



Bylaws¹ on the Residents' Committee and its tasks

in the European College of Veterinary Public Health (ECVPH)

PREAMBLE

The motivation for our work is to encourage and promote a sense of community spirit among the Residents of the ECVPH. Further, the fundamental principle of our work is to oppose racism, sexism, harassment and all forms of discrimination within the Residents' community.

INTRODUCTION

Article 1. The ECVPH has a Residents' Committee. The Residents' Committee (RC) is a formal group of the ECVPH Residents, to represent their interests and to carry out certain functions.

The RC is not a decision-making body and cannot exercise authority over either the Council or the Residents.

This bylaw defines the tasks, responsibilities and general composition of the RC and provides protocol for accomplishing the tasks for which the Committee is responsible.

COMPOSITION OF THE RESIDENTS' COMMITTEE AND ELECTION PROCESS

Article 2.1. Composition The RC consists of up to 9 members: ideally 4 from the Food Science (FS) subspeciality, and 4 from the Population Medicine (PM) subspeciality, and the Resident Liaison Person. No more than 75% of the RC members shall belong to one subspeciality. A Chairperson (formally the Resident's Speaker), as well as a secretary, and a treasurer shall be elected from within the RC members.

The RC shall represent the Residents of the ECVPH. Therefore, the members of the RC shall be elected by a majority of Residents after public call of interest. Any elected member of the committee shall be a member of the committee until becoming a Diplomate of the ECVPH, or until he/she steps down from the RC.

¹ This Bylaw has been approved at the Council Meeting of 20. September 2023.

Article 2.2 Election Process The RC Chairperson and the secretary will be decided upon by a vote by members of the RC. Upcoming vacancies within the RC are announced via electronic notification (email and message through the communication platform) to the Residents. Nominations and applications are to be submitted to the RC and will be announced at least thirty days in advance of any regular or special meeting of Residents, in person or online, at which the election can be finalized. If a nomination or application is unopposed, no election is needed. New members will be appointed by simple majority agreement. In the event that no nominee receives a majority of votes cast, the two nominees receiving the most votes shall be placed on a second ballot.

OPERATIONAL WORK OF THE RESIDENTS' COMMITTEE

Article 3. The RC will organize a minimum of 4 meetings per year, one of which should take place during the ECVPH Annual Scientific Conference . The remaining ones can be arranged either online or during any other conference where the Committee members will attend in person. Committee members are expected to attend/participate in all meetings annually, except when personal circumstances do not allow.

Committee members will uphold confidentiality and not disclose any personal information belonging to or obtained as a member of the RC to the wider ECVPH community or institutes. Committee members are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information to avoid unauthorized or improper disclosures of confidential information.

Questions arising at any meeting must be decided by a majority of votes. Each member has 1 vote and a determination by a majority of the members must for all purposes be deemed a determination of the RC. In case of an equality of votes, the Chairperson has a second or casting vote. To facilitate the voting, it will be conducted online within a one week period, so every member is able to vote even if the member cannot participate in a meeting.

The RC Secretary will take minutes at each meeting, highlighting the key issues that have been discussed, motions proposed or voted on, and activities to be undertaken. The minutes will provide an accurate record of what transpired during the meeting. They will be sent around the members of the RC for approval and then stored in the Google drive of the RC email account. They will remain confidential and only a summary will be shared with the Council.

The official RC email is RC.ECVPH@gmail.com, which will serve as the main communication channel with the Residents, the Council, and ECVPH community. It will be made publicly available on the ECVPH webpage, in order to facilitate and promote the communication between the Residents and the RC.

MAIN FIELDS OF ACTIVITIES OF THE RESIDENTS' COMMITTEE

Article 4. The Residents Committee aims to act in the following fields of interest:

- provide information on all matters as regard the ECVPH residency to the Residents
- promote and facilitate the communication to and within the group of Residents
- organize and maintain networking opportunities and communication tools for the Residents
- improve the collaboration and exchange of knowledge between Residents from the two subspecialities Food Science and Population Medicine
- suggest training materials for consideration of the Education Committee to help keep the training materials list current
- provide information from previous exam sessions to be communicated to Residents by the council to enable better preparation of the Residents for exams
- promote and facilitate the formation of study groups for exam preparation
- act as independent body providing anonymous feedback from Residents to the ECVPH Council
- report to the Council at Council meetings and to the College at the AGM

RESIDENT'S FUND

Article 5.

Residents have access to funds allocated by the Council to help support Residents in fulfilling the training requirements of the College's Curriculum, as detailed in the 'Bylaws on the procedures regarding the Resident's Fund.'

The RC should promote this fund to the Resident body to enable Residents to deliver training bespoke to their needs, and workshops should be planned that additionally encourage networking and improve the communication between Residents.

DESCRIPTION OF PARTICULAR FIELDS OF ACTION OF THE RESIDENTS' COMMITTEE

Article 6. Information/knowledge transfer and facilitate communication

To ensure a seamless transfer of information and knowledge, the RC uses primarily a communication platform for data exchange and the RC Gmail to communicate with the Residents' community. Communication with the Residents will be simplified by sharing information with the Residents on a regular basis.

In addition to communicating information to Residents via the communication platform, regular updates will be distributed through email to assure access to information.

A formal 'buddy' system will be created where senior Residents will be matched with junior Residents, to assist in mentoring, knowledge exchange, and practicalities of being a Resident. Ideally there will be cross-over between sub-specialties and nations. The RC will organise the matching process; Residents have the ability to opt out if they wish.

Article 7. Residents' Committee's role in training feedback and exam preparation

The RC will promote exam preparation through:

- the provision of a reading list containing key texts and papers covering the syllabus (this should be compiled in collaboration with the Education Committee)
- facilitate the creation of study groups for each exam cohort
- point the Residents towards appropriate training material and courses
- answers any questions regarding the structure and nature of the exams

The Resident Liaison Person (RLP) is responsible for the feedback from all Residents who sit the qualifying exam (described under Article 8 and 9).

Article 8. Role of the Resident Liaison Person and the procedure for appointment

The main task of the Resident Liaison Person (RLP) is to represent the Residents in the Council. The Liaison Person is a Diplomat of the ECVPH who has completed the residency programme and passed the College examination within the last five years in accordance with the policy established by the Council. The RLP will sit for an elected period of two years or until her/his successor has been elected. The RLP can serve no more than two elected terms.

The RLP should attend all RC meetings and provide summaries of actionable points to the ECVPH council. The RLP should also attend all ECVPH council meetings as an ordinary member and provide summaries of Resident relevant discussions and actionable points to the RC. They should attend the AGM. The RLP is responsible for the feedback from all Residents who sit the qualifying exam. This is detailed in Article 10.

When the term of an RLP is drawing to an end, they must inform the documenting secretary. A communication is sent asking Diplomates, who have completed the residency programme and passed the College examination within the last five years, to self-nominate to stand as RLP. Nominations are sent to the current RLP and must include a brief biography, why they intend to stand and what they attend to achieve. These nominations are shared to all Residents and Residents will have two weeks to vote for their candidate. The candidate with the majority of votes will be presented to ECVPH council as the proposed RLP candidate. Exempt from the nomination process of Ordinary Members, the nominated Liaison Person shall be elected in the same manner as the other officers by a majority of members voting for a period of two years. The Liaison Person shall be eligible for re-election.

Article 9. Providing feedback concerning the examination process to the Standing Examination Committee

The Resident Liaison Person is responsible for organising feedback from the Residents who sit the qualifying exams. After each set of oral examinations, the RLP organises an online meeting with all Residents who sat the most written and oral exams. They have an open discussion and collate positive and negative feedback about the examination process. They create a document that summarises the feedback, this is shared and amended by the examinees until consensus is reached. This document is anonymous. The RLP finally shares this document with the Standing Examination Committee. If examinees want to share their feedback in person with the Chair of the Standing Examination Committee and president of the ECVPH, this will be organised through the liaison.

ORGANISATION AND MAINTENANCE OF COMMUNICATION TOOLS

The organisation and maintenance of the communication tool is covered by the committee members. The RC acts as administrator of the tools.

Article 10. Communication Platform

To keep the Residents' communication in one place, a web-based communication platform has to be chosen by the RC regarding its convenient features and accessibility.

The platform should be used as an exchange-platform to inform Residents, provide and share documents and news. Aside from that it serves as a social platform to chat and get to know Residents from other Residency Training Institutes. The RC takes on the role of the system administrator and team administrator. The RC actively motivates (new) Residents to participate by sending them invitations and requesting their participation in the groups. Communication and document sharing should be promoted and moderated by the members of the RC.

Article 11. Residents' Committee Official Email

The RC hosts an email address to communicate directly with the Residents.

The email-address is RC.ECVPH@gmail.com.

Gmail is a free web-based email service that provides users with 15 GB of storage for messages and the ability to search for specific messages. It can be accessed from a personal computer, tablet or any Android or iOS device. The account is the main address used to communicate with the Residents. All members of the RC have access to the account, actively check the account and respond to incoming mail. An incoming Email should be answered within seven workdays.

Email Addresses of the Residents are provided to the RC by the Council in accordance with the General Data Protection Regulation (GDPR and refers to the Bylaws on the Use of the Internet and electronic mailing ("Bylaw on Communication") of the ECVPH. The emailing list of Residents should be reviewed and updated twice yearly to include active Residents.