

Draft RSTC OPERATIONAL PROCEDURES

INTRODUCTION

Purpose Of RSTC Operational Procedures Guide

This document is intended to assist Rivers and Streams Technical Committee (RSTC) officers in carrying out their duties and providing continuity in the conduct of business for committee membership and the North Central Division (NCD). The guide serves to ensure that RSTC officers: president and president-elect are aware of various responsibilities and deadlines including logistical arrangements for annual RSTC meetings.

BACKGROUND

Technical Committee Purpose

Technical committees of the American Fisheries Society (AFS) NCD promote resource conservation and enhancement, serve as the focal point for the collection and dissemination of information concerning important resource issues, and are organized to deal with topical areas addressing issues relating to taxonomic, habitat, or technical orientation. The NCD established the following technical committees:

Centrarchid Technical Committee, Esocid Technical Committee, Ictalurid Technical Committee, Reservoir Technical Committee, River and Streams Technical Committee, Salmonid Technical Committee, and the Walleye Technical Committee

Charge of the Rivers and Streams Technical Committee

The charge of the Rivers and Streams Technical Committee is to promote communication through discussion, informal presentations, symposia, and workshops to help fisheries professionals learn and understand lotic systems.

RSTC OFFICERS AND MEMBERSHIP

Currently, RSTC follows the bylaws of the NCD. Therefore, officers include a president (instead of chair) and president-elect (that ascends to the president) and one official representative from each Chapter, following recommendations from the committee membership. The rest of the membership of the technical committee is open to any member of the North Central Division and may include persons from outside the Division as associate members, all of whom are not officially appointed and may serve as long as each individual desires.

DUTIES OF OFFICERS AND MEMBERSHIP

Duties of President (president):

1. Ensures that the committee is holding true to the charge of the RSTC and is meeting the needs of the membership and the division.
2. Plans, arranges and presides at the business meeting held at the Midwest Fish and Wildlife Conference and the annual RSTC meeting.
3. The RSTC president is a member of the NCD Executive committee (Excom) and as such should strive to attend the NCD annual meeting at the Midwest Fish and Wildlife Conference, to participate in NCD governance, and the NCD Excom.
4. Prepares and presents an annual report of committee activities to the NCD Excom winter meeting.
5. Prepares an annual report of committee activities to the NCD president (to be completed between the Midwest Fish and Wildlife Conference and AFS mid-year governing board meeting).
6. Keeps Division officers informed of committee activities.
7. Conducts RSTC officer elections.
8. Provides an annual report of committee activities to the NCD president for the Annual Meeting of the Division.

Other Duties of the president.- The president assumes final responsibility for committee duties; however, the president can count on help from a variety of individuals. At his/her disposal for advice and assistance are the immediate past president, RSTC secretary-treasurer, NCD Excom, the president-elect, and the committee membership. The president may make assignments and delegate duties. The president can develop subcommittees at any time. Subcommittees are an excellent way to organize specific tasks. The president may be a subcommittee member, if necessary. Currently, the president must ensure that a president-elect volunteer. The president should work with past officers and secretary-treasurer to solicit nominations/volunteers through either the email listserv or at the annual meeting to find willing participant(s) for the president-elect position.

Duties of the president-elect:

1. To assist the president with duties as needed and to assume the position of president after serving as president-elect or sooner if the president cannot fulfill their duties.

By serving as president-elect for a year before assuming the position of president, the president elect has the opportunity to become familiar with the RSTC, particularly with the procedures for its operation. The president-elect should seek to become involved wherever possible in the committee.

Duties of Secretary-Treasurer:

1. The Secretary-Treasurer keeps the official records of the Committee. The secretary is responsible for recording minutes of the annual committee meeting. Meeting minute-drafts should be forwarded to the president and president-elect for review within 30 days of the annual meeting. Official minutes of the meeting will be distributed to committee membership, published in the NCD Newsletter (Mainstream) and posted on the [webpage](#).
2. The secretary-treasurer, in partnership with the president, is responsible for working with the NCD Treasurer in maintaining the RSTC sub-account of the NCD. Monies necessary for committee

activities will be requested with approval from the president and knowledge of the president-elect.

3. Collect and be custodian of any registration fees or other funds collected under authority/ approval by officers and membership.
4. Disburse funds authorized by officers and the membership.

Duties of past president:

1. Provide procedural and other assistance and advice to the current president and president-elect.

Duties of past Secretary-Treasurer

1. Provide procedural and other support to current committee officers to maintain function and continuity of technical committee. Submit a financial report at the annual Committee meeting and maintain financial records for review by NCD officers as needed or required.

Duties of Committee membership:

1. Meet for the annual committee meeting and in conjunction with the Midwest Fish and Wildlife Conference. State and provincial representatives are expected to attend each meeting or to send a proxy in their absence.
2. Actively participate at meetings by partaking in discussions, giving presentations, and serving joint studies when possible.
3. Assist the president with administrative duties as needed.
4. Help develop periodic symposia in this topic area at the Midwest Fish and Wildlife Conference.
5. Chapter representatives submit annual electronic reports to Secretary- Treasurer to be forwarded to NCD representative for placement on website.

Business Meetings and Voting (Bylaws Article VI)

The below applies to in-person business meetings:

1. The annual business meeting of the NCD RSTC shall be held in conjunction with the annual technical committee meeting.
2. A quorum at the annual meeting of the RSTC for the transactions of official business shall be at least 20 members in good standing with the committee.
3. Business and voting may be conducted via electronic media if approved by the RSTC membership.
4. Unless otherwise specified in the NCD Bylaws or the Constitution of the Society, business shall be conducted according to the latest edition of Robert's Rules of Order. See Appendix Xx.

5. Decisions at meetings are by simple majority, except as listed for Bylaws or as described in the parliamentary authority.
6. Election of officers shall be by electronic ballot/survey. Elections for officers shall be open to membership for 30 days. Results shall be announced via electronic media and at the annual business meeting. The procedure for the conduct of the officer's ballot shall be determined by the Executive Committee and executed by the Secretary-Treasurer.

Amendments of Bylaws, Rules and Procedures

Changes in bylaws, rules and procedures through electronic media as outlined in NCD bylaws (Article IX) are included below:

- Proposed amendments to the Division Bylaws and Rules must be reviewed by the Division Governing Board prior to consideration at the Division annual meeting. Such proposed changes are to be provided to the general membership, via the newsletter, website or email, for a review period of 30 days. Passage of an amendment requires a 2/3 majority of those voting at either the annual meeting or during a 14-day electronic voting period.
- Rules may be amended by a simple majority of members voting at an annual RSTC meeting or through electronic voting
- Changes to the procedural manual may be amended by a simple majority vote during the annual business meeting or following a 30-day review followed by a minimum 14-day electronic voting period.

ANNUAL RSTC MEETING LOCATION, ARRANGEMENTS AND ACCOMMODATIONS

Date.-The president polls RSTC members via email to obtain an annual meeting date. After membership feedback, president communicates with out-going committee officers and makes decision on meeting dates and notifies the membership electronically. After announcement of meeting date, president sends out a request for presentations and seeks to find presentations on specific topics of interest. President may consult or reach out to president-elect, past president, and past/current secretary -treasurer to assist with finding or communicating with potential presenters and recruitment of students.

Location.-The committee has been holding the annual meeting at the Rock Island Conservation Club in Milan, IL. Maintaining a consistent meeting location is beneficial as it simplifies necessary arrangements and eases planning. Having persons in the meeting area to help with local arrangements is extremely helpful. Any change of meeting location shall be voted by membership. A rental agreement signed by president with the Conservation Club is put in place to reserve the facility for the agreed upon meeting date.

- A donation of at least \$100.00 is made to the Conservation Club that includes cleaning services when the meeting is over.
- At adjournment of meeting on the second day, members should help put away tables and chairs.

Lodging.-A block of rooms is typically reserved by the president at a local hotel. The membership is notified of the held block of rooms and a date to reserve by. Most state agencies require that a state rate is offered for lodging. Arrangements can be made a couple months in advance of the meeting date. Members are free to make reservations at the select hotel or find other lodging arrangements. RSTC has been willing to pay hotel costs for students that attend the meeting and give presentations. Such a gesture allows students to meet and foster professional relationships and become involved with RSTC.

Meals.- RSTC tries to keep the group together during meals to facilitate further group discussion and help keep the meeting schedule on time. Lunch is offered both days and dinner-Fish Fry social is organized for the first evening of the meeting at the Conservation Club. Food and coffee are also available during breaks.

Transportation.- The president makes arrangements to rent a bus to provide transportation to and from the hotel to the Conservation Club for the night of the social. The president arranges for payment and signs company contract.

Registration.-The president should notify members of meeting costs and what those costs will cover. Announce the amount you expect to collect before the meeting in the newsletter, e-mail communications or meeting announcements. Meeting participants should understand that the registration amount covers the expense of food, bus and facility rental, and other meeting related expenses and is not a "membership fee."

As with any financial transactions, a receipt should be provided for registration. The secretary/president should have change money on hand for attendees that will be paying in cash. Registration fees that come to an odd dollar amount should be rounded up to ease change handling. There is not an easy way to cash checks, a local person may agree to have the checks made out to him or her personally and then cash them for RSTC. A common alternative is to borrow an estimated amount from the NCD treasurer and simply have registration checks made out to the NCD. Be sure to retain a record of who paid in case there is any discrepancy in the head count when the meals are actually served.

Payments.-If a deposit in advance of the meeting is needed, a loan can usually be obtained through the NCD Treasurer with the understanding that the amount will be repaid after the meeting. The RSTC does not have a separate bank account for the committee but does have a sub-account under the NCD Treasurer. The secretary-treasurer should collect any excess funds from the meeting and deposit those in the RSTC sub-account by sending those monies to the NCD Treasurer. In the past, checks have been issued to businesses and the "host" to provide up-front money for meeting place, bus rental, food, keg deposit, and other associated meeting activities. The RSTC secretary-treasurer should work with the president to set up meeting arrangements, etc.; however, this does not mean the secretary-treasurer is solely responsible for collecting monies at the meetings. Committee volunteers should help with the collection of monies and issuing receipts at the annual meetings.

ANNUAL MEETING

Meeting Agenda

The agenda will be determined by committee activities and business. Business activities include subcommittee reports and procedural matters. At past meetings, it has worked well to have the first full day a series of presentations and discussions. The second day (typically a half-day) is reserved for business items.

Order of business for an AFS business meeting shall include, but need not be limited to:

- Call to order by the President
- Address of the President
- Approval of minutes
- Old business
- Secretary-Treasurer Financial report
- Chapter reports
- Other reports
- New business
- Election results of new president and Secretary-treasurer
- Adjournment