



Wes Moore, Governor  
Aruna Miller, Lt. Governor  
Josh Kurtz, Secretary  
David Goshorn, Deputy Secretary

## Invasive Catfish Advisory Committee Operating Guidelines Created July 2024

### Background

The Invasive Catfish Advisory Committee (ICAC) was created in 2024 in a collaborative effort between the Maryland Department of Natural Resources (hereafter, Department), the Sport Fisheries Advisory Commission (SFAC) and the Tidal Fisheries Advisory Commission (TFAC). The Invasive Catfish Committee is organized with 17 members, including a Chairperson and a Vice Chairperson and staff support. The ICAC receives agendas, meets, discusses agenda topics, and develops consensus on motions that formally advise the Director of Fishing and Boating Services for the Department (hereafter, Director) and/or TFAC and SFAC. Meeting minutes are drafted following meetings that are held quarterly and are reported directly to SFAC and TFAC.

### Purpose

The Department created the ICAC with a purpose to explicitly provide the Maryland Department of Natural Resources, SFAC and TFAC with advice on invasive catfish fisheries matters.

### Members

The ICAC is organized with 17 members, including a Chairperson and a Vice Chairperson, representing a diversity of important stakeholder groups and waters of the State. The ICAC members 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).

*ICAC 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 available to promote the ideas and perspectives of constituencies at the meeting while adhering to the purpose of the ICAC.

Advise TFAC, SFAC, and the Director on all matters referred to the Committee – During and between meetings, ICAC members must be prepared to provide meaningful advice, which requires the following:

- 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 ICAC 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 Invasive Catfish Advisory Committee 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.

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

### **Vice Chairperson**

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

*The Vice Chairperson will have the following roles:*

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

Terms – A Vice Chairperson would carry out duties requested by the Chairperson. The Vice Chairperson would automatically be considered as a potential successor for a Chairperson, but still require a majority vote by the Invasive Catfish Advisory Committee. 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 ICAC.

*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; cancel meetings without a quorum (or a majority of members).

Minutes – Maintain a master file of ICAC meeting agendas, minutes, and support information.

### **Agenda and Meeting Support Information**

The agenda for ICAC meetings shall be established by the Members and Support Staff, and approved by the Chairperson, and include any specific issues requested by the Director 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 at least one day before an Invasive Catfish Advisory Committee meeting.

### **Attendance**

In the event that an ICAC member is unable to attend a quarterly committee meeting, they must notify the DNR Support Staff within 48 hours of meeting. A Proxy Attendee may be nominated to serve on the members' behalf. If a member is unable to attend 75% of the ICAC quarterly meetings during a calendar year, the Secretary or the Department may recommend that the ICAC member be removed or an alternate be designated. Meetings without a quorum will be canceled.

### **Rules of Order**

- 1) Only ICAC Members (or approved Proxy Attendees) will be active participants throughout the meeting .
- 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 ICAC at a designated time period on the agenda for each meeting or when called upon by the Chairperson or Vice Chairperson. For topics that are not on the agenda, the Chairperson will use a public sign-up list or a virtual chat room to decide how to allocate remaining time.
- 7) Issues that are not addressed here will be managed by the Chairperson using Robert's Rules of Order, <http://www.rulesonline.com/>.

### **Motions/Actions**

Committee members may make a motion. A motion is a new piece of business or a proposed decision or a proposed action. The motion shall be written down as part of the meeting motions/action items summary. A motion shall be given an equitable and sufficient amount of time for discussion amongst members and if necessary, public comment. The ICAC

will strive to make its decisions on motions using a consensus model whereby consensus is reached among all members on a motion; but if consensus cannot be reached, then a simple majority can decide on a motion. 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 from each meeting shall be disseminated as part of the minutes and electronically (or by mail upon request) within 7 business days to members following a meeting. Members with minority views can request their views be explicitly included in any decisions on motions.

### **Meeting Minutes**

Meeting minutes will serve as communication to the TFAC, SFAC, and Department, as well as the general public. They shall be prepared as a record of any ICAC meeting wherein official business is conducted. Meeting minutes shall be an accurate record of meeting dialogue and include all motions and actions. A draft of meeting minutes shall be distributed to Members within 7 business days following the ICAC meeting to which the meeting minutes apply. Draft meeting minutes 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 ICAC, which members believe warrant the attention of the Secretary, shall be recorded in the ICAC meeting minutes and transmitted to SFAC and TFAC for their consideration in transmitting to the Secretary as official correspondence.

### **Travel Reimbursement**

The ICAC members are unable to receive reimbursement for travel.