

AAVLD/USAHA Subcommittee on Information Standards Charter and Bylaws

Purpose:

The subcommittee has been created to deal with the needs of the animal health community to efficiently exchange information between information systems and services.

Scope of Activities:

The subcommittee will endeavor to develop, or adopt existing, standards for information interchange by systems and services related to regulatory veterinary medicine as requested by its parent committee, the executive committees of either AAVLD or USAHA, or the National Assembly of State Animal Health Officials. Standards developed and/or adopted by the subcommittee will address the external exchange of information between systems, not with the internal representation of that information nor the user interface(s) exposed by any compliant system(s).

Scope of Standards Developed:

Each standard developed by the subcommittee will have a clear and concise statement of its scope. Each scope statement will be voted on by consensus prior to official subcommittee work commencing on the standard. Aspects of animal health software and services not explicitly in scope are left to implementers. The standards will be interchange standards for encapsulating the data exchanged. Eligible reference lists or comparable definitions of data concept domains will be included as part of the standards when necessary to facilitate the exchange.

Leadership:

The subcommittee will have two co-chairs. One co-chair will be from the public sector and one from the private sector. Co-chairs will be nominated from the subcommittee membership and elected by simple majority vote. The term of each co-chair will be two years. (Initially one co-chair will be selected at random to serve a one-year term.) Co-chairs may be re-elected indefinitely. At least one co-chair must be present to conduct formal decision making.

Membership:

Members provide expertise on various aspects of animal health information systems. Membership is balanced between producers of animal health software and services and consumers of the same, mainly state and federal regulatory agencies. Additional members provide specialized knowledge of the standards and regulatory domains. Members are appointed by the Chair of the AAVLD/USAHA Committee on Animal Health Surveillance and Information Systems. Nominations to the

subcommittee will seek balanced representation of four categories: Federal Government, State Government, Industry, and Academia. Other representation may include sister organizations, etc. Subcommittee members must be members of the AAVLD/USAHA Committee on Animal Health Surveillance and Information Systems. AAVLD or USAHA members nominated to the subcommittee who are not members of the full committee may be appointed by their respective Presidents as described in the USAHA bylaws (9.5) and AAVLD bylaws (VIII Section 1). In some cases non AAVLD/USAHA members, e.g. technical consultants, may be appointed as non-voting members of the Animal Health Surveillance and Information Systems committee, but may participate and vote as part of the quorum within this subcommittee.

Quorum:

In order to ensure appropriate inclusiveness and balance in the decision making process quorum is defined as the presence of at least one member of each from Federal Government, State Government, and Academia. In addition, Industry participation must include representatives of at least two unrelated commercial companies for a total of five representatives. Representatives of other groups may contribute to the overall quorum and may vote but do not contribute to the category balance requirement. Co-chairs may vote and contribute to quorum for their represented category. The minimum number of voting members to reach a quorum must be eight, five as described above and an additional three members.

Voting by the quorum is not reached until all members have had adequate notice and time to consider all decisions, with a minimum number of five working days with initial notification occurring via email.

Consensus:

Subcommittee decisions will be made by consensus ballot. Attendance will be taken and then those present polled for any objections or abstentions. Decisions may be made by phone if a quorum is present or may be offered via online poll with quorum determined by votes submitted if necessary. If *any* negative votes are cast, the subcommittee must consider these objections and attempt to reach a resolution. A decision or final product will be considered adopted only when there are no unresolved negative votes. If the subcommittee concludes that it is impossible to resolve one or more negative votes, it may vote by simple majority to find those negatives non-persuasive. Such a decision will automatically be appealed to the full AAVLD/USAHA Committee on Animal Health Surveillance and Information Systems for final resolution. For actions other than standards, the decision may be reviewed and approved by the AAVLD/USAHA Animal Health committee chair.

Prohibited Topics:

In order to avoid even the appearance of anti-competitive practices, certain topics are will never be discussed during subcommittee meetings or conference calls. These include product or service pricing, marketing strategies, and product or service features other than those relating to information interchange.

Publication of Standards:

Standards work products of the subcommittee that have been approved without objection will be forwarded to the full AAVLD/USAHA Committee on Animal Health Surveillance and Information Systems as approved draft standards. At the next meeting of the full committee the subcommittee will report on progress toward adoption and request approval as a final standard.