

# ACCCNRS Operating Procedures and Ground Rules

*16 July 2013*

1. The ACCCNRS will meet in-person twice annually and may conduct additional meetings in-person or via teleconference as needed. All meetings and teleconferences must be publicly noticed and open to the public.
2. The ACCCNRS will be co-chaired by a representative from the U.S. Department of the Interior (DOI) and a representative from a non-federal member of the Committee. The non-federal co-chair will be appointed by DOI.
3. The Designated Federal Officer (DFO) will determine whether to conduct Committee and subcommittee meetings, prepare and approve all meeting agendas, attend all Committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary.
4. An official record of Committee deliberations will be kept and be made publicly available. Drafts will be provided to Committee members for review and comment, before they are made final.
5. A quorum of 50% + 1 of the Committee members and a balance of representation (i.e. at least one member from each of the sectors represented on the Committee as per the Charter and Membership Balance Plan) is required for decision-making. Members joining an in-person meeting by telephone will be counted toward the requirement to achieve balance of representation. If one or more interest groups are not represented, the ACCCNRS may conduct an informational meeting, but cannot make decisions.
6. Committee membership has been designed to include key partners in the NCCWSC/CSC enterprise. Thus, all Committee members, including federal agency representatives, are full members for the purposes of reaching consensus or other Committee decisions.
7. Committee members are expected to attend all meetings and can be dismissed after the member or alternate fail to participate in two meetings.
8. At least one subcommittee will be established to provide expert scientific advice to the Committee. Additional subcommittees may be created as necessary. Subcommittees must act only under the direction of the DFO and must report their recommendations to the full Committee for consideration. Subcommittees must include at least one member from the parent Committee. All documents being prepared by a subcommittee for deliberation by the full Committee must be approved at a public meeting of the Committee.
9. The Committee and any Subcommittees will strive to make decisions by consensus. Consensus is defined as no dissent. If there is dissent on procedural matters, the Co-Chairs will make the decision, taking into account the views of Committee/Subcommittee members. If consensus is not possible on substantive matters, the record of the discussion will reflect the different points of view expressed and the underlying reasons for those

differing views. To enhance the prospect of consensus, Committee/Subcommittee members are asked to:

- a) participate consistently in meetings;
- b) clearly and succinctly state their needs and concerns clearly and early in discussions;
- c) seek to understand other participant's needs and concerns;
- d) actively participate in defining issues to be resolved;
- e) assist in securing and bringing forward the best available information;
- f) strive to develop creative solutions to problems that address multiple concerns; and
- g) seek input from and report progress to colleagues, networks, and constituencies.