

INSTRUCTIONS FOR COMPLETING PROPOSAL FORM

(Revised 10/12/13)

Top of form check boxes:

- As appropriate, insert information about the fish or game management unit your regulation would change.
- Depending on the venue in which the regulation change will be heard, check the appropriate box(es) for the activities the regulation change would affect.
[Alaska Legislature Infobase, 5AAC.](#)

Fillable numbered boxes:

1. If known, enter the series of letter and numbers which identify the regulation to be changed. For example, 5 AAC 72.055. If it will be a new section or provision, then enter 5 AAC 72.XXX.
2. Write a short explanation about the issue your proposal addresses, or why you are proposing the regulation change. Address only one issue per proposal. State the issue clearly and concisely. The board will reject proposals that contain multiple or confusing issues.

State why the regulation change should be adopted or provide an explanation about what will happen if the regulation is not changed.

To assist you in development of your issue statement (#2 on the form), you may want to consider the following:

- What would happen if nothing is changed?
 - What are other solutions you considered? Why did you reject them?
3. Print or type your proposal as you would like to see it appear in the regulation book. The boards prefer that revised regulatory language is provided. **New or amended text should appear first and be in bold text and underlined.** [REGULATORY TEXT BEING DELETED SHOULD BE FULLY CAPITALIZED AND ENCLOSED IN BRACKETS]. It is not necessary to bold and underline text if entire change contains new language.

EXAMPLES: **5 AAC 27.810. Fishing seasons and periods.**

In the Togiak and Bay districts, herring may
be taken by purse seines and hand purse
seines from April 25 through **July 15** [JUNE 1]

5 AAC 85.025(3). Unit 9(B) Caribou.

NONRESIDENT HUNTERS: **2** [3] caribou; however,
no more than 1 bull may be taken.

Alternatively, you may state your changes in clear sentences. For example, “Extend the season to July 15 in the Togiak and Bay districts,” or “Reduce the bag limit for caribou in Unit 9(B) to two caribou.”

Bottom of form (submission block):

- Write the name of the group that voted to submit the proposal or your name if you are submitting the proposal. This name will be published in the proposal book. The boards of Fisheries and Game will not consider anonymous proposals.
- Fill in your address and zip code, and telephone number. These will NOT be published; it simply enables us to reach you if clarification is necessary.

Mail or fax the completed form to the address at the top of the form.

Alaska Board of Fisheries/Game
P.O. Box 115526
Juneau, AK 99811-5526
Fax: 907-465-6094

NOTE: Proposals must be received by the deadline in the call for proposals; there are no exceptions. A fax is considered an original. The form must be physically received by fax or mail; postmark is not adequate.

If you have any questions or need assistance, please consult staff at any Fish and Game office.

