

Terms of Reference

For the

Lake Huron Technical Committee

Adopted by the Lake Huron Committee: December 12, 2017

Committee Name: Lake Huron Technical Committee (LHTC)

Function and Scope:

The LHTC shall conduct work assignments as requested and prioritized by the Lake Huron Committee. The LHC will consult with the LHTC to establish and maintain clear work objectives, prioritize tasks, and establish a product-reporting format. The LHTC may invite resource persons or establish a specialized Task Group to address an issue(s) that requires attention beyond the scope of normal LHTC activities. The LHTC may also form internal “working groups” (ad hoc or permanent sub-committees) as the members deem necessary to fulfill their ongoing, technical advisory responsibilities.

Membership and Participation:

Chairman: A chairman may be selected from any LHTC member agency, and in no particular sequential order of agencies. A chairman will be expected to serve a minimum term of three years. At the expiration of the term of service, the Lake Huron Committee (LHC) will request a volunteer from the LHTC member agencies to serve as Chair, or if agreed upon by the LHC, the existing Chair may serve for an additional specified timeframe. If there are no volunteers among LHTC members to serve as chairman, the current vice-chair will assume the role of Chair and a new Vice-chair must be provided by the next member agency in the rotation (*see Rotation of Chair/Vice-chair*).

If a chairperson is unable to complete a three-year term, the LHC will request a volunteer from the member agencies to serve as Chair. If there are no volunteers from LHTC member agencies, the Vice-chair will assume the role. The three-year rotational schedule will reset whenever a volunteer or Vice-chair assume the duties of Chair, and the next agency in rotation will provide a new Vice-chair.

This selection process is intended to distribute the workload among all participating agencies, while at the same time providing an opportunity to individuals and agencies to serve as the chair of the LHTC if so desired.

Vice-chair: The Vice-chair will be provided by the next member agency as specified in the *Rotation of Chair/Vice chair* section below. The role of the Vice-chair is to assist the Chair of the LHTC and serve as Chair *pro-tem* as appropriate. If the current Chair cannot

continue in that role, and/or if there are no volunteers among LHTC member agencies to assume the role of Chair, the Vice-chair will assume the role of Chair.

Member agencies: Member agencies shall be signatory to the “*Joint Strategic Plan for Management of Great Lakes Fisheries*”.

- A maximum of two representatives from the following State and Provincial fishery management agencies;
 - * Michigan Department of Natural Resources
 - * Ontario Ministry of Natural Resources and Forestry

- A single representative from each of the five Tribal governments that compose the Chippewa Ottawa Resource Authority (CORA);
 - * Bay Mills Indian Community
 - * Grand Traverse Band of Ottawa and Chippewa Indians
 - * Little Traverse Bay Bands of Odawa Indians
 - * Little River Band of Ottawa Indians
 - * Sault Ste Marie Tribe of Chippewa Indians

- A single representative from the following agencies / research organizations;
 - * USFWS Fishery Resource Office – Alpena
 - * USFWS Sea Lamprey Control
 - * USGS Great Lakes Science Center
 - * DFO Sea Lamprey Control
 - * DFO Fishery Management/Research

Resource Persons:

The LHC or the LHTC chairman may invite any interested individuals with needed expertise to attend meetings and participate in LHTC activities, but these individuals shall not participate in consensus decision-making.

Rotation of Chair/Vice-chair:

Vice chairs will rotate after the annual Lake Committee meetings in March coinciding with the change of chairmanship (e.g. every three years), in the following order (rotation beginning March 2018):

- * CORA (one of the member tribes listed above)
- * USGS
- * DFO
- * USFWS

- * Ontario Ministry of Natural Resources and Forestry
- * Michigan Department of Natural Resources

Agency and member commitments:

To ensure accomplishment of Lake Committee objectives and assignments, agencies are encouraged to commit appropriate personnel and resources to LHTC activities in their annual agency work plans. All members and resource persons are expected to participate in LHTC assignments in an equitable manner, and in a manner conducive to their expertise and their agency's interest in a particular issue.

Consensus:

Consistent with terms of the *Joint Strategic Plan for Management of Great Lakes Fisheries*, the LHTC shall operate under a consensus format. In this regard, there is no formal voting mechanism. The LHTC is encouraged to work toward consensus, but if consensus cannot be achieved, the LHTC shall present the varying opinions or positions to the LHC for resolution.

Frequency of Meetings:

The LHTC is encouraged to meet at least twice annually. More frequent meetings or conference calls may be needed to address issues that require urgent and/or timely action.

Authorization:

Ken LaCroix, Lake Huron Committee chair
December 12, 2017

Terms of Reference
for
Specialized Task Groups
of the
Lake Huron Committee

Name: [Specify] Task Group

Membership:

Chairman: The Lake Huron Committee (LHC) will appoint a chairman from one of the participating governmental agency or resource entities.

Members: An unspecified number of governmental agency personnel or resource persons may participate. The Task Group chairman, in consultation with the LHC, will establish the size and composition of the Task Group recognizing, however, that all governmental agencies represented on LHTC may have at least one representative on the Task Group.

Resource Persons: The LHC or Task Group chairman may invite any number of individuals from governmental agencies, universities, or other organizations that have needed expertise.

Agency Commitment: The level of agency commitment will reflect the magnitude and urgency of the issue(s) to that particular agency. All LHTC member agencies are encouraged to participate, but it is recognized that some issues addressed by Task Groups may be of lower importance to some agencies.

Function and Scope: Task Groups will conduct specialized assignments as requested by the Lake Huron Committee. The Task Group chairman will consult with the LHTC chairman and/or the LHC to establish clear work objectives, timelines, and establish a product-reporting format.

Coordination: The Task Group chairman will coordinate activities and present progress reports to the LHTC pursuant to timelines established by the LHC.

Frequency of Meetings: Task Group will meet as often as deemed necessary by the Task Group or the LHC.