

*Southern Division  
American Fisheries Society*

***Procedural Manual***



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## ***Introduction***

The purpose of this procedural manual is to affect an orderly, organized, and informed transition in the Southern Division, American Fisheries Society (hereafter referred to as “Division”) leadership from one year to the next. This document outlines the charges, responsibilities, and tasks of the Division officers, Standing and Technical Committees, and Division representatives to the American Fisheries “Parent” Society (hereafter referred to as “Society”) committees and other organizations. Time lines for accomplishment of tasks are included where possible and/or practical in order to facilitate efficiency. Examples of formats for completing tasks are provided, where applicable. This manual is a flexible, dynamic document, and should be utilized as such. It is intended for continuous update, modification, and improvement to reflect the needs of the Division and its subunits. All Division members and leadership are encouraged to read it and offer suggested improvements.

In addition to the information contained in this Division Procedural Manual, other helpful information may be found in the Society Procedural Manual ([http://www.fisheries.org/html/About\\_AFS/ProcedureManual.pdf](http://www.fisheries.org/html/About_AFS/ProcedureManual.pdf)). Society Constitution (<http://www.fisheries.org/html/fisheries/governance/afsconst.shtml>) and Rules may be found online or in the AFS Membership Directory and Handbook. The Society Strategic Plan may be obtained at (<http://www.fisheries.org/html/fisheries/governance/afsplan.shtml>). Division bylaws are found in Appendix I with a brief history of the Division in Appendix II.

# **Officers**

## **President**

The primary objective of the position of President is the leadership of the Division within the context of the Society 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 read and understand the bylaws of the Division (Appendix I) and the Society Constitution, (<http://www.fisheries.org/html/fisheries/governance/afsconst.shtml>), the Society Procedural Manual ([http://www.fisheries.org/html/About\\_AFS/ProcedureManual.pdf](http://www.fisheries.org/html/About_AFS/ProcedureManual.pdf)), and Strategic Plan (<http://www.fisheries.org/html/fisheries/governance/afsplan.shtml>).

### 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 Scientist, 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.

### 2) Division Appointments

#### a) Technical Committees

- i) Prior to the Spring Meeting (Feb ) contact persons you wish to serve as Technical Committee chairs and make appointments/reappointments; announce these appointments at Spring Meeting. Note: some Technical Committees elect their chair; however, President retains prerogative of whether or not to appoint that individual as chair.
- ii) Circulate completed questionnaires indicating committee membership interest to incoming Technical Committee Chairs; at Spring Meeting coordinate with these Chairs, reviewing existing committee membership with them as well as questionnaires. Questionnaire soliciting Division members' interest in serving on committees should be circulated in summer newsletter by President-Elect (incoming President).
- iii) Within four weeks of Spring Meeting, contact State and Federal 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.
- iv) Write letters thanking members who are going off the committee for their service; write those being retained/reappointed but whose participation has waned, encouraging renewed activity/participation. By copy of this letter to technical

committee chair, notify all members of their appointment to committee. Confirmation of technical committee appointments should be made by April, far enough in advance to allow travel planning.

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

- i) Appoint Standing Committee Chairs prior to Spring Meeting and announce appointments at EXCOM Meeting. Provide questionnaires indicating interest in committee membership to specific chairs.
- ii) In consultation with Committee Chairs and committee membership interest questionnaires, appoint committee members within four weeks following Spring Meeting. Refer to Division Bylaws for specific Standing Committee size.
- iii) Notify committee members of their appointments, requesting regrets only, before a short deadline date. In selecting committee members, strive for geographical and affiliation balance, as appropriate, striving for diversification (i.e., involve women, minorities and students).
- iv) Every third year (2008, 2011, 2014, 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) Every other year (2008, 2010, etc. prior to Spring Meeting, President appoints an Associate Editor for Fisheries to serve as the editor of fisheries technical manuscripts which are presented at SEAFWA Conference and published in the Southeastern Proceedings. This appointment is made in consultation with, and subject to approval by the Editor of the Proceedings and the President of the SEAFWA. The Associate Editor for Fisheries serves for two years. This individual is also appointed to the Program Committee during his/her tenure as Associate Editor.
- vi) President annually appoints 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.

3) Meetings

a) Society Meetings

- i) 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.
- ii) May be appointed or elected to Society Management Committee. Participate in monthly conference calls and Management Committee meetings at the Society's Mid-Year and Annual Governing Board Meetings.
- iii) 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).

- b) Division Meetings
  - i) Following installation as President, preside over Division Fall Officer meeting held at the SEAFWA Conference and at the Annual EXCOM and Business Meetings held at the Division Spring Meeting (February).
  - ii) Annual Meeting to-do's:
    - (1) Six weeks 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 Friday).
    - (2) Four 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 III 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 IV for example agendas).
    - (4) Compile all Officer, Committee, and Chapter reports into the Briefing Book and disseminate at the EXCOM Meeting. (See Appendix VI for format).
    - (5) Preside over Annual EXCOM
      - (a) See agenda (Appendix IV) for format of meeting
    - (6) Preside over Annual Business Meeting
      - (a) See agenda (Appendix IV) 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.
  - iii) Attend Future Fisheries Professional Meeting in fall if possible. Note: This is an excellent opportunity for Southern Division leadership to interact informally with students and faculty to ascertain needs of students.
- c) 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 and per diem and Chapter provides lodging and registration (although this may be negotiable).
- d) SEAFWA Interdisciplinary Symposium – President will be in charge of the Interdisciplinary Symposium when they are Past President. See Appendix VII for

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- i) The President will work with the host State and The Wildlife Society to develop the Interdisciplinary Symposium program.
- ii) The President can appoint a representative to work with The Wildlife Society and the host State on their behalf during their presidency.

4) Communications

a) Society Communications

- i) Respond to requests from Executive Director for information as appropriate.
- ii) Initiate contact with Section Presidents requesting information pertaining to the Division for Newsletter as appropriate (can be obtained from some Sections through their Division Section representative).
- iii) Confer regularly with the editor of *Fisheries* providing newsworthy items such as meeting dates, news of committee activities, new appointments, etc.
- iv) Invite Society President, other Society Officers and Executive Director to EXCOM and Annual Business Meetings.
- v) Prepare Division's report to the Society's Mid-Year Governing Board Meeting. President should use information from the previous Division's Spring Meeting EXCOM reports. Another Governing Board report is due 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 monthly Officer conference calls.
- ii) In consultation with Secretary-Treasurer, review financial status of Division at outset of term. Keep good records of expenses for mailing, telephone, 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 III 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. E-mail is an expeditious approach.
- 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 Address" for summer and winter newsletter during term of office.

- x) Distribute letters of appreciation 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.
- xii) Prepare Division report for SEAFWA (mid-year meeting in May and Annual meeting in Fall).

For further information on these procedures, contact the following past-presidents:

Mike Meador	2001-02	(703) 648-5620
Jeff Boxrucker	2002-03	(405) 325-7288
Steve Filipek	2003-04	(501) 223-6369
Larry Connor	2004-05	(352) 742-6438
Pat Mazik	2005-06	(304) 293-3794
Bob Curry	2006-07	(919) 733-3633

## **President-Elect**

In preparation for carrying out the responsibilities of President-Elect, and subsequently as President, this officer should read and understand the bylaws of the Division (Appendix I) and the Society Constitution (<http://www.fisheries.org/html/fisheries/governance/afscnst.shtml>), review the Society Procedural Manual ([http://www.fisheries.org/html/About\\_AFS/ProcedureManual.pdf](http://www.fisheries.org/html/About_AFS/ProcedureManual.pdf)) and Strategic Plan (<http://www.fisheries.org/html/fisheries/governance/afsplan.shtml>), the Prosser Report (Appendix VIII), the Report of the Ad Hoc Committee on Technical Committees (Meador Report) (Appendix IX), and Minutes of recent Division EXCOM 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) May be appointed or elected to Society Management Committee. Participate in monthly conference calls and Management Committee meetings at the Society's Mid-Year and Annual Governing Board Meetings.
  - b) Division Meetings
    - i) The President-Elect should attend the Division Annual EXCOM and Business Meetings (Spring Meeting-Feb ) and the Division Officers Meeting at SEAFWA (fall).
    - 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 makes arrangements for the Past-Presidents' breakfast (luncheon, reception, etc.) to be held in conjunction with the Spring Meeting (see p. 11 for procedures).
  - c) Chapter Meetings
    - i) The President-Elect may be asked by President to represent Division at Chapter meetings.
  - d) SEAFWA Interdisciplinary Symposium – President-Elect will be in charge of the Interdisciplinary Symposium when they are Past President (2 years in the future). The President-Elect will work with the host State and The Wildlife Society to develop the Interdisciplinary Symposium program.
- 2) The President-Elect serves on the SEAFWA Fisheries Technical Program Committee.
- 3) 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 Spring Meeting that President-

Elect will be installed as President. Coordinate with Spring Meeting General Chair to make announcements on planning progress at appropriate EXCOM meetings. (see Appendix IX for detailed Spring 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 XI).
- e) Six weeks prior to Spring Meeting, coordinate with Local Arrangements Committee Chair to schedule Past Presidents' breakfast/luncheon.
- f) Six to eight weeks in advance of Spring 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 and appoint chairs for Standing, Ad Hoc, and Technical Committees prior to the Spring Meeting at which you would be installed as President; develop tentative lists of committee memberships.
- 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 Scientist, nominate a substitute to serve on the Certification Board of Appeals for the year of your presidency.

#### 4) Spring Meeting Responsibilities

- a) Member of the Program Committee – work with Chapter hosts
- b) Host Past Presidents' Breakfast/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

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#### 5. Hosting Past Presidents' Breakfast/Luncheon at Spring Meeting

- a) Contact Spring Meeting Local Arrangements Chair six weeks prior to meeting.
- b) Request room for:
  - i) Breakfast/lunch for 15-16 people
  - ii) Schedule breakfast typically for Sunday morning; lunch for noon Friday (so not to compete with Student: Mentor Luncheon on Saturday)
- c) Arrange menu either with Arrangements Committee or directly with hotel hosting Spring Meeting; determine when a final head count is needed
- d) Send out invitations 2-1/2 to 3 weeks ahead of event, requesting RSVP 7 days in advance of event.

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- e) Invite current Division Officers and Society dignitaries and spouses, if in attendance.
- f) Confirm numbers attending with catering or Arrangements Committee by required date
- g) Arrange with Secretary-Treasurer to pay bill.

For further information on these procedures, contact the following Division members having recently served as President-Elect.

Mike Meador	2000-01	(703) 648-5620
Jeff Boxrucker	2001-02	(405) 325-7288
Steve Filipek	2002-03	(501) 223-6369
Larry Connor	2003-04	(352) 742-6438
Pat Mazik	2004-05	(304) 293-3794
Bob Curry	2005-06	(919) 733-3633
Fred Heitman	2006-07	(865) 483-0600

## ***Vice-President***

In preparation for carrying out the responsibilities of Vice President and subsequent positions, this officer should review the bylaws of the Division (Appendix I) and the Society Constitution (<http://www.fisheries.org/html/fisheries/governance/afsconst.shtml>), review the Society Procedural Manual ([http://www.fisheries.org/html/About\\_AFS/ProcedureManual.pdf](http://www.fisheries.org/html/About_AFS/ProcedureManual.pdf)) and Strategic Plan (<http://www.fisheries.org/html/fisheries/governance/afsplan.shtml>), the Prosser Report (Appendix VIII), the Report of the Ad Hoc Committee on Technical Committees (Meador Report; Appendix IX), and Minutes of recent Division EXCOM Business Meetings.

- 1) Meetings
  - a) Division  
The Vice-President should plan to attend the Division Annual EXCOM and Business Meetings at the Spring Meeting and the Division Officer Meeting at SEAFWA.
  - 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.
  - c) SEAFWA Interdisciplinary Symposium – The Vice-President will be in charge of the SEAFWA Interdisciplinary Symposium when they are Past President (in 3 years). The process of selecting a topic for that year's Interdisciplinary Symposium begins when they are Vice-President.
    - i) The Vice-President will contact the State which will host SEAFWA during their term as Past President (3 yrs ahead). Plan a meeting with the host State and the SE Wildlife Society President-Elect (I think Pres -elect, will check) at SEAFWA to select topic of Interdisciplinary symposium. The topic may change due to changes in regional or state issues.
- 2) 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.
- 3) 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) distribution of committee meeting minutes within one month of meeting to committee members and Division Secretary -Treasurer;
- iv) existence of committee procedures detailing how chair is selected, membership terms, and how subcommittees are appointed and chaired;
- v) See Appendix XII for example review form. This review format is optional and can be modified to fit Vice-President's needs.
- f) Fulfill reporting requirements by supplying summary of committee review to Division President prior to Spring Meeting.
- g) Provides recognition by supplying written thanks to chair of committee that was reviewed.

The following committees have been reviewed by the Division Vice-President since issuance of the Prosser Report in 1987:

Committee	Year Reviewed
Reservoir	1990
Warmwater Streams	1991
Trout	1992
Striped Bass	1993
Student Affairs	1994
Environmental Concerns	1995
Small Impoundments	1996
Marine and Estuarine Resources	1997
Small Impoundment	1998
Aquaculture	2001
Trout	2003

For further information on these procedures, contact the following Division members having recently served in the capacity of Vice-President:

Mike Meador	1999-00	(703) 648-5620
Jeff Boxrucker	2000-01	(405) 325-7288
Steve Filipek	2001-02	(501) 223-6369
Larry Connor	2002-03	(352) 742-6438
Pat Mazik	2003-04	(304) 293-3794
Bob Curry	2004-05	(919) 733-3633
Fred Heitman	2005-06	(865) 483-0600
Steve McMullin	2006-07	(540) 231-8847

## **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 for two consecutive years.

### 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 publication of proposed bylaws change(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) Prepares and distributes minutes of Annual Business and EXCOM Meetings within 30 days to Society Executive Director, Division Officers, and Newsletter Editor. A tape recorder is a useful tool in capturing discussion at meetings for later transcription.
- e) Records/files attendance roster of Annual Business and EXCOM Meetings; confirms quorum at beginning of meetings.
- f) Prepares correspondence as requested by Division Officers.
- g) Maintains letterhead and other materials necessary for Division communication function.
- h) Post Spring meeting EXCOM and business minutes in the summer SDAFS newsletter and any SEAFWA EXCOM and business meeting minutes in the fall newsletter.

### 2) Treasurer's Duties

- a) Upon assuming office, initiates transfer of bank accounts (Operating Account and Special Projects Account), 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) Following Annual Business Meeting, confers with Chair of Student Affairs Committee to transfer funds for annual operation of Committee.
  - ii) Prior to SEAFWA confers with Chair of Awards Committee 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. See Chapter 10 of AFS Procedural Manual ([http://www.fisheries.org/html/About\\_AFS/ProcedureManual.pdf](http://www.fisheries.org/html/About_AFS/ProcedureManual.pdf)); specifically **Financial Suggestions for subunit Secretary-Treasurer and Group Tax Exemption and IRS Reporting Obligations.**
  - i) Receives, by end of February, 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 an annual year-to-date income statement and balance sheet and provides to Society's Director of Finances in July.
- d) 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.
- e) Maintains Division financial records and provides a written report at the Annual EXCOM and Business Meetings and to the Newsletter Editor.
- f) Accounts for Division funds to the Audit Committee.
- g) Participates in and provides financial updates to the Officers at the monthly conference calls.
- h) Serve on the Spring Meeting Finance Committee.

For further information on these procedures, contact the following Division members who have recently served in the capacity of Secretary -Treasurer:

Larry Connor	1999-2000	(352) 742-6438
Dick Luebke	2001-2002	
Vic DiCenzo	2003-2004	(804) 392-9645
Greg Summers	2005-2006	(405) 325-7288

## ***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 attend fall Officers Meeting at SEAFWA.
- 2) Serve as Chair of the Division Nominating Committee.
- 3) Participate in monthly Officer conference calls.
- 4) Work with The Wildlife Society and the State host of SEAFWA to finalize the Interdisciplinary symposium for that year's SEAFWA.
- 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.

## ***Division Representatives***

### ***Southern Division Representatives 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 the slate for President Elect, First Vice-President, and Second Vice-President. At least two candidates are selected for Second Vice-President. The Southern Division Representatives on this ten (10) member committee is elected by the Division membership (unless an annual election is not held, in which case a representative is appointed by the Division President). The incoming Governing Board appoints four at-large members to the Nominating Committee. Additional Division members could 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 Society Procedural Manual ([http://www.fisheries.org/html/About\\_AFS/ProcedureManual.pdf](http://www.fisheries.org/html/About_AFS/ProcedureManual.pdf)), and the pertinent sections of the Society's Constitution (<http://www.fisheries.org/html/fisheries/governance/afsconst.shtml>).

- 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's 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.

For further information on these procedures, contact the following Division members who have recently served as the Southern Division's elected Representatives to the Society Nominating Committee:

Hal Schramm	2000-01	(662) 325-7495
Scott Van Horn	2001-02	(919) 528-9886
Dave Coughlin	2002-03	(704) 875-5236
Dick Luebke	2003-04	
Hal Schramm	2004-05	(662) 325-7495
Tom Kwak	2005-06	(919) 513-2696

## ***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 (<http://www.fisheries.org/html/Certification.shtml>) and the Society Procedures Manual section ([http://www.fisheries.org/html/About\\_AFS/ProcedureManual.pdf](http://www.fisheries.org/html/About_AFS/ProcedureManual.pdf)), 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 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 Southeastern Proceedings for that meeting. The Associate Editor for Fisheries serves as one of five associate editors for specific technical areas. 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 guidelines published at the end of the Southeastern Proceedings, Vol. 58 or from the meeting website (<http://seafwa2006.org>). The Associate Editor also serves on the Division Program Committee which develops the Fisheries Technical Program for the Southeastern Conference.

Specific duties include:

- 1) In cooperation with the Program Committee, 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) In December, consults with host state Program Chair issuing call for papers.
- 3) In January the host state issues the first call for fisheries papers; prospective authors are invited to submit fisheries manuscripts to the Associate Editor by early April.
- 4) Contacts SEAFWA Executive Secretary in April to receive stipend (currently \$1500.00) 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 manuscripts (4 copies) is usually May 1<sup>st</sup>, but is set by Associate Editor.
- 6) In May, sends a letter or 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 manuscript accepted.
- 7) Following cursory perusal by the Associate Editor, each manuscript is distributed for peer

review to three or more individuals who have expertise in the subject; ideally each manuscript should have three reviewers. 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 Southeastern Proceedings papers are accessible to most readers.
- 8) During July or August the entire Program Committee meets (preferably in locale of Associate Editor because of paperwork logistics) for final acceptance/rejection of manuscripts presented for presentation/publication; final acceptance process is based on Associate Editor's recommendations.
- a) If meeting in locale of Associate Editor, he or she makes arrangements for a one or two-day meeting (lodging, meeting/work room); communicates those to Program Chair to be included in committee meeting announcement far enough in advance to allow for cost-effective travel by committee members.
  - b) On the first day, manuscripts are reviewed by program committee members. Once a paper has been reviewed by three people, it is put aside. After about 10 papers have been reviewed by three people, the committee discusses the papers and votes on acceptance, acceptance with revision, or rejection. The associate editor takes notes on revisions needed and recommendations to send to authors.
- 9) During July-mid-August returns manuscripts and notifies successful authors by letter of manuscript acceptance (pending proper revisions); provides page charge form and 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-early October, one month before Southeastern Conference, three hard copies and one CD with an electronic copy of the revised manuscript are due to Associate Editor with original figures.
- 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 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 Southeastern Proceedings.

- 12) Associate Editor performs final check and distributes as follows:
  - a) Two hard copies and one CD with original art to Southeastern Proceedings Editor.
  - b) Retains one copy.
- 13) During December-January, Associate Editor works with Editor to finalize any remaining details prior to publication.

For further information on these procedures, contact the following Division members who have recently served as Associate Editor for Fisheries for the Southeastern Proceedings:

Pat Mazik	1999-2000	(304) 293-3794
John Galvez	2001-06	(772) 562-3909
Todd Petty	2007-	(304) 293-2941

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

This individual represents 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.
- 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 following Division members who have recently served as Representative to the C. W. Watson Award Committee:

Ben Jaco	1997-99	(865) 687-6034
Bobby Grinstead	2000-01	(352) 669-3153
Ben Jaco	2002-05	(865) 687-6034
Dave Rizzuto	2006-2009	(731) 423-5734

***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 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 spring (usually late April or early May), attends the SEAFWA mid -year Directors meeting (generally the Directors' primary business meeting of the year); presents Division issues of concern (e.g. technical program) or common interest (e.g. technical committee actions) to Directors.
- 3) In fall attends the SEAFWA Conference; attends Directors' reception with Division President and/or President Elect. The Division President must submit any Division concerns for discussion at the Directors meeting in advance to the SEAFWA Executive Secretary.
- 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.

For further information on these procedures, contact the following Division members who have recently served as Southern Division Representative to the SEAFWA:

Mike Armstrong	1996-2000	(501) 223-6371
Mike Van Den Avyle	2001-2005	(404) 679-7091
Steve Filipek	2006-	(501) 223-6379

# **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) Check book(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 SEAFWA and Spring Meetings, symposia, and other conferences.
    - iv) Sale of sundries (t-shirts, belt buckles, etc.).
    - v) Proceeds of raffles, auctions, and donations.
    - vi) Bank or other interest earned.
    - vii) Other income.
  - f) Receipts for expenditures (when possible; canceled 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 including account transactions registers from all Standing and Technical Committees.
- 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 check book, journals, and ledger with reports of income and receipts for expenditures for each account.
  - c) Reconcile ending check book 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.

For further information on these procedures, contact the following Division members who have recently served as chair of the Audit Committee:

John Prentice	2000-01	
Kim Bjorgo	2002-03	
Bud LaRoche	2004	(434) 525-7522
Gene Gilliland	2005-06	(405) 325-7288

## **Awards Committee**

The Awards Committee is comprised of a Chair and three (3) members. The Committee oversees the judging of all fisheries papers presented at the SEAFWA Conference for selection of the Best Paper Awards and determines recipients of the Award of Merit, when applicable. The Awards Committee also solicits nominations and selects recipients for the Outstanding Chapter Award, Distinguished Service Award and the Outstanding Achievement Award. It should be incumbent on the Awards Committee to honor one or more individuals/Chapters for each of the Division's awards annually. If nominations from the membership are lacking, the Committee should solicit nominations for deserving individuals. Any ties are broken by the Division President.

### **1) The John F. Dequine Best Paper Award**

The John F. Dequine Award is presented to the best paper presented at the Southeastern Association of Fish and Wildlife Agencies Conference. The award is named in honor of Jack Dequine who was the Division's first President and long-time member and Chair of the Awards Committee.

- a) Eligibility criteria
  - i) Author or co-author must present the paper.
  - ii) Manuscript must be accepted for publication in the Proceedings and may not be a revision of previously published data.
  - iii) Current Awards Committee members are ineligible.
- b) Selection of Judges
  - i) Prior to the SEAFWA Conference, current Awards Committee Chair, in consultation with SEAFWA Conference Fisheries Program Chair, identifies potential volunteer judges; a minimum of 3 judges per paper is recommended; thus lots of volunteers (as many as 20) are needed. If possible, encourage one or more judges to score all presentations. This adds continuity to the process.
  - ii) In early summer, well before the meeting, Chair contacts prospective judges and asks them to judge papers; a session moderator is always a good choice for a judge.
  - iii) In September, Chair calls each judge to reconfirm they are attending the SEAFWA Conference and will help.
- c) Assignment of Papers
  - i) Chair/Fisheries Program Chair recruits three judges per session of the Fisheries Technical Program at the SEAFWA Conference.
  - ii) Either prior to or at the Conference, Chair and/or Fisheries Technical Program Chair provide judges with:
    - (1) assigned judging schedule
    - (2) an evaluation (score) sheet; basic criteria for evaluating oral presentations are listed on the score sheet.
    - (3) guidelines for judging oral presentations.
  - iii) Judges may rearrange assignments with other judges, provided their assigned papers are evaluated by a substitute judge.

- d) Meeting Duties: Scoring Oral Presentations
  - i) Chair/Fisheries Technical Program Chair makes arrangements to collect evaluation sheets.
  - ii) Scores for oral presentation (up to 100 points) are calculated, with oral presentation comprising 50% of the total score for Best Paper Award.
- e) Post-Meeting Duties
  - i) Immediately following the SEAFWA Conference, Chair obtains copies of the manuscripts which received the highest scores for the oral presentation from each session from the Associate Editor for Fisheries. The number of manuscripts being judged for the award should match the number of sessions in the Fisheries Technical Program at the SEAFWA Conference.
  - ii) Chair makes copies of the manuscripts and requests reviews by the Awards Committee and some of those judges that evaluated the oral presentations.
  - iii) Evaluation of the written manuscript comprises the other 50% of the total score. Suggested criteria for judging the written text include:
    - (1) writing clarity
    - (2) organization
    - (3) scientific integrity
    - (4) management value
    - (5) scientific merit
    - (6) effort
    - (7) originality
  - iv) Chair selects 1st, 2nd, and Honorable Mention winners based on a combination of scores of the oral presentation and written text evaluations. Selection process should be completed by 1 February.
- f) Presentation of Awards
  - i) Chair notifies Division President of the selection of the Awards Committee for the John F. Dequine Best Paper Award for the best fisheries paper to be presented at Spring Meeting. The Chair also notifies the Division President of the second place and any honorable mention papers if applicable.
  - ii) Chair orders plaques and certificates from the Society Subunit Services Liaison; certificate includes name(s) of author(s) and titles of presentations to be recognized on plaques. Templates for award certificates are found in Appendix XIII. Chair has the option of sending completed 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).
- g) Prior to Spring Meeting, Chair contacts Division Secretary -Treasurer for honoraria checks to be presented to recipients. Major author/presenter of the 1st and 2nd place Best Paper each receive a plaque and an honorarium (\$100.00 for 1st Place; \$50.00 for Second Place). Coauthors of the 1st and 2nd place receive a certificate (not a plaque) signed by the Chair of the Awards Committee and Division President.
- h) Presentation at Annual Business Meeting:
  - i) President
    - (1) Recognizes Committee members.
    - (2) Describes award.

- (3) Presents plaques and honoraria
- ii) President-elect
  - (1) Reads text (limit to one page) of nomination material.

- i) Presentation at SEAFWA Meeting
  - i) Division President announces the recipient of the Jack Dequine Best Paper Award at the evening banquet program at the SEAFWA Conference.
- j) Chair provides information about selections to Newsletter Editor for recognition in summer Newsletter; this is also a good opportunity to recognize Awards Committee and volunteer judges.

2) **Multiple Presentation Award of Merit**

The Award of Merit for multiple presentations (that are only published in the Proceedings) at the SEAFWA Conference is awarded to any agency/institution/private company that has averaged one presentation/year over a three year period. \*note: this award will only be presented once every three years and is for presentations that are only published in the Proceedings.

- a) The Chair coordinates with the SEAFWA Fisheries Associate Editor to determine any entities that qualify for the Award of Merit.
  - i) The Chair orders plaque(s) from Society Subunit Services Liaison as soon as the recipients are known. Templates for award certificates are found in Appendix XIII. Chair has the option of sending completed 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).
- b) Presentation at Annual Business Meeting:
  - i) President
    - (1) Recognizes Committee members.
    - (2) Describes award.
    - (3) Presents plaque(s).
- c) Dates for eligibility are as follows:
  - 2005-07
  - 2008-10
  - 2011-13, etc.

3) **Outstanding Chapter Award**

- a) In October, Chair solicits nominations for Outstanding Chapter Award from each chapter within the Division. Announcement should go out in the summer Newsletter and, in addition, Chapter Presidents should be contacted individually and encouraged to submit nomination material. List of Chapter Presidents with addresses (mail and e-mail) and phone numbers is available in the Division Leadership List. Contact the Division President for the list.
- b) Outstanding Chapter Award application detailing criteria for evaluation (see Appendix XIII) is submitted to chapters for completion and returned to Chair by January 1.
- c) Awards Committee evaluates chapters' nomination material and selects recipient.

- i) .Chair prepares certificate and obtains plaque from Society Subunit Services Liaison and presents award at the Annual Business Meeting. Templates for award certificates are found in Appendix XIII. Chair has the option of sending completed 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).
    - d) Presentation at Annual Business Meeting:
      - i) President
        - (1) Recognizes Committee members.
        - (2) Describes award.
        - (3) Recognizes past recipients in attendance.
        - (4) Presents plaque(s).
      - ii) President-elect
        - (1) Reads text (limit to one page) of nomination material.
    - e) Chair submits support information for Division's Outstanding Chapter(s) to Society Outstanding Chapter Award Committee.
- 4) **Best Student Sub-unit Award** – Spring Meeting
- a) All Student Sub-units of Chapters within the geographical boundaries of the Division are eligible
  - b) University Chapters (Auburn, Texas A&M, Virginia Tech) which have full Chapter status are not eligible for Best Student Sub -unit Award. These Chapters are eligible for the Best Chapter Award .
  - c) Chair submits announcement for award in both the summer Newsletter (see Appendix XIII for announcement). Chair sends announcement to Student Sub -unit Chairs at same time as submitting announcement to the Newsletter Editor. List of Sub-unit Presidents with addresses (mail and e-mail) and phone numbers is available in the Division Leadership List. Contact the Division President for the list.
  - d) Nomination material returned to Chair by January 1.
  - e) Awards Committee evaluates Sub -unit's nomination material and selects recipient.
    - i) Chair prepares certificate and obtains plaque from Society Subunit Services Liaison and presents award at the Annual Business Meeting. Templates for award certificates are found in Appendix XIII. Chair has the option of sending completed 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).
  - f) Presentation at Annual Business Meeting:
    - i) President
      - (1) Recognizes Committee members.
      - (2) Describes award.
      - (3) Recognizes past recipients in attendance.
      - (4) Presents plaque(s).
    - ii) President-elect
      - (1) Reads text (limit to one page) of nomination material.

## 5) Distinguished Service Award

Volunteer 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.

- a) Chair solicits nominations from membership in summer Newsletter. Announcement should be repeated in the December Newsletter.
  - i) Nominations should be by letter, giving justification (vitae optional).
  - ii) Any nominee considered but not selected in the previous year are also to be considered.
- b) Chair circulates nomination materials and ballot to Committee members by January 1. Members are encouraged to use nomination materials and personal knowledge as a basis of vote.
- c) Committee chooses number of awardees by unanimous agreement, i.e., no objection, to any selection.
- d) Chair notifies recipient(s) at least one month in advance of Spring Meeting and invites them to attend and explains that Award will be presented at the Annual Business Meeting.
- e) Chair requests plaque(s) from Society Subunit Liaison. Templates for award certificates are found in Appendix XIII. Chair has the option of sending completed 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).
- f) Chair develops brief statement about recipient(s) (limit to one page) for award ceremony and provides to Division President for presentation ceremony.
- g) Presentation at Annual Business Meeting:
  - i) President
    - (1) Recognizes Committee members.
    - (2) Describes award.
    - (3) Recognizes past recipients in attendance.
    - (4) Presents plaque(s).
  - ii) President-elect
    - (1) Reads text (limit to one page) of nomination material.
- h) Division publicizes recipients(s) in Newsletter and Fisheries; Chair provides editor biographical information, vitae, and script used when making presentation at Annual Business Meeting.
- i) Past Recipients of the DSA:

Dick Luebke	1999
Fred Janssen	2000
Bruce Saul	2000
Duke Energy Corporation	2001
Pat Mazik	2004
Stuart Welsh	2006

## 6) 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.

### Criteria

- outstanding service to the Division
- a monumental work
- 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 mankind
- 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.

### Timeline:

- a) Chair solicits nominations from membership (announcement in summer Newsletter; repeat in December Newsletter)
  - i) Nominations should be by letter, giving justification (vitae optional).
  - ii) Any nominee considered but not selected in the previous year are also to be considered.
- b) Chair circulates nomination materials and ballot to Committee by 15 January . Members are encouraged to use nomination materials and personal knowledge as a basis of vote.
- c) Chair chooses number of awardees; there should be unanimous agreement, i.e., no objection, to any selection; Chair notifies Committee of results and thanks committee members for their service.
- d) Chair notifies recipient(s) at least one month in advance of Spring Meeting and invites them to attend and explains that the award will be presented at the Annual Business Meeting.
- e) Chair requests plaque(s) from Society's Subunit Services Liaison at least six weeks prior to Annual meeting. Templates for award certificates are found in Appendix XIII. Chair

has the option of sending completed 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).

- f) Chair requests vitae (if not previously provided) from supervisors or professional colleagues of recipient(s).
- g) Chair develops brief statement about recipient(s) for award ceremony.
- h) Presentation at Annual Business Meeting (President):
  - i) President describes award.
  - ii) Recognizes Committee members.
  - iii) Recognizes past recipients in attendance.
  - iv) Presents awards individually.
  - v) President-elect reads text (limit to one page) of nomination material.
- i) Division publicizes recipient(s) in newsletter and Fisheries; chair provides editor biographical information, vitae, and script used when making presentation at annual meeting.
- j) Past Recipients of OAA:
  - 1985 Jack Dequine, Hudson Nichols, Larry Niels on
  - 1986 Bob Martin
  - 1987 Ben Jaco
  - 1988 Connie Arnold, Don Hayne, Bob Stevens
  - 1989 Buck Byrd, Don Estes, Monte Seehorn, Carl Sullivan
  - 1990 Robert Jenkins, Richard Stroud
  - 1991 Don Baker, John Gottshalk, Janice Hughes Little, Richard Robbins
  - 1992 Fred Harris
  - 1993 Susan Shipman
  - 1994 Barry Freeman
  - 1995 Larry Olmsted
  - 1996 Churchill Grimes, Steve Miranda
  - 1997 Rich Noble
  - 1998 Bobby Grinstead, Chuck Coutant, Mike Van Den Avyle
  - 1999 John Ney, Norville Prosser
  - 2000 Jimmie Pigg
  - 2001 Scott Van Horn, Phil Durocher
  - 2002 Not awarded
  - 2003 Barry Smith, Gene Wilde
  - 2004 Not awarded
  - 2005 Not awarded
  - 2006 Jeff Boxrucker, Dick Luebke, Larry Wilson

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For further information on these procedures, contact the following Division members who recently served as Chair of the Awards Committee:

Gene Gilliland	1999-2003	(405) 325-7288
Fred Heitman	2004	(865) 483-0600
Bruce Saul	2005-	(706) 667-4576

## **Ballot Committee**

The Ballot Committee is comprised of a Chair and two (2) members of the Division, excluding Officers and members of the Nominating Committee, which shall receive and tally ballots for the election of Division Officers and Society Nominating Committee Representative and report the results at the Annual Business Meeting. Because of the need to convene to tally votes, it is recommended that the Ballot Committee Chair and at least one committee member be within relative geographic proximity or have the ability to travel. 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 D) pertaining to duties and responsibilities, and should review the time lines specified for completion of the Nominating Committee's duties.

- 1) Division elections can be held via mail ballot, either special mail out or via posting ballot in Newsletter or electronically, either via e-mail to all Division members or posted on the Division web site. Method of election is to be determined by EXCOM.
- 2) Chair consults with the Newsletter Editor/Webmaster regarding need to publish ballot with slate of candidates and biographical sketches and date return deadline for ballots in Summer Newsletter/or electronic return . Chair provides electronic copy of the ballot and biographical sketches to the Newsletter Editor and the Webmaster. A 1 August deadline for return of ballots is necessary to have Society Nominating Committee Representative determined by the Society's Annual Meeting (late August-September). Mailing address/e-mail address of Committee Chair needs to be included in announcement.
- 3) As soon as possible following the ballot deadline (generally mid-August), the Chair and at least one committee member convene to tally the votes; each member counts each of the ballots and verifies the results with each other. If a committee member cannot attend, the ballots and verification letter can be sent by certified mail to them for verification.
- 4) Chair reports results of balloting in writing to Division President and President-Elect.
- 5) Counted and verified ballots are made available to the Division President and President-Elect.

For further information on these procedures, contact the following Division members who have recently served as chair of the Ballot Committee:

Keith Ashley	(2000-02)	(910) 866-4250
Dave Rizzuto	(2003)	(731) 423-5734
Kathy Guindon	(2004)	(727) 896-8626
Kent Nelson	(2005-06)	(919) 707-0223

## 1). **Executive Committee (EXCOM)**

The Executive Committee of the Division shall consist of the four duly elected officers, the Immediate Past-President, 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 5, two of whom shall be officers. Telecommunications may substitute for meetings for conduct of 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 to the Secretary-Treasurer prior to convening of the Executive Committee meeting.

### 1). Meetings

- a). Once annually in conjunction with Spring 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 Appendices IV and IX)
- 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 decides all Division policies.
- b). Approves the annual budget. EXCOM gives the Officers approval to appropriate up to \$2500 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 a Chair and four members of the Division who serve one-year terms. The Immediate Past –President serves as Chair and the remaining Committee members are appointed by the President. Committee function is to recommend a slate of candidates for the specific elected offices of the Division, including the Vice-President, the Secretary-Treasurer, and a Division Representative to the Society Nominating Committee. In order to fulfill its duties, the Nominating Committee should review Sections IV, V, and VII (a) of the Division Bylaws.

- 1) Members of the Nominating Committee are ineligible as candidates in the election. The Chair of the Nominating Committee will direct the nominations and voting procedures and tally the votes.
- 2) All members of the Nominating Committee, including the Chair, may nominate one or more candidates for the offices of Vice-President (each year), Secretary-Treasurer (alternating years), and Representative to the Society Nominating Committee (each year).
- 3) Chair should contact previous year's Nominating Committee Chair to discuss potential list of candidates and share this information with Committee members.
- 4) The list of names of proposed candidates from each Nominating Committee member must be submitted to the Chair by May 1.
  - a) Each proposed candidate must be contacted before their name is submitted and have agreed to serve in the respective office if elected (potential candidates should be informed that they may not make the final list of nominees).
  - b) A biographical sketch/resume must be prepared (by the candidate or nominator) for each proposed candidate and submitted with the list of proposed candidates by May 1.
- 5) A ballot of the proposed candidates will be prepared by the Chair and sent with copies of all biographical sketches and resumes to each member of the Nominating Committee by May 15.
- 6) Each member of the Nominating Committee (excluding the Chair) should vote on the candidates for each of the offices. Voting will be conducted by rating the candidates from most preferred (highest total points) to least preferred (no points). For example, if there are six candidates, then rate first preference 5 points, second preference 4 points, etc., and sixth (last) preference 0 points. Completed ballots must be submitted to the Chair by June 1.
- 7) Votes will be tallied by the Nominating Committee Chair to determine the top candidates for each office based on the highest point totals.
- 8) Ties in the point totals for first and second positions or second and third positions will be decided in favor of the candidate receiving the most first place votes (e.g., 5's).

- 9) If this procedure does not resolve the tie, a runoff vote by the Nominating Committee will be taken among the tied candidates only.
- 10) A tie ballot will be sent to the committee members, and the completed tie ballot must be returned to the Chair by June 15.
- 11) If the runoff vote does not resolve the tie, then the Chair will cast the deciding vote.
- 12) A report of the results of the nominations and vote(s), including the ballots, will be forwarded to the President for audit and filing. The slate of two candidates chosen for each of the two or three (depending on year) offices 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/or on the website.
- 13) Chair sends correspondence to all candidates informing them of the outcome of the committee elections to formulate the slate.
- 14) Recommended biographical sketch, resume, and correspondence formats:
  - a) The biographical sketch for potential candidates should be limited to about 250 words and include the following information:
    - 1). Name/Address/phone number/e-mail address
    - 2). Occupation
    - 3). Education
    - 4). Relevant work experience
    - 5). Initial AFS membership date
    - 6). AFS certification date (if applicable)
    - 7). AFS activities at the state, divisional and national levels.
    - 8). Honors and awards
    - 9). Professional affiliations (highlight AFS activities)
    - 10). Career interests and specialties
    - 11). Representative publications and presentations (limit to 5 most recent titles and summarize the remainder)
    - 12). Personal interests and activities (optional)
  - b) Two correspondences are included to serve as a guide for the Chair. These are examples of the correspondence sent to potential candidates who were (see p. 40) and who were not (see p. 41) elected to be candidates for the office of Vice President. Modifications and revision of these correspondences to fit the style of the Chair are encouraged.
- 15) Chair completes/sends "Report to Division EXCOM" form to President

16) Timetable

<b>Task/Activity</b>	<b>Month/Date</b>
New Chair and 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
Chair and Committee members contact potential candidates	Mar 15-May 1
Committee members submit list of potential candidates and biographical sketches and resumes to Chair	May 1
Chair sends ballot of proposed candidates, sketches and resumes to Committee members	May 15
Committee members vote and submit completed ballots to Chair	June 1
Chair sends runoff ballot to Committee members (if necessary)/tie broken	June 15
Chair reports results of nominations, votes and sketches to Committee members, President and Mail Ballot Chair	July 1
Chair sends correspondence to all candidates informing them of the outcome of Committee elections	July 1
Chair completes/sends "Report to Division EXCOM" form to President	July 1

For further information on these procedures, contact the following Division members who recently served as Chair of the Nominating Committee:

Dave Coughlin	2000-2002	(704) 875-5236
Larry Rider	2003	(865) 483-0600
Jeff Boxrucker	2004	(405) 325-7288
Scott Van Horn	2005	(919) 528-9886
Chad Thomas	2006	(252) 335-4961

**Example Correspondence**

April 30, 2007

Mr. or Ms. Selected Vice-Presidential Candidate  
100 Main St.  
Southern City, AL 99999

Dear Selected Candidate:

On behalf of the Nominating Committee of the Southern Division of the American Fisheries Society (SDAFS), I want to congratulate you on being selected by the Committee to be a candidate for Vice-President of the Division. Your name and biographical sketch will be forwarded to the Division webmaster for posting on the Division's website (<http://www.sdafs.org/>). Voting will be done via electronic ballot. Please prepare a biographical sketch which should include the following information:

- 1). Name/Address/phone number/e-mail address
- 2). Occupation
- 3). Education
- 4). Relevant work experience
- 5). Initial AFS membership date
- 6). AFS certification date (if applicable)
- 7). AFS activities at the state, divisional and national levels.
- 8). Honors and awards
- 9). Professional affiliations (highlight AFS activities)
- 10). Career interests and specialties
- 11). Representative publications and presentations (limit to 5 most recent titles and summarize the remainder)
- 12). Personal interests and activities (optional)

If you have a questions or concerns about the sketch, please contact me as soon as possible. The results of the Division general election should be known by the end of July.

The Division thrives and flourishes because of persons like you who are willing to take on the challenge of leadership when called upon. We truly appreciate your willingness to be a candidate for Vice-President of the Division and your past and present service to the American Fisheries Society.

Sincerely,

Chairperson  
SDAFS Nominating Committee

Enclosure

cc: Nominating Committee, Division

## Example Correspondence

April 30, 2007

Mr. or Ms. Not -selected Vice-Presidential Candidate  
100 Market St.  
Southern City, MS 11111

Dear Not-selected Candidate:

On behalf of the Nominating Committee of the Southern Division of the American Fisheries Society (SDAFS), I want to thank you for agreeing to be a nominee for Vice-President of the Division. The Nominating Committee has voted on the slate of nominees and you were not among those selected to be a candidate for Vice-President in the Division general election. Our decision was a very difficult one, as you were one of a group of very qualified and experienced candidates.

The Division thrives and flourishes because of persons like you who are willing to take on the challenge of leadership when called upon. We truly appreciate your willingness to be a nominee for Vice-President of the Division and your past and present service to the American Fisheries Society.

Sincerely,

Chairperson  
SDAFS Nominating Committee

cc: Nominating Committee, Division

## **Resolutions Committee**

The Resolutions Committee, comprised of five (5) members, drafts and recommends 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 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](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 resolutions to the Newsletter Editor for publication in the Winter Newsletter. (**Note:** In order to be eligible for consideration at the Annual Business Meeting, general resolutions, those that place the views of the Division on record on matters of broad concern, must be printed in the Division Newsletter before the Spring Meeting).
- 6) Internal resolutions, those that concern the Division itself, will be eligible for consideration up to and at the Annual Business Meeting.
- 7) Chair presents the proposed resolutions to the Division EXCOM at their meeting preceding the Annual Business Meeting.
- 8) Chair is responsible for preparation of copies of the proposed resolutions for distribution at the Annual Business Meeting.

- 9) Chair presents the proposed resolutions to the membership during Annual Business Meeting; on behalf of Resolutions Committee moves for adoption.
- 10) Division President manages any floor debate, and the voting.
- 11) If adopted, President asks membership if resolution should be forwarded to the Society Resolution Committee for consideration for adoption.
- 12) Chair forwards any resolutions for consideration by the Society Resolutions Committee to the Chair immediately following Spring Meeting for consideration by the Governing Board at the Mid-year Governing Board Meeting in mid-March.
- 13) 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.
- 14) Chair serves as a member of the AFS Resolutions Committee.

For further information on these procedures, contact the following Division members who have recently served as chair of the Resolutions Committee:

Elise Irwin	2000-02	(334) 844-9190
Dennis Riecke	2003-	(601) 432-2207

## **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; however, active individuals may be re-appointed the following year if they desire to remain on the Committee.

- 1) Upon appointment, Committee Chair corresponds by letter with all Committee members advising them of Committee responsibilities:
  - a) Organize student workshop at Spring Meeting
    - i) Chair or designated Committee member contacts Student Sub-unit Presidents for potential topics for student workshop at Spring Meeting
    - ii) Arrange for speaker(s) based on chosen topic
    - iii) Contact Spring Meeting Publicity Committee Chair to ensure announcement for workshop appears in all meeting advertisements and appears on the meeting registration form
    - iv) Workshop is free; half-day (Friday p.m.)
  - b) Organize Student: Mentor Luncheon at Spring Meeting; this effort pairs students with professionals of like interests for lunch (at mentor's expense) for discussions/advice regarding student's future in the fisheries profession.
    - i) Arrange to have notice of participation in Student: Mentor Luncheon included in Spring Meeting Registration form (see Appendix IX, page 135).
    - ii) Obtain list of attendees indicating preference to participate in the Student: Mentor Luncheon from Spring Meeting Registration Chair immediately upon pre-registration closing date.
    - iii) Pair students with professionals of like interests; e-mail students and professionals of pairing with instructions for participation.
    - iv) Additional pairings will occur at the Spring Meeting; make announcement at the Annual Business Meeting (Friday evening) on how students and mentors can meet
    - v) 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).
  - c) Student room awards -- Spring Meeting and SEAFWA
    - i) Reserve rooms at or near conference hotel as soon as announced by Local Arrangements Committee.
    - ii) Notify students of room availability (example enclosed) by Newsletter (summer and December) for both the Spring Meeting and SEAFWA.
    - iii) If requests for rooms outnumber available spaces, the Committee can prioritize applications by using the following criteria:
      - (1) Is the applicant presenting a paper/poster?
      - (2) Has the applicant attended a Spring Meeting/SEAFWA meeting previously?
      - (3) Is the applicant a member of AFS?

- (4) Is the applicant an undergraduate or a graduate student?
- (5) What was the date of their request for a room?
- (6) Notify students after advertised deadline of room assignments and applicable rules.
- iv) Arrive at hotel prior to students to handle check-in and grouping arrangements.
  - (1) Provide hotel registration with room assignments and inform of payment arrangements
  - v) Pay hotel for student rooms at close of meeting.
- d) Judge Best Student Presentations and Posters at Spring Meeting
  - i) Eligibility criteria
    - (1) The author must be a student and must make the presentation/prepare the poster.
    - (2) The author must be an AFS member in good standing.
  - ii) Selection of Judges
    - (1) Prior to the Spring Meeting the Committee Chair, in consultation with Committee members and meeting organizers, identifies potential volunteer judges. Three judges per paper is recommended.
    - (2) Prior to the meeting, the Chair contacts prospective judges and asks them to judge papers. A session moderator is always a good choice for a judge.
    - (3) Chair, or designee, evaluates all student presentations/posters to provide continuity of judging.
  - iii) Assignment of Papers
    - (1) Chair assigns each judge several presentations/posters to evaluate that are close to his/her interests, if possible.
    - (2) Judges are requested to inform the Chair as soon as possible if they cannot attend the meeting and serve as a judge.
  - iv) Two to three weeks prior to the Spring Meeting, Chair sends information packages to each judge, containing:
    - (1) assigned judging schedule
    - (2) An evaluation (score) sheet; basic criteria for evaluating oral presentations and posters are listed on the score sheet (Appendix XIII).
    - (3) Guidelines for judging oral presentations (Appendix XIII).
  - v) Judges may rearrange assignments with other judges, provided a substitute judge evaluates their assigned papers.
  - vi) Meeting Duties: Scoring Oral Presentations
    - (1) At the meeting, Chair contacts the judges to resolve problems and answer questions.
    - (2) Judges complete score sheets on the oral presentations and place in the "drop box" for the Best Student Presentation Award at the registration desk or hand to the Chair before the end of the meeting.
  - vii) Chair selects winners based on the judge's scores. Coordinates with Award Committee Chair to obtain plaques and print certificates.
    - (1) Presentation awards Spring Meeting (see Appendix XIII 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 Presentation Second Runner-up-\$50 honorarium and certificate

- and plaque
- (d) Best Student Poster-\$50 honorarium, plaque and certificate
- e) Work with host Student Sub-unit to organize Future Fisheries Professionals meeting (Student Colloquium) -- October/November
  - i) Provide funding to Sub-unit (current level of funding is \$1000)
  - ii) Advise Sub-unit of need to advertise in Newsletter and via e-mail with Division Student Sub-unit leaders
  - iii) Assist Sub-unit in other matters as requested
- 2) Solicits each committee member's views on current student issues that the Committee should address; depending on responses, additional activities may be initiated to address particular concerns of the students.
- 3) Designs and performs fact-finding activities (e.g., surveys, correspondence) to determine current issues that are of concern to students.
- 4) Current Chair presents a proposed budget and funding request for the Committee's coming year activities to the Division EXCOM at the Spring Meeting (current level of funding is \$5500 annually):
  - a) Lodging for students attending the Division's Spring Meeting and SEAFWA.
  - b) Support for Future Fisheries Professional meeting (\$1000 annually)
  - c) Student presentation honorarium and plaques
  - d) Miscellaneous expenses
- 5) Prepares Briefing Book Report for Division EXCOM Meeting

For further information on these procedures, contact the following Division members who have recently served as chair of the Student Affairs Committee:

Bruce Saul	1993-2001	(706) 667-4576
Bill Ensign	2001	(770) 499-3505
Stuart Welsh	2002-	(304) 293-2941

## 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 seven (7) technical committees: Aquaculture, Catfish Management, Pollution, Reservoir, Small Impoundments, Striped Bass, Trout, and Warmwater Streams. In addition, the Division currently has one (1) Ad Hoc Technical Committee, Nongame Aquatics. 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 1987 Prosser Report (Appendix VIII) and the 2002 Meador Report (Appendix IX) 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. 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. State agency Chiefs of Fisheries 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 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 V for format.

## ***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 at the Division Spring Meeting. Additional meetings may be scheduled in advance as needed. A quorum of greater than 50% of the membership is required for voting on issues. 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 Spring 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 V 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.

For additional information about the operations and functions of the Aquaculture Committee, contact the following individuals who have recently served as chair:

Ron Southwick	2000-2003	(804) 367-1292
Carl Kittel	2004	(828) 652-5561

## **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.
  - b) All decisions must have majority support.
  - c) Quorums can be met through the use of designees, proxy votes, an d/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 EXCOM. 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 (1) 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 a one 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 V of the Division Procedural Manual for format.
- 6) Committee Projects
  - a) Past Projects
    - i) Catfish aging workshop (2005)
  - b) Present Projects
    - i) Develop and maintain a website
    - ii) Conduct and analyze a catfish sampling survey
    - iii) Form and participate in a Catfish Sampling Advisory Panel
    - iv) Co-sponsor (with North Central Division Committee) a Catfish 2010 Symposium

For further information regarding the operations and functions of the Catfish Management Committee, contact the following individuals who have recently served as chair:

Elise Irwin	(2004-06)	(334) 844-9190
Dave Buckmeier	(2006- )	(830) 866-3356

## ***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) Currently working 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 Spring 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 V of the Division Procedural Manual for format.

For additional information about the operations and functions of the Pollution Committee, contact the following individuals who have recently served as chair:

Keith Floyd	2001-03	(256) 353-2634
Patti Lanford	2004-05	(770) 784-3126
Leanna Zweig	2006-	(573) 882-9909

## **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 Southern Division, AFS and ultimately to provide better management of the fishery resources of southeastern 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 a minimum of ten (10) voting members.
- 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 EXCOM 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 V of the Division Procedural Manual for format.
- 6) Committee Projects
- a) Past 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
  - b) Present Projects
    - i) Fourth reservoir symposium

For further information regarding the operations and functions of the Reservoir Committee, contact the following individuals who have recently served as chair:

Scott Van Horn	(1989-90)	(919) 528-9886
Mike Alexander	(1991-92)	(706) 283-8731
Steve Miranda	(1993-94)	(601) 325-2643
Gene Gilliland	(1995-96)	(405) 325-7248
Mark Webb	(1996-97)	(409) 822-5067
Mike Allen	(1998-99)	(353) 392-9618
Mark Oliver	(2000-01)	(800) 482-8845
Fred Janssen	(2002-03)	(512) 389-4655
Mike Colvin	(2004-05)	(573) 882-9909
Vic DiCenzo	(2006-07)	(434) 392-4369

## **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 the handicapped.
- 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 a minimum of one-half (1/2) the voting membership and all

decisions must have majority support.

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 February in conjunction with Division EXCOM. If needed, a fall meeting in conjunction with the SEAFWA annual meeting. 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 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 V 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, Wr) in small impoundments.

c) Compiled a list of publications on pond management.

For further information about the operations and functions of the Small Impoundments Committee, contact the following individuals who have recently served as Chair:

Ed Steinkoenig	(1990-92)	(703) 899-4169
Kerry Prather	(1993-94)	(502) 564-5448
John Odenkirk	(1995-96)	(540) 899-4169
Shari Bryant	(1996-97)	(910) 449-7625
Larry Cofer	(1998-99)	(580) 529-2795
Bubba Mauldin	(2000-01)	(770) 918-6418
Jack Turner	(2002-03)	(334) 242-3471
Dave Rizzuto	(2004-06)	(731) 423-5734
Ryan Oster	(2006-08)	(502) 564-7109 ext. 353

## **Striped Bass Committee**

### 1) Purpose

The purpose of the Striped Bass Committee is to define and resolve problems concerning culture and management of striped bass and its hybrids through an exchange of ideas and information among members of the Southern Division, AFS.

### 2) Goals

- a) To convene annually or as necessary to discuss ongoing projects and problems associated with culture and management of striped bass 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 Executive Committee, and the parent 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 a minimum of five (5) members.
- 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's will serve for 2 years.
  - ii) Chairperson may serve no more than two (2) consecutive 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 V of the Division Procedural Manual for format.
  - v) Substitutes for Chairperson in that person's absence.
- 6) Committee Projects
- a) Past 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.
- b) Current Projects
- i) Plan a workshop/symposium on the management of striped bass and its hybrids.

For information regarding the operation and function of the Striped Bass Committee, contact the following individuals who have recently served as chair:

Vernon Minton	(1990-91)	(205) 861-2882
J. Howard Kerby	(1992-93)	(304) 725-8461
Janice S. Little	(1993-94)	(318) 343-4044
Dave Yeager	(1996-99)	(904) 957-4172
Scott Van Horn	(2000-03)	(919) 528-9886
Dan Wilson	(2004-	(434) 525-7522

## **Trout Committee**

### 1) Purpose

The purpose of the Trout Committee is to improve management of trout resources and coldwater 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 coldwater 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 coldwater 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 coldwater stream management questions.
- f) To solicit and guide research by outside agencies and institutions in order to solve regional trout and coldwater resource problems.
- g) To take advantage of opportunities to educate the public on protection and management of trout and coldwater stream communities in the Southeast.

### 3) Membership

- a) Membership is open to all members of the Southern Division, American Fisheries Society (SDAFS) 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 a minimum of ten (10) voting members. 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 mid-year Division meeting, then a separate informal meeting will be held in conjunction with the mid-year Division meeting to provide the opportunity to interact with other committees, committee members, and Division officers. Other business 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) Provides 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 Secretary/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 V 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 mid-year 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 Spring 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.

8) Recent Committee Activities

- 2004 Committee position paper regarding Southern Appalachian brook trout management. Accepted for publication in Fisheries (In Press).
- 2002 Committee position statement regarding Southern Appalachian brook trout management.
- 2000 Workshop: East Coast Trout Management and Culture Workshop III, Frostburg, Maryland. Proceedings published.
- 1999 Letter to editor published in Fisheries (July 1999) in response to feature electrofishing article.
- 1999 Sponsored a special technical session on trout biology and management at the SDAFS mid-year meeting, Chattanooga, TN.
- 1998 Workshop: 11<sup>th</sup> International Trout Stream Habitat Improvement Workshop, Fayetteville, AR.
- 1998 Resolutions passed to request improved water quality below U.S. Army Corps of Engineers projects in Arkansas and Tennessee.
- 1998 Established Trout Committee list server at Virginia Tech. University.
- 1995 Workshop: East Coast Trout Management and Culture Workshop II, State College, PA. Proceedings published.
- 1994 Workshop: Trout Management in Southern Tailwaters: Management Techniques in Southern Trout Streams.
- 1992 Workshop: East Coast Trout Management and Culture Workshop; joint sponsorship with Northeast Division, AFS. Proceedings published.
- 1992 ~~\*~~Resolution on Forest Management Practices.
- 1992 \* Published standardized trout stream sampling procedures document.

- 1991      \*Workshop: Trout and Timber Management (presentations summarized and distributed).
- 1990      \*Workshop: Reservoir and Tailwater Trout Management.
- 1989      \* Workshop: The Watershed Approach to Trout Management.
- 1988      \*Workshop: Brown Trout Biology and Management Proceedings published.
- 1987      \*Workshop: Creel Census and Survey Techniques.
- 1987      \*Trout Strain Summary (distributed to membership).
- 1986      \*Workshop: Tailwater Trout Management
- 1986      \* Annotated Bibliography of Brook Trout Management published.
- 1985      \* Workshop: Brook Trout Management. Abstracts published.

9) Current Committee Activities

- a) The Committee's Southern Appalachian Brook Trout position paper is currently undergoing review by Fisheries.
- b) Provide technical support for the development of Microfish 4.0 software.
- c) Provide support for the East Coast Trout Management and Culture Workshop.

For further information about the operations and functions of the Trout Committee, contact the following individuals who have recently served as Chairperson:

Mike Kruse	(2002-03)	(573) 522-4115
Steve Reeser	(2003-04)	(540) 248-9360
Doug Besler	(2004-05)	(828) 659-8684
Matt Kulp	(2006- )	(865) 436-1254

## **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 one 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 February in conjunction with the Spring Division Annual Meeting, and a fall meeting is held in August or 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 a minimum of ten (10) members or their designees. 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 Spring 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) Makes arrangements 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 V 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 homepage on the World Wide Web.

#### 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 consensus 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.

For additional information about the operations and functions of the Warmwater Streams Committee, contact the following individuals who have recently served as Chairperson:

Dr. William Fisher	(1993-1994)	(405) 744-6342
Mr. Gerrit Jobsis	(1995-1996)	(803) 743-4134
Dr. Michael Meador	(1997-1998)	(703) 648-5620
Mr. Dan Catchings	(1999-2000)	(205) 831-6860
Mr. Chris O'Bara	(2001-2002)	(304) 420-4550
Mr. John Copeland	(2003-2004)	(540) 951-7923
Mr. Frank Fiss	(2005- )	(615) 781-6519

## Chapter Officers

Each Chapter of the American Fisheries Society is required to have at minimum the following officers: President, President-Elect, and Secretary -Treasurer or a Secretary and a Treasurer. In order to function most effectively, the Chapter officers should be thoroughly familiar with their specific duties assigned by the Chapter's Bylaws, Chapters 2 and 3 of the Society Procedural Manual ([http://www.fisheries.org/html/About\\_AFS/ProcedureManual.pdf](http://www.fisheries.org/html/About_AFS/ProcedureManual.pdf)) detailing the general responsibilities of AFS officers, and Chapter 7 of the Society Procedural Manual pertaining to chapters and other subunits.

- 1) President
  - a) Oversees all aspects of Chapter operations, especially the planning of an annual meeting or special symposia by the designated officer and/or the Program Committee.
  - b) Presides at the annual Chapter business meeting held during the annual Chapter meeting.
    - i) Extends invitations to the Division President, Society President, and Society executive Director to attend the annual meeting.
    - ii) Conducts business meeting in accordance with Robert's Rules of Order.
    - iii) Adheres to an agenda and time schedule.
    - iv) Introduces all visiting AFS officers from the Society and the Division and gives them an opportunity to address the membership.
    - v) Installs the new President with proper decorum.
    - vi) Presents plaque of Chapter appreciation to outgoing President.
  - c) Chairs the Chapter's Executive Committee; convenes meeting of the Chapter EXCOM and seeks advice as needed.
  - d) Keeps the President-Elect fully apprised of Chapter activities so that officer can perform the duties of the President competently and efficiently if the need arises.
  - e) Is knowledgeable about the Chapter Bylaws.
  - f) Is prepared to appoint chairpersons and members of all standing and special committees upon installation as President; completes committee appointments within one (1) month following installation; issues specific charge to committee chairpersons.
  - g) Is prepared to establish needed special Ad Hoc committees and appoint chairpersons and members when installed as President, creates other ad hoc committees throughout term as needed.
  - h) Communicates regularly with committee chairpersons, assuring that committee is actively pursuing its charge; requires progress reports from committee chairpersons, preferably in a brief written format suitable for Chapter records as well as submission to the newsletter editor by specified publication time lines (see Appendix III for preferred reporting format for Society committees).
    - i) Following installation as President, submits a "President's Message" column(s) for publication in the newsletter by specified publication time line(s).
    - j) Submits report of Chapter's activities to Division President for presentation at the Division Annual EXCOM Meeting which should be attended if at all possible.
      - a) All reports from a student subchapter should come through the chapter.
  - k) 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.

- l) Is aware of Society guidelines concerning Chapter lobbying activities so as to protect the Society's tax-exempt status.
  - m) Responds to requests for information from the Society, other subunits, and non -Society entities or directs appropriate Chapter officer(s) or committee(s) to respond.
  - n) Submits Chapter's nomination for Outstanding Chapter Award to Awards Committee Chair by January 1 (Appendix XIII for application).
  - o) Is responsible for overall Chapter publicity and AFS publicity when opportunity arises.
  - p) Acknowledges work of committee chairpersons by letter and committee members via the newsletter at the end of the year; forwards list of all committee members to next president.
- 2) President-Elect
- a) Serves as a voting member of the Chapter Executive Committee and attends all meetings.
  - b) Assumes the duties of President if the President is unable to complete his/her term.
  - c) Works closely with the President so that the Chapter activities will continue smoothly in the following year.
  - d) Anticipates necessary committee appointments so that they can be made at the time of the annual Chapter meeting.
  - e) In some Chapters, the President-Elect assumes primary responsibility pertaining to the annual meeting. Duties may include one or more of the following:
    - i) Serves as chair of the Program Committee to plan the annual Chapter meeting.
    - ii) After consultation with the EXCOM, interested sponsors and/or co-host organizations, selects time and place for the annual meeting at least six (6) months in advance; coordinates with the Division to avoid conflicting dates.
    - iii) Develops and distributes promotional materials for the annual Chapter meeting well in advance; notifies Chapter newsletter editor of the date and location of the meeting by specified deadline for inclusion in the newsletter prior to the meeting.
    - iv) Extends an invitation to attend the annual Chapter meeting to the Division President, Society President, other Society officers as appropriate, and the Society Executive Director at least three (3) months prior to the meeting.
    - v) Runs the technical sessions of the annual meeting or delegates this responsibility.
    - vi) Recruits "Best Paper" selection committee of at least three (3) members to judge papers presented at the annual meeting.

In many chapters, a single individual is elected to serve in the capacities of both Secretary and Treasurer. Duties for each office are outlined separately below

- 3) Secretary
- a) Records minutes of the annual, Executive Committee, and any other business meetings of the Chapter. Each set of minutes is sent to each member of the Chapter EXCOM and to the Division President along with a newsletter. Minutes of the annual meeting are sent to the [Society](#) Executive Director within thirty (30) days of the meeting.
    - i) At each meeting, records officers in attendance, the topics discussed (general idea, not verbatim), motions made, votes taken, decisions made, etc.
    - ii) Refer to Chapter records for format of past minutes; record items discussed chronologically, members or guests who introduced each topic, important points, and

any resulting discussion or actions of consequence. Refer to Robert's Rules of Order for guidelines.

- b) Prepares correspondence as requested by officers of the Chapter and on behalf of the Chapter.
- c) Maintains a supply of Chapter letterhead, envelopes, stamps, mailing labels, and other supplies for correspondence; coordinates with Chapter newsletter editor regarding mailing list and labels.
- d) Serves as a voting member of the Chapter Executive Committee and attends all meetings.
- e) Maintains records of Chapter correspondence and a list of member names and addresses; copies of records and membership lists should be made available to the Chapter newsletter editor, Chapter President, **Society** staff, and others as required.
- f) Informs the Society Executive Director, the Division President, and the Society Subunit Services Liaison of changes in Chapter officers, dates and locations of meetings, and other necessary information; notifies the Executive Director of change in officers within thirty (30) days of annual Chapter meeting.
- g) Assists President-Elect or other officer/member in charge of the annual Chapter meeting with development and distribution of promotional materials for the meetings.
- h) Is responsible for pre-registration and registration for the annual Chapter meeting and other planned activities.
- i) If the following duties are not formally assigned to another officer or member, the Secretary maintains the Chapter archives of the activities, minutes, individuals, and other aspects of the Chapter; forwards these historical records to the incoming Secretary and to **Society** headquarters, as requested.
- j) Distributes copies of resolutions to the Society Executive Director, Society officers, the Division **Resolutions Committee Chair**, and appropriate individuals or agencies as instructed in the resolution.
- k) Acts as Bylaws consultant and parliamentarian at the annual and other Chapter meetings. Forwards any proposed Bylaws changes to the Society Executive Director for review by the AFS Constitutional Consultant prior to presentation of changes to the Society's Executive Committee for approval.
- l) At annual and other Chapter meetings, circulates sign-in roster for attendees; ascertains if a quorum (See Bylaws) is present at the annual and other Chapter business meetings where official action is being taken; maintains attendance record in Chapter records.
- m) At least six (6) weeks prior to annual Chapter meeting, orders a Past-President's certificate from the Society Subunit Services Liaison to be presented by the newly installed President during new business at the annual business meeting to the outgoing President.
- n) Prepares and presents a Secretary's activities report at the Chapter annual and EXCOM meetings.
- o) Maintains close contact with the Chapter Newsletter editor to assure mailing list is current.
- p) Prepares periodic write-ups about Chapter activities, events, and programs for Fisheries; includes a meeting announcement three (3) months prior to the annual Chapter meeting and a meeting summary within one (1) month following the annual Chapter meeting consulting with Fisheries editor for copy deadline; includes pictures of officers, best paper award winners, etc. (Consult Fisheries to see types of information and photographs

- to submit).
- 4) Treasurer
    - a) Is responsible for the Chapter's bank account(s).
    - b) Maintains Chapter funds: collects Chapter dues, (generally paid at annual Chapter meeting or remitted by check to Treasurer), meeting registration fees and other revenues; holds and invests funds; disburses funds as needed for Chapter function as approved by Society and Chapter Bylaws and Standing Rules.
      - i) Most treasury work will be done in association with revenues and expenses of the annual Chapter meeting.
      - ii) Current Treasurer handles all finances at the annual Chapter meeting, and conducts necessary banking afterwards; incoming treasurer handles all new business after the annual meeting.
      - iii) Incoming treasurer opens a new account or continues current account, whichever is more practical.
      - iv) Chapter checking accounts should allow deposit of checks made out to the Chapter, and the Treasurer thereof, or the treasurer personally.
      - v) Account has the Chapter's special tax exempt number issued to it by AFS (see Chapter 10 of Society Procedural Manual for Chapter-specific tax exempt ID numbers) which is used on account in place of Treasurer's social security number.
      - vi) Accurate balance is transferred by the outgoing treasurer to the new account if necessary; chapter finance records are transferred to the new treasurer.
    - c) Maintains financial records in standard accounting format for review by Society and Chapter officers and staff as needed or required (see Chapter 10 of the Society Procedural Manual)
    - d) Prepares financial report for presentation at the EXCOM and annual Chapter business meetings; includes current balance in treasury and expenses and revenues collected since the previous meeting.
    - e) Prepares an annual financial report. Submits it and associated records to the Auditing Committee or other accounting review group within the Chapter, as required (see Chapter 10 of the Society Procedural Manual); although records are typically computerized, printed records facilitate review and prevent problems of incompatible computers and software or unfamiliarity of reviewers with Treasurer's software.
    - f) Prepares an annual budget for the next year in conjunction with the President, President-Elect, and Secretary.
    - g) Serves as a voting member of the Chapter's Executive Committee.

## **Appendix I**

### **BYLAWS OF THE SOUTHERN DIVISION OF THE AMERICAN FISHERIES SOCIETY**

Amended 24 March 2001

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 position of President-Elect shall automatically convert to President, that of Vice President to President-Elect, and that of President to Immediate Past-President. 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, 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 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.

(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 for the Division Annual (Spring) Meeting, 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.

(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.

(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 four duly elected officers, the Immediate Past-President, 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 5, two of whom shall be officers. Telecommunications may substitute for meetings for conduct of 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 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.

(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.

(j.) Such ad hoc 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.

SECTION IX. Special Assessments. 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. Amendment of Bylaws. 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 published in the Division newsletter at least 30 days prior to consideration by the membership, and be approved in accordance with the constitution and bylaws of the Society. Any change shall take effect when written notice of approval has been received from the Society's Executive Director.

#### STANDING RULES:

The following rules are established to assist in conducting the business of the Division. A rule may be temporarily suspended for no longer than the duration of a meeting upon approval of 2/3 of the members present and voting. These rules may be amended by a majority of members present and voting at an annual meeting, unless otherwise specified in the Bylaws of the Division or the Constitution and Bylaws of the Society.

##### 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 (subject to be of his/her choosing).
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 o f 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, Striped Bass, 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~~ by 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

## **Appendix II**

### **An abbreviated history of the Southern Division of the American Fisheries Society**

by

John F. Dequine

September 1993 (updated 2006 by Jeff Boxrucker/Pat Mazik)

The Southern Division of the American Fisheries Society (SDAFS) had its origins at the Denver, CO meeting of AFS in September 1947. Members in attendance from the southern states felt that time limitations and the formality at national meetings inhibited adequate discussion of problems peculiar to our region. They agreed that a forum was needed where research findings, management applications and other common interests might be discussed in a more informal atmosphere.

A decision was made to pursue such a forum. The organizers included Jack Chance (TN), Minor Clark (KY), John Dequine (FL), R. W. Eschmeyer (TVA), Nelson Gowanloch (LA), Joe Hogan (AR), Willis King (NC), Homer Swingle (AL), Marion Toole (TX) and possibly others whose names are lost.

During the 1940's, fish and game directors of the Southeastern Game, Fish and Conservation Commissioners (SEGFC) met annually to discuss federal regulations, legislation and other mutual problems. Each state had a fisheries sub-unit with one or more members of AFS, many of whom accompanied their directors to provide technical advice on policy and other matters. It seemed logical to expand the directors' meeting to include a meeting of fishery workers. When approached, the directors enthusiastically endorsed the concept and authorized participation by their personnel.

Organization proceeded rapidly. The first conference was held at the SEGFC meeting in St. Petersburg, FL in November 1947. The Southeastern Section of The Wildlife Society (SSTWS) joined the movement and held joint and concurrent programs. The resulting "marriage" of the technical sessions of fish and game professionals with the SEGFC was established then and has continued to date. Without the wholehearted encouragement of the directors, the evolution of both Division and SSTWS would have been delayed or seriously handicapped.

Subsequent meetings were held in Lexington, KY (Nov. '48), Nags Head, NC (Oct. '49), Richmond, VA (Oct. '50), and Biloxi, MS (Oct. '51). At the Biloxi meeting, the attendees elected officers and instructed them to proceed with the formation of a Southern Division. The geographical region encompassed the eleven states of the SEGFC (AL, AR, FL, GA, KY, LA, MS, NC, SC, TN & VA) plus OK, TX and the West Indian islands. The necessary petition was submitted to the parent society and accepted at its annual meeting in Dallas, TX in September 1952. Maryland, West Virginia and Washington, DC joined in later years.

The first official session of the Division followed in October 1952 at Savannah, GA.

Forty-some fishery workers representing all states in the Southern Division, academia, USFWS and other federal agencies were registered. Officers were elected, five committees were appointed, resolutions were passed and the mechanics of official operation began. A policy of encouraging more effective presentations and discouraging the reading of formal papers was adopted by resolution; it set the tone for many successive meetings.

Early programs featured informal presentations, open discussions, and field demonstrations of projects in progress by the host state. Unfortunately, numerical growth in attendance has made the logistics of those arrangements difficult if not impossible to replicate. The camaraderie and one-on-one exchanges of information they permitted are sorely missed.

Activation of the Dingell-Johnson Act in July 1951 increased attendance as fishery staffs grew. Registered attendance was recorded as 107 in 1960 and 161 in 1970 (subsequent minutes do not always reflect attendance numbers). Other evidence of expanded activity may be seen in the number of standing committees: 10 in 1960, 14 in 1970, and 19 in 1980. By 1992, there were 23 standing committees listing a total of 345 members!

Valuable assets of the Southern Division have always been the work of its committees and its contributions to the policies and operation of AFS. Some of our more notable committees and dates of their establishment are listed below:

1958	Reservoir & Pollution Committees
1963	Local Chapters and Past Presidents Committees
1966	Trout Committee
1967	Awards Committee
1968	Striped Bass Committee
1973	Fish Disease Committee
1976	Warmwater Streams Committee
1980	Marine & Estuarine Resources Committee
1987	Small Impoundments Committee
1991	Aquaculture Committee
2006	Catfish Management Technical Committee

Many challenges have been accepted by the Division since its inception. Its members combined their talents and energy to initiate and/or labor for many accomplishments, innovations and improvements in the operation of the Society over the years. The admittedly incomplete list below highlights some of their efforts:

- 1953 Revision of the antiquated system of voting for offices in the parent society.
- 1956 Encouragement of recognition and funding for warmwater commercial fisheries research and development.
- 1957 Certification of fisheries biologists.
- 1963 Encouragement of participation by marine biologists.
- 1964 Establishment of local chapters.
- 1964 Employment of an executive secretary of AFS.
- 1965 Douglas Lake Cove Rotenone Study
- 1967 Reservoir Fisheries Symposium.
- 1970 Publication of 1970 Monetary Values of Fish and Fish Kill Counting Procedures.
- 1976 Publication of Guidelines for Striped Bass Culture.
- 1978 Barkley Lake Rotenone Study.
- 1981 Publication of Warmwater Streams Symposium.
- 1982 Revision and publication of AFS Special Publication: Monetary Values of Freshwater Fish and Fishkill Counting Guidelines.
- 1983 Reservoir Symposium: Reservoir Fisheries Management: Strategies for the '80's
- 1990 Publication of Brown Trout Workshop: Biology and Management.
- 1991 FISHHAB '91 Symposium, Fisheries Habitat Utilization: Seagrass Beds
- 1991 Shadathon: Sampling Shad in Southern Impoundments
- 1992 Revision and publication of AFS Special Publication 24: Investigation and Valuation of Fish Kills.
- 1995 Reservoir Symposium: Multidimensional Approaches to Reservoir Fisheries Management
- 2000 Habitat Manual for Use of Artificial Structures in Lakes and Reservoirs; Biotic (Aquatic Vegetation) Manual
- 2002 Video: Warmwater Streams: A Resource Worth Protecting

To one who has been involved since its inception, the Division's major strength has been and remains the intensely motivated professionals who have comprised its membership. I have watched with amazement, delight and immeasurable satisfaction the progress of young workers from neophytes to highly competent fishery scientists and managers. A repetitive scenario has been that of the young scientist nervously presenting his first paper before an audience of mostly older peers. Within a short time, he (or she) is named to a committee; later he becomes a chairman. A few more years pass and he is nominated for office. Many nominating committees have had a difficult job in selecting an election slate--the supply of capable candidates was too abundant!

It would be impossible to recognize the hundreds of individuals who have contributed to the progress and success of the Division over the years. The Division has already singled out a number of them with its Outstanding Achievement Award, but there are many unsung troops whose contributions equaled or surpassed many of those named. Due to space limitations and to avoid overlooking any deserving individuals, I shall not attempt to list them here. Only names of past presidents and the states from which they serve appear below.

PAST PRESIDENTS OF Division

1951-52	John F. Dequine (FL) (Organizational term)
1952-53	John F. Dequine (FL)
1953-54	Edward E. Hueske (GA)
1954-55	Charles J. Chance (TN)
1955-56	Norman G. Benson (TN)
1956-57	Jefferson C. Fuller (SC) Vice-president Fuller assumed the presidency when Carlos Fetterolf (TN) resigned upon transfer out of the region.
1957-58	Eugene Surber (VA)
1958-59	I. B. Byrd (AL)
1959-60	Andrew Hulsey (AR)
1960-61	Barry O. Freeman (MS)
1961-62	Howard D. Zeller (GA)
1962-63	C. E. Ruhr (TN)
1963-64	Edwin M. Barry (MD)
1964-65	Bernard T. Carter (KY)
1965-66	Alex B. Montgomery (GA)
1966-67	James T. Davis (LA)
1967-68	Robert G. Martin (VA)
1968-69	Buford L. Tatum (AR)
1969-70	Hudson M. Nichols (TN)
1970-71	Harry Barkley (MS)
1971-72	Archie Hooper (AL)
1972-73	James P. Clugston (GA)
1973-74	F. G. Banks (FL)
1974-75	Glenn L. McBay (GA)
1975-76	Gordon E. Hall (TN)
1976-77	W. Donald Baker (NC)
1977-78	Wilmer A. Rogers (AL)
1978-79	Janice S. Hughes (LA)
1979-80	Bobby G. Grinstead (TN)
1980-81	Barry W. Smith (AL)
1981-82	Melvin T. Huish (NC)
1982-83	Dennis E. Holcomb (FL)
1983-84	Larry R. Aggus (AR)
1984-85	Ben D. Jaco (TN)
1985-86	Fred A. Harris (NC)
1986-87	Charles C. Coutant (TN)

1987-88	David K. Whitehurst (VA)
1988-89	Gene E. Huntsman (NC)
1989-90	Richard L. Noble (NC)
1990-91	Susan Shipman (GA)
1991-92	Nick C. Parker (TX)
1992-93	Larry L. Olmsted (NC)
1993-94	Larry J. Wilson (TN)
1994-95	Donald C. Jackson (MS)
1995-96	Michael J. Van Den Avyle (GA)
1996-97	William L. Fisher (OK)
1997-98	Scott Van Horn (NC)
1998-99	Reggie Harrell (MD)
1999-00	Marty Hale (FL)
2000-01	Mike Meador (NC)
2001-03	Jeff Boxrucker (OK)
2003-04	Steve Filipek (AR)
2004-05	Larry Connor (FL)
2005-06	Patricia M. Mazik (WV)
2006-07	Bob Curry (NC)
2007-08	Fred Heitman (TN)
2008-09	Steve McMullin (VA)

The Southern Division celebrated its 50<sup>th</sup> Anniversary at the Spring Meeting in Little Rock, Arkansas in February, 2000. Go to: <http://www.sdafs.org/history/anniversary.htm> for a pictorial account of this celebration and/or see: Allen, M.S., M.J. Van Den Avyle, Richard L. Noble, and Fred A. Harris. 2002. A 50-year history of the Southern Division American Fisheries Society. Proceedings of the 56<sup>th</sup> Annual Conference of the Southeastern Association of Fish and Wildlife Agencies 56: 1-16.

***Appendix III***

**REPORT to Division EXCOM**

To:  
From:  
Date:

Office/Committee/Chapter:

Officer/Chair:

Charge/Workplan Goals and Objectives:

Action Requested:

Recommended Motion:

Minority View:

Background for Motion:

Highlights of Office/Committee:

- A. Information Transfer and Outreach
- B. Member Services
- C. Aquatic Stewardship

## ***Appendix IV***

### **TENTATIVE AGENDAS**

SDAFS Business Meeting  
Agenda  
February 10, 2006  
San Antonio, Texas

Call to order by the President and welcome  
Determination of a quorum  
Introduction of noteworthy guests and visitors (also intro Officers)  
Remarks by Executive Director  
Remarks by AFS President  
Remarks by Division President  
Hurricane Task Force presentation  
Reports of the Secretary-Treasurer  
Reports of the Chapters – Pres. Elect  
Reports of Division committees - President  
    Standing committees  
    Technical committees  
Report of the Resolutions Committee (if needed)  
Report of the Ballot Committee  
Presentation of Awards  
    Student Affairs  
        Best papers  
    Awards by Technical Committees  
    Best Student subunit  
    Best Chapter  
    Distinguished Service Award  
    Outstanding Achievement Award  
Other old business  
Installation of newly-elected officers  
Remarks by In-coming President  
New business  
Adjournment

## Agenda

Southern Division American Fisheries Society  
Spring Executive Committee Meeting  
10 February 2006  
San Antonio , Texas

1. Call to Order
  - a. Determination of quorum
  - b. Identification of proxies
  - c. Recognition of Past-Presidents
2. Remarks by AFS President and Executive Director
3. Presentation by Don Jackson – Hurricane Task Force
4. Officer's Reports
5. Reports with action items and/or budget implications
  - a. Secretary/Treasurer's report (action/budget)
  - b. Resolutions Committee (action)
  - c. Catfish Committee (action)
  - d. Continuing Education Committee (action)
  - e. Urban Fishing Symposium (action/budget)
6. Chapter and Committee Reports
7. Unfinished Business
8. New Business

## Appendix V

### 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 <sup>b</sup>

Dues <sup>c</sup>

Investment Income <sup>d</sup>

Sales of Assets Other Than  
 Inventory and Capital Gains

Distributions <sup>e</sup>

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

Total Capital Gain or  
 Loss \_\_\_\_\_

Special Events <sup>f</sup>

Gross Revenue \_\_\_\_\_  
 Expenses \_\_\_\_\_

Net Special Event  
 Income or Loss \_\_\_\_\_

Sales of Inventory <sup>g</sup>

Gross Sales \_\_\_\_\_  
 Cost of Good Sold \_\_\_\_\_

Net Profit or Loss \_\_\_\_\_

Other Revenue <sup>h</sup>

**Total Income** \_\_\_\_\_

**Expenses**

Grants and Similar Amounts

Paid<sup>i</sup>

Benefits Paid to Members<sup>j</sup>

Salaries, Other Compensation,  
and Employee Benefits<sup>k</sup>

Professional Fees and Payments  
to Contractors<sup>l</sup>

Rent, Utilities, Maintenance<sup>m</sup>

Printing, Publications, Postage,  
and Shipping<sup>n</sup>

Other Expenses<sup>o</sup>

**Total Expenses**

**Total Income -  
Expenses**

Notes

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

<sup>b</sup> For the Division and most committees this will only include meeting revenue.

<sup>c</sup> The dues section should apply only to the Division since at present there are not committees that charge dues.

<sup>d</sup> 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.

<sup>e</sup> 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.

<sup>f</sup> This section includes income from such activities as dinners, raffles, dances, bingo games, etc.

<sup>g</sup> 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.

<sup>h</sup> Include a description of the income.

<sup>i</sup> Include a list of grants that shows the type of grant, the donee's name and address, the amount given, and the relationship of the donee 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.

<sup>j</sup> 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.

<sup>k</sup> This section is not applicable to the Division or any committee and will be zero.

<sup>l</sup> This section includes such things as legal and accounting fees.

<sup>m</sup> This section is not applicable to the Division or any committee at present and will be zero.

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

<sup>o</sup> 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.

Spring Meeting Briefing Book



*American Fisheries Society*  
...  
*Southern Division*

LOCALITIES:

Alabama  
Arkansas  
Florida  
Georgia  
Kentucky  
Louisiana  
Maryland  
Mississippi

N. Carolina  
Oklahoma  
S. Carolina  
Tennessee  
Texas  
Virginia  
Washington, DC  
West Indian Islands  
West Virginia

EXECUTIVE COMMITTEE MEETING

10 FEBRUARY 2006

SAN ANTONIO, TEXAS

BRIEFING BOOK

## Agenda

Southern Division American Fisheries Society  
Spring Executive Committee Meeting  
10 February 2006  
San Antonio, Texas

1. Call to Order
  - a. Determination of quorum
  - b. Identification of proxies
  - c. Recognition of Past-Presidents
2. Remarks by AFS President and Executive Director
3. Presentation by Don Jackson– Hurricane Task Force
4. Officer's Reports
5. Reports with action items and/or budget implications
  - a. Secretary/Treasurer's report (action/budget)
  - b. Resolutions Committee (action)
  - c. Catfish Committee (action)
  - d. Continuing Education Committee (action)
  - e. Urban Fishing Symposium (action/budget)
6. Chapter and Committee Reports
7. Unfinished Business
8. New Business
9. Adjourn

Briefing Book Contents

Southern Division American Fisheries Society  
 Spring Executive Committee Meeting  
 10 February, 2006  
 San Antonio, Texas

Note: Symbols following reports are: \* – written report received and included in the briefing book; a – action item; b – budget implications.

Officer/Chapter/Committee/Position	Person	Report	Page
<b>Officers</b>			
President	Pat Mazik	1*	6
President-Elect	Bob Curry	2*	8
Vice-President	Fred Heitman	3*	10
Secretary/Treasurer	Greg Summers	4*	11ab
Past-President	Larry Connor	5*	13
<b>Chapters</b>			
Alabama	Vacant		
Arkansas	Joe Stoeckel	6	
Auburn	Harvey Pine	7	14
ECU	Deirdre Berry	8*	16
Florida	Chuck Cichra	9	
Georgia	Ted Will	10*	19
Kentucky	Sherry Harrel	11	
Louisiana	Jill Jenkins	12*	21
Mississippi	Jack Kilgore	13*	23
North Carolina	Lawrence Dorsey	14*	24
Oklahoma	Kurt Kuklinski	15*	26
Potomac	N/A	16	
South Carolina	Leo Rose	17*	27
Tennessee	Jim Layzer	18*	28
Texas	Dave Terre	19*	29
Texas A & M	N/A	20	
Tidewater	Anthony Overton	21*	31
Virginia	John Odenkirk	22*	33
Virginia Tech	Bradley Ray	23*	35
West Virginia	Jim Hedrick	24*	37
West Virginia Student Subunit	Ken Sheehan	24-1*	38
<b>Standing Committees</b>			
Audit	Gene Gilliland	25*	40

Officer/Chapter/Committee/Position	Person	Report	Page
Awards	Bruce Saul	26*	41
Mail Ballot	Kent Nelson	27*	42
Membership	Fred Heitman	28*	43
Nominating	Scott Van Horn	29*	44
Program	Bob Curry	30*	45
Resolutions	Dennis Riecke	31*	47 a
Student Affairs	Stuart Welsh	32*	52
<u>Ad Hoc Committees</u>			
Catfish	Elise Irwin	33*	54 a
Instream Flow	John Biagi	34	
<u>Technical Committees</u>			
Aquaculture	Carl Kittel	35*	55
Non-game Aquatics	Steve Rider	36*	57
Pollution	Leanna Zweig	37*	58
Reservoir	Mike Colvin	38*	59
Small Impoundments	Dave Rizzuto	39*	61
Striped Bass	Dan Wilson	40*	63
Trout	Matt Kulp	41*	64
Warmwater Streams	Frank Fiss	42*	68
<u>Appointed and Elected Positions</u>			
AFS Hurricane Task Force Committee	Don Jackson	44*	70
AFS Nominating Committee Representative	Tom Kwak	44*	75
Continuing Education	Bill Fisher	45*	76 a
Newsletter Editor	Brad Ray	46*	77
SEAFWA Proceedings, Fisheries Editor	John Galvez	47*	78
SEAFWA Directors Liaison	Steve Filipek	48*	79
Watson Award Committee Representative	Ben Jaco	49*	81
Webmaster	Fred Janssen	50*	82
Urban Fishing Symposium	Tom Lang	51*	84AB

***\*\*Briefing book contents consist of completed "Reports to Division EXCOM" forms (Appendix IV) from Officers, Chapters, Standing Committees, Technical Committees and Ad Hoc Committees***

**Appendix VII: SEAFWA Interdisciplinary Symposium MOU**

**Memorandum of Understanding Between  
The Southern Division of the American Fisheries Society  
and  
Southeastern Section of The Wildlife Society**

The Southern Division of the American Fisheries Society (SDAFS) and the Southeastern Section of The Wildlife Society (SE TWS) have agreed to offer to co-host an Interdisciplinary Symposium at the Southeastern Association of Fish and Wildlife Agencies (SEAFWA) each year. This Symposium will be on a topic chosen by the host State of SEAFWA. We agree to work with the host State of the SEAFWA conference to either develop a symposium on a topic of their choice for them or work with their program committee to develop this symposium.

The SDAFS will assign its Vice-President to work with the host State in planning their Interdisciplinary Symposium throughout the entire process. The SDAFS Vice-President will begin this charge and will continue to work with the SE TWS and the host State to develop that State’s Interdisciplinary Symposium as they go through the officer positions of SDAFS.

The SE TWS will appoint the President-Elect to work with the host State in planning their Interdisciplinary Symposium. The SE TWS President-Elect is a two year position and this officer will work with the SDAFS and the host State to develop that State’s particular Symposium. The newly elected President-Elect will continue this process.

**TIMELINE:**

**Three years before the SEAFWA Conference:**

The SDAFS Vice-President and the SE TWS President-Elect of will contact the host State and arrange a meeting at that year’s SEAFWA to select a topic for the Interdisciplinary Symposium when that State host’s SEAFWA.

**Two years before the SEAFWA Conference:**

The SDAFS President-Elect and the SE TWS President-Elect will work with the host State to develop the Interdisciplinary Symposium.

**One year before the SEAFWA Conference:**

The SDAFS President and the SE TWS President-Elect will be work with the host State to develop the Interdisciplinary Symposium

**At the SEAFWA Conference:**

The SDAFS Past-President and the SE TWS President-Elect will work with the host State to organize and run the Interdisciplinary Symposium.

\_\_\_\_\_  
Robert L. Curry

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeanne Jones

\_\_\_\_\_  
Date

**President, Southern Division AFS**

**President, SE Section, TWS**

## **Appendix VIII**

### **Prosser Report**

#### **Report to the President 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 respondents, 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 states 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 respondees 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 aquaculture 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 IX (Meador Report)**

### **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**

### **I. Clarifying Committee Function, Mission, and Objectives**

#### **A. 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.

B. 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.

C. 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.

II. 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.
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.

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

A. 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 committee's 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.

**B. 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.

## 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 committees 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)

## 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.

**Appendix X**

*Southern Division  
American Fisheries Society*

**SPRING MEETING**

*Procedures*

October 1998  
Revised in 2006

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## OBJECTIVES

The Southern Division, American Fisheries Society Spring 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 Spring 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 the mid-year 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 of 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 Spring Meeting has been a huge success, with attendance reaching over 400 members in recent years.

Date	Location	Hosts	Organizers
24-27 February 1993	Chattanooga, Tennessee	TN & GA AFS Chapters	Spud Woodward (GA), Mark Bevelhimer & Larry Wilson* (TN), Larry Olmsted* (NC)
26 February - 1 March 1994	Little Rock, Arkansas	AR & MS AFS Chapters	Steve Filipek & Don Turman (AR), Don Jackson* & Mark Peterson (MS)
23-26 February 1995	Virginia Beach, Virginia	VA & Tidewater AFS Chapters	Ed Christoffers & Richard Eades (VA), Mike Van Den Avyle* (GA)
22-26 February 1996	Mobile, Alabama	AL & Auburn AFS Chapters	Pat Mazik, & Elise Irwin (AL), Bill Fisher* (OK)

13-16 February 1997	San Antonio, Texas	TX & OK AFS Chapters	Mark Webb (TX), Greg Summers (OK), Bill Fisher* (OK), Scott Van Horn* (NC)
26 February - 1 March 1998	Lexington, Kentucky	KY& WV AFS Chapters	Jarrad Kosa, Gerard Buynak (KY), Reggie Harrell* (NC)
25-28 February 1999	Chattanooga, Tennessee	TN AFS Chapter	Dave Rizzuto & Chris O=Bara (TN), Marty Hale* (FL)
3-6 February 2000	Charleston, South Carolina	SC & GA AFS Chapters	Spud Woodward (GA), Wad Bales (SC), Mike Meador* (NC)
22-25 February 2001	Jacksonville, Florida	FL Chapter	Larry Connor (FL), Mike Allen (FL), Jeff Boxrucker* (OK)
21-24 February 2002	Little Rock, Arkansas	AR Chapter	Mike Armstrong, Betty Crump Steve Filipek* (AR)
12-16 February 2003	Wilmington, North Carolina	NC Chapter	Kent Nelson, Tom Kwak, Bob Curry (NC) Steve Filipek* (AR)
26-29 February 2004	Oklahoma City, Oklahoma	OK Chapter	Greg Summers & Jeff Boxrucker (OK), Larry Connor* (FL)
10-13 February 2005	Virginia Beach, Virginia	VA and Tidewater Chapters	Vic DiCenzo, John Odenkirk & Steve Reeser (VA) Pat Mazik* (WV)
8-12 February 2006	San Antonio, Texas	TX Chapter	Dave Terre & Tim Bonner (TX) Bob Curry* (NC)

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\* denotes DIVISION representative officer.

## COMMITTEES

### Oversight Committee

The Oversight 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,
- (4) prepares final report and documentation of the meeting, and
- (5) submits an article to *Fisheries* about the meeting.

The committee is composed of the: Division President Elect who serves as committee chair; Host Chapter(s) Chair(s), and the Chair(s) of the previous Spring Meeting. The Committee Chair should periodically report progress about the meeting to the Division President.

The Host Chapter(s) Chair is responsible for soliciting bids from potential host hotels, establishing meeting dates, finalizing contract with hotel and providing information on the meeting to the newsletter editor for summer newsletter (See Appendix A: TIME LINE). Staff at the AFS office in Bethesda, Maryland can help in negotiating the hotel contract. 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 Host Chapter(s) Chair finalizes the contract with hotel, they need to decide how many rooms will be needed for 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 Spring Meeting. The committee's duties are to:

- (1) develop the meeting program, including solicitation of sessions and papers;
- (2) announce and publish the program,
- (3) advertise the meeting

The committee may be divided into subcommittees to perform its various duties.

**Technical Sessions.**--Developing the technical sessions, including soliciting and selecting

contributed paper speakers, is probably the largest responsibility and biggest headache 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.

**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. The Southern Division owns ~20 4' x 4' poster boards. Check with previous host Chapter to determine availability/location of these poster boards.

**Continuing Education Workshops** --Continuing education workshops are very popular and 4 should be considered an upper limit. Student Affairs Committee sponsors a student-oriented workshop annually. In recent years, a leadership-oriented workshop has been sponsored by the Division (financial support of \$750 has been earmarked for this workshop). Division will consider proposals for money to defray costs to organizers of continuing education workshops, but the request must be made at or before the previous fall Officers Meeting at SEAFWA. 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 held on Friday.

**EXCOM and Technical Committee meetings**--EXCOM is coordinated by the Division President-Elect, who will be President during the meeting. This meeting is typically held Friday morning. Technical committees usually like to meet on a week day (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 or full day).

**Advertising and Publicity**--A meeting announcement should be put in the *Fisheries* Calendar of Events, sent out on e-mail to Universities and Colleges, etc and published in the summer DIVISION newsletter. Prepare information for second call for papers and meeting announcement as a special mailing or email to Division members. This mailing is considered part of meeting expenses and its cost is borne by the host Chapter(s) (See APPENDIX A: Time Line, and APPENDIX C: Meeting Announcements). The second call for papers announcement should include program components, registration fees and forms, hotel information and transportation information, if all are available. This should be mailed out to Division members, Universities and colleges, etc. See previous announcements for content.

### **Local Arrangements Committee**

The Local Arrangements Committee is responsible for:

- (1) meeting registration
- (2) determining number of guaranteed rooms with hotel
- (3) arranging for meeting rooms for committee meetings, workshops and technical sessions

(coordinate with Program Committee)

- (4) determine the time and place of the meeting with Oversight Committee,
- (5) conduct advance and on-site registration,
- (6) arrange with the hotel for program and registration equipment and supplies, A/V equipment,
- (7) arrange transportation (as needed) and,
- (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 asked for 300 snacks and got snacks for 300 people--a big difference in price!

**Registration.**—Check recent Spring Meeting material to determine appropriate registration costs (remember this is supposed to be an informal, relatively cheap meeting). 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, spouse, etc., as needed. Complementary registration and hotel room should be provided by the host chapter for Parent Society staff and any attending Parent Society officers.

**Student Affairs** --A main focus of the Spring Meeting is students. The Student Affairs Committee provides partial funding for the student social and has free rooms for students at the meeting. Contact the Committee Chair to coordinate applications for the free rooms. Students should be prepared to register at full price, then work A/V, registration, etc., at an hourly rate to help pay for their registration if this is provided. These students also can work as “go-fers”. They can set up registration (i.e., computers, etc.) in the mornings and take it 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 professors, biologists, etc. It was a good way for people to find jobs, major professors, etc. Also, having this social in a meeting room means paying for hotel food, which often means 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 Spring 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. There are a number of regular donors to the Spring 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 is optional and at the discretion of the organizers. It is always appreciated, but also a lot of work.

## 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

- Ⓒ 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 Parent Society staff and officers and may elect to use the “comped” rooms for this purpose.
- Ⓒ 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.
- Ⓒ Computers and printers will be needed for registration.
- Ⓒ Set up a large board for posting phone messages, job announcements, etc.
- Ⓒ Office supply needs include: duct tape, receipt book, poster board, sharpies, 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.
- Ⓒ The Local Arrangements Committee should work with the Division President-Elect to plan for a Division Past-Presidents breakfast/lunch. Any expenses will be paid by the Division.

## ACKNOWLEDGMENTS

The Spring Meeting manual has been a work-in-progress since 1995. It is long overdue, but much needed. Bill Fisher, Mike Van Den Avyle, and Pat Mazik, contributed extensively to its original development and content. Jeff Boxrucker and Pat Mazik revised the original version in 2006. The Division is grateful to them for their efforts. As with the Division’s Procedural Manual, this manual should be updated periodically. It is the responsibility of the President-Elect to annually provide these updates as needed.

## APPENDIX A: Time Line

This time line is based on the assumption that the Spring 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.

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Date	Months Prior to Meeting	Activity Description
September	17	Begin soliciting bids from potential host hotels. Though this may seem very early to get started, experience has shown that hotels in popular convention locations begin booking up to 2 years in advance.
February	12	Establish meeting dates, select host hotel and finalize contract with hotel. Present this information at the Division Spring Meeting EXCOM. Begin fund raising.
April 1-15	11-11.5	Conduct planning meeting with key representatives from host chapter(s). Establish committees that will be needed, list of committee chair candidates who will be responsible for oversight, and sequence of events for the Spring Meeting.
May 1	10	Send meeting information to Division Newsletter editor by summer deadline (usually May 1). Include formal meeting announcement and first call for papers and symposia. Submit same to Division web site.
June 1	9	Complete appointment of all committee chairs.
July 15	7.5	Prepare committee progress reports and submit to Oversight Committee 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 special mailing/email of meeting announcement.

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Date	Months Prior to Meeting	Activity Description
September 15	5	Submit committee progress report to oversight committee chair.
November 15	3	Submit committee progress report to oversight committee 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 oversight committee chair.
Mid-February	0	Spring 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. Submit article to <i>Fisheries</i> highlighting meeting.

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## APPENDIX B. Schedule and Components

The following components and schedule are standard to Spring Meetings. Flexibility is needed for scheduling, exclusion of some components and inclusion of new components, but severe departures likely will be accompanied by problems. Other meeting schedules than the one presented below have been used (e.g., Friday-Monday), but have generally been problematic. What seems to work best are technical committee and EXCOM meetings and continuing education workshops on Thursday and Friday (this accommodates the schedules of most professionals) and technical sessions and posters on Saturday and Sunday (this accommodates the schedules of most students).

### WEDNESDAY

Attendees arrive

### THURSDAY

Registration	0800-1700
Technical Committee Meetings (10-30 people)	0800-1700
C Pollution	
C Reservoir	
C Small Impoundments	
C Striped Bass	
C Warmwater Stream	
C Others: Aquaculture, Trout, Instream Flow, Environmental Concerns, Catfish Management	
Southern Division Officer's Retreat (5-8 people, officers + others)	1300-1700

### FRIDAY

Registration	0800-1700
EXCOM Meeting (30-50 people, board room setup, coffee)	0800-1200
Training Workshops and Meetings	0800-1700
C Continuing Education Workshops	
C Leadership Training	
C AFS Section Meetings	
C Chapter Business Meetings	
Division Business Meeting	1700-1830
Student/Professional Social/Mixer (informal, low cost)	1830-2000

## SATURDAY

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

## SUNDAY

Technical Sessions and Posters	0800-1200
Attendees depart	

## APPENDIX C: Meeting Announcements

### FIRST CALL FOR PAPERS

#### 200x SOUTHERN DIVISION SPRING MEETING

\_\_-\_\_ February 200x  
Reasonable Rate Hotel  
Southeastern State, US

Co-hosted by Southern Division AFS Chapters

Mark your schedule for the \_\_th annual Spring Meeting of the Southern Division of AFS. This meeting promises to be an effective forum for the exchange of ideas, presentation of research papers (completed and in progress), to conduct technical committee and Division business, and other professional interactions. The Meeting will be held in the Reasonable Rate Hotel which is located in Southeastern State, US. Rooms, single or double, are quoted at a rate of \$ . Details regarding accommodations, reservations procedures and meeting registration will be announced in the Winter 200x Division Newsletter.

Schedule for the upcoming Spring Meeting is as follows: Thursday, Technical Committee meetings; Friday, EXCOM and continuing education workshops; and Saturday and Sunday (until noon), Technical Sessions, Symposia, and Posters.

#### 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, e-mail 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 name, Program Chair **NO LATER THAN 15 OCTOBER 200x**.

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.

## **FIRST CALL FOR CONTRIBUTED PAPERS**

Individuals desiring to present research and management results and/or progress of ongoing work should submit abstracts online at Division website **DUE DATE: 1 December 200x**.

Technical presentations will be scheduled for 20 minutes--15 minutes for the presentation followed by a 5 minute question/answer period. Moderators will strictly enforce the time limit. PowerPoint presentations are required.

Poster presentations will be encouraged. Posters will be exhibited throughout the meeting and authors will be available at specific times to talk about their work and answer questions.

Abstracts, either for presentation or poster, should be submitted online at the Division website (<http://www.sdafs.org>). Please state during submission whether the abstract is for a poster or for a presentation. Abstract submission will include the paper's title, author names and addresses (include phone, fax and e-mail if available), and text. It is assumed that the first author listed will be the presenter unless otherwise noted. Students competing for the "Student Best Paper Award" should indicate during submission. The text should be no more than 200 words. State objectives, principal results, and conclusions. If the principal contact person for correspondence regarding the abstract is someone other than the presenter, please so specify. A second call for papers will be distributed in mid-September 200x.

Student aid will be available for interested students. Please see details in the September and December mailings or contact the Program Chair.

The mid-September second call for papers will include information on Hotel registration, symposia, social events, and workshops. The final program, pre-registration instructions, hotel registration instructions, Technical Committee agendas, and other information will be distributed with the Division Newsletter to be mailed in mid-December 200x.

## 200x SOUTHERN DIVISION SPRING MEETING

### SECOND AND FINAL CALL FOR PAPERS

\_\_-\_\_ February 200x  
Reasonable Rate Hotel  
Southeastern State, US

Co-hosted by Southern Division AFS Chapters

As announced in the Summer Southern Division AFS Newsletter, the 200x Spring Meeting will be held at the Reasonable Rate Hotel, Southeastern State, US. Rooms will be \$\_\_\_ for 1-4 people and can be reserved by calling phone number. Mention you will be attending the DIVISION Meeting to get the meeting room rates. Transportation is available by cab or hotel limousine service. Details regarding meeting registration will be announced in the Winter 200x Division Newsletter.

Student aid will be available for the DIVISION Spring Meeting. The DIVISION Student Affairs Committee has a block of rooms available for students. To apply for a free room, contact name, Student Affairs Committee Chair (phone number) or meeting chair (phone number) for an application. Registration will be available for students who work during the meeting (projectors lights, registration, etc.). See the Winter DIVISION Newsletter for details.

This announcement is the **SECOND AND FINAL CALL FOR CONTRIBUTED PAPERS** to be presented in technical sessions at the meeting. Papers can be research-in-progress or completed papers. We especially encourage students to contribute papers as platform presentations or posters. This meeting promises to be an excellent conference, including Technical Committee meetings (Thur., date), Division EXCOM (Fri., Morning, date), Continuing Education and Workshops (Fri. Afternoon, date), and Technical Sessions (Sat. and Sun., date).

#### **PROCEDURES FOR SUBMITTING CONTRIBUTED PAPERS AND POSTERS**

Individual desiring to present research and management results or progress with ongoing work should submit abstracts online at the Division Website, **Due date: 1 December 200x**.

Presentations will be scheduled for 20 minutes, 15 minute presentation followed by 5 minute question/answer period. Moderators will encourage a lively discussion during the 5-minute period after each presentation. Moderators will strictly enforce the time limit. PowerPoint presentations are required.

Abstracts will be published online from the official meeting website. Indicate during online submission whether if this is a poster or platform presentation. Abstracts will include (in the following order), the paper's title, author names and addresses and text. It will be assumed that the first author listed will be the presenter unless otherwise noted. Students competing for the "Student Best Paper Award" indicate so during online. The text should be a 200-word or less statement of objectives, principal results and conclusions. If the principal contact person for correspondence regarding the abstract is someone other than the presenter, please so specify.

Authors will be notified regarding acceptance of presentation in January. The final program, pre-registration, and other information will be distributed with the Winter Division Newsletter.



OKLAHOMA CHAPTER AFS



SOUTHERN DIVISION AFS

## **2004 Southern Division AFS Spring Meeting Oklahoma City, Oklahoma 26-29 February 2004**

The Oklahoma Chapter and Southern Division of the American Fisheries Society invites you to join us in Bricktown, Oklahoma City, OK at the Westin Hotel for the 12<sup>th</sup> Annual Spring Meeting of the Southern Division of the American Fisheries Society.

### **Highlights**

**Technical Committee Meetings on Thursday, 26 Feb  
SDAFS EXCOM, Business Meeting, Continuing Education Workshops on Friday,  
27 Feb  
Plenary Session, Technical and Poster Sessions on Saturday, 28 Feb through  
noon on  
Sunday, 29 Feb**

**Symposia Topics: Ictalurid Biology and Management  
Warmwater Streams: Species Restoration and Recovery  
Success; Stream Habitat Improvement; Warmwater Streams  
Fisheries Management**

Student Social at ARocky-s@in Bricktown on Friday Evening  
Saturday Evening Social at the ABricktown Brewery@

### **Hotel Information**

Room rates at the Westin Hotel are \$89 per night for single through quad occupancy. Rooms must be reserved by 25 January 2004 to receive this rate and guarantee availability. Reservations will be accepted via **phone only (405) 235-2780**. State you are with the **American Fisheries Society**. Check the meeting website for more hotel reservation information (<http://members.cox.net/gregsumm/>). Students seeking free accommodations should see the instructions included in this announcement or download instructions off the meeting website.

### **Registration Information**

The meeting registration form is included in the newsletter or can be downloaded at: (<http://members.cox.net/gregsumm/registration>). Meeting registration is \$65 for students and professionals prior to 1 February 2004 and \$75 thereafter. Students seeking reimbursement of registration costs by working at the meeting should contact Dan Dauwalter: [dauwalt@okstate.edu](mailto:dauwalt@okstate.edu).

# 2004 Southern Division AFS Spring Meeting, Oklahoma City, OK

## Schedule of Events:

- C **Thursday 26 February**
  - Registration
  - Technical Committee Meetings
- C **Friday 27 February**
  - Registration
  - Southern Division EXCOM Meeting: 8:00-12:00
  - Southern Division Business Meeting: 5:00-6:30
  - Continuing Education Workshops (Descriptions of workshops are on the meeting website)
    - Working with Commissions: 8:00-3:30
    - Basic Assessment and Restoration of Degraded Streams: 8:00-5:00
    - Electrofishing Injury and Procedures to Minimize Effects: 8:00-12:00
    - Student Workshop: 1:00-5:00
    - LMBV Workshop: 8:00-5:00
    - Poster Setup: 5:00-6:30
    - Student Social at Rocky-s in Bricktown: 7:00-10:00
- C **Saturday 28 February**
  - Registration
  - Plenary Session: Safety Issues in the Fisheries Profession
  - Symposia and Technical Sessions
  - Poster Session
  - Student:Mentor Luncheon: 12:00-1:00
  - Oklahoma State University Reunion: 5:00-7:00
  - Social at the ABricktown Brewery@
- C **Sunday 29 February (ending at noon)**
  - Registration
  - Symposia and Technical Sessions
  - Poster Session

\*\*\*\*\*

### ATTENTION STUDENTS

The Division Student Affairs Committee has reserved a block of rooms for free student lodging. Free student lodging will be for 2 nights; 27 and 28 Feb. Each room will be shared by 4 students of the same gender. Application deadline is **30 January 2004**.

The Division Spring Meeting provides an excellent opportunity for students to develop their professional skills. In addition to technical sessions addressing a variety of fisheries related issues, there are a number of workshops addressing specific topics, including a Student Workshop consisting, in part, of a presentation by Mike Fraidenburg on ALessons Learned: Career Experiences of Natural Resource Professionals@. A student:mentor luncheon is planned for Saturday. Have a professional take you to lunch and discuss your professional goals with and receive advice from someone who has been there. Sign up for the luncheon on the registration form.

If you are interested in obtaining free lodging, send your name, address, contact phone number, e-mail address, school, gender, status (graduate, undergraduate), AFS member number (located on your Fisheries mailing label), and a statement about why you wish to attend the meeting and the night(s) you will need lodging to:

Stuart Welsh ([swelsh@wvu.edu](mailto:swelsh@wvu.edu)), West Virginia Cooperative Fish and Wildlife Research Unit  
P.O. Box 6125, 313 Percival Hall, Morgantown, WV 26506  
Phone: 304-293-3941 xt 2419

In the event that requests exceed the number of spaces available, the following criteria will be used to determine those receiving rooms:

1. Is the applicant presenting a paper or poster
2. Is the applicant a member of AFS
3. Is the applicant an undergraduate or graduate
4. What was the date of the room request

**2004 AFS SOUTHERN DIVISION ANNUAL SPRING MEETING  
Oklahoma City, Oklahoma  
February 26-29, 2004**

**Meeting Registration Form** Name: \_\_\_\_\_

Name Shown on Badge: \_\_\_\_\_ Spouse (if applicable) \_\_\_\_\_

Affiliation: \_\_\_\_\_ Student (circle one) Y N

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

email: \_\_\_\_\_ Phone \_\_\_\_\_

**Meeting Registration :**

Early Registration ( <b>before</b> February 1, 2004)	\$65.00	\$ _____
Regular Registration (February 1 and later)	\$75.00	\$ _____
Extra Social Tickets (both Friday and Saturday)	\$30.00/ea	\$ _____

**Workshops (OPTIONAL): Friday, February 27**

Working with Commissions	8:00am-3:30pm	\$75.00	\$ _____
Basic Assessment and Restoration of Degraded Streams	8:00am-5:00pm	\$75.00	\$ _____
Electrofishing Injury and Procedures to Minimize Effects	8:00am-12:00pm	\$50.00	\$ _____
Student Workshop	1:00pm-5:00pm	FREE (check here)	_____
LMBV Workshop (Contact Chris Horton, B.A.S.S.)		FREE	

**Student Mentor Lunch** (Saturday, February 28):

(check if you would like to participate and circle interests/profession)

a. Mentor \_\_\_\_\_ Profession:(academia, state agency, federal agency private firm, etc.)

b. Student \_\_\_\_\_ Interest: (grad. school, state agency, federal agency, private firm, etc.)

**Note:** Abstracts will be available for download from the meeting web site

**Total** \$ \_\_\_\_\_

**CREDIT CARD WILL NOT BE ACCEPTED**

Cash, checks and money orders made payable to Oklahoma Chapter AFS (Tax I.D. # 23-7226672)

Return completed form and payment to:

**S. Division AFS Spring Meeting, c/o Bill Wentroth, Okla. Dept. of Wildlife Conservation  
417 Silverdale Lane, Ponca City, OK 74064-7315**

**Phone: 580-762-2248, FAX: 580-762-2380**

**email: odwc@poncacity.net(Bill\_Wentroth)**

## 2004 OKC Division Spring Meeting Finances

### Income

<u>Date</u>	<u>Contributor</u>	<u>Amount</u>	-	-	-	-
05-08-03	TVA Donation	\$1,000.00				
08-05-03	Duke Energy Donation	\$1,000.00				
08-07-03	American Aquatics Donation	\$500.00				
09-17-03	Zebco Donation	\$10,000.00				
10-07-03	Progress Energy Donation	\$1,000.00				
01-23-04	Georgia Power Donation	\$1,000.00				
01-26-04	Registration	\$2,760.00				
02-03-04	NW Marine Technology Don.	\$500.00				
02-19-04	Registration	\$6,450.00				
02-19-04	Warm Water Streams Donation	\$300.00				
02-19-04	Dennis Rickie Donation	\$100.00				
02-19-04	USFWS Donation	\$2,500.00				
02-27-04	Terry Cheeks Donation	\$1,000.00				
03-02-04	N. Arkansas Fly Donation	\$1,000.00				
03-08-04	B.A.S.S. (ESPN) Donation	\$1,000.00				
03-08-04	Registration	\$11,395.00				
Pending	ODWC Registration	\$4,190.00				
Pending	SDAFS Reimbursements	\$1,071.49				
Pending	WW Streams Reimbursements	\$225.00				
Total		<b>\$46,991.49</b>				

**Expenses**

Year	Vendor	Amount	Check No.	Description
·15-03	BankFirst	\$16.50	n/a	Checks
·15-03	University Presort	\$91.15	1501	Announcement mail prep/handling
·15-03	US Postmaster	\$266.07	1502	Bulk mail announcement
·22-04	Braudrick Printery	\$75.00	1503	Print receipts and name badges
·19-04	Chris' University Spirit	\$1,200.00	1504	Student subunit T-shirts
·17-04	Copelins Office Supply	\$142.62	1505	Foam Board, Flip Chr and Spray Adhv
·17-04	Kinko's	\$152.06	1506	Poster Printing From W Water Streams/D. Rickie
·19-04	Gene Gilliland (Auction Items)	\$400.00	1507	Donation
·23-04	Document Services, Inc.	\$345.06	1508	Printing Program
·28-04	Bricktown Brewery	\$8,216.53	1509	Sat Night Social
·01-04	Barry Bolton	\$313.61	1510	Hosp Room Food/Drink Reimbursement
·01-04	Randy Hyler	\$33.32	1511	Hosp Room Food/Drink Reimbursement
·02-04	Dynamic Solutions Group	\$2,010.54	1512	Workshop Payment
·02-04	Westin Hotel	\$2,936.03	1513	Hotel Bill (rooms, breaks, parking, etc.)
·02-04	Rocky's Bricktown	\$7,950.00	1514	Friday Night Social
·09-04	Image Imprinting Inc	\$451.20	1515	Name Badge Lanyards A.V. Help-Student reg refunds (see below)
·09-04	Student Rebate (see below)	\$350.00	1516-1522	
·09-04	Marco	\$213.17	1523	Name badge holders and ribbons
·09-04	Bill Wentroth	\$13.43	1524	Reimbursement for copy costs
·09-04	Unit Equipment Services	\$54.00	1525	OSU Poster copy costs
·11-04	Refunds	\$465.00	1526-1532	Refunds for not attending (see below)
·15-04	Ira Adelman	\$189.45	1533	1/2 of AFS President Travel Larry's Travel Expenses for Safety
·15-04	Larry Olmsted	\$500.20	1534	Session
·15-04	Ted Henry	\$359.45	1535	Ted's Travel Expenses for Workshop
ending	Cories	\$402.50	-	A.V. Expenses @ Hotel
ending	ODWC	\$500.00	-	Streams Workshop Expense
total		<b>\$27,646.89</b>		

**Net** Amount **\$19,344.60**

### Student AV workers

<u>Student</u>	<u>Hours</u>	<u>Amount</u>	<u>Check No.</u>
Dominic Barrett	6	\$60.00	1516
Kyle James	2	\$20.00	1517
Sandy Clark	4	\$40.00	1518
Jessica Milliman	6	\$60.00	1519
Eli Powers	4	\$40.00	1520
Ben Stoerger	7	\$70.00	1522
Chip Walton	6	<u>\$60.00</u>	1521
Total		<b>\$350.00</b>	

### Refunds for Non-Attendees

<u>Registrants</u>	<u>Affiliation</u>	<u>Amount</u>	<u>Check No.</u>
Karla Carlisle	Tenn Tech	\$65.00	1526
Ericka Blev ins	Tenn Tech	\$65.00	1527
Nicole Surgenor	Tenn Tech	\$65.00	1528
Adreinne Averett	Vir Tech	\$65.00	1529
Howard Elder	TPWD	\$65.00	1530
Bobby Wilson	TWRA	\$65.00	1531
Steve Lochmann	UAPB	<u>\$75.00</u>	1532
		<b>\$465.00</b>	

## Appendix XI

### 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 200\_ - 200\_ Division Committees to indicate their preference (1 = 1<sup>st</sup> choice, etc.)

#### Technical Committees

<input type="checkbox"/> Aquaculture	<input type="checkbox"/> Catfish Management	<input type="checkbox"/> Instream Flow
<input type="checkbox"/> Nongame Aquatics	<input type="checkbox"/> Pollution	<input type="checkbox"/> Reservoir
<input type="checkbox"/> Small Impoundments	<input type="checkbox"/> Striped Bass	<input type="checkbox"/> Trout
<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"/> Resolutions	<input type="checkbox"/> Student Affairs

Name: \_\_\_\_\_ .

Address: \_\_\_\_\_ .

\_\_\_\_\_ .

\_\_\_\_\_ .

e-mail: \_\_\_\_\_ .

phone: \_\_\_\_\_ .

## Appendix XII: 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:

**Appendix XIII: Awards /Student Affairs Committee Forms**

**SEAFWA FISHERIES SESSION JUDGE \_\_\_\_\_**

| **SESSION # \_\_\_\_\_** **STUDENT** **PROFESSIONAL** .

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

**COMMENTS:**

**BEST OF THIS SESSION?**

## SEAFWA 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-no's" 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.

**SOUTHERN DIVISION**

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

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**President, Southern Division**

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**Executive Director, AFS**

# **SOUTHERN DIVISION**

**presents the**

**Award for Best Paper, Runner-Up  
to**

**Paul W. Rister**

**for the paper titled**

**Response of the Crappie Population  
to Regulatory Changes in  
Kentucky Lake, Kentucky: A Case History**

**Presented at the 56<sup>th</sup> Annual Conference of the  
Southeastern Association of Fish & Wildlife Agencies,  
October 29, 2001, Baltimore, Maryland**

---

**President, Southern Division**

---

**Executive Director, AFS**

# **SOUTHERN DIVISION**

**presents its**

## **Award of Merit**

**to**

### ***Texas Parks & Wildlife Department***

**in recognition of its exemplary participation in the  
Fisheries Technical Session at Annual Conference of the  
Southeastern Association of Fish and Wildlife Agencies**

**Place 3-year term here**

---

**President, Southern Division**

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**Executive Director, AFS**

## OUTSTANDING CHAPTER AWARD NOMINATION

### 1. BACKGROUND & CHAPTER STRUCTURE

1a. Chapter Name:

1b. AFS Division:

1c. Chapter President:

1d. Address:

1e. Structure of Chapter:

Officers: President -  
President-Elect -  
Secretary-Treasurer –  
Immediate Past President -  
Student Subsection President -

Committees:

Standing Committees: Executive:

Nominations:

Program:

Arrangements:

Newsletter:

Environmental Concerns:

Education:

Finance:

Ad hoc Committees:

2. ABSTRACT: What makes your chapter unique and why is it outstanding? (You may wish to address this with the 3 major areas of emphasis in the Society's Strategic Plan; 300 words or less).

Information Transfer and Outreach

Member Services

Aquatic Stewardship

3. MEMBERSHIP (breakdown of membership, i.e. professional, students)

### 4. REGULAR CHAPTER ACTIVITIES

4a. Number of Annual Chapter Meetings:

- 4b. Duration of Meeting(s):
- 4c. Meeting Location(s):
- 4d. Participation:
- 4e. Special Accomplishments of Meeting(s):
- 4f. Social functions at Meeting(s):
  - Reception at Maple's Clubhouse
  - Calabash Seafood Supper at Beck's Restaurant in Calabash, NC
- 4g. Additional Chapter/Committee Activities:

## 5. MEMBER COMMUNICATIONS

- 5a. Newsletter (include a representative newsletter as an attachment).
- 5b. Number published per year:
- 5c. Average length (pages):
- 5d. Typical no. of contributors:
- 5e. Job announcements?: Y or N Average number:
- 5f. Forum for members to express views?: Y or N
- 5g. Unique aspects of newsletter (50 words or less):
- 5h. Additional Chapter Communications:

## 6. SPECIAL SYMPOSIA/WORKSHOPS/PROJECTS:

Briefly describe any special or unique enterprises of your chapter (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; attach supplemental material as needed:

## 8. RECOGNITION OF PROFESSIONAL ACHIEVEMENT

- 8a. Awards (name of award and criteria):
- 8b. Scholarships (name and criteria):
- 8c. Grants (name and criteria):

## 9. ENVIRONMENTAL ACTION

# **SOUTHERN DIVISION**

presents its

## **Outstanding Chapter Award**

to the

### **Virginia Tech Chapter**

**for promoting professionalism among its members  
and enhancing fisheries in their region.**

**Presented at the Spring Meeting  
15 February 2003, Wilmington, North Carolina**

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**President, Southern Division**

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**Executive Director, AFS**

## **Application for the Outstanding Subunit Award**

Please provide information for the calendar year (January 1, 200\_ to December 31, 200\_) in the following format for consideration for the annual Outstanding Student Subunit Award for the Southern Division of the American Fisheries Society. The deadline for submission is January 1, 200\_. Please send five (5) copies of the application or e-mail to Awards Committee Chair:

Bruce M. Saul  
SDAFS Awards Committee Chair  
Augusta State University  
Department of Biology  
2500 Walton Way  
Augusta, GA 30904-2200  
bsaul@aug.edu

### **General Overview** (100-150 words)

Give a brief overview and history of your chapter.

### **Membership** (100 words)

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.

### **Technical Activities** (100-150 words)

Describe activities that your subunit is involved in, such as technical demonstrations, fishery projects, and other activities that involve your subunits professional scientific skills.

### **Education, Outreach, and Professional Service** (100-150 words)

Summarize projects that focus on education and outreach to user groups or the general public.

### **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.

### **Letter from Academic Advisor**

Please include a letter of support from your academic advisor.

# **SOUTHERN DIVISION**

presents its

## **Outstanding Student Subunit Award** to the

### **University of Georgia Fisheries Society**

**for promoting professionalism among its members  
and enhancing fisheries in their region.**

**Presented at the Spring Meeting  
15 February 2003, Wilmington, North Carolina**

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**President, Southern Division**

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**Executive Director, AFS**

# **SOUTHERN DIVISION**

presents its

## **Distinguished Service Award**

to

***Bruce M. Saul***

**in recognition of his dedicated service to the Southern  
Division of the American Fisheries Society in pursuit of its  
goals and objectives.**

**Presented at the Southern Division Annual Meeting this  
31<sup>st</sup> day of October, 2000.**

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**President, Southern Division**

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**Executive Director, AFS**

## **OUTSTANDING ACHIEVEMENT AWARD ANNOUNCEMENT-Newsletter**

The Outstanding Achievement Award is our Division's highest honor. It is presented to a member or members for their noteworthy and longstanding contributions to fisheries and aquatic sciences, the Division and the Society. Candidates are reviewed according to criteria set forth in the Division Bylaws that include:

- Outstanding service to the Division,
- A monumental work,
- Original techniques or research methodology,
- New ideas, viewpoints, or data which contributed significantly to fisheries management or our 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 taxonomic criteria,
- Research especially beneficial to mankind,
- Interdisciplinary research involving leadership in lab or field,
- Multiple, successful efforts in a variety of fields, as biology, public understanding, technical and popular writing, lab and field research, inspirational leadership and enunciation of principles.

Send letters of nomination with supporting documentation by January 1 to:

Awards Committee Chair address

# **SOUTHERN DIVISION**

presents its

## **Outstanding Achievement Award**

to

### **Barry W. Smith**

**in recognition of his exemplary participation in Southern Division activities and for noteworthy and longstanding contributions to fisheries and aquatic sciences.**

**Presented at the Southern Division Spring Meeting,  
15 February 2003, Wilmington, North Carolina**

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**President, Southern Division**

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**Executive Director, AFS**

## SCORING CRITERIA FOR STUDENT PRESENTATIONS AT SPRING MEETING

To facilitate the selection process, judges should use the full range of the scoring scale to differentiate among presentations. E.g., in a 5-point category award 3 points for average quality (even though average quality may be very good), 4 for above average, and 5 for outstanding.

- A. Individual Components**
1. Title – Does it accurately describe the subject? 5 points
  2. Introduction – Does it provide adequate background, historical context, and justification for the study? Were the objectives and purpose clearly stated? 5 points
  3. Methods or Approach – Are they described with sufficient detail? 5 points
- B. Content**
1. Structure and Organization – Is there logical development and integration of the presentation? Is the presentation comprehensible by members of the audience not engaged in that particular specialty? 15 points
  2. Originality – How valuable is the presentation in communicating and presenting unique or innovative methods, concepts, or interpretations? How relevant and significant is it to fisheries science? 10 points
  3. Analytical Merit – Are the analytical methods and study design or approach adequate and appropriate? 10 points
  4. Technical Merit – Are interpretations consistent with the results or evidence presented? Are limitations identified and evaluated? 10 points
- C. Physical Presentation**
1. Delivery – Does the presenter employ good voice quality, enthusiasm, grammar, eye contact, posture and body language, pronunciation, and articulation? 15 points
  2. Visual Aids – Are the visual aids large enough, simple, understandable, relevant, and attractive? 15 points
  3. Timing – Does the presenter complete the talk within the allotted time, and leave time for questions? 5 points
- D. Other Considerations**
- Use this category to reward unique or attractive features which do not fit exactly into other criteria (e.g., judicious and effective use of humor). It should be considered an extra and should not be awarded automatically. 5 points
- E. Comments** (used to break ties)
- Provide a brief evaluation of your impressions of each presentation.

**SDAFS Spring Meeting Student Evaluation Form**

Presenter \_\_\_\_\_

Title \_\_\_\_\_

Title (5 Pts) \_\_\_\_\_

Introduction (5 Pts) \_\_\_\_\_

Methods or Approach (5 Pts) \_\_\_\_\_

Structure and Organization (15 Pts) \_\_\_\_\_

Originality (10 Pts) \_\_\_\_\_

Analytical Merit (10 Pts) \_\_\_\_\_

Technical Merit (10 Pts) \_\_\_\_\_

Delivery (15 Pts) \_\_\_\_\_

Visual Aids (15 Pts) \_\_\_\_\_

Timing (5 Pts) \_\_\_\_\_

Other Considerations (5 Pts) \_\_\_\_\_

**TOTAL (100 Pts)** \_\_\_\_\_

**Comments:**

**In your opinion, is this presentation a contender for the best paper award?** \_\_\_\_\_

Note: Judges are asked to use the full range of the scoring scale to differentiate among presentations. E.g., in a 5-point category award 3 points for average quality (even though average quality may be very good), 4 for above average, and 5 for outstanding. *Thus, an average-quality talk will result in an overall score of about 60.*

# **SOUTHERN DIVISION**

**Honors**

**Rebecca E. Blanton**

**Tulane University**

**with the Award for**

**Best Student  
Presentation**

**from the 2002 Spring Meeting, Little Rock, Arkansas**

**titled:**

**Examination of Morphological Variation Among Populations of the Fantail  
Darter, *Etheostoma (Catonotus) flabellare* (Percidae) from the River Drainages  
of North Carolina, South Carolina, Tennessee & Virginia**

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**President, Southern Division**

---

**Executive Director, AFS**

# **SOUTHERN DIVISION**

**Honors**

**Rebecca E. Blanton**

**Tulane University**

**with the Award for**

## **Best Student Presentation-Runnerup**

**from the 2002 Spring Meeting, Little Rock, Arkansas**

**entitled:**

**Examination of Morphological Variation among Populations of the Fantail  
Darter, *Etheostoma (Catonotus) flabellare* (Percidae) from the River Drainages  
of North Carolina, South Carolina, Tennessee & Virginia**

---

**President, Southern Division**

---

**Executive Director, AFS**

# **SOUTHERN DIVISION**

**Honors**

**Jason J. Schaffler**

**Clemson University**

**with the Award for**

## **Honorable Mention Student Presentation**

**from the 2002 Spring Meeting, Little Rock, Arkansas**

**entitled:**

**Striped Bass Summer Daily Use Areas and Movements  
in a Southeastern Impoundment**

---

**President, Southern Division**

---

**Executive Director, AFS**

**SDAFS Annual Spring Meeting – Scoring Sheets for Student Posters**

**Presenter:** \_\_\_\_\_ **Poster Number:** \_\_\_\_\_

**Title:** \_\_\_\_\_

*Individual Components*

- |   |          |       |
|---|----------|-------|
| 1. Title – Does it accurately describe the subject?   | 5 points | _____ |
| 2. Abstract – Is it complete (what, why, how, results)?<br>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 | _____ |

**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  | _____ |

**Other Considerations** 5 points  
 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.

**Total 100** \_\_\_\_\_

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

# **SOUTHERN DIVISION**

**Honors**

**John Kilpatrick**

**Virginia Tech**

**with the Award for**

## **Best Student Poster Presentation**

**from the 2002 Spring Meeting, Little Rock, Arkansas**

**titled:**

**Habitat Use and Exploitation of the Striped Bass and Hybrid Striped Bass in  
Claytor Lake, Virginia: Preliminary Findings**

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**President, Southern Division**

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**Executive Director, AFS**