

Highly Migratory Species Management Team (HMSMT) Operating Procedure

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

Officers

The HMSMT elects its Chair and Vice Chair (officers) annually at the November Council meeting, or at the next opportunity if the team does not meet in November. Officers serve for one year until the next election and may serve multiple terms. Officers take up their posts immediately after the conclusion of the November Council meeting. If the chair is unable to serve their full term, the vice chair will assume the chair's responsibilities until an election to determine chair and vice chair for the remainder of the year can be held during the next HMSMT meeting. The incoming officers will take up their posts immediately after the conclusion of the meeting in which they were elected and serve until the conclusion of the November Council meeting.

The role of the HMSMT officers is to coordinate team efforts, facilitate team discussion, and ensure Council requests are met in a timely manner. The officers consider HMSMT member strengths and areas of expertise when assigning one or more HMSMT members to lead advisory body discussions, draft reports, and present reports to the Council. If not assigned to a specific team member, the officers are responsible for leading discussion and ensuring reports are drafted and presented to the Council.

Any participant displaying disrespectful or disorderly behavior during the HMSMT meeting will be subject to removal. The decision to remove an individual will be made by the HMSMT officers and/or Council staff, following a warning issued for misconduct. Removal may occur if the disruptive behavior persists, ensuring a respectful and productive environment for all participants and allowing the HMSMT to carry out meeting business.

Facilitating Discussion

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

Public Comment

The HMSMT 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 officers.

Process for Finalizing Reports

Based on initial discussion, an HMSMT member is assigned to draft and/or lead the agenda item and/or prepare a draft statement, which is reviewed by the HMSMT during its public meeting. After the HMSMT's initial discussion, a designated/volunteer HMSMT member will produce a draft of the report, which should represent the HMSMT's perspective, by an agreed upon

deadline. Report editing is an inclusive team process, in which viewpoints of all members are considered and discussed in a group setting when possible. The officers and Council staff ensure that HMSMT reports are submitted to the Secretariat such that they may be reviewed by the Council and public prior to taking up the relevant agenda item. Any report finalization prior to these deadlines will occur at times that are mutually agreed to by all members of the HMSMT and reflected on a living meeting agenda, if not in alignment with the published meeting agenda. When discussed in a public meeting, a report may be finalized remotely (e.g., by Google documents or email) when finalization is editorial in nature and does not substantively change the content of the report.