

***Southern Division
American Fisheries Society***



Procedural Manual

Revision Approved by Division Members: January 2019

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Introduction

The purpose of this procedural manual is to affect an orderly, organized, and informed transition in the leadership of the Southern Division of the American Fisheries Society (SDAFS or Division) from one year to the next. This manual outlines the charges, responsibilities, and tasks of the Division officers, Standing and Technical Committees, and Division representatives to the American Fisheries Society (hereafter referred to as “Society”) committees and other organizations.

Time lines for accomplishment of tasks are included where possible and/or practical to facilitate efficiency. Examples of formats for completing some tasks are provided. This is a living document that should be periodically updated, modified, and improved to meet the needs of the Division, its subunits, and its members.

All Division members and leadership are encouraged to review it and offer suggested improvements as needed.

In addition to the information contained in this Division Procedural Manual, other helpful Society information may include:

- Procedures of AFS (<https://fisheries.org/about/governance/procedures/>),
- Constitution and Rules (<https://fisheries.org/about/governance/constitution-and-rules/>),
- Society Strategic Plan which varies in five-year intervals and can be located at (<https://fisheries.org/about/governance/>).

Division bylaws are found in Appendix I.

Division Officers

President

The primary objective of the position of President is the leadership of the Division, giving special emphasis to the detection of, and response to, key issues impacting fisheries and their professional proponents. The President should interact effectively with the centers of power and influence on fisheries matters in the Division's geographic area of coverage. To function most effectively, the incoming President should review and comprehend the bylaws of the Division (Appendix I), as well as the Society's Procedures, Constitution and Rules, and Strategic Plan. The President should ensure all Division officers understand their roles and responsibilities as summarized in this Procedural Manual.

1) Society Committee Appointments

In early fall, following the Society Annual Meeting, the President makes appointments to Society Committees as follows:

- a) Appoints self, if a Certified Fishery Professional, or proxy if not, to the *AFS Certification Board of Appeals*.
- b) Makes appointments to other ad hoc or special committees as requested by Society Officers. For example, the AFS Communications Committee, Resource Policy Committee, Student Affairs Committee asked for a Division representative on their committee in 2017-2018.

2) Division Appointments

a) Technical Committees

- i) During the early years, Division Technical Committees received considerable guidance from and interaction with the President. That relationship has matured with time. Technical Committees currently demonstrate considerable autonomy; operating by procedures, electing their own officers, replacing members internally, and maintaining webpages that detail meeting minutes, current projects, committee history, and contact information.
- ii) Within four weeks of Annual Meeting, contact State Fish Chiefs and other agency leaders by letter (or e-mail), requesting submission of agency nominees for appointments to Division Technical Committees. Include list of current state appointees in contact letter. Based on consultation with outgoing/incoming/continuing Committee Chair, suggest replacements as appropriate. In consultation with Committee Chairs, appoint at-large Committee members from respondents to questionnaires. Currently, this process needs to occur every other year as state appointments to TCs serve 2-year terms.

b) Standing (i.e., Division) Committees

- i) Appoint Standing Committee Chairs after the Annual Meeting and announce

- appointments to the EXCOM by email or conference call.
- ii) Work with Committee Chairs and EXCOM to make sure that committee members are appointed within the month following Annual Meeting. Refer to Division Bylaws for specific Standing Committee size.
 - iii) The Committee Chair or the President should notify committee members of their appointments, requesting regrets only, before a short deadline date. In selecting committee members, strive for geographical and affiliation balance (i.e., appoint agency, academic, and private employees from multiple states), as appropriate, striving for demographic and scientific diversification (i.e., involve women, minorities, and students from diverse expertise).
 - iv) Every third year (2014, 2017, 2020, etc.) President appoints a Division representative to the Southeastern Association of Fish and Wildlife Agency's Clarence W. Watson Award Committee after the fall SEAFWA meeting. Member will serve for three years, chairing committee in the third year. President notifies SEAFWA of Division appointment to C.W. Watson Award Committee.
 - v) President works with SEAFWA to periodically appoint/reconfirm a Fisheries Associate Editor to serve as the editor of fisheries technical manuscripts which are presented at SEAFWA Conference and published in the *Journal of the SEAFWA*. The Associate Editor for Fisheries serves for a minimum of two years; contingent upon the desire of the current editor to continue their work. The Associate Editor evaluates and ranks manuscripts as part of the John F. Dequine Best Fisheries Paper Award at each SEAFWA Conference.
 - vi) President annually appoints or reaffirms the Southern Division Representative to the Southeastern Association of Fish and Wildlife Agencies to liaison with the SEAFWA. This individual should be a long-time Division member, having served in a leadership capacity, who is well known to the SEAFWA leadership.
 - vii) Upon completion of all appointments, update the Southern Division Leadership List and supply a copy to all Officers, Committee Chairs, and Chapter Presidents.
- c) Meetings
- i) Society Meetings
 - ii) Attend and report as a voting member of Society Governing Board (with financial support of Division when needed) for term of presidency: Society Mid-Year Governing Board Meeting in March and the Annual Governing Board Meeting held at the Society's Annual Meeting - late August/September.
 - iii) May be appointed or elected to Society Management Committee. This alternates every two years among Division officers. Thus, each officer that serves on the Management Committee has a 2-year term. Participate in monthly conference calls and Management Committee meetings at the Society's Mid-Year and Annual Governing Board Meetings.
 - iv) Attend other meetings or forums held in Division's geographic area as

requested by Society President or Executive Director (contingent upon scheduling and fiscal resources).

d) Division Meetings

- i) Following installation as President, preside at the EXCOM and Business Meetings held at the Division Annual Meeting (approximately February).
- ii) Annual Meeting responsibilities:
 - (1) Two or three months in advance of the meeting date: confer with the Local Arrangements Chair to reserve and schedule meeting rooms for the Annual EXCOM and Business Meetings (usually held on Thursday and Friday, respectively).
 - (2) At least six to eight weeks prior to the Annual EXCOM Meeting:
 - (a) Request (by e-mail) an annual report from all Division Officers, Committee Chairs (Standing, Technical, and Ad Hoc), and Chapter Presidents. Announce schedule and location of EXCOM and Business Meetings in request for reports. See Appendix II for format.
 - (b) Contact Chairs and ensure timely completion of the following assignments:
 - (i) Awards Committee re: Outstanding Achievement; Distinguished Service; Best Paper; Outstanding Chapter and Sub-unit awards.
 - (ii) Audit Committee re: condition of Division finances.
 - (iii) Resolutions Committee re: needed action.
 - (iv) Ballot Committee re: annual election results.
 - (c) Invite Society Executive Director and Officers to attend Annual EXCOM and Business Meetings
 - (3) Upon conferring with Officers and others, develop agendas for the EXCOM and Business Meetings. (See Appendix III for example agendas).
 - (4) Compile all Officer, Committee, and Chapter reports into the Briefing Book and disseminate at the EXCOM Meeting. (See Appendix II for format).
 - (5) Preside over Annual EXCOM
 - (a) See agenda (Appendix III) for format of meeting
 - (6) Preside over Annual Business Meeting
 - (a) See agenda (Appendix III) for format of meeting
 - (b) President presents plaques to the recipients of the John F. Dequine Best Paper Award, Award of Merit, Best Chapter Award, Best Student Sub-Unit Award, Distinguished Service Award, Outstanding Achievement Award
 - (7) Facilitate networking among Division members. Bring people together; make introductions wherever possible and appropriate.

e) Chapter Meetings

- i) Solicit schedule for Chapters' annual meetings. Coordinate with Officers to achieve Division representation at as many Chapter meetings as possible with effort given to minimize travel distances

between Officers attending meetings and location of meeting. Division typically pays transportation, lodging, and per diem and Chapter provides complimentary registration (although this may be negotiable).

3) Communications

a) Society Communications

- i) Respond to requests from Executive Director for information as appropriate.
- ii) Confer regularly with the editor of *Fisheries* providing newsworthy items such as meeting dates, news of committee activities, new appointments, etc.
- iii) Invite Society President, other Society Officers and Executive Director to EXCOM and Annual Business Meetings.
- iv) Prepare very brief Division highlights to report at the Society's Mid-Year Governing Board Meeting.
- v) President should use information from the Division's Annual Briefing Book to prepare and report into the AFS Data Portal in August for the Society's Annual Meeting Governing Board Report. President needs to solicit updates from Officers, Committee Chairs and Chapter Presidents to include in this report.

b) Division Communications

- i) Coordinate and establish Officer conference calls on an as-needed basis.
- ii) In consultation with Secretary-Treasurer, review financial status of Division at outset of term. Keep good records of expenses (i.e., travel and other expenditures) for submission to the Secretary-Treasurer for reimbursement.
- iii) Distribute updated Southern Division Leadership List immediately upon completion of all committee assignments to all Officers, Committee Chairs, and Chapter Presidents.
- iv) Correspond with Chapters, Technical Committees, Division Officers, Standing Committees soliciting Newsletter material, nominations for Society awards (e.g. Society Distinguished Service Award - late fall), announcing Annual EXCOM and Business Meetings, requests for agenda items and annual reports, etc. Circulate requests 3-4 weeks ahead of due dates. See Appendix II for format and guidelines for committee reports to the Executive Committee.
- v) Prepare written Division position statements/letters as appropriate.
- vi) Contact State Fish Chiefs regarding issues as appropriate.
- vii) Confer regularly with the chairs of Technical, Standing, or Ad Hoc committees entering final action phases.
- viii) Confer regularly with the President-Elect giving special attention to his or her function in the selection of committee chairs. Arrange and update President's records and files, assigning current ones to incoming President and retiring dated materials.
- ix) Confer regularly with the editor of the Division Newsletter providing newsworthy items such as dates of meetings, committee appointment,

Division actions, etc. Write "President's Message" for summer and winter newsletter during term of office.

- x) It is suggested that letters of appreciation be written to EXCOM members, Standing Committee Chairs, and others supportive of the Division's activity during your presidency.
- xi) Communicates results of elections to winners and runners-up and expresses Division's gratitude to those nominees not elected.

President-Elect

In preparation for carrying out the responsibilities of President-Elect, and subsequently as President, this officer should review and comprehend the bylaws of the Division (Appendix I); the Society's Procedures, Constitution and Rules, and Strategic Plan (see page 6); and Minutes of recent annual Division EXCOM and Business Meetings.

- 1) Meetings
 - a) Society Meetings
 - i) The President-Elect serves on the Society Governing Board; in that capacity he/she attends the Society Mid-Year Governing Board Meeting (usually March) and the Society Annual Governing Board Meeting (late August/September); delivers Division report at Governing Board meetings in the event President is unable to attend (travel expenses may be covered by Division if employer is unable to provide them).
 - ii) Will be appointed to serve on the Society Management Committee or Membership Committee. Committee appointments alternate between years so that committee responsibilities are split among Division officers. Thus, each officer that serves on the Management Committee or Membership Committee has a 2-year term. The President-Elect will participate in their assigned committee's periodic conference calls and meetings at the Society's Mid-Year and Annual Governing Board Meetings.
 - b) Division Meetings
 - i) The President-Elect should attend the Division EXCOM and Business Meetings at the Annual Meeting.
 - ii) The President-Elect should be prepared to substitute for the President in the event he/she is unable to attend.
 - iii) The President-Elect plans and organizes the Past-Presidents' luncheon to be held in conjunction with the Annual Meeting (see 5 below).
 - c) Chapter Meetings
 - i) The President-Elect may be asked by President to represent the Division at Chapter meetings.
- 2) Communications and General Responsibilities

- a) Confer with the Officers in the development of a budget, setting of EXCOM and Business Meeting agendas, and other matters as requested.
- b) Serve as Chair of the Oversight Committee for the Annual Meeting where President-Elect will be installed as President. Coordinate with Annual Meeting General Chair to make announcements on planning progress at appropriate EXCOM meetings. (see Appendix V for detailed Annual Meeting procedures).
- c) Maintain liaison with President; be prepared to respond to AFS requests in anticipation of coming year.
- d) Solicit interest in Technical and Standing Committee assignments via Newsletter; get announcement to Newsletter Editor by spring for placement in summer newsletter (see Appendix VI).
- e) Six weeks prior to the Annual Meeting, coordinate with Local Arrangements Committee Chair to schedule the Past Presidents' luncheon.
- f) Six to eight weeks in advance of Annual Meeting confer with the Awards Committee Chair on the ordering and delivery of the presidential plaque to be awarded to outgoing President at the Annual Business Meeting.
- g) Confer with the President and current Committee Chairs to learn of issues on the horizon prior to the Annual Meeting at which you would be installed as President.
- h) Confer with the outgoing President for the exchange of administrative materials and general discussion of key issues of incoming and outgoing administrations
- i) If President-Elect is not a certified Fisheries Professional, nominate a substitute to serve on the Certification Board of Appeals for the year of your presidency.

3) Annual Meeting Responsibilities

- a) Member of the Program Committee – work with Chapter hosts
- b) Organizing and hosting Past Presidents' luncheon (see 5 below).
- c) Business Meeting Responsibilities
 - i) Summarize Chapter activities at Business Meeting (material can be taken from Chapter reports in Briefing Book); highlighting the following types of information: meetings/conferences, professional recognition, subunit cooperation, membership projects, fund-raising, professional visibility, activism or advocacy, strategic planning, and innovations.
 - ii) Announces recipients of Division awards (President awards plaques).
 - iii) Award Past President's plaque to outgoing President
 - iv) Give brief acceptance speech
- d) Meet individually with committee chairs to discuss appointments

5. Organizing and hosting Past Presidents' Luncheon at Annual Meeting

- a) Contact Annual Meeting Local Arrangements Chair four months prior to meeting.
- b) Request room for:
 - i) Lunch for 15-20 people.

- ii) Schedule lunch for noon Friday (so not to compete with Student-Mentor luncheon on Saturday).
- iii) This lunch is occasionally held at a local restaurant instead of the conference hotel, but often depends on pricing options for space and meals.
- c) Arrange menu either with Arrangements Committee (to help them meet their food service goals with hotel hosting Annual Meeting) or a local dining establishment; determine when a final head count is needed
- d) Send out invitations 4 to 6 weeks ahead of event, requesting RSVP in advance of event.
- e) Invite current Division Officers and Society dignitaries and spouses, if in attendance.
- f) Confirm numbers attending with Arrangements Committee or local dining establishment by required date.
- g) Arrange with Secretary-Treasurer to pay bill or include with host Chapter billing for later reimbursement by the Division (or subtraction from meeting revenue disbursement).

Vice-President

In preparation for carrying out the responsibilities of Vice President and subsequent positions, review and comprehend the bylaws of the Division (Appendix I); the Society's Procedures, Constitution and Rules, and Strategic Plan (see page 6), and Minutes of recent annual Division EXCOM and Business Meetings.

- 1) Meetings
 - a) Division

The Vice-President should plan to attend the Division EXCOM and Business Meetings at the Annual Meeting.
 - b) Chapters
 - i) The Vice-President may be asked by the President to represent the Division at one or more Chapter meetings. The Vice-President should attend as schedule and resources allow.
- 2) Appointment to either Society's Management or Membership committees to serve 2-year term. These two appointments alternative among successive Division officers. The Division Vice-President will be appointed to one or the other Society committee immediately following the Society's annual meeting during the Vice-President's term (usually in August or September). This appointment will last through the officer's progression to President and conclude immediately following the Society's annual meeting during the President's term.
- 3) Responsible for coordinating implementation of any membership initiatives recommended by the Society's Membership Committee at the Division level. May need to have President appoint an ad hoc committee to assist with this effort.

- 4) Committee Review. A primary responsibility of the Vice-President is to perform review of a Division Technical or Ad Hoc committee.
 - a) Early in the year, in consultation with other officers, the Vice-President decides on the committee to be reviewed.
 - b) Contacts the Committee Chair to inform them of the committee's selection for review, and to gain commitment on their part to participate.
 - c) Supplies the Committee Chair with an overview of the review process, deliverables to be developed, and appropriate deadlines.
 - d) Throughout year, maintains regular communications with the Committee Chair to assure progress being made.
 - e) Specific items, among others, to be addressed during the review are:
 - i) committee's purpose, goals, and objectives statement;
 - ii) annual committee report with objectives for next year clearly stated;
 - iii) existence of committee procedures detailing how chair is selected, membership terms, and how subcommittees are appointed and chaired;
 - iv) See Appendix VII for example review form. This review format is optional and can be modified to fit the Vice-President's needs.
 - f) Fulfill reporting requirements by supplying summary of committee review to Division President prior to Annual Meeting.
 - g) Provides recognition by supplying written thanks to chair of committee that was reviewed.

Special Protocol for Officer Rotation through Society Governing Board and Management Committee Terms

The Society's and Division's officer terms are out of synch with each other due to the annual meetings for Society and Division typically occurring in late-summer and early-spring, respectively. This out-of-phase schedule poses complications for Division officer service terms on the Society's Governing Board (GB) and Management Committee (MC). To best accommodate this challenge, Division officers rotate on and off the Society roles earlier than their Division term's duration. For example, the Division President-Elect and President serve on the Society's GB. The Division's Vice President begins service on the GB immediately following the Society's Annual Meeting and concurrent with churn by the Society officers and Section chairs, as well as other Divisions. The Division Vice President continues serving on the GB through installation as President-Elect and President, rotating off the GB immediately following the Society's Annual Meeting during their President term (thereby serving a 2-year term on the GB).

During the term of each Division Vice President, and immediately following the Society's Annual Meeting, this officer will be appointed to either the Society's MC or Membership Committee (MeC). These roles alternate among successive Division officers. For example, the Division's Vice President begins service on either the MC or MeC immediately following the Society's Annual Meeting, and continues service in this capacity through the Society's Annual Meeting during the officer's service progression to Division President. The Division President will relinquish this duty during the term and

immediately following the Society's Annual Meeting.

Secretary-Treasurer

In preparation for carrying out the responsibilities of Secretary-Treasurer, this officer should read, understand and be prepared to advise on the Bylaws and Procedures of the Division. The Secretary-Treasurer serves a two-year term and may be elected for a second term.

1) Secretarial Duties

- a) Confers with President, President-Elect and the outgoing Secretary-Treasurer (in person if possible) and receives records and advice on conduct of office.
- b) Assures consultation with Society's Constitutional Consultant on proposed bylaws changes, coordinates approval by Society's Management Committee, coordinates publication of proposed bylaws changes(s) in Division Newsletter at least 30 days in advance of Annual Business Meeting where proposal will be voted on; incorporates approved changes into the bylaws indicating the revision date at the base of last page.
- c) Confers with President on formulation/distribution of agendas for EXCOM and Annual Business Meetings.
- d) Records/files attendance roster of EXCOM Meetings; confirms quorum at beginning of meetings.
- e) Prepares correspondence as requested by Division Officers.
- f) Maintains letterhead and other materials necessary for Division communication function.
- g) Make minutes of Annual Business and EXCOM Meetings available for posting on the SDAFS website and provide a link to these minutes in the SDAFS summer newsletter.

2) Treasurer's Duties

- a) Upon assuming office, initiates transfer of bank accounts, establishes interest bearing accounts where possible, and obtains dual signatories on accounts. [Note: it is recommended that cosignatory be an officer also serving consecutive years (e.g., President-Elect) and concurrently with Secretary-Treasurer on EXCOM].
- b) Receives, holds, invests, and disburses funds as needed for Division functions and operations and as authorized by the President and/or EXCOM and/or Division bylaws and procedures.
 - i) Prior to Annual Meeting, confers with Chair of Student Affairs Committee to coordinate allocation of funds for Committee.
 - ii) After SEAFWA, confers with Chair of Awards Committee and SDAFS Representative to SEAFWA to determine recipients and check amounts for best paper awards.
- c) Confers with financial officers of the Society and the Auditing Committee for

efficient and correct accounting practice and reporting to the Internal Revenue Service. Ask the AFS Deputy Executive Director about Tax Filing Responsibilities for Society Units if there are any questions.

- d) Specifically:
 - i) Receives, by end of March, annual fiscal “year-end” financial summary reports including a copy of account transactions from all Division Standing and Technical Committees. Each committee will have procedures and format for providing the necessary report.
 - ii) Prepares and submits the Division annual financial summary to the EXCOM and the necessary reports or forms (IRS 990) to IRS.
 - iii) Prepares annual year-to-date income statement and balance sheet and provides to Division President for submission into the Governing Board reporting tool in July.
- e) Confers with the President, President-Elect, and other Division officers on preparation of the annual budget to be presented for approval at the Annual EXCOM Meeting.
- f) Maintains Division financial records and provides a written report at the Annual EXCOM and Business Meetings and to the Newsletter Editor (Appendix IV).
- g) Accounts for Division funds to the Audit Committee.
- h) Participates in and provides financial updates to the Officers during conference calls.

Past President

The primary function of the Past President is to serve as the recent institutional memory for and provide guidance to the other Officers based on his/her past experience.

Duties:

- 1) Serve on EXCOM and participate in Annual EXCOM and Business Meetings and as needed EXCOM meetings.
- 2) Serve as Chair of the Division Nominating Committee.
- 3) Serves on Ballot Committee.
- 4) Participate in as needed Officer conference calls.
- 5) Review Procedural Manual and be responsible for any updates. Report updates for EXCOM approval and ensure that updated Procedural Manual is posted on the Division web site.

Student Representative to the Executive Committee

- 1) Serve on EXCOM by participating in the annual EXCOM meeting, the Annual Business Meeting, and conference calls and email exchanges throughout the year when necessary to discuss Division business.
- 2) Represents students' perspectives on issues and concerns about AFS, the Division, and student subunits.
- 3) Serve as a member of the Student Affairs Committee.
- 4) Write a short annual report about duties and accomplishments each year for the Annual Briefing Book.
- 5) Contributes articles to the Division newsletters.

Division Representatives

Southern Division Representative(s) to the Society Nominating Committee

The charge of the Society Nominating Committee is to select a slate of candidates subject to election by the Society. The Nominating Committee selects a slate for President Elect, First Vice-President, and Second Vice-President. At least two candidates are selected for Second Vice-President. The Southern Division Representative on this committee is appointed by the Division President and serves a two-year term. The incoming Society Governing Board also appoints four at-large members to the Nominating Committee wherein additional Division members might then be appointed to the Nominating Committee. To function most effectively, the Division Representative(s) to the Society Nominating Committee should thoroughly review the committee procedures outlined in the Procedures of AFS and the Society Constitution and Rules.

- 1) Representatives confer with the President, President-Elect and the prior Division representatives regarding the execution of duties; confer with these individuals in selection of one or two candidates from the Division for nomination for AFS Second Vice-President.
- 2) Each member of the Nominating Committee may nominate one or two candidates for Second Vice-President; the number of candidates in any given year may be as many as twenty (20).
- 3) Within time lines established by Committee Chair, each representative promptly confirms willingness of Division candidate(s) to serve if elected and requests a detailed biographical statement limited to no more than 650 words, and specifically addressing:
 - a) participation in Society affairs
 - b) professional contribution
 - c) training and experience in the field
 - d) leadership
 - e) managerial skills
 - f) sensitivity to Society issues
 - g) why candidate wishes to run for AFS office
 - h) candidate's vision for the Society for the next 10 years
 - i) candidate's position relative to the external activities of the Society
- 4) Edits the biographical material provided and receives affirmation of its final form by candidate prior to submittal.

- 5) In early winter (usually by mid-December) submits names of candidates, their biographical information and comments to Nominating Committee Chair.
- 6) Selection of the top two candidates will be determined following procedures of the Society Nominating Committee.
- 7) This is a confidential process. Committee members may not discuss the individual candidates or the rankings with anyone other than committee members.
- 8) Confers in detail with the committee Chair to be alerted to any special procedures or problems.

Southern Division Representative on AFS Membership Committee

This individual represents the Division on the Society's Membership Committee. This appointment is a two-year term, filled by every other Division Vice President (opposite the Division officer fulfilling the Society's Management Committee duties); immediately following the Society's annual meeting. In order to fulfill the duties of this position, the Division representative should familiarize him/herself with the committee's webpage (https://secure.fisheries.org/MemberResponsive/Committees/Membership_Committee_Listing.aspx) and the Procedures of AFS (see page 6).

Southern Division Representative on AFS Certification Appeals Board

This individual represents the Division on the Society's six-member Board of Appeals to consider appeals from fisheries scientists whose application for certification has been denied by the Board of Professional Certification. In accordance with Society Procedures, the Division representative must be a Certified Fisheries Scientist. The Division President is by virtue of the office a member of the Certification Appeals Board unless he/she is not so certified, in which case a Certified Fisheries Scientist is appointed by the President as a substitute member of the Board.

In order to fulfill the duties of this position, the Division representative should familiarize him/herself with a certification packet received by each applicant (<https://fisheries.org/membership/afs-certification/>) and the Procedures of AFS (see page 6), specifically pertaining to professional certification and the appeals process.

- 1) Throughout the year receives copies of all appeals materials and a "ballot" for each appeal from the Committee Chair.
 - a) Materials received include the letter requesting the appeal, and any enclosures, new or expanded material presented by applicant to counter original decision, and any other supporting information from the AFS Central Office.

- b) Appeal must be filed within 90 days from the date of the letter of notification of the Board of Professional Certification.
- 2) Reviews application, all attachments and the analysis of original decision of Board of Certification prepared by Appeals Board Chair.
- 3) Transmits only the marked ballot to the Society Executive Director who transmits the resulting decision; a simple majority vote of the five voting members overturns the original ruling to applicant.
- 4) Process is confidential; as such, Appeals Board members may not show or discuss applications or reveal reasons for negative decisions to anyone except other Board members, Board of Appeals members, and the applicant.

SEAFWA Associate Editor for Fisheries

SEAFWA Associate Editor for Fisheries serves a minimum two-year term as the editor for fisheries technical manuscripts presented at the annual Southeastern Association of Fish and Wildlife Agencies (SEAFWA) Conference and incorporated into the published Journal of the SEAFWA for that meeting. The Associate Editor for Fisheries serves along with the Wildlife Associate Editor and the General Editor. This individual is appointed by the Division President. In order to fulfill his/her duties, the Associate Editor for Fisheries should become thoroughly familiar with the journal and discuss the role extensively with the previous associate editor.

Specific duties include:

- 1) Recruits potential reviewers; confirms his/her willingness to serve as a reviewer prior to manuscript distribution. Note: Development of a reviewer "pool" is one of the more difficult tasks during the first year of an Associate Editor's term. Obtain a list of potential reviewers from the previous Associate Editor.
 - a) Reviewers should include individuals from the following SEAFWA member states: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Missouri, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, West Virginia, and Puerto Rico. Reviewers do not have to be members of the Division, but Division membership is preferable in order to involve more of the membership in Division activities.
 - b) Reviewers should be a mix of agency, academic, and private industry fisheries professionals.
- 2) Early each calendar year, consults with host state Program Chair issuing call for papers.

- 3) In late February or early March, the host state issues the first call for fisheries papers; prospective authors are invited to submit fisheries manuscripts to the Associate Editor by a date that had been selected in May by the Program Committee.
- 4) Contacts SEAFWA Executive Secretary in April to receive stipend (currently \$2,500) to help defray travel, clerical, mailing, and other costs associated with the tasks. If the Associate Editor for Fisheries' job (i.e., Federal Employee) prohibits accepting the stipend, the stipend can be sent to the Division Treasurer.
- 5) Deadline to receive electronic versions of manuscripts (i.e., WORD documents) is usually May 1st, but is set by Associate Editor.
- 6) In May, sends email of manuscript acknowledgment to each submitter. Submitters need to be advised when they can expect to receive manuscript back in order to make necessary changes if the manuscript is accepted.
- 7) Following cursory perusal by the Associate Editor, each manuscript is distributed for peer review to three individuals who have expertise in the subject. Ideally, manuscripts should be reviewed by three reviewers, but two can be used occasionally. It is strongly recommended that each paper be reviewed for statistical integrity.
 - a) Manuscript copy is distributed to reviewers with a letter of explanation, an evaluation form, and thanking them in advance for their help.
 - b) Assigns each manuscript to an "expert" on the topic (insomuch as expertise of reviewers is known) as well as a non-expert, in order to assure that Journal of the SEAFWA papers are accessible to most readers.
- 8) The Associate Editor for Fisheries makes final decisions about technical edits of each manuscript, and whether each paper is accepted or not accepted. The General Editor takes the final version of each accepted paper and copy edits the manuscript. The General Editor might contact authors for non-technical issues, such as better versions of figures, etc.
- 9) During July to mid-August, the Associate Editor returns manuscripts and notifies successful authors by letter of manuscript acceptance (pending proper revisions); provides all reviewer/editor comments; instructs authors to either make the suggested changes or respond in writing to each comment; correspondence should be directed to the submitter. Associate Editor retains copies of reviewer comments to check for appropriate revisions at time of final submission.
- 10) During July to mid-August, rejection letters, manuscripts, and any helpful reviewer comments are sent to authors whose papers are not selected; encourage resubmission in subsequent year following rework/additional work, if appropriate; correspondence should be directed to the submitter, with state fish chief agency official only copied, as appropriate.

- 11) In early September to early October, one month before Southeastern Conference, an electronic copy of the revised manuscript is due to Associate Editor.
 - a) In practice, revised manuscripts trickle in up to the time of the annual meeting; the extent to which manuscripts are revised appropriately or reviewers' criticisms are effectively refuted by authors varies widely.
 - b) If a paper is already presented at Southeastern Conference before/at time of receipt of final manuscript, Associate Editor should assure that reviewers and editorial comments and critique are adequately addressed before approving for publication in the Journal of the SEAFWA.
- 12) Associate Editor performs final check and distributes as follows:
 - a) Final drafts of each manuscript are emailed to Journal of the SEAFWA Editor.
 - b) Retains a file of all final drafts.
- 13) During December, Associate Editor works with the General Editor to finalize any remaining details prior to publication. Each final draft manuscript is sent to the General Editor when each individual paper is completed. This helps to expedite the editing process; rather than sending all manuscripts together at the last minute.

Southern Division, AFS Representative to Clarence W. Watson Award Committee

This individual is appointed by the President to represent the Division for a three-year term on a three-person committee charged with selecting a recipient of the Clarence W. Watson Award. This award is presented annually to the career individual who has made the greatest contribution to wildlife or fish conservation, preferably in the Southeast, during the previous year or years. Other members of the Committee are individuals representing The Wildlife Society (three-year term, appointed by TWS President) and the Southeastern Association of Fish and Wildlife Agencies (indefinite term, appointed by SEAFWA). The Division representative to the committee is appointed by the President.

- 1) Duties are performed in a confidential manner due to the sensitivity of the review and selection of the nominees.
- 2) Committee Chair rotates each year among the members; thus, Division representative will serve as chair during the last year of their three-year term.
- 3) In March or April, Chair sends requests for nominations along with criteria; Division representative is responsible for placing announcement in Newsletter or broadcasting via electronic media.
- 4) Once nominations are received from fisheries and wildlife fields, each nomination document is copied and forwarded to all committee members.

- 5) Each committee member independently ranks each nominee in priority order beginning with one for first preference and continuing in numerical sequence until all nominees assigned a rank.
- 6) During August-September, committee chair arranges a conference call where each committee member presents his/her ranking of the nominees.
- 7) Chair computes a total score for each nominee; nominee with the lowest cumulative score is recommended for award.
- 8) Rejected nominees are kept confidential.
- 9) Lobbying Committee members on behalf of a nominee is expressly prohibited; letters of support are discouraged and should not be considered during ranking/decision.
- 10) Chair announces recipient at the annual meeting of the SEAFWA.
- 11) For further information on these procedures, contact the most recent committee member that served as representative on this committee or the SEAFWA Executive Secretary. SEAFWA has a procedural manual with more detail.

Southern Division Representative to the Southeastern Association of Fish and Wildlife Agencies (SEAFWA)

This individual is appointed by the President to represent the Division and serve as liaison with the Southeastern Association of Fish and Wildlife Agencies (SEAFWA). This individual is generally a long time Division member who has served the Division in a leadership capacity and is familiar with and well known to the SEAFWA leadership. In order to function most effectively as the Division liaison, this individual should read the Division bylaws and Society Constitution and Rules and minutes of recent Division EXCOM and Business Meetings.

- 1) Throughout year, confers with President regarding any correspondence, notification, or other communication with the SEAFWA pertaining to issues of interest or import to the Division.
- 2) In fall, attends the SEAFWA Conference. The Division President must submit any Division concerns for discussion at the Directors meeting in advance to the SEAFWA Executive Secretary.
- 3) The John F. Dequine Award – and a runner up - is presented to the best fisheries paper from the SEAFWA Conference. Both awards are based on a combination of

the average oral presentation score from the SEAFWA Conference and the SEAFWA journal manuscript score. The SDAFS Representative to SEAFWA is responsible for coordinating efforts related to both awards and should work closely with the SEAFWA Conference Fisheries Program Chair, SEAFWA Associate Editor for Fisheries, SDAFS Awards Committee Chair, SDAFS President, and the SEAFWA Executive Director.

- 4) Files an annual report to EXCOM summarizing meetings with SEAFWA Directors, listing recommendations for any actions which should be initiated by the Southern Division.

Standing Committees

Audit Committee

The charge of the Audit Committee is to annually audit the accounts of the Secretary-Treasurer and report to the Division at the Annual EXCOM Meeting. The Audit Committee is comprised of three (3) members of the Division. Appointment of committee members within relative geographic proximity to the Treasurer, or having the ability to travel, is recommended to facilitate the committee's functions.

- 1) Documents Needed:
 - a) Treasurer's report for previous year
 - b) Current treasurer's journals and ledger
 - c) Checkbook(s), deposit receipts, and canceled checks
 - d) Monthly bank statements
 - e) Income reports:
 - i) Dues and other funds from AFS
 - ii) Sale of publications, advertising, etc.
 - iii) Receipts from Annual Meetings, symposia, and other conferences
 - iv) Sale of sundries (t-shirts, caps, etc.)
 - v) Proceeds of raffles, auctions, and donations
 - vi) Bank or other interest earned
 - vii) Other income
 - f) Receipts for expenditures (when possible, records of deposited checks suffice as receipts for some expenditures; e.g. cash awards to students, best paper winners, etc.)
 - g) Previous year's year-end financial summary reports
- 2) Procedures:
 - a) Reconcile beginning bank balances for regular operating account and any

- “special projects” accounts with previous year's treasurer's report.
- b) Reconcile debits and credits in checkbook, journals, and ledger with reports of income and receipts for expenditures for each account
 - c) Reconcile ending checkbook balance with last monthly bank statement and all uncleared checks
 - d) Account for all checks issued
 - e) Prepare report to President and commend Treasurer for careful husbandry and meticulous bookkeeping (if deserved).
 - f) Chair reports results to Division at Annual EXCOM Meeting and moves on behalf of Committee to approve audit report.
 - g) President conveys committee report results to Division at Annual EXCOM Meeting, and President calls for motion to approve audit report. The Audit Committee members are often not present at Division EXCOM meetings. Typically, the S-T will mention during his/her report that the Audit Committee completed their review and issued their report to the President. It is at this point, that the President has typically conveyed the substance of that report to the EXCOM and has called for a motion to approve the report. It would likely be inappropriate for this motion to come from the S-T (in the absence of the Audit Committee members]

Awards Committee

The Division has four awards that the Committee is solely responsible for, including 1) Outstanding Chapter Award; 2) Best Student Subunit Award; 3) Distinguished Service Award; and 4) Outstanding Achievement Award. The goal of the Committee is to honor at least one individual/Chapter for each of the Division's awards annually. However, the Distinguished Service Award and/or the Outstanding Achievement Award is not always presented each year due to a lack of nominations from the membership. On the other hand, more than one Distinguished Service Award and/or Outstanding Achievement Award may be presented each year when there is more than one deserving candidate. Details about these awards are listed below.

The Awards Committee is comprised of a Chair and three (3) members. Committee members solicit nominations and selects awards winner for the four awards that are listed in the protocol described below. The Committee also works with the Student Affairs Committee and the Division's SEAFWA Representative to obtain certificates and plaques for awards given for best student presentations, papers, and posters (described later in this section).

Soliciting Nominations. The Committee needs to reach out to the membership early and often to solicit nominations for deserving award winners.

- Announcements should be made in both the summer and winter newsletters. Announcements about the current year's award winners should also be

summarized in the summer newsletter.

- Announcements should also be made via the List-serv.
- Information about the awards is also found on the Division website and should be updated each year.
- The Chair should also solicit nominations for all awards - but particularly for the Outstanding Chapter Award - from each Chapter President within the Division. Chapter Presidents should be encouraged to submit nomination materials. A list of Chapter President contacts is available from the Division President.
- Committee members are also encouraged to call leaders in the Division to encourage nominations.

Timeline. Deadline for award nominations is usually scheduled for January 1, but the deadline can be rescheduled at a slightly later date if the Annual Meeting is scheduled later than usual. If the deadline is rescheduled from a January 1st deadline during a particular year, it should also be announced in the newsletter and List-serv.

Award Selections. Committee members evaluate individual's and Chapters' nomination materials and selects a recipient(s).

Certificates and Plaques. The Chair prepares each certificate and obtains a plaque (i.e., the certificate slides into the plaque) for each award to be presented at the Division's Annual Business. Plaques can be ordered from staff at the AFS Headquarters. Certificates can either be ordered from staff at the AFS Headquarters or the Committee can print their own certificates. If self-printed, the Committee should adhere to a high standard by printing on a high-quality parchment paper with the AFS logo. Information that should be on the awards are found in Appendix VIII.

Presentation of Awards. The Committee selects the award winners and obtains the plaques for presentation, but the Division President presents the awards at the Annual Business Meeting. Prior to the meeting, the Chair should provide the President with a summary of the support information (text limited to one paragraph or page) for each award, along with the plaques. At the Annual Business Meeting, the President waits for President-Elect to describe each award and read the text that summarizes the information about each award winner (that had been provided by the Awards Committee) and then presents plaques to the award winners.

Outstanding Chapter Award

A Chapter should assemble packets containing the following information and email materials to the Awards Committee Chair. Chapters should be encouraged to email or mail support information, such as copies of their newsletter. Applicants must adhere strictly to the word length requirements in each section as noted. More details can be found on the Division website.

- 1) Chapter identification, contact information, and structure (listing all Chapter officers and committees).
- 2) Abstract: What makes your Chapter unique and why is it outstanding? (300 words or less).
- 3) Membership: including total number and % change from previous year. If available, number of Student, Young Professionals, and Society members. Efforts to recruit and retain members.
- 4) Regular Chapter Activities: number, duration, and location of meetings; number of technical presentations and posters; special accomplishments at meeting; socials; and additional activities.
- 5) Communications:
 - a) Newsletter (frequency, average length, number of contributors);
 - b) Website
 - c) Social Media (list formats and frequency)
 - d) Job Announcements
 - e) Other
- 6) Special Symposia/Workshops/Projects (200 words or less per item; abstracts, index, or proceedings may be included as an attachment).
- 7) Student Activities (Describe in 200 words or less)
- 8) Awards, Scholarships and/or Grants awarded (name and criteria for each)
- 9) Environmental Action

The winning Chapter will receive the award at the Annual Business meeting and their application materials will be passed on to the Society-level competition. The Division President uses nomination materials received from the Awards Chair for the winner of the Outstanding Chapter Award to complete the Society award application forms by April 1 for the AFS Outstanding Chapter (detailed at: <https://fisheries.org/about/awards-recognition/call-for-award-nominations/outstanding-chapter-and-outstanding-student-subunit-awards/>).

Chapter Awards are voted on by Division Presidents to determine the Outstanding Small Chapter and the Outstanding Large Chapter within the Society.

Best Student Sub-Unit Award

All Student Sub-units of Chapters within the geographical boundaries of the Division are eligible. A Student Sub-unit should assemble a packet containing the following information and email materials to the Awards Committee Chair. Sub-units should be encouraged to email or mail support information, such as copies of their newsletter. Applicants must adhere strictly to the word length requirements in each section as noted. More details can be found on the Division website.

- 1) Overview: Give a brief overview and history of your subunit. (100-150 words)
- 2) Membership: Give a brief description of your membership such as the number of members and the number of institutions that participate in your subunit. Include any information on awards and other activities related to encouraging participation and

- increasing membership. Fund raising activities should be included here. (100 words)
- 3) Education, Outreach, & Professional Service: Summarize projects that focus on education and outreach to user groups or the general public. (100-150 words)
 - 4) Technical Activities: Describe activities that your subunit is involved in, such as technical demonstrations, fishery projects, and other activities that involve your subunit's professional scientific skills. (100-150 words)
 - 5) Supporting Documents: Please include appropriate supporting documents for each section. Include these as attachments. If you have documented these activities on a website, the URL will be sufficient.
 - 6) Letter from academic advisor: Please include a letter of support from your academic advisor.

The winning Student Sub-unit will receive the award at the Annual Business meeting and their application materials will be passed on to the Society-level competition following a request from the Society during the summer. Student Sub-unit Awards are voted on by Division Presidents to determine the Outstanding Student Sub-unit within the Society.

The winning Student Sub-Unit will receive the award at the Annual Business meeting and their application materials will be passed on to the Society-level competition. The Division President uses nomination materials received from the Awards Chair for the winner of the Best Student Sub-Unit award to complete the Society award application forms by April 1 for the AFS Outstanding Student Sub-Unit Awards (detailed at: <https://fisheries.org/about/awards-recognition/call-for-award-nominations/outstanding-chapter-and-outstanding-student-subunit-awards/>).

Student Sub-Unit Awards are voted on by Division Presidents to determine the Outstanding Small Student Sub-Unit and the Outstanding Large Student Sub-Unit within the Society.

Distinguished Service Award

Service is the foundation of the Division. The purpose of the Distinguished Service Award is to recognize outstanding contributions of time and energy for special projects or activities in service of the Division. To nominate a member for this award, an AFS member or members should email a letter to the Awards Committee Chair that outlines the nominees' contributions to the Division. Letters in support of the nomination from other members are strongly encouraged.

Some past recipients of the Distinguished Service Award are listed on the Division website. This list should be updated each year.

Outstanding Achievement Award

The purpose of the Outstanding Achievement Award is to recognize individuals for their

noteworthy and longstanding contributions to fisheries, aquatic sciences, and the Division, thereby rewarding individuals for their contributions, enhancing visibility of the Division, and increasing the aspirations of the membership. It is our Division's highest honor.

Candidates are reviewed according to criteria set forth in the Division Bylaws that include: To nominate a member for the Outstanding Achievement Award, forward a letter to the Awards Committee Chair that outlines the nominees' contribution to the Division, the Society and the profession. Letters in support of the nomination from other members are strongly encouraged.

Outstanding Achievement Award Criteria

- Outstanding service to the Division.
- A monumental accomplishment or project delivered.
- Original techniques or research methodology.
- New ideas, viewpoints, or data which contribute significantly to fisheries management or basic understanding of aquatic resources.
- A new, successfully executed fishery research or management program of regional or national importance.
- Imaginative and successful program in fish conservation education at any level of teaching or graduate student guidance.
- Important faunal or ecological discoveries or new taxonomic criteria.
- Research especially beneficial to fish conservation, management, or stakeholders.
- Interdisciplinary research involving leadership in team efforts in laboratory or field.
- Multiple, successful efforts in a variety of fields, as biology, public understanding, technical and popular writing, laboratory and field research, inspirational leadership and enunciation of principles.
- Recipient must be a member of the Division.
- A member will be eligible for an Outstanding Achievement Award upon nomination by an active member of the Division, and approval by the Awards Committee.
- Outstanding Achievement Awards will not necessarily be presented Annually, because a deserving candidate is not always nominated each year.

Many (but not all) past recipients of the Outstanding Achievement Award are listed on the Division website. This list should be updated each year.

Best Student Paper/Poster Awards

The Awards Committee Chair works with the Student Affairs Committee Chair to obtain certificates and plaques for the 1) Best Student Presentation; 2) Best Student

Presentation Runner-up; and 3) Best Student Poster. The Student Affairs Committee takes care of all the judging and selection of winners for these student awards. See Appendix IX.

Since these awards are determined at the Best Student Paper Symposium (typically held on Saturday), which is after the Divisions Annual Business Meeting, awards are either presented at the student's Chapter meeting or sent to each of the students. If the timing works out, the announcement of award winners will be made by the Division President at the social dinner on Saturday night of the meeting weekend.

The John F. Dequine Best Paper Award

The Awards Committee also works with the State Agency that is hosting the SEAFWA Conference each year, the Division's Liaison to SEAFWA, and the SEAFWA Fisheries Editor to judge fisheries papers presented at the SEAFWA conference as follows.

The John F. Dequine Award is presented to the best fisheries paper from the Southeastern Association of Fish and Wildlife Agencies (SEAFWA) Conference. The award is named in honor of John F. "Jack" Dequine who was the Division's first President and long-time member and Chair of the Awards Committee. A runner-up award is also presented. Both awards are based on a combination of the average oral presentation score from the SEAFWA Conference and the SEAFWA journal manuscript score. The SDAFS Representative to SEAFWA is responsible for coordinating efforts related to both awards and should work closely with the SEAFWA Conference Fisheries Program Chair, SEAFWA Associate Editor for Fisheries, SDAFS Awards Committee Chair, SDAFS President and the SEAFWA Executive Director.

- a) Award Eligibility Criteria
 - i) Only fisheries papers accepted for SEAFWA journal publication will be eligible for the John F. Dequine Award and runner-up award.
 - ii) The author or co-author must orally present the paper during the annual SEAFWA conference. Any author or co-author that submits an accepted manuscript, but does not provide an oral presentation, is eliminated from consideration for an award.
 - iii) The author or co-author's manuscript must also be accepted for publication in the SEAFWA journal and may not be a revision of previously published data.
 - iv) All current SDAFS Awards Committee members and the SDAFS Representative to SEAFWA are ineligible for either award.
- b) Scoring Oral Presentations
 - i) Prior to the SEAFWA Conference, the SDAFS Representative to SEAFWA, in consultation with the SEAFWA Conference Fisheries Program Chair from the host state, should identify three volunteer judges.

- ii) Each judge should score all eligible oral presentations during the SEAFWA Conference using the standard evaluation (score) sheet and guidelines provided in Appendix X.
 - iii) Each judge can provide an oral presentation with a maximum score of 100 points divided among eight categories (See guidelines in Appendix X).
 - iv) All score sheets should be collected and retained by the SEAFWA Conference Fisheries Program Chair and sent to the SDAFS Representative to SEAFWA after the SEAFWA Conference. The SDAFS Representative to SEAFWA is responsible for facilitating this transaction.
 - v) The SDAFS Representative to SEAFWA is responsible for calculating the average oral presentation score for each presenter (Judge #1 score + Judge #2 score + Judge #3 score divided by three). The maximum average oral presentation score is 100 points.
- c) Scoring Manuscripts
- i) The SEAFWA Associate Editor for Fisheries is responsible for scoring each manuscript according to the guidelines provided in Appendix XIV.
 - ii) Manuscripts have a maximum score of 100 points divided among four categories (See Appendix X).
 - iii) The SEAFWA Associate Editor for Fisheries should send manuscript scores to the SDAFS Representative to SEAFWA and the SDAFS President by January 1.
- d) Selection of the John F. Dequine Award and Runner-up Award
- i) The SDAFS Representative to SEAFWA is responsible for calculating each eligible author's or coauthor's final combined score. The final combined score (maximum score = 200 points) is the author's or coauthor's average oral presentation score (maximum = 100 points) plus the manuscript score (maximum = 100 points).
 - ii) The John F. Dequine Award will be awarded to the author or coauthor with the highest final combined score.
 - iii) The runner-up award will be awarded to the author or coauthor with the second highest final combined score.
 - iv) In the case of a tie, the John F. Dequine Award will be awarded to the author or coauthor with the highest manuscript score.
 - v) The SDAFS Representative to SEAFWA is responsible for providing the relevant information about the winner of the John F. Dequine Award and runner-up award to the SDAFS President, SDAFS Awards Committee Chair, SEAFWA Executive Director and SEAFWA Associate Editor for Fisheries by January 15.
- e) Presentation of Awards
- i) The SDAFS Awards Committee Chair orders plaques (to hold the certificate) and certificates for both the John F. Dequine Award and runner-up award winners from the Society Subunit Services Liaison; certificate includes name(s) of author(s) and titles of presentations to be recognized on plaques. The SDAFS Awards Committee Chair has the option of sending completed certificate templates to Society Subunit Services Liaison for printing on parchment with AFS logo or can request

- parchment with AFS logo printed on and reproduce certificates (this option often saves time since a supply of parchment can be kept on hand).
- ii) Prior to the SDAFS Annual Meeting, the SDAFS Awards Committee Chair should contact the SDAFS Secretary-Treasurer for honoraria checks to be presented to recipients. The author/presenter of the John F. Dequine Award and runner-up manuscripts each receive a plaque and an honorarium (\$100.00 for the Dequine Award; \$50.00 for the runner-up award). In the event that the primary author is not the oral presenter, the primary author will receive the \$100.00 honorarium. Coauthors of the John F. Dequine and runner-up manuscripts receive a certificate (not a plaque) signed by the SDAFS Awards Committee Chair and SDAFS President.
 - iii) The SDAFS President will present the John F. Dequine Award and runner-up award, and accompanying checks, at the SDAFS annual business meeting after first recognizing the SDAFS Awards Committee members and describing the award.
 - iv) The SDAFS President (or designee) will present the John F. Dequine Award and runner-up award at the annual SEAFWA Conference banquet in the year following the SEAFWA Conference where the oral presentations were made. For example, if the authors presented at the 2018 SEAFWA Conference, the awards will be officially presented at the 2019 SEAFWA Conference banquet.
- f) Communication about the Awards
- I) The SDAFS Awards Committee Chair should provide information about the award selections to the SDAFS Newsletter Editor for recognition in the winter Newsletter; this is also a good opportunity to recognize the SDAFS Awards Committee and volunteer judges.

Ballot Committee

The Ballot Committee is comprised of a Chair and two (2) members of the Division; including the Division Past President. The Committee shall receive and count votes for the election of Division Officers. Members of the Ballot Committee are not eligible for election to any office in the Division during their tenure on this committee. Committee members should review the Division Bylaws, Section VII (h) (Appendix I) pertaining to duties and responsibilities, and should review the time lines specified for completion of the Nominating Committee's duties.

- 1) Division elections will be held by electronic ballot unless otherwise specified by the EXCOM.
- 2) Prior to voting, the Ballot Chair consults with the Newsletter Editor and Webmaster regarding need to publish biographical sketches of candidates running for Vice-President, Secretary-Treasurer, Student Representative, and Society Nominating Committee. The Newsletter Editor, Webmaster, and Listserv administrator also need to be requested to announce the voting procedures and dates, and a link to the electronic balloting.

- 3) As soon as possible following the voting deadline (generally mid-August), the Ballot Committee needs to ensure that votes are counted and voting eligibility validated for each voter. Society and Division membership must be certified for each voter, and the Ballot Committee must insure that only students voted for the Student Representative to the Division EXCOM. Independent vote counts and membership validation should be done by at least two committee members. Additional committee members should at least review the voting data records.
- 4) Results will be reported to the President and the Nominating Committee. The President will inform candidates that were running for office about the voting results. The Nominating Committee Chair will write a synopsis of the election results for the Winter Newsletter. The President will inform Division membership at the EXCOM and the Annual Business Meetings.
- 5) Counted and verified voting records are made available to the Division President.

Executive Committee (EXCOM)

The Executive Committee of the Division shall consist of the four duly elected officers (President, President-Elect, Vice-President, Secretary-Treasurer), the Immediate Past-President, the Student Representative, and the President of each Chapter within the Division. It is authorized to act for the Division between meetings and to perform other appropriate functions. A quorum for the Executive Committee shall consist of five (5), two of whom shall be officers. Conference calls may substitute for meetings in person to conduct business; the quorum is required. If unable to participate in a function of the Executive Committee, a Chapter president may select an alternate to represent the Chapter with full voting privileges, providing the substitution is presented in writing (mail or email) to the Secretary-Treasurer prior to convening of the Executive Committee meeting.

1). Meetings

- a). Once annually in conjunction with Annual Division Meeting. President may convene an additional meeting of EXCOM at the SEAFWA Conference if need arises. President may convene EXCOM conference calls if deemed warranted. EXCOM meetings are open to all Division members.
- b). Record of Division activities is compiled by the President in the form of a "Briefing Book" and distributed at the Annual EXCOM meeting (see Appendix II)
- c). Minutes of EXCOM meeting(s) serve as official record and must be published in the Newsletter/Website and approved by vote of EXCOM following publication.

2). Duties

- a). EXCOM creates and implements all Division policies.
- b). Approves the annual budget. EXCOM gives the Officers approval to appropriate up to \$2,500 in unbudgeted funds for Division projects that arise between EXCOM meetings. A full accounting of these funds will be given to

- EXCOM at the next EXCOM meeting.
- c). Transacts all Division business as necessary

Nominating Committee

The Nominating Committee is comprised of the Division Immediate Past President, who serves as the Chair. The committee can have one or two additional members of the Division who serve one-year terms. Committee function is to recommend a slate of candidates for the specific, elected offices of the Division, including Vice-President, Secretary-Treasurer, and Student Representative to the EXCOM. In order to fulfill its duties, the Nominating Committee should review Sections IV, V, and VII (a) of the Division Bylaws. Members of the Nominating Committee are ineligible as candidates in the election.

- 1) The Chair of the Nominating Committee will direct the nomination procedures.
- 2) The Chair should contact previous year's Nominating Committee Chair to discuss a potential list of candidates and share this information with Committee members. All members of the Nominating Committee should communicate and work in coordination to nominate one or more candidates for the offices of Vice-President (each year), and Secretary-Treasurer (alternating years). For the Student Representative to the EXCOM, the Chair should solicit student volunteers that might be interested in this position through leaders and sponsors of the Student Subunits, and via the Listserv. Students should be directed to contact and send biographical sketches to the Chair. The Student Representative serves a 1-year term.
- 3) The Nominating Committee will select two candidates for each office either by a congenial consensus of committee members or by a formal ballot and voting process by committee members (if consensus is not easily obtained) by May 15th. In cases where a high-performing incumbent Secretary-Treasurer is running for a second term, it is unnecessary to run an opponent on the ballot.
- 4) Once candidates are selected for nomination, each candidate should write a biographical sketch as recommended below:

Recommended biographical sketch for Division Officers:

- Name
- Education and Occupation
- Career interests and/or specialties
- Professional affiliations (highlight AFS activities)
- Most notable work experience and/or achievements
- Brief description of AFS services at Chapter, Division, and Society levels
- Honors and awards
- Personal interests and activities (optional)

- Limit to 250 words for Newsletter and 1,000 words for the Website
- Include a photo for the Division newsletter and website

Recommended biographical sketch for Student Representative to the EXCOM:

- Name
- City and state where candidate was originally from
- Current College or University
- Graduate or Senior Project research objectives.
- Most notable achievement(s) as a college student
- Brief description of prior AFS-related service (e.g., Student Sub-unit officer)
- Why you want to be the SDAFS student representative
- Why other students should vote for you
- Limit to 200 words for newsletter and website
- Include a photo for the Division newsletter and website

5) The slate of candidates and the biographical sketches of these candidates will be submitted to the Ballot Committee Chair by July 1 for publication of the ballot in the Division Summer Newsletter and on the website.

6) Timetable:

Task/Activity	Month/Date
Committee members are appointed by Division President	Feb
Chair sends correspondence welcoming Committee members and initiates candidate search (include relevant section of Division Procedural Manual). Chair contacts previous year's Committee Chair to discuss candidate pool.	Mar 15
In coordination, the Chair and Committee members contact potential candidates	Mar 15-May 1
Committee members discuss	May 15
Chair circulates information about proposed candidates	May 7
Committee members agree upon a list of candidates for the election by consensus or vote	May 15
Chosen candidates need to complete biographical sketches	July 1
Chair sends information to Ballot Committee about candidates for the elections	July 1
Newsletter Editor includes biographical sketches and voting information in Summer Division Newsletter; Webmaster posts the biographical sketches and voting information and links on the Division Webpage on the same date the newsletter is released.	TBD

Resolutions Committee

The Resolutions Committee, comprised of five members, drafts and recommends resolutions to the Division for consideration at its Annual Meeting that are considered prudent and necessary to promote or advance the mission of AFS and the objectives of the Division. The Resolutions Committee Chair, appointed by the President, serves as the Division Representative to the Resolutions Committee of the Society. The outgoing (or reappointed) Chair shall be responsible for ensuring appropriate and prompt distribution of resolutions following their adoption by the Division. In order to fulfill its duties, the Resolutions Committee should review Section VII (a) and Standing Rules of the Division Bylaws (Appendix I). The Chair should also review the Society Procedural Manual (http://www.fisheries.org/html/About_AFS/ProcedureManual.pdf) guidelines pertaining to the Society Resolutions Committee.

- 1) Following appointment of the Committee by the Division President, Chair places a call for resolutions in the summer Division Newsletter. Chair issues a call for resolutions to Division leadership, Committee Chairs, and Chapter presidents via e-mail concurrent with publication in newsletter. In order for resolutions to receive proper review, proposed general resolutions must be received by the Resolutions Committee no later than October 1.
- 2) Chair circulates proposed resolutions to Committee to:
 - a) Determine if the proposed resolution is prudent and necessary in the furtherance of the purposes and objectives of the Division.
 - b) Offer editorial suggestions.
- 3) Chair incorporates editorial suggestions of proposed resolutions which Committee has determined to be "prudent and necessary".
- 4) Suggested Committee changes that substantively alter the nature of the original proposed resolution should be approved by the author of the resolution.
- 5) Chair sends approved and edited proposed general or external resolutions to the Newsletter Editor for publication in the Summer or Winter Newsletters and to the webmaster for posting on the Division website. Comments on resolutions published in the Summer Newsletter are due by September 1. Comments on resolutions published in the Winter Newsletter are due by January 15. (Note: In order to be eligible for consideration at the Annual Business Meeting, general or external resolutions, those that place the views of the Division on record on matters of broad concern, must be printed in the Division Newsletter prior to the Annual Meeting).
- 6) Internal resolutions that concern the Division itself (e.g., resolution of appreciation to the host Chapter of the Annual Meeting) will be eligible for consideration up to and at the Annual Business Meeting.

- 7) Chair presents the proposed resolutions and comments received to the Division EXCOM at their meeting preceding the Annual Business Meeting. EXCOM votes on whether or not to submit the resolution(s) for a vote by the membership at the Annual Division Business meeting. As an alternative, EXCOM can decide whether voting can be completed electronically prior to the EXCOM and Annual Business Meetings.
- 8) Chair is responsible for copying, distributing, presenting, and reading of the proposed resolutions at the Annual Business Meeting.
- 9) The Division President, along with the Chair of the Resolutions Committee, entertains a motion for adoption of resolutions at the Annual Business Meeting.
- 10) If the membership votes to adopt a resolution, Chair entertains a motion from the membership at the Annual Business meeting on whether they want to send the resolution to the Parent Society Resolutions Committee for consideration.
- 11) Chair sends adopted resolutions to the Parent Society Resolutions Committee, if so, directed by a membership vote at the Annual Business meeting.
- 12) Chair sends adopted resolutions to Division webmaster for posting on the Resolutions Committee section of the Division website.
- 13) Chair is responsible for writing the annual internal resolution –the Resolution of Appreciation to the Host --- to recognize those members who planned the Annual Meeting. This resolution should include the number of technical committee meetings, the number and names of workshops and symposia, the number of papers and posters presented. The text of this resolution sent to the SDAFS Awards Chairman who prints it on AFS Certificates of Appreciation. The host Chapter, the General Meeting Chairman and Cochairman(s), the Program Chairman and Cochairman(s) are all presented with a certificate and a certificate holder at the Annual Business Meeting. All the other persons named in the resolution are presented with a Certificate of Appreciation. It is the responsibility of the Resolutions Chairman to name all the individuals in this resolution.
- 14) Example Resolution of Appreciation to the Host of the SDAFS Annual Meeting:

RESOLUTION: ***APPRECIATION TO THE HOSTS OF THE 23rd ANNUAL MEETING OF THE SOUTHERN DIVISION, AMERICAN FISHERIES SOCIETY***

WHEREAS, the 23rd Annual Meeting of the Southern Division of the American Fisheries Society, hosted by the Georgia Chapter of AFS, convened in Savannah, Georgia from January 29 to February 1, 2015; and

WHEREAS, the historic City of Savannah, founded in 1733, resting on the banks of the Savannah River, world renowned for its history, architecture, hospitality and Southern charm, has proven itself a gracious host and the Hyatt Regency Savannah Hotel is an excellent meeting location; and

WHEREAS, conference attendees had the opportunity to benefit from nine technical committee meetings, four symposia on the Conservation, Ecology, and Taxonomy of Southeastern Crayfish; Do Macro-Consumers Matter?; Researching the Effects of Large-Bodied Biota on Aquatic Ecosystems; the Ecology and Conservation of Southeastern Cypriniform Fishes; and Meeting our Data Needs with Limited Resources: Recent Advances in Stream Sampling Techniques; and to expand their professional skills from seven workshops on Electrofishing Safety; Getting Hired – What Students Need to Know; Introduction to R for Fisheries Scientists; Occupancy Modeling; Social Media as a Fisheries Outreach Tool; Southeast Connectivity Assessment Project Fish Passage Prioritization; Standardization and Management of Fish Data for Rivers and Streams of the Southern U.S. and to benefit from 258 oral presentations in 14 technical sessions and to view 66 posters; and to gather information on services and products from more than 20 vendors in the trade show; and

WHEREAS, our stay in Savannah has afford us the opportunity to experience the history, culture, and beauty of the city and has renewed the spirits and rekindled the awareness of the visiting professionals and challenged them to continue their pursuit of excellence in their fisheries-related endeavors; now therefore

BE IT RESOLVED, that the membership of the Southern Division of the American Fisheries Society, assembled here in Savannah on the 30th day of January, 2015 commends and thanks the Georgia Chapter of the AFS, and especially commends General Meeting Chair Joey Slaughter; General Meeting Co-Chair Patrick O'Rourke; Program Chair, Steve Sammons; Program Co-Chair Cecil Jennings; Local Arrangements Co-Chairs Joel Fleming and Chris Harper; Registration and Financial Chair Rebecca Brown; Registration Co-Chair, Webmaster, and Digital Media Chair, Nicole Rankin; and A/V and Technology Chair Chris Kalinowsky for making the 23rd Annual Meeting of the Southern Division, American Fisheries Society a great success.

- 15) Chair presents the proposed resolutions to the membership during Annual Business Meeting; on behalf of Resolutions Committee moves for adoption.
- 16) Division President manages any floor debate, and the voting.
- 17) If adopted, President asks membership if resolution should be forwarded to the Society Resolution Committee for consideration for adoption.
- 18) Chair forwards any resolutions for consideration by the Society Resolutions Committee to the Chair immediately following the Annual Meeting for consideration by the Governing Board at the Mid-year Governing Board Meeting in mid-March.
- 19) Chair provides the Division Secretary with a copy of all approved resolutions, and a list of persons/agencies/organizations and addresses who should receive a copy of the resolution.
- 20) Chair serves as a member of the AFS Resolutions Committee.

For further information on these procedures, contact the current Resolutions Committee Chairman listed on the Division website or Division officers.

Student Affairs Committee

The goal of the Student Affairs Committee is to promote student involvement in all aspects of subunit activity of the Division. The Committee also identifies concerns of students as related to Society structure, functions, and activities. The Committee is composed of any number of individuals expressing an interest and willingness to serve. The Chair is appointed by the Division President from individuals wishing to serve on the Committee. Appointments are made for one year following the Annual Meeting; however, active individuals may be re-appointed the following year if they desire to remain on the Committee.

- 1) Upon appointment, Committee Chair will correspond by email with all Committee members advising them of Committee responsibilities, which include the following:
 - a) *Organize Student-Mentor Luncheon at Annual Meeting*; this effort pairs students with professionals of like interests for lunch at the mentor's expense for discussions and advice regarding student's future in the fisheries profession.
 - i) Coordinate with state Chapter hosting Annual Meeting to include a notice of participation in the Student-Mentor Luncheon. This typically includes a place to sign up for the Student-Mentor Luncheon on the Annual Meeting's Registration Page.
 - ii) Send notice of participation in Student-Mentor Luncheon to student subunit officers and SDAFS list-serve.
 - iii) Create Student-Mentor Luncheon Request Form.

- iv) Organize student and mentor participants by obtaining list of attendees indicating preference to participate in the Student-Mentor Luncheon from:
 - (1) Annual Meeting Registration Chair immediately upon pre-registration and regular registration closing date, and
 - (2) Student-Mentor Luncheon Request Form.
- v) Coordinate with state Chapter hosting Annual Meeting to discuss lunch options and create a list of lunch options.
- vi) Pair students with professionals of like interests; e-mail students and professionals of pairing with instructions for participation and list of restaurants for lunch options.
- vii) Additional pairings can occur at the Annual Meeting; make announcement at the Annual Business Meeting on Friday on how and where students and mentors can meet.
- viii) Students and mentors meet for lunch on Saturday to discuss topics of choice (the purpose of the program is for the professional to give career guidance to the student).
- ix) Keep track of number of students and mentors that participated in the Student-Mentor Luncheon for report in the Briefing Book (see below).
- b) *Organize complimentary Student Rooms at Annual Meeting*
 - i) Reserve rooms with two double or queen beds (three to four students per room) at conference hotel as soon as announced by Local Arrangements Committee.
 - ii) Create a Student Room Request Form.
 - iii) Notify students of room availability by:
 - (1) Writing a notice for the Newsletter (summer and winter newsletters)
 - (2) Coordinating with state Chapter hosting Annual Meeting to include a notice on the Annual Meeting Website student information section.
 - (3) Sending notice to student subunit officers and SDAFS list-serve.
 - iv) Organize student requests by obtaining list from Student Room Request Form.
 - v) In the event that requests outnumber available room spaces, the Committee can prioritize applications by using the following criteria, which were provided by students on the Student Room Request Form:
 - (1) Is the applicant presenting a paper or poster?
 - (2) Is the applicant attending a workshop and/or committee meeting?
 - (3) Is the applicant a member of AFS?
 - (4) Is the applicant an undergraduate or a graduate student?
 - (5) Does the applicant have other funding available to assist with travel?
 - (6) Can the applicant volunteer a minimum of 4 hours during the Annual Meeting?
 - (7) What was the date of their request for a room?
 - vi) Notify students after advertised deadline of room assignments and applicable rules.
 - vii) Contact hotel to provide student names and room assignments and inform of payment arrangements.
 - viii) Coordinate with SDAFS Treasurer to pay for student hotel rooms no more

- than one week prior to the Annual Meeting.
- ix) Arrive at hotel prior to students to handle check-in and grouping arrangements.
 - x) If not completed prior to Annual Meeting, coordinate with SDAFS Treasurer to pay hotel for student rooms at close of meeting.
 - xi) Keep track of number of students and hours volunteered for report out in the Briefing Book (see below).
 - xii) Students selected to receive complimentary room space during the Annual Meeting will be expected to volunteer a minimum of 4 hours during the Annual meeting. Students will coordinate with Committee members to be assigned volunteer tasks. Tasks may include but are not limited to: registration, moderation of talks, poster set up and take down, help with student raffle, etc.
- c) *Organize and moderate Best Student Presentations and Posters at Annual Meeting*
- i) Coordinate with state Chapter hosting Annual Meeting to include a notice of Best Student Presentation Symposium and Best Student Poster Session on the Annual Meeting Website:
 - (1) student information section, and
 - (2) call for papers section.
 - ii) Send notice to student subunit officers and SDAFS list-serve.
 - iii) Coordinate with Program committee to ensure the Best Student Presentation Symposium and Best Student Poster Session are included in the Abstract Submittal process.
 - iv) Students will indicate during Abstract Submittal process that they wish to be considered for the Best Student Presentation Symposium and/or the Best Student Poster Session. Eligibility criteria include:
 - (1) The author must be a student and must make the presentation and/or prepare the poster.
 - (2) The author must be an AFS member in good standing.
 - v) Committee Chair, in consultation with Committee members, will select professionals to judge abstracts (if needed) prior to the Annual Meeting and judge presentations and posters during the Annual Meeting.
 - (1) A minimum of three judges per paper or poster is recommended.
 - (2) Prior to the Annual Meeting, the Committee Chair will contact prospective judges and asks them to judge papers and/or posters. Considerations for prospective judges: past Division officers, professionals that have signed up as mentors, previous judges, and session moderators.
 - (3) Based on judge's preference, judges will be assigned to: 1) 5 presentations, 2) 10 Best Student Presentations, and/or 3) all posters.
 - (4) Committee Chair, or designee, will evaluate all student presentations and posters to provide continuity of judging.
 - (5) Judges are requested to inform the Chair as soon as possible if they cannot attend the Annual Meeting and serve as a judge.
 - vi) Approximately one to two weeks prior to the Annual Meeting, the Committee Chair will send judging packages to each judge, containing:
 - (1) Assigned judging schedule, and

- (2) An evaluation (score) sheet; basic criteria for evaluating oral presentations and posters are listed on the score sheet (Appendix IX).
 - vii) At the Annual Meeting, Committee Chair will moderate the Best Student Presentation Symposium and have additional judging packets (if needed).
 - (1) Judges will attend their assigned sessions and score presentations.
 - (2) Committee Chair, or designee, will be the primary point of contact for judges to resolve problems and answer questions.
 - (3) Judges will complete score sheets on the oral presentations and place in the "drop box" for the Best Student Presentation Symposium at the registration desk or hand to the Committee Chair at the end of the Symposium.
 - viii) At the Annual Meeting, Committee Chair will coordinate Best Student Poster judging and have additional judging packets (if needed).
 - (1) Judges will judge and score all posters.
 - (2) Committee Chair, or designee, will be the primary point of contact for judges to resolve problems and answer questions.
 - (3) Judges will complete score sheets on the oral presentations and place in the "drop box" for the Best Student Poster Session at the registration desk or hand to the Committee Chair at the end of the Symposium.
 - ix) Committee Chair will select winners based on the judge's scores and coordinate with Award Committee Chair to announce winners at Saturday evening social event.
 - (1) Presentation awards at the following Annual Meeting (see Appendix VIII for format):
 - (a) Best Student Presentation-\$100 honorarium, plaque and certificate
 - (b) Best Student Presentation First Runner-up-\$50 honorarium and plaque and certificate;
 - (c) Best Student Poster-\$50 honorarium, plaque and certificate
- 2) The Student Representative to the EXCOM is a member of this committee. The Student Representative will work with the Committee Chair and other committee members to design and perform fact-finding activities (e.g., surveys, correspondence) to determine current issues that are of concern to students.
 - 3) Depending upon existing knowledge of committee members and/or results from student survey's, the Committee may be initiate additional activities or policy to address particular concerns of the students.
 - 4) Committee Chair will present a proposed budget and funding request for the Committee's coming year activities to the Division EXCOM at the Annual Meeting:
 - a) Lodging for students attending the Division's Annual Meeting.
 - b) Student presentation honorarium and plaques
 - c) Miscellaneous expenses
 - 5) Committee Chair will prepare Briefing Book Report for Division EXCOM Meeting.

For further information on procedures, contact the current Committee Chair listed on the Division website or Division officers.

Technical Committees

Technical Committees provide the Division with its fundamental technical strength and are essential elements of its structure and functioning. To this end, Technical Committees communicate with and through the Division Executive Committee on a continuing basis both in a formal context and informally. Through this information exchange, the general membership of the Division maintains an awareness of the breadth and scope of Divisional activities and influences throughout its disciplines.

The Division currently has nine (9) technical committees: Alligator Gar, Aquaculture, Catfish Management, Pollution, Reservoir, Small Impoundments, Morone, Trout, and Warmwater Streams. The Technical Committees are well organized, active, and committed to fisheries resources, essential habitat, and the fisheries profession within the Division's geographic boundaries. The Technical Committees enjoy a solid reputation for good work within and beyond the Division.

The Division Vice-President annually reviews a technical committee of his or her choice in order to highlight the committee's activities, accomplishments, and goals to the Division membership. The review process incorporates elements of the 1988 Prosser Report (Appendix XI) and the 2000 Meador Report (Appendix XII) to provide a consistent structure to the process. The Prosser and Meador Report guidelines are not universally accepted by technical committees and are viewed in some cases as Division EXCOM attempt to micromanage the Technical Committees. The Division's review pursuant to the Prosser and Meador Reports' recommendations is an opportunity for the exchange of ideas and a mechanism for enhancing cooperative support among Divisional units. Technical Committee Chairs should review the Prosser and Meador Reports.

All Technical Committee Chairs and members are formally appointed by the Division President for two-year terms. However, Technical Committee members elect/appoint their Chairs and other officers and submit the selection to the President for formal appointment (by letter to the individual with Chair cc'd.). The same process works for general membership. While most committees have an 'open door' policy of acceptance to anyone that is interested in being a committee member, State agency Chiefs of Fisheries sometimes nominate their agency's choice(s) to serve on Technical Committees. Some agencies choose to appoint more than one representative. The Chair should provide a list of at-large Committee members [those from federal agencies, universities, private corporations (i.e., utility companies, consulting firms), and NGO's] to the Division President prior to the Annual Meeting for appointment. Society bylaws dictate that members of any sub-unit committees must be members of the Society. Technical Committee procedures also state that "membership is open to all

members of the Division.” To be a Division member, an individual must be a Society member. Individuals that are not members of the Society can be appointed to Technical Committees, however those individuals do not have voting status.

All committees will meet at least one time per year, and synchronous electronic participation is acceptable. All Committees must prepare a year-end financial balance report (Assets and Liabilities) and forward to the Division Secretary Treasurer by the end of February. See Appendix IV for format.

ALLIGATOR GAR

Purpose: to provide a collaborative and informational network of fisheries professionals interested in the conservation and management of Alligator Gar.

Goal: to facilitate efforts of fisheries managers and researchers in monitoring and managing all aspects of Alligator Gar, including:

- Population assessments
- Public outreach and education
- Compilation of historical data
- Age and growth
- Habitat and movement studies
- Genetics
- Fish health assessments
- Stocking needs and assessments
- Additional research needs

Membership: it is in the best interest of the Alligator Gar Technical Committee for all concerned entities and fisheries professionals to become a member.

- 1) Members serve and represent their respective agency at their discretion and availability, as permitted by their employer.
- 2) Each interested state fisheries management agency is requested to recommend a member for the committee.
- 3) Membership confers each agency the right to vote on committee issues and recommendations.
- 4) The Committee encourages participation from non-members and deems all input beneficial.

Quorum

- 1) A quorum consists of a minimum of five (5) voting members, including the chair, or the chair’s proxy.
- 2) All decisions must have majority support

- 3) Quorums can be met through the use of designees, proxy votes, and/or absentee ballots.

Officers and Responsibilities: officers will consist of a Chairperson, a Co-Chairperson (Chair-elect) and a Secretary/Treasurer. Duties and responsibilities of each include:

- 1) Chairperson

- a) Nominated and recommended by the Committee members and appointed upon the approval of the Division President.
- b) Serve two (2) consecutive years.
- c) Organizes meeting dates and locations by working with other committee chairpersons.
- d) Represents the Committee at the Division EXCOM.
- e) Develops meeting agendas and provides this information to the Committee members prior to the meeting.
- f) Provides Committee news and activities to all necessary media outlets and respective entities.
- g) Appoints a Committee member to design and maintain a website for the Committee. This appointed committee member may also serve as informational officer for the Committee.

- 2) Chair-elect

- a) Selected by a majority vote of the Committee members.
- b) Serve two (2) consecutive years that runs concurrent with the Chairperson.
- c) Recommended by the Committee to fill the Chairperson's position.
- d) Substitutes for the Chairperson in that officer's absence or as the Chairperson's designee.

- 3) Secretary/Treasurer

- a) Selected by a majority vote of the Committee members.
- b) Serve at least a minimum of two (2) consecutive years, and may serve indefinitely at the Committee's discretion
- c) Records minutes from all Committee meetings. All minutes and reports are to be submitted to the Chairperson within ninety (90) days after the Committee meeting.
- d) Produces financial statements and reports on the current status of Committee funds.

Committee Projects

- Alligator Gar aging workshop (2009)
- Develop and maintain an information repository
- Develop and maintain a website

- Support and assist activities associated with the Lepisosteid Fish Research and Management Committee
- Support and assist activities associated with the International Network for Lepisosteid Fish Research and Management

Aquaculture Committee

PURPOSE: The purpose of the Aquaculture Committee is to promote general awareness and improvement in public and private aquaculture.

- GOALS:**
1. Provide a forum for discussion of issues and actions related to aquaculture production in the Southeast.
 2. Coordinate viewpoints and provide professional opinion regarding aquaculture issues for development of policy or position statements.
 3. Sponsor workshops and symposia for the purpose of publicizing new research findings, promoting aquaculture management techniques, and heightening awareness of aquaculture issues.
 4. Solicit and coordinate research by agencies and institutions directed at resolution of regional aquaculture obstacles.
 5. Promote and coordinate transfer of information among natural resource agencies, academic institutions, and commercial and private aquaculturists.

MEMBERSHIP:

Membership is open to all members of the Division and requires only appointment by the Division President following consultation with the Committee Chair. Committee representation is encouraged for state fisheries agencies (fish hatcheries), US Fish and Wildlife Service, universities, and the private sector. Membership confers the right to vote at Committee meetings.

MEETINGS:

The committee will conduct business meetings at least one time per year. Additional meetings may be scheduled in advance as needed. A quorum consists of five committee members, including the chair, or the chair's proxy. If a quorum is not present at a Committee meeting, voting may be conducted by mail or email ballot.

OFFICERS AND RESPONSIBILITIES:

Chair-Elect: On alternate years, the Committee shall select a proposed Chair-Elect for recommendation for appointment by the Division President. The Chair-

Elect shall serve a term of one year, and then shall assume the office of Chair for a term of two years. Nominations will be taken at the annual meeting and voting shall be done by mail or email ballot. Ballots will be counted and tabulated by the Committee Secretary, who will notify all Committee members of the results.

Duties of the Chair-Elect:

- 1) Assumes the office of Chair if that office is prematurely vacated.
- 2) Substitutes for the Chair in that officer's absence.
- 3) Assumes duties of Secretary/Treasurer if that position is prematurely vacated.
- 4) Performs other duties as directed by the Chair.

Duties of the Chair:

- 1) Works with the Division President to set committee membership, at assumption of Chair.
- 2) Sets objectives for the Chair's term which are compatible with the Committee's purpose and goals.
- 3) Develops meeting agendas and informs membership of meeting times and locations.
- 4) Conducts meetings according to Robert's Rules of Order and distributes copies of the meeting minutes to Committee members and Division President within 45 days.
- 5) Reports activities of the Committee to Division Executive Committee.
- 6) Appoints subcommittees as needed to research and resolve selected issues at hand. Oversees the issue resolution process of each subcommittee and reports the findings to the Committee.

Duties of the Secretary/Treasurer:

The Committee may elect a Secretary/Treasurer to serve a five-year term in office. In the event that the Committee has no bank account or funds to account for, the duties of the Secretary/Treasurer may be undertaken by the Committee Chair. If the Committee determines that a Secretary/Treasurer is needed, nominations will be taken at the annual meeting held at the Division's Annual Meeting, and voting shall be done by mail or email ballot. Ballots will be tabulated by the out-going Secretary/Treasurer or Chair-Elect, who will notify all Committee members of the results. All Committees must prepare a year-end financial balance report (Assets and Liabilities) and forward to the Division Secretary Treasurer by the end of February. See Appendix IV of the Division Procedural Manual for format.

Duties of the Secretary/Treasurer:

- 1) Determines whether a quorum is present at each meeting for voting purposes.
- 2) Prepares, distributes, and summarizes mail ballot information if required.
- 3) Produces minutes for each meeting and forwards to the Chair within 30 days.
- 4) Maintains responsibility for all financial transactions of the Committee including balancing of accounts and sales of Committee promotions.

- 5) Reports on financial status of Committee at each meeting.

Catfish Management Technical Committee

The Catfish Management Technical Committee became an Ad Hoc Committee of the Division in 2004 and received full Technical Committee status in 2006.

- 1) Purpose: the purpose of the Committee is to provide a forum for data and technology exchange to enhance the management, conservation, and awareness of catfishes and their habitats.
- 2) Goals: Committee goals include facilitating managers and researchers in efforts to evaluate/manage:
 - a) Native stocks
 - b) Environmental effects on growth
 - c) Recreational/commercial fisheries
 - d) Age and growth
 - e) Angler interests and desires/demographics
 - f) Introduced populations
 - g) Movements
 - h) Sampling techniques in varying environments (river vs. reservoir)
 - i) Fishing tournaments
 - j) Socio-economics
 - k) Outreach
- 3) Membership
 - a) Members and chairperson serve at the pleasure of the Division President.
 - b) Membership is open to all Division members and requires only appointment by the President following consultation with the committee chairperson.
 - c) Each Division member state fisheries management agency is asked to recommend a member for appointment to the committee.
 - d) Membership confers the right to vote.
 - e) Active participation by non-members is beneficial to the committee and is encouraged.
- 4) Quorum
 - a) A quorum consists of a minimum of five (5) voting members, including the chair, or the chair's proxy.
 - b) All decisions must have majority support.
 - c) Quorums can be met through the use of designees, proxy votes, and/or absentee ballots.
- 5) Officers and Responsibilities
 - a) Chairperson
 - i) Appointed by the Division President.

- ii) May not serve more than two (2) consecutive years.
 - iii) Organizes meetings by working with other technical committee chairpersons and Division EXCOM to determine meeting dates and locations. Traditionally a winter meeting is held in January/February in conjunction with the Division Annual Meeting. The Chairperson develops meeting agendas and provides committee members with meeting dates, locations, and agendas in advance of meetings (approximately two [2] months' notice).
 - iv) Conducts meetings using Robert's Rules of Order as a guideline for doing business.
 - v) Works with President to set committee membership each year (usually soon after the Division annual meeting).
 - vi) Attends Division EXCOM meetings and provides a written report on committee activities and assure compatibility between EXCOM and committee goals and objectives.
 - vii) Attends North Central Division Catfish Technical Committee meeting (December).
 - viii) Provides committee news items to Division Newsletter editor in advance of each edition.
 - ix) Keeps records of Secretary/Auditor succession and appoints new Secretary/Auditor annually.
- b) Chairperson-Elect
- i) Selected by a majority vote of the members for a one-year term to run concurrent with the final year of the current Chairperson's term.
 - ii) Is the committee's recommendation to the Division President to fill the Chairperson's position.
 - iii) Substitutes for the Chairperson in that officer's absence.
- c) Secretary-Treasurer
- i) Selected by a majority vote of the members for two-year term
 - ii) Produces minutes and financial statement for each meeting and sends them to the Chairperson within ninety (90) days.
 - iii) All Committees must prepare a year-end financial balance report (Assets and Liabilities) and forward to the Division Secretary-Treasurer by the end of February. See Appendix IV of the Division Procedural Manual for format.
- 6) Committee Projects
- i) Catfish aging workshop (2005)
 - ii) Develop and maintain a website
 - iii) Conduct and analyze a catfish sampling survey
 - iv) Form and participate in a Catfish Sampling Advisory Panel
 - v) Co-sponsor (with North Central Division Committee) a Catfish 2010 Symposium

Pollution Committee

The Pollution Committee's primary responsibility is to oversee and standardize techniques and methodology presented by the American Fisheries Society for the

estimation of aquatic life mortality and their economic value resulting from pollution of waters of North America.

Objective

The objective of the Pollution Committee is to facilitate the transfer of knowledge on the impacts of pollution (altered water quality and habitat degradation) on the fisheries resources and aquatic organisms of the southern United States (member states within the Division), and to provide technical guidance on the best methods to document and remediate the damages.

1) Goals

- a) To provide a forum to exchange information about pollution incidents and experience which are not routinely published in the scientific literature.
- b) Work on a survey of state agencies outside the Division to determine the techniques and methodologies that are used in evaluating fish kills and pollution events throughout the United States (status unknown at the time of Procedural Manual revisions).
- c) To coordinate upgrades, revisions and additions to Investigation and Monetary Values of Fish and Freshwater Mussel Kills. R.I. Southwick and A.J. Loftus, editors. American Fisheries Society Special Publication 30 and provide appropriate Producer Price Indices adjustments as needed by state agencies within the Division.

2) Membership

- a) Representation on the Pollution Committee will include representatives from agencies with fisheries and water quality management responsibilities.
- b) Membership is open to all Division members and requires only appointment by the President following consultation with the committee chairperson. All members will have full voting status.
- c) Appointment to the committee will be solicited from agencies; six (6) additional at-large members will be appointed. Members will be appointed following the Division's Annual Meeting.
- d) Terms of membership shall be left to the agencies appointing members, Committee Chair, and Division President.
- e) Subcommittees will include members of the committee, but can also include non-members.
- f) Chair will be elected by committee membership at end of any given year to serve during the following year.

All Committees must prepare a year-end financial balance report (Assets and Liabilities) and forward to the Division Secretary-Treasurer by the end of February. See Appendix IV of the Division Procedural Manual for format.

Reservoir Committee

1) Committee Purpose

The purpose of the Reservoir Committee is to define the problems and consolidate research findings and management practices among the members of the Division and ultimately to provide better management of the fishery resources of Southeastern-US reservoirs.

2) Goals

- a) To provide a forum to exchange ideas on current reservoir management practices.
- b) To promote and encourage or perform necessary and appropriate reservoir research.
- c) To advance the science of reservoir management to meet modern needs.

3) Membership

- a) Members and chairperson serve at the pleasure of the Division President.
- b) Membership is open to all Division members and requires only appointment by the President following consultation with the committee chairperson.
- c) Each Division member state fisheries management agency, TVA, and USFWS are asked to recommend a member for appointment to the committee.
- d) Membership confers the right to vote.
- e) Active participation by non-members is beneficial to the committee and is encouraged.

4) Quorum

- a) A quorum consists of five (5) voting members, including the chair, or the chair's proxy.
- b) All decisions must have majority support.
- c) Quorums can be met through the use of designees, proxy votes, and/or absentee ballots.

5) Officers and Responsibilities

- a) Chairperson
 - i) Appointed by the Division President.
 - ii) May not serve more than two (2) consecutive years.
 - iii) Organizes meetings by working with other technical committee chairpersons and Division EXCOM to determine meeting dates and locations. Traditionally a winter meeting is held in January/February in conjunction with Division Annual Meeting and a summer meeting is held in August/September. The Chairperson develops meeting agendas and provides committee members with meeting dates, locations, and agendas in advance of meetings (approximately two [2] months' notice).
 - iv) Conducts meetings using Robert's Rules of Order as a guideline for doing business.
 - v) Works with President to set committee membership each year (usually soon after the Division annual meeting).
 - vi) Attends Southern Division mid-year and annual EXCOM meetings to report on committee activities and assure compatibility between EXCOM and committee goals and objectives.

- vii) Provides committee news items to Division Newsletter editor in advance of each edition.
 - viii) Keeps financial records and a checking account from which to disburse committee-approved expenditures. Prepares a financial statement for each meeting. Meets with Secretary/Auditor at each meeting to review financial statement.
 - ix) Keeps records of Secretary/Auditor succession and appoints new Secretary/Auditor annually.
- b) Chairperson-Elect
- i) Is selected by a majority vote of the members for a one (1) year term to run concurrent with the final year of the current Chairperson's term.
 - ii) Is the committee's recommendation to the next President to fill the Chairperson's position.
 - iii) Substitutes for the Chairperson in that officer's absence.
- c) Secretary/Auditor
- i) Serves a one (1) year term and is appointed by Chairperson.
 - ii) Produces minutes for each meeting and sends them to the Chairperson within ninety (90) days.
 - iii) Audits the Chairperson's financial statement at each meeting. All Committees must prepare a year-end financial balance report (Assets and Liabilities) and forward to the Division Secretary-Treasurer by the end of February. See Appendix IV of the Division Procedural Manual for format.

6) Committee Projects

- i) Predator stocking evaluation
- ii) First reservoir symposium
- iii) Douglas Lake rotenone sampling evaluation
- iv) Barkley Lake rotenone sampling evaluation
- v) Second reservoir symposium
- vi) Creel survey listing
- vii) Harvest regulation survey
- viii) Shad collection evaluation cooperative project
- ix) Third reservoir symposium
- x) Habitat Manual for Use of Artificial Structures in Lakes and Reservoirs
- xi) Aquatic Plant (Biotic) Habitat Manual
- xii) Fourth reservoir symposium

Small Impoundments Committee

1) Committee Purpose

The purpose of the Small Impoundments Committee is to foster an information exchange among state, federal, university, and private entities; determine the use and importance of small impoundments throughout the southern region; and to review old and develop new recommendations for small impoundments.

2) Goals

- a) Explore the use of alternate species combinations and management strategies in small impoundments.
- b) Explore the extent and use of natural (aquatic vegetation) and artificial structure.
- c) Maintain a responsiveness to the needs of fisheries managers throughout the southern region.

3) Objectives

- a) Evaluate the necessity for size and creel limits for crappie.
- b) Evaluate trophy largemouth bass management.
- c) Evaluate the use of carp in urban fishing programs.
- d) Address the issue of catfish as a game fish species.
- e) Evaluate the use of flathead catfish as a secondary predator.
- f) Explore innovations in fertilizing strategies.
- g) Explore the amount of natural and artificial structure needed to provide a desirable and successful fishery.
- h) Evaluate different urban fishing programs, including youth fishing programs, fishing license requirements, and programs for people with disabilities.
- i) Yearly, review the timeliness and appropriateness of the Committee's goals and objectives, and revise as necessary.

4) Membership

- a) Meetings of the Small Impoundment Committee shall be open meetings.
- b) The Chair may appoint anyone expressing interest in the activities of the SIC. These appointments will be considered advisory, and do not have voting privileges. Voting members are those representatives from state and federal agencies, academia, and private enterprise asked to serve by the Division President.
- c) Changes in personnel should be submitted to the Chair on a timely basis so that a current membership roster is maintained.
- d) Membership can be maintained indefinitely. However, if three (3) consecutive meetings are missed, the Chair, after consultation with the member, the Southern Division President, and the Committee, may request termination. The member may request reinstatement by written appeal to the Chair. Members must notify the Chair prior to meeting if unable to attend.

5) Quorum

- a) A quorum will consist of five (5) voting members, including the chair, or the chair's proxy.
 - b) Quorums can be met through the use of designees, proxy votes, and/or absentee ballots.
- 6) Officers and Responsibilities
- a) Chairperson
 - i) Chair is filled automatically by the current Chairperson-Elect.
 - ii) Serves a two (2) year term.
 - iii) Organizes meetings by working with other technical committee chairpersons and Division EXCOM to determine meeting dates and locations. Traditionally, a winter meeting is held in January/February in conjunction with Division Annual Meeting. A fall meeting may be held in conjunction with the SEAFWA annual meeting if warranted. Alternatively, virtual meetings may occur as needed by conference call or webinar. The Chairperson develops agendas and provides committee members with meeting dates, locations, and agendas in advance of meetings (approximately two [2] months' notice).
 - iv) Conducts meetings using Robert's Rules of Order as a guideline for doing business.
 - v) Works with the Division President to set committee membership each year.
 - vi) Attends Division Annual EXCOM meetings to report on committee activities and assure compatibility between EXCOM and committee goals and objectives.
 - vii) Provides committee news items to Division newsletter editor in advance of each edition.
 - b) Chairperson-Elect
 - i) Chairperson-Elect is elected by a majority vote of the members for a one (1) year term to run concurrent with the final year of the current Chairperson's term.
 - ii) Nominees for Chairperson-Elect are chosen by a nominating/elections committee appointed by the current Chairperson.
 - iii) Substitutes for the Chairperson in that person's absence.
 - c) Secretary/Treasurer
 - i) Secretary/Treasurer is elected by a majority vote of the members for a two (2) year term to run concurrent with the Chairperson's term.
 - ii) Nominees for Secretary/Treasurer are chosen by a nominating/elections committee appointed by the current Chairperson.
 - iii) Records and produces minutes for each meeting and sends them to the Chairperson within ninety (90) days.
 - iv) Produces and distributes the Committee's newsletter two (2) times per year.
 - v) Keeps financial records and a checking account from which Committee-approved expenditures are disbursed.
 - vi) Prepares a financial statement for each meeting.
 - vii) All Committees must prepare a year-end financial balance report (Assets and Liabilities) and forward to the Division Secretary-Treasurer by the end of February. See Appendix IV of the Division Procedural Manual for format.

- 7) Committee Projects
 - a) Surveyed state agencies about importance of small impoundments. Summarized results in article to be submitted to *Fisheries*.
 - b) Reviewed applicability of midwestern structural indices (PSD, *W_r*) in small impoundments.
 - c) Compiled a list of publications on pond management.

Morone Committee

1) Purpose

The purpose of the Morone Committee is to define and resolve problems concerning culture and management of Morone and its hybrids through an exchange of ideas and information among members of the Southern Division.

2) Goals

- a) To convene annually or as necessary to discuss ongoing projects and problems associated with culture and management of Morone and its hybrids.
- b) To facilitate the exchange of information related to moronid management and culture.
- c) To organize and conduct multi-state projects and to address larger geographic problems or shared concerns pertaining to the management and culture of moronids.
- d) To interact with other technical committees, the Division EXCOM, and the Society on issues of policy, procedures, position statements, and resolutions that pertain to moronids.
- e) Encourage committee members to report committee activities to their administrators and staff.

3) Membership

- a) Members serve at the request of the Division President.
- b) Each state fisheries resource agency within Division is requested to provide recommendations for membership. Representation by more than one person per agency is left to the discretion of the Chairperson.
- c) Membership is open to all Division members and requires only appointment by the President following consultation with the Committee Chairperson.
- d) Membership confers the right to vote.
- e) Active participation by non-members has been beneficial and their involvement in Committee activities is encouraged.

4) Quorum

- a) A quorum consists of five (5) committee members, including the chair, or the chair's proxy.
- b) All decisions must have majority support.
- c) Quorums can be met through the use of designees, proxy votes, and/or absentee

ballots. Designees or proxies will be in writing.

5) Officers and Responsibilities

a) Chairperson

- i) Chair is elected by the membership and is appointed by the Division President. The Chair will serve for two years.
- ii) Chair may serve no more than two (2) consecutive two-year terms.
- iii) Organizes meetings by working with Committee members, other technical committee chairpersons, and Division President to determine meeting dates and locations.
- iv) Develops meeting agendas and provides Committee members with meeting dates, locations, and agendas in advance of the meetings.
- v) Conducts meetings using Robert's Rules of Order as a guideline for doing business.
- vi) Works with Division President to set Committee membership each year.
- vii) Reports Committee activities to Division Executive Committee upon request from President.
- viii) Provides new Committee items to the Division Newsletter Editor upon request.

b) Secretary/Treasurer

- i) Serves a two-year term and is appointed by the Chairperson. Can be re-appointed and serve consecutive terms.
- ii) Produces minutes for each meeting and sends them to the Chairperson within sixty (60) days and is posted on the Committee's website. Minutes will be sent to the membership for approval before posting on the web site with a ten-day limit for voting approval. No response from members will be considered as a concurrence.
- iii) Provides Treasurers report to the Chairperson prior to Committee meetings.
- iv) All Committees must prepare a year-end financial balance report (Assets and Liabilities) and forward to the Division Secretary-Treasurer by the end of February. See Appendix IV of the Division Procedural Manual for format.
- v) Substitutes for Chairperson in that person's absence.

6) Committee Projects

- i) Developed and initiated a standardized sampling of Striped Bass populations.
- ii) Evaluated Striped Bass introductions in reservoirs and tributaries of the Gulf of Mexico.
- iii) Published a manual on the culture of Striped Bass, *Guidelines for Striped Bass Culture*.
- iv) Worked on a cryoscopic Striped Bass sperm preservation project.
- v) Initiated a Striped Bass production summary.
- vi) Assessed the results of management techniques.
- vii) Worked on pond zooplankton assessment and enhancement procedures.
- viii) Worked on a Striped Bass pesticide contamination study.
- ix) Worked on a critical evaluation of the Gulf Coast race of Striped Bass.

- x) Participated in a special session on "Coastal Stocks of Striped Bass: Research and Management Perspectives" at the 40th Annual Southeastern as well as other workshops and symposia.
- xi) Completed a study concerning survival and growth of Phase I versus Phase II Striped Bass fingerlings.
- xii) Produced an updated and revised culture guidelines publication, *Culture and Propagation of Striped Bass and its Hybrids*.
- xiii) Helped standardize names for *Morone* hybrids.
- xiv) Served as clearinghouse for arranging transfer or exchange of eggs, fry, and fingerlings needed by various states to initiate or maintain programs for Striped Bass and its hybrids.
- xv) Plan a workshop/symposium on the management of Striped Bass and its hybrids.

Trout Committee

1) Purpose

The purpose of the Trout Committee is to improve management of trout resources and cold-water stream communities in the Southeast by providing a forum for the exchange of ideas and information among managers and researchers.

2) Goals

- a) To meet at least annually for the purpose of discussing ongoing projects and problems associated with trout and/or cold-water management.
- b) To sponsor periodic workshops and symposia in order to publicize new research findings and management techniques that are applicable to the region's trout and/or cold-water stream resources.
- c) To provide published information for use by aquatic resource researchers and managers.
- d) To develop regional policy or position statements for guidance to Southeastern aquatic resource management agencies.
- e) To coordinate and conduct region-wide research to address significant trout and cold-water stream management questions.
- f) To solicit and guide research by outside agencies and institutions in order to solve regional trout and cold-water resource problems.
- g) To take advantage of opportunities to educate the public on protection and management of trout and cold-water stream communities in the Southeast.

3) Membership

- a) Membership is open to all members of the Southern Division and only requires appointment by the Division President following consultation with the Committee Chair. Each state fisheries management agency, the U.S. Forest Service, the U.S. Park Service, the U.S. Fish and Wildlife Service, and the Tennessee Valley

Authority have traditionally been asked by the Division President to recommend an agency representative to the Committee. Participation by university staff and the private sector is also encouraged. Membership confers the right to vote.

4) Quorum

- a) A quorum consists of five (5) committee members, including the chair, or the chair's proxy. All decisions must have a simple majority to pass. Quorums can be met through the use of designees, proxy votes, and absentee ballots.

5) Meeting Place and Agenda

- a) The Trout Committee will have one meeting per year. If that meeting is not in conjunction with the Division's Annual Meeting, then other meetings will be scheduled as necessary to conduct business of the Committee.
- b) The Trout Committee business meeting agenda will include the introduction of members and guests, changes to the agenda, approval of previous meeting's minutes, resolution of old business, and introduction of new business. Following the formal business meeting, an informal roundtable discussion of current and planned research and management activities by member agencies can be conducted.

6) Officers and Responsibilities

a) Chairperson

- i) The Committee will normally recommend the Chairperson-Elect, upon completion of his/her one-year term, to the Division President for appointment as the new Chairperson. The term of office is one year. Duties include:
- ii) Responsible for maintaining, updating, and circulating the current Division Trout Committee member list each year and notifying the Trout Committee of any new representative being recommended to the Division President.
- iii) Works with Division President to set Committee membership each year.
- iv) Sets objectives for the term that are compatible with Committee's established purpose and goals.
- v) Organizes meetings by working with Committee members and Division President to determine meeting dates and locations. The Chairperson develops meeting agendas and provides Committee members with meeting dates, locations, and agendas in advance of meetings.
- vi) Conducts meetings using Robert's Rules of Order as a guideline for doing business. Distributes copies of meeting minutes to Committee members and Division President within 45 days of business meeting.
- vii) Reports Committee activities to Division Executive Committee and to those assembled for the annual Division business meeting.
- viii) Appoints subcommittees as needed to research and resolve selected issues at hand. Oversees the issue resolution process of each subcommittee and reports the findings to the Committee.
- ix) Assumes the duties of both Chair-Elect and Secretary/Treasurer in the event that both positions are vacated before expiration of the term.

b) Chair-Elect/Secretary

- i) The Chair-Elect/Secretary is elected by a majority vote of the membership to a one-year term of office. Duties include:
 - ii) Substitutes for the Chairperson in that officer's absence and assumes the office of Chairperson if that position is vacated before expiration of the term.
 - iii) May be requested by the Chairperson to lead one or more special committees. Ensures completion of the subcommittee charge in a timely manner.
 - iv) Produces minutes for each meeting and forwards to the Chairperson within 30 days.
 - v) Provided news items to the Chairperson.
 - vi) Assists the Chairperson as needed to ensure the smooth and efficient operation of Committee activities. Takes a lead role in planning and organization of special workshops and symposia.
 - vii) Assumes the duties of Treasurer if that position is vacated before expiration of the term.
- c) Treasurer
 - i) The Treasurer is elected by a majority of the membership to a three-year term of office. Duties include:
 - ii) Substitutes for the Chair-Elect/Secretary in that officer's absence.
 - iii) Responsible for all financial transactions of the Committee, including balancing of checking account and sale of Committee publications. Reports on financial status of Committee at each meeting.
 - iv) All Committees must prepare a year-end financial balance report (Assets and Liabilities) and forward to the Division Secretary-Treasurer by the end of February. See Appendix IV of the Division Procedural Manual for format.

7) Current Objectives

- a) Increase communication among the membership and facilitate the distribution of recently published studies.
- b) Provide moderators and speakers for the technical sessions at the Division Annual Meeting.
- c) Increase interaction with Division EXCOM and other technical committees.
- d) Provide input on new proposals for trout research and management presented by non-Committee members at the Division Annual Meeting.
- e) Promote efforts to resolve critical trout management issues. Continue efforts to resolve the taxonomic status of southern Appalachian brook trout.
- f) Promote the continued active participation within the Committee by scheduling meetings around the travel constraints faced by many Committee members.
- g) Improve awareness of the committee's value among Division agency administrators.

Warmwater Streams Committee

1). MISSION STATEMENT

The Warmwater Streams Committee promotes the conservation and management of watersheds and streams in the southeastern United States by providing a forum for the exchange of ideas, information, and concerns.

2). GOALS

The Committee accomplishes its mission through a strategic plan and annual work plans. The Committee's Strategic Plan provides guidance for Committee activities by defining a direction and path to the future to position the Committee within the scientific, political, and social environment. The Strategic Plan is expected to need updating every five (5) years. The plan can be revised by the Committee at any time if the Southern Division's environment or member needs change. The following goals define the vision that the Committee seeks:

- a). Serving as a primary resource for information exchange regarding watershed and streams issues in the southeastern United States.
- b). Supporting professional development.
- c). Developing public policy affecting watersheds and streams.

Strategies for achieving these goals are implemented through the Committee's Annual Work Plan. The Chairperson, in consultation with the members, develops an Annual Work Plan at the meeting held in conjunction with the Spring Division Annual Meeting. The Annual Work Plan identifies programs and projects for the year, responsible parties, timetable, and budget needs.

3). MEMBERSHIP

- a). Members and officers serve at the request of the Division President.
- b). Membership is open to all Division members and requires only appointment by the President following consultation with the Committee Chairperson. Membership confers the right to vote. The Committee has often benefited from active participation by non-members and continues their involvement.

4). MEETINGS

- a). The Committee meets formally two (2) times each year to conduct business and informally once per year to exchange information.
- b). Time and location of meetings are planned to maximize opportunities for attendance by Committee members. Traditionally, a winter meeting is held in January/February in conjunction with the Division Annual Meeting, and a fall meeting is held in August/September.
- c). A roundtable forum is typically held during each meeting and members are encouraged to make presentations to update the Committee on state agency

programs and concerns.

5). QUORUM

- a). A quorum will consist of five (5) committee members, including the chair, or the chair's proxy. All decisions must have simple majority to pass. Votes on pre-announced items may include proxy votes and or absentee ballots.

6). OFFICERS AND RESPONSIBILITIES

a). Chairperson

- i) The Chairperson is filled by the current Chairperson-Elect upon appointment by the incoming Division President. The Term of the Chairperson is two (2) years.
- ii) Duties include:
 - (1) Organizing meetings by working with Committee officers and members, other Division technical chairpersons, and the Division EXCOM to determine meeting dates and locations. The Chairperson develops meeting agendas and provides Committee members with the meeting date, location and agenda preferably 45 days in advance of the meeting.
 - (2) Conducts meetings using the Robert's Rules of Order as a guideline for conducting business.
 - (3) Works with the President to set Committee membership each year (usually soon after the Division Annual Meeting).
 - (4) Attends the Division EXCOM meeting to report on Committee activities and assures compatibility between EXCOM and Committee goals and objectives.
 - (5) Keeps record of the Secretary/Treasurer succession and appoints a new officer as needed

b). Chair-person Elect

- i) The Chairperson-Elect is elected by a majority vote of the members for a one (1) year term to run concurrent with the final year of the current Chairperson's term.
- ii) The election should be held in advance of the Division Annual Meeting.
- iii) Nominees for the Chairperson-Elect are recommended by the current and past Chairperson and Committee members.
- iv) The Chairperson-Elect is the Committee's recommendation to the Division President to fill the Chairperson's position.
- v) Duties include:
 - (1) Substitutes for the Chairperson in that person's absence.
 - (2) Decides and plans program for the summer meeting.
 - (3) Provides new Committee items to the Division Newsletter Editor in advance of each issue.

c). Secretary-Treasurer

- i). The Secretary-Treasurer serves a two (2) year term and is appointed by the Chairperson one year into their tenure.
- ii). Duties include:
 - (1) Records and produces minutes for each meeting, and sends them to the Chairperson, Chairperson-Elect, and the Division Secretary-Treasurer within ninety (90) days of the meeting.

- (2) Keeps financial records and checking accounts from which Committee-approved expenditures are disbursed. Prepares a financial statement for each meeting.
 - (3) All Committees must prepare a year-end financial balance report (Assets and Liabilities) and forward to the Division Secretary-Treasurer by the end of February. See Appendix IV of the Division Procedural Manual for format
- d). Outreach Liaison
- i) The Outreach Liaison serves a two (2) year term and is appointed by the Chairperson one year into their tenure.
 - ii) Duties include:
 - (1). Increase the Committee's interaction with other committees and subunits of Society and other professional societies and related groups who focus on stream environments.
 - (2). Posts Committee information to the Division's webpage.

SUBCOMMITTEES

The Committee conducts its business through various Ad Hoc subcommittees. Subcommittee appointments are made by the Chairperson. As stream issues are brought to the Committee's attention, a specific Ad Hoc subcommittee may be formed to address that issue. Each Ad Hoc subcommittee will develop and implement plans for necessary symposia, workshops, or other information exchange formats; publications; and policy resolutions devoted to the issue.

RESOLUTIONS

Draft resolutions are prepared by Ad Hoc subcommittees for review and approval by vote. Voting procedures include:

- 1) Distribution by the Chairperson of resolutions to be considered for adoption along with meeting announcements and a proxy voting ballot form for members unable to attend the upcoming meeting. The ballot form should include options to approve, disapprove, or approve with amendments. The ballots are to be returned to the Chairperson prior to the upcoming meeting
- 2) Establish existence of a quorum at each meeting.
- 3) If quorum exists, adoption of pending resolutions may be voted on by written ballot or roll-call vote. Results of the vote and all proxy ballots are to be included in the official minutes of the meeting.
- 4) Discussion of resolution may precede the vote; however, no changes or amendments to the resolution may be made prior to a vote
- 5) If the resolution is voted down at the Committee meeting because there is a general consensus that changes are needed, then those changes should be discussed and resolved by the Committee members present at the meeting. Resolutions may be

tabled for further consideration and revision if the consensuses of those Committee members present warrants that such action is necessary because of time constraints or further research is needed.

- 6) Revised resolutions may be mailed to all members for vote or held over to the next Committee meeting, depending on the urgency of the resolution.

Chapter Officers

Each Chapter of the Society, located within the footprint of the Southern Division, will abide by their own set of procedures which should align with the Society's governance framework and guidance. A lot of useful information is available for Chapters on the Division's webpage at: <https://sd.fisheries.org/unit-survival-guide/>. This section of the Division Procedures is provided to Chapters for tasks specifically germane to Division activities.

- 1) President
 - a) Extends invitations to the Division President to attend their Chapter Business Meeting at least 90 days prior to the meeting.
 - b) At the Chapter Business Meeting, introduces visiting Division officers and gives them an opportunity to address the membership.
 - c) Submits report of Chapter's activities to Division President for inclusion in the Division Briefing Book; typically, by December each year.
 - d) Serves as a voting member of the Division's Executive Committee and attends all meetings; if possible. If unable to attend, recruits Chapter representation by another Chapter officer or Chapter member to serve as Chapter President's proxy. Informs, in writing, the Division Secretary-Treasurer of proxy attendance at the Division's EXCOM meeting.
 - e) Submits Chapter's nomination for Outstanding Chapter Award to Division Awards Committee Chair by January 1.
- 2) Secretary
 - a) Within thirty (30) days following the annual Chapter meeting, informs the Division President of changes in Chapter officers.
 - b) Informs the Division President when the next annual Chapter meeting location and dates are.

Appendix I

BYLAWS OF THE SOUTHERN DIVISION OF THE AMERICAN FISHERIES SOCIETY

Amended June 2014

SECTION I. Name and Objectives.

Pursuant to the Constitution of the American Fisheries Society (hereinafter referred to as the Society) and the Bylaws of the Society, there has been established a Southern Division (hereinafter referred to as the Division) of the American Fisheries Society.

The purpose of the Division shall be those of the Society as set forth in the Constitution of the Society.

SECTION II. Membership.

The membership of the Division shall be composed of those Society members in good standing residing in, or having an interest in the fishery resources and related technical information in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, West Virginia, Commonwealth of Puerto Rico, Virgin Islands, District of Columbia, and other Caribbean Islands. Members of the Society may elect to transfer into or out of the Division, according to the Society Bylaws, by notifying the Executive Director of the Society in writing.

SECTION III. Meetings.

The Division shall meet once annually at a time and place decided upon either by the membership present at the preceding annual meeting, or in default of such a decision by the membership, by the Executive Committee of the Division.

The Division may meet jointly with other organizations whenever it is expedient and advantageous to do so, in which case the meeting is to be officially recognized and clearly publicized as the annual meeting of the Division.

Special meetings may be called by the Division President with the advice and consent of the Executive Committee of the Division.

SECTION IV. Officers.

In accordance with the Bylaws of the Society, the officers of the Division shall consist of a President, President-Elect, Vice President, Secretary-Treasurer, and

Immediate Past-President. All nominees for officers shall be members of the Society in good standing and shall have attended an annual meeting in one of the three years preceding their nomination.

The officers shall be elected by ballot prior to the Division annual meeting, shall be installed at the conclusion of that meeting, and shall serve for one year except that the Secretary-Treasurer shall serve for two years. The officers will be ineligible for re-election to the same office within one year following the expiration of their terms. In case of a vacated position, the Executive Committee of the Division shall appoint a qualified replacement to fill an unexpired term.

In the event of a cancellation of the annual meeting, the officers and the members of any committee that have been appointed shall continue to serve until the next regularly scheduled meeting.

No elected officer or appointed committee member of the Division shall receive any salary or other compensation from the Society or Division for services rendered. Clerical and other necessary expenses may be defrayed from funds available to the Division when such disbursements have been authorized at an annual meeting or by the Executive Committee in the interim between meetings.

SECTION V. Duties of Officers.

(a.) President. The President of the Division shall preside at all Division business meetings, serve as Chair of the Division Executive Committee, and represent the Division on the Governing Board of the Society (one of two representatives). The President shall appoint chairs of all Divisional Committees, and the Division representative to the Southeastern Association of Fish and Wildlife Agencies. The President shall submit a report of the Division activities at the Society's two Governing Board meetings. If unable to attend a Society Governing Board Meeting, the President may designate the Vice President, Secretary-Treasurer, or Immediate Past-President as an alternate by written notice to the Society's Executive Director prior to the meeting. The President proceeds to the office of Immediate Past-President at the end of the term.

(b.) President-Elect. The President-Elect shall assume the duties of the President if the President is absent or unable to act, represent the Division on the Governing Board of the Society (one of two representatives), Division and conduct other duties assigned by the President. If unable to attend a meeting of the Society Governing Board, the President-Elect may designate the Vice President, Secretary-Treasurer, or Immediate Past-President as an alternate by written notice to the Society's Executive Director prior to the meeting. The President-Elect proceeds to the office of President at the end of the term.

(c.) Vice President. The Vice President shall assume the duties of the President-Elect if the latter is absent or unable to act, shall chair a subcommittee of the

Division's Executive Committee for the purpose of overseeing the technical committees, and conduct other duties assigned by the President. The Vice President proceeds to the office of President-Elect at the end of the term.

(d.) Secretary-Treasurer. The Secretary-Treasurer shall keep the official records and archives of the Division, conduct its correspondence, collect and be custodian of any fees or assessments collected under the authority of these Bylaws plus any funds allotted to the Division by the Society, and disburse funds authorized by the Division membership or its Executive Committee. A financial report shall be submitted at the annual Division meeting. Duties requested by the Executive Director of the Society shall be performed and the minutes of the annual meeting shall be submitted to the Executive Director within 30 days following the meeting.

(e.) Immediate Past-President. The Immediate Past-President shall chair the Nominating Committee.

SECTION VI. Executive Committee.

The Executive Committee of the Division shall consist of the five duly elected officers, a student representative elected by students, and the President of each Chapter within the Division. It is authorized to act for the Division between meetings and to perform other appropriate functions. A quorum for the Executive Committee shall consist of five members, two of whom shall be officers. Telecommunications may substitute for meetings for conduct of business. If unable to participate in a function of the Executive Committee, a Chapter president may select an alternate to represent the Chapter with full voting privileges, providing the substitution is presented in writing to the Secretary-Treasurer prior to convening of the Executive Committee meeting.

SECTION VII. Divisional Committees.

The President of the Division is authorized to appoint from members of the Division in good standing such committees as may be necessary for the conduct of the business of the Division. These committees shall include:

(a.) Audit Committee of three (3) which shall audit the accounts of the Secretary-Treasurer and report to the Division at the annual meeting.

(b.) Awards Committee of four (4) shall review and recommend to the President candidates who, by their noteworthy and longstanding contributions to fisheries, aquatic sciences, and the Division, shall be considered worthy of the Division's recognition for Outstanding Achievement, candidates who, by their outstanding contributions of time and energy for special projects or activities in the service of the Division, shall be considered worthy of the Division's recognition for Distinguished Service, candidates who, by their communication of noteworthy contributions to fisheries and aquatic science research and management shall be recognized by the John F. Dequine Award for the best paper, and Division Chapters and student sub-units who, through service to their members,

communities and the profession shall be recognized as the Outstanding Chapter and Outstanding Student-Subunit, respectively, at the annual meeting.

(c.) Ballot Committee of three (3), not to include Division officers and members of the Nominating Committee, which shall receive and tally ballots for Division officers and report at the next annual meeting.

(e.) Nominating Committee of five (5), including the Division Immediate Past-president, shall recommend a slate of candidates for specific offices of the Division, including a Division representative to serve on the Society Nominating Committee.

(f.) Resolutions Committee of five (5) which shall draft and recommend to the Division for consideration at its annual meeting such resolutions considered prudent and necessary in the furtherance of the purposes and objectives of the Division. The chair will also serve on the Resolutions Committee of the Society. The retiring chair shall be responsible for ensuring appropriate and prompt distribution of resolutions following their adoption by the Division.

(g.) Student Affairs Committee composed of any number of individuals expressing an interest and willingness to promote student involvement in all activities of the Division and identify concerns of students related to Society structure, function, and activities.

(h.) Technical Committees of the Division shall provide a forum for the resolution of important professional problems within the Division. Each committee will elect a Chair, subject to approval by the Division President.

(i.) Such Special Committees as are deemed necessary to carry out the work of the Division.

The Division committees shall not duplicate or conflict with the functions of the Standing Committees of the Society, although they may submit recommendations to such Standing Committees. The term of office for members of the Divisional committees shall end upon the discharge of their appointed duties or at the next annual meeting of the Division, whichever comes first.

SECTION VIII. Voting and Quorum. Decisions at a meeting of the Division shall be in accordance with the Constitution of the Society. A quorum at the annual meeting of the membership for the transaction of official business of the Division shall be fifty (50) members in good standing. Business and voting may be conducted via mail or electronic media if approved by the Executive Committee. Unless otherwise specified in these Bylaws or the Constitution of the Society, business shall be conducted according to the latest edition of Robert's Rules of Order. Decisions at meetings are by simple majority of Active Members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.

SECTION IX. Dues and Fees.

The Executive Committee of the Division may levy special assessments, such as registration fees for attendance at annual meetings. Collection shall be made by the Secretary-Treasurer or an appointed representative.

SECTION X. Bylaws, Rules, and Procedures.

The Bylaws are the defining document for the Unit and take precedence over all other rules and procedures of the Unit. The Bylaws cannot be suspended and cannot be changed without prior notice to members. The Bylaws of the Division may be amended at the annual meeting by approval of 2/3 of the members present and voting, but all amendments must be reviewed by the Division's Executive Committee and provided to the membership at least 30 days prior for consideration by the membership. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Governing Board for approval. Any change shall take effect when written notice of approval has been received from the Society's Executive Director.

Rules are the next highest level of documentation of Unit operations. They are generally established to facilitate the conduct of Unit business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows. The Rules may be suspended during an Executive Committee meeting until the next annual or special Unit meeting by a 2/3 majority of the Executive Committee. The Rules may be suspended for the duration of a meeting by a 2/3 majority of Active Members voting at an annual or special Division meeting. The Rules may be amended by a simple majority of Active Members voting at an annual or special Unit meeting.

Procedures are the lowest level of documentation of Division operations. They are generally established to provide continuity in the conduct of Division business. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee.

STANDING RULES:

The following rules are established to assist in conducting the business of the Division. The processes for amending or suspending Rules are specified in the Bylaws of the Division.

1. Order of Business

The agenda at the annual meeting of the Division shall include, but shall not necessarily be limited to, the following with all reports provided to the Secretary-

Treasurer in written form. In the event that time limits presentations at the business meeting, each item shall be presented at the Executive Committee meeting.

1. Call to order by the President.
2. Determination of a quorum.
3. President's address.
4. Introduction of noteworthy guests and visitors.
5. Reports of the Secretary-Treasurer.
6. Reports of the Chapters.
7. Reports of Division committees.
8. Report of the Resolutions Committee.
9. Report of the Nominating Committee.
10. Report of the Ballot Committee.
11. Presentation of Awards.
12. Other old business.
13. Installation of newly-elected officers.
14. New business.
15. Adjournment.

2. Resolutions

(a.) General resolutions (those that place the views of the Division on record on matters of broad concern): in order to be eligible for consideration must be received by the Resolutions Committee no later than October 1, and must be printed in the Division newsletter before the annual meeting.

(b.) Internal resolutions (those that concern the Division itself) will be eligible for consideration up to and at the business meeting.

Bylaws Amendment History

The original draft of these bylaws was approved at the Annual Meeting, Southern Division American Fisheries Society, 8 October 1996.

Amendments

SECTION VII. (i.) Technical Committees of the Division shall include: Aquaculture, Pollution, Reservoir, Small Impoundments, Morone, Trout, and Warmwater Streams. These committees shall provide a forum for the resolution of important professional problems within the Division. Each committee will elect a Chair, subject to approval by the Division President.

Ratified on 6 October 1998

Governing Board approval 18 March 2000

SECTION VII (b.) Awards Committee of five (5) shall review and recommend to the President candidates who, by their noteworthy and longstanding contributions to fisheries, aquatic sciences, and the Division, shall be considered worthy of the Division's recognition for Outstanding Achievement, candidates who, by their outstanding contributions of time and energy for special projects or activities in the service of the Division, shall be considered worthy of the Division's recognition for Distinguished Service, candidates who, by their communication of noteworthy contributions to fisheries and aquatic science research and management shall be recognized for the Best Paper, and Division chapters who, through service to their members, communities and the profession shall be recognized as the Outstanding Chapter at the annual meeting.

Ratified on 9 November 1999
Governing Board approval 18 March 2000

SECTION VII. (b.) Awards Committee of five (5) shall review and recommend to the President candidates who, by their noteworthy and longstanding contributions to fisheries, aquatic sciences, and the Division, shall be considered worthy of the Division's recognition for Outstanding Achievement, candidates who, by their outstanding contributions of time and energy for special projects or activities in the service of the Division, shall be considered worthy of the Division's recognition for Distinguished Service, candidates who, by their communication of noteworthy contributions to fisheries and aquatic science research and management shall be recognized for the John F. Dequine Award for the best paper, and Division Chapters who, through service to their members, communities and the profession shall be recognized as the Outstanding Chapter at the annual meeting.

Ratified on 31 October 2000
Governing Board approval 24 March 2001

SECTION V. Duties of Officers.

(a.) President. The President of the Division shall preside at all Division business meetings, serve as Chair of the Division Executive Committee, and represent the Division on the Governing Board of the Society (one of two representatives). The President shall appoint chairs of all Divisional Committees, except those defined in Section VII. (f) of these Bylaws, and the Divisional representative to the Southeastern Association of Fish and Wildlife Agencies. The President shall submit a report of the Division activities at the Society's Governing Board meetings and at the annual meeting of the Society. If unable to attend a Society Governing Board Meeting, the President may designate the Vice President, Secretary-Treasurer, or Immediate Past-President as an alternate by written notice to the Society's Executive Director prior to the meeting.

(b.) President-Elect. The President-Elect shall assume the duties of the President if the President is absent or unable to act, represent the Division on the

Governing Board of the Society (one of two representatives), chair the Program Committee, and conduct other duties assigned by the President. If unable to attend a meeting of the Society Governing Board, the President-Elect may designate the Vice President, Secretary-Treasurer, or Immediate Past-President as an alternate by written notice to the Society's Executive Director prior to the meeting.

Ratified on 31 October 2000
Governing Board approval 24 March 2001

SECTION VII. (i.) Technical Committees of the Division shall provide a forum for the resolution of important professional problems within the Division. Each committee will elect a Chair, subject to approval by the Division President.

Ratified on 24 February 2001
Governing Board approval 24 March 2001

SECTION VI. Executive Committee.

The Executive Committee of the Division shall consist of the five duly elected officers, a student representative elected by students, and the President of each Chapter within the Division.

Ratified on 24 January 2014
Governing Board approval 21 July 2014

SECTION X. Bylaws, Rules and Procedures

The Bylaws are the defining document for the Unit and take precedence over all other rules and procedures of the Unit. The Bylaws cannot be suspended and cannot be changed without prior notice to members. The Bylaws of the Division may be amended at the annual meeting by approval of 2/3 of the members present and voting, but all amendments must be reviewed by the Division's Executive Committee and provided to the membership at least 30 days prior for consideration by the membership.

Ratified on 24 January 2014
Governing Board approval 21 July 2014

Need to add the revisions from June 2014, as well as other iterations between 2001 and 2014 (there have been several).

Appendix II

Template for Briefing Book or Annual Report

This report is focused on a 'strategy-based' reporting system approved by the Society Governing Board in 2016, and is a work in process that may change over time. The following report template was used for the 2017 report, because it is the same information required for the Governing Board reporting in August each year.

2017 Southern Division AFS Annual Report (Based on Strategies and Information Needs of the AFS Governing Board)

Chapter or Subunit:
President:
Person completing report:
Date:

Strategy 1. Organize and sponsor forums to present new findings and exchange ideas.	
What meetings did your subunit host, sponsor, or were affiliated with?	
Name of the meeting(s)	
Number of Attendees (Include information on Regular, Student, Young Professional, and Retired Attendees, if available)	
Was there a student mentoring activity? (Information on how many mentors and mentees participated, if available?)	
Number of symposia	
Number of symposia presentations (student and professional), and posters (student and professional)	
Number and value of travel support given to students	
Number of students provided with travel support	
Early, Regular, and Late registration costs, registration costs for students, young professionals, and/or retirees	
Meeting net proceeds (total revenues minus expenses)	
Target audience of meeting	
Amount of financial support provided by the unit	

Strategy 2. Provide continuing education opportunities with an emphasis on training and courses that are not commonly offered by academic institutions and/or that will be essential tools in the future.	
Category or subject of training or course (e.g. GIS, Leadership, Electrofishing, Habitat, Data Analysis)	
Number of attendees	
Length of course	
Instructor fees and/or course registration fees	

Strategy 3. Develop communication materials and publicly accessible information to promote the value of fisheries, aquatic habitat, and fisheries science. (Note: Report information related to website or social media communications under Strategy 7)	
Type of communication (e.g. newsletter, lay article, promotional material, etc.)	
Frequency of communication	
Targeted audiences	
Intended range of communication (e.g., regional, national, international, etc.)	

Strategy 4. Develop relationships, partnerships, and collaborations with other professional societies, conservation organizations, decision makers, and stakeholders to establish and promote mutual goals of fisheries science, education, and stewardship.

Provide names of organizations and how the relationship advanced AFS priorities; including, NGOs, professional organizations, fishing clubs, elected officials, etc.

Strategy 5. Publish high quality scientific journals, books, and proceedings that present recent advances, reviews, and syntheses of fisheries and aquatic science and management.

(This strategy **not** intended to capture individual member's publications. **Website-related activity** should be reported under Strategy 7)

Type of publication (e.g., text book, symposium, journal)	
A brief description of the publication's topic	
Distribution or number of published copies	

Strategy 6. Develop and disseminate scientifically-based communication materials that represent and reflect the mission of the Society to political leaders, decision makers, stakeholders, and the public.

Letters	
Briefing/White Paper	
Public hearing	
Letter to the editor	
Provide brief descriptions of materials	
Targeted audiences	
Distribution numbers	

Strategy 7. Provide online resources of value and interest to members and non-members.

(For the Southern Division's report, just report whether or not you use each online resource)

Unit's website : date of most recent update, number of visitors per month over the reporting period, most viewed pages	
Listserv : number of members and of messages distributed over the reporting period	
Facebook : number of posts, "likes", "followers", "shares", "group members", "people reached"	
Twitter : number of tweets, followers, retweets and impressions, most popular tweet based on number of retweets	
LinkedIn : number of members/followers, discussion strings, most popular discussion	
Photo/video (Instagram/YouTube, etc.): number of views or people reached, explain value to AFS members	

Strategy 8. Certification program. Explain what type of activities are being conducted to promote certification among Unit members.

Strategy 9. Use of innovative techniques to determine and respond to the needs and opinions of Society members, such as Surveys, Focus Groups, and LinkedIn Discussion Groups

Strategy 10. Report new technologies used by the Unit to enhance or expand Society's communications, networking, and advocacy activities and their outcomes. Those may include: online forums, online surveys/voting, meeting app, and changes to website

Strategy 11. Activities conducted by unit to improve participation of students and professionals at all levels to assure recruitment, retention and leadership development. Examples: membership drive and EMLA/leadership training

Strategy 12. Activities conducted by your unit promoting demographic and disciplinary diversity within the Society and fisheries profession. Those may include: recognition for students and underrepresented groups; formation of new student subunit; and contribution to Hutton and Skinner program

Strategy 13. List types and number of awards (monetary and non-monetary) granted within the reporting period.

Strategy 14. Information regarding ExCom meeting, and other Unit governance meetings of elected officers, number of participants, elections, number of votes: Annual business meeting, leadership retreat, financial audits, elections (*active committees should be addressed in Strategy 1)

Strategy 15. Any periodical reviews of the unit's constitution, bylaws and procedures.



**Southern Division
of the
American Fisheries Society**

**Annual Meeting
San Juan, Puerto Rico
March 9, 2018**

Example of Table of Contents for Briefing Book

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Appendix III

**Southern Division American Fisheries Society
Annual Business Meeting
5:30 PM – 7:00 PM, Friday, 9 March 2018
InterContinental Hotel, San Juan, Puerto Rico**

AGENDA

- Determination of a quorum (Kim Bonvechio)
- Call to order by the President and welcome (Wes Porak)
- Approval of the Agenda (Wes Porak)
- Introduction of past SDAFS Officers and noteworthy guests (Wes Porak)
- Remarks by AFS President (Steve McMullin)
- Remarks from AFS Executive Director (Doug Austen)
- Remarks by Division President (Wes Porak)
- Report of the Secretary-Treasurer (Kim Bonvechio)
 - 2017 Business Meeting Minutes
 - 2017 Budget Summary
 - Proposed 2018 Budget
- Report from Host Chapter (Gus Engman, Miguel Garcia, Pat Mazik, Tom Kwak)
- Highlights of Chapter Reports (President-Elect Craig Bonds)
- Highlights of Technical Committee Reports (Vice-President Wes Neal)
- Report of the Resolutions Committee (Dennis Riecke)
- Report of the Ballot Committee (Past President Dave Coughlan)
- Presentation of Awards (Craig Bonds reads, Wes Porak hands out, and Dave Coughlan hands plaques)

John F. Dequine Best Paper Awards

Distinguished Service Awards

Outstanding Chapter Award

Best Student Subunit Award

Student Affairs - Best Paper, 2nd Best, Best Poster from 2017 Spring Meeting

Awards by Technical Committees

Jimmie Pigg Memorial Outstanding Student Achievement Award
(Jim Burroughs, Warmwater Streams Committee)

Catfish Management Committee Scholarship
(Jason Olive, Catfish Committee)

Noreen Clough Memorial Scholarship for Females in Fisheries
(Gene Gilliland, Black Bass Conservation Committee)

Resolution of Appreciation to Hosts

- Other old business (Wes Porak)
- Installation of newly-elected officers (Wes Porak)

- Remarks by incoming President (Craig Bonds)
- New business (Craig Bonds)
 - Galveston, Texas 2019 meeting update (Michael Homer - Dan Daugherty)
 - Other New Business?
- Adjourn

**Southern Division American Fisheries Society
Annual Executive Committee Meeting
3:30 PM – 5:00 PM, Thursday, 9 March 2018
InterContinental Hotel, San Juan, Puerto Rico**

AGENDA

1. Determination of Quorum (Kim Bonvechio, Secretary-Treasurer)
2. Call to Order (Wes Porak, President)
Identification of proxies (Porak and Bonvechio)
3. Recognition of visitors and special members
Introductions around the table
4. Approval of the agenda
5. Officer's Reports (Recently completed Briefing Book)
 - a. President (Wes Porak)
 - b. President-Elect (Craig Bonds)
 - c. Vice-President (Wes Neal)
 - d. Immediate Past-President (Dave Coughlan)
 - e. Secretary-Treasurer (Kim Bonvechio)
 - i. Minutes of previous business meeting
 - ii. Treasurer's report
6. Chapter Reports
 - a. Host Chapter – Puerto Rico (Gus Engman)
 - b. Highlights from other Chapters (Chapter Presidents, alphabetically)
7. Action Items
 - a. Resolutions Committee
 - a. Lacey Act Resolution not forwarded to membership
 - b. Symposium/Panel Discussion
 - b. Podcasting without a coordinator
8. Other Old Business
 - i. Disaster Relief Summary
 - ii. Travel Stipends
 - iii. Service Day
 - iv. Other
9. New Business
 - a. Meeting Locations for future SDAFS meetings
 - i. 2019 - Moody Gardens, Galveston, Texas (Jan. 24-27)
 - ii. 2020 - Little Rock, Arkansas
 - iii. 2021 - Virginia
 - iv. 2022 – South Carolina
 - v. Volunteers for the 2023 meeting?
 - b. Other
10. Adjourn

Appendix IV

DIVISION FINANCIAL REPORTING PROCEDURES

American Fisheries Society Southern Division
<Committee Name>
Balance Sheet

Assets

<Asset. Use multiple lines if necessary> _____

Total Assets _____

Liabilities

<Liability. Use multiple lines if necessary> _____

Total Liabilities _____

Total Assets - Liabilities _____

The only assets that the Division and any committee have at present are bank accounts and mutual funds and neither the Division nor any committee has any liabilities.

The inventory of committee books probably should be counted as an asset and the number in stock for any Division committee or unit should be obtained from Society Subunit Services Liaison. It may be possible for the Division or a committee to have a liability such as a loan, but this is highly unlikely.

-
- Additionally, committees will prepare a summary report of income and expenses as described below and attach an account transactions register(s) for the covered period:
-

American Fisheries Society Southern Division
<Committee Name>
Income and Expense

Income

Contributions, Gifts, Grants, etc. ^a

Program Service Revenue ^b

Dues ^c

Investment Income ^d

Sales of Assets Other Than Inventory
and Capital Gains Distributions ^e

Gross Sales
Cost Basis and
Expense of Sales
Net Gain or Loss
Capital Gains
Distributions

**Total Capital Gain or
Loss**

Special Events ^f

Gross Revenue
Expenses

**Net Special Event
Income or Loss**

Sales of Inventory ^g

Gross Sales
Cost of Goods Sold

Net Profit or Loss

Other Revenue ^h

Total Income

Expenses

Grants and Similar Amounts Paid ⁱ

Benefits Paid to Members ^j

Salaries, Other Compensation, and
Employee Benefits ^k

Professional Fees and Payments to
Contractors ^l

Rent, Utilities, Maintenance ^m

Printing, Publications, Postage, and
Shipping ⁿ

Other Expenses ^o

Total Expenses

**Total Income -
Expenses**

Notes – Budget Income and Expenses

^a Include a list of all contributors giving in excess of \$5,000 including name and address information.

^b For the Division and most committees this will only include meeting revenue.

^c The dues section should apply only to the Division since there are no committees that charge dues at this present time.

^d The Division and most committees will report dividends and interest here. Do not include capital gains distributions from mutual funds. These are reported in the Capital Gains section. This section also includes other investment income such as income from rental property, royalties, etc. At present neither the Division nor any of the committees have any investment income other than dividends and interest.

^e This section includes sales of stock, mutual funds, and other non-inventory assets such as real estate. Sales and cost basis of publicly traded securities such as stocks and mutual funds can be reported on a lump sum basis. This section only applies to the Reservoir Committee at present.

^f This section includes income from such activities as dinners, raffles, dances, bingo games, etc.

^g This section includes only committee book sales at present. The total sales as sent by check from AFS was reported in 2000 since any cost basis of cost of sales was unavailable. Any future sales of the Warmwater Streams Committee's video would be included here.

^h Include a description of the income.

ⁱ Include a list of grants that shows the type of grant, the donor's name and address, the amount given, and the relationship of the donor by marriage, blood, adoption, or employment for individuals. The last section should not be relevant, but is required in IRS Form 990. The individual students and the amounts given as student travel grants were not available for 2000 so these grants were reported as a lump sum.

^j This section includes such things as amounts paid for hospitalization, unemployment compensation, etc. Neither the Division nor the committees pay such benefits and this section will be zero.

^k This section is not applicable to the Division or any committee and will be zero.

^l This section includes such things as legal and accounting fees.

^m This section is not applicable to the Division or any committee at present and will be zero.

ⁿ The cost of the Division's web site hosting was included in this section in 2000.

^o Include a description and amount for any other expenses. This includes such things as best paper awards, meeting and workshop expenses, officer travel, office expenses, bank fees, SEAFWA editor reimbursement, etc.

Additionally, any officer, committee chair, or other person who is reimbursed for expenses in excess of \$1,000 must be listed on Form 990 Schedule A so each committee needs to report that to the Secretary/Treasurer.

- Committees will appoint auditors to verify, by signature, financial summary accuracy.
- Committees are to report year-end financial summaries of activities to the Division Secretary/Treasurer each year by the end of February.

Appendix V

*Southern Division
American Fisheries Society*

ANNUAL MEETING

Procedures

Revised in 2018

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APPENDICE'S TITLES FOR ANNUAL MEETING PROCEDURES MANUAL ARE NOT INCLUDED TO AVOID CONFUSION WITH THE APPENDICE'S TITLES OF THE PROCEDURAL MANUAL (PM). ALSO, PAGE NUMBERS CONSISTENT WITH PM.

BID TO HOST DIVISION ANNUAL MEETING

Being a host of the Annual Division Meeting is a good way for a Chapter to generate revenue. The host Chapter keeps the first \$500 of meeting revenue and the remainder is split 50:50 with the Division.

Initiation to host a meeting starts at the Chapter level. The Chapter first votes in favor of hosting a Division Annual Meeting. Then, Chapter officers put together a letter that requests to host a Division meeting and the Chapter President sends this request to the Division EXCOM. If accepted, the newly selected host Chapter gets put in the queue for being a host. In 2017, there were five Chapters in the queue that would be hosting Division meetings from 2018 to 2022.

Chapters are recommended to have a meeting chair and a small group of volunteers assembled at least three (3) years prior to meeting to begin a search for a city, hotel, and/or conference center. At least two (2) years before the meeting, volunteers should be actively recruited to become Committee Chairs for various meeting responsibilities (e.g., Program Committee). The solicitation of hotel bids can start within this time frame if the Chapter is prepared to do so. AFS currently has a staff member that will assist Chapters with negotiations and contracts. Chapters will provide an update of progress at Division's Annual EXCOM Meeting.

The following paragraphs includes details about meeting planning and organization.

OBJECTIVES

The Southern Division, American Fisheries Society Annual Meeting (hereafter referred to as "Division") is held to conduct business of the Division and its Technical Committees, promote development of AFS leaders, exchange information, facilitate education, promote professional interaction, foster innovative forms of communication, and promote progressive thought toward the advancement of fisheries science and management. The tone of the meeting should be somewhat casual with the overall objective of providing a reasonably priced meeting to the members of the Division. The meeting is sponsored by the Division and hosted by a Chapter or Chapters. The Division and its officers are ultimately responsible for the meeting finances and program. The meeting should be accessible to ALL Division members.

HISTORY

The expansion of the Division activities to include a Mid-Year Meeting (renamed the Annual Meeting in 2001) was conceived at the February 1992 mid-winter EXCOM meeting in Tampa, Florida. Traditionally, the mid-year EXCOM meeting was a relatively small gathering of Division and Chapter officers, Technical Committee members, and Society representatives. EXCOM voted to expand this meeting with the addition of technical sessions and continuing education workshops. The approved action was in response to growing concern that the Fisheries Technical Sessions held in conjunction with the Annual Meeting of the Southeastern Association of Fish and Wildlife Agencies (SEAFWA) were not meeting the needs of the Division's membership. The expanded mid-year meeting format was not intended to replace the SEAFWA meeting technical sessions, but instead serve as an additional outlet for the dissemination of research, an opportunity to hone old skills and gain new ones through continuing education, and for the membership to provide input to EXCOM and technical committee members. By all accounts, the Annual Meeting has been a huge success, with attendance reaching over 500 members in recent years.

Annual Meeting years, location, and hosts from 1993-2018. Most meetings have been held in February each year.

Year	Location	Hosts
1993	Chattanooga, TN	TN & GA Chapters
1994	Little Rock, AR	AR & MS AFS Chapters
1995	Virginia Beach, VA	VA & Tidewater AFS Chapters
1996	Mobile, AL	AL & Auburn AFS Chapters
1997	San Antonio, TX	TX & OK AFS Chapters
1998	Lexington, KY	KY& WV AFS Chapters
1999	Chattanooga, TN	TN AFS Chapter
2000	Charleston, SC	SC & GA AFS Chapters
2001	Jacksonville, FL	FL Chapter
2002	Little Rock, AR	AR Chapter
2003	Wilmington, NC	NC Chapter
2004	Oklahoma City, OK	OK Chapter
2005	Virginia Beach, VA	VA & Tidewater Chapters
2006	San Antonio, TX	TX Chapter
2007	Memphis, TN	TN Chapter
2008	Wheeling, WV	WV Chapter
2009	New Orleans, LA	LA Chapter
2010	Asheville, NC	NC Chapter
2011	Tampa, FL	FL Chapter
2012	Biloxi, MS	MS Chapter
2013	Nashville, TN	TN Chapter
2014	Charleston, SC	SC Chapter
2015	Savannah, GA	GA Chapter
2016	Wheeling, WV	WV Chapter
2017	Oklahoma City, OK	OK Chapter
2018	San Juan, PR	PR Chapter
2019	Galveston, TX	TX Chapter

COMMITTEES

Oversight or Planning Committee

The Oversight or Planning Committee provides overall coordination and integration among the operational committees. The duties of the committee are to:

- (1) approves meeting date, location, and budget,
- (2) appoint members to operational committees,
- (3) assure compliance with time lines, and
- (4) prepares final report and documentation of the meeting

The Committee is composed of the General Meeting Chair, Host Chapter Committee Chairs, the Division President Elect, and a Chair from the previous Annual Meeting. The General Meeting Chair should periodically report progress about the meeting to the Division President. The President-Elect has remained a critical member on this committee to work closely with the Host Chapter Committee Chairs and to serve as a Liaison between the Host Chapter and the Division President, as well as the General Meeting Chair.

The General Meeting Chair is responsible for establishing meeting dates, providing information on the meeting to the newsletter editor for summer newsletter (See Appendix A: TIME LINE), and in coordination with Society's Meetings Manager, solicits bids from potential host hotels and finalizes contract with selected hotel. The 4-day meeting schedule and meeting components are listed in Appendix B: SCHEDULE AND COMPONENTS. The Chair is also responsible for setting up guest speakers (e.g., AFS Executive Director, AFS President, Division President, State Fishery Director, etc.) for Plenary Session, if that is part of the program.

Since the General Meeting Chair finalizes the contract with hotel, they need to decide how many rooms will be needed for technical sessions, technical committee meetings, etc. They will need to work with other committees to see the number of rooms needed each day (i.e., how many technical committees will meet, do they meet for full or half day, do they need small or large room, etc.).

Program Committee

The Program Committee organizes the technical and continuing education sessions, and the committee (Executive and Technical) meetings of the Annual Meeting. The committee's duties are to:

- (1) develop the meeting program, including solicitation of symposia, papers, and posters;
- (2) work with the Student Affairs Committee Chair that organizes the Best Student Paper Symposium;
- (3) announce and publish the program;

(4) advertise the meeting.

The committee may be divided into subcommittees to perform its various duties, as shown below:

Technical Sessions.--Developing the technical sessions, including soliciting and selecting contributed paper speakers, is probably the largest responsibility and biggest challenge of the Program Committee. Special consideration should be given to students since this meeting was designed to present works-in-progress. PowerPoint presentations are required. Session moderators need to be recruited, selected, and instructed on rules. At the meeting, a list of speakers and titles should be placed outside of each room in addition to the session topic. Rooms can change at the last minute, so be prepared to put up signs noting room changes. Make sure a presentation preview room is available beginning Friday morning at 0700 and open throughout the meeting.

Symposia.--Symposia are very popular, but are a lot of work so people do not readily volunteer to organize them. The symposium organizer is responsible for lining up speakers and making sure abstracts are turned in to the Program Committee Chair. Symposia are an excellent opportunity to have timely topics that help make the overall meeting relevant and bring in extra meeting participants. Technical Committees are likely groups to organize symposia and should be encouraged to do so.

Posters.--Poster sessions need to be set up in a central location (e.g., where breaks and socials are held) to get maximum exposure. Renting the poster boards from the hotel can be very expensive, so you may want to shop around and look into renting them elsewhere and transporting to hotel. State agencies often have a limited number of poster boards or isles.

Continuing Education Workshops.--Continuing education workshops are very popular and 6 to 8 should be considered an upper limit. In recent years, an AFS Leadership Workshop has been organized and presented by a group of Society officers and the AFS Executive Director. The Division will consider proposals for money to defray costs to organizers of continuing education workshops, but there is a limited amount of Division funds budgeted to assist the Program Committee, technical committees, and other AFS subunits each year.

Continuing education workshop organizers need to inform the Program Committee Chair about fees, how and when people sign up, etc. The hotel will also want to know table arrangement for rooms (i.e., classroom, round table, etc.). Continuing education workshops are typically held on Friday. Fees for workshops have varied over the last few years and should be discussed with the Division EXCOM. Excessive fees have resulted in extremely poor attendance, which is counterproductive to the original intent of organizing the workshop to provide educational opportunities for AFS members.

EXCOM and Technical Committee Meetings.--EXCOM is coordinated and led by the Division President during the meeting. This meeting has recently been held Thursday evening. Technical committees usually like to meet on a weekday (Thursday) because some State employees can only come to this portion of the meeting. Technical committees should be contacted to determine their plans/needs to meet, room size, and duration of meeting (1/2 day or full day).

Advertising and Publicity.--A meeting announcement should be put in the *Fisheries* Calendar of Events, sent out by email to Universities and Colleges, etc., and published in the summer Division newsletter. Prepare information for second call for papers and meeting announcement as an email to Division members. The second call for papers announcement should include program components, registration fees and forms, hotel information, and transportation information, if all are available. See previous announcements for content.

Local Arrangements Committee

The Local Arrangements Committee is responsible for:

- 1) determine the time and place of the meeting with Oversight Committee,
- 2) determine number of guaranteed rooms with hotel (coordinate with AFS Meeting Planner),
- 3) meeting registration - conduct advance and on-site registration,
- 4) arrange for meeting rooms for committee meetings, workshops, and technical sessions (coordinate with Program Committee),
- 5) arrange with the hotel for program and registration equipment and supplies, A/V equipment,
- 6) print and place signage for meeting entrance, registration site, meeting signs outside each room for committee meetings, meeting schedules outside each room for technical session, poster session, tradeshow, socials, and directional signage.
- 7) arrange transportation (as needed)
- 8) arrange the Student/Professional Mixer, refreshments (breaks), and other social events.

Committee members should work with the hotel staff to set up coffee breaks and any activities involving food and beverage at the hotel. Most hotels require buying/using their food for socials in meeting rooms. You can usually bring in your own food and drink for socials held in hospitality rooms, but check with the hotel about their policy. The committee may consider providing coffee during EXCOM meeting and Technical Committee meetings, but these costs will be the responsibility of the EXCOM or the appropriate Technical Committee. Also, have the hotel put out all food at breaks. Some hotels like to put out half and refill--you will run out quickly this way during a 15-minute break. Get quote for food in writing! One meeting planner asked for 300 snacks and got snacks for 300 people--a big difference in price!

Registration.—Check recent Annual Meeting material to determine appropriate registration costs. The Division’s goal is to make this an informal, relatively inexpensive meeting so it is accessible to as many professionals and students. Carefully plan pre-registration and coordinate registration at the meeting. You may want to include an incentive (e.g., meeting bag, t-shirt, discount) to increase pre-registration (although these incentives increase total meeting costs). Typically, pre-registration numbers run 60-70% of total registration. This figure is useful in determining numbers for coffee breaks, room buys, etc. Work with the Finance and Oversight committees to set fees for one-day registration, spouse or guest registration costs, etc., as needed. Complimentary registration and hotel arrangements will be provided to Society Executive Director and President upon request.

Student Affairs.--A main focus of the Annual Meeting is students. The Student Affairs Committee provides has a pre-determined number of free hotel rooms for students at the meeting. Students are usually housed four students per hotel room. Contact the Student Affairs Committee Chair to coordinate applications for the free rooms. Students should be prepared to register at full student registration price, then work A/V, registration, etc., at an hourly rate to help pay for their registration -- if this is provided. These students can also work on miscellaneous assignments, such as setting up registration (i.e., computers, etc.) in the mornings and take down in the afternoons.

Schedule the student mixer on the night before the technical sessions begin, usually Friday night. One year the students had color dots for each name tag--one color for students, one color for professionals. It was a good way for people to find jobs, major professors, etc. Having this social in a meeting room means paying for hotel food, which often means that it is held off-site. For this social, the more people the better! Also, stress that this social is for everyone, not just students.

Sponsorship, Trade Show, Raffle, Door Prizes.--Trade shows are usually not profitable at small meetings like the Annual Meeting, but some vendors want to come even if you don’t have a trade show. Door prizes at sessions are popular and don’t have to be extravagant. Sponsorship is important to the financial success of the meeting and is often handled by a separate committee for fund raising. There are a number of regular donors to the Annual Meeting, so contact the previous Host to get their donor list. Solicitation of donors needs to be done well in advance of the meeting (1 year) as many potential donors, usually agencies, need significant lead time to budget their donation. Solicit donations for socials, hospitality suite, etc., as needed. A raffle or silent auction is optional and at the discretion of the organizers.

Finance Committee

The Finance Committee manages the fiscal resources for the meeting, including deposits of receipts for registration, and disbursements. The duties of the committee are to:

- (1) maintain fiscal control,
- (2) develop a meeting budget,
- (3) manage funds received,
- (4) pay bills, and
- (5) prepare a meeting financial report (see APPENDIX E: Financial Reports).

The committee is composed of the Division Secretary-Treasurer and Chapter(s) representatives.

This committee works with the Oversight and Local Arrangements committees to set up the fee schedule. It also needs to work with other committees to get idea of total income and costs to keep meeting in black. Use a safety deposit box at hotel to store money collected at the meeting registration.

The Finance Committee is also in charge of dividing the meeting profits with the Division. The formula for this Division is as follows:

- The first \$500 profit goes directly to the host Chapter(s)
- The remaining profits are divided equally between the host Chapter and the Division

Miscellaneous

- 1) Usually hotels offer free rooms for every 50 or so paid rooms (check hotel policy). The host Chapter is required to provide free sleeping rooms to attending Society President and the Executive Director, and may elect to use the “comped” rooms for this purpose.
- 2) AV equipment is very expensive to rent. Consequently, you may want to bring your own LCD projectors, laser pointers, and video equipment if allowed by the hotel.
- 3) Computers and printers will be needed for registration.
- 4) Set up a large board for posting phone messages, job announcements, etc.
- 5) Office supply needs include: duct tape, receipt book, poster board, Sharpie permanent markers, masking tape, extension cords, pens, pencils, highlighters, colored markers, colored adhesive dots, clear tape, etc. A copy machine should also be available at the hotel.
- 6) The Local Arrangements Committee should work with the Division President-Elect to plan for a Division Past-Presidents’ lunch. Any expenses will be paid by the Division.

Time Line

This is a recommended time line based on the assumption that the Annual Meeting will continue to be held in February. (Milestones listed below are presented in terms of months prior to the meeting in the event the meeting date is ever changed.)

Month or Date	Months Prior to Meeting	Activity Description
February	24	All Committee Chairs should be selected and understand what their responsibilities are. Solicitations of bids for potential host hotels should begin or have been completed. Hotels in popular convention locations begin booking up to 2 years in advance. Committee Chairs can begin planning to meet their responsibilities.
February	12	Finalize meeting dates and contract with hotel and/or conference center. Present this information at the Division EXCOM Meeting. Begin or continue fund raising.
April 1	11	Conduct planning meeting (possibly using a Conference Call) with all Committee Chairs and other volunteers that want to be part of the meeting planning group. Decide frequency of planning meetings, such as once a month. Communication among meeting planners is critical for success.
May 1	10	Send meeting information to Division Newsletter Editor by the summer deadline (usually May 1). Include formal meeting announcement and First Call for Papers and symposia. Submit same to Division web site.
July 15	7.5	Prepare committee progress reports and submit to General Meeting Chair.
August 1	7	Finalize sponsorships for special sessions, socials, trade show, raffle, etc. This will let you know how much money you have to work with and allow you to establish the registration fee. If a trade show is part of a meeting, it should be finalized at this time.
August 15	6.5	Develop meeting budget. Prepare information for Second Call for Papers and announcement as a special mailing or email. This announcement should include program components, registration fees and forms, hotel and transportation information. Finalize symposia and workshops. Arrangements to have abstract submissions done on-line via the Division website should be made by this time.
September 1	6	Send email of meeting announcement.
September 15	5	Submit committee progress report to General Meeting Chair.
November 15	3	Submit committee progress report to General Meeting Chair.
December 1	2.5	Final deadline for paper/poster submissions. Send meeting information to Division Newsletter Editor by winter deadline; include tentative program, registration, and hotel information. Make sure any presenters who are not Division members get this mail-out.
January 15	1	Submit committee progress report to General Meeting Chair.
Mid-February	0	Annual Meeting. Too late to change anything now. Just hold on to your pants.
May 1	-2	Submit final meeting report with attendance, budget, highlights and recommendations to oversight committee chair, Division President and Newsletter Editor.

Schedule and Components

The following components and schedule are standard to Annual Meetings. Flexibility is needed for scheduling, exclusion of some components, and inclusion of new components, but severe departures are not recommended.

WEDNESDAY Meeting attendees arrive

THURSDAY

Registration	0800-1700
Technical Committee Meetings (10-30 people) <i>Committees:</i> Pollution, Reservoir, Small Impoundments, Morone, Warmwater Streams, Aquaculture, Alligator Gar, Trout, Catfish Management	0800-1700
EXCOM Meeting (30-50 people, board room setup, coffee)	1700-1830

FRIDAY

Registration	0800-1700
Training Workshops and Meetings 1) Continuing Education Workshops 2) Leadership Training 3) Chapter Business Meetings	0800-1700
Division Business Meeting	1700-1830
Student/Professional Social/Mixer (informal, low cost)	1830-2000

SATURDAY

Registration	0800-1700
Technical Sessions and Posters	0800-1700
• Welcoming	0800-0900
• Plenary Session (optional)	0800-1200
• Student/Professional mentor lunch	1200-1300
• Up to 7 concurrent sessions and symposia	1300-1700
• Saturday evening social	1830-2000

SUNDAY

Technical Sessions and Posters	0800-1200
Attendees depart	

Meeting Announcements

SOLICITATION OF PROPOSALS FOR SPECIAL SESSIONS, WORKSHOPS, AND SYMPOSIA

The Program Committee solicits proposals for half-day or full-day special sessions that can be included in the Spring agenda. Proposals for sessions should be submitted to name, Chair, Program Committee, address, phone number, email address. **DUE DATE: 15 AUGUST**. Session organizers will be notified regarding acceptance of proposals by 1 September.

The Program Committee solicits proposals for symposia. Symposia may be scheduled in 2-hour time blocks ranging from 2 hours to day-long sessions and may include individual presentations, panel discussions, and other innovative formats designed to achieve the organizers' goals. Organizers should note that contributed papers will be 20 minutes (which includes a 5-minute discussion). Proposals should state symposium objectives, format, amount of time required, a tentative list of participants and topics they will cover, and visual aids required. Computers with PowerPoint capability will be provided. Sessions having broad appeal and relevance to fisheries will receive highest priority. Symposium titles, moderators, and titles/authors will be included in the Spring program. Organizers will be responsible for submitting abstracts for all presentations in their sessions (deadline and Abstract guidelines are described below in the Call for Contributed Papers). **DUE DATE FOR SYMPOSIUM PROPOSALS IS 15 AUGUST** to name, Program Chair at above address.

Thursday: Meeting rooms are available for Southern Division Technical Committees. Committees Chairs needing morning, afternoon or all-day sessions should indicate the time requirements and expected number of participants to the Program Chair **NO LATER THAN 15 OCTOBER 20XX**.

Friday: Meeting rooms are available for workshops, continuing education and AFS Southern Division Leadership Training. Individuals, Committees, and others needing up to 8 hours of meeting time (8:00-5:00 PM) should indicate the purpose of the session, time requirements, proposed session format, expected number of participants, and visual aids and other equipment needed. The titles, objective, and organizer of each session accepted for this component of the meeting will be included in the Midyear program. **DUE DATE: 15 AUGUST 200x** to name, Program Chair at above address.

Saturday and Sunday: Symposia and other special sessions aimed at a wide audience of fisheries professionals will be provided as part of the Technical Sessions. The program will include concurrent sessions each day, including a mix of symposia, contributed papers and poster sessions. See below for the Call for Papers information.



Second Call for Papers



Southern Division American Fisheries Society Annual Meeting

***March 7–11, 2018
Intercontinental Hotel
San Juan, Puerto Rico***

Join the Puerto Rico Chapter of AFS in San Juan, Puerto Rico, to exchange ideas about the latest fisheries science and foster collegial support in a unique tropical seaside setting!

Extended Submission Deadlines

Symposium proposals: December 1, 2017

All abstracts (symposium and contributed): January 15, 2018

**Please submit symposium proposals and abstracts online at
<https://afs.confex.com/afs/sd18/cfp.cgi>**

- **Early registration discount ends February 5, 2018**
(Professional early \$195 vs late \$250; Student early \$85 vs late \$135).
 - **Reserve your discounted hotel room at \$195/night until February 5, 2018.**
- Members from all AFS divisions and international scientists are encouraged to attend and share their science. The meeting will be student-friendly with opportunities for free student lodging, student–mentor lunch, socials, and a Best Student Presentation Symposium. For more information, please contact the Program Committee.

Symposia and Oral Abstracts: Tom Kwak, tkwak@ncsu.edu
Craig Lilyestrom, craig_02@icloud.com

Poster Abstracts: Vilmarie Román, vroman@drna.pr.gov
Alexandra Galindo, alexandra_galindo@fws.gov

Continuing Education Workshops: Steve Lochmann, lochmanns@uapb.edu

Up-to-date meeting information, including abstract submission, lodging, registration, meeting schedule, and tourism, will be available on the meeting website:

<http://sd.fisheries.org/puerto-rico-2018-meeting>



Student Information



Free Student Rooms at the 2019 SDAFS Spring Meeting

The Southern Division of the American Fisheries Society supports a limited number of complimentary hotel rooms for students attending the 2019 SDAFS Spring Meeting (January 24-27) at the Moody Gardens Hotel and Conference Center on Galveston Island, Texas. Rooms are available for 2 nights (January 25 and 26). These rooms are shared with 3 to 4 students per room. In order to be considered for a free room, students must be a current AFS member and volunteer to assist the Texas Chapter during the 2019 SDAFS Spring Meeting.

Students interested in these rooms should make a request using the [SDAFS Student Room Request Questionnaire](#). If you have questions, please contact Nicole Rankin (nicolemrnk@ gmail.com), the Chair of the Student Affairs Committee.

Student Mentor Lunch at 2019 SDAFS Spring Meeting

The Southern Division of the American Fisheries Society encourages interaction between students and fisheries professionals through a Student Mentor Lunch. The Student Mentor Lunch at the 2019 SDAFS Spring Meeting will occur at noon on Saturday, January 26, 2019. If you are a student interested in being paired with a mentor (or a professional volunteering to mentor a student) for lunch that day, please indicate your participation by making the appropriate selection on the registration form or make your request using the [Student-Mentor Request Form](#).

If you have questions, please contact Nicole Rankin (nicolemrnk@ gmail.com), the Chair of the Student Affairs Committee.

Best Student Presentation and Best Student Poster Awards

The Southern Division of the American Fisheries Society supports awards for Best Student Presentation and Best Student Poster at the annual SDAFS Spring Meeting. Students interested in competing for the Best Student Presentation and the Best Student Poster at the 2019 SDAFS Spring Meeting should indicate so with their abstract submission. Finalists for the Best Student Presentation and Best Student Poster will be selected based on submitted abstracts and notified prior to the meeting. Each selected finalist will be required to give his or her presentation in the Best Student Presentation Symposium on Saturday, January 26, 2019. Submissions for Best Student Poster will be judged during the Poster Session on Friday, January 25, 2019.

SCHEDULE-AT-A-GLANCE

(Last update: 12 November 2018)

Please note that tentative dates, times, and locations are subject to change until the final program is set.

Thursday, 24 January 2019

<i>Time</i>	<i>Event</i>	<i>Location</i>
7:00 AM – 5:00 PM	Registration	Expo Registration Window
7:00 AM – 5:30 PM	Presentation Loading	Expo Office
8:00 AM – 6:00 PM	Exhibits, Posters and Breaks	Expo Hall A1 and A2
8:00 AM – 12:00 PM	Catfish Committee	Floral Hall A1
8:00 AM – 12:00 PM	Morone Committee	Hibiscus/Daffodil
8:00 AM – 4:30 PM	Reservoir Committee	Floral Hall A2
8:00 AM – 5:00 PM	Warmwater Streams Committee	Azalea/Rose
8:00 AM – 5:00 PM	Pollution Committee	Tulip
8:00 AM – 5:00 PM	Alligator Gar Committee	Orchid/Bluebonnet/Jasmine
1:00 PM – 5:00 PM	Small Impoundments Committee	Floral Hall A1
5:00 PM – 7:00 PM	SDAFS Executive Committee	Floral Hall A2
7:00 PM – 9:00 PM	Welcome Social	Moody Aquarium

Friday, 25 January 2019

<i>Time</i>	<i>Event</i>	<i>Location</i>
7:30 AM – 6:00 PM	Registration	Expo Registration Window
8:00 AM – 5:00 PM	Presentation Loading	Expo Office
8:00 AM – 6:00 PM	Exhibits, Posters and Breaks	Expo Hall A1 and A2
8:00 AM – 12:00 PM	Workshop: Leading at all Levels in AFS*	TBA
8:00 AM – 12:00 PM	Workshop: Nature Photography*	TBA
8:00 AM – 12:00 PM	Workshop: Stakeholder Communication*	TBA
8:00 AM – 12:00 PM	Workshop: Acoustic Telemetry*	TBA
8:00 AM – 12:00 PM	Workshop: BioBase Habitat Mapping*	TBA
8:00 AM – 5:00 PM	Workshop: Alligator Gar Research*	TBA
8:00 AM – 5:00 PM	Workshop: Fish Kill Investigation*	TBA
8:00 AM – 5:00 PM	Workshop: Reservoir Habitat BMPs*	TBA
8:00 PM – 5:00 PM	Workshop: Finfish Age Estimation*	TBA
12:00 PM – 1:30 PM	Past President's Lunch	Boardroom
1:00 PM – 5:00 PM	Workshop: BioBase Mapping Demo*	Moody Marina
1:00 PM – 5:00 PM	Workshop: Effective Peer Review*	TBA
1:00 PM – 5:00 PM	Workshop: Uncomfortable Convos*	TBA
2:00 PM – 4:00 PM	Workshop: Media Tactics*	TBA
2:00 PM – 5:00 PM	Workshop: Getting Hired*	TBA
5:00 PM – 7:00 PM	SDAFS Business Meeting	Ivy 1
7:00 PM – 9:00 PM	Trade Show and Poster Social	Expo Hall A 1&2

* Visit https://units.fisheries.org/tx/wp-content/uploads/sites/19/2018/09/SDAFS_2019_CE_Workshops.pdf for

complete workshop titles and detailed descriptions.

Saturday, 26 January 2019

<i>Time</i>	<i>Event</i>	<i>Location</i>
7:30 AM – 6:00 PM	Registration	Expo Registration Window
8:00 AM – 5:00 PM	Presentation Loading	Expo Office
8:00 AM – 6:00 PM	Exhibits, Posters and Breaks	Expo Hall A1 and A2
8:00 AM – 12:00 PM	Alligator Gar Symposium*	TBA
8:00 AM – 12:00 PM	Striped Bass Symposium*	TBA
8:00 AM – 12:00 PM	Small Impoundments Symposium*	TBA
8:00 AM – 12:00 PM	American Eel Symposium*	TBA
8:00 AM – 12:00 PM	Aquatic Vegetation Symposium*	TBA
8:00 AM – 12:00 PM	Best Student Presentation Symposium*	TBA
8:00 AM – 12:00 PM	Technical Presentations	TBA
12:00 PM – 1:20 PM	Lunch (on your own)	
12:00 PM – 1:20 PM	Student-Mentor Lunch	Café in the Park
1:20 PM – 5:00 PM	Alligator Gar Symposium *	TBA
1:20 PM – 5:00 PM	Striped Bass Symposium*	TBA
1:20 PM – 5:00 PM	Small Impoundments Symposium*	TBA
1:20 PM – 5:00 PM	American Eel Symposium*	TBA
1:20 PM – 5:00 PM	Aquatic Vegetation Symposium*	TBA
1:20 PM – 5:00 PM	Best Student Presentation Symposium*	TBA
1:20 PM – 5:00 PM	Technical Presentations	TBA
3:00 PM – 5:00 PM	Women’s Leadership Group	TBA
5:00 PM – 7:00 PM	Texas Chapter Business Meeting	Floral Hall A1
7:00 PM – 10:00 PM	Banquet, Auction, and Raffle	Moody Ballroom

* Visit <https://units.fisheries.org/tx/wp-content/uploads/sites/19/2018/09/Symposia-Description-Document.pdf> for complete symposium titles and detailed descriptions.

Sunday, 27 January 2019

<i>Time</i>	<i>Event</i>	<i>Location</i>
7:00 AM – 8:00 AM	Texas Chapter Past-President’s Breakfast	Boardroom
7:30 AM – 10:00 AM	Registration	Expo Registration Window
8:00 AM – 12:00 PM	Exhibits, Posters and Breaks	Expo Hall A1 and A2
8:00 AM – 12:00 PM	Charismatic Megafauna Symposium*	TBA
8:00 AM – 12:00 PM	New Supervisor’s Symposium*	TBA
8:00 AM – 12:00 PM	RAWA Symposium*	TBA
8:00 AM – 12:00 PM	Urban Fisheries Symposium*	TBA
8:00 AM – 12:00 PM	Reservoir Habitat Symposium*	TBA
8:00 AM – 12:00 PM	Best Student Presentation Symposium*	TBA
8:00 AM – 12:00 PM	Technical Presentations	TBA
8:00 AM – 12:00 PM	Technical Presentations	TBA
12:00 PM	Adjourn	

* Visit <https://units.fisheries.org/tx/wp-content/uploads/sites/19/2018/09/Symposia-Description-Document.pdf> for complete workshop titles and detailed descriptions.

Registration prior to the meeting is now done on line (example below) on the meeting website, but meeting sponsors might allow registration by mail (example follows after on line example).



TEXAS CHAPTER - AMERICAN FISHERIES SOCIETY

SDAFS 2019 MEETING REGISTRATION

JANUARY 24-27, 2019 | GALVESTON, TX

- Name*
 First Last
- Name (as you'd like to appear on badge)
- Organization*
- Address*
- Street Address
- Address Line 2
- City
- State / Province / Region
- ZIP / Postal Code
- Email*
- Phone

- Are you currently a member of the AFS TX Chapter?*
- Yes ○ No

REGISTRATION AND MEMBER DUES

- Early Registration (by 12/1/2018)

See "Registration Rates" on the meeting website for a list of Regular Rates (by 01/21/2019) and On-site Rates (01/27/2019).

- AFS Member Professional - \$210.00
- AFS Member Student - \$85.00
- AFS Member 1-day Professional - \$105.00
- AFS Member 1-day Student - \$50.00
- Non-AFS Member Professional - \$310.00
- Non-AFS Member Student - \$115.00
- Non-AFS 1-day Professional - \$150.00
- Non-AFS Member 1-day Student - \$60.00
- Clear Selection

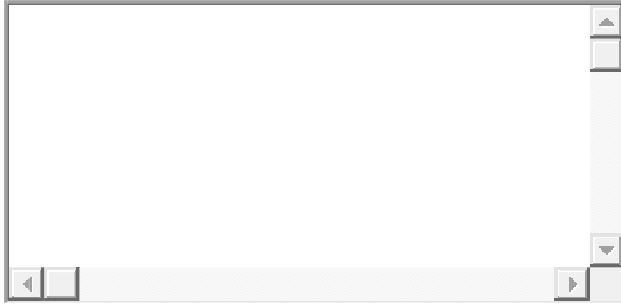
- Guest Ticket (for breaks and socials)

Price: \$80.00 Quantity:

- Guest Banquet Tickets (for Saturday night banquet dinner only)

Price: \$40.00 Quantity:

- Guest name(s) (if applicable)



0 of 100 max characters

- **PRE-ORDER YOUR MEETING T-SHIRT!**

See "2019 SDAFS Meeting T-Shirts" on meeting webpage for colors and design. | To order multiple shirts please email Michael Homer at Michael.Homer@tpwd.texas.gov.

- **T-shirt Design**
 - Tan short-sleeve - \$20.00
 - Tan long-sleeve - \$25.00
 - Navy short-sleeve - \$20.00
 - Navy long-sleeve - \$25.00

- **T-shirt Size**
 - Small
 - Medium
 - Large
 - 1XL
 - 2XL

- ## CONTINUING EDUCATION WORKSHOPS

Workshops are Friday, January 25, 2019. See "Continuing Education Workshops" on meeting webpage for additional details. No refunds unless workshop is cancelled.

- (1) Fine Tuning Techniques for Alligator Gar Research (8am-5pm)

The Alligator Gar Technical Committee is offering a workshop focusing on specific techniques used in Alligator Gar research. There will be hands-on demonstration and discussion of topics such as sampling for juvenile specimens, identifying spawning habitat, age estimation, side-scan sonar applications, and advanced sampling techniques. These topics will appeal to both seasoned gar veterans and students interested in Alligator Gar research and management.

- Student (CE-1) - \$25.00
- Professional (CE-1) - \$50.00
- Clear Selection

FOLLOWING PAGES SHOW A HARD COPY REGISTRAITON FORM



2019 Southern Division of the
American Fisheries Society Meeting
Moody Gardens Hotel and Conference Center



Registration Form

Registration includes access to all Technical Sessions, Continuing Education Workshops, Welcome Reception, Trade Show/Poster Social, Student/Professional Lunch, and Saturday night Banquet. Member rates are available only to current American Fisheries Society members (*please provide member number below*).

Become an AFS Member and save on registration costs! <https://fisheries.org/membership/join/>

The deadline for early registration is December 1, 2018! Please print legibly, especially e-mail addresses!

Name		Date (MM/DD/YY)		
Name (as you'd like it to appear on Badge)		AFS Member # (if not a member leave blank)		
Organization		Current Member of AFS TX Chapter (TCAFS)? Yes _____ No _____		
Street Address		City, State, Zip Code		
Email Address		Phone		
MEETING REGISTRATION:	<i>Early Rate (by 12/1/2018)</i>	<i>Regular Rate (by 1/21/2019)</i>	<i>On-site Rate (by 1/27/2019)</i>	<i>Total</i>
AFS MEMBERS (Be sure to enter your AFS Member # above)				
Professional	\$210	\$275	\$340	
Student	\$85	\$95	\$105	
1-day Professional	\$105	\$140	\$170	
1-day Student	\$50	\$60	\$80	
NON-AFS MEMBERS (Become an AFS Member and save on registration costs!!!)				
Professional	\$310	\$380	\$460	
Student	\$115	\$125	\$135	
1-day Professional	\$150	\$200	\$250	
1-day Student	\$60	\$80	\$95	
OTHER				
Guest Ticket (for breaks and socials)	\$80/each x ____	\$100/each x ____	\$150/each x ____	
Guest Banquet Ticket(s)	\$40/each x _____			
Guest name(s) (if applicable)				
Texas Chapter AFS Members				
TCAFS Annual Dues (2019 Calendar Year)	\$12 Professional, \$5 Student			
SDAFS 2019 MEETING T-SHIRTS (sizes S, M, L, XL, 2XL, 3XL, 4XL)				
T-shirt images at https://units.fisheries.org/tx/wp-content/uploads/sites/19/2018/09/SDAFS-Shirt-Info.pdf				
<i>Color/Type</i>	<i>Please indicate size(s) and quantity(-ies)</i>		<i>Cost/each</i>	<i>Total</i>
Tan, short-sleeve			\$20	
Tan, long-sleeve			\$25	

Navy Blue, short-sleeve		\$20	
Navy Blue, long-sleeve		\$25	
Turquoise, long-sleeve fishing shirt (100% polyester)		\$25	
CONTINUING EDUCATION WORKSHOPS: Friday (1/25/2019)			
Indicate attendance by entering cost (FREE, \$10, \$25, \$50, etc.) in blank box to right of Workshop – NO REFUNDS!!!			
***For a detailed summary of the CE workshops and any workshop requirements for attendees, see: https://units.fisheries.org/tx/wp-content/uploads/sites/19/2018/09/SDAFS_2019_CE_Workshops.pdf			
All Day CE Workshops (8:00AM to 5:00PM)			
Fine Tuning Techniques for Alligator Gar Research (\$25 Student, \$50 Professional)			
Fish Kill Investigation: Methodology Workshop (\$25 Student, \$50 Professional)			
Reservoir Fisheries Habitat Restoration Best Management Practices (\$50)			
Finfish Ageing Workshop (\$50)			
BioBase Workshop and Field Demo: Automated Aquatic Habitat Mapping Technologies (FREE)			
8AM-12PM - Onsite Class; 1-5PM - Field Demo at Marina is optional and not required			
Morning CE Workshops (8:00AM to 12:00PM)			
Leading at all Levels in AFS (FREE)			
Nature, Wildlife and Landscape Photography: Tips and Techniques (FREE)			
Engagement Techniques to Improve Communication with Stakeholders and Policy Decisions (\$50)			
Acoustic Telemetry Workshop (FREE)			
Afternoon CE Workshops (time varies)			
Getting Hired - What Students Need to Know (2-5PM; FREE)			
Effective Peer Review for AFS Journals (1-5PM; FREE)			
Social and Traditional Media Tactics for the Natural Resource Professional (2-4PM; FREE)			
Uncomfortable Conversations: Diversity, Equity and Inclusion (1-5PM; \$10)			
TOTAL REGISTRATION COST		\$ _____	

ADDITIONAL MEETING SIGN-UP INFO: <i>Free for all registrants - please indicate if you plan to participate.</i>			
If you have any dietary restrictions, please check all that apply		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
	Vegan	<input type="checkbox"/>	
	Gluten-free	<input type="checkbox"/>	
	Nut allergy	<input type="checkbox"/>	
	No restrictions	<input type="checkbox"/>	
Please check all evening events you plan to attend: <i>This will facilitate event planning.</i>	Thursday – Welcome Reception (Moody Gardens Aquarium, 7-9PM)	<input type="checkbox"/>	
	Friday – Trade Show and Poster Social (Moody Gardens Expo Hall, 7-9PM)	<input type="checkbox"/>	
	Saturday – Banquet Dinner (Moody Gardens Ballroom, 7-10PM)	<input type="checkbox"/>	
	Do not plan to attend any of these events	<input type="checkbox"/>	
Willingness to serve as a presentation judge at meeting <i>(Professional Members only, students are not eligible).</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

<p>Saturday (1/26/2019) Women's Leadership Group Meeting (3pm-5pm) The objective of this group is to create a support system and mentoring program for the established and upcoming professional women of our Division and Society.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Saturday (1/26/2019) Student/Mentor Lunch: Pair up with someone with interest in or experience with governmental agency, academia, private sector, etc. (select your role, preference, experience, or leave blank if not interested).</p>	Student <input type="checkbox"/> Preference _____	Mentor <input type="checkbox"/> Experience _____
<p><u>SEND COMPLETED REGISTRATION FORM TO NIKI RAGAN-HARBISON:</u></p> <ul style="list-style-type: none"> • One (1) form per person. • Please make checks payable to TCAFS; <u>DO NOT SEND CASH!!!</u> <p>_____ Check here to pay by credit card via PayPal and send completed registration form to Niki Ragan-Harbison. Form may also be scanned and sent via email. (A PayPal invoice will be sent to email address provided above with instructions on how to pay using your credit card).</p>	<p>Niki Ragan-Harbison TPWD IF - College Station/Houston P.O. Box 427 Snook, TX 77878 Phone: 979-272-1430, ext. 221 Niki.Ragan@tpwd.texas.gov</p>	

2016 SDAFS Meeting Wheeling, WV

Meeting Income: **\$51,820.00**

Registration	\$43,820.00
Student early (44 @ \$125)	\$ 5,500
Professional early (106 @ \$195)	\$20,670
Student late (39 @ \$150)	\$ 5,850
Professional late (52 @ \$225)	\$11,700
Workshop (4 @ \$25)	\$ 100

Donations \$ 8,000.00

Meeting Expenses: **\$33,495.89**

Oglebay Food and AV	\$30,279.89
The Conference Exchange (online abst. Submission	\$ 900.00
AFS meeting insurance	\$ 150.00
Saturday Banquet Entertainment (Bill Lepp)	\$ 1,000.00
Snail Workshop reimbursement	\$ 1,000.00
Supplies	\$ 116.00
Donation to WordPress (online registration pymt system)	\$ 50.00

Profit **\$18,324.11**

Split profit

WV chapter (1 st \$500, then 50% of profit)	\$9,412.05
(\$18,324.11 - \$500 = \$17,824.11;	
\$17,824.11 / 2 = \$8,912.05;	
\$8912.05 + \$500 = \$9,412.05)	

SDAFS (50% of profit after \$500)	\$8,912.06
(\$17,824.11 / 2 = \$8912.06	

Appendix VI

Committee Appointment Form

The Southern Division of the American Fisheries Society welcomes participation of all its members in the activities of the Division. An excellent opportunity to become more involved in the administration, policy, and leadership of the Division is through service on Standing, Technical and Ad Hoc Committees.

The incoming President and the Executive Committee encourage members who wish to volunteer to serve on 20__ - 20__ Division Committees to indicate their preference (1 = 1st choice, etc.)

Technical Committees

- | | | |
|---|---|--|
| <input type="checkbox"/> Aquaculture | <input type="checkbox"/> Catfish Management | <input type="checkbox"/> Trout |
| <input type="checkbox"/> Alligator Gar | <input type="checkbox"/> Pollution | <input type="checkbox"/> Reservoir |
| <input type="checkbox"/> Small Impoundments | <input type="checkbox"/> Morone | <input type="checkbox"/> Warmwater Streams |

Standing Committees

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Audit | <input type="checkbox"/> Awards | <input type="checkbox"/> Ballot |
| <input type="checkbox"/> Nominating | <input type="checkbox"/> Resolution | <input type="checkbox"/> Student Affairs |

Name: _____.

Address: _____.

_____.

_____.

e-mail:

phone:

Appendix VII

Technical Committee Review Form

Committee being reviewed:

Date of review:

Division officer performing review:

Does the committee have a clear purpose-goals-objectives statement? If so, attach copy; if not, expected completion date.

Does purpose support needs of Division/Society?

Are goals consistent with stated purpose?

Will objectives assure that goals are met?

Are committee activities developed in accordance with guidance in the Prosser/Meador Reports?

Was an annual report prepared in terms of the stated objectives? Did the report contain objectives for the coming year?

Are minutes of committee meetings distributed within one month to committee members, Division Secretary/Treasurer and Newsletter Editor?

Outline activities over the past year in regards to:

- Exchange and dissemination of information among fisheries professionals and institutions
- Identifying problem areas related to data and procedural deficiencies commonly shared by professionals
- Advancing science by providing a forum for the coordinated and cooperative resolution of identified problem areas
- Originating and evaluating Society's position on technical issues of importance

Is membership on the committee adequate to achieve goals? Is membership representative of federal, state, academic, and private concerns?

Does the committee have a "policy" on length of terms and rotation?

Are any subcommittees established and administered in accordance with guidance in the Prosser/Meador Reports?

Additional Comments:

Southern Division Awards

- John F. Dequine Award for Best Paper (@ SEAFWA Meeting)
- Award for Best Paper (@ SEAFWA Meeting)
- Runner-Up (@SEAFWA Meeting)
- Outstanding Chapter Award
- Best Student Subunit Award
- Distinguished Service Award
- Outstanding Achievement Award
- Best Student Presentation Award
- Best Student Presentation - Runner-up Award
- Honorable Mention Student Presentation Award
- Best Student Poster Presentation Award

Information on Certificates for Awards should include:

- Southern Division American Fisheries Society
- Title of the Award
- The professional or student's name,
- School name, if it is a student award,
- Year that the meeting was held,
- Specify which meeting - SEAFWA or SDAFS – whichever applies,
- Meeting location,
- Title of the presentation or poster,
- Name and signature of SDAFS President,
- Name and signature of the Awards Committee Chair

Example of Award Certificate

**Southern Division
American Fisheries Society**

Presents the

**John F. Dequine Award
for Best Paper**

To

John D. Williams

for the paper titled,

**Walleye Movement, Distribution, and Habitat Use
in Laurel River Lake, Kentucky**

**Presented at the 56th Annual Conference of the Southeastern
Association of Fish & Wildlife Agencies,
October 29, 2002, Baltimore, Maryland**

President, Southern Division

Executive Director, AFS

APPENDIX IX

2XXX Student Oral Presentations Judge's Score Sheet and Evaluation

STUDENT NAME _____ TOPIC _____

Subject Matter and Scientific Merit

| 1 = Poor | 3 = Satisfactory | 5 = Excellent |

Introduction/ Background (set context for study)	1	2	3	4	5
Project Objectives (Clearly Defined)	1	2	3	4	5
Methods/ Approach (adequate to address objectives)	1	2	3	4	5
Explanation of analysis (audience walked through figures and tables)	1	2	3	4	5
Results adequately summarized (tied back to project objectives)	1	2	3	4	5
Conclusions (results applied to objectives, take home message)	1	2	3	4	5
Originality (novel methods, new approach)	1	2	3	4	5
Relevance (addresses important research problem, management issue)	1	2	3	4	5
Scientific/ Management Merit (valuable results and cogent interpretation)	1	2	3	4	5
Thoroughly but succinctly answers audience questions	1	2	3	4	5

Speaker Style and Readiness:

Clarity of voice	1	2	3	4	5
Pace of presentation (not too slow or fast)	1	2	3	4	5
Appropriate (not too casual or overly formal)	1	2	3	4	5
Mannerisms (eye contact, did not talk to slides, did not excessively use hands)	1	2	3	4	5
Readiness of speaker (smooth transitions, no lengthy pauses, reliance on notes)	1	2	3	4	5

Slides

Organization (ideas flow in a logical manner)	1	2	3	4	5
Clarity of visuals (font appropriate size; easy to read)	1	2	3	4	5
Graphs and figures (easy to interpret)	1	2	3	4	5
Photos & graphics (contribute to subject and clarity, no distracting animation)	1	2	3	4	5
Allocation of time (not too much time on methods/ intro vs. results/discussion)	1	2	3	4	5

Comments:

Appendix IX 2XXX SDAFS Annual Meeting – Scoring Sheet for Student Posters

Presenter _____

Poster Number: _____

Title _____

A. Individual Components

- | | | |
|---|----------|-------|
| 1. Title – Does it accurately describe the subject? | 5 points | _____ |
| 2. Abstract – Is it complete? Does it motivate interest? | 5 points | _____ |
| 3. Introduction – Does it provide adequate background and justification for the study? | 5 points | _____ |
| 4. Methods – Are they described with appropriate detail? | 5 points | _____ |
| 5. Conclusions – How well are the conclusions, interpretations, and implications expressed? | 5 points | _____ |

B. Content

- | | | |
|---|-----------|-------|
| 1. Originality – Value of the study in communicating and presenting unique or innovative methods, concepts, or interpretations. Relevance to fisheries science. | 15 points | _____ |
| 2. Technical Merit – Consonance of interpretations with results; identification and evaluation of limitations. | 10 points | _____ |
| 3. Analytical Merit – Adequacy and appropriateness of analytical and statistical methods and study design. | 10 points | _____ |

C. Visuals and Organization

- | | | |
|------------------------------|-----------|-------|
| 1. Visibility and Legibility | 10 points | _____ |
| 2. Simplicity and Clarity | 10 points | _____ |
| 3. Serial Progression | 10 points | _____ |
| 4. Aesthetic Quality | 5 points | _____ |

D. Other Considerations

- | | | |
|--|----------|-------|
| Use this category to reward unique or attractive features that do not fit exactly into other Criteria. It should be considered an extra and should not be awarded automatically. | 5 points | _____ |
|--|----------|-------|

Total

Comments: Provide a brief evaluation of your impressions of each poster. Comments will be used to break ties.

Appendix X SEAFWA Oral Presentation Scoring Guidelines

SEAFWA FISHERIES SESSION ORAL PRESENTATION SCORING FORM

JUDGE _____

SESSION # _____ STUDENT _____ PROFESSIONAL _____

AUTHORS(S) (Circle Presenter's name)						
INTRODUCTION (10 PTS)						
METHODS (10 PTS)						
ORGANIZATION (10 PTS)						
ORIGINALITY (15 PTS)						
TECH. MERIT (20 PTS)						
DELIVERY (15 PTS)						
VISUAL AIDS (15 PTS)						
TIMING (5 PTS)						
TOTAL (100 PTS)						

COMMENTS:

BEST OF THIS SESSION?

Appendix X SEAFWA Oral Presentation Score Sheet Instructions

- 1) Use one score sheet per session (3 to 6 presentations per session)
- 2) Write author name(s) in space provided. "John Doe et al." is OK. If John is not presenting, write presenter's name too.
- 3) General Guidelines:

Introduction (10 pts) - Does the introduction "set the stage" properly by giving pertinent background information and explaining the problem and need? Are objectives clearly stated and explained?

Methods (10 pts) - Do the methods fit the problem? Are sampling protocols, field/lab techniques clearly explained?

Organization (10 pts) - Does the presentation flow? Is the sequence logical and easy to follow?

Originality (15 pts) - Is this a new and fresh approach to a problem? Or is this the same old, same old, a question answered by yet another author in another state?

Technical Merit (20 pts) - Is the science well done? Are the statistical treatments appropriate and are significant differences demonstrated and explained? Are the results presented clearly and do the conclusions follow smoothly from the results? Were the objectives met? Are the management implications of their results explained and are recommendations made that will further fishery science in the Southeast?

Delivery (15 pts) - Does the presenter simply read their notes (or worse, the manuscript)? How is the vocal delivery? Do they use the microphone appropriately? Volume? Pace? Many long, awkward pauses? Too much "Uh", "um", "and, uh", etc.? Does the presenter speak to the audience, not the screen? Do they make eye contact with the audience?

Visual Aids (15 pts) - If they have to say "I know you folks in the back can't see this, but..." then that slide should have never been shown. Other "no-noes" include slides of tables of figures right out of the manuscript. Tables & figures should be simple, easy to read, clear and well labeled - readable from anywhere in the audience. Do the graphics stand alone or does the presenter have to "explain" everything?

Timing (5 pts) - No excuses for running over! Does the presenter utilize the full 15 minutes for presentation? Do they invite questions at the end of their presentation and have the 5 minutes remaining to answer them? They should repeat the question if the moderator does not. Are questions answered well?

4) Review papers or case histories may not follow a strict “scientific method.” However, this should not detract from the presentation value. Consider the following:

Does the title clearly reflect the content of the presentation?

Does the introduction provide a clear description of the scope of the problem?

Are the results clearly presented? Are tables & figures complete and descriptive?

“Lessons learned” in the discussion should be reflected in the conclusions

Is the case history relevant to fisheries management?

5) Avoid “grade inflation.” Utilize the entire range of points available in each category. If necessary, make temporary notes about each presentation then write in final scores after listening to all the presentations in a session. A total score of 90 or better should be among the best presentations you’ve ever heard. These are the spell-binding, keep-you-on-the-edge-of-your-seat presentations made by a dynamic and captivating speaker with whiz-bang graphics that add to the impact but don’t overwhelm you. Scores in the 70s and 80s are considered better than average - pretty good stuff. They kept your interest and you understood what the speaker was trying to convey. 50s and 60s are average scores - you got most of the story but there were a few things missing or poorly explained that detracted from the overall appeal of the talk. Scores below 50 are presentations that need a lot of work. Major problems in organization, bad graphics, lack-luster delivery, weak results and weaker conclusions, no management implications or lessons learned that could help other fisheries managers.

Appendix X SEAFWA Manuscript Scoring Guidelines

1) Style (30 points)

-Appropriate Title That Reflects Contents (5)

Notes: succinct, intriguing, informative are best

-Clear Abstract That Conveys Main Points (5)

Notes: conveys what, why, and how the study was done. Provides study outcomes and implications without excessive detail. Stays within word limit (extra credit for being under) ...assuming such a limit is instituted.

-Clearly Stated Objectives (5)

Notes: objectives must be consistent with stated problem and justification for the work.

-Organization of Manuscript (5)

Notes: Manuscript should proceed logically in terms of flow of thought and maintaining proper chronology. Text belonging in one section (i.e., Methods) should not be found in another (i.e., Results).

-Writing Clarity and Conciseness (10)

Notes: proper use of punctuation, good sentence structure, tight sentences that convey thoughts while maintaining conciseness.

2) Format (10 points)

Notes: Does the manuscript adhere to all formatting requirements as stated in the Guide to Authors? How much attention was apparently paid to this by the authors?

3) Technical (30 points)

-Appropriate Study Design for Objectives (10)

Notes: is the design appropriate to address the stated objectives?

-Interpretation of Results/Conclusions (10)

Notes: are results properly interpreted? Do conclusions oversell (or undersell) the actual results? Do results support the conclusions drawn? Are limitations of the study acknowledged and conclusions qualified?

-Appropriate References/Study Results Placed in Proper Context (10)

Notes: does the manuscript adequately address previous work? Are study design components appropriately referenced to previous work (if applicable)? Are study results and conclusions placed into proper context with previous work? References should be comprehensive, but not copious

4) Relevance to the Field/Managers (30 points)

-Innovative (5)

Notes: does the study mimic earlier works? Is there any unique twist in the study design? Have similar studies been conducted on same species? In the southeastern US? Does it add anything to previous knowledge?

-Study Limitations (10)

Notes: have the authors appropriately acknowledged the limitations in their study and qualified their results accordingly? Have they oversold or undersold the value or scope of their work?

-Relevance (15)

Notes: Does the manuscript attempt to convey relevance to managers? Is the relevance of the study conveyed in the manuscript congruent with actual relevance to managers?

Appendix XI

Prosser Report: Review of Technical Committees (1988)

Report to the Southern Division American Fisheries Society Ad Hoc Committee on Technical Committees

Norville Prosser, Larry Nielson, Jim Axon, Charles Barans, Wayne Jones, and Richard Noble

Background

The Ad Hoc Committee on Southern Division Technical Committees (Committee) was created to review the purposes, activities, and membership composition of the Southern Division's technical committees. The Committee was established by Southern Division President Fred Harris in response to the 1985 report of the Ad Hoc Oversight Committee (chaired by Dr. Larry Aggus). The specific recommendation of the Oversight Committee report of reference was as follows:

The Southern Division's technical committees have been the major working elements to coordinate activities between the fishery agencies in the south. Technical committees were formed as needs were identified, and once established, they continue to function. These committees have served both the profession and the Society well. However, in the past few years, there has been an increasing concern that the technical committees may be losing some of their effectiveness, and that the original function of some committees may no longer be justified. In addition, many members see a decline in interest in the technical committees. These have been comparatively lean times for the fisheries profession, and much of what is perceived as apathy within the committees may in reality reflect limited budgets by the participating states. With implementation of the W-B expansion, the technical committees should assume an expanded function for directing cooperative fishery activities in the south.

Among the recommendations offered by the Oversight Committee was that an ad hoc committee should be formed to work with existing committees to examine missions of each committee and seek ways to better serve the needs of the profession.

In response, then President Harris established the Committee and in his charge asked that the following specific issues be addressed:

- (1) Define the functions that technical committees should fulfill within the Division.
- (2) Examine the goals and objectives of the Division's technical committees, and provide recommendations as to how the committees could better accomplish their defined functions.

- (3) Determine if the current technical committees are appropriate for current resource management needs within the Southern Division, and recommend additions or deletions.
- (4) Review the procedures for making technical committee appointments, and recommend changes that will enhance effectiveness of the committees.

Committee's Approach to the Study

There are currently seven technical committees in the Southern Division comprised as follows: Fish Disease, Marine and Estuarine Resources, Pollution, Reservoir, Striped Bass, Trout and Warmwater Streams.

The Committee sought the council of a wide array of experienced individuals during its investigation. Each technical committee chairman was solicited to provide an assessment of the committee's performance and to specifically respond to the four issues identified in the Committee's charge. Further, each committee chairman was asked to provide the names and addresses of current committee members, as well as the committee's membership rosters from the previous two years.

All identified current and past committee members were solicited by mail survey and asked to respond to the same series of questions as the chairmen.

In addition, guidance was solicited from the Southeastern Section of the Wildlife Society, the Fishy Management Section of the American Fisheries Society, and all other Divisions of the American Fisheries Society.

The response was gratifying. Fifty-one individual committee participants provided comments. As an indication of the diversity of organizational affiliation represented by these committee member respondees, the following analysis is provided: state natural resource agency representatives (28), federal agency employees (8), university staff (2), cooperative unit staff members (2), laboratory employees (4), private industry representatives (3) and miscellaneous affiliations (3).

In total, over 70 individual participants provided comments. To a considerable degree, these responses guided the Committee's recommendations contained in this report. Each of the issues raised in the charge to the Committee are dealt with in the following section.

Technical Committee Functions

The first issue dealt with by the Committee was: Define the functions that technical committees should fulfill within the Division.

The technical committees of the Southern Division of the American Fisheries

Society were created to provide a forum for the resolution of important professional problems. Such problem solving affords an opportunity for professional growth of Society members and builds cooperative relationships among individuals, agencies, and institutions within the Division. The primary beneficiaries of committee activities are the professional Society under which auspices the committees were created and serve, and the various resource management agencies and associated institutions within the Southern Division.

Clearly, the performance of the several technical committees, and in turn the benefiting entities, would be enhanced if a uniform list of functions were identified and adopted. The Committee has identified four specific functions that are deemed both appropriate and of importance to the beneficiaries of technical committee activities, viz:

- 1) The technical committees should facilitate the exchange and dissemination of information among professional fisheries workers and among research and management entities.
- 2) Technical committees should serve to identify problem areas related to data and procedural deficiencies commonly shared by participants.
- 3) The technical committees should serve to advance science by providing a forum for the coordinated and cooperative resolution of identified problem areas.
- 4) As subunits of the professional Society, the technical committees should originate and evaluate the Society's positions on technical issues of importance.

Recommendations

Recommendation 1: The Committee recommends that the basic functions described above be uniformly recognized and adopted conceptually by the various technical committees and that the activities of the committees be structured to address these functions.

Technical Committees Goals and Objectives

The second charge given to the Committee was: Examine the goals and objectives of the Division's technical committees and provide recommendations as to how the committees could better accomplish their defined functions.

The technical committees have varied greatly in the range of activities performed and in productivity. In reaction to this uncoordinated activity pattern, the committees were asked by past President Harris to develop statements of purpose, goals, and objectives. These statements provided the basis for the Committee's evaluation of committee functions.

The goal-objective statements revealed that the committees have very different perceptions of their purpose within the Southern Division. Some committees perceive their work as extremely broad, others as very specific and limited. Some committees have goals which fall outside the Committee's expectations for a "technical committee",

and some are not clearly related to the title of the committee. In general, the Committee believes that the technical committees should develop comprehensive goals and objectives relating to the technical committee functions defined above.

The goal-objective statements do not follow a consistent format, nor do they conform to the principles of preparing objective statements. In order for clear understanding and evaluation of committee functions and performance, the Committee believes that all committees should prepare their objectives in a standard format.

The Committee conducted a review of the specific goals and objectives of each committee. Given the recommendations made below regarding changes in committee coverage and structure, detailed review of the current objectives is not relevant. The analysis, however, did raise two issues related to committee functions and evaluation.

The first issue concerns the development of an agenda for committee activity. The Committee perceives that the committees should use the largest possible base for identification of objectives for action. This includes ideas developed by the Southern Division, committee members, management agencies and other resource groups, and interested individuals. The choice of committee objectives, however, should be at the discretion of the committee itself, based on a consensus of members that an identified issue is of sufficient importance or breadth to justify committee action.

The second issue concerns evaluation of committee function. The Committee contends that the committees are units of the Southern Division of the American Fisheries Society and that their performance should be reviewed regularly by members and representatives of the Division to assure that they are performing actively and appropriately. Recommendations developed below for other issues will reveal the Committee's perceptions that the committees should have considerable independence in their year-to-year functions. To assure that the committees remain relevant and active, oversight responsibilities should be vested in the President of the Southern Division.

The Committee believes that the series of recommendations listed below will provide a needed explicit basis for committee function and evaluation.

Recommendations

Recommendation 1: All technical committees should prepare uniform purpose-goals-objectives statements to serve as the basis for committee functions. A suggested set of guidelines for preparing those statements is attached.

Recommendation 2: Specific objectives of the committees should be developed based on consensus of the committee membership, after initial investigation of the importance of suggested activities. Suggestions for committee activities should be solicited from the officers and executive committee of the Southern Division, management agencies, committee members, and all other individuals and groups with

interest in the technical area of the committee.

Recommendation 3: All technical committees should issue annual reports with progress reported in terms of the state's objectives of the committee. The annual report should include the committee's objectives for the coming year.

Recommendation 4: Minutes of technical committee meetings should be prepared immediately after each meeting and be sent within one month to all committee members and to the Secretary/Treasurer of the Southern Division.

Recommendation 5: The Southern Division should create a new standing committee, called the Oversight Committee, whose purpose is to evaluate the activities and accomplishments of the technical committees on a regular basis. The Oversight Committee membership should be appointed yearly by the incoming Southern Division president.

Recommendation 6: The performance of each technical committee should be evaluated by the Oversight Committee every six years. The evaluations should be staggered so that one committee is evaluated each year. The purpose of evaluation is to review activities and accomplishments of the committee in terms of stated objectives, the relevance of objectives to the goals of the committee, and the appropriateness of the goals of the committee in terms of the committee's stated purpose. The Oversight Committee shall recommend continuation, modification, or elimination of the committee to the membership of the Southern Division.

Recommendation 7: All proposals for new technical committees should be reviewed by the Oversight Committee in terms of the written purpose-goal-objectives statement (prepared according to guidelines), and any new technical committees created should be special committees established for a three-year initial period. Change to standing committee status would depend on the evaluation of the Oversight Committee after the initial three-year period.

Appropriateness of Current Committees

The third charge given to the Committee was: Determine if the current technical committees are appropriate for current resource management needs within the Southern Division and recommend deletions or additions.

The current technical committees of the Southern Division have served a valuable function. Many of the projects undertaken could not have been accomplished by individual state agencies or private industry. The technical committees should be commended for their efforts. Based upon its own evaluation and reflective of considerable concern expressed by respondee's to the membership survey, the Committee believes that the current array of technical committees does not meet the total needs for coordinated technical review within the southeastern United States. Therefore, the Committee has developed a series of recommendations for modification of existing committees and addition of new committees.

In general, the Committee believes that an ecosystem approach to organizing technical activities is the most appropriate and complete for current and future management and research needs among fisheries professionals in the southeast. Currently, some committees are established along ecosystem orientation (e.g. Reservoir, Marine and Estuarine) and some along species (e.g. Trout, Striped Bass) orientations. A more logical and consistent orientation would be to establish all committees along one orientation. After considerable and lengthy evaluation, the Committee believes the long-term best interests of the fisheries profession would be best served by adoption of the ecosystem approach.

Any arrangement of technical committees will result in some overlap on specific issues and activities. The Committee believes that this is natural and should be encouraged in an organized fashion as a way to assemble the best expertise and greatest interest on individual issues. However, inadvertent duplication of effort resulting from inadequate coordination, as exists in some cases currently, should be avoided. A logical approach to this overlap is the encouragement of inter-committee working groups and subcommittees. The Committee believes that joint objectives of technical committees will indicate their vitality in the profession.

The Committee wishes to make clear that the new recommended structure is based on the perceived activities of the current technical committees as reflected in materials supplied by the committees, and that it recognizes the excellent contributions of the technical committees to the profession. The proposed new structure is intended to build on the past record of achievements by expanding coverage to additional important topics.

Recommendations

Recommendation 1: A small impoundment technical committee should be established. An increased interest in the management of small impoundments (up to

500 acres), and the development of urban fishing programs by many state agencies has gone largely unrecognized in the current committee structure. The peculiarities associated with the management of these impoundments require a committee to address these issues.

Recommendation 2: The trout committee should be reconstituted as a coldwater streams committee, covering technical concerns of appropriate, related species. Additionally, activities related to coldwater stream habitat (e.g. non-game fish community management) should be added to the existing trout-related goals and objectives.

Recommendation 3: The striped bass committee should be reconstituted as a fish culture committee. A large segment of the membership of the Southern Division is involved in aqua-culture and increasingly, mariculture. It is fully expected that the needs of the fisheries profession in the southeastern United States will increasingly require innovative production technology. The striped bass committee has performed an invaluable service in their concentration on advancements in establishing state-of-the-art striped bass and hybrid striped bass culture guidelines and procedures. The aquaculture of an ever-expanding list of fresh and marine species and various hybrids has not been the beneficiary of a technical committee's combined expertise and guidance. Actual management of striped bass in open ecosystem deserves to be treated by the appropriate combined expertise associated with the more broadly-based perspectives such as reflected in the Reservoir, or potentially in the reconstituted Marine and Estuary Committee (discussed below).

The Committee believes strongly that the Striped Bass Committee should expand its scope of operation to include the culture and culture-related areas of other species. This would mean the expansion of this committee to include professionals in other areas of aquaculture and mariculture. Such cross-fertilization of expertise is deemed to be in the best long-term interests of the fisheries profession in the southeast. The current committee members should take the lead in establishing this expanded committee and guiding it through the formative period. The current objectives of the Fish Disease Committee should be retained and incorporated into this culture-oriented committee.

Recommendation 4: The Pollution Committee should be eliminated as a standing committee. Other technical committees should undertake pollution-related activities (such as the Warmwater Streams Committee's current investigation into indices of biological diversity), relevant to the ecosystem types within their purview.

Recommendation 5: The Fish Disease Committee should become a subcommittee of the Fish Culture Committee and the separate Fish Disease technical committee should be eliminated. The important tabulation work on disease incidence in the southeast should continue as a function of the subcommittee.

Recommendation 6: The reservoir committee should be retained as presently

constituted.

Recommendation 7: The Warmwater Streams Committee should be renamed as the Warmwater Streams and Rivers Committee to reflect a broader commitment to work on larger flowing waters.

Recommendation 8: The Marine and Estuarine Resources Committee should be renamed as the Marine and Estuary Committee and should adopt a set of technically-based goals and objectives as described in the proceeding section on goals and objectives.

Committee Membership Appointment

The final charge given to the Committee was: Review the procedures for making technical committee appointments, and recommend changes that will enhance effectiveness of the committees.

For technical committees to effectively carry out their designated functions, a wide spectrum of technical expertise is needed. To assure the best available expertise, membership on the committees should include professionals from a wide geographical and employment base. Much of this expertise lies outside the state agencies.

Membership should have continuity so that agenda items being pursued over several years will have consistent input. Nevertheless, as substantiated by many comments received by the Committee, new blood is needed regularly to assist in development of new ideas and solutions.

Because of the technical functions of the committees, size of the committees can and should be large to take advantage of the wealth of expertise in the southeast. Consequently, subcommittees, comprised of experts from the committee as well as non-committee members, will likely need to be appointed. Subcommittees can effectively serve to interact with subcommittees of other technical committees to address issues of mutual concern.

To assure continuity and effective leadership, the technical committee Chair must be familiar with committee issues and objectives. Since the technical committees' functions are primarily in the area of information exchange and evaluation and not policy, there seems to be little justification for its leadership to emanate from the Division administration. Rather, there seems to be wide support for such decisions to reside within the committees themselves. Selection of the Chair must, however, proceed according to a schedule to ensure expedient reconstitution of the committee, definition of objectives, and establishment of meeting schedules on an annual basis.

Recommendations

Recommendation 1: Representation on a technical committee should consist of

representatives of each agency (state and federal) with management responsibilities relative to the scope of the committee plus six members from outside these agencies. The committee itself is responsible for identifying which agencies are considered to have management responsibilities.

Recommendation 2: Membership on technical committees should be for a period of three years, with a limit to two consecutive terms (six years).

Recommendation 3: Memberships will expire on a rotating basis, so that approximately one-third of the membership will be appointed in any given year. (Initially, a schedule for rotation will need to be established and initial appointments will need to be made for periods of one, two and three years. This will need to be undertaken by the president, executive committee, or a special committee, since the committee will not yet have been constituted.)

Recommendation 4: Subcommittees should be chaired by a member of the technical committee but membership may, and probably should, include individuals who have technical expertise but do not serve on the technical committee itself.

Recommendation 5: Members should be appointed in the fall of the year, following the annual meeting or Annual Meeting of the Southern Division.

Recommendation 6: Appointments of agency representatives to the committees should be solicited from the agencies by the Chair. Appointments of the six additional members should be made by the committee Chair. Appointments to subcommittees should be made by the Chair of the subcommittee in consultation with the technical committee Chair.

Recommendation 7: The Chair should be elected by the committee membership at the end of any given year to serve during the following year.

Recommendation 8: All committee members, both those appointed by the representative agencies and those appointed by the Chair, should have full voting status on the technical committees.

Editor's Note:

The ad hoc committee's report was reviewed by the Southern Division Executive Committee at their mid-winter meeting in February, 1987. Following that meeting, written comments were submitted to the committee. The report was again considered at the October 1987 Executive Committee meeting. The EXCOM voted to accept the above report with the proviso that recommendations be addressed expeditiously. It is intended that the report's recommendations be looked at individually and evaluated thoroughly prior to implementation or rejection.

Appendix XII

Meador Report: Review of Technical Committees (2000)

Report to the Southern Division American Fisheries Society Ad Hoc Committee on Technical Committees

Michael Meador (Chair), Mike Allen, Larry Cofer, Kim Erickson, Gary Martel, and Greg Summers (Members)

November, 2000

EXECUTIVE SUMMARY

At the Southern Division's annual business meeting in 1998, President Reggie Harrell approved an ad hoc committee to review the technical committee system (Review Committee). The Review Committee was composed of Mike Allen, Larry Cofer, Kim Erickson, Gary Martel, Michael Meador (chair), and Greg Summers. The Review Committee chose to seek information from technical committees and state agencies, and relate that information to the Prosser Report created by the Ad Hoc Committee on Technical Committees in 1988. Based on a synthesis of questionnaires distributed to technical committees and state agencies, the Review Committee noted at least three major issues:

1. Not all technical committees have well-defined goals and objectives and committee reports generally are not prepared in terms of stated objectives.
2. Possible conflicts exist in perceptions of the function of the technical committee between state agencies and technical committees. Technical committees may view themselves as more information-transfer oriented whereas state agencies may view technical committees as more product-oriented.
3. Communication between technical committees and state agencies regarding committee activities may not be as effective as it could be.

To address these issues, the Review Committee offers the following recommendations:

1. Technical committee functions should be defined in terms of using information exchange as a means of developing problem-solving activities that produce products.
2. Technical committees should develop statements that clearly define committee purpose or mission.
3. Technical committees should develop specific objectives related to committee function and mission and committee reports should be stated in terms of objectives.

4. Technical committee chairs should be proactive in communications with state agency fisheries chiefs in requesting input and providing state agency fisheries chiefs with information about committee activities, at least annually.
5. State agency fisheries chiefs should evaluate and, if necessary, take steps to improve the effectiveness of their ability to provide technical committees with input regarding technical information needs and their ability to stay informed of committee progress to meet those needs.
6. In addition to thorough review of an assigned technical committee, the Vice President of the Southern Division should request from all technical committees a copy of the technical committee's goals and objectives for the upcoming year, and annually report to the Division.
7. The President of the Southern Division should provide state agency fisheries chiefs copies of committee reports, goals and objectives when communicating with fisheries chiefs regarding state representative appointments.
8. The Southern Division bylaws Section VII, (i). should be changed from "Technical Committees of the Division shall include: Aquaculture, Marine and Estuarine Resources, Pollution, Reservoir, Small Impoundments, Striped Bass, Trout, and Warmwater Streams. These committees shall provide a forum for the resolution of important professional problems within the Division", to read "Technical Committees of the Division shall provide a forum for the resolution of important professional problems within the Division."

The Review Committee concluded that the functions of technical committees listed in the Prosser Report continue to be important and appropriate but that the focus of a technical committee should be structured more to encourage the development of definable products. The present report of the Review Committee re-affirms the recommendations of the Prosser Report that technical committees develop mission statements, specific objectives, and annual reports defined in terms of objectives. The Review Committee concluded that a recommendation to have the Vice President provide an annual review of all technical committee objectives in addition to the current plan for periodic review of individual technical committees, may provide the opportunity for more timely evaluation of committee focus and direction.

Statements by some technical committee chairs and agency fisheries chiefs indicated that the Division membership should enact a stronger role in managing technical committees, including a sunset clause to disband technical committees. However, the Review Committee has interpreted from the majority of responses that the Division's role relative to technical committees be largely one of facilitation rather than management. The Southern Division already has a mechanism in place to disband technical committees and that mechanism has been implemented.

Finally, technical committees are made up of dedicated volunteers. The successes to date regarding the technical committee system have been accomplished as a result of the commitment of these volunteers. The Review Committee wishes to thank all members of Southern Division technical committees, past and present, for their time and talents.

BACKGROUND

The technical committees of the Southern Division have a long history of service to the membership, the profession, and our science. Historically, strong state agency support and commitment from members of the university community, private sector, and federal agencies have played significant roles in the success of the technical committees. There have been as many as eight technical committees. Currently, the Division has two ad hoc committees also functioning as technical committees. Combined, these ten committees had over 300 members on their rosters at the beginning of 1998. Clearly, Division members value technical committee affiliation. The technical committees today exist in an environment that is very competitive for resources dedicated to some of the committees' traditional purposes. AFS chapters, sections, and the Division itself offer alternative venues for highly focused, quality information exchange and professional networking. The technical committees will have to continue providing unique services valued by the Division membership and their employers to remain viable.

In 1988, Southern Division President Fred Harris established an Ad Hoc Committee on Technical Committees to review the technical committee system because of concerns that some of the technical committees may have been losing some of their effectiveness, and that the original functions of some committees were no longer justified. The resulting Prosser Report provided a number of recommendations to the Division regarding the functions and appropriateness of technical committees. It has been over a decade since the Prosser Report was released. However, concerns persist regarding technical committee effectiveness, structure, and function. At the Division's annual business meeting in 1998, President Reggie Harrell, based on recommendation of Past-President Scott Van Horn, approved an ad hoc committee to review the technical committee system (Review Committee). It was determined that the Review Committee should be composed of representatives from state agency administration and current technical committee members with recent leadership experience. The committee was composed of Mike Allen, Larry Cofer, Kim Erickson, Gary Martel, Michael Meador (chair), and Greg Summers.

CHARGE

The charge of the Review Committee as presented by President Harrell was to prepare recommendations to the Division that consider questions such as the following:

1. Are the technical issues confronting our members (and their employers?) today best addressed by the Division's current mix of technical committees?
Determine if a more organizationally flexible technical committee system would better serve the membership. If so, recommend a strategy that might guide the Division in choosing and adjusting a committee mix through time to maintain active productive technical committees.
2. There currently is a mix of "standing" technical committees (mentioned in the bylaws) and ad hoc committees doing technical committee work. This type of

committee organization has consequences for the committees and the Division. Review the role of the technical committee system within the Division and recommend appropriate committee organizational structure within the provisions of the Division Bylaws.

3. Successful committees have strong leadership and participants committed collectively to accomplishing the committees' tasks. Membership interests that are too diverse may make agreeing on a task difficult. Mismatches between identified tasks and participants' interests can hurt technical committee performance. Identify potential committee organizational changes that might improve the match between committee tasks and participant commitment.

REVIEW COMMITTEE'S APPROACH

The Review Committee found the above charge similar to the charge given to the Ad Hoc Committee on Technical Committees in 1988. Instead of re-creating the Prosser Report, the Review Committee chose to seek updated and additional information from technical committees and state agencies, and relate that information to the Prosser Report. Based on a synthesis of information exchanged with technical committees and state agencies, the Review Committee would develop recommendations.

There are currently seven technical committees in the Southern Division including: Pollution, Warmwater Streams, Trout, Small Impoundments, Striped Bass, Reservoir, and Aquaculture. The Review Committee developed a questionnaire to solicit information from each technical committee. Each technical committee chair was contacted to complete the questionnaire, based on their own assessment of the technical committee and incorporating the views of committee members. Additionally, a questionnaire was developed to solicit responses from state agency fisheries chiefs. Information from the Prosser Report was also assessed in comparison with questionnaire responses from committees and agencies. A draft report was prepared and the draft was distributed to technical committee chairs and state agency fisheries chiefs for comment.

RESULTS

Individual responses to questions contained in the questionnaires sent to the technical committees (Appendix I) and state agency fisheries chiefs (Appendix II) were compiled. All seven technical committees responded to the questionnaire. The questionnaire was distributed to 14 state agency fisheries chiefs, and 12 responses were received. The Review Committee contacted respondents, where necessary, for clarification of responses. The Review Committee concluded that at least three major issues were revealed in the responses:

1. Not all technical committees have well-defined goals and objectives and committee reports generally are not prepared in terms of stated objectives.
2. Possible conflicts exist in perceptions of the function of technical committees between state agencies and technical committees.

3. Communication between technical committees and state agencies regarding committee activities may not be as effective as it could be.

The Review committee developed recommendations to address these issues and the role of the Southern Division related to these issues.

RECOMMENDATIONS

1. Clarifying Committee Function, Mission, and Objectives

Technical Committee Function.

Before a technical committee can define its mission and develop objectives, committee members must understand the committee's function. A committee's function is based largely on external expectations that may change over time. There appear to be differences in perception of function technical committee between state agencies and technical committees. Technical committees largely view their role as primarily facilitating communication and information exchange. Agencies tend to be more product oriented and driven and may view technical committee function as product oriented. A lack of more tangible product development by technical committees may be perceived as ineffectiveness of technical committees by state agencies.

In the past, physical technical committee meetings to exchange ideas were critical for information exchange and networking. However, given opportunities in today's world for electronic mass communication (email, conference calls, video conferencing, etc.), technical committees may have to look beyond communication and information exchange as a primary function. While this function is extremely important and should underlie all technical committee activities, technical committees should move toward addressing regional and national issues with tangible products. Examples of tangible products could include, for example, symposia, publications, resolutions, etc. The scope of products will vary and depend on the resources of individual technical committees. Some but not all technical committees appear to have shifted their function from primarily information transfer to product development.

Recommendation 1. Technical committee functions should be defined in terms of using information exchange as a means of developing problem-solving activities that produce products.

Technical Committee Mission - A clear mission provides the technical committees with a sense of purpose. Without a clear sense of purpose, committee members may not know how they can contribute effectively. While a committee's function is determined largely on external expectations, a committee's mission is developed from within by the individual members. A written mission statement can be a helpful declaration of a committee's purpose. Most but not all technical committees reported that they have developed a mission statement and those that have not should be directed to do so by the Vice-President as a part of a technical committee's review process.

Recommendation 2. Technical committees should develop statements that clearly define committee purpose or mission.

Technical Committee Objectives - Clearly stated, specific objectives should be developed based on investigation of emerging technical issues and needs. The investigation, which could include solicitation of suggestions from various parties with interest in the technical area of the committee, should provide the committee with information from which to build a consensus of committee membership. Such information will be valuable in assessing the relative importance of focusing on one issue with full time and resources as opposed to focusing on multiple issues with divided time and resources.

Recommendation 3. Technical committees should develop specific objectives related to committee function and mission and committee reports should be stated in terms of objectives.

2. Communication

There may be a lack of communication regarding technical committees that may influence how technical committee effectiveness is perceived. This lack of communication may be occurring both between technical committees and agencies, and within agencies.

Technical committees rely on members to communicate with their respective employers regarding committee activities. Both state and technical committees indicated that relying on this form of communication alone may not be effective. While state agency fisheries chiefs responded that they request information about technical committee activities for their representatives, some fisheries chiefs admitted that they were still uninformed about committee activities. In some cases, this may be due to the fact that agencies chose not to send representatives to participate on a particular committee (in some cases because of a perceived lack of committee effectiveness), and then had little or no way to provide input to that particular committee or gauge the committee's effectiveness. Thus, technical committees may not be receiving input critical to solving problems and agencies may not be aware of committee efforts as they should be. Some but not all technical committees indicated that committee chairs periodically contact fisheries chiefs directly to communicate information about committee activities.

Recommendation 4. Technical committee chairs should be proactive in communications with state agency chiefs in requesting input and providing state agency fisheries chiefs with information about committee activities, at least annually.

Recommendation 5. State agency fisheries chiefs should evaluate, and if necessary take steps to improve, the effectiveness of their ability to stay informed

of committee progress to meet those needs.

3. Role of the Division in support of technical committee activities

Review and assessment of technical committee function

There may be times when technical committees have met their goals and may have outlived their function. Some agency administrators have suggested a need to sunset technical committees when those committees are no longer productive. However, a mechanism to accomplish this is not only already in place but has been implemented.

The incoming Vice-President for the Southern Division is charged with conducting a thorough review of a technical committee. Based on the results of that review and the request of a technical committee, a decision to abolish a technical committee can be brought to a vote at a Division business meeting. This process has occurred and in 1998 the Marine and Estuarine Resources Committee was disbanded as a result. However, with seven technical committees, such a detailed review of any given committee occurs approximately every seven years. This is an unacceptable length of time if the Division is to become aware of issues that are affecting technical committee function. The incoming Vice President could request a copy of each technical committees' goals, objectives, and plans for the coming year. While a detailed review of a particular technical committee should still be conducted, it would be important for the Vice President to briefly assess the organization and planning of all technical committees.

Recommendation 6. In addition to a thorough review of an assigned technical committee, the Vice President should request from all technical committees, a copy of the technical committee's goals and objectives for the upcoming year, and annually report to the Division.

Communication

It is the task of the President of the Southern Division to contact state agency fisheries chiefs regarding the appointment of state agency representatives to technical committees.

Recommendation 7. The President of the Southern Division should provide state agency fisheries chiefs copies of committee annual reports, goals and objectives when communicating with fisheries chiefs regarding state representative appointments.

RESPONSE TO CHARGE

Charge #1:

Are the technical issues confronting our members (and their employers?) today best addressed by the Division's current mix of technical committees? Determine if a more organizationally flexible technical committee system would better serve the membership. If so, recommend a strategy that might guide the Division in choosing and adjusting a committee mix through time to maintain active productive technical committees.

Response:

The Review Committee concluded that the technical committee system concept can be an effective means of addressing the technical issues confronting the Division membership. The effectiveness of the system is dependent upon efficiency and timely communication to address emerging issues. The committee mix should be determined by the issues raised by the membership and the need to address the issues.

Charge #2:

There currently is a mix of "standing" technical committees (mentioned in the bylaws) and ad hoc committees doing technical committee work. The type of committee organization has consequences for the committees and the Division. Review the role of the technical committee system within the Division and recommend appropriate committee organizational structure within the provisions of the Division bylaws.

Response:

As new issues develop, the Division membership can organize technical committees to confront these issues. However, the effectiveness of a newly formed technical committee may be related to commitment of one of two individuals. The Review Committee concluded that recommendation #7 of the "Technical Committees Goals and Objectives" section of the Prosser Report:

"All proposals for new technical committees should be reviewed by the Oversight Committee in terms of the written purpose-goals-objectives statement (prepared according to guidelines), and any new technical committees created should be special committees established for a three-year initial period. Change to a standing committee status would depend on the evaluation of the Oversight Committee after the initial three-year period"

provides clear guidance to allow flexibility in the formation of new technical committees with a clear sense of purpose. The Review Committee also noted that the Division bylaws specifically list existing technical committees by name (Section VII, i.). Such specific listing would require periodic changes to the bylaws each time a new technical committee is formed or an existing committee is disbanded.

Recommendation 8. The Division bylaws Section VII, (i.). should be changed

from “Technical Committees of the Division shall include: Aquaculture, Marine and Estuarine Resources, Pollution, Reservoir, Small Impoundments, Striped Bass, Trout, and Warmwater Streams. These committees shall provide a forum for the resolution of important professional problems within the Division”. To read “Technical Committees of the Division shall provide a forum for the resolution of important professional problems within the Division.”

Charge #3:

Successful committees have strong leadership and participants committed collectively to accomplishing the committees’ tasks. Membership interests that are too diverse may make agreeing on a task difficult. Mismatches between identified tasks and participants’ interests can hurt technical committee performance. Review the procedures for making technical committee appointments and make recommendations for membership selection that will enhance committee performance. Identify potential committee organizational changes that might improve the match between committee tasks and participant commitment.

Response:

The Review Committee concluded that based on technical committee input to the Prosser Report and to the questionnaires, technical committees have indicated that the Division should not set term limits for participation on committees. Rather, terms should be dictated by the interest of members. In some cases, committee size was a concern, with some committees having so many members as to possibly impact effectiveness while other committees having a very limited number of members. There were also concerns about the appointment of state representatives, with some states electing not to appoint representatives to committees. Both technical committees and state fisheries chiefs noted that low state agency participation has impacted effectiveness.

CONCLUSIONS

The Prosser Report identified four specific functions deemed both appropriate and important to the beneficiaries of technical committee activities with the recommendation that these functions be uniformly recognized and adopted conceptually by technical committees:

1. The technical committees should facilitate exchange and dissemination of information among professional fisheries workers and among research and management entities.
2. Technical committees should serve to identify problem areas related to data and procedural deficiencies commonly shared by participants.
3. The technical committees should serve to advance science by providing a forum for the coordinated and cooperative resolution of identified problem areas.
4. As subunits of the professional Society, the technical committees should originate and evaluate the Society’s position on technical issues of importance.

The Review Committee concluded that these functions continue to be both appropriate and important but that the focus of technical committees should be structured more to the development of definable products.

The Prosser Report provided specific recommendations related to technical committee goals and objectives. Specifically, the Prosser Report recommended the development of a mission statement, a statement of objectives, and the production of annual reports in terms of stated objectives. Thus, the present report of the Review Committee re-affirms these recommendations of the Prosser Report. The Prosser Report also recommended the creation of an Oversight Committee to evaluate the activities and accomplishments of technical committees every six years. Evaluation of technical committees by an Oversight Committee (chaired by the Vice President) was enacted. However, in the seven-year interim between evaluations, a technical committee may overlook the development of clear objectives for several years. The Review Committee concluded that the recommendation to have the Vice President provide an annual review of all technical committee objectives in addition to periodic review of individual technical committees, may provide the opportunity for more timely evaluation of committee focus and direction.

Statements by some technical committee chairs and agency fisheries chiefs indicated that the Division EXCOM should enact a stronger role in managing technical committees, including regulating the number of technical committees and the frequency of committee meetings. The Prosser Report attempted to address such concerns by providing recommendations designed to regulate the number and structure of technical committees. The Review Committee concluded that the response to these Prosser Report recommendations and the majority of responses to present questionnaires appear to suggest that technical committees and state agencies do not support arbitrary regulation by the Division EXCOM of the number and structure of technical committees. However, the Review Committee has interpreted from the majority of responses by technical committees and agencies that the Division EXCOM 's should play a stronger role in reviewing the goals and objectives of technical committees. After thorough review, it may be deemed by a technical committee and the Division necessary and beneficial to disband a technical committee to free Division members and resources to more effectively address technical issues.

Finally, technical committees are made up of dedicated volunteers. The successes to date regarding the technical committees and the technical committee system have been accomplished almost entirely as a result of the skills and commitment of volunteers who have made themselves available despite the competing demands on their time. These volunteers that make up technical committees deserve recognition for the work that they do. The Review Committee wishes to thank all members of Southern Division technical committees, past and present, for their time and talents.

Meador Report APPENDIX ONE

TECHNICAL COMMITTEE RESPONSES

Some responses were similar and combined. Numbers in parentheses indicate number of responses. Committees elected to not respond to some questions or to provide more than one response.

1. Technical committees view their most important function as:
 1. Communication and information exchange (6)
 2. Supporting professional development
 3. Developing policy (2)
 4. Standardize methods and develop new approaches
 5. Developing research initiatives
2. Most important strengths:
 1. Skills and continuity of membership (5)
 2. Ability to effectively address the committee's mission through communication and information exchange (2)
3. Biggest weaknesses:
 1. Inability to effectively address emerging issues due to the demands on time of members (2)
 2. Poor meeting attendance (5)
 3. Meeting attendance is often too large to be effective
4. Challenges:
 1. Poor meeting attendance (3)
 2. Limited funding
 3. Limited time and resources to commit to new projects
 4. Inability to quickly develop proactive cohesive responses to emerging issues (5)
 5. Remaining on leading edge of scientific methods regarding technical expertise (2)
 6. Reduced efficiency due to committee size
 7. Limited response/interest by committee members to deal with certain issues (2)
5. Suggestion to meet challenges:
 1. The annual meeting of committee combined with interim work by members (2)
 2. Prioritize and address one issue more completely rather than multiple issues less completely.
 3. Innovative ways to generate funds
 4. Increased communication through use of committee list servers and web pages.
 5. Evaluate criteria for committee membership
 6. Critically evaluate the need for continuing the committee as presently scoped

6. Is limited meeting attendance a concern?

Yes (5)

No (2)

Two of those expressing concern related their concerns to attendance by state representatives; some states have strong representation, some irregular, and others have no representation at all.

7. Does the committee have a mission/purpose statement?

Yes (5)

No (2)

8. Does the committee have developed goals/objectives?

Yes (4)

No (3)

NOTE: two committees reported that action items are developed at each meeting but not regular goals/objectives

9. Was the annual report stated in terms of goals/objectives?

Yes (2)

No (5)

Most replied that reports are prepared for the annual meeting briefing book and describe the committee's activities but may or may not describe how those activities related to the goals and objectives of the committee.

10. Is membership adequate to achieve goals?

Yes (6)

NOTE: Two committees stated that some states do not choose to provide representation and this has an effect on their committees.

No

11. Limits on technical committee membership?

Yes (3)

No (4)

12. Term limits for members?

No (7)

13. Criteria for membership:

Open to anyone interested (7)

14. Do you believe you are addressing state agency needs and issues?

Yes (6)

As state representatives, the expectation is that they convey to the committee the agencies' needs and issues to be addressed. With one exception, chiefs are not contacted directly. In that exception, a committee distributed a survey to state agencies

regarding committee activities.

15. Inform state agencies of committee activities?

1. Representatives responsibility to provide information on committee activities to their state (5)
2. Contact state chiefs directly (2)

16. Technical committee represents broad technical interest of the Division?

Yes (5)

Maybe (2)

17. Technical committee system meets the needs of the Division membership?

Yes (4)

No

Maybe (1)

- a. Some committees should consider combining to increase effectiveness.
- b. Number of ad-hoc committees should be reduced.
- c. Division should play a stronger role in making recommended changes to the technical committee system.
- d. There is a need to evaluate the long-term goals of each committee and determine if those goals justify the continued existence of the committee. If not, a sunset clause should be in affect by the Division to manage the growth of committees.

18. Meetings, how often and where?

Mid-year (7)

SEAFWA (2)

Summer (2)

Meador Report APPENDIX TWO

STATE AGENCY RESPONSES

Some responses were similar and combined. Numbers in parentheses indicate number of responses. Agencies elected to not respond to some questions or to provide more than one response.

1. View of function of technical committee:
 - a. Accomplish tasks to address agency needs more efficiently and effectively than the state can address those needs/regional approach (4)
 - b. Information sharing and problem solving (5)
 - c. Information sharing and problem solving toward a goal of a tangible product (2)
 - d. Professional development (1)
2. Most important strengths of the committees?
 - a. Ability to combine resources regionally and information exchange (6)
 - b. State participation (2)
 - c. Commitment of committee members (2)
3. Biggest weaknesses?
 - a. Many don't appear to be effective.
 - b. Lack of focus/long-range planning and not having specific objectives to address real needs in a timely manner (3)
 - c. Maintaining interest by having meaningful projects that justify a committee.
 - d. Low state participation (3)
 - e. Unequal state participation such that opinions/recommendations of committee are driven largely by selected states members.
 - f. Too many meetings per year.
4. Is technical committee meeting attendance a concern for your agency?
Yes (4)
No (5)
One state limited technical committee participation to 4 technical committees. Proliferation of committee meetings at different times and locations is a concern that could be addressed by joint meetings.
5. Are financial/travel restrictions an issue for state's participation on technical committees?
Yes (4)
No (generally, but at whim of budget and may be more so in the future) (5)
6. Criteria for selecting state agency representative
 - a. Expertise, interest and AFS membership (3)

- b. Compatibility of the assigned duties of the individual and the mission of the committee (4)
- c. Individual interest and area of responsibility (3)

7. Do you feel informed about committee activities?

Yes (6)

No (3)

In most cases employees are asked to report on meeting attendance but this information may or may not be adequate. One state indicated that a more formal reporting process would be desirable.

8. Do you request information from state representatives regarding committee participation?

Yes (9)

9. Does technical committee system meet needs?

a. Uncertain (2)

b. No (2)

c. Yes (4)

10. Suggestions for changes to technical committee system?

a. Need for broader and timely communication from committees regarding their activities and products. (2). This includes providing copies of meeting minutes via the Division newsletter and web site and direct communication to State Fisheries Chiefs.

b. There is a need to evaluate the long-term goals of each committee and determine if those goals justify the continued existence of the committee. If not, a sunset clause should be in affect by the Division to manage the growth of committees. If so, then clearly defined short-term objectives should be communicated to justify travel and meetings. (6)

c. The number of committee meetings should be reduced to increase attendance and focus.

d. Stand-alone committee meetings not part of conferences draw attention to travel expenses and time commitments.

e. The Division should play a stronger role in managing committee meeting times and locations, possibly coordinating them with the SEAFWA Program Committee meeting.