

# Committees

## Arkansas Game and Fish Commission

The following ~~proposal~~ is to establish procedures for the conduct of Commission business through use of committees.

### Committee Structure

1. Standing Committees
2. Special Committees

### Standing Committees

1. Budget – *oversees budgets, revenue, capital expenditures, and financial statements and projections.*
2. Education / Information & Information Technology – *oversees agency education outreach programs and facilities, needs and strategies for effective internal and public communication, public awareness, and media outreach initiatives.*
3. Personnel & Governance – *oversees personnel, governance, legal, ethics, and audit compliance (including internal audit) matters.*
4. Property Management & Oil and Gas– *oversees the acquisition, disposition, and maintenance of real property (including mineral interests) and equipment, as well as the operation of Commission facilities.*
5. Regulations – *oversees all fish and wildlife including Fisheries, Wildlife, Waterfowl, and Enforcement) rules, regulations, and management.*
- 5-6. Biological Research – oversees review and evaluation of agency proposals for conducting and funding biological research and related project matters.

### Special Committees

Created ad hoc by decision of the Commission Chair or through majority vote by members of the Commission.

### Procedures

1. All eight Commissioners shall serve on each committee. Each Commissioner shall have voting power except for the associate member from the Biology Department of the University of Arkansas. Four Commissioners having voting power shall constitute a quorum.
2. The Commission Chair shall name the chair and vice-chair of each committee.
3. The Commission Chair shall make assignments of matters to individual committees, including “standing assignments.”
4. No matter shall be considered by the Commission unless it receives a “do pass” by a majority vote of the responsible committee. A committee “do pass” is not a vote on the merits of the matter but simply approval to place the matter on the Commission’s agenda for consideration and vote at a regular or special Commission meeting. This rule may be suspended and a matter that has not received a “do pass”

may be added to the agenda of a regular or special Commission meeting upon a majority vote of the Commission.

5. The Committee Chair shall call all committee meetings. If the Chair declines or fails to call a meeting within a reasonable time period after receiving a request from a member, any four or more members may combine to call a meeting. The Commission Secretary shall arrange with staff to notify media and provide agendas of all committee meeting times and locations.
6. Each committee shall have at least one staff liaison designated by the Committee Chair. The staff liaison and other appropriate staff will attend committee meetings, and the staff liaison shall be responsible for preparing notes of each meeting and promptly submitting the notes to the Committee Chair for approval by the committee. The staff liaison shall retain a copy of the approved notes.
7. Committee meetings may be held by teleconference. Calls will be set up by staff and originate from the Little Rock Building. It is not necessary, but it is desirable for a Commissioner to be present in Little Rock, if possible.
8. Most committee meetings will be held on Wednesday before the Thursday Commission Meeting. Committee meetings will also occur on other days as needed.
9. Anytime the Committee Chair can not attend a committee meeting or wishes to temporarily relinquish the chair, the Committee Vice-Chair shall serve as acting chair or, in the absence of the Committee Vice-Chair, the Committee Chair will designate a current committee member to serve as acting chair. Such designation will continue until revoked by the Committee Chair.
10. All committee meeting agendas will be set by the Committee Chair after consultation with staff and the other committee members. The setting of the agenda falls under the discretion of the Chair, who ordinarily may (or may not) add an item upon request of a single member. However, four or more members may combine, as a matter of right, to require that an item be added to the agenda.
11. Each Committee Chair shall give a report to the full Commission at its next monthly Commission meeting on any action taken by the respective committee.