

A1.2 Handbook Revision and Oversight Committee

A. Committee Construction

1. The handbook revision and oversight committee shall consist of ten people.
 - a. Three (3) from the U. S. Fish and Wildlife Service.
 - b. Three (3) from the American Fisheries Society – Fish Health Section.
 - c. United States Fish and Wildlife Service National Aquatic Animal Health Coordinator or their duly appointed representative (Ex-Officio).
 - d. Chairman of the American Fisheries Society – Fish Health Section or their duly appointed representative (Ex-Officio).
 - e. National Oceanic and Atmospheric Administration - Fisheries Service National Aquatic Animal Health Coordinator or their duly appointed representative (Ex-Officio).
 - f. United States Department of Agriculture - Animal and Plant Health Inspection Service Aquaculture Program Manager or their duly appointed representative (Ex-Officio).
2. The committee will be co-chaired by one non ex-officio individual from USFWS and one non ex-officio individual AFS-FHS.
3. The terms of the non-ex-officio committee members shall be three consecutive years.
 - a. Terms shall begin two months prior to the individual's first summer (August) quarterly meeting.
 - b. Terms shall conclude 10 months after the individual's third consecutive summer (August) quarterly meeting.
 - c. An individual may not serve on the committee again once their three-year term has expired, unless a period of two years has elapsed.
4. Each non ex-officio committee member will rotate through the committee as follows.
 - a. Year one – in-coming member.
 - b. Year two – co-chair.

A1.2 Handbook Revision and Oversight Committee - 2

- c. Year three – outgoing member.
 - d. This rotation will allow for continuity from year to year.
5. New committee members shall be invited to join the committee by the incoming committee co-chairs ninety (90) days prior to the summer (August) quarterly meeting.

B. Committee Function

1. The Handbook Revision and Oversight Committee for each year shall hold quarterly meetings each year (summer/August, fall/November, winter/February and spring/May).
2. At least 2/3 of the committee must be present to make official decisions. At least a 2/3 of the (10) members present for a vote are required to make a significant change to the handbook. A significant change is defined as a functional change in how a procedure is performed or how the committee functions. Example of a change that could be made without 2/3 vote include correcting formatting or typos.
3. The Handbook Revision and Oversight Committee shall address all requests for revision of the handbook.
4. The Handbook Revision and Oversight Committee shall keep the handbook current and shall update all distributable (web page, and text) versions biennially, no later than 30 days after final have been considered and adopted or declined (spring quarterly meeting/May).
5. The Handbook Revision and Oversight Committee shall maintain possession of the editable copies of the handbook.
6. The Handbook Revision and Oversight Committee shall oversee the distribution of the handbook.