

Wyoming Governor's Big Game License Coalition **Operating Procedures**

The Wyoming Governor's Big Game License Coalition (WGBGLC) was formed in 2003 as an agreement between the Governor of Wyoming and the Wildlife Heritage Foundation of Wyoming (now Wyoming Wildlife Foundation [WWF] of the Wyoming Community Foundation), the Wyoming Chapter of the Foundation for North American Wild Sheep (now Wyoming Wild Sheep Foundation [WY-WSF]), the Rocky Mountain Elk Foundation (RMEF), and the Mule Deer Foundation (MDF). The purpose of the WGBGLC was, and continues to be, to market big game licenses authorized by the Governor of Wyoming, with the majority of proceeds returned for wildlife management in Wyoming.

The Governor of Wyoming is statutorily-authorized to issue 25 big game licenses as follows:

- 5 Bighorn Sheep Licenses
- 5 Moose Licenses
- 10 Deer, Elk, or Antelope Licenses
- 5 Wild Bison Licenses

Issuance and use of these licenses are regulated by Chapter 44 of Wyoming Game and Fish Commission Regulations. The Coalition is gifted these licenses by the Governor of Wyoming and through two distinct Memorandums of Understanding (MOUs). One MOU governs the 20 licenses of Big Horn Sheep, Moose, and Deer, Elk or Antelope. The 5 Wild Bison Licenses are governed through a separate MOU.

WGBGLC Structure

The WGBGLC shall consist of:

- WWF serving as administrator
- The following non-governmental conservation organizations, serving as primary sellers:
 - Wyoming Wild Sheep Foundation
 - Rocky Mountain Elk Foundation
 - Mule Deer Foundation
 - Executive Committee of WGBGLC
- Wyoming Game and Fish Department
- 5 Species Project Committees
 - Sheep Committee
 - Elk Committee
 - Deer Committee
 - Moose Committee
 - All Wildlife Committee

Wyoming Governor's license authorizations are issued to WWF for administration for the sale and distribution of proceeds. The majority of proceeds from the licenses go to fund specific projects to support wildlife in Wyoming.

Structured as the WGBGLC, WWF utilizes NGO partners to market and sell the licenses. After sales are completed, WGBGLC members meet, deliberate, and recommend suitable projects for funding. All projects are reviewed by the WWF's Board of Advisors. Only those projects approved by the Wyoming Community Foundation Board of Directors receive funding, since the Wyoming Community Foundation

Board is the legal entity responsible for administration of the program.

The WGBGLC shall select a Vice-Chair every other year. The Vice-Chair shall serve a term of two (2) years and then assume the position of Chair. The Chair shall serve a term of two (2) years, then assume the position of Past Chair. The Past Chair shall serve a term of two years. In the event of a vacancy in any office, the WGBGLC shall select a person to fill the remainder of the term for that position. Any member in good standing may serve in any of these positions.

On matters concerning the WGBGLC, each Species Project Committee will have one vote, regardless of the number of individuals on that subcommittee. Each Committee will designate a Committee Lead to represent the Committee as necessary to conduct business of the WGBGLC.

Executive Committee

The WGBGLC Executive Committee shall consist of the following individuals:

- President of the Wyoming Community Foundation (Ex-Officio)
- Representatives of WWF
- WGBGLC Chairperson
- WGBGLC Vice-Chairperson
- WGBGLC Past Chairperson
- One WGBGLC member appointed by WGBGLC Chairperson

During periods when the WGBGLC is not in session, the Executive Committee shall address matters affecting the Coalition. All issues and/or concerns will be reported back to the broader Coalition via email notification and/or discussed at the next meeting.

Responsibilities and Duties

Wyoming Community Foundation (WYCF)

The WWF shall serve as the WGBGLC administrator. Duties and responsibilities include:

- Coordinate signature of Memorandum of Understanding between WWF and Governor's Office;
- Maintain a positive working relationship with the Governor's Office and WGBGLC;
- Coordinate with the License Section of the Wyoming Game and Fish Department for the issuance of the Governor's licenses;
- Administer proceeds from sale of Governor's licenses and maintain specified accounts;
- Send quarterly financial reports to WGBGLC Chairperson and Species Committee Chairpersons;
- Annually solicit request for proposals for funding by the WGBGLC;
- Administer grant process between WWF and grantees to ensure necessary documents are submitted;
- Coordinate distribution of grant proposals to appropriate Species Project Committees of the WGBGLC;
- Facilitate an annual meeting to review grant proposals, authorize expenditures of funds, and any other necessary business of the WGBGLC;
- Coordinate and submit Governor Thank You advertisement via various media;
- Handle finance and insurance tasks that include investment management, audit duties & reporting, Director and Officer Liability insurance, tax filing, and annual financial reporting.

Non-Governmental Conservation Organizations

The above-identified NGOs shall serve as Primary License Sellers and appoint representatives to serve on the appropriate Species Project Committees. Duties and responsibilities shall include:

- Market and sell authorizations for appropriate Governor's licenses through auction, raffle or other means open to the public;
- Collect license sale funds in a timely manner;
- Forward appropriate funds to WWF in a timely manner;
- Review grant proposals within Species Committees and recommend expenditure of funds;
- Attend annual and other meeting of WBGGLC as necessary.

Wyoming Game and Fish Department

Duties and responsibilities of the Wyoming Game & Fish Department shall include:

- Coordinate and work with the WWF on issuing Governor's licenses.
- Appoint two representatives to serve on each Species Project Committee.

Primary Sellers

The Primary Sellers are species-specific organizations that are apolitical in nature and, while focusing on a particular species, also recognize the interdependence of all wildlife and their habitats. The current Primary Sellers have a strong history of license sales in regard to wildlife conservation and are able to derive the greatest value for each license. Current Primary Sellers are:

- Wyoming Wild Sheep Foundation
- Rocky Mountain Elk Foundation
- Mule Deer Foundation
- Executive Committee of WBGGLC

In the event that a Primary Seller entity for a particular species dissolves, is not able to successfully sell allocated licenses, or underperforms and/or fails to comply with stated requirements (i.e., Sellers Procedures), those licenses may be absorbed and marketed through the remaining Primary Sellers until a suitable replacement Primary Seller is identified. The WBGGLC, at its sole discretion, will then select a replacement. New Primary Sellers must be able to guarantee a minimum license sale price at or above the 3-year average for that particular license.

Secondary Sellers

Primary Sellers may designate, at their discretion, Secondary Sellers to market and sell Wyoming Governor's license authorizations. The Primary and Secondary Sellers shall determine the split of the sellers' commission (10% of sale price).

Secondary Sellers must meet all the requirement of Primary Sellers and must provide the WWF, through the Primary Seller, with the requested forms and payments within the established guidelines and timeframes.

License Proceeds Distribution

For bighorn sheep licenses, moose licenses, and deer/elk/antelope licenses, distribution of sale proceeds is as follows:

- 10% retained by Seller(s)
- 10% to WWF
- 10% to WGBGLC 'ALL WILDLIFE' account
- 70% to specific species account

WWF will account for these funds separately from existing Foundation accounts and will provide the Governor's Office and WGBGLC Executive Committee with annual reports.

Sellers cannot attach a "Seller's Premium", commission, or any other fee to a Wyoming Governor's big game license authorization. The only fee a seller can collect from the sale of these licenses is the authorized 10% of total sale price.

License Sales

The sales of Wyoming Governor's Licenses via public auction or raffle have been visibly and ethically managed from inception of the WGBGLC through a clear and transparent process.

Sellers of a Wyoming Governor's License must provide the sale price and the name, address, and phone number of the purchaser/winner to the WWF, and the Primary Seller if sold by a Secondary Seller, no later than 10 days following the sale date of the license.

The seller of a Wyoming Governor's License will have 30 business days from the date of sale to deliver the appropriate share of the sale price to WWF along with a signed auction receipt and any other required forms. After 30 business days, a 2% late fee may be assessed on the full sale price paid for the license.

WGBGLC Species Project Committees

The WGBGLC is responsible for reviewing committee composition on annual basis and approving the nominations of new and reappointed committee representatives from any NGO or WGFD.

Species Project Committees will include representation from Primary Sellers, Wyoming Game & Fish Department (WGFD) and other NGO conservation organizations as determined by the WGBGLC. Species Project Committees are responsible for reviewing, deliberating, and recommending projects for funding; and other business as may come before the WGBGLC.

With the exception of the All Wildlife Committee, Species Project Committees will consist of a maximum of five members; 2 WGFD representatives; and up to 3 NGO representatives. Each committee will be co-chaired with a representative from that species specific Primary Seller or NGO and a WGFD representative. WGFD Administration will nominate Department personnel to serve on species project committees. Any Member of the Coalition can nominate individuals to serve on respective species project committees.

The WGBGLC All Wildlife Species Project Committee will consist of a maximum of five members; 2 WGFD representatives; and up to 3 other representatives not from the WGFD. The All Wildlife Committee will be co-chaired with a representative from the WGFD and another committee member not from WGFD. WGFD Administration will nominate Department personnel to serve on this committee. Upon a non-WGFD vacancy, the All Wildlife Committee will solicit Wyoming based or affiliated candidates from wildlife conservation NGOs and/or private businesses that support the role of hunting, trapping and angling in modern wildlife management as well as the importance non-hunted wildlife have in healthy ecosystems and our citizen's quality of life. The All Wildlife Committee will review all qualified applicants and forward one individual to the WGBGLC for their consideration and approval. Non-WGFD members in the All Wildlife Species Project Committee serve 3-year terms and may be reappointed to one additional 3-year term. These terms will be staggered so that not more than one vacancy or reappoint occurs in any given year.

Species Project Committees, with associated Primary Seller, shall be:

Species Committees

Bighorn Sheep
 Deer
 Elk
 Moose
 All Wildlife

Primary Seller(s)

Wyoming Wild Sheep Foundation
 Mule Deer Foundation
 Rocky Mountain Elk Foundation
 Executive Committee of WGBGLC
No Designated Primary Seller

Miscellaneous

Thank You Advertisement

Each year the WGBGLC has the option of running a thank you advertisement in various media outlets throughout the state. This cost will be paid by WWF and reported at the annual meeting.

Wyoming Bison License Structure

The Governor's wild bison licenses were authorized by legislation in 2013. These licenses are administered by WWF and have a different process for seller selection and proceeds distribution. These include:

- 5 Wild Bison Licenses
- The Coalition will create an application process for Wyoming non-profits to enter a random drawing to receive one wild bison license for sale or raffle through an open & competitive process.
- Starting in 2014, any Wyoming 501(c)3 non-profit organization in good standing can apply to WWF for selection as a wild bison license seller for that year.
- Sellers will be randomly drawn from eligible applicants and must guarantee a minimum sale price, determined by the previous three-year average.
- Sellers that receive a Governor's wild bison license will not be eligible to receive a license for sale again for a period of 3 years.
- WWF shall coordinate the distribution of the wild bison licenses to Wyoming non-profits in good standing (tax exempt).
- All proceeds from the sale or raffle must be forwarded to WWF for processing within established time lines, determined annually, and shall be considered an asset of WWF to be held for the

benefit of the Coalition.

Responsibilities and Duties

Wyoming Community Foundation (WYCF)

The WWF (a priority fund of the WYCF) shall serve as the WGBGLC administrator. Duties and responsibilities include:

- Coordinate signature of Memorandum of Understanding between WWF and Governor's Office;
- Coordinate and set timeline for wild bison licenses;
- Design, prepare and distribute all wild bison license marketing materials for sellers;
- Solicit non-profit applicants to act as Primary Sellers of Wild Bison licenses;
- Maintain a positive working relationship with the Governor's Office and WGBGLC;
- Coordinate with the License Section of the Wyoming Game and Fish Department for the issuance of the Governor's licenses;
- Administer proceeds from sale of Governor's licenses and maintain specified accounts;
- Annually solicit request for proposals for funding by the Wildlife Habitat, Nongame & Education Account (WWHC Nongame/Education Account);
- Administer grant process between WWF and grantees to ensure necessary documents are submitted;
- Coordinate distribution of grant proposals to All Wildlife Committee;
- Facilitate an annual meeting to review grant proposals, authorize expenditures of funds, and any other necessary business;
- Handle finance and insurance tasks that include investment management, audit duties & reporting, Director and Officer Liability insurance, tax filing, and annual financial reporting.

Selected Non-Profit Organizations

The selected non-profit organizations shall serve as Primary License Sellers for that year. Duties and responsibilities shall include:

- Market and sell authorizations for appropriate Governor's licenses through auction, raffle or other means open to the public;
- Collect license sale funds in a timely manner;
- Forward appropriate funds to WWF in a timely manner. Ideally, the timeline would follow other WGBGLC license sale requirements. Sellers of a Wyoming Governor's wild bison license must provide the WWF, no later than 10 days following the sale date of the license with the sale price and the name, address, and phone number of the purchaser/winner;
- The seller of a Wyoming Governor's wild bison license will have 30 business days from the date of sale to deliver the appropriate share of the sale price to WWF along with a signed auction receipt and any other required forms. After 30 business days, a 2% late fee may be assessed on the full sale price paid for the license.

Wyoming Game and Fish Department

- Coordinate and work with the WWF on issuing Governor's wild bison licenses.

License Proceeds Distribution

For wild bison licenses, distribution of sale proceeds is as follows:

- 30% retained by Seller
- 10% to WWF
- 10% to WGBGLC 'ALL WILDLIFE' account
- 50% to the 'WWHC Non-Game/Education' account

WWF will account for these funds separately from existing Foundation accounts and will provide the Governor's Office with annual reports.

Sellers cannot attach a "Seller's Premium", commission, or any other fee to a Wyoming Governor's big game license authorization. The only fee a seller can collect from the sale of these licenses is the authorized 30% of total sale price.

The "WWHC Non-Game/Education" Account revenue generated from sale of Governor's bison licenses will be overseen by the WGBGLC 'All Wildlife' Species Project Committee and project funding requests must be applied for through a separate 'WWHC Non-Game/Education Application Form' that will be available on the WWF website.