

California Advisory Committee on Salmon and Steelhead Trout By-Laws

Section I: Name

The name of this organization shall be the California Advisory Committee on Salmon and Steelhead Trout, hereinafter referred to as the CACSST.

Section II: Purpose and Duties

(a) Purpose. The purpose of the CACSST, as set forth in Assembly Concurrent Resolution No. 64 (July 9, 1970) and Senate Joint Resolution No. 19 (September 16, 1983), is to ascertain, study and analyze all facts relating to the preservation, protection, restoration and enhancement of salmon and steelhead trout resources of this state, including the operation, effect, administration, enforcement and needed revision of any and all laws in any way bearing upon those subjects, and to report thereon to the director of the Department of Fish and Wildlife.

(b) Duties. In furtherance of the above purpose, the CACSST shall carry out the following specific duties:

- (1) Advise the Department of Fish and Wildlife on its detailed and comprehensive program for the protection and increase of salmon, steelhead trout, and anadromous fisheries, pursuant to section 6920(a) of the Fish and Game Code;
- (2) Advise the Department of Fish and Wildlife regarding progress being made in the development of the annual and long-term salmon management plans, pursuant to section 7662 of the Fish and Game Code;
- (3) Recommend representatives to serve on the citizen's advisory committee for the Fisheries Restoration Grant Program, pursuant to section 6217.1(d) of the Public Resources Code;
- (4) Review and comment on annual proposed expenditures of revenue from the sale of steelhead report cards, pursuant to section 7381(a) of the Fish and Game Code; and
- (5) Other activities within the scope of the purpose of the CACSST as set forth above.

Section III: Membership

(a) Background of members. The membership of the CACSST shall, as required by ACR 64 and SJR 19, consist of the following persons having practical knowledge and experience from the following fields and groups:

1. Four commercial representatives from salmon fishermen and commercial salmon processors.
2. Four organized sportsmen representatives from salmon and steelhead fishermen and party boat operators.
3. One public member.
4. One biologist.
5. One Native American representative.

(b) Nomination and appointment of members; term; alternates. Nominations of new members may be made by the CACSST to the Chair of the Joint Fisheries and Aquaculture Committee (JCFA), who, in consultation with the Director of Fish and Wildlife and the Fish and Game Commission, shall approve or reject such nominations. Members of the CACSST shall serve until resignation or replacement by the JCFA Chair. Following appointment, each CACSST member shall identify an alternate to serve in his or her absence.

(c) Attendance at meetings. Members who miss more than two consecutive meetings without just cause may be removed by a majority vote of the CACSST. A member unable to attend any scheduled meeting of the CACSST shall give prior notice to the Chair, with the reason for his or her absence.

Section IV: Officers

The officers of the CACSST shall consist of a Chair and a Vice Chair.

(a) Chair; election; duties. Members of the CACSST will elect a member to serve as the CACSST Chair for a term of four years. The Chair may be re-elected for additional four-year terms. The duties of the Chair shall be to:

1. Call and lead all meetings
2. Plan the agenda for all meetings, in consultation with the members.
3. Represent the CACSST before the legislature, and before state and federal agencies, with regard to the matters set forth in ACR 64 and SJR 19.
4. Finalize and sign all letters issued by the CACSST, and transmit them to the addressees.
5. Perform such other duties as the membership of the CACSST may assign.

(b) Vice Chair; election; duties. Members of the CACSST will elect a member to serve as the CACSST Vice Chairperson (Vice Chair) for a term of four years. In the absence of the Chair, the Vice Chair will assume the duties of the Chair in facilitating meetings. The Vice Chair will be elected for one four-year term and may be re-elected for an additional four-year term. The duties of

the Vice Chair shall be to perform the duties and exercise the powers of the Chair in his or her absence.

Section V: Committees

The Chair may establish sub-committees, the purpose of which will be to ensure the CACSST is functioning efficiently and is meeting the intent of ACR 64 and SJR 19. Each sub-committee shall consist of CACSST members selected by the Chair.

Section VI: Meetings

(a) Bagley-Keene Act. All meetings of the CACSST are subject to the provisions of the Bagley-Keene Act (Government Code § 11120 et seq.) as it may be amended from time to time, and shall be noticed and conducted in conformance with the provisions of that Act. In the event of a conflict between these Bylaws and the Act, the provisions of the Act shall control.

(b) Scheduling and notice of meetings. The CACSST will meet four times per year. Meetings will be called by the Chair in consultation with CDFW staff and the membership of the CACSST.

(c) Agenda. The Chair, in consultation with the CDFW staff and the membership of the CACSST, will approve the agenda for all meetings and distribute the agenda to all CACSST members prior to the meeting. Agenda items may be submitted to the Chair at least 14 days prior to the meeting date. Each meeting agenda will be posted on the CDFW web site 10 calendar days prior to the meeting as required by Government Code §11125(a).

(d) Open meetings and public participation. All meetings will be open to the public, except where the CACSST properly schedules a closed session in conformance with the Bagley-Keene Act. Members of the public may attend any meeting or portion of a meeting that is not closed to the public. Members of the public may submit written statements to the CACSST at any time prior to a meeting.

(e) Voting, Quorum, and Recommendations

(1) Conduct of meetings. Meetings shall be conducted using rules and procedures established in Robert's Rules of Order.

(1) Quorum. A majority of the members shall constitute a quorum.

(3) Participation by telephone. Members may attend meetings via telephone as provided by the Bagley-Keene Act.

(4) Recommendations. Recommendations of the CACSST may include a majority and minority viewpoint.

Section VII: Reimbursement

(a) Members to serve as volunteers. As provided in ACR 64, Members of the CACSST will serve as volunteers.

(b) Reimbursement of travel expenses. Reimbursement of costs associated with administering the CACSST has been established under California Fish and Game Code §§ 2762 and 2762.5. Subject to available state funds, members are entitled to reimbursement of intra-state travel costs and per diem associated with attending meetings, at rates as provided by California law.

Section IX: Amendment of Bylaws

(a) Proposed amendments to the by-laws. Members may submit proposed amendments to these bylaws at any time by distributing them in writing to the membership of the committee.

(b) Adoption of proposed amendments. Proposed amendments to these bylaws may be adopted at any regular meeting of the CACSST by a two-thirds majority of the members present and voting (either in person or by telephone). No such vote may take place sooner than 30 days after the proposed amendment has been distributed in writing to the members pursuant to subdivision (a) of this Section.