

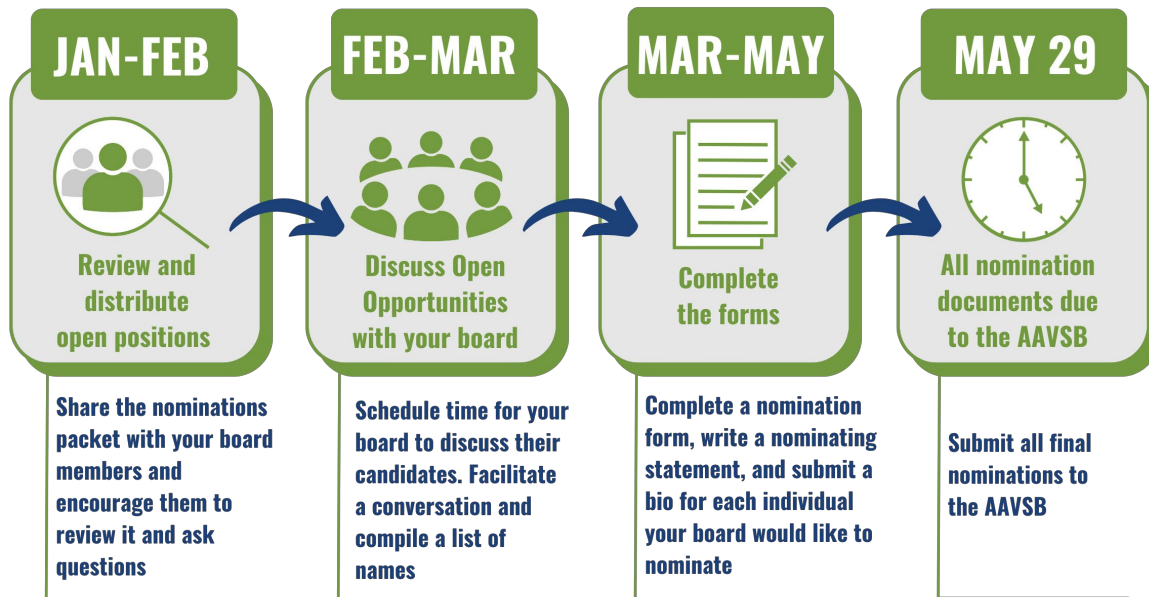
MEMORANDUM

To: AAVSB® Member Board Members, Executive Directors, and Registrars

From: AAVSB Nominating Committee Dr. Roger Redman, Elected Member and Chair
Dr. Amy Staton, LVT, Elected Member
Dr. William Wright, Appointed Member

Date: December 15, 2023

Subject: Call for Nominations – **Nominations Due May 29, 2024**



Each year, the Nominating Committee of the AAVSB sends out a *Call for Nominations* to provide Member Boards information regarding the open elected positions and to request nominations. The Nominating Committee is charged with preparing a slate of candidates for all elected positions to be filled. This process is vital to the AAVSB's ability to carry out its mission.

There are **4 easy steps** to complete the annual AAVSB nomination process. Prior to submitting a nomination packet, the Committee asks you to confirm that the candidate is willing to accept a nomination. Upload the packet online at www.aavsb.org/nominations or by email to nominations@aavsb.org or fax to the AAVSB office (1.816.931.1604)

Packets must be received in the AAVSB office by Wednesday, May 29, 2024.

The 2024 AAVSB Annual Meeting is being held September 27 - 28 in San Diego, California. The Delegates will vote on the candidates during the Annual Meeting.

Should you have any questions or need additional information, please contact Ms. Nancy Grittman, AAVSB staff for the Nominating Committee, at ngrittman@aavsb.org or 1-877-698-8482 ext. 226.



American Association of Veterinary State Boards Nomination Application for 2024-2025 Open Positions

3 REQUIREMENTS FOR A COMPLETED NOMINATION PACKET

1. Nomination Application (one for each nominee)
2. Biographical Information (2-page limit)
3. Statement from sponsor on rationale for the nomination

Please note: The bio and statement will be distributed to the AAVSB Member Boards.

SUBMIT BY MAY 29, 2024

ONLINE: <http://bit.ly/2AEQSeR>
EMAIL: nominations@aavsb.org
FAX: 1.816.931.1604

2024-2025 OPEN POSITIONS

Indicate the desired position(s).

- ☐ President-Elect (1 position with a 3-year term)
- ☐ Treasurer (1 position with a 2-year term)
- ☐ Director (3 positions with 2-year terms)
- ☐ Nominating Committee Member (1 position with a 2-year term)
- ☐ ICVA Representative (2 positions with 3-year terms - 1 Public Member and 1 Licensed Veterinarian)

NOMINEE INFORMATION

Name: _____ State, Province, or Territory: _____
Work Phone: _____ Cell Phone: _____
Email: _____

CHECK ALL THAT APPLY

- ☐ Board Member (complete the following)

Term start date: _____ Term end date: _____ Eligible for re-appointment: Yes or No

- | | |
|--|---|
| <input type="checkbox"/> Board Executive Director or Registrar | <input type="checkbox"/> Current AAVSB Board of Director |
| <input type="checkbox"/> AAVSB Associate Member | <input type="checkbox"/> AAVSB Committee Chairperson |
| <input type="checkbox"/> Current ICVA Representative | <input type="checkbox"/> Licensed Veterinarian in Public/Private Practice |

List year(s) nominee has attended the AAVSB Annual Meeting: _____

SPONSORED BY

Name of Member Board: _____
Name of Contact at Member Board: _____
Phone and Email of Contact: _____

→ **Return or complete online by May 29, 2024** ←



American Association of Veterinary State Boards

Nominee Biographical Information

3 REQUIREMENTS FOR A COMPLETED NOMINATION PACKET

1. Nominee Application (one for each nominee)
2. Biographical information (2-page limit)
3. Statement from sponsor on rationale for the nomination.

Please note: The bio and statement will be distributed to the AAVSB Member Boards.

The following biographical information should be provided for each nominee. The information should not exceed two pages.

- Name
- Elected Position of Interest
- Education
- Specialties, if any
- Jurisdictions Where Currently Licensed, if applicable
- Work History
- Type of Practice/Employment (public, private or other; concentration)
- Member Board Experience and Roles Served
- Experience with the AAVSB and Roles Served
- Leadership Positions Held
- Other Affiliations



American Association of Veterinary State Boards

Information on Board of Directors Elected Positions for 2024-2025

CURRENT 2023-2024 AAVSB® BOARD OF DIRECTORS

Immediate Past President:	Leslie Knachel, MPH from Virginia
President:	Kim Gemeinhardt, DVM from North Carolina
President-Elect:	Frank Richardson, DVM from Nova Scotia
Treasurer:	Timothy Kolb, DVM from Ohio
Director:	Sheila Dobson, DVM from Kansas
Director:	Amy Haywood, LVT from District of Columbia
Director:	Mark Nunez, DVM from California
Director:	Greg Parks, DVM from Saskatchewan
Director:	Kim Riker-Brown, DVM from Ohio
Director:	Michelle Shane from Kentucky

Upcoming 2024-2025 AAVSB Board of Directors

Immediate Past President:	Kim Gemeinhardt, DVM
President:	Frank Richardson, DVM
President-Elect:	_____ OPEN _____ (3-year commitment)
Treasurer:	_____ OPEN _____ (2-year term) (Dr. Kolb is currently serving the second year of a first 2-year term.)
Director:	_____ OPEN _____ (2-year term) (Dr. Kim Riker-Brown is currently serving the second year of a first 2-year term.)
Director:	_____ OPEN _____ (2-year term) (Ms. Michelle Shane is currently serving the second year of a first 2-year term.)
Director:	_____ OPEN _____ (2-year term) (Ms. Amy Haywood is eligible to be nominated to an Officer position.)
Director:	Sheila Dobson, DVM (Dr. Dobson is currently serving the first year of a first 2-year term.)
Director:	Mark Nunez, DVM (Dr. Nunez is currently serving the first year of a first 2-year term.)
Director:	Greg Parks, DVM (Dr. Parks is currently serving the first year of a first 2-year term.)

James T. Penrod, CAE, FASLA, as Chief Executive Officer 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.

RESPONSIBILITIES

- Governs and sets the course for the AAVSB's future.
- Ensures the overall strength and health of the AAVSB.
- Develops, supports, and maintains focus on the strategic objectives and priorities.
- Commits to the mission and goals of the AAVSB.
- Ensures Board effectiveness.
- 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.
- Approves annual budgets, audit, and Form 990 as well as updates to financial policies.
- Stays informed and supportive of the governing documents of the organization, e.g. Articles of Incorporation, Bylaws, policies, strategic plan, and budget.
- 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.
- Understands that all power rests with the full Board of Directors, not individual directors.
- Directors attend the Association's Annual Meeting, Board of Director meetings, planning meetings, and assigned committee and/or task force meetings.
- Directors prepare for all meetings and seek opportunities to expand their knowledge about the organization.
- Directors share wisdom and insights to help the Board of Directors make good decisions and policies.

EXPECTED TIME COMMITMENT – Approximately 150 hours per

- Monthly conference calls (1 hour of preparation and 1.5 hours of participation per call)
- In-Person meeting in January or February each year (2-3 days of meetings with 5 hours of preparation time plus travel time).
- In-Person meeting in June each year (2-3 days of meetings with 3 hours of preparation time plus travel time).
- Annual Meeting in September (4 days of meetings with 3 hours of preparation time plus travel time).
- In-Person meeting in November each year (2-3 days of meetings with 3 hours of preparation time plus travel time).
- Frequent opportunities to attend AVMA meetings, ICVA Board meetings, or special assignments (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.

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 ten (10) members of the Board of Directors including four (4) Officers and six (6) 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 and one Affiliate Member. The Chief Executive Officer shall serve as Secretary and as an ex-officio non-voting member of the Board of Directors.

Qualifications

a. Officers

To be eligible to serve as an Officer, a candidate shall when nominated and elected be currently serving on the Board of Directors, or be a member of a Member Board, or be an Affiliate Member.

b. Directors at Large

To be eligible to serve as a Director at Large, a candidate shall when nominated and elected be currently serving on the Board of Directors, or be a member of a Member Board, or have served as a member of a Member Board as of June 1st of the year preceding the election year, or be an Affiliate Member.

If a Director ceases to meet the 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. Immediate Past President. 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.*



American Association of Veterinary State Boards Information on Nominating Committee Elected Position for 2024-2025

CURRENT 2023-2024 AAVSB® NOMINATING COMMITTEE

Roger Redman, DVM, Chair, from Ohio (elected position)

Amy Staton, EdD, LVT, from Kentucky (elected position)

William Wright, DVM, from Georgia (appointed)

Upcoming 2024-2025 Nominating Committee

_____OPEN_____ (2-year elected position)

(Dr. Roger Redman is not eligible for nomination as he is currently serving the second year of a 2-year term.)

Elected position: Amy Staton, EdD, LVT

(Dr. Staton is currently serving the first year of a 2-year term.)

Appointed position: TBD

OVERVIEW

The overall role of the Nominating Committee is to review nominations and confirm the eligibility of nominees from AAVSB Member Boards for the open elected positions.

RESPONSIBILITIES

- Prepares a Call for Nominations for the Member Boards which includes a nomination form and information on the open positions.
- Receives nominations from Member Boards for open positions 120 days prior to the upcoming Annual Delegate Assembly.
- Reviews nominations received and possibly distribute a questionnaire to nominees.
- Develops a ballot 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 (1 hour for preparation time and 1 hour for participation per call).
- Meets in September at Annual Meeting (1 hour meeting plus travel time).
- Additional time is required of the Committee Chair.

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 review the qualifications of the applicants, verify sponsors and references on all applications submitted, and shall submit to the Member Boards at least sixty (60) days before the Annual Delegate Assembly, a slate containing candidates for each position on the Board of Directors, the Nominating Committee and the International Council for Veterinary Assessment to be filled. The slate shall contain the names of all candidates who have been found to be eligible and their applications verified as accurate by the Nominating Committee. In determining the slate of candidates for the Board of Directors, the Nominating Committee shall make every effort to ensure at least a majority of Members at Large are currently members of Member Boards. Persons serving on the Nominating Committee shall be ineligible to be on the slate or elected to any position within the Association within their term.

Number of Members: *Three members.*

Elections and Qualifications

Two of the three Committee members are elected at the Annual Delegate Assembly by a plurality of votes, either from nominations submitted by the Nominating Committee or by nominations from the floor. A candidate for the Nominating Committee shall when nominated and elected be a member of a Member Board or be an Affiliate Member or be a current Associate Member or is the chairperson of an Association committee. The members of the Nominating Committee shall have attended at least one (1) Delegate Assembly meeting prior to nomination or appointment.

Terms of Office

The terms of the elected members are two (2) years. The President shall appoint a third member of the Committee with the approval from the Board of Directors whose term will be one (1) 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 with approval from the Board of Directors. 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.



American Association of Veterinary State Boards Information on Representatives to the ICVA Elected Positions for 2024-2025

CURRENT 2023-2024 AAVSB REPRESENTATIVES TO THE INTERNATIONAL COUNCIL FOR VETERINARY ASSESSMENT (ICVA®)

Kathy Bowler from California (Public Member)
Elizabeth Farrington, DVM from Nebraska (Licensed Veterinarian)
Helen Tuzio, DVM from New York (Licensed Veterinarian)
Frank Walker, DVM from North Dakota (Licensed Veterinarian)

Upcoming 2024-2025 AAVSB Representatives to the ICVA

_____ OPEN _____ (Public Member; 3-year term)
(Ms. Kathy Bowler is not eligible for nomination as she is currently serving the third year of third 3-year term.)

_____ OPEN _____ (Licensed Veterinarian position; 3-year term)
(Dr. Frank Walker is currently serving the third year of first 3-year term.)

Elizabeth Farrington, DVM
(Dr. Farrington is currently serving the second year of first 3-year term.)

Helen Tuzio, DVM
(Dr. Tuzio is currently serving the first 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 International Council for Veterinary Assessment (ICVA).

Duties

The Representatives shall attend all meetings of the ICVA and shall report to the AAVSB Board of Directors following each ICVA 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 ICVA 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 ICVA within the previous year, or (iv) be a current Associate Member.*

Terms

Representatives can be eligible for three 3-year terms.

EXPECTATIONS

Please contact the AAVSB office for additional information on the AAVSB representatives to the ICVA.