

# Alaska Department of Fish and Game Boards Support Training

## How to Navigate the Board of Game Meeting Process





# Course Overview

- How the boards works
- Public Comment Process
- Preparing for board meetings.
- Board meeting agenda and materials.
- Testifying at board meetings.



# Board Jargon

- RC = record copy or regional coordinator (RC #)
- AC = advisory committee (AC #)
- PC = public comment (PC #)
- Roadmap
- Blue cards
- Index of comments
- Proposal book
- Staff reports & comments / A&Rs





# How the Boards Work

- “Call for Proposals” issued prior year
- Proposal - recommendations for new regulations
  - Anyone can submit a proposal
- Proposal books published
- Public/AC/agency input – information related to proposals
- Board meetings – input & board decisions on each proposal.
- Regulations – final product of approved proposals.



# Public Comment Process

- Boards need to hear from you
- Submission requirements.
- On-time comments preferred.
- Comments accepted after deadline.
- Content of Comments
- Testifying at board meetings.





# *Before* a Board Meeting

- Review proposals & regulations.
- Do your research – review other materials on the board website.
- Submit comments on-time.
- Prepare your testimony.
- Contact Boards Support for information.



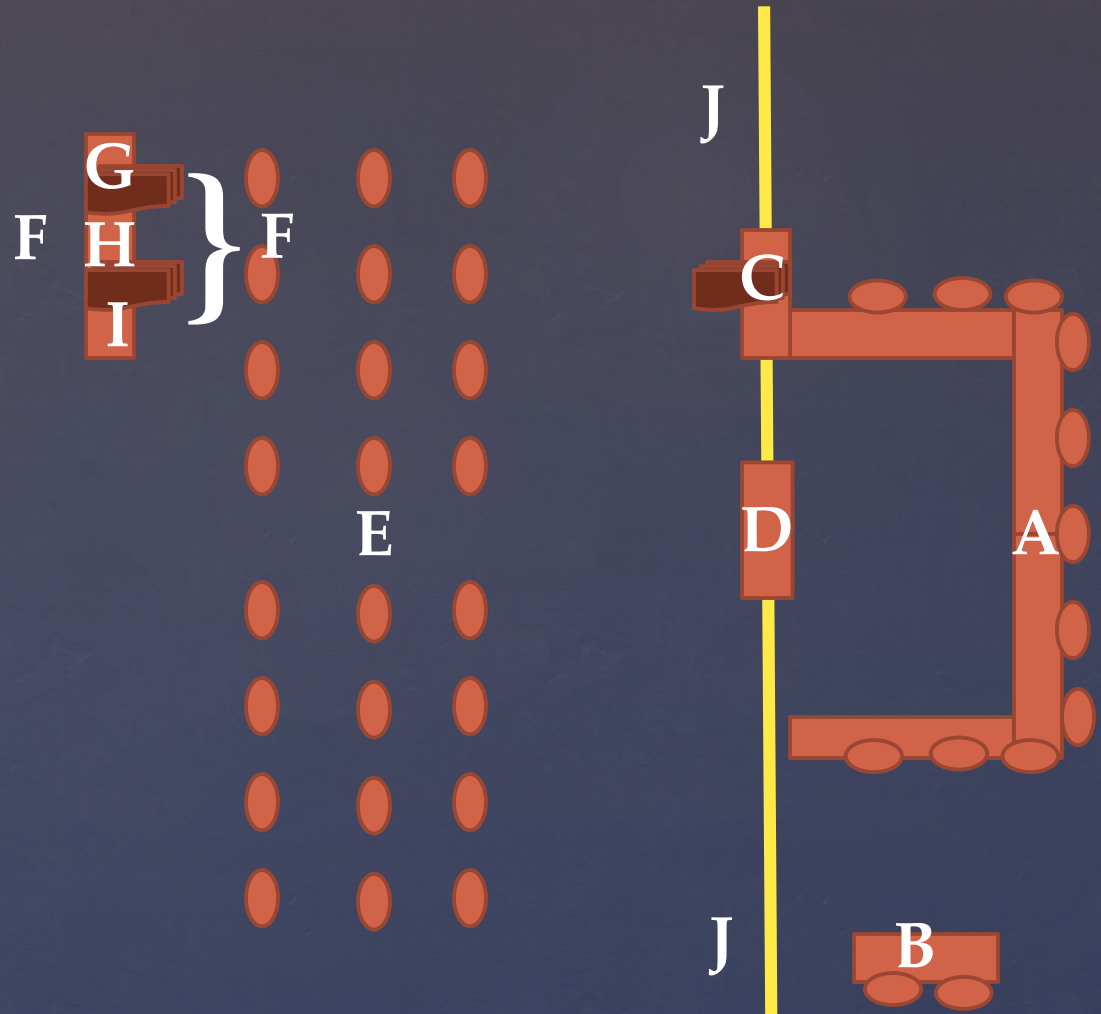
# What Happens at a Board Meeting

- Introductions & ethics statements.
- Oral reports & updates by agencies.
- Public & Advisory Committee testimony.
- Proposal deliberations.
- Miscellaneous business.



# The Board Room

- A. Board table
- B. Staff tables
- C. Coordinator desk
- D. Public testimony table
- E. Audience seating
- F. Back Table
- G. AC materials
- H. Public materials
- I. Public testimony list
- J. Barrier tape







# During a Board Meeting

## Be involved

- Review meeting materials
- Listen to staff reports & testimony
- Talk with agency staff, AC members, and other participants.
- Testify



# Talking with Board Members

- During breaks, look for opportunities to speak with board members.
- State the topic, not just the proposal number.
- Be respectful & considerate of their time and need to review information.
- Do not give documents to individual board members for the meeting.





# Tips for Testifying

- Sign up by turning in blue card by deadline.
- View list of testifiers posted after deadline.
- Time limits: 5-minutes (15 mins for ACs & RACs.)
- Specify proposal numbers.
- If testifying for an AC, RAC, or organization, keep comments separate.
- Practice, practice, practice.



# Organizing Your Presentation

- Keep testimony clear and concise.
- Condense testimony to the most important issues.
- Specify proposal numbers and titles/topics.
- Consider providing a map/visual.
- Speak to opposing views.
- Practice, practice, practice.





## *During your Testimony*

- Turn your mic on...
- Introduce yourself
- Speak clearly and concise
- Reference your public comment number
- Beware of Lights & Buzzer
- Wait for questions from Board Members

A scenic landscape featuring a calm lake in the foreground, a dense forest of evergreen and deciduous trees in the middle ground, and a range of snow-capped mountains in the background under a clear sky.

# AC Member Testimony

- You are the local experts.
- ACs critical voice for local input to the boards.
- Talk about impacts of regulatory change.
- Speak to those proposals your AC felt the strongest about by:
  - Summarizing the discussion behind the vote.
  - Speaking to opposing views.
  - Talking about solutions discussed by the AC.





# Dealing with Nerves

- Your message is important.
- Everyone gets nervous.
- Board members need to know what you have to say.
- You might be nervous, but others can't tell.
- It's ok to be nervous.



# When your Time is Up

- Don't run on.
- Wait a second – board members may have questions.
- If you didn't finish, submit remarks as record copy (do that regardless) .





# In Summary

- Many opportunities to inform the board.
- The board process is dynamic and needs your active engagement to be effective.
- Board members need your help to be informed on decisions.
- Contact Boards Support for help.



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