



SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL

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Charlie Phillips, Chair | Captain Mark Brown, Vice Chair
Gregg T. Waugh, Executive Director

AGENDA **SOPPs Committee**

DoubleTree by Hilton Atlantic
Beach Oceanfront
Atlantic Beach, NC

Thursday, December 8, 2017 – 2:00 P.M. to 3:30 P.M. (Times subject to change)

Approval of Agenda – Chris Conklin

Approval of June 12, 2011 Committee minutes – Chris Conklin

1. Review Policies for Inclusion in SOPPs and/or Handbook (*Overview and Attachments 1 – 6*)
 - a. Overview – Gregg Waugh
 - b. Committee Action: Review and provide guidance to staff – Chris Conklin

Other Business – Chris Conklin

Adjourn – Chris Conklin

Committee Members

Chris Conklin, Chair
Anna Beckwith
Roy Crabtree
Jessica McCawley

Doug Haymans, Vice Chair
Chester Brewer
Michelle Duval

Attachments

Attachment 1: SOPPsMarch2011

Attachment 2: AdministrativeHandbookJanuary2014

Attachment 3: HandbookAddendums

Attachment 4a: AdministrativeHandbookWithSSCandAP_Updates

Attachment 4b: SSCPolicy_Dec2016revise

Attachment 5: CouncilMemberConductRules2014

Attachment 6: CouncilEmployeeConductRules2014

Staff: Gregg Waugh

OVERVIEW

SOPPs Committee

The Committee will approve minutes from the June 12, 2011 meeting.

I. SOPPs

Description: The South Atlantic Council's SOPPs (**Attachment 1**) were last revised in March 2011 and sent to NMFS for review/approval.

Status of Actions: The SOPPs are still under review and the Committee will receive an update on the status of review.

Required Committee Action: discuss and provide guidance as appropriate.

II. ADMINISTRATIVE HANDBOOK

Description: The Council's Administrative Handbook was last revised in January 2014 (**Attachment 2**) and includes SSC Policy as of June 2011 and AP Policy as of October 2013. Several addendums have been developed over time but not added to the Handbook (**Attachment 3**). A draft update to the Handbook, including updates to the SSC and AP Policy, is included as **Attachment 4a**; more recent revisions to the SSC Policy are included as **Attachment 4b**. The Executive Committee, at their June 2017 meeting, recommended the following items be added to the Handbook:

- (1) Webinar meetings – designated the Chair, Vice-Chair, and Executive Director to evaluate requests for an exemption for Council members to participate and vote during an in-person meeting if they are participating via webinar. Indicated that they want AP members to be present at a meeting to vote. SSC and SEP members operate by consensus, so voting is not an issue.
- (2) Exempted fishing permits – provided guidance and approved the following motion:
MOTION #3: REQUIRE A COMPLETE PROPOSAL BEFORE THE COUNCIL CONSIDERS AN EFP AND SCHEDULE A PRESENTATION TO A COMMITTEE PRIOR TO THE PUBLIC COMMENT PERIOD AT A COUNCIL MEETING.
- (3) Briefing book document deadlines – provided guidance to continue with the current deadlines and provided some input on how to post late materials and access briefing book materials.
- (4) Public comments at Advisory Panel meetings – discussed and approved the following by consensus: Allow public comments at the start of an AP meeting and prior to recessing each day if the meeting runs more than one day.
- (5) SSC Liaison & role of Council members at SSC meetings – discussed and tasked staff to talk with SSC leadership and provide some assistance at SSC meetings to address questions from Council members.

Status of Action: Council staff will have an updated version of the Handbook, with all potential updates/changes included in track changes, at the meeting. This updated version will be used during the Committee meeting to get guidance. The revised Handbook will be reviewed and approved at the March 2018 meeting.

Required Committee Action: discuss and provide guidance on modifications to the Draft Handbook. Discuss whether any of these items should be added to the SOPPs.

Other Business