

Upland Advisory Committee Meeting Agenda  
1/24/2022 1:00pm to 3:00pm

Via Teams

Introductions	1:00pm – 1:15pm
Charter Discussion (Please review prior to meeting)	1:15pm – 1:45pm
Budget Discussion	1:45pm – 2:15pm
Other comments or concerns	2:15pm – 2:45pm
Next Meeting	2:15pm – 3:00pm
Adjourn	3:00pm

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Microsoft Teams meeting

**Join on your computer or mobile app**

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[+1 916-535-0984,,833707813#](#) United States, Sacramento

Phone Conference ID: 833 707 813#

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California Department of  
**Fish and Wildlife**

CDFW Teams/Skype for Business, enjoy your meeting.

# UPLAND GAME BIRD ADVISORY COMMITTEE CHARTER

**Month xx, 2021**

## **Authority**

The California Department of Fish and Wildlife (CDFW) established the Upland Game Bird Account Advisory Committee (UGBAC) pursuant to Fish and Game Code Section 3684 to improve accountability and transparency in CDFW's administration of funds derived from the sale of upland game hunting validations and stamps. The UGBAC shall review and provide comments to CDFW on program workplans, priorities, and proposed projects funded from the Upland Game Bird Account (UGBA) to help ensure that the requirements of this section have been met.

## **Open Meetings**

As a "public body," the UGBAC is subject to California's Bagley-Keene Open Meeting Act (Government Code §§ 11120-11132). This means the UGBAC is required to:

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;

Limit UGBAC discussions/actions at a particular meeting to those topics listed on the agenda for that meeting;

Address agenda topics in open session unless a closed session is expressly authorized by the Bagley-Keene Act;

Allow for public comment before or during the consideration of each agenda item addressed in open session; and,

Allow any person attending an open and public meeting to record and broadcast that meeting.

The UGBAC 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 UGBAC members at least one month in advance. The UGBAC 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 UGBAC.

### **Committee Membership**

The Director of CDFW shall determine the membership of the UGBAC based on the criteria set out in Fish and Game Code Section 3684(e). Organizations interested in UGBAC 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 UGBAC, CDFW will send that organization a letter or email identifying it as a member of the UGBAC. The Director has the authority to revoke an organization's UGBAC membership at any time.

UGBAC 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 two 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 UGBAC members shall appoint an interim replacement.

### **Roles and Responsibilities**

UGBAC member representatives are responsible for:

Preparing for meetings by reviewing all relevant documentation provided by CDFW staff prior to meeting dates;

Attending and participating in all UGBAC meetings/discussions;

As a group, providing comments to CDFW on program workplans, proposed projects, and priorities;

As a group, providing recommendations to CDFW.

Election of officers; and

Complying with the Bagley-Keene Act.

Chairperson of the committee is responsible for:

Working with CDFW on selection of meeting dates;

Administering the meetings; and,

Development of potential agenda items

Vice Chairperson of the committee is responsible for:

Oversee membership updates

Secretary of the committee is responsible for:

Assist with keeping meeting minutes

CDFW staff are responsible for:

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

Producing and publicizing agendas and conducting the meetings in conformance with the Bagley-Keene Act;

Preparing and issuing the Big Game Grant Proposal Solicitation Notices; and,

With the assistance of the UGBAC Secretary, keeping minutes of all UGBAC meetings and making those minutes publicly available.

## **Decision Making**

When it is necessary for the UGBAC 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 UGBAC 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 UGBAC may designate working groups to resolve complicated or technically complex issues. Working groups shall be comprised of less than a quorum of UGBAC 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 UGBAC 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.