

## Guide Advisory Committee Charter

### 1. Purpose

The Guide Advisory Committee (“Committee”) provides advice and recommendations to the Marine Board on various matters related to the Outfitter and Guide Program. The intent of this document (“Charter”) is to outline the framework and operating guidelines of the Committee. The Charter will be updated over time to maintain a source of consistent information about the Committee as new protocols are developed.

### 2. Authority

The Marine Board shall appoint a Committee as described in accordance with Oregon Revised Statutes (ORS) 704.525 and Oregon Administrative Rules (OAR) 250-016-0090.

### 3. Duties & Responsibilities

The Committee is responsible for the following:

- Provide intentional communication, collaboration, and engagement in problem-solving for the Outfitter and Guide and the Charter industry in Oregon.
- Discuss, consider, and address issues or relevance to the regulations and laws pertaining to the Outfitter and Guide and the Charter industry in Oregon while bringing forward issues of concern.
- Develop consensus solutions to issues brought forward by the Outfitter and Guide and the Charter industry, partner agencies or the Marine Board.
- Seek continued improvement of legal, professional, and ethical conduct across the state while maintaining equitable recreational opportunities for the Outfitter and Guide and the Charter industry.
- Improve relationships between state and federal natural resource agencies, law enforcement, and the Outfitter & Guide and the Charter industry.

### 4. Committee Composition

The Committee shall be composed of members appointed as follows:

Roles	Representation
<b>Committee Chair</b> (OSMB Employee)	<ul style="list-style-type: none"> <li>• Oversees and administers the committee meetings in accordance with Oregon Public Records and Meeting laws. The chair is a non-voting member and employee of the Oregon State Marine Board.</li> </ul>
<b>Organization Member</b> (8 members)	<ul style="list-style-type: none"> <li>• Eight members from seven <i>active organizations</i> that represent or include licensed outfitters and guides.</li> <li>• Two members shall be from the organization of outfitters and guides with the most documented members active at the time of appointment.</li> </ul>
<b>Public Member</b> (3 members)	<ul style="list-style-type: none"> <li>• Three public members shall be selected by the Marine Board.</li> <li>• Only one (1) public member may represent charter boats as defined in ORS 830.430.</li> </ul>

An **Active Organization** is one that meets all the following criteria:

- Convened and recorded at least one meeting of the general membership in the previous 12 month period.
- Has a verifiable roster of members that includes currently registered outfitters and guides.
- Has a charter or bylaws by which it conducts its regular business.

## **5. Frequency of Meetings**

The Committee will have no fewer than two meetings annually with additional meetings held at the discretion of the Committee Chair. Meetings may be in person, by telephone, or any electronic means acceptable in accordance with Oregon Public Meeting Laws ORS 192.610 to ORS192.690.

## **6. Objective of Committee Meetings**

The objective of the Committee meeting is to ensure that Marine Board staff are informed, advised, and engaged with outfitter guides and the charter boat industry professionals. The Marine Board is a “public body” as defined in ORS610 192.610(4) and the Committee is considered a “governing body” as defined in ORS 192.610(3); in which a “governing body” has the authority to make recommendations to a “public body” or administration. The Committee does not have authority to make rules or statutory changes to the Marine Board administration, therefore no public testimony or comment will be heard by the Committee.

## **7. Meeting Agenda**

The following list of agenda matters may be taken up during Committee meetings:

- a. Introductions
- b. Approval of Minutes
- c. Outfitter and Guide Registration (Renewal) Updates
- d. Enforcement Update
- e. Old Business
- f. New Business
- g. Round Table

## **8. Minutes of Meeting**

All Committee meeting documents shall be published and available in accordance with Oregon Public Meeting Laws.

## **9. Reporting**

The membership of the Committee and its decisions shall be published publicly so that it is accessible to all in accordance with Oregon Public Meetings Laws.

## **10. Committee Performance Evaluation**

On an annual basis, the Committee shall conduct a self-assessment of its performance in accordance with the following assessment criteria, as may be amended or supplemented from time to time:

1. The number and length of Committee meetings are appropriate and in accordance with this charter.
2. The meetings are conducted in a manner that ensures open communication and meaningful participation.
3. The amount of information received is appropriate for discussion and deliberation purposes.
4. The materials are received in advance to adequately prepare for meetings.
5. The Committee considers an adequate degree of diligence and deliberation and provides an adequate understanding of the Committee's rationale for its recommendations.

## **11. Tenure of Committee Members**

Committee member vacancies will be recruited as needed with consideration to limit the annual turnover to less than half.

1. Committee member terms of appointment are four (4) years.
2. Each member may serve no more than two (2) consecutive four-year terms.
3. The Marine Board will publicly notice and actively seek to fill Committee member positions.
4. Committee members shall represent outfitters and guides but do not need to be a currently licensed outfitter and guide.