

COUNCIL OPERATING PROCEDURE
Enforcement Consultants

5

Approved by Council: 11/13/85

Revised: 04/06/95, 03/11/05, 09/16/10, 8/12/15, **11/21/16**

PURPOSE

To establish procedures for the Enforcement Consultants.

OBJECTIVES AND DUTIES

When requested by the Council Chair or Executive Director, the Enforcement Consultants shall provide advice to the Council concerning the feasibility of proposed management measures from an enforcement standpoint.

MEMBERSHIP

U.S. Coast Guard, 11th District
U.S. Coast Guard, 13th District
National Marine Fisheries Service, West Coast Division
Washington Department of Fish and Wildlife
Oregon State Police
California Department of Fish and Game

Term of Membership

An Enforcement Consultant member must be appointed by the appropriate agency head who shall notify the Council of that appointment. The appointed individual will serve an indefinite term unless the appointing agency head determines otherwise.

Termination and Replacement of a Member

An Enforcement Consultant serves the Council at the discretion of the appointing agency and may be replaced at the discretion of the appointing agency.

Alternates

An Enforcement Consultant may send an alternate to a meeting no more than twice per calendar year under the following stipulations. The Executive Director must be notified in advance in writing with the name of and contact information for the proposed alternate at least two weeks prior to the first day of the meeting, or the first day of the Council meeting held in conjunction with the enforcement meeting. Non-federal alternates will be reimbursed for travel expenses per the Council travel rules as long as the official member is not in attendance. Exceptions to these stipulations may be made at the discretion of the Executive Director for highly unusual occurrences.

ORGANIZATION

1. Each member will have one vote.
2. Additional representatives of an agency may attend meetings, but may not vote.

OFFICERS

1. A Chair will be elected by majority vote to serve a two-year term. The term will run from October 1 of the first year through September 30 of the second year.
2. There will generally be two vice-chair seats (co-vice chairs), permanently filled by U.S. Coast Guard representatives on the EC, one from the 13th District and one from the 11th District.

MEETINGS

With the approval of the Executive Director, the Enforcement Consultants will meet in conjunction with each Council meeting or as determined by the Enforcement Consultant's Chair to achieve Council enforcement objectives. The Council will reimburse travel costs for nonfederal Enforcement Consultant members while on official Council travel as per the *Council Travel Rules* document.

MEETING ATTENDANCE

1. Enforcement Consultants or their alternates will attend all Council meetings. In the event the Chair is unable to attend, the Vice Chair will assume all responsibilities of the Chair.
2. The Chair will ensure that they are kept abreast of Council developments by maintaining close contact with Council staff. The Chair will be responsible for seeing that attendance is provided for at all meetings pertinent to the business of the Enforcement Consultants. The person appointed to attend such meetings shall provide the necessary information on the meeting attended to the Chair for information dissemination.
3. The Chair will call a meeting of the Enforcement Consultants, as authorized by the Council Executive Director, prior to or at Council meetings when issues affecting enforcement are to be addressed.
4. Other agencies and Council groups are welcome to attend Enforcement Consultants' meetings. Individuals wishing to address an issue with the Enforcement Consultants should notify the Chair prior to the meeting.

REPORTING PROCEDURES

1. The Enforcement Consultants Chair will represent the consensus position of the group to the Council. In the absence of the Chair, the Vice Chair will act in the Chair's place.

2. Group positions to be presented to the Council will be established by majority vote.
3. Any member agency having an agency position differing from that of the group may present its position to the Council. Such a position must be given separately from the group report and clearly state that it is a minority report and does not represent the view of the group.
4. Items presented to the Council will be summarized in writing in addition to the oral report. Copies will be provided to members of the Enforcement Consultants.

NOTIFICATION OF MEETINGS

The Chair shall give notice of Enforcement Consultant meetings, which shall be published in the agenda of the upcoming Council meeting. Scheduled meetings shall be open to the public.

PUBLIC PARTICIPATION AT MEETINGS

The public will be permitted to comment on items relative to the agenda, but may be limited if deemed necessary by the Chair. Written statements also may be submitted prior to and during the meeting. The public may be permitted to interject comments during the meeting at the discretion of the Chair. Members of the public may be asked to leave the meeting at the Chair's discretion if their conduct is impeding the orderly progress of the meeting.

The granting of permission for the public to tape all or any part of the meeting is at the discretion of the Chair and such permission must be obtained in advance.

Upon request, copies of this operating procedure will be distributed to the public attending Enforcement Consultants meetings.

MINUTES

Minutes reporting major actions, records, and documents prepared for the Council shall be filed in the Council office where they will be available upon request.