

SOUTHEASTERN ASSOCIATION OF FISH AND WILDLIFE AGENCIES
WILDLIFE RESOURCES COMMITTEE
WILD HOG 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 Wild Hog Working Group (WHWG) was established to assist the WRC in fulfilling its mission and the overall purpose of the SEAFWA by: providing collaborative guidance and solutions to local and regional wild hog (*Sus scrofa*) issues, including (1) identifying important wild hog issues and developing science-based solutions, (2) identifying collaborative, results-driven funding opportunities for research and management priorities and (3) developing recommendations for related policy and administration, as needed and as requested by the WRC.

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

MEMBERSHIP

The WHWG 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 wild hog management, control, damage abatement or eradication, 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 WHWG Chair. Authorized designees shall be fully entitled to represent an absent member in all matters.

Non-voting guests (e.g., representatives from the AFWA, the National Wild Pig Task Force, or the USDA APHIS-WS National Feral Swine Damage Management Program) may 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

A WHWG Chair and Co-Chair shall be appointed alphabetically by member states to allow for equal representation. The chair and co-chair shall serve two-year terms in each position, with the co-chair succeeding the chair. Terms shall begin at the conclusion of the annual SEAFWA meeting at which these appointments are made. Only WHWG members may assume the roles of chair and co-chair, and such members shall have agency duties related to wild hogs or be uniquely qualified to function in these roles.

The WHWG 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 WHWG. 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 WHWG 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 WHWG Chair is responsible for determining if issues or matters within the purview of the WHWG are of sufficient importance or urgency to bring to the attention of the WRC Chair. 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.
- 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) Maintaining files and other documents of historical or other significance to the working group and forwarding to succeeding chairs.

- 8) Selecting a designee to assume the duties of the chair when the appointed chair is temporarily unable or unavailable to carry out such duties.
- 9) 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.

The WHWG Co-Chair position shall assist with duties of the chair position at the request of the chair officer. In the event the chair position is vacant or absent the co-chair shall assume the responsibilities of the chair.

MEETINGS

The WHWG shall meet annually during late spring or summer to conduct WHWG business, either at the Wildlife Damage Management Conference or the International Wild Pig Conference. These related conferences involve wild hog issues and occur bi-annually during alternate years, respectively. Working group members from states hosting the related bi-annual conferences shall work with the WHWG Chair to arrange meeting space and logistics. The annual WHWG meeting 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 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 wild hog issues – to include management programs and control methods – in the SEAFWA region.
- 2) Discuss important issues and needs facing wild hog management in the SEAFWA region and bring recommendations for science-based, economically feasible and efficacious management and control 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 concerning wild hog issues to the WRC as requested.
- 5) Discuss the roles of states and encourage partnerships between states and between state and federal entities involved with wild hog management and control.
- 6) Accomplish other tasks as assigned by the WRC.

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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 Wild Hog 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 Wild Hog Working Group meeting.

This appointment shall convey full authority to exercise my agency's rights of membership in all matters coming before the Wild Hog 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**

Wild Hog 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)