



Chesapeake Bay Stock Assessment Committee

2016 Charter and Operational Guidelines

This Charter provides guidance and clarifies the structure and operation of the Chesapeake Bay Stock Assessment Committee (CBSAC). It sets forth a framework that addresses previously identified responsibilities as well as provides a mechanism to expand the traditional role of CBSAC to address ecosystem and multi-species based management approaches on the Chesapeake Bay.

Table of Contents

- 1. Mission statement, description and roles of CBSAC**
- 2. Organizational structure and membership**
- 3. Term lengths and responsibilities of supporting positions**
- 4. Goals and responsibilities**
- 5. Creating working groups**

Appendix 1: Current 2016 Membership

1. Mission statement, description and roles of CBSAC

Mission statement:

The mission of the Chesapeake Bay Stock Assessment Committee (CBSAC) is to provide science- based analysis and advice on the management of key fishery resources in the Chesapeake Bay.

Background:

CBSAC has been in practice since 1984. The committee combines the expertise of state agencies and consulting scientists from the Chesapeake Bay region with federal fisheries scientists from the National Oceanic and Atmospheric Administration's (NOAA) National Marine Fisheries Service to review the results of annual Chesapeake Bay fishery independent surveys and harvest data to develop management advice for Chesapeake Bay jurisdictions: the State of Maryland, Commonwealth of Virginia, and the Potomac River Fisheries Commission (PRFC). CBSAC is now a component of the Chesapeake Bay Program structure supporting the Sustainable Fisheries Goal Implementation Team (Fisheries GIT).

Roles and responsibilities:

The primary responsibilities of CBSAC are to:

- Analyze the results of the Blue Crab Winter Dredge Survey, deliver preliminary science based recommendations for managers, and publish the annual Chesapeake Bay Blue Crab Advisory report for consideration by the Fisheries GIT Executive Committee;
- Identify and prioritize research needs and critical knowledge gaps to support the sustainability of Chesapeake Bay species and fisheries; and
- Consider and address additional charges from the Fisheries GIT Executive Committee. These requests could include species and issues outside the traditional blue crab focus of the group to better support and guide ecosystem and multi-species based management approaches in the Chesapeake Bay region.

2. Organizational structure and membership

Organizational Structure and membership description:

CBSAC is an advisory group supporting the Fisheries GIT. The Fisheries GIT Executive Committee will provide oversight for CBSAC and serve as the charging body, identifying future tasks and issues for the committee to address.

The committee operates under the leadership of the Chair with support from the Coordinator. The composition of the voting membership of CBSAC aims to fairly and equally represent management jurisdictions, academia, and NOAA. The current membership of CBSAC represents blue crab expertise. The Chair and Coordinator are responsible for identifying gaps in membership and working with the Fisheries GIT Executive Committee to add and replace members as needed.

Membership:

In addition, CBSAC may identify and add consulting scientists as necessary to provide specialized expertise on specific issues. Consulting scientists are not full voting members. The Fisheries GIT Executive Committee will approve by majority vote the addition of any consulting scientist necessary to address charges beyond the traditional blue crab role of CBSAC.

Consulting scientists are not considered CBSAC members and will not participate in the development or circulation of draft reports and documents. The role of the consulting scientist will be to provide current CBSAC membership with issue specific expertise and information. The addition of consulting scientists to the committee will be considered by the Chair and coordinator. The Chair and Coordinator are dually responsible for nominating consulting scientists and assembling a short justification for nomination that the Fisheries GIT Executive Committee will use to deliberate confirmation. Current membership is noted in Appendix 1 as of May 2014.

3. Term lengths and responsibilities of supporting positions:

The CBSAC Chair and Coordinator will lead and facilitate the work of the committee.

Position	Term Length	Term Maximum	Additional Comments
Member	NA	NA	Membership requires active participation in CBSAC meetings as well as providing comments, edits and contributions towards drafting CBSAC documents.
Consulting Scientist	NA	Terms of service for consulting scientists depends on the task or charge	Brought in temporarily on an as needed basis to address new species or areas of concern. Consulting Scientists are not considered members of the committee.
Chairman*	2 years	2 Consecutive	Upon the conclusion of a two year occupancy by current chair, CBSAC and Fisheries GIT staff may nominate a new chairman and coordinate the selection process. The candidate nominated for the chairman position will be reviewed by the Executive Committee and voted on to determine the new Chair.

Coordinator**	2 years	No Maximum	The coordinator’s position will be occupied by a federal representative for a term length of two years. Upon expiration, the Executive Committee will discuss the performance of the respective coordinator. If a change is warranted, the Executive Committee will review nominations and appoint a new coordinator.
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Explanation of Supporting Roles:

The Chairman is a rotational position occupied in two year terms starting with the adoption of this charter. The role of chairman may be alternated between Maryland and Virginia management jurisdictions at the termination of each two year term. The Chairman is responsible for addressing the Executive Committee of the Fisheries GIT and providing timely responses (approval or denial) to charges and tasks identified by the Fisheries GIT. In addition, the Chairman will facilitate CBSAC meetings, agendas, and discussions with the help of the Coordinator.

The Coordinator and committee membership will be left to the discretion of the Executive Committee as well as the current chair. CBSAC will meet before the termination of the chairman’s two year term to nominate a new chair for the executive committee to consider and review. In the event a new coordinator for the committee is needed, nominations and suggestions

The Coordinator position is occupied by a federal partner or contractor with no set term length. The Executive Committee of the Fisheries GIT will nominate a new coordinator as needed.. The Coordinator is responsible for the general functioning of the committee; ensuring fluid operation, scheduling meetings, drafting reports and documents, developing agendas, updating the CBSAC website and communicating with the Chesapeake Bay Program and Fisheries GIT staff.

4. Goals and Responsibilities

Membership Roles and Responsibilities:

Members are required to participate in CBSAC meetings in person where applicable and actively provide timely input and comments addressing tasks, issues and charges to CBSAC. If a member is unable to participate in meetings and offer timely comments and contributions, the Executive Committee along with the Chairman and Coordinator, will discuss replacement of the member.

Committee Goals and Responsibilities:

CBSAC will consider all charges and tasks from the Fisheries GIT Executive Committee. These charges may expand beyond the traditional role as a blue crab advisory group. CBSAC and supporting staff will

give timely consideration to addressing these charges and recommend additional members for consideration by the Fisheries GIT Executive Committee as new tasks arise.

5. Creating working groups

Depending on the charges from the Fisheries GIT Executive Committee, CBSAC may create smaller, more focused working groups and subsets of the committee to address specific tasks. The Chairman and Coordinator will engage prospective members to discuss participation, roles and responsibilities involved with addressing the requested task. Once the task has been reviewed, evaluated and approved by the CBSAC Chair, and the subcommittee members have been selected, a time line for addressing the task will be developed. The working group will develop any products needed to address the approved task or charge with the help and support of the Chairman and Coordinator.

Appendix 1: 2016 membership

(*Denotes Chairman), (**Denotes Coordinator)

Rob O'Reilly	(VMRC)	Management Representative
Lynn Fegley	(MDDNR)	Management Representative
Glenn Davis*	(MDDNR)	Scientist and Stock Assessment Expert
Alexi Sharov	(MDDNR)	Scientist and Stock Assessment Expert
Ellen Cosby	(PRFC)	Management Representative
Daniel Hennen	(NOAA/NMFS)	Federal Fisheries Scientist
Amy Schueller	(NOAA/NMFS)	Federal Fisheries Scientist
Thomas Miller	(UMCES)	Scientist Blue Crab Expert
Mike Wilberg	(UMCES)	Scientist Blue Crab Expert
Rom Lipcius	(VIMS)	Scientist Blue Crab Expert
Mike Seebo	(VIMS)	Scientist Blue Crab Expert
John Hoenig	(VIMS)	Scientist Blue Crab Expert
Eric Johnson	(UNF)	Scientist Blue Crab Expert
John McConaugha	(ODU)	Scientist Blue Crab Expert
Emilie Franke**	(ERT/NOAA)	Coordinator