



# **Alaska Department of Fish and Game Advisory Committee Manual**

Fourth Edition, November 2022

## Introduction to the Advisory Committee Process

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Welcome to the advisory committee (AC) program. We thank you for your involvement in the management process for Alaska's fish and game resources.

The enclosed manual is intended to help you better understand the process for the Board of Fisheries, Board of Game, and the local ACs. It includes contact information to the reach Boards Support regional coordinators who provide assistance to the ACs.

Advisory Committees (ACs) are local groups of elected members that meet to discuss fishing and wildlife issues and to provide recommendations to the Boards of Fisheries and Game. There are 84 ACs through the state, each with expertise in a particular local area. Each AC has a webpage which provides the membership roster and meeting information. The AC webpages are available at [www.advisory.adfg.alaska.gov](http://www.advisory.adfg.alaska.gov).

The ACs were established by the Joint Board of Fisheries and Game for the purpose of providing a local forum for the collection and expression of opinions and recommendations on matters relating to the management of fish and game wildlife resources. The governing regulations the ACs are 5 AAC Chapters 96 and 97 which can be found on page 37 of this manual.

The functions of the ACs, as established in regulation are to:

- Develop regulatory proposals
- Evaluate regulatory proposals and make recommendations to the appropriate board
- Provide a local forum for fish and wildlife conservation and use, including matters relating to habitat
- Cooperate and consult with interested persons and organizations, including government agencies, and encourage youth and elder involvement in AC activities.

Advisory Committee meetings are always open to the public and are regularly attended by ADF&G staff who provide biologic and socioeconomic information to the committees on fish and game management issues.

The ACs are supported by the Alaska Department of Fish and Game, Boards Support Section (boards support) for meeting coordination and funding. Regional Coordinators are located in Dillingham, Kotzebue, Bethel, Fairbanks, Anchorage, and Juneau, to assist ACs throughout the state. Contact information for the regional coordinator in your region can be found on page 2 of this manual, or online via the link above.

Please visit the AC webpage for additional information about the AC program including newsletters, meeting templates, the AC webpages, and the AC recognition program at [www.advisory.adfg.alaska.gov](http://www.advisory.adfg.alaska.gov).

The Department of Fish and Game thanks you for your dedication to serve on an AC. We look forward to having your participation on the AC and thank you for your service.



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## **Chapter 1 – Contact Information, Advisory Committees by Region & Maps**

- Boards Support Section Contact List
- Advisory Committees by Region
- Regional Maps

# Boards Support Section Staff List

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## HEADQUARTERS

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### Southeast Region (South of Frederick Sound)

Henry Leasia (see above contact info)

### Southeast Region (North of Frederick Sound)

Annie Bartholomew (see above contact info)

For an updated list, please visit the Board's Support Sections website at [www.boards.adfg.state.ak.us](http://www.boards.adfg.state.ak.us)

## Advisory Committees by Region

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Advisory committees are local groups that meet to discuss fish and wildlife issues, provide a local forum for those issues, and make recommendations to the Alaska boards of fisheries and game. There are 84 advisory committees throughout six regions of the state, each with expertise in a particular local area. View AC web pages at [www.advisory.adfg.alaska.gov](http://www.advisory.adfg.alaska.gov).

### Arctic Region

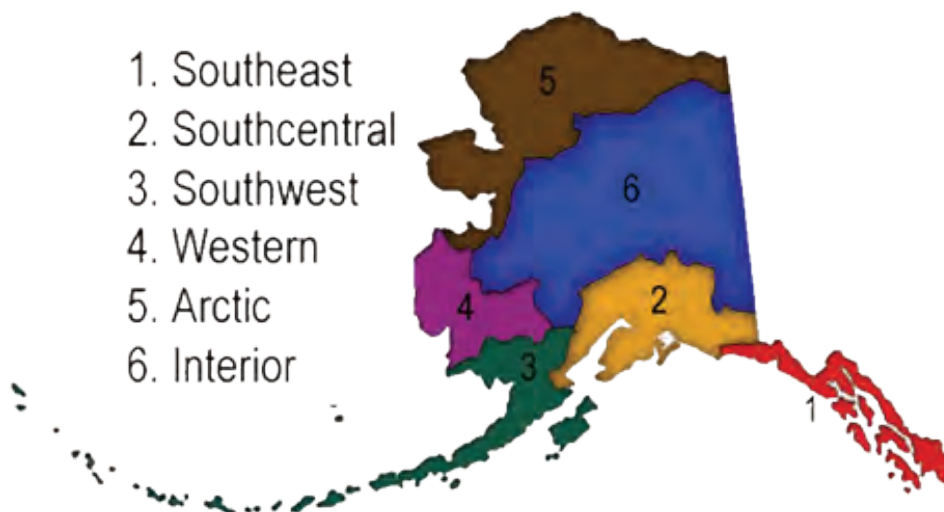
Kotzebue Sound  
Lower Kobuk  
Noatak/Kivalina  
Northern Norton Sound  
Northern Seward Peninsula  
North Slope  
St Lawrence Island  
Southern Norton Sound  
Upper Kobuk

### Southcentral Region

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

### Southwest Region

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



### Southeast Region

#### *North Frederick Sound*

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

#### *South Frederick Sound*

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

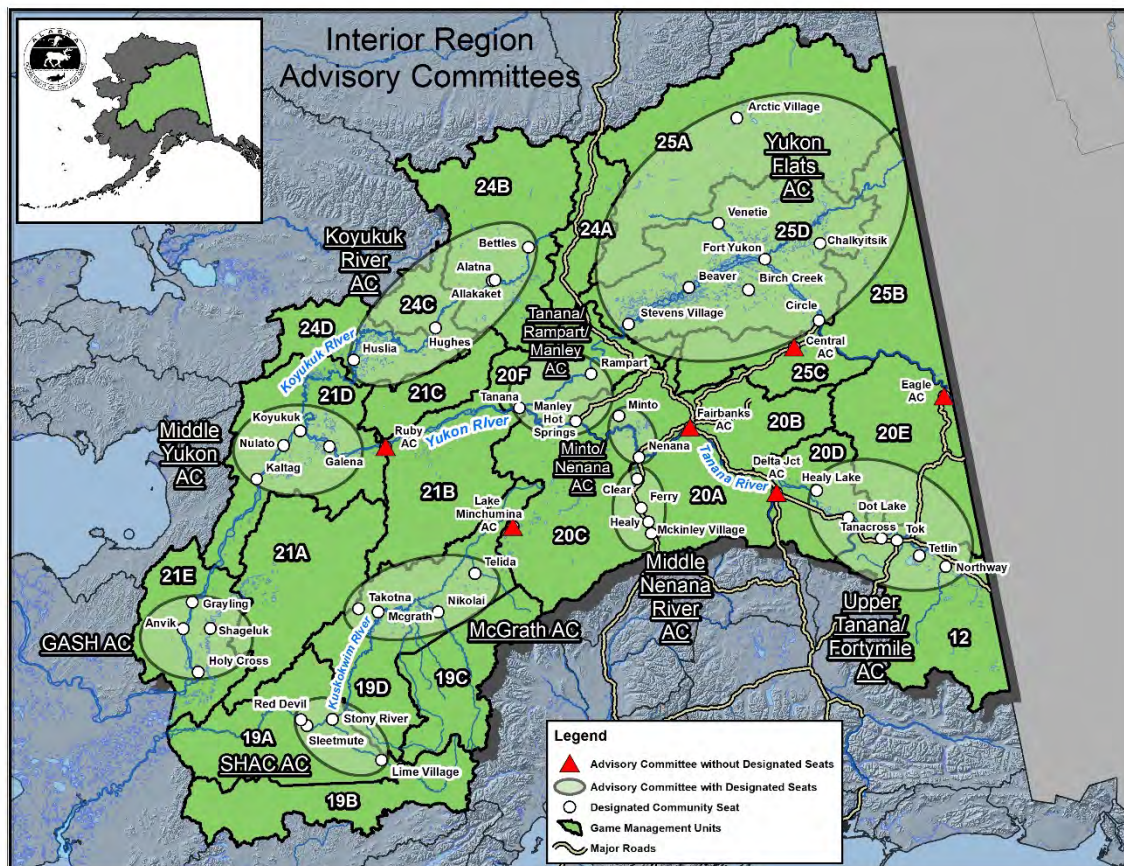
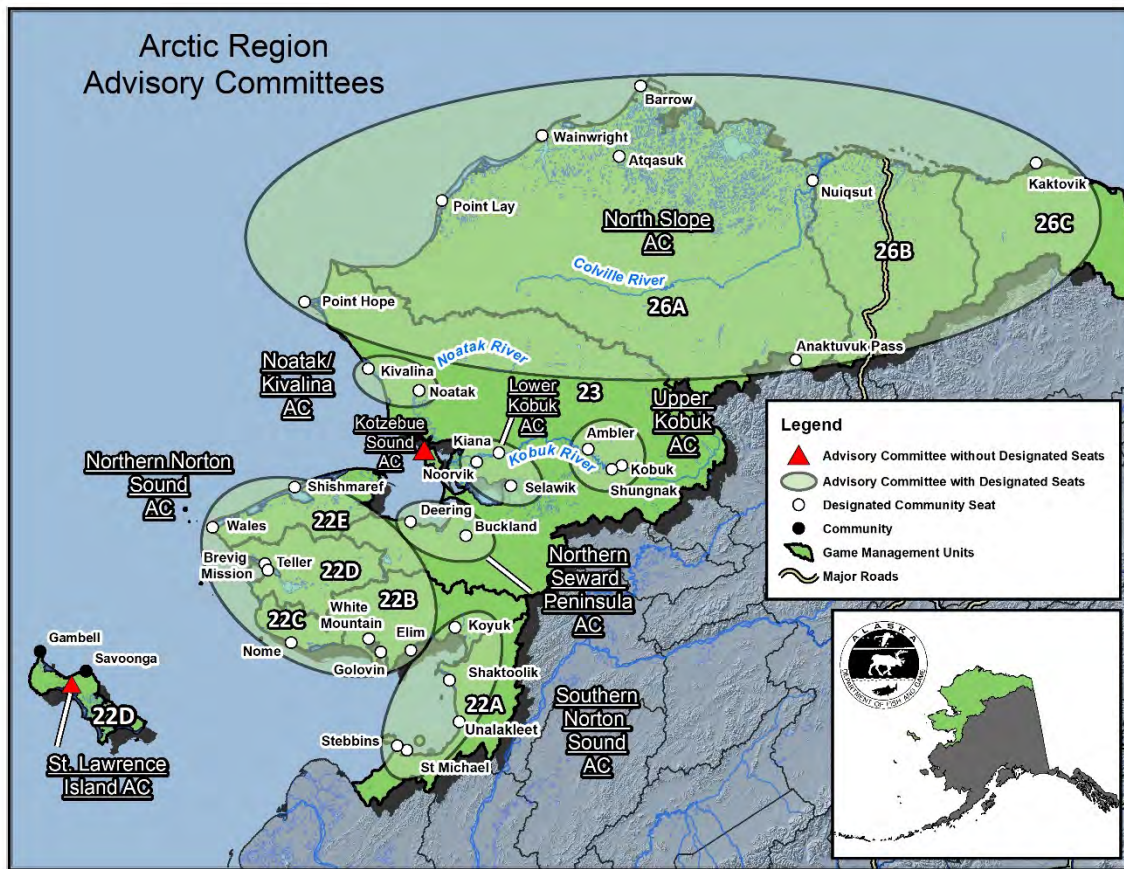
### Interior Region

Central  
Delta  
Eagle  
Fairbanks  
Grayling, Anvik, Shageluk and Holy Cross (GASH)  
Koyukuk River  
Lake Minchumina  
McGrath  
Middle Nenana River  
Middle Yukon  
Minto/Nenana  
Ruby  
Stony/Holitna  
Tanana/Rampart/Manley  
Upper Tanana/Fortymile  
Yukon Flats

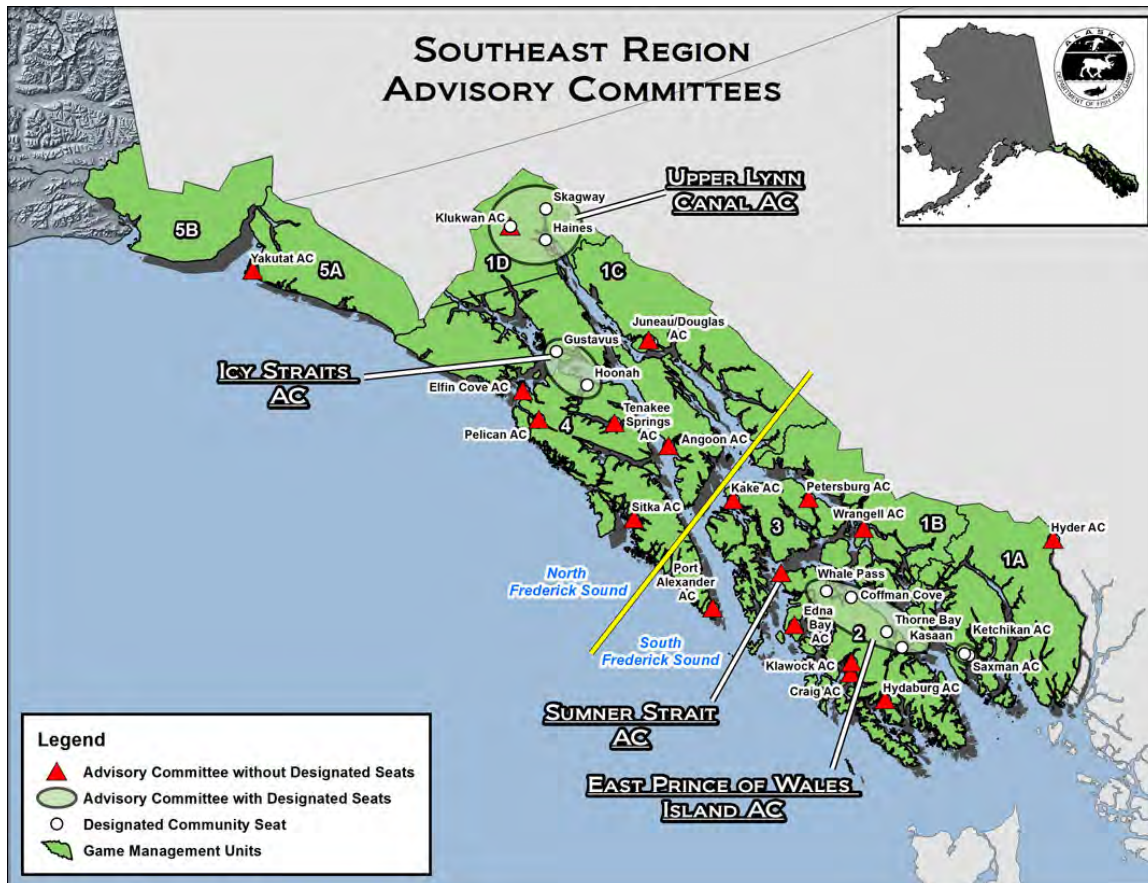
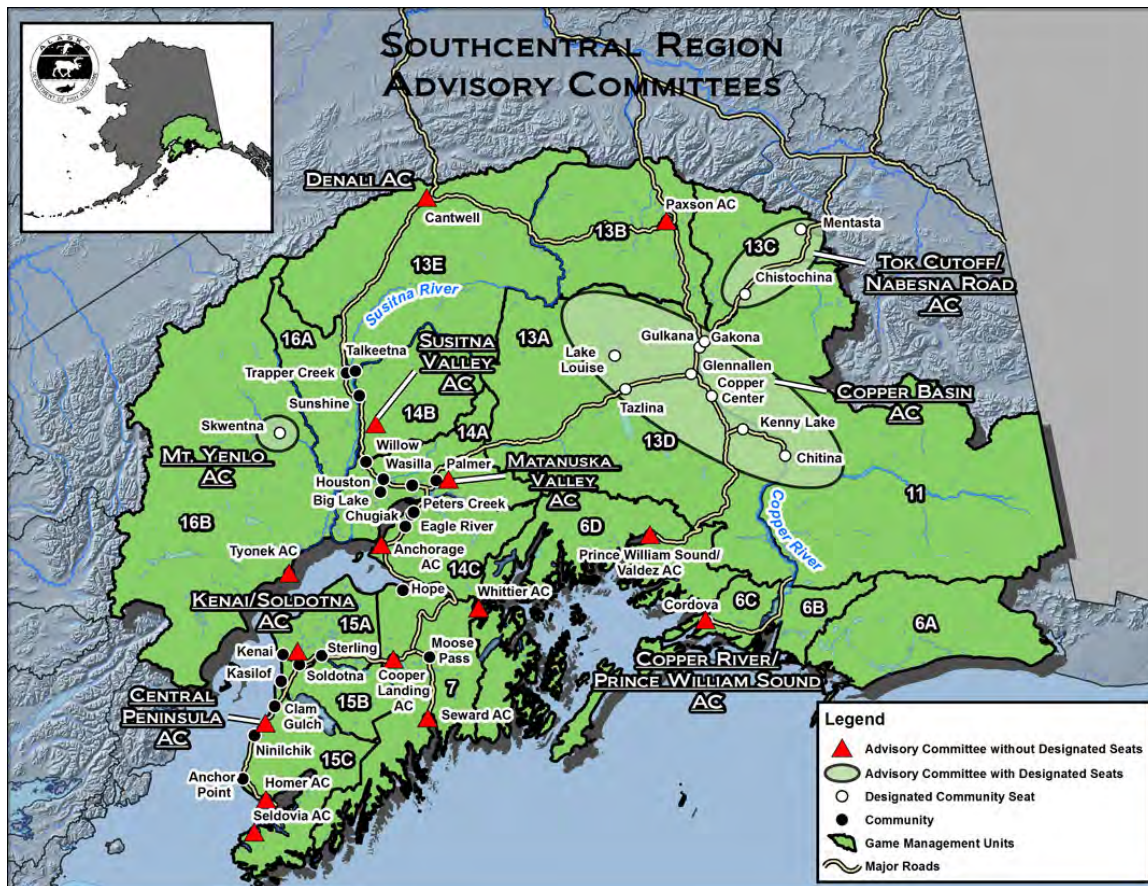
### Western Region

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

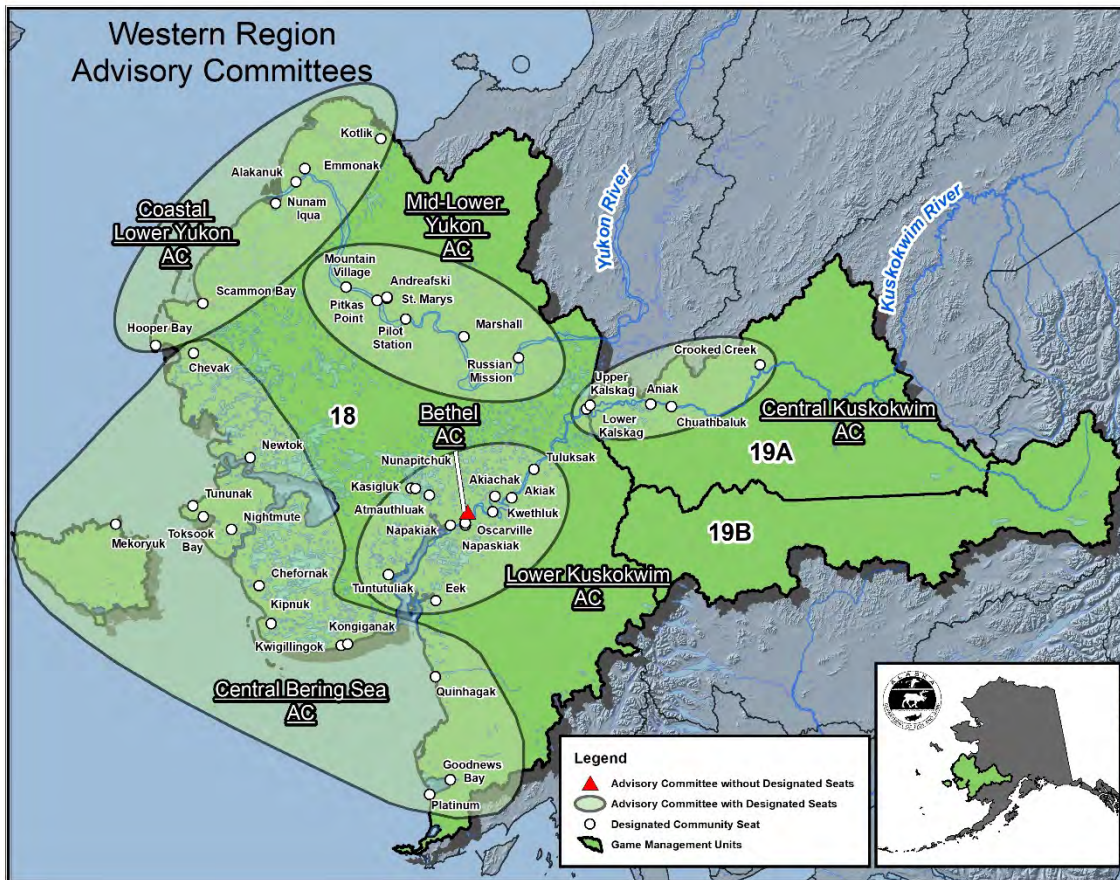
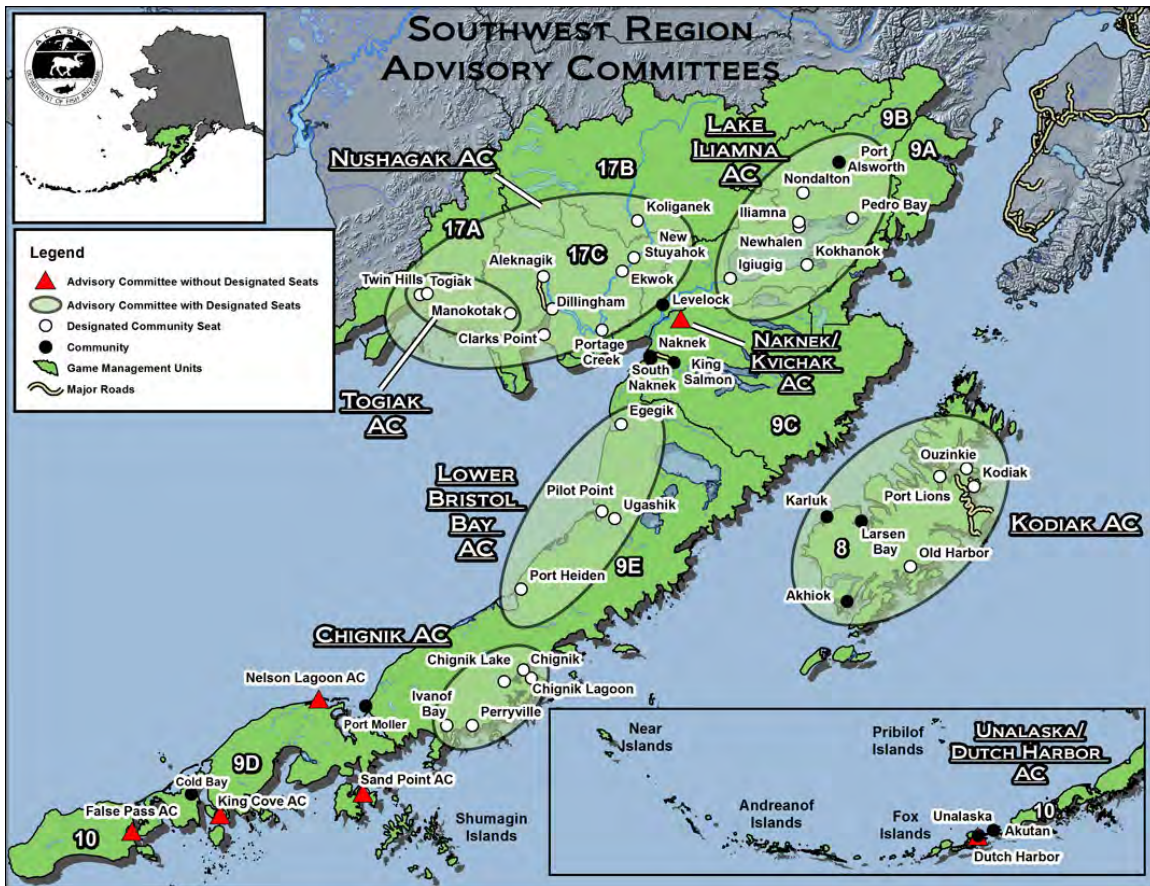












## **Chapter 2 – Boards of Fisheries and Game Process & Procedures**

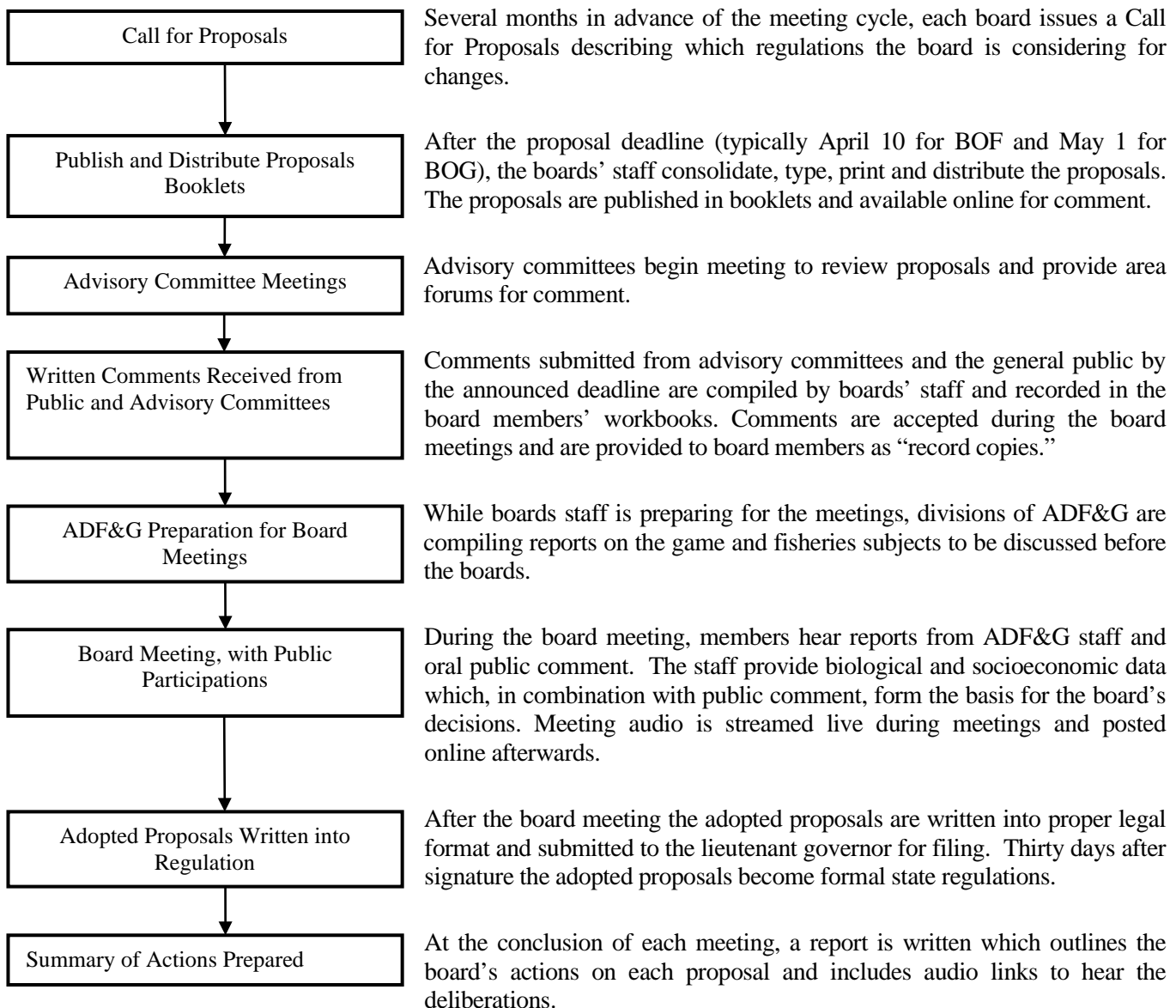
- Development of Alaska's Fish and Game Regulations
- Joint Board Regulatory Process
- Out of Cycle Regulatory Processes
  - Agenda Change Requests (ACRs)
  - Emergency Petitions
  - Subsistence Proposals
  - Board Generated Proposals
  - Petition Policy for Bering Sea and Aleutian Islands King or Tanner crab
- Procedure Differences Between Boards of Fisheries and Game
- Board of Fisheries Long-Term Meeting Cycle
- Board of Game Long-Term Meeting Cycle
- Sample Call for Proposals



## Development of Alaska's Fish and Game Regulations

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Regulations adopted by the Board of Fisheries (BOF) and Board of Game (BOG) are made consistent with the requirements of the Administrative Procedures Act (APA) within Alaska Statute Chapter 44.62. The boards go beyond the minimum requirements of the APA to provide additional public involvement as described under the Joint Board regulations 5 AAC 96.610. Regulations are adopted during the board cycle (October to April) and become effective following the board meetings and after a legal review by the Department of Law. Fishing regulations may go into effect at the first opening of the fishery following the board meeting while hunting and trapping regulations typically become effective July 1. Both boards have standing delegations of authority to the Commissioner of Fish and Game outside the meeting cycle to address emergency situations.



ADF&G, Regulations, and Board Process website: [www.adfg.alaska.gov/index.cfm?adfg=regulations.main](http://www.adfg.alaska.gov/index.cfm?adfg=regulations.main)

## Joint Board Regulatory Process

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The Board of Fisheries and the Board of Game meet jointly to address regulations common to both boards such as those governing the advisory committees and subsistence procedures. The Joint Board will also meet for the purpose of submitting names to the Governor to serve as ADF&G Commissioner (see Alaska Statute 44.39.030).

The regulations the Joint Board has authority to change are: 5 AAC Chapter 96 which includes the local fish and game advisory committee system; 5 AAC Chapter 97 dealing with advisory committee closures and areas of jurisdiction; and 5 AAC Chapter 99 regarding subsistence uses.

Regulatory meetings of the Joint Board are scheduled approximately every five years to consider advisory committee regulations and every ten years to consider regulations for subsistence procedures.

## Out of Cycle Processes

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### 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 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 October Work Session. The board's criteria for accepting an ACR is:

- 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's criteria for accepting an ACR is:

- 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.

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. Emergency petitions submitted to the boards must outline the justification for a finding of emergency as specified in the Joint Board Petition Policy, 5 AAC 96.625. 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 received more than 30 days before a regular board meeting. When petitions are received within 30 days of a regular meeting, the boards will consider the petition at the meeting.

### Subsistence Proposals

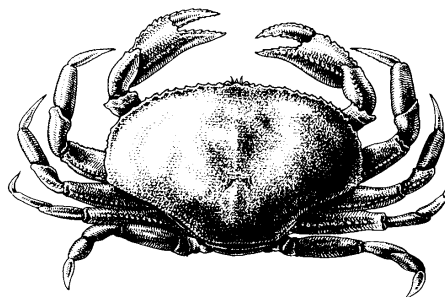
Certain types of subsistence proposals may be accepted out-of-cycle in either board's regular proposal process. If a subsistence proposal is received timely in the proposal process, 5 AAC 96.615 allows the proposal's acceptance if the proposal seeks to identify a new species for a customary and traditional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

### Board Generated Proposals

Both boards are able to develop and schedule their own regulatory proposals. When the board develop proposals, they follow a joint policy that calls for consideration of criteria that serves the best public interest, requires urgent attention, and provides for reasonable and adequate opportunity for public comment.

### 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

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While the Board of Fisheries and Board of Game follow the same basic process for adopting regulations, each board has adopted various policies and procedures that differ. This can be confusing for individuals who are new to the process and do not regularly attend both board meetings. These policies and procedures have been modified over time as 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:**

- AC testimony – typically ten-minute duration, at the discretion of the chair.
- Public testimony – generally three-minute duration, at the discretion of the chair.
- AC members can provide their committee testimony as well as their own personal 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 on the following page. Do not be discouraged if the board does not ask any questions during testimony.

#### **Board of Game:**

- AC testimony – typically 15-minute duration, at the discretion of the chair.
- Public testimony – generally five-minute duration for individuals and organizations, at the discretion of the chair.
- AC members can elect to testify later in the meeting, prior to the section of proposals for their area of interest, however personal testimony must still be given during the public testimony time.
- Individuals can give both personal testimony and testimony on behalf of one organization with separate 5-minute limits for each.
- The Board of Game uses the testimony portion of its meeting as the main opportunity for gathering information from meeting participants, unlike the committee process utilized by the Board of Fisheries. As such, board members will ask testifiers for more information.



### 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 up to 25 copies of written comment. The actual number of copies is posted at the meeting and may change throughout the duration of the meeting.

#### **Board of Game:**

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

### Committee Process at Board Meetings

#### **Board of Fisheries:**

- Employs a “committee” process for board members to hear detailed information about proposals from the affected public, including advisory committees.
- Initially designed in the late 90s, committees were three board members given groups of related proposals. Two committees would meet simultaneously to expedite the process. Advisory committees and the public signed up for committees. Advisory committees were 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, the Board of Game will utilize a less formal meeting style (town hall forum, similar to the Board of Fisheries committee meetings) to solicit more discussion on specific topics from ACs, public, and agency staff.

### Meeting Cycle Annual Deadlines

#### **Board of Fisheries:**

- Proposal deadline: April 10. If April 10 falls on a weekend, the proposal deadline is the Friday preceding the weekend.
- Agenda Change Request deadline – 60 days prior to first day of the October work session.
- On-time public comment – the Board of Fisheries generally sets the deadline for submitted on-time AC comments and public comment at two-weeks prior to the board meeting.

#### **Board of Game:**

- Proposal deadline: May 1. If May 1 falls on a weekend, the proposal deadline is the Friday preceding the weekend.
- Agenda Change Request deadline – November 1.
- On-time public comment – the Board of Game generally sets the deadline for on-time AC comments and public comment at two-weeks prior to the board meeting.



## 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 region-based schedule. The 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:

- 1) In the year preceding a board cycle, the board will announce a call for proposal that prescribes which regions, species, and fisheries are set for regulatory review.
- 2) The proposal deadline is April 10 every year. If April 10 falls on a weekend, the proposal deadline is the Friday preceding that weekend.

| Meeting Areas and Species  |
|--|
| Alaska Peninsula/Bering Sea-Aleutian Island/Chignik Areas all Finfish<br>Arctic-Yukon-Kuskokwim Areas all Finfish<br>Bristol Bay Area all Finfish<br>Statewide Provisions for Finfish<br><b>Meeting Cycle Years:</b> 2022/2023 2025/2026 2028/2029 2031/2032 |
| Cook Inlet Area all Finfish<br>Kodiak Area all Finfish<br><b>Meeting Cycle Years:</b> 2023/2024 2026/2027 2029/2030 2032/2033  |
| Prince William Sound Area all Finfish and Shellfish (except Shrimp)<br>Southeast/Yakutat Areas all Finfish and Shellfish<br>Statewide (except SE/Yakutat/PWS) Shellfish*<br><b>Meeting Cycle Years:</b> 2024/2025 2027/2028 2030/2031 2033/2034              |

*\*Starting in 2021-2022, the Statewide (except Southeast/Yakutat/PWS Tanner Crab) King & Tanner Crab meeting will become part of Statewide (except SE/Yakutat/PWS) Shellfish.*

**The meeting cycle repeats itself every three years.** 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

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www.boardofgame.adfg.alaska.gov

## Board of Game Long-Term Meeting Cycle

The Board of Game meeting cycle generally occurs from November 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, excluding Game Management Unit Boundaries under 92.450

Proposals pertaining for the 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 Chapter 92 listed on the following page, Game Management Unit boundaries, and 98.005 dealing with antlerless moose reauthorizations are considered at the 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 January before the May 1 deadline, which will also specify which regulations are open for proposed changes.

| Topic & Meeting Schedule   |
|--|
| <b>Southeast Region - Game Management Units: 1, 2, 3, 4, 5</b><br><i>Meeting Cycle: 2022/2023 2025/2026 2028/2029</i>                                      |
| <b>Southcentral Region - Game Management Units: 6, 7, 8, 14C, 15</b><br><i>Meeting Cycle: 2022/2023 2025/2026 2028/2029</i>                                |
| <b>Western Arctic / Western Region - Game Management Units: 18, 22, 23, 26A</b><br><i>Meeting Cycle: 2023/2024 2026/2027 2029/2030</i>                     |
| <b>Interior and Eastern Arctic Region - Game Management Units: 12, 19, 20, 21, 24, 25, 26B, 26C</b><br><i>Meeting Cycle: 2023/2024 2026/2027 2029/2030</i> |
| <b>Central and Southwest Region - Game Management Units: 9, 10, 11, 13, 14A, 14B, 16, &amp; 17</b><br><i>Meeting Cycle: 2024/2025 2027/2028 2030/2031</i>  |
| <b>Statewide Regulations*</b> (see next page)<br><i>Meeting Cycle: 2024/2025 2027/2028 2030/2031</i>   |
| <i>*5 AAC 92.037. Permits for falconry is scheduled every six years: 2027/2028 2033/2034 2039/2040</i>   |

**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 (to be *addressed every 6 years*)
- 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
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- 92.049 Permits, Permit Procedures, and Permit Conditions
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## Sample Call for Proposals

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### **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](http://www.adfg.alaska.gov/index.cfm?adfg=gameboard.proposal)

**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](http://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](http://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](mailto:kristy.tibbles@alaska.gov).



## **Chapter 3 – Advisory Committee Process & Procedures**

- Overview of the Advisory Committee System
- Uniform Rules of Operation
  - Membership
  - Elections
  - Meetings
  - Quorum
- Ground Rules for Successful Advisory Committee Meetings
- A Brief Guide to Robert's Rules of Order
  - Commonly Used Motions
- Quick Reference for Handling a Motion
- Other Commonly Used Rules and Procedures
  - Record of Advisory Committee Actions
  - Standing Rules of Order and Bylaws
- Chart of Motions and Summary Rules of Governing the Motions
- Chair's Checklist for Advisory Committee Meetings
- Guidelines for Conducting Elections

## **Overview of the Advisory Committee System**

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The AC system was created 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. Each of the 84 ACs is established in regulation, 5 AAC 96.021(a). Those having specific designated and undesignated seats, and those ACs whose membership is less than 15, are defined in 96.021(c).

The functions of the ACs are also described in regulations, 5 AAC 96.050, which specifies: developing regulatory proposals for the boards; evaluating proposals and providing recommendations to the boards; providing a local forum for fish and wildlife conservation and use including any matter related to fish and wildlife habitat; cooperating and consulting with interested persons and organizations including government agencies, and encouraging youth and elder involvement. In addition to the functions in 5 AAC 96.050, ACs are required to approve antlerless moose hunts according to 5 AAC 98.005.

## **Uniform Rules of Operation**

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The Uniform Rules of Operation for ACs are established in 5 AAC 96.060. These rules provide guidance and procedures about membership, elections, officers, and meetings. The following section highlights key provisions of the Uniform Rules. Please refer to Chapter 5 to review the complete regulations.

### **Membership:**

- Each AC must have at least 5 members, 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 AC is created or at committee request.
- To serve on an AC, 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 AC membership. With the exception of community designated seats, there are no residency requirements for membership.
- The members must be representative of fish and game user groups in the area served by the AC. To the extent possible, at least three user groups (ex: hunting, commercial fishing, guiding, personal use, subsistence, etc.) must be represented on each AC, and membership must include representatives from each town or village located in the area that the AC 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. Terms for officers is two years.
- A chair may declare a vacancy when a member's term is set to expire or has expired. A chair shall declare a vacancy upon a member's death, resignation, or refusal to accept election; a member's absence from three consecutive regularly advertised meetings without reasonable justification, as determined by a majority vote of the AC; or a member's removal by the Joint Board for cause. A vacancy shall be filled through an election, and an alternate may assume responsibilities of a vacant seat in the meantime.

- Removal for cause of any member is by the Joint Board upon written request of the majority of all members serving on the AC. “Cause” includes the following:
  1. Conviction of a crime or imposition of an administrative disciplinary action for behavior inconsistent with the responsibility of a fish and game AC membership within the preceding five years;
  2. Serious and substantial disregard for or violation of the provisions of 5 AAC Chapters 96 or 97 governing the AC system, including conduct warranting the imposition of disciplinary measures under Robert’s Rules of Order; or
  3. Failure, at any time, to meet the qualifications for AC membership.

## **Elections:**

- All elections for AC membership shall be noticed to the public at least 14 days in advance of the meeting.
- An AC need not establish a quorum to accept nominations or elect a new member except that, for ACs with both community and undesignated seats, election for undesignated seats shall be held at an AC meeting at which a quorum is present.
- Elections for a community seat specified in 5 AAC 96.021(c) may take place in the community for which the seat is specified.
- Each AC member, and each voting age resident of the area served by the AC as defined in 5 AAC 96.910 (10) (see Chapter 5) who attends the election may make nominations and vote on nominations for membership.
- Qualifications for serving on the AC are listed on the previous page. An AC may not reject a nomination for an undesignated seat if the AC membership is less than the number of members authorized by the Joint Board.
- Election results, including new member forms (see Chapter 7), must be sent to the Boards Support Section region office within 30 days.

## **Meetings:**

- An AC chair, the department, or two members of an AC, may call a meeting.
- All AC meetings including subcommittees are subject to the Open Meetings Act under Alaska Statute 44.62.310 and require reasonable and consistent public notice for meetings. Providing seven days’ notice is encouraged. Actions taken at meetings that are not properly noticed may not be considered an official action of the AC.
- A quorum (majority of members serving) must be present for a meeting to convene and for business to be carried out. However, a quorum is not required to elect new members unless the AC is comprised of both community designated seats and undesignated seats.
- Meetings will, to the extent practicable, be conducted according to the latest edition of Robert’s Rules of Order.
- A preliminary record for each AC meeting and the committee actions shall be recorded in writing and forwarded to Boards Support Section region office within 30 days after the meeting and is required in order for an AC chair or designee to represent the AC at a board meeting.

## Quorum:

- As previously mentioned, the presence of a majority of the members serving on an AC constitutes a quorum for the transaction of business.
- A quorum is one more than half of the actual membership of the AC (excluding alternates).
- 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 AC.

| Committee Seats Filled | Quorum |
|------------------------|--------|
| 15                     | 8      |
| 14                     | 8      |
| 13                     | 7      |
| 12                     | 7      |

## Ground Rules for Successful Advisory Committee Meetings

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The following simple, yet effective, rules serve as a set of expectations to keep AC meetings productive and respectful.

1. **Open Meetings Act.** The State of Alaska's Open Meetings Act (AS 44.62.310-.312) requires that AC meetings be open to the public and that reasonable and consistent notice for meetings be provided. The Open Meetings Act (OMA) is intended to ensure that decisions made, and actions taken are public knowledge.
2. **Uniform Rules of Operation.** Respect and adhere to the Uniform Rules for ACs as found in 5 AAC 96.060 and described in more detail in this chapter.
3. **Everyone participates.** Full participation is encouraged and allows support staff and the public to have a clear understanding of everyone's view of the issue at hand. Engage quiet AC members as they may only need a clarification or an explanation of the discussion or AC action.
4. **Different opinions are welcome, but the AC must stay on track.** The chair helps guide the AC to places of agreement or should focus on areas that need clarification. Do your part to keep the discussion on track.
5. **Avoid texting and side conversations during meetings.** These behaviors are distracting and may not encourage trust between AC members and the public.
6. **Do not hesitate to ask for clarification.** To ensure that members are on the same page throughout the process, the chair is encouraged to re-state the motion and clarify amendments as necessary. This also gives support staff the opportunity to clarify the language or intent if needed.
7. **Listen respectfully and thoughtfully to testimony.** Demonstrate professional civility for fellow AC members, staff, and the public in all matters. Avoid emotional outbursts or anything that could be considered threatening or intimidating.
8. **Hold Advisory Committee members accountable.** If an AC member is interrupting others, rude to staff, or refusing to keep their comments on track, the chair should call for a break. Bad behavior should never be tolerated. Members are expected to courteously accept decisions by the majority regardless of a possible conflicting opinion.



## A Brief Guide to Robert's Rules of Order

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Robert's Rules of Order provide rules and procedures that allow an AC to make decisions efficiently and with due regard for the rights of the minority. Having an understanding of the rules of order for members attending meetings will help the AC achieve its business effectively. While it is the AC 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.

### *General Rules of Debate*

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- A member must obtain the floor by being recognized by the chair prior to speaking.
- All discussion must be relevant to the immediately pending question.
- Debate must address issues and not personalities.

### *The Agenda/Order of Business*

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It is a normal procedure for ACs to follow a standard order of business for meetings. Once the chair or secretary determine a quorum (majority of members serving on the AC) is present, the chair will announce that "the meeting will come to order" followed by other opening business on the agenda. A sample agenda can be found in Chapter 7.

### *Motions – the Means by which Business is Conducted*

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- A motion is basically a proposition or question brought up for consideration. 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 AC for discussion.
- Motions are always introduced in the positive as: "I move the AC support proposal..."
- Positive motions, such as the example above, ensure that members voting "yes" support the proposal, and those voting "no" oppose it.
- Before discussing the motion, another member must "second" the motion. For 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; they may not actually agree with the issue and can 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. The person who made the original motion typically speaks first. After that, anyone recognized by the chair has a right to discuss the motion.
- As the discussion concludes the chair asks for any further discussion. If no one requests to speak, the chair may state "If there is no objection we will vote on the motion," or an AC member may call the question. Voting occurs by either a show of hands, a roll call vote, or the chair may ask "all in favor and all opposed?" After the vote occurs, the chair will announce the result of the action and the tally of the vote.

**Motion to support:** “I move to support Proposal 45.”

The purpose of a motion to support a proposal, brings that proposal to the floor for discussion.

**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 AC members. Common methods of amending a proposal is to add something that the proposal lacked, remove something the AC did not like, or a combination of both— removing some language to add other language.

**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 AC to set aside a motion temporarily and return to it later in the meeting. If an item is tabled, no time frame to return to it is given. If the AC wishes to put off action until a specific time frame, for example the next meeting, then a motion of postpone should be used with language about when the committee will continue to discuss the motion. If the AC 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.”

Since no time frame was given to table a motion, action must be taken by the AC to return to the tabled item. If approved by a majority of members, the previous motion that was tabled is again before the AC.

**Motion for Reconsideration:** “I move to reconsider Proposal 45.”

A motion to reconsider enables an AC to bring back a motion already voted on because of new information or to correct something. Under Robert’s 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 actual issue). If the motion passes, the issue should be in the final form that the AC voted on. Motions to reconsider should occur at the same meeting for which the action occurred.

**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 because of new information or to correct something. A motion to rescind would place the entire action on the table, while a motion to amend 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 either of the motions requires either a two-thirds vote of members present or a vote of the majority of the entire membership of the AC. Previous notice would include either announcing the intent to revisit the previous action at an AC meeting prior to the meeting at which the AC intended to revisit the action, or by including it in the original agenda distribution for a meeting.

## **Motion to Raise a Point of Order: “Point of Order”**

A motion to raise a “Point of Order” is made to call attention to a violation of the rules. Although it is the responsibility of the presiding officer to enforce the rules, any member who believes the chair is failing to do so can call attention to the matter by making a “Point of Order” at the time the violation occurs. This motion keeps the group functioning according to parliamentary procedures.

## **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 first speaks to the motion.
5. Other members debate the motion upon 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.

## **Other Commonly Used Rules and Procedures**

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**Nominations for officers** do not require a “second.” No member may nominate more than one candidate for each office. Nominations close when no one wishes to make a further nomination, otherwise a motion to close the nominations is required and requires a two-thirds vote. Nominations may be reopened by a motion which requires only a majority vote.

**Voting for officers** occurs once the nominations are closed, sometimes by ballot, and only by members of the AC. If accepted, the candidate assumes the duties as soon as elected unless a beginning term date was agreed upon by the AC prior to the election.

**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 AC, the correction is then subject to a majority vote.

Many ACs approve minutes at the following meeting which oftentimes occurs after a submission deadline for the board meetings. When this is the case, ACs need to appoint a member other than the secretary/recorder to provide a preliminary approval. If it becomes necessary to correct minutes after

they have initially been approved, such as at a later meeting, corrections need to be made by means of the motion to Rescind or Amend Something Previously Adopted (see *Commonly Used Motions*).

**Abstentions** occur when members choose not to vote (to abstain from voting) on an issue for various reasons such as a possible conflict of interest. A member abstaining from voting may be recorded as an abstention if the member provides an explanation that is included in the AC records. A member who abstains from a vote will be counted as neutral vote, rather than as a no vote, and the neutral vote will not be counted against the quorum requirement for the AC.

### *Record of Advisory Committee Actions*

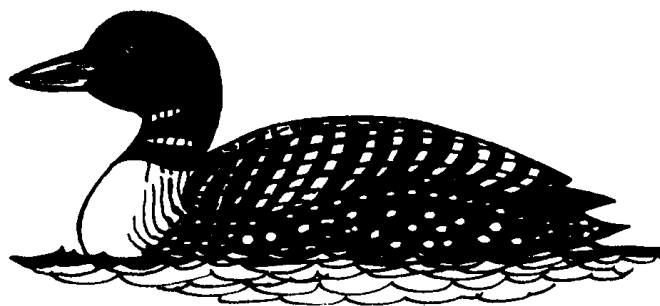
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The secretary/recorder serves an essential role for the AC by ensuring actions (also referred to as preliminary recommendations) of each AC meeting are recorded in writing. AC recommendations are to be recorded on the format adopted by the Joint Board, 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 ACs, it is important that AC 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*

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ACs may choose to adopt their own standing rules of order or bylaws for procedures that may be more practical for the AC. For example, some ACs have adopted bylaws to explain election procedures, and designate seats for specific user groups. If an AC chooses to adopt standing rules, those rules need to be recorded and kept on file so AC members and other meeting participants are aware of the rules. Boards Support staff can assist the ACs with establishing rules and bylaws and will need to keep a record of any standing rules or bylaws adopted by each AC.





## Chart of Motions and Summary Rules of Governing the Motions

|   | May<br>Interrupt<br>Speaker | Requires<br>a Second | Debatable | Vote Required               |
|---|-----------------------------|----------------------|-----------|-----------------------------|
| <b>Privileged Motions (Takes precedence)</b>                                |                             |                      |           |                             |
| • 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                 |
| <b>Subsidiary Motions (Applies to main motions)</b>                         |                             |                      |           |                             |
| • To table a motion (lay on table)  | No                          | Yes                  | No        | Majority                    |
| • To call for the 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                    |
| <b>Main Motions (To bring up questions or proposals for consideration.)</b> |                             |                      |           |                             |
| • General main motions  | No                          | Yes                  | Yes       | Majority                    |
| <b>Specific main motions:</b>   |                             |                      |           |                             |
| • 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<br>(Special)                                  | No                          | Yes                  | Yes       | Gen, Majority;<br>Spec. 2/3 |
| • To amend (constitution, etc.)   | No                          | Yes                  | Yes       | 2/3                         |
| <b>Incidental Motions (Arise incidentally)</b>                              |                             |                      |           |                             |
| To withdraw a motion  | No                          | No                   | No        | Majority                    |
| To read papers  | No                          | Yes                  | No        | Majority                    |
| To object to a consideration  | Yes                         |                      | No        | 2/3                         |
| To rise to a point of order   | Yes                         |                      | No        | Chair Rule or<br>Majority   |
| To rise to a 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                    |

### References

The above information was 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.

## Chair's Checklist for Advisory Committee Meetings

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The AC chair should actively communicate with the Regional Coordinator throughout this process to assist with some of these steps:

1. \_\_\_\_ **Set meeting date.** Consult with other AC members and department staff such as area biologists to confirm participation.
2. \_\_\_\_ **Set meeting location.** Work with the Regional Coordinator to reserve the meeting room or hall. Boards Support will cover reasonable meeting costs.
3. \_\_\_\_ **Alert Regional Coordinator of meeting date/time.** Work with the Regional Coordinator well in advance of proposed meeting date so they can properly notice the meeting to the public. Providing two weeks of public notice is required for elections. Seven days is recommended for all other AC meetings, including subcommittees.
4. \_\_\_\_ **Consult on agenda topics.** Communicate as necessary with other AC members, the Regional Coordinator, and other department staff when drafting the agenda. Help the area biologists prepare for AC meetings by communicating areas of interest or questions the AC has.
5. \_\_\_\_ **Review meeting documents.** In preparation for upcoming meeting, review agenda, minutes of last meeting, board schedules, AC correspondence, etc. to prepare for the upcoming meeting.
6. \_\_\_\_ **Distribute agenda and meeting notice.** Work with the Regional Coordinator to distribute the agenda and meeting notice to all members and interested parties including department staff, federal staff, city and village council offices, public mailing list, etc.
7. \_\_\_\_ **Confirm AC members attendance.** Make sure there are enough members planning to attend the meeting (in person or by teleconference) to provide a quorum.
8. \_\_\_\_ **Confirm travel arrangements and teleconference info.** Work with the Regional Coordinator to ensure travel is arranged for all AC members, and/or that teleconference number and Zoom links have been provided.
9. \_\_\_\_ **Hold meeting and ensure minutes are recorded.** Make sure an AC member is assigned the duty of recording minutes, including meeting attendance, AC actions taken and votes, and a brief summary of the discussion.
10. \_\_\_\_ **Collect AC member contact information for New Member forms.** All newly and re-elected AC members must submit a New Member form within 30 days of the election.
11. \_\_\_\_ **Send meeting minutes.** Meeting minutes must be sent to the Regional Coordinator no later than 30 days after the meeting.

## Guidelines for Conducting Elections

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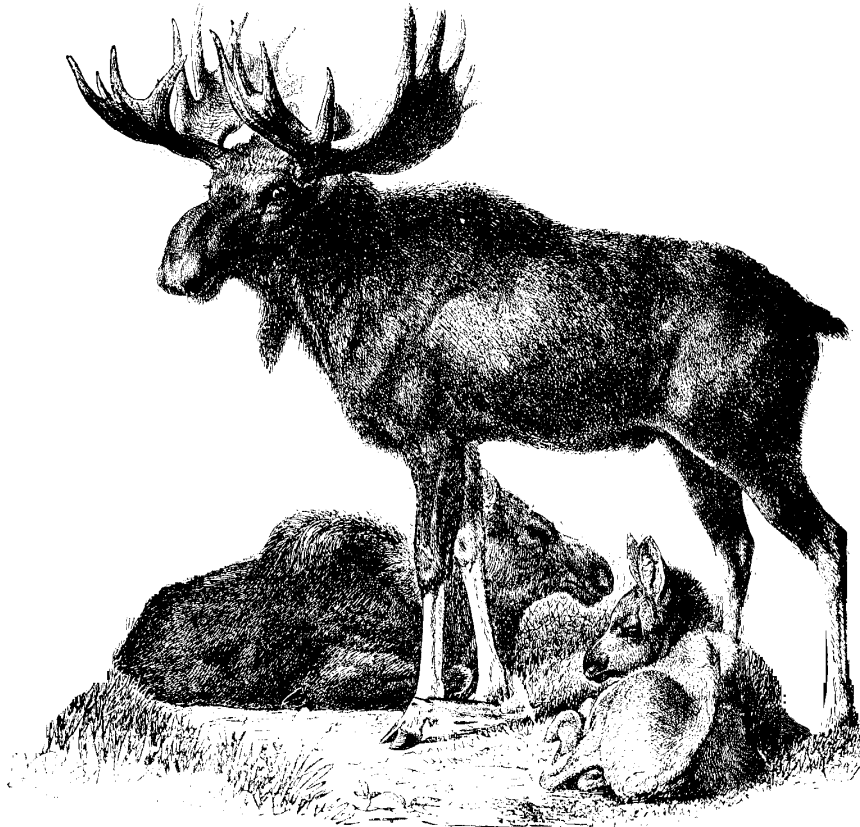
The following guidelines for conducting elections are based on Robert's Rules of Order and the Uniform Rules of Operation. The chair is expected to make sure AC members and the attending public understand how the voting process will be handled before nominations take place.

- Provide 14 days public notice for election meetings.
- Stagger AC membership terms so not more than one-third of the members' terms expire in one calendar year.
- A member elected to fill a vacant seat serves the remainder of the vacant seat's term.
- Maximum length of a term is 3 years.
- Terms commence on July 1 and expire on June 30 of the year designated, except as specified for a member filling a vacant seat.
- Attendees should sign in as they arrive at the meeting in person. Those participating by teleconference/Zoom will need to sign in as well by stating their name and residence. The purpose of asking for their 'community of residence' is to determine whether they live within the AC's area of jurisdiction and are therefore eligible to vote. Each member and voting age resident of the area of jurisdiction may make nominations and vote.
- The chair opens the floor to nominations – a motion is not needed.
  - It is not necessary to move and second each nominee.
  - The chair should repeat nominations as made.
  - Nominees should be recorded on the Election Record form under the 'Nominations for Elections' section.
  - A person running for membership must meet the qualifications as defined in 5AAC 96.040 which says "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."
  - A person may nominate themselves.
  - Nominees do not have to be present at the meeting.
- Chair asks if there are any further nominations, and hear none before closing the floor. A motion is not needed to close nominations.
- Allow nominees to introduce themselves and their interests in the committee if they would like to, or if needed.
- If there is only one nominee for an available seat and there are no objections, the committee may vote by unanimous consent. Otherwise, a vote must be taken.
- For seats with more than one nominee, voting occurs by ballot or show of hands. When elections occur via teleconference or Zoom, members may state their votes aloud. (See best practices for elections through teleconference or Zoom in Chapter 7.

- The secretary or other officer shall record the vote tally of each nominee
- A person who is running for one of the seats or who is related to someone who is running should not participate in tallying the votes.
- New members should be seated immediately if the seat they were elected into has expired.
- Newly elected members including returning AC members must complete and sign the 'New or Re-elected Member' form and return to the chair who will then mail, email or fax them to the Regional Coordinator. These forms must be submitted no later than 30 days from the date of election.
- Hold officer elections with the new members seated, if needed.
  - Officers are elected for 2-year terms.
  - Record the results of the officer election under the 'Officers Elected' section of the Election Record form.
- After the meeting, send the Regional Coordinator the completed Election Record form, New or Re-elected Member Forms, sign-in sheet, and ballots.

Special Notes:

- If an AC develops any specific election procedures or user-group designated seats, please make sure they are recorded as bylaws and in the meeting minutes, to be maintained on file by the Regional Coordinator and available for future elections.
- Elections for community designated seats under 5 AAC 96.021 are typically conducted locally.





## **Chapter 4 – Advisory Committee Recommendations & Testimony**

- Tips for Advisory Committee Recommendations on Proposals
- Guidelines for Advisory Committee Testimony
- Advisory Committee Recommendations Templates
- Advisory Committee Recommendations Examples

## Tips for Advisory Committee Recommendations on Proposals

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

**Format:** The Joint Boards approved a template document for submitting AC recommendations on proposals. The template ensures a clear and concise listing for ACs to record their support or 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.

**Clarity:** AC 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.

**Discussion:** Briefly summarize the AC 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. Use dark font color, and if handwritten ensure that the comments are written legibly and in dark ink.

**Timely Submission:** To be considered "on-time" and included in the board meeting workbooks, AC comments and recommendations must be received by the announced deadline. Comments are encouraged to be submitted online. They can also be faxed or mailed. 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).

### **Use the Correct Address, Email Address, or Fax Number:**

Comments can be submitted:

- Online:
  - Board of Game: <https://www.adfg.alaska.gov/index.cfm?adfg=gameboard.main>
  - Board of Fisheries: <https://www.adfg.alaska.gov/index.cfm?adfg=fisheriesboard.main>
- Via mail: ADF&G Boards Support, P.O. Box 115526, Juneau, AK, 99811-5526
- Via fax: 907-465-6094

AC recommendations can be submitted to the board directly by the AC, or the regional coordinators can help with this process.

## Guidelines for Advisory Committee Testimony

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Public testimony normally occurs at the beginning of each regulatory board meeting following agency reports. Testimony will continue until everyone who has signed up by the announced deadline and is present when called, has been given the opportunity to be heard.

Advisory Committee members selected to represent an AC at board meetings must sign up to testify at the meeting prior to the announced cut-off time. ACs can elect to testify first or last on the testimony list. For the Board of Game, AC representatives can elect to give AC testimony later in the meeting, prior to a specified section of proposals. Following the sign-up deadline, Boards Support staff will prepare and post a list of testifiers.

AC representatives are typically allowed up to 10 minutes to testify at Board of Fisheries meetings, and 15 minutes at Board of Game meetings. The time limit is less for the Board of Fisheries because it utilizes the committee process which provides additional opportunity for the public and ACs to provide input.

When the chair calls upon an AC member to testify, the member will go to the table, press the button on the microphone, and state their name for the record and the AC being represented. It is important to reference the AC comment log number so the board members can find the AC recommendations in their meeting material and follow along as testimony is provided.

**If you wish to give personal testimony** in addition to the AC, as you begin your testimony, state for the record which testimony is being provided first. For example, after providing testimony for the AC you represent, clearly state that you would like to now testify for yourself and wait for the chair to acknowledge the 2<sup>nd</sup> testimony. Keep your personal comments and opinions separate from the AC testimony.

When providing AC testimony, clearly state the proposal numbers, topic, and the recommendation of support or opposition to the proposal. If the AC supports a modification in the proposal, indicate “support as amended” and explain the preferred amendment. Provide commentary and explain the committee’s current discussion; expressing minority opinions is helpful.

While at the testimony 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 the testimony. You may not ask questions of board members or of department staff. If board members and/or department staff need clarification, they will ask you questions.

Prior to giving testimony make sure to review the AC recommendations and prepare the important information to cover for the AC, in the limited time period. Make sure you know the log number for the AC recommendations and ask Boards Support staff if you do not know it. Practice your testimony ahead of time will help ensure you stay within the time limit, while making your points clear. Boards Support regional coordinators can assist you with your preparations.

# Advisory Committee Recommendations Template

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**Name of Advisory Committee**

**Date**

**Location of Meeting**

- I. Call to Order: [Time] by [name of chair/acting chair]
- II. Roll Call  
Members Present:  
Members Absent (Excused):  
Members Absent (Unexcused):  
Number Needed for Quorum on AC:  
List of User Groups Present:
- III. Fish and Game Staff Present:
- IV. Guests Present/Public Testimony:
- V. Approval of Agenda
- VI. Approval of Previous Meeting Minutes
- VII. Reports
  - a. Chair's report
  - b. ADF&G
  - c. Others
- VIII. Public Comment
- IX. Old Business
- X. New Business

*This space may be used to record minutes.*

|   |                                 |                      |                       |  |
|---|---------------------------------|----------------------|-----------------------|--|
| <p align="center"><b>Mandatory</b> – Please Summarize Your Proposal Comments in this Form<br/>All motions must be made in the affirmative.</p>  |                                 |                      |                       |  |
| <b>Proposal Number</b>  | <b>Proposal Description</b>     |                      |                       |  |
| <b>Support, Support as Amended, Oppose, No Action</b>   | <b>Number Support</b>           | <b>Number Oppose</b> | <b>Number Abstain</b> | <b>Comments, Discussion (list Pros and Cons), Amendments to Proposal, Voting Notes</b> |
| <p><i>Note: Effective September 2019, when abstentions occur, the action or decision of a majority of the remaining members at a meeting at which a quorum is present is an act of the committee. For example, a vote tally of 7-6-2 means the motion carries. Members abstaining from voting must provide an explanation that is included in the committee record.</i></p> |                                 |                      |                       |  |
| 1   | PROPOSAL LANGUAGE INSERTED HERE |                      |                       |  |
| Support, Oppose, No Action  | Number Support                  | Number Oppose        | Number Abstain.       | Notes on AC discussion here.   |

Adjournment:

Minutes Recorded By: \_\_\_\_\_

Minutes Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

## Advisory Committee Recommendations Example

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

| Alaska Board of Fisheries<br>Southeast & Yakutat Finfish & Shellfish Proposals   January 11-23, 2018 |   |           |          |           |   |
|--|---|-----------|----------|-----------|---|
| Prop.  | Position  | # Support | # Oppose | # Abstain | 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         | 6        | 2         | 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

|  |   |  |  |  |
|--|---|--|--|--|
|  |   |  |  |  |
|  |   |  |  |  |
|  |   |  |  |  |
|  |   |  |  | can collect data then. Supporters support for reasons stated. There would be no fees associated with the   |
|  | Animals harvested under auction and raffle permits will not count against the regular bag |  |  |  |
|  |   |  |  | for a special conservation tag. This is for minimal animals  |
|  |   |  |  | This does not impact the Governor's tags. Department   |
|  |   |  |  | hunters because of the historical use. Suggest that it should be changed to favor the residents. This is for   |
|  | Allow nonresident hunters to harvest brown bear, sheep or goat on behalf of their Alaska  |  |  |  |
|  |   |  |  | 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. |
|  |   |  |  | State Troopers believe that this would help with   |
|  |   |  |  | comments. The AC supports the Department's endeavors   |
|  |   |  |  | and trophies.  |

## **Chapter 5 –Advisory Committee Title 5 Regulations**

- **Chapter 96** – Local Fish and Game Advisory Committees and Adoption of Fish and Game Regulations
- **Chapter 97** – Advisory Committee Closures
- **Chapter 98** – Areas of Jurisdiction for Antlerless Moose Seasons

**Part 6**  
**Fish and Game Advisory Committees and Adoption of Fish and Game Regulations.**

**Chapter:**

**96. Local Fish and Game Advisory Committees and Adoption of Fish and Game Regulations. (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)**

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**Chapter 96**

**Local Fish and Game Advisory Committees and Adoption of Fish and Game Regulations**

**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)**

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**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**

(a) The joint board may establish an advisory committee that represents fish and game user groups in the area served by the committee as required in 5 AAC 96.060(e)(1). A group of 25 interested people may request the joint board to create a committee. The joint board will, to the extent feasible, establish and locate committees to allow an opportunity for all residents of the state to participate in the regulatory system.

(b) A committee must be approved by the joint board before starting its operations. The joint board will appoint the original five members of a committee, at which time the committee shall begin its operations.

(c) 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 in the area on existing committees 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) the efficiency of existing committees.

**History: In effect before 1983; am 10/9/83, Register 88; am 9/22/85, Register 95; am 2/23/2014, Register 209; am 9/19/2019, Register 231**

**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 Sound, 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 |
| 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 |
|----------|-------------------|

(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 |
|--------------|-------------------|

(F) Susitna Valley (7 members)

|              |                   |
|--------------|-------------------|
| Undesignated | 7 representatives |
|--------------|-------------------|

(G) Seward (11 members)

|              |                    |
|--------------|--------------------|
| Undesignated | 11 representatives |
|--------------|--------------------|

(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 (10 members)

|           |                  |
|-----------|------------------|
| Iliamna   | 1 representative |
| Nondalton | 1 representative |
| Pedro Bay | 1 representative |
| Kokhanok  | 1 representative |
| Igiugig   | 1 representative |

|               |                   |
|---------------|-------------------|
| Newhalen      | 1 representative  |
| Port Alsworth | 1 representative  |
| Undesignated  | 3 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  |
| Tununak      | 1 representative  |
| Undesignated | 2 representatives |

(B) Lower Kuskokwim (14 members)

|             |                   |
|-------------|-------------------|
| Kwethluk    | 2 representatives |
| Napaskiak   | 2 representatives |
| Napakiak    | 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 (12 members)

|               |                   |
|---------------|-------------------|
| Crooked Creek | 2 representatives |
| Aniak         | 2 representatives |
| Chuathbaluk   | 2 representatives |
| Lower Kalskag | 2 representatives |
| Upper Kalskag | 2 representatives |
| Undesignated  | 2 representatives |

(D) repealed 9/19/2019;

(E) Coastal 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 |
|--------------|--------------------|

(5) in the Arctic Alaska Region:

(A) Northern Norton Sound

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

(B) Northern Seward Peninsula (9 members)

|              |                   |
|--------------|-------------------|
| Buckland     | 3 representatives |
| Deering      | 3 representatives |
| Undesignated | 3 representatives |

(C) Upper Kobuk (10 members)

|              |                   |
|--------------|-------------------|
| Ambler       | 3 representatives |
| Shungnak     | 3 representatives |
| Kobuk        | 2 representatives |
| Undesignated | 2 representatives |

(D) Lower Kobuk (11 members)

|         |                   |
|---------|-------------------|
| Noorvik | 3 representatives |
| Kiana   | 3 representatives |

|              |                   |
|--------------|-------------------|
| Selawik      | 3 representatives |
| Undesignated | 2 representatives |

(E) Noatak/Kivalina (9 members)

|              |                   |
|--------------|-------------------|
| Noatak       | 3 representatives |
| Kivalina     | 2 representatives |
| Undesignated | 4 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/Fortymile (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 (11 members)

|              |                   |
|--------------|-------------------|
| Nenana       | 5 representatives |
| Minto        | 5 representatives |
| Undesignated | 1 representative  |

(J) Ruby (9 members)

|              |                   |
|--------------|-------------------|
| Undesignated | 9 representatives |
|--------------|-------------------|

(K) Eagle (9 members)

|              |                   |
|--------------|-------------------|
| Undesignated | 9 representatives |
|--------------|-------------------|

(L) Delta (11 members)

|              |                    |
|--------------|--------------------|
| Undesignated | 11 representatives |
|--------------|--------------------|

(M) Central (9 members)

|              |                   |
|--------------|-------------------|
| Undesignated | 9 representatives |
|--------------|-------------------|

(L) Delta (11 members)

|              |                    |
|--------------|--------------------|
| Undesignated | 11 representatives |
|--------------|--------------------|

(N) Stony/Holitna (8 members)

|              |                   |
|--------------|-------------------|
| Sleetmute    | 2 representatives |
| Lime Village | 2 representatives |
| Stony River  | 2 representatives |
| Red Devil    | 2 representatives |

(O) Lake Minchumina (9 members)

|                 |                   |
|-----------------|-------------------|
| Lake Minchumina | 4 representatives |
| Undesignated    | 5 representatives |



**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; am 9/19/2019, Register 231

**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; and

(4) repealed 2/23/2014;

(5) repealed 2/23/2014;

(6) cooperate and consult with interested persons and organizations, including government agencies, and encourage youth and elder involvement in committee activities, to accomplish (1) - (3) 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; am 9/19/2019, Register 231

**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) 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.

(3) repealed 9/19/2019;

(4) repealed 9/19/2019;

(5) repealed 9/19/2019;

(6) repealed 9/19/2019;

(7) repealed 9/19/2019;

(8) repealed 9/19/2019.

(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, except as specified in (g)(1) of this section, until a successor has been duly elected at the next committee meeting. The maximum length of a term is three years.

(g) **Election Procedures.**

(1) **Vacancy.** A committee shall give at least 14 days public notice of a meeting for an election to fill a vacancy. The member elected to fill a vacant seat serves the remainder of the vacant seat's term. A chair may declare a vacancy when a member's term is set to expire or has expired, and shall declare

a vacancy when any of the following occurs:

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

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

(C) a member's removal by the joint board for cause;

(2) **Nomination.** 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. Any committee member or resident of the area served by the committee as defined in 5 AAC 96.910(10) may submit a nomination. A committee may not reject a nomination for an undesignated seat under 5 AAC 96.021(c) if committee membership is less than the number of members authorized by the joint board;

(3) **Place of election.** Elections for a community seat specified in 5 AAC 96.021(c) may take place in the community for which the seat is specified;

(4) **Quorum requirements for elections.** A committee need not establish a quorum to accept nominations or elect a new member except that, for committees with both community and undesignated seats, election for undesignated seats shall be held at a committee meeting at which a quorum is present;

(5) **Elections.** Each committee member, and each voting-age resident of the area or served by the committee as defined in 5 AAC 96.910(10) who attends the election, may vote on a nomination for membership. Nominees receiving the most votes are elected;

(6) **Election results.** 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 boards support section not later than 30 days after the election. 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;

(7) **Alternates.** Each advisory committee may appoint two alternates. However, any member of an advisory committee who is the sole representative from a community 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. 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.

(h) Repealed 9/19/2019.

(i) **Officers.** The officers of a committee consist of a chair, a vice-chair, 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. Officers are elected by a majority vote of a quorum of a committee.

(j) **Chair.** The chair is the presiding officer.

(k) **Vice-chair.** The vice-chair shall assist the chair and assume chair's duties when the chair is absent.

(l) **Secretary.** The secretary may be, but need not be, a member of the committee. The secretary shall carry out the usual duties associated with the office including maintaining records of the meetings in accordance with 5 AAC 96.060(s). 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) repealed 9/19/2019;

(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.** An advisory committee is considered a governmental body under the Open Meetings Act, AS 44.62.310 - AS 44.62.319.

(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 chair, the department, or two members of the committee may call a regular meeting.

(2) **Special meeting.** A chair, the department, or two members of the committee 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) 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. A member abstaining from voting may be recorded as an abstention if the member provides an explanation that is included in the committee records. Notwithstanding (q) of this section, if abstention votes are recorded, the action or decision of a majority of the remaining members at a meeting at which a quorum is present is an act of the committee.

(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. In the event a committee is unable to meet with a quorum to approve written recommendations, the committee shall appoint a member other than the secretary to provide a preliminary approval of the recommendations.

(t) **Records.** All correspondence, manuals, meetings minutes, membership listings, newsletters, regulations, requests for new committees, structure and reorganization data, public meeting notices and membership nominations must be forwarded to the boards support section not later than 30 days after the production of the action, so that such records may be kept as a permanent state record and transferred to the Alaska State Archives in accordance with the records retention schedule adopted under AS 40.21.030.

**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 2/23/2014, Register 209; am 9/19/2019, Register 231**  
**Authority:** AS 16.05.260

**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.

## Article 2

### Regional Fish and Game Councils

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

**5 AAC 96.210. Fish and game resource management regions** Repealed.

**5 AAC 96.220. Regional fish and game councils** Repealed.

**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.

**5 AAC 96.250. Functions of regional fish and game councils** Repealed.

**5 AAC 96.260. Uniform rules of operation** Repealed.

**5 AAC 96.270. Report of activities** Repealed 10/9/83.

**5 AAC 96.280. Attendance at meetings** Repealed.

## Article 3

### Administration of Local Fish and Game Committees

#### Section

**400. (Repealed).**

**410. (Repealed).**

**420. (Repealed).**

**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** Repealed.

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

**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) Repealed 9/19/2019;

(b) Repealed 9/19/2019;

(c) Committees may merge if each affected committee votes to request merger, and if the joint board determines that the merger should occur.

(d) The joint board may merge a dormant committee with a committee if the boards support section gives the committees notice of the proposed merger, if the dormant committee does not express an intention to meet 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.

(e) The joint board may dissolve a committee if the committee has been dormant for two years and fails to respond to boards support section 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 2/23/2014, Register 209; am 9/19/2019, Register 231  
**Authority:** AS 16.05.260

**5 AAC 96.460. Attendance at meetings** When adequate funding exists the department will, in its discretion, 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 chair's designee must be a committee member.

**History:** In effect before 1983; am 10/9/83, Register 88; am 9/19/2019, Register 231  
**Authority:** AS 16.05.260

## Article 4

### Administration of Regional Fish and Game Councils

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

**5 AAC 96.510. Staff assistance** Repealed.

**5 AAC 96.520. Regular and special meetings** Repealed.

**5 AAC 96.530. Attendance at meetings** Repealed.

**5 AAC 96.540. Direction from the boards** Repealed.

## 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) Repealed 9/19/2019.

(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; am 9/19/2019, Register 231  
**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 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 seeking regulatory change in those sections or portions of the

regulations open for change 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 regulatory proposals received on time, including proposals from department staff and other government agencies, distribute them to the public through department offices and the boards support section website, 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. The boards will receive committee recommendations and solicit public comment.

(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; am 9/19/2019, Register 231  
**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.

#### **5 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. Annually, the boards solicit regulation changes through regulatory proposals described in 5 AAC 96.610(a). 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 received under (a) of this section 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. 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 under AS 44.62.250(a). In accordance with state policy expressed in AS 44.62.270, emergencies will be held to a minimum and are rarely found to exist. Except for petitions dealing with subsistence hunting or subsistence fishing, 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. Petitions dealing with subsistence hunting or subsistence fishing will be evaluated under these criteria:

(1) the petition 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 petition 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.

**History:** Eff. 9/22/85, Register 95; am 8/17/91, Register 119; readopt 5/15/93, Register 126; am 2/23/2014, Register 209; am 9/19/2019, Register 231

**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 participation in the board's deliberations.

**History:** In effect before 1983; am 10/9/83, Register 88; am 9/19/2019, Register 231

**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.

## **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 chair 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;



(10) "resident of the area served by the committee" for the purposes of the advisory committee election procedures under 5 AAC 96.060(g) means a person who is a resident as defined in AS 16.05.940(28) and who maintains a domicile in the area served by a committee described in 5 AAC 97.005.

**History: In effect before 1983; am 10/9/83, Register 88; am 9/22/85, Register 95; am 2/23/2014, Register 209; am 9/19/2019, Register 231**

**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 - 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, Port Alexander 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 Advisory Committee, McGrath Advisory Committee, and Stony/Holitna 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 Coastal Lower Yukon Advisory Committee, Mid-Lower Yukon Advisory Committee, Grayling/Anvik/ Shageluk/Holy Cross Advisory Committee, Central Bering Sea 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, Coastal Lower Yukon Advisory Committee, Mid-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 Sound 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, Port Alexander 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) in 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, Kotzebue Sound Advisory Committee, Southern Norton Sound 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) in 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) in 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) in Game Management Unit 18 as defined by 5 AAC 92.450(18), the Central Bering 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/Holitna 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/Holitna 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, Middle Nenana River Advisory Committee, Central Kuskokwim Advisory Committee, Mid-Lower Yukon Advisory Committee, Coastal Lower Yukon Advisory Committee, Middle 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/Holitna Advisory Committee have concurrent jurisdiction;

(iv) in Game Management Unit 22 described in 5 AAC 92.450(22), the Northern Norton Sound Advisory Committee, Kotzebue Sound 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 Sound 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 Koyukuk Advisory Committee, Ruby Advisory Committee, Tanana/Rampart/Manley Advisory Committee, Middle Yukon 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; am 9/19/2019, Register 231**

**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 active committees in the affected area of jurisdiction described in 5 AAC 97.005 must, by affirmative vote, ratify the action. For the purpose of this section, "active committees" are those committees that have met in a regular or special meeting within

the last three years. 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 chair of a committee voting to initiate an emergency closure must

(1) notify the commissioner by electronic communication, 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 chair of other committees of the appropriate council, so that the committee can vote for or against ratifying the closure. The commissioner shall notify the chair or vice-chair 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; am 9/19/2019, Register 231

**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.

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## Chapter 98

### Areas of Jurisdiction for Antlerless Moose Seasons

#### Article

#### 1. Areas of Jurisdiction. (5 AAC 98.005 - 5 AAC 98.005)

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#### Article 1

#### Areas of Jurisdiction

**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 local advisory committees for the affected game management unit or subunit. For the purpose of this section, an "active local advisory committee" is a committee that holds a meeting and acts on the proposal. The following advisory committees, as established in 5 AAC 96.021, have jurisdiction over antlerless moose hunts in the units and subunits specified in this section:

(1) in the Southeast Alaska Region:

(A) Unit I: Hyder, Icy Straits, Juneau - Douglas, Ketchikan, Klukwan, Saxman, Upper Lynn Canal

(i) committees with represented communities in subunit 1(A): Hyder, Ketchikan, Saxman;

(ii) committees with represented communities in subunit 1(B): none;

(iii) committees with represented communities in subunit 1(C): Icy Straits, Juneau - Douglas;

(iv) committees with represented communities in subunit 1(D): Klukwan, Upper Lynn Canal;

(B) Unit 3: Kake, Petersburg, Wrangell;

(C) Unit 5: Yakutat

(i) committees with represented communities in subunit 5(A): Yakutat;

(ii) committees with represented communities in subunit 5(B): none;

(2) in the Southcentral Alaska Region:

(A) Unit 6: Copper River/Prince William Sound, Prince William Sound/Valdez, Whittier

(i) committees with represented communities in subunit 6(A): none;

(ii) committees with represented communities in subunit 6(B): none;

(iii) committees with represented communities in subunit 6(C): Copper River/Prince William Sound;

(iv) committees with represented communities in subunit 6(D): Prince William Sound/Valdez, Whittier;

(B) Unit 7: Cooper Landing, Seward;

(C) Unit 11: Copper Basin, Tok Cutoff/Nabesna Road;

(D) Unit 13: Copper Basin, Denali, Paxson, Tok Cutoff/Nabesna Road

(i) committees with represented communities in subunit 13(A): Copper Basin;

(ii) committees with represented communities in subunit 13(B): Paxson;

(iii) committees with represented communities in subunit 13(C): Copper Basin, Tok Cutoff - Nabesna Road;

(iv) committees with represented communities in subunit 13(D): Copper Basin;

(v) committees with represented communities in subunit 13(E): Denali;

(E) Unit 14: Anchorage, Matanuska Valley, Susitna Valley

(i) committees with represented communities in subunit 14(A): Matanuska Valley, Susitna Valley;

(ii) committees with represented communities in subunit 14(B): Susitna Valley;

(iii) committees with represented communities in subunit 14(C): Anchorage;

(F) Unit 15: Central Peninsula, Homer, Kenai/Soldotna, Seldovia

(i) committees with represented communities in

subunit 15(A): Kenai/Soldotna; (ii) committees with represented communities in subunit 15(B): none;

(iii) committees with represented communities in subunit 15(C): Central Peninsula, Homer, Seldovia;

(G) Unit 16: Mt. Yenlo, Susitna Valley, Tyonek

(i) committees with represented communities in subunit 16(A): Susitna Valley;

(ii) committees with represented communities in subunit 16(B): Mt. Yenlo, Tyonek;

(3) in the Southwest Alaska Region:

(A) Unit 9: Chignik, False Pass, King Cove, Lake Iliamna, Lower Bristol Bay, Naknek/Kvichak, Nelson Lagoon, Sand Point

(i) committees with represented communities in subunit 9(A): none;

(ii) committees with represented communities in subunit 9(B): Lake Iliamna;

(iii) committees with represented communities in subunit 9(C): Naknek/Kvichak;

(iv) committees with represented communities in subunit 9(D): False Pass, King Cove, Nelson Lagoon, Sand Point;

(v) committees with represented communities subunit 9(E): Chignik, Lower Bristol Bay;

(B) Unit 17: Nushagak, Togiak

(i) committees with represented communities in subunit 17(A): Togiak;

(ii) committees with represented communities in subunit 17(B): none;

(iii) committees with represented communities in subunit 17(C): Nushagak;

(4) in the Western Alaska Region:

(A) Unit 18: Bethel, Central Bering Sea, Coastal Lower Yukon, Lower Kuskokwim, Mid - Lower Yukon;

(B) Unit 19: Central Kuskokwim, Stony/Holitna

(i) committees with represented communities in subunit 19(A): Central Kuskokwim, Stony/Holitna;

(ii) committees with represented communities in subunit 19(B): none;



(iii) committees with represented communities in subunit 19(C): none;

(iv) committees with represented communities in subunit 19(D): none;

(5) in the Arctic Alaska Region:

(A) Unit 22: Northern Norton Sound, St. Lawrence Island, Southern Norton Sound

(i) committees with represented communities in subunit 22(A): Southern Norton Sound;

(ii) committees with represented communities in subunit 22(B): Northern Norton Sound, Southern Norton Sound;

(iii) committees with represented communities in subunit 22(C): Northern Norton Sound;

(iv) committees with represented communities in subunit 22(D): Northern Norton Sound, St. Lawrence Island;

(v) committees with represented communities in subunit 22(E): Northern Norton Sound;

(B) Unit 23: Lower Kobuk, Noatak/Kivalina, Northern Seward Peninsula, Kotzebue Sound, Upper Kobuk;

(C) Unit 26: North Slope

(i) committees with represented communities in subunit 26(A): North Slope;

(ii) committees with represented communities in subunit 26(B): North Slope;

(iii) committees with represented communities in subunit 26(C): North Slope;

(6) in the Interior Alaska Region:

(A) Unit 12: Upper Tanana/Fortymile;

(B) Unit 19: McGrath

(i) committees with represented communities in subunit 19(A): none;

(ii) committees with represented communities in subunit 19(B): none;

(iii) committees with represented communities in subunit 19(C): none;

(iv) committees with represented communities in subunit 19(D): McGrath;

(C) Unit 20: Delta, Eagle, Fairbanks, Lake Minchumina, Middle Nenana River, Minto/Nenana, Tanana/Rampart/Manley, Upper Tanana/Fortymile

(i) committees with represented communities in subunit 20(A): Middle Nenana River, Minto/Nenana;

(ii) committees with represented communities in subunit 20(B): Fairbanks, Minto/Nenana, Tanana/Rampart/Manley;

(iii) committees with represented communities in subunit 20(C): Lake Minchumina, Middle Nenana River;

(iv) committees with represented communities in subunit 20(D): Delta, Upper Tanana/Fortymile;

(v) committees with represented communities in subunit 20(E): Eagle;

(vi) committees with represented communities in subunit 20(F): Tanana/Rampart/Manley;

(D) Unit 21: Grayling/Anvik/Shageluk/Holy Cross (G.A.S.H.), Middle Yukon, Ruby

(i) committees with represented communities in subunit 21(A): none;

(ii) committees with represented communities in subunit 21(B): none;

(iii) committees with represented communities in subunit 21(C): none;

(iv) committees with represented communities in subunit 21(D): Middle Yukon, Ruby;

(v) committees with represented communities in subunit 21(E): Grayling/Anvik/Shageluk/Holy Cross (G.A.S.H.);

(E) Unit 24: Koyukuk

(i) committees with represented communities in subunit 24(A): none;

(ii) committees with represented communities in subunit 24(B): Koyukuk;

(iii) committees with represented communities in subunit 24(C): Koyukuk;

(iv) committees with represented communities in subunit 24(D): Koyukuk;

(F) Unit 25: Central, Yukon Flats

(i) committees with represented communities in subunit 25(A): Yukon Flats;

(ii) committees with represented communities in subunit 25 (B): none;

(iii) committees with represented communities in subunit 25 (C): Central;

(iv) committees with represented communities in subunit 25 (D): Yukon Flats.

**History: In effect before 1983; am 4/21/83, Register 86; am 8/1/2014, Register 211; am 9/19/2019, Register 231**

**Authority: AS 16.05.260 AS 16.05.780**

## **Chapter 6 – Advisory Committee Travel**

- Traveling for Advisory Committee Meetings and Board Meetings
- Personal Deviations During Travel
- Boards Support Travel Documentation Form

## **Traveling for Advisory Committee Meetings and Board Meetings**

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### **Travel Arrangements**

All AC travel is arranged by the Boards Support. This includes travel to AC meetings as well as board meetings. Once meeting dates are determined, the regional coordinator will work with each member to arrange travel as needed for conducting business of the AC.

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. The State of Alaska rate for per diem is a flat rate of \$45/first & last day of travel and \$60/day in between travel days (unless meals are provided). 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 on the following page.

### **While traveling:**

It is important to remember that you are representing the AC and the state at all times while traveling. Members 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. The 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

## Personal Deviations During Travel

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A personal deviation is any interruption or deviation from the minimum business travel required for personal convenience.

### Examples of personal deviations:

- Extending the trip outside of the meeting dates for medical appointments, visiting family, or other personal reasons
- Travel to the meeting location using personal vehicles including snowmachine, car, or aircraft when a commercial flight is available
- Using transportation such as a ferry, bus, or charter when a commercial flight is available
- Changing flights for personal reasons during travel

Regional coordinators must be alerted to personal deviations **prior to travel**. The regional coordinator will complete a State-Authorized Fare Quote (SFQ) for the trip on the travelers' behalf to ensure accurate travel costs. If the SFQ is not completed prior to travel, the AC member will only be eligible for a **maximum reimbursement of \$200 round trip, or \$100 one-way**. If an AC member decides to deviate during a trip, they must pay the change fee and ticket fare using a personal form of payment.

### 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

# Boards Support Travel Documentation Form

| TO BE COMPLETED BY TRAVELER                      |               |       |              |
|--|---------------|-------|--------------|
| FULL LEGAL NAME (As it appears on Government ID) | EMAIL ADDRESS |       | PHONE NUMBER |
| P.O. BOX OR STREET ADDRESS                       | CITY          | STATE | ZIP CODE     |
| PURPOSE OF TRIP                                  |               |       |              |

| HOW DID YOU TRAVEL? Please check all that apply.  |   |                                     |                                   |
|---|---|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Airline/Charter  | <input type="checkbox"/> Personal Vehicle | <input type="checkbox"/> Snowmobile | <input type="checkbox"/> ATV      |
| <input type="checkbox"/> Ferry  | <input type="checkbox"/> State Vehicle    | <input type="checkbox"/> Boat       | <input type="checkbox"/> Aircraft |
|   |   |                                     |                                   |
| IF PERSONAL VEHICLE USED, PROVIDE BEGINNING AND ENDING MILEAGE  |   |                                     |                                   |
| Starting Mileage: _____   |   | Ending Mileage: _____               |                                   |
|   |   |                                     |                                   |
| LEG OF TRAVEL TO MEETING  |   |                                     |                                   |
| RESIDENCE/DEPARTURE LOCATION:   | DEPARTURE DATE:                           | MEETING LOCATION:                   | TIME ARRIVED:                     |
|   | TIME:                                     |                                     |                                   |
|   |   |                                     |                                   |
| LEG OF TRAVEL FROM MEETING  |   |                                     |                                   |
| MEETING LOCATION:   | DEPARTURE DATE:                           | RESIDENCE:                          | TIME ARRIVED:                     |
|   | TIME:                                     |                                     |                                   |
|   |   |                                     |                                   |
| <b>IMPORTANT**</b> Please provide original receipts for all associated travel expenses including, but not limited to:   |   |                                     |                                   |
| <input type="checkbox"/> Original and ALL corresponding changes to itinerary <input type="checkbox"/> Boarding Passes <input type="checkbox"/> Hotel Receipt (no tax) |   |                                     |                                   |
| <input type="checkbox"/> Transportation (eg: gas, taxi, public) <input type="checkbox"/> Other: _____   |   |                                     |                                   |
| <b>**To receive proper reimbursement you MUST provide all receipts and itinerary paperwork from your trip</b>   |   |                                     |                                   |

| Per Diem Advance Log   |  |
|--|--|
| <i>By signing you are accepting this travel advance with the understanding that you will be required pay back any excess per diem received if travel is shortened due to unforeseen circumstances. A maximum of 80% of the anticipated per diem allowance will be issued at this time per AAM 60.070. Any remaining per diem owed to the traveler will be paid via a State issued warrant post travel.</i> |  |
| <input type="checkbox"/> Amount \$ _____   | <input type="checkbox"/> See attached <input type="checkbox"/> N/A |

| TRAVELER SIGNATURE AND DATE |             |
|-----------------------------|-------------|
| Name: _____                 | Date: _____ |

INTERNAL USE

VCN:

TA#

Accounting Template:

## **Chapter 7 – Forms & Information**

- Proposal Form Examples and Instructions
- New or Re-Elected Member Form
- Meeting Agenda Example
- Best Practices for Teleconference and Zoom Meetings for Fish and Game Advisory Committees
- Best Practices for Advisory Committee Elections Through Teleconference or Zoom



## 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 or fax 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

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**

*\*Indicates a required field*

|   |   |                                |                                     |
|---|---|--------------------------------|-------------------------------------|
| <b>BOARD OF FISHERIES REGULATIONS</b>   |   |                                |                                     |
| <input type="checkbox"/> Subsistence  | <input type="checkbox"/> Personal Use                     | <input type="checkbox"/> Sport | <input type="checkbox"/> Commercial |
| <b>*Which meeting would you like to submit your proposal to?</b>  |   |                                |                                     |
| <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         |                                |                                     |
| <b>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.</b> |   |                                |                                     |
| <b>1. Alaska Administrative Code Number: 5 AAC _____</b>  |   |                                |                                     |
| <b>*2. What is the issue you would like the board to address and why?</b>   |   |                                |                                     |
|   |   |                                |                                     |
| <b>*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.)</b>  |   |                                |                                     |
|   |   |                                |                                     |

**\*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**

**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**

# FISH AND GAME ADVISORY COMMITTEE MEMBER FORM

Alaska Department of Fish and Game, Boards Support Section

Your Name: \_\_\_\_\_

Advisory Committee: \_\_\_\_\_

Date of Election: \_\_\_\_\_ For a term expiring 6/30/\_\_\_\_\_

Advisory Committee member you replaced: \_\_\_\_\_

The seat I was elected to (If known)

☐ Undesignated

☐ Designated Community/User Group

☐ Alternate

Specify: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: Primary \_\_\_\_\_ Secondary \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Check activities in which you participate:

Check the box of your race and gender:

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

*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*

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

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED TO YOUR REGIONAL COORDINATOR WITH THE BOARDS SUPPORT SECTION WITHIN 30 DAYS OF THE ELECTION OR YOUR ELECTION TO THE COMMITTEE MAY BE VOIDED. PLEASE CONTACT YOUR REGIONAL COORDINATOR OR THE BOARDS SUPPORT MAIN OFFICE AT 907-465-4110 FOR ADDITIONAL INFORMATION.**

Updated 11/2020

## **Meeting Agenda Example**

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### 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

## Best Practices for Teleconference and Zoom Meetings

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- **Set up:**
  - Contact Boards Support regional coordinators to set up Zoom and/or teleconference capabilities for the members, public and staff to join the meeting.
  - The meeting link, call-in numbers, and access codes will be stated on the public meeting notice and agenda.
  - Practice meetings for AC members to utilize Zoom may be helpful; Boards Support Regional Coordinators can assist with these arrangements.
- **Be prepared**
  - Review meeting material prior to the AC meeting.
  - Make sure you have what you need to do your part.
  - Call into the meeting early to allow it to start at the designated time.
  - Contact the Boards Support Regional Coordinator well before the meeting for any technical assistance.
- **Agenda**
  - The meeting agenda and notice will be provided for each meeting so everyone can follow along.
  - Call in information will be included on the agenda.
  - Avoid deviating from the agenda topics.
  - For longer meetings, schedule breaks.
- **Mind the background noise**
  - Find a quiet place from which to join.
  - Use a head set if possible; avoid speaker phones.
  - Use mute when not speaking – but remember to unmute when you need to speak.
  - **Do not** put the teleconference on hold to take another call; hang up if you must take the other call. Using the hold function often plays elevator music to the listener – which in this case is your entire advisory committee. It is very disruptive.
- **Maintain Quorum**
  - Clearly state your name when called upon to determine quorum.
  - If members leave the meeting unannounced, quorum may be unknowingly lost.
  - Let your fellow members know if you have to leave, and how long you may be gone for.



- **When Speaking**
  - Unmute yourself.
  - State your name for the record before speaking.
  - Address people by name when you speak to them.
  - Mute yourself when you are finished speaking.
  - Stick to the agenda topic being discussed.
- **When Voting**
  - Asking for unanimous consent may be used when possible.
  - A roll call vote should be utilized if there is a division.
  - Regular voice voting without visual cues does not work very well, particularly for large groups.
- **Plan for delays**
  - Planning and prep work helps. Nevertheless, delays WILL happen.
  - Common delays:
    - Quorum issues
    - Telephone connectivity issues
    - Other tech issues...
- **Common Courtesy**
  - Be patient when waiting to speak.
  - Minimize interruptions or speaking on top of others.
  - Be respectful and polite of the chair and other speakers
- **Elections (See additional instructions below)**
  - Regulations provide for members whose terms have expired to continue serving, so elections can be delayed.
  - Elections may be able to occur via teleconference or Zoom meeting when feasible.
  - Voting participants may be expected to sign in.
  - Oral voting may be required.
- **Zoom Meetings**
  - Board Support will work with AC Chairpersons and members to provide guidance for utilizing Zoom meetings.
  - Assigning the function of host to the secretary or other member will be necessary when Board Support are not able to assist.
  - Practice meetings are encouraged.
  - Don't be discouraged to try it; Zoom may be a great alternative for in person meetings.

## Best Practices for Elections Through Teleconference or Zoom

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If your AC would like to conduct elections through teleconference or Zoom, the following are some options and considerations to think about.

Holding elections in a virtual setting will require more responsibility for the regional coordinator (RC). It is important for the AC chair to coordinate with your RC to be sure they are available to assist in the election process.

### **Options for holding elections through teleconference or Zoom:**

1. Roll Call Election- Practical for those that are fine with having no anonymity with who is being voted for.
2. Election conducted during teleconference meeting
  - a. Voting would be conducted via email or text.
  - b. Participants may be required to register with the RC by providing name, physical residence address as well as either the phone number or email that they will be voting from.
    - i. The RC will describe the process for registering to vote in the public notice for the election meeting.
3. Election conducted during videoconference
  - a. Voting would be conducted via Zoom poll, but could also include email or text
  - b. Participants may be required to register with the RC by providing name, physical residence address as well as either the phone number or email that they will be voting from if unable to use the “polling” feature of Zoom.
    - i. The RC will describe the process for registering to vote in the public notice for the election meeting.
  - c. AC members and the public who are participating via videoconference can vote via the “polling” feature. As nominations are made, the RC will enter each nomination into the poll and when nominations are over, the individuals qualified to vote will do so by answering the poll that will be distributed within the meeting.
  - d. AC members and the public who are participating via teleconference will not be able to utilize the polling feature and instead, must cast their vote to the RC by voice, email, or text.
  - e. Zoom “breakout rooms” can be set up by the RCs to allow individuals to cast votes directly, and privately, to the RC.
  - f. If the AC’s meeting schedule allows, it may be advisable to schedule the nomination and election process at separate meetings to allow the members and public more time in which to register to vote in a manner that works best for them.

### **Considerations:**

The process must be laid out in writing in advance of the election process. The AC chair must agree to the conditions of the election and understand that if not all of the conditions are adhered to that the election may be voided.

