



INTERNATIONAL PACIFIC  
HALIBUT COMMISSION

**INTERNATIONAL PACIFIC HALIBUT COMMISSION**  
**RULES OF PROCEDURE**  
**(2017)**



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## Rule 1 – Definitions

For the purpose of these Rules of Procedure, the following definitions apply:

**Convention:** the Convention between the United States of America and Canada for the Preservation of the Halibut Fishery of the Northern Pacific Ocean and Bering Sea, signed at Ottawa, Canada on 2 March 1953, as amended by the Protocol Amending the Convention, signed at Washington 29 March 1979, and includes the regulations promulgated thereunder.

**Commission:** the International Pacific Halibut Commission provided for by Article III, paragraph 1 of the Convention.

**Contracting Parties:** Consisting of the two Members, Canada and the United States of America (3 Commissioners from each Party).

**Delegation:** the delegates and their alternates, experts and/or advisers from each Contracting Party.

**Executive Director:** the Director of the Commission.

**Members:** the representatives of a Contracting Party as specified in Article III of the Convention.

**Observer:** the representative of an Observer Nation, Observer Intergovernmental Organisation or Observer Non-Governmental Organisation.

**Pacific halibut:** fish of the species *Hippoglossus stenolepis*.

**Session:** Any meeting of the Commission or its subsidiary bodies

## Rule 2 – Authority, Purpose and Scope

1. **Authority:** These Rules of Procedure consist of rules and regulations adopted by the International Pacific Halibut Commission, hereinafter referred to as “the Commission,” pursuant to the *Convention between Canada and the United States of America for the Preservation of the Halibut Fishery of the Northern Pacific Ocean and Bering Sea*, hereinafter referred to as “the Convention,” signed first in 1923 and revised several times since, most recently in 1953, as amended by the Protocol signed by both countries, hereinafter referred to as “the Contracting Parties,” in 1979.
2. **Purpose:** The purpose of this document is to provide the rules of procedure for the internal organization and operation of the Commission, and to establish the procedure by which a network of subsidiary bodies shall operate.



3. **Scope:** All subsidiary bodies shall operate under the Rules of Procedure of the Commission *mutatis mutandis*, except where specific provisions are laid down in the Convention or in these Rules of Procedure.

### **Rule 3 – Representation**

1. The Commission shall be composed of not more than six Commissioners, three from each of the Contracting Parties, pursuant to Article III, Paragraph 1 of the Convention. Commissioners shall be appointed through the national process of the Contracting Party they represent, and they shall serve as long a term and be reappointed as many times as the Contracting Party decides.
2. The Contracting Parties shall provide documentation of Commissioner appointments, which the Executive Director shall keep on file.

### **Rule 4 – Advisors to the Commission**

1. Each Contracting Party may appoint Scientific and Financial Advisors and/or other experts to assist its Commissioners in their areas of expertise. Except at such meetings as the Commission shall decide otherwise, Commissioners may be accompanied by one or more of these advisors and/or experts.

### **Rule 5 – Seat of the Commission**

1. Unless otherwise agreed by the Contracting Parties, the seat of the Commission shall be at Seattle, Washington, U.S.A. The legislation implementing the Convention in the United States, the Northern Pacific Halibut Act of 1982, stipulates that the U.S. will provide facilities for the Commission on or near the campus of the University of Washington, without regard to the cost-sharing provisions in the Convention.
2. The Executive Director and the Staff of the Secretariat, hereinafter referred to as the “Secretariat,” shall be based at the seat of the Commission.



### Rule 6 – Sessions of the Commission

1. The Commission may alternate its regular Sessions of the Annual Meeting and its Interim Meeting between Canada and the United States of America, and may hold other meetings as it may determine necessary.
2. Meetings of the Commission may be open to Observers and the general public.
3. Meetings of the Commission shall be available via electronic communication means approved by the Commission, unless the Commission otherwise decides.
4. Meetings with representatives of the Pacific halibut fishing industry may be held annually at the seat of the Commission or at any other place that the Commission shall determine, and arrangements for such meetings shall be determined by the Chairperson in consultation with the Executive Director.
5. Invitations to meetings of the Commission shall be prepared by the Executive Director and issued no later than **90 days** in advance of the date fixed for the opening of the Session.

### Rule 7 – Credentials

1. At each Session of the Commission's Annual Meeting and Interim Meeting, the Executive Director shall receive a *Letter of Credentials* of each delegation issued by, or on behalf of, the competent authority, indicating clearly the Commissioners, as well as the list of advisors and experts who will be part of the delegation. Such *Letter of Credentials* shall conform to the standard set out in [Appendix I](#). The Executive Director shall report to the Commission the *Letter of Credentials* received.

### Rule 8 – Order of Business

1. A provisional agenda for each Session of the Commission shall be prepared by the Executive Director in consultation with the Chairperson and Vice-Chairperson. It shall be transmitted by the Executive Director with the invitation sent in accordance with [Rule 6.5](#) and with an indication of the relevant documents to all Official Contacts referred to in [Rule 3](#) and [Rule 4](#), and to Observers referred to in [Rule 12](#).
2. Any Contracting Party of the Commission, the Chairperson, or the Executive Director may, at least **45 days** before the date fixed for the opening of the meeting, request the inclusion of



supplementary items in the provisional agenda. A request for a supplementary item on the provisional agenda shall be accompanied by a memorandum and any relevant documents on the proposed supplementary item.

3. At the beginning of a Session, the Commission shall adopt its agenda on the basis of the provisional agenda and any supplementary items. At that time, any Contracting Party or the Executive Director may request placement of additional items of an urgent nature on the agenda. Such items shall be included on the agenda subject to the approval of the Commission. If any Contracting Party of the Commission indicates to the Chairperson that they are not in a position to take a decision on such supplementary items of an urgent nature at that meeting, the Chairperson shall direct that the decision may be taken intersessionally, or deferred until the next Session of the Commission.

### **Working documents/papers**

4. Any documents to be discussed at a Session of the Commission shall be submitted to the Executive Director no less than **30 days** before the date fixed for the opening of the Session, unless otherwise decided by the Commission. Documents received later than 30 days in advance of the Session shall be deemed as Information Papers only.

### **Regulatory Proposals**

5. New regulatory proposals or amendments to existing regulations (including catch limit proposals) shall be submitted to the Executive Director no less than **30 days** before the date fixed for the opening of the Session at which they are to be considered. The Executive Director shall make the proposals available on the public access area of the IPHC website no later than one (1) business day after receipt.
6. The Executive Director shall not accept any new Regulatory Proposals or amendments to existing Regulations if received after the deadline stated in [Rule 8.5](#). Regulatory Proposals received later than **30 days** in advance of the Session shall be deemed as Information Papers only.

### **Rule 9 – Selection of Chairperson and Vice-Chairperson**

1. The Commission shall elect from its Commissioners, a Chairperson and Vice-Chairperson, each of whom shall be elected for a term of one year and shall serve until the day following the election of their successors. The Chairperson and Vice-Chairperson shall be from different Contracting Parties. Each year these offices shall rotate between the Contracting Parties.



## **Rule 10 – Functions of Chairperson and Vice-Chairperson**

1. The powers and duties of the Chairperson shall be:
  - a) To preside at all Sessions of the Commission;
  - b) To rule on all points of order raised at the meetings of the Commission, subject to the right of any Commissioner to request that any ruling of the Chairperson shall be submitted to the Commission for decision by vote;
  - c) To call for votes and announce the results of the vote to the Commission;
  - d) To approve on behalf of the Commission the publication of a report of the proceedings of each annual or other Session of the Commission for transmission to the Contracting Parties, Commissioners, and others approved by the Commission, including the general public via the Commission's website or other electronic communication means approved by the Commission, as an authoritative record of what transpired;
  - e) Generally, to make such decisions and give directions to the Executive Director, especially in the interval between the meetings of the Commission, to carry out the business of the Commission efficiently and in accordance with its decisions;
  - f) To take such other actions on behalf of the Commission as may be assigned by decision of the Commission.
2. The Vice-Chairperson shall act as Chairperson if the office of the Chairperson becomes vacant, or the Chairperson is unable to act, or the Chairperson requests the Vice-Chairperson temporarily to perform the duties of the Chairperson, until such time as the Chairperson is able to resume carrying out his/her functions or a new Chairperson is elected. Temporarily performing the duties of Chairperson by the Vice-Chairperson shall not affect the rotation of offices in the succeeding year.

## **Rule 11 – Decision making**

### **Decision-making at Sessions of the Commission**

1. As a general rule, decision-making in the Commission should be by consensus. For the purposes of these rules, “consensus” means the absence of any formal objection made at the time the decision was taken.



2. If it appears to the Chairperson that all efforts to reach a decision by consensus have been exhausted, decisions will be made in accordance with Article III, paragraph 1 of the Convention.
3. Each Commissioner shall be entitled to one vote, and in accordance with Article III, Paragraph 1 of the Convention, all decisions of the Commission shall be made by a concurring vote of at least two of the Commissioners of each Contracting Party. At meetings, a public vote shall be taken by show of hands or roll call of the Commissioners, whether in person or via electronic communication, on each issue.
4. Between Sessions of the Commission or in the case of emergency, a vote of the Commissioners may be called by the Chairperson and taken by mail, telephone, or electronic communication. Such decisions shall be duly recorded in the Commission's records by the Executive Director. Copies of such decisions shall be forwarded promptly to the Contracting Parties and to the Commissioners by the Executive Director and a record of the vote will be accessible to the public.

#### **Intersessional decision-making**

5. In case of the need for adoption of an emergency measure between Sessions, or where a decision needs to be taken intersessionally, the Chairperson may propose that a decision be taken by electronic means.
6. When a decision is to be taken by electronic means, the Executive Director shall transmit the proposed decision to the Official Contacts of each Contracting Party.
7. Commissioners shall promptly acknowledge receipt of any proposed decision by electronic means. If no acknowledgement is received from any particular Commissioner within one week of the date of transmittal, the Executive Director will retransmit the proposed decision, and will use all reasonable means to ensure that it has been received.
8. Members shall have **30 days** to respond, unless a longer period is specified by the Executive Director in the transmittal.
9. If no reply from a Commissioner reaches the Executive Director within the period established under [Rule 11.8](#), that decision shall be deferred to the next session of the Commission.
10. The Executive Director shall promptly ascertain and transmit the decision to all Commissioners. The date of that transmittal shall be the 'date of notification'.



### Rule 12 – Observers and the general public

1. In accordance with [Rule 6.2](#), all sessions of the Commission and its subsidiary bodies may be open to Observers and the general public, and/or made available to the public via electronic means approved by the Commission, unless the Commission decides otherwise. Release of information shall be subject to any rules relating to the confidentiality of certain data and other commercially sensitive information that the Commission may decide.
2. The Commission may, upon their request, invite the following Observers in their official capacity:
  - a) Any State or any other entity that has jurisdiction over waters adjacent to the Convention Area;
  - b) Other States with an interest in the work of the Commission that are not Contracting Parties of the Commission, invited by the Commission;
  - c) Other regional fisheries management organisations and other relevant governmental or intergovernmental organisations, invited by the Commission;
  - d) Non-governmental organisations having special competence in the field of activity of the Commission, to attend such of its meetings as the Commission may specify.
3. Any Observer to a meeting of the Commission, or of the general public, may submit memoranda as either Regulatory Proposals, Position Statements or Information Papers, no later than **30 days** prior to the commencement of the session.
4. Observers and the general public may participate in the deliberations of the Commission and its subsidiary bodies during the Observer and public testimony periods, but shall not be entitled to participate in the taking of decisions.
5. The Commission may enter into agreements or arrangements with other inter-governmental organisations and institutions, especially those active in the fisheries sector, which might contribute to the work and further the objectives of the Commission. Such agreements or arrangements may provide that these organisations or institutions may be represented as Observers in the Sessions of the Commission.

### Rule 13 – Functions of Executive Director and Assistant Director

1. The Commission shall appoint an Executive Director who shall be the ex-officio Secretary of the Commission, and whose tenure and rate of remuneration shall be determined by the Commission,



in general agreement with U.S. Civil Service guidelines. The duties of the Executive Director shall be:

- a) To sign on behalf of the Commission all official communications to the Contracting Parties, unless signed by the Chairperson or otherwise directed by the Commission;
- b) To receive and transmit to the Commissioners communications from the Contracting Parties as required;
- c) To keep the records of meetings and to prepare reports thereof for transmission to the Contracting Parties, Commissioners, and others concerned, including Observers and the general public via the Commission's website or other electronic communication means approved by the Commission, after approval by the Chairperson;
- d) To maintain the official files of the Commission, including documentation of Commissioner appointments and records of voting actions taken;
- e) To perform such other duties and functions as are set forth in these Rules or as may be assigned to the Executive Director by the decision of the Commission or the Chairperson;
- f) To be responsible for the development and periodic review of the IPHC Employee Manual and associated Staff Regulations contained within, in line with international best practice;
- g) To appoint members of the Staff to the positions established by the Commission, grant promotions and in-grade increases, manage the Staff's activities, and enforce Staff regulations;
- h) To fix the rate of remuneration of the Staff in general agreement with U.S. Civil Service guidelines;
- i) To be responsible to the Commission for the management of its office and for the budgeting, receipt, and disbursement of all monies received by the Commission, pursuant to the IPHC Financial Regulations established by the Commission;
- j) To make all necessary arrangements and prepare agendas for Commission meetings;
- k) To direct the scientific investigation program approved by the Commission;
- l) As requested by the Commission, to recommend structure and/or membership for the subsidiary bodies established by the Commission;
- m) To facilitate communication between the Commission and its subsidiary bodies as well as communication among the subsidiary bodies themselves.



2. The Commission shall appoint an Assistant Director, and if the position of Executive Director becomes vacant or the Executive Director is unable to act or is absent, then the duties and responsibilities of the Executive Director shall be performed by the Assistant Director.
3. In fulfilling their functions, the Executive Director and the Staff shall not act in any manner that is incompatible with the objectives and provisions of the Convention, these Rules, or the Staff Regulations contained within the Employee Manual, nor shall they use their position to benefit financially from Commission activities. They shall also maintain as confidential, while they are employed by the Commission and thereafter, any confidential information they obtain or to which they have access during their employment.

## Rule 14 – Subsidiary Bodies

1. The Commission may establish or dissolve subsidiary bodies to assist its work, as it deems necessary. At the Commission's request, the Executive Director may make recommendations concerning subsidiary body structure and/or membership.
2. All subsidiary bodies shall operate under the Rules of Procedure of the Commission *mutatis mutandis*, except where specific provisions are laid down in the Convention or in these Rules of Procedure.
3. Each advisory body may propose modifications of their Rules of Procedure, as necessary for the conduct of its meetings and for the exercise of its functions and duties, in accordance with the Commission's Rules of Procedure and subject to the Commission's approval.
4. Pursuant to [Rule 14.1](#), the Commission establishes the following Committees which will act as advisory bodies to the Commission:
  - a) Finance and Administration Committee (FAC)
  - b) Scholarship Committee (SC)
5. Pursuant to [Rule 14.2](#), the terms of reference, and Rules of Procedure outlined in the following Appendices shall govern the procedures to be applied to the Committees:
  - a) [Appendix II](#) - Finance and Administration Committee (FAC)
  - b) [Appendix III](#) - Scholarship Committee (SC)
6. Pursuant to [Rule 14.1](#), the Commission establishes the following Boards which will act as advisory bodies to the Commission:



- a) Conference Board (CB)
  - b) Management Strategy Advisory Board (MSAB)
  - c) Processor Advisory Board (PAB)
  - d) Research Advisory Board (RAB)
  - e) Scientific Review Board (SRB)
7. Pursuant to [Rule 14.2](#), the terms of reference, and Rules of Procedure outlined in the following Appendices shall govern the procedures to be applied to the Boards:
- a) [Appendix IV](#) - Conference Board (CB)
  - b) [Appendix V](#) - Management Strategy Advisory Board (MSAB)
  - c) [Appendix VI](#) - Processor Advisory Board (PAB)
  - d) [Appendix VII](#) - Research Advisory Board (RAB)
  - e) [Appendix VIII](#) - Scientific Review Board (SRB)
8. Documents prepared for, and submitted to, the subsidiary bodies of the Commission shall be made available to the general public via the Commission's website and/or other electronic communication means approved by the Commission.
9. Individuals may serve on more than one subsidiary body.
10. The Commission may defray the travel and living expenses of subsidiary body members at such meetings as it deems necessary, and may provide honoraria on occasion. The amount of such expenses and the number of representatives whose expenses may be defrayed shall be the decision of the Commission, upon recommendation of the Executive Director.

### **Rule 15 – Reports and Records**

1. A report shall be adopted at the end of each Session of the Commission, and shall be recorded in accordance with instructions of the Commission.
2. The report shall embody the Commissions decisions and recommendations, including, when requested, a statement of minority views.



3. Copies of final reports prescribed in [Rule 15.1](#) and [Rule 15.2](#) shall be forwarded by the Executive Director to the Contracting Parties and to the Commissioners no later than **15 days** after the close of the Session.
4. The Commission shall publish additional reports from time to time as it may deem desirable.
5. All reports published by the Commission shall be available at the Commission's website or by other electronic communication means approved by the Commission.

### **Rule 16 – Privileges and Immunities**

1. The legal personality, privileges and immunities which the Commission and its Secretariat shall enjoy in the territory of a Contracting Party shall be determined by that Contracting Party.

### **Rule 17 – Grievances**

1. The Commission shall sit as a body to hear grievances from Staff members regarding personnel actions instituted by the Executive Director, where other levels of internal review prescribed by the IPHC Employee Manual have not led to resolution. The Commission shall render its decision on a grievance hearing within **90 days**, which shall constitute a final decision on the grievance. The Commission's decision is not subject to appeal.
2. The Commission may instruct the Executive Director to undertake other personnel actions where the Commission deems that a grievance hearing is not appropriate.

### **Rule 18 – Dissolution of the Commission**

1. Upon dissolution of the Commission, all assets of the Commission will be divided according to the assigned equity proportions determined by the most recent financial audit approved by the Commission and returned to the international fisheries divisions of the U.S. State Department and the Canadian Department of Fisheries and Oceans, to be used in the interest of the general public for the management of the international fisheries resources of the two Contracting Parties.



### **Rule 19 – General Provisions**

1. These Rules of Procedure should be reviewed for their consistency and appropriateness at least biennially.
2. These Rules of Procedure may be amended from time to time by vote of the Commission in accordance with the voting procedure noted in [Rule 11](#), provided such amendment is not inconsistent with the provisions of the Convention.
3. Copies of superseded Rules of Procedure shall be archived by the Executive Director.
4. These Rules of Procedure were adopted by consensus on 27 January 2017, and supersede those previously adopted by the Commission on 17 September 2014.



## Appendix I Letter of Credentials

Dear IPHC Executive Director,

Upon instructions of [...relevant authority...] I wish to inform you that [... name of the IPHC Contracting Party...] will participate in the 93<sup>rd</sup> Session of the International Pacific Halibut Commission (IPHC) Annual Meeting (AM093) and will be represented by the following delegation:

### **Commissioners**

[..Title and Name...] – Lead Commissioner

[..Title and Name...] – Commissioner

[..Title and Name...] – Commissioner

### **Advisors**

[..Title and Name...] – Scientific Advisor

[..Title and Name...] – Financial Advisor

[..Title and Name...] – Legal Advisor

[..Title and Name...] – ....Other.... Advisor

[Title and Name], Lead Commissioner or, in his/her absence, either of the two other Commissioners, is authorized to fully take part in the proceedings of the Session and take, on behalf of the [... name of the IPHC Contracting Party...], any action or any decision required in relation with this Session.

.....Signature.....

[on behalf of .....]



## Appendix II

### Finance and Administration Committee (FAC) – Terms of Reference and Rules of Procedure

#### I. Terms of reference

1. The Finance and Administration Committee (FAC) shall advise the Commission on such matters of an administrative and financial character as are remitted to it by the Commission and shall annually:
  - a) examine the operating budget for the current year;
  - b) examine the draft budget for the ensuing and following year.
2. The FAC may draw to the attention of the Commission any matter of an administrative or financial character.
3. The FAC may appoint from amongst its members a smaller, informal group to give preliminary consideration, in consultation with the Executive Director, to matters before it.
4. The FAC shall prepare a report of each meeting of the Committee for transmission to the Commission.

#### II. Rules of Procedure

5. The procedures of the FAC shall be governed *mutatis mutandis* by the Rules of Procedure of the Commission.



### Appendix III

#### **Scholarship Committee (SC) – Terms of Reference and Rules of Procedure**

#### **I. Terms of reference**

1. The International Pacific Halibut Commission funds Merit Scholarships to support university, technical college, and other post-secondary education. The scholarship fund has been established to assist the further education of students from the Contracting Parties, connected to the Pacific halibut fishery and its industry. Generally, a single new scholarship valued at \$4,000 (US) per year is awarded every two years. The scholarships are renewable annually for the normal four-year period of undergraduate education, subject to maintenance of satisfactory academic performance.
2. The Scholarship Committee (SC) shall be composed of industry and Commission representatives and shall review applications received, and determine recipients based on academic qualifications, career goals, and relationship to the Pacific halibut industry.
3. The SC may draw to the attention of the Commission any matter relating to the IPHC Scholarship fund.
4. The SC may appoint from amongst its members a smaller, informal group to give preliminary consideration, in consultation with the Executive Director, to matters before it.
5. The SC shall prepare a report of each meeting of the Committee for transmission to the Commission.

#### **II. Rules of Procedure**

6. The procedures of the SC shall be governed *mutatis mutandis* by the Rules of Procedure of the Commission.



## Appendix IV

### Conference Board (CB) – Terms of Reference and Rules of Procedure

#### I. Terms of reference

1. The Conference Board (CB) is an advisory body to the Commission on which individuals representing Canadian and American commercial, sport, subsistence, Tribal/First Nations Pacific halibut harvesters, and other interested parties may be represented. The Board shall advise the Commission on matters relating to conservation measures and Pacific halibut management. The CB shall also review Staff reports and recommendations, regulatory and catch limit proposals received by the Commission, and provide its advice concerning these items to the Commission at its Annual Meeting, or on other occasions as requested. The CB Chairperson and Vice-Chairperson shall communicate with the Commission and the other IPHC advisory bodies on the Board's behalf. The Commission's Executive Director may facilitate this communication.

#### II. Representation

2. Conference Board (CB) members are Pacific halibut harvester organizations and associations from each Contracting Party 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.
3. The Conference Board regulates its membership by accrediting members at the beginning of each IPHC Annual Meeting. Accreditation is documented using the Accreditation Questionnaire provided at [Annex 1](#). The Conference Board members shall compose nationals from Canada and the United States of America.
4. Conference Board members may be re-accredited for successive meetings. Conference Board members seeking re-accreditation are encouraged to notify the IPHC at least two weeks before the beginning of the annual Conference Board meeting. Potential Conference



Board members seeking accreditation for the first time are encouraged to notify the IPHC at least two weeks before the beginning of the Annual Meeting of the Conference Board.

5. Organizations and delegates serve without compensation from the Commission.

### **III. Officers**

#### **Co-Chairperson/s and Vice-Chairperson/s**

6. The Conference Board is Co-Chaired by two members, one from each of the two Contracting Parties. The Co-Chairpersons convene and adjourn meetings and preside over them, ensuring that meetings are conducted in an orderly and businesslike manner.
7. The Co-Chairpersons present the Conference Board's decisions, recommendations, and advice to the Commission.
8. The Co-Chairpersons may appoint a Secretary, or one of the Co-Chairpersons may fulfill secretarial duties, including accepting the services of the IPHC Secretariat.
9. The Co-Chairpersons may be supported by up to two Vice-Chairpersons, as the Conference Board may desire, one from each of the two Contracting Parties.

#### **Terms of office and election**

10. Co-Chairpersons are elected for terms of one (1) year, with no limit to the number of terms that individuals may serve.
11. Conference Board members of each Contracting Party elect the Co-Chairperson from their country at the beginning of each annual meeting of the Conference Board. The newly elected Co-Chairpersons will then serve until the beginning of the next Session of the Conference Board.
12. If a Co-Chairperson becomes unable to serve during the annual Conference Board meeting, his/her Contracting Party shall elect another member as Co-Chairperson. If a Co-Chairperson becomes unable to serve sometime after the completion of the Session, the



office will remain vacant until the Contracting Party members elects a replacement at the beginning of the next Session.

#### IV. Sessions of the Conference Board

13. **Time and place:** The Conference Board typically meets once each year, in conjunction with the IPHC Annual Meeting.
14. **Agenda:** The agenda for the Conference Board will be proposed by the Co-Chairpersons and approved by the membership at the beginning of the Session. Following the initial public session(s) of the IPHC Annual Meeting, the Conference Board typically meets separately from the Commission to discuss the issues and proposals under consideration. The Conference Board may call on the IPHC Secretariat or other organizations to clarify or provide more information during its deliberations. The Conference Board's recommendations and advice are presented to the Commission at a later session of the Annual Meeting of the Commission.
15. **Conduct of meetings:** Parliamentary procedure according to Roberts Rules of Order will be used as a guideline in the conduct of Conference Board meetings, unless otherwise specified in the Commission's Rules of Procedure. The Conference Board may set up its own subgroups or committees to consider specific issues or to produce specific documents or other products.
16. **Decision-making:** Each accredited Conference Board member shall have one vote.
  - a) Following a vote on any issue the Co-Chairpersons 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-Chairpersons shall ensure that minority viewpoints are summarized and reported to the Commission.
  - b) Decisions regarding the Board's recommendations for catch limits and regulations must be made by a recorded vote of members present.



- c) Other decisions may be made by voice vote of Conference Board members present, unless the Co-Chairpersons decide that a recorded vote is necessary.

## V. Intersessional process and ad-hoc working groups

- 17. During the Conference Board Annual Meeting, ad-hoc working groups may be created to work on issues or projects, or to represent the Conference Board's interests, between Sessions.
- 18. The work of such ad-hoc working groups may not exceed the mandate approved for them by the Conference Board at its Annual Meeting.
- 19. Completed documents and other work materials from the Conference Board's ad-hoc working groups should be posted for public access on the Commission web site.
- 20. Decisions requiring a vote, regarding or resulting from work between Annual Meetings, may only be made at the Annual Meeting.

## VI. Reports and Records

- 21. The Conference Board typically documents its proceedings with a Report delivered by the Co-Chairpersons to the Commission during the Annual Meeting Thursday morning session.
- 22. The Conference Board Report will include the decisions, recommendations, and advice adopted at the meeting, and will describe both areas of consensus and difference.
  - a) If requested, divergent views within a Contracting Party will be documented in minority reports by accredited organizations of the minority.
  - b) Participants requesting the inclusion of a minority report must provide the Co-Chairpersons 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.



- c) Draft minority reports are limited only to information and material discussed during the Conference Board session.
  - d) The Co-Chairpersons reserve the right to edit draft minority reports for accuracy and brevity. All attendant documents shall be considered part of the Report.
23. Decisions or actions taken by the Conference Board which are not included in the Conference Board Report may be documented in minutes.
24. Completed Reports or other documents prepared and discussed at Conference Board meetings will be presented to the Commission and made available to the public via the IPHC website.



INTERNATIONAL PACIFIC  
HALIBUT COMMISSION

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**Annex 1**  
**IPHC CONFERENCE BOARD ACCREDITATION QUESTIONNAIRE**

**1. NAME AND ADDRESS OF ORGANIZATION:**

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Mailing Address

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City	State/Province	Zip/Postal Code	Telephone
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FAX	E-mail
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**2. NAME AND TITLE OF OFFICERS:**

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

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**4. DATE ORGANIZATION WAS FORMED:**

**5. DATE OF LAST MEETING:**

**6. HOW MANY MEMBERS IN YOUR ORGANIZATION?**

**8. NAMES OF DELEGATES:** \_\_\_\_\_

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

**9. ENCLOSURE ANY OTHER PERTINENT INFORMATION OR RECOMMENDATIONS REGARDING PARTICIPATION ON THE PACIFIC HALIBUT CONFERENCE BOARD.**

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Authorized Signature

Date of Application



## Appendix V

### **Management Strategy Advisory Board (MSAB) – Terms of Reference and Rules of Procedure**

#### **I. Terms of reference**

1. The Management Strategy Advisory Board (MSAB), on which individuals representing harvesters (commercial, sport, and subsistence), fisheries managers, processors, IPHC Staff, science advisors and other experts as required may be represented. The primary role of the MSAB is to oversee and advise the IPHC Secretariat staff on the Management Strategy Evaluation (MSE) process.
2. The MSAB will:
  - a) define clear measurable objectives and performance measures for the fishery;
  - b) define candidate management strategies, which include aspects of the fishery that can be managed (e.g. regulatory requirements); and
  - c) advise IPHC staff about plausible scenarios for investigation, which include aspects of the fishery that cannot be managed by the IPHC (e.g. environmental conditions and removals under the management authority of a domestic management agency).
  - d) Gather and clearly articulate the interests and concerns of constituents and incorporate them into the MSAB's discussions;
  - e) Encourage and allow members to test tentative ideas and exploratory suggestions without prejudice to future discussions;
  - f) Represent information, views, and outcomes of the MSAB discussions to external parties accurately and appropriately;
  - g) Encourage the understanding and support of their constituencies for the MSAB process and for consensus positions developed by MSAB.



## II. Representation

3. The MSAB will include the following interests (in alphabetical order): harvesters (commercial, sport, and subsistence), fisheries managers, processors, IPHC Staff, science advisors and other experts as required may be represented.
  - a) Harvesters: Commercial fisheries (6-8)
  - b) First Nations/Tribal fisheries (2-4)
  - c) Government agencies (incl. domestic management representatives and science advisors to each Contracting Party) (4-8)
  - d) Processors (2-4)
  - e) Recreational/Sport fisheries (2-4)

Efforts will be made to ensure representation is distributed from throughout IPHC Regulatory Areas.

4. The term of MSAB members will be four years, and members may serve additional terms at the discretion of the IPHC. Member terms have a staggered expiry such that no more than half of the member terms expire at a given time. Member continuity on the MSAB is key to the success of the MSE process. However, MSAB members serve at the discretion of the IPHC.

## III. Officers

5. The MSAB will be co-chaired, one from the United States of America and one from Canada. Co-Chairpersons will be appointed by the MSAB.
6. The Co-Chairpersons will:
  - a) convene and adjourn meetings and preside over them, ensuring that meetings are conducted in an orderly, efficient, transparent, and respectful manner. They may, with concurrence of



the MSAB, arrange for facilitation of the meetings by a third party, subject to sufficient financial resources from the IPHC;

- b) present the MSAB's decisions, recommendations, and advice to the Commission;
  - c) Promote interactive dialogue, and enable all perspectives to be heard within the constraints of the time available;
  - d) Support bringing issues to closure by ensuring that there is clarity on the topics being discussed, a summation of the collective advice of MSAB, and acknowledgement of any outstanding issues or concerns; and
  - e) Identify areas where there are conflicts and support processes through which those conflicts can be addressed.
7. The term of the Co-Chairpersons will be two years, and they may serve additional terms at the discretion of the MSAB.

#### **IV. Sessions of the MSAB**

- 8. **Time and Place:** The MSAB normally meets twice per year. The MSAB may meet more or less frequently as business requires.
- 9. **Agenda:** As per the Commission's Rules of Procedure.

#### **V. Intersessional process and ad-hoc working groups**

- 10. **Steering Committee:** The Steering Committee, consisting of appointed MSAB members and the Co-Chairs, will develop draft agendas based on the advice of the MSAB and in alignment with the Commission's objectives.
  - a) At the direction of the MSAB, the Steering Committee may also undertake additional technical work in the form of an ad-hoc working group.
  - b) Steering Committee members will be appointed by the MSAB.



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- c) The term of Steering Committee membership will be two years, and they may serve additional terms at the discretion of the MSAB.
11. **Ad-Hoc Working Groups:** If the MSAB determines it is necessary, MSAB may convene ad-hoc working groups comprised of MSAB members and experts. Ad hoc working groups will report only to the MSAB and serve at the discretion of the MSAB.

## **VI. Reports and Records**

- 12. The Co-Chairpersons, or a delegate, will ensure that a concise meeting Report listing key points from discussions, decisions, recommendations, and action items are recorded from each MSAB meeting.



## Appendix VI

### **Processor Advisory Board (PAB) – Terms of Reference and Rules of Procedure**

#### **I. Terms of reference**

1. The Processor Advisory Board (PAB) is an advisory body of the International Pacific Halibut Commission (IPHC) that represents the commercial Pacific halibut processing industry from Canada and the United States of America. It advises the Commission on issues related to the management of the Pacific halibut resource in the Convention Area.
2. The PAB encourages stability and growth of the North American Pacific halibut industry by fostering a cooperative relationship, better understanding, and a spirit of mutual benefit among seafood processors, fishermen, the Commission, and all other stakeholders.

#### **II. Representation**

3. Any company or association, including sole-proprietorships, corporation, or partnerships whose direct business is purchasing, processing and selling Pacific Halibut caught in Alaska, British Columbia, Washington, Oregon, or California is eligible for PAB membership.
4. Potential members shall present authorization from their company to represent that company in PAB deliberations. Such authorization will be presented to the general membership of the PAB at its annual meeting. If this authorization is not valid, the member will be removed from the PAB membership list.
5. PAB members agree to carefully and objectively consider all aspects of an issue.
6. PAB members serve without compensation.
7. Membership is renewed each year, upon attending the PAB annual meeting.
8. The Halibut Association of North America (HANA) shall serve as the PAB's organizational, administrative, communications, and recruitment facilitator. HANA is also responsible for creating and distributing the PAG's annual report.



### III. Officers

9. The PAB's annual meeting shall be convened by the President of HANA for the purpose of nominating and electing the PAB Chairperson and Vice-Chairperson. Once nominations are made, the election is confirmed by a simple majority vote of PAB members present.
10. In years when the Commission's Annual Meeting is held in Canada, the PAB Chairperson shall be a Canada-based member and the Vice-Chairperson shall be a U.S.-based member. In years when the Commission meets in the U.S., the PAB Chairperson shall be a U.S.-based member and the Vice-Chairperson shall be a Canada-based member.
11. Officers' terms shall be for one year, or until a replacement is elected.

### IV. Sessions of the PAB

12. **Time and place:** The PAB meets once a year over the course of a few days, in conjunction with the IPHC Annual Meeting. A quorum is established each year.
13. **Agenda:** The PAB's draft agenda will be presented by the Chairperson and approved by the membership at the beginning of the meeting. Members may suggest changes to the agenda prior to approval.
14. **Conduct of meetings:** Parliamentary procedure will be used in the conduct of the PAB meeting.
15. **Decision-making:** Only one vote per company member is allowed.
  - a) If a company has more than one representative in attendance, those representatives will choose from among them one individual to cast the company's single vote on any issue.
  - b) Proxies are allowed only from members who have attended the last two sequential meetings of the PAB.
  - c) Only one Proxy per member is allowed.



- d) Proxies will be submitted to a PAB member or the executive director of HANA prior to the PAB meeting in written or electronic form.
- e) If a Proxy is submitted to a PAB member, that member must submit the Proxy to the executive director of HANA. At the meeting, HANA's executive director will submit all Proxies to the chairman of the PAB.
- f) A General Proxy will authorize a designated PAB member to vote on any or all topics brought before the PAB, on behalf of a PAB member who cannot attend. A Specific Proxy will authorize a PAB member to vote on specifically named topics (listed on the proxy itself) on behalf of the PAB member who cannot attend.

## V. Intersessional process and ad-hoc working groups

- 16. During the IPHC Annual Meeting, the PAB may establish ad-hoc working groups to address issues or projects, or to represent the PAB's interests, between the IPHC's Annual Meetings. Completed documents and other work materials from the PAB workgroups will be posted for public access on the IPHC website.
- 17. The PAB may establish such ad-hoc working groups it deems necessary. Additional work group members outside of the PAB membership may be added as judged appropriate by the Chairperson.
- 18. During the IPHC Annual Meeting, the PAB may establish ad-hoc working groups to address issues or projects, or to represent the PAB's interests, between the IPHC's Annual Meetings. Completed documents and other work materials from the PAB workgroups will be posted for public access on the IPHC website.
- 19. When determined by the PAB Chairperson and Vice-Chairperson as necessary, Special Sessions of the PAB may be called. These meetings shall be for a purpose requiring discussion or other action by a quorum of PAB members.
- 20. A quorum is established by a majority of the PAB members who were present at the most recent PAB Annual Meeting. Minutes and other reports of the Special Meeting will be



distributed to the Commission for posting on the IPHC website in a timely manner by the Executive Director of HANA or her designee.

21. Attendance, discussion, voting, reportage, and all other aspects of the Special Meeting may be done electronically.

## **VI. Reports and records**

22. The Chairperson, Vice-Chairperson, or a designated PAB member shall be responsible for reporting the PAB advice and recommendations to the Commission. This Report shall focus on the full discussion of the issues, the results of any votes that were taken, and minority reports if there are any.
23. Minutes of the PAB meetings may be taken by the Executive Director of HANA or his/her designee, with assistance as needed from PAB members.
24. Completed Reports or other documents prepared and discussed at PAB meetings will be presented to the Commission at the annual meeting and made available to the public through the PAB's section on the IPHC website.



## **Appendix VII**

### **Research Advisory Board (RAB) – Terms of Reference and Rules of Procedure**

#### **I. Terms of reference**

1. The Research Advisory Board (RAB) is composed of members of the Pacific halibut community that shall suggest research ideas, review IPHC research, and provide the IPHC Secretariat staff (who participate in Sessions of the RAB as Observers) with direct input and advice from industry during the development of research plans. The RAB may also make recommendations to the Scientific Review Board concerning research plans and priorities. The Executive Director shall facilitate the RAB's meetings, as well as communication with the Commission and the other IPHC advisory bodies on the RAB's behalf.

#### **II. Representation**

2. RAB members are Pacific halibut industry representatives from each Contracting Party and may include commercial, guided sport, unguided sport/recreational, subsistence, and First Nations/Tribal interests.
3. The RAB shall consist of ten to fifteen members.
4. New RAB members shall be nominated by current members, by other IPHC subsidiary bodies, or by the IPHC Secretariat staff. The nominees are reviewed and approved by the IPHC Secretariat staff. Nominees must be members of the Pacific halibut community with an expressed interest in scientific research. They must be available for meetings and willing to participate in candid discussions about the IPHC research program. It is not necessary to achieve a particular regional or sector balance in the membership of the RAB.
5. The term for RAB membership is two years. There is no limit to how many terms a RAB member may serve.



6. RAB members serve without compensation from the Commission.

### **III. Officers**

7. The IPHC Executive Director shall act as Chairperson of the RAB and the IPHC Biological and Ecosystem Science Program Head shall act as the Vice-Chairperson of the RAB, unless the RAB decides otherwise.

### **IV. Sessions of the RAB**

8. **Time and place:** The RAB shall meet once each year at the IPHC offices in Seattle. The RAB may also meet at other times and places, or via electronic means, to consider specific issues or to produce specific documents or other products.
9. **Agenda:** The agenda for the RAB meeting is proposed by the Commission's Executive Director and approved by the membership at the beginning of the meeting, in accordance with the Commission's rules of procedure. The agenda will include time for broad discussion of scientific issues between the RAB and the IPHC Secretariat staff.

### **V. Intersessional process and ad-hoc working groups**

10. The RAB may set up ad-hoc working groups to consider particular issues and report back to the RAB.

### **VI. Reports and Records**

11. The Executive Director shall present the RAB Report on its behalf.
12. The RAB Report includes decisions, recommendations, and advice, and describes both areas of consensus and differences.



## Appendix VIII

### Scientific Review Board (SRB) – Terms of Reference and Rules of Procedure

#### I. Terms of reference

1. The Scientific Review Board's (SRB) main objective is to provide an independent scientific review of Commission science products and programs, and to support and strengthen the stock assessment process. The SRB shall review modeling and evaluation used by the Management Strategy Advisory Board, and review research proposals from the Research Advisory Board and the IPHC Secretariat. The SRB will prepare reports to the Commission summarising findings, recommendations, and documentation of any divergent views for all of its reviews.

#### II. Representation

2. The SRB shall initially be comprised of 3-5 members of the scientific community. The members may be associated or unassociated with the Contracting Parties.
3. The SRB may be expanded based on the technical review needs of the Commission and its activities.
4. The term for SRB membership is two years. There is no limit to how many terms an SRB member may serve.

#### III. Officers

5. The SRB shall elect a Chairperson and may be supported by a Vice-Chairperson at the SRB's discretion.

#### IV. Sessions of the SRB

6. **Time and place:** The SRB shall meet twice each year at the IPHC offices in Seattle. The SRB may also meet at other times and places, or via electronic means, to consider specific issues or to produce specific documents or other products.



7. **Agenda:** The agenda for the SRB meeting shall be proposed by the Commission's Executive Director, in accordance with the Commission's rules of procedure.

#### **V. Intersessional process and ad-hoc working groups**

8. The SRB may set up ad-hoc working groups to consider particular issues and report back to the SRB.

#### **VI. Reports and Records**

9. The SRB Report includes decisions, recommendations, and advice, and describes both areas of consensus and differences.