



COMMITTEE CHAIR MANUAL

Committee Chair Checklist

Committee Chair FAQ

Calendar of Events

Additional Resources

Updated January 2023



COMMITTEE CHAIR CHECKLIST

PRIOR TO COMMITTEE MEETING

- Conduct interim business as needed
- Solicit agenda items from membership and industry (6 months prior to the meeting)
- Solicit submissions for Scientific Paper or Time-specific Scientific Paper
- Solicit / distribute draft resolutions prior to the meeting
 - Resolution should be clear, concise, and direct a specific action of an agency or organization
- Distribute current mission statement and request review/feedback
- Secure any complimentary registrations or travel expense requests to USAHA Staff
- Confirm A/V or IT needs for the meeting (video, audio, remote presentations, etc.) with the meeting planner (Kaylin Taylor – kaylin@taylormadeeventco.com)
- Distribute final agenda to USAHA and committee which should include:
 - Review mission
 - Review the outcome of past resolutions
 - Summarize any interim committee work if applicable
 - Preview pertinent issues for subsequent discussion
 - Business meeting for resolutions deliberation/voting
 - Allow ample time for resolutions/discussions
- An on-site packet is provided to you with your registration, as you check-in

DURING COMMITTEE MEETING

- Review meeting room facilities
- Confirm quorum present
 - Ten (10) voting members or 30 percent of the committee membership, whichever is less
- Circulate sign-in sheets (provided in packet)
- Proceed through agenda utilizing Roberts Rules of Order
 - Allow subcommittee chairs to present the report from a subcommittee, vote on approval
 - Compile all resolutions from subcommittees into consent calendar unless there are objections
 - Set aside sufficient time for resolutions – maintain agenda schedule as best as possible
- Collect sign-in sheets

AFTER COMMITTEE MEETING

- Resolutions
 - Submit Resolutions to USAHA workroom (Kim Sprout or Ben Richey) immediately following your committee meeting, for evaluation by the Committee on Resolutions
 - Subcommittees should submit Resolutions to their parent committee for full approval
- Draft Committee Meeting Report including:

- Interim activities
- Start / end time, number of attendees and guests present
- Main presentations (abstracts/summaries from speakers)
- Submit Committee Report, sign-in sheets, and chair survey to USAHA workroom (Kim Sprout or Ben Richey) – within 24 hours after committee adjournment or prior to the final membership meeting, whichever is earlier
 - Subcommittees should submit their report to their parent committee for approval and inclusion in the full committee report
- Subcommittee chairs attend the meeting of the full committee to present subcommittee report

IMPORTANT COMMITTEE OPERATIONS / CONSIDERATIONS

- Check Committee Chair web page for additional resources such as sample resolutions, Roberts Rules of Order, Meeting associated deadlines, and templates.



Committee Chair FAQ

1. What are the main products from Committees and Subcommittees?
 - a. Resolutions
 - b. Time-Specific Papers and other scientific presentations
 - c. Committee reports that include summaries/abstracts of presentations, and items above
 - d. Attendance / sign-in roster
2. How to prepare for Committee (CO) / Subcommittee (SC) Chair position?
 - a. Review the Committee Chair checklist
 - b. Review this FAQ
 - i. At Annual Meeting, pick up packet/flash drive with related information at registration check-in (return materials to Kim Sprout in USAHA workroom)
3. What are the overall duties of CO or SC chair?
 - a. Communicate with membership on agenda, resolutions prior to the meeting
 - b. If SC resolutions are drafted prior to the meeting, share with parent CO
 - c. Run CO or SC meeting in an orderly fashion according to Robert's Rules of Order
 - d. Ensure vote on resolutions by quorum of committee members
 - e. For SC, submit SC report to work room and parent CO
 - f. For CO, submit report to work room for review by Board of Directors
 - g. Attend membership meeting on last day of Annual Meeting to answer questions from membership during the vote on your CO resolution
 - h. Consider job well done. Travel safely
4. How to submit subcommittee / committee reports and resolutions?
 - a. SC chairs should prepare a summary of the SC to the CO chair prior to the CO meeting
 - b. CO chairs should submit full reports to the workroom within 24 hours of your meeting.
 - i. SC reports should be approved at the parent CO.
 - ii. SC resolutions must be approved by vote at parent CO.
 - iii. SC reports should be attached to its parent CO as an addendum.
 - iv. Completed CO reports should be submitted to work room within 24 hours or prior to the final membership meeting, whichever is earlier.
5. Where do subcommittees that report to more than one committee send their material?
 - a. Subcommittee on Tuberculosis reports to three committees: Committee on Cattle and Bison, Committee on Farmed Cervidae, and Committee on Wildlife
 - b. Subcommittee on Brucellosis reports to four committees: Committee on Cattle and Bison, Committee on Farmed Cervidae, Committee on Swine, and Committee on Sheep, Goats and Camelids
 - c. Report and resolutions from SC should be submitted to the 'most relevant' CO for approval.
 - i. Notify other 'less relevant' parent CO of resolution from SC

6. Who is a subcommittee / committee member?

- a. CO and SC rosters are provided by USAHA staff prior to the meeting (and are posted on website)
- b. Deadline for becoming a member of a SC or CO is September 1st prior to the annual meeting

7. How is voting conducted?

- a. Parent CO will have the full roster of members eligible for voting
- b. Only CO members can vote
- c. CO members and SC members will maintain separate membership rosters, due to sheer size of some of the CO and provide a more accurate, active roster for discussion and quorum.
- d. Votes by proxy are not allowed
- e. A quorum consists of 30% or 10 members, whichever is less
- f. Voice vote is sufficient at the discretion of chair

8. How is a model resolution worded?

- a. A resolution is comprised of three parts: Title, Background and Resolution statement
 - i. All parts should be concise, well researched, and use correct grammar.
- b. Title should be sufficiently descriptive
- c. The Background should include:
 - i. Preface of the current issue, reference to related research/science, previous resolutions or activity and/or, other information relative to the request.
- d. The Resolution statement should be:
 - i. Well targeted - directed to one or more agency(ies) or organization(s).
 - ii. Specific as to the desired outcome and requested action to be taken.
- e. Resolution should be worded as, "The United States Animal Health Association requests/strongly urges/supports (*desired action*)"
- f. Note that agencies may only request money that is already appropriated
 - i. Unless the resolution asks Congress for new money, any new programs requested by resolutions will be taken from existing funds possibly jeopardizing existing priorities.
 - ii. Only Congress appropriates funds through the legislative process
 - iii. Common language is to have the agency request and Congress appropriate funds to support XYZ program.
- g. Stylistic Points:
 - i. Spell out ALL acronyms on first reference
 - ii. Hyphenate acronyms as needed, such as federal agencies (USDA-APHIS-VS)
 - iii. Numbers do not need to be spelled out
 - iv. Should be written in 3rd Person

9. What is the life of a resolution?

- a. Introduced by a member of CO
- b. Passed by a majority of the quorum of a CO/SC
- c. If introduced by SC, forwarded to parent CO prior to the meeting of that CO for additional vote
- d. Submitted to CO on Resolutions for review of grammar and clarity
- e. Presented for a vote at Membership meeting (last day of the conference)

- f. Final report of Resolutions from the Membership goes before the Board of Directors for review and vote
- g. Finalized resolution is sent with a cover letter to agency / organization targeted by resolution
- h. Review Response, determine follow-up or if resolution is satisfied.
- i. 3-Year Review of any Resolution, to determine status.

10. Should previous resolutions be re-submitted?

- a. Identical resolutions should not be resubmitted
- b. Similar resolutions on an unresolved issue can be submitted if conditions have changed to warrant a modified ask
- c. Similar resolutions on an unresolved issue can be submitted if the resolution can be drafted to be more effective
- d. Committees should review the previous years' resolutions for progress, as well as every 3 years to determine if they are completed, still active, or no longer relevant. This will aid if resolutions should be rewritten and resubmitted, or requiring additional follow-up.

11. Should resolutions be submitted to more than one subcommittee or committee?

- a. USAHA resolutions are the organization's resolutions, not the CO's.
- b. When a resolution is forwarded by the USAHA to the target agencies/organizations, the cover letter does not include names of COs
- c. Approval by multiple COs is generally unnecessary unless the topic is comprehensive expertise to support a resolution is not represented by any single CO.

COMMITTEE CHAIR CALENDAR OF EVENTS

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|---------------------------|--|
| January | <ul style="list-style-type: none"> • Review Committee roster changes as compiled by USAHA office • Provide input on discussion topics and key issues for Committee on Government Relations (GRC) meeting, typically held in March • Determine if you will attend the Committee on Government Relations (GRC), in Washington, D.C. • Begin Committee Review process (every 3 years for Committee) |
| February | <ul style="list-style-type: none"> • GRC Preparations • Resolution Feedback Forms after Response is received. |
| March | <ul style="list-style-type: none"> • Committee on Government Relations, Washington D.C. |
| April | <ul style="list-style-type: none"> • Distribute call for Scientific Papers to Committees (AAVLD Scientific Sessions and Time-specific Papers) • Begin Preparing Annual Meeting Committee Agenda Items |
| June | <ul style="list-style-type: none"> • Scientific Papers for AAVLD Scientific Sessions are due (June 10) |
| July | <ul style="list-style-type: none"> • Meeting Registration opens • Continue Agenda Preparations |
| August | <ul style="list-style-type: none"> • Time Specific Papers (topic and abstract) due to USAHA office for Committee on Program Chair review • Audio visual and other meeting needs due to Meeting Planner |
| September | <ul style="list-style-type: none"> • Deadline for Committee Membership changes (Sept. 1) • Committee Agendas due to USAHA office (No later than 4 weeks prior to meeting) <ul style="list-style-type: none"> ○ Finalize speakers and any registration/support requests prior to registration deadline ○ Finalize technology & room settings ○ Resolution Feedback Forms after Response is received (or after Annual Meeting, if discussed in Committee) |
| October / November | <ul style="list-style-type: none"> • Annual Meeting, Conduct Committee Meeting <ul style="list-style-type: none"> ○ Submit approved Resolutions to USAHA workroom for Committee on Nominations and Resolutions ○ Prepare Committee Reports within 24 hrs. of end of Committee Meeting, submit to USAHA Workroom ○ Ensure collection of all papers and presentations to be included in reports ○ Complete Chair Survey Form ○ Submit Committee Sign-in sheets ○ Provide News Release summary form as applicable |
| December | <ul style="list-style-type: none"> • Review Committee roster changes as compiled by USAHA office |

ADDITIONAL RESOURCES

- [Agenda Template](#)
- [Committee Mission Statements - 2023](#)
- [Introduction Slides](#)
- [Scientific/Time Specific Papers Guide](#)
- [Speaker Guide/Agreement Template](#)
- [Speaker – Travel Support Form](#)
- [Resolution Crafting Guide](#)
- [Resolution Template](#)
- [Committee Report Writing Guide](#)
- [Committee Report Template](#)
- [Parliamentary Procedure Guide](#)
- [Parli Pro Cheat Sheet](#)
- [Chair Survey](#)
- [WOAH Commenting Process](#)
- [Committee Review Process Overview/Guidance](#)
- [Executive Committee Reference \(2022-2023\)](#)

POINTS OF CONTACT

Staff

Ben Richey, Executive Director – brichey@usaha.org

Kelly Janicek, Executive Assistant – kelly@usaha.org

Kaylin Taylor, Meeting Planner - kaylin@taylormadeeventco.com

View the Executive Committee at <https://www.usaha.org/executive-committee>