AAVLD/USAHA Subcommittee on Information Standards  
of the AAVLD/USAHA Committee on Animal Health Surveillance and Information Systems

Decision Making Process

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 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 my 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 may be appointed as non-voting technical consultants to the 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, Industry, and Academia. Additionally representatives of at least two unrelated commercial companies must be present and voting for final approval of any committee standard. Representatives of other functions may vote but do not contribute to quorum. Co-chairs may vote and contribute to quorum for their represented category.

Consensus:

Subcommittee decisions will be made by consensus ballot. Attendance will be taken and then those present polled for any objections or abstentions. 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 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.