

**SOUTHEASTERN ASSOCIATION OF FISH AND WILDLIFE AGENCIES  
WILDLIFE RESOURCES COMMITTEE  
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. These guidelines were further amended at the Director's meeting in Hot Springs, Arkansas (October 9, 2012) and Etowah, North Carolina (May 14, 2016).

**MISSION**

The Wildlife Resources Committee (WRC) was established to further the Southeastern Association of Fish and Wildlife Agencies' purpose of promoting the conservation and management of wildlife resources by: directing and charging Working Groups with results-driven and science-based management actions; developing actions, implementing recommendations, and advising the Directors of the Southeastern Association of Fish and Wildlife Agencies on issues relating to wildlife policy and administration, funding opportunities, and research and management priorities; and providing opportunities for WRC members to collaborate and exchange information on matters relating to wildlife conservation and management within the Southeastern region.

In an effort to effectively implement this new charge and committee structure, the following Operational Guidelines for the Wildlife Resources Committee are established.

**MEMBERSHIP & OFFICERS**

- 1) Members of the WRC shall be the individual(s), recommended by the state directors and appointed by the President of SEAFWA, representing each respective state fish and wildlife agency within the Southeastern Association of Fish and Wildlife Agencies who are ultimately responsible for administering the wildlife management programs for that state, or the individual(s) whom that person designates. Each respective state and fish wildlife agency within the Southeastern Association of Fish and Wildlife Agencies shall be limited to one official member and each state shall be entitled to one vote.
- 2) The WRC Chair is appointed by the President pursuant to the "SEAFWA Committee Structure and Guidelines". In the WRC, there are established additional officer positions of Vice-Chair and Past-Chair. The Vice-Chair shall be elected by a majority of the voting members of the WRC and shall serve a term of two years. Vice-Chairs may serve unlimited consecutive terms. When applicable, the Past-Chair position is filled by an out-going Chair and serves a term of two years. This structure is intended to facilitate a continuity of quality leadership for the WRC in the absence of an existing Chair. In the event that a Past-Chair is no longer a WRC member this position remains vacant.
- 3) 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* to the WRC Chair. Authorized designees shall be fully entitled to represent an absent member in all matters.

- 4) Non-voting affiliate members include representatives from the U.S. Fish and Wildlife Service, Region 4, Wildlife and Sport Fish Restoration Office (Federal Aid), Southeast Regional Office of the Wildlife Management Institute, and the Southeastern Section of TWS. By a formal vote of the WRC, other affiliate members may be recommended to the Directors for appointment.

### **CHARGES**

- 1) Monitor and provide operational guidelines and charges for WRC Working Groups, as established by the Committee or as requested by the Directors.
- 2) Work cooperatively with the President of the Southeastern Section of the Wildlife Society (TWS) to develop results-driven and science-based management objectives of mutual interest and benefit for the WRC and the Working Groups.
- 3) Discuss and take appropriate action with respect to concerns and recommendations made by the Working Group, or as otherwise brought to the attention of the Committee.
- 4) Serve as a technical review body to the Working Groups and represent the issues and recommendations of the Working Groups to the Directors.
- 5) Notify the Directors of the establishment or dissolution of Working Groups as may be desired by the WRC. Recommend the dissolution of Working Groups which were established by instruction of the Directors when, in the opinion of the Committee, such Working Groups are no longer needed.
- 6) Provide counsel to Directors on wildlife issues and accomplish other tasks as assigned by the Directors.
- 7) Provide an opportunity to exchange ideas, methods and approaches designed to effectively address administrative and operational challenges and opportunities associated with wildlife management programs in the SEAFWA region.
- 8) Ensure coordination of Committee activities and recommendations with other SEAFWA committees that may have related responsibilities.

### **MEETINGS**

The annual fall meeting of the WRC shall be held in conjunction with the Annual Conference of the Southeastern Association of Fish and Wildlife Agencies, or in the event that the Conference is not held, at a time and place determined by the Executive Committee.

A spring meeting of the WRC may be held each year typically in April and preferably prior to the Directors' spring meeting to conduct WRC business. A determination shall be made at the annual fall meeting regarding the member that will host the spring meeting.

Special meetings of the members may be held at any time with ten (10) days advance notice, upon call of the Chair.

A member of the WRC may participate in a meeting by means of conference telephone or other electronic communications equipment. Such participation shall constitute presence at the meeting.

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

### **WORKING GROUPS**

Working group members shall consist of no more than one representative for each member state and are appointed at the discretion of the member state's WRC representative. Working group representative 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* to the Working Group Chair. Authorized designees shall be fully entitled to represent an absent member in all matters.

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

As appropriate, working groups are encouraged to enlist non-state agency members to increase a committee's knowledge base and diversity.

Working groups may report directly to the Directors when it is deemed appropriate by the parent committee.

### **WORKING GROUP CHAIRS**

Only a state member agency representative may assume the role of chair of any subcommittee or working group.

All working group chairs shall be appointed at the discretion of the WRC Chair after receiving recommendations from the respective committee, unless otherwise provided for when a working group is established.

Working group chairs shall be member agency personnel who have agency duties related to the specific working group or are uniquely qualified to function as chair of a specific working group.

Working group chairs may serve unlimited consecutive terms.

### **DUTIES OF WORKING GROUP CHAIR**

The Working Group Chair shall be responsible for:

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.

Finalizing with the host state the arrangements for accommodations where working group meetings are to be held, including with the host of the SEAFWA Annual Conference if working group meetings are to be held at these venues.

Conducting working group meetings in a manner to best accomplish the charge of the working group. Chairs have great discretion in running meetings but must insure

procedures and rules sufficient to properly address the issues and matters being considered and the soundness of working group recommendations. Chairs should also insure that working group members have seating priority at the meeting table.

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 meeting.

Provide 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. In the event 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.

Determining if verbal reports are to be presented to the Directors at their scheduled meetings. Verbal reports should be made when committee recommendations require time-sensitive actions by the Directors; when direction or instruction from the Directors is desirable or required for the committee to address certain issues or matters; or when the committee feels that certain issues or matters are sufficiently important or urgent to advise the Directors personally at their meeting.

Determining, between meetings of the WRC, if issues or matters within the purview of their working group are of sufficient importance or urgency to bring to the attention of the WRC Chair.

Ensuring coordination of working group issues, actions and recommendations with the other WRC working groups that may have overlapping responsibilities or mutual interests.

Making recommendations to the WRC Chair for appointment of Working Group Chair.

Maintaining files and other documents of historical or other significance to the working group and forwarding to succeeding chairs.

Selecting a designee to assume the duties of the Chair when the appointed Chair is temporarily unable or unavailable to carry out such duties.

Other functions as may be necessary, including communicating periodically with an assigned WRC working group liaison to fulfill the duties and responsibilities of the working group.

## **WORKING GROUPS**

### **Cervid Working Group (CWG)**

The CWG is established to assist the WRC in fulfilling its mission and the overall purpose of the SEAFWA. Specifically, the CWG will assist with local and regional issues pertaining to white-tailed deer (*Odocoileus virginianus*) and elk (*Cervus canadensis*). The CWG will assist 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 LCWG will provide opportunity for its members to collaborate and exchange information on matters relating to management of cervids within the southeastern region.

#### Furbearer Working Group (FWG)

The FWG is established to assist the WRC in fulfilling its mission and the overall purpose of the SEAFWA. Specifically, the FWG will assist with local and regional issues pertaining to furbearers. The FWG will assist 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 FWG will provide opportunity for its members to collaborate and exchange information on matters relating to management of furbearers within the southeastern region.

#### Large Carnivore Working Group (LCWG)

The LCWG is established to assist the WRC in fulfilling its mission and the overall purpose of the SEAFWA. Specifically, the LCWG will assist with local and regional issues pertaining to black bears (*Ursus americanus*) and mountain lions (*Puma concolor*). The LCWG will assist 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 LCWG will provide opportunity for its members to collaborate and exchange information on matters relating to large carnivore management within the southeastern region.

#### Wild Hog Working Group (WHWG)

The WHWG is established to assist the WRC in fulfilling its mission and the overall purpose of the SEAFWA. Specifically, the WHWG will assist with local and regional issues pertaining to wild hogs or feral swine (*Sus scrofa*). The WHWG will assist the WRC by: identifying important regional issues and science-based management solutions; identifying collaborative, management-driven funding opportunities, research needs and priorities; and developing recommendations for policy, as needed and as requested by the WRC. Additionally, the WHWG will provide opportunity for its members to collaborate and exchange information on matters relating to wild hog management within the southeastern region.

#### Wild Turkey Working Group (WTWG)

The WTWG is established to assist the WRC in fulfilling its mission and the overall purpose of the SEAFWA. Specifically, the WTWG will assist with local and regional issues pertaining to wild turkeys (*Meleagris gallapavo*). The WTWG will assist 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 WTWG will provide opportunity for its members to collaborate and exchange information on matters relating to management of wild turkey within the southeastern region.

**SOUTHEASTERN ASSOCIATION OF FISH AND WILDLIFE AGENCIES**

**WILDLIFE RESOURCES COMMITTEE**

**Working Group Report** (Insert Working Group Name)

**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)

**SOUTHEASTERN ASSOCIATION OF FISH AND WILDLIFE AGENCIES**  
**PROXY APPOINTMENT FORM**

In accordance with the bylaws of the Southeastern Association of Fish and Wildlife Agencies and the Wildlife Resources Committee Operational Guidelines, 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 meeting.

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

[Express limitations, if any]

Name:

Title:

Agency:

Date:

Signature: \_\_\_\_\_