

**Administrative / Budget Committee Report
June 15, 2020
Mr. Phil Dyskow – Chair**

The Committee adopted the agenda (**Tab G, No. 1**) as written and approved the minutes (**Tab G, No. 2**) of the January 2020 meeting as written.

Discussion of SOPPs: Section 3.0-Council Meetings (Tab G, No. 4)

The Council requested that a discussion of the Council’s Statement of Organizational Policies and Procedures (SOPPs) be placed on the June Council agenda for further discussion to better reflect the importance of in-person meetings. Verbiage from the South Atlantic Council’s Administrative Handbook was brought up as a potential example. Staff proposed language similar to the South Atlantic Council’s Administrative Handbook and offered proposed revision for two sections of the SOPPs. One change was to section 3.0 Council meetings and the other change was to section 3.6 Location. After discussion the Committee made the following motion.

The Committee recommends, and I so move: **to make the changes to the SOPPs in Sections 3.0 and 3.6 to read:**

3.0 Council Meetings

The Council prefers in-person meetings with the ability to freely discuss and exchange information and interact with the public. However, health, budgetary, and/or time constraints may require virtual participation of a Council member when an in-person Council meeting is held. Therefore, Council members must be physically present at in-person Council meetings in order to present a motion or vote, unless approved to do so remotely by a majority decision of the Chairman, Vice-Chairman, and Executive Director.

3.6 Location

The Council meetings will ordinarily be held within the five state geographical area. However, if the Council determines that the best interests of the work of the Council, its committees, advisory groups or panels, in joint management actions with other Councils, will be better served, meetings may be held outside of the five state area, particularly in any of the constituent states affected by a joint management plan. Public access will be given primary consideration in meeting plans. The Council Chair with input from staff will select the meeting sites for the Council with the understanding that members are given adequate advance notice.

The Council prefers holding in-person meetings; however, national emergencies, health pandemics, natural catastrophes, budgetary, and time sensitive issues may require the use of remote meeting technologies. In these rare cases, the Council is prepared to hold virtual meetings using alternative technologies for committee and Council meetings. Members of the public will be given the opportunity to provide written and/or verbal comments during virtual meetings of the full Council.

Motion carried with no opposition.

Other business

Extending the terms of the chair and vice chair discussion

A Council Member brought up a suggestion to the Committee about the Council policy limiting the Chair and Vice Chair to serve no more than two consecutive terms. Given the closures and meeting delays we have had due to the pandemic situation, the member felt that our current Council officers may not have had the opportunity to fully serve the Council when their terms expire. This sentiment was echoed by various Committee members.

NOAA General Counsel advised that the Council had two paths forward for action. The Council could change the SOPPs to allow for the Chair and Vice-Chair to serve more than two consecutive terms or make a one-time exception due to the extenuating circumstances. The discussion of the Committee leaned towards a single instance and not a request to permanently alter SOPPs. The full Council should decide on the path forward prior to the elections of the Chair and Vice-chair at the August Council meeting.

Mr. Chair, this concludes my report.