

# Overview of Advisory Committee Uniform Rules of Operation

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

## Key Provisions under Uniform Rules of Operation

### Membership:

- The members must be representative of fish and game user groups in the area served by the committee. To the extent possible, at least three user groups must be represented on each committee, and membership must include representatives from each town or village located in the area that the committee represents.
- Terms begin July 1 and end June 30. The maximum length of a term is three years.
- Each advisory committee may appoint two alternates and any member who is the sole representative from a village or town may also appoint an alternate. When acting as a member of an advisory committee, an alternate is entitled to the benefits, privileges, and responsibilities of a regular member.
- Removal for cause of any member is by the joint board upon written request of the majority of all members serving on the advisory committee. "Cause" includes the following:
  1. Unjustifiable absence from three consecutive meetings;
  2. Conviction of a crime or imposition of an administrative disciplinary action for behavior inconsistent with the responsibility of a fish and game advisory committee membership within the preceding five years;
  3. Serious and substantial disregard for or violation of the provisions of 5 AAC Chapters 96 or 97 governing the committee system, including conduct warranting the imposition of disciplinary measures under Robert's Rules of Order; or
  4. Failure, at any time, to meet the qualifications for committee membership.

### Officers:

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

### Elections:

- Each member and voting-age resident of the area of jurisdiction (see 5 AAC 97.005) who attends an election may make nominations and vote.

- Elections meetings shall be noticed to the public at least two weeks in advance of the meeting.
- An advisory committee may not refuse membership to a nominee if the advisory committee membership is less than the number of members authorized by the joint board
- The election for a designated seat (5 AAC 96.021) should take place in the community it represents.
- Election results, including new member forms (See Chapter 5) must be sent to the Boards Support Section region office within 30 days.

#### Meetings:

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

#### Quorum:

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