



Fish Screening Task Force Operating Guidelines

A. Task Force Purpose and Responsibilities

1. There is established within the State Department of Fish and Wildlife the Fish Screening Task Force consisting of seven members appointed by the State Fish and Wildlife Commission. ORS 496.085. The Fish Screening Task Force (Task Force) is established as an advisory body to the Oregon Department of Fish and Wildlife (ODFW or the department).
2. The duties of the Task Force are:
 - a. To advise the department in the development of a comprehensive cost-sharing program for the installation of fish screening or bypass devices in water diversions;
 - b. To advise the department in establishing a stable and equitable funding system for the installation and maintenance of fish screening and bypass devices;
 - c. To advise the department in identifying sources and applying for grants from local, state, and federal governmental agencies for funding the installation and maintenance of fish screening and bypass devices;
 - d. To advise the department in monitoring fish screening programs;
 - e. To advise the department in a survey and study of fish screening technology to determine the most cost-effective alternatives for screening in the various situations that may be encountered in the implementation of fish screening in this state;
 - f. To advise the department in preparing a report on the capital costs and effectiveness of the program provided in ORS 498.306;
 - g. To advise the department on the creation of the priority criteria and the priority listing referred to in ORS 498.306(12)(a) or (d). [1991 c.858 s.6; 1995 c.426 s.3] (ORS 496.085(5)).
3. Further, the Task Force shall review and approve any department request to require installation of screening or bypass devices in order to complete the screening of a stream system or stream reach. ORS 498.306(1)(a)(B).

B. Meetings

1. The Task Force shall meet at such times and places as may be determined by the chair or by a majority of the members of the Task Force. ORS 496.085(4).
2. Meetings of the Task Force shall be generally determined by mutual consent of the members to provide times and places convenient to accommodate the members' schedules and based on the focus of the agenda. Depending on business and member availability, the Task Force shall strive to meet once each calendar quarter, with a minimum of three meetings per year. Special meetings and field trips shall be scheduled to accommodate the members' schedules.
3. The Chairperson shall call for special or emergency meetings as required.
4. Any regular or special meeting may be adjourned to a time and place specified in the order of adjournment. Less than a quorum may make an order for adjournment.
5. The order of business at a Task Force meeting shall be:
 - a. Chairperson calls meeting to order;
 - b. Roll call;
 - c. Approval of minutes;
 - d. Correspondence;
 - e. Announcements;
 - f. Agenda;
 - g. Adjournment.
6. The rules of parliamentary practice as set forth in the Robert's Rules of Order shall govern at all meetings of the Task Force except as otherwise provided herein.
7. A quorum for conducting the Task Force's business shall be a majority of the members.

C. Elections and Appointments

1. The position of Chairperson may rotate annually to the existing Vice Chairperson. The Task Force may, at the meeting prior to each January, elect from among the appointed members a new Vice Chairperson. Voting shall be by ballot for Vice Chairperson, and the Task Force member with a majority of the affirmative votes shall be declared elected.
2. In case of the absence of, or the inability of, the Chairperson and the Vice Chairperson to act, the members present at any meeting shall select one of the members as Chairperson Pro Tem for the meeting.

D. Duties of the Officers and Members

1. The Chairperson shall be the presiding officer at all Task Force meetings. In the absence of the Chairperson, the Vice Chairperson, or in their absence the Chairperson Pro Tem, shall be the presiding officer and shall vote on all questions. The presiding officer shall preserve order and decorum and shall decide questions of order.
2. Call to Order: The Chairperson shall take the chair, at the time and place appointed for the meeting, and shall call the meeting to order. In the absence of the Chairperson and the Vice Chairperson, a Chairperson Pro Tem shall be elected by the members present and will call the meeting to order. Upon arrival of the Chairperson or Vice Chairperson, the Chairperson Pro Tem shall relinquish the chair at the conclusion of the business then before the Task Force.
3. All Task Force members wishing to make a statement or ask a question shall first gain recognition of the Chairperson.
4. The Chairperson shall facilitate the business of the Task Force. To facilitate Task Force business, the Chairperson may limit the speaking time of any guest or participant in the meeting.
5. With the approval of a majority of Task Force, the Chairperson may suspend or vary the regular order of business.

6. The Chairperson, or another Task Force member as designated, shall act as the Task Force's spokesperson to the Fish and Wildlife Commission (Commission) and the Legislature.
7. The Chairperson and ODFW shall be responsible for agenda and meeting preparations.
8. The Chairperson or his designee shall be the central clearing house for schedules, travel arrangements, concerns of members and answering communications.
9. The Chairperson may designate individual members or committees as required to process Task Force business, or attend public meetings on behalf of the Task Force.

E. Compensation and Expenses

A member of the Task Force shall receive no compensation for services as a member. However, subject to any applicable law regulating travel and other expenses of state officers and employees, a member shall be reimbursed for actual and necessary travel and other expenses incurred in the performance of official duties from such moneys as may be available therefor in the State Wildlife Fund. ORS 496.085(3).

F. General Rules of Procedure

1. All Task Force meetings shall be open to the public as provided by law.
2. Requests for appearance before the Task Force for non-scheduled items shall be made with the Chairperson at least two weeks prior to a Task Force meeting. Such requests shall be made in writing and shall state the nature of the business to be considered.
3. Any urgent matters may be considered by the Task Force upon the request of any member of the Task Force or upon request of ODFW. In the interest of facilitating the meeting, a member of the Task Force requesting consideration of an urgent matter should notify the Chairperson at the earliest time practical.

4. Scheduled agenda items shall take precedence over urgent matters and non-scheduled items; however, the Chairperson may allow consideration of an urgent matter.
5. The public will be allowed to comment and testify on agenda items during the public input portion of the agenda.
6. Minutes of all regular and special meetings shall be distributed and reviewed by members prior to the next regularly scheduled meeting, and shall be approved at said next meeting.
7. The Task Force will make every reasonable effort to achieve consensus, informally, prior to formal action on action items.

G. Voting

1. All official action items shall be voted upon and shall require an affirmative vote of four members.
2. Stand-in representation of an absent member by proxy shall not be permitted.
3. Telephone proxies by an absent member shall not be permitted.
4. Voting by telephone conference initiated by the Chairperson for emergency business of the Task Force shall be authorized providing a quorum of the members is obtained. A good faith effort shall be made to contact all members. Conduct and results of the telephone meetings and action items, if any, shall be recorded as an addendum to the minutes.

H. Membership of the Fish Screening Task Force

1. There is established within the State Department of Fish and Wildlife the Fish Screening Task Force consisting of seven members appointed by the State Fish and Wildlife Commission. ORS 496.085(1).

2. Three members shall be appointed to represent agricultural interests, three shall be appointed to represent fishing or fish conservation interests, and one member shall be appointed to represent the public. Members of the Task Force shall serve for two-year terms. No member of the Task Force shall serve for more than three consecutive two-year terms. ORS 496.085(2).
3. To provide for continuity of Task Force membership, no more than two (2) members will begin their terms of office on the Task Force on the same date.

I. Vacancies

Vacancies shall be filled by appointment by the Commission.

J. Absenteeism

1. Three consecutive unexcused absences by a member may be grounds for the Task Force to recommend to the Commission their removal from the Task Force.
2. Attendance of field trips organized by the Task Force shall be considered optional for members' attendance; however, at least one field trip per year shall be required of each member.
3. Task Force members unable to attend a scheduled meeting shall notify the Chairperson giving the reason for absence. The Chairperson shall report the absence to the Task Force, which shall determine whether the absence is excused or unexcused.

Adopted: