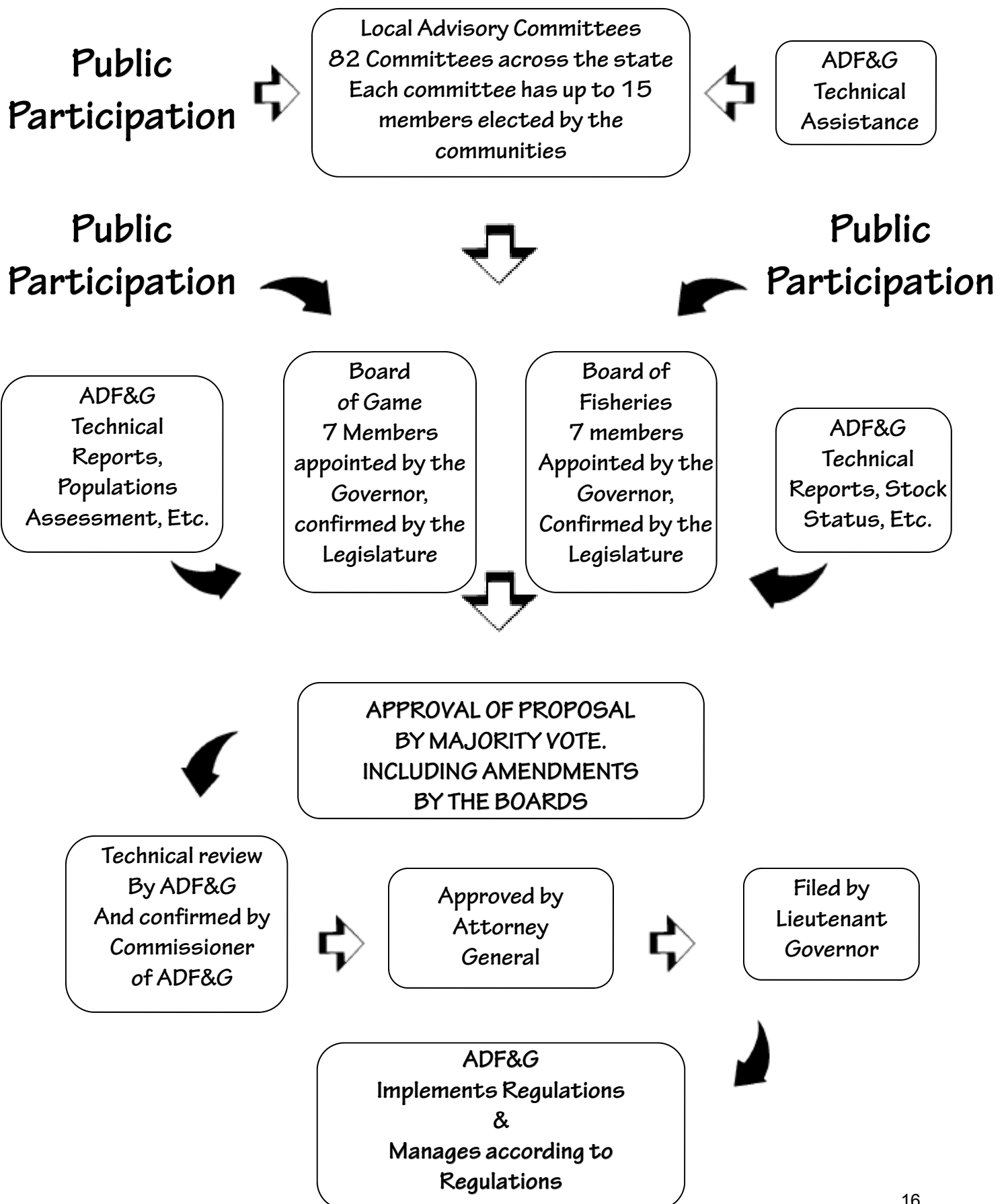


Chapter 2

Process and Procedures

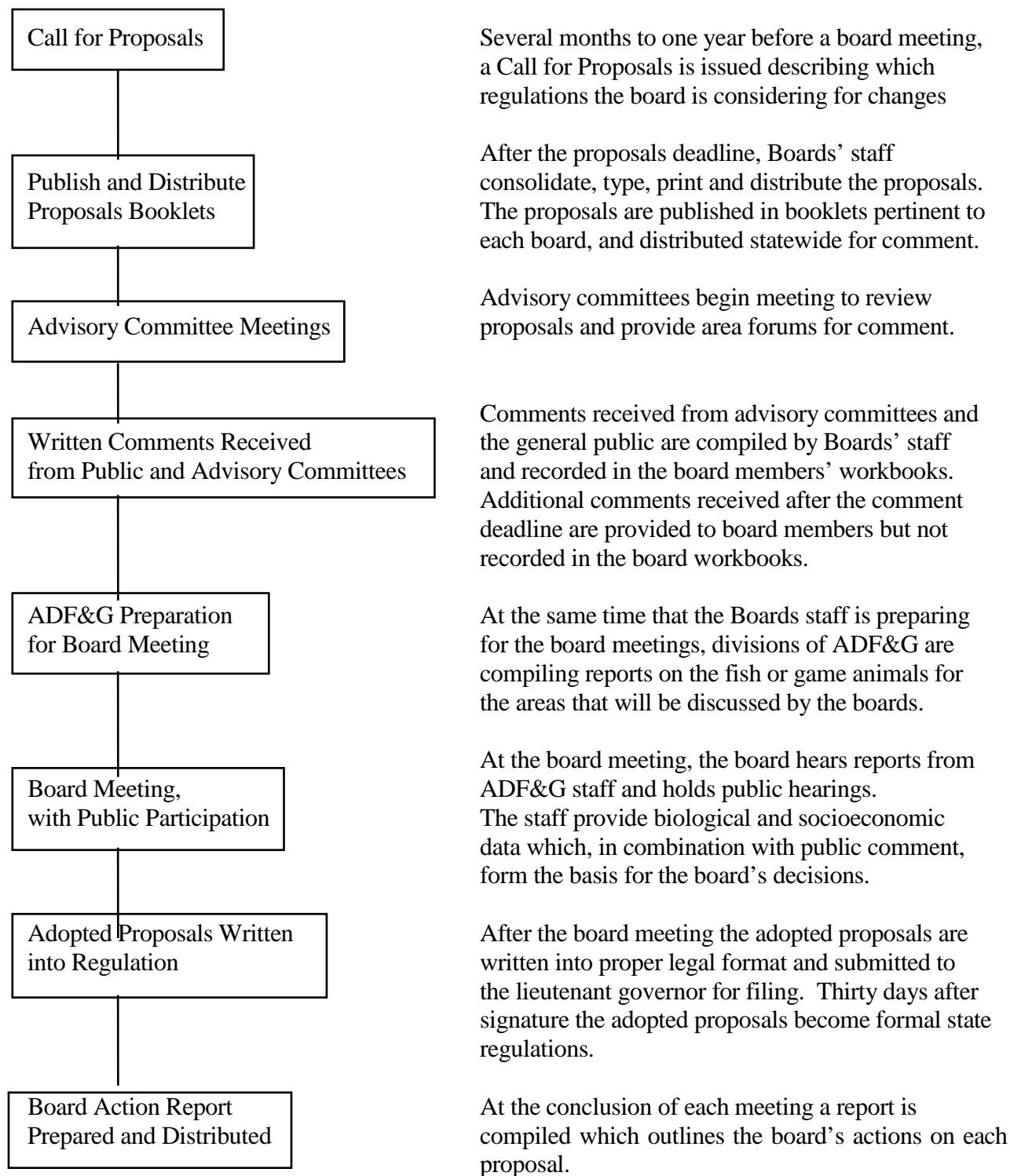
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Board Regulatory Process



PROMULGATION OF ALASKA'S FISH AND GAME REGULATIONS

The regulatory year begins on July 1. Regulations adopted during the board cycle (October to April) become effective on the July 1 following the board meeting. Commercial fishing regulations may go into effect at the first opening of the fishery following the board meeting. Both boards have standing delegations of authority to the Commissioner to accommodate emergency situations.



ADF&G, Boards Support Section website: www.boards.adfg.state.ak.us

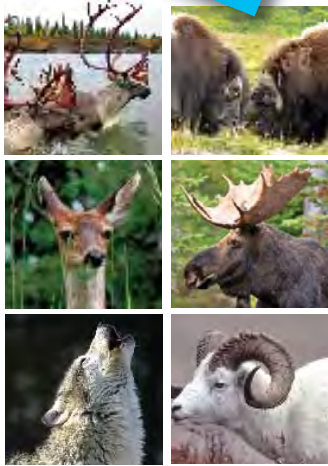


Understanding the Board of Game

Or...Do you know how hunting and trapping regulations are made?

It often comes as a surprise to many Alaskans to learn that the state's hunting and trapping regulations are not made by the Alaska Department of Fish and Game (ADF&G). This job falls to the Board of Game, a group of seven people appointed by the governor and approved by the legislature.

While the board makes the final decisions, the process provides several ways in which all Alaska residents can participate. Here's how it works.



The board considers the needs of wildlife and Alaskans

The Board of Game receives written proposals, comments, and oral testimony from members of the public, local Fish and Game Advisory Committees, and ADF&G biologists. The board then attempts to pass regulations that respond to people's concerns, while also considering the need for long-term conservation and sustainable use of wildlife. Board of Game meetings are open to the public and provide opportunity for public comment.

The role of advisory committees

There are more than 80 advisory committees covering all areas of the state, each with up to 15 locally elected members. Each committee listens to and discusses local concerns about hunting and trapping regulations, and then submits proposed regulation changes to the Board of Game. The advisory committees also provide comments and recommendations to the board on proposals that would impact the resources in their area. These same advisory committees interact with the Board of Fisheries in a similar manner.

The role of ADF&G

ADF&G biologists share the results of their wildlife surveys and other biological and habitat studies with both the advisory committees and the Board of Game. The biologists work closely with the advisory committees to develop proposals for board consideration, and also submit independent ADF&G proposals to the board.

The role of the individual

Any individual may submit a proposal to the Board of Game for a change to the hunting or trapping regulations. The Board Support Coordinator for your region can assist you in writing a proposed change, and provide you a proposal form. You can also find the form at: <http://www.adfg.alaska.gov/index.cfm?adfg=gameboard.forms>. You may also submit written comments to the board on proposed changes, and sign up to present public testimony at a board meeting. Contact your regional coordinator (see list at left) for details and meeting schedules, or visit <http://www.adfg.alaska.gov/index.cfm?adfg=gameboard.main>.

The value of working together

While the board considers all proposals submitted by individuals, advisory committees, and ADF&G, a proposal that has first been reviewed and agreed upon by the above entities demonstrates to the board that there is broad support for the proposal.

Want to know more?

To find out more about advisory committees or how to submit a proposal, contact the Board Support Regional Coordinator for your area:

Arctic: 442-1717

Interior: 459-7263

Southwest: 842-5142

Southcentral: 267-2354

Southeast: 465-4110

You can also visit: <http://www.adfg.alaska.gov/index.cfm?adfg=gameboard.main>

Statewide: 465-4110

Here's how regulations are made:

The Public



The public can bring concerns to their local advisory committee, submit their own proposals directly to the Board of Game, and provide written comments and oral testimony to the board.

Local Advisory Committees



Advisory committees discuss local wildlife observations and issues, seek information from ADF&G, and submit proposals about hunting regulations to the board.

ADF&G



ADF&G biologists provide information to the advisory committees, submit their own proposals to the Board of Game, and provide biological information about wildlife to the board.

Board of Game



Board of Game meetings are held 2-3 times a year. Proposals from each major region are typically considered once every two years. Meetings are generally held in the region whose proposals are being considered.

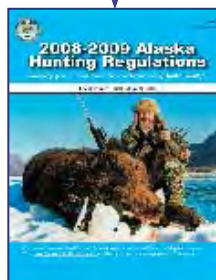
Board of Game meetings are open to the public, and everyone is encouraged to attend.

Decisions are reached by a majority vote of the board

The decisions are given legal review and made official by the Lt. Governor

Want to know more?

Visit <http://www.adfg.alaska.gov/index.cfm?adfg=gameboard.main>



The **Hunting and Trapping Regulations** are made available to the public by ADF&G, and are enforced by the Alaska Wildlife Troopers.





Understanding the Alaska Board of Fisheries

Or...Do you know how fishing regulations are made?



It often comes as a surprise to many Alaskans to learn that the state's fishing regulations are not made by the Alaska Department of Fish and Game (ADF&G). This job falls to the Board of Fisheries, a group of seven people appointed by the governor and approved by the legislature.

While the board makes the final decisions, the process provides several ways in which all Alaska residents can participate. Here's how it works.

The board considers the needs of fisheries and Alaskans

The Board of Fisheries receives written proposals, comments, and oral and written testimony from members of the public, local Fish and Game Advisory Committees, and ADF&G. The board then deliberates on regulations that respond to people's concerns, while also considering the need for long-term conservation and sustainable use of the resource. Board of Fisheries meetings are open to the public and provide opportunity for public comment.

The role of advisory committees

There are more than 80 advisory committees covering all areas of the state, each with up to 15 locally elected members. Each committee listens to and discusses local concerns about fishing regulations, and then submits proposed regulation changes to the Board of Fisheries. The advisory committees also provide comments and recommendations to the board on proposals that would impact the resources in their area. These same advisory committees interact with the Board of Game in a similar manner.

The role of ADF&G

ADF&G biologists share the results of their fisheries surveys and other biological and habitat studies with both the advisory committees and the Board of Fisheries. The biologists work closely with the advisory committees and assists them in developing proposals for board consideration. ADF&G also submits proposals to the board.

The role of the individual

Any individual may submit a proposal to the Board of Fisheries to change fishing regulations. The Board Support Coordinator for your region can assist you in writing a proposed change, and provide you a proposal form. You can also find the form at: <http://www.adfg.alaska.gov/index.cfm?adfg=fisheriesboard.forms>. You may also submit written comments to the board on proposed changes, and sign up to present public testimony at a board meeting. Contact your regional coordinator (see list at left) for details and meeting schedules, or visit <http://www.adfg.alaska.gov/index.cfm?adfg=process.main>

The value of working together

While the board considers all proposals submitted by individuals, advisory committees, and ADF&G, a proposal that has first been reviewed and agreed upon by the above entities demonstrates to the board that there is broad support for the proposal.

Want to know more?

To find out more about advisory committees or how to submit a proposal, contact the Board Support Regional Coordinator for your area:

Arctic: 442-1717

Interior: 459-7263

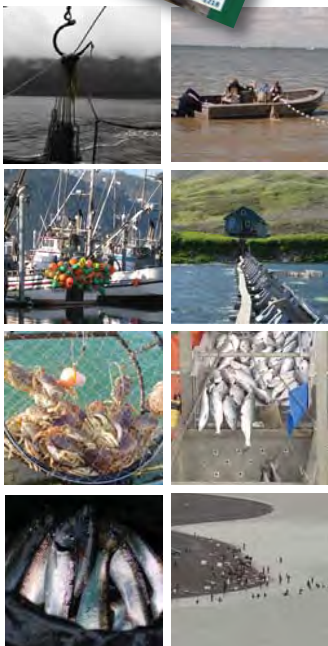
Southwest: 842-5142

Southcentral: 267-2354

Southeast: 465-4110

You can also visit:
<http://www.adfg.alaska.gov/index.cfm?adfg=fisheriesboard.main>

Statewide: 465-4110



Here's how regulations are made:

The Public



The public can bring concerns to their local advisory committee, submit their own proposals directly to the Board of Fisheries, and provide written comments and oral testimony to the board.

Local Advisory Committees



Advisory committees discuss local fisheries observations and issues, seek information from ADF&G, and submit proposals about fishing regulations to the board.

ADF&G



ADF&G biologists provide information to the advisory committees and provide biological information about the fisheries to the board. ADF&G also submits proposals to the board.

Board of Fisheries



Board of Fisheries meetings are held 5-6 times a year. Proposals from each major region are typically considered once every three years. Meetings are generally held in the region whose proposals are being considered.

Board of Fisheries meetings are open to the public, and everyone is encouraged to attend and participate.

Decisions are reached by a majority vote of the board

The decisions are given legal review and made official by the Lt. Governor

Want to know more?

Visit <http://www.adfg.alaska.gov/index.cfm?adfg=fisheriesboard.main>. or call: 465-4110



Fishing Regulations are made available to the public by ADF&G, and are enforced by the Alaska Wildlife Troopers, Department of Public Safety.



CALL FOR PROPOSALS **Alaska Board of Fisheries**

THE ALASKA BOARD OF FISHERIES CALLS FOR PROPOSED CHANGES IN THE SUBSISTENCE, COMMERCIAL, PERSONAL USE, SPORT, GUIDED SPORT, AND GUIDED SPORT ECOTOURISM FINFISH REGULATIONS FOR BRISTOL BAY; ARCTIC-YUKON-KUSKOKWIM, ALASKA PENINSULA/ALEUTIAN ISLANDS FINFISH AREAS; AND STATEWIDE FINFISH REGULATIONS

PROPOSAL DEADLINE - 5:00 p.m., Tuesday, APRIL 10, 2012

The Alaska Board of Fisheries is accepting proposed changes to the subsistence, commercial, personal use, sport, guided sport, and guided sport ecotourism finfish regulations for the Bristol Bay, Arctic-Yukon-Kuskokwim, and Alaska Peninsula/Aleutian Islands management areas. Finfish includes: salmon, herring, trout, groundfish, char, burbot, northern pike, whitefish, Pacific cod, sablefish, shark, pollock, etc., but does not include halibut.

The board is accepting proposed changes to the subsistence, commercial, personal use, sport, guided sport, and guided sport ecotourism finfish provisions regulations. Examples of "statewide finfish" regulations can be found in Title 5 of the Alaska Administrative Code and include, but are not limited to, policy for the management of sustainable salmon fisheries, policy for the management of mixed stock fisheries, policy for statewide salmon escapement goals, possession of sport-caught fish, fishing by proxy, etc.

PROPOSAL DEADLINE: 5:00 p.m. Tuesday, APRIL 10, 2012

To insure that the proposed booklets are distributed well in advance of the board meetings and the fishing season, the board has set 5:00 p.m. Tuesday, April 10, 2012 as the proposal deadline.

Proposals may be submitted by mail, fax, or online:

Mail: ADF&G, Boards Support Section
P.O. Box 115526
Juneau, AK 99811-5526

Fax: (907) 465-6094

Online: <http://boardoffisheries.adfg.alaska.gov/>

Proposals must be received by the 5:00 p.m. Tuesday, April 10, 2012 deadline at the Board Support Section office in Juneau. A postmark is NOT sufficient for timely receipt. You are encouraged to submit proposals at the earliest possible date.

Example Call for Proposals, cont...

Please use the Board of Fisheries proposal form, available from any office of the Boards Support Section or on our website at <http://www.boards.adfg.state.ak.us/fishinfo/index.php>. Proposals must contain a contact telephone number and address. Please print or type the individual's name or organization's name as appropriate. A fax is acceptable and considered an original. Currently, we are unable to accept submission of proposal via email. We are working with our information technology section and hope to be able to offer this option soon.

All proposals are reviewed by the board's proposal review committee prior to publication. Language that is emotionally charged detracts from the substance of the proposal. It may draw opposition that may not be germane to the element(s) of the proposal and may elicit nonresponsive charges from the public/board members. The proposal review committee reserves the right to edit proposals containing offensive language. Proposals published in the proposal book will be referenced with the appropriate Alaska Administrative Code citation and include a brief description of the action requested. Following publication, proposal booklets will be available to advisory committees and the public for review and comment.

Proposals received per the above "Call for Proposals" deadline will be considered by the Board of Fisheries during the October 2012 through March 2013 meeting schedule.

For more information, please contact the Alaska Board of Fisheries Executive Director at (907) 465-4110.

Checklist of AC Meetings

In some cases, Regional Coordinator's may assist with some of these steps. The AC Chairman should actively communicate with the Regional Coordinator to determine responsibilities.

1. ____ Set date (with other AC members and department staff such as area biologist)
2. ____ Set meeting location (make reservations for room or meeting hall)
3. ____ Alert Regional Coordinator of the date/time of meeting in advance so he/she can create a Public Notice. Two weeks advance notice is needed for elections.
4. ____ Consult with other AC members and department staff on agenda topics and draft agenda as necessary
5. ____ Collect other documents (minutes of last meeting, board schedules, committee correspondence, etc.) for agenda packet
6. ____ Distribute agenda (meeting notice) by mail/email/fax to all members, interested parties, department staff, federal staff, Fish and Wildlife Protection, city and village council offices, others)
7. ____ Confirm members' attendance (usually by phone)
8. ____ Confirm travel arrangements/teleconference arrangements *when applicable* from your Regional Coordinator for all AC members traveling or calling into the meeting.
9. ____ Prepare meeting materials (more copies of agenda packet, per diem forms for AC members who are traveling, proposal booklets, etc.)
10. ____ Attend meeting
11. ____ Collect and send in per diem forms when applicable to your Regional Coordinator
12. ____ Send in copy of meeting minutes from AC secretary, send into your Regional Coordinator no later than 3 weeks [5AAC 96.060(s)] after the meeting
13. ____ Take care of remaining AC business such as new member forms, updating AC roster, etc.

Steps for Running a Meeting:

- Approve Agenda
- Follow Agenda
- Things to keep in mind:
 - Be respectful of other members' points of view
 - Be committed to the process
 - Share knowledge of the process with one another
 - On the AC meeting process
 - In written comments to the BOG and BOF
 - With oral testimony in front of the BOG and BOF
 - Always remember that members are elected by the community and they are a position of trust and honor. When representing the community at board meetings, members should make sure they do so to the best of their ability. Members are the voice of the community before the BOG and BOF. Please use it accordingly.

Quick Guide to Rules of Order

Based on Robert's Rules of Order

Robert's Rules provides rules and procedures that allow a deliberative assembly to make its decisions efficiently, but with all due regard for the rights of the minority. Following the rules ensures a fair and more achievable outcome without wasting time, but remembering all the details of parliamentary procedure can be a tall order. Keeping some quick reference material on hand when you enter a meeting will ensure you have the important information you need to effectively and democratically achieve the business of the assembly.

Steps to Handle a Motion

1. A member makes a motion
2. Another member seconds the motion,
3. The Chair states the motion, passing ownership of the motion to the assembly,
4. The members debate the motion,
5. The chair puts the question (motion) to a vote, and
6. The chair announces the result and effect of the vote.

Making a Motion

The member must first get recognition by the Chair, stand, and “move” that the organization take action or a stand. The member that makes the motion, has the right to speak first to the motion if they wish, cannot speak against their own motion, but can vote against their motion.

What is a “Second”?

A member who seconds a motion, only agrees to the consideration of the motion by the assembly, and may not in fact agree with the motion and may wish to speak against the motion in debate.

Rules of Debate

Every member has the right to speak to every debatable motion before it is finally acted upon, unless this right is interfered with by a two-thirds vote of the assembly.

A member has the right to make two speeches of ten minutes length per day on each debatable question, and to change the limits of debate requires a motion adopted by a two-thirds vote. No member can speak a second time before another member who has not yet spoken wishes to speak.

In debate, members should observe the following:

- Confine remarks to the pending question,
- Refrain from attacking a members motives,
- Address all remarks through the Chair,
- Avoid the use of members' names,
- Refrain from speaking against one's own motion,
- Refrain from reading from papers or books, unless with permission of the assembly,
- Be seated unless speaking, and
- Refrain from disturbing the assembly.

The Chair must remain impartial during debate and should have nothing to say on the merits of a pending question. To participate in debate, the Chair must relinquish the chair.

Do you have questions or would like more information about Roberts Rules of Order? Please contact Board Support for assistance. 907-465-4110