

A.22 Administrative Policy for Holding of Council Meetings

POLICY:

In terms of Chapter 3.3 of the By-Laws, Council meetings are held at least once a year. In years without World Veterinary Congresses the Council meets in conjunction with a regional congress or regional meeting. The Council may decide on the site and date of the following Council meeting, or this decision may be left to EXCOM. Wherever possible, Council meetings should be held alternately at places in the different geographic regions of the world, in an effort to promote the WVA and to expose the WVA to its membership associations in that particular region.

GUIDELINES:

1. After the decision by Council or EXCOM on the site and date of the next Council meeting, the Secretariat will write a letter to the veterinary association of the country in which the Council meeting is to take place, or the organising committee of the regional congress / meeting, whatever the case may be, asking for its acceptance and formal invitation to host the meeting.
2. The host association / organisation will be asked to assist the WVA Secretariat in finding and securing suitable accommodation for the meeting, including all necessary administrative and communication facilities (e.g .telephone; fax and / or internet connection; board room equipment etc.). Wherever possible such facilities should be in close proximity to the congress/meeting, to allow for Council member participation in the respective congress activities and to facilitate and promote professional fellowship.
3. The host association / organisation shall, if the Council meeting is taking place in conjunction with a national / regional congress, be requested to provide Council members with complimentary congress registration.
4. The WVA will request the host association / organisation to provide for opportunities of exposure of the WVA. This would include, *inter alia*, due recognition of the attendance of the WVA President , or his/her representative, during official presentations; an opportunity for the President, or his/her representative, to address the meeting/congress during the official opening ceremony or similar suitable event; publicity for the WVA through press releases / references in the congress journal or newspaper etc.

