



**Alaska Department of Fish and Game
Advisory Committee Manual
Third Edition**

September 2018

Table of Contents

Chapter 1 – Contact Information, Advisory Committees by Region, Maps, and Board Schedules.....	1
Boards Support Section Staff List.....	2
Local Fish and Game Advisory Committees	3
Regional Maps	4
Board of Fisheries Long-Term Meeting Cycle.....	10
Board of Game Long-Term Meeting Cycle	11
Chapter 2 – Process and Procedures.....	13
Boards Regulatory Process	14
Procedure Differences Between Boards of Fisheries and Game.....	17
Sample Call for Proposals.....	19
Checklist for Advisory Committee Meetings	21
A Brief Guide to Robert's Rules of Order	22
Overview of Advisory Committee Uniform Rules of Operation	27
Chapter 3 – Advisory Committee Recommendations and Testimony	29
Tips for Advisory Committee Recommendations on Proposals	30
Guidelines for Advisory Committee Testimony	31
Personal and Public Testimony	32
Advisory Committee Recommendations Template	33
Advisory Committee Recommendations Example	34
Chapter 4 – Fish and Game Advisory Committee Title 5 Regulations	36
Chapter 5 – Forms and Information.....	49
Proposal Form Examples and Instructions	50
New Or Re-Elected Member Form	54
Traveling for Advisory Committee Meetings and Board Meetings	55
Meeting Agenda Example.....	57

Chapter 1

Contact Information, Advisory Committees by Region, Maps and Board Schedules

- Boards Support Section Staff List
- Local Fish and Game Advisory Committees
- Regional Maps
- Board of Fisheries Long-Term Meeting Cycle
- Board of Game Long-Term Meeting Cycle

Boards Support Section Staff List

Alaska Department of Fish and Game
Mailing address: PO Box 115526, Juneau, AK 99811-5526
Physical location: 1255 West 8th Street
Phone: (907) 465-4110; Fax: (907) 465-6094

HEADQUARTERS

Board of Fisheries

Glenn Haight, Exec. Director II, 465-6095
Board of Fisheries, Pub. Specialist II, 465-6097

Board of Game

Kristy Tibbles, Exec. Director I, 465-6098
Board of Game, Pub. Specialist II, 465-4046

REGIONAL OFFICES

Southeast Region (north of Frederick Sound)

PO Box 115526
Juneau, AK 99811-5526
Phone: 465-4046
Fax: 465-6094

Western Region

P.O. Box 1467
Bethel, AK 99559
Phone: 543-2931
Fax: 543-2021

Southeast Region (south of Frederick Sound)

PO Box 115526
Juneau, AK 99811-5526
Phone: 465-6097
Fax: 465-6094

Arctic Region

PO Box 689
Kotzebue, AK 99752
Phone: 442-1717
Fax: 442-2420

Southcentral Region

333 Raspberry Road
Anchorage, AK 99518-1599
Phone: 267-2354
Fax: 267-2489

Interior Region

1300 College Road
Fairbanks, AK 99701-1599
Phone: 459-7263
Fax: 459-7258

Southwest Region

PO Box 1030
Dillingham, AK 99576
Phone: 842-5142
Fax: 842-5937

For an updated list, please visit the Board's Support Sections website at: www.boards.adfg.alaska.gov

Local Fish and Game Advisory Committees (84)

Arctic Region (9)

Kotzebue
Lower Kobuk
Noatak/Kivalina
North Slope
Northern Norton Sound
Northern Seward Peninsula
St Lawrence Island
Southern Norton Sound
Upper Kobuk

Interior Region (15)

Central
Delta
Eagle
Fairbanks
Grayling/Anvik/Shageluk/
Holy Cross (G.A.S.H.)
Koyukuk River
Lake Minchumina
McGrath
Middle Nenana River
Middle Yukon River
Minto/Nenana
Ruby
Tanana/Rampart/Manley
Upper Tanana/Forty Mile
Yukon Flats

Southeast Region (23)

N. Frederick Sound

Angoon
Elfin Cove
Icy Straits
Juneau-Douglas
Kake
Klukwan
Pelican
Sitka
Tenakee Springs
Upper Lynn Canal
Yakutat

S. Frederick Sound

Craig
East Prince of Wales Island
Edna Bay
Hydaburg
Hyder
Ketchikan
Klawock
Petersburg
Port Alexander
Saxman
Sumner Strait
Wrangell

Southcentral Region (18)

Anchorage
Central Peninsula
Cooper Landing
Copper Basin
Copper River/PWS
Denali
Homer
Kenai/Soldotna
Matanuska Valley
Mt. Yenlo
Paxson
PWS/Valdez
Seldovia
Seward
Susitna Valley
Tok Cutoff/Nabesna Road
Tyonek
Whittier

Southwest Region (12)

Chignik
False Pass
King Cove
Kodiak
Lake Iliamna
Lower Bristol Bay
Naknek/Kvichak
Nelson Lagoon
Nushagak
Sand Point
Togiak
Unalaska/Dutch Harbor

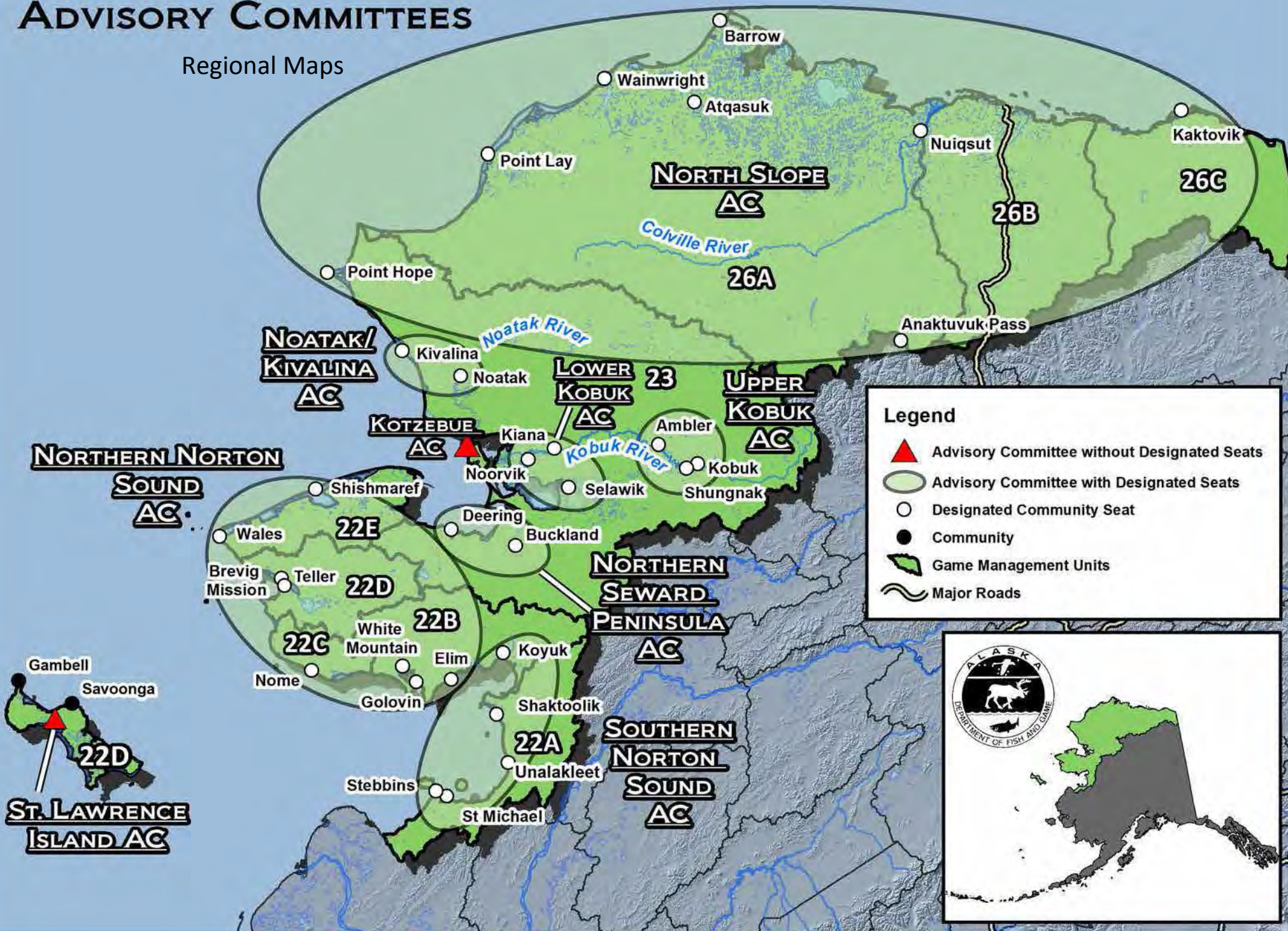
Western Region (7)

Bethel
Central Bering Sea
Coastal Lower Yukon
Lower Kuskokwim
Mid-Lower Yukon
Central Kuskokwim
Stony-Holitsna



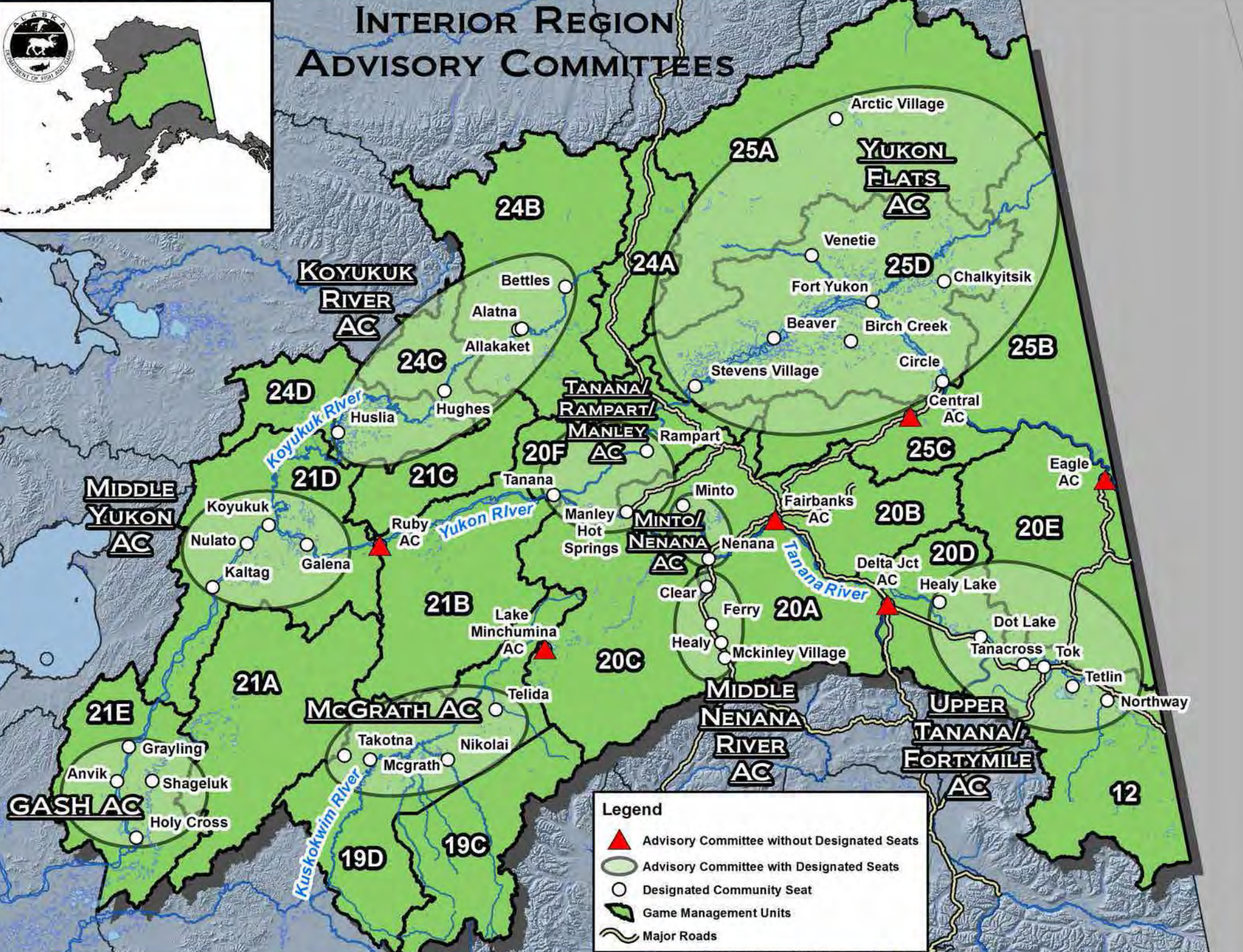
ARCTIC REGION ADVISORY COMMITTEES

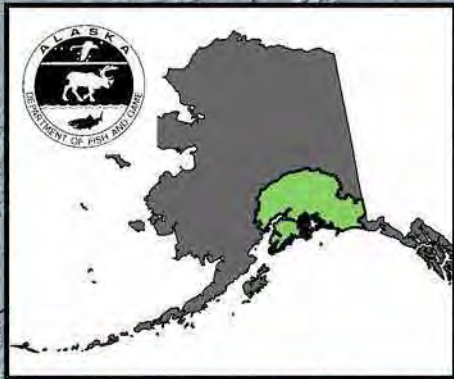
Regional Maps



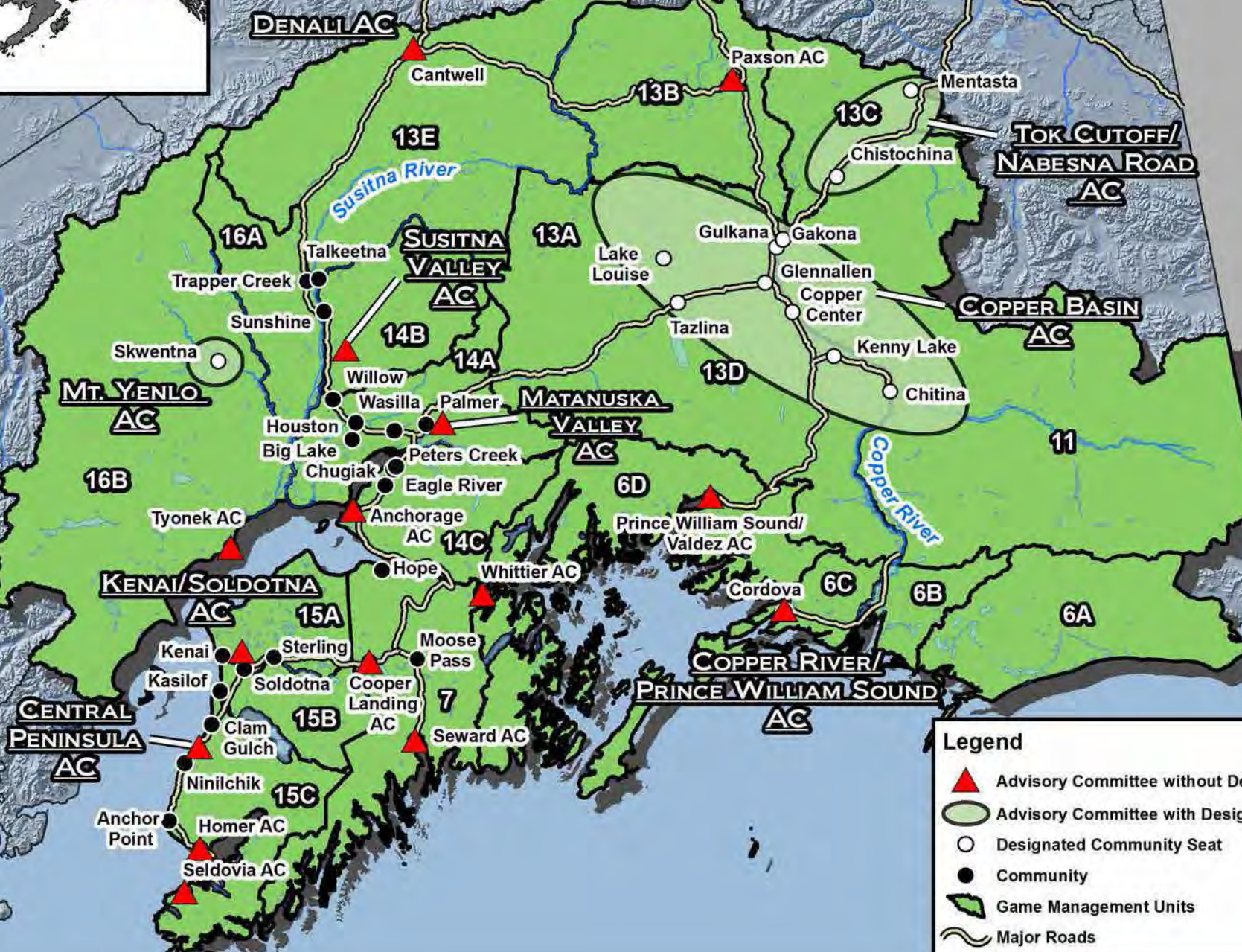


INTERIOR REGION ADVISORY COMMITTEES





SOUTHCENTRAL REGION ADVISORY COMMITTEES



SOUTHEAST REGION ADVISORY COMMITTEES



Legend

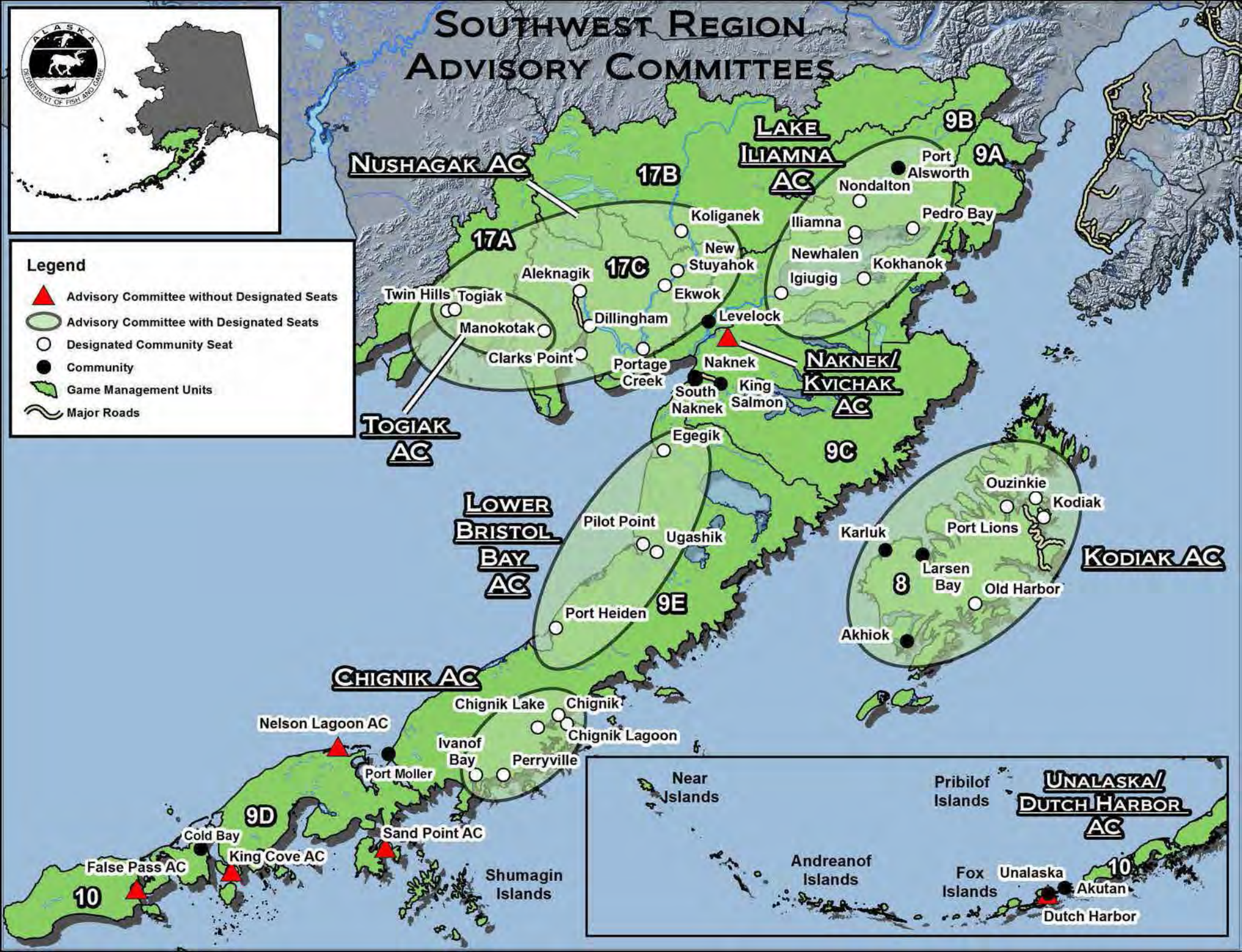
- Advisory Committee without Designated Seats
- Advisory Committee with Designated Seats
- Designated Community Seat
- Game Management Units



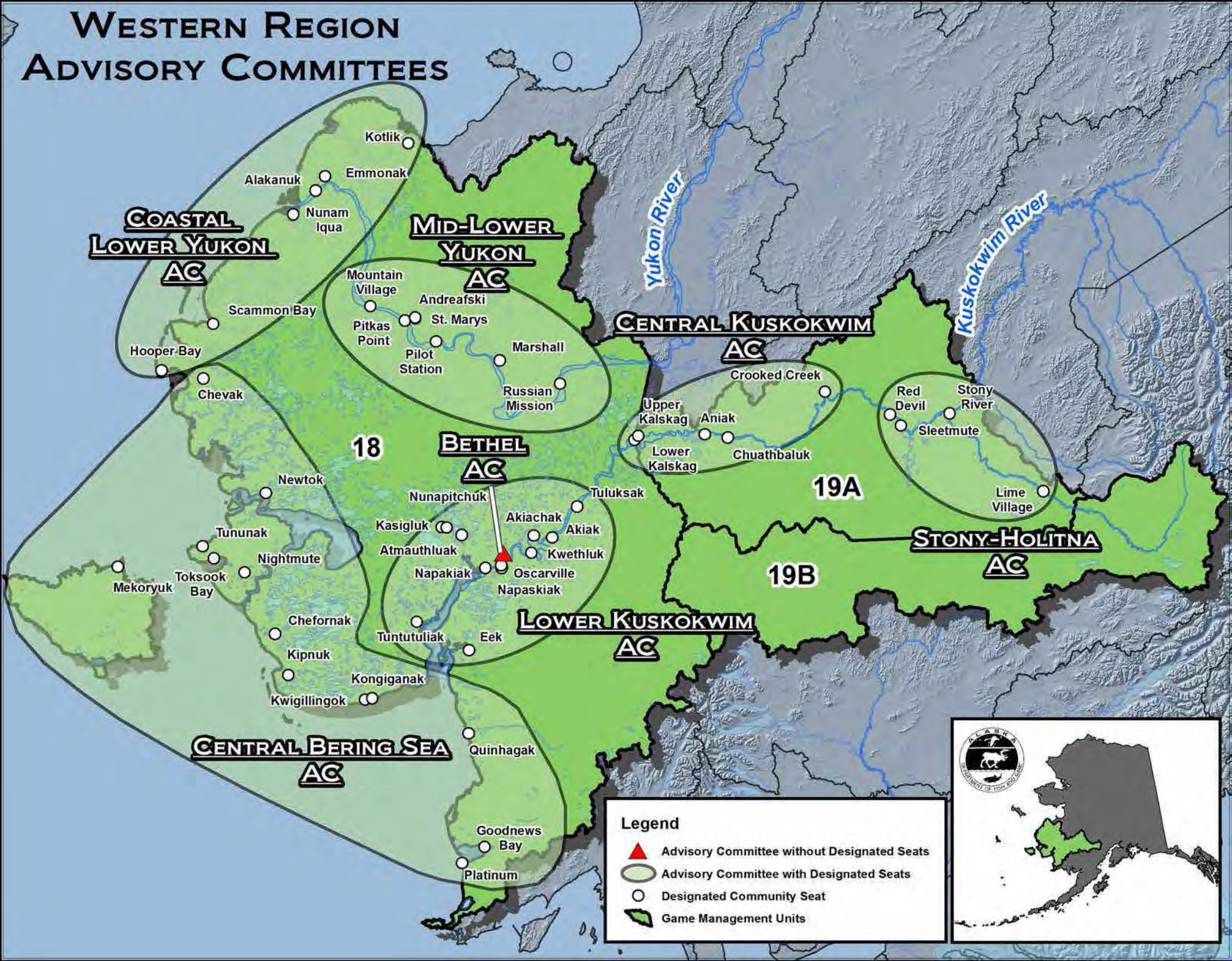
SOUTHWEST REGION ADVISORY COMMITTEES

Legend

- ▲ Advisory Committee without Designated Seats
- Advisory Committee with Designated Seats
- Designated Community Seat
- Community
- Game Management Units
- Major Roads



WESTERN REGION ADVISORY COMMITTEES



Legend

- ▲ Advisory Committee without Designated Seats
- Advisory Committee with Designated Seats
- Designated Community Seat
- Game Management Units





Alaska Department of Fish and Game
Board of Fisheries
 P.O. Box 115526
 Juneau, AK 99811-5526
 (907) 465-4110
www.adfg.alaska.gov

ALASKA BOARD OF FISHERIES
Long-Term Meeting Cycle
 (Three-Year Cycle)

The board meeting cycle generally occurs from October through March. The board considers changes to regulations on a three-year, region-based cycle. Fisheries include subsistence, sport, guided sport, personal use, and commercial. Special petition and agenda change request procedures are available for the board to consider out-of-cycle requests.

Notes:

- In the year preceding a board cycle, the board will announce a call for proposals that prescribes which regions, species, and fisheries are set for regulatory review. Proposals for the upcoming cycle are generally accepted from the time the call for proposals is announced until April 10.
- The proposal deadline is April 10 every year. If April 10 falls on a weekend, Monday, or holiday, the proposal deadline is the next closest business day.
- The meeting cycle repeats every three years.

Meeting Areas and Species				
Prince William Sound Area all Finfish				
Southeast/Yakutat Areas all Finfish and Shellfish				
Statewide (except Southeast/Yakutat) Dungeness Crab, Shrimp, and Miscellaneous Shellfish				
Meeting Cycle Years: 2017/2018 2020/2021 2023/2024 2026/2027				
Alaska Peninsula/Aleutian Island/Chignik Areas all Finfish				
Arctic-Yukon-Kuskokwim Areas all Finfish				
Bristol Bay Area all Finfish				
Statewide Provisions for Finfish				
Meeting Cycle Years: 2018/2019 2021/2022 2024/2025 2027/2028				
Cook Inlet Area all Finfish				
Kodiak Area all Finfish				
Statewide (except Southeast/Yakutat) King and Tanner Crab				
Meeting Cycle Years: 2019/2020 2022/2023 2025/2026 2028/2029				

This schedule was adopted November 9, 1990 and revised based on workload and public participation.



Alaska Board of Game

P.O. Box 115526

Juneau, AK 99811-5526

(907) 465-4110

www.boardofgame.adfg.alaska.gov

ALASKA BOARD OF GAME Long-Term Meeting Cycle (Three-Year Cycle)

The Board of Game (board) meetings generally occur from January through March. The board considers changes to regulations on a region-based schedule that cycle every three years. When the regional regulations are before the board, the following regulations are open for consideration within that region:

- Trapping Seasons and Bag Limits -- All species
- General and Subsistence Hunting Seasons and Bag Limits -- All species
(Except antlerless moose hunts as noted below)
- Intensive Management Plans
- Closures and Restrictions in State Game Refuges
- Management Areas, Controlled Use Areas, and Areas Closed to Hunting and Trapping
- Changes specific to Units or Regions under 5 AAC Chapter 92

Proposals pertaining to reauthorization of all antlerless moose hunts, 5 AAC 85.045, and all brown bear tag fee exemptions, 5 AAC 92.015, are taken up annually. Changes having statewide applicability to 5 AAC Chapters 92 and 98.005 listed on the following page are considered once every three years at Statewide Regulations meetings.

The proposal deadline is May 1 every preceding year. If May 1 falls on a weekend, the deadline is the Friday before. Boards Support issues a “Call for Proposals” generally in December or January prior to the May 1 deadline which will also specify which regulations are open for proposed changes.

Topic & Meeting Schedule
Southeast Region – Game Management Units: 1, 2, 3, 4, 5 <i>Meeting Cycle: 2018/2019 2021/2022 2024/2025</i>
Southcentral Region – Game Management Units: 6, 7, 8, 14C, 15 <i>Meeting Cycle: 2018/2019 2021/2022 2024/2025</i>
Central and Southwest Region – Game Management Units: 9, 10, 11, 13, 14A, 14B, 16, & 17 <i>Meeting Cycle: 2017/2018 2020/2021 2023/2024</i>
Arctic and Western Region – Game Management Units: 18, 22, 23, 26A <i>Meeting Cycle: 2019/2020 2022/2023 2025/2026</i>
Interior and Northeast Region – Game Management Units: 12, 19, 20, 21, 24, 25, 26B, 26C <i>Meeting Cycle: 2019/2020 2022/2023 2025/2026</i>
Statewide Regulations (see next page) <i>Meeting Cycle: 2017/2018 2020/2021 2023/2024</i>

The three-year schedule was adopted at the January 2015 Work Session.

ALASKA BOARD OF GAME
Statewide Regulations ~ 5 AAC Chapters 92 and 98

General Provisions & Definitions:

- 92.001 Application of this Chapter
- 92.002 Liability for Violations
- 92.003 Hunter Education and Orientation Requirements
- 92.004 Policy for Off-Road Vehicle Use for Hunting and transporting game.
- 92.005 Policy for Changing the Board of Agenda
- 92.008 Harvest Guideline Levels
- 92.009 Policy Obstruction or Hindrance of Lawful Hunting or Trapping
- 92.990 Definitions

Licenses, Harvest Tickets, Reports, Tags, & Fees:

- 92.010 Harvest Tickets and Reports
- 92.011 Taking of Game by Proxy
- 92.012 Licenses and Tags
- 92.013 Migratory Bird Hunting Guide Services
- 92.018 Waterfowl Conservation Tag
- 92.019 Taking of Big Game for Certain Religious Ceremonies

Permits:

- 92.020 Application of Permit Regulations and Permit Reports
- 92.028 Aviculture Permits
- 92.029 Permit for Possessing Live Game
- 92.030 Possession of Wolf Hybrid and Wild Cat Hybrids Prohibited
- 92.031 Permit for Selling Skins, Skulls, and Trophies
- 92.033 Permit for Science, Education, Propagative, or Public Safety Purposes
- 92.034 Permit to Take Game for Cultural Purposes
- 92.035 Permit for Temporary Commercial Use of Live Game
- 92.037 Permit for Falconry
- 92.039 Permit for Taking Wolves Using Aircraft
- 92.040 Permit for Taking of Furbearers with Game Meat
- 92.041 Permit to Take Beavers to Control Damage to Property
- 92.042 Permit to Take Foxes for Protection of Migratory Birds
- 92.043 Permit for Capturing Wild Furbearers for Fur Farming
- 92.044 Permit for Hunting Bear w/the Use of Bait or Scent Lures
- 92.047 Permit for Using Radio Telemetry Equipment
- 92.049 Permits, Permit Procedures, and Permit Conditions
- 92.050 Required Permit Hunt Conditions and Procedures
- 92.051 Discretionary Trapping Permit Conditions & Procedures
- 92.052 Discretionary Permit Hunt Conditions and Procedures
- 92.057 Special Provisions for Dall Sheep Drawing Permit Hunts
- 92.061 Special Provisions for Brown Bear Drawing Permit Hunts
- 92.062 Priority for Subsistence Hunting; Tier II Permits Hunt Area and Permit Conditions
- 92.068 Permit Conditions for Hunting Black Bear with Dogs
- 92.069 Special Provisions for Moose Drawing Permit Hunts
- 92.070 Tier II Subsistence Hunting Permit Point System
- 92.071 Tier I Subsistence Permits
- 92.072 Community subsistence Harvest Area and Permit Conditions

Methods & Means:

- 92.075 Lawful Methods of Taking Game
- 92.080 Unlawful Methods of Taking Game; Exceptions
- 92.085 Unlawful Methods of Taking Big Game; Exceptions
- 92.090 Unlawful Methods of Taking Fur Animals
- 92.095 Unlawful Methods of Taking Furbearers; Exceptions
- 92.100 Unlawful Methods of Hunting Waterfowl, Snipe, Crane
- 92.104 Authorization for Methods and Means Disability Exemptions

Intensive Management and Predator Control:

- 92.106 Intensive Management of Identified Big Game Prey Populations
- 92.110 Control of Predation by Wolves
- 92.115 Control of Predation by Bears
- 92.116 Special Provisions in Predation Control Areas

Possession and Transportation:

- 92.130 Restrictions to Bag Limit
- 92.135 Transfer of Possession
- 92.140 Unlawful Possession or Transportation of Game
- 92.141 Transport, Harboring, or Release of Live Muridae Rodents Prohibited
- 92.150 Evidence of Sex and Identity
- 92.151 Destruction of trophy value of game required in specific areas.
- 92.160 Marked or Tagged Game
- 92.165 Sealing of Bear Skins and Skulls
- 92.170 Sealing of Marten, Lynx, Beaver, Otter, Wolf, and Wolverine
- 92.171 Sealing of Dall Sheep Horns

Use of Game:

- 92.200 Purchase and Sale of Game
- 92.210 Game as Animal Food or Bait
- 92.220 Salvage of Game Meat, Furs, and Hides
- 92.230 Feeding of Game
- 92.250 Transfer of Musk oxen for Science and Education Purposes
- 92.260 Taking Cub Bears & Female Bears with Cubs Prohibited

Emergency Taking of Game:

- 92.400 Emergency Taking of Game
- 92.410 Taking Game in Defense of Life or Property
- 92.420 Taking Nuisance Wildlife

Game Management Units:

- 92.450 Description of Game Management Units

Antlerless Moose Reauthorization:

- 98.005 Areas of Jurisdiction for Antlerless Moose Seasons

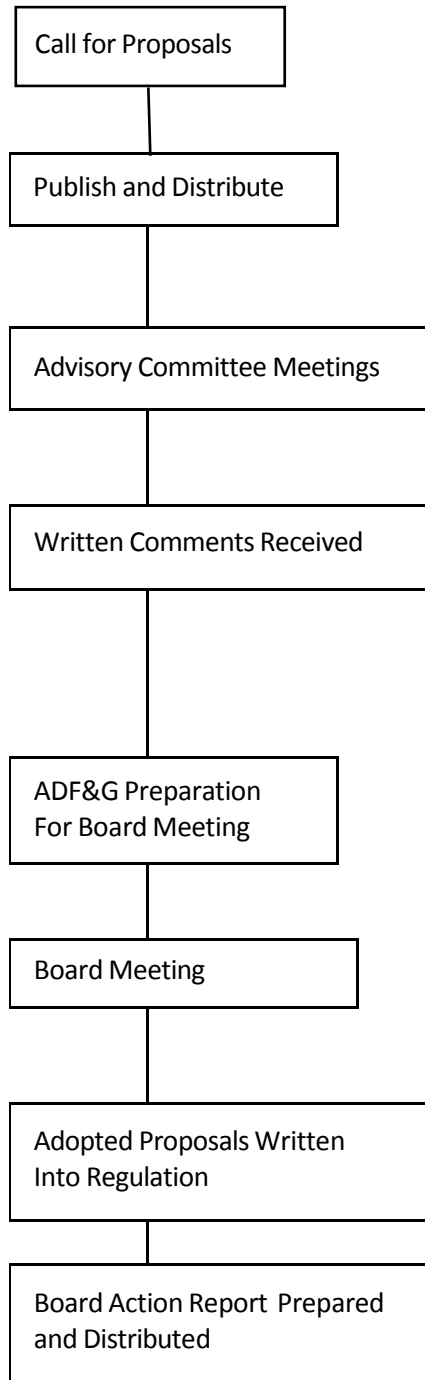
Chapter 2

Process and Procedures

- Boards Regulatory Process
- Differences Between Boards of Fisheries and Game
- Sample Board Call for Proposals
- Checklist for Advisory Committee Meetings
- Brief Guide to Robert's Rules of Order
- Overview of Uniform Rules of Operation

Boards Regulatory Process

The regulatory year begins on July 1. Game regulations adopted during the yearly board cycle normally become effective on the July 1 following the board meeting. Fishing regulations typically go into effect 90-120 days following a board meeting with an emphasis on finalizing the regulations before impacted fisheries begin. Both boards have standing delegations of authority to the commissioner to accommodate emergency situations.



Each year, the boards issue a call for proposals describing regulations the board is considering for changes. There is a hard deadline for submissions.

After the proposals deadline, Boards Support staff consolidate, type, print and distribute the proposals for each board. The proposals are published in books and online and distributed statewide for comment.

Advisory committees meet to review proposals. The committees provide a forum for local area comment.

Prior to a board meeting, a comment deadline is published. Comments received from advisory committees and the general public are compiled and recorded in the board members' meeting workbooks and online. Additional comments received after the comment deadline are provided to board members at the relevant meeting.

At the same time Boards staff is preparing for the board meetings, divisions of ADF&G are compiling reports on the fish or game subjects for discussion by the boards.

At the board meeting, the board hears reports from ADF&G staff and public comment. Staff provide biological and socioeconomic data which, in combination with public comment, form the basis for the board's decisions.

After the board meeting, adopted proposals are written into proper legal format and submitted to the lieutenant governor for filing. After filing the adopted proposals become official state regulations.

At the conclusion of each meeting a report is compiled which outlines the board's actions on each proposal.

Joint Board Process

The Board of Fisheries and the Board of Game meet jointly as the Joint Board of Fisheries and Game (Joint Board) to address issues common to both boards such as subsistence areas, regulations governing advisory committees, and for the commissioner nomination process. Meetings of the Joint Board are scheduled on an as-needed basis. Actions taken by the Joint Board require a majority of each of two boards.

The Joint Board sets the regulations for advisory committee guidelines. These include the establishment of advisory committees, setting the number of seats by community if more than one community is represented on the committee, and setting the guidelines for uniform rules of operation. The composition of advisory committees can be changed by the Joint Board after it receives a proposal and meets to act on the proposal.

The Joint Board's authority is provided under Alaska Statute 16.05.315. The regulations the Joint Board has authority over are 5 AAC Chapter 96 which includes the local fish and game advisory committee system and the boards' process for adopting fish and game regulations, 5 AAC Chapter 97 dealing with advisory committee closures, 5 AAC Chapter 97 dealing with advisory committee closures, and 5 AAC Chapter 99 regarding subsistence uses.

Agenda Change Requests (ACRs)

ACRs are requests to consider proposals that are not part of the current cycle. Each board has its own ACR policy and form. Full versions of ACR policies and ACR forms can be found on the Boards website or by contacting Boards Support.

Per the Board of Fisheries ACR policy (5 AAC 39.999), the ACR deadline is 60 days prior to the first day of the Work Session. The board will accept an ACR only

- for a fishery conservation purpose or reason;
- to correct an error in a regulation; or
- to correct an effect on a fishery that was unforeseen when a regulation was adopted.

Per the Board of Game ACR policy (5 AAC 92.005), the ACR deadline is November 1. The board will accept an ACR only

- to correct an effect of a regulation that was unforeseen when a regulation was adopted; or
- if the request identifies a biological concern for the population or a threat to meeting objectives for the population;
- if the request identifies an unforeseen, unexpected event or effect that would otherwise restrict or reduce a reasonable opportunity for customary and traditional wildlife uses, as defined in AS 16.05.258(f); or
- if the request identifies an unforeseen, unexpected resource situation where a biologically allowable resource harvest would be precluded by delayed regulatory action and such delay would be significantly burdensome to the petitioners because the resource would be unavailable in the future.

Please note: The Board of Game adopted a proposal to change the ACR policy during their November 2017 meeting; these changes went into effect July 1, 2018.

According to the policies, the boards may also change their schedule for consideration of proposed

regulatory changes as reasonably necessary for coordination of state regulatory actions with federal agencies and programs.

Emergency Petitions

The Boards of Fisheries and Game recognize that in rare instances circumstances may require regulatory changes outside the regular process. Submitted emergency petitions must outline the justification for a finding of emergency. In accordance with state policy expressed in AS 44.62.270, emergencies will be held to a minimum and are rarely found to exist. If a board finds an emergency as indicated in the petition, it may then enact regulations to remedy the emergency. Both boards have delegated authority to the Commissioner of the Department of Fish and Game to address petitions that are received outside 30 days of a regular board meeting. When petitions are received within 30 days of a regular meeting, the boards will consider the petition at that meeting.

The Joint Board Petition Policy (5 AAC 96.625) can be found on the Boards website.

Subsistence Proposals

Certain types of subsistence proposals may be accepted out-of-cycle in either board's regular proposal process. If a subsistence proposal is received timely in the proposal process, 5 AAC 96.615 allows the proposal's acceptance if the proposal seeks to identify a new species for a customary and traditional use finding, or the circumstances of the proposal require expedited consideration by the board.

Petition Policy for Bering Sea and Aleutian Islands king or Tanner crab

A final method for introducing regulatory change for the Board of Fisheries relates to Bering Sea king and tanner crab fisheries. Alaska fisheries that occur beyond three miles from the shore are managed by the federal government with the exception of crab fisheries. Alaska's experience managing these fisheries pre-dated federal fisheries management. Federal managers delegated authority of management to the State of Alaska under federal fisheries management plans (federal FMPs). While the state maintains management of the fisheries, it must do so while complying with features in the federal FMPs. If something changes in the federal FMP, the state must change its management to be in compliance. 5 AAC 39.998 provides guidance for allowing this compliance correction to go forward. They are rarely seen.

Procedure Differences Between Boards of Fisheries and Game

While the Board of Fisheries and Board of Game follow the same process for adopting regulations, each board has adopted various policies and procedures that differ from each other. This can be confusing for individuals who are new to the process and do not regularly attend both board meetings. These policies and procedures become modified over time as the board membership changes and new issues arise. Prior to attending a board meeting as an advisory committee representative, contact your Boards Support regional coordinator or any Boards Support staff to become more familiar with the meeting procedures and any recent changes.

Advisory Committee and Public Testimony

Board of Fisheries

- Advisory committee testimony – typically ten-minute duration, at the discretion of the chair.
- Public testimony – generally three-minute duration, at the discretion of the chair.
- Advisory committee members can provide their committee testimony as well as their own separate testimony.
- All other individuals whether testifying for themselves, an organization, or both, are bound to the three-minute time limit set by the chair.
- The Board of Fisheries will ask some questions during public testimony, but generally refrain from detailed questions given their use of the committee process as described below. Do not be discouraged if the board does not ask any questions during testimony.

Board of Game

- Advisory committee testimony – typically 15-minute duration, at the discretion of the chair.
- Public testimony – generally five-minute duration, at the discretion of the chair.
- Advisory committee members can elect to give advisory committee testimony later in the meeting prior to their area of proposals (this does not apply to personal testimony).
- Individuals can give personal testimony and testimony on behalf of an organization; these are considered separate and each is allotted its own time.
- The Board of Game uses the testimony portion of its meeting as its main tool for gathering information from meeting participants. As such, the board may spend more time with each testifier.

Submission of Written Comment at Board Meetings

Board of Fisheries

- Limit of ten pages prior to deliberating on proposals; five pages after deliberations begin.
- Requires 25 copies of written comment to be submitted during the meeting.

Board of Game

- Limit of ten pages during entire meeting.
- Requires 20 copies of written comment to be submitted during the meeting.

Committee Process at the Board Meetings

Board of Fisheries

- Employs a “committee” system for board members to hear detailed information about proposals from the impacted public, including advisory committees.
- Initially designed in the late 90s, committees were three board members who were given a batch of related proposals. Two committees would meet simultaneously to expedite the process. Advisory committees and the public signed up for committees. Advisory committees are welcome to attend any committee and move between committees occurring concurrently.
- Today the board mainly uses the “committee of the whole” system where the full board listens to the discussion and all are welcome to attend and participate.

Board of Game

- On occasion will utilize a “town hall” style format to solicit more discussion from advisory committees and the public.

Meeting Cycle and Deadlines

Board of Fisheries

- Proposal deadline: April 10. If April 10 falls on a weekend, Monday, or holiday, the proposal deadline is the next closest business day.
- Agenda Change Request deadline – 60 days prior to first day of the October work session.

Board of Game

- Proposal deadline: May 1. If May 1 falls on a weekend, the proposal deadline is the Friday prior.
- Agenda Change Request deadline – November 1.

Sample Call for Proposals

CALL FOR PROPOSALS

ALASKA BOARD OF GAME 2018/2019 Meeting Cycle

The Alaska Board of Game calls for proposed changes to hunting and trapping regulations for the Southcentral and Southeast Regions.

PROPOSAL DEADLINE: TUESDAY, MAY 1, 2018

The Alaska Board of Game (board) is accepting proposed changes for hunting and trapping regulations for the Southeast Region (Game Management Units 1, 2, 3, 4 and 5) and the Southcentral Region (Game Management Units 6, 7, 8, 14C and 15), including the following topics:

Hunting seasons and bag limits, including subsistence and general hunts for all species; trapping seasons and bag limits; big game prey populations and objectives for intensive management; predation control areas implementation plans; restricted areas, including controlled use areas, management areas, closed areas, and closures in state game refuges.

Proposed changes to regulations under 5 AAC Chapter 92, Statewide Provisions, specific to game management units within these regions will also be accepted. This includes regulations under the categories of: general provisions, permit conditions and provisions, methods and means, possession and transportation, and the use of game. Please specify game management units or areas/regions for which the proposal applies.

The following topics will be considered for all Game Management Units:

Brown Bear Tag Fee Exemptions

Reauthorization of Antlerless Moose Hunts *(State statute requires all antlerless moose hunts be reauthorized annually.)*

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

Online: www.adfg.alaska.gov/index.cfm?adfg=gameboard.proposal

Email: dfg.bog.comments@alaska.gov *(Adobe PDF documents only)*

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

Fax: (907) 465-6094

Proposals must be received by Tuesday, May 1, 2018 at the Boards Support Section office in Juneau. (A postmark is NOT sufficient for timely receipt).

You are encouraged to submit proposals at the earliest possible date on Board of Game proposal forms available from the Boards Support Section regional offices and on the website at: www.adfg.alaska.gov/index.cfm?adfg=gameboard.proposal. All proposals must contain an

individual's name and an organizational name if appropriate, contact telephone number, and address. Regional proposals must specify the applicable region or game management unit.

Providing clarity on the proposal form helps the board, advisory committees, and the public more fully understand the proposed regulatory changes. Proposals that are incomplete or unclear may be omitted from the proposal book. You are encouraged to contact the Boards Support Section staff if you have questions or need assistance with completing the proposal form. All proposals are reviewed and formatted prior to publication. 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. Proposals with emotionally charged language will be rejected or redacted as they detract from the substance of the proposals, may draw opposition not germane to the element(s) of the proposal, and may elicit nonresponsive charges from the public/board members. Proposals not meeting this call or submitted late will not be published.

Following publication, proposal books will be available to the advisory committees, agencies, and the public for review and comment. Proposals will be available online at www.boardofgame.adfg.alaska.gov.

Proposals received per the above "Call for Proposals" deadline will be considered by the Board of Game at their Southeast Region Meeting scheduled for January 2019, and the Southcentral Region Meeting scheduled for March 2019. For more information, please contact the ADF&G Boards Support Section at (907) 465-6098, or email kristy.tibbles@alaska.gov.

Checklist for Advisory Committee Meetings

The advisory committee chair should actively communicate with the regional coordinator throughout this process. Regional coordinators may assist with some of these steps.

Getting Started

1. ___ Set date (consult with other advisory committee members and department staff such as area biologist).
2. ___ Set meeting location, make reservations for room or meeting hall. Boards Support will cover costs within the laws, regulations and policies of the State of Alaska.
3. ___ Alert regional coordinator of the date/time of meeting well in advance so he/she can create a Public Notice. Two weeks advance notice is needed for elections.
4. ___ Consult with other advisory committee members and department staff on agenda topics and draft agenda as necessary.

And Then...

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 advisory committee members traveling or calling into the meeting.
9. ___ Prepare meeting materials (more copies of agenda packet, per diem forms for advisory committee members who are traveling, proposal booklets, etc.).
10. ___ Attend meeting. Have your secretary take minutes.
11. ___ Collect and send in per diem forms when applicable to your regional coordinator.
12. ___ Send copy of meeting minutes from AC secretary to your regional coordinator no later than 30 days after the meeting.
13. ___ Take care of remaining advisory committee business such as new member forms, updating advisory committee roster, etc.

A Brief Guide to Robert's Rules of Order

Robert's Rules of Order provide rules and procedures that allow a committee to make decisions efficiently and with due regard for the rights of the minority. Having an understanding of the rules of order for new members attending meetings will help the advisory committee achieve its business effectively. While it is the advisory committee chair that directs and runs the meetings, each member's knowledge and use of the rules of order will benefit all participants involved. The following information provides an overview to Robert's Rules of Order of the commonly used rules and procedures.

The Agenda/Order of Business

It is a normal procedure for advisory committees to follow a standard order of business for meetings. Once the chair or secretary determine a quorum (majority of members serving on the advisory committee) is present, the chair will announce that "the meeting will come to order" followed by other opening business on the agenda which includes approval of the agenda and minutes from the previous meeting, introduction of guests, reports from officers and standing committees, conclusion of any old business, and introduction of new business followed by adjournment.

Motions – Means by which business is conducted

A motion is basically a proposition/question brought up for advisory committee consideration. The most common actions for advisory committees are recommendations on regulatory proposals for the Boards of Fisheries and Game. Only one main motion can be considered at a given time. However, "subsidiary" motions such as motions to amend, table, or postpone, can be offered while the "main motion" is before the advisory committee for discussion. Motions are always introduced in the positive as:

Example: "I move the advisory committee support proposal..."

Positive motions, such as the example above, ensure that members voting "yes" support the proposal, and those voting "no" oppose it.

Before making a motion, the member must first be recognized by the chair. Before discussing the motion, another member must "second" the motion.

Example: "I second the motion to support..."

Both members who make a motion and second a motion are only agreeing to bring up an issue for consideration or discussion; he/she may not actually agree with the issue and may speak against it.

Following the "second" of the motion, the chair restates or makes clear the motion, and then calls upon the members for discussion. Any member recognized by the chair has a right to discuss the motion. Normally, the person who made the original motion is the first entitled to speak. **Discussion must be limited to the motion that is before the advisory committee.**

As the discussion concludes, any member, usually the chair asks for "any further discussion" or if the members "are ready for the question." If no one requests to speak, the chair will ask "all in favor of the motion" by either a raise of hands or an oral vote. Likewise, the chair will ask "all opposed?" After the vote occurs, the chair person will announce the result of the vote.

Commonly Used Motions

Motion to amend: *"I move to amend proposal 45 by..."*

- The purpose of the motion to amend is to modify a motion that has already been presented so that it will be more satisfactory to the advisory committee members. Methods of amendments include addition or insertion, elimination or striking out, or substitution of language within the original proposal.

Motion for Reconsideration: *"I move to reconsider proposal 45."*

- A motion to reconsider enables a committee to bring back a motion already voted on and are usually made for circumstances needing correction or consideration of new information. Under Roberts Rules of Order, a member of the prevailing side (majority of the vote) must make the motion to reconsider. After the motion to reconsider is made and seconded, the membership will vote on the motion for reconsideration—not the issue. If a majority of the membership votes in favor of a motion to reconsider, the issue comes in front of the advisory committee again for discussion and final vote. Motions to reconsider should occur at the same meeting for which the action occurred, before the advisory committee concluded its' business. If an advisory committee needs to address their action on a proposal at a subsequent meeting, a motion to rescind action would be appropriate.

Motion to Rescind or Amend Something Previously Adopted: *"I move to rescind action taken on proposal 45" or "I move to amend the actions taken on proposal 45 that were previously adopted."*

- A motion to "rescind" or to "amend something previously adopted" enables a committee to revisit a motion already voted on at a previous meeting and are usually made for circumstances needing correction or reconsideration of new information. A motion to rescind would place the entire action on the table, and a motion to amend something previously adopted would only place a part of the action on the table. Unlike a motion for reconsideration, any member can make either of these motions, but unless previous notice is given of intent to make one of these motions, adoption of the motion requires either a two-thirds vote of members present or a vote of the majority of the entire membership of the advisory committee. Previous notice would include either announcing the intent to revisit the previous action at an advisory committee meeting prior to the meeting the AC intended to revisit the action, or by including it in the original agenda distribution for a meeting.

Motion to table or postpone: *"I move to table proposal 45" or "I move to postpone proposal 45 to a specific time later in the meeting."*

- A motion to "table" is often misused as a motion to "postpone to a certain time". These motions enable the advisory committee to set aside a motion temporarily and return to it later in the meeting. If the advisory committee intends not to bring the motion up again, the motion to postpone should state that it is to be postponed indefinitely.

Motion to remove from the table: *"I move to take/remove proposal 45 from the table."*

- This motion allows the advisory committee to return to the issue it previously tabled. If approved by a majority of members, the previous motion that was tabled is again before the advisory committee.

Other Commonly Used Rules & Procedures

Nominations do not require a “second”. No member may nominate more than one candidate for each office; a motion to close the nominations requires a two-thirds vote. Nominations may be reopened by a motion which requires only a majority vote.

Voting on nominations occurs once the nominations are closed, usually by ballot. If accepted, the candidate serves immediately unless a beginning term date was agreed upon by the advisory committee prior to the election. Members elected as officers assume duties of office as soon as elected.

Motion to approve the minutes occurs shortly after the meeting has been called to order and the other opening business has been dealt with. If a member would like to offer a correction to the minutes, they must offer new language and an explanation why the change should be made. After the explanation and any further debate by the committee, the correction is then subject to a majority vote. If it becomes necessary to correct minutes after they have initially been approved, such as a later meeting, corrections need to be made by means of the motion to *Rescind or Amend Something Previously Adopted* (see process above). *Note: Recent court rulings determined that emailing among Alaska’s governing bodies (advisory committees are defined as a “governing body”) is a violation of the Open Meetings Act. This is a problem for advisory committees who cannot meet in time to approve minutes for the next board meeting. Committees may appoint one or two members to approve minutes. It is common, and recommended, to appoint members who do not take minutes to be the advisory committee’s approver of minutes.*

Abstentions occur when members choose not to vote or abstain from voting on an issue for various reasons such as a possible conflict of interest. When this occurs, determining the final action of the advisory committee can be confusing. The advisory committee’s Uniform Rules of Operation (5 AAC 96.060(q)) states: “Every action or decision of a majority of the members present at a duly held meeting of a committee, at which a quorum is present, is an act of the committee.” Based on this regulation, abstentions by advisory committee members present at a meeting effectively become a “no” vote {given their presence is counted and they are not voting in the affirmative}. This regulation conflicts with 5 AAC 96.060(r), which advises that advisory committee meetings “...will, to the extent practicable, be conducted according to the latest edition of Robert’s Rules of Order.” Robert’s Rules of Order allow abstentions to not count towards the total vote count. Our main concern is accurately understanding the will of the advisory committee. Therefore, if members choose to abstain from voting, advisory committees are asked to ensure that the intent and final action is very clear in the written record of the meeting. In the case of many abstentions, it may make sense for advisory committees to “take no action.”

Record of Advisory Committee Actions

Preliminary recommendations of each committee meeting shall be recorded in writing using the format adopted by the Joint Board and forwarded to Boards Support Section not later than 30 days after the meeting. Recorded actions are to be submitted to the appropriate board for their consideration at the relevant board meetings. Because the boards rely on the input by the advisory committees, it’s important for the advisory committee actions clearly express

support, opposition or other action, reference the proposal numbers, and provide **both** the minority and majority viewpoints expressed by the members.

Standing Rules of Order and Bylaws

Regulations (5 AAC Chapter 96) set out the Uniform Rules of Operation for advisory committees. In addition, advisory committees may also choose to adopt their own standing rules of order or bylaws for procedures that may be more practical for the advisory committee rather than Robert's Rules of Order. If an advisory committee chooses to do adopt standing rules, those rules need to be recorded and kept on file so advisory committee members and other meeting participants are aware of the rules. Boards Support staff can assist the advisory committees with establishing rules and bylaws and will need to keep a record of any standing rules or bylaws adopted by each advisory committee.

Quick Reference for Handling a Motion

1. A member makes a motion.
2. Another member seconds the motion.
3. The chair states the motion.
4. The member making the motion speaks first to the motion.
5. Other members debate the motion upon advisory committee acknowledgement by the chair.
6. A member "calls for the question" to end debate and call for a vote, or
7. The chair asks if the members are ready for the question or if there is any further debate.
8. The chair restates the motion to clarify what the members will be voting on.
9. The members vote on the motion, usually by a roll call of members or show of hands
10. The chair announces the result and effect of the vote.

Under Robert's Rules of Order, the following should be observed during debate:

- Confine remarks to the pending question/motion,
- Refrain from attacking an individual's motives or person,
- Address all remarks through the chair,
- Refrain from speaking against one's own motion, and
- Refrain from disturbing the discussion.

References

The above information and following chart were derived from Robert's Rules of Order Newly Revised, 11th edition, and "Parliamentary Procedure Made Easier" ©2005 by the University of Washington. Used with permission. If you have questions or would like more information about Robert's Rules of Order and other meeting procedures, please contact your Boards Support Section regional coordinator for assistance, or the headquarters office at 907-465-4110.

A Brief Guide to Robert's Rules of Order

Chart of Motions and Summary of Rules Governing the Motions

	May Interrupt a Speaker	Requires a Second	Debatable	Vote Required
Privileged Motions (Takes precedence.)				
• To fix time at which to adjourn	No	Yes	Limited	Majority
• To adjourn (unqualified)	No	Yes	No	Majority
• To take a recess	No	Yes	Limited	Majority
• To rise to a question of privilege	Yes	No	No	Chair rules
Subsidiary Motions (Applies to main motions.)				
• To lay on the table	No	Yes	No	Majority
• To call for the previous question	No	Yes	No	2/3
• To postpone definitely	No	Yes	Limited	Majority
• To refer to a committee	No	Yes	Limited	Majority
• To amend	No	Yes	Yes	Majority
• To postpone indefinitely	No	Yes	Yes	Majority
Main Motions (To bring up questions or proposals for consideration.)				
General main motions	No	Yes	Yes	Majority
Specific main motions:				
– To reconsider	Yes	Yes	Yes	Majority
– To rescind	No	Yes	Yes	2/3
– To expunge	No	Yes	Yes	2/3
– To adopt a resolution	No	Yes	Yes	Majority
– To adjourn (qualified)	No	Yes	Limited	Majority
– To create orders of the day (Special)	No	Yes	Yes	Gen, Majority; Spec. 2/3
– To amend (constitution, etc.)	No	Yes	Yes	2/3
Incidental Motions (Arise incidentally)				
To withdraw a motion	No	No	No	Majority
To read papers	No	Yes	No	Majority
To object to a consideration	Yes	No	No	2/3
To rise to a point of order	Yes	No	No	Chair rules or Majority
To rise to parliamentary inquiry	Yes	No	No	None
To appeal from the decision of the Chair	Yes	Yes	Limited	Majority
To call for a division of the house	Yes	No	No	Majority
To call for a division of a question	No	Yes	No	Majority

Overview of Advisory Committee Uniform Rules of Operation

Advisory committee qualifications, membership, functions, and Uniform Rules of Operation are all established under regulation, 5 AAC Chapter 96 (see Chapter 4). These regulations were adopted by the Joint Board and may be modified by the Joint Board every several years. The Uniform Rules of Operation provide clear procedures related to membership and meetings that all advisory committee members are required to follow.

Key Provisions under Uniform Rules of Operation

Membership:

- Members must have knowledge of and experience with the fish and wildlife resources and their uses in the area and have a reputation within the community consistent with the responsibilities of committee membership.
- The members must be representative of fish and game user groups in the area served by the committee. To the extent possible, at least three user groups (ex: hunting, commercial fishing, guiding, personal use, subsistence, etc.) must be represented on each committee, and membership must include representatives from each town or village located in the area that the committee represents.
- Terms begin July 1 and end June 30. The maximum length of a term is three years. Members' terms should be staggered so that not more than one-third expire in a calendar year.
- Each advisory committee may appoint two alternates and any member who is the sole representative from a village or town may also appoint an alternate. When acting as a member of an advisory committee, an alternate is entitled to the benefits, privileges, and responsibilities of a regular member.
- Removal for cause of any member is by the Joint Board upon written request of the majority of all members serving on the advisory committee. "Cause" includes the following:
 1. Unjustifiable absence from three consecutive meetings;
 2. Conviction of a crime or imposition of an administrative disciplinary action for behavior inconsistent with the responsibility of a fish and game advisory committee membership within the preceding five years;
 3. Serious and substantial disregard for or violation of the provisions of 5 AAC Chapters 96 or 97 governing the committee system, including conduct warranting the imposition of disciplinary measures under Robert's Rules of Order; or
 4. Failure, at any time, to meet the qualifications for committee membership.

Officers:

- The officers of an advisory committee consist of a chair, a vice-chair, and a secretary.
- The term for officers is two years.
- The secretary is not required to be a member of the advisory committee. If the secretary is not a member, he/she holds no voting power.

Elections:

- Each member and voting-age resident of the area of jurisdiction (see 5 AAC 97.005) who attends an election may make nominations and vote.
- Elections meetings shall be noticed to the public at least two weeks in advance of the meeting.
- An advisory committee may not refuse membership to a nominee if the advisory committee membership is less than the number of members authorized by the Joint Board.
- The election for a designated seat (5 AAC 96.021) may take place in the community it represents.
- Election results, including new member forms (See Chapter 5) must be sent to the Boards Support Section region office within 30 days.

Meetings:

- A quorum (majority of members serving) must be present for a meeting to convene and for business to be carried out.
- Meetings will, to the extent practicable, be conducted according to the latest edition of Robert's Rules of Order.
- The chair or a majority of the full advisory committee membership may call a meeting related to the functions of the advisory committee.
- Advisory committee meetings are subject to the Open Meetings Act under Alaska Statute 44.62.310 and require reasonable public notice. Actions taken at meetings that are not properly noticed may not be considered an official action of the advisory committee.
- Preliminary recommendations of each committee meeting shall be recorded in writing and forwarded to Boards Support Section region office within 30 days after the meeting.
- Written recommendations shall be submitted to the Boards Support Section regional coordinator in order for an advisory committee chair or designee to represent the advisory committee at a board meeting.

Quorum:

- The presence of a majority of the members serving on a committee constitutes a quorum. For our purposes, a quorum is one more than half of the actual membership of the advisory committee (excluding alternates). For example:

<u>Committee Seats</u>	<u>Quorum</u>
15	8
14	8
13	7
12	7

- An advisory committee need not establish a quorum to elect a new member.
- Every action or decision of the majority of members present at a duly held meeting, at which a quorum is present, is an act of the advisory committee.

Chapter 3

Advisory Committee Recommendations and Testimony

- Tips for Advisory Committee Recommendations on Proposals
- Guidelines for Advisory Committee Testimony
- Personal and Public Testimony and Differences Between the Boards of Fisheries and Game
- Advisory Committee Recommendations Template
- Advisory Committee Recommendations Example

Tips for Advisory Committee Recommendations on Proposals

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, Board of Game – dfg.bog.comments@alaska.gov. Please use the online option above unless submitting an attachment; attachments should be a single PDF.

Guidelines for Advisory Committee Testimony

Advisory committee representatives are allowed up to 10 minutes (Board of Fisheries) or 15 minutes (Board of Game) to testify at board meetings, giving advisory committees an opportunity to expand on and highlight the points in their written comments and recommendations, and answer questions from the board. This testimony should generally be restricted to what occurred at the advisory committee meeting(s), and copies of the minutes should be available for the board members. An advisory committee representative's personal opinions should not be addressed during Advisory Committee testimony. Advisory committee members also have the opportunity to testify as individuals and express personal views and recommendations, but this testimony must be clearly separate from advisory committee testimony.

NOTE: The time limit on testimony does NOT include questions the board members may have for you.

When the chair calls for an advisory committee to testify, the designated advisory committee representative will go to the microphone and state his or her name and the advisory committee represented. At the front table, a green light will come on when you begin speaking. A yellow light will come on when you have one minute remaining. A red light will indicate that your time is up. When you are finished speaking, please stay seated and wait for any questions board members may have regarding your comments.

If you wish to give testimony for more than one group (i.e., yourself in addition to the advisory committee), when you begin your testimony, state for the record that after your advisory committee testimony you will then speak for yourself or another group you are representing. Keep your comments separate for each group. For example: give comments for the advisory committee you are representing, then after stating clearly that you are now testifying for yourself, give those comments.

Please be aware that when you testify you may not ask questions of board members or of department staff. This is your chance to make comments on proposals before the board. If board members and/or department staff need clarification, they will ask you questions.

A person using derogatory or threatening language will not be allowed to continue speaking.

Personal and Public Testimony

Advisory committees receive an opportunity to testify on the proposals at Board Meetings (see “Guidelines for Advisory Committee Meeting Testimony” in this manual). Individual members of advisory committees may also testify on their own behalf, so the following are some guidelines for individual testimony, and a note on some differences between the way the Boards of Fisheries and Game conduct their meetings.

Persons planning to testify before Board of Fisheries or Board of Game hearings must fill out a blue PUBLIC TESTIMONY SIGN-UP CARD and turn it in to the board’s staff. Persons providing written material for the Board of Game members must provide hard copies to the staff (20 copies to the Board of Game, and 25 to Board of Fisheries); and submit them with their testimony card. Do not wait until it is your turn to testify to submit written material, as it may not be distributed to the board in time for your testimony. Provide a name and date on the first page of written material and identify the source of graphs or tables, if included in materials.

If you wish to give testimony for more than one group (i.e., yourself plus an organization), you only need to turn in one sign-up card, listing who you will be representing. When you begin your testimony, state for the record the group you are representing. Keep your comments separate for each group. For example: give comments for the first group you are representing, then after stating clearly that you are now testifying for the second group, give comments for that group.

Please be aware that when you testify you may not ask questions of board members or of department staff. This is your chance to make comments on proposals before the board. If board members and/or department staff need clarification, they will ask you questions.

Advisory Committee Recommendations Template

Name of Advisory Committee

Date

Location of Meeting

- I. Call to Order: Time by [name of chair or acting for the meeting]
- II. Roll Call:
Members Present: [include role here by name ie: officer; designated seat; at large member?]
Members Absent (Excused):
Members Absent (Unexcused):
Number Needed for Quorum on AC:
List of User Groups Present:
- III. Approval of Agenda:
- IV. Approval of Previous Meeting Minutes:
- V. Fish and Game Staff Present:
- VI. Guests Present:
- VII. Old Business
- VIII. New Business:

This space may be used to record minutes.

Mandatory – Please Summarize Your Proposal Comments in this Form

All motions must be made in the affirmative.

Proposal Number	Proposal Description		
Support, Support as Amended, Oppose, No Action	Number Support	Number Oppose	Comments/Discussion (list Pros and Cons)/Amendments to Proposal
1	PROPOSAL LANGUAGE INSERTED HERE		
Support or Oppose			Notes on AC discussion here

Adjournment:

Minutes Recorded By: _____
Minutes Approved By: _____
Date: _____

Advisory Committee Recommendations Example

Following are some good examples of advisory committee proposal recommendations that effectively communicate the advisory committee's positions and discussions to the boards. Note especially the summaries of discussion and inclusion of minority views.

Alaska Board of Fisheries Southeast & Yakutat Finfish & Shellfish Proposals January 11-23, 2018				
Prop.	Position	# Support	# Oppose	AC Comments, Discussion, Amendments, Voting Notes
130				Close subsistence fishing for salmon in Chilkat Inlet through July 15, and Chilkat River from June 15 to August 1.
	O	0	8	This was seen as an inflammatory measure that might be turned upside down to close commercial fishing instead since subsistence may be seen as having priority
133				Base duration of commercial salmon troll and drift gillnet gear spring openings on preseason king salmon abundance projections.
	O	0	8	This proposal is very rigid and could tie the hands of Department managers who ultimately have the same objective of rebuilding these king stocks but must balance many factors in doing so.
137				Increase the regional resident king salmon possession limit when the Southeast Alaska Area preseason king salmon abundance index is greater than 2.0.
	O	0	8	There was some support for the increase during high abundance. However, it was felt that such times are unlikely in the foreseeable future and opening up the Management Plan was not warranted just for this unlikely scenario.
138				Allow the retention of other salmon while fishing for king salmon with two rods.
	O	2	6	After considerable discussion this was viewed as too complicated and better left in its current black-and-white wording. Several members were sympathetic to the spirit of the proposal and thought it addressed an unforeseen problem.

Alaska Board of Game Statewide Regulations Meeting

November 10 – 17, 2017 | Anchorage

Proposal Number	Proposal Description		
Support, Support as Amended, Oppose, No Action	Number Support	Number Oppose	Comments, Discussion (list Pros and Cons), Amendments to Proposal
25	Require harvest tickets for all brown bear hunts statewide		
Opposed	3	6	Those opposed state that the one negative is that this would make it more restricted to hunt brown bears. There are a lot of areas in the State where the killing of brown bears is encouraged to increase ungulate populations, think that this would be a hindrance to those hunters that may incidentally encounter a bear. All bears are required to be sealed anyways and the Department can collect data then. Supporters support for reasons stated. There would be no fees associated with the harvest ticket, this proposal would support the Department's statistical data on brown bears.
26	Animals harvested under auction and raffle permits will not count against the regular bag limit		
Support	9	0	The raffles are fund raisers for conservation, suggest the most people bid against each other to make more money for a special conservation tag. This is for minimal animals and there is no guarantee that an animal would be harvested.
28	Modify the Board of Game nonresident drawing permit allocation policy		
Support	9	0	This does not impact the Governor's tags. Department bases allocation on the historical data of an area. This codified that it would include the use of non-resident hunters because of the historical use. Suggest that it should be changed to favor the residents. This is for current draw hunts, statewide allocation policy.
30	Allow nonresident hunters to harvest brown bear, sheep or goat on behalf of their Alaska resident second degree of kindred		
Opposed	0	9	This would allow a non-resident next of kin harvest a draw tag. Shifts the allocation from residents to non-residents. There would be a lot less people putting in for the nonresident tags. Also takes money away from the State. This would take the tag away from a resident and give it to a non-resident.
49	Require a permit before brown bear skulls and hides with claws attached can be sold		
Support	6	3	State Troopers believe that this would help with enforcement, the AAC supports/seconds the Troopers comments. The AC supports the Department's endeavors to help with use tracking. Opposed because there is no thought to secondary or tertiary sales of said skins, skulls, and trophies.

Chapter 4

Fish and Game Advisory Committee

Title 5 Regulations

Part 6

Fish and Game Advisory Committees

Chapter

96. Local Fish and Game Advisory Committees and Regional Fish and Game Councils. (5 AAC 96.010 - 5 AAC 96.920)
97. Advisory Committee Closures. (5 AAC 97.005 - 5 AAC 97.020)
98. Areas of Jurisdiction for Antlerless Moose Seasons. (5 AAC 98.005)

Chapter 96

Local Fish and Game Advisory Committees and Regional Fish and Game Councils

Article

1. Local Fish and Game Advisory Committees. (5 AAC 96.010 - 5 AAC 96.080)
2. Regional Fish and Game Councils. (5 AAC 96.200 - 5 AAC 96.280)
3. Administration of Local Fish and Game Committees. (5 AAC 96.400 - 5 AAC 96.460)
4. Administration of Regional Fish and Game Councils. (5 AAC 96.500 - 5 AAC 96.540)
5. Adoption of Fish and Game Regulations. (5 AAC 96.600 - 5 AAC 96.660)
6. General Provisions. (5 AAC 96.900 - 5 AAC 96.920)

Article 1

Local Fish and Game Advisory Committees

Section

10. Establishment of a local fish and game advisory committee system.
20. Creation of local fish and game advisory committees.
21. Establishment of advisory committees.
22. (Repealed).
25. (Repealed).
30. (Repealed).
40. Qualifications for members.
45. (Repealed).
50. Functions of local fish and game advisory committees.
60. Uniform rules of operation.
70. (Repealed).
80. (Repealed).

5 AAC 96.010. Establishment of a local fish and game advisory committee system

There is established a system of local fish and game advisory committees to provide a local forum for the collection and expression of opinions and recommendations on matters relating to the management of fish and wildlife resources.

History: In effect before 1988

Authority: AS 16.05.260

5 AAC 96.020. Creation of local fish and game advisory committees

The joint board, as defined in 5 AAC 96.910(2), in accordance with the Administrative Procedure Act (AS 44.62), will establish advisory committees within each of the fish and game resource management regions described in 5 AAC

96.210. A committee must represent user groups in the region as required in 5 AAC 96.060(e) (1). A group of 25 interested people may request the joint board to create a committee. When considering a request to create a committee, the joint board will consider the factors set out in 5 AAC 96.420. A committee must be approved by the joint board before starting its operations.

History: In effect before 1983; am 10/9/83, Register 88; am 9/22/85, Register 95; am 2/23/2014, Register 209

Authority: AS 16.05.260

5 AAC 96.021. Establishment of advisory committees

(a) The following local fish and game advisory committees are established:

(1) in the Southeast Alaska Region: Angoon, Craig, East Prince of Wales, Edna Bay, Elfin Cove, Juneau-Douglas, Hydaburg, Hyder, Icy Straits, Kake, Ketchikan, Klawock, Klukwan, Pelican, Petersburg, Port Alexander, Saxman, Sitka, Sumner Strait, Tenakee, Upper Lynn Canal, Wrangell, Yakutat;

(2) in the Southcentral Alaska Region: Copper River/Prince William Sound, Prince William Sound/Valdez, Copper Basin, Anchorage, Seward, Kenai/Soldotna, Central Peninsula, Homer, Seldovia, Tok Cutoff/Nabesna Road, Paxson, Denali, Matanuska Valley, Mt. Yenlo, Tyonek, Cooper Landing, Whittier, Susitna Valley;

(3) in the Southwest Alaska Region: Nushagak, Naknek/Kvichak, Lake Iliamna, Nelson Lagoon, Chignik, Kodiak, Sand Point, King Cove, False Pass, Unalaska/Dutch Harbor, Lower Bristol Bay, Togiak;

(4) in the Western Alaska Region: Central Bering Sea, Lower Kuskokwim, Central Kuskokwim, Stony/Holitna, Coastal Lower Yukon, Mid-Lower Yukon, Bethel;

(5) in the Arctic Alaska Region: Northern Norton Sound, Kotzebue, Northern Seward Peninsula, Upper Kobuk, Lower Kobuk, Noatak/Kivalina, North Slope, St. Lawrence Island, Southern Norton Sound; and

(6) in the Interior Alaska Region: Central, Middle Nenana River, Delta, Eagle, Fairbanks, Lake Minchumina, Middle Yukon, Grayling/Anvik/Shageluk/Holy Cross, Koyukuk, McGrath, Ruby, Tanana/Rampart/Manley, Minto/Nenana, Upper Tanana/Fortymile, Yukon Flats.

(b) The joint board will, in its discretion, identify a committee established in (a) of this section as representing more than one community, and will, in its discretion, designate one or more seats on the committee for a specific community. Each community is entitled to elect up to the designated number of representatives for the committee, in accordance with 5 AAC 96.060(e) (3).

(c) The following committees are identified as representing more than one community, or, additionally, as having less than 15 members, and the following seats on the committee are designated for each community:

(1) in the Southeast Alaska Region:

(A) Upper Lynn Canal

Haines	8 representatives
Skagway	2 representatives
Klukwan	1 representative
Undesignated	4 representatives

(B) Icy Straits

Hoonah	9 representatives
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Gustavus	2 representatives
Undesignated	4 representatives

(C) Ketchikan

Saxman	2 representatives
Undesignated	13 representatives

(D)) Saxman (9 members)

Saxman	6 representatives
Ketchikan	2 representatives
Undesignated	1 representative

(E) Edna Bay (7 members)

Edna Bay	7 representatives
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(F) East Prince of Wales

Thorne Bay	1 representative
Coffman Cove	1 representative
Whale Pass	1 representative
Kasaan	1 representative
Undesignated	11 representatives

(2) in the Southcentral Alaska Region:

(A)) Copper Basin

Glennallen	2 representatives
Lake Louise	1 representative
Tazlina	3 representatives
Copper Center	2 representatives
Gakona/Gulkana	3 representatives
Kenny Lake	1 representative
Chitina	1 representative
Undesignated	2 representatives

(B) repealed 7/12/98;

(C) Mount Yenlo

Skwentna	4 representatives
Undesignated	11 representatives

(D) Tok Cutoff/Nabesna Road (7 members)

Mentasta	1 representative
Chistochina	1 representative
Undesignated	5 representatives

(E) Whittier (9 members)

Undesignated	9 representatives
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(F) Susitna Valley (7 members)

Undesignated	7 representatives
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(G)) Seward (11 members)

Undesignated	11 representatives
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(3) in the Southwest Alaska Region:

(A)) Chignik

Chignik	3 representatives
Chignik Lagoon	3 representatives
Ivanoff	3 representatives
Chignik Lake	3 representatives
Perryville	3 representatives

(B) Kodiak

Kodiak	7 representatives
Old Harbor	1 representative
Ouzinkie	1 representative
Port Lions	1 representative
Undesignated	5 representatives

(C) Lake Iliamna

Iliamna	3 representatives
Nondalton	2 representatives
Pedro Bay	1 representative
Kokhanok	1 representative
Igiugig	1 representative
Newhalen	1 representative
Undesignated	6 representatives

(D) Lower Bristol Bay

Ugashik	1 representative
Egegik	2 representatives
Pilot Point	2 representatives
Port Heiden	2 representatives
Undesignated	8 representatives

(E) Nushagak

Dillingham	5 representatives
Clarks Point	1 representative
Ekwok	1 representative
New Stuyahok	1 representative
Koliganek	1 representative
Aleknagik	1 representative
Togiak	1 representative
Portage Creek	1 representative
Manokotak	1 representative
Undesignated	2 representatives

(F) Togiak

Togiak	3 representatives
Manokotak	3 representatives
Twin Hills	1 representative
Undesignated	8 representatives

(4) in the Western Alaska Region:

(A)) Central Bering Sea

Chevak	1 representative
Chefornak	1 representative
Goodnews Bay	1 representative
Kipnuk	1 representative
Kongiganak	1 representative
Kwigillingok	1 representative
Mekoryuk	1 representative
Newtok	1 representative
Nightmute	1 representative
Platinum	1 representative
Quinhagak	1 representative
Toksook Bay	1 representative
Tanunak	1 representative
Undesignated	2 representatives

(B) Lower Kuskokwim (14 members)

Kwethluk	2 representatives
Napaskiak	2 representatives
Napaskiak	1 representative
Kasigluk	1 representative

Oscarville	1 representative
Nunapitchuk	1 representative
Tuntutuliak	1 representative
Tuluksak	1 representative
Atmauthluak	1 representative
Akiak	1 representative
Akiachak	1 representative
Eek	1 representative

(C) Central Kuskokwim (10 members)

Crooked Creek	2 representatives
Aniak	2 representatives
Chuathbaluk	2 representatives
Lower Kalskag	2 representatives

(D)) Stony/Holita (8 members)

Sleetmute	2 representatives
Lime Village	2 representatives
Stoney River	2 representatives
Red Devil	2 representatives

(E) Costal Lower Yukon (6 members)

Scammon Bay	1 representative
Alakanuk	1 representative
Kotlik	1 representative
Emmonak	1 representative
Hooper Bay	1 representative
Nunam Iqua	1 representative

(F) Mid-Lower Yukon (7 members)

Marshall	1 representative
Russian Mission	1 representative
St. Marys	1 representative
Andreafski	1 representative
Mountain Village	1 representative
Pilot Station	1 representative
Pitkas Point	1 representative

(G)) Bethel (11 members)

Undesignated	11 representatives
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(5) in the Arctic Alaska Region:

(A) Northern Norton Sound

Nome	6 representatives
Elim	1 representative
Wales	1 representative
Golovin	1 representative
White Mountain	1 representative
Shishmaref	1 representative
Teller	1 representative
Brevig Mission	1 representative
Undesignated	2 representatives

(B) Northern Seward Peninsula

Buckland	3 representatives
Deering	2 representatives
Undesignated	10 representatives

(C) Upper Kobuk (10 members)

Ambler	3 representatives
Shungnak	3 representatives
Kobuk	2 representatives

Undesignated	2 representatives
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(D) Lower Kobuk

Noorvik	3 representatives
Kiana	2 representatives
Selawik	3 representatives
Undesignated	7 representatives

(E) Noatak/Kivalina

Noatak	3 representatives
Kivalina	2 representatives
Undesignated	10 representatives

(F) North Slope (9 members)

Barrow	1 representative
Point Hope	1 representative
Point Lay	1 representative
Wainwright	1 representative
Atkasuk	1 representative
Kaktovik	1 representative
Nuiqsut	1 representative
Anaktuvuk Pass	1 representative
Undesignated	1 representative

(G) repealed 12/30/2007;

(H) Southern Norton Sound

Unalakleet	6 representatives
St. Michael	2 representatives
Shaktolik	2 representatives
Stebbins	2 representatives
Koyuk	2 representatives
Undesignated	1 representative

(6) in the Interior Alaska Region:

(A)) McGrath

McGrath	6 representatives
Nikolai	3 representatives
Telida	1 representative
Takotna	2 representatives
Undesignated	3 representatives

(B) Middle Nenana River (11 members)

Healy	5 representatives
Clear	3 representatives
McKinley Village	1 representative
Ferry	1 representative
Undesignated	1 representative

(C) Upper Tanana/Forty Mile (9 members)

Tok	3 representatives
Northway	1 representative
Tetlin	1 representative
Dot Lake	1 representative
Tanacross	1 representative
Healy Lake	1 representative
Undesignated	1 representative

(D) Yukon Flats

Birch Creek	1 representative
Beaver	2 representatives
Chalkyitsik	2 representatives
Fort Yukon	2 representatives

Arctic Village	2 representatives
Circle	2 representatives
Venetie	2 representatives
Stevens Village	2 representatives

(E) Tanana/Rampart/Manley (9 members)

Manley Hot Springs	2 representatives
Rampart	3 representatives
Tanana	3 representatives
Undesignated	1 representative

(F) Middle Yukon (13 members)

Galena	4 representatives
Kaltag	4 representatives
Nulato	3 representatives
Koyukuk	2 representatives

(G) Koyukuk River

Allakaket	3 representatives
Huslia	3 representatives
Hughes	2 representatives
Alatna	2 representatives
Bettles	2 representatives
Undesignated	3 representatives

(H) Grayling/Anvik/Shageluk/Holy Cross (9 members)

Holy Cross	2 representatives
Grayling	2 representatives
Anvik	2 representatives
Shageluk	2 representatives
Undesignated	1 representative

(I) Minto/Nenana

Nenana	5 representatives
Minto	5 representatives
Undesignated	1 representative

(J) Ruby (9 members)

Undesignated	9 representatives
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(K) Eagle (9 members)

Undesignated	9 representatives
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(L) Delta (11 members)

Undesignated	11 representatives
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(M) Central (9 members)

Undesignated	9 representatives
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History: In effect before 1983; am 10/9/83, Register 88; am 9/22/85, Register 95; am 8/2/86, Register 99; am 9/15/88, Register 107; am 3/16/89, Register 109; am 11/30/89, Register 112; am 9/26/90, Register 115; am 8/28/91, Register 119; am 6/26/93, Register 126; am 8/16/97, Register 143; am 7/12/98, Register 147; am 12/30/2007, Register 184; am 2/23/2014, Register 209
Authority: AS 16.05.260

5 AAC 96.022. Determination of compliances

Repealed 12/13/79.

5 AAC 96.025. Qualification of members

Repealed 12/13/79.

5 AAC 96.030. Composition of local fish and game advisory committees

Repealed 10/9/83.

5 AAC 96.040. Qualifications for members

To qualify for membership on a committee, a candidate must have knowledge of and experience with the fish and wildlife resources and their uses in the area, and have a reputation within the community consistent with the responsibilities of committee membership.

History: In effect before 1983; am 10/9/83, Register 88

Authority: AS 16.05.260

5 AAC 96.045. Removal for cause

Repealed 12/13/79.

5 AAC 96.050. Functions of local fish and game advisory committees

A committee may

- (1) develop regulatory proposals for submission to the appropriate board;
- (2) evaluate regulatory proposals submitted to them and make recommendations to the appropriate board;
- (3) provide a local forum for fish and wildlife conservation and use, including any matter related to fish and wildlife habitat;

(4) repealed 2/23/2014

(5) repealed 2/23/2014

(6) cooperate and consult with interested persons and organizations, including government agencies, to accomplish

(1) - (5) of this section.

History: In effect before 1983; am 10/9/83, Register 88; am 9/22/85, Register 95; am 2/23/2014, Register 209

Authority: AS 16.05.260

5 AAC 96.060. Uniform rules of operation

(a) Each committee must comply with the uniform rules of operation contained in this section.

(b) **Organization.** Each committee is organized under AS 16.05.260 .

(c) **Responsibilities.** Each committee is responsible for performing the functions described in 5 AAC 96.010 and 5 AAC 96.050 in accordance with provisions of 5 AAC 96 - 5 AAC 99.

(d) **Title.** Each committee must have a title.

(e) **Membership.**

(1) Each committee must have at least five but not more than 15 members. The joint board may limit the size of a committee to less than 15 members at the time the committee is established or at committee request. The members must be representative of fish and game user groups in the area served by the committee. To the extent practicable, at least three user groups must be represented on each committee, and membership must include representatives from each town or village located in the area that the committee represents. To ensure full representation of an area, the joint board may assign a seat on the committee to represent a specific user group or specific community.

(2) The joint board will appoint the original five members of a committee.

(3) Each committee member, and each voting-age resident of the area of committee jurisdiction under 5 AAC 97.005 who attends a committee election, may vote on a nomination

for membership. Nominees receiving the most votes are elected. Except as otherwise provided in this paragraph, a committee need not establish a quorum to elect a new member. The election for a seat specified in 5 AAC 96.021(c) may take place in the community for which the seat is specified. An undesignated seat may be filled at a regularly scheduled committee meeting if a quorum is present. A committee may not refuse membership to a nominee if committee membership is less than the number of members authorized by the joint board.

(4)) A committee shall forward election results, and each newly-elected or re-elected member shall forward a new member form, to the appropriate regional office of the board support section not later than 30 days after the election. A re-elected member continues to carry out that member's duties. A newly-elected member that is filling a

(A) vacated seat begins serving immediately and has immediate voting and membership privileges;

(B) seat of a member whose term is expiring will be seated at the first committee meeting that is held after the date that the term of the previous member expires.

(5)) A newly-elected or re-elected member loses membership status if the member fails to submit a new member form within 30 days after the election, or if the member's confirmation is refused by the joint board.

(6)) A committee shall begin its duties when the joint board appoints the first five members.

(7)) Each advisory committee may appoint two alternates. However, any member of an advisory committee who is the sole representative from a village or town may also appoint an alternate. Each alternate must meet the qualifications under this chapter. When acting as a member of an advisory committee, an alternate is entitled to the benefits, privileges, and responsibilities of a regular member.

(8)) If an advisory committee appoints an alternate from the remaining nominees from an election, the alternate may fill a vacancy on the advisory committee throughout the year, if the election results are maintained for the record.

(f) **Terms of Members.** Each committee shall establish the terms of the committee's members so that not more than one-third of the committee members' terms expire in one calendar year. Terms commence on July 1 and expire on June 30 of the year designated or until a successor has been duly elected at the next committee meeting. The maximum length of a term is three years.

(g) **Vacancy.** A committee shall fill a vacancy through nomination and election under (e) of this section. A committee shall give at least 14 days' public notice of a vacancy. The member elected to fill a vacant seat serves the remainder of the vacant seat's term. A chairman shall declare a vacancy on a committee when any of the following occurs:

(1)) a member's death, resignation, or refusal to accept election;

(2)) a member's absence from three consecutive, regularly advertised meetings without reasonable justification, as determined by a majority vote of the committee; or

(3)) a member's removal by the joint board for cause.

(h) **Nomination.** A committee member or resident of the area served by the committee who qualifies under this section may submit a nomination for committee membership to the committee orally or in writing, at any regular meeting, regardless of whether a quorum is present. The committee may set a time period during which the committee will accept nominations and shall give adequate public notice of the time before accepting nominations. A committee shall vote on each

nomination under (e) of this section either at the next regular meeting after the committee accepts nominations, or at the same meeting at which the committee accepts a nomination. The committee shall decide whether to vote on nominations at the same or at a subsequent meeting and shall provide appropriate notice of this decision. A person qualifies as a resident of the area served by the committee if the person is a resident as defined in AS 16.05.940 who maintains an abode in the area served by a committee described in 5 AAC 97.005.

(i) **Officers.** The officers of a committee consist of a chairman, a vice-chairman, and a secretary. The term of office for officers is two years starting July 1 and ending June 30 of the following year, or until the next meeting when new officers can be elected.

(j) **Chairman.** The chairman is elected by a majority vote of a quorum of the committee and is the presiding officer. A chairman must meet the qualifications set out in 5 AAC 96.040.

(k) **Vice-chairman.** The vice-chairman is elected by a majority vote of a quorum of a committee and shall assist the chairman and assume chairman's duties when the chairman is absent.

(l)) **Secretary.** The secretary is elected by a majority vote of a quorum of a committee and may be, but need not be, a member of the committee. The secretary shall carry out the usual duties associated with the office. If the secretary is not a committee member, the secretary has no vote on committee business other than nominations for committee membership.

(m) **Replacement of an Officer.** A committee may replace an officer if

(1)) the officer resigns from office or from committee membership before his or her term in office, or on the committee, expires;

(2)) the committee declares the officer's seat vacant under (g) of this section; or

(3)) a quorum of the committee meets and a majority of the full committee membership votes to remove the committee member from office, after giving the officer written notice at least 14 days before the meeting.

(n) **Removal for Cause.** The joint board may remove any member of a committee for cause upon the written request of the majority of all members serving on the committee setting out the reasons for the requested removal. As used in this subsection, "cause" includes

(1) unjustifiable absence from three consecutive meetings;

(2) conviction of a crime or imposition of an administrative disciplinary action for behavior inconsistent with the responsibility of a fish and game advisory committee membership within the preceding five years;

(3) serious and substantial disregard for or violation of the provisions of this chapter or 5 AAC 97 governing the committee system, including conduct warranting the imposition of disciplinary measures under Robert's Rules of Order; or

(4) failure, at any time, to meet the qualifications for committee membership.

(o) **Meetings.**

(1) **Regular meeting.** A committee shall meet at least twice a year to remain active under 5 AAC 96.450. A committee may meet at times appropriate to the process described in 5 AAC 96.610, and at other times to formulate regulatory proposals, review and comment on proposals, and consider matters appropriate to the committee's functions under 5 AAC 96.050.

A chairman or a majority of the full committee membership may call a regular meeting.

(2) **Special meeting.** A chairman or a majority of the full committee membership may call a special meeting at which any person may submit a statement to the committee on any matter relating to the committee's functions under 5 AAC 96.050 or 5 AAC 96.060(g) , (h), or (m).

(p) **Joint Committee Meeting.** Each committee shall cooperate with other committees on matters of mutual interest and concern, and may hold a joint meeting to accomplish this purpose.

(q) **Quorum.** A majority of all the members serving on a committee constitutes a quorum for the transaction of business. Every action or decision of a majority of the members present at a duly held meeting of a committee, at which a quorum is present, is an act of the committee.

(r) **Rules of Meetings.** Meetings of a committee will, to the extent practicable, be conducted according to the latest edition of Robert's Rules of Order. A committee may implement the disciplinary measures in Robert's Rules of Order except for permanent removal of a member for cause under (n) of this section.

(s) **Record of Meetings.** Preliminary recommendations of each committee meeting shall be recorded in writing and forwarded to the boards support section not later than 30 days after the meeting. Before an advisory committee chair or a designee will be allowed to represent the advisory committee before the joint board, the Board of Fisheries, or the Board of Game, the appropriate board may require that the advisory committee submit to the respective board a set of the committee's written recommendations relevant to the topic of the board meeting.

History: In effect before 1983; am 10/9/83, Register 88; am 9/22/85, Register 95; am 11/30/89, Register 112; am 9/26/90, Register 115; am 7/12/98, Register 147; am 2/23/14, Register 209

5 AAC 96.070. Report of activities

Repealed 10/9/83.

5 AAC 96.080. Interaction of local advisory committees with regional fish and game councils

Repealed.

History: In effect before 1983; am 10/9/83, Register 88; repealed 2/23/14, Register 209

Article 2 Regional Fish and Game Councils

Section

200. (Repealed).
210. (Repealed).
220. (Repealed).
230. (Repealed).
240. (Repealed).
245. (Repealed).
250. (Repealed).
260. (Repealed).
270. (Repealed).
280. (Repealed).

5 AAC 96.200. Establishment of a regional fish and game council system

Repealed.

History: In effect before 1982; am 6/2/82, Register 82; am 10/9/83, Register 88; repealed 2/23/14, Register 209

5 AAC 96.210. Fish and game resource management regions

Repealed.

History: In effect before 1982; am 6/2/82, Register 82; am 10/9/83, Register 88; repealed 2/23/14, Register 209

5 AAC 96.220. Regional fish and game councils

Repealed.

History: In effect before 1983; am 10/9/83, Register 88; am 9/22/85, Register 95; repealed 2/23/14, Register 209

5 AAC 96.230. Qualifications for membership

Repealed 10/9/83.

5 AAC 96.240. Non-voting members

Repealed 10/9/83.

5 AAC 96.245. Non-voting member

Repealed.

History: Eff. 9/22/85, Register 95; repealed 2/23/14, Register 209

5 AAC 96.250. Functions of regional fish and game councils

Repealed.

History: In effect before 1982; am 6/2/82, Register 82; am 10/9/83, Register 88; am 9/22/85, Register 95; repealed 2/23/14, Register 209

5 AAC 96.260. Uniform rules of operation

Repealed.

History: In effect before 1982; am 6/2/82, Register 82; am 10/9/83, Register 88; am 9/26/90, Register 115; repealed 2/23/14, Register 209

5 AAC 96.270. Report of activities

Repealed 10/9/83.

5 AAC 96.280. Attendance at meetings

Repealed.

History: In effect before 1983; am 10/9/83, Register 88; repealed 2/23/14, Register 209

Article 3 Administration of Local Fish and Game Committees

Section

400. (Repealed).
410. Distribution of local fish and game advisory committees.
420. Review of requests for local fish and game advisory committees.
430. (Repealed).
440. Board assistance.
450. Committee status and change of status.
460. Attendance at meetings.

5 AAC 96.400. Operation of local fish and game advisory committee system

Repealed 10/9/83.

5 AAC 96.410. Distribution of local fish and game advisory committees

The joint board will, to the extent feasible, establish and locate committees to allow an opportunity for all citizens of the state to participate in the regulatory system.

History: In effect before 1983; am 10/9/83, Register 88; am 9/22/85, Register 95

Authority: AS 16.05.260

5 AAC 96.420. Review of requests for local fish and game advisory committees

The joint board will review requests to create committees.

Factors that it will evaluate include

(1) whether an existing committee could be expanded to include members who represent the interest of the persons making the request;

(2) whether representation of all user groups on existing committees in the area is adequate;

(3) whether residents of the local area are likely to participate actively on the proposed committee;

(4) whether there are likely to be enough qualified people interested in serving on the proposed committee;

(5) whether logistical problems would make it difficult to provide assistance to the proposed committee;

(6) whether the proposed committee would enhance participation in the decision-making process; and

(7) repealed 2/23/2014;

(8) the efficiency of existing committees.

History: In effect before 1983; am 10/9/83, Register 88; am 9/22/85, Register 95; am 2/23/14, Register 209

Authority: AS 16.05.260

5 AAC 96.430. Review of nominations for membership on local fish and game advisory committees

Repealed 11/30/89.

5 AAC 96.440. Board assistance

The boards will provide information regarding board meetings to committees so that committees may plan maximum participation in the boards' deliberations. In addition, a board may request a committee to meet and to formulate recommendations on a subject or issue identified by the board.

History: In effect before 1983; am 10/9/83, Register 88

Authority: AS 16.05.260

5 AAC 96.450. Committee status and change of status

(a)) A committee is active if the committee forwards recommendations from at least two meetings per year to the appropriate regional office of the boards support section.

(b) The joint board may place a committee on an inactive list by committee request or joint board action. The committee may reactivate by holding a meeting and informing the joint board of the committee's active status through committee recommendations.

(c)) Committees may merge if each affected committee votes to request merger, and if the joint board determines that the merger should occur, after considering the factors set out in 5 AAC 96.420.

(d) The joint board may merge an inactive committee with an active committee if the joint board gives the committees notice of the proposed merger, if the inactive committee does not express an intention to reactivate or if the committee does not

do so within a reasonable time after notice, and if the joint board determines that the merger should occur, after considering the factors in 5 AAC 96.420.

(e) The joint board may dissolve a committee if the committee has been inactive for two years and fails to respond to joint board inquiries about the committee's desire to remain in existence. The joint board may dissolve a committee for failure to act in accordance with the provisions of this chapter and 5 AAC 97.

History: In effect before 1983; am 10/9/83, Register 88; am 9/22/85, Register 95; am 2223/2014, Register 209

Authority: AS 16.05.260

5 AAC 96.460. Attendance at meetings

When adequate funding exists the boards will, in their discretion, request the department to reimburse committee members for the following:

(1) travel to local committee meetings and necessary related expenses;

(2) travel, approved in advance, for the purpose of joint meetings between two or more committees; and

(3) travel and other necessary expenses approved in advance by the boards for committee chairmen or their designees to attend board meetings. A chairman's designee must be a committee member.

History: In effect before 1983; am 10/9/83, Register 88

Authority: AS 16.05.260

Article 4

Administration of Regional Fish and Game Councils

Section

500. (Repealed).

510. (Repealed).

520. (Repealed).

530. (Repealed).

540. (Repealed).

5 AAC 96.500. Operation of regional fish and game council system

Repealed.

History: In effect before 1983; am 10/9/83, Register 88; repealed 2/23/2014, Register 209

5 AAC 96.510. Staff assistance

Repealed.

History: In effect before 1983; am 10/9/83, Register 88; repealed 2/23/2014, Register 209

5 AAC 96.520. Regular and special meetings

Repealed.

History: In effect before 1983; am 10/9/83, Register 88; repealed 2/23/2014, Register 209

5 AAC 96.530. Attendance at meetings

Repealed.

History: In effect before 1983; am 10/9/83, Register 88; repealed 2/23/2014, Register 209

5 AAC 96.540. Direction from the boards

Repealed.

History: In effect before 1983; am 10/9/83, Register 88; repealed 2/23/2014, Register 209

Article 5

Adoption of Fish and Game Regulations

Section

- 600. Meetings.
- 610. Procedure for developing fish and game regulations.
- 615. Subsistence proposal policy.
- 620. (Repealed).
- 625. Joint board petition policy.
- 630. Special meetings.
- 640. Regular meetings.
- 650. (Repealed).
- 660. Compliance.

5 AAC 96.600. Meetings

- (a)) Each board will hold at least one regular meeting a year. Other meetings, including special meetings on specific issues, will be held as the boards consider necessary.
- (b) The attendance of a Board of Fisheries member at a committee meeting constitutes a board hearing in accordance with AS 16.05.300 (b). For the purposes of AS 16.05.300 (b), "year" means the 12-month period beginning July 1 and ending June 30.

- (c) The joint board will meet as needed to consider matters of mutual concern, including matters relating to committees.

History: In effect before 1983; am 10/9/83, Register 88; am 9/22/85, Register 95; am 10/1/93, Register 127; am 2/23/2014, Register 209

Authority: AS 16.05.260

AS 16.05.300

AS 16.05.310

AS 16.05.315

5 AAC 96.610. Procedure for developing fish and game regulations

- (a)) For the purpose of developing fish and game regulations, each board will observe the procedures set out in this section. The deadlines for each phase will be set by the appropriate board for each meeting and will be announced to committees and the public.
- (b) Phase 1. Each board will solicit regulatory proposals or comments to facilitate that board's deliberations. The boards may limit those sections or portions of the existing regulations that will be open for change. The boards will provide forms to be used in preparing proposals. Notices soliciting proposals will be distributed statewide. In order to be considered, a proposal must be received by the boards before the designated deadline unless provided otherwise by a board.
- (c)) Phase 2. After the deadline for receiving proposals, the boards support section shall compile all proposals received on time, including proposals from department staff and other government agencies, distribute them to the public through department offices, and send them to the committees.
- (d) Phase 3. Committees may review the proposals at a public meeting and may request technical and scientific support data and prepared testimony from the department.
- (e)) Phase 4. Each board will give legal notice of timely received proposals. In accordance with the Administrative Procedure Act (AS 44.62), each board will hold a public hearing and will act on proposals or develop alternatives on

the subject matter legally noticed. The final decision on all proposals remains the responsibility of a board.

- (f) Phase 5. After completion of procedures required by the Administrative Procedure Act (AS 44.62), a board will notify each committee of the actions taken on each committee's respective recommendations and proposals and the reasons for those actions.

History: In effect before 1982; am 6/2/82, Register 82; am 10/9/83, Register 88; am 8/28/91, Register 119; am 2/23/2014, Register 209

Authority: AS 16.05.260

5 AAC 96.615. Subsistence proposal policy

- (a) It is the policy of the Boards of Fisheries and Game to consider subsistence proposals for topics that are not covered by the notice soliciting proposals under 5 AAC 96.610(a) . To be considered by a board, a subsistence proposal must be timely submitted under 5 AAC 96.610(a) , and

- (1) the proposal must address a fish or game population that has not previously been considered by the board for identification as a population customarily and traditionally used for subsistence under AS 16.05.258 ; or

- (2) the circumstances of the proposal otherwise must require expedited consideration by the board, such as where the proposal is the result of a court decision or is the subject of federal administrative action that might impact state game management authority.

- (b) A board may delegate authority to a review committee, consisting of members of the board, to review all subsistence proposals for any meeting to determine whether the conditions in (a) of this section apply.

- (c) A board may decline to act on a subsistence proposal for any reason, including the following:

- (1) the board has previously considered the same issue and there is no substantial new evidence warranting reconsideration; or

- (2) board action on the proposal would affect other subsistence users who have not had a reasonable opportunity to address the board on the matter.

History: Eff. 8/17/91, Register 119; readopt 5/15/93, Register 126

Authority: AS 16.05.251

AS 16.05.255

AS 16.05.258

Editor's note: At its November 1 - 7, 1992 meeting, the Joint Board of Fisheries and Game readopted 5 AAC 96.615 in its entirety, without change, under ch. 1, SSSLA 1992 (the 1992 subsistence law), which repealed and reenacted AS 16.05.258.

AAC 96.620. Supplemental regulations and actions

Repealed 10/9/83.

5 AAC 96.625. Joint board petition policy

- (a) Under AS 44.62.220 , an interested person may petition an agency, including the Boards of Fisheries and Game, for the adoption, amendment, or repeal of a regulation. The petition must clearly and concisely state the substance or nature of the regulation, amendment, or repeal requested, the reason for the request, and must reference the agency's authority to take the requested action. Within 30 days after receiving a petition, a board will deny the petition in writing, or schedule the matter for public hearing under AS 44.62.190 - 44.62.210, which require that any agency publish legal notice describing the proposed change and solicit comment for 30 days before

taking action. AS 44.62.230 also provides that if the petition is for an emergency regulation, and the agency finds that an emergency exists, the agency may submit the regulation to the lieutenant governor immediately after making the finding of emergency and putting the regulation into proper form.

(b)) Fish and game regulations are adopted by the Alaska Board of Fisheries and the Alaska Board of Game. At least twice annually, the boards solicit regulation changes. Several hundred proposed changes are usually submitted to each board annually. The Department of Fish and Game compiles the proposals and mails them to all fish and game advisory committees and to other interested individuals.

(c)) Copies of all proposals are available at local Department of Fish and Game offices and on the boards support section's website. When the proposal books are available, the advisory committees hold public meetings in the communities and regions they represent, to gather local comment on the proposed changes. Finally, the boards convene public meetings, which have lasted as long as six weeks, taking department staff reports, public comment, and advisory committee reports before voting in public session on the proposed changes.

(d) The public has come to rely on this regularly scheduled participatory process as the basis for changing fish and game regulations. Commercial fishermen, processors, guides, trappers, hunters, sport fishermen, subsistence fishermen, and others plan business and recreational ventures around the outcome of these public meetings.

(e) The Boards of Fisheries and Game recognize the importance of public participation in developing management regulations, and recognize that public reliance on the predictability of the normal board process is a critical element in regulatory changes. The boards find that petitions can detrimentally circumvent this process and that an adequate and more reasonable opportunity for public participation is provided by regularly scheduled meetings.

(f) The Boards of Fisheries and Game recognize that in rare instances circumstances may require regulatory changes outside the process described in (b) - (d) of this section. Except for petitions dealing with subsistence hunting or subsistence fishing, which will be evaluated on a case-by-case basis under the criteria in 5 AAC 96.615(a) , it is the policy of the boards that a petition will be denied and not scheduled for hearing unless the problem outlined in the petition justifies a finding of emergency. In accordance with state policy expressed in AS 44.62.270 , emergencies will be held to a minimum and are rarely found to exist. In this section, an emergency is an unforeseen, unexpected event that either threatens a fish or game resource, or an unforeseen, unexpected resource situation where a biologically allowable resource harvest would be precluded by delayed regulatory action and such delay would be significantly burdensome to the petitioners because the resource would be unavailable in the future.

History: Eff. 9/22/85, Register 95; am 8/17/91, Register 119; readopt 5/15/93, Register 126; am 2/23/14, Register 209
Authority: AS 16.05.251

AS 16.05.255

AS 16.05.258

Editor's note: At its November 1 - 7, 1992 meeting, the Joint Board of Fisheries and Game readopted 5 AAC 96.625 in its entirety, without change, under ch. 1, SSSLA 1992 (the 1992

subsistence law), which repealed and reenacted AS 16.05.258

5 AAC 96.630. Special meetings

In conjunction with any special meeting called under 5 AAC 96.600, each board will follow the procedures set out in 5 AAC 96.610 to the extent time permits. However, a board will, in its discretion, modify the procedures, if it would be more suitable for any particular special meeting.

History: In effect before 1983; am 10/9/83, Register 88

Authority: AS 16.05.260

5 AAC 96.640. Regular meetings

A board will, in its discretion, modify the procedures set out in 5 AAC 96.610 in conjunction with any regular meeting, if to do so would enhance public, committee, or council participation in the board's deliberations.

History: In effect before 1983; am 10/9/83, Register 88

Authority: AS 16.05.260

5 AAC 96.650. Staff assistance

Repealed 10/9/83.

5 AAC 96.660. Compliance

(a) The failure of a committee or a board to observe procedures set out in this chapter and 5 AAC 97, except as may be required by the Administrative Procedure Act (AS 44.62), does not invalidate a regulation adopted by a board.

(b) The failure of a committee to observe procedures set out in this chapter will be addressed by the boards support section of the department. If the boards support section determines that it is necessary for a particular matter to be addressed by a board or joint board, the boards support section will forward that particular matter to the appropriate board or the joint board for resolution.

History: In effect before 1983; am 10/9/83, Register 88; am 2/23/2014, Register 209

Authority: AS 16.05.260

Article 6 General Provisions

Section

900. (Repealed).

910. Definitions.

920. (Repealed).

5 AAC 96.900. Removal for cause

Repealed 10/9/83.

5 AAC 96.910. Definitions

In 5 AAC 96 - 5 AAC 99

(1) "board" means the Board of Fisheries or the Board of Game acting individually;

(2) "joint board" means the Board of Fisheries and the Board of Game acting jointly;

(3) "committee" means a local fish and game advisory committee;

(4) repealed 2/23/2014;

(5) "designee" means a committee member who has been designated by the chairman of the committee;

(6) "region" means a fish and game resource management region;

(7) "designated seat" means any seat the joint board assigns, under 5 AAC 96.060, to represent a particular user group or a particular community;

(8) "boards support section" means the section in the department assigned to perform administrative functions and support to the boards and joint board;

(9) "department" means the Department of Fish and Game.

History: In effect before 1983; am 10/9/83, Register 88; am 9/22/85, Register 95; am 2/23/2014, Register 209

Authority: AS 16.05.251

AS 16.05.255

AS 16.05.260

AS 16.05.315

5 AAC 96.920. Supplemental action

Repealed 10/9/83.

Chapter 97 Advisory Committee Closures

Article

1. Areas of Jurisdiction. (5 AAC 97.005)

2. Emergency Closures. (5 AAC 97.010 - 5 AAC 97.020)

Article 1 Areas of Jurisdiction

Section

5. Areas of jurisdiction for advisory committees.

5 AAC 97.005. Areas of jurisdiction for advisory committees

For the purpose of emergency closures on taking fish and game during established seasons, the following areas of jurisdiction are established for the advisory committees specified in this section:

(1) finfish

(A)) Southeastern Alaska Area

(i) all waters of Alaska between the latitude of Cape Fairweather and the International Boundary at Dixon Entrance;

(ii) fish and game advisory committees with concurrent jurisdiction are Ketchikan Advisory Committee, Craig Advisory Committee, Klawock Advisory Committee, Angoon Advisory Committee, Tenakee Advisory Committee, Hyder Advisory Committee, Sumner Strait Advisory Committee, Edna Bay Advisory Committee, Sitka Advisory Committee, Juneau-Douglas Advisory Committee, Upper Lynn Canal Advisory Committee, Klukwan Advisory Committee, Pelican Advisory Committee, Kake Advisory Committee, Wrangell Advisory Committee, Petersburg Advisory Committee, Hydaburg Advisory Committee, Icy Straits Advisory Committee, Saxman Advisory Committee, Elfin Cove Advisory Committee, and East Prince of Wales Advisory Committee;

(B) Yakutat-Yakataga Area

(i) all waters of Alaska north of the latitude of Cape Fairweather and east of the longitude of Cape Suckling;

(ii) fish and game advisory committees with concurrent jurisdiction are Yakutat Advisory Committee and Copper River-Prince William Sound Advisory Committee;

(C) Prince William Sound-Lower Copper River Area

(i) all waters of Alaska west of the longitude of Cape Suckling and east of the longitude of Cape Fairfield, and the Copper River below the Million Dollar Bridge;

(ii) fish and game advisory committees with concurrent jurisdiction are Copper River/Prince William Sound Advisory Committee, Copper Basin Advisory Committee, Prince William Sound/Valdez Advisory Committee, and Whittier Advisory Committee;

(D) Upper Copper River Area

(i) all waters of the Copper River drainage above the Million Dollar Bridge;

(ii) fish and game advisory committees with concurrent jurisdiction are Copper Basin Advisory Committee, Tok Cutoff-Nebesna Road Advisory Committee, and Paxson Advisory Committee;

(E) Cook Inlet-Resurrection Bay Area

(i) all waters of Alaska north of the latitude of Cape Douglas and west of the longitude of Cape Fairfield;

(ii) fish and game advisory committees with concurrent jurisdiction are Seward Advisory Committee, Cooper Landing Advisory Committee, Kenai/Soldotna Advisory Committee, Mt. Yenlo Advisory Committee, Homer Advisory Committee, Anchorage Advisory Committee, Matanuska Valley Advisory Committee, Central Peninsula Advisory Committee, Seldovia Advisory Committee, Denali Advisory Committee, Tyonek Advisory Committee, and Susitna Valley Advisory Committee;

(F) Kodiak-Chignik Area

(i) all waters of Alaska south of the latitude of Cape Douglas and east of a line extending southeast from Kupreanof Point;

(ii) fish and game advisory committees with concurrent jurisdiction are Kodiak Advisory Committee and Chignik Advisory Committee;

(G) Alaska Peninsula-Aleutian Islands Area

(i) all Pacific Ocean waters of Alaska west of a line extending southeast from Kupreanof Point and Bering Sea waters south and west of a line extending northwest from Cape Menshikof;

(ii) fish and game advisory committees with concurrent jurisdiction are Sand Point Advisory Committee, King Cove Advisory Committee, False Pass Advisory Committee, Nelson Lagoon Advisory Committee and Unalaska Advisory Committee;

(H)) Bristol Bay Area

(i) all waters of Alaska east of a line from Cape Newenham to Cape Menshikof;

(ii) fish and game advisory committees with concurrent jurisdiction are Iliamna Advisory Committee, Lower Bristol Bay Advisory Committee, Nushagak Advisory Committee, Naknek/Kvichak Advisory Committee, and Togiak Advisory Committee;

(I) Kuskokwim Area

(i) all waters of the Kuskokwim River drainage and all waters of Alaska south of the latitude of Cape Romanzof, north of the latitude of Cape Newenham and including Nunivak and St. Matthew Island waters;

(ii) fish and game advisory committees with concurrent jurisdiction are Lower Kuskokwim Advisory Committee, Central Kuskokwim Advisory Committee, Bethel Advisory Committee, Central Bering Sea Coast Advisory Committee, McGrath Advisory Committee, and Stony/Holita Advisory Committee;

(J) Lower Yukon Area

(i) all waters of the Yukon River drainage below the mouth of the Bonasila River and waters of Alaska between the latitude of Canal Point Light and the latitude of Cape Romanzof;
(ii) fish and game advisory committees with concurrent jurisdiction are Costal Lower Yukon Advisory Committee, Mid-Lower Yukon Advisory Committee, Grayling/Anvik/Shageluk/Holy Cross Advisory Committee, Central Bering Sea Coast Advisory Committee, and Stony/Holitna Advisory Committee;
(K) Upper Yukon River Area
(i) all waters of the Yukon River drainage from the mouth of the Bonasila River to the U.S.-Canada border, excluding the Tanana River drainage;
(ii) fish and game advisory committees with concurrent jurisdiction are Yukon Flats Advisory Committee, Tanana/Rampart/Manley Advisory Committee, Middle Yukon Advisory Committee, Eagle Advisory Committee, Ruby Advisory Committee, Lower Yukon Advisory Committee, Grayling/Anvik/Shageluk/Holy Cross Advisory Committee, Minto/Nenana Advisory Committee, Koyukuk River Advisory Committee, Central Advisory Committee, and Stony/Holitna Advisory Committee;
(L)) Tanana River Area
(i) all waters of the Tanana River drainage;
(ii) fish and game advisory committees with concurrent jurisdiction are Tanana/Rampart/Manley Advisory Committee, Minto/Nenana Advisory Committee, Delta Advisory Committee, Middle Nenana River Advisory Committee, Tok Cutoff/Nebesna Road Advisory Committee, Upper Tanana/Fortymile Advisory Committee, and Fairbanks Advisory Committee;
(M) Norton Sound-Port Clarence Area
(i) all waters of Alaska between the latitude of Cape Prince of Wales and the latitude of Canal Point Light;
(ii) fish and game advisory committees with concurrent jurisdiction are Northern Norton Sound Advisory Committee and Southern Norton Sound Advisory Committee;
(N) Kotzebue Sound Area
(i) all waters of Alaska between the latitude of Point Hope and the latitude of Cape Prince of Wales;
(ii) fish and game advisory committees with concurrent jurisdiction are Kotzebue Advisory Committee, Upper Kobuk Advisory Committee, Lower Kobuk Advisory Committee, Northern Seward Peninsula Advisory Committee, and Noatak/Kivalina Advisory Committee;

(2) shellfish

(A)) Southeastern Alaska-Yakutat Area
(i) all waters subject to the jurisdiction of the state between the longitude of Cape Suckling and the International Boundary at Dixon Entrance;
(ii) fish and game advisory committees with concurrent jurisdiction are Angoon Advisory Committee, Ketchikan Advisory Committee, Craig Advisory Committee, Klawock Advisory Committee, Tenakee Advisory Committee, Hyder Advisory Committee, Sitka Advisory Committee, Juneau-Douglas Advisory Committee, Kake Advisory Committee, Upper Lynn Canal Advisory Committee, Klukwan Advisory Committee, Edna Bay Advisory Committee, Wrangell Advisory Committee, Petersburg Advisory Committee, Pelican Advisory Committee, Sumner Strait Advisory Committee, Yakutat Advisory Committee, Hydaburg Advisory Committee, Elfin Cove Advisory Committee,

Saxman Advisory Committee, Icy Straits Advisory Committee, and East Prince of Wales Advisory Committee;

(B) Prince William Sound Area

(i) all waters subject to the jurisdiction of the state between the longitude of Cape Suckling and the longitude of Cape Fairfield;

(ii) fish and game advisory committees with concurrent jurisdiction are Copper River/Prince William Sound Advisory Committee, Prince William Sound/Valdez Advisory Committee, Seward Advisory Committee, and Whittier Advisory Committee;

(C) Cook Inlet Area

(i) all waters subject to the jurisdiction of the state west of the longitude of Cape Fairfield and north of the latitude of Cape Douglas;

(ii) fish and game advisory committees with concurrent jurisdiction are Seward Advisory Committee, Cooper Landing Advisory Committee, Seldovia Advisory Committee, Homer Advisory Committee, Tyonek Advisory Committee, and Central Peninsula Advisory Committee;

(D) westward area shellfish other than king crab

(i) all Pacific Ocean waters subject to the jurisdiction of the state south of the latitude of Cape Douglas, east of 172°E. longitude and Bering Sea waters east of 172°E. longitude;

(ii) fish and game advisory committees with concurrent jurisdiction are Kodiak Advisory Committee, Chignik Advisory Committee, Sand Point Advisory Committee, King Cove Advisory Committee, False Pass Advisory Committee, and Unalaska Advisory Committee;

(E) westward area king crab

(i) in king crab Registration Area K described in 5 AAC 34.400, the Kodiak Advisory Committee has jurisdiction;

(ii) in king crab Registration Area M described in 5 AAC 34.500, the Chignik Advisory Committee, Sand Point Advisory Committee, King Cove Advisory Committee, and False Pass Advisory Committee have concurrent jurisdiction;

(iii) in king crab Registration Area O described in 5 AAC 34.600, the Unalaska Advisory Committee, Sand Point Advisory Committee, King Cove Advisory Committee, and False Pass Advisory Committee have concurrent jurisdiction;

(iv) king crab Registration Area Q described in 5 AAC 34.900, the Kodiak Advisory Committee, Chignik Advisory Committee, Sand Point Advisory Committee, King Cove Advisory Committee, False Pass Advisory Committee, Unalaska Advisory Committee, and Northern Norton Sound Advisory Committee have concurrent jurisdiction;

(3) game

(A)) Southeastern Alaska

(i) in Game Management Unit 1(A) described in 5 AAC 92.450(1) (A), the Ketchikan Advisory Committee, Hyder Advisory Committee, Craig Advisory Committee, Klawock Advisory Committee, Saxman Advisory Committee, Hydaburg Advisory Committee, and East Prince of Wales Advisory Committee have concurrent jurisdiction;

(ii) in Game Management Unit 1(B) described in 5 AAC 92.450(1) (B), the Wrangell Advisory Committee, Petersburg Advisory Committee, Sumner Strait Advisory Committee, Kake Advisory Committee, and East Prince of Wales Advisory Committee have concurrent jurisdiction;

(iii) in Game Management Unit 1(C) described in 5 AAC 92.450(1) (C), the Juneau-Douglas Advisory Committee, Upper Lynn Canal Advisory Committee, Klukwan Advisory Committee, Angoon Advisory Committee, Petersburg

Advisory Committee, Wrangell Advisory Committee, Tenakee Advisory Committee, Kake Advisory Committee, Sitka Advisory Committee, and East Prince of Wales Advisory Committee have concurrent jurisdiction;

(iv)) in Game Management Unit 1(D) described in 5 AAC 92.450(1) (D), the Upper Lynn Canal Advisory Committee, Klukwan Advisory Committee, and Juneau-Douglas Advisory Committee have concurrent jurisdiction;

(v)) in Game Management Unit 2 described in 5 AAC 92.450(2) , the Craig Advisory Committee, Klawock Advisory Committee, Sumner Strait Advisory Committee, Hyder Advisory Committee, Ketchikan Advisory Committee, Edna Bay Advisory Committee, Wrangell Advisory Committee, Petersburg Advisory Committee, Kake Advisory Committee, Saxman Advisory Committee, Hydaburg Advisory Committee, and East Prince of Wales Advisory Committee have concurrent jurisdiction;

(vi)) in Game Management Unit 3 described in 5 AAC 92.450(3) , the Petersburg Advisory Committee, Wrangell Advisory Committee, Kake Advisory Committee, Sumner Strait Advisory Committee, Edna Bay Advisory Committee, Sitka Advisory Committee, and East Prince of Wales Advisory Committee have concurrent jurisdiction;

(vii)) in Game Management Unit 4 described in 5 AAC 92.450(4) , the Sitka Advisory Committee, Juneau-Douglas Advisory Committee, Petersburg Advisory Committee, Pelican Advisory Committee, Wrangell Advisory Committee, Kake Advisory Committee, Angoon Advisory Committee, Tenakee Advisory Committee, Edna Bay Advisory Committee, Klukwan Advisory Committee, Upper Lynn Canal Advisory Committee, Icy Straits Advisory Committee, Elfin Cove Advisory Committee, East Prince of Wales Advisory Committee, and Port Alexander Advisory Committee have concurrent jurisdiction;

(viii)) in Game Management Unit 5 as defined by 5 AAC 92.450(5) , the Yakutat Advisory Committee, Gastineau Channel (Juneau-Douglas) Advisory Committee, and Copper River/Prince William Sound Advisory Committee have concurrent jurisdiction;

(B) Southcentral Alaska

(i) in Game Management Unit 6 described in 5 AAC 92.450(6) , the Seward Advisory Committee, Copper River/Prince William Sound Advisory Committee, Prince William Sound/Valdez Advisory Committee, Copper Basin Advisory Committee, Yakutat Advisory Committee, Whittier Advisory Committee, and Anchorage Advisory Committee have concurrent jurisdiction;

(ii) in Game Management Unit 7 described in 5 AAC 92.450(7) , the Seward Advisory Committee, Anchorage Advisory Committee, Kenai/Soldotna Advisory Committee, Central Peninsula Advisory Committee, Homer Advisory Committee, Whittier Advisory Committee, and Cooper Landing Advisory Committee have concurrent jurisdiction;

(iii) in Game Management Unit 8 described in 5 AAC 92.450(8) , the Kodiak Advisory Committee and the Anchorage Advisory Committee shall have concurrent jurisdiction;

(iv) Game Management Unit 11 described in 5 AAC 92.450(11) , the Copper Basin Advisory Committee, the Tok Cutoff/Nebesna Road Advisory Committee, the Paxson Advisory Committee, and the Anchorage Advisory Committee shall have concurrent jurisdiction;

(v)) in Game Management Unit 12 described in 5 AAC 92.450(12) , the Tok Cutoff/Nebesna Road Advisory

Committee, Fairbanks Advisory Committee, Delta Advisory Committee, Paxson Advisory Committee, and Upper Tanana/Fortymile Advisory Committee have concurrent jurisdiction;

(vi)) in Game Management Unit 13 described in 5 AAC 92.450(13) , the Paxson Advisory Committee, Copper Basin Advisory Committee, Middle Nenana River Advisory Committee, Tok Cutoff/Nebesna Road Advisory Committee, Denali Advisory Committee, Anchorage Advisory Committee, Matanuska Valley Advisory Committee, Copper River/Prince William Sound Advisory Committee, and Susitna Valley Advisory Committee have concurrent jurisdiction;

(vii)) in Game Management Unit 14 described in 5 AAC 92.450(14) , the Mt. Yenlo Advisory Committee, Matanuska Valley Advisory Committee, Anchorage Advisory Committee, Whittier Advisory Committee, Denali Advisory Committee, and Susitna Valley Advisory Committee have concurrent jurisdiction;

(viii)) in Game Management Unit 15 described in 5 AAC 92.450(15) , the Central Peninsula Advisory Committee, Kenai/Soldotna Advisory Committee, Cooper Landing Advisory Committee, Homer Advisory Committee, Seldovia Advisory Committee, Seward Advisory Committee, and Anchorage Advisory Committee have concurrent jurisdiction;

(ix) Game Management Unit 16 described in 5 AAC 92.450(16) , the Central Peninsula Advisory Committee, Anchorage Advisory Committee, Mt. Yenlo Advisory Committee, Matanuska Valley Advisory Committee, Denali Advisory Committee, Cooper Landing Advisory Committee, Tyonek Advisory Committee, Kenai/Soldotna Advisory Committee, and Susitna Valley Advisory Committee have concurrent jurisdiction;

(C) Bristol Bay-Western Alaska

(i) in Game Management Unit 9 as defined by 5 AAC 92.450(9) , the Naknek/Kvichak Advisory Committee, Iliamna Advisory Committee, Nelson Lagoon Advisory Committee, Chignik Advisory Committee, Kodiak Advisory Committee, Sand Point Advisory Committee, King Cove Advisory Committee, False Pass Advisory Committee, Anchorage Advisory Committee, and Lower Bristol Bay Advisory Committee have concurrent jurisdiction;

(ii) in Game Management Unit 10 as defined by 5 AAC 92.450(10) , the False Pass Advisory Committee and the Unalaska Advisory Committee shall have concurrent jurisdiction;

(iii) in Game Management Unit 17 as defined by 5 AAC 92.450(17) , the Nushagak Advisory Committee, the Naknek/Kvichak Advisory Committee, Iliamna Advisory Committee, and Togiak Advisory Committee have concurrent jurisdiction;

(iv) Game Management Unit 18 as defined by 5 AAC 92.450(18) , the Central Bering Coast Advisory Committee, Lower Kuskokwim Advisory Committee, Bethel Advisory Committee, Coastal Lower Yukon Advisory Committee, Mid-Lower Yukon Advisory Committee, Central Kuskokwim Advisory Committee, and Stony/Holitsna Advisory Committee have concurrent jurisdiction;

(D) Northern Alaska

(i) in Game Management Unit 19 described in 5 AAC 92.450(19) , the McGrath Advisory Committee, Central Kuskokwim Advisory Committee, Lower Kuskokwim Advisory Committee, Bethel Advisory Committee, Lake Minchumina Advisory Committee, Anchorage Advisory

Committee and Stony/Holitsna Advisory Committee have concurrent jurisdiction;

(ii) in Game Management Unit 20 described in 5 AAC 92.450(20) , the Central Advisory Committee, Fairbanks

Advisory Committee, Middle Nenana River Advisory Committee, Paxson Advisory Committee, Tok Cutoff/Nabesna Road Advisory Committee, Eagle Advisory Committee, Denali Advisory Committee, Delta Advisory Committee, Yukon Flats Advisory Committee, Lake Minchumina Advisory Committee, Tanana/Rampart/Manley Advisory Committee, Minto/Nenana Advisory Committee, and Upper Tanana/Fortymile Advisory Committee have concurrent jurisdiction;

(iii) in Game Management Unit 21 described in 5 AAC 92.450(21) (D), the Ruby Advisory Committee, Galena Advisory Committee, Middle Nenana River Advisory Committee, Central Kuskokwim Advisory Committee, Lower Yukon Advisory Committee, Koyukuk Advisory Committee, Grayling/Anvik/Shageluk/Holy Cross Advisory Committee, Fairbanks Advisory Committee, Lake Minchumina Advisory Committee, Tanana/Rampart/Manley Advisory Committee, and Stony/Holitsna Advisory Committee have concurrent jurisdiction;

(iv) Game Management Unit 22 described in 5 AAC 92.450(22) , the Northern Norton Sound Advisory Committee, Kotzebue Advisory Committee, Northern Seward Peninsula Advisory Committee, Southern Norton Sound Advisory Committee, and St. Lawrence Island Advisory Committee have concurrent jurisdiction;

(v)) in Game Management Unit 23 described in 5 AAC 92.450(23) , the Kotzebue Advisory Committee, Northern Norton Sound Advisory Committee, Northern Seward Peninsula Advisory Committee, Upper Kobuk Advisory Committee, Lower Kobuk Advisory Committee, and Kivalina-Noatak Advisory Committee have concurrent jurisdiction;

(vi)) in Game Management Unit 24 described in 5 AAC 92.450(24) , the Galena Advisory Committee, Koyukuk Advisory Committee, Ruby Advisory Committee, Tanana/Rampart/Manley Advisory Committee, and Fairbanks Advisory Committee have concurrent jurisdiction;

(vii)) in Game Management Unit 25 described in 5 AAC 92.450(25) , the Central Advisory Committee, Yukon Flats Advisory Committee, Tanana/Rampart/Manley Advisory Committee, Minto/Nenana Advisory Committee, Eagle Advisory Committee, and Fairbanks Advisory Committee have concurrent jurisdiction;

(viii)) in Game Management Unit 26 described in 5 AAC 92.450(26) , the North Slope Advisory Committee and Fairbanks Advisory Committee have concurrent jurisdiction.

History: In effect before 1980; am 7/11/81, Register 79; am 10/9/83, Register 88; am 8/2/86, Register 99; am 11/30/89, Register 112; am 9/26/90, Register 115; am 4/1/93, Register 125; am 7/12/98, Register 147; am 2/23/2014, Register 209
Authority: AS 16.05.260

Editor's note: Under the authority of AS 44.62.125 (b), the regulations attorney added sub-subparagraph (3)(A)(viii) to 5 AAC 97.005 as of Register 151, October 1999. The Joint Boards of Fisheries and Game had adopted that sub-subparagraph, but it was inadvertently omitted by the publisher in 1990.

Article 2 Emergency Closures

Section

10. Advisory committee emergency closures.

15. (Repealed).

20. (Repealed).

5 AAC 97.010. Advisory committee emergency closures

(a) After delegation of authority from the commissioner, a committee may initiate an emergency closure during an established season for the taking of fish or game within its area of jurisdiction described in 5 AAC 97.005, under the procedures in this section. No committee may initiate an emergency opening.

(b) After initiation of an emergency closure by a committee, a majority of the members of a majority of the committees in the affected area of jurisdiction described in 5 AAC 97.005 must, by affirmative vote, ratify the action. A committee member may not vote by proxy or delegation. An emergency closure initiated by a committee is not effective until reviewed by the commissioner under (c) and (d) of this section and until field announcement is made under (f) of this section.

(c) An emergency closure initiated by a committee must be based on sound conservation reasoning and the sustained-yield principle. An emergency closure initiated by a committee must be necessary for the immediate protection of a stock, species, or population, and may not be initiated for the purpose of achieving primarily social, economic, or other nonbiological goals. The commissioner or his authorized representative shall review the emergency closure initiated by a local advisory committee to ensure compliance with these standards.

(d) At least 48 hours before an emergency closure is to become effective, the chairman of a committee voting to initiate an emergency closure must

(1) notify the commissioner by telegram, telephone, or in writing, of

(A)) the decision to initiate the emergency closure;

(B) the time, area, and species involved;

(C) which committees the initiating committee contacted; and

(D)) the vote of each committee regarding the closure; and

(2) deliver to the department office nearest the affected area a signed affidavit identifying the roll call vote of the committee, and a written emergency order, following the format specified in the *Advisory Committee Emergency Order Manual* printed by the department, stating the findings of fact made by the committee to justify the closure, and specifying the evidence relied upon by the committee.

(e) Upon receipt of the documents specified in (d)(2) of this section, the commissioner shall make a reasonable effort to contact the chairman of other committees of the appropriate council, so that the committee can vote for or against ratifying the closure. The commissioner shall notify the chairman or vice-chairman of the appropriate board, of a committee's emergency closure action. The commissioner shall provide the appropriate board with a copy of all written material pertinent to the emergency closure.

(f) The commissioner shall take appropriate action to make field announcement of the emergency closure within 48 hours after receipt of the documents specified in (d)(2) of this section, if the commissioner finds that the closure meets the standards of (b), (c), and (d) of this section. An emergency

closure becomes effective after formal field announcement by the commissioner or his authorized representative.

(g) An emergency closure adopted by a committee under this section expires 120 days after its effective date or when superseded by regulation.

History: In effect before 1980; am 7/11/81, Register 79; am 10/9/83, Register 88

Authority: AS 16.05.260

5 AAC 97.015. Authority of the boards over emergency closures

Repealed 10/9/83.

5 AAC 97.020. Notice to the public of emergency closures

Repealed 10/9/83.

Chapter 98

**Areas of Jurisdiction for Antlerless Moose
Seasons**

Article

1. Areas of Jurisdiction. (5 AAC 98.005)

Article 1

Areas of Jurisdiction

Section

5. Areas of jurisdiction for antlerless moose seasons.

5 AAC 98.005. Areas of jurisdiction for antlerless moose seasons

For the purpose of implementing AS 16.05.780 , antlerless moose seasons require approval by a majority of the active advisory committees located in, or the majority of whose members reside in, the affected unit or subunit. For the purpose of this section, an "active advisory committee" is a committee that holds a meeting and acts on the proposal.

(1) repealed 12/13/79;

(2) repealed 12/13/79;

(3) repealed 12/13/79;

(4) repealed 12/13/79.

History: In effect before 1983; am 4/21/83, Register 86

Authority: AS 16.05.260

AS 16.05.780

Chapter 5

Forms and Information

- Proposal Form Examples and Instructions
- New or Re-elected Member Form
- Travel Information for Meetings
- Meeting Agenda Example

INSTRUCTIONS FOR COMPLETING PROPOSAL FORM

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, fax, or e-mail 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

E-mail: dfg.bof.comments@alaska.gov (fisheries)
dfg.bog.comments@alaska.gov (game)

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.

**ALASKA BOARD OF FISHERIES
REGULATION PROPOSAL FORM 2018-2019**

Send completed form to:

PO BOX 115526, JUNEAU, ALASKA 99811-5526 or

FAX (907) 465-6094 or E-MAIL dfg.bof.comments@alaska.gov

**Indicates a required field*

BOARD OF FISHERIES REGULATIONS			
<input type="checkbox"/> Subsistence	<input type="checkbox"/> Personal Use	<input type="checkbox"/> Sport	<input type="checkbox"/> Commercial
*Which meeting would you like to submit your proposal to?			
<input type="checkbox"/> Alaska Peninsula-Aleutian Island-Chignik Finfish	<input type="checkbox"/> Statewide Provisions for Finfish		
<input type="checkbox"/> Arctic-Yukon-Kuskokwim Areas Finfish	<input type="checkbox"/> Bristol Bay Area Finfish		
Please answer all questions to the best of your ability. All answers will be printed in the proposal book along with the proposer's name (address and phone numbers will not be published). Use separate forms for each proposal. Address only one issue per proposal. State the issue clearly and concisely. The board will reject multiple or confusing items.			
1. Alaska Administrative Code Number: 5 AAC _____			
*2. What is the issue you would like the board to address and why?			
*3. What solution do you recommend? In other words, if the board adopted your solution, what would the new regulation say? (Please provide draft regulatory language, if possible.)			

***Submitted By:** _____
Individual or Group

***Address** ***City, State** ***ZIP Code**

Home Phone ***Work Phone** ***Email**

ALASKA BOARD OF GAME
REGULATION PROPOSAL FORM | 2018-2019 MEETING CYCLE
Send completed form to:
PO BOX 115526, JUNEAU, ALASKA 99811-5526
FAX (907) 465-6094 or EMAIL dfg.bog.comments@alaska.gov

BOARD OF GAME REGULATIONS

Game Management Unit (GMU) _____

☐ Hunting ☐ Subsistence

☐ Trapping Other _____

☐ Resident ☐ Nonresident

Which meeting would you like to submit your proposal to?

☐ **Southcentral Region** (GMUs 6, 7, 8, 14C, 15) ☐ **Southeast Region** (GMUs 1, 2, 3, 4, 5)

Please answer all questions to the best of your ability. All answers will be printed in the proposal book along with the proposer's name (address and phone numbers will not be published). Use separate forms for each proposal. Address only one issue per proposal. State the issue clearly and concisely. The board will reject multiple or confusing items.

1. Alaska Administrative Code No. 5 AAC:

Regulation Book Page No.:

2. What is the issue you would like the board to address and why?

3. What solution do you recommend? In other words, if the board adopted your solution, what would the new regulation say? (Please provide draft regulatory language, if possible.)

Submitted By: _____

Individual or Group

Address

City, State

ZIP Code

Home Phone

Work Phone

Email

**NEW OR RE-ELECTED ADVISORY COMMITTEE
MEMBER FORM**

Alaska Department of Fish and Game, Boards Support Section

ADVISORY COMMITTEE _____

DATE OF ELECTION: _____ FOR A _____ YEAR TERM. EXPIRES 6/ _____

Advisory Committee member you replaced: _____

SEAT: Designated _____ Undesignated _____ Alternate _____

For OFFICER ELECTIONS please check your office title.

Chairman _____ Vice-chairman _____ Secretary _____

It is important to have your complete mailing address in order to receive information from Boards Support Section regarding Board of Fisheries, and Board of Game materials.

NAME: _____ ☐ Male
☐ Female

ADDRESS: _____ CITY _____, AK, ZIP _____

PHONE: Home _____ Work _____ FAX _____

Email Address: _____

☒ Please check activities 1-12 in which you participate:

☒ Please check the box of your race.

<input type="checkbox"/>	1. Trapping	<input type="checkbox"/>	7. Guiding	<input type="checkbox"/>	Alaskan Native
<input type="checkbox"/>	2. Sport Fishing	<input type="checkbox"/>	8. Processing	<input type="checkbox"/>	American Indian
<input type="checkbox"/>	3. Subsistence	<input type="checkbox"/>	9. Personal Use	<input type="checkbox"/>	Asian/Pacific Islander
<input type="checkbox"/>	4. Hunting	<input type="checkbox"/>	10. Outdoorsperson	<input type="checkbox"/>	African-American
<input type="checkbox"/>	5. Commercial Fishing	<input type="checkbox"/>	11. Assoc./Corp.	<input type="checkbox"/>	Hispanic
<input type="checkbox"/>	6. Photography	<input type="checkbox"/>	12. Conservationist	<input type="checkbox"/>	Caucasian

Name/s of related organization/s and corporations to which you belong _____

Because the Alaska Department of Fish and Game receives federal funding, all of its public programs and activities are operated free from discrimination on the basis of race, color, national origin, age, or handicap. O.E.O, U.S. Department of the Interior, Washington, D.C. 20240

Signature _____ Date _____

THIS FORM MUST BE SUBMITTED TO YOUR REGIONAL COORDINATOR AT THE BOARDS SUPPORT SECTION WITHIN 30 DAYS OF THE ELECTION OR YOUR ELECTION TO THE COMMITTEE MAY BE VOIDED. SEND THIS FORM TO THE FOLLOWING ADDRESS: Alaska Department of Fish and Game, Boards Support Office, P.O. Box 115526, Juneau, Alaska 99811-5526. For more information, contact 465-4110.

Traveling for Advisory Committee Meetings and Board Meetings

Travel Arrangements

All advisory committee travel is arranged by regional coordinators. Regional coordinators arrange all travel needs for advisory committee members within their region. This includes travel to advisory committee meetings as well as board meetings. Once meeting dates are determined, regional coordinator will arrange travel as appropriate for conducting state business.

Travel will include flights to and from place of residence and the meeting location, hotel accommodations while attending the meeting, and a per diem (food and incidental) allowance during time of travel. In certain circumstances, travelers may be eligible to receive up to 80% of the anticipated per diem allowance in advance. This will be coordinated by the regional coordinator and issued upon arrival at the meeting location. If issued funds in advance, and travel time is shortened or if the state incurs charges that are not approved, be advised traveler may owe the state the difference. For a list of charges that are not approved while traveling, please review the reimbursable and non-reimbursable charges list.

While traveling

While traveling it is important to remember that you are representing the AC and the state at all times. Traveler will be expected to participate in AC meetings while attending and represent the AC at board meetings. Travel, when paid for by the state, is for state business only and traveler should not be using this time to conduct personal business. In the event that a traveler has personal business to attend to during meeting times, the traveler is expected to disclose this information to their regional coordinator and traveler may be responsible for any personal costs incurred by the state.

Post-travel

Once traveler has completed travel and returned to his/her respective place of residence, the traveler is required to submit a Travel Documentation Form, supplied by their regional coordinator, and all original receipts from travel related expenses. Though not all costs associated with travel may be reimbursable, it is advisable to submit all receipts to the regional coordinator for processing; for example, boarding passes, hotel folio (receipt), and receipts for cab fare. If it is determined that the traveler is owed a balance in per diem or has paid for approved travel costs out of pocket, this amount will be issued to traveler via check from headquarters. If it is determined that the traveler received more than was due, or owes the state for personal costs, the traveler will be notified via letter to send a check for the balance.

If you have any further questions, please contact your regional coordinator or Boards Support Headquarters at 907-465-4110.

Reimbursable Charges

- Airfare paid out of pocket for qualifying flights.
- Hotel/lodging expenses paid out of pocket during travel.
- Cab/taxi fare to-from residence, airport, meeting location as necessary.
- Mileage to-from meeting location when no common air carrier is available, or with approved personal deviation.
- Additional travel costs may be approved depending on circumstances.

Non-Reimbursable

- Airfare costs outside the minimum travel time for state business.
- Extra baggage fees.
- Hotel costs outside the minimum travel time for state business.
- Hotel charges for internet, food/alcohol/room service, and parking.
- Cab/taxi fare to-from any location outside residence, airport, meeting location.
- Tips on cab/taxi fares.
- Meals.
- Rental cars.
- Parking charges.

Meeting Agenda Example

PUBLIC MEETING

_____ Advisory Committee
_____ Date and Location

- I. Call to Order: Time by [name of chair or acting for the meeting]
- II. Roll Call:
- III. Members Present: [include role here by name - officer; designated seat; at large member?]
- IV. Members Absent:
- V. Number Needed for Quorum on AC:
- VI. List of User Groups Present:
- VII. Fish and Game Staff Present:
- VIII. Guests Present:
- IX. Approval of Agenda:
- X. Approval of Previous Meeting Minutes: From meeting date....
- XI. Reports:
 - a. Chairman's report
 - b. ADF&G
 - c. Others
- XII. Public Comment
- XIII. Old Business
- XIV. New Business [committee actions on proposals scheduled for upcoming board meetings, proposals to the boards to be generated by the advisory committee]:
- XV. Select representative(s) for board meeting
- XVI. Set next meeting date
- XVII. Other
- XVIII. Adjourn