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AAVLD COMMITTEES STANDARD OPERATING PROCEDURES

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Standard Operating Procedures for AAVLD Committees and Committee Chairs

References

Constitution and Bylaws of the American Association of Veterinary Laboratory Diagnosticians.

Committee Structure

Types of Committees

The following 7 committees are Standing Committees, mandated and organized according to the AAVLD Constitution and Bylaws: Accreditation, Awards, Credentials, Membership, Nominating, Program, Publications, and AAVLD Foundation Committees.

All other committees are Special Committees appointed by the President, or, for joint USAHA/AAVLD committees or other joint organization committees, appointed jointly by the Presidents of each organization. Special Committees are appointed to carry out a specific charge and will not be reappointed once the task is completed.

Subcommittees may be appointed by the committee chair as deemed necessary, with approval by the President(s) when their goal is expected to take more than one year to complete.

Functions of Committees

Committees are intended to identify, address, and resolve specific issues related to diagnostic laboratory medicine. Committees may, as a function of their investigation of the diagnostic challenges associated with a particular disease, present scientific and educational data for further discussion within their committee meetings with the expected outcome of reaching a greater level of confidence and understanding of the diagnostic criteria and methodologies that are most appropriate to determine the presence or absence of the disease in question. These outcomes are communicated to the Association membership via the annual committee report.

Committees may serve as an organizing body for separate, brief, informal case presentation sessions within their discipline or for special symposia within their discipline.

Management and Participation

A chairperson or co-chairs facilitate the work of the committee.

All AAVLD members in good standing and non-member registrants at the annual meeting are eligible to participate in the activities of all committees except the Executive Committee, Accreditation and Financial Advisory Committee. Only committee members may vote.

A quorum for business of a committee is defined as 10 voting members or 30% of committee membership, whichever is less.

Joint USAHA/AAVLD and other joint committees are managed as regulated by the Constitution and Bylaws and Administrative Policies of each organization. Two co-chairs equally share duties and responsibilities of joint USAHA/AAVLD committees.

Where a committee is authorized by Bylaws or Executive Board direction to make decisions without Executive Board ratification, such committee shall include in its operating documents (i.e. minutes, reports, archives) an original version of any supporting documentation. Committee operating documents shall not include links to supporting documentation where such documentation resides on a non-AAVLD electronic storage platform or where such documentation can be modified, altered, or deleted by non-AAVLD personnel.

Note: All comments and procedures laid out in the following apply to all committees, including joint USAHA/AAVLD and other joint committees, unless specified otherwise in the Constitution and Bylaws of either organization, or if specifically stated as an exception for any type of committee.

Chairperson(s) Appointment

The Chair or co-chairs of the Committee are appointed and reappointed annually by the President, generally for a maximum of 3 one-year terms. The USAHA co-chairs of joint USAHA/AAVLD committees are appointed for 5 one-year term and generally cannot be reappointed to chair the same committee for at least one year.

The chairs are to be selected based on subject related qualifications, skills in leadership, organization and communications, and availability and willingness to complete the required tasks. The President will request nominations for chairs from the previous chair and committee membership, or self-nomination from interested members of AAVLD. The Annual Meeting Committee Report shall include recommendations to the President for who shall chair the committee the following year.

The organization does not provide financial compensation, payment or reimbursement of expenses for any activities related to chairing a committee.

For each joint USAHA / AAVLD committee, the President of each organization appoints one co- chair. It is preferable, but not required, that each co-chair be a member of both organizations, and the Presidents consult each other prior to the appointment to ensure compatible co-chairs.

Chairperson(s) Resignation and Replacement

In the event a chair resigns, the outgoing chair will notify the President. The President has the authority to appoint and/or replace any chair at any time. For joint USAHA/AAVLD committees, the Presidents of both associations must be notified and take action in concert.

Duties/Activities

Mission Statement

The Mission of the Committee is to be stated at the inception of the Committee and posted on the website. The Mission Statement is formulated by the committee chair, in consultation with

the President. Adjustments to the Mission Statement can be made as deemed necessary by the President, the committee chair, and a quorum of the committee, unless the committee is dissolved, and a new committee is appointed to carry forth a new mission.

Reports and Planning of Activities

The chair shall submit a report to the Executive Director and Executive Assistant of its' annual meeting activities and meeting minutes within two weeks following the annual meeting.

This report will also include the action items and planned activities of the committee for the coming year and will be submitted on the form and using the format stated in appendix 1. Progress on accomplishments will be provided to the Executive Board and published on the website and in the AAVLD

Newsletter. The Annual Meeting Committee Report shall also include committee recommendations to the President as to who shall chair the committee the following year.

Meetings for Committee Chairs

Committee Chairs shall participate in the **pre-Annual Meeting planning call** conducted a few weeks before the annual meeting and are invited to attend the Executive Board meeting at the Annual Meeting if board input on major initiatives are desired by the committee (contact the Exec. Director to be placed on the agenda). The outgoing and newly appointed committee chairs are also expected to attend the **Annual Meeting Committee Chairs meeting** held Wednesday morning. There the chairs will present a brief synopsis of their committees' actions, future plans, provide feedback on changes and improvements for future meetings to include facilities (room size), attendance, scheduling, etc.

Nomination and Appointment of Committee Members

The chair shall target an effective and manageable committee size. For joint USAHA/AAVLD committees, this size is preferably greater than 15 members and less than 51. Recruitment of committee members is done by the committee chair in consultation with and final approval by the President. Members in good standing who can contribute to the committee's activities may request the committee chair nominate them as committee members.

The chair annually evaluates contributions from committee members to the committee and makes recommendations to the President regarding reappointment. Reappointment of members to the Committee will not be requested for members that have not participated in any committee activities during the current year. Non-participation includes non-attendance at meetings and/or lack of communication with the chair on subjects related to committee activities.

The list of recommended committee members for the coming year shall be submitted to the AAVLD Executive Director and Executive Assistant within 2 weeks following the annual meeting.

The chair is responsible for communication with the membership of the committee and with the AAVLD Executive Director, President and Program Chair. The chair shall maintain an accurate contact list of all committee members and, with assistance of staff, confirm that they are active members of AAVLD or, for joint committees, within one of the joint organizations. Non-AAVLD members on a joint committee should be indicated on the committee list. The committees' membership shall be published on the AAVLD website under the committee name.

Joint Committees and Subcommittees

Joint USAHA/AAVLD committee's members are appointed by the President of their respective organizations. It is the co-chairs' responsibility to assure balanced representation of both organizations.

Committee chairs may appoint subcommittees as necessary and notify the President. Subcommittees must be approved by the President if their function is to exceed one year. Subcommittees shall report to the parent committee, and their reports are included in the parent committee report. Subcommittees and their members are listed on the AAVLD website.

Committee Members

All members in good standing of AAVLD are eligible to be members of all committees of AAVLD unless specified otherwise in the Bylaws. See Nomination and Appointment of committee members under Chair – Duties section for further detail.

Members have to be available and commit to participate in committee activities such as attendance at annual meetings, contribution to establishment of the meeting agenda, and/or providing expertise or ideas on issues debated by the committee between annual meetings. A sign in list for attendees shall be circulated at the committee meeting (see appendix 3).

All committee members may vote on recommendations to be submitted by the committee to the President. Any committee member with a professional or business conflict of interest shall abstain from votes or committee activities that could be perceived as benefiting their interests.

There is no defined length of service for individual members on committees other than those defined by the Constitution and Bylaws for standing committees.

Annual Meeting

The annual meeting is a major event in the committee's yearly activities. Currently, it is the principal forum for presentation, exchange and deliberation on new knowledge and ideas. It is the place to conduct annual business related to the mission and charge(s) of the committee, which includes votes on resolutions and committee actions to be recommended to the President and/or Executive Board. However, ongoing committee activities may be necessary throughout the year. **Brief verbal reports of committee activities shall be presented by the chair at one of the two HOD meetings during the annual meeting. The chair shall submit a complete written report to the Executive Director and Executive Assistant of its' annual meeting activities and minutes within two weeks following the annual meeting: to be shared with the HOD and membership on the website.**

Facilities, Equipment and Food Beverage

The AAVLD and USAHA Executive Directors, approved staff and approved AAVLD representatives shall comprise the site visit and planning committee and are responsible for arranging meeting facilities for committees. Prior to the annual meeting, the AAVLD representative will inform the chair of the allocated meeting room size and style and request a list of required audiovisual equipment. AAVLD pays a rental fee for each piece of equipment, so only those required should be requested. Due to cost, AAVLD does not rent LCD projectors and associated laptop computers for use during committee meetings.

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If such equipment is required, it is the responsibility of the chair to make arrangements to provide it. However, they must inform the AAVLD meeting planner to arrange for AAVLD paid rental of a stand and electrical cord for this equipment. It is the chairs' responsibility to ensure that the proposed facilities will meet the committees' needs.

The chair shall also communicate the upcoming year's committee room size and style needs and current year problems to the Planning committee representative(s) and Program chair (President-elect) at the annual Committee Chairs meeting the afternoon following the last House of Delegates meeting or via submission of the meeting facilities evaluation form during or shortly after the meeting if they are unable to attend the Committee Chairs meeting. Any facility requirements or meeting time and attendee number changes should be immediately communicated to the Planning committee representatives.

If a committee seeks to have an invited speaker or presenter, and desires to pay expenses for the invited speaker or presenter, the Chair must seek approval from the AAVLD executive board at least 60 days in advance. The Chair and committee must identify a funding source before entering into a fee for service or expense reimbursement agreement with an invited speaker. Potential sources of funding may include committee member donations, industry sponsorship, AAVLD general funds (request through President) or AAVLD Foundation (request through Foundation Chair). Reimbursement of expenses should be limited to those expenses incurred for items /services immediately adjacent to the day and time of the presentation and those expenses deemed reasonably necessary to obtain the services of the speaker or presenter. In general, registration fees are not waived for invited speakers.

Agenda

By 8 weeks prior to the annual meeting, the chair shall submit the agenda for the meeting to the staff who will convey the information to the President, Program Chair (President-elect), and meeting planner. Chairs should make efforts to involve committee members in determining topics to include on the agenda. The agenda is to reflect the committee's mission and the charge(s) of the President.

Coordination of committee agendas: Agendas shall be posted on the web site and notification of their posting published in the AAVLD Newsletter no later than 6 weeks prior to the annual meeting. The Newsletter editor and/or Program chair will review the agendas for topics and presentations that appear in different committees and alert the chairs of this overlap prior to the meeting. Although it may be useful to reiterate and repeat certain information to the audience of different committees, chairs may want to coordinate among their committees' the actions taken on those specific topics.

The agenda will include beginning and ending times, and the location for the meeting. Committee meeting sessions vary from 1 to 8 hours as appropriate to the activities of the committee.

The first item on the agenda is customarily a summary of the outcome of resolutions and recommendations, a summary on inter-annual meeting activities and report(s) of subcommittee(s), if applicable. The main part of the agenda is a list of topics (unfinished or new business) to be discussed and acted upon during the meeting. The chair is to determine a time frames during which each topic is to be discussed.

Meeting Management

The chair shall maintain order in an environment with continuously shifting attendance, assure

fairness for all attendees and competing ideas and arguments and enforce the time schedules listed in the agenda. The procedures for deliberative assemblies as laid out in Robert's Rules of Order, Newly Revised, should be applied to facilitate the conduct of the meeting, if necessary. The chair has the power to enforce these rules especially if there is contention, disruption, or non-professional conduct.

When necessary, committee members can move and second a motion to go into executive (closed) session. Such a motion of question of privilege can interrupt any ongoing business, is debated, and must be adopted by majority vote. All committee votes occur in open session.

A sign in list for attendees shall be circulated at the committee meeting (see appendix 3).

Committee Work Product

All work products produced by a committee member in association with their committee participation is considered the property of AAVLD and may be used by AAVLD for the advancement of the interests of the association and or its membership without the specific consent of the committee member. If work product is produced by an invited speaker or presenter who is not an AAVLD member or member of the committee, the Committee Chair or AAVLD staff should obtain consent of the speaker or presenter prior to presentation and / or reuse. Nothing in this policy shall in any way limit the right of the committee member, speaker, or presenter to use his or her work product without the specific consent of AAVLD.

Resolutions

Resolutions are specific actions called for by the committee and for which the committee requests approval from the entire Association. **Resolutions should only address major issues.** A resolution consists of a background statement of information and a specific resolution. A quorum of at least 10 committee members or 30% of the committee membership, whichever is less, must vote on the resolution and it must be passed by a majority of those members. Resolutions must be reviewed by the Executive Committee (officers) or at a minimum the President and be submitted to the Constitution, By Laws and Resolutions (CBR) Committee for formatting and presentation at the next House of Delegates meeting where a vote is taken. The Resolution Form (Appendix 2) must be used for formulating resolutions and they should be delivered to the AAVLD information desk or directly to the AAVLD President and chair of the CBR committee. A resolution approved by the Association membership vote (majority vote of the House of Delegates) carries the full weight of the Association.

Position Papers, Monographs and Guidance Documents

Committees are urged to develop position papers, monographs, or guidance documents on subjects within their charge that address current issues of interest to diagnostic laboratories. The primary purpose of a position paper or monograph is to provide concise science-based information on a specific subject. The chair or any member of a committee does not have the authority to issue a position statement on behalf of the organization. Position papers and monographs are submitted to the Executive Director for approval by the Executive Board.

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Committee Report

The committee report of the annual committee meeting is an important document. It is the main communication vehicle for the committee to publish science-based views on particular subjects. It is also a historical document setting into words the progress in addressing animal and public health issues over the years. **The chair of the committee will complete the committee meeting report for submission to the AAVLD staff within 2 weeks after adjournment of the committee meeting using the format specified.** If presentations of scientific information are held during the committee meeting, an abstract of the presentation is to be published in the committee report. The committee report should include the action item cover page and state in the body of the report plans for committee activities in the upcoming year. The committee reports shall be published on the AAVLD website under Committees. An updated committee roster should be provided separately to the Executive Director and Administrative Assistant for approval by the President.

Inter-annual Meeting Activities

Between annual meetings of the committee, the chair will keep committee members involved and informed about any developments related to the committee mission and the charge(s) of the President. The chair coordinates all activities among committee members.

Inter-annual meeting activities, in general, are related to business proposed for the next meeting, preparation of the agenda, regular scheduled meetings to fulfill the mission of the committee, completion of business from the previous meeting or special requests from the President for information or input. The chair shall inform committee members about the status of resolutions or requests for action by the Executive Board. Significant inter-annual meeting activities shall be included in the annual meeting report, reported in the newsletter, reported to the Executive Board and/or published as meeting minutes, as appropriate. Additional activities may include preparation of position papers or monographs, the planning of special pre-meeting symposia or arranging for a case presentation session.

Resources

List serves

A restricted access e-mail listserv dedicated to the business of the committee may be established by contacting the Executive Director Assistant's office or set up at a location under the control of the committee chair or their designee. It is the responsibility of the Committee Chair(s) or their designee to monitor and maintain the integrity of the discussions on the listserv for their committee.

Web site

The AAVLD website (www.aavld.org) has limited portions accessible to the public with unlimited access to all members in good standing. Requests to add content to the website or make changes in the organization of the site should be made to rozuna@aavld.org and will be forwarded, if necessary, for review to the Publications Committee Chair.

Pre or Post- annual meeting Symposia/Workshops

All pre or post-meeting special symposia or workshops must be arranged in the following manner:

1. Workshop must be sponsored by an AAVLD committee and have a designated Coordinator.
2. Except in special circumstances, they shall be approved by the Executive Board. The workshops should not conflict with the scientific session of the AAVLD meeting and have traditionally been held Thursday or on Friday preceding the 1st plenary session.
3. **The sponsoring committee must submit a draft plan including budget to the Executive Board via the Program Chair for approval at the February Executive Board meeting. The Program Committee Chair (President-elect) notifies the symposium coordinator of the Executive Board's action immediately after the February Executive Board meeting.**
4. The Coordinator of the workshop provides a detailed synopsis of the symposium/workshop which includes topic to be covered, date, time, budget, participant registration fee, and contact person. **Submit to the Executive Director within 4 weeks after the February Executive Board meeting** for placement on the web page and notification of membership via the newsletter.
5. Registration fees can be paid by check or credit card and are payable to "AAVLD" and collected by the secretary-treasurers office. On-line, fax or US mail payment options will be posted on the registration form at www.aavld.org. The secretary/treasurers office will provide receipts for registration at the time of payment.
6. **The registration for the workshop must cover all costs incurred including those for printing proceedings, promotion of workshop (note: there is no charge for AAVLD newsletter or web), guest speakers, refreshments, indirect costs, and equipment or room expenses.** The Secretary/Treasurer will disburse funds from the registration fees to pay for the expenses. Note: workshops held at the site and within the dates of the annual AAVLD/USAHA meeting have traditionally had no room use fee but audiovisual equipment (LCD projectors, etc.) do have rental fees. For further information on room, food and equipment charges contact the AAVLD meeting planner. Any profits will be retained by AAVLD to use at their discretion unless other arrangements have been made.
7. The Coordinator is responsible for contacting the AAVLD meeting planners to inform them of their needs including room size (maximum number of attendees), time, audiovisual equipment required and if they wish to purchase refreshments or meals from the symposia budget. This information should ideally be communicated prior to the meeting site visit and negotiations with the hotel.
8. Any request for changes in room requirements, scheduled time, etc. should be communicated as soon as known to AAVLD meeting planner. Any incurred expenses resulting from cancellation of a symposia/workshop will be the responsibility of the sponsoring committee.
9. The Newsletter Editor must receive updated agendas for the workshop for posting on the website and advertisement in the pre-meeting newsletter by 10 weeks before the meeting. Additional promotion is the responsibility of the Coordinator and/or sponsoring committee.

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Appendix 1



AAVLD Committee and Liaison Report Form:

Due 2 weeks after Meeting - submit to AAVLD Executive Director

Committee

Date

Committee Chair (Co-)

Co-chair if applicable

Recommendations to President for next year's chair or co-chairs

Action items for Executive Board Consideration:

1. List of recommended committee members for next year (Due 4 weeks after meeting).
- 2.

Action Items for the Committee:

- 1.

Please attach the attendance record, and the committee report narrative/meeting minutes which will be published on www.AAVLD.org and e-mail to: dzeman@aavld.org and rozuna@aavld.org

In attached minutes use normal body text type font not header fonts

First line <name of committee>, 2nd line Chair(s) <names>, time of meeting, day, date, location. On the following line state number of attendees

Example:

Subcommittee on Antimicrobial Susceptibility

Chairs: Doreene Hyatt and Ching Ching Wu, 1:00-2:00pm, Friday, October 24, 2008, Greensboro, NC

Number of attendees: 21

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Appendix 2

RESOLUTION FORM

RESOLUTIONNUMBER:

COMMITTEE:

SUBJECT:

DATE:

BACKGROUND INFORMATION:

RESOLUTION:

