STATE OF CALIFORNIA
DEPARTMENT OF CONSUMER AFFAIRS

STATE AND CONSUMER SERVICES AGENCY • GOVERNOR EDMUND G. BROWN JR.

Veterinary Medical Board
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MEMORANDUM

DATE	January 22, 2013
TO	Veterinary Medical Board
FROM	Sue Geranen Executive Officer DCA/Veterinary Medical Board
SUBJECT	**American Association of Veterinary State Boards (AAVSB)**

Background:
The AAVSB is the national regulatory entity for California and for 56 other licensing jurisdictions in the United States, Canada and U.S. territories. The California Board is a member of this organization and as a member is asked to participate when the entity proposed changes to its basic methods of doing business and to its resource documents.

For this meeting, the AAVSB is asking Boards to review the enclosed memo outlining its election process and to consider nominations for officers to the AAVSB.

Action Requested:
1) Discuss the nomination process and consider whether the Board wishes to participate in the nomination process.

AAVSB
AMERICAN ASSOCIATION OF VETERINARY STATE BOARDS

RECEIVED
DEC 21 2012
VMB / RVTC

MEMORANDUM

To: AAVSB Member Board Administrators for distribution to Board Members

From: Dr. Helen Tuzio, AAVSB Nominating Committee Chair

Date: December 14, 2012

Subject: Call for Nominations for Upcoming Open Positions

At the 2012 Annual Meeting, the Delegates elected Dr. Joni Edwards from Colorado and Ms. Wendy Parrish from Louisiana to the AAVSB Nominating Committee. In accordance with the AAVSB Bylaws, the AAVSB President, Ms. Anne Duffy, RVT, appointed me as the third member of the Committee and named me as the Chair.

The Nominating Committee is charged with preparing a slate of candidates for all elected positions to be filled, and this process is of great importance to the AAVSB's ability to carry out its mission. In preparing the slate of candidates and in addition to meeting the Bylaws requirements, the Nominating Committee considers the following of each candidate:

Balance including position on the Member Board, geographic location, and gender.
Qualifications beyond the Bylaws Requirements including length of service on or for a licensure board and leadership roles or experience with AAVSB.
Interest and Commitment including reasons for seeking a position with AAVSB and ability to fulfill the time commitment.
Vision including long range goals for the AAVSB (see the enclosed Strategy Map)

The Committee asks that you distribute the enclosed information to your Board Members and encourage them to consider candidates for the leadership positions within the AAVSB. We have included information to assist you and your Board with the nomination process as described below.

- **2013-2014 Nominating Form**
  The Nominating Form is to be used to nominate a candidate for an open position. It is part of the required documentation when submitting a nomination to the AAVSB. A complete nomination packet must include:
  - ☐ A completed Nominating Form,
  - ☐ A brief biography, and
  - ☐ A statement from the nominator indicating the rationale for the nomination.

  Prior to submitting a nomination packet, the Committee asks you to confirm that the candidate is willing to accept a nomination. **Please send nomination packets to the AAVSB office to the attention of the Nominating Committee. Packets must be received in the office by May 23, 2013.**

- **Information on Elected Positions**
  Information is provided on the open positions, roles and responsibilities and time commitments for the Board of Directors, the Representatives to the NBVME, and the Nominating Committee.

The 2013 AAVSB Annual Meeting is being held **September 19-21, 2013 in Kansas City, Missouri**. The Delegates will vote on the prepared slate during the Annual Meeting.

Should you have any questions or need additional information, please contact Ms. Daphne Tabbytite, staff contact for the Nominating Committee, at dtabbytite@aavsb.org or 1-877-698-8482 ext. 223.

American Association of Veterinary State Boards - 2011 Strategy Map

AAVSB

Vision

To inspire active participation of all veterinary regulatory agencies in North America and to be their collective voice

Mission

To reliably provide quality resources and accurate information for veterinary regulatory agencies and professionals and allied groups in the interest of public protection

Values

Responsive resourceful service while striving for continuous quality improvement

Strategic Focus Areas and Objectives

Outreach

Increase awareness and improve access to services at the member level, and secure strong, active relationships with allied groups in furtherance of the AAVSB's mission.

Programs

Focus on continuous quality improvement and be the leader in providing effective programs for the membership.

Organizational Health

Optimize organizational performance to assure a proficient, sustainable organization that can change and cope appropriately, and be prepared for future growth.

Indicators

- Increased awareness of AAVSB's mission
- Increase Member Board participation
- Increase in # of nominations and volunteers for BOD, Committees, Task Forces
- Joint projects initiated with allied groups

- Stakeholder survey results
- Program financial information
- Increase in # of customers served

- Solid financial position as indicated in financial, investment, and audit reports
- Performance reviews (BOD and Committees)
- Committee/BOD satisfaction survey

2011 - 2013 Priorities

- Develop marketing strategies to promote AAVSB programs to all stakeholders
- Implement a communications program with educational institutions and students regarding licensure and AAVSB programs
- Dialog with AVMA regarding topics of mutual interest
- Increase contacts with Member Boards

- Explore options for evaluating clinical proficiency for the foreign grad program
- Explore CE tracking and audit program
- Investigate vet assistants credential
- Develop tools for disciplinary action
- Explore program for application and renewal processing

- Review/revise charges for all Committees
- Investigate options for unifying testing and credentialing
- Implement a leadership and development task force
- Develop capital investment and reserve funds policy including program defense
- Develop orientation programs for AAVSB BOD and Committees

American Association of Veterinary State Boards

Nominating Form for 2013-2014

Please return one nomination packet for each candidate that you would like to nominate. The nomination packet should include the following: ☐ the completed nominating form, ☐ a brief biography for each submitted candidate, and ☐ a statement from the nominator indicating the rationale for the nomination.

2013-2014 Positions

Indicate the position for your nominated candidate.

☐ President-Elect (1 open position)
☐ Treasurer (1 open position)
☐ Director (2 open positions)
☐ NBVME Representative (1 open position)
☐ Nominating Committee Member (1 open position)

Nominated Candidate Information

Name: _____ State or Province: _____

☐ Board Member (*Current term expires:* _____; *Eligible for re-appointment:* Yes / No)

☐ Board Administrator

☐ AAVSB Associate Member

Phone Numbers and e-mail, if available:

Work: _____ Cell or Home: _____

E-mail: _____

Nominated By

Member Board Name: _____

Contact Name: _____

Contact Phone # and Email: _____

Return by May 23, 2013

Send Nomination Packet to:
AAVSB
Attention: Nominating Committee
380 West 22nd Street, Suite 101
Kansas City, MO 64108
FAX: (816) 931-1604 or as an email attachment to dtabbytite@aavsb.org

American Association of Veterinary State Boards

Information on Board of Directors Elected Positions for 2013-2014

Current 2012-2013 AAVSB Board of Directors

Immediate Past President:	Helen Tuzio, DVM from New York
President:	Anne Duffy, RVT from Iowa
President-Elect:	Beckey Malphus, DVM from Georgia
Treasurer:	John Lawrence, DVM from Minnesota
Director:	Dan Danner, DVM from Oklahoma
Director:	Michael Gotchey, DVM from Colorado
Director:	Tom Kendall, DVM from California
Director:	Frank Walker, DVM from North Dakota

The Executive Director, Robyn Kendrick, serves as Secretary and as an ex-officio non-voting member of the Board of Directors.

Upcoming 2013-2014 AAVSB Board of Directors

Immediate Past President:	Anne Duffy, RVT (Automatic 1-year term)
President:	Beckey Malphus, DVM (Automatic 1-year term)
President-Elect:	_____OPEN_____ (3-year commitment)
Treasurer:	_____OPEN_____ (2-year term) *(John Lawrence, DVM, is currently serving the second year of a first 2-year term and is eligible for nomination to a second term)*
Director:	Michael Gotchey, DVM *(Michael Gotchey, DVM, is currently serving the first year of a 2-year term)*
Director:	Frank Walker, DVM *(Frank Walker, DVM, is currently serving the first year of a 2-year term)*
Director:	_____OPEN_____ (2-year term) *(Dan Danner, DVM is currently completing the second year of a first 2-year term and is eligible for nomination to a second term)*
Director:	_____OPEN_____ (2-year term) *(Tom Kendall, DVM is current completing the second year of a first 2-year term and is eligible for nomination to a second term)*

The Executive Director, Robyn Kendrick, serves as Secretary and as an ex-officio non-voting member of the Board of Directors.

Overview

The AAVSB Board of Directors is a body of elected Directors which govern the Association and provide the strategic plan for the future of the Association.

Bylaws Specifications (Article VII)

The AAVSB Bylaws prescribe the authority, composition, and election of the Board of Directors which are described below.

Authority

The Board of Directors shall manage the affairs of the Association, including the establishment of an annual budget for the Association and the transaction of all business for and on behalf of the Association as authorized under these Bylaws. The Board of Directors shall carry out the resolutions, actions, or policies as authorized by the Delegates, subject to the provisions of the Association Articles of Incorporation and Bylaws.

Composition

There shall be eight members of the Board of Directors including four Officers and four Directors at Large. The Officers shall be identified as President, President-Elect, Immediate Past President and Treasurer. The Officers and Directors at Large are collectively referred to as the Board of Directors. The Officers may, at times be collectively referred to as the Executive Committee. Notwithstanding any other provisions of these Bylaws, the Board of Directors shall be comprised of at least six Licensed Veterinarians. The Executive Director shall serve as Secretary and as an ex-officio non-voting member of the Board of Directors.

Qualifications

To be eligible to serve as a member of the Board of Directors, a candidate shall, when nominated and elected, be a Delegate, Alternate Delegate, member of a Member Board, or have served as a member of a Member Board within the preceding one year. Each duly elected Board of Directors member shall be eligible to complete the term of office specified in these Bylaws regardless of change in status. If a Director ceases to meet eligibility criteria stated above, such Board of Director member shall, after completion of the current term, be eligible to serve one additional term on the Board of Directors.

Elections

The Board of Directors shall be elected at the Annual Delegate Assembly of the Association by the Delegates, either from nominations submitted by the Nominating Committee, or by nominations from the floor. Each Director shall assume office at the close of the Annual Delegate Assembly at which the member is elected and shall serve as specified in these Bylaws or until a successor is elected.

Terms of Office

For purposes of these Bylaws, the offices of Immediate Past President, President, and President-Elect shall be considered one (1) term. The terms of the Board of Directors shall be as follows:

a. *<u>Immediate Past President</u>. The Immediate Past President shall serve a one (1) year term automatically following the term as President. The Immediate Past President shall only vote on matters before the Board of Directors to break a tie.*

b. *President. The President shall serve a one (1) year term automatically following the term as President-Elect. In the event of a vacancy, the President-Elect shall succeed to the Presidency to fill the unexpired term and may, thereafter, complete the President's term.*
c. *President-Elect. A President-Elect shall be elected at the Annual Delegate Assembly to serve a one (1) year term and shall automatically succeed to the office of President and, thereafter, the office of Immediate Past President. Thus, the President-Elect office is a three (3) year commitment, one year as President-Elect, one year as President, and one year as Immediate Past President and is limited to one elected term. In the event of a vacancy, the President in consultation with the Board of Directors may appoint the office of President-Elect. In any event and under these circumstances, at the next Annual Delegate Assembly, there shall be an election for both President and President-Elect.*
d. *Treasurer. A Treasurer shall be elected at the Annual Delegate Assembly to serve a term of two (2) years. In the event of a vacancy, the Treasurer position shall be appointed by the President in consultation with the Board of Directors until the next Annual Delegate Assembly at which time an election shall be held. The Treasurer shall serve no more than two (2) consecutive terms.*
e. *Directors at Large. Directors at Large shall be elected at the Annual Delegate Assembly to serve two (2) year terms. In the event of a vacancy, the President in consultation with the Board of Directors shall appoint the Director at Large position until the next Annual Delegate Assembly at which time an election shall be held to fill the unexpired term. Directors at Large shall serve no more than two (2) consecutive terms.*
f. *No member of the Board of Directors shall hold more than one seat on the Board of Directors at any time. Any person appointed or elected to fill an unexpired term of less than one year for Treasurer or Director at Large may be eligible for election to the same position for two additional consecutive terms after completion of the unexpired term. If the unexpired term is more than one year, the person may be eligible for one additional consecutive term.*

Responsibilities

- Governs and sets the course for the AAVSB's future.
- Ensures the overall strength and health of the AAVSB.
- Hires, supports and develops the chief executive to lead and manage the AAVSB into the future.
- Ensures the availability of adequate resources and the long term financial stability of the AAVSB.
- Develops, supports and maintains focus on the strategic objectives and priorities.
- Is committed to the mission and goals of the AAVSB.
- Approves annual budgets, audit, and Form 990, and assesses the performance of the chief executive.
- Stays informed and supportive of the governing documents of the organization, e.g. Articles of Incorporation, Bylaws, policies, strategic plan, and budget.
- Attends Board of Director meetings, planning meetings, and assigned committee and/or task force meetings.
- Prepares for all meetings and seeks opportunities to expand knowledge about the organization.
- Understands the current budget, financial statements, strategic plan, policies, Board of Directors agenda and materials.
- Accepts the legal duties of loyalty and care while serving as a director and complies with applicable laws, regulations, bylaws, policies and code of conduct.
- Assesses the value of the AAVSB's programs and services.
- Understands that all power rests with the full Board of Directors, not individual directors.
- Performs the functions and work of the Board of Directors to the best of one's ability, regularly self-

evaluates personal performance on the Board of Directors and determines needs for improvement, and resigns from the Board of Directors when no longer able to support the mission or devote the necessary time.
- Shares wisdom and insights to help the Board of Directors make good decisions and policy.

Expected Time Commitment – Approximately 150 hours per year
- Prepares for and participates in monthly conference calls with 1 hour of preparation and 1.5 hours of participation per call.
- Meets in January each year for 2 days of meetings with 2 hours of preparation time plus travel time.
- Meets in June each year for 2 days of meetings with 2 hours of preparation time plus travel time.
- Meets at and attends the Annual Meeting in September for 4 days of meetings with 2 hours of preparation time plus travel time.
- Frequent opportunities to attend AVMA meetings, NBVME Board meetings, or special assignments which take approximately 2 days each.
- Additional time may be required if assigned as a liaison to a committee; the amount of additional time is dependent on the specific committee.
- Additional time is required of the Officers of the Board of Directors.

American Association of Veterinary State Boards

Information on Representatives to the NBVME Elected Positions
for 2013-2014

Current 2012-2013 AAVSB Representatives to the NBVME

Jon Betts, DVM from Oregon

Joyceanne Fick, Public Member from Idaho

Meg Glattly, DVM from Minnesota

Jay Hedrick, DVM from Kansas

Upcoming 2013-2014 AAVSB Representatives to the NBVME

Jon Betts, DVM
(Jon Betts, DVM is currently serving the first year of first 3-year term)

Joyceanne Fick
(Joyceanne Fick is currently serving the first year of second 3-year term)

Jay Hedrick, DVM
(Jay Hedrick, DVM is currently serving the second year of second 3-year term)

_____OPEN_____ (Licensed Veterinarian position; 3-year term)
(Meg Glattly, DVM is not eligible for nomination to an AAVSB NBVME Representative position as is currently completing third year of a third 3-year term)

Bylaws Specifications (Article IX)
The AAVSB Bylaws prescribe the composition, duties, election, qualifications and terms as described below.

Composition
There shall be a minimum of four AAVSB representatives to the National Board of Veterinary Medical Examiners (NBVME).

Duties
The Representatives shall attend all meetings of the NBVME and shall report to the AAVSB Board of Directors following each NBVME or subcommittee meeting. The Representatives shall present the consensus opinions of the Association at such meetings and shall not vote in conflict with the AAVSB Bylaws.

Election
Delegates at the Annual Delegate Assembly shall elect the Representatives at the Annual Delegate Assembly of the Association either from nominations submitted by the Nominating Committee or by nomination from the floor. Each Representative shall assume his or her responsibilities at the close

of the Annual Delegate Assembly at which elected and shall serve as specified in these Bylaws or until a successor is elected and qualified.

Qualifications

- *Three representatives must, when nominated and elected, be Licensed Veterinarians currently practicing in public or private practice and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors within the previous year, or (iii) have been a member of the NBVME within the previous year, or (iv) be a current Associate Member.*
- *One Representative must, when nominated and elected, be a Public Member and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors within the previous year, or (iii) have been a member of the NBVME within the previous year, or (iv) be a current Associate Member.*

Terms

Representatives can be eligible for three 3-year terms.

For additional information, please contact the AAVSB office for a copy of the job description for NBVME Members.

American Association of Veterinary State Boards

Information on Nominating Committee Elected Positions for 2013-2014

Current 2012-2013 Nominating Committee

Helen Tuzio, DVM, from New York

Joni Edwards, DVM, from Colorado

Wendy Parrish from Louisiana

Upcoming 2013-2014 Nominating Committee

Joni Edwards, DVM
(Joni Edwards, DVM is currently serving first year of 2-year term)

_____OPEN_____ (2-year term)
(Wendy Parrish is not eligible for nomination as is currently completing the one year of a 1-year term)

Each year, the President of AAVSB shall appoint a third member of the Committee and name the Chair.

Overview
The overall role of the Nominating Committee is to review nominations and slate candidates from AAVSB Member Boards for elected positions.

Bylaws Specifications (Article X, Section 1 and Article IX, Section 3)
The AAVSB Bylaws prescribe the role, number of members, method of appointment, composition and terms of office of the Nominating Committee which are described below.

Role
The Nominating Committee shall submit to the Member Boards at least thirty days before the Annual Delegate Assembly, a slate of candidates for each position on the Board of Directors to be filled, and for each of the two elected members of the Nominating Committee; and submit nominations for the representatives to the National Board of Veterinary Medical Examiners (NBVME).

Number of Members: *Three members.*

Elections and Qualifications
Two of the three Committee members are elected at the Annual Delegate Assembly. Prior to nomination, the elected members to the Committee must have attended at least one Delegate Assembly meeting. At the time of nomination and election, candidates for the Committee must be a Delegate or Alternate Delegate, a member of a Member Board, a current Associate Member, or a chairperson of an Association committee. The President shall appoint the third member of the Committee and name the chair of the Committee.

Terms of Office

For purposes of establishing staggered terms and to ensure only one of the two elected positions is elected per year, the terms of the Committee members elected in 2012 shall be as follows after which the terms of the elected members will be two (2) years.

i. One election for a one (1) year term, and
ii. One election for a two (2) year term.

The President shall appoint a third member of the Committee whose term will be one year. Nominating Committee members may not serve consecutive terms, but are eligible for reelection consistent with this Article X, Section 1. The President shall name the chair of the Committee. In the event of a vacancy, the President in consultation with the Board of Directors shall appoint the Nominating Committee member until the next Annual Delegate Assembly at which time an election shall be held to fulfill the unexpired term.

Responsibilities

- Prepares a call for nominations for the Member Boards which includes a nomination form and information on open positions within 90 days following the previous Annual Delegate Assembly.
- Receives nominations from Member Boards for open positions 120 days prior to the upcoming Annual Delegate Assembly.
- Reviews nominations received and makes interview assignments.
- Develops slate of candidates for mailing to Member Boards 30 days prior to Annual Delegate Assembly.

Expected Time Commitment – Approximately 12 hours per year

- Participates in 4 conference calls with 1 hour for preparation time and 1 hour for participation per call.
- Participates in interviews with candidates with the number of interviews dependent on the number of candidates; 0.5 hours for participation per interview.