

# **Minnesota Chapter of the American Fisheries Society**



## **Procedures Manual**

**February 2023**

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## Chapter 1: CHAPTER CHARTER

### CHARTER

*The*

### **AMERICAN FISHERIES SOCIETY**

*hereby recognizes the*

### **Minnesota Chapter**

*as officially and duly chartered by the parent society*

The American Fisheries Society, the oldest professional society in North America dealing with the natural resources, was organized in 1870. Among its objectives are conservation, development and wise utilization of the fisheries, promotion of the educational, scientific, and technological development and advancement of all branches of fisheries science and practice, and exchange and dissemination of knowledge about fish, fisheries, and related subjects.

**President** C.J. Brown

**Date of Charter**

**Executive Secretary** Robert Hutton

**March 14, 1967**

## **Chapter 2: OBJECTIVES AND POLICIES**

### **OBJECTIVES**

**The objectives of the Minnesota Chapter of the American Fisheries Society are:**

- To promote and maintain the highest possible professional standards;
- To promote the development of all phases of fishery science and practice along sound biological lines;
- To promote the conservation, development, and wise use of the fisheries and the aquatic resource base;
- To gather and disseminate information that will accomplish these objectives through meetings, seminars, publications, displays and other means.

### **POLICIES:**

**The policies of this Chapter are:**

- To develop written statements that defines professional ideals
- To guide the professional conduct of fisheries practitioners
- To summarize for the general public the profession's viewpoint on societal issues that affect fisheries resources
- To promote the conservation, development, and wise use of fishery resources
- To involve every member to the fullest extent possible so that the Chapter may derive the greatest benefit from its membership's diversity
- To call attention to issues of concern and inform members of matters of importance to the Chapter
- To maintain and enhance the technical, professional, and administrative knowledge and skills of Chapter members

### **Chapter 3: THE CHAPTER AND THIS MANUAL**

This manual provides to Chapter officers and the membership-at-large guidance on the structure and function of the Chapter. It arose from the need to provide continuity in the conduct of Chapter business, as well as, to provide a set of guidelines that could evolve with the Chapter, yet work within the Chapter Bylaws.

The procedures manual lists Chapter Bylaws, Rules, and Procedures, which formally covers day-to-day operations conducted by the membership or the executive committee (EXCOM). Rules and Procedures can be changed as needed without going through the cumbersome process of amending the Bylaws. The Parent Society urged the chapters to develop such manuals because additional small amendments to bylaws can eventually produce an unworkable organizational framework. Also, minor procedural agreements made at annual meetings can be forgotten over time, which can lead to considerable discussion and conflict over procedures.

This manual describes the duties of the Chapter officers as well as the purpose and duties of the standing and special committees. It provides standard procedures for accomplishing annual tasks such as organizing the Annual Meeting, maintaining budgets, expenditure procedures, and fund raising policies. It also provides the Chapter Long Range Plan.

The original copy of the manual is under the custody of Bradford Parsons, 23070 North Lakeshore Drive, Glenwood, MN 56334. The Chapter adopted this manual in principal at the Annual Meeting in 1991, and the final draft of this original manual was formally adopted by the membership at the 1992 Annual Meeting. Changes of Rules and Procedures must be approved by the membership or by the EXCOM before inclusion into the manual, and changes in Bylaws must be approved by the membership and the Governing Board of the American Fisheries Society. An electronic version of this document is in a Microsoft Word file, and is maintained by the current Procedures Manual Chair or the President.

## Chapter 4: PAST MEETINGS/LOCATIONS/OFFICERS

<b>Date</b>	<b>Location</b>	<b>President</b>	<b>Secretary/ Treasurer</b>	<b>Joint meeting participants</b>
3 November 1967	Eddie Webster's, Bloomington	Charles Burrows, DNR	W.J. Scidmore, DNR	n/a
21 February 1969	Venetian Inn, St. Paul	Dr. James Underhill, U of M, Minneapolis	W.J. Scidmore, DNR	n/a
27 February 1970	U of M, St. Paul	John Applegate, USFWS	Dr. Charles Holt, BSU	n/a
26 February 1971	U of M, St. Paul	W.J. Scidmore, DNR	Dr. Charles Holt, BSU	n/a
3 March 1972	U of M, St. Paul	Dr. Thomas Waters, U of M, St. Paul	Dr. Charles Holt, BSU	n/a
23 March 1973	U of M, Duluth	Richard Siefert, USEPA	Dr. Charles Holt, BSU	n/a
22 March 1974	U of M, St. Paul	Duane Shodeen, DNR	Jack Skrypek, DNR	n/a
21 March 1975	U of M, St. Paul	Dr. Charles Holt, BSU	Jack Skrypek, DNR	n/a
19 March 1976	U of M, St. Paul	Galen Buterbaugh, USFWS	Jack Skrypek, DNR	n/a
11 March 1977	St. Cloud State University	Don Woods, DNR	Bill Thorn, DNR	n/a
28 April 1978	Ramada Inn, La Crosse, WI	Dr. Ira Adelman, U of M, St. Paul	Bill Thorn, DNR	Iowa and Wisconsin AFS
16 March 1979	U of M, St. Paul	Jack West, USFWS	Tom Osborn, DNR	n/a
7 March 1980	U of M, Duluth	Dick Sternberg, DNR	Tom Osborn, DNR	n/a
6 March 1981	U of M, St. Paul	Dr. David McConville, St. Mary's College	J. Howard McCormick, USEPA	n/a
5 March 1982	Cragun's Resort, Brainerd	Anthony 'Ron' Carlson, USEPA	J. Howard McCormick, USEPA	n/a
25 March 1983	U of M, St. Paul	Richard Hassinger, DNR	J. Howard McCormick, USEPA	n/a
16-17 March 1984	UW Superior	Dr. George Spangler, U of M	Virginia Snarski, USEPA	Wisconsin AFS
21-23 February 1985	Holiday Inn, Fargo ND	J. Howard McCormick, USEPA	Virginia Snarski, USEPA	Dakota AFS
20-21 March 1986	Best Western, Albert Lea	Paul 'Jack' Wingate, DNR	Jeff Gunderson, UMD	Iowa AFS
12-13 March 1987	Holiday Inn, St. Paul	Lee Eberly, NSP	Jeff Gunderson, UMD	n/a
18-19 February 1988	Sawmill Inn, Grand Rapids	John Ross, U of M, Lake Itasca	Tracy Close, DNR	n/a
23-24 February 1989	Holiday Inn, New Ulm	Mike Vanderford, USFWS	Tracy Close, DNR	n/a
14-15 March 1990	Holiday Inn, International Falls	Darryl Bathel, DNR	Rod Pierce, DNR	NW Ontario AFS
23-24 January 1991	Hudson House Inn, Hudson, WI	Dr. Greg Busacker, DOT	Rod Pierce, DNR	Wisconsin AFS
10-11 March 1992	Radison Hotel, Duluth	Jeff Gunderson, UMD	Don Schreiner, DNR	n/a
27-29 January 1993	Cragun's Resort, Brainerd	Virginia Snarski, USEPA	Don Schreiner, DNR	Minnesota TWS
1-3 February 1994	Holiday Inn, St. Cloud	Dr. Donald Pereira, DNR	Chris Kavanaugh, DNR	n/a
21-23 February 1995	Village Resort, Okoboji, IA	Bill Thorn, DNR	Chris Kavanaugh, DNR	Iowa AFS
1-2 February 1996	Cragun's Resort, Brainerd	Dr. Carl Richards, NRRI-UMD	Henry Van Offelen, DNR	Minnesota TWS and SAF
25-27 February 1997	Holiday Inn,	Larry Kallemeyen,	Henry Van Offelen,	Dakota AFS

24-26 February 1998	Fargo, ND Camp Ripley	NPS Tim Goeman, DNR	DNR Kevin Stauffer, DNR	n/a
5-7 January 1999	Yacht Club Resort, La Crosse, WI	Dr. Bruce Vondracek, U of M, St. Paul	Kevin Stauffer, DNR	Iowa and Wisconsin AFS
19-21 January 2000	Kelly Inn, St. Cloud	Paul Radomski, DNR	Tim Brastrup, DNR	Minnesota TWS
5-7 March 2001	Doublewood Inn, Fargo, ND	Mark Hove, U of M, St. Paul	Tim Brastrup, DNR	Dakota AFS
23-25 January 2002	Inn at Lake Superior, Duluth	Bradford Parsons, DNR	Donna Dustin, DNR	n/a
3-5 March 2003	Oak Ridge Conf. Ctr., Chaska	Brian Borkholder, Fond du Lac Reservation	Donna Dustin, DNR	n/a
15-17 March 2004	Kelly Inn, St. Cloud	John Hiebert, DNR	Donna Dustin, DNR	Minnesota SCB
14-16 March 2005	Sawmill Inn, Grand Rapids	Loren Miller, U of M, St. Paul	Donna Dustin, DNR	Minnesota SCB
28 Feb-2 Mar 2006	Cragun's, Brainerd	Tim Brastrup, DNR	Pat Rivers, DNR	Minnesota SCB,TWS,SAF
19-21 March 2007	Holiday Inn, St. Cloud	Henry VanOffelen, MN Ctr Env. Advocacy	Pat Rivers, DNR	n/a
3-5 March 2008	Holiday Inn, Alexandria	Mike Duval, DNR	Calub Shavlik, DNR	n/a
2-4 February 2009	Duluth Entertainment and Convention Center, Duluth	David Fulton, U of M, St. Paul	Calub Shavlik, DNR	Wisconsin and Ontario AFS
1-3 March 2010	Grand View Lodge, Brainerd	Tim Cross, DNR	Calub Shavlik, DNR	Minnesota SCB, TWS, and SAF
7-9 February 2011	Audubon Center of the North, Sandstone	Kristen Blann, The Nature Conservancy	Calub Shavlik, DNR	n/a
19-23 August 2012	RiverCentre,St. Paul	Brian Nerbonne, DNR	Calub Shavlik, DNR	AFS Host
11-13 March 2013	Kelly Inn, St. Cloud	Tom Hrabik, UMD	Calub Shavlik, DNR	n/a
3-5 March 2014	Mankato City Center Hotel	Dale Logsdon, DNR	Calub Shavlik, DNR	n/a
2-4 March 2015	Arrowwood Lodge, Brainerd	Shannon Fisher, Minnesota State University, Mankato	Calub Shavlik, DNR	n/a
1-3 February 2016	Duluth Entertainment and Convention Center	Owen Baird, DNR	Calub Shavlik, DNR	Minnesota SAF
21-23 February 2017	Marriott Courtyard, St. Cloud	Joel Hoffman, US EPA	Calub Shavlik, DNR	n/a
6-8 February 2018	Kelly Inn, St. Cloud	Patrick Schmalz, DNR	Calub Shavlik, DNR	n/a
25-27 February 2019	Holiday Inn, Fargo, ND	Paul Glander, USFWS	Calub Shavlik, DNR	Dakota AFS
10-12 February 2020	Best Western, Willmar	Edie Everts, DNR	Calub Shavlik, DNR	n/a
1-3 February 2021	81st Midwest Fish and Wildlife Conference – Virtual	Craig Kelling, USFWS	Calub Shavlik, DNR	n/a
7-8 February 2022	Virtual	Keith Reeves, DNR	Calub Shavlik, DNR	n/a
31 Jan - 2 Feb 2023	Kelly Inn, St. Cloud	Andrew Hafs, BSU	Calub Shavlik, DNR	n/a

## **Chapter 5: BYLAWS of the Minnesota Chapter of the American Fisheries Society (Revised 2009)**

### **ARTICLE I. NAME AND OBJECTIVES**

1. The name of this organization shall be the Minnesota Chapter of the American Fisheries Society, hereinafter referred to as the Chapter.
2. The objectives of the Chapter shall be those of the American Fisheries Society, hereinafter referred to as the Society, as set forth in Article I of the Constitution.
  - a. Additional objectives (Adopted February 26, 1971).
    - i. To promote and maintain the highest possible professional standards
    - ii. To promote the development of all phases of fishery science and practice along sound biological lines.
    - iii. To promote the conservation, development and wise use of the fisheries and aquatic resources.
    - iv. To gather and disseminate information that will accomplish these objectives through meetings, seminars, publications, displays and other means.
3. All Chapter activities shall conform to the Society's Constitution, Rules, and Procedures.

### **ARTICLE II. MEMBERSHIP**

1. The membership of the Chapter shall be composed of those Society members in good standing and paying dues (to be set annually by the Chapter Executive Committee (EXCOM)) to the Chapter.
2. All members of the Student Subunits are also Chapter members.
3. Only Active Members of the Society may vote, hold office, or chair a committee in the Chapter.

### **ARTICLE III. MEETINGS AND VOTING**

1. The Chapter shall hold at least one meeting, hereinafter referred as the Annual Meeting, annually at a time and place designated by the EXCOM. The program shall be the responsibility of the Program Committee.
2. A quorum of 15 Chapter members is required for transaction of official business.
3. Business and voting may be conducted via mail or electronic media if approved by the EXCOM.
4. Unless otherwise specified in these Bylaws or the Society Constitution, meetings are conducted according to the latest edition of *Robert's Rules of Order*.
5. Decisions at Chapter meetings shall be made by simple majority of Active Members voting,



except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule.

6. A petition signed by at least 10 Chapter members may initiate action on a question, which, in the opinion of the petitioners, cannot wait until the Annual Meeting. That petition shall be submitted to the EXCOM for decision.

#### **ARTICLE IV. OFFICERS**

1. The officers of the Chapter shall consist of a President, President-Elect, Past-President, and Secretary-Treasurer.
2. All officers must be members in good standing within the Society.
3. The Nomination Committee, chaired by the Past-President, nominates individuals for each office. Elections shall be completed just before the business meeting in conjunction with the Annual Meeting, and individuals receiving the majority of votes from Chapter members in good standing will occupy the appropriate office.
4. Terms of newly elected officers begin at the Annual Meeting.
5. The term of the Secretary-Treasurer shall be two (2) years, but the term of the other officers shall be one year. The Secretary-Treasurer may hold office for a period longer than one two-year term.
6. In case of a vacated position, the EXCOM shall appoint a qualified replacement to serve the remainder of the unexpired term.
7. In the event of a cancellation of an Annual Meeting, the officers and members of any committees shall continue to serve until the next scheduled meeting.
8. No elected officer or appointed committee member of the Chapter shall receive any salary or other compensation. Expenses may be defrayed from funds available to the Chapter when authorized by the EXCOM.

#### **ARTICLE V. DUTIES OF OFFICERS**

1. The President shall:
  - a. Oversee all aspects of the Chapter operation.
  - b. Preside at the Annual Meeting and prepares the meeting agenda. Invites the President of the North Central Division, hereinafter referred as the Division, to attend the Annual Meeting or directs the President-Elect to do so.
  - c. Plan, organize, and preside at any EXCOM meeting and seek advice from the committee members as needed.
  - d. Serve as a voting member of the North Central Division's Executive Committee and attend all meetings of that committee.

- e. Fully inform the President-Elect of Chapter activities so that, if necessary, that officer can competently perform the duties of the President.
  - f. Appoint chairs of all standing and special committees and create other committees as needed, except as indicated in Articles IV and VI.
  - g. Prepare reports of the Chapter's activities for presentation at the annual North Central Division meeting.
  - h. Communicate regularly with committee chairs, ensuring that they are actively pursuing their responsibilities. Require from committee chairs a report for the Annual Meeting.
  - i. Act as a nonvoting member of the Society's Governing Board and attend both the annual and mid-year meetings of the Society, if possible.
  - j. Respond to and represent the Chapter on issues and resolutions when they arise.
2. The President-Elect shall:
- a. Assume the duties of President if the current President is unable to complete the term.
  - b. Work closely with the President so that Chapter activities will continue smoothly in the next year.
  - c. Serve as a voting member of the EXCOM and attend all meetings if possible.
  - d. Serve as Program Chair for the Annual Meeting and organize the Annual Meeting with advice from the EXCOM (Chapter 6).
  - e. Anticipate necessary committee appointments so that they can be made at the time of the Annual Meeting.
  - f. Prepare proposed annual budget for the next year with input from the President and EXCOM for submission to the membership during the new business portion of the Annual Meeting.
3. The Secretary-Treasurer shall:
- a. Serve as a voting member of the EXCOM.
  - b. Collect Chapter dues and registration fees for Annual Meeting.
  - c. Receive, hold, invest, and disburse Chapter funds as approved by Society and Chapter Bylaws and rules. Generally, funds are divided between an interest-bearing account and a checking account.
  - d. Maintain detailed records of Chapter income and expenditures in standard accounting format. A bound record book is recommended for entries (in pen), receipts, canceled checks, invoices etc., which should be organized chronologically or by topic within a

given year.

- e. Prepare an annual financial report and submits it and associated records to the EXCOM and other accounting review groups within the Chapter, as required.
  - f. Assist the President and the President-Elect in preparing an annual budget for the next year.
  - g. File an IRS return (form 990) with a copy to the Society's Director of Finance and Administration when the Chapter has a three-year average gross income exceeding \$25,000.
  - h. Prepare and distribute to the EXCOM and to the Chapter newsletter editor minutes of the Annual, EXCOM, and any other Chapter meetings.
  - i. Send to the AFS Executive Director Annual Meeting minutes including audited financial reports within 30 days after the Annual Meeting, and send to the North Central Division President minutes and Chapter newsletter.
  - j. Inform the Executive Director, North Central Division President, and appropriate Society staff of changes in officers, dates and locations of meetings, and other necessary information.
  - k. Prepare correspondence as requested by the Chapter officers.
  - l. Maintain letterhead and other supplies needed for Chapter functions.
  - m. Maintain historical records of the activities, minutes, individuals, and other aspects of the Chapter, forwarding these records to the successive Secretary-Treasurer and to AFS headquarters, as requested.
  - n. Act as Bylaws consultant and parliamentarian at the Annual and other Chapter meetings. Forward to the Executive Director for review by the AFS Constitutional Consultant proposed Bylaws changes before submission of changes to the Society's Governing Board for approval.
  - o. Prepare occasional write-ups for *Fisheries* concerning Chapter activities and programs.
  - p. Conduct the elections.
4. The Past-President shall:
- a. Serve as a voting member of the EXCOM.
  - b. Chair the Issues Committee and Nominating Committee.
  - c. Provide guidance to the President on issues remaining from previous years to provide continuity of approach and background details.

## **ARTICLE VI. EXECUTIVE COMMITTEE**

1. The EXCOM shall consist of the four elected officers and four additional at-large members elected for two-year terms at the Annual Meeting.
2. Two EXCOM members-at-large positions will be open for election each year, such that the DNR and Open (private, tribal, and other state agencies) positions are open for election in odd-numbered years, and the Federal and Academic positions are open for election in even-numbered years. Members are limited to two consecutive terms, but members may serve more than two terms if a break in service occurs.
3. The EXCOM is authorized to act on behalf of the Chapter between Annual Meetings.
4. Meetings are conducted according to the latest edition of *Robert's Rules of Order*.
5. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of a number agreed upon by the EXCOM members. Executive Committee members can appoint a proxy. Each EXCOM member shall have one vote on EXCOM decisions. A 75 percent majority vote will be necessary for a decision to carry. In the event of a tie, the President's vote shall be the deciding vote.
6. The President calls for periodic EXCOM meetings between the Annual Meetings.

## **ARTICLE VII. CHAPTER COMMITTEES**

1. Committees and the Committee Chairs, except as listed in Section 5 of these Bylaws, shall be appointed by the President. Except for Standing Committees, Chapter Committees shall cease to function upon the discharge of the duties for which they were appointed or at the end of the appointing President's term.
2. Standing Committees help the President and EXCOM conduct the Chapter's business, and chairs should report at the Annual Meeting and at EXCOM meetings their committees activities, findings, and recommendations.
3. The Chapter has established the following Standing Committees (Duties of each Standing Committee are listed in Chapter 6 of this document):
  - a. Arrangements
    - i. This committee organizes annual Chapter meetings, meetings with other neighboring chapters of the Society, and meetings with other Minnesota chapters of professional natural resource societies
  - b. Awards
    - i. This committee is the Chapter's vehicle by which the contributions of the membership are recognized. Since all Chapter members are volunteers, this recognition is the only tangible currency available.
  - c. Communications



## **ARTICLE VIII. STUDENT SUBUNITS**

1. Student Subunit Presidents shall insure that the interests of the Subunit are well represented at the Chapter EXCOM and to Chapter membership.
2. Student Subunit Presidents or an appointed representative will act as a liaison between the Subunit and the Chapter.
3. Subunit Presidents or an appointed representative shall present to the Chapter membership at the Annual Meeting a report on Subunit activities, attend EXCOM meetings if possible, and work cooperatively with EXCOM to assist in Chapter function and Subunit participation.

## **ARTICLE IX. DUES AND FEES**

1. The EXCOM shall establish annual dues subject to approval of Chapter members voting at the Annual Meeting.
2. The EXCOM may assess registration fees for the Annual Meeting.

## **ARTICLE X. BYLAWS, RULES, AND PROCEDURES**

1. The Bylaws are the defining document for the Chapter and take precedence over all other rules and procedures of the Chapter. The Bylaws cannot be suspended and cannot be changed without prior notice to members.
  - a. Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment(s) are circulated in writing to the membership at least 30 days before voting.
  - b. In accordance with the Society Constitution, an adopted amendment of a bylaw shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Governing Board for approval.
  - c. Amendments to Bylaws take effect when the Chapter receives written notice of their approval by the Governing Board from the Executive Director.
2. Rules are the next highest level of documentation of Chapter operations. They are generally established to facilitate the conduct of Chapter business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows.
  - a. Rules may be suspended during an EXCOM meeting until the next Annual or special Chapter meeting by a 2/3 majority of the EXCOM.
  - b. Rules may be suspended for the duration of a meeting by a 2/3 majority of Active Members voting at an Annual or special Chapter meeting.

- c. Rules may be amended by a simple majority of Active Members voting at an Annual or special Chapter meeting.
- 3. Procedures are the lowest level of documentation of Chapter operations. They are generally established to provide continuity in the conduct of Chapter business. Procedures may be suspended or amended by a simple majority vote of the EXCOM.

## **Chapter 5A: INTERNAL CHAPTER RULES**

### **SECTION I. ASSOCIATES MEMBER CATEGORY**

1. The Chapter recognizes the Associates membership, in addition to membership defined by its Bylaws for those individuals and organizations not belonging to the Parent Society but support the goals of the Chapter. This policy originated in 1989.
2. Associates may attend the annual Chapter meeting, receive the Chapter newsletter, and sit on Chapter committees provided they pay annual dues to the Chapter.
3. Associates shall NOT be elected to any Chapter office or at-large EXCOM seats, and Associates shall not vote or be appointed as committee chairs.

### **SECTION II. ROTATION OF EMPLOYMENT AFFILIATION FOR PRESIDENT-ELECT**

1. Established as a procedure in 1996, but practiced since the Chapter's charter in 1967.
2. Purpose
  - a. Ensures that persons serving as President-Elect, President, and Immediate Past President are from at least two different affiliations.
  - b. Benefits the decision-making process because of increased diversity of viewpoints.
  - c. Avoids the appearance of potential conflicts of interest when the viewpoint of the Chapter differs from the Chapter President's work affiliation. Under these circumstances, the Immediate Past President or the President-Elect may temporarily represent the Chapter's viewpoint.
3. During even numbered years, nominees for President-Elect shall be selected from the pool of members working for the state Department of Natural Resources, and during odd numbered years, nominees shall be selected from the pool of members working for all other affiliations.
4. Persons from the other category can be nominated if no one from the category designated for that particular year is nominated.



## **Chapter 6: STANDING COMMITTEES**

### **SECTION I. GENERAL RESPONSIBILITIES OF 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. Contact potential members to determine their ability and willingness to join the committee. Seek broad representation in membership so that the committee accurately reflects the Chapter's overall viewpoint. Primary criteria for committee balancing are geographic location, subject matter, and employment sector.
3. Immediately after appointment of the committee, contact all committee members to describe the nature of the committee's work, the specific tasks to be completed and the associated timetables, and to solicit suggestions from members concerning the most efficient and effective way to perform those tasks.
4. Confer with the outgoing chair of the committee to determine what tasks remain from the preceding year and to receive documents, supplies, and other materials necessary for committee function.
5. Assign to specific committee members specific tasks, with attending time schedules.
6. Maintain regular contact with committee members. Members rely on the chair to keep them 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 the chair expresses his or hers. Participate in the process only as much as any other member would.
8. Actively seek opinions of all members so that an individual does not dominate committee's viewpoint.
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 for committee members opportunities 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 AFS, who may be interested in the committee's charge or have experience with similar issues or activities.
12. Submit to the President midyear and annual reports. Provide to the President feedback throughout the year, especially on important issues.
13. Prepare for the President and EXCOM activity reports and attend all EXCOM meetings if possible. Chairs, other than the Chairs of the Issues and Program Committees who are also members of the EXCOM, have no formal vote at EXCOM meetings, but they do have opportunities to speak and bring forth ideas.

14. 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.
15. Recommend to the President-Elect prospective committee members and chairs for the following year.
16. Write to active committee members letters thanking them for their participation.

## **SECTION II. DESCRIPTION OF STANDING COMMITTEES**

1. Arrangements Committee
  - a. Background
    - i. This committee was developed in 2008 primarily because the Chapter recognized at this time that nearly two years are required to effectively organize Chapter meetings, especially those periodic meetings with neighboring state and provincial chapters of the Society and other Minnesota chapters of professional natural resource societies.
  - b. Purpose
    - i. Begin arranging Annual meetings 24 months in advance of anticipated Annual meeting dates.
    - ii. Under the direction of the EXCOM, provides logistical planning and other facility related functions for the Annual meeting
  - c. Structure and Function
    - i. This committee is a standing committee of and reports to the EXCOM.
    - ii. The President appoints the Chair.
    - iii. The Chair solicits from the whole Chapter members for this committee. No set number of committee members is required or recommended.
    - iv. The Chair attends the EXCOM meetings when possible. The Chair has no formal vote at EXCOM meetings, but does have the opportunity to speak and bring forth ideas
  - d. Duties of the Arrangements Committee
    - i. Works on meeting arrangements beginning 24 months before target Annual meeting date.
    - ii. Submits request for proposals with local chamber of commerce or tourism bureau of target community (20-24 months before Annual meeting).
    - iii. Compiles facility bids and recommends host facility (18 months before Annual meeting).
    - iv. Submits meeting facilities budget to EXCOM (14 months before Annual

meeting or at least two months before Chapter Business Meeting in year preceding target meeting date).

- v. Collaborates with President-Elect for special meeting accommodations (10-12 months before Annualmeeting).
- vi. Serves as first point of contact with host facility (continuous).
- vii. Coordinates meeting arrangements with President-Elect during Annual meeting (time of meeting).

## 2. Awards Committee

### a. Background

- i. Recognized as a standing committee by the Bylaws of the Chapter.
- ii. This committee is the Chapter's vehicle by which the contributions of the membership are recognized. Since all Chapter members are volunteers, this recognition is the only tangible currency available.

### b. Purpose

- i. Evaluate and develop criteria for awards and to solicit nominations for awards within the Chapter.
- ii. Rank nominees and make recommendations to the EXCOM.
- iii. Organize paper and poster judging at the Annual Meeting.

### c. Structure and Function

- i. This committee is a standing committee of and reports to the EXCOM.
- ii. The President appoints the Chair.
- iii. The Chair solicits from the whole Chapter members for this committee. No set number of committee members is required or recommended.
- iv. The Chair attends the EXCOM meetings when possible. The Chair has no formal vote at EXCOM meetings, but does have the opportunity to speak and bring forth ideas.

### d. Duties of the Awards Committee

- i. Solicit from Chapter members nominations for the Special Recognition Award and The Award of Excellence, the two awards presented by the Chapter.

- 1. Submit to the Chapternewsletter editor a brief note asking members to

nominate candidates for one or both awards. Submissions should be made for each newsletter up to one month before the Annual Meeting.

2. Respond to inquiries about the awards.
  3. Submit nominations to the EXCOM for judging.
  4. Prepare for the President to read at the Annual Meeting's award presentation a brief citation, which describes the achievements of the winners. The Award of Excellence is usually presented at the banquet of the Annual Meeting. If the recipient of the award does not attend the banquet, the President will announce at the banquet the name of the recipient. The committee will then make other arrangements for delivery of this award in a timely fashion.
  5. Prepares a brief summary of awards for the Chapter newsletter.
- ii. Organizes and supervises judging for Best Student Paper and Best Poster awards at the Annual Meeting.
1. Recruit at least three different people to judge each paper or poster, and then create a schedule for judges.
  2. Provide judges with instructions, judging criteria, and judging forms (Appendices A and B). Student papers and posters are the only presentations which will be judged and compete for awards.
  3. Summarize the results of the judging.
  4. Inform the President of judging results so that she/he can announce the winner of the Best Student paper, and Best Poster before closing the Annual Meeting.
  5. Give or deliver certificates in a timely fashion to the winners of these awards.
  6. Send to paper and poster presenters completed judging forms after removing names of the judges.
- iii. Arrange for the award for the appreciation of the out-going Chapter President.
- iv. Determines before the Annual Meeting which members became eligible for 25-year Chapter Membership Award.
- v. Order all necessary plaques and certificates.
1. Plaques are given to the out-going President and winners of the Award of Excellence. Plaques should have a 5" X 6.75" gold backer mounted on a 8" X 11" type walnut veneer board. Plaque should include Society logo and the appropriate inscription:

**PRESENTED TO "NAME OF OUT-GOING PRESIDENT"  
IN RECOGNITION OF SERVICES AS  
PRESIDENT OF THE MINNESOTA CHAPTER  
20XX- 20XX**

**AWARD OF EXCELLENCE  
MINNESOTA CHAPTER  
AFS  
PRESENTED TO:  
"RECIPIENTS NAME"  
MONTH, YEAR**

2. An 8.5" x 11" certificate signed by the President will be given to each recipient of the Special Recognition Award. The Special Recognition Award will also include a brief note stating the special contribution made by the recipient. Certificates will also be presented to recipients of the 25 Years of Membership Award, and the winners of the student paper and poster awards, including the information below:

**BEST STUDENT PAPER AWARD MINNESOTA CHAPTER  
AFS PRESENTED TO:  
"RECIPIENTS NAME" MONTH, YEAR**

**BEST STUDENT POSTER AWARD MINNESOTA CHAPTER  
AFS PRESENTED TO:  
"RECIPIENTS NAME" MONTH, YEAR**

- vi. Attends the Annual Business Meeting and Awards Banquet.
  - vii. Keeps an updated list of past award winners and provides updates for the website.
3. Communications Committee
    - a. Background
      - i. This committee was formed in 2008 to consolidate the roles of the Public Education Committee (formed in 1991), the Newsletter Producer/Editor Committee, and Chapter Webmaster.

b. Purpose

- i. Encourage and facilitate communication between Chapter members including basic information exchange, submittal of opinions, discussion forums, etc.
- ii. Provide members current information on Chapter activities including minutes of business meetings, EXCOM meetings, officer nomination and elections, continuing education workshops, and various other Chapter and committee activities.
- iii. Distribute to membership and interested public fisheries-related information about people and activities in Minnesota.
- iv. Distribute to appropriate decision makers and interested public position statements, fact sheets, or education materials on fisheries or fisheries-related issues.
- v. Develop procedures to increase public awareness of fisheries issues important to the Chapter.

c. Structure and function

- i. This committee is a standing committee of and reports to the EXCOM.
- ii. The President appoints the Chair.
- iii. The Chair solicits from the Chapter members for this committee. The Chair should seek at least two other members because this committee has a large set of duties to accomplish.
- iv. The Chair attends the EXCOM meetings when possible. The Chair has no formal vote at EXCOM meetings, but does have the opportunity to speak and bring forth ideas.

d. Duties of the Communications Committee

- i. Maintains the Chapter website; posts Chapter newsletter, works with Chair, EXCOM, and all committees so that current newsworthy items are posted at the Chapter website in a timely manner; this person removes from website all obsolete postings, and this person maintains links to past newsletters, North Central Division and Society websites, and all other links requested by the Chapter President.
- ii. Produces a periodic newsletter made available to all Chapter members in the most applicable formats, and announces to Chapter membership when new newsletters become available. Newsletter should include reports from all standing and special committees, reports from special appointees (i.e., Round Table, FWLA, MNTWS representative, Technical Committees), EXCOM meeting minutes, financial reports, Annual meeting announcements (call for papers, registration, meeting schedules), information on candidates running for Chapter offices, voting instructions, current fisheries issues including letters of opinion, and timely fisheries-related articles.

- iii. Develops schedule for newsletter production in conjunction with the EXCOM. Establish deadlines for item submission and prepare the newsletter in a timely fashion after the deadline.
- iv. Submits via email to all Chapter members and in each newsletter a brief note encouraging submission of fisheries-related news and issues. The Communications Committee must not assume that it can stay abreast of all activities in our large and diverse Chapter. The editor should include in each note the appropriate deadlines for these submissions.
- v. Coordinates with Membership Committee Chair to maintain up-to-date lists of email addresses and mailing addresses.
- vi. Peruses information from the Society, other subunits, and media outlets for information of interest to Chapter members. Include these in the newsletter or website as appropriate.
- vii. As directed by the EXCOM, provide means to increase public awareness of fisheries issues.
- viii. Informs Chapter membership on public awareness issues.

#### 4. Issues Committee

##### a. Background

- i. The Issues Committee is recognized as a standing committee by the Bylaws of the Chapter.

##### b. Purpose

- i. To identify natural resource issues in Minnesota, the region, the nation, or the world upon which the Chapter needs to take a stand or action to protect or enhance fisheries resources.

##### c. Structure and Function

- i. This committee is a standing committee of and answerable to the EXCOM.
- ii. The Chair is the Immediate-Past President.
- iii. The Chair solicits from the whole Chapter members for this committee. Recommended size of this committee is about six people. Solicitation of committee members should occur at the start of the Chapter's "operating year" (from Annual Meeting to Annual Meeting) so that the first meeting occurs during the initial Annual Meeting.
- iv. The EXCOM has the discretion to direct the Issues Committee to pursue an issue and report back to the EXCOM on efforts and results.

d. Duties of the Issues Committee

- i. To solicit issues from the Chapter membership and prioritize those issues for policy development.
- ii. To plan, in consultation with the EXCOM, responsive or pro-active actions to impact the identified issue(s) to benefit fisheries resources.
- iii. To initiate actions directly, or coordinate action by the Chapter membership, to impact the outcome of the issue(s).
- iv. To establish regular communication with media services in Minnesota and provide them with information on important issues and fisheries science matters.
- v. To account for the Chapter's effort(s) and attempt to evaluate the impact of the effort(s) on the issue(s).
- vi. Prepare activity and progress reports for each newsletter and for the Annual Meeting.

5. Long-range planning Committee

a. Background

- i. The Long-Range Planning Committee is recognized as a standing committee by the Bylaws of the Chapter (as amended in 1992).
- ii. In 1990, a special committee was formed to develop for the Chapter a long-range plan similar to the long-range plan of the Society published in *Fisheries* 14(1): 16-22 (1989).
- iii. The original Chapter long-range plan included portions of the Society's plan that could reasonably be implemented by the Chapter, and included ideas offered by Chapter members.
- iv. The original long-range plan was reviewed and adopted by the Chapter during the 1992 Annual Meeting.

b. Purpose

- i. To assist in the implementation of the Chapter's long-range plan through development of an annual action agenda. The annual action agenda is a subset of the goals found in the long-range plan or new goals deemed important by the Chapter membership. These goals are designated for implementation during the following year.
- ii. To update the long-range plan as needed or as instructed by the membership. The long-range plan is meant to be a flexible set of goals. As issues change, the long-range plan must also change to remain relevant.



- c. Structure and function
    - i. This committee is a standing committee of and reports to the EXCOM.
    - ii. The President appoints the Chair.
    - iii. Membership is solicited by the Chair and is open to all who are interested.
    - iv. The Chair attends the EXCOM meetings when possible. The Chair has no formal vote at EXCOM meetings, but does have the opportunity to speak and bring forth ideas.
  - d. Duties of the Long-range planning Committee
    - i. One month before the Annual Meeting:
      - 1. Consult with the President to determine how much of the current action agenda was actually accomplished and what should be carried forward.
      - 2. Review the long-range plan with the goal of developing recommendations for the next year's action agenda.
      - 3. Consult with the President-elect and develop specific recommendations for the next annual action agenda.
    - ii. At the Annual Meeting (at the discretion of the President-elect):
      - 1. Determine the issues and priorities of the membership for the next annual action agenda.
      - 2. Recommend items to the membership for inclusion in the annual action agenda.
    - iii. After the annual Chapter meeting:
      - 1. Assist the President in developing the annual action agenda as requested.
      - 2. Assist the President with implementation of the annual action agenda as requested.
6. Membership Committee
- a. Background
    - i. The Membership Committee is recognized as a standing committee by the Bylaws of the Chapter.
  - b. Purpose
    - i. To maintain official membership records for the Chapter.

- ii. To recruit new members for the Chapter and the Society and to ensure continued membership of current members.
- c. Structure and function
  - i. This committee is a standing committee of and reports to the EXCOM.
  - ii. The President appoints the Chair; a multi-year commitment is recommended.
  - iii. The Chair solicits from the whole Chapter members for this committee. No set number of committee members is required or recommended.
  - iv. The Chair attends the EXCOM meetings when possible. The Chair has no formal vote at EXCOM meetings, but does have the opportunity to speak and bring forth ideas.
- d. Duties of the Membership Committee
  - i. Maintain up-to-date Chapter membership records and periodically obtain from the Society current Society membership lists.
  - ii. Maintain newsletter email and mailing lists and provide address labels and email addresses upon request for Chapter newsletter and other Chapter mailings.
  - iii. Provide applications for membership to the Chapter and the Society, which will be distributed at the Annual Meeting.

## 7. Nominations Committee

- a. Background
  - i. The Nominating Committee is recognized as a standing committee by the Bylaws of the Chapter.
- b. Purpose
  - i. To solicit from Chapter members nominations for President-Elect, Secretary-Treasurer, and EXCOM members at-large.
  - ii. To determine eligibility and intent of nominees to run for office.
  - iii. To recommend to the EXCOM for approval the slate of candidates.
  - iv. To prepare, collect, and tally official ballots, then report election results at the Annual Meeting.
- c. Structure and function
  - i. This committee is a standing committee of and reports to the EXCOM.

- ii. The Chair is the Immediate-Past President.
  - iii. The Chair solicits from the whole Chapter members for this committee. Recommended committee size is three to five people.
  - iv. The Chair attends the EXCOM meetings when possible.
- d. Duties of the Nominations Committee
- i. Solicit from members who belong to both the Chapter and the Society nominations for President-elect, Secretary-Treasurer, and EXCOM members at-large (only Society members are eligible for Chapter offices and EXCOM member at-large positions). Submit to the Chapter newsletter editor a brief note asking members to nominate candidates for one or more offices. If insufficient numbers of candidates are nominated (less than two per office), then the Committee members should contact individual members directly and ask them if they would run for office. Nominations must include name, affiliation, telephone number, the number of years as a Society member, and a summary of the nominee's qualifications. Refer to chapter 5A, section III of this manual to ensure that nominations for President-elect candidates fulfill the Chapter's rotation policy. Also refer to the Bylaws (chapter 5) so that nominations are made only for the two seats for EXCOM members at-large being elected during that year. Persons making the nomination must contact the nominee, who must agree to run for that office, before submitting their name. Solicitation should continue until at least two candidates for President-elect and one candidate for the other offices are found.
  - ii. Reduce to three the number of candidates if more than three people are nominated for a particular office. To accomplish this, form a new committee consisting of the current Nominations Committee and four past presidents, representing the two affiliation categories (see Bylaws). This new committee will vote on the candidates by assigning five points to first preference, four points for second choice, etc. The Chair does not vote. Sum the point totals, and the three candidates with the most points will be placed on the ballot. In case of a tie for third most votes, the nominee with the most first places wins the other place on the ballot. A second vote is required if the tied nominees have the same number of first place votes, but only the tied nominees will be on the second ballot. Contact the three nominees to confirm their willingness to run for that office. Keep process confidential; committee members may not discuss the nominees or rankings with anyone other than other committee members.
  - iii. Present the ballot to the EXCOM for approval.
  - iv. Send ballots electronically to eligible Chapter members who receive the Chapter newsletter electronically. 'Associates' members are not eligible to vote (Chapter 5A).
  - v. Tally the votes and report election results at the Annual Meeting. Candidates

with the majority of votes win the election.

8. Resolutions Committee

a. Background

- i. The Resolutions Committee is recognized as a standing committee by the Bylaws of the Chapter.

b. Purpose

- i. Review substantive issues and develop and recommend resolutions for consideration by the Chapter membership.
- ii. Address items of local concern and/or national concern with their distribution governed by their intent. If resolutions are to be considered by the Society, they should be submitted in writing to the Resolutions Committee Chair at least 30 days before the annual meeting. Internal resolutions may be submitted to the Chair at any time.
- iii. Make copies of resolutions available for the Chapter newsletter before the annual meeting.

c. Structure and function

- i. This committee is a standing committee of and reports to the EXCOM.
- ii. The President appoints the Chair.
- iii. The Chair solicits membership from the whole Chapter membership. No set number of committee members are required or recommended.
- iv. The Chair attends the EXCOM meetings when possible. The Chair has no formal vote at EXCOM meetings, but does have the opportunity to speak and bring forth ideas.

d. Duties of the Resolutions Committee

- i. Solicit and receive proposed resolutions from Chapter members.
- ii. Review proposed resolutions to determine that they meet the necessary criteria for submission.
- iii. Obtains background information from the originator of a resolution in order to evaluate the accuracy and importance of the resolution.
- iv. The committee votes on all proposed resolutions to determine which should be recommended for consideration by the Chapter membership.
- v. Submits to the EXCOM at the Annual Meeting all proposed resolutions, along

with the voting results of the Committee.

- vi. Presents resolutions to Chapter members at the Annual Meeting and opens debate on each resolution by moving acceptance of the resolution.

## 9. Students Committee

### a. Background

- i. The original special committee was formed in 1990 so that student concerns would be integrated into the mainstream of the Chapter.
- ii. The Students Committee became a standing committee after a Bylaw change in 1992.
- iii. Students are the primary source of new professionals entering the fisheries field, and this committee ensures that they are an integral part of the Chapter.

### b. Purpose

- i. Provide advice to the Chapter on student affairs and concerns.

### c. Structure and function

- i. This committee is a standing committee of and reports to the EXCOM.
- ii. The President appoints the Chair.
- iii. The Chair solicits from the pool of student members of the Chapter as members for this committee. No set number of committee members are required or recommended.
- iv. The Chair attends the EXCOM meetings when possible. The Chair has no formal vote at EXCOM meetings, but does have the opportunity to speak and bring forth ideas.

### d. Duties of the Students Committee

- i. Investigates issues important to students, integrates students into the Chapter, and informs students in fisheries and related fields of the Chapter and its functions.
- ii. Reports to EXCOM on student concerns.
- iii. Advises the President-Elect on college and university scheduling that would conflict with proposed dates for the Annual Meeting.

## **Chapter 7: PERENNIAL SPECIAL COMMITTEES AND APPOINTMENTS (Revised 2005)**

### **SECTION I. GENERAL FUNCTION AND STRUCTURE**

1. Special Committees
  - a. The Continuing Education, Fund-raising, History, Past-Presidents, Procedures Manual, Rivers and Streams, Scholarship, and Science Fair Committees (as of March 2005) are perennially active Special Committees of the Chapter (descriptions of each Special Committee are found in Section II of this chapter).
  - b. Special committees are structured the same way as Standing Committees and address Chapter objectives, however; the EXCOM can create or remove Special Committees without changing Bylaws.
  - c. The President appoints Chairs of all Special Committees, who must be Chaptermembers.
  - d. Chairs of Special Committees report to the EXCOM, prepare activity reports for the EXCOM and Chapter newsletter, and attend all EXCOM meetings if possible. Chairs have no formal vote at EXCOM meetings, but they do have opportunities to speak and bring forth ideas.
  - e. Chairs recruit from Chapter membership the appropriate number of individuals necessary to meet Committee objectives.
2. Special Appointments
  - a. The Chapter participates on boards and committees outside of the Chapter where one or two individuals are appointed and some duties within the Chapter require only one person.
  - b. Special Appointments (as of March 2005) include Representative to the Fishing Round Table, Representative to the Minnesota Chapter of the Wildlife Society, and Representatives to Division Technical Committees (descriptions of each Special Committee are found in Section III of this chapter).
  - c. The President appoints individual Chapter members to these posts.
  - d. Special Appointees report to the EXCOM, prepare activity reports for the EXCOM and the Chapter newsletter, and attend all EXCOM meetings if possible. Special Appointees have no formal vote at EXCOM meetings, but they do have opportunities to speak and bring forth ideas.

### **SECTION II. DESCRIPTION OF PERENNIAL SPECIAL COMMITTEES**

1. Continuing Education Committee
  - a. Background
    - i. The Continuing Education Committee was established in 1986 when Don Schreiner expressed an interest in setting up workshops to help Chapter members

in specific subject areas. The effort was very successful and interest has been high.

b. Purpose

- i. Promote and evaluate the educational, scientific and technical aspects of the fisheries science profession, promote and maintain high educational standards for the fisheries profession, and facilitate professional development opportunities for members in order to achieve professional certification through the Society.

c. Duties of the Continuing Education Committee

- i. Investigates the potential of Minnesota's educational institutions to provide continuing education pertinent to fisheries professionals for academic credit (seminars, short courses, condensed classes).
- ii. Sponsors at least one annual workshop dealing with some aspect of fisheries science and is taught by experts in that particular field.
- iii. Announces (via email, Chapter newsletter, posting on Chapter website, and the EXCOM) to the Chapter membership the educational opportunities being offered.

2. Fund-raising Committee

a. Background

- i. This committee was developed so that additional funds can be raised in order to accomplish Chapter goals and objectives

b. Purpose

- i. Explore new and innovative methods of raising funds for the Chapter.

c. Duties of the Fundraising Committee

- i. Organize a fund-raising raffle for the Annual Meeting.
- ii. Solicit donations and prizes for the raffle.
- iii. Stay within the seed money budget allotted by the EXCOM.
- iv. Set up and run the raffle at the Annual Meeting.
- v. Report expenses and submit all raised funds to the Secretary-Treasurer.
- vi. Obtains EXCOM approval before initiating fund-raising efforts.
- vii. Present a report at the Annual Meeting and provide periodic reports in the Chapter newsletter.

3. History Committee

a. Background

- i. The Chapter, in existence since 1967, recognized that historical records have not been kept in an organized manner.
      - ii. The Chapter recognized the overall benefits if historical records, including those on membership and Annual meeting agendas, were organized in a manner where they are easily retrievable.
    - b. Purpose
      - i. Organize historical records of the Chapter.
    - c. Duties of the History Committee
      - i. Organize historical records of the Chapter. Many of the older records are located at the University of Minnesota.
      - ii. Work with Awards Committee to determine individuals who are 25-year members at the time of the Annual Meeting.
4. Rivers and Streams Committee
- a. Background
    - i. In December 1987 the Division established the Rivers and Streams Committee to organize and distribute information on streams in the Midwest and to promote useful and timely research addressing stream-related problems.
    - ii. The voting membership of this committee is comprised of one representative from each Division chapter.
    - iii. The Chapter representative is responsible for gathering information from the Chapter as needed and distributing information to interested Chapter members.
    - iv. The Chapter Rivers and Streams Committee arose in 1988 because of the need for coordination of stream matters at the Chapter level and for effective interaction between the Chapter and the Division.
    - v. The committee first met in 1990.
  - b. Purpose
    - i. Address issues and concerns of the Chapter membership pertaining to rivers and streams.



- ii. The scope is broad ranging from. This committee represents a wide range of interests including small coldwater trout streams to large rivers, from gamefish to nongame fish, from physical to biological effects, and from local habitat to watershed effects.
- iii. Stresses integrative approaches to stream and river issues, and recognizes the interrelationships of all of the components.

c. Duties of the Rivers and Streams Committee

- i. Interact with the Division Rivers and Streams Committee, providing input to them and receiving information from other Division chapters. The Chair is the designated voting representative of the Division Rivers and Streams Committee. In the event that the Chair is unable to attend a Division Rivers and Streams Committee meeting, the Chair shall designate a member of the Chapter Rivers and Stream Committee to attend the meeting as a voting representative.
- ii. Distribute rivers and streams information to the Chapter membership.
- iii. Make recommendations to the President and EXCOM and gain their approval for official acts and reports of the committee.

5. Scholarships Committee

a. Background

- i. In the 2001-2002 academic year, the Chapter began awarding to at least one undergraduate student a scholarship to help offset school-related costs and expenses.
- ii. Initial scholarships were in the amount of \$500.

b. Purpose

- i. Provide a scholarship to undergraduate students attending colleges and universities in Minnesota who are pursuing a degree in the fields of fisheries, water resources, aquatic biology or aquatic environmental sciences.

c. Duties of the Scholarship Committee

- i. Contact at the beginning of the academic year the Students Committee Chair and Chapter members teaching at colleges and universities in Minnesota so that all eligible students can obtain information about the scholarship (Appendix C) and the application form (Appendix D).
- ii. Review completed applications for scholarships and rank applications based on established criteria (Appendix C) and how application questions were answered.

- iii. Recommend to the President that the highest ranked applicants be awarded scholarships. Inform to the President the number of applicants ranked and confer with the President to determine the number of scholarships and amount of each scholarship (based on the annual Chapter budget).
- iv. Contact students selected for scholarships and determine if they can attend the Annual Meeting. If students can attend the Annual Meeting, then the Chair or another Committee member will present to the students the scholarship checks during the ceremony when Special Achievement awards (see Awards Committee) are being presented.

## 6. Science Fair Committee

### a. Background

- i. This committee was created to ensure that the Chapter recognizes excellent aquatic sciences projects presented by junior and senior high school students participating in the Minnesota State Science Fair Program coordinated by the Minnesota Academy of Science.

### b. Purpose

- i. Promote the importance of developing young researchers in the field of aquatic sciences.
- ii. Provide students with information about the Chapter, the Society, and the fisheries and aquatic sciences profession.

### c. Duties of the Science Fair Committee

- i. Establish contacts with the Minnesota Academy of Science and regional fair organizers so that the committee can judge fisheries and aquatic sciences projects at each of the eight regional science fairs and the state science fair. The eight regions (city where regional fair is usually held) are Northeastern (Duluth), Twin Cities (St. Paul), Central (St. Cloud), South-central/Southwestern (Mankato), Southeast (Winona), Rochester Area (Rochester), Western (Moorhead), and Northern (Bemidji). The state science fair is usually held at different locations each year.
- ii. Recommend to the EXCOM a budget for purchasing awards. Awards generally have been books on aquatic sciences (species identification, ecology, etc.) or fishing equipment (tackle, reels, or rods).
- iii. Select and purchase awards for one junior high and one senior high student for each regional science fair and for one junior high and one senior high student at the state science fair.
- iv. Judge fisheries and aquatic sciences projects and present Chapter Certificates of Achievement (Appendix F) and awards at each of the eight regional science fairs and the state science fair. Criteria for judging are in Appendix E. Judges may refrain from presenting awards if science projects are not worthy. Because the

awards ceremony immediately follows the judging, judges may not have time or may not have access to a compatible computer to generate a formal Certificate of Achievement with the typed rather than hand-written name of the recipient. If so, the judge will present to award winners a Certificate with the hand-written name and then mail to the appropriate fair organizer the formal Certificate, who will then forward the Certificate to the student or the school where the student attends.

- v. Provide to the Chapter membership at the Annual Meeting, to the President, and to the Chapter newsletter the names of the regional and state science fair award winners, their school name, their grades, their project titles, and any other pertinent information.
- vi. Invite to the Annual Meeting all regional and state award recipients so they can share their projects with Chapter membership. Attendance to Annual meeting by award recipients may not be possible because they will either be preparing new projects, or will have graduated from high school (the time lapse between judging and the Annual Meeting is about one year).

### **SECTION III. DESCRIPTION OF SPECIAL APPOINTMENTS**

#### **1. Representative for the Fishing Round Table**

##### **a. Background**

- i. The Fishing Round Table is a meeting, usually held once per year, between the Minnesota Department of Natural Resources, various fishing, grassroots, and conservation organizations, and state legislators designed to advise the DNR about issues affecting fisheries resources in Minnesota.

##### **b. Purpose**

- i. Represent Chapter at the Fishing Round Table Meeting.

##### **c. Duties of the Fishing Round Table representative**

- i. Attends Fishing Round Table Meetings.
- ii. Reports to the President and summarizes in a Chapter newsletter article the meeting highlights.

#### **2. Representative to the Minnesota Chapter of the Wildlife Society (MNTWS)**

##### **a. Background**

- i. The Chapter and MNTWS frequently address issues of mutual interest; thus, this liaison ensures that efforts can be coordinated with mutual benefits.

##### **b. Purpose**

- ii. Act as a liaison between the Chapter and the MNTWS.

##### **c. Duties of the MNTWS representative**

- i. Attends, when possible, Annual Meetings and EXCOM meetings of both the Chapter and the MNTWS.

- ii. Coordinates positions on issues of mutual interest between the Chapter and MNTWS.
  - iii. Provides to Chapter membership via the Chapter newsletter periodic updates on the current activities of the MNTWS.
- 3. Representatives on Division Technical Committees
  - a. Background
    - i. The Division formed several Technical Committees (Centrarchid, Esocid, Ictalurid, Rivers and Streams, Salmonid, and Walleye) designed for formal and informal information exchange among the Division chapters.
  - b. Purpose
    - i. Represent Chapter on each Division Technical Committee
  - c. Duties of Technical Committee Representatives
    - i. Attend Division Technical Committee meetings when possible and vote on behalf of the Chapter on committee issues. If unable to attend, obtain meeting minutes from the appropriate Committee secretary.
    - ii. Submit in Chapter newsletter periodic reports on activities of Technical Committees and highlights of Committee meetings.
    - iii. Solicit from Chapter membership concerns, issues, and any other information that is appropriate for that committee.

## Chapter 8: LONG RANGE PLAN (Revised in 2016)

The mission of the Chapter is to advance the conservation, development, and sustainability of fishery resources and aquatic ecosystems for the optimum use and enjoyment of all peoples.

The long range plan is broken down into two sections, each with goals and implementation strategies: I. Membership Services, and II. Outreach and Stewardship.

### SECTION I. MEMBERSHIP SERVICES

**A. Chapter Goal:** Provide Chapter members with high quality, cost-efficient services and support in all aspects of professional development.

*Society's goal – Education: Support education and professional development in fisheries, aquaculture, and aquatic sciences.*

1. Organize annual meeting of membership of the Fish and Aquatic Science Professionals and Students for exchange of research findings and management activities.

Responsibility: President-elect, EXCOM  
Target Date: Annually

2. Promote fisheries certification and expose members to the procedure through presentations at annual meetings by a knowledgeable individual.

Responsibility: President-elect, EXCOM  
Target Date: Annually

3. Communicate with membership about Annual Meeting; educational, job and professional development opportunities; Chapter activities; and other pertinent topics through regular communications by email, social media, or periodic newsletter.

Responsibility:  
President Target  
Date: Ongoing

4. Sponsor at least one continuing education workshop annually dealing with some aspect of fisheries science.

Responsibility: Continuing Education  
Committee Target Date: Annually

5. Continue to judge and provide awards at regional and state Science Fairs.

Responsibility: Science Fair Chair  
Target Date: Ongoing

**B. Chapter Goal:** Increase and diversify Chapter membership and the fisheries profession

*From the AFS Strategic Plan: Enhance participation of students and professionals at all levels of the Society to assure member recruitment, retention, and leadership development into the future. Promote ethnic, socio-economic, generational, and disciplinary diversity within the Society and the fisheries profession.*

1. Actively recruit students into the MN Chapter. Foster relationships with student subunits at Minnesota Colleges and Universities.

- a. Continue to present annual cash scholarship for undergraduate students.  
Encourage students to apply for other awards from AFS sections.

Responsibility: Scholarship Committee Chair

Target Date: Ongoing

- b. Have at least one contact person at each school providing a degree program in fisheries or related sciences to promote and encourage involvement within the MN Chapter, other AFS meetings, and NCD meetings.

Responsibility: Student Committee Chair

Target Date: Ongoing

- c. Encourage undergraduate and graduate student presentations at annual meetings through school representatives, discounted registration, and annual awards for best poster and best presentation.

Responsibility: President-elect, Student Committee Chair, Campus Contacts

Target Date: Annually

2. Recruit and retain young professionals.

- a. Offer an invitation to join the Chapter and Society to new fisheries professionals in MN.

Responsibility: President, President-elect, EXCOM

Target Date: Annually

3. Enhance the diversity of Chapter members, especially in Chapter positions, and those in the profession

- a. Nominate candidates and select committee chairs to *at least* reflect the diversity of membership

Responsibility: President, Past-President, Nominations Chair

Target Date: Ongoing

- b. Encourage members to volunteer to work with the Hutton Junior Fisheries Biology Program.

Responsibility: EXCOM, Committee Chairs

Target Date: Ongoing

- c. Encourage members to mentor students in undergraduate and graduate programs, particularly those that reach underrepresented students (such as McNair Fellows program).

Responsibility: EXCOM, Committee Chairs  
Target Date: Ongoing

- 4. Retain post-professional contact information for retirees and increase role of retirees in chapter activities.

- a. Appoint retired fisheries professionals to committee positions

Responsibility: President, Committee Chairs  
Target Date: Ongoing

- b. Personally invite retirees to attend and present at annual meetings

Responsibility: President, President-elect  
Target Date: Ongoing

**C. Chapter Goal:** Increase diversity of Chapter funding sources

- 1. Increase membership and student subunit involvement in obtaining donations for raffle.

Responsibility: EXCOM, Fund-raising Chairs  
Target Date: Ongoing

- 2. Increase alternative revenue sources to raffle and Chapter dues (e.g., grants, sale items, continuing education, popular magazine articles).

Responsibility: EXCOM, Fund-raising  
Chairs Target Date: Ongoing

**D. Chapter Goal:** Review and update the long-range plan on a 10-year basis.

Responsibility: EXCOM  
Target Date: 2026

***Society's Goal – Networking: Provide forums and networks to promote interaction among fisheries professionals and students.***

**E. Chapter Goal:** Promote professional interactions between Chapter members and other professional societies and among Chapter members.

- 1. Encourage interactions with other Minnesota professional societies (The Wildlife Society, Society of American Foresters, Minnesota Chapter of the Soil and Water Conservation Society, and Society for Conservation Biology) as well as AFS Chapters from neighboring states through joint meetings and reciprocal member representatives on executive committees.

Responsibility: President-Elect, Society  
Representatives Target Date: Ongoing

2. Host Midwest Fish and Wildlife meeting and AFS meetings when the opportunity arises

Responsibility: President-Elect, Society  
Representatives Target Date: Ongoing

3. Increase collaboration with non-governmental aquatic resources groups (Minnesota Lakes Association, Minnesota Conservation Federation), between agencies (such as DNR, PCA, EPA) and with University researchers.

Responsibility: President, EXCOM, appropriate Committee  
Chairs Target Date: Ongoing

## SECTION II. ADVOCACY, OUTREACH, AND STEWARDSHIP

- A. **Chapter Goal:** Communicate among Chapter members and to appropriate policy-making groups and individuals, conservation groups, and the news media through the political process and publication of Chapter positions.

*Society's Goal – Advocacy: Promote the fisheries profession and support evidence-based decision making for the conservation, development, and wise use of fisheries resources and aquatic ecosystems.*

*Society's Goal – Communication: Disseminate fisheries science information.*

6. Work with AFS staff to address policy issues concerning fishery resources and aquatic ecosystems issues of statewide or regional significance.
  - a. Disseminate and promote Chapter positions on aquatic and related natural resource issues at the State legislature via Chapter letters, Chapter resolutions, and the Fish and Wildlife Legislative Alliance (FWLA) or similar lobbying groups.

Responsibility: President  
Target Date: Ongoing

- b. Establish and encourage lines of communication, including but not limited to Facebook, Twitter, email, and/or web forums for exchange of information and opinion on current policy issues.

Responsibility: Communications Committee  
Target Date: Ongoing

- B. **Chapter Goal:** Position the Chapter to be a leader in promoting sound stewardship practices and sustainability of Minnesota fisheries and aquatic resources.

1. Increase general awareness of good aquatic stewardship by collaborating with citizen groups and local officials, and contributing to citizen stewardship programs such as the lake friendly shoreline awards.

Responsibility: EXCOM, Committee  
Chairs Target Date: Ongoing



## **Chapter 9: GUIDELINES FOR SETTING UP THE ANNUAL MEETING**

### **SECTION I. TWENTY-FOUR MONTHS BEFORE MEETING**

1. Arrangement Committee works with the EXCOM to identify general location of the meeting site. Estimate the number of people that will attend the meeting based on the location, etc. If joint meeting, develop contacts and get preliminary input from other organization(s).
2. Pick the location.
3. Develop contacts such as Chapter members living near the location who can assist you.
4. Identify facilities that can host the event or prepare a request for proposals through the local area chamber of commerce.
5. Determine by visiting it or through recommendations the facility's capabilities.

### **SECTION II. EIGHTEEN MONTHS BEFORE MEETING**

1. Arrangements Committee determines dates of University of Minnesota finals week and the DNR training session.
2. Select meeting dates that exclude the University of Minnesota finals week and the week of the DNR fisheries training session. If joint meeting, seek input from the other organization(s) on possible meeting dates.
3. Secure the meeting date with the facility.
4. Determine from the President any special needs at the time of the meeting (room for an EXCOM meeting, DNR Research staff meeting, etc.).
5. Develop a contract with the facility that covers room block, meeting rooms for EXCOM, oral presentations, poster presentations, evening socials, and banquet, lunches, and audiovisuals.
6. President or Secretary-Treasurer signs the contract.
7. Tell the DNR training session committee the meeting dates. Also advise other natural resource professional society chapters (e.g., The Wildlife Society, Society of American Foresters, Conservation Biology Society, and state employee association).
8. President invites to the meeting the Presidents of the Society and Division. If they accept, include arrangements for them in facility planning. Registration fees are waived for invited society dignitaries.
9. Keep the President and the EXCOM informed.

### **SECTION III. TEN TO TWELVE MONTHS BEFORE MEETING**

1. President-Elect works with the President and Issues Committee Chair to identify current issues

that might be included in sessions or panels for the meeting. If joint meeting, identify issues common among all the organizations that could become part of the meeting agenda.

2. President-Elect and the Arrangements Committee review the facility contract and assure that the President-Elect, the Arrangements Committee, and the appropriate host facility staff understand the details.
3. Find out from the President how much time is needed for the business meeting and when it should be. This meeting is traditionally held the night before the Annual Meeting starts.
4. President-Elect begins to organize meeting agenda. Include in agenda a mixture of invited speakers who will make presentations in special sessions as well as provide ample time for the open sessions. The last presentation is often a special problem because the Awards Committee needs time to tally judging results for Best Paper. Consider as the last presentation a non-judged presentation or special session.
5. Identify and contact your invited speakers. Identify potential banquet speakers. Contact your choice. Secure the speakers if possible at this time.

#### **SECTION IV. THREE TO SIX MONTHS BEFORE MEETING**

1. President-Elect sends via the newsletter, website, and email a call for papers. Request abstracts from all oral and poster presenters. Request the abstracts in a standardized computer format, which will enable easy compilation of abstracts. Ask for fifteen-minute presentations. Strongly recommend using the most current and commonly used technology for presentations. It is recommended that the President-Elect appoint a small, ad hoc team of Chapter members whose task is to help evaluate, organize, and compile abstracts into appropriate sessions.
2. If few papers are submitted, keep calling for papers. Many people need extra encouragement. Make personal pleas to the DNR Fisheries Research, DNR Fisheries Management, Fisheries, Aquatic Sciences, or Biology Departments at local colleges and universities, Natural Resources Research Institute (University of Minnesota-Duluth), the Federal Labs at Duluth and La Crosse, and tribal natural resource departments.
3. President-Elect confirms the availability and amount of funds for invited speaker expenses.
4. Calculate meeting cost and recommend to the President the conference fee. Conference fees should be sufficient to cover Annual Meeting costs.
5. Send meeting reminder to Society and Division presidents. Confirm their lodging needs and other special accommodations.
6. Keep the President and the EXCOM informed.

#### **SECTION V. ONE TO THREE MONTHS BEFORE MEETING**

1. President-Elect finalizes meeting agenda. Allow twenty minutes maximum for each oral presentation (provides time for questions and the unexpected). Provide up to 30 minutes for morning and afternoon breaks at least on the first day.

2. Identify an alternate paper in case of cancellation. Notify the alternate of your intention.
3. Notify those individuals whose papers or posters were accepted for presentation at the meeting as well as those who were not accepted.
4. Contact your invited speakers to make sure they are still committed and tell them when they are to present. Confirm any special accommodations they will need.
5. Compile abstracts of oral presentations and posters. Provide to speakers and poster presenters an agenda.
6. Prepare meeting program, which generally includes a facilities map, meeting overview, and session details. Abstracts are generally compiled and posted to the website for attendees to download.

## **SECTION VI. TWO WEEKS TO ONE MONTH BEFORE MEETING**

1. President-Elect selects session moderators.
2. Secure appropriate audiovisual equipment including the most current and commonly used technology for presentations (one set per meeting room plus a backup), screens, extension cords, long corded or remote projector control, laser pointer, podium, microphone, and podium light.
3. Select individuals that can competently operate contemporary audiovisual equipment. Contact for this task those students receiving travel awards from the Chapter.
4. Assist with travel planning and related logistical details the Society dignitaries attending and invited speakers.
5. Make any final arrangements with the facility including menus, time schedules for meeting rooms, room layouts, counts, etc. Careful review and attention to minor details at this stage will help prevent serious program glitches during the meeting.
6. Submit a final agenda to be published in the newsletter or posted on the website, and provide instructions for obtaining abstracts of oral and poster presentations.
7. Keep the President and the EXCOM informed.

## **SECTION VII. ONE DAY TO TWO WEEKS BEFORE MEETING**

1. President-Elect reviews all prior arrangements.
2. Handle any last minute cancellations as best you can.

## **SECTION VIII. MEETING**

1. President-Elect and Arrangements Committee Chair arrive before the start of the meeting and review arrangements with the facility. Inspect meeting rooms and note blind spots. Rearrange podiums or screens if necessary. Test microphones, lights, audiovisual equipment, and other systems needed to run the meeting.

2. President-Elect assists the banquet speaker, Division President, and Society President in travel or convenience arrangements.
3. Ensure that someone is operating lights and someone is operating audiovisual equipment in each meeting room.
4. Keep the meeting on schedule. Direct session moderators so that presentations start on and end on time. Remind session moderators that they need to provide to presenters signals informing them on the amount of time remaining.
5. Continually check on arrangements throughout meeting. For example, five minutes before coffee break make sure everything is in place. Inform the facility staff of any expected changes in your meeting schedule so that they can adjust. Make yourself available because you are the contact between the facility staff and meeting participants. Keep comfortable temperatures in the meeting rooms.
6. Be available to announce housekeeping items before meeting breaks.
7. Help the Secretary-Treasurer settle the bill with the facility.

# **Appendices**

## **Appendix A**

### **Paper Rating Guidelines**

#### **Organization (9 points)**

##### Title (1 point)

Does it accurately describe the topic?

##### Introduction (2 points)

Does it provide adequate background?

Is the historical context for the study presented?

Is the problem to be studied clearly articulated and adequately justified?

##### Body (3 points)

Does the presentation progress in a logical order and is it well integrated?

Do the results relate to the stated purpose of the study?

Is the presentation comprehensible by audience members not engaged in that scientific specialty?

##### Conclusion (3 points)

Are the conclusions clearly stated?

Do they relate to the stated purpose of the study?

Are final details wrapped up?

Is the main idea the audience should take from the talk clear?

#### **Communication with Audience (9 points)**

##### Relate to Audience/Eye Contact (3 points)

Does the speaker appear confident of him/herself?

Are you confident that the speaker is an expert on his/her topic?

Is the speaker enthusiastic, interesting?

Does the speaker establish adequate eye contact with the audience during the presentation?

##### Mechanics (3 points)

Voice

Is the speaker loud enough to be heard throughout the room?

Is the rate of speech reasonable (neither too fast nor too slow)?

Does the speaker use proper grammar and pronunciation?

Does the speaker have good posture?

Does the speaker use gestures appropriately?

##### Appropriate Difficulty Level (3 points)

Are special terms and concepts adequately defined/described?

Does the speaker make his/her presentation understandable without being condescending?

#### **Visual Aids (5 points)**

##### Augment Message (2 points)

Are visual aids relevant to the points being discussed?

Do the visual aids illustrate the message, or do they become the message (replace the speaker )?

Do text slides emphasize the high points, or do they provide a script for the talk?

Do graphics draw attention away from the speaker in an inappropriate way?

##### Visibility and Clarity (3 points)

Are visuals large enough to be seen in back of room?

Are they clear enough to understand with little or no explanation?

Do they address only the point the speaker is attempting to make?

Does the speaker have backward/forward/take-away control over the visuals so that they are used most effectively and do not detract from the audience attention at critical times?

### **Handling Questions (2 points)**

Accurate (1 point)

Are the answers correct, based on your knowledge of the subject matter, and within the context of the presentation?

Does the speaker answer the questions that are being asked?

Complete (1 point)

Are the answers complete?

### **Technical Aspects (25 points)**

Technical and Analytical Merit (15 points)

Are interpretations consistent with the results presented?

Are study limitations identified and evaluated?

What is the level of adequacy and appropriateness of study design, sampling regime, (statistical) analysis, etc. for this investigation?

Contribution to Science or Management (10 points)

What is the value of the study in presenting unique or innovative methods, concepts or interpretations (originality)?

To what degree does the presentation increase our understanding of:  
fish population dynamics, fish behavior, fish culture, aquatic ecosystems, management of aquatic resources, or fish biology/physiology/genetics?

NOTE: Many reviewers may not feel comfortable judging the Contribution to Fishery Profession in areas where they have not been trained. It is, however, up to the speaker to demonstrate the significance of his/her work to members of the audience who may not have an understanding of the particular topic presented.

### **Comments (tiebreaker)**

Write down a brief overall impression of each presentation. Comments will be used to break ties.

**BEST PAPER AWARD RATING FORM**  
**Minnesota Chapter of American Fisheries Society**

**SPEAKER:**

**TITLE OF PAPER:**

\_\_\_\_\_

Please rate each paper that you are assigned according to the following criteria. Refer to the Rating Guidelines for details. 50 points are possible.

**Points by Criteria Category:**

**ORGANIZATION (9 points):** **Total:** \_\_\_\_\_

- Title (1 pt)
- Introduction (2pts)
- Body (3 pts)
- Conclusion (3 points)

**COMMUNICATION WITH AUDIENCE (9 points):** **Total:** \_\_\_\_\_

- Relate to audience (3 pts)
- Mechanics (3 pts)
- Difficulty (3 pts)

**VISUAL AIDS (5 points):** **Total:** \_\_\_\_\_

- Augment message (2 pts)
- Visibility and clarity (3 pts)

**HANDLING QUESTIONS (2 points):** **Total:** \_\_\_\_\_

- Accurate (1 pt)
- Complete (1 pt)

**TECHNICAL ASPECTS (25 points):** **Total:** \_\_\_\_\_

- Technical & analytical merit (15 pts)
- Contribution (10 pts)

**Overall Total:** \_\_\_\_\_

**COMMENTS:**

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Rater: \_\_\_\_\_

## **APPENDIX B**

### **Poster Rating Guidelines**

#### **Organization (10 points)**

Title (1 point)

Does it accurately describe the topic?

Introduction (2 points)

Does it provide adequate background?

Is the historical context for the study presented?

Is the problem to be studied clearly articulated and adequately justified?

Body (4 points)

Does the poster progress in a logical order and is it well integrated?

Do the results relate to the stated purpose of the study?

Is the poster comprehensible by viewers not engaged in that scientific specialty?

Conclusion (3 points)

Are the conclusions clearly stated?

Do they relate to the stated purpose of the study?

Are final details wrapped up?

Is the main idea the audience should take from the poster clear?

#### **Visuals (7 points)**

Quality (3 points)

How good is the overall quality of the graphics (not too busy, appropriately labeled, good production quality, etc.)?

Is the font large and clear enough to be readable from a distance of 10 feet?

Are the major reading elements of the poster reasonably close to eye level (or do you have to bend way down or stand on tiptoes to read)?

Focus attention (4 points)

Do the visuals draw attention to poster?

Are there unnecessary visuals that draw attention away from major points of study?

Are photos or other graphics used to enhance understanding of study site, methods, etc.?

#### **Layout (8 points)**

Logical Order (4 points)

Do integration of text and visuals allow poster to be easily followed?

Is the poster layout orderly and logical?

Are layout tools like bullets used effectively to distill major points and cut down on the amount of text?

Effective Graphics Use (4 points)

Do the graphics increase understanding of the study?

Do the graphics integrate and elaborate on information in text?

Do the graphics augment the message of the study?

#### **Technical Aspects (25 points)**

Technical and Analytical Merit (15 points)

Are interpretations consistent with the results presented?

Are study limitations identified and evaluated?



What is the level of adequacy and appropriateness of study design, sampling regime, (statistical) analysis, etc. for this investigation?

**Contribution to Science or Management (10 points)**

What is the value of the study in presenting unique or innovative methods, concepts or interpretations (originality)?

To what degree does the poster increase our understanding of:  
fish population dynamics, fish behavior, fish culture, aquatic ecosystems, management of aquatic resources, or fish biology/physiology/genetics?

**NOTE:** Many reviewers may not feel comfortable judging the Contribution to Fishery Profession in areas where they have not been trained. It is, however, up to the poster presenter to demonstrate the significance of his/her work to those who may not have an understanding of the particular topic presented.

**Comments (tiebreaker)**

Write down a brief overall impression of each poster. Comments will be used to break ties.

**BEST POSTER AWARD RATING FORM**  
**Minnesota Chapter of American Fisheries Society**

**SPEAKER:**

**TITLE OF POSTER:**

\_\_\_\_\_

Please rate each poster that you are assigned according to the following criteria. Refer to the Rating Guidelines for details. 50 points are possible.

**Points by Criteria Category:**

**ORGANIZATION (10 points):**

- Title (1 pt)
- Introduction (2pts)
- Body (4 pts)
- Conclusion (3 points)

**Total:** \_\_\_\_\_

**VISUALS (7 points):**

- Quality (3 pts)
- Focus attention (4 pts)

**Total:** \_\_\_\_\_

**LAYOUT (8 points):**

- Logical order (4 pts)
- Effective graphics use (4 pts)

**Total:** \_\_\_\_\_

**TECHNICAL ASPECTS (25 points):**

- Technical & analytical merit (15 pts)
- Contribution (10 pts)

**Total:** \_\_\_\_\_

**Overall Total:** \_\_\_\_\_

**COMMENTS:**

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Rater: \_\_\_\_\_

## **Appendix C**

### **Minnesota Chapter of the American Fisheries Society Scholarship**

Background: The Minnesota Chapter of the American Fisheries Society (MN AFS) is pleased to announce a scholarship fund to help encourage and support undergraduate students attending colleges and universities in Minnesota to earn a degree in the fields of fisheries, water resources, aquatic biology or aquatic environmental science. Beginning in the 2001-2002 academic year, MN AFS began awarding at least one undergraduate scholarship in the amount of \$500 to help offset school related costs and expenses.

Deadline for application:

Requirements: Students must meet the following eligibility requirements to be considered for the scholarship:

- Must be earning a major in fisheries, water resources, aquatic biology, aquatic environmental science or a closely related field at a college or university in Minnesota.
- Must be a junior or senior undergraduate student
- Must be a MN AFS member (membership is free to students, see, <https://units.fisheries.org/mnafs/> for membership application form)

Preferences: In addition to the requirements above, preference will be given to students who meet the following criteria:

- Intern or other work experience in the fields of fisheries, water resources, aquatic biology or aquatic environmental science.
- From an underrepresented group within the profession.
- Minnesota resident.
- American Fisheries Society Parent Society member.

To apply for the scholarship, please fill out an application form (obtained at <https://units.fisheries.org/mnafs/>) and send email to the contact person listed on the webpage.

**APPENDIX D**  
**Minnesota Chapter of the American Fisheries Society Scholarship Application**

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*(Please fill in all blanks completely.)*

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

\_\_\_\_\_

Current Address: \_\_\_\_\_ MN Resident (y/n): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ College/University: \_\_\_\_\_

Name of Adviser: \_\_\_\_\_ Major: \_\_\_\_\_

GPA (Cumulative): \_\_\_\_\_ GPA (in major): \_\_\_\_\_

Academic Class (circle):                  Junior                  Senior

Are you currently a MN AFS member (student membership is free, but required for scholarship)? \_\_\_\_\_ (See <http://www.fw.umn.edu/mnafsf/> for membership application form)

Are you currently a member of the AFS parent society? \_\_\_\_\_

Optional: Gender (M/F): \_\_\_\_\_ Racial/Ethnic category (circle): White, non-Hispanic

Black, non-Hispanic    Asian/Pacific Islander    American Indian or Alaska Native    Hispanic

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Describe work experience in fisheries, water resources, aquatic biology or aquatic environmental science (begin with most recent employment and including volunteer work, attach additional pages if necessary):

1. Employer \_\_\_\_\_ Period of Employment \_\_\_\_\_

Nature of position \_\_\_\_\_

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2. Employer \_\_\_\_\_ Period of Employment \_\_\_\_\_

Nature of position \_\_\_\_\_

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3. Employer \_\_\_\_\_ Period of Employment \_\_\_\_\_

Nature of position \_\_\_\_\_

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Why are you a good candidate for this scholarship? (Include career goals, leadership experience, other considerations; one page maximum - attach additional page if necessary)

Application Deadline:

Send to:  
Scholarship Committee Chair  
Address  
City, MN, Zip code

**APPENDIX E**  
**American Fisheries Society Judging Sheet**

Fair Date and Location: \_\_\_\_\_

Student Name \_\_\_\_\_

Student's Town and School \_\_\_\_\_

Project Number and/or Name \_\_\_\_\_

Awards Level:            Junior High                      Senior High

Score Criteria:

1) Originality and Ingenuity

- a) Does the project indicate new and original thinking? (10 pts) \_\_\_\_\_
- b) Was the creative force and project workload of the students own doing? (10 pts) \_\_\_\_\_
- c) Are there practical applications for the project? (5 pts) \_\_\_\_\_

2) Methods and Scientific processes

- a) Was the question, problem, or issue clearly stated and explained? (5 pts) \_\_\_\_\_
- b) Are the procedures and methods described clearly? (5 pts) \_\_\_\_\_
- c) Is the scientific process repeatable? (5 pts) \_\_\_\_\_
- d) Were the data evaluated appropriately and question or problem answered? (5 pts) \_\_\_\_\_
- e) Does the information provided justify the conclusion(s)? (5 pts) \_\_\_\_\_

3) Visual Presentation

- a) Does the display allow the project to stand alone ( no explanation)? (10 pts) \_\_\_\_\_
- b) Is the display neat and well organized? (10 pts) \_\_\_\_\_
- c) Are the visual aids effective in helping explain the project? (5 pts) \_\_\_\_\_

4) Oral Presentation and Interview

- a) Does the student portray confidence and young professionalism? (5 pts) \_\_\_\_\_
- b) Do the student responses demonstrate her/his knowledge of the subject? (10 pts) \_\_\_\_\_
- c) Does the student portray great interest and enthusiasm about the project? (5 pts) \_\_\_\_\_
- d) Can the student envision what the next step for the research might be? (5 pts) \_\_\_\_\_

TOTAL POINTS \_\_\_\_\_

Judge(s) name \_\_\_\_\_

# American Fisheries Society

## Minnesota Chapter

### *Aquatic Sciences (insert name) Award*

Presented to



In recognition of outstanding achievement  
at the (insert year and fair name) Science  
Fair

Minnesota AFS Chapter Representative