



Final Charter
September 8, 2009

Guiding Principles

The Members of the Dungeness Crab Task Force (DCTF) unanimously agree with the following:

1. All Members will attempt to achieve outcomes that serve the best interest of the entire Dungeness crab industry while mitigating negative impacts to his/her respective interests;
2. All Members will maintain an open mind, and consider all perspectives before voting on a DCTF recommendation;
3. The DCTF includes participants from the previous Dungeness Crab Steering Committee (Committee). The Committee was a group of people selected to discuss and develop text that was used in the creation of Dungeness crab legislation (ultimately referred to as Senate Bill 1690 and described below);
4. All participants of the Committee serving on the DCTF unanimously recall that the Committee intended for “ex officio” Members of the DCTF to be non-voting Members.
5. Current ex officio Members of the DCTF unanimously agree that they understood ex officio status on the DCTF to mean “non-voting”;
6. Current ex officio Members of the DCTF unanimously agree to abstain during voting on DCTF recommendations to the Legislature (as described below).

Section 1. Background

Senate Bill 1690 (SB 1690), sponsored by the office of California State Senator Patricia Wiggins, is designed so that a broad set of stakeholder interests representing major crab ports throughout the state can evaluate current management measures and provide recommendations on future management of the Dungeness crab fishery. The bill was signed into law by Governor Schwarzenegger in September 2008 and designates the development and establishment of a DCTF. The work of the DCTF is expected to take place during the course of several meetings held in various crab fishing regions in the state. DCTF meetings will take place between May 2009 and January 2010, with the goal of making recommendations on Dungeness crab management measures by January 15th, 2010. Elected and appointed DCTF Members are identified in Table 1.

Table 1. Membership of the Dungeness Crab Task Force

Elected Commercial Fishing Members – 17 Total			
Representative	Port	Production level	Vessel
Bill DeBacker	Crescent City	Lower	F/V She N I and F/V Jard
Lee Wilson	Crescent City	Lower	F/V Gold Coast
Brett Fahning	Crescent City	Upper	F/V Rogue
Gerry Hemmingsen	Crescent City	Upper	F/V Pollux
Mike Zamboni	Trinidad	Not-specified	F/V Lucky 50
Don Standley	Eureka	Lower	F/V Terry S
Michael Cunningham	Eureka	Upper	F/V Sally K

William Forkner	Fort Bragg	Lower	F/V Shirley and F/V Audrey
Vince Doyle	Fort Bragg	Upper	F/V Verna Jean
Stan Carpenter	Bodega Bay	Lower	F/V Sandy B
Chris Lawson	Bodega Bay	Upper	F/V Seaward
Lawrence Collins	San Francisco	Lower	F/V Autumn Gale
John Atkinson	San Francisco	Upper	F/V New Rayann
Jim Anderson	Half Moon Bay	Lower	F/V Alliane
Geoff Bettencourt	Half Moon Bay	Upper	F/V Moriah Lee
William "Bill" Blue	South of Half Moon Bay	Not-specified	F/V Morning Light
Randy Smith	Non-resident	Not-specified	F/V Mistasea

Appointed Members – 10 Total (including 5 Ex officio)	
Representative	Interest group
Ben Sleeter	Sport Fishing
Kevin McKernan	Sport Fishing
Bill Carvalho	Crab Processing
Paul Johnson	Crab Processing
Roger Thomas	Commercial Passenger Fishing Vessel (CPFV) – F/V Salty Lady
Rich Young	ex officio - Non-governmental organization (Crescent City Harbormaster)
Johanna Thomas	ex officio - Non-governmental organization (Environmental Defense Fund)
Jim Waldvogel	ex officio - Sea Grant
Steve Riske	ex officio - Department of Fish and Game
Brooke McVeigh	ex officio - Department of Fish and Game

Section 2. Task Force Purpose, Deliverables, Timeline, and Process

Task Force Purpose

According to SB 1690, the DCTF shall, among other things, do the following:

1. Under the guidance of a professional facilitator hired by the Ocean Protection Council (OPC) for this purpose, review and evaluate Dungeness crab management measures with the objective of making recommendations to the Joint Committee on Fisheries and Aquaculture, the Department of Fish and Game (DFG), and the Fish and Game Commission no later than January 15, 2010.
2. Make recommendations on the need for a permanent Dungeness crab advisory committee, refining sport and commercial Dungeness crab management, establishing a Dungeness crab marketing commission, and the need for statutory changes to accomplish task force objectives.
3. In considering Dungeness crab management options, prioritize the review of pot limit restriction options, harvest allocation, current and future sport and commercial fishery effort, season modifications, essential fishery information needs, and short- and long-term objectives for improved management.
4. Establish subcommittees of specific user groups from the task force Membership, if needed, to focus on issues specific to sport fishing, commercial harvest, or crab processing. The subcommittees shall report his/her recommendations, if any, to the task force.

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66 5. Forward recommendations to the Joint Committee on Fisheries and Aquaculture, the
67 department, and the commission upon an affirmative vote of at least two-thirds of the
68 task force Members (DCTF voting procedures are discussed below).
69

70 Meeting Task Force Deliverables

71 The Facilitation Team will coordinate with OPC, and directly engage the DCTF in a phased
72 approach to meet the aforementioned legislatively mandated deliverables. Following the last
73 meeting, a report will be drafted by the Facilitation Team. A draft of this report is expected to be
74 distributed to DCTF Members for review and comment in late December 2009. A final report
75 will be written and forwarded to regulators and the legislature by January 15, 2010. This
76 timeline is subject to change.
77

78 Legal compliance

79 All work of the DCTF will be in compliance with the Bagley-Keene Open Meeting Act of 2004.
80 The Facilitation Team, participating state agencies, and DCTF Members are expected to
81 maintain familiarity and compliance with all aspects of the act as it applies to the work of the
82 DCTF.
83

84 **Section 3. DCTF Organization, and Roles and Responsibilities**
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86 SB 1690 required the composition of the DCTF to include 27 Members representing the
87 following interests: seventeen elected Members representing commercial fishing interests; two
88 Members representing sport fishing interests; two Members representing crab processing
89 interests; one Member representing commercial passenger fishing vessel (CPFVs) interests; two
90 Members representing nongovernmental organization (NGO) interests; one representative of Sea
91 Grant; and two representatives of the DFG. (See Table 1. Membership of the Dungeness Crab
92 Task Force)
93

94 3.1.1 DCTF Members- Collectively, Members of the DCTF will provide recommendations on
95 Dungeness crab management issues and topics including, but not necessarily limited to,
96 those listed in SB 1690, as well as the content of the final report. Members have
97 responsibilities to:

98 3.1.1.1 Identify, assess, and review: meeting topics, DCTF informational needs, and sources of
99 information that are relevant and appropriate to DCTF discussions and recommendations,
100 and draft and final DCTF deliverables;

101 3.1.2 Be fully engaged in DCTF activities;

102 3.1.3 Arrive at each meeting prepared to discuss agenda items. This includes reviewing
103 materials and information distributed in advance of the meeting;

104 3.1.4 Represent the perspectives and interests of his/her respective constituencies and or
105 organizations. Be available to his/her constituencies and/or organizational colleagues
106 between DCTF meetings. Keep his/her organizations and/or constituents informed about
107 the DCTF process, discussions, and recommendations through various means of
108 networking and interaction, as appropriate;

109 3.1.5 Negotiate with other DCTF Members to evaluate and decide among various alternatives;

110 3.1.6 Serve on topic or geographic-specific Workgroups (as allowed by the legislation – See
111 below for further description);

- 3.1.7 Work in partnership with an Alternate Member (Alternate) (see below for further description) including but not limited to providing regular updates of DCTF activities, including Alternates in discussions and consideration of pending DCTF recommendations and decisions, ensuring that the Alternate is prepared to represent the perspective of the organization and/or constituency at a DCTF meeting or Workgroup Meeting; and
- 3.1.8 Attend each meeting (as feasible) and notify the Facilitation Team and OPC staff as soon as possible if they can not attend.

In the event that an elected commercial fisherman Member must step down, or chooses to step down from DCTF, that Member's service will be provided by an Alternate (see Section 3.2). The Alternate will fulfill all the elected Member's responsibilities, as consistent with the Member's perspective on any voting issues. The Facilitation Team will confirm shared perspective between the Alternate and the elected Member and will report and memorialize this during a DCTF decision process.

In the event that an appointed Member must step down, or chooses to step down from DCTF service, that Member must be replaced by his/her Alternate (if one exists).

3.2 Alternates- DCTF Members **representing commercial fishing interests** will identify an Alternate due to his/her respective busy schedules, the frequency of DCTF meetings, and the critical importance of ensuring commercial fishing representation at all meetings. Each commercial fishing Member will propose his/her own Alternate. Members will notify OPC in writing once an Alternate has been selected. OPC will forward a list of selected Alternates to the entire DCTF. Criteria for the selection of an Alternate will include, but not be limited to the following:

- 3.2.1 Only one Alternate will be selected for each elected Member position;
- 3.2.2 The Alternate is based out of the same port that the primary Member was elected to represent;
- 3.2.3 For commercial fishing representatives, the Alternate is a permit holder and represents the same production tier as the primary Member was elected for;
- 3.2.4 The Alternate demonstrated previous interest or experience in seeking involvement and/or participation with the DCTF;
- 3.2.6 The Alternate demonstrates a willingness to serve on the DCTF and meet the roles and responsibilities of the primary Member, outlined in section 3.1;
- 3.2.7 The Alternate demonstrates a commitment to coordinate with other stakeholders in his/her respective port as outlined in section 3.1; and
- 3.2.8 The Alternate is willing to vote on behalf of the Member

The role of an Alternate is to attend meetings that his/her respective DCTF Member cannot attend, participate on his/her respective DCTF Member's behalf, work collaboratively with his/her respective Member as well as other DCTF Members to provide recommendations/make decisions/vote on agenda items only, and negotiate on behalf of his/her respective DCTF Member and stakeholders when the Member can not be present. When an Alternate must miss a meeting, they will notify his/her Member, the Facilitation Team and OPC staff as soon as possible before a meeting. The DCTF will not spend meeting time to provide background on any agenda items (historical data/information) for an Alternate, since Alternates are expected

to be fully educated by his/her respective DCTF Member and/or the Facilitation Team prior to the meeting they are attending.

The Alternate is encouraged to attend as many DCTF meetings as possible, including those attended by his/her DCTF Member, and to visit the DCTF website for meeting summaries and background.

DCTF Members **representing noncommercial fishing interests** (including those representing sport fishing interests, crab processing interests, commercial passenger fishing vessel interests, non-governmental organization interests, Sea Grant, and the DFG) are strongly encouraged to identify Alternates for reasons identical to those listed above for commercial representatives. Non-commercial fishing interest Alternates will fulfill the same roles and responsibilities as listed above in Section 3.2 for commercial Alternates.

3.3 DCTF Facilitation Team- Facilitation services will be provided to support the DCTF meetings. The Facilitation Team serves as a “third party neutral” whose primary responsibility is to ensure an open process where all Members’ interests, and opinions are heard and thoughtfully considered. Specific responsibilities of the Facilitation Team include:

- 3.3.1 Design and conduct a process (consistent with SB 1690) whereby the DCTF can discuss legislatively required topics and other issues, and make decisions/recommendations (see Task Force Purpose – Item 1). This process will ultimately be based on a 2/3 majority vote of all DCTF Members but may also include consensus decision methods (see below);
- 3.3.2 Facilitate all DCTF meetings;
- 3.3.3 Provide Members with the necessary skills and advice to negotiate in his/her self-interest;
- 3.3.4 Provide Members with skills and advice to collect and represent the interests of stakeholders in his/her respective ports;
- 3.3.5 Apply collaborative, interest-based negotiation methods that foster openness and identify areas of preliminary and final agreement;
- 3.3.6 Integrate new information and data to inform Members’ discussion and the negotiation process;
- 3.3.7 Prepare and provide oversight of meeting agendas and summaries, in consultation with OPC staff and Members;
- 3.3.8 Prepare a draft report for comment and a final report that captures the recommendations of the DCTF;
- 3.3.9 Provide orientation to new Members; and
- 3.3.10 As project budget and time permits, the Facilitation Team will meet (in person or via telephone) with the Member and Alternate to ensure shared understanding of the Member’s perspectives about any items due for discussion at the pending meetings.

3.4 Ocean Protection Council (OPC)- The OPC staff will:

- 3.4.1 Provide neutral support to the DCTF, including providing research and background information on policy, operational, and regulatory matters for DCTF discussion;
- 3.4.2 Support the activities of the DCTF including administrative support as well as Member travel costs;
- 3.4.3 Ensure that DCTF meetings follow the mandates of SB1690, the Bagley-Keene Open Meetings Act of 2004, and other pertinent laws;

- 3.4.4 Maintain a record of all meeting agendas, summaries, and materials;
- 3.4.5 Consult with the Facilitation Team on draft and final meeting agendas and summaries;
- 3.4.6 Maintain the DCTF webpage and email list-serve.
- 3.5 DCTF Workgroups- Workgroups will be created as needed to address specific tasks or issues, and to enable the DCTF to address the management topics mandated in SB 1690 in an efficient and time sensitive manner. Workgroups will consist only of Members and their Alternates (as needed and appropriate). In the event that an Alternate and Member are present at the same meeting, their perspective will constitute a "single voice" in discussions. In such events, Alternates will observe rather than participate and will not get an additional voice by virtue of being present. The Facilitation Team will provide advice for appropriate Membership and final Memberships will be determined by a Member's and/or Alternate's willingness and availability to volunteer. Workgroup Membership will not be determined by formal DCTF voting procedures. Decisions for Member participation may be influenced by a Member's particular areas of expertise relevant to a given Workgroup topic, and/or Members that express a particular need to have input on a Workgroup's topic. All Workgroup meetings will be in compliance with the Bagley-Keene Open Meeting Act of 2004. In cases where a Workgroup will meet outside of full DCTF meetings (and away from facilitation support), a Workgroup may select a chair to guide his/her process and ensure the group meets roles, responsibilities and deadlines for tasks.
- 3.6 Caucuses- During DCTF discussions, it may be desirable to convene representatives of similar interests for candid and frank assessments of various proposals. Caucus conversations may occur during or apart from DCTF meetings and may include a member of the Facilitation Team. All Caucus meetings will be in compliance with the Bagley-Keene Open Meeting Act of 2004.

Section 4. Decision Making and Voting Procedures

This section describes the decision-making procedures the DCTF will use, including methods mandated by SB 1690 and additional consensus methods that may be used to enhance recommendations which might otherwise be limited to majority rule outcomes. As mandated by SB 1690, "*A recommendation shall be forwarded to the Joint Committee on Fisheries and Aquaculture, the Department of Fish and Game, and the Fish and Game Commission upon an affirmative vote of at least two-thirds of the task force Members*". This means that the DCTF must forward a recommendation if 2/3 or more of the Members support it. This does not prohibit the DCTF from also forwarding recommendations with less than a 2/3 majority vote. **For the purpose of all votes by the DCTF, 2/3 of the Membership is equal to 18 Members.** Therefore, any vote of 18 or more DCTF Members constitutes a mandatory recommendation.

In addition to the mandatory 2/3 vote, the DCTF has agreed that a vote of 15 or more Members (excluding ex officios) also constitutes a recommendation, and will be forwarded to the legislature (reporting methods to be determined).

Decision Types- The DCTF will make two types of decisions:

1. Administrative Decisions: administrative decisions are about the daily activities of the DCTF (including but not limited to: logistics, meeting dates and times, agenda revisions, schedules, etc.)
2. Fishery Management Recommendations: recommendations about the Dungeness crab fishery management (including but not limited to topics mandated by SB 1690 and other topics that the DCTF chooses to address).

The DCTF agrees that all administrative decisions will be made on a simple majority vote of all Members present, including ex officio's, at a given meeting (including full DCTF meetings and DCTF Workgroup meetings). Administrative decisions will not require, and will not include sending recommendations with less than 2/3 majority vote.

The DCTF agrees that all fishery management recommendations about the Dungeness crab fishery will be made using a range of procedures that will include methods mandated by SB 1690 and additional consensus methods (described below). It is understood that for all fishery management recommendations, the DFG Members and other ex officio Members will abstain during voting procedures. DFG leadership has determined it is impracticable for DFG to vote on items that they may be expected to enforce at a later date. DFG will be an active participant in discussions and potential straw polls (described below)

Consensus Discussion/Decision Procedures: The DCTF will seek mutually acceptable and beneficial conclusions whenever possible. In that context, the DCTF consensus process is based on principles of "consensus with accountability". Consensus with accountability requires all Members to try to reach consensus while at all times supporting and expressing his/her self-interest. In the event a Member must reject a proposal, that Member must provide a counter proposal that legitimately attempts to achieve his/her interest, and the interests of the other Members.

In seeking consensus on an interim or final recommendation, Members will voice his/her opinions with specific proposals along the way, rather than waiting until a final recommendation has been developed. At all times, Members will ensure that they are providing input on a decision commensurate to his/her prescribed role and constituency regarding the Dungeness crab industry. The basic sequential decision process will be as follows:

Straw Polls: The DCTF will use straw polls to assess the degree of preliminary support for an idea before it is submitted as a formal proposal for final consideration by the DCTF. Members may indicate only tentative approval for a preliminary proposal without fully committing to its support. Straw Polls will potentially include subsequent work by the DCTF to revise the text of a recommendation and to prepare it for a final vote through either consensus or majority rule procedures (see below).

Draft and Final Decisions: The DCTF will use the following three levels to indicate a Member's degree of approval and support for any proposal or decision being considered and to determine the degree of consensus.

Thumbs Down:	I do not agree with the proposal. I feel the need to block its adoption and propose an alternative.
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Thumbs Sideways: I can accept the proposal although I do not necessarily support it.

Thumbs Up: I think this proposal is the best choice of the options available to us.

Abstention At times, a pending decision may be infeasible for a Member to weigh in on. Examples could include but not be limited to: a Member can not get a consensus of his/her constituents and therefore can not offer a proposal or opinion; and other similar conditions.

The goal is for all Members to be in the 'Thumbs Up' or Thumbs Sideways' levels of agreement. The DCTF will be considered to have reached consensus if all Members are at those two levels. If any Member is at a 'Thumbs Down' level, that Member must provide a counter proposal that legitimately attempts to achieve his/her interest and the interests of the other Members. The DCTF will stop and evaluate how best to proceed. Members that abstain from particular proposals are encouraged to explain why abstention is in his/her best interest.

In the event of disagreements, the DCTF, in consultation with the Facilitation Team, will decide how best to move forward. For example, additional discussion may be needed to help understand unresolved concerns before proceeding further; or the group may benefit from creating additional options; or the question may be set aside and addressed at a later time. Discussions to reach resolution may take place with the full DCTF or the Facilitation Team may request smaller groups (such as Workgroups, interest-based Caucuses, or individual Members) to draft proposal language during or between DCTF meetings.

Majority Rule Decision Procedures: In the event that consensus decision methods are not feasible and/or consensus cannot be achieved, majority decision-making procedures defined in SB 1690 (and as interpreted by the DCTF) will supercede all other decision methods.

In the context of agreements and understandings described in the Guiding Principles, the following procedures will be used:

1. For all DCTF recommendations, Straw Polls (as described above) will be used to develop initial ideas and draft text for recommendations;
2. When a draft recommendation is ready for a vote by the DCTF, the recommendation will first be voted on by all Members; ex officios will abstain;
3. Following the initial vote, and presuming a 2/3rds majority and/or at least 15 voting Members, (as described in #2 above), a non-binding poll will be conducted to determine the opinion of the ex officios. This will be included in the recommendations provided to the legislature.
4. Outcomes from voting procedures will be memorialized in the project record and in meeting summaries. If a 2/3 majority, or at least 15 voting Members is reached in a vote (excluding ex officios), that recommendation will be forwarded to the Legislature and other parties as mandated in SB 1690.

5. Minimum required attendance for a vote to take place is 15 voting Members (excluding ex officios). All other majority recommendation rules will apply if 15 or more voting Members are present.

Regarding decision documents prepared by/for the DCTF, all documents will be identified as DRAFT until a final ratification on the particular document has been made by the DCTF. If a decision document receives the necessary 2/3 majority vote or better, it will be formally revised and referred to as a FINAL document.

Section 5. Communication Protocols

5.1 DCTF Member communication- DCTF Members and his/her Alternates serve as conduits for two-way information with his/her constituencies and organizations. Constituents wanting to provide input to the process are encouraged to provide his/her concerns and suggestions to his/her individual Members on the DCTF. Members will make an effort to communicate regularly with his/her constituencies and colleagues to keep them informed about the process and the issues under discussion.

Members are not prohibited from speaking with the media, but must indicate that they are providing his/her individual perspectives and are not speaking for the DCTF. Participants should neither characterize the positions and views of any other Member nor should they ascribe motives or intentions to the statements or actions of other Members.

5.2 Information Publication- Materials will be prepared/provided on a regular basis to support the DCTF process. A DCTF webpage (<http://www.opc.ca.gov/2009/04/dungeness-crab-task-force/>) and an email list-serve have been set up to aid in the dissemination of these materials. Materials prepared/provided for the DCTF may include the following materials and general schedules for development and distribution:

5.2.1 A list of DCTF Members has been made available to the public on the DCTF webpage that includes participant name and represented interest(s). Should an interested party have focused comments for a DCTF Member, the individual(s) will be encouraged to work through OPC staff and the Facilitation Team to convey the comments to the appropriate DCTF Member(s);

5.2.2 Preliminary draft materials are for discussion purposes and will be made available prior to each meeting;

5.2.3 Meeting agendas will be made available to DCTF Members and the public ten (10) days prior to each meeting; agendas sent to the public will include the name and contact information of DCTF Members for respective ports.

Section 6. Charter Amendments

DCTF Members may amend this Charter by following the same decision-making guidelines set forth in Section 4. Amendments may be proposed by DCTF Members during a DCTF meeting. The proposal will be agendaized for discussion and possible action at the next DCTF meeting.

Section 7. Ground Rules

All DCTF Members, OPC, the Facilitation Team, and public participants of a meeting agree (subject to availability) to:

1. Arrive promptly to all meetings and be prepared for the meeting agenda;
2. Stay for the duration of the entire meeting and inform the Facilitation Team in advance if this is not possible;
3. Turn cell phones to silent;
4. Minimize actions that could be distracting to discussions. If meeting attendee behavior becomes distracting to DCTF Members, those Members should speak with the Facilitation Team to intervene;
5. Participate in a problem-solving approach based on respectful and constructive discussion, where the interests of all participants and the public are considered in developing proposals and recommendations;
6. Listen for understanding and openly discuss issues with others who hold diverse views; acknowledge and seek clarification of others' perspectives; and verify assumptions when necessary.