

PACIFIC SEABIRD GROUP



HANDBOOK – 2012

A Guide to the PSG's Operations for
Officers, Regional Representatives,
Committee Coordinators, & Annual Meeting Organizers

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(Online at <http://www.pacificseabirdgroup.org>)

In Memoriam

This handbook is dedicated to the memory of Steven M. Speich. Steve was a founding member of PSG and helped organize the first PSG meeting. He served on the Executive Council, served as Editor of *Pacific Seabirds*, website manager, and a member of the Steering Committee for *Marine Ornithology*, and served as the coordinator of research guidelines for PSG/s Marbled Murrelet Technical Committee from 1987 through 1993. Steve received PSG's Special Achievement Award at the 27th annual meeting in February 2000. Steve Speich was active in seabird research and studied Cassin's Auklets in California, conducted colony surveys in Washington and California and authored the Washington Seabird Colony Catalog, conducted the first marine surveys in Puget Sound as part of the NOAA MESA project, participated in the first captures in Washington state of marbled murrelets at sea, and conducted nesting surveys for marbled murrelets. Steve provided guidance, support, and encouragement to many colleagues.

Steve died on December 8, 2001 after a long battle with melanoma cancer. His is survived by his sons, Rob Fox and Steven Speich.

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INTRODUCTION

These notes have been prepared for Pacific Seabird Group (PSG) Officers, Regional Representatives, Committee Coordinators, and Annual Meeting Organizers to help familiarize them with their responsibilities and those of their colleagues with regard to PSG operations and procedures. Additional sources of information include the PSG Bylaws ([Appendix 1](#)), our journals, *Pacific Seabirds* and *Marine Ornithology* (www.marineornithology.org), and the PSG website (www.pacificseabirdgroup.org). The information provided herein is of a non-confidential nature and may be shared with others. Please contact the PSG Chair if you have questions.

PSG MISSION, GOALS AND VISION

The Pacific Seabird Group is an international non-profit scientific organization, formed in California in 1973, to improve communication among Pacific seabird researchers; PSG informs its members and the general public of conservation issues relating to Pacific seabirds and the marine environment. PSG is dedicated to the study and conservation of Pacific seabirds and their environment. Group meetings are held annually and the PSG publications, *Pacific Seabirds* (formerly the *PSG Bulletin*) and *Marine Ornithology* are issued biannually. Current activities include involvement in monitoring, seabird/fisheries interactions, conservation, endangered species, and legislation. Policy statements are issued on conservation issues of critical importance. Although PSG's primary area of interest is the North Pacific (west coast of North America and adjacent areas of the Pacific Ocean), it is hoped that seabird enthusiasts in other parts of the world will join and participate in PSG. PSG is a member of the U.S. Section of the International Council for Bird Preservation (ICBP), the International Union for Conservation of Nature and Natural Resources (IUCN) and the American Bird Conservancy (ABC). Annual dues for membership are **\$30** (individual and family); **\$24** (student, undergraduate and graduate); and **\$900** (Life Membership, payable in **five \$180** installments). Dues are payable to the Treasurer.

THE EXECUTIVE COUNCIL

The Executive Council (EXCO) is made up of elected Officers, Regional Representatives, a Student Representative, and the *Pacific Seabird's* Editor. The Officers include the Chair, Chair-Elect, Past-Chair, Vice-Chair for Conservation, Treasurer, and Secretary. The Chair-Elect, Chair, and Past-Chair positions are one-year terms each, but together a person serves for three consecutive years after being elected Chair-Elect. The other EXCO members serve a 2-year term except the Editor of *Pacific Seabirds*, whose term length is unspecified. The Regional Representatives are representatives from eight PSG membership regions, including Alaska and Russia, Canada, Washington and Oregon, Northern California, Southern California/Hawaii/Latin America, United States (excluding Alaska, Washington, Oregon, California, and Hawaii), Asia/Oceania, and Europe/Africa. The Student Representative is elected by the student membership of PSG. The duties of each member of the EXCO are listed below and in the Bylaws ([Appendix 1](#)). All EXCO members should attend the annual EXCO meeting, which is usually held one day before the Annual Meeting starts. The PSG EXCO also holds interim EXCO Conference Call(s) in order to conduct supplemental business in a timely and more

efficient manner. Additional duties and information for the Editor of *Pacific Seabirds* are listed under the Communications Committee sections.

We are constantly seeking volunteers to participate on the EXCO. The only requirement is that you be a member of PSG. If you are interested, please contact the Election Committee Coordinator. We publish a Call for Nominations in each issue of *Pacific Seabirds* (see [Appendix 2](#) for suggested wording).

Duties of the Chair

The Chair of PSG is responsible for executing the objectives, policies, and programs of the organization as developed by the EXCO and the membership. The Chair carries out all of the administrative decisions, duties, and activities normally associated with carrying on the affairs of such an organization. The Chair presides over the Annual Meeting, EXCO Meeting, and PSG Business Meeting and carries out other duties as assigned by, or assumed under, the EXCO. The Chair must read and understand the PSG Bylaws ([Appendix 1](#)), duties of the Chair, and the Annual Meeting Manual and Timeline.

Specific duties include:

1. overseeing all activities of the group;
2. acting as official spokesperson for the group
3. chairing the meeting of the EXCO and chairing the PSG business meeting with the full membership;
4. informing the EXCO of PSG activities;
5. designating people to carry out certain tasks not covered by the duties listed for other officers;
6. coordinating the Mid-Year EXCO Conference Call so that votes can occur between Annual Meetings (prior notice must be given **14** days before voting and voting must be done by conference call (CA nonprofit laws); issues may be discussed before the vote by any means of communication);
7. playing a central role in initiating, editing and distributing PSG policy statements;
8. keeping abreast of conservation issues and informing council members as appropriate, taking the lead on PSG concerns and issues, or delegating to Vice-Chair for Conservation and others;
9. reviewing Committee decisions before major public action, coordinating work of PSG during the year, the Chair is an ex officio member of all the committees and should check with or delegate to coordinators and officers, as necessary;
10. writing an article for each issue of the group's regular serial publication;
11. overseeing PSG contracts, if any (e.g., seabird monitoring database);
12. investigating and pursuing potential sources of funding; the Chair may spend a set amount of discretionary funds (\$2,000) without an EXCO decision;
13. ensuring that PSG has a "special agent of process" (**currently Craig Harrison**);
14. requesting all newly elected EXCO members attend the EXCO meeting to get familiar with the issues; this is critical for the Chair-Elect;
15. informing the Chair-Elect regarding any PSG business so they can learn about the issues and how they are handled;

16. creating an Annual Work plan in conjunction with the Secretary as a result of Action Items created at the EXCO meeting; and
17. sitting on the Awards Committee.

Guidelines for overseeing the Annual PSG Meeting

The Chair is responsible for the Annual PSG Meeting (see [ANNUAL MEETING MANUAL AND TIMELINE](#) section). The Chair must work closely with the Chair-Elect and the Local Committee (LOCO) Chair to ensure that every detail has been dealt with. Also the Chair has several specific duties at the annual meeting:

1. chair the EXCO Meeting;
2. introduce the PSG Meeting on the first day;
3. chair the PSG general membership Business Meeting; and
4. act as or appoint the Master of Ceremonies and thank Chair-Elect, Past-Chair, LOCO, EXCO members, PSG members and others at the Banquet.

Guidelines for chairing the annual EXCO meeting

One Month Before Meeting:

- write “Report from the Chair” on the past year’s issues and activities, distribute to EXCO;
- request all EXCO officers and committee coordinators to submit written reports via email to the Chair;
- write agenda for meeting and ask for additional agenda items from EXCO members.

Two Weeks Before Meeting:

- distribute Chair’s report, officer’s reports, committee reports, and meeting agenda, to all EXCO members by email (see [Appendix 3](#) and [Appendix 4](#) for the suggested EXCO meeting agenda and outline), prepare printed copies of at least the minutes and the treasurer’s report for distribution at the meeting.

At the Meeting:

- EXCO proceedings follow the bylaws and Robert’s Rules of Order ([Appendix 5](#)). Rule the meeting with efficiency in mind. Remind all EXCO members that they may not speak until recognized by the Chair and limit discussion to a maximum of 5-10 minutes per issue. The meetings should be well-organized and not run more than 2 half days or one full day (due to other activities during the Annual Meeting);
- all agenda items should be raised by EXCO members; others should submit issues through their regional representative;
- every decision of the EXCO should be expressed as a motion (moved, seconded, and voted on), as general consensuses without a vote are not clear afterward. Votes are required in financial commitments by PSG to confirm that PSG is undertaking legal responsibility;
- the Secretary must record and forward proceedings in detail (see responsibilities of Secretary in this handbook).

Guidelines for chairing the PSG Business Meeting

Put the date, time and location in the Meeting Program. If possible, have the meeting at a lunch that was paid for with registration fees. Keep the meeting short, less than 30 minutes, and allow

plenty of time for lunch and the meeting (2hrs). Have EXCO sit at a special table and recognize each member, so the general membership will know who is on the EXCO and volunteering their time for PSG. Introduce all new EXCO members and thank all outgoing members. Give highlights from the EXCO meeting and the year's activity. Recognize *Marine Ornithology* and *Pacific Seabirds*.

Important calendar-year items for the Chair

One Month After the Annual PSG Meeting

- Develop work plan and send to EXCO and Committee Members.

March-May

- Make sure meeting summary is written for the Spring Issue of *Pacific Seabirds* (see [Post Conference Duties](#) for Chair-Elect) and the April (deadline 1 March) or June (deadline 1 May) issue of the OSNA newsletter.

Every Two Months Throughout the Year

- Send out the Work plan to EXCO and Committee Members to remind them of the due dates for their Action Items.

Annual Meeting Timeline for Chair Activities

(see [ANNUAL MEETING MANUAL AND TIMELINE](#) section)

Twenty-Four Months Before Meeting

- Work with Past-Chair to select LOCO Chair
- Work with Past-Chair to select a Conference Site

Ten Months Before the Meeting

- Prepare Meeting Budget (in collaboration with EXCO, Chair-Elect, and LOCO Chair)
- Determine Registration Fee (in collaboration with EXCO, Chair-Elect, and LOCO Chair)

Banquet

- Act as or appoint Master of Ceremonies for banquet
- Acknowledge all who helped make conference possible

Post Meeting Duties

- Miscellaneous Duties (see [Post Conference Duties](#))

Throughout the PSG Meeting planning process the Chair should be in contact with the Chair-Elect and the LOCO Chair to ensure all is going as planned.

Duties of the Chair-Elect

The Chair-Elect of PSG succeeds to the office of Chair upon the completion of the Chair's term of office. The Chair-Elect is assigned duties by the Chair. In addition, the Chair-Elect is responsible for acting as Scientific Program Chair for the Annual Meeting (this involves a considerable amount of work prior to the meeting). The specific duties are listed below under "Guidelines for Chairing the Scientific Program" and "Annual Meeting Timeline for Chair-Elect Activities", but generally include selecting plenary speakers, choosing symposia, organizing the entire scientific program for the Annual Meeting, sending out announcements, and working with the LOCO to organize the Annual Meeting. The Chair-Elect also sits on the Awards Committee.

Guidelines for Chairing the Scientific Program

Most of work for the Scientific Program occurs before the meeting. Prior to the first day of talks you must meet with the LOCO Chair to ensure that all details for the oral presentations and posters are worked out. Prior to the first talks, have a meeting of the Session Chairs and Audio-Visual Personnel to be sure everyone is following the same rules and that everyone knows the details such as getting presentations to Audio-Visual Personnel, how the lights work and if there are laser pointers. At the Meeting, the Chair-Elect:

1. introduces the Scientific Program;
2. introduces the Plenary Speakers;
3. makes necessary announcements;
4. works closely with the LOCO Chair throughout the meeting; and
5. at the Banquet thanks the LOCO, Speakers, Plenary Speakers, Session Chairs and others.

Annual Meeting Timeline for Chair-Elect Activities

(see [ANNUAL MEETING MANUAL AND TIMELINE](#) section)

Twelve Months Before the Meeting

- Determine conference theme and title
- Begin to develop Scientific Program
- Canvas membership for suggested Plenary Sessions and Special Symposia
- Assign symposia organizers and ensure they are aware of associated responsibilities

Ten Months Before the Meeting

- Send out Meeting Announcements
- Prepare Meeting Budget (in collaboration with EXCO, Chair, and LOCO Chair)
- Determine Registration Fee (in collaboration with EXCO, Chair-Elect, and LOCO Chair)

Six Months Before the Meeting

- Send out Call for Papers with abstract deadline
- Ensure Registration Announcement and links are present on PSG Website
- E-mail Meeting reminder to PSG Listserve and post on the PSG Facebook page

Three Months before the Meeting

- Prepare Scientific Program
- Solicit Session Chairs for the Annual Meeting

At the Meeting

- Meet with Session Chairs and A/V personnel
- Arrange laser pointers and batteries for each session

Banquet

- Act as or appoint Master of Ceremonies for banquet
- Acknowledge all who facilitated scientific program (session chairs, symposium leads)

Post Meeting Duties

- Write summary of Annual Meeting for the Spring Issue of *Pacific Seabirds* (see [Post Conference Duties](#)) and the April (deadline 1 March) or June (deadline 1 May) issue of the OSNA newsletter

Duties of the Past-Chair

The Past-Chair of PSG is responsible for aiding the Chair in running the organization. The Chair will assign duties to the Past-Chair.

Specific duties of the Past-Chair include:

1. helping the Chair with the activities of PSG;
2. chairing the Awards Committee, which includes soliciting nominations for the PSG awards, conducting a transparent process within the EXCO for selecting awardees, contacting preliminary awardees to determine their availability to attend the banquet for receipt of award, and arranging payment of travel, food, and lodging for award recipients. If awardees are unable to attend the conference, discuss with EXCO whether a different awardee should be selected for that award during that year;
3. soliciting and accepting applications for travel awards in three categories (US/Canada Students, Non-US/Canada Students, and Non-US/Canada Scientists);
4. organizing the judges and judging for the student paper awards at the Annual Meeting;
5. coordinating with the Chair-Elect and LOCO Chair to make sure that the Annual Meeting runs smoothly and that the budget and registration fees are accurate and appropriate;
6. bringing to EXCO meeting information on the location of the next Annual Meeting, the proposed site of the meeting to be held in two years, and a choice of two or three sites for the meeting to be held in three years;
7. attending the meeting of former Chairs at the Annual Meeting; and
8. at the Banquet, recognizing the Travel Award recipients, Student Paper Award recipients, and PSG Lifetime and Special Achievement Award recipients.

The Past-Chair works with the Local Committee to solicit grants and donations to help pay for travel awards to the Annual Meeting. The Past-Chair also recommends to the Chair how much money should be used from the current meeting budget for US/Canada Student Travel Awards and from the PSG General Fund for Non-US/Canada Scientist Travel Awards. See the [Student/Scientist Travel Award](#) section for more details.

Annual Meeting Timeline for Past-Chair Activities

(see [ANNUAL MEETING MANUAL AND TIMELINE](#) section)

Twenty-Four Months Before Meeting

- Working with Chair, select LOCO Chair
- Working with Chair, select a Conference Site

Twelve Months Before the Meeting

- PSG Award Nominations

Six Months Before the Meeting

- Solicit applications for Travel Awards
- Organize Student Presentation Award judging
- Organize Student Mentoring Meeting (in collaboration with Student Representative)

Three Months before the Meeting

- Contact potential student paper and poster judges
- Select recipients for Travel Awards

- Prepare all award plaques and judging forms

At the Meeting

- Organize Student Paper Awards judging
- Attend Meeting of Former Chairs

Banquet

- Recognize Student Award Recipients and Travel Award recipients
- Introduce presenter for Lifetime Achievement Award
- Introduce presenter for Special Achievement Award (if any).

Post Conference Duties

- Miscellaneous Duties (see [Post Conference Duties](#))

Duties of the Vice-Chair for Conservation

The Vice-Chair for Conservation is responsible for initiation and coordination of conservation-related activities of PSG.

Specific duties include:

1. identifying and keeping informed on issues pertaining to the conservation of seabirds;
2. preparing information on high priority conservation issues and distributing that information to the membership and others interested in seabird conservation;
3. acting for PSG as directed by the Chair on priority conservation issues at public forums and through written comments;
4. coordinating the Conservation Committee; and
5. reporting the activities of the Conservation Committee to the EXCO at the Annual Meeting and in at least one of the issues of *Pacific Seabirds*.

Guidelines for Chairing the General Membership Conservation Meeting

Put date, time, and location of General Membership Conservation Meeting in Annual Meeting Program. If possible, have the meeting during a lunch that was paid for by registration fees. Keep meeting to one hour. Allow plenty of time for lunch and the meeting (2 hours).

Important calendar items for the Vice-Chair for Conservation are:

January/February-September

- Address any important conservation issue related to seabird conservation, including writing comments and letters that should be co-signed by the Chair.
- Attend EXCO meeting at the Annual Meeting.

November-December

- Send out draft agenda for the Conservation Committee meeting at the Annual Meeting and ask for input from the EXCO.

January/February

- Chair Conservation Committee meeting at the Annual Meeting.

Duties of the Treasurer

The Treasurer is responsible for all of PSG's funds and membership records.

Specific duties include:

1. receiving individual or institutional membership applications or subscriptions;
2. receiving requests for back issues of *Pacific Seabirds*;
3. maintaining an accounting of PSG funds;
4. receiving receipts for persons authorized to spend PSG money and reimbursing them by check;
5. receiving income from dues and sale of PSG publications;
6. completing income tax statements, annual reports for the state of California relating to the nonprofit status of PSG, and performing other duties relating to PSG's status as a tax exempt group (the fiscal year runs from 1 October through 30 September);
7. preparing a Treasurer's report for the Annual Meeting and *Pacific Seabirds*;
8. having hard copies available for all members of the EXCO at the annual meeting;
9. keeping and updating the list of current members, having it available to the Secretary and the Editor of *Pacific Seabirds*;
10. sending out membership renewal notices;
11. reporting to the Conservation Committee on the funds available for the Craig Harrison Conservation Grant during the annual EXCO meeting or mid-year conference call (see [Appendix 6](#) for details of this Fund); and
12. maintain **\$60,000** in the General Account (3 year's budget), funds in excess of \$60,000 will be transferred to the Endowment Fund.

Fiscal Accounting Guidelines for PSG Treasurer

INCOME

- Dues (go into General Fund)
- Donations
 - Endowment (go into Endowment Fund)
 - Unrestricted (go into General Fund)
 - Restricted (go into any cause the donator wants it to go to)
 - Student Travel Award
 - Foreign Scientist Travel Award
 - Publication of a Symposium
- Meeting Profits
 - Registration, Banquet (go into General Fund)
 - Sales of items (go into General Fund)
 - Silent Auction (go into General Fund)

EXPENDITURES

- Meeting Budget (comes from meeting registration)
 - Approved by majority vote of EXCO (and includes **\$2,000** student travel awards).
- Treasurer's Budget (comes from General Fund)
 - Approved by majority vote of EXCO (includes **\$6,000** to Marine Ornithology)
- Publication Costs (comes from Endowment Funds)
 - Approved by majority vote of EXCO with recommendations from Publication Committee
- Chair Discretionary Funds (up to **\$2,000**) (comes from General Fund)

Pre-approved by EXCO – discretionary money should be used only for unanticipated expenses that clearly serve the goals of the PSG: For example, sending a representative to a hearing, or a meeting, or a special event; not for expenditures that are provided by other approved expenses (e.g., student travel to annual meetings).

For expenditures that don't fall into these categories and are greater than \$500, EXCO should be polled via e-mail.

Travel awards for foreign (non US/Canada) scientists (\$0 - \$2,000, comes from General Fund). Pre-approved by EXCO, and decided on by Awards committee through competitive application process.

Important calendar-year items for the Treasurer include:

January/February

- Attend EXCO meeting at the Annual Meeting.

March-October

- Keep track of finances and new memberships.
- Mail out publications or information on PSG membership as requested.
- Keep membership database up to date and send to Treasurer and Editor of *Pacific Seabirds* as necessary.
- File end of year tax returns with the IRS
- Carry out other duties (listed above) as necessary.

November-December

- Send a Treasurer's Report to the Chair for inclusion in the agenda for the EXCO Meeting at the Annual Meeting.

January/February

- Summarize PSG's finances at the EXCO meeting at the Annual Meeting.
- Submit a Treasurer's Report to the Editor for inclusion in the Spring Issue of *Pacific Seabirds*.

Duties of the Secretary

The Secretary is assigned duties by the Chair. In addition, the Secretary is responsible for taking minutes at PSG and EXCO meetings and, in coordination with the Treasurer, maintaining the membership database (the Treasurer maintains the most accurate database for dues notices).

Specific duties include:

1. maintain a list of publications and organizations to receive notice of PSG meetings and other activities;
2. serve as liaison to coordinator of the LOCO;
3. coordinate with the Elections Committee Chair to prepare a notice of request for the nominations of Regional Representatives for *Pacific Seabirds* and send the request to members;
4. coordinate with LOCO and Communications Committee to post meeting announcements to the PSG listserv, facebook group and twitter account;
5. maintain and update the PSG Handbook;

6. coordinate any PSG website revisions with Chair and webmaster;
7. provide by-laws and handbook to new EXCO members;
8. investigate the need to update by-laws; and
9. coordinate with Treasurer to maintain an updated archive of all important PSG documents (e.g., Article of Incorporation and Insurance Policy).

Minutes of the EXCO meeting must include certain items. Some EXCO proceedings are part of the group's legal obligations, and the minutes are the only official record of these actions (see [Appendix 7](#)).

Essential items include:

1. date and place of meeting;
2. EXCO members in attendance;
3. a list of proxy votes and who holds them for whom;
4. any motion/amended motion proposed for a vote (exact wording), who proposed it, and who seconded it (if not seconded, please note);
5. record number of votes for, against, or abstained on the motion/amended motion; and
6. record if a motion/amended motion is withdrawn.

In addition the Secretary should record all non-motion decisions (motions aren't needed on some minor issues), and take some notes on other proceedings to record the issues discussed, summaries are sufficient for these discussions. Refer to Robert's Rules of Order ([Appendix 5](#)) for basic rules on Minutes. The Secretary may interrupt the proceedings at any time to get needed information. The Minutes should be typed up immediately and sent to the Chair, who needs a record of decisions taken by the EXCO in order to administer the group during the next year. A summary of the approved Minutes should be sent to the Editor of *Pacific Seabirds* by the Spring Issue deadline. Use the previous years' Secretary's Report as a model for format. Retain original notes in the archive files, they are occasionally needed to resolve questions.

All reports and resolutions will be sent to the Chair and Secretary **14** days before the EXCO meeting. All material should contain date of preparation and date of revision. The Secretary will prepare and send a package including reports, resolutions and an agenda **12** days before the meeting. If there are any last minute addenda, the Secretary will send the additional material and a revised agenda **5** days before the meeting. Any last-minute addenda will be brought to the meeting in multiple copies for distribution.

Important calendar-year items for the Secretary are:

January/February

- Attend EXCO meeting at the Annual Meeting.
- Take meeting minutes at Annual Meeting, Midyear Conference Call and any other EXCO meeting

March-October.

- Submit summary of approved EXCO meeting minutes to the Editor of *Pacific Seabirds* for inclusion in the Spring Issue.
- Carry out other duties (listed above) as necessary.

November-December

- Help with printing of program for the Annual Meeting, as needed.
- Send any summaries of the year's business to the Chair for inclusion in the agenda for the EXCO meeting.

Duties of the Editor of Pacific Seabirds

The Editor is responsible for editing all submissions, laying out each issue of *Pacific Seabirds*, getting it printed, and distributing it to members. S/he may also write items, but materials should be compiled mostly by others. The Editor should open a bank account to pay for the printing and mailing of the journal.

Suggested contents for the Spring and Fall issues of *Pacific Seabirds* are listed in [Appendix 8](#), see [Appendix 9](#) for a sample announcement for PSG's Annual Meeting.

The Editor's work is more efficient if s/he has one or more assistants, such as an overall Assistant Editor and an Assistant for Regional Reports (the latter job can rotate annually among Regional Representatives). Each Editor or Assistant should consult with original authors as needed, especially for peer-reviewed articles and opinion columns. The Editor, however, is responsible for, and has authority over, all aspects of the final publication. Aspects include organization within each section, accuracy, grammar and spelling, and good taste (i.e., things that reflect professional science and journalism).

The Editor should receive initial submissions and all subsequent versions of each manuscript. S/he should track each stage of a manuscript carefully (see [Appendix 10](#) for a suggested tracking format). Strict tracking will prevent confusion among versions of the MS, which results in mistakes or lost items.

Editing of manuscripts is done in Microsoft Word. Format must be consistent within and among issues of the journal to provide an effective and professional layout. Format conventions are drawn from *Scientific Style and Format: the CBE Manual for ... editors* (Council of Biology Editors), supplemented by reference to other ornithological journals. Format requirements are described further in the "Information to Contributors," [Appendix 11](#)) Once all manuscripts are final, layout is completed in a dedicated program such as Adobe InDesign. The inside and outside covers are contained in one document and the inside pages in a separate one, since covers and pages are printed using different ink and paper. The original InDesign documents and PDFs are delivered to the printing contractor. The Editor should review the printer's draft layout, indicate changes, and sign an approval to publish.

Hard copies of *Pacific Seabirds* are mailed to all libraries and institutions, and to any members who have requested them, using a mailing list compiled by the Treasurer. A final PDF is made by the printer (with the covers and pages combined appropriately), and is sent to PSG's Webmaster to be posted on our web site.

Important calendar-year items the Editor include:

January/February

- Attend EXCO meeting at the Annual Meeting (editor is an *ex officio* member, but attendance is important for keeping current with PSG's affairs)
- Solicit articles, papers and other material for the Spring Issue of *Pacific Seabirds*
- **February 1:** Send reminders of Spring Issue deadline to the Chair, Secretary, author of the Conservation Report, author(s) of articles about Life or Special Achievement awardees, Committee Coordinators, Elections Coordinator, etc.
- **March 20:** Deadline for submission to the Spring issue of *Pacific Seabirds* (contents for the Spring issue are listed in [Appendix 8](#)).
- Send reminder to contributors who are late submitting manuscripts.

May

- Publish Spring issue of *Pacific Seabirds*.

May-September

- Solicit articles, papers and other material for the Fall Issue of *Pacific Seabirds*.
- Work on any proposed Symposia or Technical Publications.
- **August 1:** Send reminder of Fall issue deadline to Vice-Chair for Conservation, Regional Representatives, Chair-Elect, Secretary, Treasurer, Election Coordinator, and others.
- **September 20:** Send report on *Pacific Seabirds* bank account to Treasurer for his/her annual report

October

- The deadline for submission to the Fall issue of *Pacific Seabirds* (contents for the fall issue are listed in [Appendix 8](#)) is **October 1st**.
- Send reminder to contributors who are late submitting manuscripts.

November

- Publish Fall issue of *Pacific Seabirds*.

Duties of the Regional Representatives

The Regional Representatives are members of the EXCO who represent PSG membership in various regions of the world (regions defined in [Appendix 1](#)).

Specific duties include:

1. contacting seabird researchers in their regions at least once a year (in the late summer) to request a summary of current and future research (*note* that you may need to remind some people one or more times after your first request, preferably by individual message);
2. summarizing the region's research in a "Regional Report" to be published in the Fall Issue of *Pacific Seabirds*, ensuring the report is submitted on time;
3. aiding the Editor of *Pacific Seabirds* as Assistant Editor for Regional Reports, if requested;
4. keeping abreast of marine conservation issues to include in the Regional Reports;
5. sending the Chair or Vice-Chair for Conservation news articles or information on important conservation issues;
6. establishing and maintaining contact with local conservation groups so that PSG is aware of their activities and they are aware of PSG's activities;
7. keeping copies of all correspondence with seabird researchers and conservation groups; and
8. recruiting nominees to run for election as replacement Regional Representatives.

Important calendar-year items for the Regional Representatives are:

January/February

- Attend EXCO meeting at the Annual Meeting.

March-July

- Notify the Chair and Vice-Chair for Conservation about any important seabird issues in your area.

August

- Contact seabird biologists and PSG members in your area to request reports of current and future research for Regional Reports, which are published in the Fall Issue of *Pacific Seabirds*.
- Make sure to define acronyms used in your report.
- Compile Regional Reports and submit them to the Editor by the deadline.

October 1

- Deadline for submission to the Fall Issue of *Pacific Seabirds*.

October-December

- Notify the PSG Chair and Vice-Chair for Conservation about any conservation issues that should be included on the agenda for the EXCO or Conservation Committee meetings at the Annual Meeting.

Duties of the Student Representative

The Student Representative is elected to a two-year term by the student membership of PSG.

Specific duties include:

1. maintaining regular correspondence and promoting dialogue among the Student Members;
2. acting as a liaison between Student Members and EXCO, fostering communication and common goals for student-related issues and concerns;
3. serving as Chair of the Silent Auction at Annual Meeting, including;
 - a. solicit items for the silent auction from PSG members and businesses; and
 - b. prepare bid sheets ([Appendix 12](#)); and
 - c. prepare receipts (ask Treasurer for receipt template).

*If the meeting is not held where the Student Representative resides, the Chair of the Local Organizing Committee and its members will assist with locating rooms for storage/displaying items, soliciting local businesses for donations, and printing out bid sheets and receipts
4. serving as Chair of the Mentor Meeting at the Annual Meeting, including;
 - a. work with Past-Chair to solicit PSG members to volunteer as Mentors;
 - b. notify and encourage students to attend the Mentor Meeting; and
 - c. work with the LOCO to arrange a room and time to host the meeting;
5. attending the EXCO Meeting at the Annual Meeting and any interim EXCO teleconferences; and
6. recruiting and encouraging participation in PSG and the Annual Meeting, including;
 - a. notify students of available travel awards, student rates for annual meeting and membership, and student presentation awards;
 - b. organize student room and ride shares at the Annual Meeting.

The Student Representative should keep an up-to-date file of current student members that can be passed along to incoming Student Representatives.

Important calendar-year items for the Student Representative are:

January/February

- Attend EXCO meeting at the Annual Meeting.
- Send receipts to donors from Silent Auction.
- Thank those who participated in the Silent Auction and Mentor Meeting.

March-January

- Correspond with other student members and tell non-member students about PSG.

August

- Work with Past-Chair and get details on Student Travel Awards and tell students about Awards and deadlines for applications.
- Tell students about Student Paper Awards and give details on how they will be judged.

October

- Begin soliciting items for the silent auction from PSG members and businesses.
- Begin soliciting PSG members to participate in the Mentor Meeting as both Mentors and students.

November

- Remind students of Student Paper Awards.

Annual Meeting Timeline for Past-Chair Activities

(see [ANNUAL MEETING MANUAL AND TIMELINE](#) section)

Six Months Before the Meeting

- Organize Student Mentoring Meeting (in collaboration with Past-Chair)

At the Meeting

- Chair Student Mentoring Meeting
- Chair Silent Auction

Post Conference Duties

- Prepare and send Thanks yous and tax receipts to donors for the Silent Auction

Duties of Special Agent of Process

PSG has designated a "special agent of process" under the laws of the State of California. The agent's name appears in the records of the California Secretary of State and anyone who wishes to serve legal papers on PSG such as a subpoena or a complaint will have complied with California law by serving our agent. Because PSG has a special agent of process, it is more likely that this person would be served a subpoena or complaint on behalf of PSG but any current officer can also be served. If PSG was served with a subpoena (and PSG was served with a subpoena regarding PSG's records with respect to marbled murrelets in the mid-1990s) the agent would immediately inform PSG's officers and PSG EXCO would then determine how to respond on behalf of PSG. PSG may respond by: testifying in court, giving information, or hiring a

lawyer. At present Craig Harrison, PSG Vice-Chair for Conservation, is PSG's special agent of process.

COMMITTEES

Committees are established by the EXCO, which designates their purposes, size and powers. The Coordinator/Co-coordinators of each committee is appointed by the Chair. Members are those who express interest in participating.

Duties of Committee Coordinators include:

1. delegating and overseeing the committee's work;
2. communicating with committee members about issues;
3. scheduling and chairing meetings of the committee; and
4. preparing and submitting a report to the EXCO at each Annual Meeting.

The PSG Chair should also be kept informed throughout the year of the major issues discussed by the committees and should review the proposed actions of the committees. Any letters written by the committees about PSG policies or conservation issues must be reviewed (and signed in most cases) by the Chair of PSG.

Conference Committee

The purpose of the Conference Committee is to work closely with the Local Committee as the annual meeting is planned, ideas developed, and decisions made about logistics and organization of the meeting. Topics to be addressed by the Conference Committee may include: venue selection, hotel/conference site contract and negotiation of contract, developing a meeting budget, assisting with fund-raising ideas, etc. The Conference Committee provides institutional knowledge and experience and thus is composed of PSG members that have past experience with PSG's annual meeting planning and/or are PSG officers directly involved with these activities (e.g., Treasurer, Past-Chair).

Communications Committee

The Communications Committee is responsible for the production of *Pacific Seabirds*, PSG Technical Papers and Symposia. It consists of the Communications Committee Coordinator, the editor of *Pacific Seabirds*, Webmaster coordinator, Webmaster, list-serve coordinator, Managing Editor of *Marine Ornithology*, and others appointed at the discretion of the Chair. The Coordinator of the committee is the Communications Chair. The Communications Coordinator oversees the publication of Technical Publications and Symposia, administers the group's website, and serves on the editorial board of *Marine Ornithology*. A List of potential contents for each issue of *Pacific Seabirds* is listed in [Appendix 8](#).

Conservation Committee

The Conservation Committee was formed at the Annual Meeting in 1975 to deal with the rapidly growing number of conservation issues relating to the marine environment. The Conservation Committee is coordinated by the Vice-Chair for Conservation.

The primary functions of the committee are:

1. identify important seabird-oriented conservation issues;
2. factually document the issues involved;

3. keep the general membership informed;
4. prepare conservation policy statements for consideration and issuance by the EXCO; and
5. disburse the Craig Harrison Conservation Fund (see [Appendix 6](#)).

Process for Approving PSG Conservation Policy Correspondence

PSG's bylaws state that the Vice-Chair for Conservation is responsible for the initiation and coordination of PSG's conservation-related activities. PSG must speak with a single voice and conservation-related correspondence should normally be signed by the Vice Chair for Conservation. All draft conservation policy correspondence should be reviewed by the Chair, Chair-Elect, and Past-Chair for concurrence, any of whom may seek advice from others. Internal PSG review is conducted on a case-by-case basis, the purpose of which is to determine whether there are strongly divergent views. Often PSG is under a strict deadline to provide information or policy advice to resource managers or regulatory agencies. Correspondence should be drafted well before deadlines to allow adequate time for internal PSG review, and insufficient time is no reason to truncate internal review.

PSG can take positions that are controversial or are not unanimous, but it is vital that PSG's decision makers understand all sides of controversial issues so they can accommodate any conflicting viewpoints within PSG as much as possible. Where there are strong differences of opinion, it may be preferable for PSG to refrain from taking a position. In such situations, individual PSG members can provide information and policy recommendations to agencies and decision makers.

Marbled Murrelet Technical Committee

The Marbled Murrelet Technical Committee (MMTC) was created in 1986.

The roles of the committee are to:

1. act as a technical authority on the status, distribution, and life history of the Marbled Murrelet;
2. identify, encourage, and facilitate research;
3. address conservation problems related to the Marbled Murrelet; and
4. act as a liaison between research and management.

The MMTC has several working groups including Inland Survey Protocol, At-Sea, and Education, and can form other focus groups as needed. Each working group is headed by a volunteer (MMTC member) who is appointed by the Coordinator of the MMTC. The Coordinator is appointed by the EXCO Officers from a list of PSG members in good standing who have expressed interest in the position. The Coordinator will work and communicate with all MMTC members and the EXCO. During the EXCO meeting at PSG's Annual Meeting, the MMTC Coordinator should provide a summary of the committee's yearly activities.

Mandate: Monitor the status of federal and recovery actions, research findings, and conservation issues for the species, and to provide information to interested parties regarding the species. The Coordinator of the committee will provide EXCO with quarterly reports of activities and the committee will continue to serve as a repository of technical advice.

Kittlitz's Murrelet Technical Committee

The Kittlitz's Murrelet Technical Committee (KMTC) was formed in 2008 to begin addressing concerns related to the status and conservation of this rare and declining seabird. The Kittlitz's Murrelet is currently listed as a candidate under the Endangered Species Act, and a decision by the U. S. Fish and Wildlife Service on listing will likely occur in 2013.

The roles of the committee are to:

5. act as a technical authority on the status, distribution, and life history of the Kittlitz's Murrelet;
6. identify, encourage, and facilitate research;
7. address conservation problems related to the Kittlitz's Murrelet; and
8. facilitate communication between researchers and management.

The KMTC currently comprises roughly 40 members that meet annually in conjunction with the PSG annual meeting and opportunistically at other venues. The Committee has a listserve to facilitate communication among members. The Coordinator is appointed by the EXCO Officers from a list of PSG members who have expressed interest in the position.

Mandate: Monitor the status of federal and state listing petitions, research findings, and conservation issues for the species, and to provide information to interested parties regarding the species. The Coordinator of the committee will provide EXCO with annual reports of activities (or more frequently if needed) and the committee will continue to serve as a repository of technical advice.

Xantus's Murrelet Technical Committee

The Xantus's Murrelet Technical Committee (XMTC) was created in 1994. The committee petitioned the U.S. Fish and Wildlife Service and California Department of Fish and Game to list the Xantus's Murrelet in February of 2001. The species was California state listed as threatened in 2004; it currently remains a candidate species for the U.S. federal listing. It is listed as endangered in Mexico. In 2012, the American Ornithologists' Union split the Xantus's Murrelet into the Scripps's Murrelet (*S. scrippsi*) and Guadalupe Murrelet (*S. hypoleucus*). Both species currently are being considered for potential listing by the U.S. Fish and Wildlife Service. Both species are covered by the XMTC.

The roles of the committee are to:

1. act as a technical authority on the status, distribution, and life history of the Xantus's Murrelet;
2. monitor the U.S. federal listing petition, California state status, and Mexican federal status;
3. coordinate research and monitoring (i.e., identify, encourage, and facilitate research and monitoring);
4. coordinate conservation efforts (i.e., identify and address conservation problems); and
5. act as a liaison between research and management in the U.S., Mexico, and Canada.

The Coordinator/Co-coordinator is appointed by the EXCO Officers from a list of PSG members who have expressed interest in the position. The Coordinator(s) will work and communicate with all XMTC members and the EXCO. Prior to the EXCO meeting at PSG's Annual Meeting, the XMTC Coordinator(s) should provide a summary of the committee's yearly activities.

Mandate: The Coordinator(s) of the committee will provide EXCO with an annual report of activities and the committee will continue to serve as a repository of technical advice.

Seabird Monitoring Committee

The Seabird Monitoring Committee (SMC) was established as a Standing Committee by the EXCO in 1992.

The roles of the committee are to:

1. establish better communication among people engaged in seabird monitoring throughout the Pacific;
2. solicit and compile annual updates from ongoing population studies and incorporate them in a common database designed for trend analysis (data compilations will be distributed to system shareholders on an annual basis and by special request);
3. coordinate seabird monitoring by evaluating the adequacy and comparability of methods in use and make recommendations as to species, sites, and population parameters to include in an overall Pacific monitoring program;
4. promote seabird monitoring among the appropriate authorities and agencies in participating countries, states, and provinces;
5. foster geographically broad approaches to seabird monitoring and encourage planned comparisons to enhance the role of seabirds as indicators of large-scale changes in the Pacific marine environment; and
6. as appropriate disseminate results to the SMC, the EXCO and the researchers who have contributed data.

The SMC Coordinator is appointed by the EXCO Officers from a list of PSG members who have expressed interest in the position. The Coordinator will work and communicate with all SMC members and the EXCO. During the EXCO meeting at PSG's Annual Meeting, the SMC Coordinator should provide a summary of the committee's yearly activities.

Mandate: The Coordinator(s) of the committee will provide EXCO with an annual report of activities.

Japan Seabird Conservation Committee

The Coordinator is appointed by the EXCO Officers from a list of PSG members who have expressed interest in the position. The Coordinator will work and communicate with all Japan Seabird Conservation Committee (JSCC) members and the EXCO. During the EXCO meeting at PSG's Annual Meeting, the JSCC Coordinator should provide a summary of the committee's yearly activities.

Mandate: Monitor the status of listing petitions, research findings, and conservation issues for seabirds nesting in Japan, and to provide information to interested parties. The Coordinator of the committee will provide EXCO with quarterly reports of activities and the committee will continue to serve as a repository of technical advice.

Election Committee

A Coordinator is appointed by the EXCO to coordinate the activities of the Election Committee. This Coordinator, with the help of the Elections Committee (4-6 members including Regional Representatives, the Secretary, and other EXCO members), solicits volunteers to run for positions on the EXCO. The committee will strive to identify at least two nominations for each open officer seat. The Elections Committee meets during the fall to review all nominees for the

upcoming positions. If there are not enough nominees to fill all positions, a concerted effort is made to contact members again to announce openings. Once appropriate candidates have been found, a ballot is mailed to all PSG members for a vote in the winter before the Annual Meeting. Members have **30** days to return their ballots. The Coordinator then reports to the EXCO at the Annual Meeting on the results, which are published in the Spring Issue of *Pacific Seabirds*. The Coordinator will ask all newly elected members to attend the EXCO meeting so they can become familiar with the issues. All PSG members vote where they reside, and when members move, they vote in their new area.

Protocol/Rules for Choosing Nominees for the EXCO:

All nominations should be for members who have shown a strong interest in PSG. All those elected should become familiar with the goals and objectives of PSG, and they need to familiarize themselves with the Bylaws and Handbook.

Qualifications for each position:

Chair-Elect

The Chair-Elect is a one-year term after which the Chair-Elect will become Chair and then Past-Chair. Nominees for Chair-Elect should have:

- an in-depth knowledge of PSG activities and issues, obtained either by having been on the EXCO or by other involvement in PSG activities and issues (e.g. LOCO chair, Marbled Murrelet Technical Committee, Conservation Committee involvement, or someone who has sat in on EXCO meetings for a number of years);
- the ability to work collaboratively and to integrate input from a range of sources in making any decisions; and
- recognition that the PSG Chair is just that - someone who oversees EXCO activities and brings them to EXCO's attention.
- Any experience on other nonprofit boards is an asset for this position.

Refer to the sections in the Handbook on: "[Duties of the Chair-Elect](#), [Duties of the Chair](#), and [Duties of the Past-Chair](#)".

Treasurer

The Treasurer is elected for a two-year term. Nominees for Treasurer should have:

- prior membership on EXCO, or in-depth knowledge of PSG activities and issues, as obtained by other involvement in PSG activities and issues is necessary (e.g., PSG involvement as mentioned for Chair-Elect, above).

Refer to the section in the Handbook on: "[Duties of the Treasurer](#)".

Vice-Chair for Conservation

The Vice-Chair for Conservation is elected for a two-year term. Nominees for Vice-Chair for Conservation should have:

- prior experience on the EXCO or in-depth knowledge of PSG activities and issues, as obtained by other involvement in PSG activities and issues is necessary (e.g., PSG involvement as mentioned for Chair-Elect, above).
- a strong interest in conservation and/or prior work in conservation research or issues is an

asset

Refer to the section in the Handbook on: “[Duties of the Vice-Chair for Conservation](#)”.

Secretary

The Secretary is elected for a two-year term. Nominees for Secretary should have:

- prior membership on EXCO, or in-depth knowledge of PSG activities and issues, as obtained by other involvement in PSG activities and issues is necessary (e.g., PSG involvement as mentioned for Chair-Elect, above).

Refer to the section in the Handbook on: “[Duties of the Secretary](#)”.

Regional Representative

Regional Representatives are elected for two-year terms. No prior experience on EXCO is necessary for this position, but knowledge of PSG activities and issues obtained by other involvement in PSG activities and issues are preferred.

Refer to the section in the Handbook on: “[Duties of the Regional Representatives](#)”.

Student Representative

The Student Representative is elected for two-year term. No prior experience on EXCO is necessary for this position, but knowledge of PSG activities and issues obtained by other involvement in PSG activities and issues are preferred.

Refer to the section in the Handbook on: “[Duties of the Student Representative](#)”.

Biographies of all candidates should include the following information:

1. Professional or personal involvement with seabird research or conservation.
2. History with PSG (offices held, committee membership, services you provided, etc.).
3. Personal view on at least one PSG function/issue of interest to you. These could include:
 - a. PSG's involvement in seabird conservation issues, such as taking the lead in action on seabird conservation issues (e.g., delisting or listing of a seabird species) vs. providing other organizations with information they can use in taking action.
 - b. Concerns about management and organization issues that relate to EXCO and Technical Committees procedures and functions that need to be addressed for the stability and long-term success of PSG, such as how best to prevent financial losses at annual meetings or how to involve more of the membership in discussion of important issues.
 - c. Future directions you feel PSG should either examine or pursue to better meet its goal of increasing the exchange and distribution of information on Pacific seabirds and their environment, such as development or improvement of web-based information distribution and exchange, restructuring meetings to better address specific topics, and issues in seabird research and conservation.

Endowment Fund Trustees

There are three Trustees of the Endowment Fund: two persons appointed as Trustees by the EXCO and the Treasurer. Trustees are responsible for managing the Endowment Fund and

protecting the principal. Article VI, Section 3 of the PSG Bylaws (see [Appendix 1](#)) describes the purpose of the Endowment Fund and how the Trustees must manage it. The Treasurer reports on the Endowment Fund status at the EXCO meeting during the Annual Meeting.

The Trustees shall determine the availability of funds for expenditure in consultation with other knowledgeable individuals and mindful of the requirements of PSG's bylaws. The intent is to be conservative "to protect the principal of the Endowment Fund over time," mindful of the fact that stock funds have fluctuated widely during recent years and will likely do so in the future.

The Trustees should take the value of the Endowment Fund on September 30, which is the end of PSG's fiscal year, and allow a maximum of 6% of that amount to be available for publications; 6% is a sustainable percentage that can be used over a long period of time. The Trustees should be disciplined enough to use the same date each year, because changing the date will change the amount of funds available due to the inherent volatility of the stock market. As a further means of protecting the purchasing power of the Endowment Fund, the Trustees will not allow the expenditure of funds to cause the value of the Endowment Fund to dip below \$100,000 in 2004 dollars. The \$100,000 "baseline" will be adjusted each year based upon the U.S. federal government's cost of living index (e.g., if the cost of living went up 3% between 2004 and 2005, then the minimum value would be \$103,000 instead of \$100,000). Such a calculator using federal data can be found at: <http://www.qualityinfo.org/olmisj/DoQuery?itemid=00000027>.

The bylaws provide that "The actual expenditure of funds shall be recommended by the Communications Committee and decided by majority vote of the EXCO." While the Trustees should express no opinion concerning the scientific merit of any proposed publications, the mere availability of funds does not mean that such funds should actually be spent unless meritorious publication projects have been proposed. The Trustees should; nevertheless, address issues as they arise that would be related to long-term projects that are expensive. It is strongly recommended that all large projects seek co-funding from other sources.

Awards Committee

This committee is composed of the Chair-Elect, Chair, and Past-Chair. The Past-Chair coordinates the committee and the presentation of the awards at the Annual Meeting. The committee is responsible for soliciting, reviewing and then submitting nominations for the Lifetime and Special Achievement Awards to the EXCO. The Past-Chair notifies the recipients and arranges their travel, lodging and food for the Annual Meeting, if they accept the award.

The Past-Chair coordinates the Student Paper Award judging and presentation. He/she will select a panel to judge the papers and posters presented by students at the Annual Meeting. A paper award (and sometimes book or gift certificates) is given to the best student paper and poster. The award is presented at the banquet. If the student is not present the award should be mailed to them. The Past-Chair also coordinates Travel Awards.

An article commemorating each recipient of a Lifetime or Special Achievement Award should be published in the upcoming issue of *Pacific Seabirds*. The Awards Committee should ensure that the person who presents the award has committed to write and submit this article, along with a few suitable photographs before the deadline for the upcoming issue of *Pacific Seabirds*.

Corresponding Members Committee

This committee was established to support seabird researchers and conservationists in developing countries. It provides memberships to select people with the requirement that they provide an article to *Pacific Seabirds* at least once every three years in return. The committee is limited to provide a maximum of **16** corresponding memberships.

Craig S. Harrison Conservation Fund Committee

The objective of the Conservation Fund is to advance the conservation of seabirds by providing funds or supplies to individuals from developing countries as well as those from elsewhere working in those developing countries primarily in or bordering the Pacific Ocean. Specifically:

- 1) for conservation and restoration activities that benefit seabirds in the Pacific Ocean; and
- 2) to help develop within-country seabird expertise in developing countries within or bordering the Pacific Ocean.

For more information see: <http://www.pacificseabirdgroup.org/index.php?f=grants&t=Grant>

AFFILIATIONS

American Bird Conservancy

At least two people are appointed as delegates to the American Bird Conservancy (ABC) by the EXCO. They are responsible for attending ABC meetings and reporting on their activities to the EXCO.

ABC is a not-for profit organization formed in 1994 “dedicated to the conservation of wild birds and their habitats in the Americas. The fundamental role of the ABC is to build coalitions of conservation groups, scientists, members of the public, to tackle key bird priorities using the best resources available.” More information is available at www.abcbirds.org.

Ornithological Council

PSG has been a member of the Ornithological Council (OC) since 1992. At least two people are appointed as delegates to the OC by the EXCO. They are responsible for attending OC meetings and reporting on their activities to the EXCO.

OC is a not-for profit organization formed in 1992 that “links the scientific community with public and private decision makers, provides timely information about birds to help ensure scientifically-based decisions, policies, and management actions, informs ornithologists of proposals and actions that affect birds or the study of birds and speaks for scientific ornithology on public issues.” More information is available at www.nmnh.si.edu/BIRDNET.

International Union for Conservation of Nature and Natural Resources (IUCN)

PSG was admitted as a non-governmental organization member of the IUCN in 1998. The IUCN or World Conservation Union’s mission is to “influence, encourage, and assist societies throughout the world to conserve the integrity and diversity of nature and to ensure that any use of natural resources is equitable and ecologically sustainable.” More information is available at

www.iucn.org.

PUBLICATIONS

The Pacific Seabird Group has four outlets available for the publication of items relating to marine birds, their environment, and their conservation: (1) *Pacific Seabirds*; (2) *Marine Ornithology*; (3) Technical Publications; and (4) Symposia.

Pacific Seabirds

Pacific Seabirds (ISBN 1089-6317) is published twice a year, in the spring and fall (potential contents listed in [Appendix 8](#)). Deadlines for submission are 1 April and 1 October. *Pacific Seabirds* is devoted to the biology of seabirds. It publishes regional articles and research reports on seabirds and seabird conservation of the Pacific and the world. *Pacific Seabirds* also offers opportunities for publication of shorter items on seabird conservation, seabird research activities, and other topics related to the objectives of PSG, including the Forum, review articles, PSG News, and book reviews. In addition, this publication contains articles of interest to PSG members, including regional seabird research, committee reports, conservation news, and abstracts of papers presented at the Annual Meeting. All articles will be sent out for peer review before acceptance for publication in *Pacific Seabirds* or as a PSG Technical Publication. All materials, except those relating to conservation issues, should be submitted to the Editor; conservation-related materials should be submitted to the Vice-Chair for Conservation. Issues of *Pacific Seabirds* will be posted on the PSG website as downloadable PDFs. Back issues of the *PSG Bulletin* or *Pacific Seabirds* may be ordered from the Treasurer: please submit \$2.50 each for Vols. 1-8 (1974-1981) and \$5.00 each for Vol. 9 and later. All issues except 1982 volume 9 (1) are available on the PSG website for download (www.pacificseabirdgroup.org).

Marine Ornithology

Marine Ornithology (www.marineornithology.org) is an electronic scientific journal (hard copies available) published through a partnership of the African Seabird Group, Pacific Seabird Group, Australasian Seabird Group, and the Seabird group (UK). The journal publishes full-length papers, short communications (usually less than three printed pages long), and book, website and software reviews on all aspects of seabirds and marine ornithology world-wide. Contributions dealing with coastal or inland birds such as gulls, terns, cormorants and pelicans will also be considered. Review papers or Commentaries on important or emerging topics in Marine Ornithology are encouraged. See the website for details on submissions to the journal.

Technical Publications

Technical Publications can include workshop proceedings, seabird catalogs, survey protocols, reports of regional or species studies, conservation reports, and a variety of technical works that are too large for the inclusion in *Pacific Seabirds*. Manuscripts dealing with any aspect of the biology or conservation of marine birds or their environment will be considered for publication. Interested authors should contact the Coordinator of the PSG Communications Committee prior to submission of manuscripts. As of 2012, two publications exist in this series. See the PSG website to download these documents (www.pacificseabirdgroup.org).

Symposia

Pacific Seabird Group Symposia, a collection of papers usually presented at an Annual Meeting, can be initiated by one or more PSG members with an interest in a particular topic area. Symposia should be published as a series of papers in *Marine Ornithology*, as a PSG technical publication, or in an ornithological journal. Individuals interested in promoting future symposia must first contact the Coordinator of the Communications Committee and the Annual Meeting Scientific Program Coordinator (Chair-Elect), prior to initiating the process leading to the actual symposium session. The guidelines outlining the steps and responsibilities for obtaining approval, organizing, holding and publishing Pacific Seabird Group Symposia are below.

Many PSG Annual Meeting symposia are published and cover such diverse topics as shorebirds, tropical seabirds, gulls, auks, marbled murrelets, and seaducks. A complete list of Symposia can be found in [Appendix 13](#) of this document, and on the PSG website. Many of the published Symposia are in print and available for purchase at (www.pacificseabirdgroup.org).

Guidelines for Proposing Symposia or Special Paper Sessions at PSG Meetings

A Symposium is a coherent set of papers that:

1. is designed to be published as a coherent set of papers in a PSG-sponsored publication (not yet defined);
2. has $\geq 50\%$ of the publication costs raised in advance by the Conveners of the Symposium; and
3. has been cleared in advance with the Chairs of the Scientific Program and the Communications Committee Coordinator that it is, indeed, going to be called a Symposium and is going to be supported financially (or otherwise) by PSG.

Additionally, the Editor of *Marine Ornithology* should be consulted in advance to determine whether, in concept, the topic of the Symposium and the draft paper titles are appropriate subject matter for that journal or whether they should be published elsewhere. These are marquee paper sessions that will be highlighted during a given year's meeting and that comprise a substantial and coherent set of papers that will be published under PSG aegis, preferably, although not exclusively, in *Marine Ornithology*.

It is suggested that the number of symposia at a given meeting be limited (perhaps no more than two), which should increase PSG's financial ability to support the publication of these sessions. In the past, published symposia have appeared in *Marine Ornithology*, *Studies in Avian Biology*, *Northwestern Naturalist*, *Western Foundation of Vertebrate Zoology*, *Canadian Wildlife Service Special Publications*, and stand-alone products (e.g., book format).

A Special Paper Session (SPS) is a coherent set of papers that:

1. is not necessarily designed to be published (whether in a PSG-sponsored publication or something else) as a coherent set of papers;
2. has little (<50% of costs) or no money raised for publication, even if there is an attempt to publish something; and
3. has not been cleared with the Chairs of the Scientific Program and the Communications Committee that it is going to be called a Symposium and is going to be supported financially

(or otherwise) by PSG.

The SPS should be cleared for inclusion in the meeting by the Chair of the Scientific Program. SPS are important groups of papers that either are not going to be published together or for which little or no money has been raised for publishing them together.

Guidelines to be used for Reviewing Symposia and SPS

All proposals will be peer-reviewed and ranked by a committee consisting of the Scientific Program Chair, the Editor of Marine Ornithology, and the Communications Committee Coordinator. This committee, if necessary, may solicit peer-reviewers. Symposia proposals must be submitted to the Program Chair by an indicated deadline. Following submission, the Program Chair will maintain correspondence with those who submitted proposals until a final decision is reached.

Criteria for evaluating proposals will include the following:

1. The symposium or SPS is based on sound science and contributes to important ecological understanding or has good potential to advance the field of seabird ecology/biology in a significant way.
2. The symposium or SPS is timely; it identifies and focuses on issues that are highly pertinent to current conservation, management, or biological issues related to seabird ecology/biology.
3. The symposium or SPS should showcase innovative or original work, or provide a significant synthesis within a topic or discipline.
4. The symposium or SPS represents collaboration, particularly with respect to bringing together scientists from diverse academic backgrounds or from a diversity of settings (e.g., academic, public agency, NGO).
5. A symposium should be well organized and balanced with synthetic overviews or broad topical coverage, and not just include a set of similar case studies. In contrast, a SPS may include a series of pertinent case studies as long as there is at least one synthetic or overview presentation.
6. The symposium or SPS is consistent with the meeting theme and/or will assist attendees in obtaining a deeper appreciation of the meeting theme and/or will increase attendance by broadening the potential base of attendees.
7. For symposia, a majority of the confirmed and prospective participants have established reputations in their respective fields. A symposium may include, but should not be primarily comprised of, student papers. In contrast, a SPS may include predominantly student papers and can be viewed as a means to increase student participation and highlight student research.
8. For symposia, the presenters are experienced or particularly engaging speakers.
9. A symposium must include balanced and broad perspectives on the topic if applicable, and must not be overtly biased by the perspectives of the organizer(s) and invited speakers.
10. In the interest of broadening participation, an individual is allowed to be an organizer (either a principal organizer or a co-organizer) for only one symposium or SPS per year.

After symposia and SPS are accepted and the scheduling for the meeting is underway it becomes increasingly difficult to accommodate cancellations and schedule changes. Hence, as a courtesy

to the meeting organizers and in fairness to other submitted proposals, symposium organizers are urged to obtain firm commitments from as many of their invited speakers as possible before submitting their proposal, rather than listing only “possible” speakers, or only tentative commitments. If a proposal is accepted, the organizers will be required to submit a final summary description of the symposium in the correct format by a date decided upon by the Scientific Program Chair. This summary will appear in the preliminary program and should be written so as to stimulate interest and promote attendance. This description should be submitted on the electronic form. The correct format also requires a complete and up-to-date listing of organizers names and their institutional affiliations, mailing addresses, telephone numbers, fax numbers and e-mail addresses correctly referenced. The title of the symposium should be followed by the descriptive text. This posting should also include a list of confirmed speakers and each speaker's name, institutional affiliation, mailing address, telephone number, fax number and e-mail address as well as a list of times for each presentation.

Format for Submitting a Proposal for a Symposium or SPS

The following guidelines are intended for use when preparing proposals for symposia and SPS. These guidelines are based on those used to decide upon funding of publication of symposia. The following sections must be addressed; additional information or narratives may be provided if relevant. Requests should not exceed 4 pages single-spaced.

NOTE: A separate proposal is required for requesting funds for publication. Much of the required information is identical, but additional information regarding funding is required. Please see the PSG web site for Guidelines on Requesting Funds for Publishing Symposia or Special Papers Sessions (www.pacificseabirdgroup.org). All proposals are due by a deadline designated by the Program Chair.

Title: List the title of the session.

Type of session: Symposium, special paper session, plenary, other.

Date: Is this session scheduled to occur at the current years meeting or a future meeting?

Session coordinator and affiliation: provide all relevant contact information. Has this person convened a similar session in the past? If so, please provide details (where, when, topic). Was this session published? Is the coordinator or another participant willing to serve in an associate editor role if requested to do so by the editor of the journal? Is the coordinator a member of PSG?

List of participants: Please list all participants (authors and co-authors), note if they have been invited or selected from submitted abstracts, and also note if invitations have committed, are tentative, or are suggested. Include session coordinator if also presenting. Are the participants members of PSG?

Title of papers: List all known titles. If titles are not available for some participants, list subject matter of presentation.

Significance of the session and papers within it: How might this session best be described? For example, is it a methodology session (e.g. monitoring seabirds with radar), does it focus on a specific type of event (e.g. oil spills and seabirds), is it taxa-specific, or is it a revisit of a prior symposia topic? How would this publication benefit the conservation or management of Pacific seabirds? This section should be prepared as a narrative and is similar to the ‘justification’ section required in most scientific proposals.

Publication Plan: Is the session targeted for publication? If so, what journal is being targeted? Have you already contacted the journal or received an agreement to publish from the journal? Why was this journal chosen? Are all participants aware that this is the targeted journal? Has the journal set a page limit and if so what is it? Is there an anticipated publication date? Will the symposia be published as part of a regular issue or as a separate issue? How will PSG’s contribution be recognized in the journal (e.g., will there be an introductory overview where PSGs contribution can be explicitly acknowledged)?

Outside (i.e., not from PSG) funding sources for publication: If targeted for publication, have you sought matching funds? If so, how much is guaranteed? From whom have funds been sought? Have you sought complete funding from an outside source?

Funds requested from PSG for Publication: If intended for publication, will you seek funds from PSG?

Please provide any additional information which may assist in the funding decision.

Guidelines for Submitting Requests for Funds from PSG Specifically for Publication of Symposia or SPS

The following guidelines are intended for use when preparing requests for funds to PSG for the publication of symposia and SPSs. Currently, all requests will be considered during the EXCO session at the annual meeting and voted upon at that time. To facilitate this process, all requests for funds must be submitted to the Chair of the Communications Committee no later than **60** days prior to the date of the upcoming EXCO meeting. Requests for funds should be prepared in proposal format. The following sections must be addressed; additional information or narratives may be provided if relevant. Requests should not exceed 4 pages single-spaced.

Title: List the title of the session.

Type of session: Symposium, special paper session, plenary, other.

Date: Is this session scheduled to occur at the current year’s meeting or did it occur at a past meeting?

Session coordinator and affiliation: provide all relevant contact information. Has this person convened a similar session in the past? If so, please provide details (where, when, topic). Was

this session published? Is the coordinator or another participant willing to serve in an associate editor role if requested to do so by the editor of the journal? Is the coordinator a member of PSG?

List of participants: Please list all participants (authors and co-authors), note if they have been invited or selected from submitted abstracts, and also note if invitations have committed, are tentative, or are suggested. Include session coordinator if also presenting. Are the participants members of PSG?

Title of papers: List all known titles. If titles are not available for some participants, list subject matter of presentation.

Significance of the session and papers within it: How might this session best be described? For example, is it a methodology session (e.g. monitoring seabirds with radar), does it focus on a specific type of event (e.g. oil spills and seabirds), is it taxa-specific, or is it a revisit of a prior symposia topic? How would this publication benefit the conservation or management of Pacific seabirds? This section should be prepared as a narrative and is similar to the 'justification' section required in most scientific proposals.

Target journal: What journal is being targeted? Have you already contacted the journal or received an agreement to publish from the journal? Why was this journal chosen? Are all participants aware that this is the targeted journal? Has the journal set a page limit and if so what is it? Is there an anticipated publication date? Will the symposia be published as part of a regular issue or as a separate issue? How will PSG's contribution be recognized in the journal (e.g., will there be an introductory overview where PSGs contribution can be explicitly acknowledged)?

Outside (i.e., not from PSG) funding sources: Have you sought matching funds? If so, how much is guaranteed? From whom have funds been sought? Have you sought complete funding from an outside source?

Funds requested from PSG: Please break out by any categories; e.g. page charges, cost for printing of additional copies? Will these funds allow us to secure electronic copies for distribution on our web page?

Please provide any additional information that may assist in the funding decision.

WORLD WIDE WEB

Information about PSG is now available at <http://www.pacificseabirdgroup.org>. Send updates and new information to the PSG Web Page Webmaster, the Communications Committee Chair, or the Vice-Chair for Conservation.

AWARDS

Lifetime and Special Achievement Awards

In 1993, PSG instituted two awards to recognize individuals who have made significant contributions to seabirds:

- “*PSG Lifetime Achievement Award*” recognizes a seabird researcher, educator, or conservationist who has made significant, long-term contributions to seabird science, conservation and education in the Pacific Ocean or the world; and
- “*PSG Special Achievement Award*” recognizes an individual who has performed outstanding, long-term service for the Pacific Seabird Group, or who has achieved an outstanding and significant exemplary accomplishment for the betterment of seabird research, education, and/or conservation, or both.

To provide structure to the process of selecting worthy individuals to receive these awards, the EXCO created the Awards Committee, consisting of the Chair-Elect, current Chair, and Past-Chair, to solicit and review nominations. The Past-Chair coordinates this committee and the presentation of these awards at the Annual Meeting. The committee will make recommendations to the full EXCO, who will in turn vote to select deserving individuals for awards to be presented at future meetings. At this time the EXCO should also decide whether or not funding should be allocated to support the recipient’s attendance at the meeting. In general, the costs of Lifetime and Special Achievement awards (travel expenses of recipient, if warranted; award plaque) should be included as line items in the annual meeting budget. There is no mandate to present these awards at every meeting and no limit to how many awards may be presented each year. Receipt of one award does not preclude the same individual of receiving the other at some future date.

Announcements that solicit nominations for these awards will be published in every issue of *Pacific Seabirds*. Nominations should be submitted to the Awards Committee at least 6 months prior to the next Annual Meeting of the Pacific Seabird Group.

To nominate a candidate for a PSG award, an interested person (preferably a PSG member) must:

1. prepare and submit a brief nomination statement (one page) of the individual's accomplishments and contributions to the Past-Chair;
2. if the nominee is selected for an award, contact the candidate and receive permission to proceed with the nomination process;
3. obtain photos and prepare a paragraph on the person’s career for the meeting and the Spring issue of *Pacific Seabirds*, and
4. conduct a short (15-30 minute) presentation on the individual at a PSG Annual Meeting.

The Awards Committee is responsible for reviewing the nominees and submitting a list to the EXCO in advance of award presentation at a PSG meeting. The Past-Chair is responsible for having plaques made for the recipients and arranging their travel, food, and lodging. An example of an award plaque presented for the Lifetime Achievement Award can be found in [Appendix 14](#) and an example of a confirmation letter sent to an award recipient can be found in [Appendix 15](#). Plaques may be made at a local engraving store or through *Dell Enterprises*, 7949

Broadway, Lemon Grove CA 91945, Phone: 619-469-2109, FAX: 619-469-1266. Plaques should be ordered between October and December. Past recipients of the Lifetime and Special Achievement Awards are listed in [Appendix 16](#).

Student/Scientist Travel Awards

Travel awards are generally given out each year to help enable students and scientists from countries other than the U.S. and Canada attend the annual meeting. The Past-Chair coordinates the solicitation and awarding of travel awards. To be considered for the student travel award, the student must qualify as a student at the time of registration (see below under [Student Presentation Award](#)) and submit an application packet by email (or hardcopy) to the Past-Chair. There are three travel award categories; US/Canada Students; Non-US/Canada Students, and non-US/Canada Scientists. While funds to support student travel are generated by silent auction proceeds from the previous annual meeting, non-US/Canada student/scientist travel awards should generally be included as line items in the annual meeting budget. The recommended amounts are **\$2,000 - \$4,000** for the two student categories, and up to **\$2,000** for non-US/Canada scientists. Grants and donations (including funds raised at the previous year's Silent Auction) for travel awards will offset these amounts. The Awards Committee (Chair, Past-Chair, Chair-elect) will decide by consensus how much money will be spent.

Student Presentation Awards

Student presentation awards are given out each year at the Annual Meeting. Every student who gives a talk or displays a poster is eligible. The Past-Chair selects a group of PSG members (non-student) to judge the papers and posters. Papers and posters are judged separately according to a set of guidelines that include originality (big picture/context), presentation (speaking style, graphics), resourcefulness, organization (format), and data. The guidelines for selecting the award recipients can be found in [Appendix 17](#). Examples of judging forms for oral and poster presentation can be found in [Appendix 18](#). An example of a certificate presented for the best student paper can be found in [Appendix 19](#).

For purposes of registration and eligibility for the Award, a student is defined as an undergraduate or graduate who was enrolled full-time during the quarter or semester immediately preceding the meeting. Post-doctoral fellows are not eligible for student membership registration rate or for the Award. Student registrants may be asked for proof of student status (proof of registration as a full-time student or letter from major advisor confirming student status) when registering at annual meetings. Student presentation awards should generally be included as line items in the annual meeting budget.

ANNUAL MEETING MANUAL AND TIMELINE

This manual is organized by the timeline that tasks need to occur before the meeting. For each task, there is a time before meeting, and a responsible party(s). As you can see by looking over this section, the LOCO Chair has the greatest responsibility for putting on the annual meeting, while the Chair-Elect is heavily involved as the Chair of the Scientific Program, the Past-Chair helps out as needed and as directed by the Chair, and the Chair is responsible for ensuring that everything gets done according to handbook guidelines.

General Duties of the Local Committee Chair

The Local Committee (LOCO) Chair is responsible for overseeing the details and planning of the conference and rounding-up volunteers in the area to help organize the conference. Before volunteering to be LOCO Chair, this person should be aware of the responsibilities and duties of this position (read the entire “[Annual Meeting Manual and Timeline](#)” section).

Specifically the LOCO Chair should:

- 1 find people who are organized, responsible, and have access to assistants or volunteers to help them complete their tasks as members of the LOCO;
- 2 chair LOCO meetings to help make many of the decisions, including:
 - a finding a site for the conference;
 - b sending out meeting announcements;
 - c seeking local sponsors for the conference;
 - d creating a budget, deciding on price of registration in collaboration with the EXCO;
 - e setting up extra meeting rooms;
 - f deciding on social events, setting up field trips;
 - g conducting raffles and auctions;
 - h producing and printing the program; and
 - i creating registration packets (with maps, location information, and name badges).
- 3 report to the EXCO on the meeting and budget
- 4 ensure that meeting rooms are set up for speakers and attendees
- 5 set up the registration table and message center

There will also be other miscellaneous duties. The Visitors Bureau and the Chamber of Commerce should be contacted to get information on the city logos that can be used in the meeting announcements, places for off-site social gatherings, and general information on the city that participants might find useful (*e.g.*, maps, locations of local attractions, public transportation schedules, etc.). For more information and insights on being a member of a LOCO and putting on an Annual Meeting, see [Appendix 20](#) for people to contact.

The Chair-Elect may be involved in the activities of the LOCO and attend meetings but his/her primary responsibility is organizing the scientific program. The Past-Chair of PSG will advise the Chair-Elect and the LOCO Chair. One of the functions of the Past-Chair will be to make sure that the LOCO requires student identification for registration and that non-members are

charged more for registration.

Twenty-Four Months Before Meeting

- 1. Select Local Committee Chair**
- 2. Select a Conference Site**

The EXCO is responsible to be sure that a LOCO Chair is selected. Normally this happens after the EXCO has selected an area or city where the Annual Meeting will take place, based upon locations where a LOCO Chair has agreed to make the meeting arrangements. Volunteers are used in staffing the LOCO. Concurrent with the selection of a location (city, town) for an Annual Meeting by the EXCO, volunteers in the area are sought to chair, or be a member of, the LOCO for that year.

After the location has been selected, it will be up to the LOCO Chair to select the actual site for the conference. In selecting a site for the conference several things must be considered:

- the number of people expected to attend;
- cost of the facility and perks (*e.g.*, reduced fees for meeting rooms, complimentary rooms, etc.) that come with the expense;
- the location of the site with respect to restaurants, hotels and areas of interest;
- accessibility from an airport, train station or other mode of public transportation; and
- the details of the site contract.

The LOCO Chair should contact other organizations that have held conferences at the site and see if they were satisfied with the facility and the service. At a hotel including conference facilities, the meeting and conference rooms are usually provided free for guaranteeing a certain number of attendees and booked hotel rooms. However, a rental fee may be charged for each room in exchange for other benefits (*e.g.*, government room rates). Negotiated room rates should not be subject to increases in rates after the contract is negotiated.

Tours of each potential meeting facility should be set up with the sales or conference staff at the site. These people will want to know details about PSG, its purpose, and who the members are. Create a draft agenda of the meeting activities so they can figure out what PSG will need on a daily basis. Several meetings will probably be required with each candidate site. After the first meeting, however, you should be provided with the following information by the facility:

1. Room rates
2. Complimentary room ratios
3. Parking details
4. Overall tax and service charges (This could be as high as 18-20%)
5. Cost of student rooms
6. Audio/visual capabilities (including provision of screens, projectors, laser pointers, and timers)
7. Security procedures
8. FAX/copying facilities and cost for LOCO use.
9. Charges for supplies as needed (*e.g.*, phone access at the registration table, hand carts, extra tables, etc.)

During a tour of the facility the LOCO should assess the suitability of the facility for key features including:

1. Main room for plenary session that can hold at least 250 – 300 people. This room should be dividable, so you can later have concurrent sessions during the general papers. Make sure all session rooms are close together for easy access.
2. Rooms for concurrent sessions. These should be able to hold at least 125 people.
3. Layout of the foyer. This is the area in front of all the meeting rooms. You should have enough room for the registration desk, a storage area for folders and registration packets, coffee break refreshments, a board for messages, tables for vendors and raffle items, and room for people to congregate.
4. Poster room. One large room should be available for posters to be displayed from noon on the first day of papers until at least after the evening poster session/social, which usually occurs on the evening of the first or second day of papers. Boards or panels should be provided for hanging posters. These are usually available through the conference site. Find out the size and shape of these boards or panels so you can notify poster presenters of the appropriate poster dimensions in the call for papers. A few tables should also be provided for stand-up posters. Video players and LCD projectors may be requested by presenters; these will usually cost extra. One way to encourage poster viewing during the day is to provide coffee break refreshments in the poster room.
5. Banquet room. This will serve as a raffle and auction venue, so you will need a room with a capacity for 225 – 250 people.
6. Other rooms: slide prep, secure room, committee meeting rooms. These rooms are usually not provided free of charge. Try to get committee coordinators to sign up for meeting rooms and times early so you know how much space is needed ahead of time. If there is a last minute request for a meeting room, but no space is available, suggest that the committee meet in someone's hotel room, the poster room or other small rooms.

After you have looked at several sites, each location should provide you with a draft letter of agreement that states what services are being provided and at what cost. It is recommended that negotiating does not take place at the first meeting; wait for the draft letter. Go over the information with the LOCO and compare all the sites together. Make a comparison chart of the services offered and decide who is offering the best deal. Present and discuss this comparison chart with the [Conference Committee](#).

When you receive the draft letter of agreement or contract, consider the following:

1. Cost
 - a. Detailed day-by-day cost structure for sleeping, storage, and large/small meeting rooms.
 - b. Deposit amount needed
 - c. Student room cost
 - d. Coffee service cost/day
 - e. Banquet options and costs
 - f. A/V costs

- g. Parking costs
- 2. Contract Details
 - a. How long will the offer last
 - b. Free/complimentary rooms (based on number of registrants to stay at hotel)
 - c. Poster session arrangements
 - d. Security
 - e. Restrictions on conducting the raffle/auction (local or state laws)
 - f. Vendor tables and restrictions
 - g. Any special concessions (e.g., free parking for the local chairs)
 - h. Cancellation clauses or room guarantees. If room nights fall below a certain percentage, there may be a substantial penalty.

Have the site personnel also outline in the contract who the contact people will be for each of the following areas:

- meeting and poster room set up;
- catering/banquet/coffee services;
- A/V services;
- general maintenance (temperature control, extension cords, etc.);
- security (illness, theft, uninvited guests, etc.).

Your ability to negotiate will vary with site and category. If hotel rooms are involved, try to negotiate for government room rates, student rooms, and complementary rooms (for plenary speakers, other important guests, student volunteers, etc). Other areas for negotiation include food prices (*e.g.*, banquet and coffee service cost per person) and meeting space. Message boards, signs, and extra tables should be provided free of charge. Make note of any extra charges that might occur if things change (*i.e.*, will there be a charge to change the seating arrangements in a meeting room). Try to gauge how flexible the site is when it comes to dealing with last minute changes. Do not hesitate to go straight to the top if you feel the personnel you are dealing with are being unreasonable; this is a business transaction and they should be willing to work with the changing needs of the conference (as long as they are reasonable). Remember to get everything in writing. There could be staff turnover at the site and the person who gives you a verbal agreement may not be working there by the time of the meeting. If something is negotiated, either in person or over the phone, get an immediate written confirmation in person or by fax. Leave nothing to chance.

If possible, arrange A/V equipment through the site. It will be a lot easier than trying to round up items from various individuals. This also takes the burden of maintaining the A/V equipment away from the already busy LOCO. If a presenter has a special A/V request, consider having him/her pay for it if it is above and beyond what is normally provided.

If you would like to see an example of a final contract drawn up between PSG and a chosen conference site, contact the current Chair of PSG, Chair of the past LOCO, or the [Conference Committee](#).

Twelve Months Before the Meeting

1 Meeting Theme and Title

The theme, title, and possibility of a joint conference should be decided by the Chair-Elect in discussion with the EXCO and other PSG members. All details should be worked out at least year in advance of the meeting.

2 Set out Scientific Program

The scientific program will be created by the Chair-Elect in cooperation with the Chair and Past-Chair. Concurrent sessions are fairly standard now, as the membership of PSG and meeting attendance are growing. Try to arrange the sessions to minimize the overlap of subjects and student papers (for judging purposes).

3 Arrange Plenary Sessions and Symposia and Special Paper Sessions

Plenary speakers should be formally invited to speak at the conference at least 12 months in advance. The Chair-Elect is responsible to work out travel arrangements and accommodations for the speakers with the assistance from the LOCO Chair. If a plenary speaker is also receiving the PSG Lifetime Achievement Award, the Past-Chair should take care of travel arrangements, in consultation with the LOCO Chair. Generally all expenses of speakers, but not their spouses, are paid out of the meeting budget.

Special Paper Sessions (SPS) should coincide with the theme of the meeting. Two or three SPS along with numerous general paper sessions are appropriate for a meeting. The Officers of PSG and the Coordinator of the Communications Committee must grant permission for all symposia and SPS.

4 PSG Award Nominations

Past-Chair should solicit nominations for PSG awards and present written nominations to the EXCO, contact proposed recipients to get their permission to give them an award, and work out details with recipients for their travel to and attendance of the Annual Meeting and Banquet.

Ten Months Before the Meeting

1 Send out Meeting Announcements

The Chair-Elect, who is in charge of the scientific program, will make sure that the meeting announcements are sent out, but the actual mailings, posting to web, etc. can be delegated to the LOCO Chair, or the Secretary. The meeting announcement should include a short description of the city or area and its attractions and climate. List accommodations near the meeting site with price, phone number, and address (students should be provided with student room rates if possible). Explain means of travel to and from the site and include a map showing how to get to the conference. PSG announces its meetings in five different ways and at different times throughout the year:

- 1 in the Spring and Fall Issues of *Pacific Seabirds*;
- 2 in the OSNA newsletter, whenever it is published (see [Appendix 21](#));
- 3 on the Seabird-Listserver every two months up to the meeting (see [Appendix 21](#)); and
- 4 on the PSG Website and Facebook group from now until the meeting.

Include in the announcement the location, dates, tentative focus of special paper sessions and plenary talks, schedule of events, web site address, and people on the LOCO who can answer questions.

2 Open a Meeting Bank Account

A bank account can be opened for the meeting. Set up a checking account in a bank conveniently located for the person handling the money. An account should be opened before a deposit is due at the conference site or when conference costs begin to be incurred. The LOCO Chair will need to contact the PSG Treasurer to make arrangements for a transfer of funds. A copy of the resolution giving permission to open an account from the EXCO and signed by the Secretary or Treasurer will be necessary to establish the account.

One person should be in charge of conference finances and keep track of these in spreadsheet form- see example budgets in [Appendix 22](#).

Items to track include:

- registration fees
- refunds of registration fees, and
- any checks written to the hotel, off-site caterer, field trip company, etc.

Ensure all funds are in the currency of the country requested (all money should be in US Dollars; no government requisitions are allowed). To pay for expenses, the Treasurer can mail checks directly to the vendor. For smaller purchases, the LOCO can purchase them directly and submit receipts to the PSG Treasurer for reimbursement. The PSG Treasurer will want all your records (bank statements, transaction receipts and other business), keep them up-to-date.

3 Prepare a Meeting Budget

The LOCO Chair and PSG Chair, with assistance from the Chair-Elect, need to prepare a budget and submit it to the EXCO **10** months before the meeting for review prior to commitments for the meeting. The LOCO should develop a budget ([Appendix 22](#)) based on the median of last five years of attendance based separately on students versus full members and taking account of location. The LOCO has the discretion to waive registration fees for up to 10 people. Additional waivers require approval of PSG Chair.

The LOCO Chair will need guidance regarding plans, budget, and general ground rules for the Annual Meeting.

The guidance will include the following topics:

- acceptable facility size and services;
- expected attendance;
- meeting costs to be covered with the registration fees;
- expected registration fee level; and
- usual meeting format.

The LOCO Chair should coordinate with and get guidance from the PSG Chair, other EXCO members, particularly the Treasurer, and the [Conference Committee](#) through phone and email contact, or in person. If the details are approved, the new LOCO Chair should then proceed to formulate a meeting plan and budget within these general guidelines or discuss new possible options as they become available.

Budget discussions should include proposed registration fees for members and students, late registration/non-member fees, outside contributions, projected expenses, and a 10-20% contingency fund ([Appendix 22](#)). The PSG Chair will discuss these plans with the rest of the EXCO and return comments to the LOCO Chair. A second draft budget should be shared with

the PSG Chair about **6** months before the meeting.

Additional details in this second draft budget should include:

- conference location and dates;
- hotel arrangements;
- conference facilities;
- proposed symposia; and
- proposed field trips.

The LOCO Chair will provide a financial report at the annual EXCO meeting and provide a copy to the next LOCO chair.

4 Set Price of Registration

Once the site has been chosen and the budget has been established, the registration fee is determined by the costs contained in the budget. The LOCO Chair, PSG Chair, and Chair-Elect work together on the budget, but the Chair has to approve the final budget and registration fee. To obtain the registration fee, divide the total price of the meeting by the number of expected attendees (see [Appendix 22](#)).

Note that there are several prices for attendees:

- Regular Member;
- Late Regular Member (~50% higher than Regular Members);
- Student Member (must provide a copy of their student card during registration and for renewal of membership; ~ 30-40% lower than regular member);
- Late Student Member (~50% higher than Student Member);
- Non-members (Regular Member registration fee plus cost of two years member ship);
- Late Non-members (~50% higher than Non-members).

You may calculate prices for one or two day registration if you think they are needed.

5 Send out Registration Announcement

LOCO Chair will prepare and send a registration announcement for the PSG Website. All registration costs (as outlined above) and dates of early and late registration should be included.

6 Extra Meeting Rooms for Committee Meetings

The LOCO Chair will arrange with the hotel/conference center to have several rooms available throughout the conference for committee meetings. Each Committee Coordinator will need to fill out a room reservation sheet ([Appendix 23](#)). Be sure to make arrangements with the hotel for AV needs, flip charts, etc to meet the needs of the committees.

Six Months Before the Meeting

1 Call for Papers

The Chair-Elect puts Call for Papers ([Appendix 24](#)) on the PSG website and emails all PSG members. The abstract deadline should be **4** months before the meeting, because the program cannot be put together until all the abstracts have been received. Have a strict cutoff for abstract submission and warn people about this. Coordinate with the Past-Chair so that the deadline for abstracts is the same as for Travel Awards. Abstracts should be emailed to the Chair-Elect, who

must review them, organize them into a meeting agenda and give them to the LOCO Chair so they can be put into the Meeting Program. Give exact instructions on the format to use for abstracts (see [Appendix 25](#)). People must register in order to submit an abstract.

2 Registration

The Chair-Elect and LOCO Chair assure that an announcement of registration and link to the online registration system (regonline) appear on the PSG website ([Appendix 26](#)). Registration and purchasing of merchandise, field trips and banquet should all be done through the online registration system (regonline) so that all income is accounted for and can be deposited directly into the PSG bank account, reducing the amount of cash handled. The Chair-Elect should email registration reminders to all PSG members. People must register to submit an abstract. Be sure the registration form has a cancellation deadline, after which the person gets no money back, except due to extenuating circumstances decided on a case by case basis by the Chair-Elect or Treasurer. Date of cancellation deadline will depend on deadlines for reserving rooms at the hotel and seats for the lunches and banquet.

3 Meeting Announcements

The LOCO Chair working with the Chair-Elect will send the meeting announcement to the listserv and ensure it is posted on the PSG Website and Facebook page.

4 Application for Student & Scientist Travel Awards

Past-Chair is the Chair of the Awards Committee and is responsible for awarding the student travel awards. The Past-Chair should put an announcement of the application for Student & Scientist Travel Awards on the Web at the same time the Chair-Elect puts out the Call for Papers and the Registration (both announced **6** months and due **4** months ahead of the Annual Meeting). To be considered for the Student Travel Award the student must qualify as a student at time of registration (see section on [Student Travel Award](#)) and submit an application by email (or hardcopy) to the Past-Chair.

5 Student Presentation Awards

The Past-Chair is in charge of putting together a panel of PSG members to judge student paper and poster presentations at the meeting. Judges should be lined up **6** months in advance.

6 Organize Mentor Meeting

The Student Representative and the Past-Chair should organize a Mentor Meeting whereby EXCO members and other interested PSG members may volunteer to mentor students and potential students during an organized social event. All mentors should wear a uniquely marked mentor nametag during the mentoring session and throughout the conference. The Past-Chair and Student Representative can decide on the format and time of the mentoring session. An evening event with food and drink works well, because it is informal and students are more relaxed talking to established scientists.

7 Organize Social Events

The LOCO chair will generally organize some type of social even for participants each evening

of the conference; the formality of each will vary. Most should be casual with an open bar and hors d'oeuvres. A welcome reception is usually held on the evening before the paper sessions begin. At least one mixer should coincide with a poster session when all presenters will be at their posters to answer any questions. Another event should be scheduled at a nearby local attraction (e.g., museum, aquarium, etc). A banquet should be held the last night of the conference (before the field trips) where awards are presented and, if desired, an auction and/or raffle is held.

8 Auctions and Raffles

Auctions and raffles can be big money raisers for PSG. A raffle and two types of auctions (silent, and live) may be held. Typically, at least a silent auction is held. Proceeds from raffles and auctions go into a fund to provide student travel awards. The LOCO Chair and Student Representative are in charge of rounding up items to be donated by:

- announcing to the body of PSG that donated items are being sought for the raffles/auction; and
- calling and writing to local and major businesses for items they would like to donate.

Someone should be responsible of keeping a list of the items, person/business who donated an item, and the minimum bid that will be accepted. The silent auction may be run in conjunction with a social event or in a room on its own to provide a chance for everyone to participate in the fun. Live auctions should be held on the night of the banquet, but if this is the case, the chair must be prepared to enforce strict time limitations on presentation and receipt of awards, and should keep the auction brief. It would be advisable to generate a detailed time budget for the evening as one contemplates holding a live auction in conjunction with all other banquet night activities.

9 Field Trips

The LOCO Chair should schedule field trips before the conference and/or on the last day of the conference that explore the local flavor of the area. If possible, try to arrange with the local Audubon Society to have one or more of its expert birders take groups of people interested in birding to local hot spots in the early mornings before the paper sessions begin on each day of the conference. Most cities have local tour companies that can arrange field trips at reasonable prices. Full day field trips might include: pelagic or other birding trips, sightseeing, winery or brewery tours, etc. Field trips should be announced when the call for papers and meeting registration goes out. Morning birding trips each day of the meeting and three field trips (not necessarily tied to birding) are usually sufficient. See [Appendix 27](#) for an example of a field trip registration form.

Three Months Before the Meeting

1 Prepare Program for Meeting

The LOCO Chair and the Chair-Elect need to work together on preparing the Meeting Program; the LOCO Chair is in charge of putting the Program together and the Chair-Elect is responsible for putting the Scientific Program together.

- a Scientific Program (Chair-Elect)
 - Be sure the call for papers has the abstract and Travel Award application

deadlines at least 4 months before the meeting.

- Review all abstracts. In the past, all abstracts submitted were accepted. Note: need to develop *protocols for reviewing submissions, so rejection not based on bias*. The decision for including or excluding papers and posters is up to the Scientific Program Chair. It is up to the Scientific Program Chair to determine whether to allow late abstracts (some PSG members are notorious for submitting abstracts at the last minute or late).
 - Run all abstracts through spell check, check for hidden codes, and margins. Spell out all abbreviations.
 - Notify authors of any abstracts that are too long and ask for revisions.
 - Set deadline for their return.
 - Create agenda of talks, order by day and time (24 hour clock) of presentation. In the agenda, indicate which author will present the talk/poster and indicate which talks/posters are by students eligible for student presentation awards. Generally talks are a total of 15 minutes long (12 minute talk, 2 minutes for questions, 1 minute to change speakers).
 - Send LOCO Chair your agenda and all the abstracts so they can be put into the Meeting Program.
 - Remind Past-Chair to schedule a mentoring session for students and put in program.
- b Meeting Program (LOCO Chair)
- Separate out poster abstracts from paper abstracts. Papers and posters could be alphabetized by primary author or listed in the order presented at conference.

2 Session Chairs

The Chair-Elect should arrange for Session Chairs for all paper sessions. These people will be responsible for introducing each speaker, keeping concurrent paper sessions on time, and finding the appropriate person if the audio-visual equipment malfunctions. A list of guidelines that should be given to each Session Chair can be found in [Appendix 28](#).

3 Select Format of Program

LOCO Chair will decide on page orientation, font size and type. Reviewing programs from past conferences may be helpful. See [Appendix 29](#) for a list of all Program Essentials.

4 Prepare Meeting Packet

The LOCO Chair should assemble a folder for the meeting that includes:

- the meeting program;
- registration and other receipts for the conference;
- information on the area (*e.g.*, restaurants within walking distance, local attractions, map of area, etc.);
- a name badge (be sure to make the name badge font large (*e.g.*, 36 point) and bold; the delegate's affiliation need not be in so large a font; **make the name badges of the EXCO, the LOCO, and the student mentors uniquely distinct and recognizable**)

from a distance);

- tickets to social events; and
- a gift is often presented at registration to each participant, examples from past meetings include coffee mugs, wine glasses, and decorated cloth bags or briefcases for carrying conference papers).

5 Awards

- a Student & Scientist Travel Awards: Past-Chair receives all applications for Travel Awards and coordinates a committee (with current Chair and chair-elect) to review the applications and make awards well before the meeting so students can plan their travel.
- b Student Paper Awards: Past-Chair gets Annual Meeting agenda from Chair-Elect with list of all students presenting papers. The Past-Chair will solicit registrants to help judge student papers at the Annual Meeting and prepare score sheets for judging.
- c Life-time and Special Achievement Awards: The Past-Chair will have award plaques made for the Annual Meeting.

6 Detailed Meeting Information, Accommodations, and Field Trips

The LOCO Chair will post details of the Annual Meeting logistics on the PSG website.

At the Meeting

1 Provide Budget Report to EXCO

The LOCO Chair is expected to provide a written and oral budget report to the EXCO at the Annual Meeting that the LOCO hosts.

2 Prepare a Registration Table

The LOCO Chair should set up a table where people who pre-registered can pick up their registration packet. This is also where late participants or people registering for one day can sign up and pay their fees. This table usually opens at the Welcome Reception and should be open throughout the day for the duration of the paper sessions. Volunteers, including students, should be found to help staff the registration table.

3 Message Center

The LOCO Chair should ensure there is a place where announcements, messages, and other items of interest can be posted. It is best to have this in a central location where everyone will see it (*i.e.*, near the registration table, near rooms where papers and posters are in process, etc).

At the start of each day before the plenary speaker or first talk gets underway, someone (Scientific Program Chair or LOCO Chair) should announce changes in the daily schedule, meetings taking place and other reminders to help people get the most out of the conference.

4 Set up a Sales Table

The LOCO Chair should set up a sales table run by PSG for selling items throughout the conference. A group of volunteers should be found to work the table. Items that could be sold

include past PSG symposia, books, and any special order items made for the conference (*e.g.*, hats, cups, t-shirts). The LOCO should have the following available for the staff:

- a lock box to keep the money in and appropriate change to run the store;
- price list of all items to be sold;
- a receipt book; and
- a calculator.

All funds from sales are deposited in PSG's General Fund.

During the conference, a laptop with an Internet connection should be available for attendees registering in person and for additional transactions (such as purchasing banquet tickets). For cash or check transactions during the conference, a sales sheet should be made ahead of time and all transactions recorded on that sheet and receipts written out of a receipt book to provide a way to track all income and expenses. Cash should be removed regularly from the registration desk to ensure that in the unlikely event that it is stolen, the amount is not large. Cash can be kept by the LOCO and/or given directly to the Treasurer.

Guest vendors are welcome to set up tables and are responsible for staffing for them unless arrangements have been made with the LOCO. An agreement to give a donation to PSG of either goods for an auction or raffle, or a percent of their sales should be worked out with all guest vendors.

5 Session Chairs

The Chair-Elect should arrange for a short meeting with all Session Chairs before the beginning of the Scientific Program to review guidelines for paper sessions (see [Appendix 28](#)).

6 Laser Pointers and Timers

The Chair-Elect is responsible for arranging for laser pointers (one as an extra) with extra batteries and timers for each session. The Chair-Elect needs to confirm that Session Chairs have a timer (*i.e.*, their smart phones or watches).

7 Student Paper Awards

The Past-Chair should meet with judges before paper sessions to divide up papers for judging, and meet after the paper sessions to decide on winners (see the general judging format in [Appendix 12](#)). A list of students and the time of their papers should be provided by the Chair-Elect before the start of the meeting.

There are 2 awards:

- Best Student Paper (oral); and
- Best Student Poster.

Honorable mentions could be awarded if the judging panel does not reach agreement on best paper or poster. The winners should receive paper certificates ([Appendix 19](#)), and they should be announced in the Spring Issue of *Pacific Seabirds*, the ornithological (OSNA) newsletter, and on the Seabird-L Listserv ([Appendix 30](#)).

8 Meeting of Former Chairs

The most recent Past-Chair (from previous year) convenes and organizes the meeting of Former Chairs at the Annual Meeting. The Former Chairs' institutional memory is an excellent source

of information and guidance for the Awards Committee's consideration of Lifetime and Special Achievement award nominations. The meeting details are listed in [Appendix 31](#).

Banquet

The Banquet usually has a social hour, followed by dinner, followed by a program that should be kept to an hour. The PSG Chair is responsible for the banquet program; participants and award presenters need to discuss plans for award presentations with the Chair. The Chair can act as Master of Ceremonies themselves, introducing award presenters, keeping program on time, etc., or they may appoint somebody to act in that role on their behalf.

Generally the Chair starts the program by thanking the appropriate people, the Chair-Elect and LOCO Chair follow with their thank you's, then the Past-Chair recognizes the student travel award recipients and the student paper award recipients. If there is a lifetime or special achievement award recipient, the Past-Chair introduces the nominator who takes the floor and recognizes the work done by the recipient to deserve the award. The award recipient may then say what they want.

Post Conference Duties

1 Miscellaneous Duties

The LOCO Chair will complete a written report to the Treasurer and Secretary including data for the handbook appendix on number of registrants, fees, number of papers, etc.

The LOCO, after the meeting is responsible for:

- closing out all accounts with the hotel/conference center and bank;
- drawing up a final budget to submit to the Treasurer and return profits, if any, to treasurer;
- preparing a summary of cost of registration, numbers of registrants and meeting profit/loss for the Secretary to include in the PSG Handbook (see [Appendix 32](#));
- taking care of any other miscellaneous things that come up (*i.e.*, checking for items reported lost or forgotten at the conference by members (these items can be announced in *Pacific Seabirds* with contact information to get them back, etc.)); and
- sending thank-you letters/e-mails to donors and sponsors.

The Chair, after the meeting, should:

- provide specific answers to specific questions for preparers of some reports who were unable to attend the EXCO meeting;
- provide suggested revisions/clarifications on reports to all Officers and Committee Coordinators ASAP and have these authors submit revised reports to the Editor of *Pacific Seabirds* for publication soon after the meeting;
- revise PSG Handbook and Appendices while things are fresh in your mind (communicate these changes to the Secretary) and archive important documents electronically.

The Past-Chair, after the meeting, is responsible for:

- sending out certificates to student award winners and plaques or certificates to the

lifetime and special achievement award recipients who were not present to receive their awards at the banquet;

- sending thank-you letters to judges of oral presentations and posters for Best Student Paper Awards;
- sending thank-you letters to folks who donated prizes (*e.g.*, books), if any, as awards for Best Student Papers and Posters;
- reminding those who presented Lifetime Achievement and Special Achievement Awards at the Banquet that they need to provide short articles to the Editor of *Pacific Seabirds* on the awardees before the next issue goes to press; and
- giving information of the PSG awards to Chair-Elect to include in their meeting summary in the Spring Issue of *Pacific Seabirds*.

The Chair-Elect, after the meeting, is responsible for:

- writing summaries of the meeting, including award recipients, for *Pacific Seabirds*, the Ornithological Newsletter (OSNA), and the Seabird-L Listserve (see example in [Appendix 30](#))
- revise the official PSG letterhead and send to the Webmaster to update the webpage;
- send thank-you letters/e-mails to any outgoing EXCO members and/or Committee Coordinators;
- appoint new Committee Coordinators, if necessary;
- assemble the Work Plan from action items listed in the Minutes and unfinished/recurring action items from previous year's Work Plan; and
- send thank-you letters/emails to plenary speakers from the just-completed meeting.

The Student Representative, after the meeting should:

- write thank-you letters/e-mails to donors for the PSG Silent Auction;
- send receipts to all those who donated items to the Silent Auction.

PACIFIC SEABIRD GROUP HANDBOOK APPENDICES

Appendix 1. Bylaws of the Pacific Seabird Group (as Amended through 21 April 2010)

Article I. Name, Objectives, and Composition

Section 1. Name. The name of this organization shall be the Pacific Seabird Group (PSG).

Section 2. Objectives. The objectives of PSG are exclusively scientific, educational, conservational, and nonprofit. In furtherance of these objectives, PSG's principal activities will be (1) to increase the amount and quality of scientific research on Pacific seabirds, (2) to educate PSG's members and the general public of the ecology and importance of Pacific seabirds and their environment, (3) to disseminate publications and other information to accomplish this end, and (4) to advocate for the conservation of Pacific seabirds wherever they occur.

Section 3. Composition. PSG shall be composed of those persons, regardless of sex, race, religion, or nationality, interested in Pacific seabirds and/or their environment.

Article II. Membership

Section 1. Membership Status. Membership in PSG shall be open to all persons interested in Pacific seabirds and/or their environment. Membership categories shall be: (1) Individual Member, (2) Life Member, (3) Honorary Member, (4) Student Member, (5) Corresponding Member; (6) Sponsored Member and (7) Family Member.

Section 2. Dues. Annual dues shall be paid by all members, except Sponsored Members, Honorary Members, Corresponding Members and Life Members, according to the provisions set forth in Article II, Section 3. The amount of dues shall be set by a majority vote of the Executive Council. Annual dues for each calendar year shall be payable by 31 December of the previous year, and shall be in arrears if not paid by 30 April of the current calendar year, provided that the Treasurer has sent the member one notice of indebtedness. Annual dues for Student Members shall be set at two-thirds to three-fourths the amount of Individual Members. The annual dues of Sponsored Members shall be paid by the member's sponsor.

Section 3. Life Members. Life Members shall be exempted from all further dues provided the member has paid in full the total Life Membership dues. The Life Member fee shall be set at 30 times the annual dues, payable in one to five consecutive annual installments.

Section 4. Honorary Members. Honorary Members shall be individuals who are selected by a unanimous decision by the Executive Council for outstanding work in seabird science or conservation.

Section 5. Student Members. Student Members must be full-time undergraduate or graduate students but not post-doctoral candidates. Additional requirements are specified in the PSG Handbook.

Section 6. Corresponding Members. Corresponding Members are members who reside in countries with little institutional support for seabird conservation and who agree to provide periodic information on seabird biology and conservation in their region to the Coordinator of the Communications Committee in exchange for membership. They are selected by the Corresponding Member Committee as specified in the PSG Handbook.

Section 7. Sponsored Members. Sponsored Members are Individual Members whose

dues are paid by another person.

Section 8. Family Members. Two people may share a Family Membership and pay jointly the same dues as an Individual Member. Family Members receive a single issue of *Pacific Seabirds* and have jointly a single vote in elections.

Article III. Executive Council

Section 1. Composition. PSG shall be governed by a board of directors called the Executive Council composed of six Officers, eight Regional Representatives, and one Student Representative. The editor of *Pacific Seabirds*, Web Site Coordinator, Listserv Coordinator and the Communications Coordinator shall serve as non-voting, ex officio members.

Section 2. Duties. The Executive Council will pursue such policies and principles as shall be in accordance with the provisions of these Bylaws. The Executive Council, by a majority vote, shall have the power to fill, for unexpired terms, vacancies occurring in its membership; recommend changes in the Bylaws; develop objectives, policies, and programs; perform such other duties as are prescribed herein; and may assign to an Officer any responsibilities authorized to it by the Bylaws.

Section 3. Officers.

Clause A. Officers. The Officers of the Group shall be the Chair, the Chair-elect, the Past-Chair (the Chair from the previous year), the Vice-Chair for Conservation, the Secretary, and the Treasurer. Any member in good standing may be elected to an office by a majority vote of the membership in an election held at least 30 days before the annual meeting.

Clause B. Chair. The Chair shall serve for one year and shall be responsible for executing the objectives, policies, and programs developed by the Executive Council and membership for all administrative decisions, duties, and activities normally associated with carrying on the affairs of such an organization. The Chair shall preside over meetings of the Executive Council and the full membership and carry out other duties as assigned by, or assumed under, the broad policies of the Executive Council as specified in the PSG Handbook. In the absence of the Chair, or upon an inability to serve, duties shall be assumed by the Chair-Elect.

Clause C. Chair-Elect. The Chair-Elect shall serve for one year and shall succeed to the office of Chair upon the completion of the Chair's term of office. The Chair-Elect shall act as Program Chair for the annual meeting and carry out other duties specified in the PSG Handbook.

Clause D. Past-Chair. The Past-Chair is the Chair from the year immediately preceding the current year and shall serve for one year. The Past-Chair shall carry out duties assigned by the Chair and other duties specified in the PSG Handbook.

Clause E. Vice-Chair for Conservation. The Vice-Chair for Conservation shall be responsible for initiation and coordination of conservation related activities of PSG. The Vice-Chair for Conservation is elected for a term of two years, and is not limited to serving only a single term. Specific duties include: acting for PSG as directed by the Chair and Executive Council on priority conservation issues at public forums and through written comments; chairing the Conservation Committee; reporting the activities of the Conservation Committee to the Executive Council and other duties specified in the PSG Handbook.

Clause F. Secretary. The Secretary shall be responsible for taking minutes at Executive Council meetings and other duties specified in the PSG Handbook. The Secretary is elected for a term of two years, and is not limited to serving only a single term.

Clause G. Treasurer. The Treasurer shall be responsible for managing all funds of PSG. Assets in the general fund accounts shall be made subject to the single signature of the Treasurer, Chair, or other members approved by the Executive Council. The Treasurer is elected for a term of two years, and is not limited to serving a single term. Specific duties include: keeping a list of current members; maintaining an accounting of PSG funds; completing income tax statements and performing other duties specified in the PSG Handbook.

Section 4. Regional Representatives.

Clause A. Regions. One Regional Representative shall be elected from each of the following eight regions by members who reside in such regions: (1) Alaska and Russia; (2) Washington and Oregon; (3) Northern California, consisting of the following 39 counties: Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Mono, Napa, Nevada, Placer, Plumas, Sacramento, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba; (4) Southern California (consisting of the following 19 counties: Fresno, Imperial, Inyo, Kern, Kings, Los Angeles, Madera, Mariposa, Merced, Monterey, Orange, Riverside, San Benito, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Tulare, and Ventura), Latin America and Hawaii; (5) United States, excluding Alaska, Washington, Oregon, California, and Hawaii; (6) Canada; (7) Asia and Oceania, including Japan, Republic of the Philippines, Democratic People's Republic of Korea (North Korea), Republic of Korea (South Korea), Republic of China (Taiwan), People's Republic of China, other nations of southeast Asia, New Zealand, Australia, and Pacific Island nations; (8) Europe/Africa. The Regional Representatives are elected for a term of two years, and are not limited to serving only a single term. Alaska/Russia, Northern California, Europe/Africa, and Asia regions shall elect Representatives every odd-numbered year, and Washington/Oregon, Southern California/Latin America/Hawaii, United States, and Canada shall elect Representatives every even-numbered year.

Clause B. Duties. Specific duties of the Regional Representatives include: reporting current research in their region in a report to be published in *Pacific Seabirds* ("Regional Report") and other duties specified in the PSG Handbook.

Section 5. Editor of *Pacific Seabirds*. The Editor of *Pacific Seabirds* (see Article IX) shall be appointed by a majority vote of the Executive Council. Specific duties include: editing and producing the final copy of *Pacific Seabirds*; arranging for its printing and mailing; and other duties specified in the PSG Handbook.

Section 6. Communications Coordinator. The Communications Coordinator shall be appointed by a majority vote of the Executive Council. The Communications Committee shall include the website coordinator, listserv coordinator, *Marine Ornithology* managing editor, and the Editor of *Pacific Seabirds* and other members appointed by the Chair. The specific duties of the Communications Coordinator include making recommendations on the expenditure of endowment funds on publications, coordinating all PSG communications activities, and other duties specified in the PSG Handbook.

Section 7. Student Representative. Any individual who is a Student Member of the Group is eligible to run for the office of Student Representative. The Student Representative will be elected for a term of two years and is not limited to serving only a single term. If the Student Representative changes from student status during the term of office, the Student Representative

will complete the term of office as elected. Only Student Members are eligible to vote for the Student Representative. The Student Representative will act as a liaison between Student Members and the Executive Council and perform other duties as specified in the PSG Handbook.

Section 8. Terms of Office. The terms of office of all members of the Executive Council shall begin at the end of the annual meeting immediately subsequent to the individual's election and continue until the end of the next annual meeting for one year terms or until the end of the second annual meeting for two year terms.

Article IV. Elections and Appointments to Executive Council

Section 1. Nominations. Before 1 May each year, the Coordinator of the Election Committee will announce in a Group publication and by other means the seats that will be opening in the next election. Nominations for these seats will be received by the Coordinator of the Election Committee until 1 June of the same year (see Article VII for the formation of the Election Committee).

Section 2. Balloting. When at least one candidate has been nominated and has consented to serving for a seat on the Executive Council, the Coordinator of the Election Committee will send by either U.S. mail or electronic mail a ballot bearing the nominations to all members. Thirty days will be allowed for the election ballots to be returned to the Coordinator of the Elections Committee, who will tabulate ballots and inform the Executive Council as to the results of the election. Members may vote only for a regional representative of the region in which the member resides. Vacancies occurring on the Executive Council due to a lack of nominations shall be filled by a majority vote of the Executive Council. Executive Council members elected in this manner need not live in the area they represent. In the event of a tie, the selection will be made by a majority vote of the current Executive Council.

Article V. Meetings

Section 1. Executive Council.

Clause A. Frequency and Notice. The Executive Council shall meet annually at a time and place to be selected by the Executive Council. Executive Council meetings shall generally be open to the general membership but may contain an executive session during which general members may not attend. Special meetings of the Executive Council may be called by the Chair or upon written request of three Executive Council members. Notice shall be sent to all Executive Council members by U.S. Mail or electronic mail in accordance with the laws of the State of California. Whenever possible, the time and place of the Executive Council meeting will be announced in a Group publication. Executive Council meetings may take place, pursuant to California law, by teleconference but may not take place by electronic mail.

Clause B. Proxies. In the event a member of the Executive Council cannot attend a meeting, the member is authorized to appoint any qualified member of PSG as an alternative, provided the Chair is notified in writing or by electronic mail. The appointment of any alternate to act for a member of the Executive Council shall be recorded in the minutes of the meeting.

Clause C. Quorum. Eight members of the Executive Council shall constitute a meeting quorum for the transaction of business.

Section 2. PSG's Annual Group Meetings.

Clause A. Purpose, Frequency and Notice. PSG will hold an Annual Meeting

approximately once a year. The Annual Meeting shall include: (1) the presentation of scientific papers and posters; (2) meetings of the Executive Council and PSG committees; and (3) a meeting for PSG members at which officers shall report to members and where the membership may vote on resolutions or other matters. Annual Meetings shall be held at such times and places as designated by the Executive Council. Due notice of PSG Annual Meetings shall be given to all members at least 30 days in advance through a PSG publication or by U.S. mail or electronic mail to each member's last known address.

Clause B. Local Committee. A Local Committee will be appointed by the Executive Council for the purpose of arranging a PSG meeting at the designated time and place. The specific duties of the Coordinator of the Local Committee shall include: arranging meeting facilities; keeping records of all money spent and received; and other duties as specified in the PSG Handbook.

Clause C. Resolutions. Resolutions proposed for consideration at any meeting of PSG, except for expressions of appreciation, must have prior approval of a majority of the Executive Council.

Article VI. Fiscal Management

Section 1. General. The fiscal affairs of PSG shall be under the supervision of the Executive Council and shall be handled by the Treasurer.

Section 2. Endowment Fund.

Clause A. Name and goal. PSG may maintain an Endowment Fund, the goal of which is to accumulate a core of funds. The funds shall be used to support production of PSG's publications.

Clause B. Trustees. The Endowment Fund shall be managed by three Trustees, who shall be members of PSG. The Treasurer of PSG shall be one of the Trustees. The other Trustees shall be appointed by the Chair, who should if possible select individuals with relevant investment experience. Appointed Trustees may only be removed by majority vote of the Executive Council.

Clause C. Management. The Endowment Fund shall receive monies from donations, bequests, and other sources as determined by majority vote of the Executive Council. The Endowment Fund shall be invested as determined by unanimous agreement of the Trustees. If the Trustees cannot decide on management of the Fund, the Executive Council shall do so by majority vote.

Clause D. Expenditures. The Trustees shall report annually to the Executive Council on the funds available for expenditure. In determining the availability of funds, the Trustees shall manage the Endowment Fund to protect the principal of the Endowment Fund over time. The actual expenditure of funds shall be recommended by the Communications Committee and decided by majority vote of the Executive Council.

Clause E. Purpose of Expenditures. Funds determined by the Endowment Fund Trustees to be available for expenditure may only be used for the production of Pacific Seabird Group-sponsored publications, including *Marine Ornithology*.

Article VII. Committees

Working committees may be established by the Executive Council. The composition,

size, purpose, and powers of any such committees shall be provided in writing by the Executive Council. The Chair of the Executive Council shall appoint the Coordinator of each working committee, and shall be *ex officio* a member of each committee. The specific duties of the Coordinator shall include: overseeing all activities of the committee; scheduling and coordinating meetings of the committee; reporting to the Council the activities and accomplishments of the committee; and other duties as specified in the PSG Handbook. The Coordinator of the working committees may be removed by majority vote of the Executive Council.

Article VIII. Resolutions and Public Statements

The Executive Council shall, as need arises, formulate and publish statements expressing the position or attitude of PSG on matters under the provisions of Article I of these Bylaws. When an issue is highly controversial, with the membership holding widely divergent opinions, the views of the membership shall be solicited by the Executive Council.

Article IX. Publications

PSG may publish from time to time, under the direction of the Executive Council, a variety of publications including *Pacific Seabirds*, Symposia, Technical Publications and *Marine Ornithology* (which is co-sponsored by several seabird groups).

Article X. PSG Handbook

PSG publishes, under the direction of the Executive Council, the PSG Handbook. The Handbook is a guide to the operations and procedures of PSG; gives details of the duties and responsibilities of each officer, regional representative, committee coordinator, and the editor of *Pacific Seabirds*; and contains a blueprint for the organizers of PSG's Annual Meetings.

Article XI. Dissolution

Upon dissolution of PSG, the Executive Council shall distribute its assets and accrued income, as determined by the Executive Council, to one or more organizations that are organized and operated exclusively for educational and/or scientific purposes and that have established tax-exempt status under section 501(c)(3) of the U.S. Internal Revenue Code.

Article XII. Amendments to Bylaws

Section 1. Origin. Amendments to these Bylaws must be ordered to be submitted to the voting membership for action either by: (1) a majority of the members present at any annual meeting of PSG, or (2) a majority vote of the Executive Council.

Section 2. Adoption. These Bylaws may be altered or amended by a majority vote of the members present at any regular or special meeting of PSG, if advance notice of the proposed changes is contained in the notice of the meeting; provided, however, that any member unable to attend the meeting may request the Secretary in writing before such meeting to register a vote for the member either for or against the amendment in question, and such vote shall be counted with the votes of members present. These Bylaws may also be altered or amended by a majority of the members who return ballots in response to a proposed amendment, notice of which must have been mailed to all voting members at least 30 days before the close of the ballot. The results of

all such ballots shall be filed with the permanent records of PSG.

Appendix 2. Call for Nominations

Executive Council (EXCO)

Each year positions on the PSG EXCO are open for nominations of candidates. All PSG members are eligible to nominate candidates. Nominees must be PSG members in good standing (dues paid) and should have shown a strong interest in PSG. In-depth knowledge of PSG activities and issues is necessary for Chair-Elect and Vice-Chair for Conservation, and is strongly preferred for the Treasurer and Secretary positions. Regional Representatives should have shown an interest in PSG.

Below is an example of the wording of the Call for Nominations announcement. Verbiage similar to this is recommended.

“If you or any of your colleagues are interested in being a member of the EXCO (*Chair-elect, Vice-Chair for Conservation, Treasurer, Secretary*) or a Regional Representative (*Alaska and Russia, Canada, Washington and Oregon, Northern California, Southern California and Latin America, Non-Pacific United States, Eurpoe/Africa, and Asia and Oceania*), please contact the Elections Committee Coordinator (Elections Committee Coordinator e-mail address [HERE](#)). We encourage everyone to become involved in PSG; those who have held an office before are encouraged to participate again.”

Lifetime and Special Achievement Awards

We need your assistance in compiling a list of your colleagues and friends who are worthy of the Lifetime Achievement Award or the Special Achievement Award (see description under Awards in the Handbook). All PSG members are eligible to nominate candidates. To nominate a candidate, please prepare and submit a brief statement of the individual's accomplishments and contributions, to the Past-Chair. Nominations should be submitted at least 6 months prior to the next Annual Meeting. If the nomination you submit is accepted by the EXCO, you should be prepared to conduct a short presentation on the individual at the next PSG Annual Meeting, and write a summary of the person's accomplishments for *Pacific Seabirds*.

Appendix 3. Suggested Agenda Outline for EXCO Meeting

Note: this outline is from Roberts' Rules of Order

Call to Order

Opening Comments, Quorum, Proxies

Approval of Minutes from previous Annual Meeting

Reports of Officers

Report of the Chair

Report of the Treasurer

Reports of Committees (short summaries and discussion as necessary)

All Committees active at the time of the meeting

Old Business

Annual Meeting Schedule (future meetings)

Budgets (Treasurer's Proposed Budget)

Officer's Expenses

General Considerations

Directors/Officers Insurance

PSG Tax Reporting – federal and state

Contracts

Reports on any active contracts

Endowment Fund

Status and Future

How to Allocate Funds

Bylaws

Changes to, voting on

PSG Handbook

revisions, updates

Report of the Editor of Pacific Seabirds

Report from Marine Ornithology

Committee Action (as necessary)

Other Old Business

Student Mentoring

Corresponding Members

Grants

New Business

Adjournment

Appendix 4. Sample Executive Council Meeting Agenda

2004 EXCO Agenda

Pacific Seabird Group - Executive Council Meeting - Agenda

31st Annual Meeting
Pacific Seabird Group
La Paz, Baja California Sur, Mexico
21 January, 2004

Agenda

January 21:	Wednesday	Facilitator
0930-1000	Coffee Break	All
1000-1010	Welcome, Call to Order, Quorum, Changes to Agenda	Irons
1010-1020	Approval of minutes of 30th Annual Meeting	Leschner
	Officer's Reports	Irons
1020-1030	Report from Chair	Irons
1030-1040	Report from Chair-Elect	Roby
1040-1050	Report from Treasurer	LeValley
	Approval of treasurer's report and budget	
1050-1100	Report from Past-Chair	Ballance
1100-1110	Report from Conservation Committee Chair	Harrison
1110-1120	Report from Pacific Seabirds Editor	Mendenhall
1120-1130	Report from Secretary	Leschner
	Reports from Committee's and Mandate Update	Irons
1130-1140	Election Committee	Baird
1140-1150	Xantus's Murrelet Committee	Everett
1150-1200	Seabird Monitoring Committee	Hatch
1200-1210	Japanese Seabird Conservation Committee	Ono/Nelson
1210-1220	ABC/OC	Harrison/Coulter
1220-1230	Marbled Murrelet Technical Committee	Harfenist
1230-1240	Publication's Committee	Jodice
1240-1250	Local Committee	Palacios
	Publication Issues	
1250-1255	Results from poll on raising dues	Irons
1255-1305	Options on publishing Pacific Seabirds	Mendenhall

1305-1320	Options on publishing Marine Ornithology	Gaston
1320-1400	Working Lunch	All
1400-1415	Recommendations of Publication Committee	Jodice
1415-1445	Discussion on how to publish PS and MO	Irons
1445-1500	Coffee Break	All
	Other Issues	Irons
1500-1530	Motion to add budget for student travel awards to meeting budgets in the future, and other student issues (vote)	Roby/Irons
5 minutes	Voting by Email for members and EXCO	Ballance
5 minutes	NAOC in 2006	Ballance
1550-1600	Approval of George Hunt Lifetime Achievement Award	Sydeman
15 minutes	New Nominations for awards, Spencer Sealy	Carter/Nelson
10 minutes	Review process of institutional memory, consider putting minutes on web	Irons/Leschner
10 minutes	Registration Costs for non-members	Irons/Harrison
	Future Meetings	Roby
10 minutes	Joint PSG/Waterbird 2005	Baird
20 minutes	2006 meeting	Roby
	2007 meeting	
	2008 meeting	
	2009 meeting	
5 minutes	Proposed Bylaw Amendments	Irons
10 minutes	Edits of Handbook	Leschner/Irons
0 minutes	Finish Old Business	Irons
	Friday meeting new Business	
5 minutes	Journal Exchange	Jodice
5 minutes	Approve \$750/yr for Treasure's Budget	LeValley
5 minutes	Approve PSG 2004 Budget	LeValley
10 minutes	Mexican Seabird Conservation Committee	Baird
1900	Adjournment	

Appendix 5. Robert's Rules of Order

(summarized by Malcolm Coulter)

The Pacific Seabird Group has accepted Robert's Rules of Order (RRoR) as the parliamentary procedures for running executive council meetings. Parliamentary Procedure have been developed to ensure the right of the majority to decide, the right of the minority to be heard, the rights of individual members, the rights of absentees. RRoR has been accepted by most organizations in the United States. [While the 10th edition is the most recent, parliamentarians seem to use all of the editions interchangeably]

Below I summarize the basic ideas that I believe will be pertinent to PSG. For those interested in more details, I recommend the references cited below.

1) Agenda

The meeting follows an agenda that is prepared in advance. This is dealt with elsewhere in the PSG Handbook.

2) Role of the Chair

The Chair moderates the meeting according to the agenda. The Chair gives direction in an unbiased manner, allowing equal participation to all points of view. The Chair determines who may speak (has the floor). The Chair must ensure that individuals with different views have equal opportunity to present their ideas to the meeting, and that no person or point of view monopolizes the discussion.

3) Council Members

The Councilors have the right to express their opinions in debate, but must speak as directed by the Chair. They vote on motions, and in this way determine the direction of the society.

4) Motions

There are two classes of motions:

Main Motions. These introduce items to the membership for their consideration. Main motions cannot be made when any other motion is on the floor, and yield to secondary motions.

Secondary Motions. Secondary motions may be divided into three categories:

Subsidiary Motions. Subsidiary motions change or affect how the main motion is handled and are voted on before the main motion. They include: Modification of the main motion; Postpone debate; Refer the motion to a committee.

Privileged Motions. Privileged motions deal with urgent items of special or important matters unrelated to pending business. Examples include: Taking a recess; Request for information.

Incidental Motions. Incidental motions provide a means of questioning procedure concerning other motions and must be considered before any other motions. Examples include: Enforcing Robert's Rules; Dividing the motion into parts; Demanding a vote.

5) How motions are presented

There are six steps in considering a motion:

1. **Obtaining the floor (RECOGNITION)**

Obtain recognition from the Chair to speak and present a motion.

2. **Present the motion (MOTION)**

Present the motion

3. **Seconding the motion (SECOND)**

Wait for someone to second the motion. If a motion is not seconded, it does not proceed and is dead. Seconding a motion does not indicate that a councilor supports the motion but that the motion should be considered by the council.

4. **The motion is stated by the Chair (or by the Secretary) (STATEMENT)**

This ensures that the Council understands clearly the motion that has been presented. This is important in moving the motion from the presenter to the Council. The motion is now the property of the Council.

5. **Expanding the motion (DEBATE)**

This is the meat of considering a motion.

The mover is always allowed to speak first. Individuals can present their ideas in favor or against the motion. This is also the period during which secondary motions (such as modifications) can be presented and considered (see precedence, below).

6. **Putting the question to the Council (VOTE)**

The Chair calls for a vote. The Secretary should restate the motion before the vote and should ensure that s/he has recorded the motion exactly as proposed (word for word), including any amendments. Then the vote should be taken.

7. Recording the vote (SECRETARY)

The Secretary should record (a) the number of members voting “Yes”, (b) the number of members voting “No”, and (c) the number abstaining.

6) Precedence

During the debate, secondary motions must be considered in order of precedence. For example, motions to modify the main motion are considered before the main motion. The following list of motions is in order of precedence: Adjourn > Taking a recess > Complaining > Return to the agenda > Consider the motion later > Close debate > Postpone the discussion to a later time > Refer the motion to a committee > Modify the main motion > Main motion. This is clearly presented in a table at <http://www.jimslaughter.com/robertsrules.htm>

7) Voting

Most voting at PSG Executive Council meetings is done by a show of hands. In cases where the Chair expects unanimous approval (e.g., approval of reports), he may use unanimous approval by saying something such as, “If there are no objections (pause), this report is accepted.”

8) The Chair

The Chair is unbiased in moderating the meeting. The Chair cannot participate in the debate. If she/he wishes to participate in the debate, she/he must relinquish the chairship during the period over which the motion is being considered.

The Chair may vote, but parliamentarians strongly recommend against this. The exception is in cases where the Chair’s vote could change the outcome (e.g., a tie or one vote below a tie). In these cases, parliamentarians strongly suggest that the Chair vote to defeat the motion because if it is this close, it is probably not a good idea to pass the motion. But the motion could be brought up again in the future.

In presenting this, I have tried to give a very brief overview of aspects of Robert’s Rules that are pertinent to efficient Executive Council meetings of PSG. In addition, I hope you will see that there are more options than just considering and modifying the motion at hand.

For example, you may wish to indicate:

I need more information

Let’s deal with this later

The Chair is not following the rules; let’s get back to basics

This is too complicated; let’s put this to a committee and bring it up at the next meeting

This is too complicated; let's divide this into two motions
Etc.

References

- Zimmerman, D.P. 1997. Robert's Rules in Plain English. Harper Perennial, New York. 128 pp.
Sylvester, N. 2004. The Complete Idiot's Guide to Robert's Rules. Alpha Books, Indianapolis. 330 pp.
Robert, H.M. III, W.J. Evans, D.H. Honemann, T.J. Balch. 2000. Robert's Rules of Order Newly Revised, 10th Edition. Perseus Books Group, Cambridge, MA. 704 pp. (*This is the most recent version of Robert's Rules*)

Useful Websites:

- <http://robertsrules.com> (*this seems to be the official website for Robert's Rules*)
<http://roberts-rules.iwarp.com> (*UBC has some excellent summaries of Robert's rules*)
www.jimslaughter.com/robertsrules.htm (*this includes a nice set of tables of different motions*)
www.roberts-rules.com/ (*This includes a summary with tips on running a meeting*)

Special Executive Council Meetings (researched by Vivian Mendenhall, Oct. 9, 2001)

Executive Council (EXCO) can call a special meeting by regular mail (4 days notice), or by e-mail (2 days notice) or by other means. The meeting can be called by the Chair, a Vice-Chair, or the Secretary. EXCO can meet either in person or by conference call. The essential requirement is that everyone at the "meeting can HEAR each other. A quorum is necessary, the same as at a regular meeting (a quorum is 8 people, according to the Bylaws)

Suggested procedure:

- 1) EXCO members agree informally via e-mail on a day and time for a conference call;
- 2) an appropriate officer notifies all EXCO members formally by e-mail of the conference call;
- 3) at least 8 members confirm by email that they will be waiting by the phone;
- 4) the person who formally called the meeting sets up the conference call;
- 5) the issue is stated, discussed, and vote taken;
- 6) formal notes should be taken and added to the notes of the next Annual Meeting.

Appendix 6. Guidelines for PSG Craig S. Harrison Conservation Fund

Robert H. Day and Craig S. Harrison
March 17, 2008

BACKGROUND

There has been concern by members of Executive Council of the Pacific Seabird Group (EXCO) and PSG's Conservation Committee that some worthy seabird-conservation projects could be accomplished at minimal cost in some locations of the Pacific but are not being pursued because there is no vehicle for funding and directing such projects. This lack of support for seabird-conservation efforts is most acute in developing nations. As was pointed out in *PSG Bulletin* in 1982, "the 30th study on the Black-legged Kittiwake in Alaska can find a sponsor, but the first attempt at mapping colonies in Fiji or Indonesia cannot." We find that the same problem exists today.

To address this concern, the EXCO established and funded the Conservation Small-Grant Program, which later was renamed the Craig S. Harrison Conservation Fund (hereafter, Conservation Fund) on 6 February 2007, during its Annual Meeting. This document serves to explain the objectives of the program, the source(s) of funding, and the system of disbursement of funds under the Conservation Fund.

OBJECTIVE(S)

The objective of the Conservation Fund is to advance the conservation of seabirds by providing funds or supplies to individuals from developing countries as well as those from elsewhere working in those developing countries primarily in or bordering the Pacific Ocean, for conservation and restoration activities that benefit seabirds in the Pacific Ocean. We also want to help develop in-country seabird expertise in developing countries within or bordering the Pacific Ocean.

FUNDING OF CONSERVATION SMALL-GRANT PROGRAM

Funding: Funding of the Conservation Fund will come from any general funds that the EXCO wishes to authorize and from specified donations to the PSG, including:

- (1) A specific line on the annual membership-dues form provided to all members that will allow individuals to direct donations to the Conservation Fund;
- (2) A specific line of the Annual Meeting registration form that will allow individuals to direct donations to the Conservation Fund;
- (3) Donations made directly to the Treasurer of PSG that are earmarked for the Conservation Fund; and

- (4) Interest on money being held in the bank accounts for the Conservation Fund. All donors of money will receive a receipt from the Treasurer, if desired. Additional funds may be directed into the Conservation Fund by EXCO at any time, and the Conservation Fund also will investigate and apply for matching funds to increase the amount of money that is available for particular projects, whenever possible.

Management of donated funds: Any money that is donated will be managed by EXCO as a line-item in the Annual Budget. The amount of money available for disbursement will be provided by the PSG Treasurer to the Conservation Fund Committee upon request, during the annual EXCO meeting, and/or during the mid-year conference call.

DISBURSAL OF FUNDS TO APPLICANTS

Program administration: The Conservation Fund will be administered by a committee of 7 people (including a Coordinator, the Vice-Chair for Conservation—who has an *ex-officio* seat on the committee—and 5 additional members) who are current members of PSG and to whom EXCO delegates authority to make funding decisions. This committee will evaluate proposals/applications for funds and, subject to the availability of funds, may make grants up to \$2,000. Funding of grants greater than \$2,000 must be approved by the EXCO. Applications for grants may be sent to the committee at any time, and the committee encourages interested individuals to query by e-mail before submitting a proposal.

Eligibility: Criteria for eligibility will largely be geographic, in that the funding preferentially will go to citizens of developing countries within or bordering the Pacific Ocean. Preference will be given to citizens of any country within or bordering the Pacific Ocean except the USA, Canada, Japan, Australia, New Zealand, Mexico, South Korea, and Taiwan, unless no local citizens are able to do the work at the time of application. In addition, the work should be conducted within developing countries within or bordering the Pacific Ocean or should benefit Pacific seabirds. Consideration may be given to applicants from one of the ineligible countries, providing:

- (1) The seabird work will occur within one of the eligible countries;
- (2) The applicant can demonstrate that matching funds exist; and
- (3) Individuals in the host country are involved in the project, so that they can learn techniques to aid in seabird conservation. A grant may be awarded to a citizen of an ineligible country if the specific purpose of the work is to train local residents of an eligible country to undertake seabird conservation actions. In such cases, the applicant also must demonstrate that, without the addition of the Conservation Fund grant (plus matching funds), the project cannot be completed successfully. Although we prefer that applicants not be government employees in those eligible countries (government employees generally have access to some funds) all applications will be reviewed on their merit; and government employees may be awarded Conservation Fund grants.

For continuing projects, eligibility also depends on timely submission of reports. All recipients

of a Conservation Fund grant must submit a report within two months of the completion of the project or that phase of the project. Recipients of a Conservation Fund grant are eligible to apply for funds to continue the work, but, to be considered for additional funds, the applicant must submit a short report along with the renewal application. Previous recipients of the Conservation Fund grant who do not provide a report to the Conservation Fund Committee are ineligible for future grants.

Proposal/budgetary requirements: Applicants will:

- (1) Fill out a concise application form; and
- (2) Prepare a short but detailed proposal.

The proposal will:

- (A) Describe the nature of the conservation issue/problem (i.e., the background and objectives);
- (B) Briefly describe how the objectives will be accomplished;
- (C) Provide a budget of projected expenditures and/or request of materials needed; and
- (D) Provide at least one letter of support from a non-involved party (all of these components could be email messages). We emphasize that the proposal/budget should be brief and believe that 2 pages (including the budget) will suffice. The proposal can be submitted by email. If funds are provided to the applicant, a signed application and proposal in hard-copy must be received by the Conservation Fund Committee (this can be sent as an attached PDF file). Background information on the Conservation Fund, application forms and instructions will be available through the PSG website. We encourage PSG members to draw this program to the attention of potential worthy recipients.

Disbursement of funds: The size of grants usually will be between US \$250 and US \$2,000. Funds/materials will be provided to award recipients as soon as possible after a decision of acceptance by the Conservation Grant Committee and approval of the EXCO. Grant requests above US \$2,000 will require direct approval by EXCO, delaying a decision. The amount disbursed will be determined by the number of proposals, the quality of each proposal, and the contribution of the proposed work to seabird conservation in the Pacific. Any funds or material donations not spent will be returned to the Conservation Fund Committee for later disbursement on other projects.

Activities that are, and are not, permitted: Examples of activities that may be funded include:

- (1) The cost of supplies, transportation, or other field-work expenses for removal of invasive species from a nesting colony;
- (2) The provision and distribution of materials to train local residents how to reduce the impacts of human activities on seabirds or their colonies/habitats;

- (3) The provision and distribution of educational materials or equipment for teaching fishermen how to reduce seabird bycatch; and
- (4) Costs for colony surveys of presently-unsurveyed areas to evaluate the status and conservation needs of seabirds.

Examples of activities that will not be funded include:

- (1) Travel to the PSG or other society meetings;
- (2) Regular monitoring or censusing of colonies;
- (3) Research that includes the purchase of satellite- or radio-telemetry tags; or
- (4) The study of breeding biology.

Essentially, funds must be spent and donated materials must be used to accomplish directly the proposed conservation activities. Unspent funds will be returned to the Conservation Fund for later disbursement on other projects.

REPORTING

Award recipients: No later than 2 months following the completion of the funded fieldwork, award recipients must provide a short report (in English) detailing:

- (1) Their proposed objectives;
- (2) Their proposed activities/actions;
- (3) Their actual activities/actions;
- (4) Their subjective/objective evaluation of the effectiveness of their actions in conserving seabirds, including detailed quantitative information, when possible (e.g., "discovered and censused XX seabird colonies," with numbers of each bird species and locations of seabird colonies provided in the report);
- (5) A comparison of proposed and actual expenditures of money/use of donated materials; and
- (6) Suggestions for further work or improvements to the completed project design.

Conservation Grant Committee: Prior to PSG's annual meeting, the Conservation Fund Committee will prepare an annual report on activities of the committee, projects that were and were not funded, a summary of activities/accomplishments of the funded projects, and recommendations for improvements to the Conservation Fund program.

Appendix 7. Sample Executive Council Motions and Resolutions.

DIRECTIONS, RESOLUTIONS, MOTIONS, SANTA BARBARA, 2002

Website

PSG needs to be clear on copyrights on photos on web site. Ken Morgan will contact current contributors and ask if it is OK to use the photos. Ben, Bill and Ken will work on a policy statement.

The policy statement should include language that the photos may be used for teaching, individual presentations, with acknowledgement of the contributor. There could be a link to the contributor's web page.

Treasurer's report

Policy – Need to have hard copies for all EXCO at meeting. Needs report from local committee. *Jan motioned and Julia seconded that EXCO adopt the proposed budget of \$10,600.*

Committees

Any statement from organizations should come through the Executive Council. The Chair needs to give instructions to all committees. Written direction every year – The committees provide answers to specific questions from the Executive council.

Xantus Murrelet

Vivian moved to accept the revision and submit petition. Seconded by Ken Morgan. The Chair will submit the petition and the committee should remain in place to help answer questions that may come in. Any statement comes from Elected Officers of PSG. Jan Hodder moved that the Executive Council direct the Xantus Murrelet Technical Committee to remain intact for at least 1 year with the purpose to provide information to specific questions from the EXCO.

Local committee expenses

Julia made suggestion that need to formalize process. Several members said that local committee must propose a budget to the Chair and Treasurer. Need to have a report from local committee chair at the EXCO meeting that includes a financial report and the next local committee chair. Local committee needs to send financial report and data for the PSG handbook tables to secretary and treasurer.

Conservation committee

Malcolm motioned and Julia seconded to accept conservation report and editors report. Unanimous approval.

Marbled Murrelet Mandate.

Lora made a motion. The chair of the marbled murrelet committee will provide EXCO with quarterly reports of activities and the committee will continue to serve as repository of technical

advice. Need latest ready to publish version of inland survey protocol to EXCO with highlighted changes and executive summary of comments. Here is the issue and here is our recommendation. By Oct. 15, 2002. EXCO will have a two-week review period that includes a conference call or e-mail. Malcolm Seconded. Unanimous.

Japanese Seabird committee

Pat Mock moved and Malcolm seconded to accept report. unanimous

Seabird monitoring committee

Mandate: Lora made a motion that the committee chair prepare a written report and provide recommendation to EXCO. The recommendation should include a proposal and cost analysis for PSG to maintain the existing monitoring database. Seconded and unanimous approval

Executive Council meeting 2003

Lisa moved to accept the minutes. Beth Flint seconded. Unanimous acceptance.

Bill Sydeman moved to accept the Treasurer Report. Seconded by Ken Morgan. Unanimous approval to accept the Treasurer's report.

Ken Morgan made a motion that the Past-Chair sits on the local organizing committee for the annual meeting and has the responsibility to report to the Executive council on any matters of importance. Seconded by Bill Sydeman. Chair called for vote. Unanimous. approval.

Bill motioned to propose a vote to the membership to increase the dues to \$40 for regular members, 30 for students, and \$1200 for life membership. Marine ornithology will be part of membership package. Ken seconded the motion.

Lisa called for a vote:. Unanimous approval of motion.

Lisa made a motion to award the lifetime achievement award to Robert Ricklefs. David Irons seconded. Unanimous approval.

Lisa made a motion to provide \$1125 of PSG's funds to support Mexican scientist at this meeting. Seconded by David Irons. Unanimous approval.

Bill Sydeman made a motion to make Craig Harrison PSG's "special agent of process" seconded by Vivian Mendenhall. Unanimous in favor.

Vivian moved to accept the budget. Dave Irons seconded. Voted unanimous to accept the budget for 2002-2003

Appendix 8. Suggested Contents for *Pacific Seabirds*

(items may be added or omitted)

Spring Issue

Information on PSG [inside front cover]

Table of Contents

Article(s) [peer-reviewed]

Reports(s) [Corresponding Member or other current research, not peer-reviewed]

Forum

Conservation Report

PSG News

 Results of elections

 Items from approved EXCO minutes of significance for members

 Call for nominations to Executive Council

 Call for nominations for Lifetime and Special Achievement Awards

Message from the Chair [now immediate Past Chair]

Summary of approved EXCO minutes

Meeting News

 Recent Annual Meeting (summary of symposia and sessions, award recipients)

 Future Meetings

Committee Coordinators' reports to the Executive Council

Book Reviews

Back pages:

 PSG Publications

 PSG Committee Coordinators

 Life Members

 Current List of Lifetime and Special Achievement Award Recipients

 Member Application and Publications Order Form

Executive Council [inside back cover]

Fall Issue

Information on PSG [inside front cover]

Table of Contents

Articles [peer-reviewed]

Reports(s) [Corresponding Member or other current research, not peer-reviewed]

Forum

Conservation Report

PSG News

 Items from approved EXCO minutes of significance for members

 Call for nominations to Executive Council

 Call for nominations for Lifetime and Special Achievement Awards

Meeting News

 Upcoming Annual Meeting—announcement and information

Future meetings
Regional Reports
Treasurer's Report
Book Reviews
Back pages:
 PSG Publications
 PSG Committee Coordinators
 Life Members
 Current List of Lifetime and Special Achievement Award Recipients
 Member Application and Publications Order Form
Executive Council [inside back cover]

Appendix 9. PSG Meeting Announcement Format for *Pacific Seabirds*

1997 Annual Meeting IN PORTLAND, OREGON



The 1997 Annual Meeting of the Pacific Seabird Group will be held at the Marriott Hotel in downtown Portland, the *Rose City*, from 8-12 January 1997. The meeting will focus on the health and ecology of the near-shore ecosystem (tentative title). A meeting announcement, with registration materials and a call for papers, will be mailed in early September 1996. Deadlines for abstracts and registration will be 1 October and 1 November 1996, respectively.

If you have any questions please contact:

Local Committee Chairs:

Dave Renwald, Bureau of Indian Affairs,
911 NE 11th Ave., Portland, OR 97232
or *Martin Nugent*, Oregon
Department of Fish and Wildlife,
P.O. Box 59, Portland, OR 97207.

Registration Chair:

Tara Zimmerman, U.S. Fish and Wildlife Service,
911 NE 11th Ave., Portland, OR 97232

Program Chair:

S. Kim Nelson, Oregon State University,
Department of Fisheries and Wildlife,
104 Nash Hall, Corvallis, OR 97331

<p><i>Daily Schedule</i></p>

Wednesday 8 January

Pre-conference meetings - open to everyone
Executive Council
Marbled Murrelet Technical Committee
Seabird Monitoring
Other committees
Welcome reception in evening

Thursday 9 January

Plenary session morning
Paper session afternoon
Evening reception

Friday 10 January

Paper sessions morning and afternoon
Poster session evening

Saturday 11 January

Paper sessions morning
Committee meetings in afternoon
Executive Council
Conservation Committee
Other committees
Business meeting

Sunday 12 January

Field trips morning and afternoon

Appendix 10. Suggested tracking for *Pacific Seabirds*

PACIFIC SEABIRDS, VOLUME __, ISSUE__ : TRACKING OF SUBMISIONS

[This is a Word Table. Rows and columns may be added or deleted as needed. “—“ in a cell means “not relevant for this row.”]

Section	Item	Source	Received submission (date)	Edited by (dates sent/rec'd)	Edited by (dates sent/rec'd)	Final revisions by Editor	Pictures/graphics ready	Into In-Design layout	Layout Proof'd
Covers		Previous issue (revise for current issue)	—		—				
Ins Front Cover	Info on PSG				—		—		
Table of Contents			—		—	—			
Awards	LAA	Presenter of Award							
	SAA	“							
Chair Rept		Immediate Past Chair					—		
Editor's corner		Editor							
Forum		Author							
Conserv. Report	Conserv Rep	Asst. Editor for Conservation					—		
Meetings	Most recent meeting	Local Commte Chair, Past Chair, Chair-elect							
	Future mtgs	Website, LoCo Chair					—		
Exco Mins	Summaries	Secretary					—		
Treas Repts	Treas. Rept./ budget	Treasurer					—		
	Membership rept	“							
	Endowment	“							

	Fund rept								
Commt Reps	(List reports in separate rows)	Chairs of relevant committees					—		
PSG News		Editor assembles from approved Minutes, etc.					—		
Reg Repts	(List reports in separate rows)	Regional Repts					—		
Back matter	Info for Contributors (fall only)	Previous fall issue					—		
	Publications	Previous issue (revise?)					—		
	Committees	“				—	—	—	
	LMs/Hon /LAA/ SAA	“				—	—	—	
	Membership/ order form	“				—	—	—	
Ins Back Cover	Names/addres ses	Previous issue (Sp: revise)					—		

Appendix 11. Pacific Seabirds editorial policy and information for contributors

EDITORIAL POLICY

Pacific Seabirds welcomes contributions on work and issues relevant to seabirds anywhere in the Pacific region. Pacific Seabirds reflects the policies of PSG's Executive Council. On issues for which such a policy has not been expressed, the journal aims for an unbiased presentation of all points of view. The Editor welcomes letters and other feedback.

CONTRIBUTIONS

Contributors are invited to submit the following:

- **Articles** on original research (to be peer-reviewed)
- **Reports** on current topics (e.g., research in progress or seabird conservation issues; not peer-reviewed)
- **Forum** articles are columns on a current topic, either in research and conservation, or other issues within or outside PSG. If a topic may be controversial, the editor reserves the right to invite comment or an accompanying article that may present another viewpoint.
- **Review articles** (these may cover seabirds worldwide)
- **Conservation News** (submit to Jo Smith, Associate Editor for Conservation; e-mail ??)
- **News items** (short news relating to seabird research, conservation, or the Pacific Seabird Group)
- **Book reviews**
- **Letters** commenting on content of Pacific Seabirds or other issues
- **Artwork**, such as sketches or photos of seabirds, either accompanying a text or for publication alone

SUBMISSION OF MANUSCRIPTS

Material may be submitted by e-mail or regular mail (addresses above). Materials sent by e-mail should be attached to the main message and should be in Word or Rich Text Format, except that materials less than 300 words long may be sent in the body of the e-mail. For manuscripts submitted by e-mail, figures must also be sent as separate files or via regular mail. If a manuscript is submitted by regular mail, include a CD. The language of Pacific Seabirds is English; an abstract or summary may be duplicated in a second language, if desired.

PEER-REVIEW OF MANUSCRIPTS

Articles and review articles will be submitted to two peer reviewers for technical review. Authors are invited to suggest reviewers. Other submissions may also be sent for review, if (a) the author requests this, or (b) at the editor's discretion.

FORMAT OF MANUSCRIPTS

Contributors should follow these guidelines. For other details, consult the format in a recent issue of Pacific Seabirds. Back issues are online at <http://www.pacificseabirds.org>

General format

Manuscripts should be double-spaced with 1-inch margins. If your paper size is A4 (European), the bottom margin must be at least 1¾ inch (including in electronic files), to ensure that it will print properly on U.S. equipment. Pages should be numbered, except for Tables and Figures.

Give the scientific name (italicized) after the first mention of any genus or species. English names of bird species are capitalized (e.g., Fork-tailed Storm-Petrel). Names of mammals, other taxa, and English names of bird groups are lowercase, except for proper names (e.g., blackbirds, shield fern, Steller's sea cow).

If you use an acronym, give the entity's full name the first time it is mentioned. Avoid excessive use of acronyms.

Use the 24-hour clock without a colon (e.g., 1830). Give dates as day-month-year. Use metric measures, except when quoting informal statements. For quantities less than 1, use an initial 0 (P = 0.95, not P = .95).

Typographical conventions follow *Scientific Style and Format*, 6th edition, by the Style Manual Committee of the Council of Biology Editors; Cambridge University Press (1999).

Organization

Articles should contain the following sections, in this order:

- Title
- Author(s)
- Authors' affiliations (including e-mail for corresponding author)
- Abstract
- Key words
- Introduction
- Methods
- Results
- Discussion
- Acknowledgments
- Literature Cited
- Tables
- Figure legends
- Figures

Other types of manuscript may use a different organization (e.g., a review or report could contain sections on various locations); however, the same formats for Literature Cited, Tables, and Figures will apply.

Abstract—An abstract is required for longer articles and suggested for short ones. It should contain essential information from each section of the text, without statistics. One or more additional abstract(s) may be provided in languages other than English.

Key words—Five to 10 words for use in computerized searching. Species names in both Latin and English should be included.

Introduction—Present the aims and significance of the work, and place it in the context of pre-existing information. State hypotheses that are being tested, if any.

Methods—Describe the methods, location, time, and personnel of the study. Include statistical methods, if any.

Results—Present results that are pertinent to aims given in the Introduction. Where feasible, summarize information and give the full data in Tables or Figures. Give sample sizes and the significance levels of statistical tests. Literature citations normally should not be in the Results section.

Discussion—Summarize the results briefly, then evaluate the results, and develop their importance in relation to other work. Do not include primary results and statistical tests, which belong in Results.

Text citations should be “Surname year.” Two authors are “Surname and surname year”; 3 or more authors are “Surname et al. year” (but all authors should be given in the Literature Cited). E.g., (Pratt et al. 1987, Schreiber and Schreiber 1988). If appropriate, specify page number(s) in a book or long article (Pratt et al. 1987:32-34).

Literature Cited—List all references in alphabetical order of the authors’ surnames. Surname of the first author should be listed first, then initials; subsequent authors’ names should be listed as Initial(s), Surname. List all authors in the Literature Cited (do not use “et al.”). Year of publication follows, then title and journal reference. Include page numbers for all cited works, including the total number of pages in a book. Use standard abbreviations for journal titles; if you are unsure, spell them out. Spell out names of agencies and institutions.

The first line of each citation should be justified to the left margin; subsequent lines may be left-justified or indented. Do not use all-capital letters or italics in the Literature Cited, except that scientific names should be in italics. Examples:

Pratt, H.D., P.L. Bruner, and D.G. Berrett. 1987. A field guide to the birds of Hawaii and the tropical Pacific. Princeton University Press, Princeton, NJ. 409 pp.

Schreiber, E.A., and R.W. Schreiber. 1988. Great Frigatebird size dimorphism on two Central Pacific atolls. *Condor* 90:90-99.

Verify that all items in the Literature Cited are referenced in the article, and vice versa. For articles that you have read in a language other than English, list the citation in the original language. An English translation of the title [in brackets] is optional.

Supporting materials

Tables—Tables should be numbered in the order they are first mentioned in the text. Refer to each table at least once. Use horizontal lines below the main heading(s); do not use vertical lines in Tables. The Table (including its heading) should be comprehensible without immediate reference to the text. Data in Tables should not be repeated in the text, except to summarize.

Figures—Figures should be numbered in the order they are first mentioned in the text. Refer to each figure at least once. Figures should be drawn at least 50% larger than they will appear in print. Make all lettering, numbers, and symbols large enough to be read easily after they are reduced. The figure (including caption) should be comprehensible without immediate reference to the text. Define all symbols in a legend or the caption. Shading in figures should be black,

white, or coarse cross-hatching; do not use half-tone shading or background. For each figure, a high-quality graphics file or original drawing must be submitted with the final version of the manuscript. Graphics files should be in TIFF (preferably), GIS, or EPS format, separate from the text document. A high-resolution JPG file may work; graphics in Word format are not acceptable.

Photographs—Pacific Seabirds occasionally publishes photos. The best ones are very sharp, with good detail and a range of dark/light values. Digital images submitted by e-mail must be at least 250 ppi (when reduced to publication size). The common low-resolution snapshot (often 72 ppi) does not reproduce well in publication; most cameras give the option of higher resolution. Do not submit half-tone originals. If the original is in color, submit it in that format; the editor will convert it to black and white.

Art work—Original art work is welcomed. The original or a high-resolution scan should be sent.

REVISIONS AND PROOFS

Materials that are sent for peer review will be returned to the author, along with reviewers' and editorial suggestions. If the Editor has accepted the article, he or she will endeavor to return the manuscript within 60 days. If the article needs major work, the author may be invited to revise and re-submit it for future acceptance.

For peer-reviewed articles, proofs will be sent to the author before publication. Corrections should be returned within one week. Proofs of other materials will not be sent to the author unless he or she requests them.

Appendix 12. Sample Bid Sheet for Silent Auction.

ITEM DESCRIPTION: _____

ESTIMATED VALUE: _____

DONATED BY (name + e-mail): _____

Minimum Bid to Donor? Please circle YES NO

Tax Receipt? Please circle YES NO

OPTIONAL - Bid Increments: _____

Name of Bidder (please PRINT)

Bid amount

**Recommended first bid is 1/3 of value

1. ** _____	** _____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____

Appendix 13. Chronology of PSG Annual Meetings and Symposia

	Annual Meeting: Place and Date	Symposia	PSG Chair	Attendance/ Presentations
1973	Bolinas, CA	Organizational Meeting		
1975	Pacific Grove, CA (12 - 14 Dec)	Seabird Conservation on the California Coast	J. Michael Scott	?? registrants ?? presentations
1977	Pacific Grove, CA (7 - 9 Jan)	Shorebirds in Marine Environments ¹ Black-legged Kittiwake Reproduction	George Divoky	?? registrants ?? presentations
1978	Victoria, BC (19 - 21 Jan)	Food Availability and Reproductive Success	David Manuwal	?? registrants ?? presentations
1978	Pacific Grove, CA (13 - 16 Dec)	Investigator Bias in Assessing Seabird Nesting Success	Dan Anderson	?? registrants ?? presentations
1980	Pacific Grove, CA (23 - 26 Jan)	??	Ralph Schreiber	?? registrants 50 presentations
1980	Tucson, AZ (19 - 21 Nov)	??	Ralph Schreiber	45 registrants 19 presentations
1982	Seattle, WA (6 - 9 Jan)	Feeding Ecology of Marine Waterfowl and Pelagic Birds ¹ Marine Birds: Their Feeding Ecology and Commercial Fisheries Relationships ¹	Kees Vermeer	80 registrants 58 presentations
1982	Honolulu, Oahu, HI (1 -14 Dec) ²	Tropical Seabird Biology ¹ Human Disturbance at Seabird Colonies	Harry Ohlendorf	100 registrants 44 presentations
1984	Pacific Grove, CA (5 - 8 Jan)	Biology of Terns	Craig Harrison	?? registrants 51 presentations
1984	Long Beach, CA (14 - 16 Dec)		Judith Hand	?? registrants 41 presentations
1985	San Francisco, CA (4 - 8 Dec) ³	Use of Natural vs. Man-modified Wetlands by Shorebirds and Waterbirds ¹ Ecology and Behavior of Gulls ¹	Dan Anderson	?? registrants 89 presentations

1986	La Paz, Mexico (10 - 14 Dec)	Biology of Seabirds in the Gulf of California	Lora Leschner	150 registrants 58 presentations
1987	Pacific Grove, CA (16 - 20 Dec)	Auks at Sea ¹ Status and Conservation of the Marbled Murrelet in North America ¹	Ken Briggs	150 registrants 63 presentations
1988	Chevy Chase, MD (12 - 16 Oct) ³	Wading-Bird Reproduction in 1988	Scott Hatch	20 registrants* 80 presentations
1990	Victoria, BC (21 - 24 Feb)	Status, Ecology, and Conservation of Marine Birds of the North Pacific	Michael Fry	?? registrants 69 presentations
1991	Monterey, CA (23 - 27 Jan)	??	Douglas Seigel-Causey	?? registrants 44 presentations
1992	Charleston, OR (15 - 19 Jan)	??	Malcolm Coulter	140 registrants 49 presentations
1993	Seattle, WA (9 - 13 Feb)	<i>Exxon Valdez</i> ; Biology of Marbled Murrelets: Inland and at Sea ¹	Palmer Sekora	225 registrants 79 presentations
1994	Sacramento, CA (26 - 29 Jan)	Behavior, Ecology, & Population Status of Rare Alcids	George Divoky	?? registrants 78 presentations
1995	San Diego, CA (10 - 13 Jan)	Conservation of Island Ecosystems and Restorations of Biodiversity Seabird Enhancement Through Predator Control and Vegetation Management	John Piatt	260 registrants 95 presentations
1995	Victoria, BC (8 - 12 Nov) ³	Biology of Seaducks ¹ A Reserve Network for Colonial Wading Birds; Shorebirds: Feeding, Energetics and Nutrition Biology of Pacific Cormorants	Mark Rauzon	200 registrants 165 presentations
1997	Portland, OR (8 - 12 Jan)	Guillemots as Indicators of the Nearshore Ecosystem Seabirds and Pollution in the Nearshore Ecosystem	Bill Everett	251 registrants 102 presentations
1998	Monterey, CA (21 - 25 Jan)	Seabirds in a Changing Ocean: Advances in Seabird Science	Kim Nelson	?? registrants 135 presentations
1999	Blaine, WA	Seabird Bycatch: Trends, Roadblocks, and Solutions	Alan Burger	273 registrants

	(24 - 28 Feb)	Climate Variability and Seabird Response		133 presentations
2000	Napa, CA (23 - 27 Feb)	??	Ed Murphy	203 registrants 85 presentations
2001	Lihue, Kauai, HI (7 - 11 Feb)	Biology, Status and Conservation of Japanese Seabirds ¹	Julia Parrish	?? registrants 118 presentations
2002	Santa Barbara, CA (20 - 23 Feb)	Biology and Conservation of American White Pelican Oil and California's Seabirds	Bill Sydeman	220 registrants? 100 talks; 40 posters
2003	Parksville, BC (19-22 Feb)	Seabird Biogeography Seabird Monitoring Data as a Tool to Evaluate Ecosystem Processes Impact of Offshore Wind Farms on Seabirds	Lisa Ballance	236 registrants 100 talks 40 posters
2004	La Paz, Mexico (21-25 January)	The Brown Pelican in Western North America Advances and Applications of Ornithological Radar in Seabird Studies	David Irons	?? registrants ?? talks ?? posters
2005	Portland, OR (19-23 Jan) ⁴	Biology and Conservation of the Xantus's Murrelet ¹ Island Restoration and Enhancement: Successes, Failures, and Tools for the 21 st Century	Daniel Roby	?? registrants 201 talks 88 posters
2006	Girdwood, AK (15-19 Feb)	Seabirds as Indicators of Marine Ecosystems	Robert Day	?? registrants 133 talks 60 posters
2007	Asilomar, CA (7-11 Feb)	??	Katie O'Reilly	?? registrants ?? talk ?? posters
2008	Blaine, WA (27 Feb-1 Mar)	The Salish Sea Ecosystem: Status and Impacts of Changes on Marine Birds ¹	Verena Gill	278 registrants 113 talks 55 posters
2009	Hakodate, Japan (22-25 Feb)	Working Beneath the Surface: New Approaches in Examining the Interplay of Biomechanical, Physiology and Behavioural Ecology in Diving Seabirds	Doug Bertram	175 registrants 102 talk 35 posters

2010	Long Beach, CA (17-21 Feb)	Population Status and Trends of Kittlitz's Murrelets ¹	Greg Balogh	270 registrants 103 talks 40 posters
2012	Turtle Bay, HI (7-11 Feb)	Tropical Seabirds	Pat Jodice	317 registrants 144 talks 56 posters

¹ Published proceedings

² Joint meeting with the Australasian Seabird Group

³ Joint meeting with the Colonial Waterbird Society

⁴ Joint meeting with the Waterbird Society

* Denotes PSG members only

Appendix 14. Lifetime Achievement Award Plaque

This is an example of the plaque given to John Warham. This format may also be used for the Special Achievement Award plaque.



The Pacific Seabird Group

is honored to present to

John Warham

The PSG Lifetime Achievement Award

in recognition of your pioneering, extensive, and distinguished contributions to our understanding of petrels and other Pacific seabirds

26th Annual Meeting – Blaine, Washington – 27 February 1999

Appendix 15. Confirmation Letter for Lifetime and Special Achievement Award Recipients

This is an example letter sent to Hiroshi Hasegawa.

Hiroshi Hasegawa
Biology Dept., Toho University
Miyama 2-2-1, Funabashi, Chiba
274-8510 Japan
email hasegawa@bio.sci.toho-u.ac.jp

15 December 2000

Dear Dr. Hasegawa,

On behalf of the Executive Council of the Pacific Seabird Group, I am pleased to inform you that the Executive Council voted unanimously to honor you with a Special Achievement Award. This award is made in recognition and appreciation of your successful efforts to rebuild the population of the Short-tailed Albatross on Torishima Island and to expand the nesting locations of albatrosses there. We would like to present the award to you in person at the 28th Annual Meeting of the Pacific Seabird Group at Lihue, Hawaii, 7-11 February 2001.

Please let me know if you already are planning to attend the meeting (or if you had not planned to attend but now would like to attend). Also, PSG may be able to pay for part or all of your travel and meeting expenses, including air travel expenses (coach class) to the meeting, your registration fee, and lodging and meals for the days of the meeting. Please let me know soon if you will be able to attend and what expenses you would like PSG to pay for you.

Thanks very much and congratulations on this well-deserved award.

Sincerely,

Edward C. Murphy
Chair, PSG Awards Committee
Include PSG Awards Committee Chair's address, phone and email

Appendix 16. Recipients of PSG Lifetime Achievement and Special Achievement Awards

Recipients of PSG Lifetime Achievement Awards

<i>Year</i>	<i>Recipients</i>	<i>Meeting</i>
1993	Karl Kenyon	20 th Annual Meeting, Seattle, Washington
1994	Miklos Udvardy	21 st Annual Meeting, Sacramento, California
1995	Tom Howell	22 nd Annual Meeting, San Diego, California
1995	Charles Guiget	23 rd Annual Meeting, Victoria, British Columbia
1997	William Bourne, James King, James Bartonek	24 th Annual Meeting, Portland, Oregon
1999	John Warham	26 th Annual Meeting, Blaine, Washington
2000	Richard G.B. Brown	27 th Annual Meeting, Napa, California
2002	N. Philip and Myrtle Ashmole	29 th Annual Meeting, Santa Barbara, California
2003	Robert E. Ricklefs	30 th Annual Meeting, Parksville, British Columbia, Canada
2004	George Hunt	31 st Annual Meeting, La Paz, Baja California Sur
2005	Spencer Sealy	32 nd Annual Meeting, Portland, Oregon
2006	Vernon Byrd	33 rd Annual Meeting, Girdwood, Alaska
2007	Mike Harris	34 th Annual Meeting, Asilomar, California
2008	John Croxall	35 th Annual Meeting, Blaine, Washington
2009	Haruo Ogi	36 th Annual Meeting, Hakodate, Japan
2010	Daniel Anderson	37 th Annual Meeting, Long Beach, California
2012	John Cooper	39 th Annual Meeting, Oahu, Hawaii

Recipients of PSG Special Achievement Awards

<i>Year</i>	<i>Recipients</i>	<i>Meeting</i>
1993	Art Sowls	20 th Annual Meeting, Seattle, Washington
1998	George Divoky, Craig Harrison	25 th Annual Meeting, Monterey, California
2000	Steve Speich, Malcolm Coulter	27 th Annual Meeting, Napa, California
2001	Hiroshi Hasegawa	28 th Annual Meeting, Lihue, Kauai, Hawai'i
2006	Mark Rauzon	33 rd Annual Meeting, Girdwood, Alaska
2007	Ed Melvin	34 th Annual Meeting, Asilomar, California
2008	Lora Leschner/Kim Nelson	35 th Annual Meeting, Blaine, Washington
2009	Yutaka Watanuki	36 th Annual Meeting, Hakodate, Hokkaido, Japan
2010	Frank Gress	37 th Annual Meeting, Long Beach, California

Appendix 17. PSG Student Presentation Award Guidelines

Student Paper Awards

Each year at the annual meeting, PSG gives one award for Best Student Oral Presentation, and one award for Best Student Poster Presentation. Judges are drawn from the PSG membership, with the intent of having at least two judges score each presentation. The exact scoring system may vary from meeting to meeting, depending on the discretion of the lead judge (Past-Chair); however, in general the criteria will remain the same. Following are criteria for each award.

Oral Presentation

Title and Abstract - Is the abstract will written? Did it describe the presentation adequately? Is the title appropriate and interesting (e.g., catchy)?

Big Picture/Context - What is the larger issue of interest within which the specific reported research is placed (and is this addressed; *i.e.*, is the context relevant only to seabird research, or is it broader)? Is the context species-specific, methods-oriented, or theoretical and is the research clearly presented within this context?

Question/Hypothesis - Is there a clear question being addressed? Is it answered?

Analysis - (How) are the data analyzed? Is the analysis appropriate given both the data and the questions posed? Is the analysis innovative?

Graphics - Are the graphics clear and easy to read?

Graphs: Do the graphs tell a clear story? Are they of the correct type given the data? Are they presented judiciously (rather than ad nauseam)? Is there a clear, key point(s) presented per graph? Do these points support the question being addressed?

Photographs: Do the photographs enhance the presentation (or are they fatuous)?

Drawings/Diagrams: Do these images enhance the presentation (or are they fatuous)? Are they easy to read/interpret?

Tables: Are they easy to read and to the point (versus too many cells)?

Word Slides: Are they easy to read and to the point (versus too many words)?

Style - Does the speaker effectively convey the research to the audience? Is the speaker enthusiastic? Is the talk finished within the allotted time?

Speaking: Clear; without distracting conjunctions (um, ah, like, well, I mean, you know).

Body Language: Facing the audience (versus the screen); gesturing (versus hands in pockets - change jingling is extra points off).

Questions: Does the speaker handle questions well? Are the questions understood? Are less than savvy questions handled with grace?

Format - Does the presentation have a clear:

- Introduction
- Question/Hypothesis addressed
- Methods
- Results
- Conclusion(s)

Poster Presentation

Title and Abstract - Is the abstract well written? Did it describe the presentation adequately? Is the title appropriate and interesting (e.g. catchy)?

Big Picture/Context - What is the larger issue of interest within which the specific reported research is placed (and is this addressed; i.e. is the context relevant only to seabird research, or is it broader)? Is the context species-specific, methods-oriented, or theoretical and is the research clearly presented within this context?

Question/hypothesis - Is there a clear question being addressed? Is it answered?

Analysis - (How) are the data analyzed? Is the analysis appropriate given both the data and the questions posed? Is the analysis innovative?

Graphics - Are the graphics clear and easy to read?

Graphs: Do the graphs tell a clear story? Are they of the correct type given the data? Are they presented judiciously (rather than ad nauseam)? Is there a clear, key point(s) presented per graph? Do these points support the question being addressed?

Photographs: Do the photographs enhance the presentation (or are they fatuous)?

Drawings/Diagrams: Do these images enhance the presentation (or are they fatuous)? Are they easy to read/interpret?

Tables: Are they easy to read and to the point (versus too many cells)?

Format - Does the presentation have a clear:

- Title
- Introduction
- Question/Hypothesis addressed
- Methods
- Results
- Conclusion(s)
- Literature Cited
- Acknowledgments

Layout - What is the ratio of the space to words, of graphics to words? Can the poster be understood from a distance (or is the feel more that of a written paper pasted up on the wall)? Is the flow obvious (top to bottom, left to right, in columns, etc.)? Is there a creative use of color

and form? Is there a creative use of any additional material?

Style - (during Poster Session) - Clear; without distracting conjunctions (um, ah, like, well, I mean, you know).

Body Language: Interacting with readers (versus shrinking into the corner).

Questions: Are the questions understood, and /or answered well?

Judges should view the posters during the poster session in order to speak directly with the poster presenter.

Appendix 18. Student Presentation Award Judging Form Examples

STUDENT ORAL PRESENTATION JUDGING FORM 29TH ANNUAL MEETING OF THE PACIFIC SEABIRD GROUP SANTA BARBARA, CALIFORNIA

Please give each item a rating from 1 to 3, with 1 being the worst and 3 being the best. Your rating may be written in the space before each category heading; space for comments is also provided below each item; you are encouraged to also use the back of the form for further comments.

_____ **Title and Abstract** - Is the abstract well written? Did it describe the presentation adequately? Is the title appropriate and interesting (e.g. catchy)?

_____ **Big Picture/Context** - Is the reported research adequately placed into a larger/broader context?

_____ **Question/Hypothesis** - Is there a clear question being addressed? Is it answered?

_____ **Analysis** - (How) are the data analyzed? Is the analysis appropriate given both the data and the questions posed? Is the analysis innovative?

_____ **Graphics** - Are the graphics (figures, tables, drawings/diagrams, word slides) clear and easy to read? Do they tell a clear story? Are they of the correct type given the data? Are they presented judiciously? Is there a clear, key point(s) presented per graph? Do these points support the question being addressed?

_____ **Style** - Does the speaker effectively convey the research to the audience? Is the speaker enthusiastic? Is the talk finished within the allotted time? *Speaking*: Clear; without distracting conjunctions (um, ah, like, well, I mean, you know); *Body Language*: Facing the audience (versus the screen); gesturing (versus hands in pockets - change jingling is extra points off); *Questions*: Does the speaker handle questions well? Are the questions understood? Are less than savvy questions handled with grace?

_____ **Format** - Does the presentation have a clear: Introduction; Question/Hypothesis addressed; Methods; Results; Conclusion(s).

TOTAL SCORE (21 points maximum) _____

STUDENT POSTER PRESENTATION JUDGING FORM
29TH ANNUAL MEETING OF THE PACIFIC SEABIRD GROUP
SANTA BARBARA, CALIFORNIA

Please give each item a rating from 1 to 3, with 1 being the worst and 3 being the best. Your rating may be written in the space before each category heading; space for comments is also provided below each item; you are encouraged to also use the back of the form for further comments.

_____ **Title and Abstract** - Is the abstract well written? Did it describe the presentation adequately? Is the title appropriate and interesting (e.g. catchy)?

_____ **Big Picture/Context** - Is the reported research adequately placed into a larger/broader context?

_____ **Question/Hypothesis** - Is there a clear question being addressed? Is it answered?

_____ **Analysis** - (How) are the data analyzed? Is the analysis appropriate given both the data and the questions posed? Is the analysis innovative?

_____ **Graphics** - Are the graphics (figures, tables, drawings/diagrams) clear and easy to read? Do they tell a clear story? Are they of the correct type given the data? Are they presented judiciously? Is there a clear, key point(s) presented per graph? Do these points support the question being addressed?

_____ **Format** - Does the presentation have a clear: Title; Introduction; Question/Hypothesis addressed; Methods; Results; Conclusion(s); Literature Cited; Acknowledgments

_____ **Layout** - What is the ratio of space to words, of graphics to words? Can the poster be understood from a distance (or is the feel more that of a written paper pasted up on the wall)? Is the flow obvious (top to bottom, left to right, in columns, etc.)? Is there a creative use of color and form? Is there a creative use of any additional material?

_____ **Style** - (during Poster Session) - Clear; without distracting conjunctions (um, ah, like, well, I mean, you know). *Body Language*: Interacting with readers (versus shrinking into the corner). *Questions*: Are questions understood, and/or answered well?

TOTAL SCORE (24 points maximum) _____

Appendix 19. Best Student Paper Award Certificate Example

This is an example of the certificate given to winning students.



The Pacific Seabird Group

is honored to present to

Jane B. Doe

The Best Student Paper Award

for the paper entitled

Seabirds and Scientists

26th Annual Meeting

Blaine, Washington

27 February 1999

Appendix 20. EXCO Officers, Pacific Seabirds Editors, Regional Representatives, & Local Committee Chairs (1996-2012)

1996

Officers and Editor

Chair - William Everett
Chair-Elect - Kim Nelson
Past-Chair - Mark Rauzon
Vice-Chair for Conservation -
Craig Harrison
Treasurer - Jan Hodder
Secretary - Vivian Mendenhall
Editor - Steven M. Speich

Regional Representatives

David Duffy
Tony Gaston
Roy Lowe
Elizabeth McLaren
Pat Baird
Jim Lovvorn
Scott Johnston
Mark Tasker

Local Committee

Co-Chair - Dave Renwald
Co-Chair - Tara Zimmerman

1997

Officers and Editor

Chair - Kim Nelson
Chair-Elect - Alan Burger
Past-Chair - William Everett
Vice-Chair for Conservation -
Craig Harrison
Treasurer - Jan Hodder
Secretary - Vivian Mendenhall
Editor - Steven M. Speich

Regional Representatives

David Duffy
Tony Gaston
Roy Lowe
Elizabeth McLaren
Pat Baird
Jim Lovvorn
Scott Johnston
Mark Tasker

Local Committee

Co-Chair - Mike Parker
Co-Chair - Scott Newman

1998

Officers and Editor

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Past-Chair - Kim Nelson
Vice-Chair for Conservation -
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Treasurer - Jan Hodder
Secretary - Kathy Kuletz
Editor - Steven M. Speich

Regional Representatives

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Tony Gaston
Roy Lowe
Craig Strong
Pat Baird
Jim Lovvorn
Beth Flint
Mark Tasker

Local Committee

Chair - Lora Leschner

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Past-Chair - Alan Burger
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Roy Lowe
Craig Strong
Pat Mock
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Local Committee

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Co-Chair - Bill Sydeman

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Past-Chair - Ed Murphy
Vice-Chair for Conservation -
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Treasurer - Breck Tyler
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Regional Representatives

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Ken Morgan
Roy Lowe
Kyra Mills
Pat Mock
Jim Lovvorn
Beth Flint
Mark Tasker

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Co-Chair - David Duffy
Co-Chair - Beth Flint

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Officers and Editor

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Past-Chair - Julia Parrish
Vice-Chair for Conservation -
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Treasurer - Breck Tyler
Secretary - Lora Leschner
Editor - Vivian Mendenhall

Regional Representatives

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Kyra Mills
Pat Mock
Malcolm Coulter
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Mark Tasker

Local Committee

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Chair - Harry Carter

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 Jan Hodder
 Meredith Elliott
 Pat Mock
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 Beth Flint
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 Stephani Zador

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 Co-Chair - Ron Ydenberg

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 Craig Harrison
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 Beth Flint
 Mark Tasker
 Shiway Wang

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Chair – Katie O'Reilly

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 Treasurer – Ron LeValley
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 Adrian Gall
 Esther Burkett
 Dan Robinette
 Melanie Steinkamp
 Beth Flint
 Mark Tasker
 Shiway Wang

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Chair – Verena Gill

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 Past-Chair – Bob Day
 Vice Chair for Conservation –
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 Treasurer – Ron Le Valley
 Secretary – Ron Ydenberg
 Editor – Vivian Mendenhall

Regional Representatives

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 Ken Morgan
 Don Lyons
 Esther Burkett
 Dan Robinette
 Melanie Steinkamp
 Linda Elliott
 Mark Tasker
 Jo Smith

Local Committee

Chair – Jim Harvey

2007**Officers and Editor**

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 Chair Elect – Doug Bertram
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 Vice Chair for Conservation –
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 Treasurer – Ron Le Valley
 Secretary – Mark Hipfner
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Shiway Wang
 Ken Morgan
 Don Lyons
 Esther Burkett
 Dan Robinette
 Melanie Steinkamp
 Linda Elliott
 Mark Tasker
 Jo Smith

Local Committee

Chair –Tom Good

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 Chair Elect – Greg Balogh
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 Vice Chair for Conservation –
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 Treasurer – Ron Le Valley
 Secretary – Mark Hipfner
 Editor – Vivian Mendenhall

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 Don Lyons
 Craig Strong
 Dan Robinette
 Melanie Steinkamp
 Linda Elliott
 Linda Wilson
 Heather Major

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Chair – Yutaka Watanuki

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 Vice Chair for Conservation –
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 Treasurer – Ron Le Valley
 Secretary – Mark Hipfner
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Regional Representatives

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 Don Lyons
 Craig Strong
 Dan Robinette
 Julie Ellis
 Linda Elliott
 Linda Wilson
 Heather Major

Local Committee

Chair – Jen Boyce

2010**Officers and Editor**

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 Past-Chair – Greg Balogh
 Vice Chair for Conservation –
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 Treasurer – Ron Le Valley
 Secretary – Mark Hipfner
 Editor – Vivian Mendenhall

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 Don Lyons
 Hannahrose Nevins
 Dan Robinette
 Holly Freifeld
 Julie Ellis
 Linda Wilson
 Yutaka Watanuki
 Laura McFarlane Tranquilla

2011**Officers and Editor**

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 Chair Elect – Kim Rivera
 Past-Chair – Tom Good
 Vice Chair for Conservation –
 Craig Harrison
 Treasurer – Ron Le Valley
 Secretary – Heather Major
 Editor – Vivian Mendenhall

Regional Representatives

Adrian Gall
 Ken Morgan
 Don Lyons
 Hannahrose Nevins
 Jennifer Boyce
 Holly Freifeld
 Julie Ellis
 Linda Wilson
 Yutaka Watanuki
 Laura McFarlane Tranquilla

Local Committee

Chair – Lindsay Young

2012**Officers and Editor**

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 Chair Elect – Doug Forsell
 Past-Chair – Pat Jodice
 Vice Chair for Conservation –
 Craig Harrison
 Treasurer – Lindsay Young
 Secretary – Heather Major
 Editor – Vivian Mendenhall

Regional Representatives

Adrian Gall
 Ken Morgan
 Don Lyons
 Hannahrose Nevins
 Jennifer Boyce
 Iain Stenhouse
 Steffen Ooppel
 Yutaka Watanuki
 Sarah Thomsen

Local Committee

Chair – Holly Freifeld

Appendix 21. PSG Meeting Announcement for OSNA Newsletter & Seabird-L Listserve

Example Meeting Announcement

THE PACIFIC SEABIRD GROUP will host its 24th Annual Meeting 8-12 Jan 1997 in Portland, Oregon. For information and registration contact DAVE RENWALD, Bureau of Indian Affairs, 911 NE 11th Avenue, Portland, OR 97232 (503-231-6808) or TARA ZIMMERMAN, U.S. Fish and Wildlife Service, 911 NE 11th Avenue, Portland, OR 97232 (503-231-6164; tara_zimmerman@fws.gov). For information on the scientific program contact S. KIM NELSON, Oregon State University, Department of Fish and Wildlife, 104 Nash Hall, Corvallis, OR 97331 (541-737-1962; nelsonk@ucs.orst.edu).

Contacts for Publishing Meeting Announcement:

OSNA: Submit announcement to the Editor of the *Ornithological Newsletter*. Submission guidelines and the current Editor may be found on: www.ornith.cornell.edu/OSNA.

Deadlines for publication are:

- 1 January for the February newsletter
- 1 March for the April newsletter
- 1 May for the June newsletter
- 1 July for the August newsletter
- 1 September for the October newsletter
- 1 November for the December newsletter

Seabird L-Listserver: Submit announcement to: seabird@uct.ac.za

Appendix 22. PSG Meeting Budget

This is an example of the Meeting Budget used to determine registration fees for the La Paz meeting.

PSG 2004-Tentative Budget

(200 attendees)	# attendees	Unit price	Sub-total	10% IVA	15% Gratuities	Total
Wednesday January 21						
Room Rentals						
Conquistadores		\$461.32		\$46.13		\$507.45
Coromuel,		\$196.97		\$19.70		\$216.67
Pichilingue,		\$143.25		\$14.33		\$157.58
Seccion Delfines		\$89.53		\$8.95		\$98.48
Casa Delfines		\$125.00		\$12.50		\$137.50
Bussines center		\$88.59	\$88.59	\$9.84		\$98.43
Lunch & Refreshment breaks						
Mid morning break (refreshments and coffee)		included w/conference room rental				
Lunch		attendees responsibility				
Mid afternoon break (refreshments and coffee)		included w/rooms				
Evening reception						
Mexican Buffet (\$12 per person)	200	\$9.50	\$1,900.00	\$190.00	\$285.00	\$2,375.00
Mariachi		\$210.00	\$210.00			\$210.00
Bar service (Los Arcos responsibility)	200					
Day total \$						\$3,801.11

Thursday January 22

Room Rentals & AV

Conquistadores		\$461.32		\$46.13		\$507.45
Patio Los Equipales (poster display)		\$200.00		\$20.00		\$220.00
4 power point projectors		\$73.00	\$292.00	\$29.20		\$321.20
2 slide projectors, 2 podiums, 2 microphone		included with room rental				
Bussines center		\$88.59	\$88.59	\$8.86		\$97.45

Lunch & Refreshment breaks

Mid morning break (coffee break)		included with room rental				
Lunch	200	\$10.00	\$2,000.00	200	\$300.00	\$2,500.00
Mid afternoon break (coffee break)		included with room rental				
Bar service (Los Arcos responsibility)	200					

Day total \$

\$3,646.10

Friday January 23

Conquistadores		\$461.32		\$46.13		\$507.45
Pichilingue,		\$143.25		\$14.33		\$157.58
Patio Los Equipales (poster display)		\$200.00		\$20.00		\$220.00
4 power point projectors		\$73.00	\$292.00	\$29.20		\$321.20
Business center		\$88.59	\$88.59	\$8.86		\$97.45
2 slide projectors, 2 podiums, 2 microphone		included with room rental				

Lunch & Refreshment breaks

Mid morning break (coffee break)		included with room rental				
Lunch	200	\$10.00	\$2,000.00	200	300	\$2,500.00
Mid afternoon break (coffee break)		included with room				

		rental				
Bar service (Los Arcos resp.)	200					
Day total \$						\$3,803.68

Saturday January 24

Room Rentals & AV

Conquistadores		\$461.32		\$46.13		\$507.45
Patio Los Equipales (poster display)		\$200.00		\$20.00		\$220.00
4 power point projectors		\$73.00	\$292.00	\$29.20		\$321.20
Bussines center		\$88.59	\$88.59	\$8.86		\$97.45
2 slide projectors, 2 podiums, 2 microphone		included with room rental				

Lunch & Refreshment breaks

Mid morning break (coffee break)		included with room rental				
Lunch	200	\$10.00	\$2,000.00	200	300	\$2,500.00
Mid afternoon break (coffee break)		included with room rental				
Day total \$						\$3,646.10

Miscellaneous

Invited Speakers - 3 @ \$1500.00 each	3	\$1,500.00				\$4,500.00
Student Travel Awards	10	\$300.00				\$3,000.00
Costs for Martha Arrambidez assistance (accommodation, meals, etc)						\$750.00
Name tags (300)			\$140.00			\$140.00
pens (300)			\$57.00			\$57.00
pencils (300)			\$81.00			\$81.00
Paper (2 Boxes)		\$46.00	\$46.00	included		\$92.00

Registration folders (300)		\$5.00		included	\$1,500.00
Vinyl announcement 2.50 x 1 m		\$130.00		included	\$130.00
Folders printing (300)		\$0.50	\$150.00	included	\$150.00
Postal stamps (300)		\$0.23	\$69.00		\$69.00
T-shirt (Men 60)		4.09	\$245.45	included	\$245.45
T-shirt (Women 40)		\$5.18	\$207.27	included	\$207.27
Mugs (50)		\$5.36	\$268.18		\$268.18
Miscellaneous Costs					\$350.00
Deposit paid to Los Arcos Hotel (50 d	50	\$69.00	\$3,450.00		\$3,864.00
Deposit paid to Lorymar (8 dbl.hab. +		\$60.00	\$480.00		\$537.60
Boards or panels	sponsor				
Name tags	sponsor				
Meeting Announcement: printing	PSG				
Program printing	sponsor				
Cost for hire of poster boards	sponsor				
Web Page	sponsor				
Pick up truck	sponsor				

Total **\$15,941.50**

Sub total **\$30,838.49**

15% contingency (approx.) \$4,625.77

Sub total **\$35,464.26**

Less deposit paid to Los Arcos Hotel (50 \$69.00 \$3,450.00 \$3,864.00

Less deposit paid to Lorymar (8 dbl.hab. + 12 \$60.00 \$480.00 \$537.60

TOTAL **\$31,062.66**

Registration fees (based on 200 attendees, inc.60 students [30%])

Early registration:

115 full meeting registrants 115 \$160.00 \$18,400.00 \$18,400.00

45 student registrants 45 \$80.00 \$3,600.00 \$3,600.00

Late registration:				
25 full meeting registrants	25	\$240.00	\$6,000.00	\$6,000.00
15 student registrants	15	\$120.00	\$1,800.00	\$1,800.00
Money in SUBTOTAL \$	200		\$29,800.00	\$29,800.00

PROFIT or (LOSS)\$ **(\$1,262.66)**

Evening Banquet

El Galeón at Hotel Marina		\$648.90		\$64.89		\$713.79
Hot dinner average \$ 20	100	\$20.00		Incl.	included	\$2,000.00
Wine at banquet (white wine 2 boxes each/ 12 bottles)	100	42.54/box		Incl.	included	\$85.08
Wine at banquet (red wine 3 boxes each/ 6 bottles)	100	47.18/box		incl	included	\$141.54
Entertainment, approx.				Incl.	included	\$520.00
Banquet total \$						\$3,460.41

Divide number of expected people (accounting for a certain number of students) into costs to determine registration fee (see [Appendix 10](#) for past attendance records)

Appendix 23. Example PSG Committee Meeting Room Reservation Form

(Send to Chair-Elect/Local Committee Chair)

Room Assigned:

Date/Time:

Person Responsible for Meeting:

Name:

Address:

Phone:

E-mail:

Fax:

Committee:

Meeting Title:

Date(s) and Time(s) Room Needed:

Number of People Attending:

Setup Required (Chairs, Tables, AV, flipchart, etc.):

Appendix 24. Example Call for Papers

CALL FOR PAPERS
THIRTY-FIRST ANNUAL MEETING
PACIFIC SEABIRD GROUP
21-25 JANUARY, 2004
La Paz, Baja California Sur, Mexico

Abstract Submission Deadline 21 November, 2003

We invite you to submit an abstract for an oral or poster presentation on seabird breeding biology, foraging ecology, energetics, physiology, population biology, systematics, genetics, conservation biology, fishery interactions, restoration ecology or any other topic relevant to seabirds.

*All abstracts must be received no later than 21 November 2003. You will be notified regarding acceptance of your paper. **PLEASE NOTE THAT THIS DATE MUST BE FIRM. ABSTRACTS RECEIVED AFTER THE DEADLINE MAY NOT BE INCLUDED!***

If you are submitting a paper for a symposium or special session listed below please email the contact directly and let them know your intentions of submission.

Symposium: The Brown Pelican in Western North America. Contact Dan Anderson: dwanderson@ucdavis.edu
Symposium: The Use of Ornithological Radar for Seabird Studies. Contact Brian Cooper: bcooper@abrinc.com
Special Session: Nutritional Stress Hypothesis: Is it Food? Contact Patrick Jodice: pjodice@clemsun.edu
Special Session: Cormorants in Western North America. Contact Dan Roby: daniel.robby@orst.edu

People who are submitting papers for the Ornithological Radar symposium that will be published must submit their manuscript at the meeting.

Please submit your abstract by e-mail to the Chair-Elect (also Chair of Scientific Program) along with the following transmittal form for each paper:

Submit the abstract and transmittal forms as two separate attachments. You may download the abstract format and transmittal form. Include your name (and add a number if you are submitting more than one paper) in the abstract and transmittal form filenames (e.g. smith1 abstract.doc, smith1 transmittal form.doc.) The submittal address is: daniel.robby@orst.edu

Appendix 25. Example Abstract Transmittal Form

STUDENT PAPER AWARDS

Student Papers (oral and posters) will be judged by senior PSG members. Please indicate on your abstract transmittal form whether you wish to be included in this competition. PSG student papers and posters will be judged on study design and execution including adequacy of the design to address the question, amount and quality of data, originality, and importance of the question in a broader context. Half of the score will be derived from quality of the presentation including organization, clarity of speech or wording, clarity of major points, graphics, and conciseness. Awards will be presented at the banquet.

ABSTRACT TRANSMITTAL FORM

Name:

Are you eligible for the student paper awards? (Circle 1)

(Full time undergraduate or graduate students during term preceding meeting only)

Yes No

Which type of paper are you submitting? (Circle 1)

Poster

Oral

Either Poster or Oral

Brown Pelican Symposium

Ornithological Radar Symposium

Nutritional Stress Special Session

Cormorant Special Session

List the general discipline for which you believe your abstract is most appropriate (for example, breeding biology, foraging ecology, conservation, etc.)

A Power point projector will be provided. Will your paper be presented using this format?

Yes No

If not, do you have any sort of non-standard audio-visual requirements? Please describe.

ABSTRACT FORMAT

THE IMPORTANCE OF INTEGRATING AT-SEA AND COLONY SEABIRD STUDIES

*Lisa Ballance**¹, and *Harry Carter*², ¹Ecology Program, Southwest Fisheries Science Center, 8604 La Jolla Shores Drive, La Jolla, CA 92037 USA, lisa.ballance@noaa.gov; ²U.S. Geological Survey & Humboldt State University, 6924 Tremont Road, Dixon, CA 95620 USA

Put the title in capitals. Return twice. Put the authors' names in Italics. Indicate the speaker with an asterisk. Use superscripts for authors with different addresses. Include the email address of the senior author. Do not put a period after the email address. Return twice. Indent three spaces. Single space the body of the abstract. Place only one space after periods. Avoid abbreviations. Include scientific names of species (*Italics in parentheses*). Please include results and avoid using phrases such as "will be discussed". A word processor count of the body of the abstract should not exceed 250 words. Presenters will be notified later regarding length of oral presentation and scheduling as well as size of posters. Use Times New Roman 11 font with one inch margins.

Appendix 26. Example PSG Meeting Registration Form

PACIFIC SEABIRD GROUP
 PORTLAND, OREGON
 8-12 January 1996

-----REGISTRATION FORM-----

(ONE PER PERSON)

Name (as you want it to appear on the name badge)

Organization

Address

City _____ State _____ Zip/Postal Code _____ Country

Telephone(area code) _____ Fax _____ E-mail

REGISTRATION FEES (circle one)

	Member	Non-member	Student**
Early (postmarked by Oct. 15)	\$ 95.00	\$140.00*	\$ 30.00
Late	\$145.00	\$185.00*	\$ 60.00

*Non-member fee includes 1997 PSG membership

**Students need to provide documentation (copy of current ID) \$

Only 25% of registration fees will be returned after 15 December.

BANQUET

Banquet tickets are \$35.00 each. # of tickets requested _____ \$

Banquet preference (circle one) Chicken — Salmon — Vegetarian

PAY BY CHECK OR MONEY ORDER TO: PSG Conference '97 c/o Emi Holton
 U.S. Fish and Wildlife Service-ARW
 911 N.E. 11th Ave.
 Portland, OR 97232

Total enclosed \$

SOCIAL EVENTS

Which of the following do you plan to attend? YES NO

- Wednesday Welcome Reception (no charge) _____
- Thursday Evening Social (no charge)
- Friday Poster Presentation/Social
- _____ Saturday Evening Banquet/Awards Ceremony/Auction
- Sunday Afternoon Brewery/Pub Tour (Reg. & Fee)
- Sunday All day Oregon Coast Trip (Registration & Fee)
- Sunday Morning Columbia River Gorge Trip (Reg. & Fee)

You will receive an acknowledgment by E-mail, fax or mail and your receipt will be available at the conference

Appendix 28. Example Guidelines for Session Chairs

Pacific Seabird Group Meeting 8-12 January 1997, Portland, Oregon

Thank you for agreeing to chair a scientific session. A scientific program is much more satisfactory if run smoothly and closely on schedule. One of your main functions is to insure the timely presentation of papers. Timeliness is important primarily because everyone attending paper sessions predicated his\her individual schedule on the assumption that the papers will be given when announced on the schedule. Also, members serving on the Student Awards Committee have to get to every student paper.

Presentations are scheduled for 20 minutes total (which includes 5 minutes for the introduction and questions). A speaker can go over as much as one minute in the presentation, but this essentially eliminates the time for questions after the presentation. The following procedure is recommended:

1. Arrive at the assigned room at least 5 minutes before the session begins and meet with as many of the speakers as possible. Work out pronunciations and any special considerations.
2. You must arrange for one person to monitor the slide projector/VCR and another person to work the lights during your session.
3. Make sure projectionist has slide trays for all papers in your session. Slide trays should be clearly marked with the name of the speaker.
4. Start exactly on time. Make sure your watch is set accurately. Give the title, author(s), and institutional affiliation(s) before each presentation. Introduce the author who is speaking.
5. Sit in the front row where the speaker cannot miss your signals. Stand up at 15 minutes. At 17 minutes, break in. Remember, by this time it is the speaker who is out of line, not you!
6. Repeat each question from the audience, so everyone in the room can hear what was asked. If there is no question from the audience, please be prepared to ask one yourself to start it off.
7. Be firm. The previous speaker must be off stage in time to allow the introduction of the next one exactly at the beginning of the given time slot.
8. Make sure all slide trays are picked up by speakers after the session is over.

If someone cancels, leave a hole in the program. At the end of the session notify the Program Coordinator of cancellations. Do not be tempted to start a paper even seconds early!

Thank you for your participation.

Appendix 29. List of Annual Meeting Program Essentials

Program Essentials

- A. Letter of welcome and special thank you to those needing acknowledgment.
- B. Table of contents
- C. List of EXCO members, Committee Coordinators and Local Committee.
- D. Sections explaining
 - 1. Scientific Program
 - 2. Audio Visual Materials
 - 3. Poster Session
 - 4. Meeting Rooms
 - 5. Social Events
 - 6. Field Trips
 - 7. Any other event or process that needs emphasizing.
- E. Schedule of Events
 - 1. List time, title, and room/place of sessions, meetings, and events.
- F. Day at a glance for each day.
- G. Daily Schedule
 - 1. Break down daily schedule to plenary talks, special paper sessions, general paper sessions, coffee breaks, lunch, meetings, poster sessions, student mentoring session and social events.
 - a. List talks by time, title, and author's names.
 - b. Show breaks and how long they will last.
 - c. List meetings and social events, showing hours scheduled and rooms or place happening.
- H. Abstracts
 - 1. Include complete paper abstracts (title, authors, addresses, E-mail) arranging alphabetically by primary author or by day and time of presentation.
 - 2. Include complete poster abstracts (title, authors, addresses, E-mail) arranging alphabetically by primary author.
- I. Author Index
 - 1. Put page number for each abstract that an author's name appears.

Graphics

- A. Select artwork to be reproduced in program.
- B. Get permission of artist to use their work.
- C. Select pages to display pictures on.
- D. Reduce or enlarge picture to fit page.

Publish

- A. Review final draft of program and edit.
- B. Place artwork on appropriate pages.
- C. Select cover color.
- D. Send to printer.

Appendix 30. Example Annual Meeting Summary

This is an example of the PSG Annual Meeting Summary that should be published in *Pacific Seabirds*, the OSNA Newsletter and the Seabird-L Listserver.

The 24th Annual Meeting of THE PACIFIC SEABIRD GROUP was held in Portland, Oregon 8-12 Jan 1997. Registered attendance was 251 (including 60 students). The Scientific Program included 70 papers and 32 posters. Two special paper sessions on the Ecology of the Near-shore Ecosystem (Chairs: DANIEL ROBY AND GEORGE DIVOKY, DAN ANDERSON) and three plenary papers (WILLIAM BOURNE, DAVID DUFFY, ANTHONY GASTON) were presented. Chair of the Scientific Program Committee was S. KIM NELSON. The Local Committee included DAVE RENWALD, MARTIN NUGENT, TARA ZIMMERMAN, AMANDA WILSON, and EMI HOLTON. Officers elected or re-elected were ALAN BURGER (Chair-Elect), JAN HODDER (Treasurer), CRAIG HARRISON (Vice Chair for Conservation), TONY GASTON (Canada Rep.), ROY LOWE (Washington/Oregon Rep.), PAT BAIRD (S. California Rep.), and JIM LAVVORN (Non-Pacific U.S. Rep.). BILL EVERETT is now Past-Chair and S. KIM NELSON is Chair. VIVIAN MENDENHALL remains in her position as Secretary. Other Executive Council members are: DAVID DUFFY (Alaska and Russia Rep.), ELIZABETH MCLAREN (N. California Rep.), SCOTT JOHNSTON (Pacific Rim Rep.), MARK TASKER (Old World Rep.), and STEVE SPEICH (Editor of *Pacific Seabirds*). Awards for the best student paper went to GAIL DAVOREN of the University of Victoria for her paper on "Variable Time Budget of Rhinoceros Auklets at Sea Off Southwestern Vancouver Island". Honorable mention went to PATRICIA COLE of California State University at Fullerton for her paper with Michael Horn on: Comparative Chick Provisioning in Caspian and Elegant Terns at the Bolsa Chica Ecological reserve in Southern California". Best student poster went to MARC ROMANO of Oregon State University for his poster with Dan Roby on "Effects of Diet Quality on Post-Natal Growth of Seabirds: Captive Feeding Trials". Honorable mention went to MONICA SILVA of Universidade de Lisboa (Portugal) for her poster with J. P. Granadeiro on "Genetic Variability of Cory's Shearwater in the NE Atlantic Revealed by DNA Fingerprinting". The 25th Annual Meeting of the Pacific Seabird Group will be held in Monterey, California in Jan 1998.

Appendix 31. Guidelines for meeting of former PSG Chairs

After serving a three-year Executive Council (EXCO) term of Chair-Elect, Chair, and Past-Chair the PSG doesn't let you go – it welcomes you to the realm of the Former Chair. The idea is to bring the wisdom and experiences of PSG Former Chairs together to advise and guide the organization on key issues. The main duty for the Former Chairs is to provide information and guidance to the Awards Committee on nominations of candidates for PSG Lifetime Achievement and Special Achievement Awards. The Former Chairs may also discuss other overarching issues, which pertain to the long-term success of the organization.

The Former Chairs are chaired by the most recent EXCO Past-Chair for a period of one year. They should meet once a year at the Annual Meeting. The current Past-Chair of PSG should attend the meeting of the Former Chairs, so the EXCO is represented and so that the Past-Chair knows what to expect when they become the new Chair of the Former Chairs shortly after the Annual meeting ends.

Appendix 32. Number of Registrants/Fees and Profit/Loss for PSG Meeting since 1999

Year	Location	Registrant Numbers	Late (at the door)	Member/late member	Non-member/late non-member	Student member/late student member	Student non-member/late student non-member	Revenues, Costs, and Meeting Profit or (Loss)
1999	Semi-ah-moo Resort, Blaine WA	273	75	\$120/\$160	\$120/\$160	\$75/\$95	\$75/\$95	\$11,630
2000	Marriott, Napa, CA	193	157	\$170/ \$200	\$170/ \$200	\$150/\$180	??/\$197?	(\$4,640)
2001	Raddison, Kauai, HI	??	80	\$150/\$180	\$165/ \$195	\$80/\$95	??/\$95	??
2002	Natural History Museum, Santa Barbara Holiday Inn & Radisson Hotels	241 (inc. 48 students & 11 one/two day registrants)	74	\$170/\$200		\$85/\$100		Revenues \$50,826 Costs \$44,706 Profits \$6,120
2003	Tigh-na-Mara Resort Parkesville, BC Canada	239 total	25 were at door	\$200/\$240 CA \$133/\$167 US	same	\$100/\$125 CA \$67/\$83 US	same	Revenue \$47,848 Costs \$46,489 Profit \$1,359 CDN
2004	Los Arctos Hotel, La Paz, Baja Mexico	129 (1/13/04)		\$160/ \$240	\$185/\$265	\$80/\$120	Same as student?	
2005	Portland, OR	386	??	\$195/ \$250	\$240/ \$300	\$90/\$150	\$110/\$170	??
2006	Girdwood, AK	280	??	\$195/ \$255	\$240/ \$300	\$135/\$178	\$155/\$198	??
2007	Pacific Grove, CA	??	??	\$180/ \$265	\$230/ \$320	\$100/\$140	\$130/\$170	??
2008	Semi-Ah-Moo Resort, Blaine, WA	263	18	\$192/\$287	\$242/\$342	\$127/\$187	\$157/\$212	Revenue: \$123,676 Costs: \$106,233 Profit:

								\$17,433
2009	Hakodate, Japan	155	20	\$190/\$263	\$210/\$295	\$137/\$158	\$189/\$242	??
2010	Westin, Long Beach, CA	270	??	\$300/\$390	\$350/\$455	\$150/\$195	\$180/\$234	??
2012	Turtle Bay, HI	317	??	\$275/\$320	\$325/\$370	\$110/\$175	\$160/\$225	Revenue: \$177,602.00 Costs: \$153,795.93 Profit: \$23,809.07*

* Actual profit \$2,000 due to Makaha deposit loss.