

**IPHC PROCESSOR ADVISORY GROUP  
STATEMENT OF PURPOSE  
AND RULES OF PROCEDURE**

**1. Purpose.**

The Processor Advisory Group (PAG) is an advisory panel of the International Pacific Halibut commission (IPHC) that represents the Canadian and United States commercial halibut processing industry. It advises the Commission on issues related to the management of halibut resources in the exclusive economic zones of Canada and the United States.

The PAG encourages stability and growth of the North American Pacific halibut industry by fostering a cooperative relationship, better understanding, and a spirit of mutual benefit among seafood processors, fishermen, the commission, and all other stakeholders.

**2. History.**

Recognizing the expertise the processing industry can provide, the PAG was founded in 1995 through the efforts of the Halibut Association of North America (HANA) and the Commission staff. Since then, the Commission has relied on the PAG for comprehensive industry advice on potential conflicts within a given fishery resource or area, as well as potential resolutions related to current or future issues.

**3. Administration.**

HANA continues to serve as the PAG's organizational, administrative, communications, and recruitment facilitator. HANA is also responsible for creating and distributing the PAG's annual report.

**4. Membership.**

Any company or association, including sole-proprietorships, corporation, or partnerships whose direct business is purchasing, processing and selling Pacific Halibut caught in Alaska, British Columbia, Washington, Oregon, or California is eligible for PAG membership.

Potential members shall present authorization from their company to represent that company in PAG deliberations. Such authorization will be presented to the general membership of the PAG at its annual meeting. If this authorization is not valid, the member will be removed from the PAG membership list.

PAG members agree to carefully and objectively consider all aspects of an issue.

There are no dues, and PAG members serve without compensation. Membership is renewed each year, upon attending the PAG annual meeting.

## 5. Officers

The PAG's annual meeting shall be convened by the President of HANA for the purpose of nominating and electing the PAG Chair and Vice-Chair. Once nominations are made, the election is confirmed by a simple majority vote of PAG members present.

In years when the Commission's Annual Meeting is held in Canada, the PAG Chair shall be a Canada-based member and the Vice-Chair shall be a U.S.-based member. In years when the Commission meets in the U.S., the PAG Chair shall be a U.S.-based member and the Vice-Chair shall be a Canada-based member.

Officers' terms shall be for one year.

## 6. Regular Meeting

*Time and place:* The PAG meets once a year over the course of a few days, in conjunction with the IPHC Annual Meeting. A quorum is established each year. IPHC staff shall make necessary arrangements for the PAG meeting.

*Agenda:* The PAG's draft agenda will be presented by the Chair and approved by the membership at the beginning of the meeting. Members may suggest changes to the agenda prior to approval.

*Conduct of meeting:* Parliamentary procedure will be used in the conduct of the PAG meeting.

*Workgroups:* The PAG will establish such workgroups as the Chair or the Commission deem necessary. Additional work group members outside of the PAG membership may be added as judged appropriate by the Chair.

*Voting:* Only one vote per company member is allowed. If a company has more than one representative in attendance, those representatives will choose from among them one individual to cast the company's single vote on any issue.

*Proxies:* Proxies are allowed only from members who have attended the last two sequential meetings of the PAG.

Only one Proxy per member is allowed.

Proxies will be submitted to a PAG member or the executive director of HANA prior to the PAG meeting in written or electronic form. If a Proxy is submitted to a PAG member, that member must submit the Proxy to the executive director of HANA. At the meeting, HANA's executive director will submit all Proxies to the chairman of the PAG.

A General Proxy will authorize a designated PAG member to vote on any or all topics brought before the PAG, on behalf of a PAG member who cannot attend. A Specific Proxy will authorize a PAG member to vote on specifically named topics (listed on the proxy itself) on behalf of the PAG member who cannot attend.

*Reports, minutes, and other meeting materials:* The Chair, Vice-Chair, or a designated PAG member shall be responsible for reporting the PAG advice and recommendations to the commission. This Report shall focus on the full discussion of the issues, the results of any votes that were taken, and minority reports if there are any.

Minutes of the PAG meetings will be taken by the Executive Director of HANA or her designee, with assistance as needed from PAG members.

Completed Reports or other documents prepared and discussed at PAG meetings will be presented to the Commission at the annual meeting and made available to the public through the PAG's section on the IPHC website.

IPHC staff support is available for the PAG, as approved by the Commission.

*Observers:* Meetings of the PAG are open to the public. Observers will be permitted to comment on agenda items at the sole discretion of the Chair. Written statements may be submitted prior to and during the meeting. If the conduct of any member of the public in attendance is impeding the orderly progress of the meeting, the Chair may, at his or her sole discretion, ask the individual to leave.

#### **7. Conducting business between meetings.**

During the IPHC Annual Meeting, the PAG may establish workgroups to address issues or projects, or to represent the PAG's interests, between the IPHC's Annual Meetings. Completed documents and other work materials from the PAG workgroups will be posted for public access on the IPHC website.

#### **8. Special Meetings.**

When determined by the PAG Chair and Vice-Chair as necessary, Special Meetings may be called. These meetings shall be for a purpose requiring discussion or other action by a quorum of PAG members.

A quorum is established by a majority of the PAG members who were present at the most recent PAG Annual Meeting. Minutes and other reports of the Special Meeting will be distributed to the Commission for posting on the IPHC website in a timely manner by the Executive Director of HANA or her designee.

Attendance, discussion, voting, reportage, and all other aspects of the Special Meeting may be done electronically.

## **9. Promulgation**

The IPHC approves and promulgates this Statement of Purpose and Rules of Procedure for the PAG with the intention of keeping the PAG's policies, operations, and structure relevant and current. It is the Commission's intent to also maintain the PAG's role as a recognized authority and source of credible counsel to the Commission, the IPHC Staff, and others who have an interest in the halibut resources overseen by the Commission.

SUBMITTED TO THE IPHC ON JANUARY 15, 2014.

APPROVED BY THE IPHC ON SEPTEMBER 17, 2014.