

Preface

The job facing fisheries and game board members is increasingly complex as citizen participation in decision-making increases. Boards are interacting with the public who want more participation in decision-making, more accountability by the boards, and greater fairness for citizens thought to be receiving marginal attention. In addition, boards are faced with changes in authority through legislative action – both additional authority and loss of authority.

This “Board/Staff Orientation and Organization Manual” provides key material that aids all board members in understanding the scope for the board’s responsibilities, the relationships with the department and the public, and the legal and administrative boundaries under which a board member operates. Inside are excerpts from state statutes, frequently used board policies and regulations, administrative forms and instructions, and other helpful document and overviews.

The job that lies ahead for each board member can be overwhelming. Merely staying organized with the amount of paperwork received at a given board meeting can be challenging. Department of Fish and Game staff is always willing to provide information, explanations, and general support in carrying out the duties as a board member. Board members may especially rely on the Boards Support Section staff for assistance.

This manual is a work in progress, and feedback on both content and organization is appreciated. Please contact either of the executive directors (listed on the Boards Support Section staff list in your manual) with comments, edits, additions, and deletions.

Welcome to the fish and game regulatory process.

AN INTRODUCTION TO THE ALASKA BOARDS OF FISHERIES AND GAME

When Alaska assumed management of its fish, wildlife and aquatic plant resources in 1960, a single Board of Fisheries and Game was created to regulate the harvest of these resources. While a number of changes occurred since that time, the system is still basically intact.

After years of federal regulation, Alaskans wanted a direct voice in developing fishing, hunting, and trapping regulations. Special care was taken to separate the powers of the regulators and the managers. To this day these powers remain separate.

Fish and wildlife managers in the department use biological information to decide whether harvestable surpluses of fish, wildlife, or aquatic plant resources exist. The boards decide how, when and where these surpluses can be taken. Although this is a simple way to describe the complex relationship between the department and the boards, it is the essential differences between department and board authorities.

Each board's regulatory authority is defined by statute as are the management and administrative authorities of the Department of Fish and Game. (Alaska Statutes 16.05 - 16.40.)

The separate Board of Fisheries and Board of Game were created in 1975. The two boards meet in joint session (The Joint Boards of Fisheries and Game) to review and adopt regulations governing advisory committees, regional councils, subsistence, and other matters of mutual concern.

Alaska's fish and wildlife resources are the basis for subsistence, commercial, recreational and personal use activities. Frequently the same fish stock or game population is highly prized by competing interests and virtually every board decision involves the allocation of these popular common property resources. Therefore, board decisions are under constant scrutiny by the public, legislature, and courts.

The biological decision is relatively simple - can this fish stock or game population withstand a harvest? If the answer is yes, the fundamental biological decision is essentially complete. (Naturally, biological data is also used to analyze the effects of different harvest strategies, identify sensitive life stages, and insure that to the extent possible, these surpluses are taken in the most beneficial matter.)

The next step is to decide how, when, and where to take the surplus. These allocation decisions matter a great deal to the people and communities who will benefit from the harvest. Such decisions are public policy decisions the boards are charged with making. From time to time, the legislature provides additional guidelines - such guidelines are also public policy decisions.

In the United States we all expect that public policy decisions will be "fair," and that our views will be taken into account. This is a fundamental tenet of government in this country. We expect and demand that our government officials hear us out, take us seriously, and treat our concerns fairly.

These expectations are even more intense when the issues are related to common property resources like fish and wildlife. The lay board system with its advisory committees and extensive public hearing process provides the kind of framework where these expectations can be met.

Among all government services, resource management probably generates the widest range of public opinion and the most vociferous debate. Although Alaska's regulatory system offers an extremely accessible

forum, the effectiveness of this forum can only be assured if the public views board members as unbiased and fair. Board members are appointed by the governor to serve every member of the public. Once appointed, board members must avoid thinking of themselves as representatives of particular interest groups. They are appointed to do their best to arrive at reasonable solutions in the best interest of the state.

Alaska's ethics law indicates just how seriously this issue is taken. In a special explanation of the code for members of boards and commissions, it is explained that:

The Code of Ethics considers a public office to be a public trust. Independent pursuits are not discouraged so long as those pursuits are arranged so that board or commission members do not improperly benefit financially or personally from their actions as board or commission members.

For the current regulatory process to survive and sustain legal challenges, boards must ensure that an adequate record is established to support their decisions, and that the record demonstrates that the board acted in a reasonable and unbiased manner.

CONSTITUTION, STATUTES, REGULATIONS AND POLICIES

The boards' authority comes from the Alaska Constitution and Title 16 of the Alaska Statutes. Article VIII, Section 2 of the constitution mandates the "utilization, development, and conservation" of resources "for maximum benefit" of the public.

The implementing statute, AS 16.05.251 outlines the duties of the Board of Fisheries. Likewise, AS 16.05.255 outlines the duties of the Board of Game.

Alaska Statute 16.05.270 allows the boards to delegate regulatory authority to the Commissioner of Fish and Game. Both boards also have delegations that facilitate resolution of emergencies and timely consideration of petitions.

Alaska Statute 16.05.260 is the board's authority for creating advisory committees as well as the Commissioner's authority to delegate emergency closures to advisory committees.

Administrative Procedures Act: The Alaska Administrative Procedures Act (APA) also controls and defines board procedures. It requires 30 days public notice before the board can take regulatory action. The notice is a summary of proposed board action and the board can take regulatory action only on topics that are noticed.

Emergency regulations are an exception to the 30-day standard. The APA allows adoption of emergency regulations after a written finding documenting that an emergency situation exists which requires immediate regulatory action to preserve the public peace, health, safety, or general welfare. However, board members should keep in mind that AS 44.62.270 states:

“It is the state policy that emergencies are held to a minimum and are rarely found to exist.”

This is an indication that the legislature seriously intended that regulations be promulgated only after the public review procedures spelled out in the rest of the APA. Therefore, it is inappropriate to consider

adopting emergency regulations unless there is a clear and present danger to the health of the resource or the public peace, safety or general welfare.

The APA also requires board action within 30 days on petitions for regulatory change. Upon receipt of a petition the board can either (1) accept a petition and schedule the matter for public hearing, (2) find that an emergency exists and adopt an emergency regulation, or (3) reject the petition.

Most often, petitions arrive when the board is not in session. Since petitions seek regulatory change outside of regularly scheduled board meetings, the Joint Board has adopted a petition policy to deal with this situation. Summarizing, the policy states that the board will reject petitions unless there is an emergency. An emergency is defined in the policy as:

an unforeseen, unexpected event that either threatens a fish or game resource, or an unforeseen, unexpected resource situation where a biologically allowable resource harvest would be precluded by delayed regulatory action and such delay would be significantly burdensome to the petitioners because the resource would be unavailable in the future.

THE BOARDS OF FISHERIES AND GAME

The Board of Fisheries and the Board of Game are the state regulatory authorities that pass regulations to conserve and develop Alaska's fish and wildlife resources.

Each board has seven members appointed by the governor, without regard to political affiliation or where they live in the state, to staggered three year terms. The staggered terms were designed to provide continuity on the boards. Each member must be confirmed by a joint session of the state legislature. However, newly appointed board members can carry out all the functions of confirmed members until confirmation. If the legislature fails to confirm by vote or adjourns before taking up confirmation, newly appointed members can no longer serve and cannot be reappointed until after the legislature reconvenes. Board members may be removed by the Governor for "inefficiency, neglect of duty, or misconduct in office."

The Board of Fisheries and the Board of Game also meet together as the Joint Boards of Fisheries and Game. The Joint Board acts on subsistence regulations and all regulations governing advisory committees and regional councils.

The Board of Fisheries and the Board of Game are supported administratively by the Alaska Department of Fish and Game. The boards and the department, however, function independently. The boards are charged with making allocative and regulatory decisions, and the department is responsible for management based on those decisions.

The Commissioner of Fish and Game is the ex-officio secretary of the boards.

ADVISORY COMMITTEES

Through AS 16.05.260, the Joint Board is authorized to create advisory committees. There are currently 82 committees with between 900 and 1000 members.

Advisory committees are intended to provide a local forum on fish and wildlife issues. It is the responsibility of the committees to report those opinions to the boards during their regular meetings. Committees are also responsible for holding meetings to elect new members and officers, making proposals for regulatory change, commenting on proposed regulatory changes, and discussing any other fish and wildlife management matters of local concern, including habitat issues. Committees also have the authority to close a fishing, hunting, or trapping season. This procedure is explained in the regulations for local fish and game advisory committees and regional councils.

Committees that meet in their area at least twice a year are considered active under Joint Board regulations. If funds are available, additional meetings may be held.

REGIONAL COUNCILS

NOTE: This section on Regional Councils is included for information only. Due to state non-compliance with ANILCA Regional Councils were inactive since July 1992. In 2013, the Joint Board voted to repeal the regulatory provisions on Regional Councils.

Six regional fish and game councils were created by the Joint Boards of Fisheries and Game as a result of the Alaska National Interest Lands and Conservation Act (ANILCA). The councils were comprised of the chairpersons of each of the local fish and game advisory committees. The councils provided another avenue for communication, advice, and review for the public to participate in the management of Alaska resources. Specifically, the councils provided for public participation in the regulatory process to help adequately protect subsistence uses. Regional councils also gave the area's advisory committees an opportunity to resolve any conflicts between committees and come up with a suggested solution for the boards.

In addition, each regional council is authorized by ANILCA to:

1. Review and evaluate proposals for regulations, policies, management plans, and other matters relating to subsistence uses of fish and wildlife within the region.
2. Provide a forum for the expression of opinions and recommendations by people interested in any matter related to the subsistence uses of fish and wildlife in the region.
3. Encourage local and regional participation in the decision-making process affecting the taking of fish and wildlife on public lands in the region for subsistence uses.
4. Prepare an annual report to the Secretary of Interior that contains:
 - (A) an identification of current and anticipated subsistence uses of fish and wildlife populations within the region;
 - (B) an evaluation of current and anticipated subsistence needs for fish and wildlife populations within the region;

- (C) a recommended strategy for the management of fish and wildlife populations within the region to accommodate such subsistence uses and needs; and
- (D) recommendations concerning policies, standards, guidelines, and regulations to implement the strategy.

Council recommendations to the boards on subsistence proposals require special attention on the boards' part. If a council submits a subsistence recommendation or a proposal and it is not followed, the boards must state their reasons, in writing, for not doing so. The board must determine that the council's recommendation 1) is not supported by substantial evidence, 2) violates recognized principles of fish and wildlife conservation, or 3) would be detrimental to the satisfaction of subsistence needs (5 AAC 96.610(e)).

REGIONAL COUNCILS AND ASSOCIATED ADVISORY COMMITTEES

Arctic Regional Council: Northern Norton Sound, Kotzebue, Northern Seward Peninsula, Upper Kobuk, Lower Kobuk, Noatak/Kivalina, North Slope, St. Lawrence Island, and Southern Norton Sound

Interior Regional Council: Tanana/Rampart/Manley, Delta, Upper Tanana/Forty Mile, Middle Nenana River, Minto/Nenana, Yukon Flats, Fairbanks, Ruby, Middle Yukon River, Koyukuk, McGrath, Grayling/Anvik/Shageluk/Holy Cross, Eagle, Lake Minchumina, and Central

Southcentral Regional Council: Copper River/Prince William Sound, Valdez, Copper Basin, Anchorage, Seward, Kenai/Soldotna, Central Peninsula, Homer, Seldovia, Tok Cutoff/Nabesna Road, Paxson, Denali, Matanuska Valley, Mt. Yenlo, Tyonek, Cooper Landing, Susitna Valley, and Whittier

Southeast Regional Council: Angoon, Edna Bay, Elfin Cove, Craig, Hydaburg, Hyder, Icy Straits, Kake, Ketchikan, Klawock, Klukwan, Juneau-Douglas, Pelican, Petersburg, Port Alexander, Saxman, Sitka, Sumner Strait, Tenakee, Upper Lynn Canal, Wrangell, Yakutat, and East Prince of Wales

Southwest Regional Council: Nushagak, Naknek/Kvichak, Lake Iliamna, Nelson Lagoon, Chignik, Kodiak, Sand Point, King Cove, False Pass, Unalaska/Dutch Harbor, Lower Bristol Bay, and Togiak

Western Regional Council: Bethel, Mid-Lower Yukon, Lower Kuskokwim, Central Bering Sea, Coastal Lower Yukon, Central Kuskokwim, and Stony-Holtna

STAFF SUPPORT TO THE BOARDS and ADVISORY COMMITTEES

The Boards Support Section of the Office of the Commissioner facilitates the work of the boards and advisory committees by providing administrative, technical and logistical support.

The section consists of an Executive Director and Publications Specialists assigned to each board. In headquarters, there is an Administrative Officer who serves as office manager, handling all accounting, purchasing, contractual and personnel related work, and an Administrative Assistant who assists in accounting and personnel duties and acts as a general clerk for the section. Five seasonal, Regional Coordinators are located in Dillingham, Kotzebue, Bethel, Fairbanks and Anchorage; support for the Southeast Region is provided through the headquarters office.

The headquarter office provides direct staff support for the boards and advisory committees, and sets section policies and procedures. Headquarters staff coordinates meetings and activities of the boards, process petitions and regulatory changes outside board meetings, and deals with the technical functions of correspondence, legal notices, calls for proposals, filing regulations, mailings, fiscal accountability, records retention and retrieval, paralegal research, and general assurance of statutory and regulatory processes.

Regional Coordinators' primary focus is to provide support to the local advisory committees and the general public within their respective region. They coordinate advisory committee meetings including travel arrangements for members, ensure and encourage public participation at the committee meetings, and serve as the point of contact for state fish and game regulatory information for the public, state, and federal agency staff.

Area biologists frequently attend advisory committee meetings in their area to report on ADF&G activities and discuss proposed regulatory changes. Each advisory committee may request technical and scientific support data and prepared testimony from the ADF&G (5 AAC 96.610(d)(2)). Department biologists can also help prepare regulatory proposals.

THE DEPARTMENT OF FISH AND GAME

The Alaska Department of Fish and Game consists of the Commissioner's Office, including Boards Support Section, and the divisions of Administrative Service, Commercial Fisheries, Sport Fish, Wildlife Conservation, Habitat, and Subsistence.

The Department of Fish and Game, through commissioner's statutory duties, is the agency responsible for the management of Alaska's fish and wildlife resources. The department has research, administrative, budgeting, and fiscal powers not accorded to the boards.

The Commissioner is authorized to open or close seasons and areas by emergency order. This authority is narrowly construed by the department to apply only to biological emergencies and not to allocations or socioeconomic emergencies, given the department's professional expertise is in biological management.

Traditionally, the department avoided initiating allocative-type actions, believing that those more appropriately belong to the board. However, it is not always possible to clearly separate management and allocation in the case of mid-season openings or closures which result in a gain to one user group and a loss to another.

The Commissioner of Fish and Game is a member of the governor's cabinet and is the principal executive officer of the Department of Fish and Game. The commissioner is responsible for establishing priorities and setting policy for all department programs, and supervising each of the divisions and sections within the department. The commissioner is assisted by two deputy commissioners and one assistant commissioner.

The Division of Administration is the support services center of the department. It is responsible for budgeting, fiscal management, accounting, contracting, leasing, reimbursable services agreements, supply, purchasing, personnel management, equal employment opportunity, payroll, and labor contract administration.

The Division of Commercial Fisheries manages the commercial fisheries of Alaska and provides technical services to private nonprofit hatcheries. Staff performs research and manages commercial harvests of

salmon, herring, shellfish, groundfish, and other species taken in state waters. The division also oversees state and private hatcheries and is involved in lake fertilization, lake stocking, and projects designed to produce fish in the state's freshwater lakes and streams.

The Division of Sport Fish conducts research, operates stocking programs, operates sport-oriented hatcheries, improves access to fishing streams, and provides opportunities for recreational fishing.

The Division of Wildlife Conservation is responsible for managing the state's mammal and bird populations. The division's activities include research, a non-game wildlife program, hunter safety education, review of Alaska's endangered species, and study of conflicts between wildlife habitat and development.

The Division of Habitat is involved in the state's land and water management decisions and strives to maintain suitable habitat for Alaska's fish and wildlife populations. The division reviews development projects and permit applications, land use planning documents, and works with other agencies to provide for wildlife needs in project plans.

The Division of Subsistence is the social science research branch of the department. Division staff conducts research on subsistence activities and makes recommendations to the Board of Fisheries and Board of Game on regulations affecting subsistence activities.

The Boards Support Section provides administrative support to the Board of Fisheries, Board of Game, and advisory committees. The section is the source of information for board meeting schedules and records of board actions.

OTHER AGENCIES THE BOARDS WORK WITH ON A REGULAR BASIS

Commercial Fisheries Entry Commission (CFEC): CFEC is an independent quasi-judicial agency administratively assigned to the Department of Fish and Game. CFEC has its own enabling statute (AS 16.43) and promulgates its own regulations. CFEC is responsible for promotion of the conservation and sustained yield management of Alaska's fisheries resources by regulation of entry into the fishery without unjust discrimination. The working relationship between CFEC, the department, and the Board of Fisheries is necessarily a close one. CFEC is usually represented at board meetings.

Division of Wildlife Troopers: Division of Wildlife Troopers of the Department of Public Safety is the law enforcement agency responsible for enforcing board regulations and regularly comments on the enforcement aspects of regulatory proposals.

Department of Law: The state's Attorney General assigns assistant attorney generals as legal counsel to attend board meetings and provide legal assistance to the boards and department.

North Pacific Fishery Management Council (NPFMC): NPFMC is the Board of Fisheries' federal counterpart. NPFMC is responsible for management regulations in the U.S. Fisheries Conservation Zone which extends from three to 200 miles offshore. Management authority for different species depends upon the development of Fishery Management Plans. In many cases the authorities of the board, NPFMC, ADF&G, the National Marine Fisheries Service, FWP, and the Coast Guard overlap. For this reason the board and the council may meet jointly.

U.S. Fish and Wildlife Service (USFWS): The USFWS is the lead federal agency responsible for subsistence fish and wildlife management on federal lands.

This list is by no means exhaustive, it simply covers those agencies the boards work with on a regular basis.

PROCESS FOR PROMULGATION OF ALASKA FISH AND GAME REGULATIONS

Fish and game regulations incorporate an extensive and unique public process. This regulatory process begins six to nine months before each board meeting. The earliest meeting is generally October and the latest March, but the schedule varies according to need. Each board determines what subjects will be considered at a given meeting, and issues a "Call for Proposals" for those subjects. The Call for Proposals is widely distributed within the state. Only proposals relating to those specific subject matter areas are accepted for consideration by the board.

After the announced deadline for receiving proposals has passed, Boards Section staff consolidate, type, print and distribute the proposals. The proposals are published in booklets pertinent to each board, posted on the website, and distributed statewide for comment.

After proposals have been distributed, advisory committees begin meeting to review proposals and provide area forums for comment. These comments, as well as comments from the general public received by the comment deadline, are compiled and recorded in board members' workbooks. Additional written comments are accepted up to the conclusion of the meeting, but are not tallied in the board workbook.

At the same time that the Boards Support Section is preparing for the board meetings, other divisions of the department are compiling reports. The divisions prepare reports on the fish or game animals for the areas that will be discussed by the boards.

The next step in the process is the board meeting itself. The given board hears reports from department staff and holds public hearings. Department staff presentations provide biological and socioeconomic data, which in combination with public comment, form the basis for the board's decisions. Public testimony may include individuals, special interest groups and advisory committees etc. Each proposal may be adopted, rejected, amended, deferred for additional information, or not acted on because of action on a related proposal.

After the board meetings, the adopted proposals are written into proper regulatory format and submitted to the Department of Law for review. Following this review, the package is filed with the Lt. Governor. Thirty days after filing the package becomes formal state regulations.

At the conclusion of each meeting a Summary of Actions is prepared which outlines the board's actions on each proposal. The summary is distributed to board members, advisory committees, department staff, other state and federal agencies, and other interested parties.

Regulations adopted during the board cycle (October to April) vary in the effective dates but generally all become effective by July 1 following the board meeting. Fishing regulations may go into effect at the first opening of the fishery following the board meeting.

In addition, emergency orders may be adopted by the department through the Commissioner's emergency order authority. Emergency regulations may also be adopted by the Commissioner under authority of a delegation from the board. Both boards have standing delegations to the Commissioner to accommodate emergency situations. Emergency regulations involve the entire spectrum of regulatory authority and are not limited to area and time, as are emergency orders.

DECISION-MAKING

The strength of the board system is in its broad-based public participation format. This forum allows people with divergent views an opportunity to air ideas about complex allocation and management issues before regulatory decisions are made. After consideration of biological and social factors such as historical use patterns, resource health, human impacts, and environmental changes, the board comes to resolution through a vote.

Participatory democracy is necessarily more cumbersome than autocratic rule. The boards, in particular, are besieged by seemingly unending requests for special consideration, complaints about previous board or department actions (or both), or claims to exclusive use. Boards meet on a periodic basis to examine issues that may have been the focus of months or years of specialized effort by particular groups. Finally, the increasing competition for Alaska's resources is exemplified by increased litigation.

As a result of these pressures, the boards are engulfed in issues demanding answers that require assiduous attention to detail. Legal considerations in board decisions involve due process, consistency, decision latitude in the absence of significant data, and new or changing resource use patterns and demands. An adequate record detailing board considerations leading to decisions is a key element in the decision process. It is essential that the board can demonstrate its decisions are rational, factual, and the product of objective deliberation based on facts presented through written and oral testimony and staff reports.

Another question board members must weigh is how much management responsiveness is required. It is not always possible to "fine tune" away major problems or conflicts with minor regulatory changes; many issues before a board simply cannot be resolved to the satisfaction of every interest. This makes it extremely important to insure that all parties view the decision process as fair, and the "solution" as a reasonable compromise. The end goal is regulations that achieve management goals, reasonably accommodate diverse public interest, are enforceable, and can be easily understood.

OFFICIAL STATEMENTS

Board meetings are recorded to ensure an accurate record of proceedings. The records are routinely consulted by members of the public to settle questions of board intent or action, and by courts to determine whether board actions are reasonably supported by the information before the board. It is important that board discussions are clear, to the point, and free from compromising statements or digressions from the topic at hand.

Copies of official correspondence signed by board members must be maintained in the board records at the Boards Support Section office in Juneau. Please forward copies of any letters you write to the Boards Section office.

As a board member, it is important to refrain from commenting on litigation involving the board or the department (all such requests should be referred to the Attorney General) and never speculate or predict what kind of action the board will take on a particular proposal. This last rule is particularly important since it is impossible for anyone to predict an outcome without having first heard the staff reports, public testimony, and board discussion.

MEETINGS

State law requires that "each board shall hold at least one meeting a year and as many other meetings as it considers necessary. Each board shall select the time and place in the state for the transaction of business."

Meeting Format: The board meetings are open to the public during the entire process. Meetings are conducted according to the latest version of *Robert's Rules of Order* with exceptions adopted by the boards. Special reports are generally scheduled at the beginning of each meeting, such as reports from the Department of Law and other state or federal agencies.

The board meeting generally hears staff reports for a specific region followed by public testimony before beginning board deliberations. Within the Board of Fisheries, an "in-meeting" committee process is then conducted for further detailed information gathering. During deliberation, the board discusses each proposal and decides to adopt, reject, defer, or take no action on the question.

Public testimony is received both in writing and orally and ranges from individual citizens to representatives of various special interest groups to advisory committee representatives. Particular attention is given to testimony of advisory committee representatives.

Voting: When the boards are meeting separately, a quorum of four members is required to conduct business. It also takes four affirmative votes for a proposed change to carry. When the boards are meeting in joint session, a quorum of four members from each board is required and four affirmative votes on each board are required for a proposed change to carry. In either case, the chair does vote and all votes are accomplished through a random roll call.

Public Notice: State law regulating agency meetings (AS 44.62.310 and 312) requires that all board meetings be open to the public. Reasonable public notice of all meetings is required. At meetings where regulatory action may be taken, a legal notice must be published 30 days before any changes are adopted with the exception of emergency regulations as stated above in "Key Statutes" section.

Executive Session: Under narrow constraints the boards may hold an executive session from which the public may be excluded. An executive session must originate through a motion during an open meeting. The motion calling the session must specify the topics to be discussed. Executive sessions (closed meetings) are rarely held and only for the following reasons:

1. matters which would clearly have an adverse effect upon the finances of the government unit;
2. subjects that tend to prejudice the reputation and character of any person (the person may request a public discussion); and
3. matters which by law, municipal charter, or ordinance are required to be confidential.

The Department of Law may request an executive session to discuss litigation.

BOARD WORK BOOKS

The Boards Support Section staff puts together a workbook, commonly referred to as the "board book" for use by board members at meetings. The typical format is as follows:

1. Agenda and Roadmap. The agenda outlines generally by day the order that topics are scheduled during the meeting. The roadmap supplements the agenda and lists all proposals in the order to be taken up by the board. It is developed to increase board efficiency, help shorten meeting time, and to let the board, staff and public know when topics are likely to be taken up. Sometimes there is a proposal that seems most logical for the board to consider first because it contains the elements of several other proposals or because it is basic to the proposals that follow. After the board decides an issue, the roadmap speeds up the meeting because it identifies proposals that the board may wish to take no action on, as the proposals pertain to an issue that has already been decided.
2. Tabbed sections contain the legal notice of the meeting, agenda change requests, future schedules/agendas and other miscellaneous documents. Tabbed sections are also provided for reports from other agencies participating in the meeting, including Fish and Wildlife Protection and Department of Law.
- 3.. Comments: Individuals, advisory committees and special interest groups submit written comments on the various proposals published in the proposal packet. The comments are numbered and inserted into tabbed sections of the board book under on-time public comments or advisory committee comments. Only comments received by the comment deadline are cross-referenced with proposals. The deadline to receive comments is generally two weeks before the board meeting. Additional written comments are accepted up to the conclusion of the meeting. Note: Comments from advisory committees take the form of minutes of their meetings.

The board book is completed just prior to the meeting and posted on the meeting information webpages for each board; hard copies are distributed at the beginning of the meeting to board members and staff, with one copy for advisory committees and one for the public on the public table. The books are used throughout the hearing and deliberation process. Permanent copies of these books are retained in the Boards Support Section headquarters office.

ETHICS

In 1986, the Alaska Legislature adopted a Code of Ethics (AS 39.52). A copy of AS 39.52 and a handbook for boards and commissions is provided to each board member. The chair of each board is the "designated supervisor" referred to in the statutes.

ETHICS DISCLOSURE PROCEDURE DURING MEETINGS

To comply with the Alaska Executive Branch Ethics Act (AS 39.52), board members are required to disclose sufficient information on the record of all interests they, or their immediate families, may have that relate to fish (Board of Fisheries members) or wildlife (Board. of Game members) to enable the chair of the board to determine whether the involvement may be a personal or financial interest that constitutes a conflict of interest under the Act.

When making public ethics disclosures on the record at board meetings, members must provide sufficient information in response to the following questions to enable the chair to decide if it is necessary to inquire further to determine whether a conflict exists:

1. Explain in general terms what you do for a living:
 - a. primary employer/employment,
 - b. other employment or sources of income,
 - c. other business interests.

For the following questions, “member of your family” includes spouse, conjugal cohabitant, child (including step-child and adopted child), parent, sibling, grandparent, aunt, uncle, and spouse’s parent and sibling.

2. List all personal or financial interests you, or any member of your family, have in any business or organization relating to fish or wildlife resources.
3. Describe generally any interest you, or any member of your immediate family, have in a business or fish or wildlife organization that may be affected by any of the proposals to be discussed.
4. Describe generally any other interests of a personal or financial nature you, or any member of your immediate family, have that may be affected by any of the proposals to be discussed.
5. List all lawsuits that you, a member of your immediate family, or any organization you belong to, are involved in against the state, the board or the Department of Fish and Game, or where the state, the board, or the department is a party to the lawsuit.

If you, or a member of your immediate family, are a member of any organization or corporation that is involved in a such a lawsuit, briefly explain what the organization is, the size of its membership and whether you, or an immediate family member, are on its board or hold some other executive or policy making position.

You must certify that your disclosure statement is “true, correct and complete.”

Under the Ethics Act the chair of each board has the duty to determine whether a member's involvement in a matter violates the Act (AS 39.52.220). After each individual disclosure, the chair will rule on whether the board member has a conflict. If the chair determines that a conflict will exist if the member participates, the member must refrain from voting, deliberating, or participating in the matter. If the chair determines no conflict will exist, the member can participate fully.