



Lobster Advisory Committee  
For The Spiny Lobster Fishery Management Plan Process

**Responsibilities and Operating Principles**

For any advisory committee to be effective, it is imperative for those involved to agree at the outset on process and procedures by which the group will interact and work together. Once the committee is formed, the facilitation team will work closely with members on mutual development of a charter that guides the discussions, decisions and recommendations produced by the group. The information below provides a broad outline of the purpose and potential timeline for meetings. Additional structure, like decision-making procedures, will be defined and agreed upon once the committee is convened.

**Purpose and Responsibilities of the Advisory Committee**

The Lobster Advisory Committee (LAC) is a collaborative body representing the major constituencies with the purpose of providing the California Department of Fish and Game (DFG) advice, feedback, and recommendations regarding the issues and actions that need to be taken during the development of a Spiny Lobster Fishery Management Plan (FMP). The LAC will give guidance on FMP objectives and end products, as well as provide ideas for management options that address the key issues put forth by constituents. The LAC will not author the contents of the FMP, but will instead review draft documents generated during the FMP process to provide direction and feedback. Ideas for management options proposed by the LAC must comply with state and federal legislation. LAC members will have the ability to decide on a preferred management option through a group quorum. If the LAC reaches a decision, the Department will then present the preferred management option to the Fish and Game Commission as part of the FMP.

**Group Composition**

In accordance with the Marine Life Management Act (MLMA) the composition of the Lobster Advisory Committee reflects the diversity of interests and the complexity of California's spiny lobster fisheries. The Committee will be made up of twelve members and five alternates. The structure will be as follows:

- Two marine science members and one alternate (biological and environmental);
- Three recreational members and one alternate (hoop net anglers and divers);
- Three commercial members and one alternate (harvesters and buyers);
- Two non-consumptive recreational members and one alternate (cultural and wildlife);
- One environmental organization representative member and one alternate (NGO); and
- One Federal agency member.

Alternates will only be required to attend specific LAC meetings if requested to serve as a temporary replacement for a Committee member, but alternates may attend any meetings if they wish. However, alternates are required to attend the first meeting on June 20, 2012.

### **Communication**

Constituents must have the ability to communicate with Committee members. DFG will supply Committee members and alternates with email accounts for Lobster FMP related business (personal email accounts will not be used). Committee members and alternates will also be required to provide a contact phone number that will be available to the public. Mailing address information is considered private, and will not be publicly listed.

### **Decision Making**

When requested, the Lobster Advisory Committee will make recommendations by quorum. The methods for decision making by quorum will be developed and agreed upon by the Committee during the first meeting on June 20, 2012.

### **Meetings**

**Facilitation:** All Lobster Advisory Committee meetings will be facilitated by a neutral, third-party facilitation contractor. The facilitator will serve to focus discussion and provide a process where everyone's views are solicited and heard.

**Attendance:** Members of the Lobster Advisory Committee are expected to attend all Committee meetings, excluding unforeseen circumstances. If a Committee member is unable to attend a meeting, an appointed alternate will serve as a temporary replacement. Only the Federal agency member will not have an alternate.

**Open Meetings:** Meetings of the Lobster Advisory Committee will be open to the general public for observation. Ten minutes of public comment will be permitted per meeting. Speakers will be limited to 1-2 minutes each depending on the number of people who wish to speak.

Agendas: Agendas for the meetings will be drafted by the facilitator in consultation with DFG. The facilitator will provide LAC members with a draft agenda five working days prior to a scheduled meeting and revisions can be made at the beginning of each meeting. Meeting agendas will be posted on the lobster FMP website.

Meeting Summaries: Meeting summaries will be prepared by the facilitator to assist the LAC and DFG in documenting progress and tasks. The meeting summaries will be distributed to all interested parties and posted on the lobster FMP website.

### **Lobster Advisory Committee Schedule**

Note: The **June 20, 2012** meeting will be held at the DFG office in Los Alamitos at 9:00 AM to 4:00 PM. The date for this meeting is firm, and all **LAC members** and **alternates** must attend. \*Locations and times will be announced for subsequent meetings after consultation with the LAC.

#### Tentative Meeting Dates and Agendas:

- **June 20, 2012, Los Alamitos (9:00 AM to 4:00 PM)** – agenda: LAC Charter and Ground Rules development, Timeline for FMP, List of Lobster FMP Issues, FMP Conceptual Framework, Comments from Public Meetings, and Review of Draft Fishery Overview Chapter.
- **August 1, 2012** – agenda: Review Summary of Management Options.
- **December 4, 2012** – agenda: Discuss findings of Economic Profile Report, and Comments on Draft Fishery Management and Conservation Chapter.
- **June 12, 2013** – agenda: Review Comments from Public Management Options Meetings.
- **August 15, 2013** – agenda: Review Management Strategy Evaluation Results.
- **2014 (to be scheduled)** – agenda: Comments on Final Draft of FMP Document.
- Additional meetings may be scheduled on an as needed basis.

## **Document Review**

Members of the Lobster Advisory Committee (excluding alternates) will be tasked with reviewing draft documents generated as part of the FMP process. Committee members are expected to provide feedback and advice on content contained in draft chapters of the FMP in a timely manner. Documents are to be sent via email to members for review. Alternates will receive draft documents via email, but submission of written comments will be voluntary. A period of four weeks will be given from the date sent for review and comment. Written comment must be submitted to the facilitator and DFG via email.

Draft Chapters and Dates:

\*Dates may be subject to change if the distribution of a draft chapter is delayed.

- **Draft Fishery Overview Chapter** – Distributed **May 21, 2012**. Written comments must be received by **June 18, 2012**.
- **Draft Economic Profile Chapter** – Distributed **August 10, 2012**. Written comments must be received by **September 7, 2012**.
- **Draft Fishery Research Protocol Chapter** – Distributed **October 11, 2012**. Written comments must be received by **November 8, 2012**.
- **Draft Fishery Management and Conservation Chapter** – Distributed **November 6, 2012**. Written comments must be received by **December 4, 2012**.
- **Draft Spiny Lobster Fishery Management Plan** – **January 2014**, distribution date to be announced.

## **Safeguards**

Good Faith: All parties will agree to act in good faith in all aspects of the collaborative process. Personal attacks are not acceptable. Advisory committee members agree to make their best effort to accurately represent the views of their constituency. Good faith requires that individuals not represent their personal views as those of the Lobster Advisory Committee when engaged in other forums where the same issues are under discussion. This also includes contacts with media.