

## IPHC Conference Board Rules of Procedure

1. **Promulgation.** The International Pacific Halibut Commission (IPHC) approves and promulgates Rules of Procedure for its Conference Board as of January 29, 2015.
2. **Applicability.** These rules of procedure apply to all operations of the Conference Board. In these Rules, “IPHC” or “Commission” refers to the International Pacific Halibut Commission, “Board” refers to the Conference Board, and “Secretariat” or “Staff” refers to the permanent Commission staff.
3. **Purpose of the Conference Board.** The Conference Board is an IPHC advisory panel representing Canadian and United States halibut harvesters. The Board was created by the Commission in 1931 to obtain advice and recommendations from halibut harvesters on conservation measures and halibut management. The Board also reviews staff reports and recommendations and provides its advice concerning these items to the Commission at its Annual Meeting, or on other occasions as requested.
4. **Membership.**
  - a. Nomination and accreditation.
    - i. Conference Board members are halibut harvester organizations and associations from each nation and include commercial, guided sport, unguided sport/recreational, subsistence, and First Nations/Tribal interests. Members are responsible for designating their individual delegate(s) and no delegate may vote on behalf of more than one Conference Board member.
    - ii. The Board regulates its membership by accrediting members at the beginning of each IPHC Annual Meeting. Accreditation is documented using the Accreditation Questionnaire attached to these Rules. The Board members from each country shall compose Canadian and United States national sections.
    - iii. Members may be re-accredited for successive meetings. Members seeking re-accreditation are encouraged to notify the IPHC at least two weeks before the beginning of the annual meeting.
    - iv. Potential members seeking accreditation for the first time are encouraged to notify the IPHC at least two weeks before the beginning of the annual meeting.
  - b. Length of membership.
    - i. There is no limit to the number of meetings a member organization or their individual delegate(s) may serve in.
  - c. Compensation. Organizations and delegates serve without compensation from the Commission.
5. **Officers.**
  - a. CoChairs.
    - i. The Board is co-chaired by two members, one from each of the two national sections.
    - ii. The Co-Chairs convene and adjourn meetings and preside over them, ensuring that meetings are conducted in an orderly and businesslike manner.
    - iii. The Co-Chairs present the Board’s decisions, recommendations, and advice to the Commission.
    - iv. The Co-Chairs may appoint a Secretary, or one of the Co-Chairs may fulfill secretarial duties.

- b. Terms of office and election.
  - i. Co-Chairs are elected for terms of one year, with no limit to the number of terms that individuals may serve.
  - ii. Members of each national section elect the Co-Chair from their country at the beginning of each Annual Meeting. The newly elected Co-Chairs will then serve until the beginning of the next Annual Meeting.
  - iii. If a Co-Chair becomes unable to serve during the Annual Meeting, his/her national section shall elect another member as Co-Chair. If a Co-Chair becomes unable to serve sometime after the Annual Meeting, the office will remain vacant until the national section elects a replacement at the beginning of the next Annual Meeting.

6. **Meetings.**

- a. Time and place.
  - i. The Conference Board typically meets once each year, in conjunction with the IPHC Annual Meeting.
  - ii. The Secretariat shall make the necessary arrangements for the Conference Board meeting.
- b. Agenda.
  - i. The agenda for the Conference Board will be proposed by the Co-Chairs and approved by the membership at the beginning of the meeting. Members may suggest additional agenda items.
  - ii. Following the initial public session(s) of the IPHC Annual Meeting, the Board typically meets separately from the Commission to discuss the issues and proposals under consideration. The Board may call on the Secretariat or other organizations to clarify or provide more information during its deliberations. The Board's recommendations and advice are presented to the Commission at a later session of the Annual Meeting.
- c. Conduct of meetings.
  - i. Parliamentary procedure according to Roberts Rules of Order will be used as a guideline in the conduct of Board meetings.
  - ii. The Board may set up subgroups or committees to consider specific issues or to produce specific documents or other products.
- d. Decision-making processes.
  - i. Each accredited board member shall have one vote. Following a vote on any issue the Co-Chairs shall announce the result by national section, which shall be recorded in the record of the meeting. When it is clear that the vote reflects differences of opinion within a national section the co-chairs shall ensure that minority viewpoints are summarized and reported to the Commissioners.
  - ii. Decisions regarding the Board's recommendations for catch limits and regulations *must be made by a recorded vote of members present.*
  - iii. Other decisions may be made by voice vote of Board members present, unless the Co-Chairs decide that a recorded vote is necessary.
- e. Reports, minutes, and other meeting materials.
  - i. The Board typically documents its proceedings with a Conference Board Report delivered by the Co-Chairs to the Commission during the Annual Meeting Thursday morning session.
  - ii. The Conference Board Report will include the Board's decisions, recommendations, and advice adopted at the meeting, and will describe both areas of consensus and difference. If requested, divergent views within a national section will be documented in minority reports by accredited organizations of the minority. Participants requesting the inclusion of a minority report must provide

the Co-Chairs with a clear and concise serviceable draft in an electronic version “word document” within one hour of the conclusion of the IPHC Annual Meeting Conference Board session. Draft minority reports are limited only to information and material discussed during the Conference Board session. The Co-Chairs reserve the right to edit draft minority reports for accuracy and brevity. All attendant documents shall be considered part of the Report.

- iii. Decisions or actions taken by the Board which are not included in the customary Conference Board Report will be documented in minutes or other documents approved by the Board.
- iv. Completed Reports or other documents prepared and discussed at Board meetings will be presented to the Commission and made available to the public.
- v. Secretariat support is available for the Board, as approved by the Commission.
- f. Observers.
  - i. Meetings of the Conference Board are open to the public.
  - ii. At the discretion of the Co-Chairs, observers may be permitted to comment on items relative to the agenda. Written statements also may be submitted prior to the meeting. Observers may be asked to leave the meeting at the Co-Chairs’ discretion if their conduct is impeding the orderly progress of the meeting.
- g. Conducting business between meetings.
  - i. During the Annual Meeting, the Board may create subgroups or committees to work on issues or projects, or to represent the Board’s interests, between Annual Meetings.
  - ii. The work of such subgroups or committees may not exceed the limits approved for them by the Board at the Annual Meeting.
  - iii. Completed documents and other work materials from the Board’s subgroups or committees should be posted for public access on the Commission web site.
  - iv. Decisions requiring a vote, regarding or resulting from work between Annual Meetings, may only be made at the Annual Meeting.

**7. Communications with the Commission.**

- a. The Co-Chairs will communicate with the Commission and the other IPHC advisory bodies on the Board’s behalf.
- b. The Commission’s Executive Director may facilitate communication between the Board and the Commission or the other IPHC advisory bodies.

**8. Documents and documentation.**

- a. As approved by the Commission, Secretariat support may be made available for the Board’s documentation needs.
- b. Reports, minutes, meeting materials, and other documents will be archived for the Board by the Secretariat.
- c. Reports, minutes, and other documents designated by the Co-Chairs will be posted by the Secretariat for public access on the Commission website.

- 9. Changes.** Any gaps or deficiencies in these Rules will be addressed by the Board to the Commission for resolution, along with any recommendations from the Board. Amendments or changes to these Rules must be approved by the Commission.

# CONFERENCE BOARD ACCREDITATION QUESTIONNAIRE

1. NAME AND ADDRESS OF ORGANIZATION:

---

---

---

Mailing Address

---

City	State/Province	Zip/Postal Code	Telephone
------	----------------	-----------------	-----------

---

FAX	E-mail
-----	--------

2. NAME AND TITLE OF OFFICERS:

---

---

3. PRIMARY PURPOSE OF ORGANIZATION (GENERALLY, WHO DO YOU REPRESENT?)

---

---

4. DATE ORGANIZATION WAS FORMED:

5. DATE OF LAST MEETING:

6. HOW MANY MEMBERS IN YOUR ORGANIZATION?

8. NAMES OF DELEGATES \_\_\_\_\_

---

9. HAVE YOUR DELEGATES EVER VOTED ON THE CONFERENCE BOARD? YES \_ NO  
WHAT YEAR?

9. ENCLOSE ANY OTHER PERTINENT INFORMATION OR RECOMMENDATIONS  
REGARDING PARTICIPATION ON THE HALIBUT CONFERENCE BOARD.

---

Authorized Signature

Date of Application