

**BIG GAME MANAGEMENT ACCOUNT ADVISORY COMMITTEE
CHARTER
August 26, 2021**

Authority

The California Department of Fish and Wildlife (CDFW) established the Big Game Management Account Advisory Committee (BGMAC) pursuant to Fish and Game Code Section 3953 to improve accountability and transparency in CDFW's administration of funds derived from the sale of big-game (bighorn sheep, black bear, deer, elk, pronghorn, and wild pig) hunting tags, including fund-raising tags. The BGMAC shall review and provide comments to CDFW on program workplans, priorities, and proposed projects funded from the Big Game Management Account (BGMA) to help ensure that the requirements of this section have been met.

Open Meetings

As a "public body," the BGMAC is subject to California's Bagley-Keene Open Meeting Act (Government Code §§ 11120-11132). Generally, this means the BGMAC is required to: 1) provide public notification of the meeting (date/time/location) and a copy of the meeting agenda at least 10 days in advance of a meeting; 2) limit BGMAC discussions/actions at a particular meeting to those topics listed on the agenda for that meeting; 3) address agenda topics in open session unless a closed session is expressly authorized by the Bagley-Keene Act; 4) allow for public comment before or during the consideration of each agenda item addressed in open session; and, 5) allow any person attending an open and public meeting to record and broadcast that meeting.

The BGMAC shall meet at least twice per year to review and provide comments to CDFW on program priorities and proposed projects and/or expenditures to ensure proper administration of the funds. CDFW shall provide meeting dates to BGMAC members at least 1 month in advance. The BGMAC Chairperson shall assist CDFW in selecting meeting dates. Meetings will be held in the Sacramento area to facilitate participation. CDFW may schedule additional meetings upon request by the Wildlife and Fisheries Deputy Director, the Wildlife Branch Chief, or the Chairperson of the BGMAC.

Committee Membership

The Director of CDFW shall determine the membership of the BGMAC based on the criteria set out in Fish and Game Code Section 3953(e). Organizations interested in BGMAC membership may submit an application to the CDFW Deputy Director, Wildlife and Fisheries Division, via email or hard copy at any time for consideration. Applications should identify a single individual to be the designated committee member for the organization and one alternative to

replace the primary designee when not available for a meeting. When the Director appoints an organization to the BGMAC, CDFW will send that organization a letter or email identifying it as a member of the BGMAC. The Director has the authority to revoke an organization's BGMAC membership at any time.

BGMAC members will select a Chairperson, Vice-Chairperson, and Secretary to assist CDFW in conducting and recording the meeting results. Each of these positions will serve a term of 2 years and not longer than two consecutive terms in that position; elections will be held at the conclusion of the early spring meeting. In the event of Officer positions becoming vacant, the CDFW in coordination with BGMAC members shall appoint an interim replacement.

Roles and Responsibilities

BGMAC member representatives are responsible for:

1. Preparing for meetings by reviewing all relevant documentation provided by CDFW staff prior to meeting dates;
2. Attending and participating in all BGMAC meetings/discussions;
3. As a group, providing comments to CDFW on program workplans, proposed projects, and priorities;
4. As a group, providing recommendations to CDFW
5. Election of officers; and
6. Complying with the Bagley-Keene Act.

Chairperson of the committee is responsible for:

1. Working with CDFW on selection of meeting dates;
2. Administering the meetings; and,
3. Development of potential agenda items

Vice Chairperson of the committee is responsible for:

1. Oversee membership updates

Secretary of the committee is responsible for:

1. Assist with keeping meeting minutes

CDFW staff are responsible for:

1. Providing program workplans, priorities, budget information, Proposal Solicitation Notices, and meeting materials to BGMAC members in a timely manner (at least one month prior to any regularly scheduled meeting);

2. Producing and publicizing agendas and conducting the meetings in conformance with the Bagley-Keene Act;
3. Preparing and issuing the Big Game Grant Proposal Solicitation Notices; and,
4. With the assistance of the BGMAC Secretary, keeping minutes of all BGMAC meetings and making those minutes publicly available.

Decision Making

When it is necessary for the BGMAC to make a formal recommendation or decision as a group, a vote should be held. Each member organization shall have one vote from either the designated member or their approved alternative. All decisions by the BGMAC shall require a quorum which is at least half of the member organizations plus one. Votes shall be administered by the Chairperson and may be either roll call vote or voice vote.

Working Groups

The BGMAC may designate working groups to resolve complicated or technically complex issues. Working groups shall be comprised of less than a quorum of BGMAC members and chaired by the CDFW Game Program Manager or his or her designee. Working group chairs shall facilitate the timely resolution of these issues and provide a final product to the BGMAC at regularly scheduled meetings or as an update when the issue is resolved. Any issues within a working group shall be resolved by consensus among members of that working group.