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1. USAHA Organization and Administration

1.1. Mission of the United States Animal Health Association

The USAHA is to be a forum for communication and coordination among state and federal governments, universities, industry, and other groups on issues of animal health and disease control, animal welfare, food safety and public health. It serves as a clearinghouse for new information and methods that may be incorporated into laws, regulations, policy, and programs. It acts to develop solutions to animal health-related issues based on science, new information and methods, public policy, risk/benefit analysis, and the ability to develop a consensus for changing laws, regulations, policies, and programs.

(Bylaws of the USAHA, Article II - Purpose)
1.2. Organizational Chart

USAHA

Committees (32)
- Species Oriented (8)
  - Aquaculture
  - Captive Wildlife & Alternative Livestock
  - Infectious Diseases of Cattle, Bison, & Camels
  - Infectious Diseases of Horses
  - Sheep & Goats
- Subject Oriented (24)
  - Transmissible Diseases of Poultry & Other Avian Species
  - Transmissible Diseases of Swine
  - Wildlife Diseases

Executive Committee (8)
- Elected Officers (7)
  - President
  - President Elect
  - First Vice-President
  - Second Vice-President
  - Third Vice-President
  - Treasurer
  - Immediate Past President
- Appointed/Ex-Officio Officers (1)
  - Secretary (elected by Board of Directors)
  - Executive Director (hired by Executive Committee)

Board of Directors (99)
- District At-Large (1)
  - Northeast:
    - CT; DE; ME; MD; MA; NH; NJ; NY; PA; RI; VT
  - North Central:
    - IL; IN; IA; KS; MI; MN; MO; NE; ND; OH; SD; WI
  - Southern:
    - AL; AR; GA; FL; KY; LA; MS; NC; OK; SC; TN; TX; VA; WV; PR; VI
  - Western:
    - AK; AZ; CA; CO; HI; ID; MT; NV; NM; OR; UT; WA; WY

Districts (5)
- Regional Districts (4)
  - State Veterinarians (50)
  - Other Delegates (4+)
    - Chief Veterinary Officers of:
      - U.S.
      - Canada
      - Mexico
      - Australia
      - New Zealand Past Presidents
  - Elected Officers (7)
    - President
    - President Elect
    - First Vice-President
    - Second Vice-President
    - Third Vice-President
    - Immediate Past President
  - Other Federal Agency (10)
    - USDA-APHIS-VS
    - USDA-ARS
    - USDA-NIFA
    - USDA-APHIS-Wildlife Services
    - US Dept. of Homeland Security – Office of Health Affairs
    - US Dept. of Health & Human Services- CDC
    - US Dept. of Interior-NPS
    - US Dept. of Interior-USGS-National Wildlife Health Center
    - US Dept. of Interior – US Fish & Wildlife Service
    - US Dept. of Energy-Lawrence Livermore National Laboratory

Other Federal Agency (10)
- Allied Organizations (38)
  - Alpaca Owners & Breeders Assn.
  - American Assn. of Avian Pathologists
  - American Assn. of Bovine Practitioners
  - American Assn. of Swine Practitioners
  - American Assn. of Veterinary Laboratory Diagnosticians
  - American Assn. of Wildlife Veterinarians
  - American Assn. of Zo Veterinary Medicine
  - American Cervid Alliance
  - American Dairy Goat Assn.
  - American Goat Federation
  - American Horse Council
  - American Sheep Industry Assn.
  - American Veterinary Medical Assn.
  - Association of American Veterinary Medical Colleges
  - Assn. of Fish & Wildlife Agencies
  - Battelle, Inc.
  - Exotic Wildlife Association
  - Holstein Association
  - International Lama Registry
  - Livestock Exporters Assn., U.S.A.
  - Livestock Marketing Assn.
  - National Aquaculture Assn.
  - National Assn. of State Public Health Veterinarians
  - National Bison Assn.
  - National Cattlemen’s Beef Assn.
  - National Chicken Council
  - National Dairy Herd Improvement Assn.
  - National Institute for Animal Agriculture
  - National Milk Producers Federation
  - National Pork Producers Council
  - National Turkey Federation
  - Professional Rodeo Cowboys Assn.
  - U.S. Poultry and Egg Association

Regional Delegates (8)
- Two regional delegates from each region:
  - Northeast
  - North Central
  - Southern
  - Western
1.3. USAHA Office & Staff

United States Animal Health Association
4221 Mitchell Ave
St. Joseph, MO 64507
Phone: 816-671-1144
Fax: 816-671-1201
Website: www.usaha.org
General email: usaha@usaha.org

Executive Director
Ben Richey
brichey@usaha.org

Executive Assistant
Kelly Janicek
kelly@usaha.org

Meeting Planner
Jackie Cassarly
jackie@planningconnection.com
2. Committee Organization and Administration

2.1. Background

In October 1993, the USAHA Executive Committee (now the Board of Directors) adopted Administrative Policies regarding the Establishment and Operation of Standing Committees (see attachments).

In October 1998, the USAHA President and Program Committee Chair appointed a Subcommittee on Operating Procedures (OP) to develop a written document for use by Committee Chairs. This followed the adoption of the Long Range Plan in 1997 that resulted in the streamlining of the program of the Annual Meeting, the combination of Committees, and the creation of joint Committees with the American Association of Veterinary Laboratory Diagnosticians (AAVLD). The need for greater efficiency of Committees was recognized, especially in view of the turnover of Committee Chairs resulting from the limitation to serving five one-year terms. The Manual of Operating Procedures was to contain all of the administrative guidelines of the USAHA that were necessary for USAHA and joint USAHA/AAVLD Committees to function effectively and in a reasonably uniform manner. The Manual would assist Committee Chairs in efficiently and effectively carrying out their assigned responsibilities.

2.2. Committee Structure

Unless specifically stated otherwise, in the remainder of this document the terms “President” refers to the USAHA President, “Secretary/ED” refers to the USAHA Secretary or Executive Director, "Chair" refers to a Chair of joint USAHA/AAVLD Committees or the Chairperson of a Committee; “Annual Meeting” refers to the annual meeting of the USAHA/AAVLD, “Annual Committee Meeting” refers to the meeting of a Committee held at the Annual Meeting of the USAHA/AAVLD, “Annual Committee Report” refers to the report of a Committee meeting held at the Annual Meeting of the USAHA/AAVLD, the “Executive Committee” refers to the elected officers of the Association, and the “Board of Directors”, also referred to as the “Large Body”, is the group of approximately 100 people that have the authority over all matters of the Association within the limits of the Bylaws.

All Committees are either Standing or Special. The following Committees are Standing Committees, mandated and organized according to the USAHA Bylaws: Executive Committee (Elected Officers), Program Committee, Committee on Nominations and Resolutions and Audit Committee.

All other Committees fall under the classification of Special Committees, commonly referred to as Science-based or simply as Committees, appointed by the President, or joint USAHA/AAVLD Science-Based Committees, appointed jointly by the Presidents of each organization. Committees are appointed to carry out a specific charge and are not re-appointed once the charge has been completed.
A Chair may appoint subcommittees as deemed necessary. Subcommittee members must be members of the parent committee. The Chair determines when a subcommittee has fulfilled its charge and dissolved.

A Chair, assisted by a Vice-Chair, facilitates the work of the Committee. All USAHA members in good standing are eligible to be appointed as members of a Science-Based Committee and participate in all activities of that Committee. Non-member registrants at the Annual Meeting of USAHA may attend the open session of any Committee meeting. However, only members of a Committee may introduce resolutions or items of business, and vote.

Joint USAHA/AAVLD Committees are managed as regulated by the Bylaws and Administrative Policies of each organization. Leadership of the committees should represent each organization.

On June 4, 2003, the Executive Committee approved the following document on Committee Structure that includes the protocols for joining and being removed from a Committee:

```
USAHA Committee Structure

1. Protocol to Join a USAHA Committee
   a. Must be a current dues paying member of USAHA
   b. Request membership from Committee Chair or USAHA President, including a statement of interest
   c. USAHA President will approve each new member in consultation with Committee Chair

2. Protocol to be Removed from a USAHA Committee
   a. Member fails to maintain USAHA membership in good standing, or
   b. Member requests from Chair to be removed, or
   c. Member has not attended the annual meeting in two consecutive years or more, and has not informed
      Chair of intentions of remaining on the Committee, or
   d. President, in consultation with the Chair, removes the member.
   e. The President shall inform the member in writing of the intent to remove them from the Committee,
      unless the member makes a compelling argument for retention.

3. Status of a USAHA Committee
   a. Committee members should review the Committee mission and objectives from time to time to assure
      its continued productivity and contribution to USAHA
   b. The USAHA Executive Committee shall from time to time review the productivity and contribution of
      each Committee to USAHA and may alter Committee structure

Approved by USAHA Executive Committee June 4, 2003

2.3. Chairs and Vice-Chairs

All comments and procedures laid out in the remainder of this document apply to all Science-Based Committees, including joint USAHA/AAVLD Committees, unless specified otherwise in the Constitution and Bylaws of either organization, or if specifically stated as an exception for any type of Committee.

2.3.1. Appointment
```
Chairs and Vice Chairs are appointed and re-appointed annually by the President for a maximum of five one-year terms. Following five consecutive years of service as a Chair, a person cannot be re-appointed to serve as Chair for the same Committee for at least one year. The President may extend the maximum of five one-year terms under special circumstances.

The Chairs and Vice Chairs are selected based on subject-related qualifications, skills in leadership, organization and communications, availability, and willingness to complete the required tasks. The President will request nominations for Chair from the previous Chair and current members of the Committee. Interested members of USAHA may nominate themselves to serve as Chair. Vice Chairs may receive consideration as successors to the Chair position.

The USAHA does not provide financial compensation, payment or reimbursement for expenses for any activities related to chairing a Committee, but can provide support for communication within your committees as necessary.

For joint USAHA/AAVLD Committees, the President of each organization will agree upon and appoint co-chairs, one for each organization.

2.3.2. Resignation and Replacement

In the event that it is necessary for a Chair to resign, the outgoing Chair will notify the President who will appoint a new Chair. The USAHA President has the authority to replace any appointed Chair at any time. For joint USAHA/AAVLD Committees, the Presidents of both associations must be notified and take action in concert for replacement of a Chair.

2.3.3. Duties/Activities

2.3.3.1. Mission of the Committee

The Mission of the Committee should be developed at the inception of the Committee and reviewed annually. The Chair, in consultation with the President, formulates the statement of the Mission. Adjustments to the Mission can be made as deemed necessary by the President, the Chair, and a quorum of the Committee, unless the Committee is dissolved and a new Committee is appointed to carry forth a new mission.

The Mission shall be within the charge to the Committee by the President.

2.3.3.2. Planning of Activities

At appointment, the Chair will develop a strategy and plan activities that satisfy the Committee Mission, and submit to the President and ED.
2.3.3.3. Nomination and Appointment of Members to Science-Based Committees

The President will make all appointments to Science-Based Committees. The President consults with the Chair on candidates for appointment.

The Chair may invite all those who can contribute to the Committee's activities to become members and propose their appointment as Committee members to the President. The Chair is encouraged to target an effective and manageable Committee size.

The Chair is responsible to ensure a geographical and scientific balance, as well as an appropriate balance of state, federal, industry (commodity groups and other corporate entities), and technical members (academia and research). Although new members may be added to a Committee at any time, they will not be listed on the official program unless appointed by the deadline established by the Secretary/ED. The deadline shall be one week prior to the deadline for submission of the program for the Annual Meeting for printing. In general, the Chair makes recommendations for changes in Committee membership at the close of the Annual Meeting on the “Chair Survey Form for after the Annual Meeting” (see attachment 1).

The USAHA administrative support staff works with the Chair to maintain an accurate list of all Committee members and determining if they are active in the USAHA. The Chair will be provided an electronic database by the USAHA administrative support staff.

The Chair is responsible for fully and constantly communicating with the members of the Committee and with the President and Secretary/ED. The Chair is responsible for ensuring that Committee members receive a copy of the Annual Committee Report, a copy of approved resolutions that originated in the Committee and a copy of the letter from the President transmitting any recommendations that originated in the Committee. The USAHA administrative support staff can provide name and email addresses or can email the materials to Committee members at the request of the Chair. The Chair will provide a cover letter to the USAHA staff for any materials that are emailed to Committee members. The Chair will also provide a copy of the responses to resolutions or recommendations of the Committee to Committee members. Responses generally are received in February.

The Chair shall annually evaluate membership of the Committee and make recommendations to the President regarding reappointment. These recommendations are recorded in the “Chair Survey Form” (attachment 1). Reappointment of members to the Committee will not be requested for members that have not participated for two or more years in any Committee activity. Non-participation includes non-attendance at the Annual Committee Meeting, and/or lack of communication with the Chair on subjects related to Committee activities.

The President of their respective organization appoints members of joint USAHA/AAVLD Committees. It is the responsibility of the Chair to assure appropriate representation of both organizations on their Committee and not to exceed the recommended Committee size.

For more information on Committee membership, see section 2.4. Committee Members.
2.3.3.4. **Subcommittees**

Chairs shall work with the President to appoint Subcommittees as deemed necessary. The Chair will determine when the charge of the subcommittee has been met and should be dissolved. Subcommittee members must be members of the parent Committee. Subcommittees shall report only to the parent Committee, and their reports shall be included in the Annual Committee Report and include the names of Subcommittee members.

Committee Chairs may deem the establishment of an OIE Review Subcommittee, in order to handle requests of any OIE chapters under review in a timely, effective manner. OIE chapter reviews are done annually, typically in a November – January timeline each year. See 2.3.3.6.2 for more information on the OIE Commenting Process and appendix item 12.

For information on a Subcommittee for each Committee that can address emergency and emerging issues related to the Committee mission, see section 3.3.3.6.1.

2.3.3.5. **Annual Committee Meetings**

The Committee meets at the Annual Meeting of USAHA. The Annual Committee Meeting is the major event of the Committee’s yearly activities. Currently, it is the principal forum for presentation and exchange of, and deliberation on, new knowledge and ideas. It is the place to conduct all business related to the Mission and Charge to the Committee including voting on recommendations and resolutions. The Chair is responsible for conducting a fair, orderly, efficient and effective meeting. One of the greatest challenges for the Chair in conducting this meeting is time management.

2.3.3.5.1. **Agenda**

Prior to the Annual Committee Meeting, the Chair shall prepare the agenda for the meeting. Chairs should make an effort to involve Committee members in determining topics to be included in the agenda. Six months prior to the Annual Committee Meeting, the Chair will send out to Committee members, a notice of the meeting and call for agenda items. It is helpful to set a time limit for submission of possible agenda items by Committee members. The agenda should reflect the Mission of the Committee and the charge of the President.

The agenda shall include beginning and ending times, and the hotel and room location for the meeting. Committee meetings are planned according to need. Every effort should be made to complete Committee business in one session. If more than one session is required, or if less time is needed, Chairs may request appropriate meeting time from the Secretary/ED. The bottom of the agenda should contain the current Committee mission statement. The recommended format for the Annual Committee Meeting Agenda is found in attachment 2.

The first items recommended for the agenda can include, where applicable:

- Report of any outstanding or pertinent items from previous annual meeting
- Report of the outcome of recommendations and resolutions approved by the Committee the previous year
- Report on Committee’s and Subcommittees’ activities since the last Annual Meeting.

This will refresh the memory of all Committee members of the current status of Committee activities, and assist those who didn’t attend the previous year to make a contribution to the current Committee meeting.

The main part of the agenda is a list of topics or presentations, including unfinished or new business, to be discussed and acted upon during the Annual Committee Meeting. The Chair shall determine a time frame during which each topic is to be discussed. USAHA and AAVLD both allow their members to belong to and participate in activities of more than one Committee. Given the structure of the organization and schedules for the Annual Meeting, neither the Chairs nor Committee members influence scheduling of Committee meeting times. Consequently, time conflicts may occur. By keeping to the agenda schedule, the Chair will allow members to attend discussion and action on those topics for which their contribution is the most beneficial, or for which a member wants to cast a vote.

The Chair should prepare a list of items/topics for which specific action is expected, such as formulation of recommendations or resolutions. This list is to be included in the agenda. However, specific action may also be initiated during the meeting, and the Chair shall maintain sufficient flexibility in the schedule to allow new, emerging issues to be addressed. The Chair should organize the agenda such that issues requiring specific action, such as recommendations or resolutions, are debated and action taken at a time when most members are expected to attend the Committee meeting.

Committee business, including action on resolutions, approval of subcommittee reports and other items can occur throughout the meeting, or cumulatively at the end of the session, whichever is more conducive to participation.

Committee Scientific Papers

Each Committee is encouraged to submit two scientific papers for presentation during the Annual Meeting:

1) Committee Scientific Paper or Abstract which is presented during the Scientific Session of the Meeting. The AAVLD Program Committee chair sets the time for the Scientific Sessions. This Paper is selected for presentation by the USAHA Program Committee Chair in collaboration with the AAVLD Program Committee Chair, depending on the theme for papers at the session. It is recommended that the duration of the presentation of this Paper be limited to 15 minutes. The Scheduled Committee Scientific Paper is listed in the program and a full paper may be printed in the Proceedings, which are expected by December 1. Abstracts should be submitted to using the AAVLD Electronic Submission Process, and will then be routed for review.

2) Committee Time-Specific Scientific Paper which is presented during the Committee meeting at a specified time (Time-Specific). The Program Committee Chair in collaboration with staff, sets the time for this presentation to coincide with the meeting of the Committee. The time for
presentation will be listed in the program and the entire paper will be printed in the Proceedings. The Committee Chair shall determine if there are restrictions on the length of this Paper presentation. In order to facilitate maximum attendance, the Chair shall ensure that the presentation occurs at the precise time scheduled.

For both Papers, the Chair identifies the topic and author(s) to the USAHA support staff, and informs the author(s) of responsibility for submission of the paper, the format of the paper, and the deadline for submission (refer to attachment 4, Details of Committee Scientific Papers). Committee Chairs and Co- or Vice-Chairs shall review and edit the papers prior to submission of an electronic copy to the USAHA office four weeks (20 business days) prior to the start of the Annual Meeting.

Coordination of Committee agendas

A draft of the agenda of the Annual Committee Meeting shall be submitted to the Program Committee Chair (President-Elect) four weeks (20 business days) prior to the start of the Annual Meeting. The Program Committee Chair will review all Committee agendas for topics and presentations that appear in more than one Committee and alert the Chairs of this overlap. Although it may be useful to reiterate and repeat certain information to the audience of different Committees, Chairs should be informed of these occurrences prior to the meeting so that actions taken on those specific topics may be coordinated between the Committees. A final agenda should be submitted to the Program Committee Chair prior to the start of the Annual Meeting.

Speakers and Compensation
As approved by policy of USAHA:
USAHA will not provide complimentary registration to any member or regular attendee of USAHA annual meetings that is speaking on a committee agenda. USAHA staff can provide relevant information.

USAHA will provide a one-day complimentary registration to non-member, invited speakers by request for committees for the purpose of presenting to a committee or general session. Requests must be submitted to the USAHA office.

USAHA does not offer speaker stipend, nor reimburse for travel expenses. Exceptions to this, or any of the above items must be approved by the Executive Committee.

2.3.3.5.2. Meeting Rooms and Facilities

The Secretary/ED is responsible for providing meeting facilities for the Committees and Chairs. Ninety to 120 days prior to the Annual Meeting, Chairs shall submit to the Secretary/ED a request form specifying room capacity and set-up style, and AV equipment desired for the Annual Committee Meeting (see attachment 5, Committee Meeting Room Specifications and AV Equipment Request Form). Prior to the Annual Meeting, the Secretary/ED will inform each Chair of the allocated meeting room size and style and the included audio-visual equipment. It is the responsibility of the Chair to ensure that the proposed facilities meet the needs of the Committee and inform the Secretary/ED if they do not. If a Subcommittee has been appointed and is meeting
prior to the full Committee, the Committee Chair is responsible for identifying the meeting needs of that Subcommittee and informing the Secretary/ED so that arrangements can be made. The Chair should inspect the meeting room prior to the time scheduled for the meeting to assure that all necessary equipment is in place at the start of the meeting.

The Chair shall post the Committee agenda on or near the door(s) of the meeting room and provide sufficient copies for distribution to all anticipated attendees.

2.3.3.5.3. Attendance

Committee members are strongly encouraged to attend the Annual Committee Meeting. New means of communication have enhanced the ability of year-round exchange of information and ideas, however, face-to-face interaction at the Annual Meeting is still a very efficient, immediate way to concentrate on, debate, conclude and vote on topics at hand, and thus influence policy on important issues. Non-attending members deprive their Committees and the USAHA of their expertise and potential contributions. In order to facilitate the recording of members and non-members present at the Annual Committee Meeting, Chairs should utilize a sign-in sheet (see attachment 6, Sign-in Sheet/Attendance at Annual Committee Meeting).

Attendance at Annual Committee Meetings is not limited to Committee members. USAHA and AAVLD members as well as non-members that are registered at the Annual Meeting may attend the meetings and participate in all discussions, except for executive sessions of the meetings of the Committees. Executive sessions are limited to attendance and participation by Committee members only. Only Committee members may introduce resolutions or other items of business and vote at Committee meetings.

2.3.3.5.4. Meeting Management

In most cases, Annual Committee Meetings are scheduled to last 4 to 5 hours. Given the Committee structure, the commitments of members to other Annual Meeting activities, time conflicts that occur because of membership in more than one Committee, the variety of activities, including reports, scientific contributions, deliberations, and votes, that are included in the meeting agenda, and the potential contribution of non-Committee members to discussions and deliberations of the Committee, the Chair must maintain order in an environment with continuously shifting attendance, assure fairness for all attendees, recognize competing ideas and arguments, determine presence of a quorum if needed for a vote, 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, are applied to facilitate the conduct of the meeting. The Chair should appoint a parliamentarian among attending Committee members to advise on procedures according to Robert's Rules of Order. Meetings of joint USAHA/AAVLD Committees are governed by the same rules.

When necessary, Committee members can move and second a motion to go into executive session, which includes only members of the Committee. Such a motion of question of privilege can interrupt any ongoing business, is debatable, and is adopted by majority vote. A summary of Parliamentary Procedures is available in the appendix, Attachment 11.
2.3.3.5.5. Quorum

A quorum for all committees, as defined in the bylaws, shall be ten (10) voting members or 30 percent of the committee membership, whichever is less.

2.3.3.5.6. Committee Work Products

Committees may generate up to five work products as follows:

2.3.3.5.6.1. Annual Committee Report

The Annual Committee Report is the report of the meeting of the Committee at the Annual Meeting of the USAHA. It is an important document because it is the main communication vehicle for the Committee to publish science-based views on particular subjects. In addition, it is a historical document setting into words the national progress in addressing animal and public health issues over the years. The Chair must complete the Annual Committee Report for submission to the Board of Directors within 24 hours after adjournment of the Committee meeting, or less than 24 hours if the Committee meeting adjourns less than 24 hours prior to the final meeting of the Board of Directors. In order to facilitate development of an accurate Annual Committee Report it is recommended that Chairs require that all presentations being made during the meeting be submitted electronically prior to presentation. The Annual Committee Report will be made available in the reading room for Committee members to read and comment on prior to its approval by the Board of Directors. The Annual Committee Report includes a list of all Committee members and is to be prepared according to the format specified in attachment 7, Annual Committee Meeting Report Format. The report starts with a concise summary of activities and action items. In addition to reporting on presentations, with the exception of the scheduled scientific papers, Committee deliberations, Subcommittee reports, members present, and recommendations, the Annual Committee Report should also contain information on activities that took place between Annual Meetings. It should include the subject matter of resolutions approved by the Committee and submitted to the Committee on Nominations and Resolutions. The full text of the resolution is not included in the report; however, recommendations and position papers or statements are to be included verbatim. The Committee Scientific Papers are to be submitted as outlined in section 2.3.3.5.1. Agendas (see also Attachment 4-Details of Committee Scientific Papers).

2.3.3.5.6.2. Resolutions and Recommendations

Committees are deliberative bodies that do not have authority over issues brought before them. However, given the assembled expertise of a Committee’s membership and that Committee meetings are a forum for exchange of information and discussion on specific topics, Committees have the ability to submit resolutions to the Committee on Nominations and Resolutions or formulate recommendations on specific issues for further action to be taken by agencies, industry or organizations.
2.3.3.5.6.2.1. 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 is a two part document and consists first, a background statement of information and second, a specific resolution. The format for the resolution is shown in the attachment 8, Resolutions and Recommendations Form. All resolutions brought before the Committee shall be voted on by a quorum of Committee members before the adjournment of the Committee meeting. Resolutions may be prepared by individual members, Subcommittees of the parent Committee, and/or workgroups; however, they must be introduced, moved, seconded and voted on during the Annual Committee Meeting. A copy of each resolution approved by the Committee are to be delivered to the Secretary/ED as soon after the completion of the Committee meeting as possible but no later than when the Annual Committee Report is submitted to the Secretary/ED. Resolutions will then be submitted to the Committee on Nominations and Resolutions and reviewed and processed as laid out in ARTICLES IX of the USAHA Bylaws. A resolution approved by a vote of the membership of the Association carries the full weight of the Association. The text of resolutions shall not be included in the Annual Committee Report; rather, the Annual Committee Report should state that a resolution calling for action on a topic was approved by the Committee and submitted to the Committee on Nominations and Resolutions. All resolutions approved by the general membership at an Annual Meeting are published in the proceedings.

2.3.3.5.6.2.2 Recommendations

Recommendations are a vehicle for Committees to convey ideas to agencies, industry or organizations in a less formal manner than by resolution. A Committee may formulate a recommendation on a subject. The full text of the recommendation must be included in the Annual Committee Report. Recommendations are not submitted to the Committee on Nominations and Resolutions and do not request approval of the full Association membership. The Board of Directors approves recommendations as part of the Annual Committee Report. The Chair, with support from the Association staff, is responsible for developing a cover letter to be signed by the President that will accompany any recommendation approved by the Committee to the entity that is being asked to take an action. The Chair is responsible for the follow-up on recommendations to determine if a recommendation has been addressed by the target entity.

2.3.3.5.6.3. Position Papers

Committees are urged to develop position papers on subjects within the Mission of the Committee that address current issues of interest to the country. The primary purpose of a position paper is to provide concise science-based information on a specific subject. Neither the Chair nor any member of a Committee has the authority to issue a position statement on behalf of the organization. Position papers are submitted, as part of the Annual Committee Report, to the Secretary/ED for approval by the Board of Directors. Position papers developed by a Committee outside of the Annual Meeting must be submitted to the Executive Committee for approval. (see section 2.3.3.6.1, Emerging/Emergency Issues).

2.3.3.5.6.4. Press Releases
Chairs should complete the News Release information form, or meet with the USAHA press officer immediately after the Annual Committee Meeting in order to assist in the development of a one-page press release on Committee issues and activities. The Chair must check the press release for accuracy of fact and thought.

2.3.3.6. Inter-Annual Meeting Activities

Between the meetings of the Committee at the Annual Meetings, 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 with Committee members, the Secretary/ED, and the Executive Committee. Association resources for communications between Annual Meetings are described in section 3.5. of this manual.

In general, Committee activities between Annual Meetings are related to business proposed for the next meeting and preparation of the agenda, or completion of business from the previous Annual Committee Meeting. The Chair is responsible to inform Committee members about the status of recommendations and resolutions submitted during the previous Annual Meeting. The industry, organization or institution to which recommendations and resolutions are directed are asked to provide the name of a contact person such that the Chair can be kept informed about status and response to that request for action (staff trail). The USAHA Secretary/ED is charged with following up on the progress of all Association resolutions. A summary of the significant activities of the Committee between the Annual Meetings shall be included in the Annual Committee Report.

2.3.3.6.1. Emerging/Emergency Issues

Emergency issues and some emerging issues may require immediate action by the USAHA, and consequently, the Chairs should establish the infrastructure to prepare a concerted organizational response to such issues in a rapid manner. In concert with the President, a Chair may appoint a specific Subcommittee of 3 or more members and 3 or more alternate members to deal with emergency issues for which an immediate response is requested. This Subcommittee should reflect the make-up of the whole Committee, and should contain the necessary expertise to deal with any emergency issue related to the Committee Mission. The size of the Committee is chosen such that a Chair or Vice-Chair can reach all members or their alternates to deliberate and vote on an issue within a very short period of time, i.e. within days if necessary. The full Subcommittee of all members or their alternates represents a quorum of that parent Committee during the inter-Annual Meeting period. Report of actions of the Subcommittee will be submitted to the full Committee at the next Annual Meeting and presented in the Annual Committee Report.

2.3.3.6.2 OIE documents – Review and preparation of USAHA comments
USAHA receives requests from USDA-APHIS for comments on proposed changes to OIE standards as well as other important OIE documents. Committee chairs may be called upon to assist in the review of these documents and provide comments. Because the OIE proposals will be incorporated into international health standards for trade in animals and animal products, this is an excellent opportunity for USAHA to provide input in the setting of these important standards. Please see Attachment 12 for more detailed information on OIE standards, the OIE document review and commenting process, and the responsibilities of committee chairs in this process.

2.3.4. Accountability

Documentation of activities and outcomes is essential in order to account for progress and accomplishments that address the President's charge. The Annual Committee Report that is published in the Proceedings is the principal report. The following complementary reports will facilitate tracking of accomplishments and assure continuity in activities with the transition to new Committee Chairs.

2.3.4.1. Executive Summary Report

During the Annual Meeting, the Chair shall prepare an Executive Summary Report of the Annual Committee Report and Committee activities that occurred since the last Annual Committee Meeting. The Executive Summary Report will be placed on file at the USAHA office. The report should be submitted within 10 business days following adjournment of the Annual Meeting. This report highlights the Committee’s accomplishments related to the President's charge.

2.3.4.2. List of contacts

The Chair shall establish and maintain a list of contacts that are important and relevant for conducting Committee business. This list shall include experts who are not members of USAHA or AAVLD and have been contacted for advice on matters relevant to Committee work or may be able to do so in the future. International contacts should also be included. This list should contain pertinent contact numbers, email, institution, title and relevant areas of expertise. This list shall be maintained as part of the Executive Summary Report on file at the USAHA office. The list should be available in case of non-availability of the Chair, or to an incoming Chair. USAHA maintains the official Committee membership roster, and can provide that to the chair upon request if needed.

2.3.4.3. Chair Succession

Prior to leaving office as a Chair, the Chair shall prepare a Succession Report that incorporates all Executive Summary Reports, the list of contacts, and a proposal for future activities that address the President's charge. This document shall be provided to the President prior to discharge from duties as Chair. These documents shall be available to incoming Chairs to facilitate assumption of their new responsibilities. These documents also shall be part of the file of Executive Summary Reports and shall be available to the Executive Committee.

2.4. Committee Members
All members of USAHA are eligible to be members of any Committee of USAHA.

Members will be appointed to Committees by the President in consultation with or following nomination by the Chair. Nomination and appointment to the Committee is based on significant expertise, interest in and commitment to the Committee Mission and the charge(s) of the President to the Committee.

Members must be available and commit to participate in Committee activities. Participation in Committee activities includes attendance at Annual Meetings, contribution to establishment of the meeting agenda, service on Subcommittees, and providing expertise, ideas or thoughts on issues debated by the Committee between Annual Meetings. Committee members should notify the Chair if scheduling conflicts prevent attendance at the Annual Committee Meeting.

There is no defined length of service for individual members on Committees other than those defined by the USAHA BYLAWS.

The contributions of members to Committee activities will be evaluated annually. Members who do not participate in Committee activities for two consecutive years may not be nominated for continued membership on a Committee.

All Committee members may vote on resolutions to be submitted by the Committee to the Committee on Nominations and Resolutions, on recommendations, and on any other item of business that requires a vote.

However, according to USAHA administrative policies adopted by the Board of Directors in October 2003 and revised in 2009, participation by federal employees should be governed as stated below:

**PARTICIPATION IN USAHA OF FEDERAL AGENCIES AND FEDERAL EMPLOYEES - 2009**
Federal agencies and personnel have long been an integral and valuable part of USAHA. Agencies have taken part in the organization through official membership and representation on the Board of Directors. This provides the opportunity for presenting agency positions and concerns to the Association. Individual membership and participation of numerous animal health, food safety, and research professionals from a variety of federal agencies is critical to the committees’ success.
A major function of USAHA is development of policies and procedures of national disease control and eradication programs. This means that many committee findings and resolutions constitute recommendations to the appropriate federal agency which is responsible for the area of concern. Some of these recommendations are contrary to agency policy or position. For this reason, federal employees should actively share their expertise and opinions as committee members, but should not serve as chairs where they would be making recommendations to their employer.
A number of committees have used federal employees as assistant chairs to good advantage. Also, committees which do not deal with federal agency policy may be chaired by federally-employed USAHA members where appropriate. The Executive Committee is responsible for the daily activities of the Association, and represents the Association on a year-round basis. To avoid conflict of interest, federal employees should not serve in elected officer positions of the Association. Individuals that serve as an officer that become employed by the federal government should resign their officer position, and a replacement should be sought in accordance with the bylaws.

In addition, conflicts of interest may arise for members representing foreign governments or foreign business entities during Committee activities. Participation of foreign nationals in today's global environment is very desirable and their active participation in all deliberations should be invited for issues affecting international trade, animal and public health. Introduction of items of business and resolutions and the right to vote on resolutions by foreign nationals are addressed in the BYLAWS.

For more information on Committee Membership, see the “Committee Structure” policy adopted by the Executive Committee in Section 2.2.

2.4.1. Joint USAHA/AAVLD Committees

Some of the USAHA Committees are joint Committees with AAVLD. Members of joint Committees need only be members of one of the two organizations; i.e. they do not need to be members of both organizations. Since the charge to a joint Committee relates to business of importance to both organizations, it is important that affiliation to either organization does not affect the professional interaction between members and the Committee Chair and Vice-Chair or among Committee members. All Committee members will be included in each organization's Committee membership lists, and will be designated as a member of either or both organizations.

2.5. Resources

The USAHA will provide the following resources for managing Committee activities:

2.5.1. Administrative Support

Committee Chairs may request limited administrative support by USAHA office staff. Services include support in monitoring dues payment status of Committee members, maintenance of Committee membership mailing lists, including e-mail addresses, printing of mailing labels or mailing/e-mailing of documents to Committee members or other members, groups, associations or entities. Administrative support will also be provided during the Annual Meeting in the work room to provide typing of reports, copying, faxing, electronic file management, printouts and other clerical support.

2.5.2. Communications
Communication between the Executive Committee and Chairs, Chairs and Committee members, and among each other are essential for the effective functioning of the association. The USAHA provides the following means for communication, in addition to the administrative support for mailings mentioned in section 2.5.1.

**Website** – The Association maintains a website at [http://www.usaha.org](http://www.usaha.org)

**Conference calls** – Conference calls are a valuable tool for communications between Annual Meetings. The Association does not financially support conference calls; however, it will provide technical assistance in selection and establishment of such conferences.

**Liaison** – Each Committee has an established Executive Committee liaison, whom they are encouraged to work through for issues needing EC attention.

**News Alert Summaries** – USAHA sends daily news alert summaries of the recent news and information on animal health to all members. Committees may submit items for inclusion at any time by contacting the office.

**News Flash/Special Announcements** – Committee Chairs/Vice Chairs may utilize these for any high-visibility communication needed to reach all members of the Association. This can include special meetings, Committee meeting/speaker promotion or other important activities of the Committee that would be of interest to all members.

**News Releases** – USAHA staff can help to prepare any newsworthy items from the work of a committee, for general distribution.

### 2.5.3. Databases

USAHA staff maintains all member history and contact information in its centralized database. The information is available to committee chairs at any time on request. Staff will distribute the list prior to the annual meeting, and after roster changes are made. The list will include relevant names, affiliation and contact information.

### 2.5.4 Recording of Committee Meetings

Video or voice recording of Annual Committee meetings is strictly prohibited. Chairs should announce this policy at the beginning of the Annual Committee meeting. Should a chair suspect a violation of this policy, the meeting may be recessed and the violation brought to the attention of the Secretary/ED prior to resumption of the Committee meeting. The Secretary/ED shall arrange for enforcement of this policy. If the person recording the session is not a member of the Committee, a motion may be made to go into executive session whereby all non-members may be excluded. This, however, should be used as a last resort because this will require the exclusion of USAHA members that are not members of the Committee.
## 3. Appendices - Forms/Chair Instructions

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