

## Tips for Advisory Committee Recommendations on Proposals

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Advisory committee recommendations provide the boards with important information about the local knowledge and opinion of the resources. The following tips are provided to help advisory committees provide effective recommendations on proposals and issues for the boards' consideration prior to making decisions.

**Format:** At the October 2013 meeting, the Joint Board approved a template document as the only approved format for submitting advisory committee recommendations on proposals. The template ensures a clear and concise listing for advisory committees to record their support and opposition for each proposal and includes space for additional information such as different viewpoints when split votes occur. Examples of clear recommendations using the template are provided in this manual.

**Timely Submission:** To be considered "on-time" and included in the preprinted board meeting books, advisory committee comments and recommendations must be submitted by fax, mail, online comment system, or through the regional coordinators. Both boards set a comment deadline for each meeting, two weeks prior to the first day of a board meeting. Written comments received by this deadline are assigned an "AC" log number, are included in the meeting workbooks, available online for public viewing, and cross-referenced with other proposals in the "index of comments." The index of comments provides the position of all commenters including ADF&G. Written comments received after the two-week period and during the meeting are distributed to the board as "record copies" (RCs).

**Clarity:** Advisory committee recommendations need to indicate the proposal number(s) to which the comments apply. Written comments should specifically state "support" or "oppose" to the proposal(s). This will help ensure written comments are correctly noted for the board members when cross referenced with proposals. If the comments support a modification in the proposal, please indicate "support as amended" and provide a preferred amendment in writing.

**Committee Discussions:** Briefly summarize the advisory committee discussion on proposals, including minority viewpoints if there is not a unanimous vote on a recommendation. The boards benefit greatly from understanding the pros and cons of each issue. A brief description consisting of a couple of sentences is sufficient.

**Write Clearly:** Comments will be photocopied so please use 8 1/2" x 11" paper and leave reasonable margins on all sides, allowing for hole punches and binding. Whether typed or handwritten, use dark ink and write legibly.

**Use the Correct Address, Email Address, or Fax Number:** Comments can be submitted:

- Online: <http://www.adfg.alaska.gov/index.cfm?adfg=process.comments>
- Via mail: ADF&G Boards Support, P.O. Box 115526, Juneau, AK, 99811-5526
- Via fax: 907-465-6094
- Via email: Board of Fisheries – [dfg.bof.comments@alaska.gov](mailto:dfg.bof.comments@alaska.gov), Board of Game – [dfg.bog.comments@alaska.gov](mailto:dfg.bog.comments@alaska.gov). Please use the online option above unless submitting an attachment; attachments should be a single PDF.