

Procedural Manual
of the
Fisheries Management Section
of the
American Fisheries Society



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Chapter 1: Introduction, Objectives, and Structure of the Fisheries Management Section

The Fisheries Management Section is composed of people who wish to develop, apply, and evaluate effective management concepts or techniques as well as programs in education and information to solve fisheries management challenges. The Section promotes the exchange of fisheries management information and the results of applied research among professionals, students, user groups, resource management agencies, and the general public who share interest in fish and the habitats supporting them. The Section sponsors workshops, symposia, topical sessions at professional meetings, and special projects to examine fishery management challenges. Section membership provides a credible voice for a wide range of fisheries management issues. The Section continues active involvement with legislative initiatives as well as governmental and private-sector activities which affect the quality and extent of all fisheries. Selection of activities for Section involvement results from individual member initiative.

Objectives

- Developing and maintaining an association of persons interested and involved in fisheries management and development
- Promoting sound fisheries management practices and developing new management concepts and techniques
- Encouraging professional growth among Section members and others interested in fisheries management and growth of the fishery management profession by holding meetings and sponsoring workshops, symposia, and publications to disseminate information related to all aspects of fishery management
- Encouraging publication of case histories, policy analysis, and evaluation of management programs
- Promoting communication between fishery managers and researchers, employers, educators, legislators, and the public
- Providing a forum for identifying, focusing attention on fisheries management and resolving issues and problems

All sections of the AFS with over 200 members have one vote on the Governing Board. The Fisheries Management 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 of the Fisheries Management Section

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 (Western, North Central, Northeast, and Southern). The Officers and Division Representatives serve as the Executive Committee of the Section. 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 Meetings.

The Section has multiple committees that conduct specific functions. These committees are:

- Executive,
- Audit,
- Awards,
- Officer Nominations,
- Section special or ad-hoc committees.

Chapter 2: Section Officers and Executive Committee

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 President-Elect can also participate in the Governing Board meetings as a non-voting member (unless the official designee when acting for the President) to better prepare for their term on the Governing Board. This participation is at the President-Elect's discretion.

The specific duties and responsibilities for the President are as follows:

- A. Preside at all meetings;
- B. Serve as Chair of the Executive Committee;
- C. Appoint all committees and chairpersons thereof, except as may be designated in this manual;
- D. Coordinate the activities of the Section's standing and special committees and serve as liaison between such committees and the Executive Committee;
- E. Represent the Section as a member of the AFS Governing Board and submit a report of Section activities at the AFS Governing Board meetings;
- F. Represent the Section as a member of the AFS Management Committee, if elected;
- G. Conduct official correspondence for the Section and present reports of Section activities at the annual business meeting;
- H. Make such appointments and perform other duties and functions as are authorized and necessary; and,
- I. Proceed to the office of Past-President at the end of the term.

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, 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 (awards may be presented during the joint FAS/FMS meeting)
 - A. Conservation Achievement Award
 - B. Award of Excellence
 - C. Award of Merit
 - D. Hall of Excellence Awards
- XI. Old business
- XII. Installation of new officers (if applicable)
- XIII. Recognition of Past President (if applicable)
- XIV. New President's Address (statement of major objectives for the Presidency; if applicable)
- XV. New Business
- XVI. Adjournment

Planning the Annual Section Business Meeting:

1. Several months before the meeting, the President will work with the President of the Fisheries Administration Section (FAS) and contact the chair of the local arrangements committee for the AFS meeting to arrange for a meeting room at the location of the AFS meeting. The Presidents of FMS and FAS should request a 3-4-hour block for both the FAS (generally 1 hour), FAS-FMS (generally 1 hour), and FMS (generally 1 hour) meetings. The FAS meets first, followed by a joint FAS-FMS meeting, followed by the FMS meeting.
2. The meeting rooms should ideally have seating capacity for about 1.5x 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.
14. After adjournment, thank all guests and presenters for their help, hand over necessary items to the new President (if applicable).

President's Annual Tasks:

As the primary officer of the Section, the President has numerous responsibilities during the year. These responsibilities include:

1. Determine desired frequency of holding virtual executive committee meetings during the term as President. Plan, schedule, and hold each virtual executive meeting.
2. Establish major objectives for your presidency to be delivered at the annual business meeting where the President first takes office and provide an update during the 2nd annual business meeting of their term.
3. Monitor progress of committees.
4. Identify special committees that will be appointed by the President and serve during their term. Check-in periodically with the ad hoc committee chairs to review and discuss the progress of their objectives and activities conducted to date.
5. Ensure that an annual review of the bylaws is conducted. If revisions are necessary, follow the appropriate procedures (see section on bylaws).
6. Serves as primary manager of the listserv and ensuring the listserv is updated with current FMS members.
7. Disseminate information as appropriate from the Governing Board and Management Committee (if a member) to FMS members.
8. Attend Governing Board and Management Committee (if a member) meetings (virtual and in-person).
9. Follow up on any directives resulting from actions taken at the previous Annual Business Meeting of the Section.
10. Send list of Section officers to AFS office in Bethesda.
11. Respond to correspondence from AFS.
12. Prepare mid-year report to AFS Governing Board (due in Bethesda about mid-February).
13. Check with Nominating Committee to ensure that a slate of candidates will be available no later than 3-4 months prior to the annual business meeting (earlier is best so the 30-day voting period can take place and the new officers can make travel plans to attend the meeting).
14. Prepare final report of Section for Governing Board meeting (typically due August 15).

15. Prepare agenda for annual Section business meeting.
16. Check with the Secretary-Treasurer to assure that plaques for the awards.
17. Develop agenda for, and preside at annual business meeting of the Section.
18. If term of Presidency is expiring, hand over the gavel to the incoming President and take a break.

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. The primary responsibilities of the President-Elect include:

1. Serves as Chair of the Awards Committee, including the Fisheries Management Hall of Excellence. Responsible for soliciting awards, sending award nominations to the Committee for ranking, notifying the award recipients and nominators, and working with the Secretary-Treasurer to order plaques to be distributed at the annual business meeting. Responsible for updating the award recipients on the FMS website and sending out an email to the FMS listserv recognizing the award recipients.
2. Serves on the FMS executive committee.
3. Needs to be prepared to take over the annual 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.

Immediate Past President

The Immediate Past President serves on the Executive Committee, Nominating Committee, Audit Committee, and assists the other officers as needed. The primary responsibilities of the Past President include:

1. Chair of the Nominating Committee. Responsible for seeking out potential nominees for the following positions, depending on the term expirations: President-Elect, Secretary Treasurer, and Division representatives. Responsible for working with potential candidates to develop biographies and holding elections with FMS members prior to the annual business meeting. Responsible for updating the FMS website and sending an email to the FMS listserv with election results.
2. Serves on the Executive Committee.
3. Serves on the Awards Committee.

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 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 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 (a total of 15 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.
5. Maintains the Section Treasury in a local bank account established in the name "Fisheries Management Section of American Fisheries Society." The bank will need the Section's Federal ID number (23-7226672) 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 and the AFS Executive Director. The Financial Report should include an accounting of all Section accounts, if separate accounts exist. 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. Ensures that all expenditures, investments, and disbursements of Section funds receive appropriate approvals from Section Officers.
8. Prepares correspondence as requested by Officers of the Section.
9. 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.
10. Distributes copies of resolutions to the Executive Director, Society officers, other subunits, and appropriate individuals or agencies, as instructed in the resolution.
11. Maintains letterhead and other supplies necessary for Section function.
12. Informs the Executive Director and appropriate Society staff of changes in officers, dates and locations of meetings, and other necessary information.
13. As requested, develops and distributes promotional materials for Section meetings and reports Section activities and programs in *Fisheries*.

14. Orders plaques for the Past President, all other outgoing officers (including themselves), the Award of Excellence recipient, the Award of Merit recipient, and the Conservation Achievement Award recipient from the AFS Coordinator for Subunit Services several months prior to the Annual Meeting.
15. Coordinates or orders plaques for all Hall of Excellence inductees for that year prior to the Annual Meeting.
16. Prepares an annual budget for the next year, in conjunction with the Section Executive Committee.

Division Representatives

The FMS has a representative from each of the four AFS Divisions (Western, North Central, Northeast, and Southern). Division Representatives serve for staggered two-year terms. Responsibilities include:

1. Serve on Nominating Committee. Assist the Past President with finding potential candidates to fill Executive Committee positions.
2. Serve on the Executive Committee.
3. Contribute project spotlights from their division to post on the FMS website.

Executive Committee

The Section's Executive Committee consists of the officers (President, President-Elect, Secretary-Treasurer), the immediate Past President, and the Division Representatives. The Executive Committee determines Section policies and conducts Section business consistent with the goals of the Section (see Bylaws). The President serves as the Chair of the Executive Committee.

Chapter 3: Committees

Standing Section committees: officer nominating committee, and awards committee. Standing Committees are established through amendment of the bylaws and are usually created by converting a special committee that has been deemed worthy of permanent status.

Duties of Standing Committee Chairs

The standing committees 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. The President-Elect is the Chair of the Awards Committee. The Past President is Chair of the Nominating Committee.

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.
2. Work with the President to develop a list of potential committee members. Potential members should be members of AFS and the 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 may be taken into account 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. 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.
13. Recommend prospective committee members and chairs for the following year to the President Elect.
14. 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.

Officer Nominating Committee

Purpose: Prepares a slate of candidates for the Section Officer positions and Division Representatives and conducts elections.

Composition: Chair (the Section's 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 election using a survey method that is sent to the listserv. Also include a post on the FMS website.

3. Report the results of the nominating and election processes to the President.

Nominating and Election Procedures:

The Chair of the Nominating Committee shall direct the nomination and voting procedures and tally the votes as outlined in the following steps.

1. All five members of the Committee, including the Chair, may nominate up to 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.
2. The Chair will develop an e-survey method for voting. The survey will be emailed to current FMS members using the listserv. The survey should be conducted in advance of the annual business meeting.
3. 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.
4. 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.
5. The President will announce the results of the election at the annual business meeting or may choose to announce the results via email to the listserv. If announced at the business meeting, the election results will be posted on the FMS website and send via email to the listserv.

Audit Committee

Purpose: The Audit Committee is responsible for reviewing the Section's financial records and Secretary/Treasurer's report from the previous fiscal year and reporting the results of the audit at the annual business meeting.

Composition: The Chair (Past-President) and two additional FMS past presidents.

Duties:

1. Review Secretary/Treasurer's report prior to the annual business meeting.
2. Report out on the committee's findings at the annual business meeting.

Awards Committee

Purpose: To publicly recognize excellence in the field of fisheries management and science.

General Section Awards:

1. The Conservation Achievement Award recognizes any significant action, program, or initiative by a nonmember individual, non-governmental organization, or state (provincial), Tribal, local, or federal agency that contributes substantially to fishery conservation or fishery science.
2. The Award of Merit recognizes a singular accomplishment of an individual or group acting as a team or committee for contributions in fisheries management and research. The award can be given for outstanding leadership, administration, or project-related accomplishment in any aspect of

the fisheries profession.

3. The Award of Excellence recognizes accomplishments and inspirational leadership in the fishery profession and substantial achievements for AFS and the fisheries resource. The recipients must have effectively communicated their work at the national and/or international level. This award is not the same as nominations to the Hall of Excellence.
4. Application format: Detailed description of the nominee's accomplishments related to the qualifications of each award in a letter format.
 - a. A nomination may be submitted by a single individual or it can be a collaborative nomination. Collaborative nominations should be submitted together.
 - b. Provide the nominee's contact information (email and phone) and nominator's info in the application (email and phone).
 - c. These awards are presented at the annual Fisheries Management Section business meeting that is held in conjunction with the national American Fisheries Society meeting. Award recipients do not need to be present to accept their award. If nominee is selected for the award, we will ask nominators to summarize the nomination in 300 words or less so that it can be presented at the meeting. The committee Chair can also summarize the award nomination to be read at the Section business meeting.

Hall of Excellence (HOE) Award:

1. The HOE was established in 1992 and its stated objectives are to: 1) to recognize fisheries management professionals who have made outstanding and cumulative contributions to the advancement of fisheries management; 2) to provide a site where the contributions of those honored can be displayed and viewed by the public and other fisheries professionals; 3) to emphasize the accomplishment, dedication, and principles of those honored in the HOE; and 4) to honor the fisheries management profession. Selection to the HOE is the highest honor given by FMS.
2. Application format: Nomination letters must contain the following information:
 - a. Nominations should include name and current address, date of birth, and date of death (if applicable) of the nominee.
 - b. A nomination may be submitted by a single individual or it can be a collaborative nomination. The collaborative portion can also be in the form of letters of support for the main nomination. Collaborative nominations should be submitted together.
 - c. The nomination should include the candidate's significant contributions to fisheries management and the location of the work. Those selected for the HOE must have made significant contributions in fisheries management, management-oriented research, development of methods and equipment, administration of management programs, or the promotion of fisheries resource conservation, protection, and management. The more detailed the nomination materials, the better the HOE Committee is able to judge the worthiness of the candidate.
 - d. The HOE award is presented at the annual Fisheries Management Section business meeting that is held in conjunction with the national American Fisheries Society meeting. Award recipients do not need to be present to accept their award. If your nominee is selected for the award, we will ask that you summarize the nomination in 300 or less words so that it can be presented at the meeting. Candidates selected for induction will need to provide a black and white photo (head and shoulders) to be displayed on the plaque and we will ask the nominators for help acquiring these, if applicable. The committee Chair can also summarize the award nomination to be read at the Section business meeting.

Awards are presented once per year at the annual Section business meeting, provided that at least one acceptable nomination is reviewed by the committee.

Committee Composition: Chair (President-Elect), all members of the executive committee, and past-presidents of the Section.

Duties of the Chair:

1. Solicit nominations for the award: Request nominations from the general membership by a post on the website and an email to the listserv (see example announcement language below). The call for award nominations should be sent out at least 3-4 months prior to the Section business meeting.
2. Assemble documents submitted by nominators to support the nominations (in letter format). If more than one letter per nomination is received, combine all letters into one document and save in pdf format.
3. Keep up-to-date contact list of committee members (update annually).
4. Send committee members the award nominations and selection rubric (in Excel format) and ask them to vote in the rubric and return to the committee Chair.
5. Once award recipients are selected, notify the Secretary-Treasurer to order the plaques for the Section business meeting. The photo and writeup for the HOE award recipients are sent to Randy Schultz. Award recipients should be notified with sufficient time prior to the Section business meeting when early registration is still available.
6. Following the Section business meeting, announce the awards in an email to the Section listserv and on the website.

Committee Timetable:

1. The timeline for members to vote on candidates (30-days) should be scheduled early enough so that the winning candidates can request travel approval for the annual meeting and complete early registration.

Example Call for Award Nominations:

Part 1 - General FMS Awards

The Conservation Achievement Award recognizes any significant action, program, or initiative by a nonmember individual, non-governmental organization, or state (provincial), Tribal, local, or federal agency that contributes substantially to fishery conservation or fishery science. [Click here for a list of past award recipients.](#)

The Award of Merit recognizes a singular accomplishment of an individual or group acting as a team or committee for contributions in fisheries management and research. The award can be given for outstanding leadership, administration, or project-related accomplishment in any aspect of the fisheries profession. [Click here for a list of past award recipients.](#)

The Award of Excellence recognizes accomplishments and inspirational leadership in the fishery profession and substantial achievements for AFS and the fisheries resource. The recipients must have effectively communicated their work at the national and/or international level. This award is not the same as nominations to the Hall of Excellence. [Click here for a list of past award recipients.](#)

Nomination letters must contain the following information:

1. Detailed description of the nominee's accomplishments related to the qualifications of each award.
 1. A nomination may be submitted by a single individual or it can be a collaborative nomination. Collaborative nominations should be submitted together.
 2. Provide the nominee's contact information (email and phone) and nominator's info in the application (email and phone).
 3. These awards are presented at the annual Fisheries Management Section business meeting that is held in conjunction with the national American Fisheries Society meeting. Award recipients do not need to be present to accept their award. If your nominee is selected for the award, we will ask that you summarize the nomination in 300 words or less so that it can be presented at the meeting.
 4. The application deadline for these awards is xxxx. Send nomination letters to (committee chair contact info).

Part 2 - Hall of Excellence (HOE) Award

The HOE was established in 1992 and its stated objectives are to: 1) to recognize fisheries management professionals who have made outstanding and cumulative contributions to the advancement of fisheries management; 2) to provide a site where the contributions of those honored can be displayed and viewed by

the public and other fisheries professionals; 3) to emphasize the accomplishment, dedication, and principles of those honored in the HOE; and 4) to honor the fisheries management profession. Selection to the HOE is the highest honor given by FMS. Take the time to consider those individuals who have been instrumental in structuring your career and nominate them if you deem them deserving. Think about some of the real success stories in fisheries management and focus on the individuals instrumental in making those successes happen. All too often our efforts go unrewarded and there is no greater reward than being recognized by your peers. List the previous year's HOE winners here. They joined the previous [inductees listed here](#). Each inductee has a plaque on display with their likeness and highlights of their careers and contributions to the fisheries management profession.

Nomination letters must contain the following information:

1. Nominations should include name and current address, date of birth, and date of death (if applicable) of the nominee.
2. A nomination may be submitted by a single individual or it can be a collaborative nomination. The collaborative portion can also be in the form of letters of support for the main nomination. Collaborative nominations should be submitted together.
3. The nomination should include the candidate's significant contributions to fisheries management and the location of the work. Those selected for the HOE must have made significant contributions in fisheries management, management-oriented research, development of methods and equipment, administration of management programs, or the promotion of fisheries resource conservation, protection, and management. The more detailed the nomination materials, the better the HOE Committee is able to judge the worthiness of the candidate.
4. The HOE award is presented at the annual Fisheries Management Section business meeting that is held in conjunction with the national American Fisheries Society meeting. Award recipients do not need to be present to accept their award. If your nominee is selected for the award, we will ask that you summarize the nomination in 300 words or less so that it can be presented at the meeting. Candidates selected for induction will need to provide a black and white photo (head and shoulders) to be displayed on the plaque and we will ask the nominators for help acquiring these, if applicable.
5. The application deadline for the HOE award is xxxx. Send nomination letters to: (contact info of committee chair).

Special Committees

Special Committees address topics not covered by the bylaws where formalized actions or opinions are needed on some issues and are created by the President of the Section with the support of the executive committee. Special Committees exist for the term of the president but may be re-appointed for subsequent years and the president may extend the term of a special committee beyond their term as president. Special committee chairs are appointed by the Section president and expected to provide an update on committee activities at the annual Section business meetings and possibly at periodic virtual executive committee meetings. Special committees can be joint committees with another Section as approved by the president.

Chapter 4: Miscellaneous

Process on Updating Procedures Manual

The Procedures Manual can be updated at any time by members of the Executive Committee; it doesn't require approval of the membership. The lead for updating the Procedures Manual is the president. It is recommended that the manual be reviewed annually by the Executive Committee and make updates as needed.

Process on Updating Bylaws

The guidelines for changing bylaws for AFS units can be found [here](#).