

# Utah Veterinary Medical Association's Standard Operating Procedures Manual

## Introduction

These Standard Operating Procedures are suggested protocol and are not binding on the Association. They can be changed at the discretion of the President and/or Board as the needs of the Association change over time.

This manual has been written to provide guidelines and directions to each person who has responsibilities to the Utah Veterinary Medical Association (UVMA), and to give them a definite idea of what is expected to fulfill the job to which they have been elected or appointed.

These job descriptions are guidelines that can be defined as an outline of policy or conduct, and under no circumstances should be confused with By-laws. Guidelines (SOPs) can readily be changed to fit changing situations.

## Distribution of the SOP manual

A complete copy of the SOP manual should be furnished to all the officers, voting and ex-officio members of the executive board and chairpersons of all standing committees.

The page describing the committee duties should be furnished to each standing committee member.

## Orientation kit

Each officer, elected district member and ex-officio board member will be furnished with an orientation kit at the beginning of his/her term.

### Each kit will contain:

1. UVMA membership directory;
2. Constitution and By-laws;
3. SOP manual;
4. Current copy of budget;
5. Copy of previous year's executive board minutes;
6. New member applications for distribution at local meeting; and
7. Member benefit brochure (if available) for distribution at local meeting.

Each orientation kit will be furnished to each new board member in a three-ring binder.

The executive director will have the responsibility of orienting new executive board members and the president-elect prior to the January board meeting.

## President

The president-elect automatically becomes president at the termination of the latter's term of office. He/she is installed on the 1<sup>st</sup> day of January. The term of office is two years.

### Duties as specified in the By-laws, the president shall:

1. Preside at all meetings of the Association.
2. Be the chairperson of the Executive Committee.
3. Be the chairperson of the Board of Directors (the Board) with the right to vote in case of a tie.
4. Make appointments to all standing and ad hoc committees and shall be an ex-officio member of all committees. Such appointments shall be made with the majority approval of the Board.
5. Make an annual report on the conditions of the association and the veterinary medical profession at the Annual General Meeting with suggestions for improvement.
6. Work with the Executive Secretary and with the Nominating Committee to nominate his/her

successor.

**Additional duties, the president may:**

1. Represent the UVMA at such functions throughout the year where the status of his/her office is required.
2. Keep the Board informed of his/her official activities.
3. Utilize the UVMA newsletter to communicate with the members to keep them informed on matters, which may affect them, or the profession.
4. Maintain liaison with the President Elect, Treasurer, Committee chairs and the Board members to coordinate activities and exchange information.
5. Be familiar with parliamentary procedure and be prepared to conduct a meeting according to Robert's Rules of Order.
6. Be one of the three members of the Executive Committee that meets in emergency situations.
7. Attempt to visit each Constituent Association in the state at least once during his/her term of office.
8. Be reimbursed by the Association for expenses according to the reimbursement policy.
9. Perform such other duties as are incidental to the office, or such as may be properly required of him/her by the Board.
10. Become the immediate Past President and shall serve two years as a voting member of the Board, at the conclusion of his/her term.
11. Attend the AVMA Leadership Conference.
12. During the first year of office attend the annual 9 State Conference in Oklahoma City.

## **President Elect**

**Duties specified in the By-laws, the President Elect shall:**

1. Automatically become President at the end of the President's term of office.
2. Assume the duties of the President in such case the President is disabled, deceased, or absent.
3. Be a voting member of the Board.
4. Attempt to visit each Constituent Association in the state at least once during his/her term of office.
5. Be one of the three members of the Executive Committee.
6. Be an ex-officio member of all UVMA committees.

**Additional duties, the President Elect may:**

1. Perform in any capacity requested of him/her by the President on behalf of the Association.
2. Attend the AVMA Leadership Convention.
3. During the second year of office attend the annual 10 State Conference in Oklahoma City.
4. Organize, with the assistance of the Executive Secretary, the Leadership Seminar of local Veterinary Medical Association leaders and Committee members, which will occur in January or February.

## **Executive Secretary**

The Executive Secretary may or may not be a veterinarian, (By-Laws Chapter 1:4) and is elected annually by the Board. The Executive Secretary is an ex-officio, non-voting member of the Executive Committee and Board of Directors.

**Duties specified in the By-laws, the Executive Secretary shall:**

1. Attend all UVMA Board meetings as an ex-officio member, and is responsible for the clerical work and recording the proceedings of the Association, the Board of Directors and the Executive Committee.
2. Be responsible for the distribution and for the receipt of membership applications.

3. Be responsible to maintain a membership file on all members of the Association and notify all members by the 10<sup>th</sup> of January of dues payable for the current calendar year. Should dues not be paid by February 10<sup>th</sup>, a late fee will be assessed.
4. Receive all membership fees, dues and contributions and shall deposit them in a Bank designated by the Treasurer.
5. Issue a periodic newsletter to keep the membership up to date on the current happenings of the Association, Board of Directors and the Executive Board. The newsletter will be available in electronic and/or hardcopy and will also be sent to the Allied Representatives.
6. As approved by the Board of Directors, will receive an annual administration fee to cover expenses for travel and other outlays.
7. Publishes a yearly UVMA Membership Directory.
8. Sit on the Program and Site Committee and have a major role in the organization and development of the bi-annual Canyonlands Conference in Moab.

**Additional duties, the Executive Secretary may:**

1. Reflect the Mission Statement of the Association by “promoting excellence and professionalism of Utah veterinarians in advancing the health and well-being of animals and the public”. 2. Field calls from the general public and should refer any grievances to the Ethics Committee. 3. Maintains and co-ordinates the official e-mail listings and web site of the Association and reports any problems to the Board.
4. Help the President Elect organize the Leadership Seminar of local Veterinary Medical Association leaders and Committee members, which will occur in January or February.
5. Provide counsel to the UVMA Executive, Board and Committee members in matters that deal with the Associations growth and development.
6. Make every effort to visit veterinarian practices, as a representative of the UVMA, while travelling around the State.
7. Act as an immediate contact point for the District Representatives.
8. Submit a “State of the UVMA” report to the Board at the November Board meeting evaluating the past years UVMA activity, with suggestions for the following year.

## **Historian**

The Historian is appointed by the President. He/She shall prepare an Annual Report to include the Officers, the Committees, the Membership and the events of importance which transpired during the last year.

This report will become part of the cumulative history of the Association.

He/She shall take one group picture annually of the Officers and Committee Chairpersons for purposes of the record.

## **Executive Board (the Board)**

**Voting members (19):**

- President Elect.
- Immediate Past President.
- Treasurer.
- Delegate to the AVMA.
- Alternate Delegate to the AVMA.
- Elected District members (13).
- President, in case of a tie.

**Non-voting ex-officio members (2):**

- Executive Secretary.
- State veterinarian

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**General information to the elected Board members:**

Elected Executive Board members are the representatives of the UVMA members in one of the designated districts. Selection as the representative by the members of the districts is a distinct honor, but the actions, initiative, interest, and participation will be the measurements used in evaluating the representative's effectiveness for his/her constituents. The continuous advancement of the Association as well as proper representation of the desires and requirements of the District should be foremost in the mind of the elected representative.

More important than the honor of being a Board member is the realization on the part of the representative that this will be a working job requiring some effort and personal sacrifice in order to fulfill the requirements of the position. Representatives are expected to familiarize themselves with the UVMA By-laws as well as Association and parliamentary procedure. It is also expected that the representative will determine the feelings of the District members on various proposals that will affect the profession and the Association. Virtues of enthusiasm, dedication, persistence, and patience are desirable and necessary. The reward of these efforts will come mainly from the self-satisfaction of knowing the District is being represented well. In doing so, the representatives are contributing to strengthening and improving organized veterinary medicine in the state.

The Executive Board is the policy making body of the Association. The Board must approve all activities of the Association. The various duties and responsibilities of the Board and Board members are as follows:

1. The Board shall review and prepare all material for presentation at the Business Meeting. 2. It shall give majority approval to all Committee appointments and to all bills payable. 3. It shall have the responsibility of interpreting the Code of Ethics and is invested with the authority to prefer charges against those who, in its opinion, are violating the Code. It shall warn, reprimand, and/or expel from membership members proved to have, in its opinion, violated the Code and may present its actions to the membership at the Business Meeting.
4. The Board has the power to take action on all matters of business affecting the Association. 5. The Board shall meet at least once a quarter. Meetings are convened at the call of the President, or special meetings may be called by the President on the consensus of a majority of the Board members.
6. Attendance is required at all board meetings. It is incumbent upon members to the Executive Board to be present at every Board meeting. If unable to be present at a given meeting, the Board member shall inform the Chairperson or Executive Secretary that he/she will be absent and that an alternate will serve. This alternate will be a voting member of the Board for that meeting. After a third unexcused absence in a 12 month period the Board may require replacement of the Board member.
7. Quorum. To conduct official business a quorum of at least five (5) members of the Board must be present.
8. The Board shall:
  - Interpret and administer the UVMA By-laws;
  - Formulate rules and policy for UVMA members;
  - Provide guidelines to members;
  - Provide guidance to committees as well as necessary funding for committee operations;
  - Create special ad hoc committees, as needed; and
  - Receive committee reports, vote to approve or disapprove and implement their recommendations.
9. The Board shall examine all applications for classes of membership. Applicants who meet the

requirements shall be approved for membership by the Board.

10. The Board shall establish dues.

11. The Board shall appoint an Executive Secretary annually and determine the term of office, duties, and salary. His/Her services may be terminated at any time by a majority vote of the Board. 12. The Board shall appoint the treasurer from names submitted by the Nominating Committee. 13. The Board shall determine the time, place, and duration for the annual meeting. In addition, the Board shall determine the amount to be charged as fees for such items as registration, banquets, luncheons, and exhibitor space upon recommendation of the Program and Site Committee.

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14. The Board shall appoint a qualified member to fill the unexpired term of office of President Elect in the event of a vacancy.

15. The Board shall express an opinion to the AVMA delegate on matters to be acted on by the House of Delegates. The Board may wish to order the delegate on how to vote on certain items on the agenda.

16. The Board shall approve all expenditures of money from the treasury.

17. Each elected District Board member is the liaison between the constituent Association(s) in his/her district and the UVMA. The Board member shall attend meetings of the constituent Association(s) to report on the Board actions, and to determine ideas and reactions of the members.

18. Each Board member shall recruit new members for the UVMA in his/her district. 19. Each Board member shall assist the Executive Secretary to collect dues from delinquent members in his/her district.

20. No travel expenses are reimbursed for Board members.

21. All members of the Executive Board are encouraged to attend the annual Leadership Seminar.

## **Procedures used for Executive Board taking positions**

When the UVMA is asked to take a position the following procedure will be followed: 1. The President will forward the request to the appropriate committee for review; 2. The President will determine if the request needs immediate action and will call the Executive Committee together if this is necessary;

3. The President has the option to bring the request directly to the Board if the appropriate committee cannot meet in time to make a recommendation; or

4. The Board has the option of sending the request to a committee for further review.

## **Closed sessions**

The Board may go into closed session whenever the President feels it is necessary. Attendance at closed sessions will be limited to voting and non-voting members of the Board. The President has the authority to include an additional person or persons, as he/she deems necessary. The President also has the authority to ask non-voting members to leave if the topic discussed directly involves them or is of such a sensitive nature where their attendance may prove disconcerting to the person being discussed. The Board will always go into closed session when personnel matters are discussed. Following a closed session, a report of the decisions should be recorded in the minutes.

## **The Executive Committee**

The committee shall consist of three members: President; President Elect and Treasurer. Official business may be conducted by a quorum of at least two (2) members of the committee.

The Executive Committee is to conduct the day to day business of the Association in accordance with the policies and directives set forth by the Board.

The President is the chairperson and determines the times and places of the meetings. Official business

may be conducted by a quorum of at least two (2) members of the Executive Committee.

During the interim between Board meetings, the Executive Committee may act on urgent business that requires Board action after first polling Board members individually and then reporting action taken by the Executive Committee to the Board at their next meeting.

The Executive Committee shall have power by a majority vote to suspend membership or expel members for infractions of the By-laws, or Code of Ethics of the Association, or for acts or conduct that they may deem disorderly, injurious or hostile to the interests or objectives of the Association, after a complaint has

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been signed by the Ethics Committee and delivered to the Executive Committee. (For details on the procedure for the Notice and Hearing etc. see By-laws chapter XI)

## **Immediate Past President**

The immediate Past President automatically becomes a voting member of the Board for two years. The immediate Past President will also serve as chair of the Nominating Committee.

## **Treasurer**

1. Be elected every four (4) years and start his/her term on January 1<sup>st</sup>. He/She may be re-elected without limitation, but it is prudent to limit the term to four (4) years.
2. Be a member of good standing for at least five (5) years.
3. Be appointed by and serve at the will of the Board.
4. Be the custodian of all documents and properties of the Association.
5. Should be bonded at least to the amount of the Treasury.
6. Have all checks electronically signed and deposit all funds.
7. Make all records available to two other members of the Audit committee at least monthly.
8. Provide the Board with financial statements throughout the year;
9. Prepare an annual fiscal report to be presented to the members at the time of the AGM.
10. Be a member of the Budget and Auditing Committee.
11. Be a member of the Program and Site Committee.

### **Other duties include:**

1. The Treasurer should be familiar with the bookkeeping system and banking arrangements of the UVMA and make periodic inspections of the financial records.
2. The Treasurer should be kept fully informed of all expenditures and budgets approved by the Board.

## **Delegate and Alternate Delegate to the AVMA**

The office of Delegate and Alternate Delegate to the AVMA are elective and shall have terms of four years. Nominations and elections for the Alternate Delegate to the AVMA are carried out in accordance with By-law chapter 6, section 4.

### **The Delegate shall:**

1. Be the UVMA representative to the AVMA House of Delegates (HOD);
2. Present a report to the Association at the Board meeting following attendance at the HOD; and
3. Attend all Board meetings as a voting member.

### **Clarification of duties:**

Instructions to Delegates are received from the AVMA a few months prior to their annual meeting. These materials contain a full account of each item to be discussed and voted on in the HOD at the annual

meeting.

The UVMA Delegate should study the agenda and such recommendations as are offered. He/she should present this to the UVMA Board for direction from the Board. As soon as practical following the AVMA convention, the Delegate should report to the Board on the actions taken by the HOD; particularly those which may pertain directly to the profession.

The Delegate should counsel the President and President Elect about the issues and procedures of the AVMA and should introduce him/her to the other Delegates, where appropriate.

## Elections

Elections for President Elect, Treasurer, District Board representative, and Alternate Delegate to the AVMA will be held pursuant to By-law chapter VI, Sections 2, 3, 4 and 5 respectively.

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**The collecting and counting of the ballots shall be as follows:** Collect all ballots and count only those that are received prior to the AGM. The Nominating Committee shall count the ballots at the AGM. If there is a tie, flip a coin.

## Constituent Association Secretary

The local Association Secretaries should place the UVMA Executive Secretary and the UVMA President Elect on the mailing list for meetings.

## Committees

Unless specifically stated otherwise in the By-Laws each committee may have three (3) members who may each serve for three (3) years. Under this system a committee member would automatically become chair during the third year.

Committee	# of members	Length of term	# of annual appts.	By-laws and SOP	3	6	years
Automatic Budget & Auditing	5	4 years	1 every other year	Disaster Preparedness	3	3	years 1
Education Coordinating	3			Ethics	1	1	1
Education Evaluation	3	3 years	3 years	3 years			
Executive	3	4 years	1 every other year	Higher Education	3	3	years 1
Member Support Services	3	3 years	1	Membership	3	3	years 1
National Legislative	3	6 years	1 every other year	Nominating	5	Past Presidents	10 years 1 every other year
Program and Site	5	4 years	1	Public Relations	3	3 years	1
State Legislative	3	6 years	1 every other year				

## Ad hoc Committees

Ad hoc committees are created for a specific purpose and dissolved when that purpose has been reached or at the direction of the Board.

In addition, the UVMA Executive Board shall activate a Redistricting Ad hoc Committee every eight years (2005, 2013) to evaluate the District borders and recommend changes as needed.

## Students on Committees/Executive Board

This section is in committee and will be developed and added later this year.

## **Selection of committee members**

Successful committees function and make recommendations to the Board. Since most committees are relatively small, each member plays a critical role in affecting committee operations.

The burden of selecting a group that will function in a responsible manner rests with the President. It is understood that these SOP's give the President guidelines in forming and instructing committees, but he is not bound by the suggestions herein. He may modify the number of committee members and the terms

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of office unless strictly prohibited from doing so by the Constitution and By-laws of the UVMA. He/she has to be relatively certain that appointees will participate on the committee. When making committee appointments, he/she must attempt to be objective by considering all those who are eligible; and must put aside personal preferences and opinions that are not germane to the committee's responsibilities. When considering committee appointments, the President should consider the changing demographics of the membership, with special emphasis on women and recent graduates when considering committee appointments.

When a committee is formed to report on a controversial topic, care should be taken to appoint representatives from both sides of the question in order for the final report to be meaningful.

Ex-officio members of committees do not have a vote.

### **Qualifications to consider for selecting committee members: Is the person...**

1. A UVMA member?
2. Qualified for a particular committee?
3. Interested in that subject?
4. Dependable? (Will he/she attend meetings?)
5. Willing to accept responsibility?
6. Able to work with others?
7. Fair minded (respects different opinions?)
8. A good listener (to both sides of the question?)
9. Able to participate in decision making?
10. Able to abide by the majority decision?

The last factor to recognized, which will affect committee functions, is the geographic distribution of the committee members. Statewide representation on all committees is desirable if qualified candidates are available, and adequate means of communication is available.

## **Basic instructions to committees**

Each committee member will receive a letter from the appointing authority that details: term of appointment; name of the chairperson; duties and objectives of the committee (as written in the SOP).

In addition, each chairperson will receive a detailed letter containing additional information: a statement about taking the initiative to make the committee function; a statement to arrange for an early organizational and get acquainted meeting; budget limitations for committee expenses; the time limit to accomplish the objective of the committee, where applicable; who to report to, how and when; any special instructions or limitations from the Board, and a list of committee members.

Each committee chairperson should be supplied with an SOP. The President and President Elect should receive notice of all scheduled meetings of the committee as the ex-officio members of all committees.



Committee chairpersons shall consult with the Executive Secretary on all scheduled meetings of the committee. Committee chairpersons shall also strive to make committee meeting time efficient.

## **Budget and Auditing Committee**

There will be five members (automatically including the President, the President Elect and the Treasurer) with four-year terms with one appointment every other year of the remaining two (2) members.

Each member shall receive a copy of the audit or annual review made by a professional auditing firm and shall review the items in the report.

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This committee shall review the past year's budget compared with the actual expenditures. They shall recommend an amount of money available to the President and the Board for the next year's activities; which will be based on the present bank balance, a projection of the estimated income, and past experience.

This committee shall meet three times a year: in September to recommend a budget, in January to review the year-end statement and make adjustments to the budget, if needed, and in July to review the first six month statement and make recommendations for adjustments, if needed.

## **By-laws and Standard Operation Procedures Committee**

This committee consists of the two most recent Past Presidents and the Vice President with six-year terms. The Vice President will drop from the Committee during his term as President and will resume his duties as soon as his term of office as President comes to an end.

Annually review and edit the SOP and By-laws and make recommendations to the Board by the summer Board meeting.

## **Disaster Preparedness Committee**

The committee will represent the UVMA as it works with other organizations (Utah Emergency Animal Response/Resource Coalition (UEARC); State VOAD; Utah Emergency Managers Association; Local Emergency Response Organizations (including local animal control); Department of Public Safety; USDA – VS AVIC; UDAF etc.) to develop and implement emergency preparedness plans.

### **Local event response:**

1. The UVMA Disaster Preparedness Chairperson and a Board member will coordinate in contacting impacted veterinarians.
2. They will then communicate with the Board as to the extent of the damage and any recommendations for assistance.

### **Regional event response:**

1. The UVMA Disaster Preparedness Chairperson and a Board member will coordinate in contacting impacted veterinarians.
2. Either the chairperson or the Board member will make a site visit to assess damage and to consult with impacted veterinarians. The assessment will be forwarded to the Board.
3. Local Animal Response Teams (LART) will assist in response, rescue, sheltering and recovery efforts.
4. If the region does not have a LART or if that team's resources are overwhelmed, then the local IC will be advised of the availability of UEARC resources.
5. At the request of the IC/EOC, UEARC resources will be deployed.

### **Statewide event response:**

1. If communication is possible, the Disaster Preparedness Committee Chairperson will contact all of the regional UVMA Board members and advise them of the situation. The Board members will then contact all of the veterinarians in their region in order to provide information and request assessments. The Board members may choose to do this using a form of a phone tree if there are more than 10 veterinarians in their region.
2. If communication has been compromised, then the LART's should be contacting the veterinarians and relaying assessments through the local EOC. If there isn't a LART, then the veterinarian should contact the local EOC to provide information about the impact on pets, livestock and wildlife.
3. The Disaster Preparedness Committee chairperson will be working with the UDAF and the State Veterinarian's Office to assist in assessment of damage, and concerns as the State Veterinarian requests.
4. The UEARC will also be available to assist in response and supply resources as the State Veterinarian and local agencies request.

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The committee members will avail themselves of as much training in emergency preparedness as they can.

## **Education Coordinating Committee**

The Education Coordinating Committee shall plan, implement and coordinate the Continuing Education Program for members of the Association. It is recognized that a lot of the CE presented is in essence a "sales pitch" for the company presenting. The advantage to the UVMA is the gratuitous nature of such CE but a balance should be made and it is accepted that some CE will need to be paid for from the Association's funds to offer un-biased scientific information.

The Committee may, at its discretion, or by request of the Board, create sub-committee(s) to consider, plan and implement education programs for Paraprofessionals and Lay Groups as the need may arise.

## **Education Evaluation Committee**

This committee shall, as separate from any other committee organizing continuing professional education, evaluate the merits of education programs according to standards and guidelines drafted by the committee and approved by the Board.

The committee shall also, as requested by the Board of Examiners in Veterinary Medicine and the Division of Occupational and Professional Licensing, assist in determining the compliance of veterinarians with requirements for continuing education requirements for maintaining a license in the State of Utah.

## **Ethics Committee**

There will be three members with three-year terms with one appointment each year.

**Committee responsibility:** It shall promote and interpret rules of ethical conduct among veterinary professionals under the Code of Ethics. It shall act as a grievance committee, hearing charges and defense of accusations of unprofessional conduct and recommend disciplinary action to the Board as appropriate.

### **Grievance procedures:**

Any person, lay or professional, shall have the privilege of registering a complaint and securing a hearing on any matter with the Ethics Committee of the UVMA. Any person having a complaint, or question regarding ethical practice, or other complaint, shall file such complaint in writing with the Chairperson of the Ethics Committee, or the Office of the Association. To assure action by the Committee on every case submitted, the written complaint should be sent by registered or certified mail with return receipt. Such

written complaint shall contain the following information: a) residence of the defendant; b) date of the act being protested; c) the specific complaint, violation or grievance; d) details of the circumstances; e) witnesses or other persons having direct knowledge of the act and f) signature and address of the person originating the complaint.

When a grievance is received by the UVMA office will first decide if the grievance will be handled by the UVMA or be sent directly to the Licensing Board. The executive secretary will confer with the Ethics Committee chairperson before forwarding any grievance. If it is to be handled by the Ethics Committee the following actions shall be taken: a) the Committee will immediately acknowledge receipt of all communications; b) the Committee will review every written complaint and the supporting evidence and shall notify the accused and accuser of the action taken; c) if justified, the Committee shall set a date and place, and meet with and 1) listen to the accused in person; 2) listen to the accuser in person; notification of such a meeting will be by registered mail with return receipt; d) the Committee will review the case and attempt through negotiation and discussion to arbitrate and resolve the differences; e) if no satisfactory solution is reached, the Committee will submit its findings and recommendation to the Executive Board of

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the Association and f) the Executive Board will in turn take appropriate action; if justified, the case will be referred to the Board of Examiners for legal action.

When the committee is asked to review the complaint each member will receive a copy of the complaint and give their opinion to the chairperson. One member will be asked to settle the dispute in a timely manner. This will be accomplished by talking with the client or complainant and the veterinarian. Speed is essential because people who file a complaint are angry and want action. Then the member who is assigned the case will be asked to write a draft letter to the complainant indicating the resolution and send a copy of the letter to the UVMA office. If there was no resolution the committee will be asked to meet and to recommend a resolution.

If the complaint is not resolved, the Committee or Executive Board will inform the initiator of the grievance that there are other options, the Licensing Board or the judicial system.

### **Additional information:**

A yearly report should be submitted to the executive board listing the number and types of complaints received, resolved, and referred to the Licensing Board and pending.

It is recommended that the AVMA "Principles of Veterinary Medical Ethics" be referenced at <http://www.avma.org/issues/policy/ethics.asp>

## **Executive Committee**

This committee consists of the President, President Elect and Treasurer. The President is the chairperson of this committee. Its duties are discussed earlier in this document.

## **Higher Education Committee**

It is recommended that the UVMA's higher education committee shall be made up of three licensed veterinarians who are members of the UVMA and AVMA. It is recommended that the term not exceed 3 years.

The committee shall be tasked with the following:

- WSU/USU Joint Profession Program Liaison
- Technician Certification Programs Liaison
- Accreditation requests and needs from the AVMA
- Other certification programs not yet identified

- Other service and duties as described by the president

Committee members will be asked to opine on subjects as directed. These communications will be through electronic means or by phone. The chair will be asked to attend Board meetings as organized and report on committee action items. If the chair is unable to attend the Board meeting(s), a committee member will attend and act in their behalf. If other committee members attend along with the chair, the chair's vote is the only one that counts unless the President dictates otherwise. The chair will represent all sides of an issue or action item when items are brought back to the Board. The chair will give a recommendation based on the committee's input. Recommendations may not be consensus among committee members. If committee consensus is not achieved, the chair must note this for the benefit of the Board. Opinions of others are respected but anonymity will not be kept in an attempt for transparency and full disclosure.

## **Honors Committee**

It is recommended that there be three members of this committee. Each member must be a Past President of the Association or past honoree and will serve three years with one appointment each year.

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This committee shall review the activities of the members of the Association and select a member to be given the recognition of Veterinarian-of-the-year, and present the name of the individual to the Board for approval. This shall be done at the Board meeting before the AGM.

It may also recommend to the Board any individual who has contributed distinguished service to veterinary and animal science for special honors with presentation of appropriate certificate and/or plaque.

The committee will review all applications for life membership to verify that those who apply meet the requirements of Life membership as designated in the By-laws (chapter V: 2).

This committee will also recognize veterinarians who have been UVMA members for 50 years by presenting them with a certificate.

## **Membership Committee**

It is recommended that there be three members with three-year terms with one appointment each year.

### **New member applications**

Have the applicant sign a statement "I agree to meet the requirements of the code of ethics of the AVMA."

Send a confirmation receipt of applications as they are received.

### **New members**

Upon acceptance of a member into the UVMA, each person should be sent the following:

- Letter of acceptance
- Member directory
- Member brochure
- User ID and website information
- Member static sticker

### **Student members**

### **Termination of membership**

The UVMA has the right to terminate members at its discretion. (See by-law 1, section 5)

A member who is being considered to have his/her membership terminated will be notified and given the opportunity to appeal in writing to the Executive Committee within 15 days of notification. If no such written appeal is received, the Board will vote to determine if his/her UVMA membership will be terminated.

### **Non-members**

On a yearly basis, preferably in April, the UVMA office should purchase a master list of new licensees from the Department of Professional Licensing to update the non-member list. The list is referred to the Membership Committee who should send an annual request for membership to those licensed veterinarians not currently members of the Association.

### **Member service proposals**

- a) Must be consistent with goals and ideals of UVMA and
- b) Are subject to review by the board with it having exclusive right to deny or cancel at any time.

### **Review process for potential member service proposals**

- 1) Is service offered by AVMA—same type, quality and value? If so, support the AVMA.
- 2) Will the service/product be available to all members? Is this critical with this service?
- 3) Will this service/product be a better value than members can get individually?

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- 4) Is there an advantage to UVMA as an organization?
- 5) If service/product still looks promising—
  - a. It may be necessary to seek and/or hire expert opinions on the subject
  - b. Formulate the best case scenario—then seek the best company to supply the service/product

If the committee chooses not to provide the proposed member service, it may be worth educating the members on their need for such a service.

## **Membership Support Services Committee**

It is recommended that there be three members with three-year terms with one appointment each year.

The committee shall be available to evaluate and assist any veterinarian or others who have professional working relationships with veterinarians, with chemical or other impairments.

The committee may work with appropriate qualified government agencies, professionals and the AVMA to assist the impaired individuals in returning to normal productivity.

When appropriate for assisting a specific member of the veterinary profession, other veterinarians or appropriate individuals may be asked to assist the committee.

It must be stressed that Committee members must always remember the sensitive and confidential nature of the issues.

## **National Legislative Action Committee**

It is recommended that there be three members each serving six-year terms with one appointment every other year. Only persons who have a strong interest or inclination for legislative affairs should be considered for appointment to this committee. Committee members should be oriented in the legislative process and the methods by which a bill can be introduced, supported or opposed.

There will be three members with six-year terms with one appointment every other year.

The committee will consider national legislative matters and designated members shall be assigned to work closely with US Congressmen and Senators.

Committee members shall function as Congressional contacts from the UVMA.

The committee shall obtain all pending information on military and federal measures affecting veterinary medicine and veterinary public health.

It shall employ all honorable means in its power to carry out the wishes of the Association in regards to national legislative measures affecting veterinary medicine.

## **Nominating Committee**

This committee shall consist of the five most recent past presidents with ten-year terms. The chair of this committee shall be the immediate past president.

The committee will receive nominations from the membership for elected offices as provided in article V of the Constitution.

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If the general membership fails to nominate members in good standing that qualify for the various offices, the Nominating Committee shall select one or more candidates and submit those names to the Executive Secretary who shall prepare and mail ballots as provided in article V of the Constitution.

## **Program and Site Committee**

The Committee shall be made up of the President and/or President Elect, Treasurer, Executive Secretary and the chairperson of the Education Coordinating committee. It may also include one ex-officio representative from the Veterinary Technician Association. (Note: It is desirable for a vice-chairperson to be appointed at least one year prior to becoming the chairperson.)

**Committee member responsibilities:** Committee members will be strongly encouraged to attend the entire bi-annual Canyonlands Conference, however, will only be required to attend one day. Committee members will pay all applicable conference fees. Committee members will be required to moderate for, and host the speaker(s) they lined-up. If they are unable to perform these duties, they must report to the conference chair and find a substitute host/moderator.

It is the responsibility of this committee to plan the program and activities for the bi-annual Canyonlands Conference and meeting. Members of the committee shall be representatives of both large and small animal practice interests. A chairperson and co-chairperson will be appointed and the committee shall work closely with the Executive Secretary.

Examination of the income, expenses, and attendance of the past convention should be used as a guide to planning.

Topics should be selected in which the members have expressed an interest, and those that are of current concern to practice. Speakers should be finalized at the first committee meeting of the year before the conference. These should be discussed and cleared by the Board before final arrangements are made. The committee and/or UVMA office can then proceed to contact various speaker candidates to see if they

will be available. The chairperson shall convene the committee as often as necessary until all details are worked out and all arrangements are complete.

The chairperson will appoint a committee member as moderator for each session of the convention. The moderator is responsible for the physical setup of the room, and must be sure the necessary equipment is in place or operable by meeting time. This person should inform each speaker of his allotted time before the session begins, and should strive to keep the meeting on schedule. The moderator is also responsible for introducing the speaker.

Moderators will also be hosts for out-of-town speakers and other honored guests. Hosts should plan to contact each speaker after they arrive and make him/her feel welcome while in the state. Hosts should see that each speaker and honored guest receives a complimentary ticket to all UVMA meal functions and parties. Speaker meal expenses incurred while hosting will be reimbursed to the host by the UVMA.

The UVMA office or committee chairperson should write a letter of thanks to each speaker who participated in the program.

## **Public Relations Committee**

It is recommended that there be three members with three-year terms with one appointment each year. There will be an attempt to have companion animal and food animal interests represented. The longest serving member shall be the Chair with the second longest as the Vice-Chair.

The mission of this committee will be to develop and carry out means of friendly communications with professional organizations, agricultural organizations and the general public so that the veterinary profession is respected.

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It shall use all ethical methods such as helping organizations with their programs and meetings, providing articles or programs for the lay press, radio or television, and making booths or displays at public functions.

It shall coordinate the publicity of the activities of the various Association committees.

It shall maintain the Facebook site developed for the Association

It is responsible to organize the annual Association horse drawn wagon at the Salt Lake City Pioneer Day Parade. The most recent Veterinarian-of-the-year, together with the winners from any Auxiliary sponsored competition will be invited to ride in the Parade.

It shall assist the Auxiliary in finding veterinarians to judge at the Utah State Science Fairs. There are three Fairs – Northern, Central and Southern and 2 veterinarians are required for each one to judge exhibits that are animal related. The Committee could use this as an opportunity to disseminate information about the profession to award winners.

There is a \$200 Public Relations fund available to each District for any activity that promotes public awareness of the Association in particular and the Profession in general. It is the responsibility of the PR Committee to advertise and promote the use of these funds.

## **State Legislative Committee**

The President of the Association is a member of the committee. Additionally it is recommended that there be three members each serving six-year terms with one appointment every other year. Only persons who have a strong interest or inclination for legislative affairs should be considered for appointment to this

committee. Committee members should be oriented in the legislative process and the methods by which a bill can be introduced, supported or opposed.

The committee shall obtain information on all state and municipal matters affecting veterinary medicine and veterinary public health. Board members from each district have a responsibility to inform the committee chair of local and municipal matters in their geographic area.

It shall employ all honorable means in its power to carry out the wishes of the Association in regards to legislative matters affecting veterinary medicine.

It shall develop a close working relationship with other professional groups on legislation of common interest or concern.

It shall be responsible for carrying changes in the Practice Act desired by the Association to the State Legislature and shall interpret and clarify provisions of the Practice Act. It shall prepare all amendments to the Constitution and By-Laws for submission to the Association.

This committee will maintain liaison with regulatory agencies and others as necessary.

This committee will oppose any legislation considered detrimental to the veterinary profession. They shall keep the Board closely advised on legislative matters, and shall seek their counsel and recommendations on difficult or controversial situations.

This committee should arrange to meet regularly, especially before and during a legislative session. They must work closely and in conjunction with any legislative representative employed by or supportive of the UVMA, and must give this person direction on which bills the UVMA wants to support or oppose. The chairperson should notify the Executive Committee of any legislation that requires immediate action on the part of the UVMA whenever there is not enough time to call the committee together.

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If decisions must be made faster than the ability to contact the Executive Committee, the Legislative Committee Chair and the UVMA Legislative Committee should determine action. If time does not permit, the UVMA Legislative Committee has the authority to speak on behalf of the UVMA and should report actions to the President shortly thereafter.

## **Reimbursable expenses for officers, executive board and committee members**

### **AVMA Convention**

The AVMA Delegate and alternate delegate will be reimbursed for expenses not reimbursed by the AVMA.

### **Nine-States Conference**

Depending on attendance at the Conference and the year (as previously explained) the UVMA will reimburse either the President or President Elect for the following expenses: ***Travel; Lodging; Meals and Registration fees.***

### **AVMA Leadership Conference**

The UVMA will reimburse the President, President Elect, AVMA delegate and any other person chosen by the Board to represent the UVMA for the following expenses ***that are not reimbursed by the AVMA:***

***Travel: Same as above.***



**Lodging:** Same as above.  
**Meals:** Same as above.  
**Registration fees:** Same as above.

### **UVMA Conference**

The holders of the offices of President, President Elect, Treasurer and Conference chairperson will be exempt from paying registration fees.

### **UVMA Annual Leadership Seminar**

The UVMA will provide a meal for all Board members attending the Leadership Seminar.

### **Local VMA meetings, Committee and other meetings**

The Executive Committee will be reimbursed for all expenses incurred during their tenure with a stipend, set and approved by the Board.

It is understood that if any of the above mentioned expenses have been reimbursed partially or in total by another source, such as the AVMA, the UVMA will only reimburse the difference.

## **Active policies**

1. This policy section should be reviewed annually by the executive board at their October meeting. The Executive Secretary is directed to continue adding policies to this section of the SOP.

## **Historical policies**

## **Robert's Rules of Order for Beginners:**

### **Call to Order**

This occurs at the beginning of the meeting, once quorum has been attained. Quorum for GRC is at least 50% of all members, excluding the Speaker and any vacant positions. Quorum for General Meetings is fifty Active Members.

### **Motions**

Business is resolved at meetings by voting on propositions put forward by members. Such propositions are called *motions*. Any person who is eligible to vote at a meeting may make a motion. Depending on the type of motion, another member is usually needed to *second* the motion. Motions are then debated and voted upon. **No member may speak more than once to any motion** (although the Speaker may choose not to enforce this rule if s/he deems it appropriate.) A member must raise his/her hand. A speaker's list is kept acknowledging individuals in the order in which they have raised their hands.

### **Amendments**

A motion may be amended by a subsequent motion. If the mover and seconder of the original motion consent to the amendment, the amendment is deemed "friendly" and it does not require a seconder and is not subject to debate. If an amendment is not deemed friendly, it does require a seconder. Such a motion must then be debated and voted upon before the debate resumes on the original motion.

## Motions which take Precedence

Normally, a motion cannot be made while another motion is being debated. There are, however, certain types of motions that take precedence over "normal" motions:

1. Motion to Amend (as above)
2. Motion to Table - This is a motion to defer further debate on the main motion until some future time. The motion requires a seconder and is debatable only as to the length of time that the main motion will remain tabled.

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3. Motion to Refer - This is similar to a Motion to Table, except that instead of deferring a motion for a specific amount of time, it is deferred until advice can be sought from another body.
4. Motion to Call the Question - This is a motion to cease debate and proceed to the vote on the main motion. If there is an objection to the motion, the motion requires a seconder and must pass by a two thirds vote. The motion is not debatable.
5. Motion to Reconsider - This is a motion to re-open debate on a motion that has already been voted upon earlier in the same meeting. This motion requires a seconder.
6. Motion to Adjourn - A motion to end the meeting. Requires a seconder and is not debatable.

## Points

There are several special motions called "Points" that have priority over all other motions or discussion. Points are considered serious enough that a speaker may be interrupted by another individual who wished to make a Point. Points do not require a seconder.

1. Point of Order - An individual may raise on a point of order if they feel that business is proceeding incorrectly. The speaker must either agree or disagree with the point raised. An individual may also use this point if they do not understand the proceedings and/or wish to have a clarification made on a specific ruling.
2. Point of Privilege - Individuals may raise Points of Privilege if it is felt that their rights as members of the assembly have been violated. This Point can also be used if an individual is unable to participate in the discussion due to an inability to hear the speaker, because the room is too hot or cold, or because s/he is unclear on matters of procedure. **If you do not understand what is happening, you can interrupt the speaker and request clarification on a Point of Privilege.**
3. Point of Information - This point is the most misused one in the book. This Point is used to **ASK** for information that you feel is essential to your understanding of the debate. **It may not be used to give information.** The member may decide not to answer the question by refusing to yield the floor. Again, it is not in order to give someone information on a point of information.
4. Challenge to the Speaker - This Point is used when an individual disagrees with the Speaker's ruling. The mover must state why he or she disagrees with the ruling. The Speaker may then give the reasoning behind the ruling. A vote is then taken to affirm the Speaker's ruling.

## Voting

Voting on motions normally requires a simple majority. Voting is normally done by a show of hands; however, anyone eligible to vote has the right to demand a vote by roll call. Voting by secret ballot normally occurs only when an election to fill a position is required, and the assembly does not desire to conduct the election by a show of hands.

### *To Ensure Smooth Discussion*

- 1) **Raise your hand if you wish to speak.** The Speaker will take note and ask you to speak at the appropriate time.
- 2) **State your name and department before speaking to the topic at hand.**
- 3) **Speak to the topic or motion at hand!** If you wish to raise something not on the agenda, there are always the "Question Period" or "New Business" agenda items.
- 4) **If you wish to make a suggestion regarding the motion on the floor, form it in terms of an amendment.** Your amendment will need seconding, after which it will become the current item on the floor.

5) **Try not to repeat points other people have already made** unless you have something new to add to the point.