

**Process to Develop Formal Communications  
Canadian and U.S. Committee of Advisors  
Great Lakes Fishery Commission**

May 29, 2013

Any Canadian or U.S. advisor may propose a formal communication in the form of a resolution, position statement, letter, press release, etc. These communications are to be considered by the Canadian section of advisors, the U.S. section, or the combined committee, whichever is appropriate.

**Standard Process**

The following process should be adhered to:

1. Optimally, the issue at hand should be raised and discussed during the March advisor meeting (held in conjunction with the lake committee meetings). During that advisor meeting, participants should determine whether a formal communication (e.g. resolution) is warranted and identify a lead advisor to produce the communication.
2. All draft formal communications should be submitted to the secretariat by the first Monday in May for inclusion in the advisor briefing book. The author should also provide any background materials (e.g. fact sheets) relevant to the issue.
3. Proposed formal communications are to be discussed and considered during the advisor annual meeting. Communications may be amended during the discussion and debate.
4. Advisors should strive to reach consensus on any formal communication. However, if consensus cannot be reached, advisors shall adhere to processes defined in the Canadian or U.S. Advisors' Terms of Reference, whichever is appropriate.
5. Approved formal communications are to be presented to the appropriate U.S. and/or Canadian section(s) during commission annual meetings.

**Off-cycle Process**

On rare occasion, advisors may wish to present a formal communication to the Great Lakes Fishery Commission outside of the standard process (e.g. regarding a time-sensitive issue that occurs after the annual meeting). At the chair's discretion, a conference call, email discussion, etc. may be arranged to facilitate consideration and approval of the communication. The method to approve a communication through the off-cycle process (e.g. email balloting) shall be determined by the appropriate advisor chair.