



Maryland Black Bass Advisory Committee Final Operating Guidelines

original **May 11, 2016**

edited **April 8, 2021**

Background

Black Bass Advisory Committee (BBAC) was created in response to guidance from the Sport Fisheries Advisory Commission (SFAC). The SFAC recommended its creation with a purpose to explicitly provide the Maryland Department of Natural Resources (hereafter, department) and the SFAC advice on black bass fisheries matters. Between 2009 and 2016, an unorganized body of individuals provided the department such advice at an annual stakeholder meeting. The BBAC is organized with 12 Members (including a Chairperson and a Vice Chairperson) and Staff Support. The BBAC receives agendas, meets, discusses agenda topics, and develops consensus on motions that advise the Director of Fishing and Boating Services for the department (hereafter, Director) on matters referenced by the Director. Meeting Minutes are drafted following meetings that are held quarterly and are reported directly to SFAC.

Members

There are 12 Members representing diversified angling interests and waters of the State. The BBAC Members are residents of Maryland and serve 4 years, with possible reappointment, and may continue to serve until a successor is appointed. Members may apply to the department within three weeks of notice that will be issued as a press release, through social media and/or other electronic services. Applicants will be appointed by the Secretary of the department (hereafter, Secretary).

BBAC Members shall have the following roles:

Attendance and Participation – Attend at least three meetings per year (or 75% of meetings per year) and use the capacities and resources you possess to promote the ideas, perspectives, and constituencies that you represent at the meeting while adhering to the purpose of the BBAC.

Advise the Director of Fishing and Boating Services on all Matters Referred to the Committee by the Director

- Read distributed meeting information in advance of meeting;
- Listen while at meetings to information provided in accordance with the agenda;
- Prepare to communicate and discuss constituents' viewpoints at meetings;
- Between meetings, maintain regular communication with the constituents and convey accurate information on department matters to them;
- Provide feedback, identify problems, suggest solutions or compromises, and search for closure on department matters.

Chairperson

The members of the BBAC shall appoint a Chairperson by a majority vote.

The Chairperson shall have the following roles:

Leader - Model leadership and governance behavior; preside in a fair manner; synthesize concepts; forge relationships; develop BBAC consensus.

Meeting Facilitator - Ensure adherence to agenda and operating guidelines; involve membership; explore diversity of opinions/inputs; resolve discussions; facilitate public participation in a fair and equitable manner while maintaining an atmosphere of civility and respect; allocate meeting time to accommodate discussion.

Administrator - Approve agenda items; set stage for meetings; approve BBAC correspondences; and track tasks of and/or requested by the BBAC.

Terms - Chairperson will serve a term of a two years, with the possibility of continuation of successive terms.

Vice Chairperson

The Vice Chairperson shall be appointed by a majority vote of Commission members.

The Vice Chairperson will have the following roles:

Leader - The Vice Chairperson will act as Chairperson if elected Chairperson is not present.

Successor - A Vice Chairperson would automatically be considered as a potential successor for a Chairperson, but still require a majority vote by the BBAC. The Vice Chairperson will serve a term of two years, with a possibility of successive terms.

Support Staff

The Director shall designate a staff person (s) to support the BBAC.

The assigned staff person(s) shall have the following roles:

Administrator - Prepare and distribute meeting agendas, meeting summaries and meeting support information; arrange for meeting space or virtual meeting space; and secure materials and/or resources to facilitate meetings.

Technical Support - Provide information and consultation regarding technical issues.

Attendance - Attend meetings; provide materials for Members in absentia; cancel a meeting when a quorum is not possible.

Minutes - Maintain a master file of BBAC meeting agendas, minutes, and support information.

Agenda and Meeting Support Information

The agenda for BBAC meetings shall be established by the Members and Support Staff, and approved by the Chairperson, and include any specific issues requested by the Director of Fishing and Boating Services or Secretary. An annual meeting schedule will be announced by the department by December of each year for the following year. Additional unscheduled meetings will be announced two weeks in advance. The agenda and meeting support information shall be distributed electronically/mail at least one day in advance of a BBAC meeting.

Attendance

In the event that you are unable to attend, you must notify the DNR Support Staff within 48 hours of meeting. A Proxy Attendee may be nominated to serve on behalf of the Member. If a member is unable to attend 75% of the BBAC meetings during a calendar year, the Secretary may recommend that the Member be removed or an alternate be designated. A meeting may be cancelled by Support Staff in event that a simple majority of appointed Members, or a quorum, is not possible.

Rules of Order

- 1) Only BBAC Members (or approved Proxy Attendees) will sit at the meeting table, if present.
- 2) The Chairperson or Vice Chairperson will call the meeting to order.
- 3) Each Member will focus on the agenda issue to keep the discussion moving forward.
- 4) Only one Member will speak at a time and each Member will have equal opportunity to participate.
- 5) Each Member may make a motion (see below).
- 6) Public observers will be allowed to address the BBAC at a designated time period on the agenda for each meeting. For topics that are not on the agenda, the Chairperson will use a public sign-up list or a virtual chatroom to decide how to allocate remaining time.
- 7) Issues that are not addressed here will be managed with Robert's Rules of Order, <http://www.rulesonline.com/>.

Motions/Actions

Committee members may make a motion. The motion shall be written down as part of the meeting motions/action items summary. A motion shall be followed by an equitable amount of time for discussion amongst members and an equitable amount of time for public comment. The BBAC will strive to make its decisions on a consensus model, but set forth that if consensus cannot be reached, then a simple majority can decide an issue. Following the discussion and comment period, the motion shall be seconded by a Committee member, other than the member who made the original motion. A seconded motion shall be approved by the majority of the Committee members in order to be adopted. Motions or Action items from each meeting shall be disseminated electronically or by mail upon request by the next business day to members following a meeting. Members within minority views can request that their views be explicitly included in any decisions and recommendations that are made to the Director and SFAC.

Meeting Minutes

Meeting minutes will serve as communication to the SFAC and department, as well as the general public. They shall be prepared as a record of any BBAC meeting wherein official business is conducted. Meeting minutes shall be a verbatim record of meeting dialogue. Meeting Minutes shall be distributed to Members within 10 working days following the BBAC meeting to which the meeting minutes apply. Draft meeting minutes, with or without amendments, shall be approved by a quorum of the Members. Only approved meeting minutes may be distributed to non-members. Official positions or recommendations adopted by the BBAC, which members believe warrant the attention of the Secretary, shall be recorded in the BBAC meeting minutes and transmitted to the SFAC for their consideration in transmitting to the Secretary as official correspondence.

Travel Reimbursement

The BBAC Members are unable to receive reimbursement for travel.