



# COUNTY ADVISORY BOARD TO MANAGE WILDLIFE MANUAL



**A GUIDEBOOK FOR CABMW MEMBERS,  
WILDLIFE COMMISSIONERS, COUNTY COMMISSIONERS,  
COUNTY FISCAL OFFICERS AND SUPPORT STAFF**

*AUGUST 2015 VERSION*



**Authors:** This Manual was created in 2008 by Nevada Department of Wildlife staff Kim Jolly, Management Analyst 3; in coordination with the Commission Orientation Committee members Gil Yanuck, Chair of Carson City CABMW, Wildlife Commissioner David McNinch (Conservation), and Glenn Bunch, Chair of Mineral County CABMW; and Deputy Attorney General Nhu Nguyen. It was updated in 2011, 2013, and 2015 and will be after significant Legislative Sessions.

**Disclaimer:** This Manual contains dynamic documents, which at the time of printing were accurate. For the most current NDOW staff contacts, CABMW members, and Commission Policies, refer to our website <http://www.ndow.org>. For the most recent county staff contacts, consult with the respective county governments. For the most recent versions of state statutes and regulations, consult the Nevada State Law Library at <http://www.leg.state.nv.us/law1.cfm>. Codification of changes to state law after the end of a Legislative Session takes several months to a year, and would be indicated under the header "Nevada Revised Statutes (2015)".

Nevada Revised Statute (NRS) 501.260 - NRS 501.325 governs the County Advisory Boards to Manage Wildlife, and are available in their entirety. This manual is a recitation of those statutes in plain language.



Brian Sandoval  
Governor

STATE OF NEVADA  
**DEPARTMENT OF WILDLIFE**

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TONY WASLEY  
Director

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Dear CAB member:

Thank you for your interest in serving on a County Advisory Board to Manage Wildlife. County Advisory Board members fulfill an important role within the state, acting as a liaison between the Nevada Board of Wildlife Commissioners and citizens in your county on wildlife management.

You have been selected from your local Board of County Commissioners to serve as a board member on a County Advisory Board to Manage Wildlife, and have accepted the call to serve as a volunteer while balancing life's other commitments.

We realize that as volunteers, most of you have regular jobs, familial responsibilities, and promises which compete for your time and attention. For this reason, we have prepared this County Advisory Board to Manage Wildlife Manual to help you throughout your position on a board. It will outline the participation requirements and expectations of those serving as a County Advisory Board member, as well as provide some useful tips on how to improve elements of your board.

Once again, you are commended on accepting this responsibility and strongly encouraged to regularly participate in your County Advisory Board meetings, and in State Wildlife Commission meetings, thereby shaping the future of wildlife management.

Sincerely,

A handwritten signature in blue ink that reads "Tony Wasley".

Tony Wasley, Director  
Secretary to the Wildlife Commission

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## THE HISTORY OF WILDLIFE MANAGEMENT

1864 - Nevada became a state.

**1877 – Nevada State Fish Commissioner created** by Nevada statute. H.G. Parker was the first Fish Commissioner appointed to this non-paid position, concentrating his efforts on stocking Nevada waters with different kinds of fish: Sacramento perch, catfish, and the best species of common carp.

1896 - Federal Supreme Court Case Greer v. Connecticut – extended the public trust doctrine to wildlife: **Fish and wildlife considered to be owned by the public and held in trust for all citizens and a legacy for future generations.** By contrast in most nations, the resource is owned by landowners, government, or royalty. The United States of America is **one of the few nations in which fish and wildlife is collectively owned** by all citizens of the state and managed in trust for all by government. Many important fish and wildlife laws stemmed from this tenet.

1897 - State Fish Commissioner was repealed by Nevada statute.

**1900 – Federal Lacey Act** - a conservation law passed by Iowa Rep. John F. Lacey, **prevented interstate transportation of game** killed in violation of local laws, required a federal permit to import wildlife and created a Federal Game Warden. **It was the first federal law protecting wildlife.** At the turn of the century, illegal commercial hunting threatened many game species in the United States. Today the law is primarily used to prevent the importation or spread of potentially dangerous non-native species.

1900s - Refuges started to provide sanctuary where animals could nest, rest, and feed in safety. Some of the refuges in Nevada include Stillwater National Wildlife Refuge Complex in western Nevada, the Desert National Wildlife Range in southern Nevada north of Las Vegas, and the Sheldon National Wildlife Refuge west of Denio.

1901 – Nevada Statute passed for fish and game wardens to be appointed and paid through the Board of County Commissioners.

**1905 – The three-member State Fish Commission** entity was created by Nevada statute.

Early 1900s – Each county was permitted to sell hunting and fishing licenses.

**Early 1900s – Nevada State Fish Commission hires first employee, Mr. A. A. Oldenberg, fish culturist, and later, superintendent of hatcheries.**

1917 – Fish Commission repealed by Nevada statute and renamed Fish and Game Commission. **Office of State Game Warden was established, independent of the Commission, and collected one-third of hunting and fishing license money sold at county levels.**

**1918 -Federal Migratory Bird Treaty Act – Starts the first State/Federal partnership in wildlife.** Protects most non-game migratory birds, prohibits collection of nests, eggs, and feathers of migratory birds, and affords protection from commercial exploitation to both migratory waterfowl and other species of birds.

1927 – Three member State Fish and Game Commission increased to 5 members.

1929 –Fish and Game Commission repealed by Nevada statute, replaced with new State Board of Fish and Game Commission.

1930s - **Professional wildlife management was founded** by Aldo Leopold. Tenets included sound organization, freedom from politics, flexible administration, a professional staff, and management programs **based on scientific information.**

1934 –**Federal Migratory Bird Hunting Stamp Act** passed, requiring every waterfowl hunter 16 years of age or older to annually purchase and carry a Duck Stamp. This also earmarked proceeds from the sale of Duck Stamps to buy and lease waterfowl habitat.

1937 - **Pittman-Robertson** Federal Aid in Wildlife Restoration Act, *named after U.S. Senator Key Pittman of Nevada*, established an

**11% federal excise tax on all sporting arms and ammunition** to support all state wildlife research and habitat projects to aid the recovery of fish and wildlife populations. States must match federal dollars 25:75 and any funds raised from the sale of hunting and fishing licenses must be used exclusively for fish and wildlife restoration projects (U.S.C. 666,667j).

**1947**– In response to federal legislation the **State of Nevada takes over funding and management responsibilities** in order to begin receiving monies from Pittman-Robertson Act.

This is considered the beginning of what is now referred to as the Nevada Department of Wildlife and Wildlife Commission, and also marked the beginning of intensive game management in Nevada.

**1947 - The five-member Nevada State Fish and Game Commission expanded into a 17-member elected Commission** with representatives from each county.

1947- County Game Boards created under the State, but members are appointed by their respective Board of County Commissioners.

1950 – Nevada Attorney General declared that holding the office of Justice of the Peace is incompatible with holding a position on a County Game Board, and would violate separation of powers doctrine.

**1950– The Federal Dingell-Johnson Act** established **excise tax on fishing equipment** to fund state sport fish program. State must match federal dollars, and any funds raised from the sale of fishing licenses must be used exclusively for fish restoration projects.

1953- Statute passed clarifying members of County Game Boards serve without salary or compensation.

1954 – Nevada’s County Game Board members are declared public officers and required to take a constitutional oath of office upon appointment. Also, clarified that members are not required to act as police officers in order to enforce state fish and game laws, though they may voluntarily consent to do so.

1960 – Nevada Boat Act, NRS 488, established to promote safety for persons and property in and connected with the use, operation and equipment of vessels and to promote uniformity of laws relating thereto. **The Department gains responsibility of boat registration and enforcement of laws; within Law Enforcement Bureau.**

1969 - Name changed from Nevada Fish and Game Commission to Nevada Department of Fish and Game, **Commission reduced from 17 members to nine members**, and became appointed by the Governor instead of the counties.

**1970 – National Environmental Policy Act passed**, requiring environmental impact statements for all projects involving the federal government that might significantly affect the quality of the human environment, and opening of governmental decision-making to the public.

**1973 – Federal Endangered and Threatened Species Act** – designed to protect and preserve endangered species (wildlife and plant) in their native habitat “regardless of their direct beneficial use to man.” It prohibited the taking of species listed as endangered, protected “lookalikes” or species threatened over only part of their range, and designated critical habitats that must be preserved. This was the culmination of the environmental movement.

**1979 – Nevada Department of Fish and Game becomes Nevada Department of Wildlife** to reflect responsibilities for all wildlife, Wildlife Commission size **is reduced to 7**, and county game boards have 3 members per county.

1984 – (Nevada) County Game Boards, **renamed to County Advisory Boards to Manage Wildlife**

1984 – Nevada Wildlife Commission receives **Commission of the Year Award** from the Western Association of Fish and Wildlife Agencies (WAFWA).

1984 – (Federal) **Wallop-Breaux Act** amended Dingell-Johnson Act to provide additional funding for fish restoration and management through excise tax on fishing **and boating equipment, motorboat fuel, and boat access.**

1989 – The Nevada Wildlife Commission membership was **expanded from 7 to 9 members**, adding on 2 additional sportsmen representatives; the Commission and each CAB must now also select a vice chairman.

1989 - **County Advisory Boards were expanded from just 3, to 3 or 5 members per county**, and statute is amended so that more than one CAB member per county may be selected to attend Wildlife Commission meetings. Duties added requiring CABs to provide recommendations for other regulations and policies in addition to season and quota setting.

1997 - Wildlife Commissioner Mahlon Brown received **Honorary Lifetime WAFWA Membership**.

1995 – **Nevada Legislature realigned Department as a Division** under the Department of Conservation and Natural Resources; Director renamed Administrator.

2001- Wildlife Commissioners Don Cavin and Boyd Spratling received Honorary Lifetime WAFWA Memberships.

**2001 – Congress created the State Wildlife Grants program (SWG)**, a competitive grant program to enhance non-game and biodiversity programs and to implement **federally required State Wildlife Action Plans**. State Wildlife Action Plans are a strategic blueprint for achieving comprehensive wildlife conservation across a state.

2002 – Funded by State Wildlife Grants, the Nevada Biodiversity Initiative, and the Wildlife Conservation and Reinvestment Program, **the Bureau of Wildlife Diversity was established** within NDOW to protect, preserve and manage

wildlife which is not hunted or trapped, across the state, moving this responsibility into its own Bureau, previously in Game Bureau. The Diversity Division also includes a Geographical Information System (GIS) section.

2003–Nevada Wildlife Commission receives Commission of the Year Award from WAFWA.

2003 – Division realigned once again as a Department through State Legislature, becoming a cabinet-level agency; Administrator position renamed as Director.

2004 - Wildlife Diversity Bureau expands to include the Landowner Incentive Program, supported through the Federal LIP funding.

2007 – NDOW “bureaus” renamed “divisions” by State Legislature.

2009–Commissioner David McNinch (Conservation) receives the Special Achievement Award, and Honorary Lifetime WAFWA Membership.

2009 – Director Kenneth E. Mayer named Professional of the Year and receives the Pope & Young Club's Lee Gladfelter Memorial Award.

2013 – County Advisory Boards gain additional membership criteria to include one person to represent the general public within that county.

2015 – Fisheries Division Administrator Jon Sjoberg awarded Western Association of Fish and Wildlife Agencies (WAFWA) Regional Professional of the Year Award Winner,

2015 - Former Deputy Director Rich Haskins awarded Honorary lifetime WAFWA Membership.



## Today...

### **County Advisory Boards to Manage Wildlife**

Members are appointed by County Commissioners from the 17 Nevada counties and serve three-year terms. Initially created as “Game boards”, and also known as County Advisory Boards (CABs), the County Advisory Boards to Manage Wildlife are responsible for advising the Nevada Wildlife Commission, particularly the setting of seasons and limits for their respective counties. CABs advise the Commission on the management of wildlife by gathering information from area sportspersons and local input through meetings in their county. The County Advisory Boards to Manage Wildlife contact information and current meeting agendas, when available, are posted on the NDOW website. *(For historical purposes, the various names and acronyms for CABs are used throughout this Manual.)*

### **The Wildlife Commission**

The 9-member, governor-appointed Nevada Board of Wildlife Commissioners is responsible for establishing broad policy, setting annual and permanent regulations on the management of wildlife and boating. Commissioners are appointed for three-year terms to represent the entire state, consisting of 5 sportsmen, 1 farmer, 1 rancher, 1 member of the general public, and 1 conservationist. Wildlife Commissioners are advised by the 17 County Advisory Boards to Manage Wildlife, and members of the public throughout the state concerned with hunting, fishing, trapping, boating, and wildlife in general.

### **The Department of Wildlife**

The Nevada Department of Wildlife (NDOW) is the state agency responsible for the restoration and management of fish and wildlife resources, and the promotion of boating safety on Nevada’s waters. NDOW is organized into and seven divisions (law enforcement, game, fisheries, conservation and education, habitat, wildlife diversity, and operations division) that develop programs and projects, and three regions (Eastern, Southern and Western) that implement these programs. In addition, NDOW coordinates agency planning activities, legislation, fiscal management, and support operations by assigning senior management level personnel in the Director’s Office, which includes the Fiscal Services Section. The Department is led by a governor-appointed Director, who also serves as the Secretary of the Wildlife Commission.

Department of Wildlife Mission: To protect, preserve, manage and restore wildlife and its habitat for their aesthetic, scientific, educational, recreational, and economic benefits to citizens of Nevada and the United States, and to promote the safety of persons using vessels on the waters of Nevada.

## SELECTION AND MEMBERSHIP

### Purpose of County Advisory Boards to Manage Wildlife

Per NRS 501.297 through 501.303, County Advisory Boards study and give recommendations on wildlife management issues, but are not responsible for the actual preparation of policies or programs (staff does this). Their purpose is primarily to communicate ideas and concerns to the Wildlife Commission, thus enabling Wildlife Commissioners to do the job they were appointed to do.

Members on County Advisory Boards are selected with the intent to provide representation from a cross-section of the county, to ensure that all major viewpoints are examined, and that any faction or special interest group does not dominate the County Advisory Board. Regular County Advisory Board meetings facilitate proper identification and presentation of these concerns and should provide an open forum for the public to voice wildlife-related issues in their community.

### Creation of CABMWs

The Board of County Commissioners or Board of Supervisors for each of the 17 counties (Carson City, Churchill, Clark, Douglas, Elko, Esmeralda, Eureka, Humboldt, Lander, Lincoln, Lyon, Mineral, Nye, Pershing, Storey, Washoe, and White Pine) appoints members to the County Advisory Board to Manage Wildlife in that respective county, and shall report the contact information of these members to the Department of Wildlife. The Director of the Department of Wildlife is the Secretary of the Wildlife Commission, serving as the liaison to the Wildlife Commission. See NRS 501.260.

The number of members on each County Advisory Board to Manage Wildlife varies according to population as identified in Nevada Revised Statute 501.260.

- For counties with less than 700,000 in population, there shall be 3-5 members, with the size at the discretion of the Board of County Commissioners.
- For counties with 700,000 or more in population, there shall be 5-7 members, with the size at the discretion of the Board of County Commissioners.

Each County Advisory Board to Manage Wildlife member holds a *three-year term*, per NRS 501.275. The Nevada Revised Statutes are not explicit about term limits or reappointment, but leave that open to each County Commission.

### Role of County Commissioners

#### Appointment of CABMW members

Statute requires that each Board of County Commissioners shall appoint only “qualified persons” to serve as County Advisory Board members.

#### As of July 2013, NRS 501.265 includes the following criteria:

1. The board of county commissioners shall appoint qualified persons to the board who are residents of the county and are:
  - (a) Hunters, trappers or anglers; or
  - (b) Engaged in ranching or farming in the county.
2. In addition to the members appointed pursuant to subsection 1, the board of county commissioners shall appoint one qualified person to the board who represents the interests of the general public of the county. The person appointed pursuant to this subsection must be a resident of the county from which he or she is appointed.
3. Within 60 days after a vacancy occurs, the board of county commissioners shall , if the vacant member was appointed:
  - (a) Pursuant to subsection 1, appoint a member to the board upon the recommendation of:
    - (1) Organizations that represent hunters, trappers or anglers in the county; and
    - (2) Persons who are engaged in ranching or farming in the county.

(b) Pursuant to subsection 2, appoint a member to the board pursuant to the provisions of that subsection.

4. Within 90 days after a vacancy occurs, the board of county commissioners shall report to the Commission the name and address of each member appointed.

### **No Justice of the Peace**

Attorney General's Opinion 1950-913 also stipulates that the CAB member must not be a Justice of the Peace.

### **REPORTING TO NDOW NEW CAB MEMBERS**

Vacancies must be filled within 60 days. Within 90 days the Board of County Commissioners must report the name and address of each newly appointed County Advisory Board member to the Wildlife Commission c/o the Department of Wildlife, Director's Office, 1100 Valley Road, Reno, NV 89512.

### ***Requirements and Guidelines for Selection of CAB members***

Membership on the County Advisory Board to Manage Wildlife can often be a grooming mechanism and platform to leadership roles, such as becoming an officer in a non-profit wildlife organization, another citizen leader, or even a wildlife commissioner. In fact, in decades past the Legislature required wildlife commissioners to have served on their County Advisory Board.

CABs seem a natural recruiting ground for Commissioners as well, because today, NRS 501.171 provides that "a county advisory board to manage wildlife shall submit written nominations for appointments to the Commission upon the request of the Governor and may submit nominations at any other time."

### ***Oath of Office***

Individuals appointed to a CAB are public officers and upon appointment by the County Commission, are required to take a constitutional oath of office (per Attorney General's Opinion #1954-352 and 2005-09). Most County Commissions require the potential new members to attend the Commission meeting in which they will appoint CAB members, and simply swear them in at that time. Others take an oath of office at their first CAB meeting.

Since County Commissions appoint members to their respective advisory boards, their county may have additional requirements particular to their volunteer standards, such as filling out an application (Carson City, Washoe County, and others), financial disclosure, or voter registration (Washoe County). Some counties have term limits, such as Washoe County and Clark County, others do not.

### ***Monitoring Compliance, Removal, Replacement***

In addition to appointing County Advisory Board to Manage Wildlife members from their county, each Board of County Commissioners or Board of Supervisors has the authority to oversee that respective County Advisory Board. Although the Department of Wildlife and the Wildlife Commission are in frequent contact with County Advisory Board members, NRS outlines that the Board of County Commissioners is authorized to enforce pertinent statutes and remove and replace County Advisory Board members.

For cause, after 3 consecutive unexcused absences a member may be removed by the Board of County Commissioners, per NRS 501.293. If a member of the County Advisory Board to Manage Wildlife is not actively engaged or participating in meetings on a regular basis, or not fulfilling their duties, the advisory board chair should communicate this concern to the individual board member. Oftentimes this is all that is needed to improve their attendance. Scheduling or competing commitments are the most common explanation for a lapsed member.

If the situation persists, then the chair has no alternative but to ask the board member to resign. An individual who accepts appointment to a board and does not take seriously the duty to be there regularly

and actively does a disservice to the board and to the public. If the member refuses to resign, the chair should ask their County Commission to remove the board member and find a suitable replacement.

### **SELECTION AND MEMBERSHIP (Continued)**

The following chart includes the criteria and some additional suggested guidelines for selecting interested, high-quality, ethical candidates for County Advisory Board membership:

<b>CAB Member Selection Criteria</b>	<b>Reason</b>
Citizen of Nevada and resident of the appointing County.	Required by NRS 501.265 (1)
Sportsman or sportswoman, Rancher, farmer, or person who represents the general public within that county.	Required by NRS 501.265 (1)(a) NRS 501.265 (1)(b) NRS 501.265(2)
Sportsmen/women appointments based on recommendations from organizations that represent hunters, trappers or anglers in the county.	Per NRS 501.265 (3)(a)(1)
Rancher/Farmer appointments based on recommendations from persons who are engaged in ranching or farming in the county.	Per NRS 501.265 (3)(a)(2)
Not a Justice of the Peace.	Per Nevada Attorney General's Opinion #1950-913.
Can regularly attend the County Advisory Board meetings.	Removal after 3 absences per NRS 501.293. Also, consistent attendance is essential to keep informed about what is going on and to give continuing direction and support.
Not had any wildlife convictions, criminal convictions, or civil convictions within the past 10 or more years.	NRS 501.171 applies this to Wildlife Commission candidates, and would be sensible and appropriate for advisory board candidates.
Participated in at least 1-2 County Advisory Board meetings within the last year of the particular county where applying.	Common sense indicates that those who are interested have been participating, or at least visited so that they have an idea of what the board actually does.
Willing to recuse themselves on decisions which appear to be a conflict of interest with their occupation.	Those with a conflict of interest (those who own or run business which may benefit by certain decisions of the CAB or Commission) or appear to be a conflict of interest, if appointed should recuse themselves from voting on certain items.
Represent a variety of individuals within the groups (for example, all trappers, all muzzleloader hunters, or all of one occupation)	This might influence decisions towards those groups.
Demonstrated interest in public service, willingness to ask questions, demonstrated common sense regarding decisions	Common requirement for civic volunteers.
Consideration and respect for each member's rights and opinions, as well as the rights and opinions of others, especially the public.	A must for volunteer boards that interact with the public.

## CAB ROLES AND RESPONSIBILITIES

### *I. Select a Chair and Vice Chair*

Each County Advisory Board must select a Chair and Vice Chair, per 501.260(3). This is done typically at a County Advisory Board meeting by the members themselves, in a democratic manner.

### *II. Advise the Commission*

Per NRS 501.297, each County Advisory Board to Manage Wildlife shall seek and evaluate local opinion and advise the Wildlife Commission on the management of wildlife within their respective counties.

### *III. Submit Recommendations*

Per NRS 501.303 (1) each board must submit recommendations for setting seasons for fishing, hunting, and trapping, to be considered by the Wildlife Commission. It is vital that recommendations be submitted PRIOR to the meeting, (use the "CAB Action Report Form" in the Appendix). The Wildlife Commission relies on input and recommendations from the County Advisory Boards for quotas, season and bag setting, policies or regulations, and also other issues related to wildlife management. The full minutes of a CAB meeting aren't usually prepared in time to be delivered before the Commission meeting – the Action Report Form is the best substitute,

*The Statutes list what a CAB member's responsibilities are, but not how to do them. Below is a compilation that will help CAB members perform their responsibilities effectively.*

#### **Two equally important responsibilities of a County Advisory Board member are representation and communication.**

As a member, you can make unique and special contributions through CAB participation because often times your personal well-being is deeply intertwined with that of your community.

It is up to you to understand and fairly represent the views of your neighbors. You should be active in your community, have good rapport with and support from your neighbors, be aware of the total range of viewpoints, and use good judgment in providing issues and areas of concern to wildlife.

This is a big responsibility, and can take considerable time and effort. With good communication, you will play an important part in making wildlife management responsive to the needs of your community.

Issue management is a tool to help you identify wildlife issues of concern that affect you and your neighbors. Once you have identified these issues, then you can let the appropriate people know about the issues in a timely fashion. This ensures that you and your neighbor's concerns become part of the policy-making process of the Wildlife Commission.

Developing issue management skills is an important aspect of County Advisory Board membership. It allows the use of informally gathered information *to better advise and relay concerns* to the Wildlife Commissioners.

This information allows the CAB to anticipate issues before they become disruptive and to become part of the process to resolve those issues.

## Preparing for the CAB Meeting immediately before a Commission Meeting

**Read support material and ask questions** – As a CAB member, you are the liaison to the public and it is your responsibility to read the Commission Meeting support material that comes along with the Commission agenda.

**We strongly urge each County Advisory Board member to review the package of material regarding the upcoming Wildlife Commission Meeting in a timely manner and make notes and questions.** The Department sends the packet to all CAB members 4 weeks before the Commission meeting in order to provide ample time to get any specific questions answered. The Department tries very hard to provide complete support information regarding each agenda item but realize that there still may be some questions that a CAB member may have.

Reviewing the support material and getting answers back before your CAB meeting helps you to be a productive member, and by sharing those questions and answers, you are contributing to the overall decision-making abilities of the group.

Many members of the public may come to your CAB meeting seeking answers to the same questions you had. CAB members are encouraged to contact the appropriate Division or individual presenter assigned to that agenda item with their questions as soon as possible so that we can give you the answers you need. NDOW Contacts are listed in the appendix, and the Director's Office can assist with additional contact information.

**Then, work through these issues at your CAB meetings, work through and prepare your recommendations to support, oppose, etc., items.** Finally, carry forward those recommendations in writing, and/or in person. Reiterating your CABs recommendations in person at the Wildlife Commission meeting is the most effective way to impress upon those points.

Submit recommendations PRIOR to Commission Meeting - It is imperative that recommendations and action taken by the CAB be communicated to the Department prior to the Commission meeting so they can be distributed to the

Five steps to help you manage and resolve issues:

**1. Identify issues** - Talk with your neighbors and friends about their concerns about wildlife management. Use your knowledge of your community to understand how this problem or need affects your community. Share this information with your fellow board members so that later all of you will be able to gauge if proposed solutions will solve the problem or satisfy the need.

**2. Communicate** - Find other people affected by this problem or need in order to hear their views on wildlife management. Seek out the places where people in your community meet to share ideas or to pursue common interests (e.g. the local market, the day care center, the gun club, etc.). Make sure you have a good understanding of the problem or need.

**3. Separate themes and ground issues** - In meetings especially, and elsewhere try to find the real issue(s) behind the problem or need. In issue management, this is known as separating issues from themes. Frequently, people complain about a problem which hides their real need or issue. Once you have identified the real issue, check with other people who share this problem/need to make sure you have put your thumb on the real issue (this is known as grounding the issue).

**4. Develop options** - Work with the appropriate people from your community and NDOW staff to develop different ways to resolve the issue(s). After you develop these options, make sure you once again check with the people who have the problem/need to ensure that the proposed solution will indeed satisfy their problem/need. Several CABMWs have successfully proposed petitions to change regulation, including the creation of a party hunt with multiple individuals and multiple residencies (Carson City CABMW).

**5. Implement and evaluate** - Work with your neighbors and NDOW staff to see the option through. Make sure that you and your community are part of the process to resolve the issue. Afterwards, take the time to identify things that went well and those that need work to better prepare you for the next issue.

**Special Note about CABMW  
Agendas & Meetings**

Although the Commission agenda is commonly copied word for word and used as individual CABMW agendas for expedience sake, those agendas and presentations have specifically been prepared and arranged to be made at the State meeting only.

Obviously it is neither practical, efficient, nor economical for NDOW staff to personally give their Commission presentations to all CABMW meetings.

Travel expenses would be exorbitant, since many of the preparers or presenters are spread across the state. The Department is required to be as efficient as possible with our resources which includes personnel salaries/time, etc.

Most of the time, a regional NDOW staff person will be in the audience at CABMW meetings in their areas for general questions.

Should CABMWs have specific questions on action items after reading the support materials, the Chair or individual members should email or call the specific presenter of that item, (or the Director's Office) with questions within 1 week of receiving their support material.

This will allow time to arrange proper staff to research and follow-up with answers to those specific questions prior to the scheduled CAB meeting.

Many questions can be answered in writing or by email, by phone in time for the upcoming CAB meeting. In some cases, the presenters can participate in the CAB meeting by conference call if there are critical issues that are time sensitive.

Wildlife Commissioners to help them in their decision-making.

If your draft meeting minutes aren't finished, each Chair should complete a simple form (see Appendix for the "**CAB Action Report Form**") indicating action taken by the County Advisory Board and email or fax it to the Executive Assistant to the Director PRIOR to the Wildlife Commission meeting.

The Department of Wildlife and the Wildlife Commission are committed to the belief that CABs provide vital and substantive contributions to the State and to wildlife. While the Wildlife Commission may not always follow the advice of a CAB, there will be many issues where County Advisory Boards recommendations are invaluable.

**IV. Attend Meetings**

**Attend your CAB meetings, and attend the Commission meetings**

In addition to submitting your recommendation to the Commission, each CAB budgets for and is also expected to send a representative from each County Advisory Board to attend each Wildlife Commission meeting. This is especially true if a County Advisory Board opposes an agenda item, or submits a petition to change regulation, or other recommendations in writing. If the CAB does not attend in person to explain them or how they came to that conclusion, it does not have the same impact.

***The Chair and/or Vice Chair shall attend, or select members from the CAB to represent the advisory board at the Commission meetings in person,*** per NRS 501.303. Many CABs select just one person to attend each Commission meeting; these do not need to be the same people each time however. In fact, it is advantageous for each board member to have the opportunity to attend a Wildlife Commission meeting to become familiar with how they work. NRS 501.290 requires that County Advisory Boards to manage wildlife meet before those meetings of the Commission.

Typically, CAB meetings occur a week or two, generally 5-10 days before a Wildlife Commission meeting; any earlier and the all of the support materials to be discussed in the Wildlife Commission meeting might not be available. There are on average, seven (7) Wildlife Commission meetings per year. There can be no more than nine (9) per year.

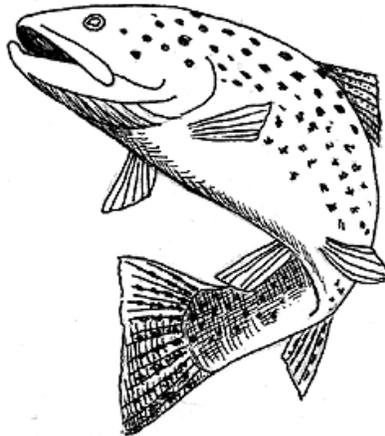
***At the Commission Meeting*** - Typically at the Wildlife Commission Meetings the County Advisory Board to Manage Wildlife representatives will speak during the Public Comment section about what their County Advisory Board recommends and/or during discussion on the agenda item (filling out orange Public Comment cards for each item). Speaking time on every Commission agenda has been reserved for CABs. The Chair of the Wildlife Commission begins the meeting with a County Advisory Board roll call, and added an agenda item called *County Advisory Board Member Items* which

provides a reserved time for reiterating reports on action taken at County Advisory Board meetings and recommendations.

## ***V. Prepare a Budget***

NRS 501.320 (in the Appendix) states that each County Advisory Board must prepare an annual budget, setting forth in detail its proposed expenditures for carrying out its duties within its county, and submit the budget to the Wildlife Commission for approval, care of NDOW, accompanied by a statement of the previous year's expenditures, which should be certified by the county auditor. (More detail on how to prepare a budget is in the section *How to Create a Budget*.)

Then, the Wildlife Commission examines the CAB budgets in conjunction with the Department of Wildlife Director or a person designated by him/her, and may increase, decrease, alter or amend the budget. After the approval by the Wildlife Commission, the Department then withdraws the amount from the Wildlife Account within the State General Fund, and places it in the fund for the advisory board within each county.



## **Role and Responsibility of the County Auditor/Treasurer/Comptroller/Recorder**

NRS 501.325 Requires the County Auditor and County Treasurer certain duties relative to accounting for and implementing the budgets and expenditures of the County Advisory Boards.

Although CABs are funded by the State of Nevada Department of Wildlife based on their request for travel to the Commission meetings, each County safeguards and then disperses that money to the CABs.

After the County Advisory Board budget is approved by the Wildlife Commission, the county auditor and county treasurer (or similarly functioned positions) in the respective counties are statutorily responsible *for the safety and preservation* of the fund for the advisory board in their county to the same extent as they are in respect to all other money in the county treasury. They shall observe and are bound by the approved budget governing the disposition of the money and shall report their actions currently in connection therewith. Some counties designate the Comptroller, some the Auditor, some the Recorder or Treasurer.

**Whichever fiscal officer for the particular County is designated to manage the CAB account**, that person will receive periodically correspondence from the Fiscal Services Section of the Department of Wildlife. This includes requests for the Certified Report of Expenditures to include any incurred or outstanding expenditures and current balance on hand. The County fiscal officer designated for the county may also be copied on correspondence to the CAB Chair relating to their budget.

## **CAB BUDGETS**

### **How to Create a Budget - Overview**

As indicated in the diagram, NDOW typically requests that the County Advisory Board chairpersons submit the budgets no later than March 15, so that it can go through the budgeting process and be put on the May/June Wildlife Commission Finance Committee and full commission agenda for approval. Preparing a budget is not rocket science. You do not have to be a certified public accountant to prepare a County Advisory Board budget. Attending a CAB Workshop (held about every 2 years) is sufficient training to prepare the budget request, and staff will be there to provide assistance all the way.

Each County Advisory Board to Manage Wildlife budget is based on where the Wildlife Commission meetings will be held, mode of transportation, and number of days that the member will be away from home, as well as whatever expenses are needed to function and hold effective meetings that aren't provided free of charge by the County. Since members only get per diem and travel expenses for the Wildlife Commission meeting (and not the CAB meetings) those are the only travel related expenses that should be included.

### ***FSS Sends Draft Travel Worksheet and Rates***

NDOW's Fiscal Services Section (FSS) within the Director's Office does the hard work for you. Each fiscal year they will prepare and send the CAB Chairs a Travel Spreadsheet Draft based on the upcoming Wildlife Commission Meetings schedule with the locations for the Fiscal Year (June 30-July 1).

They also will send an updated list with GSA Per Diem Rates (lodging and food allowances) corresponding to the meeting locations, State Insurance rates, and the current IRS mileage rates.

### ***Submit list of Expenses with Budget Request***

The CABs will adjust these Draft Travel Worksheets accordingly and submit along with it a detailed list of expenses for supporting material.

For example: Number of individuals attending, number of meetings, travel expenses & mileage (start point and end point), and any other costs they plan to incur while attending wildlife commission meetings, and en route to those meetings.

If applicable, each CAB should also include a detailed list of expenses to support County Advisory Board to Manage Wildlife Meetings such as copies, recording secretary costs, conference call charges if they want those funded.

### **Process After Submitting Request**

Once NDOW receives the CAB budget request and support information, FSS review is for accuracy and completeness, compiles the requests for all CABs, and advises any adjustments and returns it back to the CABs. Then once updated, these are submitted first to the Commissioner's Finance Committee, who will recommend approval to the full Wildlife Commission. The Commission begins reviewing the CAB Budget requests in April, and at a formal meeting usually in June, they approve CAB budgets all at once.

## CAB BUDGETS – FISCAL YEAR BUDGET PROCESS FLOWCHART

**NDOW Fiscal Services Section creates Travel Spreadsheet Drafts** based on the upcoming Nevada Board of Wildlife Commissioners (NWBC) Meeting schedule for the Fiscal Year [June 30, 2013-July 1, 2014]. Including the updated GSA Travel Rates, any other travel rates such as flights, rental cars; and Workman's Compensation rates.

### NDOW Contacts CABs and County Treasurers

NDOW FSS sends request letter to each County Advisory Board Chair asking for their Budget request for the next FY by March 15.

NDOW FSS sends request letter to each County Fiscal officer for the latest remaining CAB Budget balance and any outstanding reimbursements still in process.

### CABs and County Fiscal Staff Submits to NDOW

Each CAB Chair submits their budget request for the upcoming FY.

Each County Treasurer submits the remaining CAB Budget balance.

### NDOW Examines and Compiles 17 CABs' Requests

NDOW FSS reviews the received information for accuracy and completeness, compiles the requests for all CABs, and advises increases, reductions, or simple approval of budget requests.

### NDOW sends to CABs, and Finance Committee for approval

NDOW Submits back to CABs and Finance Committee for review. FSS Schedules formal Finance Committee Meeting for approval prior to NWBC Meeting.

### NWBC Reviews and Approves

NWBC begins individually reviewing CAB Budget requests in April. At formal Wildlife Commission Meeting in May or June, approves CAB budgets (may include adjustments)

### NDOW Releases Funds to Counties

In July and September, NDOW withdraws the money from State Account, places it in each of the 17 County's Fund for the Advisory Board, to be guarded by the County Treasurer.

### Counties Reimburse CABs

Each County Treasurer allocates funding to CAB after it is incurred, and as requested by reimbursement.

## Expenses Reimbursement

Although travel is budgeted, it is reimbursed afterwards. Members are required to use the most economical means possible and, to be reimbursed according to the State Travel Policy for actual costs incurred, as opposed to what is budgeted.

### ***Submit expenses and receipts to County Staff***

Although CABs are funded by the State of Nevada Department of Wildlife, each County safeguards and then disperses that money. CAB members should submit to their counties a detailed expense report after each Wildlife Commission meeting, including round trip mileage, copies of receipts for flights, and list of per diem per day, in accordance with meal allowances for less than full days as outlined in the NDOW Travel Policy.

## Holding Effective Board Meetings

Goals and priorities are determined independently for each County Advisory Board in response to the particular needs and concerns of their community, with each board setting their own agenda. However, most boards prepare agendas which correspond to the Wildlife Commission agendas in order to prepare recommendations on items which will be discussed at the forthcoming meeting. This provides consistency across the state, as most County Advisory Boards meet a week or two prior to the Wildlife Commission meeting.

The County Advisory Board should focus its efforts on providing the best atmosphere in its meetings to draw this needed information from local citizens. Additionally, the board should ensure that the information discussed during meetings (recommendations, method of reasoning) is accurate and given to the appropriate NDOW Staff and Wildlife Commissioners in a timely manner.

A strictly “yes or no” vote by a County Advisory Board on a matter they are considering does not provide enough information to these officials to make informed decisions. The County Advisory Board should make sure that the views, issues and concerns expressed by all parties at the meeting are fairly represented as either part of the minutes or in a letter transmitted to the Wildlife Commission and Department. It is better, in the interest of impartiality and fairness, for the board to transmit all meeting information and not rely solely on voting. This way the County Advisory Board can be certain that it is fulfilling its primary purpose of *advising* the Wildlife Commission on matters that concern wildlife.

### General techniques for holding effective board meetings:

- Review the Nevada Open Meeting Law [http://ag.nv.gov/About/Governmental\\_Affairs/OML/](http://ag.nv.gov/About/Governmental_Affairs/OML/) and consult with your county's legal counsel or District Attorney
- Meeting arrangements should be made by the CAB Chair, or secretary and verified by the chairman.
- Conduct meetings in a consistent, professional manner using Robert's Rules of Order <http://www.robertsrules.com/>
- Announcing the date, time, and place of the meeting well in advance. A minimum of three days is required, but common sense indicates that *a week or more* helps people plan accordingly.
- Notify members and interested persons who have requested notice, as well as complying with the open meeting law in other respects.
- Restroom facilities, parking facilities, elevators, ADA compliant buildings and access for the disabled, and audio or video conference capabilities should all be considered.
- The chairman should be in a position so that he/she is easily seen and heard by everyone. In a larger or more formal meeting, he/she should have a microphone and/or a lectern.
- Scheduling a comfortable, noise-free room or space for the meeting, neither too small nor too large for the group, with proper ventilation and temperature control, proper acoustics and no visual barriers.

## Publicizing CAB Meetings

In order to solicit input from the local community and sportspersons, they have to know about the CAB meetings to show up. It is incumbent upon the CAB Chair to publicize their meetings. There are several FREE publicity and advertisement methods:

### County Offices

Let your county manager's office or county commissioners' office know that the CAB is having a meeting and ask for help publicizing it. The official public notice and agenda of the CAB meetings posted at the meeting location, the public body's headquarters (such as the county administrative office), and several other public locations such as libraries, recreation centers, etc.

### County Website

Many counties have websites, request that your CAB be publicized on the County's Webpage, and submit CAB's upcoming meeting details including an agenda, well in advance asking for them to post it.

### Public Access Television/Radio

Some of the urban communities also have a free public access television station. Ask for the contact person and submit your meeting details and Chair's contact information for advertisement on public access t.v. channels. Additionally, there are public radio stations that often will share the details of community events for free.

### Community Calendars of Local Newspapers

Urban and rural communities often have local newspapers that include community calendars waiting to be filled with events, and print or online posting is often free.

### NDOW Website

On the CAB section of the NDOW website, CAB meeting information can be posted if it is submitted in time to the webmaster. Chairs should submit the name of the CAB, Contact information, and CAB meeting details and agenda to the NDOW webmaster at least 2 weeks prior to the CAB Meeting requesting it's posting to the website, [www.ndow.org](http://www.ndow.org).

Andrea Farnsworth  
PIO-Website Coordinator  
Nevada Department of Wildlife  
1100 Valley Rd.  
Reno, NV 89512  
(775) 688-1558  
[afarnsworth@ndow.org](mailto:afarnsworth@ndow.org)

For additional media/public relations advice on how to improve attendance from the public or the media, media lists for publicity, below are the NDOW regional public relations experts:

### Western Region

Chris Healy, Conservation  
Educator 4  
Phone: 775-688-1554  
Email: [chealy@ndow.org](mailto:chealy@ndow.org)

### Eastern Region

Joe Doucette, Conservation  
Educator 4  
Phone: 775-777-2300  
Email: [jdoucette@ndow.org](mailto:jdoucette@ndow.org)

### Southern Region

C. Doug Nielsen, Conservation  
Educator 4  
Phone: 702-486-5127, ext. 3500  
Email: [dnielsen@ndow.org](mailto:dnielsen@ndow.org)

## UNDERSTANDING THE REGULATORY PROCESSES

### State of Nevada Rulemaking Process

The Attorney General's Office publishes the Administrative Rulemaking Manual available online at <http://www.ag.state.nv.us/publications/manuals/Rulemaking%20Manual%20Complete.pdf>

#### Definitions

- **NRS = Nevada Revised Statute** (State Law)
  - Requires legislative action
  - Provides authority for NAC
  - Is the Enabling statute and sets parameters
- **NAC = Nevada Administrative Code** (State Regulations)
  - Initiated by NDOW or by public through NDOW (*to solve a problem, interpret NRS, Interpret another NAC, Define a term, establish procedure for law or regulation, not internal management*)
  - Must be based on an NRS
  - Corresponds to same chapter number in NRS
- **CGR = Commission General Regulation** (Proposed change to NAC)
  - Must have commission approval and
  - Becomes NAC
  - changes to NAC take at least 270 days or 9 months
- **CR = Commission Regulation** (exempt from the NAC process)
  - Approved by Wildlife Commission only
  - Becomes a Season & Bag Regulation
  - Changes take at least at least 79 days or 2 ½ months
- **LCB = Legislative Counsel Bureau** (The non-political legal and research staff of the Legislature).
- **Legislative Commission** = A group of legislators that hold a formal meeting at the legislative building throughout the year to review all regulations before they can be officially adopted.
- **Permanent Regulations**
  - Between July 1, odd years and June 30, even years
  - These are NAC's that remain in effect until repealed or amended.
- **Temporary Regulations**
  - Between July, even years and June 30, odd years
  - Expires November 1 of odd year
  - These regulations must be re-adopted - Normally at the September commission meeting

#### Processes (Asterisk denotes that it \*must be held on separate days.)

##### Process for CR (takes at least 2½ mos)

1. NDOW drafts proposal
2. LCB staff reviews, returns a draft regulation
3. Adoption Hearing (30 day notice)
4. Wildlife Commission Adopts
5. Filed with Secretary of State
6. Effective as CR

5. Resubmitted to LCB staff if any changes made
6. Filed with Secretary of State
7. Effective as CGR (expires in Nov of odd year)

##### Process for Temporary CGR (takes at least 9 mos)

1. NDOW drafts proposal
2. LCB staff quickly reviews, converting language to be legally consistent with other NV laws, not changing content.
3. Notice of Intent, \*Workshop (15 day notice) & adoption Hearing (30 day notice)
4. Wildlife Commission Adopts

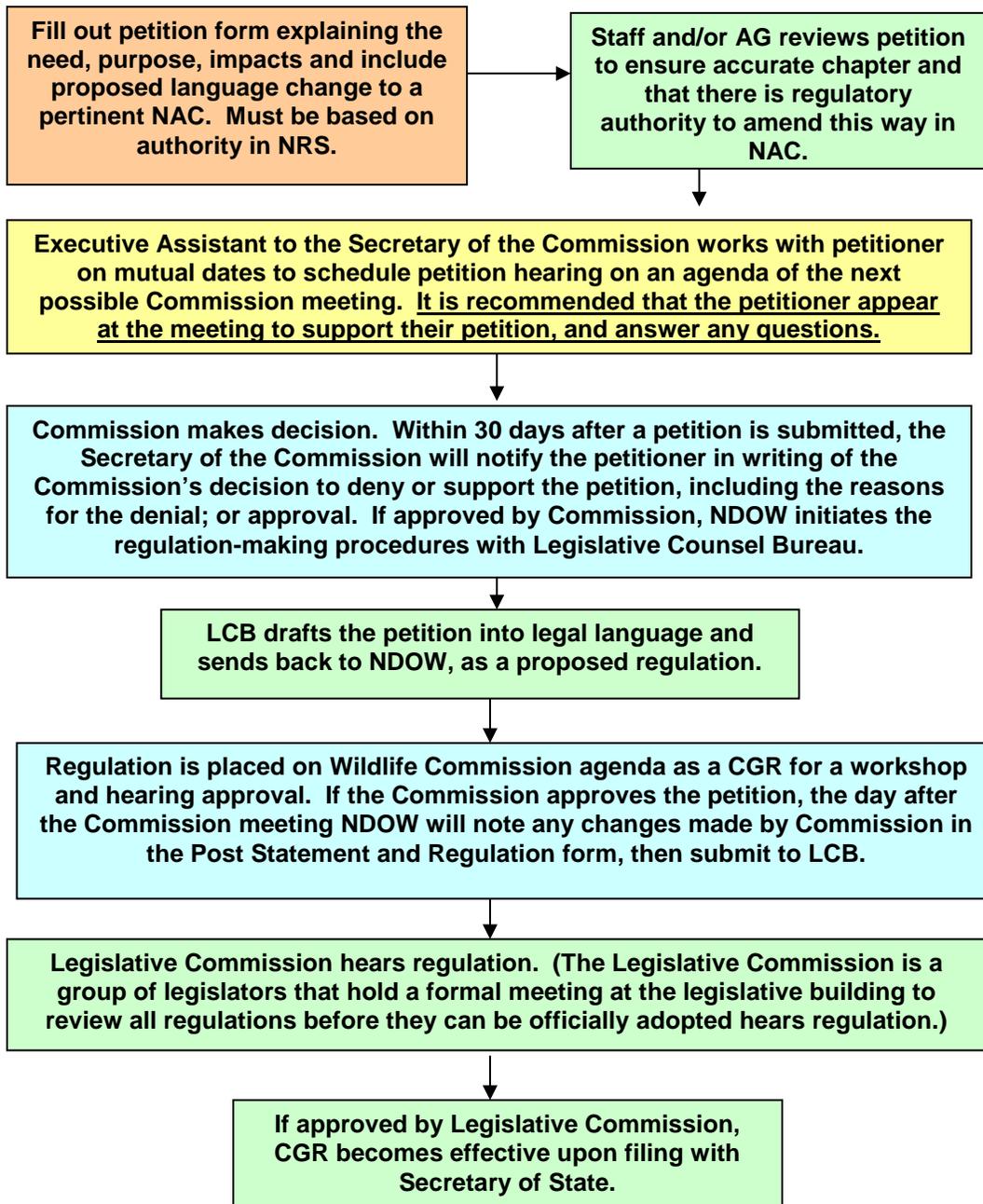
##### Process for Permanent CGR (takes at least 9 mos) *After a temporary CGR expires, we must go through process again for a permanent reg)*

1. Submit to LCB
2. LCB does extensive review
3. Notice of Intent, \*Workshop (15 day notice) & adoption Hearing (30 day notice)
4. Legislative Commission Hearing (30 day notice)
5. Legislative Commission approves
6. Filed with Secretary of State
7. Effective as NAC

## UNDERSTANDING THE REGULATORY PROCESSES (CONTINUED)

### **Petition Process Flowchart**

The Petition process is used for citizens to request a change to existing regulation (NAC) or create a new regulation. (NRS changes are through the Legislature). Current regulations remain in effect until any proposed changes are fully adopted. Petition for changes to adopt, file, amend or repeal a permanent regulation do not affect the present, only the future. They are not retroactive. The timeline for this process takes at least 9 months. (Refer to NAC 501.195 for detailed process)



**Petition Form**

NEVADA BOARD OF WILDLIFE COMMISSIONERS  
PETITION FOR ADOPTION, AMENDMENT, FILING OR REPEAL OF REGULATION  
(Submit to: Secretary, Board of Wildlife Commissioners, 1100 Valley Road, Reno, NV 89512)

Petitioner's Full Name: \_\_\_\_\_  
(Please Print)

Type of Petitioner: (Individual, Partnership, Corporation, Government Agency, Other): \_\_\_\_\_

Petitioner's Mailing Address: \_\_\_\_\_

Petitioner, please complete the following (attach additional sheets if necessary):

1. State the need for and purpose of the proposed regulation:
  
2. Provide (or attach) the wording for the change you are proposing:
  
3. What is the estimated "economic" effect of the regulation on the business which it is to regulate?
  - (a) Include both adverse and beneficial effects:
  - (b) Include both immediate and long-term effects:
  
4. What is the estimated "economic" effect of the regulation on the public which it is to regulate?
  - (a) Include both adverse and beneficial effects:
  - (b) Include both immediate and long-term effects:
  
5. What is the estimated cost to the Department of Wildlife for enforcement of the proposed regulation?
  
6. Does the proposed change overlap or duplicate any regulations of other state or local government agencies? \_\_\_\_\_ No. \_\_\_\_\_ Yes. If "Yes," list the agency and explain why the duplication or overlapping is necessary:
  
7. Does the requested change overlap or duplicate a federal regulation? \_\_\_\_\_ No. \_\_\_\_\_ Yes. If "Yes," list the name of the regulating federal agency?
  
8. Is the requested change required by federal law? \_\_\_\_\_ No. \_\_\_\_\_ Yes. If "Yes," please cite or describe the federal law as best you can:
  
9. Does the requested change include provisions which are more stringent than a federal regulation that regulates the same activity? \_\_\_\_\_ No. \_\_\_\_\_ Yes.
  
10. Does the requested change establish a new fee or increase an existing fee? \_\_\_\_\_ No. \_\_\_\_\_ Yes.

\_\_\_\_\_  
Petitioner's Signature

Date \_\_\_\_\_

**Miscellaneous Petitions**

**NAC 501.195 Petition to adopt, file, amend or repeal permanent regulation. ([NRS 233B.100](#), [501.181](#))**

1. A person who wishes to request that the Commission adopt, file, amend or repeal a permanent regulation must submit a written petition to the Commission on a form provided by the Department. The petition must include:

(a) The name and mailing address of the petitioner.

(b) A statement of the reason for the adoption, filing, amendment or repeal of the permanent regulation.

(c) The language of the permanent regulation to be adopted, filed, amended or repealed or a description of the subjects and issues involved in the permanent regulation.

(d) An estimate made by the petitioner of the economic effect that the permanent regulation to be adopted, filed, amended or repealed will have on the general public and on any business which the permanent regulation regulates or will regulate. Those effects must be stated separately and in each case must include:

(1) The adverse and beneficial effects; and

(2) The immediate and long-term effects.

(e) If the adoption, filing or amendment of a permanent regulation is requested, an estimate made by the petitioner of the estimated cost to the Department for enforcement of the permanent regulation.

(f) A statement indicating whether the petitioner is aware of any federal regulations or regulations of other state or local governmental agencies that overlap or duplicate the permanent regulation to be adopted, filed, amended or repealed.

(g) If the adoption, filing or amendment of a permanent regulation is requested, a statement indicating whether the permanent regulation establishes a new fee or increases an existing fee.

(h) The signature of the petitioner and the date the petition was signed.

2. A petition requesting the adoption, filing, amendment or repeal of a permanent regulation shall be deemed to be submitted to the Commission on the date of the next regularly scheduled meeting of the Commission that occurs after the petition is received by the Commission.

3. Within 30 days after a petition is submitted, the Commission will:

(a) Notify the petitioner in writing of its decision to deny the petition, including the reasons for the denial; or

(b) Initiate the regulation-making procedures set forth in [chapter 233B](#) of NRS, if the petition requests the adoption, filing, amendment or repeal of a permanent regulation, except a permanent regulation relating to the classification of wildlife or the designation of seasons for hunting, fishing or trapping by the Commission pursuant to the provisions of title 45 of NRS.

(Added to NAC by Bd. of Wildlife Comm'rs by R029-00, eff. 6-20-2000; A by R198-05, 2-23-2006)

# APPENDIX



## **NDOW Contacts**

**For Director's Office, and all things related to the Wildlife Commission, and preparing a petition or appeal):**

Suzanne Scourby, Executive Assistant to the Director  
Phone: 775-688-1599  
Email: [sscourby@ndow.org](mailto:sscourby@ndow.org)  
Fax: 775-688-1595

**For the fiscal questions** including budgets, worker's compensation, travel claims, etc.:

Patrick Cates, Deputy Director of Administrative Services  
Phone: 775-688-1982  
Email: [pcates@ndow.org](mailto:pcates@ndow.org)

**For specific questions or issues concerning licenses, license agents, tags or stamps:**

Sherrill Sundell, Program Officer I / License Agent Program Supervisor  
Phone: 775-688-1514  
Email: [ssundell@ndow.org](mailto:ssundell@ndow.org)

**For specific questions or issues concerning Application Hunt Program or [huntnevada.com](http://huntnevada.com), etc.:**

Julie Meadows, Program Officer I  
Phone: 775-688-1512  
Email: [jmeadows@ndow.org](mailto:jmeadows@ndow.org)

***Bears – Call Us First at (775)-688-BEAR (2327) when you have a human-bear conflict that has not been successfully remedied by removal of all human food attractants.***

**[http://www.ndow.org/Nevada\\_Wildlife/Bear\\_Logic/](http://www.ndow.org/Nevada_Wildlife/Bear_Logic/)**

### ***Division Administrators, for questions related to their Divisions:***

Conservation Education Division  
Teresa Moiola, Division Administrator  
Phone: 775-688-1555  
Email: [tmoiola@ndow.org](mailto:tmoiola@ndow.org)

Habitat Division  
Alan Jenne, Division Administrator  
Phone: 775-688-  
Email: [ajenne@ndow.org](mailto:ajenne@ndow.org)

Fisheries Division  
Jon Sjöberg, Division Administrator  
Phone: 775-688-  
Email: [jsjoberg@ndow.org](mailto:jsjoberg@ndow.org)

Law Enforcement Division  
Rob Buonamici, Chief Game Warden  
Phone: 775-688-1540  
Email: [rbuonamici@ndow.org](mailto:rbuonamici@ndow.org)

Game Division  
Larry Gilbertson, Division Administrator  
Phone: 775-688-1520  
Email: [lgilbertson@ndow.org](mailto:lgilbertson@ndow.org)

Operations Division  
Bob Haughian, Division Administrator  
Phone: 775-688-1580  
Email: [bhaughian@ndow.org](mailto:bhaughian@ndow.org)

Wildlife Diversity Division  
Laura Richards, Division Administrator  
Phone: 775-688-1996  
Email: [lrichards@ndow.org](mailto:lrichards@ndow.org)

## *Wildlife Commission Committees & Purposes (as of July 2013) -*

### **Wildlife Commission Committee List with Committee Purposes as of July 2013** *(in Alphabetical Order)*

**Administrative Procedures Regulations and Policy Committee:** Purpose is to review the rules of practice before the Commission, to review the guidelines for the Commission, to review and assist with adherence to the Open Meeting Law requirements, and to make recommendations to the Commission for revisions or updates to the rules of practice. (For more details, see Charter and Commission Policies 1, 3, and 4). **NDOW Committee Staff:** Kim Jolly, Management Analyst 3, 775-688-1510, [kjolly@ndow.org](mailto:kjolly@ndow.org).

**Bear Committee-** Purpose is to gather information and input on issues pertinent to black bear management, and provide recommendations to the Nevada Board of Wildlife Commissioners for policies pertinent to such. (For more details, see Charter). **NDOW Committee Staff:** Pete Bradley, Predator Staff Specialist, 775-688-1676, [pbradley@ndow.org](mailto:pbradley@ndow.org).

**Duck Stamp Judging** – Purpose is to serve as the judging panel for the annual Nevada Duck Stamp Art Contest. (For more details, see Commission Policy 50 and Duck Stamp Contest Rules). **NDOW Committee Staff:** Aaron Meier, Public Information Officer II/Publications Coordinator, (775) 688-1998, [ameier@ndow.org](mailto:ameier@ndow.org).

**Elk Damage and Incentive** - Purpose is to gather information and input on issues pertinent to NDOW's elk damage and incentive tag program, and provide recommendations to the Nevada Board of Wildlife Commissioners relevant to the program. **NDOW Committee Staff:** Mike Cox, Big Game Staff Specialist, 775-688-1556, [mcox@ndow.org](mailto:mcox@ndow.org).

**Finance** – Purpose is to become informed of the State budgeting process and NDOW's budget structure, review the biennial budget, and make recommendations to the Commission, especially relative to CAB and Commission budget items. **NDOW Committee Staff:** Angela Azacarte, Budget Analyst I, 775-688-1572, [aazacarte@ndow.org](mailto:aazacarte@ndow.org).

**Legislative** – Purpose is to become informed of legislative issues that may affect how the Department of Wildlife manages, protects, and restores Nevada's wildlife and its habitat, and promotes safe boating on Nevada waters; to provide legislative support (within the procedural framework allowed) act as a liaison for the agency to promote agency and legislative goals where appropriate; to make recommendations to the Board for support of proposals which align with Commission Policies, the scientific management of wildlife, and which are in the best interest of the resource, the Department, and of the community. (For more details, see Charter). **NDOW Committee Staff:** Kim Jolly, Management Analyst 3, 775-688-1510, [kjolly@ndow.org](mailto:kjolly@ndow.org).

**Public Lands** – Purpose is to gather information and input on issues pertinent to public lands management and policy that may impact wildlife, wildlife habitat, or wildlife-based recreational opportunities. The Committee may provide the Nevada Board of Wildlife Commissioners with recommended actions pertinent to such issues. (for more details, see Charter). **NDOW Committee Staff:** Alan Jenne, Habitat Division Administrator, 775-688-1560, [ajenne@ndow.org](mailto:ajenne@ndow.org).

**State Predatory Animal and Rodent** – This is a Department of Agriculture Committee to which the Commission provides members for. (See Agriculture statutes.)

**Tag Allocation and Application Hunt** - the purpose of the committee is to review issues of tag allocation based on sound biological and sociological principles, evaluate potential changes to the application hunt and draw processes, and make recommendations to the Board of Wildlife Commissioners regarding their research and findings. (For more details, see Charter and Commission Policy 24). **NDOW Committee Staff:** Bob Haughian, Operations Division Administrator, 775-688-1580, [bhaughian@ndow.org](mailto:bhaughian@ndow.org).

**Trapping Regulation** - This committee is charged with coming up with a proposed regulation on trapping in residential and other congested areas in Clark and Washoe Counties consistent with the directive contained in Senate Bill 226 from the 2011 Legislative Session, and SB 213 from the 2013 Legislative Session. **NDOW Committee Staff:** Rob Buonamici, Chief Game Warden, 775-688-1540, [rbonamici@ndow.org](mailto:rbonamici@ndow.org).

**Wayne E. Kirch Wildlife Conservation Award Judging** – Purpose is to serve as judging panel for the Wildlife Commission's Wayne E. Kirch Nevada Wildlife Conservation Award is presented annually to bestow a richly deserved honor on the individual, nonprofit organization, outdoor sports club or business that has shown outstanding achievement and significant results in the conservation, management or enhancement of wildlife in the State of Nevada during the calendar year preceding the award. (for more details, see Commission Policy 51). **NDOW Committee Staff:** Kim Toulouse, Wildlife Education Volunteer Coordinator, 775-688-1893, [ktoulouse@ndow.org](mailto:ktoulouse@ndow.org).

**Wildlife Damage Management-** Purpose is to provide Guidance for Predation Management in Nevada. (For more details, see Commission Policy 25 and 23). **NDOW Committee Staff:** Pete Bradley, Predator Management Staff Specialist, 775-688-1676, [pbradley@ndow.org](mailto:pbradley@ndow.org).

**Wildlife Heritage-** Purpose is to provide review project proposals and provide recommendations to the Wildlife Commission for expenditures from the Wildlife Heritage Trust Account NRS 501.575. (For more details, see Commission Policies 10 and 11 and Heritage Grant Manual.) **NDOW Committee Staff:** Bruce McDaniel, VBudget Analyst II, 775-688-1014, [bmcdaniel@ndow.org](mailto:bmcdaniel@ndow.org).

**Wildlife Scholarship Recipient Selection-** Purpose is to serve as the selection panel for awarding the Capurro Wildlife Scholarships. **NDOW Committee Staff:** Russell Woolstenhulme, Waterfowl Staff Specialist, 775-688-1914, [rwoolstenhulme@ndow.org](mailto:rwoolstenhulme@ndow.org).

## Frequently Asked Questions

1. QUESTION: Is someone from each County Advisory Board to Manage Wildlife required to attend all the Wildlife Commission meetings?

ANSWER: Yes, NRS 501.303 and 501.290 requires that each County Advisory Board send a member or members to attend the Wildlife Commission meetings where the following occur: seasons for fishing, hunting, and trapping, and setting of regulations. There are *rarely* any meetings without one or more of these topics (once every other year there may be meeting solely for taking positions on legislation during a Session, which CABs are especially needed). The Wildlife Commission and Department consider input a valued resource, and over the years it has become expected for a representative of each County Advisory Board to attend all Wildlife Commission meetings and provide input on other matters that are up for the Commission's discussion and decision-making.

2. QUESTION: Do members of County Advisory Boards to Manage Wildlife get reimbursement for expenses attending Wildlife Commission meetings?

ANSWER: Yes, per NRS 501.303, members who are appointed to attend any Wildlife Commission meetings will receive payment for expenses in the form of State per diem and travel reimbursement. This should be included in your CAB budget. If you wish to have more than one member attend a Wildlife Commission meeting, please put that in your CAB budget request as well. Additionally, if a CAB member is on a Committee and there is travel involved, they will receive reimbursement. These expenses should be included in your CAB budget request.

3. QUESTION: Do members receive reimbursement for mileage and per diem or compensation for going to their *own* County Advisory Board meetings?

ANSWER: No, there is not reimbursement for attending County Advisory Board meetings, only for Commission meeting attendance. Further, per NRS 501.285 there is no salary or compensation of the board.

4. QUESTION: Is our County Advisory Board to Manage Wildlife required to take and post minutes of each meeting?

ANSWER: Yes, per Open Meeting Law and Public Records Law each County Advisory Board is required to post their agendas at least 3 days before the meetings, and distribute to any individuals requesting them. CABs must also record the meeting via audio-recording, and prepare minutes from each meeting within 30 days of the meeting, and make them available for public viewing.

5. QUESTION: Do the County Advisory Boards to Manage Wildlife take and provide input on season-setting and wildlife management in just their county, or for other counties as well?

ANSWER: Per NRS 501.297, "the Boards shall solicit and evaluate local opinion and advise the Wildlife Commission on matters relating to the management of wildlife *within their respective counties.*"

6. QUESTION: Can CAB members discuss and deliberate on issues outside of CAB meetings, such as at a social setting or community meeting? Can they have dinner together, etc.?

ANSWER: Open Meeting Law restricts members of public bodies from *deliberating* outside of a publicly noticed meeting, however, members can have dinner together or interact at social events so long as they are not deliberating on any issues.

7. QUESTION: May County Advisory Board members represent their County on wildlife issues, through such mechanisms as writing letters or attending hearings on the state or federal level?

ANSWER: No, there is no authority provided to County Advisory Boards beyond advising the Wildlife Commission within their respective counties per NRS 501.297.

8. QUESTION: Can a County Advisory Board have a joint meeting with another County Advisory Board?

ANSWER: After review by the Attorney General, NRS allows CABs to meet “at such other times as the chairman may call or the Commission may request” and therefore, CABs can meet jointly but not to take action outside their respective counties. The Open Meeting Law rules apply equally to all public bodies as defined in the Open Meeting Law Manual, so each still must prepare their own notice that a quorum of the body will be attending the presentation.

CABs have met jointly to interview and discuss Wildlife Commissioner Candidates to nominate to the Governor and jointly held a public comment period for the joint meeting. Although this was a joint meeting, they each had to notice their CAB meetings, and each board then individually took action for their CAB in a selection, and wrote letters to the Governor of their recommendations (see appendix documents).

Another example, if two or more CABs want to hear a presentation jointly for the convenience of the presenter, they may.

