

Protocol for Appointments by the Executive Board

(Approved by the Executive Board, June 2000, amended July 2000, amended November 2001, amended June 2004, amended April 2005, amended June 2008).

1. Nominations to committees, trusts, and other entities:

1. In an effort to avoid the appearance of conflict of interest, Executive Board members shall not nominate candidates for committees, trusts, or other entities selected by the Executive Board. Exceptions shall occur only if no nominations have been submitted for a position, in which case nominations may be made from the floor by Executive Board members.
2. Nominations of candidates for appointment shall be conveyed using the approved nomination form (attached), supported by a 1- or 2-page resume of the candidate's qualifications. The nomination form shall clearly identify the committee, trust, or other entity, and the professional activity or other category of representation for which the candidate is nominated. Candidates may not change the entity or category of representation after the published closing date for receipt of nominations. The nominee shall sign the nomination form stating that he or she is willing to serve and that the information provided on the form is correct.
3. Nominations shall be made by a local or state veterinary medical association, an allied organization represented in the House of Delegates, an individual member, a specific organization that is to be represented by the nominee, or as stated in the entity description approved by the Executive Board. Each nomination shall be signed by an officer of the nominating organization who is an active member of the AVMA, the Executive Officer of the organization, or by the nominating AVMA member.
4. The candidate's nomination form and resume must be received at least 30 days prior to the Executive Board meeting at which the appointment is to be considered. Nominations received after the deadline, but within a five business day grace period, will be noted as "grace period" and will be considered for credentialing by the Credentialing Committee. Nominations received after the five business day grace period will be noted as "late" and considered for credentialing by the Credentialing Committee only if there are no other nominations for the position. In such case, "late" nominations received and credentialed will be forwarded to the Executive Board for information and may be nominated from the floor by Executive Board members.
5. Only candidates who are properly nominated and have submitted appropriate credentials will be considered for appointment to vacancies on committees, trusts, and other official AVMA entities. Eligible incumbents may be nominated for reappointment, but they will be considered for reappointment only if a nomination is received by the Executive Vice President.
6. The staff support to the Executive Board Credentialing Committee shall notify each incumbent member eligible for reappointment to a committee, trust, or other entity of the expiration of his or her term and that a nomination is required if the individual seeks reappointment. Such notifications shall occur at least 120 days prior to the Executive Board meeting at which the appointment is to be made.
7. If the incumbent does not desire to seek reappointment, he or she shall notify the staff support to the Executive Board Credentialing Committee of that decision within 30 days of the notification that a nomination is required. If the incumbent does not respond within 30 days, it will be assumed that he or she is not interested in reappointment, and that fact will be reported in the call for nominations, so the nomination of candidates for the position will not be inhibited by the expectation of an incumbent's candidacy.

2. Appointments to committees, trust, and similar entities are accomplished in one of two ways:

1. With permission of the Executive Board, appointments can be made by the chairman of the Board or the Board of Governors.
2. Appointments can be made by the Executive Board, in which case the following protocol will be used to select members of committees, trusts, and similar entities.

3. Protocol for selecting members of committees, trusts, and other entities:

1. The staff support to the Executive Board Credentialing Committee will examine each nomination as it is received and review the nominees resume and AVMA member record to verify the candidate's eligibility for the position to which he or she is nominated. Staff will consult with nominators and nominees about any apparent discrepancies in eligibility for appointment to resolve and correct any misunderstandings or oversights and to secure corrected documentation, if appropriate. Staff will report the results of the effort and any remaining questions to the Credentialing Committee when it considers the candidate.
2. The Executive Board Credentialing Committee will review the candidates and certify that all qualifications have been met for the positions for which the candidates have been nominated. Memberships on other councils or committees and the expiration dates of such memberships will be reviewed and reported.
3. Qualified nominees for each position will be submitted in alphabetical order to the Executive Board for consideration. Disqualified nominations will be reported with the reasons for disqualification.
4. As each nomination is presented to the Board, the chair will invite Board members to comment about the candidate. Any Executive Board member may speak for one minute about the nominee. Any number of other members may then speak one time, in support of or in opposition to the nominee, for not more than one minute. These comments should be confined to matters of personal knowledge about the character and qualifications of the candidate which might not be obvious in the candidate's curriculum vitae.
5. Each appointment will be determined by secret ballot, with a majority vote necessary to select the appointee. If no nominee for a particular position receives a majority of the votes cast for that position, the nominee who received the lowest number of votes and any nominee who received less than 15% of the votes cast for that position shall be eliminated, and a written vote shall be taken to elect one of the remaining nominees. If the written vote fails to result in a majority vote for any nominee, the elimination process will be repeated and a new written vote will be taken.
6. If only one nominee is presented for any given position, the chairman of the Credentialing Committee may move for election by acclamation.

4. Qualifications required for candidates

1. Each candidate must:
 - a. Be an AVMA member in good standing (unless the position specifically requires a non-veterinarian).
 - b. Fulfill all of the requirements for the position at the time of the appointment
 - c. Understand the assignment and be willing to serve.
 - d. Meet any constitutional or Executive Board requirements regarding professional activity.

- e. Not be a candidate for election or appointment to another office or position.
 - f. Each veterinary technician candidate must be a member of the North American Veterinary Technician Association.
2. Generally, the Executive Board will avoid appointing a person to serve concurrently on more than one AVMA trust, council, committee, or other official AVMA entity (exclusive of liaison assignments). However, when practicality dictates, when overlap of responsibilities will be of short duration, or when special expertise is not otherwise readily available, this general rule may be waived. This rule will not apply to Officers, House Advisory Committee members, or Executive Board members or in situations where the composition of the committee calls for a specific category of representation from another entity. Neither will it preclude members who are appointed directly by an outside organization to represent that organization on an AVMA entity from being appointed by the Executive Board to serve on another AVMA entity, or vice versa. A nominee's length of term remaining on an entity should not preclude eligibility to serve as a representative of that entity on another entity.
 3. A present member of an AVMA council, committee, trust, or other official AVMA entity may be a candidate for election or appointment to another office or position, provided he or she submits a conditional letter of resignation from the present position that is effective upon successful election or appointment to the other office or position sought. Members who were appointed directly by an outside organization to represent that organization on an AVMA entity will not be required to resign from that position to be eligible for election or appointment to another AVMA entity.

5. Definitions:

1. Recent Graduate. A veterinarian who graduated from veterinary college no more than seven years prior to the effective date of appointment to an AVMA entity.