



*American Fisheries Society*  
*Western Division*

8  
ALBERTA  
BRITISH COLUMBIA  
SASKATCHEWAN  
NORTHWEST TERRITORIES  
YUKON

MEXICO

ALASKA  
ARIZONA  
CALIFORNIA  
COLORADO  
HAWAII  
IDAHO  
MONTANA  
NEVADA  
NEW MEXICO  
OREGON  
UTAH  
WASHINGTON  
WYOMING

WESTERN PACIFIC ISLANDS  
AND TRUST TERRITORIES

TO: AFS Executive Committee  
FROM: S.A. Moberly, President *JAM*  
DATE: August 11, 1984  
SUBJECT: Western Division Annual Report

This report summarizes the major accomplishments of the Western Division, which conducted business through 17 chapters and 22 committees during 1983-1984. Our membership stands at 2,218 and includes those members in good standing of AFS that reside in the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming; U.S. Islands and Trust Territories in West Pacific Ocean; the Provinces of Alberta, British Columbia, Saskatchewan, and the Yukon and Northwest Territories in Canada; Mexico; as well as individuals residing in other divisions who elect to be members of the Western Division.

The WDAFS is recognized for its high profile regarding riparian habitat issues. On October 10-12, 1984, the Pacific Northwest Stream and Habitat Workshop will be held at Humboldt State University, Arcata, CA; it will be the fourth in a series of continuing national workshops, which are held at two-year intervals to discuss salmonid stream and habitat management. The WDAFS, through the Habitat Inventory Procedures Committee chaired by Dr. Bill Helm of Utah State University, is developing a standardized glossary that will provide definitions and methods of stream and lake survey techniques that can be used by fisheries agencies throughout the west for planning, implementing, and analyzing fisheries data. All of the federal and state land management agencies have endorsed this effort. This is a significant piece of work that is being accomplished by the Division; the next logical step is to develop a North American glossary. The WDAFS proposes that the other divisions join in this effort.

The Water Development and Streamflow Committee, co-chaired by Tom Wesche and Dudley Reiser, is preparing the WDAFS position statement on low head hydroelectric development. A draft of this statement was circulated at the annual conference on July 19, 1984.

A symposium for small hydroelectric development is scheduled for May 1-3, 1985, in Denver, CO. Bob White (MT) is chairman of the Steering Committee. This symposium is sponsored jointly by the Division and the Bio-Engineering Section.

The Riparian Habitat Committee, chaired by Don Martin, continues to be active in legislative affairs and assists the Executive Director in national riparian issues.

During 1983-84, the division has had a new editor, Bob Phillips (OR), who has done an outstanding job. Two issues of the newsletter have been printed, and these are attached. In the May issue of the newsletter, the proposed bylaw changes were included. Bob White, Chairman of the Bylaws Committee, worked diligently to see these bylaw changes through the approval process; the final step of implementation was a favorable vote of the membership. The major change in the bylaws provides for the election of a First Vice-President. This will give the division another executive officer and will provide for greater continuity as officers advance to President-Elect, President, and Immediate Past-President. The First Vice-President will be the division's membership chairman and will assist the President-Elect with the annual conference. The Immediate Past-President will chair the Nominating Committee and co-chair the Awards Committee.

Election of the 1984-1985 officers resulted in the selection of Anthony J. Novotny as President-Elect; Donald M. Martin, Vice-President; Ellen Gleason, Secretary/Treasurer; and Robert W. Phillips as the Division's representative to the Society's Nominating Committee. Neil Armantrout advanced to President and myself to Immediate Past-President. Don Duff completed his "tour of duty" as a division officer, but has been elected President-Elect of the Fish Management Section, so he will be just as active as ever. The Division is in Don's debt for his tireless service these past several years. His council will be an aid to present and future officers. The Division thanks Don for his contributions.

Over the years, the Western Division has developed a very cordial and productive working relationship with the Western Association of Fish and Wildlife Agencies, our co-hosts for the annual conference. The Western Division is a nonvoting member of the Western Association. This relationship has been further solidified by unanimous approval of a Memorandum of Understanding by the Western Association directors at their mid-term meeting that was held last December. These new guidelines provide that the Western Division chairmen of the Time and Place Committee, Resolutions Committee, Awards Committee, and Program Arrangements Committee will be members of their companion committees in the Western Association. The coordinating document (attached) also provides for greater cooperation and coordination in several other areas.

On behalf of the Division, I would like to acknowledge the cooperation and fine working relationship that we have enjoyed this past year under the leadership of Don Robinson, Western Association outgoing president. Don retired a few weeks ago after several years as Director of the British Columbia Fish and Wildlife program. It was truly a pleasure to serve with Don this past year, and the Western Division wishes him well in his future endeavors.

The Division unanimously passed two resolutions: one commending Don Robinson for his work with the Division and the second one recognizing Bob Salter for his many years of assisting the Division in our work and always being a true friend of fisheries resources.

The Program Committee is the responsibility of the President-Elect. Responsibilities include finalizing, organizing, and implementing the annual conference with the Western Association. President Neil Armantrout devoted a great deal of time and attention to detail in organizing this year's program; the result was a very successful conference.

The Awards Committee, chaired by Immediate Past-President, Don Duff, recommended three awards for 1984. The Award of Excellence went to Milo Bell for his numerous years of constant contributions to fisheries. The Humboldt Chapter was selected as the Outstanding Chapter. The Robert L. Borovicka Conservation Achievement Award was shared by the Desert Fish Council and the Nature Conservancy. Carl Bond was recognized for his achievements, and the Best Student Research Paper Award went to Glen Gretta, who is attending the University of Washington.

The Endangered Species Committee was chaired again by John Rinne. The committee has finalized its examination of the role of the western states in the management of native, primarily nongame, fishes. Rinne will step down as chairman of this committee and has recruited one of its members, Dr. Jack E. Williams, as successor. Jack is currently with the U.S. Fish and Wildlife Service Office of Endangered Species in Sacramento, CA.

As the Division's President this past year, I have accomplished my goal of developing and signing the cooperative agreement with the Western Association. This effort was started several years ago by Ron Goede and others, and I have had the pleasure of guiding this piece of work to completion.

The Great Plains Fisheries Workers Association (GPFWA), at their annual meeting, raised \$541, which they dedicated to the AFS Permanent Home Fund. To show our appreciation, I asked the Association if they would accept an associate membership with the Society, with the Western Division as sponsor. Most GPFWA members are AFS members, and we welcome the Association to AFS and hope we have a long and cordial relationship.

The membership voted to contribute one dollar for each Western Division member to the Permanent Home Fund, \$2,218.

All of the Division's chapters and committees are active. Although the level of activity varies from year to year and issue to issue, I can assure you that the Division is intrinsically involved in and continues to have a great influence on fish populations and their habitat in western North America and the Pacific.

The Western Division had an active and productive year, making good things happen for fish and their habitat. The talent and enthusiasm of the incoming officers assure us that this trend will continue.



## President's Corner

The Parent Society held its mid-term Executive Committee meeting during the North American Fish and Wildlife Conference in Boston March 24-28, 1984. The Executive Committee is the governing body of the Society. Committee membership includes all of the Society's officers, presidents and presidents-elect of the divisions, and presidents of the sections if section membership is 200 or more. There are 22 voting members. The agenda including reports from all divisions, sections, standing committees, sectional committees, and several other items; 68 agenda items in total. One of the highlights of the mid-term meeting was that the Society is financially healthy. Slowly, the reserve fund is growing and we are over 80% toward the goal of purchasing our permanent home in Bethesda. President Janice Hughes has set a goal for her administration to complete the permanent home fund drive this year. There is also a possibility that we will be able to opt for additional space so that we can assure our permanent home will have adequate space for the Society well into the next century. Until we are able to utilize the space ourselves, we could become "landlords" and the renter will help us purchase the space over the next few years. I certainly encourage this action. Small movements now in this direction, assisted by the several years' persistence, will further assure that the Society is secure in a permanent home with adequate space to serve the membership well into the future.

*(Continued on page 7)*

## By-Laws Change Recommended

Elsewhere in this newsletter are the proposed changes in the WDAFS By-laws. These were approved at the 1983 annual meeting, reviewed by a constitutional consultant, and approved by the parent AFS Executive Committee. Because the notice of the proposed change was not circulated in writing 30 days prior to the annual meetings (By-Laws Section X), a vote by the membership is required, and the question appears on the postcard ballot contained in this newsletter. The significant change proposed in the by-laws is the addition of the office of vice-president which will move automatically to president-elect, and thus provide better continuity in the executive committee of WDAFS. A "Yes" vote is recommended.

## Do it Now!

If you haven't already done so, Neil Armantrout, Program Chairman, reminds us that now is the time to make reservations for the WDAFS annual conference in Victoria, B.C., July 16-19. July in Victoria is a busy time, and rooms are difficult to find. So, Neil strongly urges people planning to attend to reserve rooms as soon as possible. A smashing program is on tap. Sessions are scheduled on establishing economic value of fish and wildlife, impacts of El Nino, role of woody material in salmonid habitat, etc. A number of social events—tours and salmon fishing (if there is a season)—are planned. Bring the wife and family!

## Moberly Nominated

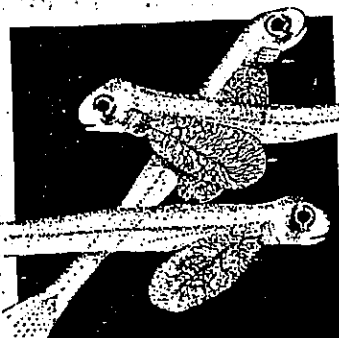
Stan Moberly, hard-charging and effective President of the Western Division, has been nominated for Second Vice President of the parent Society. Stan's track record deserves the support of WDAFS. Be sure to vote for Stan!

## Habitat Inventory Committee Launched

Chairman Bill Helm, Habitat Inventory Committee, advises that the organizational meeting was held in Salt Lake City, April 12-13. Relying on the adage that "it's busy people who get things done," Bill has enlisted the following committee members:

- Paul Brouha (Montana) (Co-chair)
- Mike Accituno (California)
- Carl Armour (Colorado)
- Peter Bisson (Washington)
- Jim Hall (Oregon)
- George Holton (Montana)
- Mark Shaw (Utah)

The committee expects to have a glossary of terms drafted in time for the annual meeting in Victoria, July 16-19.



## Vote! Vote! Vote!

Candidates for the several offices of WDAFS appear below, and on the post-card ballot that accompanies this newsletter. Nominations Committee Chairman, Don Duff, has persuaded the following candidates to offer their talents and time.

### President-Elect

#### Anthony J. (Tony) Novotny

Anthony (Tony) J. Novotny - Fisheries Research Biologist, National Marine Fisheries Service in Seattle.

Bachelor of Science in Fisheries from University of Washington. Started as a career fisheries research biologist with the old US Fish & Wildlife Service in 1958 in Seattle. Tony has worked on salmon parasites, behavioral studies (sonic tracking), reservoir limnology, thermal pollution, and freshwater and marine aquaculture. In 1968, started the NMFS marine aquaculture station at Manchester, Washington, and developed the first aquaculture training program for Northwest Indians. He was co-developer of the thermal mark; pioneered in culturing Pacific salmon in seawater on a large scale; pioneered in developing mass vaccination techniques for vibriosis; pioneered in delayed releases of salmon from seacages; and pioneered in the co-development (with French biologists) of Pacific salmon aquaculture in France. Since 1973, he has been the U.S. biologist responsible for NMFS salmon research in the NOAA-CNEXO (U.S.-France) bilateral cooperative in aquaculture.

Tony has been a member of the AFS since 1963, is a Certified Fisheries Scientist; a member of the North-Pacific International Chapter; the Fish Culture Section; Fish Health Section; the newly organized Microcomputer User Group Section. He served as vice-president of the Fish Culture Section; President of the North-Pacific International Chapter; Co-chairman of the Fish Health Section Program Committee; Chairman of the Fish Health Section Nominations Committee, and on the membership and nominations committee of the Western Division.

#### Patrick Graham

Pat is Chief of Research and Special Projects for the Montana Department of Fish, Wildlife and Parks. He has directed numerous projects ranging from small hydro cumulative impact assessments to quantifying the economic values of fish and wildlife. He is Vice-Chairman of the Northwest Power Planning Council's Hydropower Assessment Steering Committee. He has directed fisheries investigations on the lower Yellowstone River, the Kootenai River, and Flathead River Basin. Pat's training includes a B.S. in Fish and Wildlife Management from Montana State University and a M.S. in Fisheries from the University of Idaho.

Pat has been a member of AFS since 1974. He has been a member of both the Idaho and Montana chapters. He served as Secretary/Treasurer to the Western Division in 1981-82. He was chairman of the Legislative Committee from Montana from 1978-82, and Secretary/Treasurer, Vice President

and President over the period 1981-84. He has been involved with the Montana Environmental Information Center, National Wildlife Federation, Trout Unlimited, and the Northern Plains Resource Council.

### Vice President

(Election of a Vice President will depend upon approval of the amendment to the By-laws, which is discussed elsewhere in this issue. The question appears on the ballot. A "Yes" vote is recommended.)

#### Delbert G. (Del) Skeesick

##### Education:

BS Humboldt State University 1961

MS Humboldt State University 1963

Oregon State University Research Assistantship 1963-1966

##### Experience:

1978-Present USDA Forest Service

1974-1978 USDI Bureau of Land Management

1966-1974 Oregon Fish Commission

1963-1966 Oregon Game Commission

1954-1955 Minnesota Dept. of Fisheries

##### Professional Activities:

Oregon Chapter AFS:

1974-75 President

1973-74 Vice President

1966-72 Save Our Bays Committee

Western Division AFS:

1979-81 Newsletter Editor

1978-79 By-Laws Revision Committee

1976-77 Secretary-Treasurer

National AFS:

1975-Certified Fishery Scientist

1962-Present Member

#### Donald M. Martin

Don Martin received his Bachelor's and Master's degrees from Humboldt State University in 1971 and 1973, respectively. He then worked on lake restoration and limnological studies on the research facility of Environmental Engineering at Washington State University in 1974-75. He contracted a study for the Idaho Department of Fish and Game and the Nezperce National Forest in 1975-76 to provide resident and anadromous fish habitat information for the Forest planning process. Since 1976 he has been with the Water Quality Bureau, Division of Environment, Idaho Department of Health and Welfare, where he has been involved in a number of different projects including development of Best Management Practices for road construction activities affecting water quality, and streambank stabilization efforts to enhance water quality and fisheries. He is currently coordinating a comprehensive study to monitor and evaluate the effectiveness of agricultural Best Management Practices in improving water quality and the fishery in an agricultural-impacted stream in Idaho.

Don is currently President of the Idaho Chapter AFS and Chairman of the Riparian Habitat Committee-Western Division-AFS. He has been a Certified Fisheries Scientist since 1977.

## Secretary-Treasurer

### Ellen Gleason

Ellen Gleason received a B.A. degree in biology from California State University, Long Beach in 1972. Hired in 1974 by the Marine Resources Region of the California Department of Fish and Game, she spent her first two years with the Department supervising the albacore sampling program. For one year she was California's representative on the Albacore Committee of the Pacific Marine Fisheries Commission. In 1976, Ellen transferred to CDFG's Region 5 to work on the Dingell-Johnson Inland Fisheries Habitat Improvement Project for southern California. Her duties included both fisheries habitat restoration and habitat enhancement. Until precluded by Department budget restrictions, Ellen served as a member of the Endemic Species Subcommittee of the Colorado River Wildlife Council. In 1980, Ellen began work as staff assistant to the Inland Fisheries Branch in the Department's Sacramento office. She now deals mainly with public inquiries on California's fishery resources and with the aquaculture program.

Ellen is active in the Sacramento-Davis and California-Nevada Chapters of AFS, serving one term as Secretary-Treasurer of the former, and one term as Treasurer of the Cal-Neva Chapter. She is presently Editor of "Pisces," the Cal-Neva newsletter. She has been a member of the American Fisheries Society since 1976 and is also a member of the Desert Fishes Council and the California Native Plant Society.

### Louis H. Carufel

Louis H. Carufel began his fisheries career as a seasonal employee in the Yellowstone Park Federal Hatchery (summers 1946-1948), and as a permanent employee for the U.S. Fish and Wildlife Service (Tracy Canal) in California (1948-51). In July 1951 he began work in North Dakota where he held the positions of State Fisheries Biologist (Statewide); Reservoir Biologist (Garrison Reservoir), and District Biologist until 1963 for the State Game and Fish Department. Louie took a leave of absence in 1958 and received a M.S. from Montana State University in 1960.

He moved to Arizona in 1963 where he served as a River Basin Specialist, Impoundment Development Analyst, and Aquatic Biologist (Water Quality) for the Arizona Game and Fish Department. In 1968 he was appointed Chief Aquatic Biologist for Massachusetts Division of Fisheries in charge of the state freshwater program.

In 1971 he returned to California (Region 5) as a Forest Fisheries Biologist for the USDA Forest Service until March 1977. Heading for the last frontier (Alaska) with the BLM, he served as a Natural Resource Specialist, Fish and Wildlife Program Manager (State Office), Aquatic Biologist, and is now serving as District Fish and Wildlife Biologist in Fairbanks, Alaska.

Louie is a life member of the American Fisheries Society, starting his membership in 1949. He is a

Certified Fisheries Scientist.

## Representative to Parent Society Nominating Committee

### Robert W. (Bob) Phillips

#### Education:

BS (Fisheries) Oregon State, 1953

MS (Fisheries) Oregon State, 1962

#### Experience:

USDA Forest Service:

Endangered Species/NEPA Program Manager (Oregon and Washington Region) 1983-Present

Wildlife and Fisheries Director (Alaska Region) 1980-83

Wildlife and Fisheries Program Planning and Budget (Washington DC) 1977-80

Regional Fishery Biologist (Oregon and Washington) 1969-77.

Oregon Department of Fish and Wildlife:

Assistant Chief, Environmental Management, 1965-69

Fishery Research Biologist, 1959-65

District Fishery Management Biologist, 1954-59

American Fisheries Society:

Member, 1954-Present

Certified Fisheries Scientist

Resolutions Committee Chairman, 1978

Western Division Newsletter Editor, 1983-Present

Oregon Chapter President, 1967

Oregon Chapter Membership Chairman, 1970

Oregon Chapter Nominating Committee Chairman, 1972

### Jack Griffith

#### Education:

BS, Conservation, Cornell University, 1966

MS, Fisheries, Cornell University, 1967

PhD, Fisheries, University of Idaho, Moscow, Idaho, 1971

Thesis: Interaction of Brook Trout and Cutthroat Trout in Small Streams

#### Experience:

Associate Professor, Biology, Idaho State University, 1981-Present

Research Associate, Oak Ridge National Laboratory, 1974-77

Fishery Research Officer, Government of the Republic of Zambia (Africa), 1971-74

#### AFS Activities:

Chairman, Awards Committee of Western Division, 1982-1983

President, Idaho Chapter, 1980-82

Secretary-Treasurer, Idaho Chapter, 1979

Associate editor, *Salmonids and Freshwater Ecology, Transactions of the American Fisheries Society*, November 1975 to October 1977

Certified Fisheries Scientist, American Fisheries Society, 1976

Member, Program Committee, Southern Division, 1976

Revised 1984

## SECTION I. Name and Objectives.

- A. Pursuant to the Constitution and Bylaws of the American Fisheries Society (hereinafter referred to as the Society) there has been established within the Society a Western Division (hereinafter referred to as the Division).
- B. The objectives of the Division shall be those set forth in the Constitution of the Society, and shall in particular:
1. Provide a forum through the annual meeting for the exchange of technical and policy information common to and of interest to the Division membership.
  2. Provide an opportunity through the annual meeting to promote understanding by regional, federal, and state policy-makers of the nature and extent of fishery matters of concern to the Division membership.
  3. Assist in the exchange of information in a timely manner to chapters and the general membership located within the Division.
  4. Provide a vehicle for the active participation of individual members in Society business and professional activities.

## SECTION II. Membership.

- A. The membership of the Division shall be those Society members in good standing residing in the States of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, U.S. Islands and Trust Territories in West Pacific Ocean, Utah, Washington, and Wyoming in the United States of America; the Provinces of Alberta, British Columbia, Saskatchewan, Yukon and Northwest Territories in Canada; Mexico; and individuals residing in other Divisions who elect to be members of the Western Division.
- B. All members residing in the above-named States and Provinces are members of the Western Division unless they elect to be a member of another Division by notifying the Executive Director of the Society.

## SECTION III. Officers and Representatives.

- A. The officers of the Division shall be President, President-Elect, 1st Vice President, and Secretary-Treasurer.
- B. Representatives of the Division shall be the Division Representative to the Society Executive Committee and the Division Representative to the Society Nominating Committee.
- C. All candidates must be members in good standing for at least two years immediately preceding their nomination. Also, they must have attended an annual meeting of the Division in one of the preceding three years.
- D. The Division President, President-Elect, 1st Vice President, and Secretary-Treasurer shall serve for a period of one year, and shall (with the exception of the Secretary-Treasurer) be ineligible for re-election to the same office for a period of one year after the expiration of their term. The Secretary-Treasurer shall be eligible for re-election to a maximum of three consecutive terms and shall be ineligible for re-election for a period of one year after the expiration of a third term.
- E. The Division Representative to the parent Society Executive Committee will be the President-Elect and serve for a one-year term.
- F. ~~The Division Representative to the Parent Society Nominating Committee shall serve a one-year term and be ineligible for re-election.~~
- G. In the event of postponement or cancellation of an annual meeting, the officers and representatives shall continue to serve until the next general membership meeting.
- G. If an elected officer cannot complete the term of office, the Executive Committee is authorized to appoint a replacement until an election is held.

## SECTION IV. Duties of Elected Officers and Representatives.

- A. The President shall
1. Preside at all meetings.
  2. Serve as Chairman of the Executive Committee.
  3. Be a member of the Society's Executive Committee. (The President may be represented at any Executive Committee meeting by either the President-Elect Vice President or Secretary-Treasurer providing the Executive Director is notified in writing in advance of the meeting.)
  4. Appoint committee chairmen and perform other functions as authorized.
  5. Present reports of Division activities at the annual meeting of the Division, at the Society's Executive Committee and annual meetings of the Society.
- B. The President-Elect shall
1. Assume the duties of the President if the President is absent or unable to act.
  2. Serve as Co-Chairman of the Program Committee.
  3. Prepare and present a detailed budget for the next fiscal year for review by the Division's Executive Committee and membership approval at the annual meeting.
  4. Be a member of the Society's Executive Committee. (He or she may be represented at any Executive Committee meeting by the Vice President or Secretary-Treasurer providing that officer is not already representing the Division President and providing the Executive Director is notified in writing in advance of the meeting.)
- C. The Vice President shall
1. Assume the duties of the President-Elect if the President-Elect is absent, unable to act or assumes the Presidency.



2. Automatically become President-Elect at the Division's annual meeting.
  3. Serve as Chairman of the Membership Committee.
  4. Serve as a member of the Program Committee.
- ~~Or~~ D. The Secretary-Treasurer shall
1. Keep the official records of the Division, conduct its correspondence, and collect and be custodian for any fees or assessments authorized by these Bylaws or funds allotted to the Division by the Society.
  2. Disburse funds only as authorized by either the membership or Executive Committee.
  3. Submit a report on receipts and disbursements at the Division's annual meeting.
  4. Perform other duties requested by the Society's Executive Director.
  5. Submit the minutes of the annual meeting to the Society's Executive Director and the Division Executive Committee within 30 days following the meeting.
- ~~Or~~ E. The Immediate Past President shall
1. Serve as an ex-officio (non-voting) member on the Division's Executive Committee.
  2. Serve as Chairman of the Division Nominating Committee.
  3. Serve as Co-Chairman of the Awards Committee.
- E. ~~The Division Representative to the parent Society Executive Committee shall~~
1. ~~Be a member of the Society's Executive Committee. (The representative may be represented at any Executive Committee meeting by either the President Elect or Secretary Treasurer providing that officer is not already representing the Division President, and providing the Executive Director is notified in writing in advance of the meeting.)~~
  2. ~~Be a member of the Division's Executive Committee.~~
- F. The Division Representative to the Society Nominating Committee shall
1. Search the Western Division membership for potential candidates to Society officerships and aid their nomination.

#### SECTION V. Executive Committee.

- A. The Executive Committee shall consist of ~~four~~ five elected officers ~~the Division Representative to the parent Society's Executive Committee~~ and the President of each Chapter within the Division.
- B. It is authorized to act for the Division between meetings and transact necessary business.
- C. A quorum for an Executive Committee meeting shall consist of ~~three~~ four of the ~~four~~ five elected officers and one-third of the Chapter Presidents. If unable to attend an Executive Committee meeting, the Chapter President may appoint one of the Chapter officers to represent the Chapter, with full voting rights. If such substitution is made, the Division Secretary shall be notified prior to the meeting.
- D. The Division newsletter editor and standing committee chairmen shall be ex-officio (non-voting) members.

#### SECTION VI. Meetings.

- A. The Division shall meet at least once a year at a time and place decided two years in advance.
- B. Special meetings may be called by a two-thirds vote of the Executive Committee, or by the President with the approval of the Executive Committee.
- C. When mutually agreeable, the Division may meet jointly with other organizations or with other units of the Society in accordance with the Standing Rules, Section C.

#### SECTION VII. Voting and Quorum.

- A. Decisions at a meeting of the Division shall be by a majority of those voting except in the case of amendments to the Bylaws, or suspension of the rules which require a two-thirds majority.
- B. A quorum at the annual meeting of the Division for the transaction of official business shall be at least 20 members in good standing.
- C. Election of officers ~~and the representative to the society's Executive Committee~~ shall be by mail ballot. The procedure for the conduct of the mail ballot shall be determined by the Executive Committee and executed by the Secretary.
- D. Election of the Division Representative to the Society Nominating Committee shall be at the annual meeting after consideration of the report of the Division Nominating Committee.

#### SECTION VIII. Finances.

- A. The Executive Committee may, with the prior approval of the Society Executive Committee, levy such special fees as may be necessary to meet any expenses of the Division.
- B. A current accounting of all funds shall be kept by the Secretary-Treasurer.
- C. An audit of the financial records of the Division shall be made by an Audit Committee immediately prior to the annual meeting.
- D. All financial transactions shall be accomplished in a businesslike manner in accordance with a budget approved at the annual meeting.

#### SECTION IX. Division Standing Committees.

- The following standing committees, composed of Division members in good standing, shall be organized by the President together with their chairmen within 30 days after the annual meeting. Standing committees are to assist the President and Executive Committee in the conduct of the affairs of the Division. The chairman of each standing committee shall report at the annual Executive Committee meeting and annual membership meeting. In the event a meeting is cancelled, committee reports shall be distributed to the Executive Committee by mail. The term of duty of members of standing committees shall extend from their appointment to the end of the following annual meeting, unless otherwise specified. Division committees shall work in close coordination with comparable committees of the Society.
- A. A Nominating Committee Chairman (the Immediate Past President) plus at least four members shall recommend a slate of candidates for offices of the Division, and representatives of the Division to serve on the Society Nominating Committee and Executive Committee.
- B. A Resolutions Committee Chairman plus at least four members shall recommend to the Division such resolutions appropriate for Division action pursuant to the guidelines in the Standing Rules, Section B. The Chairman shall also serve on the Society Resolutions Committee.
- C. An Audit Committee Chairman plus at least two members shall audit the financial records of the Division and report to the Division at the annual meeting.



- 6 D. A Program Committee Chairman co-chaired by the President-Elect and a member from the host state or province appointed by the President plus at least four three members shall organize an annual program that will include technical sessions for the presentation and discussion of the original papers and symposia on topics relating to the field of fisheries.
- E. A Time and Place Committee Chairman plus two members shall consider and recommend the time and place of subsequent regular meetings.
- F. An Arrangements Committee Chairman plus three members shall be responsible for making all arrangements for the annual meeting, exclusive of program, to include lodging, meals, pre-registration and registration, publicity and any other needed facilities or equipment.
- G. A Membership Committee chairman chaired by the Vice President plus and consisting of one member from each State and Province in the Division shall undertake to maintain the current membership and recruit new members from those eligible within the Division boundaries. The Chairman will also serve on the Society Membership Committee.

#### SECTION X. Amendment of Bylaws.

The Bylaws of the Division may be amended by two-thirds majority provided, however, that the proposed amendment was circulated in writing to the membership 30 days prior to the annual meeting, and provided that interested members are given the opportunity to vote by mail if they cannot be present at the meeting. Amendments to the Bylaws of the Division do not become effective until reviewed by the Executive Committee of the Society and written approval is received from the Executive Director.

#### STANDING RULES

The following Rules are established to assist in conducting the business of the Division. A Rule may be suspended for the duration of a meeting upon approval by two-thirds of the members present and voting. An amendment to these Rules may be adopted by a favorable vote of a majority of members present and voting at an annual meeting, unless otherwise specified in the Constitution and Bylaws.

##### A. Order of Business. The agenda of the regular business meeting shall

include the following:

1. Call to order by Division President
2. Roll call of members (determination of a quorum)
3. Appointment of a parliamentarian
4. President's address on the state of the Division
5. Introduction of guests
6. Reports of the Secretary-Treasurer
7. Budget presentation and adoption
8. Reports of Chapter Presidents
9. Reports of Committees
10. Unfinished business
11. Installation of new officers
12. New Business
13. Adjournment

Robert's Rules of Order shall govern conduct of all meetings of the Division except where they conflict or are not consistent with the Society Constitution or Division Bylaws.

##### B. Resolutions. The Resolutions Committee is to review each resolution before presentation at the annual meeting to ensure that

1. It pertains to only one subject.
2. It is in the proper format and is grammatically correct. ~~(See Society guidelines, Century of Fisheries)~~ (For guidelines contact

Division Resolutions Committee Chairmen, Chapter President, or Division President).

To be eligible for consideration by the Resolutions Committee, draft resolutions must be received by the Resolutions Committee Chairman not later than 30 days prior to the annual meeting at which they are to be presented.

An Individual or Chapter may present a resolution at the annual meeting subject to items 1 and 2 above, without prior consideration by the Resolutions Committee. The Committee's authority is limited to recommending action to be taken on a given resolution, and presenting or conveying pro or con comments deemed appropriate.

Upon passage of the resolution(s) at the Annual meeting, the resolution(s) shall be signed by the President and Secretary-Treasurer and sent to recipients within 30 days following the meeting. Copies will be sent to the Society Resolution Committee Chairman with recommendations for consideration at the Society level, if applicable.

##### C. Joint Meetings. When the Division decides to meet jointly with other organizations or with other units of the Society, the following guidelines will

1. The Division shall strive for parity in all printed programs.
2. Officers of both organizations shall be included in the printed programs.
3. The Division will assume responsibility for all aspects of fisheries technical sessions.
4. The Division is to have active participation on all relevant committees, to include program, arrangements, publicity, and ad hoc or standing committees involving the fisheries aspects of the meeting.
5. Joint Executive Committee meetings are to be held at least once.
6. The Division is expected to share in the cost of printing of programs and proceedings, and to share in the proceeds, if any.

D. Special Activities. The Executive Committee shall be responsible for authorizing such specialized functions as a Division newsletter, symposia, and international activities. In such circumstances, steps will be taken to ensure adequate controls are established at the Division level for arrangements, finances, etc. Counsel will be sought from the office of the Society Executive Director as necessary.

##### E. Procedure for Nominations to Committees. When selecting committee members, the President should consider:

1. Selecting individuals who have indicated their interest by their active involvement in local Chapter activities.
2. Geographic balance.
3. Encouraging involvement of younger members of the Division.
4. That committee involvement is frequently the justification for travel to the annual meeting.

F. Distribution of Copies of Bylaws. Current copies of Division Bylaws should be distributed to the Society's Executive Director, and each member of the Division Executive Committee each year.