



## ***Social Science Technical Committee Operational Guidelines***

### **BACKGROUND**

The Directors of the Southeastern Association of Fish and Wildlife Agencies (SEAFWA) approved modifications to the structure and general operating guidelines associated with their various committees at their May 4, 2008 spring meeting in Ridgedale, Missouri and subsequently amended in 2012 and 2016. The Social Science Technical Committee was approved in concept at their April 2016 meeting and will operate per those guidelines and as described herein. No structured mechanism exists to advise the SEAFWA Directors on critical social science issues. Therefore, to ensure that social science issues are addressed in a timely manner, the SEAFWA Directors established the Social Science Technical Committee with the following goal:

### **GOAL:**

The Social Science Technical Committee shall provide a venue through which state and federal agencies, non-governmental organizations, academia, and the public can provide a clearinghouse for the exchange of social science concerning wildlife and fisheries management, research techniques, wildlife law enforcement, natural-resources associated outdoor recreation, and information and education.

### **COMMITTEE CHARGES:**

The Social Science Technical Committee is responsible for advising SEAFWA Directors and making recommendations on issues pertaining to the complex relationships between humans and natural resources. Natural resource managers are increasingly aware that management of these resources involves not only ecological processes, but also social processes and consequences. Social science uses methods of scientific inquiry to examine how people's knowledge, values, perceptions and behaviors influence and are affected by decisions about management and conservation of natural resources.

The Social Science Technical Committee will:

- **promote** the exchange of information and knowledge, and foster greater research collaboration across social science disciplines and between academics and practitioners in the southeastern U.S.;
- **share** common and critical issues that have been encountered in the field of social science by

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academics and practitioners in the southeastern U.S;

- **identify** useful concepts, frameworks, measures, and methods to address contemporary social science problems in the southeastern U.S.;
- **heighten** awareness of the value of social science insights within fisheries and wildlife management decision-making in the southeastern U.S; and
- **recommend** techniques to enhance scientific rigor within social science research in the southeastern U.S.

### **MEMBERSHIP**

The Social Science Technical Committee shall be comprised of an individual(s) from each member state as recommended by each state Director. All members shall be appointed by the President, unless otherwise provided for by other action of the SEAFWA Directors. More than one representative from a state member agency may be appointed to the committee, but each such agency is limited to one committee vote. State agencies may designate a proxy in the event that the state representative is unable to attend the meetings; authorized designees (proxies) shall be fully entitled to represent an absent member in all matters.

Committee members who are not employees of SEAFWA member agencies may be appointed to topically-specific sub-committees.

Non-voting Social Science Technical Committee cooperators may be invited to attend committee meetings. Cooperators may include representatives from other state agencies, federal agencies, NGOs, or academia.

The Social Science Technical Committee chair shall be personnel other than Directors from a member agency.

### **SUB-COMMITTEES**

Committees may elect to establish sub-committees or working groups to investigate and report on specific issues or address various areas of their broader responsibilities. However, such sub-committees or working groups shall remain a part of and report to the parent committee. Sub-committees or working groups may report directly to the Directors when it is deemed appropriate by the parent committee. Only a state member agency representative may assume the role of chair of any subcommittee or working group.

### **MEETINGS**

The annual meeting of the Social Science Technical Committee shall always be held in conjunction with SEAFWA Social Science Technical Committee

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the Annual SEAFWA Conference, or in the event that the Conference is not held, at a time and place determined by the SEAFWA Executive Committee.

Other means of communications are strongly recommended. To enhance an atmosphere of participation and exchange of ideas, attendance from all member states and provinces is strongly encouraged. However, a member of the Social Science Technical Committee may participate in a meeting by means of conference telephone or other electronic communications equipment and such participation shall constitute presence at the meeting.

Committee meetings are open to the public and any person may attend. Participation in committee discussions and deliberations shall be determined by the chair. However, presentations and comments pertinent to the committee's deliberations should not be unreasonably suppressed.

For the purposes of Social Science Technical Committee operations, a quorum is defined as >50% of voting members being in attendance. The committee will operate under the premise of reaching agreement by informed consent while striving for consensus. On issues being considered for forwarding to the Directors, consensus is defined as approval by majority (i.e., >50%) vote of the members in attendance. Only those items receiving such approval will be forwarded to the SEAFWA Directors.

Resolutions proposed by committees must first be presented to the Resolutions Committee for consideration and recommendation to the Directors.

Committees that desire to solicit funding for any purpose in the name of the SEAFWA must obtain prior approval from the Directors or the Executive Committee.

### **OFFICERS**

The Social Science Technical Committee shall have two officers, a Chair and a Vice-Chair, and an executive team. Committee officers may serve unlimited consecutive terms and shall be appointed and/or re-appointed by the President following the spring meeting and prior to August 1 annually.

The executive team shall be made up of the Chair, Vice-Chair, and official representatives (or their designees) of the two member agencies that previously chaired the committee. The executive team shall provide guidance and oversight to the committee chair to ensure continuity of governance and business. The Chair shall be an employee of a member agency and his/her member agency shall provide clerical support necessary for conducting committee business; all minutes of committee meetings, correspondence and other items as necessary shall be maintained in electronic files.

### **DUTIES of OFFICERS**

The Committee Chair's responsibility shall include, but not be limited to:

- Scheduling committee meetings and preparation of agendas, including notification to committee

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members, the Executive Secretary and others as appropriate;

- Making arrangements for accommodations where committee meetings are to be held, including with the host of the SEAFWA Annual Conference and the Spring Directors' Meeting if committee meetings are to be held at these venues;
- Conducting committee meetings in a manner to best accomplish the charge of the committee. Chairs have great discretion in running meetings but must insure procedures and rules sufficient to properly address the issues and matters being considered and the soundness of committee recommendations. Chairs should also insure that committee members have seating priority at the meeting table;
- Providing written and verbal reports of committee meetings and recommendations to the SEAFWA Directors, Executive Secretary and others as appropriate. Written reports shall follow a report outline as attached and made a part of these guidelines. Reports shall be submitted within forty-five (45) days from the date of the fall meeting and include a current listing of committee members and interested participants and their contact information, a recommendation for committee chair and a list of current and active members.
- Determining if verbal reports are to be presented to the Directors at their scheduled meetings. Verbal reports should be made when committee recommendations require time-sensitive actions by the Directors; when direction or instruction from the Directors is desirable or required for the committee to address certain issues or matters; or when the committee feels that certain issues or matters are sufficiently important or urgent to advise the Directors personally at their meeting;
- Determining, between meetings of the Directors, if issues or matters within the purview of their committee are of sufficient importance or urgency to bring to the attention of the President or Executive Committee;
- Coordinating committee issues, actions and recommendations with the other SEAFWA committees which have overlapping responsibilities or mutual interests;
- Making recommendations to the President for appointment of Committee Chair;
- Design and implement a leadership continuity plan by providing for and development of potential committee chairs among respective committee members. Plan implementation may be facilitated through a combination of work assignments, leadership appointments and delegation of responsibilities so as to adequately provide a continuity of quality leadership in the absence of existing chair.
- Maintaining files and other documents of historical or other significance to the committee and

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forwarding to succeeding chairs;

- Selecting a designee to assume the duties of the Chair when the appointed Chair is temporarily unable or unavailable to carry out such duties; and
- Other functions as may be necessary, including communicating periodically with an assigned Director-liaison (if applicable) to fulfill the duties and responsibilities of the committee.

The Committee Vice-Chair's responsibility may include, but not be limited to:

- Assume the duties of the Chair when the appointed Chair is temporarily unable or unavailable to carry out such duties;
- Assist the Chair in preparing minutes from committee meetings and preparing the report to the Directors; and
- Assume the position of Chair upon expiration of the current Chair's term of office if so designated by the Directors.

**SOUTHEASTERN ASSOCIATION OF FISH AND WILDLIFE AGENCIES**

**Committee Report** (Insert Committee Name)

**Chair** (Insert Name),

**Meeting of** (Insert Date)

**City, State**

**Meeting convened** (insert start time);

**Chaired by** (insert name);

**Committee Members Attending:** (list by name)

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

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

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

**Committee Recommendation for Chair:** (insert name)

**Meeting adjourned:** (insert time)

**List of current committee members and contact information:** (attach listing)

**List of interested participants and contact information:** (attach listing)

**List and description of active committee members:** (describe)

**Submitted by:** (Insert Committee Chair name)