

## Draft CBFWA Technical Committee Charter (Version 2)

September 23, 2005

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### I. Authorization

The \_\_\_ Advisory Committee is established pursuant to Section 502 of the Columbia Basin Fish and Wildlife Authority (Authority) Charter, dated August 29, 2005. [This committee charter was approved by the CBFWA Members on \_\_\_\_.]


### II. Purpose

(1) In support of and consistent with the Authority mission, the purposes of the \_\_\_ Advisory Committee are:

- (A) To provide Members' Advisory Group with coordinated technical analyses necessary to assure comprehensive and effective planning and implementation of fish and wildlife projects in the Columbia River Basin, ongoing or proposed, consistent with requirements of applicable law;
- (B) To facilitate discussion among fish and wildlife managers of the technical merits and implications of projects and issues to find consensus agreement;
- (C) To analyze and provide the members with recommendations on fish and wildlife programs; and,
- (D) To provide a forum for fish and wildlife concerns and information exchange among federal, state, tribal and private entities with fish and wildlife interests in the Columbia River Basin.

*[The individual committees may add purposes unique to their situation.]*

### III. Functions

- (1) Respond to technical and policy analysis requests adopted by consensus of the Members or the Members Advisory Group.
- (2) Any recommendations or options developed by the committee must be sent back to the body making the request for deliberation.
- (3) Committee analyses and recommendations shall:
  - (A) Account for where the assignment has come from;
  - (B) Account for all applicable information and prior research;
  - (C) Address practicable alternatives; and,
  - (D) Account for risk and uncertainty.
- (4)  When evaluating projects, committees will first develop specific evaluation criteria through consensus agreement that reflect established policies and priorities of the Members.


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### IV. Procedures

(2) Committees shall be composed of qualified representatives designated by each interested Member. Each committee recommendation will include a list of designated representatives who participated.

(3) Committees shall operate by consensus. A quorum of designated representatives is desirable but not essential to conducting committee business. A designated representative may abstain or, subject to timely notice regarding consideration of the issue, be absent from the consensus process without the position of that representative becoming an nting or dissenting opinion.

 Regularly scheduled meetings of committees shall be open to the public. The public shall be provided an opportunity for limited comment. Closed meetings (executive sessions) may be called as necessary to discuss sensitive issues with final action to take place in open session.

(5) Authority staff shall facilitate committee meetings but not be a part of the decision process. They will be responsible for the distribution of agendas, reports, etc., as well as meeting arrangements.

(6) The chair or vice-chair with the assistance of staff shall prepare a written agenda prior to each meeting with copies sent to each designee, the Members Advisory Group, the Executive Director and interested parties no later than one week prior to each meeting.

(7) The chair or vice-chair with the assistance of staff shall distribute the action notes agreed to at each meeting to each designee, Members Advisory Group, each committee, Executive Director and interested parties no later than one week after the meeting.

(8) Committees shall meet at the request of the chair or vice-chair or at the request of a majority of the committee members.

(9) The chair or vice-chair or a person designated by the chair or vice-chair shall attend all Members Advisory Group and Members meetings.

(10) All costs involved in committee participation are the responsibility of each member unless otherwise provided for.

(11) Proxy participation is permitted at committee. Proxies must be in writing.

(12) A committee may establish work groups of its members to further its purpose, but, if it seeks to expand the sub-group beyond the Committee's members, it must receive the CBFWA Members' approval.

### V. Communications

(1) The Members shall release upon request any data or information provided to them by a committee or Authority staff person that is cited by a Member agency or tribe as the basis for an operational action or otherwise cited as support for a public recommendation.

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(2) The committees shall not communicate statements of Authority policy positions or results of policy or technical analyses to non-member entities unless previously approved by the Members or the Members Advisory Group. Determination of position statements shall not be delegated by the Members to any committee.

(3) The committees shall relate to each other directly or through reports to the Members Advisory Group.