



# Conduct of a Council Meeting

## Overview

- Agenda Overview
- Annual Reports
- Regulatory Proposals
- Robert's Rules of Procedure

## Agenda Overview

- All Councils follow same format
- Point of agenda is notice to public, order
- Agenda created between Chair, Coordinator, and with input from regional partners

## Agenda Content

- Call to order
- Roll call
- Approve agenda
- Approve minutes
- Council member reports
- Comment on non-agenda items
- Old business
- New business
- Agency reports
- Future meetings
- Closing comments

## Regulatory Procedures

- Public regulatory process
- Opportunity for input
- Meaningful Council deliberation
- Clear meaning on record

## Presentation Procedures

- Introduction and presentation
- Report on consultations
- Agency comments
- Advisory Group comments
- Summary of written public comments
- Public testimony
- Motion to adopt
- Discussion and justification
  - Conservation concern?
  - Supported by substantial evidence?
    - Biological or traditional knowledge
  - Impact on subsistence users
    - Beneficial or detrimental?
  - Will recommendation unnecessarily restrict other users
- Restate final motion, vote

## Presentation Procedures

- Motion to adopt
- Discussion and justification
  - Conservation concern?
  - Supported by substantial evidence?
    - Biological or traditional knowledge
  - Impact on subsistence users
    - Beneficial or detrimental?
  - Will recommendation unnecessarily restrict other users
- Restate final motion, vote

# Presentation Procedures

## **7. Regional Council Recommendation (motion to adopt)**

### **8. Discussion/Justification**

- Is the recommendation consistent with established fish or wildlife management principles?
- Is the recommendation supported by substantial evidence such as biological and traditional ecological knowledge?
- Will the recommendation be beneficial or detrimental to subsistence needs and uses?
- If a closure is involved, is closure necessary for conservation of healthy fish or wildlife populations, or is closure necessary to ensure continued subsistence uses?
- Discuss what other relevant factors are mentioned in OSM Draft Staff Analysis

### **9. Restate final motion for the record**

### **10. Council's Vote**



## Annual reports

- Your opportunity to communicate directly with Board
- On every meeting agenda
  - Fall, identify issues
  - Winter, approve report

## Annual Report Content

- Section 805 of ANILCA
  - Current and anticipated subsistence uses of fish and wildlife
  - Current and anticipated subsistence needs
  - Recommended strategy for management
  - Recommendations on policies, standards, guidelines and regulations to implement strategy

## Annual Report Content (cont.)

Annual Report can contain two parts:

### 1) Request for Board Action

- Describe the issue or concern
- Provide clarity, specificity and examples
- Make a recommendation or request to the Board

### 2) For Informational Purposes Only

## Meeting Etiquette

**Respect**

**Time Management**

**Communication**



References:

Proposal Presentation Procedure Sheet

Annual Report Briefing Sheet