

Protocol for Appointments to Entities by the Executive Board

(EB 6/00; amended 7/00; revised 11/01, 6/08, 7/11)

1. General
 - a. Appointments to committees, trusts, commissions, task forces, and similar entities are accomplished in one of two ways:
 1. Appointments will be made by the Executive Board, in which case the following protocol will be used to appoint members of committees, trusts, and similar entities.
 2. With permission of the Executive Board, appointments can be made by the Chair of the Board or the Board of Governors.
2. Submission of Nominations
 - a. Nominations will 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.
 - b. 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.
 - c. 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.
 - d. In an effort to avoid the appearance of conflict of interest, Executive Board members will not nominate candidates for committees, trusts, or other entities selected by the Executive Board. Exceptions may 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.
 - e. Nominations of candidates for appointment shall be conveyed using the nomination form prepared by the Office of the Executive Vice President (O EVP) 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. Incumbents Eligible for Reappointment

- a. Eligible incumbents may be nominated for reappointment, but they will be considered for reappointment only if their nomination is received by the Office of the Executive Vice President.
- b. OEVP staff will 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.

4. Qualifications of Nominees

- a. Each candidate must:
 - i. Be an AVMA voting member (unless the position specifically requires or allows a non-veterinarian).
 - ii. Be able to fulfill all of the requirements for the position at the time of the appointment
 - iii. Understand the assignment and be willing to serve.
 - iv. Not be a candidate for election or appointment to another office or position.
- b. Each veterinary technician nominee must be a member of the National Association of Veterinary Technicians of America.
- c. Generally, the Executive Board will not appoint 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.
- d. Council or other entity members who are appointed to represent their council or entity on other committees or entities appointed by the Board will serve terms that expire no later than the end of their terms on the original council or entity. 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. (Amend and Include Policy 01237)

- e. Generally, members of an AVMA entity who are appointed directly by an outside organization to represent that organization on the AVMA entity may be appointed by the Executive Board to serve on another AVMA entity. House of Delegates members may be appointed by the Board to serve on AVMA entities other than councils (e.g. committees, trusts, task forces, etc.)
- f. 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.
- g. Recent Graduate defined: A veterinarian who graduated from veterinary college no more than five years prior to the effective date of appointment to an AVMA entity.

5. Qualifications Review and Recommendation

- a. The staff support to the Credentialing Committee will examine each nomination as it is received and review the nominee's 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.
- b. The 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.
- c. 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.

6. Appointments Process

- a. As each nomination is presented to the Board, the Chair will invite Board members to comment about the candidate. Any 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 resume.

- b. 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.
 - c. If only one nominee is presented for any given position, the Chair of the Credentialing Committee may move for election by acclamation.
7. Communications with Nominees
- a. Within three business days following the close of the meeting at which Board appointments are made, OEVP staff will communicate by electronic mail with each nominee for each position informing them of the Board's appointment for the specific position.