



New England Fishery Management Council

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Eric Reid, *Chair* | Thomas A. Nies, *Executive Director*

MEMORANDUM

DATE: March 18, 2022
TO: Executive Committee
FROM: Tom Nies, Executive Director
SUBJECT: Council Binder Documents Guidance

The purpose of the Council binder is to provide documents to Council members and the public to facilitate Council discussions and decisions. Over time, the size of the Council meeting binders has increased. While they are primarily distributed electronically, the number of documents makes it difficult to review all of them.

Each week, Council members are forwarded almost all mail, and some emails, that are received in the office. We distribute emails that are received in our “comments” mailbox and emails addressed to the Executive Director or Chair that address current issues. We also distribute major regulatory actions or important NMFS announcements. We do not normally distribute emails between Council members that are copied to staff. We also do not distribute administrative mail or email.

Because we send mail out weekly, I see little need to include mail in the binder unless it addresses an item on the agenda. I suggest binder documents be limited to those items that support Council discussion of planned agenda items, reports that will be delivered at the meeting, or routine periodic reports. Council staff would identify documents that address items planned for discussion.