



Alaska Board of Game

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www.boardofgame.adfg.alaska.gov

Guidelines for Written Comments

The Board of Game (board) relies heavily on information provided by the public. Explaining the effect of the proposed changes help inform the board members for their decisions on the hundreds of proposals scheduled for consideration each year. The following information provides guidelines and helpful tips to be effective with submitting written comments and oral testimony.

GUIDELINES FOR WRITTEN COMMENTS

Timely submission: Written comments are strongly encouraged to be submitted online at www.boardofgame.adfg.alaska.gov, by the set deadline for each meeting, usually two weeks in advance. New this cycle, Boards Support will be utilizing an online form that will allow comments to be uploaded as a file or entered manually. With the new system in place, Boards Support will no longer accept comments via email.

Comments received by the deadline are provided to the board and the public on the meeting information webpages in advance of the meeting. Each public and advisory committee comment is indexed, assigned a public comment ("PC") or advisory committee ("AC") log number, and cross-referenced with proposals. Comments are public documents and part of the board record.

Tips for format and content:

- Clearly state the proposal number and your position by indicating "support" or "oppose". If the comments support a modification in the proposal, please indicate "support as amended" and provide your preferred amendment in writing.
- Briefly explain why you support or oppose the proposal to help the board members understand the pros and cons of each issue. Board actions are based on a complete review of the facts involved, not the sum of total comments for or against a proposal.
- For advisory committees (AC), meeting recommendations should reflect why the AC voted as it did. If the vote was split, include the minority opinion. A brief description consisting of a couple sentences is sufficient.
- Include your name and if including graphs or charts, please indicate the source.
- If using acronyms, please state what the acronym stands for.
- Page limits: For on-time comments, up to 100 single-sided pages from any one individual or organization; during the meeting, comments are limited to ten single-sided pages.
- If commenting on multiple proposals, please do not use separate pieces of paper.
- If handwriting comments, write clearly, use dark ink and write legibly. Comments will be scanned and photocopied so please use 8 1/2" x 11" paper and leave reasonable margins.