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31 October 2023

**IPHC CIRCULAR 2023-026**

**SUBJECT: FOR INFORMATION – INTERSESSIONAL DECISION ID009 - IPHC RULES OF PROCEDURE (2023)**

Dear Commissioners,

In accordance with Rule 11, paragraphs 4-10 ‘*Intersessional decision-making*’ of the [IPHC Rules of Procedure \(2023\)](#), I am pleased to provide you with the following intersessional Commission decision for your information. The decision was **adopted** by consensus (*In favour=6; Against=0; No response=0*). No further action is required by Commissioners at this time.

**BACKGROUND**

[IPHC-2023-CR-025](#) For Decision - IPHC Rules of Procedure (2023)

**DECISION**

***IPHC Rules of Procedure (2023)***

**IPHC-2023-ID009:** The Commission **ENDORSED** the amendments to the IPHC Rules of Procedure, as provided at **Appendix I**, and **REQUESTED** that the IPHC Secretariat finalise and publish them accordingly.

Please consider the date of this IPHC Circular to be the official ‘*date of notification*’ of the decisions detailed above, in accordance with Rule 11, paragraph 10 of the [IPHC Rules of Procedure \(2023\)](#).

Yours sincerely

David T. Wilson, Ph.D.  
Executive Director, IPHC

**Appendices:**

**Appendix I:** Amended: Processor Advisory Board (PAB) – Terms of Reference and Rules of Procedure



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**APPENDIX I**  
**Processor Advisory Board (PAB) – Terms of Reference and Rules of Procedure**

**I. Terms of reference**

1. The Processor Advisory Board (PAB) is a subsidiary body of the International Pacific Halibut Commission (IPHC) that represents the commercial Pacific halibut processing industry from Canada and the United States of America. It advises the Commission on issues related to the management of the Pacific halibut resource in the Convention Area.
2. The PAB shall foster a cooperative relationship, better understanding, and a spirit of mutual benefit among seafood processors, fishers, the Commission, and all other stakeholders.

**II. Representation**

3. Members of the PAB are buyers who process and/or custom process, Pacific halibut caught in the Convention Area, including associations with at least one (1) member that meets these criteria.
4. Potential members shall present authorization from their company or association to represent that member in PAB meetings, via the PAB Accreditation portal on the IPHC website.
5. The Accreditation Questionnaire, available through the PAB Accreditation portal on the IPHC website, should be completed no later than seven (7) days prior to the opening of the session, at which a company or association seeks to participate on the PAB, however, accreditation submissions are welcome at any time. The Secretariat will send new member accreditation submissions to the PAB prior to the opening of the session for information.
6. PAB members agree to carefully and objectively consider all aspects of an issue.
7. The PAB regulates its membership by accrediting members at the beginning of each PAB session. Accreditation is documented using the Accreditation Questionnaire through the PAB Accreditation portal on the IPHC website. The PAB members shall compose nationals from Canada and the United States of America.

8. PAB members may be re-accredited for successive meetings for a period of five (5) years from their initial accreditation by a simple roll call at the beginning of the PAB session if they have participated in at least three (3) PAB annual meetings within the five (5) year period. PAB members not meeting this criterion or whose five year accreditation cycle has lapsed, must fill out the Accreditation Questionnaire, submitted through the PAB Accreditation portal on the IPHC website.
9. Members serve without compensation from the Commission.

### III. Officers

10. The PAB's annual meeting shall be convened by the PAB Chairperson and Vice-Chairperson, one representing each country. Officers are elected for two-year terms. The election of the officers whose terms have expired will be at the end of the annual session of the PAB, or through intersessional voting should a position become vacant sooner.

### IV. Sessions of the PAB

11. **Time and place:** The PAB meets once a year over the course of a few days, in conjunction with the IPHC Annual Meeting, in a hybrid format, allowing both physical and remote (electronic) attendance (and voting). A quorum is established each year.
12. **Agenda:** The PAB's draft agenda will be presented by the Chairperson and approved by the membership at the beginning of the meeting. Members may suggest changes to the agenda prior to approval.
13. **Decision-making:** Only one vote per member is allowed.
  - a) If a member has more than one representative in attendance, those representatives will choose from among them one individual to cast the member's single vote on any issue.
  - b) Proxies are allowed from accredited members from the PAB;
  - c) Only one proxy per attending member;
  - d) Proxies shall be submitted to the IPHC Secretariat prior to the PAB meeting in written or electronic form;

- e) A general proxy will authorize a designated PAB member to vote on any or all topics brought before the PAB on behalf of a PAB member who cannot attend. A specific proxy will authorize a PAB member to vote on specifically named topics (listed on the proxy itself) on behalf of the PAB member who cannot attend.

## **V. Intersessional process and ad-hoc working groups**

- 14. The PAB may establish ad-hoc working groups to address issues or projects, or to represent the PAB's interests. Completed documents and other work materials from the PAB working groups will be posted for public access on the IPHC website.
- 15. Additional work group members outside of the PAB membership may be added as judged appropriate by the Chairperson.
- 16. When determined by the PAB Chairperson and Vice-Chairperson as necessary, Special Sessions of the PAB may be called. These meetings shall be for a purpose requiring discussion or other action by a quorum of PAB members.
- 17. A quorum is established by a majority of the PAB members who were present at the prior annual PAB meeting.
- 18. Attendance, discussion, voting, reportage, and all other aspects of the Special Meeting may be done electronically.

## **VI. Reports and records**

- 19. A report shall be adopted at the end of each Session of the PAB.
- 20. The report shall embody the PAB's recommendations, including, when requested, a statement of minority views.
- 21. A copy of the final report from each PAB meeting shall be forwarded by the IPHC Executive Director to the Contracting Parties and to the Commissioners no later than **15 days** after the close of the Session.
- 22. All reports shall be available on the Commission's website.