

AMERICAN VETERINARY MEDICAL ASSOCIATION

House of Delegates Regular Winter Session January 6-7, 2023

Schedule, Agendas, and Related Information



**AVMA HOUSE OF DELEGATES (HOD)
SCHEDULE, AGENDAS, AND RELATED INFORMATION
Regular Winter Session
January 6-7, 2023
Sheraton Grand Chicago Riverwalk
301 E. North Water Street
Chicago, Illinois**

General Information

House of Delegates (HOD) [Minutes](#)—July 29-30, 2022 (Approved by House Advisory Committee 10/18/22)

[HOD Roster and Advisory Panel Membership](#)

[AVMA Bylaws](#)

[HOD Manual](#)—[Summary of Revisions for Approval](#)

[Retiring HOD Members](#)

[New HOD Members](#)

[Conflict of Interest](#)

[Policy on Confidentiality](#)

Current and Future (Regular Annual Meeting) [Council Vacancies](#)

THURSDAY, JANUARY 5

5:00-6:30 pm	District Caucuses District 1—Huron, Level 2 District 2—Ontario, Level 2 District 3-4—Erie, Level 2 District 5-7—Michigan AB, Level 2 District 8—Superior A, Level 2 District 9—Superior B, Level 2 District 10—Ohio, Level 2 District 11—Mississippi, Level 2
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FRIDAY, JANUARY 6

6:00-7:30 am	Allied Caucus—Michigan AB, Level 2
8:00-9:00 am	Keynote—Sheraton/Chicago Ballroom 4-7, Level 4
9:00-10:15 am	Plenary—Sheraton/Chicago Ballroom 4-7, Level 4
10:15am-12:30 pm	HOD Regular Winter Session—Sheraton/Chicago Ballroom 4-7, Level 4 Order of Business
12:30-2:00 pm	Lunch on Your Own

2:00-4:30 pm

Convene Reference Committees
Reference Committee 1—Huron, Level 2
Reference Committee 2—Ontario, Level 2
Reference Committee 3—Erie, Level 2
Reference Committee 4—Superior A, Level 2
Reference Committee 5—Superior B, Level 2
Reference Committee 6—Michigan A, Level 2
Reference Committee 7—Michigan B, Level 2

[Reference Committee Memberships](#)
[Board and Staff Attending Reference Committee Meetings](#)

REFERENCE COMMITTEE REVIEW ASSIGNMENTS

(entity minutes available at [AVMA Connections](#))

Reference Committee #1 – Administration

Board of Directors
House Advisory Committee

Reference Committee #2 – Public Matters

Animal Welfare Committee
Steering Committee on Human-Animal Interaction

[Resolution 1](#)—Supersede Policy on Responsible Breeding of Companion Animals –
PENDING WAIVER OF PRIOR NOTICE

[Resolution 8](#)—Revised Policy on The Veterinarian’s Role in Supporting Appropriate
Selection and Use of Service, Assistance, Emotional Support, and Therapy
Animals – *PENDING WAIVER OF PRIOR NOTICE*

Reference Committee #3 – Education and Research

Council on Research
American Board of Veterinary Specialties
AVMA/Association of American Veterinary Medical Colleges (AAVMC) Joint Committee
AVMA/National Association of Veterinary Technicians in America (NAVTA) Leadership Committee
Educational Commission for Foreign Veterinary Graduates
Committee on International Veterinary Affairs

[Resolution 4](#)—Supersede Policy on Castration and Dehorning of Cattle – *PENDING
WAIVER OF PRIOR NOTICE*

VIF Topic—The Veterinary Healthcare Team – Is There a Need for a Mid-level Position?

Reference Committee #4 – Finance and Economics

Convention Education Program Committee
Veterinary Economic Strategy Committee
[AVMA Approved 2023 Budget](#)

[Resolution 5](#)— Consolidated policy on Harmonized Approach to Voluntary and Regulated
Aquatic Animal Health Programs – *PENDING WAIVER OF PRIOR NOTICE*

Reference Committee #5 – Legislative and Governmental Matters

Committee on Disaster and Emergency Issues
Committee on Environmental Issues
Legislative Advisory Committee

Political Action Committee Board

[Resolution 6](#)—Consolidated Policy on Veterinary Compounding – *PENDING WAIVER OF PRIOR NOTICE*

[Resolution 7](#)—Revised Policy on The Importance of Veterinarians in Food Safety – *PENDING WAIVER OF PRIOR NOTICE*

Reference Committee #6 – Member Services

Council on Veterinary Service
Early Career Development Committee
Veterinary Leadership Conference Planning Committee

[Resolution 9](#)—Revised Policy on Dog Bite Prevention – *PENDING WAIVER OF PRIOR NOTICE*

VIF Topic—The Impact of Workplace Culture on Wellbeing and Retention

Reference Committee #7 – Scientific Activities

Council on Biologic and Therapeutic Agents
Council on Public Health
Committee on Antimicrobials
Animal Agriculture Liaison Committee
Aquatic Veterinary Medicine Committee
Food Safety Advisory Committee

[Resolution 2](#)—Supersede Policy on Therapeutic Medications in Non-racing Performance Horses – *PENDING WAIVER OF PRIOR NOTICE*

[Resolution 3](#)—New Policy on Unregulated Horse Racing – *PENDING WAIVER OF PRIOR NOTICE*

SATURDAY, JANUARY 7

9:00-11:50 am	House of Delegates Regular Winter Session—Sheraton/Chicago Ballroom 4-7, Level 4
12:00-1:20 pm	Lunch on Your Own
1:30 pm	HOD Regular Winter Meeting Resumes
Call of the Chair	Adjourn HOD Winter Session

DRAFT MINUTES
American Veterinary Medical Association
House of Delegates
Regular Annual Session
July 28-29, 2022
Marriott Philadelphia Downtown
Philadelphia, PA

Call to Order

The meeting was **called to order** by the Presiding Officer, Dr. Lori Teller, President-elect, at 10:10am on July 28, 2022.

Roll Call

The House **approved a motion** to adopt the [list of delegates and alternate delegates](#) submitted as the official list of the voting members of the 2022 Regular Annual Session of the House of Delegates.

Report of House Advisory Committee (HAC), acting as committee on rules and procedures

The House **approved a motion** to adopt the [Manual of the House of Delegates](#) and the [Order of Business](#) contained in the agenda materials for the Regular Annual Session of the House of Delegates.

Nomination and Balloting for Officers

President-elect

Dr. Grace Bransford was **nominated** for the office of AVMA President-elect.

Dr. Rena Carlson was **nominated** for the office of AVMA President-elect.

Vice President

Dr. Jennifer Quammen was **nominated** for the office of AVMA Vice President.

Action on Officer Elections

Dr. Rena Carlson was **elected** AVMA President-elect for the 2022-2023 Association year.

Dr. Jennifer Quammen was **elected** AVMA Vice President for the 2022-2023 Association year.

Balloting for Council and HAC positions

Council on Biologic and Therapeutic Agents

- Dr. Kim Cronin was **elected** to the position representing At-Large.
- Dr. Ignacio Correias was **elected** to the position representing Immunology

Council on Public Health

- Drs. Wendy Beauvais, Karyn Bischoff and Mariah Zeigler were **elected** to the position representing Animal Health

Council on Research

- Drs. Jessica Bertout and Annette O'Connor were **elected** to the position of Veterinary Medical Research.

Council on Veterinary Service

- Dr. Stewart Silverman was **elected** to the position representing At-Large.
- Dr. Stanley Robertson was **elected** to the position representing Academic Clinical Science.
- Mr. Kenichiro Yagi was **elected** to the position representing Credentialed Veterinary Technician.
- Dr. Julie Sanders was **elected** to the position representing Recent Graduates or Emerging Leaders.

House Advisory Committee

- Dr. Libby Todd was **elected**. Drs. Stuart Brown and Diana Thomè were also **elected**.

Reports of House Reference Committees

Action on Resolutions

The House **amended and approved** the adoption of [Resolution 6](#)—New Policy on Use of Prescription Drugs in Veterinary Medicine.

The House **approved** the adoption of [Resolution 7](#)—New Policy on Adverse Event Reporting.

The House **amended and approved** the adoption of [Resolution 8](#)—Revised Policy on Genetic Modification of Animals in Agriculture.

The House **amended and approved** the adoption of [Resolution 9](#)—Revised Policy on Approval and Availability of Antimicrobials for Use in Food-Producing Animals.

The House **amended and approved** the adoption of [Resolution 10](#)—Revised Policy on Raw Milk.

Action on Topics Referred from Veterinary Information Forum Needed Updates to the Model Veterinary Practice Act

No action.

Responsibility to Provide Emergency Care

No action.

With no further business to come before the House, the 2022 Regular Annual Session was **adjourned** at 2:37 pm on July 29.

HOD/HAC/BLS

2023 HOUSE OF DELEGATES REGULAR WINTER MEETING

STATE/ORGANIZATION	DELEGATE	ALTERNATE
Alabama	Libby Todd	Harold Pate
Alaska	Amanda Taylor	Sarah Coburn
Arizona	Michael Lent	Melinda Patterson
Arkansas	Lindy O'Neal	Laura Lynch
California	William Grant	Diane Craig
Colorado	Curtis Crawford	Peter Hellyer
Connecticut	Andrea Dennis	Christopher Gargamelli
Delaware	Emily Bielecki	Erin Altares
District of Columbia	Pamela Abney	Katharyn Kryda
Florida	Ernest Godfrey	Richard Williams
Georgia	Michael Zager	Lee Jones
Hawaii	Carolyn Naun	Jenee Odani
Idaho	Jennifer Glass	Sherilynn Burkman
Illinois	Stephen Dullard	Will Sander
Indiana	Jim Weisman	Philip Borst
Iowa	William Williams	Molly Lee
Kansas	Garry Cowan	Patricia Burris
Kentucky	Frank Vice	Debra Shoulders
Louisiana	Robert Gros	Pamela Mitchell
Maine	Kristine Hoyt	Susan Chadima
Maryland	Andrew O'Carroll	Jennifer Krueger
Massachusetts	Lauren Atkins	Martha Smith-Blackmore
Michigan	Stephen Steep	Jill Lynn
Minnesota	Matthew Boyle	Teresa Hershey
Mississippi	Robert Filgo	Katie Ebers
Missouri	Chuck Barry	Carol Ryan
Montana	William Duncan	Rex Anderson
Nebraska	David Ylander	Theresa Kelliher
Nevada	Jon Pennell	Hannah Rodriguez
New Hampshire	Jane Barlow Roy	Elizabeth Kellett
New Jersey	Elizabeth Boggier	Noreen Lanza
New Mexico	Emily Walker	Daniel Levenson
New York	Eric Bregman	Susan Wylegala
North Carolina	Steven Stelma	Shannon Foy
North Dakota	Kristi Pennington	Troy Dutton
Ohio	Liesa Stone	Scott Pendleton
Oklahoma	Rosemarie Strong	Mike Jones
Oregon	Douglas McInnis	Charles Meyer
Pennsylvania	Christina Dougherty	Kaitlyn Boatright
Puerto Rico	Juan Amieiro	Ricardo Fernandez
Rhode Island	Christopher Hannafin	Ted White
South Carolina	Ginger MacAulay	David Dawkins
South Dakota	Christopher Chase	Cynthia Franklin
Tennessee	Susan Moon	Joe Ed Conn
Texas	Daniel Posey	Bridget Heilsberg
Utah	Paul Toniolli	Kerry Rood
Vermont	Ruth Blauwikel	Jill Skochdopole
Virginia	Erin Casey	Dianna Thornton
Washington	Diana Thomè	Gary Marshall
West Virginia	Scott Moore	Susan Harper
Wisconsin	Steven Erickson	Keith Poulsen
Wyoming	Michael Meeboer	Tiffany Healey
American Academy of Veterinary Acupuncture	Jennifer Kareklas	Lynelle Graham

American Animal Hospital Association	Wendy Hauser	Kate Crumley
American Association of Avian Pathologists	Karen Grogan	Kate Barger Weathers
American Association of Bovine Practitioners	Hunter Lang	Fred Gingrich
American Association of Equine Practitioners	Stuart Brown	Margo Macpherson
American Association of Feline Practitioners	Colleen Currigan	Cathy Lund
American Association of Food Safety and Public Health Veterinarians	Kristen Clark	Katherine Waters
American Association of Industry Veterinarians	Ellen Lowery	Debra Nickelson
American Association of Small Ruminant Practitioners	Andrea Mongini	Philippa Gibbons
American Association of Swine Veterinarians	Deborah Murray	Aaron Lower
American Association of Veterinary Clinicians	Gary Burt	Barbara Dallap Schaer
American Holistic Veterinary Medical Association	Gary Stuer	Ashley Rossman
American Society of Laboratory Animal Practitioners	Patricia Turner	Suzanne Craig
Association of Avian Veterinarians	Heather Barron	Robert Groskin
National Association of Federal Veterinarians	Rachel Cezar-Martinez	Joseph Anelli
Society of Theriogenology	Isaac Bott	Jason Johnson
Student AVMA	Zachary Tooley	Max Paulson
Uniformed Services of the United States	Deborah Whitmer	Marvin Thomas

HOD Advisory Panel

American Association of Veterinary Laboratory Diagnosticians—TBD
 American Association of Zoo Veterinarians—Matthew Allender
 Department of Homeland Security—Micheal Burke
 FDA Center for Veterinary Medicine—William Flynn
 National Assembly of State Animal Health Officials—Stephen Crawford
 National Association of State Public Health Veterinarians—Karen Ehnert
 National Institutes of Health—Stephen Denny
 US Department of Agriculture-Animal and Plant Health Inspection Service—TBD
 US Department of Agriculture-Food Safety and Inspection Service—TBD
 US Department of Health and Human Services, Centers for Disease Control and Prevention—TBD

**ARTICLE I
NAME AND MISSION**

Section 1. Name. The name of this corporation shall be the American Veterinary Medical Association (hereinafter referred to as the "Association"), an Illinois not-for-profit corporation.

Section 2. Mission. Consistent with the object of the Association as set forth in the Association's Articles of Incorporation, the mission of the Association is to lead the profession by advocating for its members and advancing the science and practice of veterinary medicine to improve animal and human health.

Section 3. Offices. The Association shall have and continuously maintain in the State of Illinois a registered office and a registered agent whose office is identical with that registered office and may have such other offices, within or without the State of Illinois, as the Board of Directors may determine.

**ARTICLE II
MEMBERSHIP**

Section 1. Membership Qualifications. Membership may be granted to any individual who (i) meets the criteria set forth for a category of membership in the Association; (ii) shares interest in and supports the purposes of the Association; (iii) abides by these Bylaws, the Association's Principles of Veterinary Medical Ethics, and such other policies, rules, and regulations as the Association may adopt; and (iv) meets such additional criteria for each category of membership in the Association as the Board of Directors may establish.

Section 2. Application. The Board of Directors, or its designee(s), shall adopt an application form and procedures to facilitate the consideration of applicants for membership in the Association. All applicants shall complete the application form and submit the application, along with the designated fee, if any, to the administrative office of the Association. The Board of Directors, or its designee(s), shall review the application of all applicants and determine, on the basis of criteria set forth in these Bylaws and such other guidelines as the Board of Directors may prescribe, whether individual applicants meet the qualifications necessary for membership in the Association. All such qualified applicants shall become members upon notice from the Association.

Section 3. Membership Categories. The Association shall have two (2) categories of membership as follows:

a. Voting.

1. Voting membership may be granted to any individual who has earned a professional degree in veterinary medicine from a school or college of veterinary medicine and has met membership qualifications and application requirements as specified in Article II, Sections 1 and 2.
2. Voting members may be granted Honor Roll status entitling them to such benefits as the Board of Directors, or its designee(s), shall determine provided that they have:
 - i. Reached the age of seventy (70) and maintained membership in the Association

- ii. Reached the age of seventy-two (72) and have maintained continuous membership in the Association since graduating from a school or college of veterinary medicine.

- b. **Affiliate.** Affiliate membership may be granted to any individual who (i) does not otherwise qualify for membership as a voting member; (ii) has met membership qualifications and application requirements as specified in Article II, Sections 1 and 2; and (iii) does one of the following:
 1. Teaches veterinary medicine or the sciences allied to veterinary medicine; or
 2. Engages in veterinary research.

Section 4. Rights and Duties. All members shall be entitled to attend the member meetings and social functions of the Association, but only voting members (sometimes referred to herein as "voting members") may vote for the election of District Directors (in accordance with Article V, Section 6 (b)), hold office in the Association, and serve on the Board of Directors or in the House of Delegates. The voting member's right to vote is specifically limited to contested elections of District Directors in accordance with Article V, and no other matter. Each eligible voting member shall have one (1) vote in such elections. No member of the Association shall have the right to vote, without limitation, on the amendment of the Association's Articles of Incorporation, the merger or dissolution of the Association, or the amendment of its Bylaws. Nothing contained in this Article II, Section 4 shall affect the rights of members to vote in their capacity as members of the Board of Directors, House of Delegates, Board of Governors, or any of the Association's entities, such as councils and committees.

Section 5. Disciplinary Action/Termination of Membership.

- a. **Grounds for Discipline.** The Association may discipline a member for any of the following reasons:
 1. Failure to comply with these Bylaws, the Association's Principles of Veterinary Medical Ethics, or any other rules or regulations of the Association;
 2. Having been found guilty of any felony or having been found guilty of a crime related to, or arising out of any type of practice including, but not limited to public, private, or corporate veterinary medicine;
 3. Suspension, revocation, or other disciplinary action by any state, province, or country of the member's license to practice veterinary medicine; or
 4. Other conduct considered prejudicial to the best interests of, or inconsistent with, the purposes of the Association as defined in Article 1, Section 2 of these Bylaws.
- b. **Procedures.** Discipline may include, but not be limited to, censure, suspension, probation, and expulsion. Disciplinary action may be taken provided that a statement of the charges shall have been sent to the last recorded address of the member at least fifteen (15) days before final action is to be taken. This statement shall be accompanied by a notice of

the time and place of the meeting at which the charges shall be considered, and the member shall have the opportunity to appear in person and/or to be represented by counsel and to present any defense to such charges before action is taken by the Association. Notwithstanding the foregoing, in the event a member has been convicted of a felony and the fact of such conviction is not contested, such member may be expelled from the Association without a hearing. Such disciplinary actions shall be conducted in accordance with the rules approved by the Board of Directors.

- C. **Non-Payment of Dues.** The membership of any member who is in default of payment of dues or assessments for more than three (3) months, or otherwise becomes ineligible for membership, shall be terminated automatically, according to such rules or procedures as the Board of Directors or their designee(s) shall establish, unless such termination is delayed by the Board of Directors.

ARTICLE III MEMBERSHIP MEETINGS

Section 1. Annual Meeting. An annual meeting of the voting members of the Association shall be held at such time and place as shall be determined by the Board of Directors.

Section 2. Special Meetings. Special meetings of the voting members of the Association may be called at the request of the President or any five (5) members of the Board of Directors, or at the written request of two-thirds (2/3) of the Association's voting members. The time and place for holding special meetings shall be determined by the Board of Directors.

Section 3. Notice. Notice of any annual or special meeting of the voting members shall state the time, date, place, and purpose of the meeting, and shall be delivered not more than sixty (60) and not less than five (5) days prior to the date of such meeting, unless otherwise required by applicable law.

Section 4. Quorum. The lesser of (i) ten percent (10%) of the eligible voting members of the Association or (ii) one hundred (100) eligible voting members of the Association shall constitute a quorum for the transaction of business at any duly called meeting of the voting members, provided that if less than a quorum is present, a majority of the voting members present may adjourn the meeting to another time without further notice.

Section 5. Manner of Acting. The act of a majority or more of the voting members present at a duly called meeting at which a quorum is present shall be the act of the members, unless the act of a greater number is required by law, the Articles of Incorporation, or these Bylaws.

Section 6. Mail Vote. Voting by mail shall be permitted in lieu of a vote at a duly called meeting for the election of District Directors. A mail vote may be called by the Board of Directors. For the election of District Directors, the act of a majority of the eligible voting members returning ballots by a date certain shall be an act of the members, provided, however, that at least the number of eligible voting members constituting a quorum shall have returned ballots.

ARTICLE IV DUES AND ASSESSMENTS

The initial and annual dues for all members of the Association shall be determined by the House of Delegates. The time for paying such dues and other assessments, if any, shall be determined by the Board of Directors. Under special circumstances, the Board of Directors, or its designee(s), may waive the annual dues and/or assessments for any member.

ARTICLE V BOARD OF DIRECTORS

Section 1. Authority and Responsibility. The affairs of the Association shall be managed by the Board of Directors (which shall be referred to in these Bylaws as the "Board of Directors"), which shall have supervision, control, and direction of the Association, shall determine its policies or changes therein within the limits of these Bylaws, shall actively promote its purposes, and shall have discretion in the disbursement of its funds. The Board of Directors shall act for and on behalf of the House of Delegates between sessions of the House of Delegates. The Board of Directors may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary. The Board of Directors shall provide reports to the House of Delegates.

Section 2. Composition. The Board of Directors shall be composed of sixteen (16) members as follows: President, President-Elect, Immediate Past President, Vice President, Treasurer (non-voting) and one (1) member elected from each of the eleven (11) Districts (as defined in Article V, Section 5; collectively, the "District Directors").

Section 3. Invited Participants. The Chair of the House Advisory Committee, President of the Student AVMA, Executive Vice President, and Assistant Executive Vice President shall be invited to attend and participate, without vote, in all regular and special meetings of the Board of Directors.

Section 4. Qualifications. Individuals who have been voting members of the Association for at least seven (7) consecutive years immediately preceding an election shall be eligible to serve on the Board of Directors as a District Director. In addition, District Directors must reside in the district that they represent and must have at least one of the following qualifications;

- served at least one term on the Board of Directors;
- served two terms on an AVMA council;
- served two terms on an AVMA committee;
- served four consecutive years as a delegate or alternate delegate;
- served as an officer in a Principal Veterinary Organization or Constituent Allied Veterinary Organization for three (3) years.

Section 5. Districts. There shall be eleven (11) districts ("districts") with geographic boundaries as set forth in these Bylaws, or as may be determined by the Board of Directors. The geographic boundaries of the districts shall be as follows:
DISTRICT I—Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont;
DISTRICT II—Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, and Virginia;
DISTRICT III—Alabama, Mississippi, North Carolina, South Carolina, and Tennessee;

DISTRICT IV—Florida, Georgia, and Puerto Rico;
 DISTRICT V—Kentucky, Michigan, Ohio, and West Virginia;
 DISTRICT VI—Illinois, Indiana, and Wisconsin;
 DISTRICT VII—Iowa, Minnesota, Missouri, Nebraska, North
 Dakota, and South Dakota;
 DISTRICT VIII—Arkansas, Louisiana, and Texas;
 DISTRICT IX—Arizona, Colorado, Kansas, New Mexico,
 Oklahoma, and Utah;
 DISTRICT X—California, Hawaii, and Nevada;
 DISTRICT XI—Alaska, Idaho, Montana, Oregon,
 Washington, and Wyoming.

Section 6. Election of District Directors.

- a. The Principal Veterinary Organization (as defined in Article VII) of each of the states in any particular district shall nominate, in accordance with such procedures as shall be established by the Board of Directors, a qualified member of the Association residing in such district to serve as the District Director representing such district. Voting members residing in a particular district also may submit a petition to nominate, in accordance with such procedures as shall be established by the Board of Directors, a qualified member of the Association residing in such district to serve as the District Director representing such district. In the event only one (1) nomination is received from a particular district, such nominee shall be declared to have been elected by the voting members residing in such district to serve as the District Director representing such district.
- b. In the event more than one (1) nomination for District Director is received from a district, the Association shall hold an election to provide the voting members residing in such district the opportunity to elect a District Director to represent their district from amongst the list of such nominees. Such elections shall be held in accordance with these Bylaws, and such other procedures as shall be determined by the Board of Directors. Only those voting members residing in the subject district shall have the right to vote in such an election (“eligible voting members”), provided, however, voting members residing in:
 - 1. Cuba, South America, or the West Indies shall be entitled to vote in any election held in District IV;
 - 2. Mexico, Central America, or the Canal Zone shall be entitled to vote in any election held in District VIII;
 - 3. Any other possession or territory of the United States of America not set forth above, or any country not otherwise set forth above shall be entitled to vote in any election held in District XI.
- c. In the event that for two (2) full consecutive terms the District Director elected to represent a particular district was a resident of the same state or US district, territory, or possession as his or her predecessor, such state’s nomination for the next occurring election of District Directors shall be disregarded. Provided, however, that when such nomination is the only nomination submitted from such district, the nomination shall not be disregarded and such nominee shall be elected in accordance with Article V, Section 6(a).

Section 7. Terms.

- a. District Directors shall serve a six (6) year term, or until such time as their successors are duly elected, qualified, and assume their position, and may not serve two (2) consecutive terms. Fulfilling an unexpired term of three (3) years or less shall not be considered a full term and shall not apply toward the term limit.
- b. The President, President-Elect, Immediate Past President, Vice President, and Treasurer shall remain on the Board of Directors for the duration of their term.
- c. The term of all District Directors shall begin at the first meeting of the Board of Directors following the close of the first annual session of the House of Delegates following their election and shall run for a full term until the close of the sixth annual session of the House of Delegates following their election.

Section 8. Regular Meetings. The Board of Directors may take action to set the time, date, and place for holding a regular annual meeting of the Board of Directors and additional regular meetings of the Board of Directors without other notice than such action.

Section 9. Special Meetings. Special meetings of the Board of Directors may be called by, or at the request of, the Chair of the Board of Directors or upon a written request to the Secretary of five (5) members of the Board of Directors. Notice of any special meeting of the Board of Directors shall state the time, date, and place of the meeting and shall be delivered at least five (5) days prior to the date of such meeting. Attendance of an Board of Directors member at any meeting shall constitute a waiver of notice of such meeting except where an Board of Directors member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called and convened.

Section 10. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any duly called meeting of the Board of Directors, provided that when less than a quorum is present at said meeting, a majority of the Board of Directors members present may adjourn the meeting to another time without further notice.

Section 11. Manner of Acting. The act of a majority of Board of Directors members present at a duly called meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law, the Articles of Incorporation, or these Bylaws.

Section 12. Resignation and Removal. Any member of the Board of Directors may resign at any time by giving written notice to the Secretary. In addition, any member of the Board of Directors may be removed by a two-thirds (2/3) majority vote of the persons entitled to elect such Board of Directors member, whenever, in their judgment, the best interests of the Association would be served by such removal.

Section 13. Vacancies. Vacancies in any District Director position shall be filled by the party responsible for electing such District Director, without undue delay, in accordance with Article V, Section 6. A District Director elected pursuant to that Section shall hold their position for the remainder of the original term for which he or she was elected to fill; provided, however, if the remainder of the original term at the time the vacancy occurs is less than one (1) year, the District Director so elected shall continue to serve the next full term. Any other vacancies

shall be filled as set forth in Article VI, Section 16.

Section 14. Action by Written Consent. Any action requiring a vote of the Board of Directors may be taken without a meeting if a consent in writing, setting forth the action taken, is approved in writing by all of the members of the Board of Directors entitled to vote with respect to the subject matter thereof.

ARTICLE VI OFFICERS

Section 1. Officers. The officers of the Association shall be a President, President-Elect, Vice President, Treasurer, Secretary, Immediate Past President, Board of Directors Chair, Board of Directors Vice Chair, Executive Vice President, and Assistant Executive Vice President. No two (2) offices may be held simultaneously by the same person, with the exception of the offices of Executive Vice President and Secretary, which shall be held by the same person, and the offices of Board of Directors Chair and Board of Directors Vice Chair, which may be held by the Vice President or Immediate Past President.

Section 2. President. The President shall be the principal elected officer of the Association and shall, in general, supervise all of the business affairs of the Association, subject to the direction and control of the Board of Directors, by communicating with the Executive Vice President and Assistant Executive Vice President as necessary regarding the business of the Association. The President shall be invited to participate, without vote, in all entities that report to the Board of Directors, except the Council on Education, and as otherwise provided by these Bylaws, and a member, with vote, of the Board of Directors. The President shall, in general, perform all duties customarily incident to the office of President and such other duties as may be prescribed by the Board of Directors. The President shall succeed to the office of Immediate Past President upon expiration of the President's term of office.

Section 3. President-Elect. The President-Elect shall assist the President and shall substitute for the President when required. The President-Elect shall be invited to participate, without vote, in all entities that report to the Board of Directors, except the Council on Education, and as otherwise provided by these Bylaws, and a member, with vote, of the Board of Directors. The President-Elect shall be the presiding officer at all sessions of the House of Delegates. The President-Elect shall, in general, perform all duties customarily incident to the office of President-Elect and such other duties as may be prescribed by the Board of Directors. The President-Elect shall succeed to the office of President upon expiration of the President's term of office. In the event of a vacancy in the office of President, the President-Elect shall serve as President for the remainder of that term and then for the term for which elected.

Section 4. Vice President. The Vice President shall serve as the official liaison to the Student American Veterinary Medical Association and its chapters. The Vice President shall be a member, with the right to vote, of the Board of Directors. The Vice President shall have such additional duties as may be assigned by the President or the Board of Directors.

Section 5. Treasurer. The Treasurer shall be the principal accounting and financial officer of the Association and shall have charge of and be responsible for the maintenance of adequate books of account for the Association; shall have

charge and custody of all funds and securities of the Association, and be responsible therefore, and for the receipt and disbursement thereof; shall deposit all funds and securities of the Association in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these Bylaws. The Treasurer shall be a member, without the right to vote, of the Board of Directors. The duties of the Treasurer may be assigned by the Board of Directors in whole or in part to either the Executive Vice President or Assistant Executive Vice President.

Section 6. Immediate Past President. The Immediate Past President shall have such duties as may be assigned by the President or the Board of Directors. The Immediate Past President shall be a member, with the right to vote, of the Board of Directors. In the event that the President cannot take the office of Immediate Past President, the currently serving Immediate Past President shall serve a successive term.

Section 7. Board of Directors Chair. The Board of Directors Chair shall preside at all meetings of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors.

Section 8. Board of Directors Vice Chair. The Board of Directors Vice Chair shall substitute for the Board of Directors Chair in the absence of the Board of Directors Chair, and shall perform such other duties as may be prescribed by the Board of Directors or the Board of Directors Chair. The Board of Directors Vice Chair shall fill any vacancy in the office of Board of Directors Chair until such time as the Board of Directors has filled such vacancy.

Section 9. Executive Vice President. The Executive Vice President shall serve as the chief executive officer of the Association and shall be elected by, and directly responsible to, the Board of Directors. He or she shall have the title of Executive Vice President ("Executive Vice President") or such other title(s) as the Board of Directors shall designate. Subject to the Bylaws and the policies of the Association, the Executive Vice President shall be responsible for the administration and day-to-day management of the Association; shall employ and may terminate the employment of members of the staff necessary to perform the work of the Association; shall manage and direct all functions and activities of the Association; and shall perform such other duties as may be specified by the Board of Directors. Except as otherwise set forth in these Bylaws, the Executive Vice President shall be invited to attend and participate, without vote, in all regular meetings of the Association's councils and committees and all regular and special meetings of the Board of Directors, Board of Governors, and House of Delegates.

Section 10. Assistant Executive Vice President. The Assistant Executive Vice President shall be an administrative staff position elected by the Board of Directors and directly responsible to the Executive Vice President. The Assistant Executive Vice President shall perform all the duties of the Executive Vice President in the absence of the Executive Vice President and such other duties as may be specified by the Executive Vice President and/or the Board of Directors.

Section 11. Secretary. The Executive Vice President shall hold the office of Secretary and perform the duties normally expected of the secretary of an Illinois not-for-profit corporation, including seeing that all notices are duly given in accordance with applicable law, the Articles of Incorporation,

and these Bylaws; being custodian of the corporate records; keeping minutes of the meetings of the Board of Directors; keeping a record of the mailing address of each member of the Association; and performing such other duties as may be assigned by the President or the Board of Directors.

Section 12. Qualifications for Office.

- a. Only voting members who (i) have been voting members of the Association for a period of at least ten (10) continuous years immediately prior to their election and (ii) meet such additional requirements as set forth in the Manual of the House of Delegates shall be eligible to hold the office of President, President-Elect, or Vice President.
- b. Any member of the Board of Directors with the exception of the President, President-Elect, and Treasurer shall be eligible to hold the office of Board of Directors Chair or Board of Directors Vice Chair.
- c. Only voting members who have been voting members of the Association for a period of at least five (5) continuous years immediately prior to their election shall be eligible to hold the office of Treasurer. At least one of the two offices of Executive Vice President and Assistant Executive Vice President must be filled by an individual who has been a voting member of the Association for a period of at least five (5) continuous years immediately prior to election.

Section 13. Term. With the exception of the Vice President and Treasurer, officers shall serve a one (1) year term in office, or until such time as their successors are duly elected, qualified, and take office. The Treasurer shall serve a single six (6)-year term. The Vice President shall serve a single two (2)-year term.

Section 14. Election.

- a. The President-Elect and Vice President shall be elected by the House of Delegates at a meeting of the House of Delegates at which the election of officers is in the regular order of business.
- b. The Treasurer, Executive Vice President, and Assistant Executive Vice President shall be elected by the Board of Directors.
- c. The Board of Directors Chair and the Board of Directors Vice Chair shall be elected by the Board of Directors from among those members of the Board of Directors eligible to hold such offices. Such elections shall be held annually during the first meeting of the Board of Directors following the close of the annual session of the House of Delegates. The Board of Directors Chair and the Board of Directors Vice Chair shall take office immediately upon election.
- d. The President, President-Elect, and Vice President shall take office on the date of the first regular meeting of the Board of Directors following the close of the annual session of the House of Delegates at which they are elected.
- e. The Treasurer, Executive Vice President, and Assistant Executive Vice President shall take office at the close of the annual session of the House of Delegates immediately following the meeting of the Board of Directors at which they are elected.

Section 15. Resignation and Removal of Officers. Any

officer may resign at any time by giving written notice to the Secretary. In addition, any officer may be removed by a majority vote of the persons entitled to elect such officer, whenever, in their judgment, the best interests of the Association would be served by such removal. Such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election of an officer or agent shall not of itself create any contract rights.

Section 16. Officer Vacancies. Vacancies in any office shall be filled by the party responsible for electing or appointing such officer, without undue delay, at its next scheduled meeting, or at a special meeting called for that purpose. An officer elected or appointed pursuant to this Section shall hold office until the next meeting of the Board of Directors or House of Delegates, as applicable, at which the election of officers is in the regular order of business, or until such other date as the Board of Directors or House of Delegates, as applicable, may designate.

ARTICLE VII HOUSE OF DELEGATES

Section 1. Authority and Responsibility. 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 such other duties set forth in these Bylaws, the House of Delegates shall:

- a. Approve all changes to the Association's Articles of Incorporation;
- b. Amend, alter, or repeal the Bylaws in accordance with Article XV of these Bylaws;
- c. Approve all changes to the Veterinarian's Oath;
- d. Vote on all matters properly brought before the House of Delegates;
- e. Solicit, process, and communicate membership needs to the Board of Directors;
- f. Participate in the Association's strategic planning;
- g. Elect members to serve on the Association's councils, with the exception of the Council on Education;
- h. Elect the President-Elect and Vice President, and, when necessary, President; and
- i. Elect members to the committees established by the House of Delegates.

Section 2. Composition. The House of Delegates shall consist of one (1) delegate ("Delegate") and one (1) alternate delegate ("Alternate Delegate") appointed by the following veterinary organizations:

- a. Each of the Principal Veterinary Organizations (as defined in Article VII, Section 3);
- b. Each of the Constituent Allied Veterinary Organizations (as defined in Article VII, Section 4);
- c. The Uniformed Services Organization (as defined in Article VII, Section 5); and
- d. The Student American Veterinary Medical Association (as defined in Article VII, Section 6).

Additionally, all of the Association's officers and members of the Board of Directors shall be *ex-officio* members, without the right to vote, of the House of Delegates.

Section 3. Principal Veterinary Organizations. Principal Veterinary Organizations are the various veterinary organizations representing each state, district, territory, and

possession of the United States of America as determined by the House of Delegates.

Section 4. Constituent Allied Veterinary Organizations.

- a. **Requirements.** Constituent Allied Veterinary Organizations are organizations of veterinarians with specific vocational interests allied to the interests of the Association; and that meet the following requirements as determined by the Board of Directors:
1. Have a national scope of operation;
 2. Represent a broad field of veterinary activity;
 3. Have a constitution and/or bylaws that does not conflict with the Association's Bylaws, and have a mission and purpose aligned with the mission and purpose of the Association;
 4. Support the mission and purpose of the Association;
 5. Be oriented to some phase of professional veterinary activity, but is not a local or regional organization;
 6. Not be a specialty organization recognized by the Association;
 7. An organization seeking consideration for representation as a Constituent Allied Veterinary Organization must include among its voting membership at least one percent (1%) of all voting members of the Association, **and** at least ninety percent (90%) of that organization's voting membership must be voting members of the Association. The number of voting members of a calendar year shall be calculated as of the date of March 31 of that year.
- b. **Application for Recognition as a Constituent Allied Veterinary Organization.** The Board of Directors, or its designee(s), shall adopt an application form and procedures to facilitate the consideration of applicants seeking representation in the House of Delegates as Constituent Allied Veterinary Organizations. All applicants must complete the application form and submit the application, along with the designated fee, if any, to the administrative office of the Association. The Board of Directors, or its designee(s), shall (i) review the application of all applicants and determine, on the basis of the criteria set forth in these Bylaws and such other guidelines as the House of Delegates may prescribe, if individual applicants meet the requirements for recognition as a Constituent Allied Veterinary Organization and (ii) make a recommendation to the House of Delegates regarding admission of such applicants to the House of Delegates. Approval of an application shall require the act of a two-thirds (2/3) vote of the House of Delegates at a duly called session of the House of Delegates.
- c. **Obligation to Maintain Status.** Constituent Allied Veterinary Organizations must continue to meet the requirements set forth in Article VII, Section 4(a) to maintain their status as a Constituent Allied Veterinary Organization and retain its right to representation in the House of Delegates. If the organization is unable to maintain such requirements as of July 1 of each year, the Executive Vice President, or his or her designee, shall notify the organization that it has one year from the end of the

summer session of the House of Delegates to meet the eligibility requirements to maintain status described in this section. If the organization does not demonstrate compliance to maintain status by the beginning of the following summer session, it will lose its representation in the House of Delegates. With respect to the requirement regarding voting members of the AVMA set forth in Article VII, Section 4(a)(6), the following requirements shall apply for purposes of maintaining status in the House of Delegates:

1. Its U.S.-resident voting membership must include at least three hundred (300) voting members of the Association, and, in each calendar year, the percentage of its U.S.-resident veterinarians who are voting members of the Association must exceed the percentage of U.S.-resident veterinarians who are voting members of the Association at the end of the calendar year two years previous, as determined by the Association, with the provision that this percentage will not exceed 85%; or
2. At least three hundred and fifty (350) of its U.S.-resident voting members must be voting members of the Association.

Section 5. Uniformed Services Organization. The Uniformed Services Organization is the organization that represents members of the Association who are members of the Uniformed Services of the United States of America, including, but not limited to the Army, Air Force, and Public Health Service.

Section 6. Student American Veterinary Medical Association. The SAVMA is the national organization of students of veterinary medicine. SAVMA charters and supports student chapters at AVMA-accredited schools and colleges of veterinary medicine (each as "SAVMA Chapter"). The SAVMA is affiliated with the Association as a student organization. To maintain affiliation with the Association as a student organization, the SAVMA must (i) meet such requirements as to membership, organization, affiliation, procedures, and financial responsibility as the Board of Directors may prescribe; (ii) enter into a charger agreement with the Association; and (iii) maintain governing documents that are not in conflict with the governing documents of the Association. In addition, all SAVMA governing documents are subject to the review and approval of the Board of Directors or its designee.

Section 7. Qualifications for Delegates and Alternate Delegates. All Delegates and Alternate Delegates must either be voting members of the Association or members of the Student American Veterinary Medical Association. The Association's Officers and Board of Directors members may not serve as Delegates or Alternate Delegates on behalf of any veterinary organization represented in the House of Delegates.

Section 8. Appointment of Delegates and Alternate Delegates. All organizations entitled to representation in the House of Delegates shall submit the names of their Delegates and Alternate Delegates to the House of Delegates by October 1 of each year.

Section 9. Terms for Delegates and Alternate Delegates. Delegates and Alternate Delegates shall serve a

four (4) year term, or until such time as their successors are appointed and take their position, subject to such term limits as may be imposed by the House of Delegates.

Section 10. Regular Sessions. The House of Delegates shall hold a regular annual session in conjunction with the Association's annual convention and a regular winter session in conjunction with the AVMA Veterinary Leadership Conference.

Section 11. Special Sessions. Special sessions of the House of Delegates may be called (i) by the Chair of the House Advisory Committee, provided such request must be presented during a session of the House of Delegates, include the specific purpose for such special session, and be approved by a two-thirds (2/3) vote of the Delegates or (ii) upon written petition presented to the Secretary by a majority of the organizations represented in the House of Delegates stating the place, time, and purpose for which such session is requested, provided, however, such request must be made at least sixty (60) days prior to the date specified in the request for such special session. Business conducted at any special session shall be limited to the specific purpose stated in the request for such session, and any such additional business as requested by either the Board of Directors or the House Advisory Committee.

Section 12. Notice. Notice of any session of the House of Delegates shall state the time, date, place, and purpose of the session and shall be published either in print or on the Association's Web site at least thirty (30), and no more than sixty (60) days prior to the date of the session, unless otherwise required by the Manual of the House of Delegates.

Section 13. Quorum. The presence of forty (40) Delegates shall constitute a quorum for the transaction of business at any duly called session of the House of Delegates, provided that when less than a quorum is present at said session, a majority of the Delegates present may adjourn the session to another time without further notice.

Section 14. Manner of Acting. The act of a majority of Delegates present at a duly called session at which a quorum is present shall be the act of the House of Delegates, unless the act of a greater number is required by law, the Articles of Incorporation, or these Bylaws.

Section 15. Voting Rights. Each veterinary organization represented in the House of Delegates shall have two (2) votes on matters submitted to a vote of the House of Delegates, provided, however, each Principal Veterinary Organization shall have such additional votes equal to the total number of Association members residing in the state, territory, or possession represented by such organization divided by one hundred fifty (150) (the quotient shall be rounded up as necessary).

Section 16. Attendance/Exercise of Voting Rights. Both Delegates and Alternate Delegates shall have the right to attend all sessions of the House of Delegates. Only Delegates shall have the right to vote on behalf of the veterinary organization that they represent. Alternate Delegates shall have no right to vote; however, in the event the Delegate appointed to represent a particular veterinary organization is absent at any session of the House of Delegates, the Alternate Delegate appointed to represent such organization shall have the right to vote in place of the Delegate.

Section 17. Resignation and Removal of Delegates and Alternate Delegates. Any Delegate or Alternate Delegate may resign at any time by giving written notice to the Secretary. In addition, any Delegate or Alternate Delegate may be removed by the organization entitled to appoint such delegate, whenever, in its judgment, the best interests of the Association would be served by such removal.

Section 18. Vacancies. In the event of the death, resignation, removal, or incapacity of a Delegate or Alternate Delegate, the veterinary organization represented by such Delegate or Alternate Delegate shall name a qualified member to serve until the conclusion of such Delegate or Alternate Delegate's term.

Section 19. House Advisory Committee. The House Advisory Committee shall consist of an aggregate of seven (7) Delegates and Alternate Delegates elected by the House of Delegates at its annual session.

- a. **Term.** Members of the House Advisory Committee shall serve a three (3) year term on the House Advisory Committee, and may not serve more than two consecutive terms. Fulfilling an unexpired term of two (2) years or less shall not be considered a full term, and shall not apply toward the term limit. Each term shall begin at the close of the annual session of the House of Delegates at which the committee member is elected.
- b. **Chair.** The House Advisory Committee shall elect a Chair from among its members on an annual basis. The Chair of the House Advisory Committee shall preside at all meetings of the House Advisory Committee and shall act as a liaison between the House of Delegates and the Board of Directors.
- c. **Duties.** The House Advisory Committee shall have such duties as set forth in these Bylaws, and as shall be assigned to it by the House of Delegates, which shall include, without limitation, the following:
 1. Consider all developments relating to veterinary medicine from a long-range viewpoint, be alert to the changing needs for and demands on the entire profession, and make recommendations to the House of Delegates and the Board of Directors as to how these changing conditions can best be met for the overall welfare of the profession;
 2. Act in a leadership capacity to the House of Delegates on all matters referred to the House of Delegate's reference committees;
 3. Review non-confidential minutes from the AVMA councils and committees and make recommendations as appropriate to the House of Delegates on such minutes;
 4. Meet sufficiently in advance of each session so that its recommendations can be prepared for presentation to the delegates prior to or at the time the House of Delegates convenes;
 5. Review and approve the credentials of candidates for President-Elect, Vice President, councils, the House Advisory Committee, and, when necessary, the President;
 6. In the event that the office of President-Elect or Vice President becomes vacant, appoint a qualified voting member of the Association to assume those respective duties until the next

election; and

7. Act as the Bylaws committee for the House of Delegates.

d. **Meetings.**

1. The House Advisory Committee may hold such number of meetings as provided for in the Association's budget. Additional meetings may be held with the approval of the Board of Directors.
2. Special meetings of the House Advisory Committee may be called by, or at the request of, the Chair of the House Advisory Committee or upon a written request to the Chair of the House Advisory Committee of three (3) members of the House Advisory Committee. Notice of any special meeting of the House Advisory Committee shall state the time, date, and place of the meeting and shall be delivered at least five (5) days prior to the date of such meeting.

Section 20. House of Delegates Reference

Committees. The House of Delegates may establish such advisory or reference committees ("Reference Committees") as are necessary or appropriate to perform the duties of the House of Delegates. Reference Committees may be established for such periods as determined by the House of Delegates. The action establishing a Reference Committee shall set forth the committee's purpose, composition, duties, and manner of acting.

ARTICLE VIII

COMMITTEES/COUNCILS/TASK FORCES

Section 1. Standing Committees of the Board of Directors.

- a. **Board of Governors.** The Board of Governors shall act as the Executive Committee of the Association (and shall be referred to herein as the "Board of Governors").
 1. **Composition.** The Board of Governors shall consist of the President, President-Elect, Immediate Past President, the Board of Directors Chair, and the Board of Directors Vice Chair. The Executive Vice President shall be invited to attend and participate in all meetings, without vote, of the Board of Governors. The Board of Directors Chair shall serve as the chair of the Board of Governors.
 2. **Authority.** The Board of Governors shall have the authority to perform the business and functions of the Association between meetings of the Board of Directors, except as otherwise set forth in these Bylaws or the Illinois General Not For Profit Corporation Act of 1986, as may be amended, reporting to the Board of Directors any action taken; but the delegation of authority to the Board of Governors shall not operate to relieve the Board of Directors or any individual officer or member of the Board of Directors of any responsibility imposed by law.
 3. **Meetings and Voting.** The Board of Governors shall meet in person or by conference call upon the request of the Chair or a majority of the Board of Governors. Each member shall have one (1) vote. Three (3) members of the Board of Governors shall constitute a quorum for the transaction of business at any duly called

meeting of the Board of Governors; provided that when less than a quorum is present at said meeting, a majority of the members present may adjourn the meeting without further notice. The act of a majority of the members present at a duly called meeting at which a quorum is present shall be the act of the Board of Governors.

4. **Action by Written Consent.** Any action requiring a vote of the Board of Governors may be taken without a meeting if a consent in writing, setting forth the action taken, is approved in writing by all the members of the Board of Governors entitled to vote with respect to the subject matter thereof.
5. **Vacancies.** In the event of a vacancy in the Office of President-Elect, the Office of Immediate Past President, or the Office of the Board of Directors Vice Chair, for the duration of that vacancy the Board of Directors shall fill the vacancy of the third position on the Board of Governors from its own membership.

- b. **Other Standing Committees.** Other standing committees may be established by the Board of Directors to support the purposes of the Association. The action establishing standing committees shall set forth the committee's purpose and composition and required qualifications for membership on the committee. A majority of all members of committees having the authority of the Board of Directors must be members of the Board of Directors.

1. **Quorum and Manner of Acting.** At all meetings of any standing committee, a majority of the members thereof shall constitute a quorum for the transaction of business unless otherwise set forth herein. A majority vote by committee members present and voting at a meeting at which a quorum is present shall be required for any action.
2. **Committee Vacancies.** Except as otherwise provided herein, vacancies in the membership of a standing committee shall be filled by appointments made in the same manner as the original appointments to that committee.
3. **Policies and Procedures.** The Board of Directors shall develop and approve policies and procedures for the operating of all standing committees.
4. All standing committees shall report to the Board of Directors. Any report on resolutions which are pertinent to matters relating to veterinary medicine and which have been referred by the House of Delegates to a standing committee shall be submitted to the Board of Directors. If requested by the House, the Board of Directors will submit a new resolution to the House incorporating the findings of the standing committee.

Section 2. Councils.

a. **Council on Education**

1. **Composition.** The Council on Education shall consist of eight voting members of the Association, and twelve members who are not required to be voting members of the Association.

- i. The eight members of the Council on Education who are voting members of the Association shall represent the following areas of veterinary medical activity:
 - a) Private food animal clinical practice (one individual whose veterinary endeavor is exclusively food animal practice);
 - b) Private mixed clinical practice (one individual whose veterinary endeavor is clinical practice with several species of animals including both food or equine and small companion animals);
 - c) Private small animal clinical practice (one individual whose veterinary endeavor is exclusively small animal practice);
 - d) Private equine practice (one individual whose veterinary endeavor is exclusively equine practice);
 - e) Private clinical practice, not further specified (two individuals whose veterinary endeavor is exclusively private clinical practice);
 - f) Non-private practice, non-academic veterinary medicine (one individual); and At-large (one individual)
 - ii. Seven members of the Council on Education who are not required to be voting members of the Association shall be veterinarians appointed and funded by the Association of American Veterinary Medical colleges and shall represent the following areas of veterinary medical activity:
 - a) Basic science (two individuals active in this field who are members of the faculty of a university having an accredited school or college of veterinary medicine or a department of veterinary science);
 - b) Large animal clinical science (one individual in this field who is a member of the faculty of a university having an accredited school or college of veterinary medicine);
 - c) Small animal clinical science (one individual in this field who is a member of the faculty of a university having an accredited school or college of veterinary medicine);
 - d) Postgraduate education (one individual who is actively directing post-professional students in an accredited school or college of veterinary medicine or in a university department of veterinary science);
 - e) Veterinary medical research (one individual who is actively engaged in veterinary research for the majority of the time or who is the close director of others who are);
 - f) Veterinary preventive medicine (one individual whose veterinary endeavor is in the field of epidemiology, public health, regulatory, or military veterinary medicine;
 - iii. The five additional members of the Council on Education who are not required to be voting members of the Association shall be as follows:
 - a) Representatives of the public (three individuals who are not veterinarians appointed by the council for terms of six years);
 - b) A Canadian veterinarians appointed and funded by the Canadian Veterinary Medical Association for a term of three years; and
 - c) A veterinarian appointed and funded by the Association of American Veterinary Medical Colleges for a term of three years.
- 2. Responsibility.** The Council on Education shall:
- i. Have autonomous authority to evaluate schools and colleges offering a professional degree in veterinary medicine, according to established standards; make accreditation decisions; and assign a classification of accreditation to each such school or college;
 - ii. Meet the needs of society by promoting active programs in veterinary medical education by, among other things, encouraging and assisting schools and colleges of veterinary medicine to meet the requirements for full accreditation;
 - iii. Study and recommend methods of instruction and promote the continual improvement of veterinary medical education in all its facets;
 - iv. Recommend standards for accredited schools and colleges offering a professional degree in veterinary medicine; such standards shall pertain to organization, finances, physical facilities and equipment, clinical resources, library and information resources, students, admissions, faculty, curriculum, research programs, and outcomes assessment;
 - v. Publish a list annually of the schools and colleges of veterinary medicine showing the current accreditation status of each;
 - vi. Provide consultation to proposed, developing, and existing schools and colleges of veterinary medicine;
 - vii. Review and make recommendations to the Board of Directors concerning the activities of committees concerned with veterinary specialties, veterinary technicians, graduates of foreign colleges of veterinary medicine, and licensing examinations; and
 - viii. Recommend curriculum changes that will enhance the veterinarian's ability to meet changing professional demands and societal needs.
- C. Council on Research**
1. **Composition.** The Council on Research shall consist of ten voting members who are also voting members of the Association and one non-voting member representing veterinary students.
 - i. The ten voting members of the Council on

Research who are also voting members of the Association shall represent the following areas of veterinary medical activity:

- a) Veterinary medical research (six individuals who are predominantly engaged in active research at the time of the election);
 - b) Private clinical practice, not further specified (two individuals who are predominantly engaged in private clinical practice); and
 - c) Academic veterinary medicine, (two individuals who serve as dean or associate dean (or equivalent position) of research at an AVMA-accredited school or college of veterinary medicine, or directors of Divisions of Comparative Medicine or Departments of Veterinary Sciences).
- ii. The non-voting member of the Council on Research representing veterinary students shall be an individual currently enrolled in an AVMA-accredited school or college of veterinary medicine and shall be appointed by the Student American Veterinary Medical Association on an annual basis.

2. **Responsibility.** The Council on Research advises the AVMA Board of Directors on scientific research and discovery as a career path for veterinarians and for its role in improving animal, human, and environmental health medicine. In this role the Council shall:
- i. Promote the highest standards of basic, translational, and clinical research to improve animal and human health;
 - ii. Develop communication strategies that educate the AVMA membership and the public regarding the importance of animal, human, and environmental health research;
 - iii. Advocate for the importance of research training at all levels at veterinary teaching institutions and promote appropriate exposure to the conduct of research to all students in schools/colleges of veterinary medicine;
 - iv. Promote awareness of and support for initiatives that promote careers in veterinary research;
 - v. Support evidence-based decision making to advance the science and practice of veterinary medicine;
 - vi. Advance and strengthen the AVMA's professional authority and respect on matters impacting or impacted by science.

d. **Council on Veterinary Service**

1. **Composition.** The Council on Veterinary Service shall consist of ten voting members of the Association, and one credentialed veterinary technician, representing the following areas of veterinary medical activity:
- i. Private practice, exclusively small animal (two individuals);
 - ii. Private practice, predominantly equine (one individual);
 - iii. Private practice, predominantly food animal (one individual);
 - iv. Private mixed practice (two individuals);
 - v. Academic clinical science (one individual);
 - vi. At-large (one individual); and

- vii. Recent graduate or emerging leader (two individuals).
- viii. Credentialed veterinary technician (one individual)

2. **Responsibility.** The Council on Veterinary Service shall:

- i. Assemble and make available information and recommendations to the veterinary profession with respect to the delivery of service;
- ii. Study and suggest means for the delivery of veterinary service to the public;
- iii. Investigate matters pertaining to the economic and social aspects of veterinary service;
- iv. Collaborate with other entities within the AVMA on matters concerning veterinary service;
- v. Review policies assigned to the Council by AVMA leadership; and
- vi. Develop policies and materials pertinent to the delivery of veterinary services.

e. **Council on Biologic and Therapeutic Agents**

1. **Composition.** The Council on Biologic and Therapeutic Agents shall consist of twelve voting members of the Association representing the following areas of veterinary medical activity:

- i. Microbiology (one individual);
- ii. Immunology (one individual);
- iii. Pharmacology (one individual);
- iv. Clinical pharmacology (one individual);
- v. Private clinical practice, predominantly small animal (one individual);
- vi. Private clinical practice, predominantly food animal (one individual);
- vii. Private clinical practice, predominantly equine (one individual);
- viii. Epidemiology (one individual);
- ix. Industry, exclusive (one individual); and
- x. At-large (three individuals).

2. **Responsibility.** The Council on Biologic and Therapeutic Agents shall:

- i. Advise the Board of Directors in the promotion of interest in the efficacy and proper use of biologic and therapeutic units in the practice of veterinary medicine;
- ii. Serve as an informational and advisory resource for the various agents of the Association on issues pertaining to biologic and therapeutic agents;
- iii. Advise the Board of Directors in formulating positions concerning proposed or existing rules, regulations, and legislation and maintain awareness of activities and proposed actions by divisions of state and national governments concerned with veterinary biologic and therapeutic agents.

f. **Council on Public Health**

1. **Composition.** The Council on Public Health shall consist of ten voting members, each of whom is a member of the Association with experience primarily focusing on the promotion of:

- i. Human health (five individuals); examples may include, but are not limited to:
 - a. local, state, or federal public health agencies or uniformed services
 - b. animal control agencies
 - c. academia
 - ii. Animal health (five individuals); examples may include, but are not limited to:
 - a. state or federal agricultural or wildlife agencies or uniformed services
 - b. private practice
 - c. industry
 - d. academia
2. **Responsibility.** The Council on Public Health shall:
- i. Provide expert advice and consultation on issues related to safeguarding animal and public health, as well as identify, evaluate, and make recommendations regarding emerging issues involving preventive medicine and public practice;
 - ii. Work collaboratively with other AVMA entities and staff to identify and respond to emerging issues impacting human and veterinary medicine;
 - iii. Provide recommendations to support and enhance the role of public practice veterinarians and USDA accredited veterinarians in conducting regulatory activities for the prevention, control, and eradication of animal diseases and the promotion of food safety and defense;
 - iv. Provide representatives to and work collaboratively with other AVMA entities to recommend and encourage programs that assure active participation by veterinarians to protect public health and contribute to a healthy agriculture industry;
 - v. Provide expertise and review of current information regarding zoonotic diseases in order to contribute towards policy development, proposed legislation, and public and veterinary education;
 - vi. Provide recommendations to encourage greater participation by the veterinary community including public and private practitioners in the field of preventive medicine and public health;
 - vii. Recommend and encourage the development and support of programs and policies designed to prevent, control, and eradicate animal diseases at the local, state, national, and international level.
- g. **Additional Councils.** Additional councils may be established by the House of Delegates to support the purposes of the Association. The action establishing a council shall set forth such council's composition and responsibilities.
- h. **Qualifications.** All voting members shall be eligible to serve on the Association's councils, provided, however, a member elected to represent a specific category shall be actively, or at the time of retirement (as indicated by Member Classification), engaged in the area of veterinary medical activity to be represented.
- i. **Term.** Unless otherwise provided in these Bylaws, all

members of councils (with the exception of the Council on Education) shall serve a three (3) year term, or until such time as their successors are duly elected, qualified, and assume their duties, and may serve two (2) consecutive terms on the same council. Fulfilling an unexpired term of two (2) years or less shall not be considered a full term, and shall not apply toward the term limit. Council members shall not be eligible to serve on any council for a period of one (1) year following the conclusion of the second term as a member of the council.

All members of the Council on Education shall serve a six (6) year term (unless otherwise provided in these Bylaws), or until such time as their successors are duly elected, qualified, and assume their duties, and may not serve two (2) consecutive terms on the Council on Education. Fulfilling an unexpired term of three (3) years or less shall not be considered a full term and shall not apply toward the term limit. Council on Education members shall not be eligible to serve on any council for a period of one (1) year following the conclusion of their term as a member of the Council on Education.

j. **Elections.**

- 1. Unless otherwise provided in these Bylaws, the House of Delegates shall elect members to fill vacancies on the various councils, with the exception of the Council on Education, at its regular sessions from amongst the slate of candidates presented by the Board of Directors and any nominations made from the floor. Additional council members may be appointed pursuant to the Manual of the House of Delegates.
- 2. Council members elected by the House of Delegates shall take their position immediately following the session of the House of Delegates at which they are elected.

k. **Meetings.** Each council may hold such number of meetings as provided for in the Association's budget. Additional meetings may be held with the approval of the Board of Directors.

l. **Policies and Procedures.** The Board of Directors shall develop and approve policies and procedures for the operation of all councils, except for the manual titled Accreditation Policies and Procedures of the AVMA Council on Education that is established by that council. All councils shall report to the Board of Directors. Any report on resolutions which have been referred by the House of Delegates to a standing committee shall be submitted to the Board of Directors. If requested by the House, the Board of Directors will submit a new resolution to the House incorporating the findings of the standing committee.

m. **Quorum and Manner of Acting.** At all meetings of any council, a majority of the members thereof shall constitute a quorum for the transaction of business. A majority vote by council members present and voting at a meeting at which a quorum is present shall be required for any action.

Section 3. Advisory/Ad Hoc Committees and Task Forces. The Board of Directors may appoint such advisory or ad hoc committees or task forces as are necessary or appropriate to support the purposes of the Association. An ad hoc committee created by the Board of Directors shall

terminate after three (3) years from the date of its creation, unless renewed by the Board of Directors. A task force created by the Board of Directors shall terminate after one (1) year from the date of its creation, unless renewed by the Board of Directors. Ad hoc committees and task forces may be established for longer periods with the approval of the Board of Directors. The action establishing such a committee or task force shall set forth the committee's or task force's purpose and composition.

- a. **Quorum and Manner of Acting.** At all meetings of any advisory or ad hoc committee or task force, a majority of the members thereof shall constitute a quorum for the transaction of business. A majority vote by committee or task force members present and voting at a meeting at which a quorum is present shall be required for any action.
- b. **Committee/Task Force Vacancies.** Except as otherwise provided herein, vacancies in the membership of a committee or task force shall be filled by appointments made in the same manner as the original appointments to that committee.
- c. **Policies and Procedures.** The Board of Directors shall develop and approve general policies and procedures for the operation of all committees and task forces, except for the manual titled *Accreditation Policies and Procedures of the AVMA Committee on Veterinary Technician Education and Activities* that is established by that committee. All committees and task forces shall report to the Board of Directors. Any report on resolutions which are pertinent to matters relating to veterinary medicine and which have been referred by the HOD to a committee or task force shall be submitted to the Board of Directors. If requested by the House, the Board will submit a new resolution to the House incorporating the findings of the committee or task force.

ARTICLE IX [RESERVED]

ARTICLE X ELECTRONIC MEETINGS

Any action to be taken at an Board of Directors, Board of Governors, House of Delegates, council, committee, or task force meeting may be taken through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other simultaneously. Participation in such a meeting shall constitute presence in person at the meeting of the persons so participating. Notwithstanding anything set forth to the contrary in these Bylaws, notice of an electronic meeting must be delivered at least twenty-four (24) hours prior to the meeting.

ARTICLE XI USE OF ELECTRONIC COMMUNICATION

Unless otherwise prohibited by law, (i) any action to be taken or notice delivered under these Bylaws may be taken or transmitted by electronic mail or other electronic means and (ii) any action or approval required to be written or in writing may be transmitted or received by electronic mail or other electronic means.

ARTICLE XII FINANCE

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the

Association, in addition to the officers so authorized by these Bylaws to enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the Association, and such authority may be general or confined to specific instances.

Section 2. Payment of Indebtedness. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Association shall be signed by such officer or officers, agent or agents of the Association and in such manner as shall be determined by action of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer and countersigned by the Executive Vice President.

Section 3. Deposits. All funds of the Association shall be deposited to the credit of the Association in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 4. Bonding. The Board of Directors may provide for the bonding of such officers and employees of the Association as it may determine is necessary and/or appropriate.

Section 5. Gifts. The Board of Directors may accept on behalf of the Association any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Association.

Section 6. Books and Records. The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, the Board of Directors, Board of Governors, House of Delegates, and any committees having the authority of the Board of Directors.

Section 7. Annual Audit. The Board of Directors shall provide for an annual audit of the financial records of the Association by a certified public accountant. A report of the financial condition of the Association shall be made to the membership of the Association annually.

Section 8. Fiscal Year. The fiscal year of the Association shall be determined by the Board of Directors.

ARTICLE XIII INDEMNIFICATION

The Association shall indemnify all past and present officers; directors; employees; committee, council, and task force members; and all other volunteers of the Association to the full extent permitted by the Illinois General Not For Profit Corporation Act of 1986, as may be amended, and shall be entitled to purchase insurance for such indemnification of officers and directors to the full extent as determined by the Board of Directors.

ARTICLE XIV WAIVER OF NOTICE

Whenever notice is required to be given under applicable law, the Articles of Incorporation or these Bylaws, waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XV

AMENDMENTS

Section 1. Proposed Amendments.

- a. The Board of Directors, the House Advisory Committee, any organization represented in the House of Delegates, and any other Association committee or council may propose amendments, in whole or in part, to these Bylaws.
- b. All proposed amendments of these Bylaws originating from either the House Advisory Committee or an organization represented in the House of Delegates must be submitted to the Board of Directors for its review. The Board of Directors shall submit such proposals, along with its recommendation, to the House of Delegates for final action.
- c. All proposed amendments of these Bylaws originating from an Association committee (other than the House Advisory Committee) or council must be submitted to the Board of Directors for its review and approval. Only those proposals receiving the approval of the Board of Directors shall be submitted to the House of Delegates for final action.

Section 2. Approval of Amendments.

Proposed amendments of these Bylaws shall be forwarded to the House of Delegates for consideration (except as otherwise set forth in these Bylaws). Approval of such proposals shall require the act of a two-thirds (2/3) vote of the House of Delegates at a duly called session of the House of Delegates.

Section 3. Notice. Notice of intent to amend these Bylaws will be announced to the AVMA membership via the Association's website and other appropriate electronic media at least thirty (30) days prior to the session of the House of Delegates at which such amendments are to be considered. Such notice must include a specific description of the proposed amendments.

ARTICLE XVI DISSOLUTION

In the event of the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the remaining assets of the Association (except any assets held by the Association upon condition requiring return, transfer, or other conveyance in the event of dissolution, which assets shall be returned, transferred, or conveyed in accordance with such requirements) exclusively for the purposes of the Association in such manner, or to such organization or organizations as shall at the time qualify as a tax-exempt organization or organizations recognized under Sections 501(c)(3) or 501(c)(6) of the Internal Revenue Code of 1986, as amended (the "Code") or the corresponding provisions of any future United States Internal Revenue statute, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the court of general jurisdiction of the county in which the principal office of the Association is then located, exclusively for such purposes in such manner, or to such organization or organizations that are organized and operated exclusively for such purposes, as said court shall determine.

House of Delegates Manual

Last Revised July, 2022
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Introduction

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

House of Delegates

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

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

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

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

American 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. In addition, a Reference Committee may request that HAC submit a resolution that pertains to the business of that Committee to the HOD. 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.

The HAC may determine that a proposed resolution is out of order if the resolution is substantially similar to one previously presented to the HOD, or if the resolution is outside the authority of the HOD. In such a case, the proposed resolution will not be presented to the HOD.

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. 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.

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:

- No action
- Move that the HOD refer the issue to the Board of Directors for further action
- Request that HAC submit a related resolution on behalf of a reference committee, to the HOD

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 Executive Vice President, in consultation with the HAC Chair, 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.

Tellers will maintain strict secrecy regarding the results of balloting. Tellers will not release vote counts or the votes cast by any organization represented in the House of Delegates, except that for a period of 90 days following the close of the Session, the head teller will, in response to a written request signed by the executive director or president of a represented organization, report to that organization the total number and percentage of votes received by each candidate for a specified position or positions. Under similar conditions, the head teller will also report to a represented organization the vote cast by that organization for a specified position or positions. Unless a vote is challenged, all ballots, computer voting records, and records of vote tallies will be destroyed 90 days after the close of the Session of the House of Delegates. If a vote is challenged and that action is still pending 90 days after the close of the Annual Session, all ballots and records not pertaining to the challenged vote will be destroyed. Ballots and records pertaining to the challenged vote will be retained until the challenge is resolved, and then, they too will be destroyed.

Any challenge to a vote must be filed within 90 days after the close of the Session with the OEVP, who will refer the matter to the 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.

SUMMARY

PROPOSED REVISIONS TO THE MANUAL OF THE HOUSE OF DELEGATES

- Page 5—adds language to guidelines for proposed resolutions.

2023 WINTER – Retiring Delegates

Mr. Zachary Tooley, 2021 – 2023
Student American Veterinary Medical Association – 2 years

NEW MEMBERS OF THE HOUSE OF DELEGATES

Susan Chadima – Maine

Molly Lee – Iowa

Daniel Levenson – New Mexico

Jenee Odani – Hawaii

Melinda Patterson – Arizona

Debra Shoulders – Kentucky

Edward White – Rhode Island

AVMA CONFLICT OF INTEREST POLICY FOR VOLUNTEERS

The American Veterinary Medical Association (AVMA) is dedicated to improving animal and human health and to advancing the science and art of veterinary medicine, including its relationship to public health, biological science, and agriculture. The integrity of AVMA, and the activities it undertakes, depends on the avoidance of conflicts of interest, or even the appearance of such conflicts, by the individuals involved in those activities.

At the same time, AVMA recognizes that its leaders and members have significant professional, business and personal interests and relationships. Therefore, AVMA has determined that the most appropriate manner in which to address actual, potential or apparent conflicts of interest is initially through liberal disclosure of any relationship or interest which might be construed as resulting in such a conflict. Disclosure under this Policy should not be construed as creating a presumption of impropriety or as automatically precluding someone from participating in an AVMA activity or decision-making process. Rather, it reflects AVMA's recognition of the many factors that can influence one's judgment and a desire to make as much information as possible available to other participants in AVMA-related matters.

1. Who Is Covered by This Policy?

This policy applies to all individuals serving in the AVMA House of Delegates or on any AVMA council, committee, task force, or any other entity formed for the purpose of conducting AVMA business. This policy applies in addition to any conflict of interest policy that may apply specifically to certain AVMA entities. This policy does not apply to the AVMA Board of Directors, AVMA Officers, or certain key AVMA employees who are governed by a separate policy containing additional requirements.

2. What Is a Conflict of Interest?

A conflict of interest may arise when an AVMA volunteer has some other interest that might suggest divided loyalty on the part of the volunteer between obligations to AVMA, on one hand, and to some other organization or cause, on the other. For example, the "other interest" may arise from a transaction between AVMA and a third party, or volunteer's paid or unpaid relationship with a third party, which may compromise the volunteer's ability to provide unbiased and undivided loyalty to AVMA. In addition, an "apparent" conflict of interest arises when a volunteer's interests or relationship creates an appearance of an actual or potential conflict even where no such conflict may actually exist.

3. What Are the Obligations Under This Policy?

In order to proactively address conflicts of interest, each AVMA volunteer is required to disclose, orally or in writing, any interests or relationships that may reasonably give rise to an actual, potential, or apparent conflict with AVMA interests. Disclosures should be made to the members of the entity upon which the volunteer serves. In order to expedite the resolution of any potential conflicts, volunteers should review the agenda materials provided by staff as soon as they are available to determine if any items present an actual, potential, or apparent conflict of interest. If so, timely disclosure will enable the other entity members to evaluate the information to determine whether further action is necessary. *See Section 4 below for addressing actual or potential conflicts of interest.*

Volunteers must disclose the following information, but only to the extent that it reasonably involves the interests of the AVMA regarding a specific matter that is under consideration by the entity upon which the volunteer serves:

- A. Relationships with other organizations, including any current or prospective leadership role in, or other relationship with, any other association, society or foundation (*e.g.*, board member, committee member, advisor, contributor)
- B. Employment, consulting, or other compensation arrangements, including honoraria, involving payments of more than \$5,000.00 per year or \$10,000.00 over a three-year period, that are current, prospective or have occurred within the past three years
- C. Material financial interests of the volunteer, or anyone within the volunteer's immediate family or with whom the volunteer directly shares income, held in a commercial entity that provides products or services to the AVMA, or reasonably may be anticipated to conflict with the interests of the AVMA. Dollar amounts and percentages need not be disclosed. Material financial interests include stock ownership or options but exclude indirect investments through mutual funds and the like in a company the stock of which is not publicly traded
- D. Any other interests or relationships of the volunteer, or anyone within the volunteer's immediate family or with whom the volunteer directly shares income, that may potentially conflict with the interests of the AVMA.

Volunteers should disclose a relationship or interest if there is any uncertainty as to whether the relationship should be disclosed. Volunteers are under a continuing obligation to disclose actual, potential or apparent conflicts as they arise.

4. How Should Actual or Potential Conflicts Be Addressed?

It is the responsibility of the disinterested members of the AVMA entity upon which the volunteer serves (or the affected decision-making body in question with guidance from the Board) to interpret and apply this policy. The AVMA entity may request additional information from the volunteer detailing the nature of the relationship or interest giving rise to the potential conflict of interest so that the entity has sufficient information to determine whether a particular relationship or interest constitutes an actual, potential, or apparent conflict of interest. This determination shall be made in any situation in which a credible potential for a conflict of interest is identified either by an individual volunteer or by a third party.

In most cases, disclosure of an actual or potential conflict of interest coupled with the ability of the non-interested entity members to fairly evaluate the specific matter under consideration is sufficient to ensure that the best interests of the AVMA are served. However, if any of the other entity members believe that the "conflicted" member's continued participation regarding the matter may result in the recommendation of a policy or the undertaking of activity that is not in the best interest of the AVMA, the other entity members may raise their concerns and attempt to resolve this conflict through discussion. If the conflict cannot be resolved through discussion, the AVMA entity, by formal vote, shall resolve the conflict in a manner it deems appropriate, including, without limitation, in one of the following manners:

1. Waive the actual, potential or apparent conflict as unlikely to affect the volunteer's ability to act in the best interests of the AVMA, or to negatively affect the integrity or image of the AVMA;
2. Determine that the individual volunteer should be recused from discussions and/or decision-making related to the particular transaction or specific matter at issue;
3. Recommend to the individual volunteer and/or the Board of Directors that he/she resign from his/her service to AVMA because the actual, potential, or apparent conflict is so pervasive that the volunteer would seldom, if ever, likely be able to act in the best interests of the AVMA.

5. How will the AVMA document matters involving conflicts?

When a transaction or other matter arises that may involve an actual, potential, or apparent conflict of interest, the relevant meeting minutes shall document all proceedings relating to the conflict, such as the disclosure by the volunteer, the determination by the AVMA entity, the resolution of the conflict, and the AVMA entity's ultimate disposition of the agenda item at issue. If the relevant transaction or other matter does not arise during a meeting, then the AVMA staff liaison to the entity shall prepare a confidential memorandum to the entity's file that documents the same information that would appear in the meeting minutes.

6. Where Should Questions About this Policy be Directed?

All questions about this policy should be directed to the AVMA Executive Vice President, who may consult with legal counsel as appropriate to respond to such questions.

AMERICAN VETERINARY MEDICAL ASSOCIATION 2023 CONFIDENTIALITY POLICY

In furtherance of its mission to improve animal and human health and to advance the science and art of veterinary medicine, the American Veterinary Medical Association (AVMA) seeks to protect information it deems confidential from deliberate or inadvertent disclosure. The AVMA Confidentiality Policy balances the Association's strong commitment to openness and transparency with its legitimate right to maintain the confidentiality of certain information.

Who is covered by the AVMA Confidentiality Policy?

AVMA officers, volunteers, employees, vendors, business partners, and consultants are required to comply with this policy. This includes any individual serving on the AVMA Board of Directors, in the AVMA House of Delegates, or on any of the committees, councils, commissions, entities, and task forces established by the AVMA (collectively, AVMA entities).

What is considered confidential information?

AVMA defines confidentiality as the act of protecting confidential information (as defined below) by limiting its access and use to specifically authorized individuals or organizations so that it is handled appropriately and protected throughout its lifecycle.

For the purposes of this policy, the term *confidential information* includes, but is not limited to certain information falling into one or more of the following categories of information, whether shared orally, electronically, or in print:

- Information generated in conjunction with accreditation activities of the Council on Education and the Committee on Veterinary Technician Education and Activities;
- Information generated through the certification process of the Educational Commission for Foreign Veterinary Graduates;
- Information relating to disciplinary matters before the Judicial Council;
- Information pertaining to disciplinary action against an AVMA volunteer, entity member, or a candidate for an AVMA office or other volunteer position;
- Non-public information relating to AVMA political or business strategies;
- Non-public information or materials shared or discussed in executive session of any AVMA entity;
- Opinions, analyses, evaluation, counseling, advice, and other information received from inside or outside legal counsel under the attorney-client privilege;
- Lists of AVMA members and prospective members, and other certain information related to members and prospective members (i.e., email address);
- Personal data and other personally identifiable information, such as credit card numbers, bank account numbers, and social security numbers;
- AVMA trade secrets as defined by state and federal law, including information, compilations, programs, methods, techniques, and processes that are not generally known to others and are maintained as confidential;

- Trade secrets or confidential commercial information generated through business endeavors or shared with the AVMA by outside business concerns, such as vendors, consultants, joint-venture partners, and independent contractors, including information that is subject to a nondisclosure agreement or a contract provision requiring confidentiality;
- Databases created by or for AVMA;
- Research and survey data collected by or for AVMA;
- Data regarding AVMA convention participation and attendance;
- Personnel information for AVMA staff;
- Other sensitive information or information of a proprietary nature generally considered of a confidential nature and deemed confidential by an AVMA entity or its staff consultant, the Board of Directors, the AVMA Executive Vice President or his or her designee(s); and
- Information or data that is deemed confidential or protected by applicable law.

There may be information within each of these categories that is not confidential, but most of this information will be considered and treated as confidential.

To the extent that an AVMA entity has a separate confidentiality policy relating to its activities, the terms of that policy will apply in addition to the terms of the AVMA Confidentiality Policy. Similarly, AVMA staff members must also follow the Confidentiality/Non-Disclosure Policy contained in the AVMA Employee Handbook.

This policy is not intended to prevent disclosure of information where disclosure is required by law. In addition, confidential information does not include actions taken by an AVMA entity or other information where the disclosure of such action or information has been authorized.

How do I know if information is confidential?

Confidential information may be marked as *confidential* or otherwise identified as confidential when it is disclosed. An AVMA entity or its staff consultant may determine that certain materials or discussions must be maintained as confidential unless deemed otherwise by the Executive Vice President or the Board of Directors. Information and documents shared during an executive or closed session of an AVMA entity, including the related discussions, are considered confidential.

Any questions regarding the confidential nature of any information or deliberations should be directed to the chair of the applicable AVMA entity, the entity staff consultant, or the Executive Vice President.

What are my obligations under this policy?

This policy prohibits disclosure of confidential information to any person other than those persons who have a legitimate need for such information and such disclosure has been authorized by the Executive Vice President or his/her designee. If you know, or should know, that information is confidential, your obligations under this policy are triggered. The confidentiality obligations under this policy extend indefinitely beyond the completion or termination of any person's or organization's association with the AVMA.

Confidential information may be shared and discussed among members of an AVMA entity. For example, members of an AVMA entity may discuss confidential information shared within the entity, but may not share that confidential information with anyone outside the entity, including members of any other AVMA entity, without authorization of the Executive Vice President or his/her designee.

Volunteers serving on AVMA entities are obligated to maintain the confidentiality of any information the AVMA desires to keep confidential and treats as confidential. Volunteers are not permitted to disregard or overrule AVMA's determination to designate and treat information as confidential. Confidential information must not be used in any way to the competitive harm or other detriment of AVMA.

Confidential information shall be used solely solely to advance the AVMA's business. Following the completion or termination of an individual's or organization's association with the AVMA, all materials or documents containing confidential information must, at the option of the AVMA, be returned or destroyed to the extent it is reasonably feasible to do so.

The obligations under this confidentiality policy are not intended to replace or supplant obligations under AVMA policy or applicable law relating to information or data protection. To the greatest extent possible, obligations under this policy shall be interpreted to be consistent with other AVMA policy and applicable law.

What are the consequences of unauthorized disclosure of confidential information?

The AVMA has a proprietary interest in its confidential information and would be irreparably damaged as a result of any unauthorized disclosure thereof. Therefore, any individual or organization who, without authorization, discloses confidential information or otherwise violates this policy, before or after his or her service to the Association is completed, may be subject to immediate disciplinary or other action, including suspension, removal, or termination of such person's association with the AVMA and, in addition, may be subject to appropriate legal action.

AVMA COUNCIL NOMINATIONS
January 2023

ENTITY	POSITION	INDIVIDUAL WITH EXPIRING TERM	NOMINEES
Council on Biologic and Therapeutic Agents (COBTA)	Private Clinical Practice - Predominantly Food Animal	Vacant	James Kober

AVMA Membership Report for Credentialing

Report as of 11/29/2022

98013 Dr James A Kober

17189 Lake Ave, West Olive, MI 49460

H: 616-886-1364; F: 616-355-7110; drjimkober@gmail.com

Membership Information

Membership: Regular Member

Years as a Member: 36 Years

Dues Paid Through: 2022

Graduation Information

Michigan State University CVM 1987

Professional Information

Employment Type: Clinical practice, Production medicine

Position Type: Other

Species Descriptive Categories: Food animal

Professional Discipline - Primary: Population Medicine

Professional Discipline - Other: Animal Welfare

Epidemiology

General Medicine

Preventive Medicine

Specialty Certifications: Amer Bd of Veterinary Practitioners

Academic Degrees: DVM, BS, MS

Currently serving on the following entities:

Clinical Practitioners Advisory Committee - (2022 - 2025)

COBTA/CPAC Med Devices and Diag Resources - (2022 - 2025)

Previously served on the following entities:

COBTA/CPAC Vaccine Principles - (2022 - 2022)

Clinical Practitioners Advisory Committee - Alternate (2021 - 2022)

Clinical Practitioners Advisory Committee - (2013 - 2019)

Clinical Practitioners Advisory Committee - Alternate (2012 - 2013)

(Council nominations will be made by any organization represented in the AVMA House of Delegates or by petition of 10 voting AVMA members.)

COBTA

Name of council

Predominantly food animal

Professional category/Representation on council

APPLICANT INFORMATION:

James A. Kober

98013

Name of individual

AVMA ID#

17189 Lake Ave, West Olive, MI 49460

Address, City, State, ZIP

Work phone

616-886-1364

Mobile/Home phone

drjimkober@gmail.com

Email address

DVM, Michigan State, 1987

Veterinary medical education—School and year of graduation

MS, Iowa State, 1998; Board certification ABVP, Swine Health Mgt, 1998

Other degrees and specialty boards

Current professional activity or employment (Type of work or position designation)

Eligibility for committee appointments is based on professional classifications in AVMA member records.

Please ensure your professional activity information is current at the AVMA website:

avma.org/Dashboard. **Clinical practice, production medicine, Food animal, primarily swine**

Why are you interested in serving on this council? (150-word limit; continue on separate page if needed)

I have been on CPAC for six years, was off for three and am now back on. I have an interest in therapeutics and particularly biologics, and I enjoy being on an AVMA committee. CPAC has been enjoyable and mentally stimulating. It fits me well. I am willing to move from CPAC to COBTA; I have seen the two committees' function and I think I would be a good addition to the council.

What expertise and attributes would you bring to this council to support its charge? (150-word limit; continue on separate page if needed)

**Experience on the CPAC (6+ years), advising COBTA.
35 year of practice experience in production/food animal medicine.
Leadership rolls in AASV and AVBP**

As an AVMA volunteer leader, how would you support/demonstrate AVMA's commitment to diversity, equity and inclusion? (150-word limit; continue on separate page if needed)

I embrace any race, creed, and ethnicity. I discriminate against no one. We all have the same organs, vessels, and nerves on the inside. Why would we treat someone different based on how they look.

AGREEMENT TO SERVE - I agree to serve on the council if elected, and I am professionally active in the area specified, if any, for the position to which I am applying. I certify that the information provided above is true and accurate to the best of my knowledge.

James A. Kober, DVM, MS

*Signature of applicant

INDIVIDUAL OR ORGANIZATION SUBMITTING NOMINATION:

Harry Snelson	Executive Director	snelson@aaav.org
Name	Title	Email address

AASV

Nominating organization

830 26th Street, Perry, Iowa 50220-2328

Address

Harry Snelson	Executive director	10/27/2022
*Signature of nominator	Title	Date

The AVMA endeavors to demonstrate diversity equity and inclusion (DEI) in everything we do. We believe DEI fosters an innovative and vibrant culture and leads to positive results and success in support of and service to the veterinary community.

In electing or appointing individuals to entities, the AVMA is committed to recruiting and considering qualified persons for volunteer leadership, including from historically underrepresented populations in veterinary medicine. The AVMA will actively encourage such individuals to apply, in part by collaborating with veterinary organizations that have a pool of diverse members and/or have a DEI focus. For the purposes of this policy, "historically underrepresented populations in veterinary medicine" includes persons or groups whose entrance into and/or advancement in the veterinary medical profession has been disproportionately impacted. The goal is to ensure that there are no barriers based on, but not limited to gender, gender identification, race, ethnicity, geographic, socioeconomic, sexual orientation, persons with disabilities, religious beliefs, and diverse educational backgrounds.

DEADLINE FOR NOMINATIONS TO BE INCLUDED IN THE CAMPAIGN GUIDE IS May 1st.
NOMINATIONS FROM THE FLOOR MUST BE SUBMITTED NO LATER THAN 10 DAYS BEFORE THE HOD SESSION AT WHICH THEY WILL OCCUR.

Email application to: OfficeEVP@avma.org; Fax to: 847-925-0944;
Or mail to: AVMA Office of the Executive Vice President, 1931 N. Meacham Road, Suite 100; Schaumburg, Illinois 60173

*By signing, it is stipulated that the individual is an AVMA member and officer, or the chief executive officer, of a veterinary organization represented in the AVMA House of Delegates.
By typing your name, you also agree that this is valid as your signature.

Order of Business
AVMA House of Delegates Regular Winter Session 2023

Friday, January 6—8:00 am-12:30 pm

Keynote Address 8:00-9:00 am

Plenary Session 9:00-10:15 am

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Report of House Advisory Committee (HAC), acting as committee on rules and procedures
5. Reports, if any
6. Veterinary Information Forum
7. Assignment to Reference Committees

Recess for Lunch and Reference Committee Meetings

8. Convene Reference Committee Meetings

Saturday, January 7—9:00 am-4:30 pm

1. Call to order
2. Reports of House Reference Committees
 - a. Action on resolutions
3. Nomination and Balloting for Council Positions
4. Recognition of members completing service in the House of Delegates
5. Other new business
6. Adjournment

2023 HOD REGULAR WINTER MEETING REFERENCE COMMITTEE MEMBERSHIP

REFERENCE CMTE 1

Bill Grant, CA
James Weisman, IN
Elizabeth Boggier, NJ
Michael Meeboer, WY
Jason Johnson, SFT
Carolyn Naun, HI
Martha Smith-Blackmore, MA
Erin Altares, DE
Rosemarie Strong, OK
Debra Nickelson, AAIV
Will Sander, IL
Ernest Godfrey, FL
Robert Gros, LA
Katharyn Kryda, DC
Jill Lynn, MI
David Ylander, NE
Garry Cowan, KS
Chuck Meyer, OR
Kate Boatright, PA
Katherine Barger Weathers, AAAP

REFERENCE CMTE 2

Juan Amieiro, PR
Robert Groskin, AAV
Melinda Patterson, AZ
Gary Marshall, WA
Rachel Cezar-Martinez, NAFV
Cathy Lund, AAFP
Deborah Murray, AASV
Dan Posey, TX
Ted White, RI
Katherine Waters, AAFSPHV
Liesa Stone, OH
Margo Macpherson, AAEP
Kristine Hoyt, ME
Teresa Hershey, MN
Kate Crumley, AAHA
Jennifer Karakelas, AAVA
Dianna Thornton, VA
Jane Barlow Roy, NH
Fred Gingrich, AABP
Mike Jones, OK

REFERENCE CMTE 3

Rex Anderson, MT
Max Paulson, SAVMA
Molly Lee, IA
Daniel Levenson, NM
Steve Erickson, WI
Tiffany Healey, WY
Amanda Taylor, AK

Ginger MacAulay, SC
Lynelle Graham, AAVA
Lee Jones, GA
Elizabeth Kellett, NH
Philippa Gibbons, AASRP
Ellen Lowery, AAIV
Katie Ebers, MS
Steve Dullard, IL
Patricia Turner, ASLAP
Diane Craig, CA
Gary Burt, AAVC
Jenee Odani, HI
Ricardo Fernández, PR

REFERENCE CMTE 4

Libby Todd, AL
Jennifer Glass, ID
Troy Dutton, ND
Kerry Rood, UT
Noreen Lanza, NJ
Isaac Bott, SFT
Lauren Atkins, MA
Wendy Hauser, AAHA
Jennifer Krueger, MD
Joe Ed Conn, TN
Jon Pennell, NV
Richard Williams, FL
Suzanne Craig, ASLAP
Barbara Dallap Schaer, AAVC
Eric Bregman, NY
Stephen Steep, MI
Theresa Kelliher, NE
Douglas McInnis, OR
Peter Hellyer, CO
Karen Grogan, AAAP

REFERENCE CMTE 5

Lindy O'Neal, AR
Ruth Blauwiel, VT
Joseph Anelli, NAFV
Colleen Currigan, AAFP
Emily Walker, NM
Christopher Chase, SD
Keith Poulsen, WI
Christopher Hannafin, RI
Kristen Clark, AAFSPHV
Christopher Gargamelli, CT
Scott Pendleton, OH
David Dawkins, SC
Susan Chadima, ME
Matthew Boyle, MN
Carol Ryan, MO

Susan Moon, TN
Debra Shoulders, KY
Michael Zager, GA
Erin Casey, VA
Gary Stuer, AHVMA

REFERENCE CMTE 6

Diana Thome, WA
Zach Tooley, SAVMA
Jill Skochdopole, VT
Sherilynn Burkman, ID
William Williams, IA
Bridget Heilsberg, TX
Scott Moore, WV
Philip Borst, IN
Cynthia Franklin, SD
Andrea Dennis-Lavigne, CT
Paul Toniolli, UT
William Duncan, MT
Harold Pate, AL
Chuck Barry, MO
Emily Bielecki, DE
Steven Stelma, NC
Susan Wylegala, NY
Patricia Burris, KS
Marvin Thomas, USUS
Curtis Crawford, CO

REFERENCE CMTE 7

Stuart Brown, AAEP
Heather Barron, AAV
Michael Lent, AZ
Kristi Pennington, ND
Aaron Lower, AASV
Susan Harper, WV
Sarah Coburn, AK
Andrew O'Carroll, MD
Frank Vice, KY
Ashley Rossman, AHVMA
Laura Lynch, AR
Hannah Rodriguez, NV
Hunter Lang, AABP
Andrea Mongini, AASRP
Robert Filgo, MS
Shannon Foy, NC
Pamela Mitchell, LA
Pamela Abney, DC
Christina Dougherty, PA
Deborah Whitmer, USUS

* = Indicates Temporary Appointment

2023 WINTER — REFERENCE COMMITTEE STAFF AND BOD

REFERENCE COMMITTEE	BOARD OF DIRECTORS	STAFF
#1—Administration (Bill Grant, Chair)	Jose Arce Ronald Gill Lori Teller	Isham Jones Carole Jordan
#2—Public Matters (Juan Amieiro, Chair)	Melanie Marsden Sandy Willis	Cia Johnson Kendall Houlihan
#3—Education & Research (Rex Anderson, Chair)	Michael Bailey Seyedmehdi Mobini Jennifer Quammen	Karen Brandt Gail Golab Sharon Kuca Ed Murphey Beth Thompson Rachel Valentine Laura Lien Judy Coman
#4—Finance & Economics (Libby Todd, Chair)	Arnie Goldman Sam Miller	Dave Granstrom Joann Vocalino Paula Parker Clint Neill Warren Hess Kevin Dajka
#5—Legislative & Governmental Matters (Lindy O’Neal, Chair)	Chuck Lemme Richard Sullivan	Mark Lutschaunig Kent McClure Dharati Szymanski Ashley Morgan
#6—Member Services (Diana Thomè, Chair)	Rena Carlson Robert Knapp	Scott MacKenzie Jen Brandt Derrick Hall Angela Roberts Beth Sabin
#7—Scientific Activities (Stuart Brown, Chair)	Amanda Bisol Mary Ergen	Michael Costin Michael Murphy Nathaniel Kollias

**RESOLUTION #1—2023
Regular Winter Session**

Submitted by
Board of Directors

PENDING WAIVER OF PRIOR NOTICE

SUPERSEDE POLICY ON RESPONSIBLE BREEDING OF COMPANION ANIMALS

RESOLVED that the American Veterinary Medical Association (AVMA) House of Delegates adopt the policy on Responsible Breeding of Companion Animals ([attachment 1](#)), which will supersede the current policy ([attachment 2](#)).

Statement about the Resolution

The Animal Welfare Committee (AWC) believes the veterinary profession, and by extension the AVMA, should publicly support the responsible breeding of companion animals and advocate against deliberate or careless breeding of genotypes that are known to produce serious disability, suffering, or premature death.

As with the current policy, which was adopted in 2017, the AWC was clear during their discussion that the proposed policy should not target specific breeds, but instead focus on individual animals carrying or exhibiting inherited characteristics that negatively affect their health and welfare. As such, the recommended changes are conservative when compared with similar policies issued by other veterinary associations. The proposed policy continues to support productive collaborations between the AVMA and other veterinary, breed, and pet industry groups to encourage thoughtful management of inherited disorders, discourage faddish extremes of confirmation, and promote the appreciation and responsible care of sound and suitable household pets. The [American Kennel Club \(AKC\)](#) has been advised as to the recommended revisions to the policy.

Financial Impact: None

	Board of Directors	House Advisory Committee	Reference Committee #	House of Delegates
Recommend Approval	X			
Recommend Disapproval				
Recommend Referral to...				
No Recommendation				
Recommend Postpone Indefinitely				

(use this space for additional narrative, if needed)

**RESOLUTION #2—2023
Regular Winter Session**

Submitted by
Board of Directors

PENDING WAIVER OF PRIOR NOTICE

**SUPERSEDE POLICY ON THERAPEUTIC MEDICATIONS IN NON-RACING
PERFORMANCE HORSES**

RESOLVED that the American Veterinary Medical Association (AVMA) House of Delegates adopt the policy on Therapeutic Medications in Competition Equids ([attachment 1](#)), which will supersede the policy on Therapeutic Medications in Non-racing Performance Horses ([attachment 2](#)).

Statement about the Resolution

In 2017, the AVMA Board of Directors (BOD) approved reaffirming endorsement of the American Association of Equine Practitioners (AAEP) policy on Therapeutic Medications in Non-racing Performance Horses. The review of this policy followed a 2021 review of the policy on [Therapeutic Medications in Racehorses](#). During that review the Animal Welfare Committee (AWC) recommended moving the policy from an endorsement to a standalone AVMA policy, which was a streamlined version of the 2020 AAEP policy. The AAEP and the AVMA-BOD agreed with these changes. The AWC took a similar approach to the performance horse policy and recommended that it become a standalone policy that is consistent with the AAEP policy. In 2020, the AAEP revised their policy on therapeutic medication use in 2020 with several changes, notably moving from “performance horse” to “competition horse”. The AWC drafted the attached new policy making sure that it is consistent with the current AAEP policy. The drafted policy was shared with AAEP staff for review.

Financial Impact: None

	Board of Directors	House Advisory Committee	Reference Committee #	House of Delegates
Recommend Approval	X			
Recommend Disapproval				
Recommend Referral to...				
No Recommendation				
Recommend Postpone Indefinitely				
(use this space for additional narrative, if needed)				

**RESOLUTION #3—2023
Regular Winter Session**

Submitted by
Board of Directors

PENDING WAIVER OF PRIOR NOTICE

NEW POLICY ON UNREGULATED HORSE RACING

RESOLVED that the American Veterinary Medical Association (AVMA) House of Delegates adopt the policy on Unregulated Horse Racing as noted below.

Unregulated Horse Racing (Bush Tracks)

The AVMA **condemns** unregulated racing of equids.

All horse races should comply with applicable federal, state, and local laws and regulations, as well as tenets of the Horseracing Integrity and Safety Act. Racing events must have a Category II USDA-accredited veterinarian overseeing the health of participating equids. Effective protocols for infectious disease testing and control are required, and illicit (prohibited and banned) substances must never be administered to the equids. Abusive practices including, but not limited to, excessive whipping; application of caustic substances; or use of batteries, buzzers, or other similar electrical devices that could be used to alter the speed of a horse in a race or workout are not acceptable. Euthanasia, when warranted, should be performed by a licensed veterinarian in accordance with the AVMA Guidelines for the Euthanasia of Animals.

Statement about the Resolution

AVMA staff attended a meeting in August 2022 regarding the health, welfare, and safety issues found in unregulated horse races (bush track racing). The item was subsequently discussed by the Animal Welfare Committee (AWC) during its fall meeting.

Known health issues associated with this type of racing include the spread of Equine Infectious Anemia and piroplasmiasis in the US equid herd in addition to the use of many illegal substances. Abusive practices including excessive whipping, application of caustic substances, and the use of electrical devices have been documented in these races. There has also been documentation of jockeys suffering terrible injuries at these events. These races are unsafe for both equids and riders. [Media coverage](#) of these underground events also poses a risk to the perception of regulated racing.

Financial Impact: None

	Board of Directors	House Advisory Committee	Reference Committee #	House of Delegates
Recommend Approval	X			
Recommend Disapproval				
Recommend Referral to...				
No Recommendation				
Recommend Postpone Indefinitely				

(use this space for additional narrative, if needed)

**RESOLUTION #4—2023
Regular Winter Session**

Submitted by
Board of Directors

PENDING WAIVER OF PRIOR NOTICE

SUPERSEDE POLICY ON CASTRATION AND DEHORNING OF CATTLE

RESOLVED that the American Veterinary Medical Association (AVMA) House of Delegates adopt the policies on Bovine Disbudding and Dehorning and Bovine Castration as noted in [attachment 1](#) and [attachment 2](#), which will supersede the policy on Castration and Dehorning of Cattle in [attachment 3](#).

Statement about the Resolution

After review by the Animal Welfare Committee (AWC), it was determined that the practices of castration and dehorning require different animal care recommendations and therefore the policy should be divided into two separate policies. Furthermore, clarification was needed to emphasize the distinction between dehorning and disbudding. The AWC, in consultation with the American Association of Bovine Practitioners Animal Welfare Committee, developed the attached policies on Bovine Disbudding and Dehorning and Bovine Castration. In consideration of the differences between these procedures, the current policy will be superseded by these two policies.

Financial Impact: None

	Board of Directors	House Advisory Committee	Reference Committee #	House of Delegates
Recommend Approval	X			
Recommend Disapproval				
Recommend Referral to...				
No Recommendation				
Recommend Postpone Indefinitely				
(use this space for additional narrative, if needed)				

**RESOLUTION #5—2023
Regular Winter Session**

Submitted by
Board of Directors

PENDING WAIVER OF PRIOR NOTICE

**CONSOLIDATED POLICY ON HARMONIZED APPROACH TO VOLUNTARY AND
REGULATED AQUATIC ANIMAL HEALTH PROGRAMS**

RESOLVED that the American Veterinary Medical Association (AVMA) House of Delegates adopt the consolidated policy on Harmonized Approach to Voluntary and Regulated Aquatic Animal Health Programs ([attachment 1](#)), which will supersede the following policies: Uniform Jurisdiction for Aquatic Veterinary and Animal Health Programs, Harmonization of Aquatic Health Programs, Aquatic Animal Health and Disease Regulations, and National Aquatic Animal Health Plan Implementation.

Statement about the Resolution

The Aquatic Veterinary Medicine Committee (AqVMC) worked to consolidate some of the AVMA policies related to aquatic animal medicine. The proposed consolidated policy provides a better understanding of alignment among state aquatic veterinary medicine oversight entities in addition to endorsing federal programs. There is no substantive change to the language of the several policies in the consolidated policy.

[Attachment 1](#) is a clean copy of the consolidated policy.

[Attachment 2](#) is a color-coded copy of the consolidated policy that shows where text from the other policies that will be superseded comes from.

Financial Impact: None

	Board of Directors	House Advisory Committee	Reference Committee #	House of Delegates
Recommend Approval	X			
Recommend Disapproval				
Recommend Referral to...				
No Recommendation				
Recommend Postpone Indefinitely				

(use this space for additional narrative, if needed)

**RESOLUTION #6—2023
Regular Winter Session**

Submitted by
Board of Directors

PENDING WAIVER OF PRIOR NOTICE

CONSOLIDATED POLICY ON VETERINARY COMPOUNDING

RESOLVED that the American Veterinary Medical Association (AVMA) House of Delegates adopt the consolidated policy on Veterinary Compounding as noted in [Attachment 1](#), which will supersede the current policies on Veterinary Compounding ([Attachment 2](#)), Compounding from Unapproved (Bulk) Substances in Non-food Animals ([Attachment 3](#)), and Compounding from Unapproved (Bulk) Substances in Food Animals ([Attachment 4](#)).

Statement about the Resolution

The Council on Biologic Therapeutic Agents (COBTA) reviewed the policies Compounding from Unapproved (Bulk) Substances in Non-food Animals, Compounding from Unapproved (Bulk) Substances in Food Animals, and Veterinary Compounding. The intent is to:

- Consolidate all AVMA policies pertaining to veterinary compounding and address concerns heard at the July 2021 HOD meeting regarding the phrase “demonstrated effectiveness.” The recommended policy instead refers to “a reasonable expectation of safety, efficacy....”;
- Clarify that compounding should be allowed for sedatives and anesthetics for free-ranging wildlife species and that veterinarians should be informed regarding the starting ingredients of compounded products—and
- Include under the policy’s Additional Resources section, [CVM GFI #256 - Compounding Animal Drugs from Bulk Drug Substances](#), [Food Animal Residue Avoidance Database](#), [FDA Center for Veterinary Medicine \(CVM\) Link to food vs non-food definition](#) and [AVMA Guidelines for the Euthanasia of Animals](#)

Financial Impact: None

	Board of Directors	House Advisory Committee	Reference Committee #	House of Delegates
Recommend Approval	X			
Recommend Disapproval				
Recommend Referral to...				
No Recommendation				
Recommend Postpone Indefinitely				

(use this space for additional narrative, if needed)

**RESOLUTION #7—2023
Regular Winter Session**

Submitted by
Board of Directors

PENDING WAIVER OF PRIOR NOTICE

REVISED POLICY ON THE IMPORTANCE OF VETERINARIANS IN FOOD SAFETY

RESOLVED that the American Veterinary Medical Association (AVMA) House of Delegates adopt the revised policy on The Importance of Veterinarians in Food Safety (additions are underlined; deletions are ~~struck through~~):

The American Veterinary Medical Association (AVMA) supports the United States Department of Agriculture Food Safety and Inspection Service Public Health Veterinary workforce hiring efforts by recommending that FSIS implement the three actions below to resolve the recruiting and retention issues when hiring veterinarians in FSIS:

1. All slaughter plants must be under the direct supervision of a Supervisory Public Health Veterinarian (SPHV); Federal veterinarians, as animal and public health professionals, are uniquely equipped to lead the inspection and food safety processes necessary to protect Americans' food source;
2. Remuneration and incentives of SPHVs must be immediately improved to be commensurate with their extensive education and expertise and to be competitive with the private sector;
3. Administrative time and support for annual professional continuing education and training are essential to retaining SPHVs. Added management and leadership training, particularly upon entry into the SPHV position, would add tools to improve the supervisory success, job satisfaction, and retention of SPHVs.

Statement about the Resolution

The policy titled Importance of Veterinarians in Food Safety was passed by the House of Delegates during its 2017 Regular Annual Session ([Attachment 1](#)). The policy was recently reviewed by the Legislative Advisory Committee, which subsequently recommended adding management and leadership training to the policy to help improve the supervisory success, job satisfaction, and retention of SPHVs.

Financial Impact: None

	Board of Directors	House Advisory Committee	Reference Committee #	House of Delegates
Recommend Approval	X			
Recommend Disapproval				
Recommend Referral to...				
No Recommendation				
Recommend Postpone Indefinitely				

(use this space for additional narrative, if needed)

**RESOLUTION #8—2023
Regular Winter Session**

Submitted by
Board of Directors

PENDING WAIVER OF PRIOR NOTICE

**REVISED POLICY ON THE VETERINARIAN'S ROLE IN SUPPORTING APPROPRIATE
SELECTION AND USE OF SERVICE, ASSISTANCE, EMOTIONAL SUPPORT, AND
THERAPY ANIMALS**

RESOLVED that the American Veterinary Medical Association (AVMA) House of Delegates adopt the revised policy on The Veterinarian's Role in Supporting Appropriate Selection and Use of Service, Assistance, Emotional Support, and Therapy Animals as noted in the [attachment](#) (additions are underlined, deletions are ~~struck through~~).

Statement about the Resolution

The policy on the Veterinarian's Role in Supporting Appropriate Selection and Use of Service, Assistance, Emotional Support, and Therapy Animals was developed in 2017 and reviewed by the Steering Committee on Human-Animal Interactions. The Policy serves as a foundation for further educational and lobbying efforts to promote appropriate use of service, emotional support, and therapy animals. Building on this and the AVMA's other policies related to service, emotional support, and therapy animals, multiple resources have been created to support veterinarians caring for animals in these unique roles. These include the white paper *Assistance Animals: Rights of Access and the Problem of Fraud* and related Axon webinar; an FAQ: Considering partnership with a service dog; a client handout defining service, emotional and therapy animals; and a brochure outlining the veterinarian's role in caring for these types of animals. All can be accessed at avma.org/assistanceanimals.

The proposed revisions are largely editorial and maintain the focus on simultaneously promoting the appropriate use of service, emotional support, and therapy animals and discouraging fraudulent activities. The addition of the term "emotional support animal" in the initial list of animals to clarifies that they are included in the categories of animals covered in this policy. This addition and the existence of the separate policy on emotional support animals made the example statement regarding emotional support animals unnecessary. Also, a new statement promotes awareness that communication should be tailored to accommodate clients partnering with these types of animals. Finally, language was altered to more accurately represent the supportive role veterinarians play in assisting clients and their communities.

Financial Impact: None

	Board of Directors	House Advisory Committee	Reference Committee #	House of Delegates
Recommend Approval	X			
Recommend Disapproval				
Recommend Referral to...				
No Recommendation				
Recommend Postpone Indefinitely				

(use this space for additional narrative, if needed)

**RESOLUTION #9—2023
Regular Winter Session**

Submitted by
Board of Directors

PENDING WAIVER OF PRIOR NOTICE

REVISED POLICY ON DOG BITE PREVENTION

RESOLVED that the American Veterinary Medical Association (AVMA) House of Delegates adopt the revised policy on Dog Bite Prevention as noted below (additions are underlined, deletions are ~~struck through~~).

Dog Bite Prevention

All veterinarians have a professional and ethical obligation to address the issue of dog bites in the United States. Depending on the context, any dog has the potential to bite. ~~Therefore, v~~ veterinarians are obligated to be fully informed ~~and up-to-date~~ on the latest information and resources available to reduce dog bite risks. The AVMA considers it inappropriate to make predictions about a given dog's propensity for aggressive behavior based solely on its breed. The AVMA also considers it inappropriate to label specific breeds or classes of animals as aggressive or dangerous. The AVMA encourages state and local veterinary associations and individual veterinarians to disseminate information about dog bite prevention to ~~various relevant audiences (e.g., organizations including governmental agencies, schools, youth organizations, civic clubs, pet care organizations, and the public).~~ This information should be disseminated via multiple different channels, including printed materials, presentations, and online educational materials. Individual veterinarians are well-positioned to assist in providing client education about dog bite prevention, with referral to behaviorists or trainers as indicated. ~~Additionally, veterinarians should become more aware of recommendations to reduce dog bite risks.~~

Statement about the Resolution

After review by the Steering Committee on Human-Animal Interactions, the policy was revised to align more clearly with the AVMA policy on Dangerous Animal Legislation and Dog Bite Prevention Week messaging. And statements were added about how all dogs can bite and the importance of avoiding declaring particular breeds, rather than individual dogs, as "dangerous." The proposed revision also removes redundant concepts and adds mention of the option to refer specific patients to other canine behavior experts as indicated. Supporting this policy, the [Dog Bite Prevention Toolkit](#) is available to members.

Financial Impact: None

	Board of Directors	House Advisory Committee	Reference Committee #	House of Delegates
Recommend Approval	X (as amended)			
Recommend Disapproval				
Recommend Referral to...				
No Recommendation				
Recommend Postpone Indefinitely				

(use this space for additional narrative, if needed)



2023 Budget

American Veterinary Medical Association

2023 Budget

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Summary

AVMA
2023 Budget

SUMMARY	
DIVISION	2023 FINAL BUDGET
REVENUE:	50,033,832
EXPENSES BY PILLAR:	
Member Value	
Membership & Field Services	1,499,500
Veterinary Economics	522,800
Wellbeing, Diversity & Inclusioin	47,000
Veterinary Career Services	423,530
Lifelong Learning	
Lifelong Learning Pillar	123,000
Education & Research	440,243
Publications	2,406,000
Convention & Meeting Planning	5,390,963
Public Policy	
Public Policy SBU	147,500
Global Outreach	118,500
Animal Welfare	236,620
Animal & Public Health	256,311
Advocacy	
Advocacy SBU	39,000
Governmental Relations	615,423
State Advocacy & Leadership	75,000
Shared Services	
House of Delegates/Board of Directors	1,898,318
Office of the EVP	27,081,068
Digital Services & Solutions	1,811,865
Marcom	1,511,750
Finance & Business Services	5,379,858
TOTAL EXPENSES:	50,024,249
Operating Net Income	9,583
Expenses Approved from Reserves	288,000
Strategic Budgets	3,264,350
Total Net Revenue	(3,542,767)

Membership & Field Services

Membership & Field Services
Income

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM REVENUE		
Dues	30,453,792	Income from new and renewed members. Amount based on target goal of 102,500 members.
Mailing Lists & Labels	90,000	Income from rental of AVMA membership mailing list.
TOTAL OPERATING INCOME	30,543,792	

Membership & Field Services
Expense

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM EXPENDITURES		
<u>MEMBERSHIP AND FIELD SERVICES - GENERAL</u>		
TRAVEL: Staff	105,000	Travel associated with conferences, school visits & outreach.
Student Initiatives	414,000	Includes hosting of SAVMA Chapter Summit, AVMA externship stipends, chapter support and refreshments, sponsorship of the All for Students program, outreach to faculty and pre-veterinary students, support of the VLE and the MentorVet program.
Recent Graduate Initiatives	53,000	Includes meeting expenses associated with the Early Career Development Committee, support of early career initiatives and My Veterinary Life podcast costs.
MEMBER SERVICES		
Membership Service Materials	225,000	Expenses associated with recruitment & retention campaigns, recent grad initiative marketing and dropped member survey.
Member Acquisition & Retention	25,000	Expenses associated with digital advertising to former and never members.
Dues Notices	126,000	Expenses related to the printing/mailing of dues invoices.
Credit Card Fees	549,000	Credit card processing fees and services charges.
Miscellaneous	2,500	Miscellaneous costs associated with division resources.
TOTAL OPERATING EXPENSES	1,499,500	

Veterinary Economics

Veterinary Economics
Income

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM REVENUE		
Economics Research Publication	3,000	Sales associated with the annual series of four economic reports and PDS source book.
Veterinary Economic Business Forum	70,000	Registration revenue associated with the annual hosting of the Veterinary Economic Business Forum.
TOTAL OPERATING INCOME	73,000	

Veterinary Economics
Expense

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM EXPENDITURES		
TRAVEL: Staff	65,000	Travel associated with conferences and attendance at various professional and veterinary meetings.
COMMITTEE: Veterinary Economics Strategy	15,000	Expenses associated with one in-person meeting, Other VESC meetings will be conducted virtually.
Economic Surveys	75,000	Surveys costs associated with the production of the economic report series.
Consultants	20,000	Expenses for outside contractors.
Economic Research Publications	20,000	Funding to translate, communicate, write and design deliverables based on analysis and insights from the VED.
Veterinary Economic Business Forum	151,300	Hosting expenses associated with the Veterinary Economic Business Forum.
Veterinary Economics Research Program	175,000	Consultant costs associated with topic focused research.
Miscellaneous	1,500	Miscellaneous costs associated with division resources.
TOTAL OPERATING EXPENSES	522,800	

Wellbeing, Diversity & Inclusion

Wellbeing, Diversity, Equity, & Inclusion
Income

List Activity / Program	2023 Final Budget	Description of the Activity / Program
Wellbeing, Diversity, Equity, & Inclusion		
Speaker Fees	15,000	Revenue associated with honorarium/travel reimbursement from various partners.
OPERATING EXPENSES	15,000	

Wellbeing, Diversity, Equity, & Inclusion
Expense

List Activity / Program	2023 Final Budget	Description of the Activity / Program
Wellbeing, Diversity & Inclusion		
Travel	15,000	Travel associated with partner presentations for annual meetings, for State/Allied Associations and for Diversity & Inclusion organizations. Costs are partially offset by honorarium/travel reimbursement by partners.
Wellbeing	20,000	Support of ongoing Wellbeing Initiatives.
Crisis Management	12,000	Costs associated with monthly crisis management services.
OPERATING EXPENSES	47,000	

Veterinary Career Services

Veterinary Career Services
Income

List Activity / Program	2023 Final Budget	Description of the Activity / Program
Career Center Income	8,140,000	Income from classified job ads for the Veterinary Career Center and the Journal of the AVMA. Amount reported as gross revenue net of credit card fees and monthly vendor costs.
Career Mix n' Mingle	30,000	Registration revenue for career event that is hosted during Annual Convention.
TOTAL OPERATING INCOME	8,170,000	

Veterinary Career Services
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
Travel	47,530	Travel expenditures related to Director of Veterinary Career Services.
Career Center - Monthly Fee	84,000	Costs included monthly vendor fees and credit card fees based on revenue generated. Budget also includes job board summit registration fee.
Career Center - Credit Cards	257,000	See above.
Career Mix n' Mingle	35,000	Funding to bring back popular event which was first held during 2019 Convention in DC. Included in 2022 SOP.
TOTAL OPERATING EXPENSES	423,530	

Lifelong Learning

Lifelong Learning
Income

List Activity / Program	2023 Final Budget	Description of the Activity / Program
Nonconvention Sponsorship	1,153,000	Sponsor funding for various AVMA projects, campaigns and events AVMA Axon webinars and certificate programs, MVL Podcast, Economics Summit & Research projects, AWJAC, Journey for Teams, Humane Endings Symposium and other initiatives.
Membership Edge	475,000	Royalty income and provider bonuses associated with the Member Edge program.
On-Demand Registration Lead&Learn	105,500	Registration revenue associated with on-demand/live lead & learn courses.
Certificate Programs	25,000	Registration revenue associated with Workplace Wellbeing and Brave Space certificate programs.
OPERATING INCOME	1,758,500	

Lifelong Learning
Expense

List Activity / Program	2023 Final Budget	Description of the Activity / Program
Sponsorship Development	10,000	Funds designated to develop relationships and for interactions with potential sponsors.
Non Convention Sponsored Projects	110,000	Expenses related to various sponsored program and events.
Membership Edge Marketing	3,000	Promotional expenses related to the Member Edge program.
OPERATING EXPENSES	123,000	

Education & Research

Education & Research
Income

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM REVENUE		
ECFVG	330,960	Revenue associated with the ECFVG certification program. Includes registration and re-registration fees, National Examining Board BCSE licensing fee and document processing fees.
Admin. Fee - Foreign Colleges	195,200	Annual accreditation fee for 16 foreign veterinary medical colleges.
Application Fee - Vet. Tech. Program	18,000	Application fees for six new programs.
Accreditation Fee - Vet. Tech. Program	375,175	Annual accreditation fee for 215 veterinary technology programs.
Accreditation Fee - U.S. Colleges	250,100	Annual accreditation fee for 35 veterinary medical colleges and 3 developing colleges.
CPE Administrative Fee	44,000	Full CPE fee and section retake fees.
Quality Assurance Program	385,750	Quality assurance and BCSE seat fees, National Examining Board BCSE seat and translation fees.
TOTAL OPERATING INCOME	1,599,185	

Education & Research
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM EXPENDITURES		
Staff	41,000	Travel associated with various meetings and conferences.
COUNCILS:		
Research	14,196	Expenses associated with one in person meetings plus additional expense of convening one meeting per year in Washington D.C.
Education	67,306	Expenses associated with two in person meetings, funding for legal counsel (45 hours) and accreditation survey.
COMMITTEES:		
American Board Of Vet. Spec.	13,632	Expenses associated with one in person meeting.
ECFVG - Educational Commission for Foreign Veterinary Graduates	39,064	Expenses associated with two in person meetings and legal fees related to OFAC compliance.
CVTEA - Veterinary Technician Education & Activities	72,520	Expenses associated with two in person meetings and four observational site visits for new CVTEA members.
CVTEA Selection Committee	5,230	Expenses associated with one in person meeting.
AVMA/NAVTA Leadership	4,930	Expenses associated with one in person meeting.
Joint AVMA/AAVMC	625	Expenses associated with one in person meeting.
COE Selection Committee	4,855	Expenses associated with one in person meeting.
Veterinary Specialty Organizations' Committee	12,765	Expenses associated with one in person meeting.
International Accreditors Working Group	5,520	Travel expenses for one COE to attend the IAWG.
Working Group on CVTEA	12,552	Expenses associated with one in person meeting.
Council on Education Site Visitor Training	15,432	Expenses for training materials and meeting expenses for non-COE site visitors, COE members participating in training and refresher training for existing site visitors.
BI-NIH Vet Scholars Symposium	5,500	Expenses associated with the symposium program booklet.
Memberships and Liaisons	23,140	Dues and travel for organizational relationships and the ASPA.
Quality Assurance Program	99,976	Maintenance expenses associated with ECFVG quality assurance and examination less overhead reimbursement.
Miscellaneous	2,000	Miscellaneous costs associated with division resources.
TOTAL OPERATING EXPENSES	440,243	

Publications

Publications Budget
Income

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM REVENUE		
Display Ads	741,000	Income from display ads published in the JAVMA, AJVR and journals website
Classified Ads	56,000	Income from classified ads, other than job placement ads, published in the JAVMA.
JAVMA Open Access Fee	15,000	Fees paid by JAVMA authors to have their manuscripts open access on the AVMA journals website.
AJVR Open Access Fee	144,000	Fees paid by AJVR authors to have their manuscripts open access on the AVMA journals website.
Journal Reprints	12,000	Income associated with reprints of scientific articles ordered by commercial companies and individuals.
Online Journals - Pay Per View	15,000	Income from nonsubscribers' access to individual articles in the online journals.
Non-Member JAVMA	150,000	Income from non-member subscriptions to JAVMA.
Royalties	15,000	Royalties received for permission to use copyrighted material that was published in JAVMA or AJVR.
TOTAL OPERATING INCOME	1,148,000	

Publications Budget
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM EXPENDITURES		
TRAVEL: Staff	50,000	Travel expenses for news editors to obtain news stories and for scientific editors to give and attend seminars.
JAVMA Production	1,850,000	Production costs associated with the printing of JAVMA.
Advertising Promotion	21,000	Supportive material for advertising representative.
Back Issues	3,500	Mailing costs to fulfill missing issue claims
Online Journals	155,000	Fees for developing, preparing, and maintaining the online versions of JAVMA and AJVR.
Journal Development and Promotion	5,000	Fees for JAVMA cover artwork and stock photography and other costs related to maintaining the journals.
Library	40,000	Fees for maintaining the AVMA library.
Technology Upgrades	30,000	Feature enhancements to journal website and manuscript submission platform to improve workflow and provide author customer service.
Editor's Corner	24,000	Develop and implement a new feature for invited monthly manuscripts from KOL in timely topics in veterinary medicine.
JAVMA Supplemental Issues	140,000	Costs associated with quarterly themed supplemental issues.
Publication Awards	6,000	Engage early and mid career members through annual publication awards.
Miscellaneous	7,500	Miscellaneous costs associated with division resources.
TOTAL OPERATING EXPENSES	2,332,000	

Convention & Meeting Planning

Convention & Meeting Planning
Income

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM REVENUE		
VETERINARY LEADERSHIP CONFERENCE		
VLC Registration	151,475	Registration revenue associated with the hosting of the Veterinary Leadership Conference.
VLC Sponsorship	153,000	Sponsorship revenue associated with the hosting of the Veterinary Leadership Conference.
VLC Other Income	8,500	Miscellaneous revenue associated with the hosting of the Veterinary Leadership Conference.
TOTAL VLC INCOME	312,975	
ANNUAL CONVENTION		
Registration Fees	3,280,085	Registration revenue associated with the hosting of the AVMA Annual Convention. Budget amount includes complimentary registrations.
Registration Fees: Comp/Discount	(996,300)	AVMA discounted or complimentary registrations.
Exhibits	1,377,000	Exhibit booth rental fees associated with the hosting of the AVMA Annual Convention. Budget amount includes complimentary fees.
Exhibits: Comp/Discount	(10,000)	AVMA discounted or complimentary exhibit hall booths and registrations.
Sponsorships	875,000	Sponsorship revenue associated with the hosting of the AVMA Annual Convention.
Miscellaneous	142,000	Revenue associated with advertising, sale of Annual Convention notes, hotel subsidies, and event/tour revenue.
Hybrid Convention Revenue	257,039	Virtual registration revenue in the Hybrid Event model.
TOTAL CONVENTION INCOME	4,924,824	
TOTAL VLC & ANNUAL CONVENTION	5,237,799	

Convention & Meeting Planning
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM EXPENDITURES		
ADMINISTRATIVE	149,150	Expenses related to the system to manage the convention and VLC, professional development, competitive show and site visits, and State VMA.
TOTAL ADMINISTRATIVE EXPENSES	149,150	
VETERINARY LEADERSHIP CONFERENCE		
TRAVEL & LODGING	92,225	Travel expenses related to the VLC Planning Committee, CMP Staff, State VMA, Emerging Leaders and Students.
LOGISTICS	283,800	Expenses related to food & beverage, CSR and networking events, registration, program development, offices and non-CE related A/V needs, Virtual Conference expenses for a virtual/hybrid event..
EDUCATION PROGRAM	164,500	Expenses related to the VLC education program including Keynote, speaker costs, materials/supplies, and audiovisual.
TOTAL VLC EXPENSES	540,525	
ANNUAL CONVENTION		
TRAVEL & LODGING	108,341	Travel expenses related to CMPD Staff traveling to convention, CEPC, and AVMA Staff attending convention.
SPONSORSHIP	486,360	Expenses including: signage, promotional activities, and a portion of event costs.
CONVENTION OPERATIONS & REGISTRATION	1,109,587	Expenses related to all the operational and registration costs to deliver convention. Expenses include: Facility rental, Security, Onsite Gratuities, AV, Equipment & Supplies, Food & Beverage, Insurance, Shuttle, Internet, Newspaper, Temp Staffing, Surveys, Credit Card Fees, Child Care, Registration Materials and Registration Vendor Fees.
EVENTS	1,014,000	Expenses related to events at the convention including Keynote, General Session, Concert, Live Life Love All, Exhibit Hall Reception, Young Professional Event, Technician Appreciation Event, and Sporting Events.
EXHIBITS	444,735	Expenses related to convention exhibits and the General Services Contractor (Fee & Signage), Booth Awards, Food & Beverage, Exhibit Hall Opening, Lead Retrieval, and Logistics.
Convention App	35,000	Expenses related to the design, development, and delivery of the AVMA Convention App.

Convention & Meeting Planning
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
Educational Programs	585,265	Includes expenses related to air, ground, lodging, meals, honorarium and program expenses for Convention speakers in 8 different sections including Companion Animal, Veterinary Technician, Food Animal/Equine, Professional Development, Public & Corporate Practice, Labs and AVMA Convention CE.
CONVENTION CE OPERATIONS	722,000	Operational expenses related to delivering the convention continuing education program including meeting rooms, audio visual, the speaker ready room, speaker lunches, certification/tracking, and presentation submission.
Virtual Convention Expenses	196,000	Includes cost of virtual convention platform, virtual only CE Sessions, Virtual Networking, video studio, insurance, content capturing assistance, closed captioning, registration materials and other event upgrades.
TOTAL CONVENTION EXPENSES	4,701,288	
TOTAL VLC & CONVENTION	5,390,963	

Public Policy

Public Policy
Income

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM REVENUE		
HONORARIA		
Pet Food Safety Symposium	18,000	Anticipated registration income; expenses in SOP
Grant for Development of Responsible Breeding Resources	175,000	Income that supports the fully grant-funded development of educational resources for veterinarians addressing special needs in the care and husbandry of breeding dogs (year 1 of two years' funding)
TOTAL OPERATING INCOME	193,000	

Public Policy
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM EXPENDITURES		
UNIT EXPENSES		
Staff Travel	30,000	Travel in support of various professional and public policy and practice initiatives.
Staff Dues	4,000	Memberships in organizations where participation benefits management functions, stakeholder relationships, and AVMA strategic alignment.
Miscellaneous	2,500	Miscellaneous costs associated with division resources.
MEMBERSHIPS AND LIAISONS		
<i>TOPIC-SPECIFIC</i>		
Human-Animal Bond Research Institute (HABRI)	75,000	AVMA participation as Trustee in the Human-Animal Bond Research Institute.
Travel	4,000	Travel for representative, 4 meetings per year
Institute for Laboratory Animal Research Roundtable	5,000	AVMA participation in the Institute for Laboratory Animal Research's (ILAR) Roundtable on Science and Welfare in Laboratory Animal Use.
Travel	2,000	Travel for representative, 2 meetings per year
One Health Commission	10,000	AVMA support of the One Health Commission (OHC).
NAVC-HABRI HAB Certificate	15,000	AVMA support of the NAVC-HABRI HAB Certificate Program
TOTAL OPERATING EXPENSES	147,500	

Global Outreach

Global Outreach
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
DIVISION EXPENSES		
Staff Travel	11,000	Travel expenses for Global Outreach staff to attend international & domestic meetings as deemed necessary.
Dues	500	Annual membership dues for Global Outreach Divisional staff to join business-related associations.
Miscellaneous	500	Miscellaneous costs associated with division resources.
VOLUNTEER ENTITIES		
<i>COMMITTEES</i>		
CIVA - Committee on International Veterinary Affairs	10,900	Expenses associated with one in person meeting.
<i>DESIGNATED POSITIONS</i>		
DIA - Director of International Affairs	12,500	Travel expenses related to the North American Veterinary Leadership Meeting, AVMA Convention, potentially one FVE meeting and other meetings approved in consultation with the EVP/CEO.
MEMBERSHIPS AND LIAISONS		
Dues	51,700	Dues for organizational relationships (WVA, PANVET, WSAVA, OIE).
Travel	18,500	Travel for organizational relationships (WVA, PANVET, WSAVA, OIE).
MEETING SUPPORT		
IVOC - International Veterinary Officers Coalition	3,500	AVMA portion of shared meeting expenses for the 2023 IVOC meeting, which will be held in conjunction with the World Veterinary Association Congress in Taiwan in late April.
NAVL - North American Veterinary Leadership	3,650	Expenses associated with the meeting of AVMA delegation with Canadian and Mexican representatives to discuss topics of mutual interest.
Global Health Summit Networking Reception	5,750	Reception for speakers and participants of the Global Health Summit, and venue for awarding of the AVMA XII International Veterinary Congress Prize and Public Service Award, to be held after the Global Health Summit, which takes place during the AVMA Annual Convention. Expenses may be offset in whole or part if a sponsor is identified.
TOTAL OPERATING EXPENSES	118,500	

Animal & Public Health

Animal & Public Health
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM EXPENDITURES		
DIVISION EXPENSES		
Staff Travel	37,000	Travel for attendance at various conferences and meetings.
Staff Dues	2,500	Individual memberships in allied and stakeholder organizations that
Miscellaneous	3,000	Miscellaneous costs associated with division resources.
VOLUNTEER ENTITIES		
<i>COUNCILS</i>		
COBTA - Biologic and Therapeutic Agents	15,875	Expenses associated with one in person meeting.
COPH - Council on Public Health	13,125	Expenses associated with one in person meeting.
CoVS - Veterinary Service	17,250	Expenses associated with one in person meeting.
CoVS Expanded Working Group	20,616	Expenses associated with one in person meeting.
<i>COMMITTEES</i>		
CPAC - Clinical Practitioners Advisory	12,500	Expenses associated with one in person meeting.
FSAC - Food Safety Advisory	12,500	Expenses associated with one in person meeting.
AALC - Animal Agriculture Liaison	25,750	Expenses associated with one in person meeting.
AqVMC - Aquatic Veterinary Medicine	13,750	Expenses associated with one in person meeting.
CoA - Committee on Antimicrobials	11,875	Expenses associated with one in person meeting.
CDEI - Disaster & Emergency Issues	11,875	Expenses associated with one in person meeting.
CEI - Environmental Issues	13,250	Expenses associated with two in person meeting.
MEMBERSHIPS AND LIAISONS		
Dues	5,895	Dues for organizational relationships.
Travel	26,750	Travel for organizational relationships.

Animal & Public Health
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
US DELEGATIONS		
Travel	6,300	Travel expenses associated with the Codex Alimentarius Commission--Committee on Residues of Veterinary Drugs in Feed and Committee on Food Hygiene.
SPONSORSHIPS	6,500	International Association of Aquatic Animal Medicine and International Mortality Management Symposium.
TOTAL OPERATING EXPENSES	256,311	

Animal Welfare

Animal Welfare
Income

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM REVENUE		
HONORARIA	1,000	Revenue associated with honorarium/travel reimbursement from various partners.
AWJAC/AWAC	10,000	Resigstration and sponsorship revenue associated with the hosting of the annual AWJAC/AWAC contest.
Humane Endings Symposium	20,000	Registration fees
TOTAL OPERATING INCOME	31,000	

Animal Welfare
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM EXPENDITURES		
DIVISION EXPENSES		
Staff Travel	45,000	Travel for attendance at various conferences and meetings.
Staff Dues	3,000	Individual memberships to allied and stakeholder organizations.
Miscellaneous	1,500	Miscellaneous costs associated with division resources.
VOLUNTEER ENTITIES		
<i>COMMITTEES</i>		
Steering Committee on Human-Animal Interactions	5,000	Expenses associated with one in person meeting.
Animal Welfare	20,500	Expenses associated with one in person meeting.
<i>PANELS</i>		
Panel on Depopulation	16,500	Expenses associated with one in person meeting.
Humane Endings Updates	1,500	Funds to support publication costs associated with interim updates to the AVMA humane endings guidelines.
MEMBERSHIPS AND LIAISONS	14,560	Dues and travel for organizational relationships.
Animal Welfare Assessment Contest (AWAC/AWJAC)	126,060	Expenses associated with the hosting of the annual Animal Welfare Assessment Contest.
SPONSORSHIPS	3,000	Support of meetings to increase recognition and extend influence of AVMA animal welfare work.
TOTAL OPERATING EXPENSES	236,620	

Advocacy

Advocacy
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
Travel	39,000	Travel expenses associated with the Chief Government Relations Officer's attendance at various meetings.
TOTAL OPERATING EXPENSES	39,000	

State Advocacy & Leadership
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM EXPENDITURES		
ACTIVITIES: State Advocacy and Outreach	75,000	Expenses for development/maintenance of state legislative/regulatory relationships and enhancing visibility of AVMA.
TOTAL OPERATING EXPENSES	75,000	

Government Relations
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM EXPENDITURES		
TRAVEL: Staff	70,000	Travel associated with various state VMA meetings and other regional conferences.
COMMITTEE: Legislative Advisory	23,800	Expenses associated with one in person meetings.
AVMA/PAC	169,500	Administrative costs associated with the AVMA PAC.
Corporate Payments	(10,000)	PAC contributions received on corporate check.
GRD Student Externs Program	6,500	Stipend and marketing expenses for GRD Externship Program.
President's Reception	4,500	Expenses associated with hosting President's Reception event in Washington, DC.
Government Relations Firm	205,063	Lobbying firm to assist the GRD to advance the AVMA's legislative and regulatory agenda.
Federal Advocacy and Outreach	20,000	Liaison with other association representatives; visiting dignitaries; coalitions; visiting vet schools; receptions; Hill education outreach; Capitol Hill Lunch-N-Learns; Outreach/grassroots efforts to AVMA members; Professional Certification Coalition; Other memberships (NFIB)
Federal Legislative Fly-In	75,000	Fly-in is to include both virtual and in-person fly-ins to advance AVMA's legislative agenda
PAC Consultant	16,560	Outside firm to manage FEC compliance; PAC Web website.
Subscriptions/Dues	15,000	Dues to organizations; subscriptions.
Miscellaneous	2,000	Miscellaneous costs associated with division resources.
Office Operations	17,500	Expenses associated with office supplies, postage and equipment leases.
TOTAL OPERATING EXPENSES	615,423	

HOD/BOD

HOD / Board of Directors
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM EXPENDITURES		
HOUSE OF DELEGATES EXPENSES:		
HOD Winter Meeting Travel	96,280	Travel expenses associated with delegates and alternate delegates attendance at winter meeting.
Meeting Expenses	76,659	Meeting expenses including audio-visual and parliamentarian.
HOD Annual Meeting Travel	205,000	Travel expenses associated with delegates and alternate delegates attendance at annual meeting.
Meeting Expenses	71,500	Meeting expenses including audio-visual and parliamentarian.
House Advisory Committee	50,000	Travel expenses for House Advisory Committee members.
HOD Orientation Program	18,770	Travel expenses associated with the HOD Orientation Program.
BOARD OF DIRECTORS EXPENSES:		
TRAVEL:		
Board of Directors	379,326	Travel expenses to attend governance meetings including all Board meetings, entity meetings, district meetings, and HOD meetings. Includes travel to some regional meetings and constituent meetings.
President (Jan-Jul)	65,373	Travel expenses associated with President (Jan - Jul). Includes travel associated with additional state VMA meetings and spouse travel, if applicable.
President (Jul-Dec)	40,822	Travel expenses associated with President (Jul - Dec). Includes travel associated with additional state VMA meetings and spouse travel, if applicable.
President Elect (Jan-Jul)	54,224	Travel expenses associated with President Elect (Jan - Jul). Includes serving as AVMA's representative in place of the President, attendance at Executive Leadership Program and spouse travel, if applicable.
President Elect (Jul-Dec)	16,381	Travel expenses associated with President Elect (Jul - Dec). Includes serving as AVMA's representative in place of the President at meetings other than state VMA meetings and spouse travel, if applicable.
Immediate Past President (Jan-Jul)	27,825	Travel expenses associated with Immediate Past President (Jan - Jul). Includes serving as AVMA's representative in place of the President at meetings other than state VMA meetings.

HOD / Board of Directors
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
Immediate Past President (Jul-Dec)	19,208	Travel expenses associated with Immediate Past President (Jul - Dec). Includes when serving as AVMA's representative in place of the President at meetings other than state VMA meetings.
Vice President (Jan-Jul)	28,209	Travel expenses associated with Vice President (Jan - Jul). Includes serving as AVMA's representative in place of the President at meetings other than state VMA meetings, spouse travel, if applicable, and VLE travel every other year.
Vice President (Jul-Dec)	26,558	Travel expenses associated with Vice President (Jul - Dec). Includes serving as AVMA's representative in place of the President at meetings other than state VMA meetings and spouse travel, if applicable.
Board Chair (Jan-Jul)	14,236	Travel expenses associated with Board Chair (Jan - Jul). Includes serving as AVMA's representative in place of the President at meetings other than state VMA meetings.
Board Chair (Jul-Dec)	13,818	Travel expenses associated with Board Chair (Jul - Dec). Includes serving as AVMA's representative in place of the President at meetings other than state VMA meetings.
Treasurer	11,170	Travel expenses associated with Treasurer.
Officer Stipends	450,000	Replacement of personal & professional expenses for BOD.
Spouse/Guest Travel - Taxes	15,976	Authorized reimbursement for personal tax liability incurred for AVMA paid travel of spouse or guest.
Office Expenses	500	Office supplies, telephone, fax, and printing expense for office to
ANNUAL SESSION: Past Presidents-Lodging/Meal Function	19,728	Expenses associated with hosting a breakfast function for eligible past presidents and past-EVPs of AVMA.
Social Event (HOD Reception)	14,455	Expenses associated with hosting of summer HOD reception.
Board Retreat	30,000	Facility, travel and facilitator expenses associated with retreat.
Contingency	150,000	Budgeted authority for Board of Directors approval of new or expanded projects or programs that arise during the year.
Miscellaneous	2,300	Miscellaneous costs associated with division resources.
TOTAL OPERATING EXPENSES	1,898,318	

Office of the EVP

Office of the EVP
Income

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM REVENUE		
AVMF Program Support	400,000	Programmatic support provided by the AVMF.
Trust Support	520,000	Royalty revenue provided by the AVMA Administrative Trusts.
TOTAL OPERATING INCOME	920,000	

Office of the EVP
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM EXPENDITURES		
PERSONNEL:		
Salaries	20,534,121	AVMA & AVMF staff salaries.
Benefits	5,488,173	AVMA & AVMF staff benefits.
TRAVEL:		
Staff	190,000	Travel associated with attendance at various meetings and conferences.
COMMITTEES:		
DEI Commission	15,774	Travel associated with one in-person meeting.
Human Resources	394,500	Includes recruitment expenses, staff development & training and temporary office help.
National Veterinary Scholars Program	37,500	Support of student summer research positions and travel expenses to the National Veterinary Scholars Symposium.
BOD Nomination & Elections	6,000	Costs associated with District Director elections. Expense includes website production, reporting and verification.
Professional/Legal Fees	225,000	Fees for legal, fiduciary consultants for the 401K plan and personnel/administrative consultants.
EVP Contingency	100,000	Expenses of \$20,000 or less that are approved by the Executive Vice President.
Awards	50,000	Expenses associated with Excellence Awards and Service Awards.
President's Reception at Convention	20,000	Expenses associated with the hosting of the President's Reception at the Annual Convention.
Miscellaneous	20,000	Miscellaneous costs associated with division resources.
TOTAL OPERATING EXPENSES	27,081,068	

Digital Services & Solutions

Digital Services & Solutions
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
OPERATIONAL EXPENDITURES		
TRAVEL: Staff	7,500	Expenses associated with travel to various meetings and conferences.
INFORMATION TECHNOLOGY DEPRECIATION: Hardware	140,135	Depreciation for hardware purchased.
Software	70,530	Depreciation for software purchased.
INFORMATION TECHNOLOGY OPERATIONS: Supplies	35,200	Supplies for computers, printers, peripherals and media.
Consultants, Vendors, Contract Programming	285,000	Technical support & assistance from consultants, contractual programming, vendors.
Warranties, Licenses, Software Subscriptions	717,500	Service applications, security tools, online database systems, warranties for hardware/software, and support tools.
Security Tools	238,000	Tools/subscriptions related to cyber security.
Training	10,000	Technical training and educational supplies for DSS staff.
Internet Connectivity	40,000	Internet connectivity and VoIP for Schaumburg & GRD building.
On-Line and Hosting Services	78,000	Hosting services for: the AVMA Website, Data Warehouse and additional cloud share services.
Telephone Services	75,500	Schaumburg HQ and Washington DC telephone costs along with mobile devices.
Telephone Maintenance	20,000	Telephone maintenance contract & support fees for phone system.
Conference Calls and Electronic Meetings	29,500	Vendor Fees for audio conferencing and electronic meetings.
Association Management System Maintenance/Support	65,000	Annual software maintenance and support for Aptify, including upgrades.
TOTAL OPERATING EXPENSES	1,811,865	

MarCom

Marcom
Income

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM REVENUE		
Brochure Sales	35,000	Revenue associated with the sale of client education brochures and other printed material.
Marketing Program	500	Revenue associated with the sales of Crisp Books (Vet Med Books).
Royalties	68,000	Royalty revenue associated with the Animal Health Smart Brief (ad sales).
TOTAL OPERATING INCOME	103,500	

Marcom
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM EXPENDITURES		
TRAVEL: Staff	85,000	Travel associated with attendance at various meetings, conferences and shows and for meetings with industry partners.
MARKETING AND PROMOTION	577,000	Expenses associated with advertising, printing (educational materials), production of annual report, strategic initiatives and messaging service.
ACTIVITIES	103,000	Includes expenses associated with tradeshow attendance and graphic design.
MEDIA RELATIONS ACTIVITIES	254,000	Expenses associated with news releases, media monitoring services, radio & television projects, artwork & photography and media training.
SOCIAL MEDIA	39,500	Subscriptions for social media, community management, and environmental scanning tools.
VENDOR FEES	383,000	Includes cost of Annual Brand Tracking Study, focus groups and fees to engage consultants on messaging, marketing projects, member data campaign enhancement and crisis communication.
Website Maintenance	57,750	Maintenance costs associated with the AVMA.org website.
Miscellaneous	12,500	Miscellaneous costs associated with division resources.
TOTAL OPERATING EXPENSES	1,511,750	

Finance & Business Services

Finance & Business Services
Income

List Activity / Program	2023 Final Budget	Description of the Activity / Program
OPERATIONAL REVENUE		
Building Leases - Schaumburg	232,006	Income from renting space in the AVMA Schaumburg Building.
Commissions	(13,950)	Commissions associated with Schaumburg building that are paid to the leasing agent.
Miscellaneous	23,000	Income from miscellaneous items such as tax refunds, rebates and sale of used equipment.
TOTAL OPERATING INCOME	241,056	

Finance & Business Services
Expenses

List Activity / Program	2023 Final Budget	Description of the Activity / Program
ACTIVITIES/PROGRAM EXPENDITURES		
TRAVEL: Staff	10,000	Travel associated with various meetings. Budget includes funding for continuing education requirements.
BUILDING - SCHAUMBURG:		
Building Operations	1,378,120	Includes property taxes, maintenance and repairs, building property management, administrative costs, security, utilities and other general costs.
Depreciation	424,000	Depreciation expense on building, improvements and furniture.
BUILDING - D.C.:		
Building Operations	195,050	Includes property taxes, maintenance and repairs, security, utilities, janitorial costs and other general costs.
Depreciation	67,783	Depreciation expense on building, improvements and furniture.
OFFICE OPERATIONS - SCHAUMBURG:		
Supplies, Postage & Printing	117,000	The cost of office supplies for all AVMA staff, outgoing mail and various printing requirements.
Cell Phone	65,000	Cell phone reimbursement.
Credit Card Fees & Service Charges	197,925	Credit card fees for in-house credit card processing which includes classified ads, brochure orders, PAC activity, SAVMA activity and dues processed through checking account.
Investment Advisory Fees	298,480	Fees to financial consultant for investment services.
Office Equip. Maint. & Leasing	129,000	Maintenance and leases on equipment for HQ & DC locations.
Professional Fees	180,000	Audit fees for yearly audits including the annual and 401(k) audits, payroll service and other projects.
Insurance	416,500	Comprehensive coverage for buildings and additional policies.
Unrelated Business Income Taxes	1,896,000	Federal and state taxes on unrelated business income.
Miscellaneous	5,000	Miscellaneous costs associated with division resources.
TOTAL OPERATING EXPENSES	5,379,858	

Strategic Operating Plan

SOP/Reserves Budget Worksheet
Expense Analysis

List Activity / Program	2023 Requested	Description of the Activity / Program
Publications		
Library analysis	22,500	Engage an external consultant with expertise in navigating a dramatically altered library landscape, and rebuilding for the future.
Publications Consulting	72,000	Journal consulting via Morna Conway Consultancy.
Journal Citation Metrics (Dimensions)	23,000	Increase journal citation metrics through targeted recruitment of the highest quality manuscripts (prospective randomized clinical trials) (subscription).
Digital Promotions	23,000	Integrate videos into AVMA manuscripts
Advocacy		
Congressional Fellowship Program	118,000	Cost to host one Congressional Fellow for the 2022 - 2023 cycle. Costs for 2023 are currently estimated at \$117,911 and are not included in the 2022 request.
State Political Activity	300,000	Lobbying support.
Public Policy		
Connected Care/Telehealth	100,000	Multi-pronged strategy includes: * Resources to help veterinarians effectively and efficiently integrate telehealth/telemedicine into practice within the VCPR (one-pagers and flowcharts, Axon education [potential certificate program], half-day Convention session [opportunity to earn credits toward certificate], marketing/comms agency support for effort) * Data collection/member surveys * Stakeholder meetings
Roundtables	15,000	Convene multi-stakeholder meetings to address issues of high importance for members (e.g., issue-focused [carcass residues, airline transport; stakeholder-focused [corporate practices, animal health industry, allied organizations and independent practices]). Expenses include meeting space and audiovisual costs for off-site meetings (as required), as well as meal expenses.
Humane Endings Symposium	211,000	Cost to host the 2023 Humane Endings Symposium. Budget includes security.
Responsible Breeding Resources	40,000	Grant funded resources.
AVMA-AFSCAN Clinic Twinning Program	10,000	Costs for hosting a business meeting at 2023 Convention as per 2018 BOD approved business plan for AVMAAFSCAN Clinic Twinning Program, to include Convention registration for up to 15 AVMA and AFSCAN member veterinarians (“twins”) plus meeting room costs (including A/V to allow for virtual participation of veterinarians who could not attend in person) and light refreshments.

SOP/Reserves Budget Worksheet
Expense Analysis

List Activity / Program	2023 Requested	Description of the Activity / Program
Veterinary Economics		
Veterinary Economics Research Program	50,000	Examine the role of workplace culture and leadership quality as a way of reducing burnout and improving job satisfaction. Results will provide insights on actions for practice owners and managers to support staff wellbeing and engagement.
Practice Economic Data	95,000	Obtain data-driven insights on corporate practice location and economics to improve understanding on relevant market differences. Collected data includes location, average staffing size, average revenue size, and market area dynamics (Esri/ArcGIS Business Analysis). Data-driven analysis of practice business performance indicators such as revenue, visits, wait times, new pet/patient visits (VetSuccess).
Membership & Field Services		
VBMA Sponsorship	25,000	Cost to sponsor the Veterinary Business Management Association in 2023.
Digital Services & Solutions		
EDM - Programming Development/Consultancy	50,000	Continue to leverage consultants/contractors on EDM initiatives - report development, data warehouse administration, maintenance and improvements, development of new data sources.
Lifelong Learning Pillar		
Axon		
Digital Education Development and Hosting	130,000	Costs for Platform hosting, managed service agreement support, content providers, marketing, production, MVL costs.
Veterinary Career Center		
Veterinary Career Center Project	231,850	Investing in the future of AVMA's Veterinary Career Services to build the most respected, widely used and valuable veterinary career resource for the veterinary team.
Office of the EVP		
Strategic Consultancy	555,000	General consulting service for strategic projects including funding for an AVMF Executive Director position and a grant-funded position in Animal Welfare – A total of \$350,000 in grant funding will be received over two years to offset this amount.
Association Management Services	190,000	Association Management Services and support to NAVTA, VMAE and WVLDI from the AVMA. Budget amount represents AVMA contribution net of fees received from these organizations (\$168,000).
Finance & Business Services		
AP Automation	60,000	Consulting costs associated with project to automate the accounts payable process across the AVMA.

SOP/Reserves Budget Worksheet
Expense Analysis

List Activity / Program	2023 Requested	Description of the Activity / Program
Wellbeing, Diversity & Inclusion DEI Programming Journey for Teams	75,000 600,000	Consulting costs related to DEI initiatives. First full year of costs related to the AVMA's Journey for Teams initiative. Funding includes costs related to consulting, marketing and programming among other things.
Total Strategic Operating Plan	2,996,350	

SOP/Reserves Budget Worksheet
Expense Analysis

List Activity / Program	2023 SOP Carry Over	Description of the Activity / Program
Research for Working Group on Vet Techs	125,000	Continuing research on utilization of veterinary technicians.
Pet Food Safety Symposium	143,000	A symposium to update stakeholders as to what is known regarding potential connections between novel diets and dilated cardiomyopathy (and other conditions) in companion animals. Interest in this topic among membership appears to be high. This is a FDA-CVM request to AVMA as trusted partner and convener, which was discussed in 2021, agreed to by both organizations, and is being planned for 2022. We have budgeted for 100 attendees arriving the day or evening before the event, departing after dinner on the day of the event with a portion of the expenses to be offset by registration fees. AVMA will also apply for grant from FDA to assist in offsetting the event, but recovery of cost that way is limited, due to restrictions on FDA grants. Cost also includes monies to record portions of the event for on-demand AVMA Axon offerings.
Total Carry-over Strategic Operating Plan	268,000	
Total Strategic Operating Plan	3,264,350	

List Activity / Program	2023 Reserves Carry Over	Description of the Activity / Program
Moduline Diffuser System	41,000	Budget amount represents estimated depreciation associated with the replacement of the moduline diffuser system in 2022.
Conference Room AV	247,000	Budget amount represents estimated depreciation associated with the conference room upgrade which commenced in 2022 and will be completed in 2023.
Total Reserves Expenses	288,000	