Policies Related to the TVMA Bylaws

The Texas Veterinary Medical Association has two (2) governing documents. The Bylaws set out the purposes and general organizational structure for TVMA. The Policies Manual details how TVMA operates in order to meet the purposes stated in the Bylaws.

The following policies are aligned with the Texas Veterinary Medical Association Bylaws.

Policy on Membership ........................................................................................................1.01
Policy on Liaisons to the Board of Directors .................................................................2.01
Policy on Board of Directors Elections .........................................................................2.02
Policy on Committees ......................................................................................................3.01
Policy on Committee Meetings .......................................................................................3.02
Policy on Sunset Review .................................................................................................3.03
Policy on Funds Disbursements .....................................................................................4.01
Policy on Membership

Bylaws Article III, Sec 3 Classes of Membership
The Board of Directors shall create various classes of voting, non-voting and special membership established in the same manner as required to amend these bylaws as stated in Article XVII.

Classes of Voting Membership

A. Active Membership
Active Membership in TVMA shall be limited to veterinarians in the State of Texas. Active Members shall be voting members, eligible to hold office, and shall be entitled to all benefits and services of TVMA.

B. New Graduate Membership
New Graduate Membership may be extended to veterinarians who are Texas graduates or other new graduates who are residing in Texas. They shall be exempt from dues from the date of their graduation until June 30 of the following calendar year and shall pay one-half (1/2) the amount of annual dues for Active Members the next succeeding TVMA fiscal year. New Graduate Members shall be voting members with all rights and privileges of Active Membership.

C. Associate Membership
Associate Membership may be conferred, upon written application, to veterinarians who are full-time interns, residents, or graduate students at a recognized institution of higher learning. Associate Members shall be voting members, have all rights and privileges of Active Membership, and shall pay one-half (1/2) the amount of annual dues for Active Members.

D. New Resident Membership
Complimentary membership may be extended to veterinarians during their first year of residence in Texas. They shall be exempt from dues from the date of application until the following June 30. New resident members will have all rights and privileges of Active Membership.

E. Retired Membership
Retired Membership may be extended, upon written application and Executive Committee approval, to any TVMA member, age sixty-five (65) or over, who has been a member for twenty-five (25) years of any state veterinary medical association, and has retired from the full time practice of veterinary medicine. Retired Members shall pay one-fourth (1/4) of the amount of annual dues for Active Members, and shall have all rights and privileges of Active Membership.

F. Life Membership
Life Membership may upon application to, and approval by, the Executive Committee, be conferred upon any TVMA member, age 65 or over, who has been a TVMA member in good standing for twenty-five (25) consecutive years or thirty (30) years total. Life members shall be exempt from payment of dues and shall have all rights and privileges of Active Membership.
G. Distinguished Membership
Distinguished Membership shall be limited to TVMA members and former members who have distinguished themselves by their dedication and meritorious service to TVMA. Distinguished Membership shall be conferred only upon written nomination by two TVMA members in good standing, Executive Committee approval, and election by a three-quarter (3/4) majority vote of the Board of Directors. Distinguished Members shall be exempt from payment of dues, and shall have all rights and privileges of Active Membership.

H. Lifetime Membership
Lifetime membership in TVMA shall be granted to any person who meets all qualifications for active membership and who remits the one-time lifetime membership fee as currently established by the TVMA Executive Committee. The Lifetime Member will have all rights and privileges of Active Membership and shall be exempt from all annual membership dues to the Association.

H. Large Employer Membership
Large Employer Membership may be approved for employers with 50 or more veterinarians and 100% participation at a reduced membership rate.

Classes of Non-voting Membership

A. Out-of-State Membership
Out-of-State membership shall consist of veterinarians who neither reside nor practice in the State of Texas. Out-of-State Members shall be non-voting members, ineligible to hold office, and shall pay one half (1/2) the amount of annual dues for Active members.

B. Disability Membership
Disability Membership may be extended, upon Executive Committee approval, to deserving TVMA members and former members who, because of illness, accident or other mishap, are disabled. Disabled members shall be non-voting members, ineligible to hold office, and shall be exempt from payment of dues.

C. Allied Industry Membership
(1) Allied Industry Membership may, upon written application and Executive Committee approval, be extended to non-veterinarian representatives of allied industries, subject to the qualifications outlined in subsection (2) below. Allied industry members shall be non-voting members of TVMA, ineligible to hold office in TVMA and shall pay dues each year equal in value to the annual dues for Active Members.

(2) Qualifications: Allied Industry members shall agree to comply with the purpose and objectives as stated in Article II and with the bylaws and ethical principles as stated in Article III, Section 1c.

(3) Allied Company Membership may be approved for a company and includes three (3) individuals of the same company.

Classes of Special Membership

A. Student Membership
All students in the professional curriculum of veterinary medicine at any university shall be eligible for Student Membership. Student Members shall be non-voting members, ineligible to hold office, and exempt from payment of dues.
B. Affiliate Membership
Affiliate Membership may be extended to non-veterinary (non-DVM) faculty of the TAMU College of Veterinary Medicine and Biomedical Sciences and professional staff members of the Texas Veterinary Medical Diagnostic Laboratory. Affiliate members shall be non-voting members, ineligible to hold office and shall pay one-half (1/2) the amount of annual dues for Active Members.

C. Honorary Membership
Honorary Membership may be extended to persons or organizations who have risen to prominence in the veterinary sciences and/or have made outstanding contributions to the advancement of veterinary medicine. Honorary Membership shall be conferred only upon written nomination by two (2) TVMA members in good standing, Executive Committee approval, and election by a three-quarter (3/4) majority vote of the Board of Directors. Honorary members shall be exempt from payment of dues and may not vote or hold office.

D. Inactive Status Membership
Inactive status membership may be extended upon written application and Executive Committee approval, to any veterinarian with the following qualifications: (1) previously an active member for five (5) years of any state veterinary medical association immediately preceding application, (2) no longer practices any discipline of veterinary medicine, (3) maintains an inactive status with the Texas Board of Veterinary Medical Examiners and/or other State Board of Veterinary Medical Examiners, and (4) resides in the state of Texas. Inactive status members shall pay one-quarter (1/4) the amount of annual dues for active members, and shall be non-voting members and ineligible to hold office.

E. Licensed Veterinary Technician Membership
All licensed veterinary technicians (LVT) shall be eligible for Licensed Veterinary Technician Membership. LVT Members shall be non-voting members and ineligible to hold office.

F. Student Technician Membership
All students in an AVMA-accredited veterinary technology program in Texas shall be eligible for Student Technician Membership. This membership is for traditional programs and does not include students in distance or online programs. Student Technician Members shall be non-voting members, ineligible to hold office, and exempt from payment of dues.
Policy on Liaisons to the Board of Directors

Bylaws Art IX, Sec 1.C
Liaisons to the Board of Directors may include representatives from academic, regulatory and other veterinary related agencies as listed in Policies

Representatives include:
- Dean, TAMU College of Veterinary Medicine and Biomedical Sciences
- Executive Director, Texas Veterinary Medical Diagnostic Laboratory
- Veterinary member, Texas Animal Health Commission
- Chief Veterinarian, Texas Racing Commission
- President, Texas Board of Veterinary Medical Examiners
- Senior Veterinarian, Texas Department of State Health Services-Division of Prevention and Preparedness
- Senior Veterinarian, Texas Department of State Health Services-Division of Regulatory Services
- Area Veterinarian in Charge, United States Department of Agriculture-Animal and Plant Health Inspection Service
- TVMA Delegate, American Veterinary Medical Association
- Executive Director, Southwest Veterinary Symposium
- President, Texas Veterinary Medical Foundation
- President, Texas Academy of Veterinary Practice
- President, Auxiliary to TVMA
- President, Texas Association of Registered Veterinary Technicians
- Executive Director, Texas Society for Biomedical Research
- Executive Director, Texas Equine Veterinary Association
- DSHS, Meat Safety Assurance
- DSHS, Zoonosis Control
Policy on Board of Directors Elections ......................................................... 2.02

Bylaws Art IX, Sec 7 Nomination and Election

In the event there are no nominations submitted by the voting membership for a particular district, the Executive Committee shall name one or more nominees for that office.
Policy on Committees

Bylaws Article XIII. Committees
The Board of Directors is authorized to create committees at the recommendation of Council Chairs.

All committees shall conduct business in accordance with the current Bylaws.

A. Committees Organized under the Council on External Affairs

(1) Disaster Preparedness Committee shall help TVMA and the veterinary profession in Texas understand, participate and contribute to an organized approach to providing assistance to veterinary practitioners who have sustained a disaster in their communities due primarily to natural disasters of weather, and secondarily due to biohazards or other human induced disasters. The initial emphasis of this committee should be preparing for natural disasters in Texas, including tornadoes, hurricanes and floods.

(2) One Health Committee shall have the responsibility for educating members of TVMA about public health, preventive medicine and regulatory issues so they can better inform their clients about these matters and provide information and recommendations to TVMA leadership with respect to public health, preventive medicine and regulatory issues which have potential impact on veterinarians.

(3) Public Relations Committee shall communicate with colleagues to identify issues of concern in the area of public relations and the public perception of veterinarians and veterinary medicine and provide leadership and assistance to TVMA staff in developing local and statewide programs to better inform and educate the public about veterinary medicine, animal well-being and the human-animal bond.

Liaison Committees shall be responsible for representing the interests of TVMA to various groups outside the association and for representing the interests of those groups to TVMA. The duties of these committees are listed below:

(4) TVMA/CVM Liaison Committee shall build an alliance between the Texas Veterinary Medical Association and the TAMU College of Veterinary Medicine and Biomedical Sciences for the benefit of the profession; continue to develop a liaison between TVMA and the College of Veterinary Medicine whereby practitioners evaluate student candidates; and work with the TVMA/Student Liaison Committee.

(5) Recent Graduate/Student Liaison Committee (14, all specified): shall be charged with the following responsibilities:

i. With respect to students enrolled in the TAMU College of Veterinary Medicine and Biomedical Sciences to:
   • Seek methods of involving veterinary students at the TAMU College of Veterinary Medicine and Biomedical Sciences in TVMA affairs
   • Seek methods to help these students integrate into the Texas veterinary community
• Listen to students and recommend to the Executive Committee those actions and student benefits that would strengthen their ties with TVMA
• Cooperate with the College of Veterinary Medicine and Biomedical Sciences to help students understand the nature of veterinary practice and to develop a sense of ethical behavior and devotion to the veterinary profession
• Work closely with the officers of the Student Chapter of the AVMA and with the College of Veterinary Medicine and Biomedical Sciences to determine how TVMA can best communicate and interact with veterinary students
• Develop an annual budget for these activities and request funding for this budget through the Budget and Finance Committee

ii. With respect to veterinarians recently graduated from the TAMU College of Veterinary Medicine and Biomedical Sciences to:

• Communicate with recent graduates to identify issues of concern and determine special needs of this group of veterinarians
• Make recommendations on how TVMA might better meet the needs of recent graduates
• Make TVMA products and services more relevant to this group
• Retain a greater percentage of recent graduates as loyal members of the association
• Assist TVMA in its efforts to communicate better and to involve a larger number of recent graduates in association activities and programs

The membership of the Student Liaison and Recent Graduate Committee shall include:

✓ One (1) member of the TVMA Executive Committee
✓ One (1) member of the TVMA Board of Directors
✓ Two (2) veterinarians representing private practice
✓ Two (2) veterinarians representing non-private practice
✓ Four (4) students from the TAMU College of Veterinary Medicine and Biomedical Sciences
✓ Four (4) veterinarians who have received their veterinary degree within the past five years

(6) TVMA/AVMA Liaison Committee shall identify, monitor and advise TVMA leadership regarding openings in American Veterinary Medical Association committees and councils for which TVMA members may be qualified; recruit and recommend to the TVMA Executive Committee for nomination any TVMA member qualified to fill AVMA committee or council openings or to receive AVMA award recognitions; and communicate to the appropriate representatives of TVMA and AVMA any issues or other information of mutual interest or benefit to the two organizations.
B. Committees Organized under the Council on Association Affairs

Association Affairs committees shall oversee TVMA activities and report recommendations to the Executive Committee and/or Board of Directors for changes needed to better serve TVMA members and guide the profession. Association Affairs committees shall be required to hold at least one (1) meeting during the year and to submit a report to the Executive Committee as needed. If an Association Affairs committee is not meeting during a meeting of the Board of Directors, then its Chair shall assign members of the committee to monitor one (1) or more committees under the Council on Veterinary Practice to gain insight into issues of concern and interest to TVMA members. Association Affairs committees and their duties are named below:

1. Business Alliances Committee: shall (a) develop, investigate and evaluate business opportunities for TVMA to generate non-dues income; (b) report its recommendations directly to the Executive Committee for timely consideration and action, and (c) report its activities semi-annually, in accordance with TVMA Bylaws.

2. Election Committee (2 members, none specified) shall be composed of two (2) voting members of TVMA, and shall, with the assistance of the TVMA staff, count the ballots of all elections of officers and directors. (See also Bylaws Art VI, Section 5.A(9) and Art IX, Section 7.F)

3. Ethics and Grievance Committee (see Bylaws Art XIII, Sec 5.A)

The purpose of the Ethics and Grievance Committee is to attempt to resolve misunderstandings that may have prompted the grievance and take action as needed in accordance with these rules. The committee will meet four (4) times per year to discuss complaints received. One meeting will be during the TVMA Annual Conference, another during the Southwest Veterinary Symposium. The other two meetings will be held approximately three (3) months following either meeting. The date and format will be determined by the chairman according to the number and nature of complaints received.

Membership and Terms of Office: Any member of the committee, having served the full term of office, may be reappointed to the committee by the TVMA President-Elect after a period of two years from the date of last membership on the Ethics & Grievance Committee. Three (3) veterinary students may serve on this committee (2nd, 3rd, and 4th year rotate through annually).

Eligibility and Term of Office for Committee Chair: The Chair of the committee shall be appointed by the TVMA President-Elect, but only if that appointee has previously served a minimum of three years as a member of the committee. Upon appointment, the Chair may serve a maximum of four (4) years consecutively, but may be replaced at any time upon the discretion of the TVMA President-Elect.

Procedures: (a) Complaints received at the TVMA office will be forwarded to the committee chair who will determine if the complaint falls within the jurisdiction of the committee and TVMA. The committee will not consider cases that are a dispute about fees or cases that have also been submitted to the Texas Board of Veterinary Medical Examiners. The chair may seek guidance form the TVMA President and/or TVMA Legal Counsel when it is not a clear case for the committee jurisdiction. (b) The chair will notify
the designated TVMA staff point of contact to send letters requesting information and supporting documents related to the complaint to both the complainant and the veterinarian. Responses will be held at the TVMA office until copies are sent by confidential mail to members of the committee at least two weeks prior to a scheduled meeting. (c) At the conclusion of the meeting, all documents will be returned in a confidential manner to the designated TVMA staff member for shredding.

(4) Long-Range Planning Committee: the Executive Committee shall serve as the Long-Range Planning Committee for TVMA.

(5) Membership Committee: shall promote membership in TVMA by designing and implementing programs and activities to attract new members, retain current members and promote active participation of all members.

(6) Industry Advisory Committee (IAC): There is hereby established an Industry Advisory Committee whose purpose is to establish and maintain formal lines of communication between TVMA and companies operating within the veterinary industry who wish to assist TVMA in achieving its stated purposes and mission within the State of Texas. The IAC shall be subject to the following guidelines: (a) members of the IAC must be Allied Industry members of TVMA in good standing who commit to attending at least two meetings annually in conjunction with TVMA business meetings; (b) members of the IAC shall nominate and elect as a governing board two of their number to represent each of the following business segments: distributors, pharmaceutical drug manufacturers, nutrition production manufacturers, business services, and specialty item manufacturers; (c) the TVMA executive director, TVMA liaison to the IAC, and the chair of the TVMA member services committee shall serve as voting members of the governing board of IAC; (d) terms of office for the governing board of the IAC shall be two years in length; (e) the IAC governing board shall be chaired by the executive director of TVMA and the TVMA liaison to the IAC shall serve as secretary of the governing board; (f) IAC functions shall include (a) identify and discuss legislative and regulatory issues affecting veterinary practice and the veterinary industry, (b) assist in TVMA's annual membership recruitment and retention program, and (c) recommend methods and programs whereby the economics of veterinary medicine in Texas might be improved.

(7) Peer Assistance Committee shall be responsible for overseeing the TVMA Peer Assistance Program so long as it is operated under contract to the Texas State Board of Veterinary Medical Examiners. The duties of this committee shall include: (a) contract and supervise a qualified and experienced peer assistance program coordinator, and (b) identify, assist and monitor licensed veterinarians and veterinary students in Texas who have job-impairing mental health, alcohol, or drug problems so they may return to competent practice or continue in their educational program. The committee shall ensure that the program is operated solely for rehabilitative purposes and is never used in a punitive or adversarial manner.

(8) Wellness Committee.

C. Committees Organized under the Council of Professional Advancement
(1) Awards Committee (9-15 members, 7 specified): shall establish and implement awards, and the selection criteria, to bring recognition to outstanding veterinarians and non-veterinarians who have contributed to the progress and achievements of the profession, and to the relationship of the profession to others in society. The Awards Committee shall include at least one (1) member representing each of the following areas of veterinary medicine: companion animal, food animal, equine, public health/regulatory, teaching/research, veterinary technicians, public relations and other areas as deemed appropriate by the committee.

(2) Conference and Continuing Education Committee (15, all specified): shall formulate the schedule and related activities for the TVMA annual meeting; formulate the continuing education program for all TVMA meetings, conferences and seminars, and shall be responsible for the development and coordination of continuing education activities for veterinarians of the State of Texas. The duties of the committee shall be to advise the Board of Managers of the Southwest Veterinary Symposium on matters related to symposium operations, to consider recommendations of the TVMA Meetings Planner concerning other educational and governmental meetings of the association, and to make final recommendations to the Council on Professional Advancement concerning TVMA’s program of meetings.

The membership of the Conference and Continuing Education Committee shall include:

- The TVMA President
- The TVMA Treasurer
- The TVMA Chairman of the Board of Directors
- The President of the Texas Academy of Veterinary Practice
- One (1) individual from the Auxiliary to TVMA
- One (1) individual from the Texas Association of Registered Veterinary Technicians
- One (1) DVM from the local veterinary medical association in the city or area of the next annual meeting
- Two (2) individuals from the allied industries of veterinary medicine
- One (1) predominantly small animal practitioner
- One (1) predominantly large animal practitioner
- The Continuing Education Coordinator or another person appointed by the Dean of the TAMU College of Veterinary Medicine
- Three (3) representatives from areas of veterinary medical activity not represented above, including non-private practice veterinarians
- One (1) student from the TAMU-College of Veterinary Medicine

(3) Historical Committee: shall be responsible for the following duties: concentrate interest on the history of veterinary medicine in Texas and serve as the profession’s historical conscience to continually remind the TVMA membership of the importance of preserving our heritage; preserve historical documents and artifacts which tell the story of veterinary medicine in Texas and the role of TVMA in serving the profession; permanently house and display historical information and artifacts; maintain a written inventory of important historical documents and artifacts, collect and preserve oral and video histories from Texas veterinarians; and assist TVMA leadership in planning, promoting and executing celebrations of significant historical milestones.

(4) Practice Management Committee: shall communicate with colleagues to identify issues of concern to veterinary medicine as a business operation; maintain
liaison with the Continuing Education Committee to ensure that high quality practice management programs are included in all TVMA continuing education offerings; exert leadership and influence to advance the veterinary economy within Texas.

(5) Research Committee shall report to the Board of Directors semi-annually on the status of clinical research projects that have been granted funding by the TVMA; seek grant moneys to utilize for clinical veterinary research; request funding for continued TVMA sponsored research; write an annual summary of clinical research projects which have been sponsored by TVMA and publish the summary in TVMA publications and/or the TVMA website; encourage non-member veterinarians engaged in research to join TVMA; and help educate the public concerning the value of animal model research for the improvement of human and animal health.

(6) Technician Oversight Committee: shall recommend policies and rules to establish and maintain a high standard of integrity, skill and performance in the field of veterinary technology; receive reports from the Texas Association of Registered Veterinary Technicians at each meeting of the committee; receive reports from the committee’s three subcommittees at each meeting of the committee; present recommendations to the Board of Directors based on these reports; and recommend speakers and topics for the continuing education of veterinary technicians and assistants. The subcommittees, with their charges, are listed below:

(a) RVT Exam Subcommittee: shall construct, revise and review the state portion of the annual RVT examination, assisting the TVMA staff in the administration of the exam, reviewing test results from the annual examination and recommending changes for the following year.

(b) Technician Review Subcommittee: shall hear appeals from Registered Veterinary Technicians, adjudicate disputes between RVTs and TVMA staff; recommend rules and other policy language for consideration by the Technician Oversight Committee, and advise the TVMA staff on interpretation of rules and other policy issues.

(c) Veterinary Assistant Certification and Training Subcommittee: shall consist of 2-5 members and is responsible for overseeing the TVMA Certified Veterinary Assistant program. Such oversight shall include the following responsibilities: (1) assist the TVMA staff in developing, reviewing, and revising curriculum and educational materials; (2) assist the TVMA staff in developing, evaluating and revising certification examination instruments; (3) develop and/or approve policies for program administration; and (4) report to the Technician Oversight Committee on matters pertaining to the TVMA Certified Veterinary Assistant program.

D. Committees Organized under the Council of Veterinary Practice

(1) The duties of the Veterinary Practice committees shall be prescribed by the President upon their appointment. Veterinary Practice committees shall meet, unless excused by the President, at the meetings of the Board of Directors to provide a forum to receive input from TVMA members and discuss issues of interest or concern. Veterinary Practice committees may meet at other times as called by their Chairs (see section (3) below).

(2) Veterinary Practice committees may include: Animal Welfare, Bovine Practice, Companion Animal Practice, Integrative Therapies Practice, Equine Practice, General Practice, Cervid Species, Shelter Medicine and Specialty Practice.
(3) The Chair of each Veterinary Practice Committee shall: (a) preside at each meeting of the committee, but be empowered to yield the chair to another member of the committee available for the performance of these duties; (b) call special meetings of the committee as needed; (c) appoint and charge subcommittees composed of members of the committee; (d) report actions and recommendations of the committee to the Board of Directors or Executive Committee; and (e) attend, or send a representative to, each of the semi-annual meetings of the Board of Directors during the times scheduled for deliberation of committee recommendations.

(4) Chairs of committees shall have a voice in the deliberations of the Board of Directors; however, they shall not have the right to vote, unless they are duly elected members of the Board of Directors.

E. Committees that Report Directly to the Executive Committee

(1) Legislative Committee (see Bylaws Art XIII, Sec 3.A): shall strive for broad representation on the VPAC Board of Trustees and, in addition to past contributions to VPAC, shall consider both geographic representation and professional classification in selecting nominees for VPAC Trustee positions. The Committee should include, to the maximum extent practical, representatives of the Special Interest Committees as well as the TVMA President, President-Elect and Chairman of the Board of Directors.

(2) Budget and Finance Committee (see Bylaws Art XIII, Sec 4.B)

(3) TVMA Investment Board (see Bylaws Art XIII, Sec 4.C): shall meet at least twice annually and at other times upon call of the Chairman. These meetings may be held at the TVMA offices in Austin, Texas, at other locations or by means of electronic conferencing as determined by the Chairman.

(4) The Business Alliance Committee (see Bylaws Art XIII, Sec 4.D): shall report its activity to the Board of Directors semi-annually. In making its evaluation of business opportunities, the committee shall base its decisions on the following criteria: Will the proposed alliance meet an established need of, and provide a value to, the veterinary profession? Is the proposed business practice consistent with the values and standards of TVMA; and will the proposed alliance provide a reasonable source of revenue to the Association?

(5) The Building Oversight Committee (see Bylaws Art XIII, Sec 4.F): shall (a) work with the Director of Finance to develop the annual building operation and maintenance budget proposal, (b) oversee the implementation of the TVMA building use policy, (c) consider changes to the building use policy as needed, (d) monitor and control to the extent possible the utility costs incurred for building operations, and (e) perform other duties as directed by the TVMA president.

(6) The Leadership Development Committee (see Bylaws Art XIII, Sec. 4E): shall be comprised of at least eleven (11) members, including: Immediate Past President (serves a one (1) year term), four (4) Council Chairs, a recent graduate (graduated within last five (5) years), and five (5) at-large positions. No more than two (2) current members of the Board of Directors may serve on the Committee at one time. With the exception of recent graduates, committee members must be TVMA members in good standing for a minimum of two years prior to service and be a current or past member of
a TVMA committee. All committee members must demonstrate a history of leadership within an organization. Applications for membership shall be submitted to the TVMA office and be reviewed by the Executive Committee. Qualified applicants will be submitted to the Board of Directors for approval. There are no limitations on the number of applicants the Board may consider. Committee members shall serve for a period of four (4) years and shall be eligible for re-election at the end of the first term. After two (2) complete consecutive terms, the committee member is not eligible for re-election until at least one year has lapsed. Terms shall be staggered to allow for continuity.

The Leadership Development Committee is charged with:

a) Identifying and recruiting individuals who have the potential to be effective leaders;

b) Designing and implementing training and development activities to enhance the skills and abilities of current and future leaders;

c) Assessing factors that enhance or inhibit the commitment and motivation of leaders and developing ways to mitigate any negative factors; and

d) Making members aware of opportunities for advancement within TVMA.
Policy on Committee Meetings .................................................................3.02

Bylaws Article XIII. Committees
The Board of Directors is authorized to create committees at the recommendation of Council Chairs.

All committees shall conduct business in accordance with the current Bylaws.

With the exception of the Peer Assistance Committee and Ethics & Grievance Committee, which are closed due to the confidential nature of their matter, attendance to committee meetings is open to all TVMA members in good standing. Non TVMA members may attend committee meetings with the approval of the Committee Chair or their designee. Only committee members will be eligible to vote in committee meetings.

All Committee Chairs and Vice-Chairs shall be educated and informed about common ways to effectively lead meetings. There shall be a uniform system for identification of all committee members, and each committee member shall be identified by the chair prior to beginning discussion at each committee meeting.
Policy on Committee Sunset Review

Bylaws Article XIII. Committees
Section 7. Sunset Review
All committees shall periodically undergo sunset review in the manner specified in the Policies.

The Executive Committee shall be responsible for reviewing all committees on a scheduled basis to determine whether there is a continued need for the committee. The schedule for review shall be publicized at least one (1) year prior to the review of any committee. Criteria for reviewing committees shall be established by a focus group appointed by the Executive Committee, distributed to each committee at least one year prior to its review, and be used during the review process. Upon the completion of its review, the Executive Committee shall report its recommendations regarding a particular committee to the Board of Directors for consideration and possible action. Members of any committee that is eliminated or combined with another committee will be notified individually about the decision and will be recruited to other potential areas through the Leadership Development Committee.

Data obtained through the sunset review process should be used in future consideration of committee size, term limits, and number of committees on which individual members may serve.
Policy on Funds Disbursements ................................................................. 4.01

In accordance with TVMA Accounting Policy, all disbursements of TVMA funds shall be made by check drawn on the TVMA account. All checks shall require two (2) authorized signatures. Those authorized to sign checks shall be the Executive Director, the Treasurer and the President.