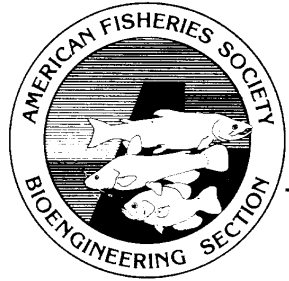


# Procedures Manual of the Bioengineering Section of the American Fisheries Society



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## Introduction

The purpose of this manual is to provide guidance to leaders of the Bioengineering Section of the American Fisheries Society in understanding the administrative processes that make up the Section. It is meant to introduce leaders to the history, traditions, and goals, and processes of the Section. While the Bylaws lay out rules that must be followed, the Procedures Manual states current thinking on processes that are expected to change and evolve as the Section makeup and aspirations grow.

The AFS has a very good Procedures Manual that can be obtained from the AFS office. All leaders or aspiring leaders are recommended to get a copy; it is an excellent introduction to the workings of the Society.

As the Section is expected to change over the years, so the Procedures Manual is expected to change. Comments from anyone on errors, omissions, potential additions or any other improvements would be appreciated. Please send your suggestions, contributions, or comments to the President of the Section. This Procedure Manual was initially created by Don MacKinlay (1993).

### Abbreviations Used in this Procedures Manual

Entity	Abbreviation
Bioengineering Section	Section
American Fisheries Society as a whole	AFS

American Fisheries Society parent organization	Society
Executive Committee of AFS	AFS Excom
Annual Business Meeting of the Section	ABM
Annual General Meeting of the Society	AGM
Executive Committee of the Section	Excom
President of the Section	President
Officers of the Section	Officers
Secretary/Treasurer of the Section	Secretary/Treasurer
President of the Society	AFS President

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# Organization

## Introduction

The mission and objectives of the Section, as revised in 1993, are:

"To promote excellence in the field of fisheries bioengineering through improved communication between biologists, engineers, and other professionals for the proper conservation of fisheries resources. The general objectives of the Section are the same as those of the Society, as provided in Article 1.2 of the Society Constitution. The specific objectives of the Section are:

1. To provide a forum for members to exchange information, express views, report on activities, and discuss solutions to problems related to the processes, procedures, techniques, and impacts of fisheries bioengineering research and practice.
2. To conduct meetings, symposia, and workshops to disseminate state-of-the-art knowledge of basic and applied research on fisheries bioengineering to the scientific and professional community, resource users, and the general public.
3. To promote participation and membership in the AFS by scientific fisheries professionals with interests in the various sub-disciplines of fisheries bioengineering.

## History

The Bioengineering Section was formed following the Symposium on Bioengineering in Fish Culture, held in Traver City, MI in 1979. Key players in the formation of the Section were Harry Westers, John Colt, and Jerry Bouck. The next major event in the Section's history was the Fisheries Bioengineering Symposium held in Portland, Oregon in 1988. This meeting was half habitat, half culture in content, and marked a broadening in scope of the Section.

The original objectives of the Section were:

- a. Develop and maintain an association of persons interested and involved in promoting an understanding of the interrelationship between fisheries scientists and engineers and their parallel needs.
- b. Encourage the exchange of bioengineering information, criteria, and techniques between fisheries scientists, fish culturists, fisheries management biologists, and engineers.
- c. Promote communication between fisheries scientists, educators, students, engineers, and the public.

Coordinate and develop programs in continuing education in response to the needs of the professions.

- d. Assist the Executive Director of the American Fisheries Society on matters related to requests for bioengineering expertise.
- e. Provide a source of consulting advice and names of qualified individuals who can provide bioaquatic or engineering advice on specific projects.
- f. Promote consumer analysis of equipment engineered for use in aquaculture and related fields.

The following tables summarize the leadership positions of the Section since inception. The Section acknowledges with thanks the contributions of its voluntary leaders and those who have offered to serve in an official capacity but were not given the opportunity.

**Table 1. Past and Current Presidents of the Bioengineering Section**

Name	Served
John Colt	81-83
William Godby	82-83
Ed Miller	83-84
Vince Mudrak	84-85
Gary Boersen	85-86
Jerry Bouck	86-87
Wayne Daley	87-88

Vic Kaczynski	89-90
David Owsley	89-90
Don MacKinlay	90-91
Tom Halavik	91-92
Ken Bates	92-93
Susan Baker	93-94
Barnaby Watten	94-95
Thomas Johnson	95-96
Dennis Dorratcague	96-97
Doug Ernst	97-98
Jim Meade	98-99
Wayne Daley	99-00
Ned Taft	00-01
Mufeed Odeh	01-02
Darryl Hayes	02-03
Tim Brush	03-05
Marcin Whitman	05-07
Doug Dixon	07-09
Ted Castro-Santos	09-11

**Table 2. Past and Current Secretary/Treasurers of the Bioengineering Section**

Name	Served
Carol Brown	81-83
Wayne Daley	83-85
Vic Kaczynski	85-87
Joe Fuss	87-88
Howie Yoshida	88-92
Greg Kindschi	92-00
Bill McBaine	00-01
Matt Chan	05-07
Michael Love	07-09
Michael Love	09-11

**Table 3. Past and Current Newsletter Editors of the Bioengineering Section**

Name	Served
John Colt	81-83
Wayne Daley	83-85
Linc Cochran	86-88
Don MacKinlay	89-94
Dale Honeyfield	94-99
Steve Amaral	99-01
Alex Haro	07-Present

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## **Structure of the Bioengineering Section**

The Section serves its members by providing them with services that help to communicate better with one another and by representing them on the AFS Excom.

The flow of power in both the Section and Society comes from the members through their elected representatives to the Section and Society Executive Committees, which are their respective ruling bodies with authority to make operational decisions. The Excoms can delegate some authority to their Presidents, which direct Excom members and Committees (and in the case of the Society, the Executive Director and staff) to carry out business.

The Excom is made up of:

1. Officers (voting members):

President

President-Elect

Immediate Past President

Secretary/Treasurer

2. Non-voting members:

Newsletter Editor

## Committee Chairs

The Society Excom is made up of:

### 1. Voting members:

President

President-Elect

First Vice President

Second Vice President

Immediate Past President

Presidents of four Divisions

President-Elects of four Divisions

Presidents of Sections with over 200 members (14 in 1993)

### 2. Non-Voting members:

Presidents of Sections with less than 200 members (5 in 1993)

Presidents of Chapters (do not sit at meeting table)

Executive Director of AFS

Constitutional Consultant of AFS

This means that the President of a Section with as few as 25 members gets a place at the table and one with 200 members gets a vote, but a Chapter with 500 members gets neither, because it is presumed to be represented by the Division seats/votes.

Membership, as defined by the Section By-Laws, is "open to anyone interested in the field of fisheries bioengineering." Membership is primarily comprised of AFS members though other persons are welcome to join. Members that do not belong to AFS are Affiliate Members. The Section has not adopted a procedure for accepting Affiliate Memberships.

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# Bioengineering Section Officers

The Officers of the Section, working as a team, are responsible for:

1. Collectively providing the leadership to ensure that Section members receive the kind of service for which they joined.
2. Carrying on the business and programs of the Section.
3. Representing the Section with all outside groups (including the AFS Parent Society and other AFS Subunits).

The Officers must ensure that at least the following activities are completed each year:

- a. Maintenance of the Section books.
- b. Organization of at least one technical session at the AFS Annual Meeting.
- c. Election of new Officers.
- d. Attendance at the AFS Excom mid-term and annual meetings.
- e. Provide AFS Executive Director with copy of minutes within 30 days after Annual Business Meeting (required by AFS Constitution).
- f. Organization of at least one Excom meeting per year.

## President

The President has the responsibility for one year to guide the business and progress of the Section. The President will have been Vice President, then President-Elect for one year each and should have acquired a reasonable knowledge of the workings of the Section and Society.

The President represents the Section at all AFS Excom meetings and at other meetings of major concern to the Section. The President receives no remuneration from the Section. In extra-ordinary situations, the Section, with approval of the Officers, can provide basic travel and registration expense reimbursement to the President for such meetings but the Officers may consider designating qualified alternates if the President cannot find another sponsor for such meetings.

The milestone meetings for the President are:

For the Section:

1. Presides over the incoming Annual Business Meeting after being inducted.
2. Presides over the former half of the outgoing ABM.

For the Society:

3. Attend the incoming AFS Excom Breakfast Meeting (at the end of the incoming AFS AGM).
4. Attend the AFS Excom midterm meeting (usually in March).
5. Attend the AFS Excom meeting during the outgoing AFS AGM.

The President is also recommended to attend the Excom Retreats prior to both AFS AGMs and one or more Leadership Orientation Workshops given by AFS.

Although each President will have a unique style and agenda, routing duties that should be carried out might be summarized chronologically as follows:

Prior to the incoming ABM, as President-Elect:

1. Consult with the outgoing President to develop a work plan for the upcoming year. This should include a list of goals that should be achieved or worked towards during the year, who should be involved in the process and a tentative timetable for events.
2. Sketch out tentative appointments and assignments to Committee Chairs, contact them and get their approval. There are three committees that are necessary for the continuity and accountability of the Section and others that are necessary for the Section to achieve its goals and objectives.
3. Obtain a "President's Plaque" from the AFS Home Office Subunit Liaison, to be presented to the President as the first order of New Business at the Annual Meeting. Make sure the Plaque has been signed by the AFS President and Executive Director.
4. Prepare an incoming President's Report for the Annual Meeting, which outlines your work plan, assignments, and other goals.

At the incoming ABM after being inaugurated as President:

1. Preside over the remainder of the ABM.

The following tasks should be accomplished at the ABM or immediately after it:

1. Appoint all Committee Chairs and confirm by letter, including a short explanation of their charge and responsibilities for the year.
2. Contact all Section Officers and divvy up the tasks to be performed during the year, with reminder dates and deadlines.
3. Ensure that the Secretary/Treasurer submits the minutes of the Annual Business Meeting to the AFS Executive Director within 30 days of the meeting.

4. Ensure that the Secretary/Treasurer submits the final fiscal report to the Audit Committee and the President within 30 days of the meeting.

During Term:

1. Ensure that major projects are proceeding as planned by contacting or having other responsible parties contacted about once per month (or as often as needed). Be prepared to re-assign tasks if the responsible parties have not made significant progress by the end of the first half of the term.
2. Ensure that information is flowing to the Newsletter Editors so that there is sufficient content to send out to the membership. This includes writing a President's Report and making sure that other Section Officers and members of the Section Excom write update reports to inform the membership of progress and completion of activities.
3. Check with the Secretary/Treasurer periodically as to status of the Section finances and evaluate potential expenditures so Section business can be conducted throughout the year. Approve of disbursements as described in the Finances Section of this manual.
4. Transmit copies of all important and relevant information to the Section Archivist for keeping in the Section archives.

Prior to the AFS Excom Midterm and AGM Meetings:

1. Contact all activity centers (Section Officers, Committee Chairs, Symposium Program Chairs, and Network Leaders) to obtain progress reports on their project assignments.
2. Prepare a short report summarizing Section activities to date and expectations for the rest of the year. Submit this to the AFS Home Office at least 30 days prior to the Midterm Excom Meeting so that it can be included in the Briefing Book sent out to all Excom Members. If this deadline cannot be met, take 35 copies to the Excom Meeting for distribution.

At AFS Excom meetings:

1. Represent the Section as a voting member of the AFS Excom.

Prior to the Outgoing Annual Business Meeting:

1. Invite AFS Officers, Executive Director, and staff to attend the Section Annual Business Meeting.
2. Prepare a President's Report that includes:
  - a. Summary of accomplishments.
  - b. Kudos to all those who helped during the term: Officers, Committee Chairs, Program Chairs, AFS staff, etc.
  - c. Counsel for the future direction and programs of the Section.

After the Outgoing Annual Business Meeting:

1. Write an outgoing President's report for the Newsletter to inform the members of accomplishments and recommendations.
2. Transmit President's file to new President.
3. Write thank you notes to all the people who helped during your term in office.
4. Sit back, relax, and put your feet up for awhile.

**IMPORTANT NOTE:** These guidelines focus on the duties of the Bioengineering Section President as the leader of the Section. There is another very important aspect of this job: as a member of the governing body (Excom) of the Parent Society. It is a heavy responsibility to be one of the only 25 votes that decide the actions, processes, and direction of a Society representing over 10,000 professionals. Learn the issues and stand up for what you think is best for the Society, the Section, and the Members.

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## **President-Elect**

The President-Elect is inducted as President at the incoming Annual Business Meeting. He/She must be prepared to step in for the President at any time and therefore should work closely with the President, helping out wherever possible.

In preparation for becoming President, the President-Elect should take every opportunity to solicit the opinions and concerns of Section members and to discuss possible actions that the Section should pursue. Also, keep in contact with the President and stay informed about Section and Society issues.

Refer to the task descriptions under "President" for duties required immediately prior to becoming President.

The President-Elect must obtain a Certificate of Appreciation plaque from the AFS Home Office to be presented to the outgoing President at the Annual Section Business Meeting.

### **Immediate Past President**

The Immediate Past President represents the traditions and spirit of the Section. Having had the experience of leadership responsibility, the Immediate Past President should be able to help the President and other Officers ensure that long-term programs/projects continue and that consideration is always given for the long-term consequences of any proposed actions.

Responsibilities of the Immediate Past President include:

1. Ensuring that suitable candidates are selected to run for Section Office.
2. Nominating members for Section and Society Awards.
3. Provide specific suggestions to revise and update the Bylaws and Procedures Manual. Suggestions regarding the Procedures Manual are solicited from the members and Excom; the Excom must approve changes.

### **Secretary/Treasurer**

The Secretary/Treasurer keeps the records and books of the Section and takes care of correspondence as assigned by the President. The Secretary role includes:

1. Keeping minutes at the Annual Business Meeting and all meetings of the Officers and Excom. If the Secretary/Treasurer cannot attend any meeting, it is his/her responsibility to ensure that a designate is appointed

The minutes of the Annual Business Meeting must be approved and signed by the President and distributed to the AFS Executive Director and the Excom. They should also be published in the Section newsletter.

2. Maintaining member lists and dues paid of Affiliate members. The AFS Home Office has an extensive database of all past and present AFS members. They can provide current and combined-year lists in many formats (mailing labels, geographic or alphabetic sorts, etc.).
3. Maintaining current lists, addresses and phone numbers of Excom and Committee Chairs.
4. Providing basic support for the notification, distribution, counting, and verification of ballots for all Section electoral issues, including annual officer placements, referenda, and surveys. See the section on Elections, later in this manual.
5. Maintain the Procedure Manual. Make any changes approved by the Excom to the Procedure Manual and distribute new copies to the Excom members.
6. Transmit all records to the new Secretary/Treasurer.

The Treasurer role includes:

1. Maintaining a record of all financial transactions of the Section.
2. Ensuring that all expenditures receive the appropriate approvals by the Officers.
3. Ensuring that all income, whether from member dues, investment interest, sponsorships, publication sales, fund raising efforts, or other sources, is received and accounted for in a timely and accurate manner.
4. Submit records for the previous year to the Audit Committee for audit after the Annual Business Meeting.

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## **Section Executive Committee (EXCOM)**

The Section Excom consists of the Officers, the Newsletter Editor, the Chairs of all Committees, and all of the Past Presidents of the Section. The purpose of the Section Excom is to act in a consultive and assistance role in ensuring that the business and activities of the Section are carried out according to the long-range goals. While the power of decision-making rests with the elected Officers, the members of the Section Excom can improve continuity since the positions may last for several years and not change yearly as do the roles of the Officers.

### **Newsletter Editor**

The Newsletter is a key to the function of the Section in facilitating communications between members and the bioengineering community at large. The Newsletter Editor should be at the focus of all that is going on within the Section and could be considered a switchboard through which everyone else communicates.

### **Committee Chairs**

The Committees take care of the Section business by mobilizing and motivating a large body of members to get involved in a small way by providing input towards Section affairs. Chairs may be seen as good places to focus the attention of senior members who have had their turn in the hot seat and want a cool and calm appointment taking care of regular business or be seen as a proving ground for prospective Section Officer candidates.

## **Past Presidents**

The caring and experience that have gone into the process of spending four years as part of the leadership team and one year carrying all of the responsibility of Section leadership, are too valuable a resource to put out to pasture. The Section Officers should make a point of seeking out the wise counsel of those who have gone before, before making too many bold steps in new directions.

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## **Member Services**

### **Elections**

The AFS Constitution requires that all Officers be elected, giving members the opportunity to select their leadership. The Bioengineering Section Bylaws state that the Vice-President and the Secretary/Treasurer be elected near the end of the term of office of their predecessors. Circumstances, such as withdrawal of the President or President-Elect or failure to hold an election the previous year, will require that both Vice-President and President-Elect be elected at the same time.

The procedure for elections is as follows:

Throughout the year, the Excom and/or Nominations Committee solicit suitable candidates.

By April, a slate of at least two candidates for each office to be filled is determined and statements are obtained from each. The statement is made up two short paragraphs: the first is a short biography of the candidate (education, jobs, AFS service), the second is a statement of what the candidate would do for the Section if elected.

By May or June, ballots are mailed to all the AFS members of the Section. The newsletter may be used but, since the newsletter has a wider distribution than just to Section members, a system to ensure that only the votes of eligible voters are counted must be implemented.

The ballots should be returned to the Secretary/Treasurer for counting no later than one month before the Annual Meeting, to allow for checking the eligibility of voters and notification of the results to the candidates and the Section Executive Committee. The Secretary/Treasurer verifies and counts the ballots and sends a summary of the count to the chair of the Nominations Committee and the President. The actual ballots are preserved in a sealed envelope and delivered to the President; they are destroyed after the Annual Business Meeting if there are no challenges to the election or count.

The President or a designate should write a letter of congratulations to the successful candidates and a letter of thanks to the unsuccessful candidates.

The winning candidate is announced at the AFS Excom meeting and at the Bioengineering Section Annual Business Meeting.

Under Society election rules, the ballots may not be destroyed until a motion to that effect has been passed at the Annual Section Business Meeting.

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## **Finances**

### **Audit**

The procedure for the annual audit of the Section is as follows:

The Secretary/Treasurer conducts a summary accounting of the year's fiscal transactions, resulting in a balance sheet showing beginning balance, income, expenditures, debts, and ending balance.

This, along with the supporting documents, is delivered to the chair of the Audit Committee several weeks prior to the Annual Section Business Meeting.

The Audit Committee goes through the books and ensures that all of the income and disbursements are accounted for and that they concur within the operating guidelines of the Section and the Society.

The books are then returned to the Secretary/Treasurer, if they are continuing in that position, or passed on to the incoming Secretary/Treasurer.

### **Disbursements**

Acceptable disbursements are at the discretion of the Officers, but may include the following:

Incremental operating expenses for Excom, including Section letterhead and envelope stationary, couriers and postage, long distance phone and fax, photocopying, computer disks, film, and photo printing.

Banking fees, account books, computer disks for the Secretary/Treasurer.

Publication costs, including editorial, production, printing, distribution, and communication (phone, fax, courier, and mail).

Start-up costs for Symposia, Courses and Workshops, including: publications, accommodation and arrangements deposits.

Travel cost reimbursement (see below).

Disbursement of normal operating expenses are made at the discretion of the Secretary/Treasurer with guidance from the President. Expenses or obligations greater than \$250 must be prior approved by the President. Expenses or obligations greater than \$2,500 must be prior approved by the Excom.

The Excom can approve reimbursement of travel costs for the President or other designates when they are required to attend meetings or other functions. Since such costs could amount to a large proportion of the annual income, the Excom should exercise careful discretion in allowing this privilege. The generosity of the Excom of course, depends on the financial position of the Section and the importance of meetings. The Excom is encouraged to find designates to meetings that are wholly or partly subsidized from other sources, reducing the burden on the Section coffers.

## **Income**

Section income can come from a variety of ongoing and one-time sources, including:

Member dues (AFS and Affiliate). The rate for annual dues is \$5 U.S. in 1993, with the expectation that a separate fee of \$15 U.S. will be charged to affiliates who are not members of the AFS.

Meeting/workshop/symposium registration fees.

Sale of proceedings, books and other publications.

Trade Show fees.

Sponsorships.

Interest from investments.

Advertizing in the Newsletter.

A broad statement of empowerment of the Section to tap many sources of income was included in the bylaws since the Section receives no subsidy from the Society and therefore has considerable independence in financial matters.

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## Meetings

Meetings of the Excom may be in any format or include any topics in any order that are deemed appropriate by the participants. The President usually presides over all Excom and Section meetings, but this privilege/responsibility may be delegated or designated to others as required. A reasonable attempt must be made to notify all of the rightful attendants (Officers or Executive Committee members) of the meeting and allow for their participation.

The Annual Business Meeting is presided over by the President (or a designate) and usually follows an agenda similar to the format outlined below.

1. Call to order.
  2. Introduction of Officers and committee chairs.
  3. Introduction of distinguished guests, including: Past Presidents, Officers of the Society, Society staff, and past winners of Section awards.
  4. Old Business
    - Reports by Officers: Outgoing President (accomplishments, advice),
    - Secretary/Treasurer (balance sheet)
    - Committee Reports
    - Awards
- 
1. Installation of new Officers
    - Motion to destroy the ballots of the election
- 
1. New Business (presided over by the newly installed President)
    - Certificate of Appreciation plaque given to outgoing President
    - Incoming President's report: work plan, budget
- 
1. Call to Adjournment

The ABM will usually follow the procedures and guidelines in Roberts Rules of Order to conduct formal business, requiring motions, seconds, question and voting on any financial or policy matters, with simple majority carrying the decision.

The President should notify each of the people who are to give reports of their responsibilities (format, content, and presentation of their report) at least a month before the meeting, to allow them time to prepare.

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## **Newsletter**

The newsletter is the main communication medium for the Section, giving the members a means of communicating with each other on a broad scale. These timings are important; the April newsletter can include the election ballots for the upcoming Vice-President election. The October newsletter follows up business from the annual business meetings of the Section and Society and kicks off the tenure of the new Excom. Three essential components must come together before a newsletter can be produced:

1. **Coordination** - The Newsletter Editor puts a newsletter together from information collected that is of interest to the membership. The Newsletter Editor must have the skills and contacts to collate the information and has the responsibility to get it printed and distributed.
2. **Content** - It is the job of the Section as a whole, under the prompting of the Excom members to provide the Newsletter Editor with articles, announcements, and reports to send out to the membership. The Newsletter Editor job does not include writing all of the Newsletter.
3. **Capital** - The Section must be financially solvent, having enough money to pay for the printing and mailing of the Newsletter.

## **Resolutions**

Resolutions are statements about internal policy or external concerns that help delineate the preferences of the membership on general or specific issues. Approved resolutions must be limited to statements that reflect the mission and spirit of the Section, and have a majority of support from the Section membership. The Section leadership must avoid putting forth Resolutions that are outside the jurisdiction of the Section as an organization for furthering scientific excellence in bioengineering research and practice.

## **Committees**

Committees are groups of Section members who are responsible for carrying out defined parts of the Section's business. Committees oversee most aspects of Section affairs and are a way of involving many members in the routine operations of the Section as well as a way of spreading the workload. Committees are active with direction and support of the President; they may not all be active at any one time. There are three committees that must exist continuously to preserve continuity of the Section: Archives, Audit, Nominating. The other committees are important for the goals and objectives of the

Section to be achieved. The President should develop committees with specific objectives as needed to achieve his/her programs and goals.

Committee chairs are appointed by the President with new appointments being made annually or by the in-coming President before or shortly after the Annual Business Meeting, to get/offer guidance as to the goals, approach, and timetable of the Committee activities for the year. Committee members are selected as needed by the President and chairs, with opportunities given to most members who express an interest.

All committee chairs report to the President, but the reporting relationship may be delegated by the President to another Officer.

Committee chairs should report progress to the President or other officer designate by the President. At least two reports per year must be filed: one prior to the mid-term AFS EXCOM Meeting in the spring, and another prior to the AFS Annual General Meeting in late summer. Reports may range from short oral messages to detailed written reports, depending on the level of activity and progress.

## **Archives**

The purpose of the Archives Committee (which may only consist of the chair, or Section Archivist) is to keep a complete record of all important, interesting, or historical Section actions or activities. This includes but is not limited to: newsletters; reports (Treasurers, EXCOM); business meeting minutes; symposium/workshop agenda and abstracts; resolutions (proposed and passed); and lists of Officers and Committee Chairs.

## **Audit**

The purpose of the Audit Committee is to ensure that the financial transactions of the Section are correctly accounted for and that all disbursements are according to the spirit of a volunteer organization.

The Audit procedure will include an annual inspection of the books by at least two members of the Section other than the Secretary/Treasurer, with a subsequent report submitted to the Officers. A recommended procedure is outlined under Finances: Audit earlier in this manual.

## **Awards**

The purpose of Section awards is to provide recognition to substantial contributions to the Section and to the science of fisheries bioengineering. Awards will include, but are not limited to:

The Award of Excellence in Fisheries Bioengineering - This award recognizes outstanding contributions to the science, through research, publications or development of new technologies.

The Distinguished Service Award - This award recognizes outstanding contributions to the affairs of the Section.

The Award of Excellence is reserved for people with very substantial single technical contributions or a long record of smaller contributions. Contributions can include books, primary publications, symposium organization, and development of methods or technologies. Criteria, such as teaching, mentor ship, extension service, and popular writing/application, are more difficult to assess but can be included. The Award of Excellence is usually presented at the banquet or Section Business Meeting during the AFS Annual General Meeting.

The Distinguished Service Award is the highest award for service to the Section, reserved for leaders who have made major, far-reaching contributions that have made a significant difference to the Section's organization, operations, output, or reputation. The award should not be handed out lightly, but considered as a reward due the pinnacle of service to the Section. The Distinguished Service Award is normally presented at the ABM of the Section.

These awards are not necessarily given every year. They are reserved for those persons who are truly deserving.

Other awards should be considered to mark other milestones in the progress of the science and the Section, such as an "Award of Merit" for substantial work, a "Certificate of Appreciation" for duty above-and-beyond-the-call, and maybe a "Best Paper" award for the AFS and/or other journals or a "Best New Book" award for recent books on aspects of bioengineering.

The presentation of awards is beneficial both to the recipient in the form of acknowledgment for work well done and to the Section as a link to the great works and workers of our day. The Award of Excellence and Distinguished Service Awards should be announced at the AFS Excom meeting and published in Fisheries with a short description of the awards and a biography of the recipients.

## **Certification**

Since the Bioengineering Section represents the engineering-related specialties within the AFS, the Section should be active in the Certification process within AFS. This Committee will review and update the standards and qualifications required in the Certification program with respect to their applicability and relevance to practicing biologists. A proposed certification program was developed by Don MacKinlay in about 1992. It has not been adopted by the Section. A description of that proposal is available from the Excom.

## **Education**

This committee will look into the development of education programs such as:

1. Courses and workshops to update practicing engineers and biologists on the latest information about various aspects of science relevant to their work.
2. A series of engineering and/or biological updates to be presented at conferences, in journals, or in book form to inform the general AFS audience of the latest in fishery bioengineering science.

## **Membership**

Solicitation of new members is the primary function of this committee. The committee should develop and maintain information literature that explains the function of the Section and benefits of membership. The committee should actively solicit new members from the profession, including approaching and/or writing to agencies, academies, consultants, suppliers, and other members of AFS. Sources of names could include authors of publications, directories of scientists, agency phone/address books, consultant advertising, equipment catalogs, etc.

The Section has an information brochure (developed by Al Solonsky, Don MacKinlay, and Ken Bates), to be used for membership displays, mail-outs to prospective members and a means of informing the professional public of the activities and services of the Section.

## **Nominations**

This committee should solicit, seek out, contact, and convince worthy candidates to run for office within the Section. This can involve periodically polling the general membership for people interested in taking on the challenge of leadership or zeroing in on people with clear leadership abilities at meetings and conferences and "selling" them on the idea of taking an active role.

The tradition within the Section is that engineers and biologists will alternate in the positions of Officers. Therefore, only engineers are presently on the electoral slate for the position of Vice-President one year and biologists the next. For these purposes, an "engineer" is defined as someone who works on the physical side of the bioengineering discipline (not necessarily a degreed Professional Engineer; but someone who is equipment oriented or involved in the technical side of habitat or hatchery work, for example) whereas a "biologist" is someone who works more on the fish side of bioengineering projects (not necessarily a degreed Biologist, but someone conducting fish culture or stream sampling, for example). The Secretary/Treasurer position does not have to alternate like that of the other Officers. The purpose of this is to ensure that a good mix of interests is represented in the group of Officers and that the Section does not degenerate into one or the other discipline. The rule is not mandatory according to the bylaws, and exceptions can be made where appropriate.

## **Procedures**

This manual is a description of administrative procedures for the Section. It can be amended, appended, and extended ad nauseam, but certainly needs updating periodically.

The Procedure Committee should comprise of the Immediate Past President who should provide a detailed review of the manual with suggestions for what worked, what didn't, what was important, and what can be done in the future. The suggested changes are submitted to the President for review and approval by the Excom. The purpose is to have a "LIVE" manual that changes and evolves to reflect the growth and development of the Section.

## **Publications**

This committee proposes and expedites publishing projects to serve the needs of the Section members and the AFS/fisheries science community at large. The AFS Editorial Office has the ability and resource to publish a broad range of high quality technical books and has an arrangement with the AFS subunits to share half of the proceeds (after expenses) of book sales from such projects. The Section should take advantage of this pool of resident experts and the potential for money-making offered by this arrangement. The Section should also keep abreast of deals for publication that could be struck with other, commercial publishers who are always in the market for potential best-sellers in the relatively small market of scientific books.

The responsibilities of the committee are:

1. Solicit publishing projects - This involves linking needs with the people who are capable of fulfilling those needs.

2. Edit publications - This involves arranging for scientific peer review and copy editing.
3. Produce publications - This involves preparation of camera-ready copies to be sent to the AFS Editorial Office (or other publisher/printer), who will arrange for printing.
4. Compliance with AFS publication rules - AFS has specific rules regarding use of the AFS name and logo on publications. The committee is responsible to see that these rules are satisfied.

These tasks have to be carried out to some extent or another for each publication and can be done on a voluntary or paid basis.

## **Resolutions**

The Resolutions Committee ensures that any proposed resolutions are properly worded, professionally competent, and are within the purview of the Section and must be approved by the Excom. See Resolutions, earlier in this manual.

## **Student Activities**

This committee actively encourages all levels of students to participate in the Section.

## **Symposia**

An overall Section Steering Committee makes sure that the Section is represented on the individual Program Committees for:

1. The AFS AGM.
2. Regional or specialty conferences organized by other agencies.
3. Section-organized symposia, concurrent with or independent from other groups.

Individual Steering, Arrangement, and Program Committees then need to be organized as appropriate. There are fairly good guidelines in the AFS Procedures Manual for symposium organization. Refer to those (available on request from the AFS Home Office), and talk to people with symposium organizing experience for guidance.