

North Pacific Research Board Advisory Panel  
Policy and Procedures  
(Revised May 13, 2005)

1. Purpose and Need

The overall mission of the North Pacific Research Board is to develop and maintain a comprehensive science program of the highest caliber that will provide better understanding of the North Pacific, Bering Sea, and Arctic Ocean ecosystems and their fisheries, and help to sustain and enhance the living marine resources. The Board strongly supports extensive science planning, coordination, and review to enhance its high quality research program, taking into account regional needs. The program will strive to produce scientific knowledge that provides a reference point for understanding the marine ecosystem and impacts of human activities and natural variability on that system.

The Advisory Panel will advise the Board on accomplishing its overall mission by providing a mechanism for meaningful community involvement throughout the science program from planning to oversight and review. The Advisory Panel will have a significant advice-giving role, with active involvement in setting research priorities, defining questions, and helping the Board field an effective and meaningful education and outreach program.

2. Membership

The Advisory Panel will have up to 10 members and will be representative of user groups and other interested parties from the various regions within the Board's purview. The Board will not identify specific areas of expertise for potential Panel members, but rather it will retain the flexibility needed to consider applicants in terms of current research priorities and requirements for balanced representation across regions and topical research areas. The Board intends to refresh and redirect committee membership as new research directions and issues emerge over time.

3. Call for Nominations

The Executive Director shall issue a public call for nominations to serve on the Advisory Panel. Nominations will be called for every other year, most likely in January, so that appointments may be made at the March Board meeting. It is the desire of the Board to have new members of the Advisory Panel appointed and available to meet in May or early June of each year to help in identifying draft research priorities that will be considered for incorporation in the request for proposals that normally will be released each fall. Any person (including oneself) or organization is free to make a nomination. A one to two page resume must be provided for each nominee. Letters of reference also may be submitted. The list of nominees will be reviewed by the Board in March for possible approval for membership. Additional nominations may be solicited by the Board at its discretion.

The Board will consider the following attributes when deciding on appointments to the Advisory Panel:

- Candidates should have a demonstrated ability to be objective in considering research activities and science planning;
- Candidates should be of top quality and caliber and be committed to full and active participation for each meeting during their term;
- Candidates should be considered because of the experience they bring to the Board rather than their political clout or connection;

- Candidates should be active, involved members of their community and business to ensure the best and most pertinent input into the Board and likewise should be responsible and diligent in reporting on Board activities back to their communities.

In selecting Panel members, the Board recognizes that constituencies from Washington, Oregon, and other areas may have direct interest in its activities, in addition to people throughout Alaska from Southeast to the Arctic Ocean. Various ad hoc working groups also may be appointed as needed to focus on specific issues.

#### 4. Terms of Membership

Advisory Panel members serve for 2-year terms. A member may serve two consecutive 2-year terms, if reappointed by the Board. Vacancies may be filled for the unexpired term. The Board, acting through its Chairman, may remove a member of the Advisory Panel for reasons of malfeasance, incompetence, or failure to attend to membership responsibilities.

#### 5. Meetings

The Advisory Panel shall meet as a whole, or in part, at the request of the Chairman of the Panel, with the approval of the Chairman of the Board, as often as necessary to fulfill the Advisory Panel's responsibilities, taking into consideration time and budget constraints. There is no set number of meetings prescribed during the year; rather, the Panel will meet as required and appropriate. The Advisory Panel likely will meet in advance of Board meetings to allow sufficient time for the Panel to prepare recommendations for the Board. All meetings are open to the public.

#### 6. Operations

The Advisory Panel Chair and Vice Chair shall be elected by the Panel from among its members for 1-year terms. Members may not designate alternates. The Panel shall attempt to operate by consensus, however, decisions will be made by majority vote in accordance with Roberts Rules of Order whenever necessary. Minutes shall be kept of each Advisory Panel meeting and shall be provided to the Board and the public. The Executive Director shall provide such staff and other support as the Board considers necessary for Panel activities, within budgetary limitations. Panel members will be paid their actual travel expenses in performing their duties in accordance with applicable law and Board travel policy.

#### 7. Conflict of Interest and Recusal

Advisory Panel members must refrain from voting if the decision would have a significant and predictable effect on their financial interest or if the member believes he/she has a conflict of interest.

(Originally adopted March 19, 2003; revised May 13, 2005)