

Michigan Department of Natural Resources

Fisheries Division

May 23, 2016

Terms of Reference

Michigan Coldwater Resources Steering Committee

Purpose:

The Michigan Coldwater Resources Steering Committee (Committee) is a standing committee established by the Fisheries Division (Division) of the Michigan Department of Natural Resources. The Committee is comprised of members from angling organizations as well as individuals unaffiliated with any organization who have an interest in the coldwater resources of the State. The charge to the members is to provide input, advice, and recommendations to the Division on issues related to the State's coldwater resources, as well as strategies and goals for managing those resources.

Membership:

The majority of members will be stakeholders and experts from outside the Division.

Chair:

The Chair shall be the Chief of the Fisheries Division. The Chair or his/her designee is responsible for facilitating the meetings and for disseminating the activities and formal recommendations arising from each meeting to Department staff. The Chair will work with the members to establish meeting agendas and approve final minutes.

Members:

Members shall be appointed by the Chair after taking into consideration the following factors:

1. Membership on the Committee should be representative of the diverse interests of stakeholders and the geographic regions within the State, as well as other interests as they become known and can be accommodated.
2. Members should represent a significant network of stakeholders with an interest in coldwater resources.
3. Individual members should be capable of providing effective insight, knowledge, and guidance based on their own experiences and on behalf of their organization.
4. Only one representative per organization may be on the Committee.
5. Members may choose one alternate representative to serve in their absence.

Attendance:

Members are expected to regularly attend meetings. Since interpersonal interaction among committee members is an important aspect of these meetings, participation may not occur

by conference call unless the Division schedules the meeting as a call or webinar. The Chair may appoint an alternate member of an organization to serve on the Committee as a permanent member in the event of a long-term absence of the organization's primary member. If a member does not attend or contribute toward any committee meetings for 1.5 years or more, the Fisheries Division chief will assess their viability as a committee member and determine if changes to representation are needed. Alternate representatives and guests may attend meetings. Advance notice of attendance by alternate representatives or guests must be sent to the Chair in order to accommodate those individuals at the meeting.

Responsibilities:

Membership on the Committee comes with several responsibilities, including but not limited to:

1. members will provide a voice to the issues being discussed on behalf of their organization, or on behalf of themselves if they are unaffiliated with an organization, while being cognizant of the diversity of interest for all citizens in the State of Michigan;
2. members are responsible for disseminating factual information about the Committee's activities and deliberations throughout their network of constituents and others in their community;
3. members are responsible for helping to resolve conflicts among angling groups and constituencies; and
4. members are expected to participate in a respectful manner with fellow members, Department staff, guests, and hosts of meeting sites.

Procedural Rules:Establishing Meeting Dates:

During the last meeting held in each calendar year, dates will be established for meetings in the following calendar year. At his/her discretion, the Chair may call for additional meetings throughout the year based on need or as requested by one or more members to address an issue of urgency prior to the next regularly scheduled meeting.

Agendas and Other Pertinent Information:

Any member may bring an issue before the Committee by either working with the Chair or his/her designee to have the issue added to the agenda before a meeting, or by requesting that the Chair add the issue to the agenda at the outset of a meeting prior to the agenda being approved by the Committee. Members are strongly encouraged to work with the Chair or his/her designee to place items on the agenda well in advance of a meeting. Agenda items may be solicited 30 days in advance of the next meeting. Every effort will be made to provide the members with the agenda and meeting notice at least seven (7) days prior to each meeting. Members are expected to bring all information that has been provided to them prior to a meeting, including the agenda and other attachments.

Formal Recommendations:

Only members, including alternates who are substituting for a member, are permitted to participate in determining formal recommendations. Alternates who are not substituting for a member and guests are permitted and encouraged to participate in discussions that may lead to a formal recommendation. Whenever members wish to provide a formal recommendation to the Division, a decision to support the recommendation will be made using the following process in order of priority:

1. “Will-Live-With” consensus: Consensus is achieved after specified amounts of discussion and/or negotiation time; all members involved in the discussion process eventually reach a consensus to support or oppose a recommendation. Consensus or agreement is reached when each member indicates that they “will live with” the decision. If even one member does not agree with the recommendation, then “will-live-with” consensus has not been reached. The Chair may choose to continue the discussions/negotiations in hopes of reaching consensus, move to table the recommendation until a later meeting, or move directly to a “consulting recommendation”.
2. “Consulting Recommendation”: A recommendation whereby the Chair takes into account all opinions and input of the members regarding resolution of an issue, and then the Chair makes a final, informed statement on the basis of that input. In the event of a “consulting recommendation”, the Chair will ask those members in opposition to supply a written minority report that will be incorporated into the minutes by reference and attached to the minutes.

Minutes:

Detailed minutes will be recorded for each meeting. Members will be provided (via e-mail) with a draft copy of the minutes within three weeks after the meeting. Members will have at least one week to propose changes to the draft minutes. Once all proposed changes are incorporated, the revised minutes will be e-mailed to members for approval. Members will have one week to approve the minutes. If a proposed modification to the minutes cannot be agreed upon by the members, then the Chair will ask those members in opposition to supply a written minority report that will be incorporated into the minutes by reference and attached to the minutes. Minutes will be posted on the Michigan Department of Natural Resources website after approval.

Evaluation and Review:

The Chair will lead a review at least annually to evaluate the makeup of the membership on the Committee, the effectiveness of the Committee, and the future direction of the Committee.

Open Meetings Act:

The Open Meetings Act does not apply to committees of public bodies that are advisory or only capable of making recommendations concerning the exercise of governmental authority (Opinion 6935 – Michigan Attorney General, 1997).

Adoption:

These terms of reference were originally approved and adopted by the Committee on February 6, 2012, with amendments approved on October 7, 2013 and May 23, 2016.