

NPFMC IFQ Committee
DRAFT TERMS OF REFERENCE
(April 2025)

1. **Establishment and Statement of Purpose.** The North Pacific Fishery Management Council (Council) may establish and maintain an IFQ Committee to advise it on matters related to the halibut and sablefish IFQ Program. The Committee's primary function is to review Council analyses related to the IFQ Program, suggest topics to address in IFQ Program reviews and prioritize new IFQ proposals as directed by the Council.
2. **Membership:** Committee members will be appointed by the Council chairperson from members of the public engaged in the IFQ fishery. The Chair may directly appoint members based on his/her determination of Committee membership. Alternately, the Council may announce a call for nominations for the Committee that identifies the requirements of the Committee vacancy. Interested members of the public should submit a letter of interest to the Council chair and Executive Director. The Committee will strive to have members who represent the diverse characteristics of QS holders in the IFQ fisheries, including new and historical participants, regulatory areas and the processing sector.
3. **Operations:**
 - **Chair:** The Committee chair will be a sitting member of the Council.
 - **Rules of order:** In general, rules of order will be informal. Committee advice will be reached by consensus, whenever possible. Committee reports will reflect the recommendations of the Committee as well as the range of perspectives of all members.
 - **Agenda:** A draft agenda will be prepared in advance of each meeting by the Council staff in consultation with the Committee Chair.
 - **Meeting format:** Meetings will be facilitated in a hybrid or online format to allow for remote participation when possible.
 - **Meeting record and distribution:** A report of each Committee meeting will be prepared by Council staff. The Committee chair will maintain final approval of the Committee report.
4. **Role and responsibility of members:**
 - Committee members are highly encouraged to attend all Committee meetings and to communicate with staff regarding availability.
 - Repeated absences from Committee meetings without prior communication with staff is cause for dismissal and replacement.
 - If a Committee member cannot attend a meeting, substitute or proxy participation is not allowed.
 - Committee members are expected to read and review all meeting materials prior to the Committee meeting.
 - Committee members are encouraged to solicit feedback from other IFQ stakeholders and bring this feedback to the Committee meeting.
 - Members are expected to be collaborative and respectful of each other during Committee discussions.
5. **Proposals for Committee consideration:** If directed by the Council, the Committee may solicit proposals for Committee consideration directly related to the Committee's purpose. If the Committee solicits formal proposals, proposals must be submitted via the Council's online agenda system and comply with the Council's rules regarding written comment.
6. **Public comment:** Written public comment can be submitted to the meeting agenda prior to the meeting. Opportunity for oral public comment during the meeting will be provided as time allows. The Committee chair will oversee and maintain control over oral public comment opportunities.