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