

<b>OUTFITTERS &amp; GUIDES LICENSING BOARD</b>	<b>POLICY NUMBER:</b> 1008	<b>PAGE NUMBER:</b> 1 of 2
	<b>SUBJECT:</b> Board Procedures	Drafted: Adopted: 11/10/1988 Revised: Reformatted: 10/26/15

## **1.00.00 POLICY OF THE AGENCY**

It is the policy of the Outfitters and Guides Licensing Board that the Agency complies with applicable state statutes regarding the Board Procedures.

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## **3.00.00 REFERENCES**

## **4.00.00 PROCEDURE**

Random, inconsistent, or non-definitive Board Procedures are ineffective, confusing, and do not serve the outfitting industry, its clientele, or the general public. Thus, the policy of the Board, as regards Board procedures, is to:

### **4.01.00 ROBERT'S RULE OF ORDER**

Adopt Robert's Rules of Order as the parliamentary procedure for the conduct of Board meetings in consideration of licensee application and other matters coming before the Board.

### **4.02.00 LICENSEE INTERVIEWS**

Record on tape all licensee interviews before the Board with tapes kept for a period of one (1) year following which tapes shall be recycled; except for formal hearing tapes which shall be kept in perpetuity.

### **4.03.00 OUT-OF-TOWN BOARD MEMBERS**

Authorize out-of-town Board members the privilege to utilize either air or ground transportation depending upon their choice to attend Board meetings or other activities and functions requiring

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Board representation. This authorization shall include the utilization of ground transportation at those time and places where Board participation is required.

#### 4.04.00 CONTACT THE PRESIDENT OF THE IOGA

Direct the Executive Director to Contact the President of the Idaho Outfitters and Guides Association to request appointment of a three (3) person committee from among members of the Association to review license amendment or extension requests submitted to the Board by those Board members who are outfitters. This committee shall be asked to act as an independent body in making a recommendation to the Board for its consideration in making a final decision regarding said license amendment or extension request. The affected Board member shall abstain from voting during this transaction.

#### 4.05.00 EXPEDITE BOARD BUSINESS

In order to expedite the conduct of Board business, the Board authorizes its Executive Director to take that action he deems necessary to process or accommodate matters coming before the Board, which are consistent with prior Board action, instruction, policy, and applicable state and federal law.

#### 4.06.00 FINANCIAL STATEMENT

Facilitate Board awareness and financial control of Board activities, the Executive Director is directed to prepare a monthly financial statement of Board income and expenditures for review and approval