

Draft Groundfish Management Team Meeting Policies and Procedures

The GMT operates as part of a public process that is open and inclusive. This document describes the basic operational guidelines of the Groundfish Management Team (GMT) and is subject to regular review and revision. These guidelines apply to the GMT as well as all participants in the Pacific Fishery Management Council (Council) process. All GMT members are responsible for holding each other accountable to the following ground rules at meetings.

Overarching GMT Meeting Policies:

- Treat everyone with respect.
- All perspectives are valid; listen and seek to understand differing opinions.
- All team members are expected to contribute, noting that participation is not defined by how much one speaks or writes.
- Discussions are moderated by GMT leadership or Council staff, as applicable.
- One person speaks at a time; wait until someone is finished speaking before weighing in.
- Discussions will be moderated by GMT leadership to ensure balanced speaking time.
- Put cell phones and computers on mute.
- Keep comments during team discussion concise and avoid repeating what other team members have already said.

Online Meetings

- The same policies listed above apply to online meetings.
- Mute your microphone if you are not speaking.
- Use the raise hand feature of the webinar platform to be recognized by the Chair.
- On-camera presence is not mandatory unless it is requested.

Public Engagement

- Each meeting day has a designated public comment period.
- Please raise your hand if you wish to speak with the GMT.
- The Chair or Vice Chair will acknowledge you.
- Identify yourself and affiliation (as appropriate) when making comments.
- Public comments are generally scheduled before team discussion on an agenda item to ensure the public opinions are known.
- The GMT Chair may opt to take public comment at other times during the meeting, depending on workload. Ask the Chair for this opportunity.

Deadlines

- Statements are due to Council staff no later than 12:00 p.m. the day before the agenda item is scheduled for Council floor time.
- In general, inseason adjustment requests should be provided to the GMT in a written format (for team record) and are due to the GMT at noon the day before the report deadline -e.g., if the item is on the Council floor Friday, the request is due Wednesday by noon.
- Emergency issues do arise, and the team will attempt to address them on a case-by-case basis.

Agenda Item Drafting and Discussion:

- The Chair will initiate the discussion on an agenda item.
- GMT members are either assigned or volunteer to lead an agenda item.
- The workload is to be spread out amongst GMT members, though certain topics may be assigned to subject matter experts on a recurrent basis.
- The team asks questions of the lead while leadership moderates the discussion.
- Review of the draft document is a team effort.

Other

- GMT meetings are open to the public.
- Each meeting is announced via the [Federal Register](#), the [Council website](#), and various social media platforms.
- Officer elections occur in January of odd years, unless circumstances dictate otherwise, in closed session.
- Reports of inappropriate behavior by the GMT and/or other participants, will be taken seriously. Incidents will be resolved per the [Council's Operating Procedures](#) and [Harassment Procedures Policy](#).