



Chesapeake Bay Stock Assessment Committee Workgroup Charter

Updated December 2021

Purpose

The purpose of this charter is to provide clarification for the structure and operations of the Chesapeake Bay Program's Chesapeake Bay Stock Assessment Committee (CBSAC). This charter sets forth a framework that identifies the roles and responsibilities of the Committee and its individual members, and provides guidance for formal Committee procedures such as adding new members and making science-based management recommendations. The framework also provides mechanisms to expand the traditional role of CBSAC to include other key species apart from blue crab and to support ecosystem-based approaches to resource management in the Chesapeake Bay.

Mission Statement

To provide analytical support and science-based management advice for blue crab and other key fishery resources in the Chesapeake Bay.

Scope of Work

CBSAC is a technical workgroup within the Chesapeake Bay Program, supporting the Sustainable Fisheries Goal Implementation Team (SFGIT). The workgroup is composed of fisheries managers from state agencies around the Chesapeake Bay, blue crab scientists along the Atlantic coast, technical experts from the National Oceanic and Atmospheric Administration's (NOAA) National Marine Fisheries Service, and representatives from the SFGIT. The role of CBSAC is to identify and implement strategic science priorities that support resource management, and provide management jurisdictions with science-based advice for sustaining the blue crab stock in the Chesapeake Bay.

The Committee meets annually in the spring to review the results of the Blue Crab Winter Dredge Survey and harvest data to develop management advice for the three Chesapeake Bay jurisdictions: the State of Maryland, the Commonwealth of Virginia, and the Potomac River Fisheries Commission. The Winter Dredge Survey results and management advice are then summarized in the annual Blue Crab Advisory Report. CBSAC also meets as necessary to discuss science needs and other issues that would improve the blue crab stock assessment and address management priorities.

The primary responsibilities of CBSAC are to:

- (a) Review analysis of the Winter Dredge Survey data, provide science-based recommendations for managers, and publish the annual Chesapeake Bay Blue Crab Advisory Report to inform the SFGIT and the public about blue crab stock status;
- (b) Identify and prioritize research needs and knowledge gaps to support the sustainability of the blue crab fishery in the Chesapeake Bay; and
- (c) Address additional fisheries science issues at the request of the SFGIT Executive Committee, which may include consideration of species apart from blue crab, and support ecosystem-based approaches to resource management in the Chesapeake Bay.

Committee Structure and Membership

The SFGIT Executive Committee provides oversight for CBSAC and serves as the charging body, identifying future tasks and fisheries science issues for the workgroup to address. The Executive Committee is coordinated and chaired by the NOAA Chesapeake Bay Office (NCBO), and consists of senior fisheries managers from the Maryland Department of Natural Resources (MDNR), Virginia Marine Resources Commission (VMRC), Potomac River Fisheries Commission (PRFC), DC Department of Energy and Environment (DOEE), and the Atlantic States Marine Fisheries Commission (ASMFC).

CBSAC may have a total of 17 members, 4 non-voting members and up to 13 voting members. CBSAC membership shall include fisheries managers from each jurisdiction, blue crab and stock assessment experts from state and federal agencies and academic institutions, and other representatives from the SFGIT. Membership composition aims to embody blue crab expertise, with fair and equal representation among the management jurisdictions and academic institutions. Current CBSAC membership is listed in Appendix A.

Vacant seats on the Committee shall be filled through an open application process. Nominations may be submitted by interested individuals or by current members of the Committee. CBSAC will review the nominees and identify the most qualified candidate. If a candidate receives a majority vote by CBSAC, the CBSAC Chair, with support from the Coordinator, shall submit a letter of recommendation to the SFGIT Executive Committee that justifies the membership appointment. A membership appointment is approved and finalized by a majority vote of the Executive Committee.

New appointees shall meet at least one of the following criteria in order to be considered for membership:

- (a) Have expert knowledge of the ecology and biology of blue crabs and other key fishery species in the Chesapeake Bay;
- (b) Have strong technical/analytical skills in quantitative fisheries, statistical modeling, and stock assessment; and/or
- (c) Have experience applying fisheries and ecosystem science to resource management.

Diversity and Inclusion

CBSAC is committed to the principles of diversity, equity, inclusion, and justice (DEIJ) adopted by the [Chesapeake Bay Program](#). Specifically, CBSAC aims to:

- (a) Engage and recruit Committee members and other participants that reflect the diversity of people living within the Chesapeake Bay Region; and
- (b) Foster a culture of inclusion, respect, and mutual learning by leading organizational change and empowering new voices and perspectives in the Committee's internal decision-making.

Member Roles and Responsibilities

Voting Members

Voting members of CBSAC shall include:

- (a) The principal representative of each management jurisdiction responsible for the blue crab fishery in the Chesapeake Bay (MDNR, VMRC, PRFC); and
- (b) Up to 10 at-large appointments may be filled by individuals from any jurisdiction, academic institution, or organization that meet the membership criteria described above.

Voting members are expected to attend CBSAC meetings to the extent possible, and actively participate by providing input on the task or issue at hand. This includes providing feedback, edits, and contributions to CBSAC documents such as the annual Blue Crab Advisory Report, Management Strategy, and Logic & Action Plan. Voting members are appointed for a term of two years, and may serve an indefinite number of

consecutive terms. Committee participation by current members will be assessed at the end of each term, using meeting attendance and active engagement as performance metrics for continued membership. If a member is unable to fully participate in meetings and offer timely contributions to the group, the CBSAC Chair and Coordinator will discuss replacement of the member with the SFGIT Executive Committee at the end of the term.

Non-Voting Members

Non-voting members of CBSAC shall include:

- (a) The Coordinator of the Chesapeake Bay Program's Sustainable Fisheries Goal Implementation Team (SFGIT);
- (b) The Coordinator of CBSAC; and
- (c) Stock assessment experts from the NOAA National Marine Fisheries Service.

Non-voting members may attend CBSAC meetings and participate fully in discussions and scientific/technical reviews of CBSAC reports and analyses, but they may not vote on official CBSAC matters. Students, interns, and early-career professionals may also participate in CBSAC meetings with a mentor who is on the Committee.

CBSAC Chair

CBSAC operates under the leadership of the Chair with support from the Coordinator. The Chair is responsible for calling CBSAC meetings, and coordinating and facilitating these meetings with the help of the Coordinator. The Chair is also responsible for responding to and addressing the tasks and issues identified by the SFGIT Executive Committee. The Chair is a rotational position with two-year terms (starting in 2016) that may alternate between representatives from MDNR, VMRC, and PRFC. Near the termination of a Chair's two-year term, CBSAC will meet to nominate a new Chair. A letter of recommendation for the nominee will be submitted to the Executive Committee for review and approval. A Chair may be re-elected for a second term with a majority vote by members of CBSAC and the SFGIT Executive Committee; however, a Chair may serve only two consecutive terms maximum.

CBSAC Coordinator

The CBSAC Coordinator is typically a federal partner or contractor from NCBO. Although the position has no set term length, it is at the discretion of the SFGIT Executive Committee and the CBSAC Chair. The Coordinator is responsible for the general functioning of CBSAC, ensuring fluid operation, coordinating meetings, developing agendas, drafting documents, updating the CBSAC website, and representing CBSAC within the Chesapeake Bay Program and the SFGIT.

Consulting Experts

In addition to the 17 members identified above, consulting experts may be appointed to help address fisheries issues brought forward by the SFGIT Executive Committee that are outside the traditional blue crab scope of the workgroup. Consulting experts are temporary positions and, as such, are not voting members although they may provide guidance in the development of relevant CBSAC documents. The Chair and Coordinator are responsible for identifying the need for a consulting expert and submitting a letter of recommendation to the SFGIT Executive Committee that includes a nomination and justification. Consulting experts must be approved by a majority vote of the Executive Committee.

Scientific Subcommittees

The SFGIT Executive Committee may charge CBSAC with tasks that require CBSAC to create smaller, more focused subcommittees. In that instance, the CBSAC Chair and Coordinator will engage prospective

members to discuss participation, roles, and responsibilities of the subcommittee and their assigned task(s). Once the task has been evaluated and approved by the CBSAC Chair, and the subcommittee members have been selected, a timeline for addressing the task will be developed. The subcommittee will develop any products (e.g. models, analyses) needed to address the task with the help and support of the CBSAC Chair and Coordinator. The subcommittee may choose to consult with experts outside of CBSAC in carrying out a specific task where additional knowledge or expertise is required in accordance with the Consulting Experts section above.

Making Official Management Recommendations

Every year, CBSAC makes science-based management recommendations for the Chesapeake Bay jurisdictions and publishes them in the Blue Crab Advisory Report. While this list of recommendations can often be static from year to year, occasionally CBSAC may deem it necessary to make a more significant management recommendation that needs to be addressed in a timelier manner, such as a change to the management framework or the biological reference points. In these cases, members of CBSAC must have a thorough discussion of the issue and the recommendation, and reach an internal consensus.

Once CBSAC reaches a consensus, the Chair and Coordinator must develop and submit a letter of recommendation to the SFGIT Executive Committee. The Executive Committee will then review the recommendation and put it to a vote. A recommendation will be implemented with the majority approval of the Executive Committee. In cases where members of the Executive Committee do not have jurisdiction over the species of which the recommendation pertains, those members should recuse themselves from the vote. For example, when considering a management recommendation for blue crab, only Committee members representing MDNR, VMRC, and PRFC should vote.

Appendix A

CBSAC membership as of December 2021:

Pat Geer (Chair)	Virginia Marine Resources Commission
Mandy Bromilow (Coordinator)*	ERT Inc./NOAA Chesapeake Bay Office
Ellen Cosby	Potomac River Fisheries Commission
Glenn Davis	Maryland Department of Natural Resources
Dan Hennen*	NOAA Northeast Fisheries Science Center
Eric Johnson	University of North Florida
Alexa Galvan	Virginia Marine Resources Commission
Rom Lipcius	Virginia Institute of Marine Science
Genine McClair	Maryland Department of Natural Resources
Tom Miller	University of Maryland Center for Environmental Science
Amy Schueller*	NOAA Southeast Fisheries Science Center
Mike Seebo	Virginia Institute of Marine Science
Alexei Sharov	Maryland Department of Natural Resources
Bruce Vogt*	NOAA Chesapeake Bay Office
Mike Wilberg	University of Maryland Center for Environmental Science

*Non-voting members