Fisheries and Oceans Canada / Pêches et Océans Canada

Sport Fishing Advisory Board
Representing the Sport Fishing Community since 1964

Local Sport Fishing Advisory Committee Guidebook

Last updated: December 2023

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Purpose of the Guidebook

Local Sport Fishing Advisory Committees (SFAC) are geographically based grassroots advisory committees that develop advice related to the management of the recreational fishery at the local area level. The SFAC's work closely with the Species Advisory Committees as well as the Management and Policy Advisory Committee to formulate advice related to the fisheries in their geographic area.

These guidelines are applicable to members of local SFACs. The guidelines are to be used in conjunction with the SFAB Terms of Reference, code of conducts, council resolutions, and additional legislation specific to the advisory body. This document outlines roles and responsibilities, meeting procedures, and contains templates in order to run efficient and effective meetings. Further descriptions of SFAB governance are available in the SFAB Terms of Reference.

It is important to note these meeting guidelines, and in particular the meeting structure and use of Roberts Rules of Order, are intended to support and aid meetings so that they are efficient and inclusive. Strict adherence to Roberts Rules of Order and the meeting guidelines offered within this document are not expected.

Membership

Local SFACs are established to represent a fishing community, region, or one or several Pacific Fishery Management Areas. SFAC membership will reflect the diverse local recreational fishing community comprised of independent fishers, participants in local fishing groups, and representatives of primary and secondary SFAB member organizations. Local committees will include the widest possible range of interested recreational fishery participants. SFACs will strive to achieve a balance of interests and will not create or propose opportunity for one recreational fishing group at the expense or exclusion of another. Local SFAC participation will consist of primary users (those who derive no direct or indirect financial interests from angling) and secondary users (those who derive direct or indirect financial interests from angling).

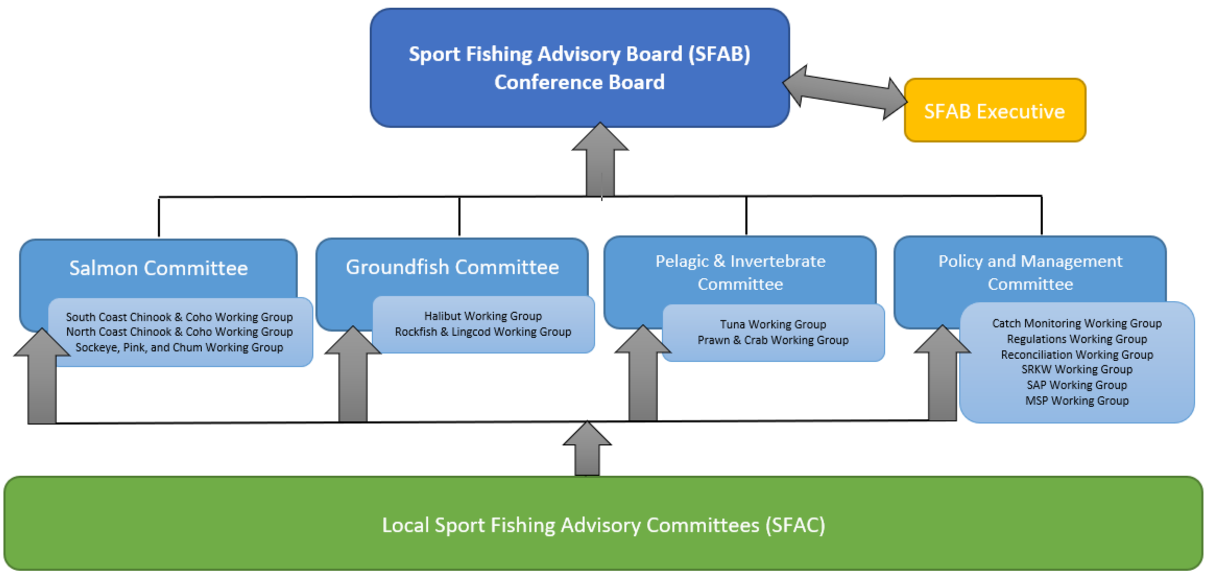
Membership will include individuals who are:

- Independent recreational anglers, persons who are enhancement volunteers, members of local angling clubs and Chambers of Commerce or other community members with an interest in the recreational fishery from local areas serviced by the North Coast, South Coast, and Inland SFAC Committees;
- representatives from a recognized angling advocacy organization having a provincial membership base;
- representatives from an angling industry or related industry organization having a provincial membership base or independent angling industry interests;
- persons holding positions on the Pacific Salmon Treaty process, as representatives of the recreational community; or
- the chairs of the Species Committees.

Local SFAC members expected to be familiar with and follow all policies related to conduct in meetings, as set out in the Code of Conduct in the Sport Fishing Advisory Board Terms of Reference. Members should remain informed by reading all agenda packages and associated communication materials.

Roles and Responsibilities

Local SFACs provide formal advice and recommendations in the form of motions relating to tidal recreational fisheries and non-tidal anadromous fisheries. Motions should be made at Local SFAC meetings to maintain transparency, and motions should not be provided after the meeting has ended. Motions are brought forward to the appropriate Species Committee for discussion and approval. Motions requiring further discussion may be tasked to Working Groups before being presented at the Sport Fishing Advisory Board (SFAB) Conference Board.



(a) Chair (Local SFAC Co-Chair)

The local SFAC Chair serves as the point of contact between Fisheries and Oceans Canada and local SFAC members. The Chair is elected for a two-year term from the voting local SFAC members. The Chair may only vote on recommendations or motions in the event of a tie vote at Local SFAC meetings. The Chair or designated alternate will represent the Local SFAC and report the results of the Local SFAC meetings and decisions to the appropriate executive lead.

The Chair will be responsible and expected to:

- run meetings in partnership with the DFO Co-Chair
- manage agenda item discussion to ensure all items keep within the time allotted
- maintain good conduct of the meeting
- support all members to participate in discussions
- ensure allotted meeting time is distributed equally among members
    - If one member is dominating discussion, the Chair may request input from other members or conduct a roundtable poll of opinion
- ensure decisions are made fairly
- ensure any member who declares a conflict of interest on an item is not present for any part of the meeting during which the item in question is being discussed by the committee

- Attend SFAB Conference Board Meetings
- Circulate emails and other information to SFAC members received from DFO, Species Committees, and SFAB Executive
- prepare a report for the SFAB Conference Board summarizing the key fishery issues and interests of their local SFAC membership
    - this report needs to be provided to the appropriate executive lead for North Coast, South Coast, or Inland well in advance of the SFAB Conference Board

The Chair will work with the DFO Co-Chair to:
- develop meeting agendas that reflect both the regional priorities and local area interests
- provide a report of the results and activities of the SFAC to the recreational fishing community
- will be responsible for approving meeting minutes and motions in a timely manner to ensure they can be brought to Species Advisory Committees as soon as possible

(b) Meeting Coordinator (DFO Co-Chair)
The DFO Co-Chair is responsible for:
- Booking venues for meetings if held in-person or organizing the link if held virtually
- Distributing meeting information including agendas and minutes to members
- Forwarding correspondence to their local SFACs for information and follow-up
- Maintaining a record of attendance for meetings when a notetaker is not available
- Maintaining the membership contact list
- Updating the voting membership list
- Establishing voting privileges for new members
- Providing documentation and advice regarding relevant legislation and meeting procedures
- Submitting motions to the Regional Recreational Fisheries Officer for distribution to Species Advisory Committees

The DFO Co-Chair will work with the respective local SFAC Co-Chair to establish:
- A meeting schedule
- Prepare the meeting agendas and “decision-based” minutes

Meeting Procedures

Meetings will be held at least twice a year (Fall and Spring).

(a) Notice
Written notice of all meetings must include the time, date, and location of the meeting, whether in person, virtual, or hybrid (in-person and virtual), and should also include the purpose of the meeting. The DFO co-Chair is responsible for distributing meeting information to the members with at least seven (7) days notice. If the meeting is cancelled or needs to be rescheduled, the meeting Co-Chairs are responsible for notifying Members as soon as possible.

(b) Agenda
The agenda will provide meeting participants with a framework, outlining the sequence, the leader for each agenda item, and the time allocated for each task. Supporting documents for agenda items will be included when possible.

Each agenda structure should include the following:

- call to order;
- roll call, and establishment of voting members;
- approval of the previous meeting minutes;
- the reports;
- unfinished business;
- new business; and
- adjournment.

A meeting agenda template is included in **Appendix B.**

Where possible, motions for ratification should be submitted to the Co-Chairs a minimum of one (1) week in advance of the meeting. These motions should be reviewed, as appropriate, and largely finalized before submission. Motions may be advanced from the meeting floor; however, members should prepare written motions to facilitate efficient sharing within the meeting for those attending using virtual meeting technology.

Following distribution of the agenda, any additional agenda items can be brought forward at the meeting under "New Business" which takes place at the end of the agenda. Matters that are not considered urgent may be listed on the agenda for the next meeting.

(c) Quorum

Quorum is the minimum number of members required to be present at a meeting for that group to conduct official business. Local SFAC Committees require a quorum of a minimum of five (5) voting members to conduct business and pass motions. The Co-Chairs may cancel a meeting in advance if quorum will not be met. It is important for members to let the Co-Chairs know if they are unable to attend a meeting as soon as possible.

(d) Motions

Motions and/or recommendations may be put forward for consideration by any voting member of the Local SFAC. A motion is a formal proposal, statement, or request for a committee to take action. Decisions of Local SFACs are made in the form of a motion after debate by all members. A member must be recognized by the Chair in order to obtain the floor to present a motion. The motions should be:

- in order (i.e. within the scope of the Local SFAC's terms of reference and falls within the Local SFAC's mandate);
- stated in the positive, not the negative;
- clear, succinct, and actionable to be voted on with either "in favour" or "opposed";
- clearly stated by the mover (written); and
- seconded by another Member before it can be considered.

A motion guide is included in **Appendix A**.

If the above conditions are met, then the Chair will restate the motion and open debate. The maker of the motion has the right to speak first in debate.

The debate is closed when either the discussion has ended, or there is a two-thirds (2/3) vote to close the debate. The Chair will then restate the motion, and if necessary, clarify the consequences of affirmative or negative votes. The Chair will then call for votes and announce the result.

Procedure for Debate

Pursuant to **Robert's Rules of Order – Rules Governing Debate**:

- no member may speak until recognized by the Chair;
- no member can speak more than twice to each debatable motion, and the second time may only take place after everyone wishing to debate the motion has had an opportunity to speak once;
- no member can speak more than ten (10) minutes to a debatable motion;
- all discussion must be relevant to the immediately pending question;
- all remarks must be addressed to the Chair – no cross debate is permitted;
- when possible, the Chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion;
- Members may not disrupt the assembly; and
- these rules of debate may be changed only by a two-thirds (2/3) vote, without debate, or general consent without objection.

(e) Voting and Resolutions

Local SFAC members must follow specific voting rules. The complete information regarding voting procedures are available in the constating documents. A summary of the key points are included below.

All motions must be moved, and then seconded.

A main motion is used to present new business. The main motion may be passed (approved/adopted), lost (defeated), or amended.

Amendments are proposed changes to the main motion or another amendment. There can only be one amendment to the main motion and only one amendment to the amendment under debate at any given time. If the amendment is approved, the proposed change (the amendment) is then incorporated into the main motion, which the committee then votes on.

Approval of a motion generally requires a majority vote, which is fifty (50) percent plus one of those present at the meeting. Some scenarios may require a two-thirds (2/3) vote, which is two-thirds (2/3) of the Members present at the meeting. These scenarios include overruling a decision of the Chair, and rescinding a motion approved at a previous meeting.

Abstaining from the vote is registered as an affirmative vote. In the event of a tie, the Chair will provide its vote.

(f) Minutes

The Co-Chairs may appoint an individual to take notes to record the meeting minutes and motions. Each agenda item will appear in the minutes with a title, a one or two sentence description of what took place, and any approved motions or actions. If details are needed for reference, a member must take detailed notes.

The minutes of the meeting are provided to members by email. Minutes are added to the DFO/SFAB Dropbox and the approval of the minutes are recorded at the next official meeting.

Amendments to the minutes are limited to corrections of factual errors or incomplete information only. Amendments should not significantly alter the way the minutes are written or result in minutes that stray from the minute-taking standards.

Meeting Structure

(a) Attendance

All meetings will circulate a meeting attendance record. Members will complete the attendance record noting their name, and email (virtual attendance will be recorded in the meeting minutes). Attendees will also note in the attendance record their status as either voting member, non-voting observer, DFO staff, or Province of B.C. staff. Attendees will also be required to indicate they have read, and will comply with the SFAB Code of Conduct while participating in the SFAC meeting.

The Chair will proceed to circulate an attendance list and call for member introductions, requesting members indicate their voting status. Members attending virtually will provide their contact details in the meeting chat.

(b) Call to Order

The Chair calls the meeting to order when there is a quorum in the room. If, within thirty (30) minutes after the meeting is scheduled to start a quorum is not met, the Co-Chairs takes attendance, records the result in the minutes and declares the meeting cancelled. The Local SFAC, by consensus, can agree to continue the meeting informally; however, motions cannot be passed at these meetings.

(c) Approval of Previous Meeting Minutes

The agenda along with the previous meeting's minutes are circulated to the members at least one week prior to the meeting. Following the call to order, the Chair will confirm that the previous meeting's minutes are approved. The minutes may be amended at this time if needed.

(d) Review of the Agenda

Once the meeting minutes have been approved as distributed (or corrected), the Chair will confirm the agenda. Sometimes, there is a need to vary the order of the agenda at the meeting. The order of the agenda can be varied but requires a majority vote of those present at the meeting. The variation is noted in the minutes, which are then recorded.

Any additional agenda items can be brought forward at the meeting under "New Business", which takes place at the end of the meeting. Matters brought forward that are not considered urgent by the Local SFAC and will not fit within the allotted time for New Business shall be listed on the agenda for the next meeting, at the discretion of the Chair.

(e) Reports, Committees Reports, etc.
This portion of the meeting is for the Chair, or other members, to share any relevant reports with the Members. The Chair will call the person who is designated to speak to present on the report, and call for questions, motions, or action items before moving on to the next agenda item.

(f) Unfinished Business (if Any)
This portion of the meeting is designated for representatives to provide their updates on outstanding action items or unfinished business items, if not already done so in the reports. It is also designated for matters which may have been pushed over from the preceding meeting.

(g) New Business
New business is generally the bulk of the meeting. This is where members are able to raise motions, add topics, or provide ideas to the Local SFAC. If a member wishes to raise a motion during this portion of the meeting, they should provide this information (in writing) to the Co-Chairs prior to the meeting in order to allot the appropriate time for each item in the agenda.

Attendees of the meeting may only speak once recognized by the Chair, and only one person may speak at a time. The discussion is limited to one topic at a time, and all discussion must be relevant to that topic. The Chair is responsible for facilitating and ensuring the general procedures for motions and debate are followed.

Pursuant to Robert's Rules of Order, if an attendee raises a matter that the Local SFAC does not consider to be urgent, then the Chair may choose to postpone the matter until the following meeting, or to postpone indefinitely. The Chair's responsibility is to ensure the meeting follows the time allotments set out in the Agenda and has the full authority to postpone a matter in the interest of time, if required. If a member does not agree with postponing a matter, it would require a two-thirds (2/3) vote of the members to overrule the Chair's decision.

(h) Review of Actions to be Taken
As the meeting is coming to a close, the Chair will provide closing remarks and provide a summary of actions to be taken. Action items will be recorded in the meeting Minutes, noting the action required, who is responsible, and a date where the action status is reported back to the group. The next item of business will be to establish the next meeting date, where possible, with input from the Co-Chairs.

(i) Adjournment
To adjourn the meeting, the Chair will state that there is no further business to come before the Local SFAC and that the meeting is adjourned.

Resources

Please review the Appendix for a guide on motions and meeting templates.

1. **Condensed Parliamentary Procedure:**
   - https://empowerla.org/wp-content/uploads/2012/04/Condensed_Roberts_Rules_of_Order.pdf
2. **Video simple demo on how to make an effective motion:**
   - https://www.youtube.com/watch?v=96Damodm-ec
3. **Video – Demonstration of how Board motions are handled by meeting Chairperson:**
   - https://www.youtube.com/watch?v=uETFZNwK4y4
4. **Video - Basics of Amending a Motion:**
   - https://www.youtube.com/watch?v=NV3t8u5hwG4
5. **Video Using Main Motions, Amendments, Amend the Amendment:**
   - https://www.youtube.com/watch?v=eYwKX_P8YkU&list=PLBU2E-K3W5wl82z-YRrwqI8gVkQC-zUkS
6. **Video - Biggest Roberts Rules Meeting Mistakes:**
   - https://www.youtube.com/watch?v=mpPUEKK7Klo&list=PLBU2E-K3W5wl82z-YRrwqI8gVkQC-zUkS&index=3
7. **Roberts Rules of Order 101 – the basics:**
   - https://www.youtube.com/watch?v=J7J9ckZSZ9E
   - https://www.youtube.com/watch?v=RwCeE9_xaR4

APPENDIX A – MOTIONS GUIDE

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to…"	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by…." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until…"	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until…"	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ___ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table…"	No	Yes	No	No	Majority

Written Motions

Any motion a Local SFAC member writes and submits prior to the meeting, should be clearly and concisely worded. A member should carefully determine exactly what it is they want to accomplish with the motion and should (a) include details to support it, (b) anticipate questions and objections and preliminarily address them, and (c) address any legal or technical concerns.

If there is a fiscal component to the motion, the member should include how the action will be funded. Motions that require funding may require two motions – one to pass the action and one to fund it.

Local SFAC members should be careful to fact check their motions and should not assume facts stated in a motion, regulations, or agreed policy, etc. Motions can fail if the facts are challenged.

Members should review the motion to see if it clearly outlines:

a) a clear action to be taken;
b) a timeframe when applicable;
c) whom (organization, department etc.) is expected to respond or take action; and
d) if there is an expectation those taking action are to respond back, identify how that is to take place.

Motion numbers:
Every motion must be have a clear motion number with a clear subject line, motion numbers cannot be amended in the future. Motion numbers will be structured as follows: identity of the local SFAC (which SFAC the motion originated), followed by a motion number (01, 02, etc.), followed by the meeting date (month-year), followed by a subject line.

Example: Area 13-01-11-23:Chinook Annual Limit

Actions sought:
Ask for clear objectives that are possible to achieve. Make sure the asks are being directed to the correct accountable body and set out reasonable timelines for those accountable to action the motion.

Motion structure:
At a basic level, a motion must have a clear motion number and formal instructions. It is also important to have explanatory text covering what the issue is and why it is important to the committee.

- A motion will breakdown as follows: details on why action is necessary, listed by each separate supporting main point, prefaced by "Whereas,";
- action sought, prefaced by "Therefore, be it resolved";
- statement identifying which meeting body is making the motion - "the Area 17 SFAC recommends";
- statement identifying which body will be requested to take the action addressed in the motion - "DFO South Coast Stock Assessment provide catch data"; and
- statement capturing a reasonable time frame within which the action requested is to be completed, along with details of how and to whom completed actions are to be reported – "reporting requested data to the Area 17 SFAC by".

If a motion is accepted as part of the meeting agenda or is moved from the floor and is further passed at the meeting; the motion must be written in the collective voice of the Committee. Phrases such as "the

Prince Rupert SFAC recommends that …" or "therefore, the Area 23 SFAC recommends …" are the correct format.

A motion will be ruled out of order if it does not use the collective voice of the meeting.

Who should submit and move the motion:
The "mover" of a motion is the Member who will stand up at the meeting and officially start the motion debate and is a recognized voting member.

If there is no appropriate delegate present at the meeting when the motion is reached on the agenda, the motion cannot be moved and will fail.

If a motion is moved from the floor, a written version of the motion must be provided to the DFO co-chair after the meeting for inclusion in the meeting minutes. Motions that are not provided in writing will be ruled out of order.

Amendments:
Amendments to the motion suggested by members are often a very helpful way to enhance any motion. Everyone reading an amendment will need to be able to work out what it changes about the original motion, so clarity is important.

Identify precisely where an amendment is sought, before stating what it is. For example: "In paragraph 3, insert after 'faced with disciplinary action' the words 'including obtaining legal advice as necessary'."

It can be helpful to then write out in full the proposed amendment. "The paragraph as amended now reads: 'We will fully support our members faced with disciplinary action, including obtaining legal advice as necessary'."

Amendments are not competent if they fundamentally alter the motion, go against the spirit of the motion or don't make sense. Where an original motion intent states one direction, and a proposed amendment changes the intention of the original motion, it would be ruled out of order.

APPENDIX B – TEMPLATES

Meeting Agenda Template

Meeting Title: (name of SFAC, Committee, MB)

Meeting Date:

Meeting Location and/or Virtual Meeting links:

Meeting Start Time:

Time	Agenda Item & Person leading discussion
	Call to Order
	Approval of Prior Meeting Minutes (circulated by email in advance of meeting for members to review) – note amendments
	Review of the Agenda
	Reports of SFAC Members, Standing Committees, etc.
	Unfinished Business (if any)
	New Business * • Number of Motions: ___ • Debate • Voting * Members are encouraged to provide this information to the Meeting Coordinator more than one week prior to the Meeting in order to allot the appropriate time for each item in the Agenda. The Agenda should list out each motion proposed. If an attendee chooses to raise a matter during the meeting (rather than one week prior) and the Board does not consider it to be urgent, the Chair may postpone the matter.
	Review of Actions to be Taken/Closing Remarks
	Meeting Adjournment
	Next Meeting – establish date where possible
	Notes:

***Name of Meeting* Attendance Record Template**

Name	**Email**	**In-Person or Virtual**	**Status**				**Signature**
			Voting Member	Non-Voting Member (Observer)	DFO Staff	Province of BC Staff	I have read and will comply with the SFAB Code of Conduct while participating in the meeting.

Name of Meeting **Minute Template**

Location of Meeting:

Date of Meeting:

(*Draft)* Minutes

Recreational Attendees:

Name	Affiliation

Government Attendees:

Name	Affiliation

Introductions

- Note circulation of member list (note voting status – voting member or guest) captured in Recreational and Government attendee list.
- Note any other guests

Adoption/approval of Agenda

- Seek additions, amend agenda as necessary

Adoption of Minutes from (date of last meeting)

- The minutes were adopted (choose either as written or with changes).
  Motion to adopt by ??, seconded by ??, all in favour or # voting against and # abstaining
- Note – Prior meeting minutes adopted or amended as circulated in advance of meeting via e-mail

Old Business

- A review of the motions from the (spring or fall) meeting. Attach list of old motions as attachment #1.
- Review any prior meeting outstanding action items or unresolved business noted in minutes

New Business

Note: Meeting Co-Chairs will refer to updates circulated from DFO or SFAB Committees or Executive. The updates should be reviewed carefully to develop a New Business Agenda that allows the meeting to receive further updates on topics and to request input from the meeting to items raised for Advice to DFO via a Request for Advice (RFA)

Post – Pre-Season report

- If you have a pre or post season report now is the time to discuss it and include some summary notes of the discussion. Attach the report as attachment #2.

(If pre-season add this section) Recreational Sections of the IFMP

- Reviewed the appendices of the IFMP for tidal and your Regions freshwater sections. Also review the stocks of concern section and the recreational fishing plan sections of the IFMP.
- Any specific comments and action items arising from the review should be noted here – especially motions that would be referred to the appropriate Species Committee or Main Board for action or input into IFMP development.

Hatchery Updates: (if your Area has local Hatchery operations)

Area Harvest Round Table Updates: (if your Area participates in an Area Harvest Round Table)

- Reviewed reports from all hatcheries in the area, any recommended changes in production from the SFAC should be discussed as well as changes in strategy implemented by SEP.
- Any specific comments and action items arising from the review should be noted here
- The reports should be included in the minutes as the next attachment.

Conservation & Protection Report: (If this is your fall meeting include this section)

Area Issues and Planning:

- Discussion should occur and be noted on the various areas and issues by area. Members should be encouraged to identify fishery issues or concerns. Attention should be paid toward identifying motions or action items that will help improve the recreational fishery or conservation.

Member Reports: There may be various member organizations or local fishery interest groups participating, and each should be encouraged to provide update reports capturing action items, projects or issues of interest to the meeting.

Other issues

- Identify any other issues discussed

(If elections were held) Elections

- Provide summary of elections

Handouts

- The following handouts were available for attendees:
  - List the handouts

Minutes Prepared by: ____________________

- Meeting Adjourned -

Motion Summary:

Motion Number Format: (Local SFAC – Motion # - Month/Year)**: Subject Line**

Example: Area 13-01-11-23:Chinook Annual Limit

Motion Number Motion Number Format: (Local SFAC – Motion # - Month/Year): Subject Line	**Motion** (Provide the body of the motion)

Meeting Action Item Summary:

Action Item Number (Local SFAC – Action # - Month/Year)	**Action Item Description** (Action Item Description, Person Accountable, Delivery Date)