

Terms of Reference

Lake Michigan Fisheries Forum

Purpose

This Forum is a citizen-based group. The charge of the Lake Michigan Fisheries Forum is to review and provide input into the fishery goals, objectives and management plans for Lake Michigan. Members will assist Fisheries Management in charting the future course of fisheries management by advising the Lake Michigan Fisheries Team (DNR).

Membership

Chair

The Sea Grant designated liaison will serve as the chair for the Forum. The Chair is responsible for facilitating the meetings and will work with the members and a Lake Michigan Fisheries Supervisor to establish meeting agendas and approve final minutes.

Fisheries Supervisor

A Lake Michigan Fisheries Supervisor assists the Chair in preparing the agenda, obtaining the appropriate speakers, facilitating meeting arrangements, and finalizing draft minutes for the Chair's review. The Lake Michigan Fisheries Supervisor works with the Chair and members to determine the direction of the Forum.

Members

Members are appointed by the Lake Michigan Fisheries Team (DNR) with input from the Chair of the Forum after taking into consideration the following factors:

1. The Lake Michigan Fisheries Forum should be representative of the diverse stakeholder interests including sport and commercial fishermen and geographic regions on Lake Michigan, as well as other interests such as academia, non-governmental organizations, agencies and governmental offices.
2. The members should represent a significant network of fisheries and other stakeholder interests.
3. The members should be capable of providing effective insight, knowledge and guidance from their own experiences and constituencies.

All members of the Lake Michigan Fisheries Forum at the time of adoption of these terms of reference will be asked to continue as a member. Fisheries Management and the Chair may appoint an alternate member for an organization to serve in the absence of the primary member. Primary and alternate members alike, and other visitors, are permitted and encouraged to participate in discussions. In addition to the Members, the meetings will be open to all interested persons.

Member Responsibilities

Membership on the Forum comes with several responsibilities including, but not limited to the following:

Members are responsible for-----

1. disseminating the Forum's activities and deliberations throughout their network of constituents and others in their community as appropriate.
2. seeking to resolve conflicts among user groups and constituencies.
3. regular attendance at meetings and participating in a respectful manner with fellow Forum members, DNR staff, and visitors.

4. representing the interests of their constituencies with the rest of the Forum.

Procedural Rules

Minutes

Since the purpose of the Forum is to advise the Lake Michigan Fisheries Team on fisheries issues related to Lake Michigan, detailed minutes will be recorded for each meeting. An effort will be made to provide members with a copy of the minutes within a month of the meeting. Minutes will be corrected via email with a review/comment/approval period of 2 weeks. Any significant changes would cause a second period of review. No reply from Forum members will be taken as an approval. At the following meeting, the Chair will distribute copies of the approved minutes to the members.

Agendas

Any Forum member can bring an issue to the meetings by working with the Chair and the Lake Michigan Fisheries Supervisor to have their issue added to the agenda. The members are strongly encouraged to work with the Chair and Lake Michigan Fisheries Supervisor to place items on the Agenda. Agenda items will be solicited by the Chair and/or the Fisheries Supervisor at least 30 days in advance of the next meeting. An effort will be made to provide the members with the final agenda and meeting notice at least 7 days prior to the next meeting. Members will be expected to bring copies of any handouts or presentations that are provided electronically prior to the meeting.

Lake Michigan Fisheries Team

The Lake Michigan Fisheries Team will provide the following services to the Forum:

- 1) Coordinate with the Chair of this Forum on meeting logistics
- 2) Provide informational presentations on topics of interest
- 3) Host two meetings annually
- 4) Provide meeting notes, handouts and informational items to members and the public

Establishing Meeting Dates

During the last meeting held each year dates will be established for meetings in the following year. The Chair and Lake Michigan Fisheries Supervisor may establish additional meetings throughout the year based on need or a desire by the Forum to address an issue sooner than the next meeting is scheduled.

Evaluation and Review

The Forum, led by the Chair, will review and evaluate the effectiveness and direction of the Forum at least bi-annually.

Adoption

These terms of reference were approved and adopted by the Lake Michigan Fisheries team on September 1, 2012.