

Procedural Manual
of the
Education Section
of the
American Fisheries Society

September 1998

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Mission

The Education Section of the American Fisheries Society serves its members by:

1. Providing them with services; and
2. Representing them on the Governing Board (formerly the Executive Committee) of the American Fisheries Society.

All sections of the AFS with over 200 members have one vote on the Governing Board. Sections with 200 members or less are non-voting members of the Governing Board. The Education Section has consistently maintained a membership of more than 200 and has been a voting member of the Governing Board.

The Section is governed by its own Bylaws and this Procedural Manual.

Structure

The Section is composed of its members who elect three officers (President, President-Elect, and Secretary-Treasurer) and a Representative from each of the four Divisions of the AFS. The Officers and Division Representatives serve as the Executive Committee of the Section. The Newsletter Editor is a non-voting member of the Executive Committee.

The Section committees conduct specific functions. These committees are:

Executive,
Newsletter,
Nominating,
Membership,
Excellence in Fisheries Education Award,
Skinner Awards,
Student Papers/Posters Awards, and
Youth Education.

The Officers and Division Representatives serve two-year terms of office with transition occurring at the Annual Section Business Meeting of the Section. The Annual Section Business Meeting takes place at the AFS Annual Meeting in August or September.

Duties of Officers

President

The President is responsible for carrying out the mission of the Section. The President has responsibility for leadership and communications within the Section, as well as interaction with AFS and its subunits.

The President usually represents the Section at all AFS Governing Board meetings and other meetings of major concern to the Section. If the President cannot represent the Section at a meeting, the President is authorized to designate a representative from the Section membership, preferably from among the members of the Section's Executive Committee. The Section provides basic travel and registration expense reimbursement to the President or the designated representative of the Section for AFS meetings at which their primary function is representation of the Section.

The President or designated representative must attend the Incoming Governing Board Breakfast Meeting at the annual AFS meeting where the president is installed, the mid-year AFS Governing Board meeting (generally in March), and the AFS Governing Board meeting held prior to the annual AFS meeting. In the event the President cannot attend, the President must notify the President of the AFS in writing prior to the meeting of his absence and the name of the designated representative (proxy) of the Section. A proxy at an AFS Governing Board meeting may be any Past President or current elected officer of the Section; proxies must be designated in writing to the Executive Director before the meeting.

The President is encouraged to attend Governing Board retreats and caucuses of AFS sections which generally occur in conjunction with Governing Board meetings.

Conducting the Annual Section Business Meeting:

The President is responsible for developing the agenda and conducting the Annual Business Meeting of the Section held in conjunction with the annual meeting of the AFS. An outline for a typical Section Business Meeting is as follows:

- I. Call to order
- II. Introduction of guests
 - A. Past Presidents of the Section
 - B. Officers and Staff of AFS
- III. Determination of quorum (10% of the membership)
- IV. Approval of agenda
- V. Approval of the minutes of the previous business meeting
- VI. President's comments
 - A. Assessment of present status of the Section
 - B. Vision for the future
- VII. Treasurer's report
- VIII. Report by an AFS officer
- IX. Committee reports
 - A. Standing committees
 - B. Special committees
- X. Awards
 - A. Student Papers/Posters
 - B. Skinner
 - C. Excellence in Fisheries Education
- XI. Old business
- XII. Installation of new officers
- XIII. Recognition of Past President
- XIV. New President's Address (statement of major objectives for the Presidency)
- XV. New Business
- XVI. Adjournment

Planning the Annual Section Business Meeting:

1. Several months before the meeting, the President must confer with the chair of the local arrangements committee for the AFS meeting to arrange for meeting rooms at the location of the AFS meeting for both the Education Section and Student Subsection. The President should request a 2-hour block for both the Education Section and Student Subsection and clearly note that the two meetings cannot occur concurrently. Consideration should be given, on a year-by-year basis, concerning which meeting should occur first, depending on agenda items.

2. The meeting rooms should ideally have seating capacity for about 1.5× the expected attendance (generally, attendance is 50-60 people at each meeting), a raised front table with seating for the officers, and a podium.
3. Inform officers, committee chairs, and other participants of the time and place, as well as their specific responsibilities, as soon as possible.
4. Prepare a draft agenda and circulate the agenda to the Section's Executive Committee for revision.
5. Invite and secure the attendance of at least one officer of the AFS. Be sure the officer is ready to provide a brief statement regarding the relation of the AFS to the Section.
6. Prepare a final agenda, distribute it to persons responsible for conducting parts of the meeting, and print sufficient copies for everyone attending the meeting to have a copy.
7. A week or two before the meeting, contact everyone responsible for any aspect of the meeting (including the local arrangements chair) to ensure that all is well.
8. Review Robert's Rules of Order to learn the proper parliamentary procedures to conducting a meeting. Of particular importance are the forms of motions, the conditions of various motions, and the rules for conducting debate (e.g., people generally believe that yelling, "Question," from the audience halts discussion; it does not).
9. Gather at least the following material to have present during the meeting: agendas, Society and Section policy and procedural manuals, Section bylaws and other rules, minutes of preceding meeting(s), Robert's Rules of Order, gavel, writing and recording materials, copies of submitted reports, AFS and Section membership directories and lists, and award certificates.
10. Ensure that the Secretary-Treasurer has updated records and reports in hand.
11. On the day of the meeting, before it begins, do the following:
 - A. Inspect the meeting room and correct deficiencies.
 - B. Contact everyone expected to participate to ensure each is present; if anyone is absent, appoint a replacement or become prepared to handle that topic yourself.
 - C. Ensure that the Secretary-Treasurer is present and prepared to record the minutes of the meeting.
 - D. Ensure that awards and awardees are present. If awardees are not present, announce at the meeting that the award will be sent to the recipient.
 - E. Ensure that a photographer will be present to take photos during the meeting. Specifically, the following photos are suggested: award presentations, installation of New President, and all new officers as a group.
 - F. Ensure that the Secretary-Treasurer circulates a sign-in sheet for attendees.
12. About 15 minutes before the meeting, begin asking attendees to enter the room and take seats. Assign officers to assist in this process.
13. Start the meeting exactly on time. Remember, the primary task of the President is to execute the business in a professional and efficient way. The meeting is generally limited to 2 hours. That is not much time.
14. After adjournment, thank all guests and presenters for their help, and have a beverage of your choice. If at end of term, hand over necessary items to the new President.

President's Timetable:

As the primary officer of the Section, the President has numerous responsibilities during the year. The following timetable has been developed to assist the President is carrying out the duties of the office.

- I. Prior to assuming the Office of President (July-August of the President-Elect's term)
 1. Ask for volunteers for the Section's standing committees by way of the third and fourth issues of the Section's Newsletter.
 2. Prepare tentative list of standing committee chairs.
 3. Prepare tentative charges for each standing committee.
 4. Establish major objectives for your presidency (to be delivered at the annual business meeting of the Section and published in the first issue, October-November, of the Newsletter following installation as President).
 5. Determine the "sense of the membership" relative to major issues that you will be addressing during your term of office.
 6. Check with AFS officers concerning possible future issues and information they may need from you, especially in participation of the Society's Annual Work Plan.
 7. Obtain a copy of the Education Section by-laws.
 8. Establish contact with the outgoing President and obtain information on activities that are underway, as well as arranging for transfer of Section documents.
 9. Check on items that may come before the President at the Incoming Governing Board Breakfast meeting.

- II. September-October
 1. Select committee chairs and suggest committee members.
 2. Confirm acceptance of assignments for committee chairs in writing and provide each chair with a specific charge for the committee.
 3. Prepare "President's Line" for the first newsletter of the year and send it to the Newsletter Editor, along with the names, addresses, phone numbers, e-mail addresses, and FAX numbers of the committee chairs.
 4. Work with President-Elect (who is also Program Committee Chair) in selection of a program topic for the next annual meeting.
 5. Establish strategies, if any, for the Membership Committee.
 6. Follow up on any directives resulting from actions taken at the previous Annual Business Meeting of the Section.
 7. Ensure that the Newsletter is published and distributed on time.
 8. Ensure that the previous year's Student Papers Awards Committee Chair notifies the AFS office in Bethesda, of the winners of the awards and that the cash awards are sent to the winners.
 9. Send list of Section officers to AFS office in Bethesda.
 10. Send name of President-Elect to the AFS Annual Meeting Program Chair (President-Elect is Section Program Chair).

- III. November-December
 1. Monitor progress of major committees.
 2. Respond to correspondence from AFS.
 3. Prepare issue papers on any items the Section may wish to bring before the mid-year AFS Governing Board.

- IV. January-February
 1. Monitor progress of committees and request written progress reports (due February 1).
 2. Respond to AFS correspondence.
 3. Prepare mid-year report to AFS Governing Board (due in Bethesda about mid-February).
 4. Submit issue papers, with recommended action, on any items the Section wishes to take before the AFS Governing Board.

5. Confirm that President-Elect has completed the Section's program for the annual meeting and that it has been submitted to the AFS Annual Meeting Program Chair.
6. Prepare "Pre sident's Line" for second newsletter.

V. March-April

1. Monitor progress of all committees and make changes in personnel in charge as necessary.
2. Respond to AFS correspondence.
3. Attend mid-year AFS Governing Board meeting (prepare by reading briefing book and other materials in advance).
4. Check with Nominating Committee to ensure that a slate of candidates will be available no later than June 1.
5. Check with Skinner Awards Committee to ensure information is ready for distribution no later than April and that the selection process is underway. See that an announcement is in the Newsletter.
6. Prepare "Pre sident's Line" for the third Newsletter.

VI. May-June

1. Monitor progress of committees.
2. Respond to AFS correspondence.
3. Develop issue papers on any items the Section wishes to take before the AFS Governing Board at the Annual Meeting.
4. Ensure that the ballot is ready (along with biographical materials) for publication in the mid-summer Newsletter.
5. Prepare "Pre sident's Line" for the fourth Newsletter.

VII. July-August

1. Monitor progress of committees.
2. Request written annual reports from all committees (due August 1).
3. Prepare final report of Section for Governing Board meeting (due August 15).
4. Prepare agenda for annual Section business meeting.
5. Check with the Secretary-Treasurer to assure that plaques for the Award of Excellence in Fisheries Education and outgoing Section Officers are ordered through the AFS Coordinator for Subunit Services in Bethesda, MD.
6. Participate in AFS Governing Board Meeting (prepare by reading briefing book and other material).
7. Brief Section Executive Committee on issues facing the Section.
8. Respond to AFS correspondence.
9. Preside at Annual Business Meeting of the Section (see above).
10. If term of Presidency is expiring, hand over the gavel to the incoming President and take a break.

VIII. After the Annual Meeting

1. Submit an article to the Newsletter Editor summarizing the accomplishments of the Presidency for the first issue of the Newsletter following departure from office.

President-Elect

The President-Elect must be prepared to step in for the President at any time, and therefore should work closely with the President, acting as a "right hand" on the dealings associated with major issues and helping out when possible.

Responsibilities:

1. The President-Elect's primary responsibility is chairing the Program Committee which is responsible for organization of the Section's contribution to the program at the Annual Meeting of the AFS. This contribution has been in the form of sessions, symposia, panel discussions, and posters. The Section generally sponsors one major session or symposium at each meeting, and often co-sponsors additional contributions to the program. The Section's contribution may be in the form of a session organized by the Student Subsection of the Section, but the President-Elect retains responsibility for supervising this activity.
2. In preparation for becoming President, the President-Elect should make a point of seeking out and listening to the opinions and concerns of the Section members, and discussing and formulating with them possible actions that the Section could beneficially pursue.
3. At the Annual Section Business Meeting when the President-Elect accepts the office of President, the President-Elect has the responsibility of presenting the Past President's plaque to the outgoing President. The President-Elect should coordinate with the Secretary-Treasurer several months prior to the Annual Meeting to assure that the plaque for the Past President, as well as for all other outgoing officers and the Excellence in Fisheries Education Award recipient, is ordered from the AFS Coordinator for Subunit Services.
4. Needs to be prepared to take over the Annual Section Business Meeting upon installation as president. Duties at this time include recognition of the Past President's achievements, making the "New President's Address," conducting new business, and adjournment of the meeting.

Secretary-Treasurer

The Secretary-Treasurer maintains the records and Treasury of the Section, conducts correspondence on behalf of the Section, and serves as a voting member of the Section Executive Committee.

Responsibilities:

1. Prepares and distributes to the Section Executive Committee and Newsletter Editor minutes of the Annual Business, Executive Committee, and any other business meetings of the Section. Sends minutes of the Annual Business Meeting and Financial Report to the AFS Executive Director within 30 days of the Annual Business Meeting of the Section. If the Secretary-Treasurer cannot attend a meeting, the person is responsible for insuring that a designate is appointed prior to the meeting to keep the minutes and submit a copy to the Secretary-Treasurer. The minutes should contain a summary of the major points and issues discussed, records of all motions considered and actions taken, decisions reached, and responsibilities assigned to committees and members. The assistance of the President-Elect should be enlisted to help identify Section members speaking and moving and seconding motions during the meeting. A draft of the minutes should be submitted to Section officers for review prior to submitting a final version to the Section Newsletter Editor and AFS Executive Director.
2. Acts as Bylaw consultant and parliamentarian at the Annual Business and other Section meetings. Determines if a quorum is present at the Annual Business and other Section meetings (10% of Section members; see Bylaws). Forwards any proposed Bylaw changes to the Executive Director

for review by the AFS Constitutional Consultant prior to presentation of changes to the Society's Governing Board for approval.

3. Circulates a sign-in roster for attendees at the Annual Section Business Meeting and retains it in Section records.
4. Keeps track of membership numbers and dues. This is done in cooperation with the AFS Office in Bethesda; records can be obtained upon request from the Membership Assistant. Membership number is needed to determine if a quorum is present at Section business meetings. Student membership in the Section (DS and FS member codes) must be monitored to insure proper payment of dues to the Student Subsection at regular intervals (two or three times per year). For each student member, \$3.00 is transferred to the Subsection Treasury via the Secretary-Treasurer of the Subsection.
5. Maintains the Section Treasury in a local bank account established in the name "Education Section American Fisheries Society." The bank will need the Section's Federal ID number (521147144) when setting up the account to prevent reporting of any interest as income of the Secretary-Treasurer. An IRS letter of notification of tax-exempt status can be obtained from the AFS Coordinator of Subunit Services, if required by the bank. The Section does not typically issue many checks; an order of 50 checks should suffice for a 2-year term. In the event that Section 3-year average gross income exceeds \$25,000, an IRS return (form 990) must be filed and copied to the AFS Director of Administration and Finance.
6. Maintains a record of all financial transactions of the Section and submits an annual Financial Report thereof to the membership at the Annual Section Business Meeting, the Newsletter Editor for publication in the next issue following the Annual Meeting, and the AFS Executive Director. The Financial Report should include an accounting of all Section accounts, including the Section Treasury, Newsletter account, and Student Subsection Treasury. All Section income, whether from member dues, investments, interest, sponsorships, publication sales, fund-raising efforts, or other sources, must be received and accounted for in a timely and accurate manner and in accordance with Society and Section Bylaws and Rules. Section financial records can be maintained on accounting software or by keeping a well-annotated checkbook; both methods have been used successfully by past Secretary-Treasurers. All receipts, transaction records, canceled checks, and bank statements should be organized and archived for easy access.
7. Insures that all expenditures, investments, and disbursements of Section funds receive appropriate approvals from Section Officers.
8. Maintains communications with the Section Newsletter Editor to insure that the Newsletter account has sufficient funds for production and mailing of the Newsletter. Periodic transfers of \$1,000 are made as needed. Requests an account balance before the Annual Section Business Meeting.
9. Maintains communication with the Secretary-Treasurer of the Student Subsection to provide supervision of the financial records of the Subsection Treasury. Requests a Subsection Financial Report before the Annual Section Business Meeting.
10. Prepares correspondence as requested by Officers of the Section.
11. Maintains archives of all Section correspondence, activities, minutes, memberships, and finances. Forwards these records to the incoming Secretary-Treasurer. Provides information and reports to Section and Society officers, as requested.
12. Distributes copies of resolutions to the Executive Director, Society officers, other subunits, and appropriate individuals or agencies, as instructed in the resolution.

13. Maintains letterhead and other supplies necessary for Section function.
14. Informs the Executive Director and appropriate Society staff of changes in officers, dates and locations of meetings, and other necessary information.
15. As requested, develops and distributes promotional materials for Section meetings and reports Section activities and programs in *Fisheries*.
16. Orders plaques for the Past President, all other outgoing officers (including themselves), and the Excellence in Fisheries Education Award recipient, from the AFS Coordinator for Subunit Services several months prior to the Annual Meeting.
17. Coordinates with the Chair of the Excellence in Fisheries Education Award Committee to insure that EFE Award recipients receive their prize money (\$500) and travel expenses to the Annual Meeting (if needed) from the Section Treasury.
18. Coordinates with the Chair of the Skinner Award Committee and AFS Coordinator of Subunit Services to insure that Skinner Award and Honorable Mention recipients receive appropriate reimbursements. Skinner Award recipients are reimbursed for their actual travel expenses and meeting registration fees from the Skinner Fund; this reimbursement can include banquet and other special events expenses. Skinner Awards are reimbursements for actual travel expenses up to the limit imposed each year; they are not the maximum allowable amount if the recipient did not spend that much money. Honorable Mention recipients are reimbursed only for their meeting registration fees (not including banquet and special events expenses) from the Section Treasury.

The Chair of the Skinner Award Committee collects travel and registration expense receipts from the Award and Honorable Mention recipients within two weeks of the Annual Meeting. These are forwarded, along with names and addresses of the recipients and the amounts that each Award recipient should receive from the Skinner Fund, to the Secretary-Treasurer. The Secretary-Treasurer provides the AFS Coordinator of Subunit Services with the names, addresses, receipts, and the amounts that each Award recipient should receive from the Skinner Fund; that staffer will see that Skinner Award checks are issued. The Secretary-Treasurer issues checks directly from the Section's Treasury to reimburse the registration fees of the Honorable Mention recipients.
19. Prepares an annual budget for the next year, in conjunction with the Section Executive Committee.

Division Representatives

The four Division Representatives serve on the Education Section's Nominating Committee, the Section's Executive Committee, and the Newsletter Committee. Responsibilities associated with each of these committees are described below. Division Representatives serve for staggered two-year terms.

Executive Committee

The Education Section's Executive Committee consists of the officers (President, President-Elect, Secretary-Treasurer), the immediate Past President, and the Division Representatives. The Newsletter Editor is a non-voting member. The Executive Committee determines Section policies and conducts Section business consistent with the goals of the Section (see Bylaws).

Committees

Duties of Committee Chairs

The standing committees, as well as the special committees developed to complete short-term assignments, are the means by which the Section conducts most of its activities. Chairs must provide leadership and motivation to committee members to assure that assignments are completed.

Committee chairs are appointed by the President of the Section.

Committee membership is defined by the President in collaboration with the committee chair.

Duties of All Committee Chairs:

1. Confer with the President after being appointed to determine the exact charge of the committee and any unusual or specific charges for that year. Work must be done quickly because committees generally have one year or less to perform their charges.
2. Work with the President to develop a list of potential committee members. Potential members should be members of AFS and the Education Section. Potential members should be contacted to determine their ability and willingness to give the necessary time to accomplish the work of the committee. Broad representation in membership is important so that the committee accurately reflects the Section's overall viewpoint. Geographic location, subject matter, and employment sector are primary criteria for committee balancing.
3. Immediately after appointment of the committee, contact all members to describe the nature of the committee's work, specific tasks to be completed and associated timetables, and to solicit from members the most efficient and effective way to perform the tasks.
4. Incoming and outgoing Chairs of the committee will confer to determine specific tasks that remain from the preceding year and to transfer documents, supplies, and other material necessary for committee function. The outgoing chair will prepare a detailed list of responsibilities and recurring actions during the term of office to provide an orderly transition of the office.
5. Assign specific tasks to specific committee members, with attending time schedules.
6. Maintain regular contact with committee members. Members rely on the Chair to keep on schedule, which means that one of the Chair's main jobs is to keep the members working.
7. In all deliberations, encourage members to express their opinions before expressing the Chair's . Participate in the process only as much as other committee members.
8. Prohibit any individual member from dominating the committee's viewpoint by actively seeking opinions of all members.
9. On questions requiring votes, vote only to break ties or vote with a sealed ballot before the rest of the committee so your vote cannot unduly alter the outcome.
10. Provide opportunities for committee members to include minority opinions or reports along with the main actions or recommendations of the committee.
11. Encourage members to confer with colleagues, both within and outside the Society and Section, who may be interested in the committee's charge and have experience with similar issues or activities.

12. Submit mid-year and annual reports to the President.
13. Maintain complete and orderly files of committee correspondence and action for transmission to the incoming Chair where appropriate. This should include memos to the file describing any new procedures or modifications used during the year.
14. Recommend prospective committee members and chairs for the following year to the President-Elect.
15. Acknowledge contributions of each committee member in the form of letters of appreciation, verbal recognition before public meetings, reports to the President, and the Committee's report at the Section's Annual Business Meeting.

Newsletter Committee

Purpose:

Produce a quarterly newsletter to improve communication within the Section, as well as with the AFS officers, staff and leaders of Divisions and Sections, by informing them about relevant Section news, announcements, Section elections, and any AFS or other information related to, but not limited to, fisheries education. The newsletter is distributed to all members of the Education Section, as well as the AFS Coordinator of Subunit Services, current AFS officers, Division Presidents, and Section Presidents or Newsletter Editors.

Composition:

Chair who serves as the Editor, President of the Education Section, each of the four Division Representatives to the Education Section Executive Committee, and a member of the Student Subsection.

Duties:

1. The Chair (Editor) screens, reviews, and edits material to be included in the Newsletter.
2. The Chair is responsible for Newsletter production and distribution.
3. Division Representatives submit relevant newsletter material related to, but not limited to divisional news, to the Chair prior to the deadline for each issue.
4. The Student Subsection member submits newsletter material pertaining to, but not limited to, the Student Subsection prior to the deadline for each issue.
5. The Chair submits a copy of each issue of the Newsletter to the AFS office, current AFS officers, the President of each Division, and the President or Newsletter Editor of each Section.
6. The President of the Section submits a column, "From the President," to the Editor prior to the submission deadline for each issue.
7. The immediate Past President of the Section submits an article summarizing the accomplishments of their presidency for the first issue of the Newsletter following their departure from office.
8. The Chair maintains a bank account from which expenses associated with production and distribution of the newsletter are paid. Prior to exhaustion of the account balance, the Chair requests an allocation (usually \$1000) from the Secretary-Treasurer. The Chair provides an

accounting of the debits and credits to the Secretary-Treasurer as requested.

Nominating Committee

Purpose:

Prepares a slate of candidates for the Section Offices and Division Representatives and conducts the annual election.

Composition:

Chair (the Section's Immediate Past President) and the four Division Representatives to the Section's Executive Committee.

Duties:

1. Conduct nominating process for Section officers (President-Elect and Secretary-Treasurer) and Division Representatives to the Section's Executive Committee.
2. Conduct the annual election using a mail ballot published in the Section's Newsletter.
3. Report the results of the nominating and election processes to the President.

Nominating and Election Procedures:

1. The Chair of the Nominating Committee shall direct the nomination and voting procedures and tally the votes as outlined in the following steps.
2. All five members of the Committee, including the Chair, may nominate two candidates for President-Elect, Secretary-Treasurer, and Division Representative positions to be filled in the election. Committee members should contact their respective nominees to determine if they are willing to accept nomination to the office prior to making nominations. Members of the Committee are not eligible as candidates for office.
3. The Committee members may vote for one to five of the candidates by assigning five points for the first preference, four points for second choice, etc. The Chair may vote only if his/her signed ballot is in the possession of the President prior to mailing to the other Nominating Committee members.
4. Votes will be counted by the Chair who determines the top two candidates based on the highest point total. Total point ties for first and second, or second and third positions, go to the candidate with the greatest number of first place votes. If a tie cannot be resolved by this procedure, then a second vote will be required. In this case, only the tied candidates are voted upon. This is a confidential process; committee members may not discuss the individuals on the list or the rankings with anyone other than the committee members.
5. The Chair will submit the results of the nomination process to the President as soon as the candidates for office are determined. The President shall review the results with the Executive Committee to assure that the nominating process has been conducted fairly prior to announcement of the candidates.
6. The Chair will work with the Newsletter Editor to have the ballot with the slate of candidates printed in the form of a mail ballot with instructions to return the ballot to the Nominating

Committee Chair. This should be in the third (Spring) issue of the Newsletter. A specific deadline for receipt of ballots will be stated in the instructions. The issue of the Newsletter with the ballot shall include a biographical sketch of each candidate.

7. The Chair will accumulate the ballots up to the deadline for receipt. The Chair will count the ballots in the presence of a witness and report the results to the President. The President shall review the results with the Executive Committee to assure that the election process has been conducted fairly prior to announcement of the election results.
8. The Chair prepares letters for the President's signature informing each candidate of the election results.
9. The President will make a formal announcement of election results at the Annual Section Business Meeting.

Membership Committee

Purpose:

Maintain and increase Section membership by actively identifying and contacting potential members.

Composition:

Chair and four to five members at large.

Duties:

1. Perform specific communications between the Section and AFS and its subunits to inform AFS members of the mission and activities of the Section.
2. Initiate projects to stimulate students to join AFS and specifically the Education Section and Student Subsection.
3. Develop and maintain a membership recruitment and maintenance plan for the Section.

Excellence in Fisheries Education Award Committee

Purpose:

To publicly recognize excellence in organized teaching and advising in fisheries science or management, including college level, extension, and continuing education. The committee is responsible for soliciting nominations, selecting an award recipient, and publicly recognizing the recipient's accomplishments. The Award is presented once per year, provided that at least one acceptable nomination is reviewed by the committee.

Composition:

Chair, four members (one from each AFS division), and one member from the Student Subsection. All members serve staggered 3-year terms.

Duties:

1. Solicit nominations for the award:
 - A. Request nominations from the general membership by publishing a call for nominations in *Fisheries*, the Education Section Newsletter, and all Chapter and Division newsletters.
 - B. Ask all AFS Campus Network contact persons at colleges and universities to inform the heads of appropriate departments of the request for nominations.
 - C. Request that unsuccessful nominations be updated for re-evaluation for a maximum of 3 years after original submission.
 - D. Poll committee members and choose one person (not previously nominated) for whom the the committee actively solicits a nomination.

2. Assemble documents submitted by nominators to support the nominations:
 - A. A biographical sketch of the nominee (not to exceed 3 pages).
 - B. Supporting evidence covering areas of quality of teaching, innovative approaches to teaching, leadership in teaching improvement, teaching publications, and other recognition of teaching and advising excellence (not to exceed 5 pages).
 - C. At least 4 (but not more than 6) supporting letters, including one from a peer colleague, one from an educational administrator, and two from former students.

3. Select an award recipient according to the following criteria:
 - A. Personal teaching skills, as shown by evidence as supervisor and student teaching evaluations, previous teaching awards, participation in review teams, etc.
 - B. Demonstrated influence on students in promoting their careers in fisheries science or management.
 - C. Pedagogical leadership such as curriculum and course development, textbook authorship and other educational publications, participation in education symposia, etc.

4. Publicly recognize the recipient's accomplishments:
 - A. Mail the recipient a letter of recognition, informing them of the award and inviting them to attend the AFS Annual Business Meeting for the formal presentation.
 - B. Pay the recipient's travel expenses to the AFS Annual Business Meeting (coordinate with Secretary-Treasurer for reimbursement).
 - C. Present the recipient with a plaque and monetary award (\$500 from the Section's Treasury) at the Annual AFS Business Meeting. Notify Secretary-Treasurer of recipient at least 6 weeks prior to the Annual Meeting; Secretary-Treasurer will order plaque from the AFS Coordinator of Subunit Services.
 - D. Publish a summary of the recipient's accomplishments in *Fisheries*.

5. Maintain a file of past recipients, eligible nominations, and AFS contacts to pass on to the succeeding Chair.

Committee Timetable:

By 01 October: Contact AFS Coordinator of Subunit Services and have a call for nominations published in *Fisheries* and sent to subunit newsletter editors.

By 30 October: Contact AFS Coordinator of Subunit Services and have a call for nominations sent to university contacts.

By 31 March: Request that nominators update unsuccessful nominations. Choose 1 person for whom the committee will actively solicit a nomination.

By 01 June: Assemble support materials.

6-8 weeks Select award recipient. Send recipient letter of recognition, invite to AFS Business Meeting prior to AFS Meeting, and request black and white photograph. Notify Education

Section Secretary-meeting: Treasurer of recipient at least 6 weeks prior to the Annual Meeting; Secretary-Treasurer will order plaque from the AFS Coordinator of Subunit Services. Arrange for Education Section to pay recipient's travel expenses. Notify the Secretary-Treasurer where and when the \$500 check will be presented.

1 week prior to AFS meeting: Submit brief summary of recipient's accomplishments to Managing Editor of *Fisheries* for inclusion in annual meeting summary issue and to the editor of the Section Newsletter for inclusion in the post-meeting issue.

By 01 October: Send file of past recipients, eligible nominations, and AFS contacts to succeeding Chair.

Example Call for Nominations:

CALL FOR NOMINATIONS

*Excellence in Fisheries Education Award
Education Section, American Fisheries Society*

The American Fisheries Society (AFS) Excellence in Fisheries Education Award was established in 1988. The award is administered by the Education Section and is presented to an individual to recognize excellence in organized teaching and advising in some aspect of fisheries education. Nominees may be involved in extension or continuing education, as well as traditional college and university instruction. Nominees must be AFS members, have been actively engaged in fisheries education within the last five years, and have had at least 10 years of professional employment in fisheries education. Two or more people may act as nominators, but at least one must be an AFS member.

Nominations deadline is June 1, 199-. Additional information can be obtained from:

Dr. Name O. Chair
Chairman, Excellence in Fisheries Education Committee
Address
Phone, Fax, e-mail address

Skinner Award Committee

Purpose:

Administer the Skinner Awards for the Section by soliciting applications and selecting outstanding students for receipt of travel awards to the AFS Annual Meeting.

Composition:

Chair and five members at large, one of whom is a member of the Student Subsection.

Duties:

1. Advertise the availability of the Skinner Awards in the Section Newsletter and *Fisheries* with guidance to award applicants.
2. Judge the award applicants and select the best student based on academic achievement, work experience, involvement in professional societies such as AFS, and reasons for wanting to attend

- the AFS Annual Meeting.
3. Notify the President, Secretary-Treasurer, and all applicants of the recipients of the awards. Inform Award recipients of the associated responsibilities concerning Business Meeting attendance and prompt receipt submission (see below)
 4. Notify the Editor of *Fisheries* and the Editor of the Section Newsletter of the recipients of the awards.
 5. Inform all Skinner Award recipients in writing that they are expected to attend the AFS Business Meeting and the Annual Education Section Business Meeting at the Annual Meeting to be recognized. In the past, the Section and Committee have been criticized for selecting inappropriate Award recipients, as judged by the failure of these recipients to appear at these business meetings; i.e., worthy recipients should be attending these business meetings. To insure compliance, the Committee may withhold reimbursement from recipients who fail to perform this duty.
 6. Within two weeks of the Annual Meeting, obtain receipts of transportation, lodging, registration, and meal costs from the recipients and submit the receipts to the Secretary-Treasurer of the Section with instruction as to the reimbursement (actual expenses up to the maximum) to be received by each recipient. Submission should include names, addresses, receipts, and amounts of reimbursements. The Secretary-Treasurer will forward these to the AFS Coordinator of Subunit Services; that staffer will see that Skinner Award checks are issued. The two-week deadline is necessary to insure prompt submission of receipts by award recipients. Tardy submissions delay reimbursement of all award recipients, as all Skinner reimbursements must be handled simultaneously by AFS staff; late submission by one recipient delays reimbursement of all recipients, which may inflict financial hardship.
 7. Within two weeks of the Annual Meeting, obtain registration receipts from the Honorable Mentions recipients for reimbursement of registration fees (not including banquet and special event expenses) by the Section. Submit the names, addresses, and receipts to the Secretary-Treasurer of the Section. The two-week deadline is necessary to insure prompt submission of receipts by award recipients. In the past, late submissions have delayed transfer of the Section Treasury to the new Secretary-Treasurer by several months, thereby impeding Section business.

Background:

The John E. Skinner Award provides travel support for students to attend the Annual Meeting of AFS. The award was established following the untimely death of Mr. Skinner in a home fire in 1978. John Skinner was a native of Michigan and a graduate of Michigan State University. He was employed by the California Department of Fish and Game for nearly 25 years. His assignments over the years included three years as a researcher on statewide angling statistics and on the fisheries of the Sacramento-San Joaquin Delta, over nine years as Water Projects Supervisor, and eight years as Research Supervisor for fish facilities in the Delta. Among his technical publications is the classic 225-page document, "An Historical Review of the Fish and Wildlife Resources of the San Francisco Bay Area." At the time of his death, he was President of the Western Division of the American Fisheries Society. He also had served as President, Vice-President, and Secretary-Treasurer of the California/Nevada Chapter. Further information on John Skinner can be found in *Fisheries* [4(1):23-24 and 16(1):38-39].

Initial funding for the Skinner Award came from the California/Nevada Chapter. Over the years, many other chapters and organizations have contributed financial support. Proceeds from several AFS raffles and from sales of the textbook, *Fisheries Techniques*, also have been added to the fund. Interest from the endowment allows about six students each year to receive about \$400 to support their travel to the Annual Meeting. The award is merit-based and designed to recognize outstanding students in the field of aquatic resource management.

Skinner Award recipients are reimbursed for their actual travel expenses and meeting registration fees from the Skinner Fund; this reimbursement can include banquet and other special events expenses. Skinner Awards are reimbursements for actual travel expenses up to the limit imposed each year; they are not the maximum allowable amount if the recipient did not spend that much money. Honorable Mention recipients are reimbursed only for their meeting registration fees (not including banquet and special events expenses) from the Section Treasury.

The Chair of the Skinner Award Committee collects travel and registration expense receipts from the Award and Honorable Mention recipients within two weeks of the Annual Meeting. These are forwarded, along with names and addresses of the recipients and the amounts that each Award recipient should receive from the Skinner Fund, to the Secretary-Treasurer. The Secretary-Treasurer provides the AFS Coordinator of Subunit Services with the names, addresses, receipts, and the amounts that each Award recipient should receive from the Skinner Fund; that staffer will see that Skinner Award checks are issued. The Secretary-Treasurer issues checks directly from the Section's Treasury to reimburse the registration fees of the Honorable Mention recipients.

The Section, not the Skinner Fund, reimburses Honorable Mention recipients for their registration fees at the annual AFS meeting (not including banquet and special event expenses).

Student Papers/Posters Awards Committee

Purpose:

To encourage participation and award excellence through the evaluation of student papers and posters at the AFS Annual Meeting. The committee judges both platform papers and posters presented by students and selects the best in each category for receipt of \$500 awards from AFS. The committee is responsible for all aspects of student papers/posters evaluation including assembling volunteer judges, arranging the evaluation schedule, collating and scoring judges evaluations, recording the best paper and poster, and returning judges' s cores and comments to the presenters.

Composition:

Chair and four members at large with at least one member from the Student Subsection..

Duties:

1. Notify students as to the availability of the \$500 awards for both the best platform papers and posters at the AFS Annual Meeting and provide guidance for students in the preparation of papers and posters through the Section Newsletter, *Fisheries*, AFS Web Page, and other outlets.
2. Contact the Annual Meeting Program Chair to insure that student papers and posters can be identified; the call for papers must request that student papers and posters be identified as such.
3. Develop a protocol for judging both platform papers and posters that is both fair and equitable. Maintain a file of current scoring criteria, scoring sheets, scoring methods, and tips for the evaluation of student papers and posters to pass on to the succeeding Chair.
4. Solicit and coordinate a cadre of competent judges with at least three judges for each paper or poster. Provide judges with scoring criteria, scoring sheets, and evaluation schedules. Most judges are not inclined to judge more than 5 papers.
5. Assemble and tally the results of the judging and submit the name and addresses, as well as the titles of the best papers and posters and three honorable mentions in both categories, to the

- Education Section President within two weeks following the Annual Meeting.
6. Notify the winners of the best paper and poster awards and honorable mentions of the honor they have received.
 7. Submit the names and address of the presenters of the best platform papers and best posters to the AFS Coordinator of Subunit Services in Bethesda, so that the cash awards can be sent to the students as soon as possible following the Annual Meeting. Notify the editor of *Fisheries* and Editor of the Section Newsletter as to the recipients.
 8. Send scores and judges' comments to all student presenters. Students appreciate receiving frequency distributions of all the scores to see how they compare to others who made presentations.

Best student platform papers are determined using the following criteria:

1. Quality of the individual components (i.e., title, abstract, introduction, and methods);
2. Content (i.e., structure and organization, originality and relevance, technical merit, and analytical merit);
3. Physical presentation (i.e., delivery and visual aids); and
4. Other unique or attractive features.

Best student posters are determined using the following criteria:

1. Quality of the individual components (i.e., title, abstract, introduction, methods, and conclusions);
2. Content (i.e., originality and relevance, technical merit, and analytical merit);
3. Visuals and organization (i.e., visibility and legibility, simplicity and clarity, serial progression, and aesthetic quality); and
4. Other unique or attractive features.

Examples of scoring criteria and score sheets are appended to this Procedural Manual. Note that the criteria for platform presentations and posters are different.

Students who are not making presentations themselves in a particular category can make great judges and are often happy to assist. Get poster presenters to judge platform papers and vice-versa.

Most judges (especially Section members) are willing to judge any kind of session, as long as they do not conflict with sessions where they have other responsibilities.

General pleas for judges to volunteer result in few responses. It is best to call individuals on the phone and personally request their assistance as judges.

Committee Timetable:

By 31 March: Contact Annual Meeting Program Chair for information on student papers and posters.

By 31 May: Initiate solicitation of volunteers to judge student papers and posters.

By 2 weeks prior to meeting date: Arrange for all student papers and posters to be evaluated each by at least three judges. Provide volunteer judges with scoring criteria, scoring sheets, and evaluation schedules.

As soon as possible after meeting: Assemble and compile judges' evaluations to determine the best student papers and posters for assignment of awards.

Forward names of student winners to the AFS Coordinator of Subunit Services.

Forward names of student winners to the Editor of *Fisheries* and the Editor of the Section Newsletter.

Send judges comments to student presenters.

By 31 December: Forward file of current scoring criteria, scoring sheet, scoring methods, and tips for evaluation of student papers and posters to succeeding Chair.

Youth Education Committee

Purpose:

To advise AFS on the status and direction of youth aquatic education as related to the fishery resources of North America, and to engage in activities leading to the development of recommendations to AFS so that it may make effective contributions to formal and informal aquatic education (aquatic education refers to both freshwater and marine education).

Composition:

Chair and four to six members at large, one from the Student Subsection.

Duties:

1. Develop a set of goals, objectives, and a conceptual framework for youth aquatic education.
2. Inventory existing curricula and their use by teachers and youth group leaders.
3. Determine to what extent existing curricula meet fisheries and aquatic education goals and objectives.
4. Evaluate how existing curricula can be improved.
5. If gaps are identified in existing curricula, propose development of new curricula.

Background:

A broader public education mission has emerged recently as part of AFS's strategic planning effort. In the past, AFS has focused on university education and continuing education for professionals; now the Society is identifying other audiences, including youth, for education programs. Several forces have contributed to the emerging education mission of AFS. Marine and freshwater fisheries issues have become more complex and public involvement strategies more common. A greater need arose for fisheries education programs to develop a citizenry that has more contact with the resource (perhaps through fishing), understanding of fisheries, and interest in fisheries management issues.

Past AFS involvement with youth education has included: (1) participation on the Aquatic Resource Education Council to produce the Aquatic Resources Education Curriculum, (2) Associate Organizational Sponsorship of Project WILD - Aquatic, a popular environmental education curriculum, and (3) assisting the National Marine Educators Association in producing a special fisheries management and conservation issue of *Current: The Journal of Marine Education*. More recently, AFS Past-President Ray Hubley assigned the Education Section the responsibility to "analyze the feasibility of developing a fisheries curriculum for use by elementary and middle schools."

In May 1994, the Youth Education Committee was formed to promote youth education in fisheries and to address issues in this area. The goals of the Committees are to help youth, youth leaders and

teachers to (1) acquire an awareness and understanding of the total ecosystem in which fishes live, the sport and commercial fisheries supported by that ecosystem, the issues involved in managing sport and commercial fisheries, and the impacts people can and do have on the resource, and (2) acquire positive attitudes and values toward fishes, fishing, fisheries, and the aquatic ecosystem in general, ensuring their protection, rehabilitation and responsible management; and the social and technical skills for making decisions and solving problems associated with the management of fisheries and the motivation to personally act on those problems--and to provide youth with the opportunities for personal action and for evaluation of these actions.

Student Subsection

The Student Subsection of the Education Section is composed of all student members of the Education Section.

The objectives of the Subsection are:

1. To provide an organized forum for the discussion of issues and ideas among students, the Education Section, and AFS.
2. To improve communication among fishery students, and promote AFS activity at the student level.
3. To increase representation of student members in AFS.

Officers of the Subsection are the President, President-Elect, and Secretary-Treasurer. There are two standing committees in the Subsection: (1) Student Concerns and (2) Nominating. Representatives of each of the four AFS Divisions are elected to serve as liaisons between the Division and the officers of the Subsection.

The Student Subsection produces the Students' Angle column each month in *Fisheries* to disseminate pertinent Subsection news and other interesting articles. A primary duty of the President-Elect is production of the Students' Angle column. Division representatives provide articles and solicit pertinent information from Subsection members.

The Student Subsection is guided by its own Bylaws and Procedural Manual. Copies of these are appended to this Procedural Manual.