

# Hatchery Research Center Advisory Committee Mission

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## I. Purpose/Scope

The Oregon Department of Fish and Wildlife (ODFW) and Oregon State University will form a committee representing diverse interests to advise the Hatchery Research Center (HRC) Senior Scientist on activities and functions related to the operation and maintenance of the HRC. Responsibilities of the Advisory Committee include but are not limited to:

- 1) Operate as an advisory resource to the HRC Senior Scientist;
- 2) Assist the HRC Senior Scientist on development of a long-term HRC Strategic Plan that includes science, education and outreach;
- 3) Advise the HRC Senior Scientist as he/she develops a Science Plan;
- 4) Advise the HRC Senior Scientist as he/she develops an Outreach and Education Plan;
- 5) Provide advice on working papers, reports, outreach materials and other documents developed for the planning and operation of the HRC;
- 6) Develop expectations, rules and protocols for committee operation;
- 7) Provide feedback to the HRC Senior Scientist from constituents in their organization or interest group; and
- 8) Provide updates to their constituents or organization on activities at the HRC.

## II. Advisory Committee Members and Other Participants

- A. The HRC Advisory Committee will be composed of members representing the organizations or interests listed below. One person will represent each organization or interest group, except two at-large members will represent the public, and four at-large members will represent the scientific community. Initial terms will be 1, 2 or 3 years, divided equally among the 15 members of the Advisory Committee. Subsequent terms will be 3 years. Appointments will be agreed to by both ODFW's Fish Division Administrator and OSU's Fisheries and Wildlife Department Head.

Federal government (1)	Resource producers: agriculture, timber, gravel (1)
Local government (1)	Watershed councils (1)
Conservation (1)	Education, K-12 (1)
Sport fishing (1)	Public-at-large (2)
Commercial fishing (1)	Science-at-large (4)
Tribal (1)	

- B. Members represent the interest, group or government for which they are listed, and are responsible for bringing information forward from their group, keeping that group informed about the HRC, and getting support or bringing forth well-reasoned opinions for divergence from the recommendations developed and agreed to by the Advisory Committee.
- C. Members commit to be prepared for and participate in all meetings to the extent possible and offer advice, opinions, ideas and recommendations based on their experience and expertise.

- D. Resource persons will assist with information and resources, but will not be a part of the decision-making process. Additional advisors or resources may be brought in as needed to support the effective and efficient work of the Advisory Committee. Resource persons commit to keep the Advisory Committee informed of any concerns that might hinder adoption of a proposed recommendation.

### **III. Commitment to Consensus**

- A. The Advisory Committee agrees that consensus has a high value and that all members should strive to achieve it. Consensus means the willingness to go along with a recommendation or statement, either in active support of it or in not opposing it.
- B. The commitment to work for consensus means that members will participate in the give and take of the process in a way that seeks to understand the interests of all and will work together to find the solutions workable for all.
- C. If no consensus is reached on an issue, the various views on the issue will be discussed with the HRC Senior Scientist.
- D. Decisions on recommendations will be made by consensus of all Advisory Committee Members. Decisions will be considered tentative if Advisory Committee members need further consultation with their constituency, if additional information is needed, or if all aspects of an action are not fully considered. Final decisions will be made on a timely basis.

### **IV. Procedures for Advisory Committee Meetings**

- A. Members will elect a chair and vice-chair of the Advisory Committee.
- B. Minutes will be taken at each meeting.
- C. A quorum is one more than half of the active members of the Advisory Committee.
- D. Members will treat each other with respect during each meeting. They will listen to each other to seek to understand each other's perspective, even if they disagree. One person will speak at a time. Members will participate fully in letting the group know their perspective on issues, their concerns and their differing viewpoints. At the same time, members will respect time constraints and will share the time with others. Members will follow through with assignments between meetings.
- E. All participants will act in good faith in all aspects of Advisory Committee discussions and activities. This includes being honest, open and professional and refraining from taking actions that undermine or threaten the intents of the Advisory Committee, the HRC or its staff. Members will work to express all aspects of their concerns about issues in an open manner.
- F. Members and resource participants agree to maintain the respectful tone of the meetings outside the meetings. Reporting to constituents, speaking to the press or other discussion of the meetings will focus on issues, not on individuals. Members will refrain from generating

controversy in the press and from publicly criticizing or misstating the positions taken by other participants during Advisory Committee discussions and decisions.

- G. Any written communications, including e-mails, will be mindful of these procedural ground rules and will maintain a respectful tone even if highlighting different perspectives. Members are reminded that all communication and correspondence are considered public documents.
- H. Robert's Rules of Order will govern procedures not specifically defined elsewhere.

**V. Open Process**

- A. All meetings of the Advisory Committee will be open to the public.
- B. The Advisory Committee, with the assistance of the HRC Senior Scientist, will decide the level of participation of the public and observers attending meetings, taking into consideration the length of the agenda and the need for members to speak on all issues.