

LOUISIANA CRAB TASK FORCE STANDARD OPERATING PROCEDURES

Section 1. Name

A. The name of this organization is the **Louisiana Crab Task Force**.

Section 2. Purpose and Objectives

A. The purpose of the Louisiana Crab Task Force is to optimize Louisiana's crab industry, and to advise the Louisiana Department of Wildlife and Fisheries (LDWF) and the Wildlife and Fisheries Commission on matters pertaining to the management and development of the crab industry.

B. Goals of the Louisiana Crab Task Force are to:

1. Promote economic development of the blue crab industry,
2. Encourage conservation of the blue crab resource,
3. Provide for an efficient management program, and
4. Improve the overall value of the blue crab resource.

C. Specific objectives are:

1. To identify and prioritize problems and issues in the crab fishery/industry;
2. To recommend solutions that will achieve a balance among the commercial fishermen, dealer/processor, retailer/wholesaler, and recreational fishermen and that are based upon sound biological and economic principles;
3. To take appropriate steps, such as preparation of proposed legislation, to resolve problems and issues.

Section 3. Governing Body

A. The Louisiana Crab Task Force shall operate under the authority of the LDWF and shall be governed by its policies and regulations.

B. The Louisiana Crab Task Force shall operate under the open meetings law (R.S. 42:4.1-12) and the public records law (R.S. 44:1-37).

Section 4. Membership

A. Affairs of the Louisiana Crab Task Force shall be managed by a board of voting members.

B. Membership in the Task Force shall include both voting and non-voting members.

C. There shall be a minimum of 13 voting members, consisting of the following:

1. Four (4) dealers/processors
 2. Two (2) soft shell crab producers
 3. Seven (7) commercial crab fishermen at-large
- D. There shall be 7 non-voting members, serving as technical advisors, represented as follows:
1. Louisiana State University (LSU) Sea Grant biologist
 2. LSU fisheries economist
 3. University marine biologist
 4. LDWF marine biologist
 5. LDWF enforcement agent
 6. LDWF economist
 7. LSU Sea Grant attorney
- E. The LDWF Secretary may remove a task force member.

Section 5. Meetings

- A. Task Force meetings shall be conducted by Roberts Rules of Order.
- B. Quarterly Task Force meetings shall be held at the LDWF Building in Baton Rouge. The Task Force may, however, hold other meetings at other sites, for whatever reasons they deem necessary.
- C. Task Force meetings shall begin at 4:30 P.M. unless otherwise specified.
- D. Meeting agendas shall be mailed to Task Force members prior to each meeting.
- E. Meetings shall be considered "duly convened" when a simple majority of current members, not including vacancies, are present at a scheduled meeting.
- F. Designation of proxies is not permitted.
- G. At the last meeting of the year, elections shall be held, at which time a chairman and vice-chairman will be elected for the coming year.

Section 6. Voting

- A. Motions are considered "Carried" upon approval of a majority of voting members at any duly convened meeting (quorum present, etc.), except in the case of matters concerning proposed legislation and/or in the case of changes to the bylaws (see Sec. 5B and see Sec. 5C below).
- B. In case of matters concerning proposed legislation, an approval of two-thirds (2/3) of the voting members present at any duly convened meeting is required for a motion to be "Carried".

- C. In the case of changes to the bylaws, an approval of two-thirds (2/3) of the voting members present at any duly convened meeting is required.

Section 7. Officer and Ex-officio Arrangements

- A. The Task Force shall have a chairman and a vice-chairman. The chairman shall serve a term of not more than one year.
- B. The Task Force shall have two facilitative aides/technical advisors:
 - 1. One (1) from LSU Sea Grant
 - 2. One (1) from the LDWF
- C. Other staff shall be provided as necessary.

Section 8. Powers and Limitations of the Chairman

- A. The chairman shall present all recommendations of the Task Force to the Wildlife and Fisheries Commission and other governing bodies. He shall, however, have the power to appoint a speaker in his place.
- B. The chairman (or his designated speaker) shall represent the expressed wishes of the Task Force and not his personal opinion when speaking at outside meetings.
- C. The chairman should at all times serve as a neutral moderator. When the chairman feels he must express strong personal opinions on an issue during a Task Force meeting, he shall designate a temporary chairman until the issue is resolved.
- D. The chairman presiding shall have full power to call "out of order" members who engage in personal attacks and abusive behavior.
- E. The Task Force chairman shall have final right-of-approval on agenda order and content.
- F. The chairman presiding shall use his own discretion on calling for a vote. With this power, he shall seek consensus whenever possible.

Section 9. Powers and Limitations of Members

- A. Members shall not voluntarily use their Task Force credentials when testifying in front of public bodies or other meetings and expressing their personal or association's views. This does not prevent acknowledgment of Task Force membership if asked directly.
- A. Members wishing to question or hear from someone from the audience shall request the presiding chairman to recognize the individual. Individuals recognized from the audience shall be limited to three minutes speaking time.

Section 10. Absences

- A. Two consecutive unexcused absences from official Task Force meetings may be grounds for the Crab Task Force to request a replacement.
- B. All Board members are expected to notify the Task Force Chairman or Facilitator of his/her inability to attend any official Task Force meeting three days prior to the meeting. Failure to do so constitutes an unexcused absence.
- C. At the Task Force meeting following a member's absence, the member may petition the Task Force to excuse his/her absence. Any absence may be excused at the discretion of the Task Force.
- D. In the case of member replacement, the Crab Task Force will recommend replacements to the Louisiana Department of Wildlife and Fisheries.

Section 11. Public Input

- A. Public testimony shall be limited to the first 30 minutes of each Task Force meeting.
- B. Each speaker shall be limited to three minutes.
- C. Public comment shall be limited to:
 - 1. Current agenda items
 - 2. Requests for items to be placed on future agendas