



Guidelines: How to Submit Requests for Agenda Items at California Dungeness Crab Task Force and/or Executive Committee Meetings

Dungeness Crab Task Force (DCTF) Members and interested members of the public are welcome to submit requests for agenda items to be considered and discussed at upcoming DCTF and/or DCTF Executive Committee (Executive Committee) meetings. In an effort to ensure DCTF meeting time is used efficiently and agendas maximize meeting time and address the DCTF's identified priority issues, all individuals interested in making an agenda item request are asked to comply with the following:

- **Requests for agenda item(s) can be submitted at any time. To be considered for an upcoming DCTF meeting, requests must be submitted no later than 2 weeks prior to a scheduled DCTF or DCTF Executive Committee meeting to ensure ample time for vetting with the DCTF and DCTF Executive Committee.**
 - Requests must be submitted in writing and include a clear, detailed rationale for why the agenda item(s) should be discussed and prioritized.
 - Requests must address known issues within the fishery.
 - Background materials and proposals are strongly encouraged.
 - If the agenda item has been discussed at a previous DCTF meeting or Executive Committee conference call, please provide new information or data that will help move the conversation forward.
 - Requests should be submitted via email (info@dungenesscrabtaskforce.com) or mail (Strategic Earth, 1171 S Robertson Blvd., Suite 352, Los Angeles, CA 90035).
- **Request(s) will be shared with the DCTF and/or DCTF Executive Committee for consideration.**
 - The DCTF and/or DCTF Executive Committee will weigh the request in the context of other DCTF priorities (See [DCTF work plan](#)) to determine when/if the topic may be addressed.
- **The DCTF Administrative Team will follow up with the requestor to let them know when/if the DCTF or Executive Committee has agreed to prioritize the topic for inclusion on an agenda in the near-term.**
 - If the DCTF or Executive Committee prioritize the topic, the requestor is encouraged to join the meeting and share his/her perspective on the item since all DCTF and Executive Committee meetings are open to the public.

For more information about the DCTF or questions please contact Rachelle Fisher, DCTF Administration Team member at info@dungenesscrabtaskforce.com or (805) 845-9852, or visit the DCTF's webpage at <http://www.opc.ca.gov/2009/04/dungeness-crab-task-force/>.