



**COLUMBIA  
BASIN  
FISH & WILDLIFE  
AUTHORITY**

**DRAFT**

DATE: September 14, 2005  
TO: Committee Charter Work Group - Dave Wills, USFWS; Dick Stone, WDFW;  
Lawrence Schwabe, BPT; Dave Statler, NPT; & Tony Nigro, ODFW  
CC: Members Advisory Group (MAG)  
FROM: Tom Giese, CBFWA  
SUBJECT: Support Materials for the September 21, 2005 Committee Charter Meeting

At its August 30, 2005, meeting the Members' Advisory Group (MAG) scheduled a meeting of the chairs of the CBFWA technical committees to develop a recommendation for a common, standardized charter for all of the CBFWA technical committees. All fish and wildlife managers are welcome to participate.

**Committee Charter Work Group Meeting**

**Wednesday, September 21, 2005**

**9:00am-12:00pm**

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**CBFWA Office – Portland, Oregon**

Conference Line (503) 229-0449 Id: 743414

Draft Agenda

- ITEM 1: Assess the Purpose of the Work Group**
- ITEM 2: Review Current Charters of Technical Committees**
- Copies of the current committee charters and a one-page comparison summary are attached
- ITEM 3: Develop Committee Charter Recommendation**
- Review possible discussion questions
- ITEM 4: Choose Presenter of the Recommendation**
- Presenter should attend September 27, 2005 MAG meeting
- ITEM 5: Disband Work Group**
- With completion of its charge, the work group should dissolve

**Discussion Questions Regarding  
Standardized Charters for the CBFWA Technical Committees**  
September 14, 2005

At its meeting on August 29, 2005, the Members of CBFWA directed their staff to review the charters of standing technical committees: the Fish Passage, Wildlife, Resident Fish and Anadromous Fish Advisory Committees (formerly the Wildlife, Resident Fish and Anadromous Fish Committees). The Members' Advisory Group (MAG) established a work group of the chairpersons of the committees and any other interested F&W managers to review the committee charters, develop a recommendation for a common, standardized charter, and report back to MAG at its September 27, 2005 meeting.

The purpose of this paper is to provide draft questions for the charter review work group to discuss at its September 21, 2005 meeting. In the attached Excel spread sheet, I have summarized some aspects of the committee charters. I have also attached copies of the charters, themselves.

**Some Questions for Work Group Consideration:**

- Should the technical advisory committee charters consist of two parts – Purposes (set by the Members) and Operations (based on a standardized template and adopted by the Members)?
- Should the Purposes section provide general guidance outlining why the Members set up the committee and what they want it to accomplish? Also should the Purposes section set specific objectives defining committee activities, against which its accomplishments can be evaluated?
- In the standardized template for committee operations, should:
  - Committees select a Chair and Vice Chair to serve from Oct.1 to Sept 30?
  - The role of Chair be to preside at meetings, sign official documents, and assure that tasks are completed?
  - The role of CBFWA staff be to facilitate meetings, take notes, and assist the Chair in sending out agendas and notes, and conduct analyses?
  - All decisions be by consensus?
  - Consent mail may be used?
  - Assenting and dissenting positions go to MAG and Members for resolution?
  - Committees compile annual work plans?
- Should the Members review committee activities and work plans and revise committee purposes annually?

Hopefully, the work group will be able to discuss these questions at its September 21<sup>st</sup> meeting, preparatory to developing a draft recommendation for the MAG meeting on September 27<sup>th</sup>.