

## **Ecosystem Advisory Subpanel (EAS) Operational Guidelines**

The EAS follows Pacific Fishery Management Council [rules and procedures](#); specifically, [Council Operating Procedure 2](#) and [Advisory Body Ground Rules](#), which govern the conduct of EAS meetings and related activities.

### **Officers**

The EAS elects its Co-Chairs annually at their first meeting, which is typically at the March Council meeting. Officers serve for one year until the next election and may serve multiple terms. An officer may resign at any time, in which case an election to fill the vacancy will be held at the next EAS meeting. Officers take up their posts immediately upon election.

During their meetings, the EAS Co-Chairs may assign one or more EAS members to lead advisory body discussions, serve as rapporteurs or notetakers, draft reports, and present reports to the Council. Absent such direction, one of the Co-Chairs is responsible for leading discussions and ensuring reports are drafted and presented to the Council.

### **Facilitating Discussion**

The EAS follows the [Advisory Body Ground Rules](#) to facilitate civil, effective discussion in support of developing recommendations for the Council.

### **Public Comment**

The EAS conducts at least one announced public comment period on each day during their publicly noticed meetings but may take public comment at any time at the discretion of the Co-Chairs.

### **Process for Finalizing Reports**

Based on initial discussion, the EAS member assigned to take notes for the agenda item prepares a draft statement, which is reviewed by the EAS during its public meeting. The report may be finalized electronically (e.g., by google docs or email), if warranted. The Co-Chairs and Staff Officer should ensure that EAS final reports are submitted to the Secretariat in a timely fashion such that they are available for review by the Council and the public prior to their taking up the relevant agenda item.