

WHAT ARE THE COMMITTEE OFFICER DUTIES?

The chair is the presiding officer of the committee, the main contact with the Boards Support Section, and bears the responsibility of committee leadership. The chair, more than any other member, represents the committee to the public and the boards. It would be to the benefit of the committee and public for the chair to read and keep for reference a copy of "Robert's Rules of Order." The chair's functions and responsibilities are listed below.

The vice-chair assists the chair and assumes the chair's duties when he/she is absent. The vice-chair is often appointed to chair subcommittees. Some advisory committees have standing subcommittees for fish issues and for game issues with the vice-chair taking the lead as chair of one or the other.

The secretary is the committee's record keeper and works closely with the chair and the regional coordinator. The secretary need not be an advisory committee member; however, if not a member, the secretary has no vote and cannot be counted to establish a quorum. The secretary's functions and responsibilities are detailed in another document.

CHAIR

Call Advisory Committee Meetings:

- Set date, time and place of meeting
- Advise the committee of the meeting and determine if a quorum is likely
- Plan the agenda and prepare copies for the meeting
- Advise regional coordinator of agenda, date, time, and place of meeting (two week notice is required by law for the election meeting, at least one week notice is preferred for all other meetings, in order to allow time for public notice)
- Cancel meeting if necessary (advise secretary and coordinator)

Run Advisory Committee Meetings

- Call meetings to order
- Determine if quorum exists (with help of secretary)
- Determine if absences are excused (with help of secretary). Absences are considered excused if the member let either an officer or another member of the AC know that they would be unable to attend.
- Officiate the meeting (follow the agenda)
- Determine date, time and place of next meeting

Other Duties

- Represent the advisory committee at board meetings or have the AC vote on another person to represent them and be sure this is included in the minutes
- Declare vacancies on the committee and set up election meetings
- Appoint subcommittees
- Vote on proposals before the committee and other committee business
- Pass information to other members of the committee
- Forward committee correspondence to the appropriate agency or person and a file copy to the regional coordinator.
- Keep a record of committee business.

EXPENSES

You may be reimbursed for expenditures you make in order to fulfill your duties. Expenses commonly recompensed are postage and stationery, but also include advertising for meetings, copying, and long distance phone calls for committee business. If you have other needs or foresee a large expenditure (over \$30), please call me to get my approval before making the purchase. I have enclosed some forms for you to use. Just be sure to include the original receipt with the claim form and keep a copy for your records.

HOW TO DETERMINE A QUORUM AND USE OF ALTERNATES

Alternates may be counted and allowed to vote on committee business only if there are regular members absent. For example, if your committee has nine regular members with two alternates, and seven regular members and both alternates show up for a meeting, both alternates may vote on committee business. If eight regular members and both alternates attend, only one alternate may participate (the one with the most votes at the election meeting gets first preference).

Where there are designated seats, an alternate appointed by the representative may participate in the place of that community representative only, and not fill any empty seat as an at-large alternate would. All committees are required to adhere to this policy adopted by the boards.

For our purposes, a quorum is a simply one more than half of the actual membership of an advisory committee (excluding alternates) and a quorum must be present in order for the vote to serve as an official action of the committee. Below is a quick reference chart. Note: A minimum of five seats must be filled in order to be an active committee.

<u>Committee Seats</u>	<u>Quorum</u>
15	8
14	8
13	7
12	7
11	6
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5	3

Simplified Chart of Parliamentary Motions <i>Move it, amend it, and refer it or postpone it or vote on it.</i>			
Motion	Debatable	Amendable	Vote Required
8. Adjourn 7. Recess	No No	No Yes	Majority Majority
6. Close Debate 5. Postpone Definitely 4. Refer to Committee 3. Amend the Amendment 2. Amend or Substitute	No Yes Yes Yes Yes	No Yes Yes No Yes	2/3 Majority Majority Majority Majority
1. Main Motion (Resolution) Reconsider Rescind	Yes Yes Yes	Yes No Yes	Majority Majority Majority with notice
Motions Dealing with the General Conduct of the Meeting No Order of Precedence			
Parliamentary Inquiry Point of Order Division of the Assembly Appeal from Decision of Chair Withdraw or Modify a Motion Divide the Motion Suspend the Rules	No No No Yes No No No	No No No No No Yes No	None None None Majority Majority Majority 2/3

See Jon Ericson, *Notes and Comments on Robert's Rules*
 Southern Illinois University Press
 Phone (618) 453-6619 Fax (618) 453-1221

Ericson office (515) 271-3807 home (515) 255-0798

A Quick Reference Guide for Roberts Rule of Order

As modified for the Alaska Board of Fisheries Process

PURPOSE	YOU SAY	2nd	Debate	Amend	Vote
Proposal "X"	Move to Adopt	YES	YES	YES	4 YES votes required
Substitute Language	Move to substitute language in RC (X) for Proposal "X"	Yes & Request Unanimous Consent (UC)	NO	NO - not until the language is before you	NO Objection Required
Take No Action	Move to take no action based on	YES & Request UC	NO	NO	NO Objection Required
Amend the Wording	Move to amend by	YES	YES	NO	4 YES Required
Postpone to a Time Certain	Move to table to Specific Time	YES	Only as to time	YES -- as to time	4 YES Required
CLOSE DEBATE	CALL THE QUESTION	NO	NO	NO	CHAIR DECISION
To Enforce Rules	Mr. Chairman Point of Order...	NO	NO	NO	CHAIR DECISION
Overrule a Chairman's Decision	Move to overrule the decision of the Chair	YES	YES	NO	4 YES Required
Reconsider a Previous Decision at a Meeting	Move to reconsider based on new information	YES	YES, only as to new information	NO	4 YES Required
Divide a Motion	Move to bifurcate as follows	YES	YES	NO	4 YES Required
Bring Back a Tabled Motion	Move to take from the table Proposal "X"	YES	NO	NO	4 YES Required
Board Generated Proposal	Move to adopt Board generated proposal "X"	YES	YES	YES	4 YES Required
Accept an ACR	Move to accept ACR "X"	YES	Only regarding ACR criteria	NO	4 YES Required
Finding of Emergency	Move to find an Emergency	YES	Only regarding meeting emergency criteria	NO	4 YES Required

Board of Fisheries Parliamentary Guidelines on Amendments, prepared by Ed Dersham on 2/29/2012.

An amendment is language that changes some language in a proposal but leaves some of the language of the original proposal intact. This requires a motion to amend, with a second, and must be voted on or accepted without objection to get the desired language before the board.

Substitute language is language that totally replaces the language of the original proposal:

Committee chairman: After the motion to adopt is seconded and staff reads the citation into the record, if there is substitute language contained in RCxx immediately say "Mr. Chairman, I move to substitute the language in RCxx for proposal X.

The second should say "Second and request unanimous consent". This places the substitute language before the board as the main motion instead of as an amendment and puts you one step closer to final action. Also, doing this before staff comments allows the staff to comment on the substitute language within the main motion and not an amendment. Of course amendments can be made to the substitute language and record building remains the same but still, time is saved.

THE ADVISORY COMMITTEE SECRETARY

Following is information about how to fulfill your responsibilities in a way that will satisfy the Boards of Fisheries and Game. The list of duties is taken from Robert's Rules of Order. I have also enclosed forms that you will need in your service as secretary. If you have any questions or comments, or if you need other assistance, please call me collect at 267-2354. Sherry Wright

DUTIES

The secretary is the committee's record-keeper. His/her responsibilities include keeping the minutes of meetings, recording attendance, and informing the regional Boards Support Office of any changes in membership. Following is a checklist of duties:

- Notify members of meetings or meeting cancellations.
- Take roll at committee meetings, making note of present, excused and unexcused absences.
- Take minutes of the meetings' business, email them to the advisory committee members for their review, or at a minimum (when there are comment deadlines and time constraints) have the chair review them and submit them to the regional coordinator
- Make copy of the minutes available to members who do not have email.
- Provide committee with documents required for the performance of their duties, as needed. (NOTE: The regional coordinator provides documents from the boards or other agencies at their request. Documents requested by the committee are the responsibility of the secretary.)
- Inform regional coordinator of member resignations and changes of address. In the event the regional coordinator is unable to attend the election meeting, the secretary will ensure the election results and the original, signed New or Re-elected Member Forms are properly mailed to coordinator.
- Assume functions of the chairman in the absence of the chairman and vice-chairman.

MINUTES

Advisory committee minutes are the required written record of your of your community's concerns and committee's advice to the boards. All committee business should be recorded in meeting minutes. The minutes are the only record of the committee's activity. It is extremely important that committee minutes be sent to your regional coordinator's office within three weeks of the meeting (5 AAC 96.060(s)). Without this record the boards have no way of knowing that your committee is meeting and can only assume that it is not. Also, the minutes are used by the boards and their staff to determine whether your committee memberships are current, whether regular legal elections are being held, and to determine issues of concern to your community. Minutes including your committee's discussion and action on proposals before the boards help them in their deliberations. When your chairman or appointed delegate testifies for the committee at a board meeting, he must have a copy of these minutes with him.

Minutes should include the following:

- a list of members present at and those absent from the meeting
- whether there is a quorum

- a list of agency staff attending
- a sign in sheet of public who attended the meeting
- any change in membership (resignations, changes of address, etc.)
- election results for both membership and officers
- summary of public testimony
- summary of discussion by the committee

Whether you use a computer or pen and paper to write the minutes, the following rules apply.

1. Use ink that is dark enough to make a clear copy and/or fax. We often have to make copies of faxes or just copies of copies.
2. Leave a one and one-half inch margin on the left and a one-inch margin on the remaining sides of the page. This allows us to use a three-hole punch when putting minutes in the board workbooks and for running copies and faxes without losing words.
3. If your minutes are handwritten, please write legibly. Remember that at times they will be read by tired board members.
4. Send the original copy of your minutes to the regional coordinator for distribution. Absolutely do **not** give them to an ADF&G staff member or send them to the headquarters office in Juneau. The only exception to this when the coordinator is attending a board meeting out of town and the minutes are intended for that board meeting. In that case, you may fax them to Boards Support in Juneau (907)465-6094, but also send a copy to the regional coordinator, noting that you faxed them to Juneau and when you faxed them.

Another very important part of the minutes is the record of your committee's discussion and response to proposals on which the board will deliberate. The boards would like to have a brief but comprehensive summary of the discussion for **each** proposal the committee reviews, including the viewpoint of the minority vote. If a member abstains from voting, the boards would like a brief reason for their abstention. Please use either the Vote Record/Comment form or another format which includes the same information: the committee name, date, which board the comments go to, the proposal number, the vote count, and the summary of discussion.

Committee minutes which include comments on proposals need to be submitted to me as soon as humanly possible so that the committee's votes can be abstracted with each proposal in the board members' workbooks and a copy of the whole minutes included in the workbooks with the "on time" AC comments. This means getting them to me at least two weeks before the board meeting begins. Often this is not possible; however, minutes received late will still be included, but not abstracted, in the workbooks under "RC's" (record copy).

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NEW MEMBER/RE-ELECTED MEMBER FORMS

These forms, because of the information they contain, are vital to our function. Coordinators use them to put members on the regional and headquarters mailing lists, and the boards require this

information before they will consider a committee's input at board meetings. These forms must be submitted within two weeks after a new member is elected or an old member is re-elected or their election may be considered invalid (5 AAC 96.060(e)(5)). I have found that the easiest way to ensure prompt return of these forms is to have newly elected and re-elected members fill them out before they leave the election meeting and give them to the secretary to be mailed.

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BOARD MEETING/TRAVEL CHECKLIST

Before the Board Meeting

Have the person representing your committee contact your regional coordinator at least two weeks prior if air travel will be required for your attendance. The coordinator will prepare a travel document form for the representative's use.

NOTE: The representative must have written approval from the committee to attend the board meeting. This should be included in the meeting minutes.

Request a **travel advance** at least 14 days before you are scheduled to travel if you need money for meals and hotel.

Regional coordinator will make the travel arrangements through the State Travel office. If you are driving, you can make your own hotel reservations, but check with your regional coordinator to see if we have any hotel discounts.

Get a copy of the **minutes** from the meetings during which your committee wrote, commented on, or took a vote on proposals for the particular board meeting. Be familiar with all proposals submitted by your committee and the actions your committee took on other proposals the board will be considering.

Plan your **testimony**. Remember that your testimony can only reflect what your committee said in their discussions. Be sure to address key issues of concern. Do not just read the minutes to the board (they should already have copies). The boards allow committee representatives 15 minutes to speak and often ask questions afterward.

Get a copy of the board meeting **agenda** and **roadmap** which can be found on the back table or from your coordinator.

Once the meeting had begun, you may call the telephone recording (1-800-764-8901 from outside Juneau or 465-8901 in Juneau) to make sure the board is on schedule or listen to the live streaming found on the Board's home page on the web.

During the Board Meeting

Sign the advisory committee **sign-in sheet** which is kept at the table in the back of the room. You need to do this every day that you attend to validate your per diem claim.

Fill out a **blue card** and give it to the board's secretary. The blue cards are also kept at the table in the back of the room. If you wish to give personal testimony as well as advisory committee testimony, make a note of that on your card. Be sure to indicate if you want to go first or last. If you want to go in the order received, just turn in the card.

Your committee's **minutes** are in the board workbooks. There is an Advisory Committee copy located on the back table. Look through the AC / RC portion to make sure your minutes are included. If not, the coordinator can make copies for the board using the minutes you brought and will give them back to you.

Review your testimony.

At the beginning of the testimony portion of the meeting the chairman of the board gives instructions about how and when to testify. **Listen** carefully and if you have questions ask your coordinator.

When you go up to **testify**, take your minutes and any other pertinent notes to the table with you. For the record, state your name and your advisory committee's name. Speak about the makeup of your AC (how many sport fishers, photographers, trappers, etc). You can use the AC committee roster for that information (based on the interests they have listed). Remember that at this time, you are speaking for the committee, not yourself.

If you have signed up to also provide personal testimony, be very clear that you will now be speaking on your own behalf. Stay at the table when you have finished testifying to answer any questions the board may have. The chairman will tell you when you may step down.

You are allotted five days for compensated travel. If you want to be reimbursed to stay longer for any reason, you must work with the regional coordinator to get permission from the executive director of the board. Otherwise, you will incur the additional charges in excess of the five days.

After the Board Meeting

A summary of actions will be posted on the web site, or available from the regional coordinator.

Be prepared to give a report to your committee at their next meeting.

Travel Documentation Form

Due to Boards Support within 5 days of return from any trip

Name:	TA#:
Email Address:	Phone#:
Address (where to mail check):	
☐ Joint Board ☐ Board of Fisheries ☐ Board of Game ☐ Advisory Committees	
Purpose of Trip: _____	

Travel Date and Time (required!)			How you Traveled
Date:	Leave AM/PM	Arrive AM/PM	☐ Airline ☐ Personal Vehicle ☐ Other

HOW WAS TRAVEL PAID? (Must Attach Original Receipts, Itinerary and Boarding Passes)

	Amount
☐ State Credit Card	\$ _____
☐ Personal Credit Card	\$ _____
☐ Other (specify) _____	\$ _____

USE OF PERSONAL VEHICLE:

Vehicle Legend	Beginning Mileage	Ending Mileage
☐ Highway Vehicle		
☐ Snowmobile ☐ All Terrain		
☐ Personal Aircraft ☐ Boat		
☐ Other		

STATE OF ALASKA CREDIT CARD CHARGES:

(Always Attach Original Receipts and write One Card Charge on Receipt)

Pay no taxes, state is tax exempt	VENDOR NAME	CHARGE DATE	Amount:
☐ CASH ADVANCE			\$ _____
☐ HOTEL			\$ _____
☐ OTHER Specify			\$ _____
☐ Direct Bill Charges?			\$ _____

Taxi (receipt required) Fares: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

List any other expenses: _____

Traveler Signature / Date

Regional Coordinator Signature / Date

CC: 11600206 / LC 11602 _____ / 72124 \$ _____

CC: 11600206 / LC 11602 _____ / 72126 \$ _____

Return the completed form and original receipts to: Sherry Wright, ADF&G/Boards, 333 Raspberry Rd, Anchorage, Alaska 99518-1565 within 5 days of your travel. Thank you.

REQUEST FOR REIMBURSEMENT

NAME OF PAYEE	_____	PVN	_____
TITLE	_____		

VENDOR	_____	AMOUNT	_____
INVOICE NUMBER	_____	INVOICE DATE	_____
ITEMS PURCHASED	_____		

WERE YOU IN TRAVEL STATUS? ☐ YES ☐ NO	
IF YES, YOU MUST SUBMIT EXPENSES ON TA FORM (AAM 60.270)	

SIGNATURE OF EMPLOYEE	_____
FINANCIAL CODING	_____ APPROVAL _____

RECEIPTS SMALLER THAN ONE HALF PAGE SHOULD BE TAPED TO THIS SHEET
