



PROPOSED APPENDIX A DCTF Executive Committee Operating Procedures

Draft April 16, 2014

The California Dungeness Crab Task Force (DCTF) created an Executive Committee (EC) by unanimous vote on April 2, 2012. The EC was established within the framework of Section 3.3 (DCTF Workgroups) of the DCTF Charter.

Role and Purpose

The role of the EC is to:

- Provide clarification to the Legislature, California Department of Fish and Wildlife (CDFW), and the Fish and Game Commission on DCTF actions between DCTF meetings, as needed. Support the DCTF Administrative Team in planning for DCTF meetings.
- Develop proposals and/or recommendations on ongoing and new DCTF-related issues for the full DCTF's consideration.

As explained in SB 369, the EC will report back to the DCTF on the EC's activities. A summary of all EC discussions is made publically available on the DCTF website.

Membership and Organization

The DCTF approves the following five DCTF members to serve on the EC:

- Geoff Bettencourt, Half Moon Bay High Tier
- Bill Carvalho, Crab Processor
- Larry Collins, San Francisco Low Tier
- Mike Cunningham, Eureka High Tier
- Vince Doyle, Fort Bragg High Tier
- Bret Fahning, Crescent City High Tier

Any changes to the EC membership will take place during a full DCTF meeting and will follow the guidelines for appointing/removing EC members as outlined in Section 3.3. of the DCTF Charter.

Procedures and Process

The DCTF Administrative Team will coordinate with OPC to support EC activities. All EC discussions will be in compliance with the Bagley-Keene Open Meeting Act of 2014. In cases where the EC will meet outside of full DCTF meetings, a member of the DCTF Administrative Team will provide facilitation and note taking support to ensure the group meets roles, responsibilities, and deadlines for tasks. A summary of all EC discussions, together with any deliverables and documents that may be drafted based on the



outcomes of EC discussions, are made publically available on the DCTF website.

The EC will convene only if a quorum (4) of members is present. Alternates may not be used by an absent member.

Legal compliance

All work of the EC will be in compliance with the Bagley-Keene Open Meeting Act of 2014. The DCTF Administrative Team, participating state agencies, and all DCTF members, including the EC, are expected to maintain familiarity and compliance with all aspects of the act as it applies to the work of the DCTF.

All ground rules and communications processes in the DCTF Charter apply equally to the EC.

Decision Making and Voting Procedures

The EC will not speak for the DCTF, nor make decisions/recommendations on behalf of the collective DCTF. All decisions made by the EC must be made by consensus and forwarded to the DCTF; no voting will take place within the EC.

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