

Highly Migratory Species Advisory Subpanel (HMSAS) Operating Procedure

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

Officers

The HMSAS elects its Chair and Vice Chair 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 HMSAS meeting. Officers take up their posts immediately upon election.

During their meetings, the HMSAS Chair or Vice Chair may assign one or more HMSAS members to lead advisory body discussions, draft reports, and present reports to the Council. Absent such direction, the Chair and/or Vice Chair are responsible for leading discussion and ensuring reports are drafted and presented to the Council.

Facilitating Discussion

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

Public Comment

The HMSAS 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 Chair or Vice Chair.

Process for Finalizing Reports

Based on initial discussion, the Chair, Vice Chair, or a member assigned to lead the agenda item prepares a draft statement, which is reviewed by the HMSAS during its public meeting. The report may be finalized electronically (e.g., by google docs or email), if warranted. The Chair, Vice Chair, and Staff Officer should ensure that HMSAS reports are submitted to the Secretariat such that they may be reviewed by the Council prior to it taking up the relevant agenda item.