



Manual of the SAVMA House of Delegates

(Revised March 26, 2009)

INTRODUCTION

The Student AVMA House of Delegates(HOD) comprises Senior Delegates and Junior Delegates who are elected or appointed by and represent the constituent organizations of the Student AVMA. The HOD is the voice of the active members. The House and its members are responsible for guiding and directing the policy and activities of the Association in the best interest of the veterinary profession and the public it serves. The House has the authority to elect the President, President-elect, Secretary, Secretary-elect, Treasurer, Treasurer-elect, Information Technology Officer(ITO), Information Technology Officer-elect, International Exchange Officer(IEO), International Exchange Officer-elect, *The Vet Gazette* Editor and *The Vet Gazette* Editor-elect of the Student AVMA; to elect committee chairs; to elect liaisons to the AVMA committees; to make and adopt resolutions; and to amend the Constitution and Bylaws of the Association.

Part 1 — Officers

Section 1 — Installation

- a) The President shall install the officers.
- b) The Installation shall read as follows:

“I (your name) do solemnly swear to uphold, in letter and spirit, the Constitution and Bylaws of the Student American Veterinary Medical Association, and to the best of my ability execute the office of _____.”

Part 2 — Delegates

Section 1 — Responsibilities

- a) Study the Constitution and Operational Guidelines of the Student AVMA, and *Roberts Rules of Order Newly Revised*, so you will have a good working knowledge of the Association’s organizational structures, rules, and procedures.
- b) Access the Volunteer Leadership Center of the Student AVMA Online Network to review rosters and meeting minutes of the Executive Committee and all AVMA councils and committees, and participate in the HOD discussion group to share ideas and confer with fellow Delegates. Access instructions were separately provided to all delegates. Additional copies are available, on request, from the Secretary of the Student AVMA.



- c) Study all reports, resolutions, recommendations, and preprints furnished to you prior to any meetings.
- d) Submit any resolutions that are to be introduced on behalf of your student constituents to the Student AVMA Executive Committee no later than 30 days prior to a Student AVMA HOD meeting.
- e) Determine the desires of student constituents regarding the issues that are to be addressed by the Student AVMA HOD.

Section 2 — Rules of order

a) General

Cellular telephones and audible pagers will not be used by members of the House or others within the House chamber while the House is in session. Such equipment will either be turned off or be set for inaudible notification. In the latter case, the user will not answer an incoming call verbally within the House chamber, but shall depart the chamber to conduct any conversation.

b) Order of Business

SAVMA SYMPOSIUM HOD AGENDA

Date Start Time

- HOD meeting call to order / roll call
- Pledge of Allegiance
- Reading of SAVMA HOD Mission Statement
- Approval of previous meeting minutes
- Approval of the Manual of the HOD
- President's opening remarks
- AVMA VP - remarks
- SAVMA Advisor - Remarks
- President's Report
- Secretary's Report
- Treasurer's Report
- ITO's Report
- IEO's Report
- *The Vet Gazette* Editor's Report
- Delegate Introductions



- Call for nominations- IEO-elect, President-elect and Symposium Chair

- **Presentation and Approval of Pre-Symposium Reports**

Note: "Committee reports read and accepted into the Minutes of the HOD become official policy of SAVMA. Exception: Proposed Bylaws amendments, new budget items and other action items included within Committee Reports must be considered, discussed and voted upon as separate motions. Any Committee member or other HOD member may move one of these items as a Recommendation to the House."

- Animal Welfare Committee (AWC)
 - Committee on Communications (COC)
 - Economics, Finance and Management (EFM)
 - Education and Licensure Committee (ELC)
 - Emerging Issues Committee (EIC)
 - Executive Committee
 - Governmental Affairs Committee (GAC)
 - International Veterinary Exchange Committee (IVEC)
 - Multicultural Student Outreach Committee (MSOC)
 - Native American Project (NAP)
 - Symposium Committee
- Symposium Chair nominee will present their Proposals
 - AVMA Convention Registration
 - Introduction of Guests to the HOD: AVMA delegates, GRD representatives, and others

Second Day (SAVMA SYMPOSIUM HOD AGENDA) - Start Time

- HOD meeting call to order
- Nomination speeches for officer-elect candidates
- **Symposium Committee reports**
 - Animal Welfare Committee
 - Committee on Communications
 - Economics, Finance and Management
 - Education and Licensure Committee
 - Emerging Issues Committee
 - Executive Committee



- Governmental Affairs Committee
- International Veterinary Exchange Committee
- Multicultural Student Outreach Committee
- Native American Project
- Symposium Committee
- Voting for new IEO-elect, President-elect and Symposium Chair by secret ballot
- Break/vote counting by Executive board
- Announcement of new IEO-elect, President-elect and Symposium Chair
- Installation of Executive Committee-Elect officers to new President, Secretary, Treasurer, ITO and *The Vet Gazette* Editor, Installation of IEO that has already served 1 year as IEO-elect
- Unfinished business
- Out going officers, delegate appreciation, & Honor role schools (100% AVMA membership conversion)
- HOD adjournment

SAVMA AVMA Convention HOD AGENDA

Date Start Time

- HOD meeting call to order / roll call
- Pledge of allegiance
- Reading of SAVMA HOD Mission Statement
- Approval of previous meeting minutes
- Approval of the Manual of the HOD
- President's opening remarks
- AVMA VP - remarks
- SAVMA Advisor - Remarks
- President's Report
- Secretary's Report
- Treasurer's Report
- ITO's Report
- IEO's Report



- *The Vet Gazette* Editor's Report
- Delegate Introductions
- Call for nominations – Executive Committee-elect officers (Secretary-elect, ITO-elect, *The Vet Gazette* Editor-elect, Treasurer-elect)
- **Presentation and Approval of Pre-Convention Reports**

Note: "Committee reports read and accepted into the Minutes of the HOD become official policy of SAVMA. Exception: Proposed Bylaws amendments, new budget items and other action items included within Committee Reports must be considered, discussed and voted upon as separate motions. Any Committee member or other HOD member may move one of these items as a Recommendation to the House."

- Animal Welfare Committee (AWC)
 - Committee on Communications (COC)
 - Economics, Finance and Management (EFM)
 - Education and Licensure Committee (ELC)
 - Emerging Issues Committee (EIC)
 - Executive Committee (EC)
 - Governmental Affairs Committee (GAC)
 - International Veterinary Exchange Committee (IVEC)
 - Multicultural Student Outreach Committee (MSOC)
 - Native American Project (NAP)
 - Symposium Committee
- Introduction of Guests to the HOD: AVMA delegates, GRD representatives, and others

Second Day (SAVMA AVMA Convention HOD AGENDA) - Start Time

- HOD meeting call to order
- Nomination speeches for Executive Committee-elect candidates
- **Convention Committee reports**
 - Animal Welfare Committee
 - Committee on Communications
 - Economics, Finance and Management
 - Education and Licensure Committee
 - Emerging Issues Committee



- Executive Committee
 - Governmental Affairs Committee
 - International Veterinary Exchange Committee
 - Multicultural Student Outreach Committee
 - Native American Project
 - Symposium Committee
- Voting for Executive Committee-elect officers by secret ballot
 - Break/vote counting by Executive Committee
 - Announcement of new Executive Committee-elect officers
 - Unfinished business
 - Out going officers & delegate appreciation (if there are any)
 - HOD adjournment

c) Procedural

- 1) Situations that are not specifically covered by the Student AVMA Constitution and Operational Guidelines will be governed by the principles and procedures prescribed in the latest edition of *Roberts Rules of Order Newly Revised*.
- 2) Junior Delegates will be accorded the same privileges as Senior Delegates.

Section 3 — Meetings

a) The HOD

All Senior Delegates and Junior Delegates are expected to attend all meetings of the Student AVMA HOD, including the meetings of the assigned standing committee. Should a Delegate be unable to attend, notification must be made to the student AVMA Executive Committee prior to the start of the HOD meeting.

b) Ancillary Meetings

- 1) The SAVMA HOD, at the President's discretion, may hold a New Delegate Orientation, prior to the regularly scheduled meetings. This orientation shall be designed to acquaint new members with the method of business and purpose of the House. Attendance at the New Delegate Orientation shall be mandatory for all new members of the HOD, Officers, and Standing Committee Chairs.
- 2) The HOD, at the President's discretion, may hold Student Chapter AVMA workshops where matters common to all Chapters shall be discussed. This meeting shall be held prior to the regularly scheduled meetings and all Chapter officers shall receive an invitation. Attendance at a Student Chapter AVMA workshop should be considered mandatory for all Delegates as these are designed



to aid the Delegate's respective school or college. Other schools' or colleges' of veterinary medicine leaders are also encouraged to attend these workshops if at all possible.

Part 3 — Standing Committees

Section 1 — Function and Procedure

- a) Election and approval of Committee Chairs and Student Liaisons:

Each committee shall elect a chair to be approved by the President according to the Bylaws. If a SAVMA committee has representative or liaison positions to AVMA allied organizations or AVMA entities (councils or committees), the SAVMA committee shall report such appointments at the annual SAVMA Symposium for approval by the President and further credentialed by the AVMA or allied organization. All elections or appointments shall be reported in either the committee's Symposium or Convention reports.

- b) Committee Meetings

Each Standing committee will convene at scheduled times during the Student AVMA HOD meetings. Committees may communicate or convene on-line or by phone during the interim. Without the objection of the Executive Committee, a standing committee chair may invite other resource persons or guests to address the committee.

Section 2 — Reports

- a) Required reports include: Pre-Symposium, Symposium, Post-Symposium, Pre-Convention, Convention and Post-Convention, Interim Committee Meeting and Liaison Meeting Travel reports. Each report shall be submitted in a timely fashion. Pre-Meeting reports shall be submitted 30 days in advance of the upcoming meeting. Meeting reports shall be submitted at the time designated by the Secretary. Post-Meeting reports shall be submitted within 30 days after said meeting. Interim Meeting and Liaison travel reports shall be submitted within 30 days following the meeting.

- b) Format:

1)To:

From:

Date:

Re:

- 2) Numeric Outline format of points reported. A parenthetical reference (Action Item) following the numbered point should designate all Action Items as such. *To Do List* : to follow action items.



3) Items to be included in specific reports:

- Each Meeting report shall include a review of the committee's charge as stated in the bylaws and an action- oriented plan to fulfill that charge.
- All reports shall include a list of all students serving on a committee, as well as specifying chair and/or liaison positions.
- Post-Symposium report shall include a preliminary budget for the budget meeting to be held prior to the start of Convention.
- Pre- Convention reports shall include a History of the year's activity for the committee.

Section 3 — History

- a) Committee chair shall maintain a history of the committee's activity for the year of their term. The history should include successes and failures as well as the discussion on relevant topics.
- b) The history shall be given to the Secretary at the beginning of the Student AVMA HOD meeting at the annual Convention.

Part 4 — Liaisons and Student Representatives to AVMA Entities

Section 1 — Elections

- a) Liaisons or student representatives to AVMA Entities shall be elected by their standing committees and approved by the HOD to serve for a 1 year term (re-election or reappointment to a second term is acceptable, if the student is still eligible).
- b) Liaisons or student representatives should be elected at the Student Symposium.

Section 2 — List of Positions

- a) AVMA AWC - Animal Welfare Committee – A member of the Animal Welfare / Human Animal Bond serves as a committee member.
- b) AVMA CEI - Committee on Environmental Issues – A member of the Emerging Issue Committee serves as a committee member.
- c) AVMA CHAB - Committee on the Human-Animal Bond – a member of the Animal Welfare / Human Animal Bond serves as a committee member.
- d) AVMA CoC - Council on Communications – a member of the Committee on Communications Committee serves as a liaison to the Council.
- e) AVMA EB - Executive Board – SAVMA President is a guest to EB meetings.



- f) AVMA MSC - Member Services Committee – SAVMA Executive Committee member serves as a committee member.
- h) AVMA LAC - Legislative Advisory Committee – SAVMA Executive Committee member serves as a liaison to the committee.
- i) AVMA HOD – SAVMA President and President-elect* serve as Delegate and Alternate Delegate to the AVMA HOD. (*SAVMA Secretary will serve in lieu of the President-Elect if that office is vacant)
- j) AVMA PAC – Political Action Committee – a member of the Governmental Affairs Committee serves as a liaison to the Committee.

Section 3 — Responsibilities

- a) Liaisons or student representatives shall submit their resumes and nomination form (if required) to the Student AVMA Secretary within 30 days after their election.
- b) Liaisons or student representatives are responsible for providing information to the AVMA entity at which they serve as the Student AVMA's liaison or representative, and for reporting any pertinent information back to the Student AVMA HOD in a written report.

Section 4 — Reports

- a) Reports shall be turned in to the Student AVMA Secretary and the committee chair within 30 days following the liaison meeting.
- b) The report shall be attached to the subsequent standing committee report and be summarized in the committee report.
- c) The format shall be the same as the standing committee reports.

Part 5 — Symposium

Section 1 — Bids

- a) The Symposium site shall be selected from submitted schools or college bids as outlined in the Bylaws.
- b) The following shall be considered requirements for uniform bid presentations:
 - 1) A time limit of fifteen (15) minutes for the bid presentation and five (5) minutes per school or college for a question and answer period shall be allowed.
 - 2) The bid presentation shall include: introduction, finances, proposed symposium budget, speakers and programs, travel considerations, registration and housing, social and/or special considerations, progress to date.



- 3) A realistic statement of attendance capacity and expected attendance shall be included with the bid. This statement shall be verified with the Student AVMA Executive Committee prior to formulation of the bid.
- 4) An information packet will be presented to the Delegates, Officers, Advisors, and the AVMA convention planning staff. It is recommended this be done at least thirty (30) days prior to bid presentations. It should contain the following information: abstracts of information listed in Bylaws Article 7, Student AVMA Symposium planning committee reports, maps and other appropriate materials.
- 5) Audiovisual materials are encouraged.
- 6) Bid presentations and related activities shall be informative and not extravagant, as monies could be better utilized by the schools and colleges.

Section 2 — The Vet Gazette

Schools and colleges that are submitting bids for the Educational Symposium will be allowed an equal amount of space in *The Vet Gazette* for three issues before the time of voting. Logistics are to be decided between the interested schools or colleges and the *The Vet Gazette* Editor.

Section 3 — Communication

One year prior to a scheduled Symposium, host school or college shall send a letter to the deans of all schools and colleges of veterinary medicine in the United States and Canada asking for their cooperation and encouragement of student attendance.

Section 4 — Finances

- a) Active members other than Delegates or Officers attending the Symposium shall pay a registration fee not to exceed \$75.00.
- b) The registration fee for Student AVMA Delegates and Officers shall not exceed \$40.00. This expense shall not be borne by the Hosting school or college.
- c) The registration fee for non-Student AVMA members shall be determined by the Hosting school or college. If the attendance capacity of the Symposium is reached, registration priority goes to Student AVMA members.
- d) The Student AVMA will give the \$20,000 budgeted for the Symposium to the Hosting school September 1st two years previous to their symposium or September 1st of the year the Hosting school receives the symposium bid. These funds will be used for either set up costs, Symposium travel for committee members, fund raising, opening a bank account, or office supplies. This money must be fully accounted for in the quarterly report to the Student AVMA Treasurer.



- e) Refunds for registered participants shall be left to the discretion of the Hosting school or college. Rules concerning refunds shall be included in the registration packet.
- f) One year prior to the scheduled Symposia, Host school or college shall present their budget to the Student AVMA HOD for approval.
- g) All checks written by the Hosting school or college must have at least two authorized signatures.
- h) The Symposium Chairperson shall receive a scholarship totaling \$2,500.00. This will be in compensation for his/her responsibilities pertaining to the Symposium. This scholarship will be funded annually through the SAVMA budget. Receipt of the scholarship will occur upon approval of the post-symposium report.
- i) All financial data that records all the transactions that occur during the entire process of hosting the symposium shall be kept on a Student AVMA Executive Committee approved computer program. The Student AVMA Treasurer will provide the program with instructions on requirements for quarterly reports and tax filing.

Section 5 — Information booths

Groups wishing to participate in an Exhibitor Fair to be held in conjunction with the educational lectures may do so by purchasing booth space. A fee, as determined by the hosting school's Symposium committee, can be charged for the booth space. A group may purchase more than one booth space if desired. Hosting schools may provide the table, but the groups will supply all other materials. Exhibitors must agree to and sign an AVMA Exhibitor Agreement which states:

“According to the AVMA Official Rules and Regulations ineligible exhibits include, but are not limited to: those exhibiting illegal services or activities, those not appropriate for a family venue, those espousing philosophies or actions in opposition to those of the AVMA, and those that are harassing, discriminatory, or violate the AVMA Code of Ethics. I have read, understood and agreed to abide by this and the entire set of Official Rules, Regulations, and Policies of the American Veterinary Medical Association attached to this application. I understand that failure to adhere to the rules, regulation and policies may impact upon our ability to exhibit in this and future AVMA conventions. I sign this application on behalf of the organization exhibiting.”

Section 6 — Symposium report

- a) The Symposium Chair shall pass a copy of the Bylaw mandated report directly to the following Educational Symposium Chair.
- b) A copy of this file should be kept by the Student AVMA Staff Advisor.



Section 7 — Symposium proceedings

- a) Symposium proceedings (written texts, electronic texts, or outlines of schedule presentations) shall be provided at the time of registration for each registered participant in attendance.
- b) A copy shall be sent to each major contributor to the Symposium and to the AVMA headquarters library.
- c) A copy shall be sent to each veterinary school or college of veterinary medicine library.
- d) Registrants may obtain proceedings for other registrants not in attendance after providing written authorization to do so.

Section 8 — Symposium contests

- a) All rules and contest formats must be stated in the registration packet.
- b) A trophy to be provided by the Student AVMA Symposium Committee will be awarded to the winning teams of bovine reproduction, equine aging, SAVMA Challenge, and volleyball.
- c) All perpetual trophies awarded for both academic and athletic competitions shall be housed at the AVMA headquarters. Each Host school or college of Symposium shall pay for updating the plaques to reflect the new winners of these trophies. Each competition winner shall receive an individual trophy.
- d) The rules and contents of the volleyball, tug-o-war, and equine aging contests will be determined by the Host school's or college's SAVMA Symposium Committee.
- e) The rules for the bovine reproduction contest are as follows:
 - 1) The contest format shall be designed by the Hosting school and shall consist of palpation of live animals and/or reproductive tracts, and a written examination.
 - 2) A team shall consist of three students to be selected at the discretion of their school.
 - 3) Seniors shall not be allowed to participate. Participation by students from all other classes is encouraged.
 - 4) If a school or college cannot field a team of three members, one or two individuals from that school may participate and compete for the individual awards.
- f) SAVMA Challenge
 - 1) The Symposium Host school shall be financially responsible for the SAVMA challenge. The buzzers will be paid for by the Student AVMA HOD.



2) The Host school shall be responsible for all planning, registration, advertising, and coordination of the challenge. They will provide all judges for the challenge and finally they will gather and compile a file of clinical cases from their own facility to be used in the event.

3) SAVMA Challenge rules

- a) Each school or college may enter one team consisting of at least three members.
- b) There must be at least three years of the veterinary program represented: one team member must be a freshman, and only one senior is allowed.
- c) The Hosting school or college shall set the specific rules of the challenge but the competition must be based on clinical cases gathered from actual clinical settings.
- d) Questions must be based on the specifics of each case presented to the teams. However the questions may be only loosely based the specifics on the case presented.
- e) Rules of the SAVMA Challenge shall be mailed to each school three months prior to the Symposium.

Section 9 — AVMA convention staff planning coordination

Schools or colleges of veterinary medicine that wish to submit Symposium bids should prepare a plan including a list of objectives, timetables, housing, and transportation goals that the chapter would like to provide. The plans will be presented to the AVMA Convention and Meeting Planning Division staff for review and advice on negotiations and other aspects of convention planning, prior to contacting any commercial interest or businesses.

Section 10 — Registration

- a) A registration window shall be set between November 15 and February 1. Registration material must arrive to each corresponding delegate at least 45 days before registration opens, unless the registration is to be accomplished by Web-based registration. The Hosting school may use its own discretion on whether to accept late registrations.
- b) All tour and workshop confirmations must be sent to registrants no later than three weeks before the Symposium.
- c) Registration may be available to non-Student AVMA members at the discretion of the Hosting school or college. If the maximum attendance capacity is reached, priority shall be giving to Student AVMA members.



Section 11 — Symposium entertainment events

The Host school will submit a proposal describing all entertainment events involving the use of animals at the student symposium. The proposal must be forwarded to the SAVMA Executive Committee and the Animal Welfare Committee by May 1 of the year prior to the symposium. The proposal will be reviewed for approval by the SAVMA Executive Committee with a recommendation from the Animal Welfare / Human Animal Bond Committee at the SAVMA HOD meeting held at the AVMA Annual Convention.

Section 13 — General Manager

The Symposium General Manager shall participate in all conference calls and/or actual meetings of the Student AVMA Executive Committee that will have agenda items pertinent to the Symposium or Symposium finance.

Part 6 — *The Vet Gazette*

Section 1 — Editor

The Editor shall serve as a voting member of the Executive Committee and an ex-officio, non-voting member of the HOD.

Section 2 — Circulation

- a) Print media subscriptions or electronic archival copies may be purchased by other interested individuals at the discretion of the Executive Committee at a cost determined by the Executive Committee, upon approval by the HOD.
- b) Each school or college should be properly notified of new issues being available, either through print media or through electronic means.

Section 3 — Management

The composition of the staff of *The Vet Gazette* will be left to the discretion of the Editor.

Section 4 — Contributing Editors

- a) The Senior SAVMA Delegate from each school shall serve as that school's local Contributing Editor.
- b) The Contributing Editors are responsible for local participation in *The Vet Gazette*.
- c) The Contributing Editors may appoint another Student AVMA member to assist them.
- d) The Contributing Editors shall provide information to students at their school or college about *The Vet Gazette*.



Section 5 — Finances

- a) SAVMA will provide scholarships for the *The Vet Gazette* Editor and up to 4 additional editorial staff as compensation for one year's service as proposed by the host school and approved by the HOD in its annual budget. The Editor shall not receive more than \$1,000 per annum, and editorial staff may not receive more than \$750 each per annum. Total scholarship may not exceed \$2,500.
- b) The *The Vet Gazette* Editor shall mail an expense report plus all receipts to the Treasurer quarterly.
- c) The *The Vet Gazette* Editor shall send a Check Requisition form to the Student AVMA Treasurer for all award winners (see Section 7) directing the Treasurer to make sure all award checks are properly distributed.

Section 6 — Editorial rights

- a) The Student AVMA and *The Vet Gazette* encourage submissions on any topics pertinent to veterinary medicine. [See SAVMA Bylaws Article 8, Section 2, b) i)]
- b) There are no restrictions as to length, number of pictures, drawings, etc., per submission. Editorial staff retains the right to edit for content or length as necessary, and to withhold publication of any submission.
- c) The opinions expressed in articles, advertisements, and all other material appearing in *The Vet Gazette* are solely the author's and do not necessarily reflect the opinions of *The Vet Gazette* staff or the Student AVMA.

Section 7 — Contests

- a) *The Vet Gazette* staff shall have an article contest for informational and educational articles in each issue.
- b) *The Vet Gazette* shall have a contest for poems or humorous articles on a semiannual basis.
- c) *The Vet Gazette* contests shall be decided by the host school and included in *The Vet Gazette* bid, which must be approved by the Executive Committee and the HOD.
- d) Submission requirements may be set by the *The Vet Gazette* Editor.
- e) All submissions provided by members of the Student AVMA and submitted prior to graduation from a professional veterinary program shall be considered as an entry in these contests.
- f) *The Vet Gazette* staff members shall be ineligible for all contests.



- g) Prize winning submissions shall be selected by *The Vet Gazette* staff and may be announced in the present issue or next issue of *The Vet Gazette*.
- h) Other compensation for submissions published may be awarded at the discretion of the *The Vet Gazette* Editor, upon approval of the Executive Committee.

Section 8 — Bids for The Vet Gazette

- a) The following shall be considered requirements for uniform bid presentations:
 - 1) A time limit of fifteen (15) minutes for the bid presentation and a five (5) minute question and answer period per school or college shall be allowed.
 - 2) The bid presentation shall include: introduction, proposed budget, editor's qualifications, staff qualifications, and printer qualifications.
 - 3) An information packet shall be presented to the SAVMA HOD regarding the above information.
- b) Bid presentations and related activities shall be informative and not extravagant, as monies could be better utilized by the schools or colleges.

Section 9 — Continuity

The outgoing *The Vet Gazette* Editor shall instruct the *The Vet Gazette* Editor-elect through the process of publishing a new issue.

Part 7 — Amending/Revising the Manual

Section 1 — Basic rules

- a) Any member of the HOD or SAVMA Executive Committee may suggest a revision to the Manual
- b) The revision must be written and submitted both in written form and electronically to the SAVMA Executive Committee.
- c) A proposed revision can be included in a committee report to the HOD or introduced to the HOD during open discussion.
- d) All approved revisions must be voted on by the HOD to officially become part of the SAVMA HOD manual.
- e) A vote seeking approval or disapproval of the SAVMA HOD Manual will be part of all SAVMA HOD meeting agendas; the vote will be scheduled for the start of every meeting.
- f) AVMA Staff Advisor must be consulted before any revision becomes part of the manual.



g) Any revision approved by the SAVMA Executive Committee and/or SAVMA HOD must be submitted to the AVMA Executive Vice President.

Section 2 — Procedure of revision approval

- a) Proposed revisions of the SAVMA HOD Manual will be referred to the SAVMA Executive Committee for review.
- b) The SAVMA Executive Committee will, after following parliamentary procedure, vote on the proposed revision thus approving or disapproving the change. The result of this vote plus a copy of the SAVMA HOD Manual revision will be forwarded to the AVMA Staff Advisor and AVMA Executive Vice President.
- c) At the next SAVMA HOD meeting the entire SAVMA HOD manual, including the new revision will be presented. The presentation of the revised SAVMA HOD Manual will include the recommendation of the SAVMA Executive Committee on the revision.
- d) A majority vote will pass the SAVMA HOD Manual as presented to the SAVMA HOD.
- e) The AVMA Staff Advisor and the AVMA Executive Vice President will be notified by the SAVMA Secretary of any SAVMA HOD approved SAVMA HOD Manual revisions.
- f) All Manual revisions will become effective immediately following approval of the HOD (see Basic Rules).