

River Herring Technical Expert Working Group (TEWG)

Meeting Guidelines

(as of July 26, 2014)

The following meeting guidelines are intended to foster constructive interactions among TEWG members. These have been developed by NOAA Fisheries¹ and Atlantic States Marine Fisheries Commission (ASMFC), and will be modified based on input by the TEWG. They emphasize clear communication and respect for differing views.

1. Collaboration.

- Active, focused participation. Every participant is responsible for communicating his/her perspectives. Everyone is encouraged to participate and to share their opinions and ideas; no one dominates. Only one person will speak at a time.
- Respectful interaction. Participants will respect each other's personal integrity, values and legitimacy of interests. Participants will assist each other in creating an effective atmosphere by putting their phone on mute when not speaking during conference calls.
- Participants will strive to be open-minded to other members' ideas and interests.
- Participants will attempt to reframe contentious issues to enable constructive dialogue.
- Adherence to meeting guidelines. As a set of mutual obligations, TEWG members will commit to adhere to these meeting guidelines once they are adopted.

2. Participation

- Members are encouraged to attend all TEWG conference calls.
- Proxies: For those members unable to attend a meeting or conference call due to scheduling conflicts, a proxy may be appointed to represent the member. The proxy must be identified to NOAA Fisheries and ASMFC one week in advance of the call or meeting. The proxy must identify themselves as a proxy during the meeting or call.

3. Media Contact and Recordings:

- Media inquiries concerning the TEWG will be referred to the NOAA Fisheries and ASMFC Public Affairs Officer. Media representatives inquiring about the TEWG process will be referred to approved meeting summaries. Members may talk to media representatives concerning their own views about the issues being discussed by TEWG. However, TEWG members agree not to attribute particular comments to particular individuals, nor to characterize others' views.
- TEWG meetings will not be recorded unless the intent has been announced before the meeting and everyone on the call agrees.

4. Public Comment:

- Members of the public are encouraged to direct comments through members or speak at designated times on the meeting agenda.

¹ Note: These meeting guidelines are based on documents developed for other NOAA Fisheries groups.