

**South Atlantic Fishery Management Council - May 2018**

**Council and Advisory Body Meeting Communication Protocol Topics**

**1. Pre-meeting**

**A. Publicizing - What is provided (press release, announcements, etc.)? How is it provided (email, snail mail, etc.)? Who are the recipients (e.g., distribution lists)?**

- Council Meeting: Announcements via Constant Contact (3 in total: save the date, BB available, reminder the week before)
- Council Meeting: Recipients - General email distribution and media
- AP Meeting Contacted by tech staff and are alerted about available materials
- AP Meetings – General announcement sent via Constant Contact

**B. Communication with Council/Committee members**

- Meeting Memo with travel and hotel information via email
- BB available notification via email – BB posted to website

**C. Document distribution**

- Via website (Council & AP)

**D. Coordination with other local/federal agencies and NGOs**

- Council: NMFS Regional Office staff included on email notices and others (NGOs etc.) are added to the email distribution at their request

**2. During the Meeting**

**A. What technology/copy room/office is available and for whom?**

- Council & AP: Meetings are held at hotels. Hotel provides Internet service. We provide live streaming of the meeting and screens for projection. Council members often use the live feed for viewing materials from their computers.

**B. Broadcasting (audio/video, webinar, etc.) including voting issues and other policy issues.**

- Council Meeting: Live webinar and audio via Go To Meeting

- Voting at the committee level is generally by hand and roll call votes occur as requested
- Final approval by the full Council is always roll call vote and recorded
- AP Meetings: Live webinar and audio via Go To Meeting
  - Votes on motions are made by hand and individual votes are not recorded

**C. Public interaction during meeting - How is public allowed to comment (e.g., via teleconference)? Are there specific timeframe(s) for public comment?**

- Council Meeting:
  - Formal Public Comment Session (generally Wednesday afternoon)
  - Informal Question & Answer Sessions held the day before Public Comment as needed.
  - Formal public comments are limited to 3 minutes depending on the number of people wishing to comment
  - No comments accepted via teleconference
- AP Meetings: Public comment is allowed at specified time periods

**D. Distribution of materials during meeting and what is the medium (paper handouts, website uploads, etc.)?**

- Overall Meeting Agenda and Committee Agendas & Overviews: hard copies are available
- New/Updated materials are added to the BB online during the meeting

**E. How press is handled during meeting - Request for Interviews; Guidelines on cameras and microphones.**

- PIO handles requests for interviews and works with media regarding video, microphones, etc.

### **3. Post meeting**

**A. Getting meeting decisions out to the public (newsletters, website, social media, etc.)**

- Council Meetings: Press release, story map, and full meeting report available on Friday of the meeting week (both the press release and the story map are added to the website and shared via social media)
- Council Meeting: Social media posts during the meeting
- Advisory Panel Meeting: Via newsletter and social media

**B. Press releases – who drafts, how distributed, when?**

- Council Meeting: PIO – via Constant Contact on the last day of the meeting

**C. Meeting materials – What is stored and where (e.g., documents, actions, minutes, audio/video); Public access; Searchable**

- Documents – stored on the website and archived for the Administrative Record
- Actions – recorded in the committee reports which are archived with the meeting materials on the website
- Minutes- beginning in 2018, stored on the website under meetings. Prior minutes available via the Council office (Admin Record)
- Audio files – available upon request during the meeting or afterward

**4. Areas to improve**

**A. Areas your Council is looking for solutions: information distribution, broadcasting meetings, teleconferencing?**

- Shifting to electronic distribution, including the newsletter
- Recently began using listening stations for scoping meeting and public hearing webinars

**B. Finish this sentence: I wish our Council had the ability to: *reach more targeted audiences as needed.***