



IPHC Rules of Procedure: Amendments

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PURPOSE

To provide the Commission with proposed amendments to the current IPHC Rules of Procedure (2024).

BACKGROUND AND DISCUSSION

In accordance with Rule 19, paragraph 1 of the IPHC Rules of Procedure (2024), which states:
“1. *These Rules of Procedure should be reviewed for their consistency and appropriateness at least biennially.*”

Amendments proposed:

Two rules are proposed for amendment as follows:

Rule 13 – Functions of Executive Director

Rule 13 would be amended by removing reference to an Assistant Director in the Rule title, and sub-para. 2, as shown below.

Rule 13 – Functions of Executive Director ~~and Assistant Director~~

~~2. The Executive Director shall recruit and appoint an Assistant Director (Chief Operations Officer), under the guidance of the Commission.~~

Justification: In 2024, the Chairperson and Vice-Chairperson agreed to the removal of the Assistant Director position. The proposed amendment will reflect that decision.

Rule 14 – Subsidiary Bodies

Appendix IV Conference Board (CB) – Terms of Reference and Rules of Procedure

The proposed revisions to the CB Rules of Procedure are designed to streamline administrative processes and improve clarity in documentation and reporting. These updates reflect input from CB co-chairs, CB members and the Secretariat, with the goal of enhancing efficiency during CB meetings and report preparation.

Summary of Proposed Changes

1. Simplified re-accreditation for active members

Members who have attended at least three of the last five annual CB meetings will not be required to resubmit the full accreditation questionnaire for 2026. This change reduces administrative effort while ensuring continuity for active participants.

2. Clarified Reporting Process

The revisions clarify that the CB Report should focus on key discussion outcomes and recommendations to the Commission.

- Oral statements made during the meeting will continue to be captured in the official recording.
- Summaries of positions and viewpoints will appear in the written report.
- Written statements may be included upon specific request, provided they are consistent with what was presented during the session.

This approach keeps the CB Report concise, consistent, and focused on substantive matters for Commission consideration.

3. Editorial Improvements

Minor language edits have been made to improve readability and consistency of the document.

Consultation process undertaken:

- Initial consultations with the CB Co-Chairpersons were conducted to ensure that the proposed edits align with the overall goal of improving efficiency and streamlining CB administrative processes.
- The CB Co-Chairpersons contacted their respective members and sought confirmation.
- In addition, a Q&A session open to all CB members was held on 28 October 2025, with invitations distributed through the Co-Chairpersons to provide an opportunity for all members to review and discuss the proposed changes.
- No objections were received and questions were satisfactorily answered during the Q&A session.
- No further question or concerns have been raised following the Q&A session.
- The CB Chairpersons provided written confirmation that the CB was in agreement with the final proposed amendments provided at **Appendix A**.

RECOMMENDATION/S

That the Commission:

- 1) **NOTE** paper IPHC-2025-IM101-16 that proposes amendments to the IPHC Rules of Procedure (2024).
- 2) **ADOPT** revised Rules of Procedure by consensus, amending Rules 13 and 14.

APPENDICES

Appendix A: IPHC Rules of Procedure (2025) – revisions to Rule 14.

APPENDIX A

Appendix IV Conference Board (CB) – Terms of Reference and Rules of Procedure

I. Terms of reference

1. The Conference Board (CB) is a subsidiary body ~~to-of~~ the International Pacific Halibut Commission (IPHC) ~~on which individualsthat~~ represents Pacific halibut harvesters organisations and associations from Canada and the United States of America~~each Contracting Party~~. The CB ~~shall~~:
 - a) provides a forum for the discussion of management and policy matters relevant to Pacific halibut and ~~provide advise~~see to the Commission on management and policy matters relevant to Pacific halibut;
 - b) reviews IPHC Secretariat reports and recommendations, regulatory proposals received by the Commission, and provides its advice concerning these items to the Commission at its Annual Meeting, or on other occasions as requested.
2. The CB Co-Chairpersons shall communicate with the Commission and the other IPHC subsidiary bodies on the CB's behalf. The Commission's Executive Director may facilitate this communication.

II. Representation

3. CB members are Pacific halibut harvester organisations and associations from each Contracting Party and include directed commercial, guided sport/recreational, unguided sport/recreational, subsistence, and First Nations/Tribal interests. Each Mmembers are-is responsible for designating ~~their individual~~one (1) or more- delegates(s) to represent it; however, each CB member is entitled to only one (1) vote, and no delegate may vote on behalf of more than one (1) CB member.
4. The CB regulates its membership by accrediting members at the beginning of each CB session by a simple roll call. Eligibility for Accreditation~~accreditation~~ is established in advance by documented-completing using the *Accreditation Questionnaire* ~~provided at~~

~~Annex 1, submitted available~~ through the CB Accreditation portal on the IPHC website. The CB members shall ~~be~~ composed of nationals from Canada and the United States of America.

5. CB members may be re-accredited for successive meetings by roll call without re-submitting the Accreditation Questionnaire for a period of five (5) years from their initial accreditation by a simple roll call at the beginning of the CB session provided if they have participated in at least three ~~-(3)~~ out of five (5) most recent ~~CB annual~~ CB meetings ~~within the five (5) year period~~. CB members not meeting this attendance threshold criteria or their five year accreditation cycle has elapsed must re-establish eligibility by submitting ~~fill out a new Accreditation Questionnaire provided in Annex 1, submitted through the CB Accreditation portal on the IPHC website.~~

~~5.6.~~ -Returning CB members requiring re-submission of the Accreditation Questionnaire who ~~need to fill out the Accreditation Questionnaire~~ and prospective ~~potential~~ CB members seeking accreditation for the first time are encouraged to submit the Accreditation Questionnaire notify the IPHC Secretariat at least two (2) weeks ~~before prior to the beginning of the Annual annual CB mMeeting of the CB session~~ they wish to attend, and are required to do so no later than one (1) day prior to the meeting. Failure to meet these timelines will result in accreditation being deferred and the member assigned observer status for that meeting.

~~6.7.~~ Members serve without compensation from the Commission.

III. Officers

Co-Chairperson/s and Vice-Chairperson/s

8. The CB is ~~Coco-Chaired~~ chaired by two members, one from each of the two Contracting Parties. The Co-Chairpersons convene and adjourn meetings and preside over them, ensuring that meetings are conducted in an orderly and businesslike manner. The role of presiding Co-Chairperson rotates between the two Contracting Parties at successive meetings, with the host country presiding.

~~7.9.~~ The Co-Chairpersons present the CB's decisions, recommendations, and advice to the Commission prior to the Commission making final decisions on management and policy matters relevant to Pacific halibut.

~~8.10.~~ The Co-Chairpersons may be supported by up to two Vice-Chairpersons, as the CB may desire, one from each of the two Contracting Parties.

~~9.11.~~ The Co-Chairpersons and Vice-Chairpersons are entitled to vote if the member ~~organisation~~organization or /association they represent does not have a participating representative at the CB.

Terms of office and election

~~10.12.~~ CB members of each Contracting Party elect the Co-Chairperson from their Contracting Party for terms of two (2) years, with no limit to the number of terms an individual Co-Chairperson may serve.

~~11.13.~~ Election of new Co-Chairpersons whose two-year term has expired will be at the end of the annual meeting of the Conference Board.

~~12.14.~~ Election of Vice-Chairpersons will follow the election of the Co-Chairperson(s) if required. Vice-Chairperson term is for two (2) years.

~~13.15.~~ If a Co-Chairperson becomes unable to serve during the annual CB meeting, their Contracting Party shall elect another member as Co-Chairperson. If a Co-Chairperson becomes unable to serve sometime after the completion of the Session, the office will remain vacant until the Contracting Party members elects a replacement.

IV. Sessions of the Conference Board

~~14.16.~~ **Time and place:** The CB typically meets once each year, in conjunction with the IPHC Annual Meeting.

~~15.17.~~ **Agenda:** The agenda for the CB will be proposed by the Co-Chairpersons and approved by the members~~hip~~ at the beginning of the Session. The CB typically meets to discuss the

issues and proposals under consideration. The CB may call on the IPHC Secretariat or other organisations to clarify or provide more information during its deliberations.

16.18. Conduct of meetings: Parliamentary procedure according to [Robert's Rules of Order](#) will be used as a guideline in the conduct of CB meetings, unless otherwise specified in the IPHC Rules of Procedure. The CB may set up its own subgroups or committees to consider specific issues or to produce specific documents or other products.

17.19. Decision-making: Each accredited CB member shall have one vote.

- a) Following a vote on any issue the Co-Chairpersons shall announce the result by Contracting Party, which shall be recorded in the record of the meeting (i.e. Canada: In favor/Against (#for and #against); U.S.A.: In favor/Against (#for and #against). When ~~it is clear that the~~ vote reflects differences of opinion within a Contracting Party the Co-Chairpersons shall ensure that minority viewpoints are summarized and reported to the Commission.
- b) Decisions regarding the CB's recommendations for mortality limits and fishery regulations, must be made by a recorded vote of members present.
- c) Other decisions may be made by voice vote of CB members present, unless the Co-Chairpersons decide that a recorded vote is necessary.

V. Intersessional process and ad-hoc working groups

18.20. During the annual CB meeting, ad-hoc working groups may be created to work on issues or projects, or to represent the CB's interests.

19.21. The work of such ad-hoc working groups may not exceed the mandate approved for them by the CB.

20.22. Completed documents and other work materials from the CB's ad-hoc working groups should be posted for public access on the Commission website.

21.23. Decisions requiring a vote or approval of the CB, regarding or resulting from work undertaken intersessionally, may only be made at the annual CB meeting.

VI. Reports and Records

~~22.24.~~ A report shall be adopted prior to the close ~~at the end~~ of each Session of the CB. The draft report will be sent to all CB attending members for review, and suggested edits will be adopted or rejected by the CB Co-Chairpersons. If no edits are received, ~~then~~ the draft report ~~will be~~ is deemed final.

~~23.25.~~ The report shall embody the CB's recommendations, including, when requested ~~by a minority of stakeholders within a Contracting Party~~, a statement of minority views.

~~a) If requested, divergent views within a Contracting Party will be documented in minority reports by accredited organisations of the minority.~~

~~b)a)~~ Participants requesting the inclusion of a minority report must provide the Co-Chairpersons with a clear and concise ~~serviceable~~ draft in an electronic format ~~version~~ "word document" ~~within four (4) hours of the conclusion of the days CB meeting, or within two (2) hours of before~~ the conclusion of the annual CB meeting.

~~e)b)~~ Draft minority reports are limited ~~only~~ to information and material discussed during the CB session.

c) The Co-Chairpersons reserve the right to edit draft minority reports for accuracy and brevity. All attendant documents shall be considered part of the Report.

d) Oral statements made during the meeting are encouraged in place of written submissions.

~~24.26.~~ A copy of the final report from each CB 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.

~~25.27.~~ All reports and the full recording of annual CB meeting shall be made available on the Commission's website. ~~CB meeting shall be also made available on the Commission's website.~~