

House of Delegates Manual
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Introduction

The House of Delegates Manual details the protocols, rules, and procedures of the AVMA House of Delegates. As such, it expands on information provided in the AVMA Bylaws, but does not replace or supersede the Bylaws. To the extent that the Manual and Bylaws are in conflict, the Bylaws have precedence.

House of Delegates

Authority and Responsibility—The authority and responsibility of the AVMA House of Delegates is specified in the AVMA Bylaws (Article VII, Section 1):

The House of Delegates shall be the principal body within the Association responsible for establishing policy and providing direction for matters relating to veterinary medicine and shall be the representative body of the Principal and Constituent Allied Veterinary Organizations of the Association.

In addition to its other duties specified in the Bylaws, the House of Delegates has the authority to elect the President-Elect, Vice President, and when necessary, President of the AVMA; elect members to serve on the House Advisory Committee; elect members to serve on AVMA councils; determine the initial and annual dues for all members of the AVMA; amend the AVMA Articles of Incorporation and Bylaws; and vote on all matters properly brought before it.

Composition—The House of Delegates consists of a delegate and alternate delegate elected or appointed by each of the Principal and Constituent Allied Veterinary Organizations of the AVMA, the Uniformed Services Organization, and the Student American Veterinary Medical Association. The Principal and Constituent Allied Veterinary Organizations are defined in the Bylaws (Article VII, Sections 3 and 4). The following Constituent Allied Veterinary Organizations are granted representation in the House of Delegates:

American Animal Hospital Association
American Association of Avian Pathologists
American Association of Bovine Practitioners
American Association of Corporate and Public Practice Veterinarians
American Association of Equine Practitioners
American Association of Feline Practitioners
American Association of Food Hygiene Veterinarians
American Association of Small Ruminant Practitioners
American Association of Swine Veterinarians
American Association of Veterinary Clinicians
American Society of Laboratory Animal Practitioners
Association of Avian Veterinarians
National Association of Federal Veterinarians
Society for Theriogenology

The AVMA's officers and Executive Board members serve as ex officio members of the House of Delegates without the right to vote.

The House of Delegates will invite an advisory panel of veterinarians representing the agencies and organizations listed below to attend duly convened sessions of the House. The members of this advisory panel will be the chief ranking voting AVMA member from each group, or his or her designee, provided that the designee is a member of that agency or organization and is a voting AVMA member.

American Association of Veterinary Laboratory Diagnosticians
United States Department of Health and Human Services, Centers for Disease Control and Prevention
United States Department of Health and Human Services, Food and Drug Administration, Center for Veterinary Medicine
National Assembly of State Animal Health Officials
National Association of State Public Health Veterinarians
United States Department of Agriculture, Animal and Plant Health Inspection Service
United States Department of Agriculture, Food Safety and Inspection Service
United States Department of Homeland Security
American Association of Zoo Veterinarians

Selection and tenure of delegates and alternate delegates—As indicated in the Bylaws (Article VII, Section 9), the delegates and alternate delegates of the Principal and Constituent Allied Veterinary Organizations granted representation in the House of Delegates shall be selected by their organizations for terms of four years, unless terminated earlier by their organizations.

The delegate representing AVMA members who are members of the Uniformed Services of the United States shall be the chief veterinary officer of the service with the largest number of voting AVMA members. The alternate delegate shall be an AVMA voting member selected by the delegate each year from one of the other services.

The delegate representing the SAVMA shall be the President of the SAVMA. The alternate delegate shall be selected by SAVMA members from its membership.

The Delegate and Alternate Delegate shall have equal authority and responsibility within the House of Delegates with the exception of voting rights as defined in Bylaws (Article VII, Section 16).

Certification of delegates and alternate delegates—The principal administrative officer of each organization represented in the House of Delegates must submit the names and Reference Committee preferences of its delegate and alternate delegate to the AVMA Office of the Executive Vice President (OEVF) by October 1 of each year (Bylaws Article VII, Section 8). Appropriate forms for this purpose will be sent to each organization and each delegate and

alternate delegate each year.

The compiled list of delegates and alternate delegates will be the official list of the voting members of the House of Delegates for each Association year. Any changes to the list of delegates and alternate delegates should be conveyed to the AVMA OEVP as soon as those changes become known, except that if any organization represented in the House of Delegates wishes to make a last-minute change prior to any session of the House, the new delegate or alternate delegate must present documentation of the change signed by the principal administrative officer of the organization represented, to the AVMA OEVP no later than 5:00 PM on the day before the House convenes. The House Advisory Committee may, at its discretion, make exceptions to this deadline, but such exceptions will generally be made only under extreme, extenuating circumstances.

Voting Power

For purposes of determining the voting power of the Principal Veterinary Organizations represented in the House of Delegates, as defined in the Bylaws (Article VII, Section 15), the total number of AVMA members residing in the state, territory, or possession represented by each such organization will be determined from the records of the AVMA as of July 1 of each year and certified by the AVMA Executive Vice President.

House Advisory Committee

The Bylaws define the general structure and duties of the House Advisory Committee and the terms of its members (Article VII, Section 19). The HAC consists of one delegate or alternate delegate representing each of the following areas of professional activity:

- Predominantly food animal
- Predominantly equine
- Mixed, with several species of animals including both food or equine and small companion animal
- Predominantly small animal
- Teaching and research
- Federal or state government veterinarians
- At-large

The HAC shall elect a Chair and Vice Chair from among its members on an annual basis. In the absence of the Chair, the Vice Chair shall assume the duties of and receive all privileges accorded to the Chair.

The HAC approves minutes from sessions of the House of Delegates. The minutes are then made available to House members.

As stated in the Bylaws, no member of the HAC may serve more than two consecutive terms (Article VII, Section 19). A former member who has served two consecutive terms on the HAC may again become eligible for election no earlier than the third annual session after the end of his or her second consecutive term.

House Reference Committees

During each session of the House of Delegates, all reports and resolutions to be acted on by the House during that session will first be considered by the House Reference Committees prior to final action by the House of Delegates. The Reference Committees are as follows:

- Committee on Administration, to which matters pertaining to the administration of the AVMA and its members will be referred;
- Committee on Public Matters, to which matters pertaining to public issues will be referred;
- Committee on Education and Research, to which matters pertaining to education and research will be referred;
- Committee on Finance, to which matters pertaining to finances will be referred;
- Committee on Legislative and Governmental Matters, to which matters pertaining to legislation and governmental issues will be referred;
- Committee on Member Services, to which matters pertaining to member services will be referred; and
- Committee on Scientific Activities, to which matters pertaining to scientific activities will be referred.

Composition—Each year, the AVMA President-Elect, assisted by AVMA staff members, will appoint delegates and alternate delegates to the House Reference Committees. Appointments will be made following established protocol on a first-come, first-served basis while attempting to accommodate the stated preferences of the delegates and alternate delegates. The delegate and alternate delegate from any organization represented in the House of Delegates may not serve concurrently on the same reference committee. Delegates and alternate delegates are encouraged to change their Reference Committee preferences each year to gain experience with the full range of matters brought before the House of Delegates.

Chair—The members of the HAC will chair the House Reference Committees. At the first meeting of the HAC each Association year, the HAC Chair will assign the chairs of the Reference Committees, with the provision that the HAC Chair will chair the Committee on Administration and the HAC Vice Chair will chair the Committee on Finance. The other HAC members should rotate among the remaining Reference Committees.

If during any session of the House of Delegates, the number of HAC members present at the session is less than the number of House Reference Committees, the HAC Chair shall appoint acting chairs, as necessary, from among the delegates and alternate delegates in attendance and assign them to Reference Committees.

Meetings, reports, and strategic planning—House Reference Committees will convene as scheduled during sessions of the House of Delegates. A majority of the Reference Committee members shall constitute a quorum.

A portion of the Reference Committee meetings may be devoted to critical issues scanning and analysis, and strategic planning.

Free and open discussion is encouraged during Reference Committee meetings, and Reference Committee members are encouraged to request assistance from AVMA officers, Executive Board members, council and committee members, House Advisory Panel members, AVMA staff members, and other AVMA members if they need additional information to help them arrive at conclusions and recommendations. Reference Committees will hear from any member of the House of Delegates and may hear from any AVMA member at the discretion of the Reference Committee Chair.

In addition, the Reference Committee Chair may invite any guest to speak before the Reference Committee or refuse any guest's request to speak before the Reference Committee, unless there is an objection by any member of the Reference Committee. Should any member of the Reference Committee object, a vote of the Reference Committee members will be taken to decide the matter. Comments from any individual who is not a member of the Reference Committee must be brief and pertinent to the issue being discussed; any individual who is not a member of the House of Delegates and has been heard from once will not be allowed to speak again on that particular issue during the Reference Committee meeting unless allowed by the Chair.

All reports received by the Reference Committee will be placed on the Reference Committee consent agenda at the onset of each Reference Committee meeting. Items may be removed from the consent agenda at any time. Reports and resolutions referred to the Reference Committees for consideration may be reworded for clarity, but may not be edited to add to or take away from the thoughts originally expressed. Reference Committees must recommend approval, disapproval, or referral of all reports and resolutions referred for consideration. Reports may be recommended for approval, disapproval, or referral by parts or as a whole; resolutions must be recommended for approval, disapproval, or referral in their entirety. Reference Committees may include in their reports suggestions for future actions, such as suggested amendments to proposed resolutions or suggested Bylaws amendments to implement proposed resolutions.

At the conclusion of its meeting, each Reference Committee will prepare a report detailing its recommendations in regard to each item referred to it. The work of the Reference Committee is not complete until the Reference Committee Chair has approved and signed the Reference Committee's report.

If a Reference Committee cannot reach a

unanimous decision on any particular item referred to it and one or more members of the Reference Committee consider it necessary to do so, a minority report may be submitted. The author of any such minority report is responsible for preparing, signing, and submitting the report. The minority report must be prepared in the same format as the Reference Committee report. In addition, the author of the minority report must advise the other members of the Reference Committee of his or her intention to present a minority report prior to presentation of the Reference Committee report to the House of Delegates.

Meetings of the House of Delegates

The House of Delegates shall conduct business at its Annual Session and Winter Session, as well as at any Special Session called in accordance with the requirements outlined in the Bylaws (Article VII, Section 11). During any session, the House of Delegates may not take final action on any matter unless that matter has been considered and reported on by the Executive Board or HAC. During each session of the House of Delegates, reports, resolutions, and proposed amendments to the Bylaws brought before the House will be referred to the House Reference Committees without discussion or debate. With the exception of proposed amendments to the House of Delegates Manual and calls for a Special Session of the House of Delegates, discussion or debate on any matter brought before the House is not in order and the House may not take final action until a Reference Committee has presented its report on the matter. The requirement for referral to a Reference Committee prior to taking final action on any matter may be waived by a two-thirds vote of the House.

The Executive Board and House of Delegates decide on AVMA policy when they act on recommendations and resolutions. Approval of a recommendation or resolution establishes the opinions or action contained therein as AVMA policy. However, disapproval of a recommendation or resolution does not establish policy; it merely rejects the proposal as submitted.

Rules of order—During all sessions of the House of Delegates, any situations that are not specifically covered by the General Illinois Not-For-Profit Corporation Act of 1986 (or its successor), the Bylaws, or the House of Delegates Manual will be governed by Robert's Rules of Order Newly Revised.

Presiding officer—At all sessions of the House of Delegates, the presiding officer shall be the AVMA President-Elect (Bylaws Article VI, Section 3). In the absence of the President-Elect, the HAC Chair will assume the duties of presiding officer.

The presiding officer may, without objection, grant the privileges of the floor to any person who will aid the discussions and deliberations of the House of Delegates and may, without objection, recess the House at any time. In addition, the presiding officer shall cast a single vote in the event that any vote of

the House of Delegates has resulted in a tie.

Consent Agenda—During all of its sessions, the House of Delegates will, as appropriate, use a Consent Agenda. Any matter properly brought before the House of Delegates may be placed on the Consent Agenda. Individual items will be placed on the Consent Agenda at the request of the House Reference Committees, provided that the item was unanimously recommended for approval by the Reference Committee, and that the Reference Committee agreed, without objection, to placing the item on the Consent Agenda.

Any item shall be removed from the Consent Agenda at the request of any delegate or alternate delegate. The Consent Agenda shall be voted on immediately after action has been taken on all reports and resolutions. When considering whether to approve the Consent Agenda, the House of Delegates shall consider all actions on the agenda in total, without debate and without amendment.

Resolutions—According to the Bylaws (Article VII, Section 1), the House of Delegates has the authority and responsibility to establish policy for matters relating to veterinary medicine. Such policy may be established through the approval of resolutions.

Resolutions may be submitted for consideration by the House of Delegates only by the AVMA Executive Board, HAC, or any organization represented in the House or by petition of AVMA members. Any resolution submitted by petition must be accompanied by the signatures of 50 or more voting AVMA members. In addition, House Reference Committees may submit resolutions that pertain to the business of the Committee. Such resolutions will require a two-thirds vote of the House to waive the prior notice provision. Following a successful two-thirds vote, the HAC will subsequently convene and make a recommendation on any proposed resolution.

All proposed resolutions must be prepared in a format specified by the AVMA OEVP. Proposed resolutions must be received by the OEVP at least 60 days prior to the House of Delegates session at which they will be considered. Following receipt of any proposed resolution, the OEVP will, in conjunction with the HAC Chair, assign the resolution to the proper House Reference Committee; make the resolution available to all organizations represented in the House of Delegates and to each delegate and alternate delegate; and to the Executive Board and HAC so that these two entities may make recommendations to the House regarding the proposed resolution.

Proposed resolutions must be provided to the delegates and alternate delegates at least 30 days prior to the House of Delegates session at which they will be considered. Publication of any proposed resolution on the AVMA website at least 30 days prior to the session shall satisfy this provision. Furthermore, this prior notice provision for proposed resolutions may be waived by a two-thirds vote of

the House of Delegates.

A proposed resolution that is received by the OEVP less than 60 days prior to a House of Delegates session but before the final meeting of the HAC prior to that House session will be forwarded to the HAC for its consideration and recommendation on the proposed resolution. However, the resolution will be referred to a House Reference Committee for consideration and discussed by the House of Delegates only if the prior notice provision is first waived by a two-thirds vote of the House.

A proposed resolution that is received by the OEVP after the final meeting of the HAC prior to a House of Delegates session will be referred to a House Reference Committee for consideration and discussed by the House only if the prior notice provision is first waived by a two-thirds vote of the House and the HAC is given an opportunity to convene and make a recommendation on the proposed resolution.

A proposed resolution (except for those proposed by a Reference Committee) that is received by the OEVP after reports and resolutions have been referred to the House Reference Committees for their consideration will be discussed by the House of Delegates only if the prior notice provision is first waived by a two-thirds vote of the House, the requirement for consideration by a Reference Committee is waived by a two-thirds vote of the House, and the HAC is given an opportunity to convene and make a recommendation on the proposed resolution.

Resolutions may be amended only during debate on the floor of the House of Delegates. Proposed amendments must be germane to and within the scope of the resolution under debate. In addition, proposed amendments must be in writing, unless the change involves six or fewer words, as determined by the presiding officer.

Proposed amendments to resolutions that are out of scope of the resolution being considered, as determined by the presiding officer, will be considered only if consideration is approved by a two-thirds vote of the House of Delegates and the HAC is given an opportunity to convene and make a recommendation on the proposed resolution.

Resolutions result in one of three final actions. They are approved, disapproved, or referred. Should a resolution be referred, it will be delivered to another entity, such as a committee or council.

General conduct during House of Delegates sessions—When considering issues on the floor of the House of Delegates, delegates and alternate delegates should determine what, in their judgment, is in the best interests of the AVMA and the veterinary medical profession as a whole, while also considering the views of their constituencies. House members should approach all issues with an open mind, and should not arrive at a decision on how to vote on any particular matter before the matter is debated and discussed in full.

House members should arrive at all sessions

fully prepared, having researched the candidates to be elected and studied all matters to be discussed. For the House of Delegates to function at maximal efficiency, it is essential that its members conduct themselves in a spirit of cooperation with and respect for fellow members, the AVMA Executive Board, and the AVMA staff. House members are expected to attend all sessions of the House of Delegates and their assigned House Reference Committees.

Cell phones and audible pagers are to be silenced when the House of Delegates is in session, and cell phone conversations are to be conducted outside the House chamber.

House members are encouraged to study the AVMA Bylaws, this House of Delegates Manual, and basic parliamentary procedure prior to each House session, so as to have a good working knowledge of the AVMA's organizational structure, rules, and procedures. In addition, members are encouraged to read the *Journal of the American Veterinary Medical Association* during the weeks immediately preceding each session for information on resolutions and other matters that are to come before the House of Delegates. Finally, members are encouraged to study all reports, resolutions, and recommendations furnished prior to each session of the House of Delegates, review rosters and meeting minutes of the Executive Board and all AVMA councils and committees, and participate in the House of Delegates electronic discussion group to share ideas and confer with fellow delegates and alternate delegates.

Voting on pending questions—During all sessions of the House of Delegates, alternate delegates will be accorded the same privileges as delegates, except that voting is the sole privilege of the delegates. An alternate delegate may vote only during a delegate's absence and then only as instructed. Keypads for electronic voting may only be used by that delegate for which it has been assigned (or the alternate delegate, when instructed).

All votes, except voice votes, on matters pending before the House of Delegates will be weighted on the basis of voting power, as defined in the Bylaws (Article VII, Section 15). A majority vote is defined as a majority of the votes cast at a duly convened session of the House of Delegates at which a quorum is present. A two-thirds vote is defined as a minimum of two thirds of the votes cast at a duly convened session at which a quorum is present.

To expedite business during sessions of the House of Delegates, votes on matters pending before the House may be taken as voice votes. However, most substantive votes will be taken as electronic votes. The presiding officer will determine the method of voting. When a clear majority is expressed in a voice vote on a question before the House, the presiding officer may announce the result of the vote. If, on the other hand, he or she has any doubt regarding the outcome of a voice vote

on a question, the presiding officer will conduct an electronic vote. During an electronic vote all delegates will vote simultaneously.

Before or after a voice vote is taken on any matter before the House of Delegates, any delegate may request that an electronic vote be taken.

In the event that an electronic vote cannot be taken, a roll call vote will be the back-up option. During a roll call vote, the Executive Vice President will call the Principal Veterinary Organizations in alphabetic order, followed by the Constituent Allied Veterinary Organizations, the Student American Veterinary Medical Association, and the Uniformed Services Organization.

Meaning and effect of House of Delegates actions—When the House of Delegates votes to approve a report, this action indicates agreement or concurrence with the contents of the report. When the House of Delegates votes to disapprove a recommendation or motion previously approved by the Executive Board, the meaning and effect of the House's action depends on the nature of the recommendation or motion, where the authority to take that action resides, and whether the action has been irrevocably implemented.

Annual Session

Agenda—The OEVP, in consultation with the HAC, will create an agenda for each Annual Session of the House of Delegates. In addition to such other business to be brought before the House of Delegates, the agenda may contain the following reports:

- Report of the Vice President
- Report of the status of Constituent Allied Veterinary Organizations represented in the House of Delegates
- Administrative report on activities of the AVMA staff
- Report of the Executive Board
- Report of the House Advisory Committee
- Report of the independent auditors
- Report of the budget for the coming year
- Interim report of the Treasurer
- Report of the American Veterinary Medical Foundation
- Reports of all AVMA councils, committees, task forces, trusts, boards, and commissions

All such reports, when possible, shall be filed at least 90 days before each Annual Session of the House of Delegates with the OEVP, who shall prepare and furnish copies to each delegate and alternate delegate at least 30 days before the Annual Session.

Order of business—In general, the following order of business will be used during the Annual Session of the House of Delegates:

- Call to order
- Invocation
- Pledge of Allegiance
- Roll call

Report of HAC, acting as committee on rules and procedures
 Nomination for Council and HAC positions
 Presentation of reports and resolutions to be acted on by the House of Delegates and assignment to House Reference Committees
 Recess to convene House Reference Committees
 Nomination for officers
 Balloting for officers
 Vice President
 President-Elect
 President (when necessary)
 Balloting for Council and HAC positions
 Introduction of invited international dignitaries
 Report of AVMA representative to the World Veterinary Association
 Message from the Chair of the American Veterinary Medical Foundation
 Message from the President of the Auxiliary to the AVMA
 Message from the Student AVMA President
 Report of the Executive Board Chair
 Report of the Treasurer
 Message from the President-Elect
 Reports of House Reference Committees
 Action on resolutions
 Action on Consent Agenda
 Other new business
 Recognition of House of Delegates members
 Members completing service in the House of Delegates
 HAC members completing terms of service
 Executive Board members completing terms of service
 Executive Board members beginning terms of service
 Announcement of results of balloting for officers and introduction of newly elected officers
 Invitation to the next annual convention
 Adjournment

Recognition of House members completing service in the House—During each Annual Session, plaques will be awarded to delegates and alternate delegates who are completing their service in the House of Delegates at the close of that session. As an exception, the delegate for the Student American Veterinary Medical Association will be awarded a plaque at the Winter Session. Each year, the AVMA OEVP will contact each organization represented in the House of Delegates and each delegate and alternate delegate for information on delegates and alternate delegates who will complete their service at the close of that year's Annual Session. The presiding officer will present plaques to these members at the end of the Annual Session, except that the AVMA OEVP must receive notification of such members no later than May 1 to ensure presentation of a plaque at the Annual Session. Plaques will be mailed to recipients if notification is not received in time or if recipients

are unable to attend the Annual Session.

Recognition of HAC members completing terms of service—During each Annual Session, a plaque will be awarded to each HAC member completing a three-year or unexpired term.

Winter Session

Order of business—The order of business to be used during the Winter Session of the House of Delegates will be determined by the HAC. In general, the following order of business will be used during the Winter Session of the House of Delegates:

Call to order
 Invocation
 Pledge of Allegiance
 Roll call
 Report of HAC, acting as committee on rules and procedures
 Reports, if any
 Presentation of resolutions to be acted on by the House of Delegates and assignment to House Reference Committees
 Recess to convene House Reference Committees
 Reports of House Reference Committees
 Action on resolutions
 Action on Consent Agenda
 Nomination and balloting for Council and HAC positions, if necessary because of vacancies
 Nomination and balloting for officers, if necessary because of vacancies
 Recognition of Service of SAVMA Delegate in the HOD
 Announcement of results of balloting for officers and introduction of newly elected officers, if necessary
 Other new business
 Adjournment

Special Sessions

Order of business—The order of business to be used during Special Sessions of the House of Delegates will be determined by the HAC.

Election Procedures

As stated in the Bylaws (Article VII, Section 1), the House of Delegates has the authority to elect the President-Elect, Vice President, and, when necessary, President of the AVMA; elect members to serve on the HAC; and elect members to serve on the AVMA's councils. All such elections shall take place during Annual Sessions of the House of Delegates, except that, when necessary, election of officers may take place at the Regular Winter Session. Two or more candidates will be encouraged to seek each elective office. The following procedures shall be used for election of AVMA officers, HAC members, and council members.

Officers—Nominations for the offices of President-Elect, Vice President, and, when necessary, President, will occur during the Annual Session of the House of Delegates. When necessary

because of unscheduled vacancies, nominations can occur at the Regular Winter Session. For each office, nominations will be called for by a roll call of the organizations represented in the House of Delegates. One nominating speech, not to exceed five minutes, will be permitted for each candidate. Only delegates and alternate delegates may deliver nominating speeches.

Prior to the session at which they will be nominated, candidates for these offices must submit an officer position application form to the OEVP. Application forms must be submitted prior to the last scheduled meeting of the HAC before the session during which the election will be held to allow time for the HAC to examine and verify the candidates' credentials. Candidates may be nominated from the floor by delegates or alternate delegates, so long as the HAC is first given the opportunity to examine and verify the candidate's credentials.

To be eligible for election to the office of President-Elect, Vice President, or President, candidates must have met all requirements specified in the Bylaws (Article VI, Section 12) and must have served at least one term on the Executive Board or one full term on an AVMA council or two full terms on an AVMA committee or four years as a delegate or alternate delegate; or must have had extensive experience in a Principal Veterinary Organization, Constituent Allied Veterinary Organization, or regional veterinary medical association.

No candidate for one of these offices may run for any other office simultaneously. An individual who is serving on any AVMA entity (eg, Executive Board, House of Delegates, council, or committee) at the time of election must relinquish his or her seat on that entity when assuming office.

HAC members—Each November, the AVMA OEVP will notify all organizations represented in the House of Delegates and all delegates and alternate delegates of pending HAC vacancies and the House of Delegates members who are eligible for each position. Candidates for vacancies on the HAC must submit an application form to the OEVP no later than April 1 of the year in which the nomination is to be acted upon, to allow time for the HAC to examine and verify the candidates' credentials. The list of qualified candidates for positions on the HAC who submitted properly completed application forms prior to April 1 will be furnished to the delegates and alternate delegates at least 30 days before the Annual Session. Floor nominations will be accepted for vacancies on the HAC providing the application form is received by July 1 (Annual Session) or January 1 (Winter Session).

If by April 1, there are no eligible candidates for a pending HAC vacancy that is restricted to individuals representing a particular professional classification, then the vacancy will automatically be designated as open to all members at large for the subsequent three-year term. In this instance, the OEVP will notify all organizations represented in the House of Delegates and all delegates and alternate delegates of the temporary reclassification of the

vacancy. Candidates for any such vacancy must submit an application form to the OEVP no later than July 1. Following completion of the three-year term of the member elected to this position on the HAC, the position will revert to its original classification, except that, regardless of professional classification, the incumbent member will be eligible to run for election for a second term, for a total of two full consecutive terms.

Vacancies on the HAC will be filled at the next Regular Session of the House of Delegates with the election of an eligible House member who will fill the unexpired term. The HAC Chair may appoint an interim member to serve during the absence of a regular member or to fill a vacancy until the time of the next Regular Session. Any member who is elected to fill a vacancy will, following completion of the unexpired term, be eligible to run for election for a full term, as well as for election for a second full term, for a total of two full consecutive terms plus the unexpired term.

Council members—Nominations will be made by any organization represented in the HOD or by petition of 10 voting AVMA members. In the fall of each year, the OEVP will notify all organizations represented in the House of Delegates of pending vacancies for elected positions on the AVMA councils that are to be filled at the next Annual Session. A notice of pending vacancies will also be published in the print and online versions of the *Journal of the American Veterinary Medical Association*. Nominations of candidates for vacancies on the AVMA councils must be submitted on the prescribed form to the OEVP no later than April 1 (February 1 for candidates for vacancies on the Council on Education) for elections held during the Regular Annual Session, or October 1 (September 1 for the Council on Education) for elections held during the Regular Winter Session. This schedule will allow time for the Council on Education Candidate Qualifications Review Committee to review the qualifications of candidates for vacancies on the Council on Education, and for the HAC to examine and verify the candidates' credentials. The nomination form must be signed by an officer of the nominating organization. The list of qualified candidates for elected positions on the AVMA councils who submitted properly completed nomination forms no later than February 1 (COE) or April 1 will be furnished to the delegates and alternate delegates at least 30 days before the Annual Session.

Floor nominations for elected positions on AVMA councils will be accepted from any organization represented in the House of Delegates during a Regular Session of the House of Delegates. Organizations intending to nominate a candidate from the floor must complete the appropriate nomination form and submit it to the OEVP by no later than July 1 (regular Annual Session) and January 1 (regular Winter Session) to facilitate credentialing of candidates. Floor nomination speeches will be limited to the information contained on the nomination form. Floor nominations will not be accepted for vacancies

on the Council on Education.

No individual may be a candidate for more than one council or for more than one specific category on the same council in the same year, and a candidate may not change the position sought after the February 1 (COE) or April 1 deadline for nominations. No individual may serve simultaneously in the House of Delegates and on a council or simultaneously on two councils. Any member of the House of Delegates is eligible for election to positions on the AVMA councils, but if so elected must relinquish membership in the House of Delegates. Any member of a council who is elected to membership in the House of Delegates must relinquish membership on the council.

A vacancy in an elected position on any AVMA council will be filled at the next Regular Session of the House of Delegates with the election of an eligible AVMA member who will fill the unexpired term. Any individual who is elected to fill a vacancy will, following completion of the unexpired term, be eligible to run for election for a full term, subject to any term limits that may be imposed (See Bylaws, Article VIII, Section 2, subsection j).

When filling a council vacancy at the Regular Winter Session the nomination form must be received by the OEVP by October 1 (September 1, COE). Except for COE, floor nominations are allowed providing the nomination form is received in the OEVP by Jan. 1.

Change in Professional Classification—Council and/or HAC members who change their professional classification (e.g., as a result of a change in type of employment or retirement) during their term of service should notify the Office of the Executive Vice President, which will proceed in keeping with AVMA policy, “Eligibility to Serve on Councils, Committees, and Task Forces after a Member’s Professional Classification Changes.”

Credentialing process—The HAC will review and approve the credentials of all candidates for officer positions, positions on the HAC, and elected positions on the AVMA councils (See Bylaws, Article VII, Section 19, subsection c5). Specifically, the HAC will review each candidate’s current AVMA membership information to confirm that the nominee is an AVMA member, to determine whether the nominee’s professional classification meets the criteria for the specified position, and to determine whether the nominee meets any other criteria as may be specified. For candidates for positions on the Council on Education, the HAC will also review the report of the Council on Education Candidate Qualifications Review Committee. If a discrepancy is found, the nominator or nominee will be given an opportunity to clarify or correct the matter. The HAC will rule on the eligibility of each nominee. Decisions of the HAC will be final, except that the HAC will reconsider its decision if new evidence is presented. To avoid problems, nominees should ensure that their AVMA membership records accurately reflect their current membership status, professional

classifications, and other qualifications.

The professional classification codes maintained by the AVMA Membership and Field Services Division will serve as the reference to determine the eligibility of candidates for elected positions. These include the Employment Type, Position Type, Employment Function, Professional Discipline, and Species Contact Codes. For the purposes of determining eligibility for positions described as “predominantly” or “exclusively” involved in a particular professional classification, predominantly will be interpreted to mean that 50% or more of the candidate’s professional activity is in the category specified, and exclusively will be interpreted to mean that 90% or more of the candidate’s professional activity is in the category specified. An individual elected to represent a specific professional classification shall be actively, or at the time of retirement, engaged in the professional classification to be represented.

Campaigning—All campaigns are to be conducted in a courteous, professional, and respectful manner. In addition, candidates for officer positions must conduct their election campaigns in compliance with the *Rules for AVMA Officers Election Campaigns*.

To assist delegates and alternate delegates in choosing individuals for officer, HAC, and council positions, the AVMA OEVP will prepare a yearly Campaign Guide listing nominees for these positions. Nominees will be included only if they have provided an appropriate biographical sketch and photograph and submitted an application or nomination form by the February 1 (COE) or April 1 deadline.

Voting procedures—Each year, the AVMA President-Elect will appoint a board of tellers made up of AVMA staff members to oversee elections for officer, HAC, and council positions. All elections will be by secret, electronic ballot, except that when only one candidate is nominated for the office of President-Elect, Vice President, or President, or for a position on a council or the House Advisory Committee, a secret ballot will not be required, and the presiding officer may, without objection, direct the Executive Vice President to cast a unanimous ballot to elect.

All votes will be weighted on the basis of voting power, as defined in the Bylaws (Article VII, Section 15).

For each position, the candidate who receives a majority of the votes cast shall be declared elected. If no nominee receives a majority of the votes cast, the nominee receiving the lowest number of votes and any nominee receiving less than 10% of the votes cast shall be eliminated, and a run-off vote of the remaining nominees will be taken. This process will be repeated until a candidate receives a majority of the votes cast.

When council vacancies comprise both a longer and a shorter term in the same category, the candidate who receives a majority of the votes cast and the highest total number of votes will be declared

to have won the longer term, and the candidate who receives a majority of the votes cast and the next highest total number of votes will be declared to have won the shorter term. If no candidate receives a majority of the votes cast, the elimination procedure described above will be used, and a run-off vote of the remaining nominees will be taken.

Results of elections for HAC and council positions using electronic voting will be displayed immediately. In addition, the head teller will announce the results of elections for HAC and council positions at the beginning of the second meeting of the House of Delegates and at appropriate times during the meeting as run-off votes occur. Results of officer elections will be announced at the end of the Session.

In the event that electronic balloting cannot be accomplished in secret, written balloting will occur. Only the official ballots distributed by the tellers will be used; only official ballots will be counted by the tellers. To permit assignment of the proper number of votes to each ballot, the delegate or alternate delegate must sign the ballot and identify the organization represented. Unsigned ballots will not be counted.

Results of elections for HAC and council positions will be posted in locations designated by the presiding officer as soon as practicable after all ballots have been counted.

Tellers will maintain strict secrecy regarding the results of balloting. Tellers will not release vote counts or the votes cast by any organization represented in the House of Delegates, except that for a period of 90 days following the close of the Session, the head teller will, in response to a written request signed by the executive director or president of a represented organization, report to that organization the total number and percentage of votes received by each candidate for a specified

position or positions. Under similar conditions, the head teller will also report to a represented organization the vote cast by that organization for a specified position or positions.

Unless a vote is challenged, all ballots, computer voting records, and records of vote tallies will be destroyed 90 days after the close of the Session of the House of Delegates. If a vote is challenged and that action is still pending 90 days after the close of the Annual Session, all ballots and records not pertaining to the challenged vote will be destroyed. Ballots and records pertaining to the challenged vote will be retained until the challenge is resolved, and then, they too will be destroyed. Any challenge to a vote must be filed within 90 days after the close of the Session with the OEVP, who will refer the matter to the Judicial Council.

Changes to the Manual

Proposed changes to the Manual will be submitted by the House Advisory Committee. Such proposed changes must be received by OEVP at least 60 days prior to the House of Delegates Session at which they will be considered. Proposed changes must be provided to the delegates and alternate delegates in print or electronic format at least 30 days prior to the House of Delegates Session at which they will be considered. This prior notice provision for proposed changes to the House of Delegates Manual may be waived by a two-thirds vote of the House of Delegates.

Adoption of such changes will require a majority vote of the House. All changes to the House of Delegates Manual will take effect immediately, unless otherwise stated in the proposed change.