

Coastal Pelagic Species Management Team Operational Guidelines

Roles and Responsibilities

The CPSMT has a chair and vice-chair. Elections are held each November, or at the first post-November opportunity, and the chair and vice-chair are in place for one year.

The CPSMT chair and vice-chair assigns agenda item leads which are responsible for tasks such as drafting reports, and leading discussions. Determination of CPSMT members reading the statement on the Council floor is by volunteer or at the discretion of the chair/vice-chair.

All CPSMT requests to external sources (e.g., science centers) for official Council matters should be sent through the Staff Officer or in select cases, the Chair or Vice-Chair if designated.

CPSMT Meetings

The CPSMT follows the [PFMC Advisory Ground Rules](#). Members of the public are welcome to attend all noticed meeting discussions, except for elections. The CPSMT has at least one scheduled public comment period each day for each noticed meeting and may take additional public comment at the discretion of the chair/vice-chair.

Process for Finalizing Reports

The agenda item lead(s) typically draft reports which are discussed and modified by the CPSMT at the meeting. Finalization of reports may occur via shared online documents or email. The chair, vice-chair(s), and the staff officer ensure that the statement is submitted to the Secretariat in a timely manner so that it may be posted and reviewed by the Council and public well in advance of the agenda item.