

# House of Delegates Manual

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Table of Contents

Introduction .....	2
House of Delegates .....	2
Authority and responsibility .....	2
Certification of delegates and alternate delegates .....	3
Composition .....	2
Selection and tenure of delegates and alternate delegates.....	2
Voting Power .....	3
Roles and Responsibilities.....	11
House Advisory Committee.....	3
Roles and Responsibilities.....	12
House Reference Committees .....	3
Composition .....	3
Chair .....	3
Meetings and strategic planning .....	4
Meetings of the House of Delegates .....	4
Rules of order.....	4
Presiding officer.....	4
Consent Agenda.....	5
Resolutions .....	5
Proposed Bylaws Amendments.....	5
General conduct during House of Delegates sessions.....	6
Veterinary Information Forum .....	6
Voting on pending questions .....	6
Meaning and effect of House of Delegates actions .....	7
Annual Session.....	7
Agenda.....	7
Order of business .....	7
Recognition of House members completing service in the House.....	7
Recognition of HAC members completing terms of service .....	7
Winter Session.....	7
Special Sessions.....	7
Order of business .....	7
Election Procedures.....	7
Officers.....	7
HAC members.....	8
Council members .....	8
Credentialing process.....	9
Campaigning .....	9
Voting procedures .....	9
Voting transparency.....	10
Changes to the Manual.....	10

## 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 Academy of Veterinary Acupuncture  
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 Safety & Public Health Veterinarians  
American Association of Small Ruminant Practitioners  
American Association of Swine Veterinarians  
American Association of Veterinary Clinicians  
American Holistic Veterinary Medical Association  
American Society of Laboratory Animal Practitioners  
Association of Avian Veterinarians

National Association of Federal Veterinarians  
Society for Theriogenology

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

The House Advisory Committee will invite an advisory panel of veterinarians representing the agencies and organizations listed below to attend and participate in 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. In addition, the House Advisory Committee may invite up to two additional individuals per meeting to serve on the House Advisory Panel Based on their expertise.

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  
National Institutes of Health  
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, or until their successors are appointed and take their position.

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 (OEV) 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 OEV 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 OEV 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 seven delegates or alternate delegates. No more than one delegate or alternate from the same state or allied group represented in the House of Delegates may serve on the HAC simultaneously.

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 Bylaw amendments 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 and Economics, 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 and Economics. The other HAC members will 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 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, Board of Directors 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.

Reports and resolutions referred to the Reference Committees for consideration may not be edited to add to or take away from the thoughts originally expressed. Reference Committees must recommend approval, approval with suggested amendment(s), disapproval, or referral of all resolutions referred for consideration. Resolutions must be recommended for approval, approval with suggested amendment(s), 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. Unanimous decisions by the reference committee will be noted in the report to the House. The work of the Reference Committee is not complete until the Reference Committee Chair has approved and signed the Reference Committee's report. This report will be made available to the House in electronic form as soon as it is completed prior to the House resuming its meeting.

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 10). 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 Board of Directors or HAC. During each session of the House of Delegates, 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 Board of Directors 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 the event of a tie, a second electronic vote shall be made. In the event that this vote is also a tie, the question before the House shall

be considered to have failed.

**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. 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 Board of Directors, 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 200 or more voting AVMA members.

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 to allow the Bylaws Amendment and Resolutions Review subCommittee (BARRC) to review and assist in possible revisions to resolutions before full debate in the HOD. Following receipt of any timely-submitted 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 Board of Directors and HAC so that these two entities may make recommendations to the House regarding the proposed resolution. If necessary, the OEVP will, in conjunction with the HAC, balance the number of resolutions among Reference Committees.

After a Resolution (or proposed Bylaw amendment) has been received by the OEVP there is a 2-week period in which additional co-sponsors may be added. The Executive Director of the co-sponsoring entity must notify the OEVP directly in order to be added as a co-sponsor. Resolutions must be in final form as agreed upon by the submitting organization, and cosponsors as appropriate, no later than 37 days before the House of Delegates session.

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 assigned 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 assigned 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.

In order to be considered at a future meeting of the House of Delegates, any late resolution that does not achieve a two-thirds vote to waive prior notice must be resubmitted, in accordance with the procedures set forth in this House of Delegates Manual.

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 the presiding officer has ruled out of scope of the resolution on the floor, will be allowed 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 the following actions: approval, disapproval, referral, or postponed indefinitely. Should a resolution be referred, it will be delivered to another entity, such as a committee or council.

**Proposed Bylaw Amendments**—According to the Bylaws proposed amendments of the Bylaws are forwarded to the House of Delegates for consideration, in keeping with Article XV, Section 1.

Proposed Bylaw amendments must be prepared in a format specified by the AVMA OEVP. Proposed Bylaw amendments must be received by the OEVP at least 60 days prior to the House of Delegates session at which they will be considered to allow the Bylaws Amendment and Resolutions Review subCommittee (BARRC) to review and assist in possible revisions to resolutions before full debate in the HOD. Proposed Bylaw amendments are usually assigned to House Reference Committee 1 (administration). However, if necessary, the OEVP will, in conjunction with the HAC, balance the number of proposed bylaw amendments among Reference Committees.

The proposed amendment will be made available to the AVMA membership, all organizations represented in the House of Delegates, and to each

delegate and alternate delegate. The proposed amendment will also be made available to the Board of Directors and HAC so that these two entities may make recommendations to the House regarding the proposed Bylaw amendment.

#### **Veterinary information forum**

The purpose of the Veterinary Information Forum (VIF) is to discuss issues of importance to AVMA members during HOD Sessions.

One or more topics discussed during the VIF may originate from environmental scanning. In addition, the HAC may select a variety of topics for HOD discussion such as updates on previous VIF topics or issues originating from AVMA entities (Board of Directors, councils and committees, and advisory board members). In preparation for each VIF session, the HAC will determine the format of the VIF, which topics will be discussed, and the related background information and presentations. The HAC will also review possible outcomes and necessary action steps.

At the discretion of the HAC, the time allotted for the VIF may be used for other HOD activities including special events and speakers, or discussions of critical issues in need immediate attention.

At least two months before the HOD meeting the HAC will contact HOD members to discuss the goals and format of the VIF and to issue an initial call for topics. HOD members will be encouraged to contact their state veterinary medical associations (VMA's) and AVMA members in their state through various communication avenues. Reference Committee (RC) chairs may organize discussions around the topics received.

At least one month before the HOD meeting the HAC will finalize the VIF format and select the topics to be discussed during the session including those submitted by environmental scanning. The HAC will make preliminary assignments of individual topics to the RCs. These topics will be announced on the RC Forums for discussion and refinement. HAC may seek additional information related to the topics submitted from environmental scanning from outside groups.

Prior to the VIF, the HAC may prepare a summary of each discussion topic for presentation during the VIF. The HAC will also determine if a content expert is needed.

At the conclusion of the VIF additional topics may be assigned to appropriate RCs for discussion.

During the RC meetings, assigned topics will be discussed resulting in one of the following actions:

- Move that the HOD refer the issue to the Board of Directors for further action
- No action

**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 Board of Directors, 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, to enable a good working knowledge of AVMA 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 Board of Directors 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, including resolutions that have been recommended unanimously by the referring reference committee. 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 disapprove a recommendation or motion previously approved by the Board of Directors, 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 Board of Directors
- Report of the House Advisory Committee
- Report of the Independent auditors
- Report of the Treasurer
- Report of the American Veterinary Medical Foundation
- Reports of all AVMA councils, committees, task forces, trusts, boards, and commissions

All agenda materials will be made available to each delegate and alternate delegate at least 30 days before the Annual Session.

**Order of business**—The order of business for all sessions of the House of Delegates will be determined by the HAC.

**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**

The OEVP, in consultation with the HAC, will create an agenda for each Winter Session of the House of Delegates.

All agenda materials will be made available to each delegate and alternate delegate at least 30 days before the Winter Session.

#### **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 the presiding officer. 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 Board of Directors 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, Board of Directors, 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 May 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 by the deadline 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 no later than 10 days before the HOD Session at which they will occur.

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 appropriate AVMA print and online media. Nominations of candidates for vacancies on AVMA councils must be submitted on the prescribed form to the OEVP no later than May 1 for elections held during the Regular Annual Session, or November 1 for elections held during the Regular Winter Session. This schedule will allow time 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 by the deadline 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 10 days before the HOD Session at which they will occur. Floor nominations will be announced by the Executive Vice President.

In those cases where a floor nomination results in a contested election, the related 2-minute video for each candidate will be played before the election occurs.

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 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 elected must relinquish membership in the House of Delegates. Any member of a council who is elected to 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 November 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 the 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.

The sitting Chair of the Board of Directors and the sitting Chair of the House Advisory Committee may not be a candidate for President, President-Elect, or Vice President, while serving as the Chair of the BOD or the Chair of HAC. However, the sitting BOD chair and the sitting HAC Chair may announce an intent to seek one of these offices during the candidate introductions that take place after the final scheduled BOD meeting of that Association Year.

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 an annual 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 deadline. Council nominees must also submit a link to a 2-minute introductory video.

**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 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 ballot will not be required, and the presiding officer may, without objection, declare the candidate to be elected.

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. However, no candidate shall be eliminated when doing so would cause a remaining candidate to be selected for a position without having received a majority of the vote.

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.

In the event that electronic balloting cannot be accomplished, 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.

In the event of a tie vote between two candidates, a second electronic vote will be made and if that also results in a tie, a third electronic vote will be made. If that election results in a tie, the election will be decided by a game of chance (e.g., flip of a coin; card draw, etc.) as determined by the Presiding Officer.

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 House Advisory Committee.

### **Voting Transparency**

All votes of the HOD are transparent except for elections.

The results of all votes on pending questions by the HOD will be immediately displayed electronically upon conclusion of the vote for viewing by House members. The voting results display will include the corresponding organization. Roll call and written vote results will be displayed as soon as possible.

Voting records, to include the corresponding organization, for all votes on questions will be made electronically available to the membership.

Unless a vote is challenged, all ballots, computer voting records, and records of vote tallies will be destroyed upon the approval of the HOD minutes from that respective session. If a vote is challenged and that action is still pending after the approval of the minutes, 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.

### **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.

## Roles and Responsibilities of Members of the AVMA House of Delegates

### Role

The success of the AVMA House of Delegates is largely based upon the commitment, involvement, and preparation of the Delegates between AVMA meetings and the two-way exchange of information between the AVMA leadership and the constituent veterinary medical organizations.

### A. Qualifications

- AVMA member.
- Elected or selected by the principal governing body or the membership of the sponsoring organization.
- Demonstrated leadership experience with effective communication and negotiation skills.

### B. Responsibilities/Duties/Expectations

1. Actively participate in AVMA electronic discussions and communications throughout the year.
2. Communicate AVMA member views and suggestions to the appropriate AVMA leadership, governing body, or AVMA staff member.
3. Be prepared and educated on agenda issues by reviewing AVMA policies up for renewal, AVMA publications including JAVMA, reference committee reports, email, and other distributed information.
4. Seek veterinary medical organization and member input as the recognized representative of the AVMA in preparation for voting in the House of Delegates, as determined by the individual veterinary medical organization.
5. Represent their veterinary medical organization at the AVMA House of Delegate Meetings regular annual session and regular winter session and promptly report actions taken to their organization.
6. Abide by Article VII of the AVMA Bylaws and AVMA Organizational Documents.
7. Provide reports of AVMA activities and issues to the veterinary medical organization [Designated Official] prior to each Board meeting for inclusion in the Board information.
8. Actively recruit and support veterinary medical organization members seeking volunteer leadership positions on AVMA councils, committees, trusts, and other entities.
9. Attend veterinary medical organization Board meetings and participate in Board voting as designated by the individual veterinary medical organization.
10. Elected/selected as determined by the veterinary medical organization and the term of office will be as designated in the AVMA Bylaws, Article VII, Section 9, Terms for Delegates and Alternate Delegates (four years or until such time as their successors are appointed).
11. Incur expenses associated with attending required HOD meetings that are not covered by AVMA or the individual veterinary medical organization.
12. Perform other duties as requested by the individual veterinary medical organization.
13. Gather information and be prepared to attend and represent constituents through thoughtful discussions at HOD meetings (open forum, Plenary Session, Reference Committee, District Caucus) regarding topics germane to the science and practice of veterinary medicine.
14. Attend and represent their veterinary medical organization at the AVMA officer candidate introductory presentations during the regular annual session of the AVMA House of Delegates and promptly provide candidate information to their organization.

## Roles and Responsibilities of AVMA House Advisory Committee Members

NOTE: All House Advisory Committee (HAC) members are elected from and by the House of Delegates—these Roles and Responsibilities are in addition to those of HOD Members.

### Role

The success of the AVMA HAC is largely based upon the additional time commitment needed to represent all HOD and AVMA members, strong written and verbal communication skills to share timely information with AVMA leadership and HOD members, and effective leadership and negotiation skills.

required HAC meetings that are not covered by AVMA or the individual veterinary medical organization.

10. Perform other duties as requested by the House of Delegates.

### A. Responsibilities of all HAC members

1. Abide by Article VII, Section 19 of the AVMA Bylaws and AVMA Organizational Documents.
  - a. Explicitly state that the HAC Chair serves a one-year term (not renewable)
  - b. Explicitly state that the HAC Vice-Chair serves a one-year term (not renewable)
2. Review HAC and HOD meeting notes taken by AVMA staff or HAC Members prior to dissemination
  - a. Ensure the HAC Chair disseminates a summary of key points to HOD Members within 21 days of the close of all HAC and HOD meetings
3. Actively lead electronic discussions and communicate with your Reference Committee members at least quarterly throughout the year and share key points with fellow HAC members in a timely manner.
4. Actively seek input on resolutions and bylaws put before your Reference Committee prior to the in-person HOD session.
5. Encourage Reference Committee members to read their assigned reports of council and committee activities and highlight key points prior to the in person HOD session.
6. Evaluate the order of business for HOD meetings and ensure an appropriate amount of time is allotted to discuss current issues facing the veterinary profession.
7. Attend District Caucus meetings and share HACs perspective on resolutions, bylaws, and other issues facing the veterinary profession.
8. Ensure the HAC Chair is communicating with the HOD and BOD in a timely manner.
9. Incur expenses associated with attending

### B. Responsibilities of HAC Chair

1. Create an ad hoc working group composed of HOD members that are not currently serving on the HAC, to address issues that fall outside the scope of current HAC members professional expertise. Membership may include non-HOD members as appropriate.
2. After every BOD meeting, ensure a written report of key points is disseminated to HOD members within 14 days.
3. Before every HAC meeting, disseminate the meeting agenda to HOD members.
4. After every HAC meeting, disseminate a summary of key points to HOD members within 21 days.
5. After every HOD meeting, disseminate a summary to HOD members within 21 days.
6. In the event summary documents, agendas, or reports are not disseminated by the HAC Chair in a timely manner, alternatives should be explored to ensure the HOD and BOD remain informed.