

SOUTHEASTERN ASSOCIATION OF FISH AND WILDLIFE AGENCIES
WILDLIFE RESOURCES COMMITTEE
ALLIGATOR WORKING GROUP
OPERATIONAL GUIDELINES

BACKGROUND

The Directors of the Southeastern Association of Fish and Wildlife Agencies (SEAFWA) took action on May 4, 2008 during their spring meeting in Ridgedale, Missouri to modify the structure and guidelines associated with their various committees. As part of this action, the Directors established a Technical Committee entitled Wildlife Resources Committee (WRC), and directed the creation of several working groups to assist in the implementation of WRC charges. The WRC guidelines were further amended at the Director's meeting in Hot Springs, Arkansas (October 9, 2012) and Etowah, North Carolina (May 14, 2016). Following adoption of these most recent guidelines revisions, the working groups were directed to update their respective operational guidelines to be consistent with the WRC Operational Guidelines.

MISSION

The Alligator Working Group (AWG) was established to support the WRC in fulfilling its mission and the overall purpose of the SEAFWA. Specifically, the AWG assists with state and regional issues pertaining to the American Alligator (*Alligator mississippiensis*). The AWG assists the WRC by: identifying important regional issues and science-based management solutions; identifying collaborative, management-driven research needs and priorities; and developing recommendations for wildlife resource policy, as needed and as requested by the WRC. Additionally, the AWG will provide opportunity for its members to collaborate and exchange information on matters relating to management of the American Alligator within the southeastern region.

In an effort to effectively implement this purpose and mission, the following Operational Guidelines for the AWG are established.

MEMBERSHIP

The AWG shall consist of no more than one representative for each member state appointed at the discretion of the member state's WRC representative. Working group members should be member agency personnel who have agency duties related to alligator management or are uniquely qualified to function as the representative to the working group. Each working group member should be under clear instructions that participation on the working group is expected. More than one representative from a state member agency, or other interested persons, may participate in working group activities, but each member agency is limited to one official working group member and one vote.

In the absence of an official member, another member from the same member agency may serve as proxy. Such member shall complete and submit a completed *Proxy*

Appointment Form (attached) to the AWG Chair. Authorized designees shall be fully entitled to represent an absent member in all matters.

Guests will be invited to attend annual meetings as deemed appropriate by working group members to provide specific expertise and to increase the group's knowledge base.

WORKING GROUP CHAIR AND CHAIR DUTIES

An AWG Chair shall be appointed at the discretion of the WRC Chair after receiving recommendations from the working group. Group members will cast votes for the new chair at their annual business meeting and this election (by simple plurality) shall represent the group's recommendation to the WRC Chair. Each chair will serve a two-year term, beginning at the conclusion of the annual meeting at which the recommendation is made. Only a AWG member may assume the role of chair and such member shall have agency duties related to alligators or be uniquely qualified to function as chair.

The AWG Chair shall be responsible for:

- 1) Working with the host state in scheduling working group meetings and preparation of agendas, including notification to working group members, the WRC Chair, and others as appropriate.
- 2) Finalizing with the host state the arrangements for accommodations where working group meetings are to be held.
- 3) Conducting working group meetings in a manner to best accomplish the charge of the AWG. Chairs have great discretion in running meetings but must ensure procedures and rules sufficient to properly address the issues and matters being considered and the soundness of working group recommendations. Chairs should also ensure that working group members have seating priority at the meeting table.
- 4) Providing written and verbal reports of working group meetings to the WRC Chair and others as appropriate. Written reports shall follow a report outline as attached, and made a part of these guidelines. Such reports shall be submitted within thirty (30) days from the date of the AWG meeting.
- 5) Providing a list of action items and a brief for each action item to be considered by the WRC at its fall meeting by September 1, annually. Between regular meetings of the WRC, the AWG Chair is responsible for determining if issues or matters within the purview of the AWG are of sufficient importance or urgency to bring to the attention of the WRC Chair. If a time-sensitive item needs action prior to the annual WRC fall meeting, the working group chair shall consult with the WRC Chair to determine the most appropriate process.
- 6) Ensuring coordination of working group issues, actions, and recommendations with the other WRC working groups that may have overlapping responsibilities or mutual interests.

- 7) Making recommendations (based on election-style input received from the working group) to the WRC Chair for appointment of new AWG Chair.
- 8) Maintaining files and other documents of historical or other significance to the working group and forwarding to succeeding chairs.
- 9) Selecting a designee to assume the duties of the chair when the appointed chair is temporarily unable or unavailable to carry out such duties.
- 10) Other functions as may be necessary, including communicating periodically with the assigned WRC working group liaison to fulfill the duties and responsibilities of the working group.

MEETINGS

The AWG shall meet annually to conduct AWG business. This meeting will typically be held in late spring or summer, but should occur prior to the WRC's annual fall meeting held in conjunction with the Annual Conference of the Southeastern Association of Fish and Wildlife Agencies. Working group members will rotate hosting the meetings, and final determination will be made at the annual meeting regarding the member that will host the next meeting.

Working Group decisions shall be governed by parliamentary law as outlined by *Roberts Rules of Order*.

CHARGES

- 1) Provide an opportunity to exchange ideas, methods, and approaches designed to effectively address challenges and opportunities associated with alligator management programs in the SEAFWA region.
- 2) Discuss important issues and needs facing alligator management programs in the SEAFWA region and bring recommendations for science-based management solutions to the WRC.
- 3) Identify collaborative, management-driven research needs and priorities, and develop recommendations for wildlife resource policy as needed and as requested by the WRC.
- 4) Provide counsel to the WRC as requested with respect to alligators.
- 5) Accomplish other tasks as assigned by the WRC.

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ALLIGATOR WORKING GROUP
PROXY APPOINTMENT FORM

In accordance with the bylaws of the Southeastern Association of Fish and Wildlife Agencies and Operational Guidelines of the Wildlife Resources Committee's Alligator Working Group, I **[insert name of authorized agency member]** do hereby appoint **[insert name of appointee]** to vote my proxy and represent me at the SEAFWA Wildlife Resources Committee's Alligator Working Group meeting.

This appointment shall convey full authority to exercise my agency's rights of membership in all matters coming before the Alligator Working Group, except for any express limitation on the proxy's authority stated herein.

[Express limitations, if any]

Name:

Title:

Agency:

Date:

Signature:

**SOUTHEASTERN ASSOCIATION OF FISH AND WILDLIFE AGENCIES
WILDLIFE RESOURCES COMMITTEE**

Alligator Working Group Report

Chair, (Insert Name)

Meeting of (Insert Date)

City, State

Meeting Convened: (insert start time)

Chaired by: (insert name)

Working Group Members Attending: (list by name)

Scheduled Discussion Items: (provide bulleted list with brief annotation about nature of each discussion)

Other Discussion Items: (provide bulleted list with brief annotation about nature of each discussion)

Action Items and Recommendations: (provide brief subject statement and specific action recommended)

Working Group Recommendation for Chair: (insert name)

Meeting Adjourned: (insert time)

List of Current Working Group Members and Contact Information: (attach listing)

List of Interested Participants and Contact Information: (attach listing)

Submitted by: (insert Working Group Chair name)