

STANDARD OPERATING PROCEDURES FOR THE
OHIO MOSQUITO CONTROL ASSOCIATION

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Roy Rings, Margaret Parsons, Richard Berry, Ellen Peterson,
and Don Somers,

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INTRODUCTION: The purpose of compiling these Standard Operating Procedures is to assure continuity and uniformity in the operation of the Ohio Mosquito Control Association. In it are outlined the duties and responsibilities of officers and committees of the Association as dictated by the most recent revised Constitution of the Ohio Mosquito Control Association, Robert's Rules of Order and the customs and traditions of this Association. The Constitution, and its interpretation by the Board of Directors, is the guiding document. These procedures described in this document may be modified to include new developments or changes in the Constitution which have been approved by the membership through approved amendment procedures.

OFFICERS

The officers of the Ohio Mosquito Control Association shall be a President, a President-elect, a Vice-president, an immediate Past-president, a Secretary and a Treasurer (Constitution Article IV (a)). The eligibility requirements, constitutional authority, duties and responsibilities and termination of the above offices are as follows:

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POSITION: President

ELIGIBILITY REQUIREMENTS: Must be an active, associate, honorary or life member of the Ohio Mosquito Control Association. The President should be chosen especially for his/her ability to preside. He/she should be well-versed in parliamentary procedures and should familiarize themselves with the Constitution of the Association. No person may serve as an officer unless the annual dues are paid.

CONSTITUTIONAL AUTHORITY: Section IV (c).

HOW ACHIEVED: A non-elective position. The position of President can only be filled by the former President-elect when the President's office is vacant.

DUTIES AND RESPONSIBILITIES: The President presides at the Business Meetings of the Association at the Annual Meeting and conducts business according to Robert's Rules of Order. It is the duty of the President to:

- 1) To open the meeting at the appointed time by taking the chair and calling the meeting to order after having ascertained that a quorum is present. A quorum shall be constituted when two members of the Board of Directors meet with a minimum of 10 or 10% of the Association's membership (whichever is greater) at a stated meeting.
- 2) To announce, in proper sequence, the business that comes before the assembly or becomes in order in accordance with the prescribed order of business, agenda, and with existing orders of the day.

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- 3) To recognize members who are entitled to the floor.
- 4) To state, and to put to vote, all questions that legitimately come before the assembly as motions or that otherwise arise in the course of the proceedings, and to announce the results of each vote; or, if a motion that is not in order is made, to rule it out of order. In most cases, except balloting, the President can vote whenever his or her vote will affect the outcome e. g. in the case of a tie vote.
- 5) To declare the meeting adjourned when the assembly so votes or at any time in the event of a sudden emergency.
- 6) The presiding officer should have at hand:
 - a copy of the current OMCA Constitution.
 - a copy of Robert's Rules of Order
 - a list of all standing and special committees and their members
 - and an agenda of the complete order of business
- 7) The usual order of business is as follows:
 - a) Reading and approval of minutes of preceding meeting (The Secretary's Report)
 - b) Reports of officers, Boards, and standing committees (The Treasurer's Report etc.)
 - c) Reports of special committees
 - d) Special orders (See Robert's Rules Chapter XI)
 - e) Unfinished business
 - f) New business
 - g) The exception to this, in OMCA, is that the report

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of the Nominating Committee is called for after the Treasurer's report. The Chair of this committee may conduct the nomination and voting procedures at this time (or the President may choose to do so) and then tally the ballots while other items are discussed. The results of the election are called for as the last item of new business so that the results of the election will be included in the official proceedings of the business meeting. These minutes are to be recorded by the Secretary and forwarded to the Chair of the Proceedings Committee for inclusion and publication in the Proceedings.

(h) As each topic is discussed, any member who wishes to speak may rise, and after he/she is recognized by the chair, he/she may address the meeting. Any action that the member proposes is put in the form of a motion. Motions provide for the orderly transaction of business while allowing for its successful completion.

ROBERT'S RULES OF ORDER REDUCED

The Rules are abbreviated as follows:

	Debatable	Vote required	Amendable	
To adjourn	No	Maj	No	"Adjourn" ends the entire meeting.
The order of the day	No	Maj	No	Forces an immediate return to the established agenda.
To suspend the rules	Debatable No	Vote 2/3	Amendable No	Suspends the stated rules

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	Debatable	Vote	Amendable	
To table	No	Maj	No	agenda for a specified purpose. Lays aside the main motion and any motions pertaining to it until taken from the table.
The previous question	No	2/3	No	Forces immediate vote on motion to refer amend, and the main motion to which they pertain.
To limit debate	No	2/3	No	Limits debate on a particular motion.
To refer	Yes	Maj	Yes	Refers matter to a committee or other specified group.
To amend	Yes	Maj	No	Amends main motion by "adding", "deleting", or "substituting".
The main question	Yes	Maj	Yes	Opens a new subject to debate. In order only when no other motion is on the floor.
(To take from table)	No	Maj	No	Reopens debate on a matter previously tabled. Will be accepted only when no other motion is on the floor.
(To reconsider)	No	Maj	No	Reopens debate on a matter voted upon earlier in the meeting. Must be made by one who voted with prevailing side. Will be

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	Debatable	Vote	Amendable	
To close nominations	No	2/3	No	accepted when no other motion is on the floor. Closes nominations.
Point of order	No	No	N/A	Corrects parliamentary order of a meeting.

All motions require a second except for the order of the day.

Any motion takes precedence over those listed below it in the table. However once an undebatable motion has been made and seconded, the chair will not normally recognize other speakers until a vote has been taken.

8) The President may call meetings of the Board of Directors as needed and presides over them. The President shall appoint a Nominating Committee and such other committees as deemed necessary. These are normally the Archives, Awards, Constitution Revision, Membership, Proceedings, Program, Resolutions and Training Committees. The President is empowered to fill vacancies on the Board of Directors except for the President-elect. When the President-elect automatically succeeds the presidency before or after an election he/she is empowered to fill that position by appointing an Interim Board Member (Article IV (f)).

TERMINATION: The President may serve one or two years at his or her discretion but no more than two consecutive years (Article IV (c)). The President may resign because of ill health or other valid reasons. Article IV (d)

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provides authority to remove the President from office
by a majority vote of the membership.

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POSITION: President-elect

ELIGIBILITY REQUIREMENTS: Must be an active, associate, honorary or life member of the Ohio Mosquito Control Association. The President-elect should be chosen especially for his/her ability to preside. He/she should be well-versed in parliamentary procedures and should familiarize themselves with the Constitution of the Association. No person may serve as an officer unless the annual dues are paid.

CONSTITUTIONAL AUTHORITY: Article IV, (a).

DUTIES AND RESPONSIBILITIES: The President-elect shall perform such duties as directed by the President. He or she shall act as President in the absence of the President. It is customary that the President-elect preside at one of the half day sessions at the annual meeting. Upon the conclusion of the President's term of office the President-elect shall automatically succeed to the office of President and continue in office for one year or until the next subsequent election. If the President desires to serve a second term then the President-elect shall also serve a second term and become President at the end of the second term. The President-elect shall serve on the Board of Directors and preside over this Board in the absence of the President. In the absence of the President, the President-elect shall call the meeting to order and preside until the immediate election of a President or a

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President pro tem.

TERMINATION: The President-elect automatically becomes President at the next election at the annual meeting, unless the President chooses to continue in office for an additional year. The President-elect may resign at any time because of ill health or other reasons (s). Article IV (d) provides authority to remove the President-elect from office by a majority vote of the membership.

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POSITION: Vice-President

ELIGIBILITY REQUIREMENTS: Must be an active, associate, honorary or life member of the Ohio Mosquito Control Association. The Vice-president should be chosen especially for his or her ability to contribute new ideas and novel procedures for the good of the organization. He or she should be well-versed in parliamentary procedures and should familiarize themselves with the Constitution of the Association. No person may serve as an officer unless the annual dues are paid.

CONSTITUTIONAL AUTHORITY: Article IV (a).

DUTIES AND RESPONSIBILITIES: The Vice-president shall perform such duties as directed by the President. It is customary that the Vice-president preside at one of the half day sessions at the annual meeting and serve as the Program Chair. The Vice-president does not automatically succeed to the position of President or President-elect but his or her performance as Vice-president may indicate leadership abilities which would be valuable to the organization if he or she were to run as President-elect. The Vice-president shall serve on the Board of Directors during his term of office.

TERMINATION: The Vice-president serves for one year or until the next annual election (if he or she is appointed between elections by the President). The Vice-president may resign at any time because of ill health or other

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reasons (s). Article IV (d) provides authority to remove the Vice-president from office by a majority vote of the membership.

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POSITION: Past-president

ELIGIBILITY REQUIREMENTS: The Past-president shall be the former President who served as President most recently. Usually the Past-president is the person who served the previous year as President. However in the case of resignation or death then a former President who served two or more years previously can occupy this office.

CONSTITUTIONAL AUTHORITY: Article IV (a)

DUTIES AND RESPONSIBILITIES: The Past-president shall perform such duties as directed by the President. It is customary that the Past-president presides at one of the half day sessions at the annual meeting. The Past-president shall serve on the Board of Directors during his term of office. The logic in creating this position is that a person who serves either one or two years as President can contribute a great deal to the stability of the Association and to the deliberations of the Board of Directors.

TERMINATION: The Past-president serves for one year or until the next annual election (if he or she is appointed between elections by the President). The Past-president may resign at any time because of ill health or other reasons (s). Article IV (d) provides authority to remove the Past-president from office by a majority vote of the membership.

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POSITION: Secretary

ELIGIBILITY REQUIREMENTS: Must be an active, associate, honorary or life member of the Ohio Mosquito Control Association. The Secretary should be chosen especially for his or her dedication to the Association and an ability to take accurate notes of the proceedings of the annual business meeting and the minutes of the Board of Directors meetings. He or she should be well-versed in parliamentary procedures and should familiarize themselves with the Constitution of the Association. No person may serve as Secretary unless the annual dues are paid.

CONSTITUTIONAL AUTHORITY: Article IV (a)

DUTIES AND RESPONSIBILITIES: The Secretary of the Association shall serve as the administrative officer.

The duties of the Secretary are:

- 1) To keep a record of all the proceedings of the Association (minutes).
- 2) To keep on file all committee reports.
- 3) To make the minutes and records available to members upon request
- 4) To furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members.
- 5) To sign all certified copies of acts of the Association.

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- 6) To maintain records in which the Constitution, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded and to have the current record books on hand at every meeting.
- 7) To send out to the membership a notice of each annual meeting, known as the call of the meeting, and to conduct the general correspondence of the organization - that is, correspondence which is not a function proper to other offices, or to committees.
- 8) To prepare, prior to each meeting, an order of business for the use of the presiding officer, showing in their exact order, under each heading, all matters known in advance that are due to come up and - if applicable - the times for which they are set.
- 9) To forward to the Chair of the Proceeding Committee a record of the events at the annual business meeting for publication in the Proceedings.
- 10) To prepare, print and mail The Ohio Mosquito Control Association Newsletter to all paid up members of the Association. The purpose of the Newsletter is to keep members informed on current events and activities of the membership.
- 11) The Secretary shall assist the Treasurer at the registration desk at the annual meeting in every way possible.
- 12) In addition the Secretary shall perform such duties

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as directed by the President or the Board of
Directors.

TERMINATION: The Secretary serves for one year or until
the next annual election (if he or she is appointed
between elections by the President). The Secretary
may resign at any time because of ill health or other
reasons (s). Article IV (d) provides authority to remove
the Secretary from office by a majority vote of the
membership

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POSITION: Treasurer

ELIGIBILITY REQUIREMENTS: Must be an active, associate, honorary or life member of the Ohio Mosquito Control Association. The Treasurer should be chosen especially for his or her ability to maintain bookkeeping records. He or she should familiarize themselves with the Constitution of the Association. No person may serve as an officer unless the annual dues are paid.

HOW ACHIEVED: The Treasurer is elected each year at the annual meeting.

DUTIES AND RESPONSIBILITIES: The custody of the funds of the Ohio Mosquito Control Association are entrusted to the Treasurer. The Treasurer, and any other officers who handle funds of the Association, should be bonded for a sum sufficient to protect the Association from loss. The Treasurer cannot disburse funds except by the authority given by the Board of Directors and the Constitution. This officer is required to make a full financial report in writing at the business meeting held during the annual meeting, and to make interim reports at the meetings of the Board of Directors. This officer shall maintain a current list of members of the Association. The Treasurer shall be in charge of the registration desk at the annual meeting and supervise operations so that registration procedures shall progress smoothly.

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TERMINATION: The Treasurer serves for one year or until the next annual election (if he or she is appointed between elections by the President). The Treasurer may resign at any time because of ill health or other reasons (s). Article IV (d) provides authority to remove the Treasurer from office by a majority vote of the membership

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POSITION: Board Member-at-large

ELIGIBILITY REQUIREMENTS: Must be an active, associate, honorary or life member of the Ohio Mosquito Control Association. Nominees for this position should be chosen especially for their ability to maintain liaison with the membership and to represent the interest of the total membership. No person may serve in this position unless the annual dues are paid.

HOW ACHIEVED: Candidates to this position are elected annually.

DUTIES AND RESPONSIBILITIES: The Board Member-at-large shall make an effort to attend all meetings of the Board of Directors and be prepared to take part in their deliberations and voting. The Board Member-at-large is the only member of the Board of Directors who is not an officer of the Association.

TERMINATION: The Board Member-at-large serves for one year or until the next annual election (if he or she is appointed between elections by the President). The incumbent may resign at any time because of ill health or other reasons (s). Article IV (d) provides authority to remove the Board Member-at-large from office by a majority vote of the membership

CONSTITUTIONAL AUTHORITY:

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The following sections of the Constitution authorize certain committees

Article II (g) Membership Committee

Article II (h) Awards Committee

Article IV (e) Nominating Committee

Article IV (g) "The President shall appoint additional committees as necessary".

COMMITTEES AND THEIR CHARGES

COMMITTEE: Archives

CHARGE: To preserve vital records of the Ohio Mosquito

Control Association in a safe but readily accessible place. Duplicate records of all important documents should be kept in a separate safe depository in case fire destroys the original depository. The primary depository for all important documents of the Association is located at the home of Miss Margaret Parsons, 2710 State Route South East, Lucas, Ohio 44843. The secondary depository for all important documents is located in the office of the Vector-borne Disease Unit, Ohio Department of Health Laboratories, 1571 Perry Street, Columbus, Ohio. Some examples of archives are important letters, the OMCA Constitution, documents granting exemption from federal and state taxes, newsletter, Proceedings of the annual meetings, fidelity bonds, proceedings of the business meetings and minutes of the Board of Directors meetings.

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Archives are filed as follows:

- (1) All legal papers in the LEGAL FILE
- (2) All Proceedings of the Annual Meetings (with programs in cover and minutes of the annual business meeting) in PROCEEDINGS FILE.
- (3) All correspondence in files already set-up by year, which includes membership list, registrants list, the O M C A Newsletter, list of committees appointed that year, committee reports, award winners at the annual meeting, minutes of the Board of Directors meeting and the annual business meeting in the GENERAL FILE
- (4) All financial records by year, with copies of the ledger pages, bank statements, financial reports to the Attorney General, and summary financial pages only in the FINANCIAL FILE.

COMMITTEE: Auditing

CHARGE: To audit the books of the Treasurer at the Annual Meeting and to report his or her findings at the business session at the Annual Meeting of the Association.

COMMITTEE: Awards

CHARGE: To select candidates in the membership of OMCA for merit and achievement awards and other special awards

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and to recognize recipients at the annual meetings with appropriate prizes, awards, plaques, or other recognition. It is customary to consider candidates for the following: the Merit Award, the Outstanding Achievement Award, the Golden Dipper Award, the Past-presidents Award, and the Certificate of Appreciation.

(1) The Merit Award - this is the highest award given by the Association. It is to be presented to individuals for outstanding achievement in the field of vector control and support of the goals of the Ohio Mosquito Control Association.

This award consists of a large, oak plaque 12 inches wide and in the shape of the State of Ohio. It is provided with small, brass plates which are to be inscribed with the year and name each person was presented this award. The plaque is not given to the individual but is prominently displayed at each annual meeting of the Association. To add names to the plaque, remove the next, blank brass plate in line and take to an engraver. The plaque then remains with the Chair of the Awards Committee until after the presentation to the recipient at the annual meeting.

The recipient of the Merit Award receives a small, 8.5 inch wide, oak plaque in the shape of the State of Ohio with a slightly smaller, brass plate in the same shape, engraved as follows:

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Year
Ohio Mosquito Control Association
Merit Award
* * *
Name of recipient
* * *
For Outstanding Achievement
in the Field of
Vector (or Mosquito) Control
in Ohio

A certificate is presented with the plaque describing the achievements of the individual.

(2) Outstanding Achievement Award - this award is presented to individuals who have protected the health of Ohio citizens by providing outstanding vector control and/or surveillance programs at the local level. The recipient receives a wooden plaque, 5 to 6 inches wide, with a brass plate engraved as follows:

Ohio Mosquito Control Association
Outstanding Achievement Award
Year
Name of recipient

(3) The Golden Dipper Award - this award is presented to individuals for an exceptional scientific achievement or discovery in the field of mosquito/vector surveillance or control. The initial presentation of this award is in the form of a larval, mosquito dipper, painted gold, with a varnished handle. Inside the cup of the dipper is a small brass plate which is engraved as follows:

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Year O. M. C. A.
Golden Dipper
Name of recipient

This award was silver, instead of gold, for the Silver Anniversary meeting of the Association.

The second presentation of this award to an individual is in the form of a small plaque. One version is a wooden shield, 7.5 inches wide, suitable engraved, with an interesting item attached to the plaque representing the achievement recognized. For example, a small hand lens or magnifying glass. This award can take many unique shapes.

(4) Past-president's Award - This award is given to all Past-presidents of the Ohio Mosquito Control Association. It has taken two forms. It was originally a like a paper-weight with a marble base, 3 inches square, with an upright wooden gavel attached. The leading edge of the marble slab had a small brass plate attached which was engraved as follows:

Name of Past-president
President of O. M. C. A.
Years served

Later versions have been in the form of a wooden desk with a gavel across the face. The lettering is the same except that the Ohio Mosquito Control Association is spelled out.

There is a large plaque in memory of Richard C.

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Schroeder with brass plates for each President's name and years of service. This plaque is displayed with the Merit Award plaque at the annual meetings.

(5) Certificate of Appreciation - this award is presented to individuals, or companies, who have demonstrated support of the Ohio Mosquito Control Association above and beyond which would normally be expected.

COMMITTEE: Constitutional Revision

CHARGE: To periodically review the Constitution for the purpose of clarifying ambiguous language and to amend the Constitution to authorize activities and procedures not currently addressed by this document. Article VI provides the authority to amend the Constitution or the by-laws. However before this can be done a notice of the proposed amendment(s) shall be furnished to the members at least two weeks before the annual meeting. The proposed amendment shall be presented at the business meeting, and after a motion and a second to accept the amendment, three fourths of the members present at an annual meeting must approve the proposed change. Following this action the Constitution shall be re-typed and the current date added at the end. For example "Amended 10-6- 87".

COMMITTEE: Legislative and Resolutions

CHARGE: First, to advise the Board of Directors and

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membership about proposed or pending legislation which may have an impact on the Association or upon the daily activities of its members. Second, to prepare resolutions for discussion at the business meeting by the membership.

Resolutions may be simple acknowledgments of superior service by the host hotel or can be of more serious nature. Some resolutions may express the concensus of the membership on a controversial issue. Resolutions serve to initiate discussion about a specific topic of concern to the members of the Association.

The legislative aspects of chemical control and water management are normally derived from the Monthly Update of OPARR.

COMMITTEE: Local Arrangements.

CHARGE: To be responsible for arranging all the details of the annual meeting.

METHODS: This responsibility begins in November each year and involves soliciting and reviewing invitations received from various public meeting facilities and chambers of commerce. After committee deliberations recommendations for a meeting site are made to the Board of Directors. The selection of the meeting site (city) and date is an Board of Directors function and is based upon the opinions expressed by the membership at the annual business meeting. The Board of Directors reviews the recommendations of the Local Arrangements Committee and makes the final selection based on

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a majority vote.

The Committee should recommend to the Board of Directors and appropriate hotel, motel, lodge, or other facility that can fulfill the requirements of the annual meeting of the Association. These requirements are:

1. A large, central meeting room seating 100 to 150 persons.
2. The central meeting room should be equipped with a large projection screen, slide projector, overhead projector, microphone, and podium with a riser and a shielded light.
3. A block of guest rooms with twin beds and bath (Usually 25 to 50 guest rooms are requested).
4. A facility for a social gathering on the evening before the meeting.
5. A facility for a social gathering on the evening of the first day with cash bars, a slide projector and screen for the photo salon.
6. A secure area for exhibits. This area must be locked up or guarded during off hours to protect exhibitor's equipment and supplies.
7. A central registration area seating four persons.
8. Facilities for luncheon and dinner functions.

The Local Arrangements Committee must work closely with the Program and the Audio-visual Committees to be aware of the requirements of guest speakers, with the Public Relations Committees to arrange press conferences, and with the

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Board of Directors to minimize costs and maximize benefits. The Local Arrangements Committee shall arrange for refreshments for the coffee breaks and social gatherings.

The Local Arrangements Committee should be especially attentive to details affecting the convenience of meeting functions and the comfort of those participating and attending. Adequate aisle space, ease of entry and exit from the meeting room, good visibility, good acoustics, insulation from outside noise, electrical outlets, safety tape on extension cords, projector stand, good lighting and control of lights, and proximity of meeting room to exhibits and other functions are among the matters to be considered. If possible, a checklist of the services, costs, physical attributes, and other details pertaining to the facility should be completed and provided to the Board of Directors to aid in the selection of the meeting site.

COMMITTEE: Membership

CHARGE: To promote membership in the Ohio Mosquito Control Association and to recommend to the Board of Directors persons worthy of receiving life and honorary memberships.

METHODS: The promotion of membership is traditionally accomplished by alerting groups of potential members to the annual meeting. This can be done by (1) preparing notices for inclusion in newsletters, or (2) preparing letters for individual mailings. These notices and

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mailings should be posted at least two months in advance of the annual meeting, so potential attendees can submit requests to their superiors i. e. boards of health, etc.

Elements of the mailing/notice should include:

- A. An introductory note emphasizing why one should attend the annual meeting, or join OMCA, central location, topics of current interest to be discussed, credits available and special workshops.
- B. Date and place of the annual meeting.
- C. Tentative program.
- D. Information about the availability of continuing education units (CEU) towards Sanitarian Registration of the Ohio Department of Health and Pesticide Licensing of the Ohio Department of Agriculture.
- E. Pre-registration forms for the meeting and lodging reservation forms.

Newsletters: Notices in newsletters seem to be the least expensive means of alerting the most potential members. It requires relatively little effort on the part of the Membership Committee to get notices to newsletter editors. These editors are usually glad to include the notices as the Continuing Credit Units are of benefit to their members. The following newsletter editors will generally publish at least a notice of the annual meeting however they may not be able, or willing, to

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print the pre-registration forms or the tentative program in its entirety.

<u>Newsletter</u>	<u>Editor</u>
Ohio Vector News	Chief, Vector Borne Disease Unit, Bur. of Env. Health
Services Update	Bur. Env. Health, ODH
Preventive Medicine	Communicable Disease Div. ODH
Monthly	
Health Action Line	Office of Public Affairs, ODH (In house)
Ohio Pest Control Association	Secretary, OPCA

Individual mailings: In contrast, individual mailings require more work by the Membership Committee and can be more expensive as envelopes and postage are required. However the individual mailings provide potential members with a pre-registration form. Here are some potential sources of mailing lists. Depending on money and time available, you can decide to whom the mailing should go. (See SPECIAL NOTE below):

- A. Persons licensed in Category 10d with the Ohio Department of Agriculture, divided into:
1. Public Operators (e. g. local health department personnel, government employees, street departments of cities and villages.
 2. Private Applicators (pest control operators and aerial applicators) Contact Pesticide Registration Section, Ohio Department of Agriculture for mailing

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labels.

- B. Supervising sanitarians, local health departments in Ohio. Contact: Communications, Ohio Department of Health Ninth Floor for mailing labels.
- C. Other possible lists include: Health commissioners of local health departments, registered sanitarians.

SPECIAL NOTE: It is important to eliminate subscribers to Ohio Vector News, and current OMCA members from these lists to reduce the number of mailings. Also, an attempt should be made to eliminate duplicates between these mailing lists.

(See the ODH Local Health Department Directory for a list of all supervising sanitarians. Also with the ODA list, people in the same office can receive one copy to further reduce mailings and expenses.

In summary, notices to newsletter editors is the least time-consuming means of alerting potential members to the OMCA annual meeting. If time and resources permit, individual mailings can be made to supervising sanitarians in local health departments and persons licensed in Category 10d with the Ohio Department of Agriculture. Individual mailings, however, require the elimination of duplicates and may be expensive.

Honorary and Life Memberships.

The criteria for honorary and life membership are outlined in the Constitution in Article II - Membership (d) and (e). Honorary and life memberships shall be selected by the Membership Committee and forwarded to the

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Board of Directors for approval. Nominations for honorary or life membership may be made by any active member of the Association. The nominations shall be made in writing.

Honorary Membership - Honorary Membership is given to individuals whose practical or scientific knowledge relating to mosquito/vector control has resulted in achievements in that field of endeavor which entitles them to special recognition by the Association. Honorary Members have the same privileges as active members but are exempt from paying dues. Honorary Members receive a plaque engraved as follows:

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+-----+
|               |
|   Honorary Membership in the   |
|   Ohio Mosquito Control Association |
|   is hereby conferred upon     |
|   Name of recipient            |
|   Date conferred               |
|               |
+-----+
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Two styles of plaques have been presented. One, a walnut wood shield 9.25 inches high and 7.5 inches wide, with a brass plate engraved as above. The other, a square plaque, 5 by 6 inches, with a brass plate engraved as above.

Life Membership - Life Membership may be conferred upon any active member of ten or more years standing in the Association, who is retiring after at least ten years of service, or on account of age or disability.

AVAILABILITY OF OMCA MEMBERSHIP LIST - The current policy in regard to inquiries regarding the use of the OMCA membership list for advertising purposes is as follows: Interested parties should contact the Secretary of OMCA and request the OMCA mailing list on addressed mailing labels.

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The cost for this service is \$20.00 and the labels will be printed alphabetically by last name of the members. A list of members is published in the OMCA Newsletter each year.

COMMITTEE: Nominations

CHARGE: To develop a slate of candidates for offices to be elected at the annual meeting each year. Preferably there should be two nominees for each elective position. It is customary for the President to call upon the Chair of the Nominating Committee for a report immediately after the Secretary and Treasurers report. At this time the Chair announces the candidates for office. The Chair then asks for nominations from the floor. If there are some they are added to the roster. The voting for the candidates is then conducted by the Nominating Committee and the written ballots are immediately tallied. The President then calls upon the Nominating Committee for the results of the balloting as the last item of new business. At this time the newly elected officers and members-at-large are introduced and applauded.

COMMITTEE: Photo Salon

CHARGE: To arrange for the showing of color slides dealing with various aspects of vector biology, surveillance and control.

This popular activity is normally held in the afternoon of the first day of the annual meeting at the Attitude Adjustment Hour. The standard form of entry is the two by two

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inch color transparency. Seven categories of entries have been used:

- 1 Mosquito breeding sites.
- 2 Larval mosquito control.
- 3 Adult mosquito control.
- 4 Arbovirus surveillance.
- 5 Animal portraits (may include insect, bird or mammal portraits).
- 6 Miscellaneous (any slides featuring nature slides or human interest material not listed above).
- 7 Best of show (This is selected by the judges as the best slide submitted in any category).

Attempts to get entrants to submit slides before the meeting have been unsuccessful and so the slides are usually accepted in the morning of the first day. Since the awards are presented in the afternoon of the first day the slides must be judged sometime the first day of the annual meeting. Judges must be made aware of this in advance.

Awards - the winner of each category has traditionally been awarded a cash prize, mainly to induce more persons to enter slides. The best of show has received a cash award of \$25.00 while winners in other categories have been awarded \$10.00.

Judging guide lines. Judging the excellence of color slides is always subjective, even for professional photographers. For this reason a panel of at least three judges is recommended which may or may not include members of

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the Ohio Mosquito Control Association, Photo Salon Committee. However the three most important and constant criteria for judging color slides are:

1. Focus - the entire subject should be in sharp focus.
2. Centering and balance - a single subject should be the center of attention and fill the screen. If there are several subjects there should be an artistic balance of them. Slides which tell a story are very desirable and should receive higher ratings.
3. Natural - the subject, or subjects, should be natural, live material in an appropriate, natural setting. Pinned or frozen specimens, and artificial set-ups are discouraged.

It has been difficult to get many members of OMCA to submit slides simply because there are few members who are really interested and capable of taking good photographs. AMCA has had the same problem and has taken a somewhat different approach. The AMCA Photo Salon is an officially recognized event by the Photographic Society of America. To achieve PSA recognition their guidelines must be followed and a catalog of entries must be prepared. AMCA has only two categories "Insect close ups" and "Mosquito research and control". For further information contact Dr. Leonard E. Munsterman, Department of Biological Sciences, University of Notre Dame, Notre Dame, Indiana 46556.

Certificate of Competition - These certificates are presented to members and/or registrants at the annual meeting

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who enter 35mm color transparencies in any of the above six categories and win their category or best of show.

COMMITTEE: Proceedings

CHARGE: To assemble the presentations given at the annual meeting and to arrange for the publication of these as the proceedings of the annual meeting. The proceeding shall also include the minutes of the business meeting(s) held during the annual meeting since these need to be made public to those not attending the annual meeting and as a permanent record of procedures which may affect the operation of the Association.

COMMITTEE: Program

CHARGE: To organize and prepare a program of presentations to be given at the annual meeting. Normally the Vice-President of the Association is the Chair of the Program Committee. This committee should meet at least six months before the annual meeting and decide which speakers would be appropriate for the annual meeting. This committee is also responsible for developing the theme, if any, for the program and meeting. The tentative program should be sent to the Association Secretary by August 1 so that he/she can include it in the August Association Newsletter. The finalized copy of the program should be printed and available to registrants at the annual meeting.

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COMMITTEE: Training

CHARGE: To organize and conduct educational activities on mosquito biology and control, and related subjects, for the members of the Association. Normally these activities are the responsibility of state and federal mosquito control personnel.

The OMCA, along with local health Departments and the Ohio Department of Health co-sponsor regional vector control workshops during the spring of each year. Sanitarian Registration and Ohio Department of Agriculture Pesticide Licensing credits are usually offered at the courses. These courses address such topics as the Asian tiger mosquito, surveillance for St. Louis encephalitis, ULV droplet testing, and Lyme disease in Ohio. An assortment of educational aids are available to OMCA members. These include tapes and movies dealing with mosquito biology and control, and mosquito-borne diseases. They are not limited to mosquito control however; they also include material that pertains to tick-borne diseases such as Lyme disease and Rocky Mountain spotted fever. Assistance can be provided in the selection of control methods, pesticides and application equipment. If needed, individualized instruction can be arranged through the cooperation of other OMCA member.

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A P P E N D I X

APPENDIX 1.

THE OHIO MOSQUITO CONTROL ASSOCIATION

CONSTITUTION

Preamble

October 2, 1990

- Article I - Name, purposes and activities.
- Article II - Membership
- Article III - Financial Income
- Article IV - Officers
- Article V - Meetings
- Article VI - Amendments

Preamble

The purpose of the Ohio Mosquito Control Association is to promote vector control in Ohio whenever same is feasible; to maintain public interest in areas where mosquitoes are now being controlled ; to keep up with the latest developments in control methods; to disseminate information concerning mosquitoes and diseases they transmit to its membership and the general public through publications and meetings; and to unite and coordinate common interests and efforts.

Article I

Name, purposes and activities. This organization shall be known as the Ohio Mosquito Control Association. This Association is organized exclusively for educational and scientific purposes. The activities of the Association will be primarily, the feature of an annual meeting wherein scientific and educational presentations will be made on subjects of biology, ecology and control of insects and other organisms associated with the transmission of human and animal diseases. The Association shall not carry on any activities not permitted to be carried on by an association exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code. Such activities include lobbying to more than insubstantial amount, intervention in political campaigns, excessive compensation to individuals or the operation of a business as a primary activity.

Article II

Membership. (a) Membership in this Association shall be of five classes: active, associate, student, honorary, and life members.

(b) The active membership shall be composed of persons who are, or have been, employed by official public health or mosquito control districts in

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mosquito control activities, or in the laboratory, or in the administration of such functions, or of persons who are engaged in research or educational work related to mosquito control, or of persons in retirement who were active members or eligible for active membership at the time of retirement. Persons employed by other public or private agencies engaged in mosquito control who are licensed by the Ohio Department of Agriculture may become active members.

(c) The associate membership shall be composed of persons engaged in the sale of chemicals and equipment for mosquito control or any other persons not eligible for active membership who are interested in the promotion of mosquito control. Associate members shall be permitted one vote for their agency or company.

(d) The honorary membership shall be composed of persons whose practical or scientific knowledge relating to mosquito control and whose accomplishments in that field of endeavor entitles them to special recognition by the Association. Candidates for honorary membership shall be selected by the Awards Committee and recommended to the Board of Directors for action. Honorary members shall have the same privileges as active members and shall be exempt from dues.

(e) Life membership may be conferred upon any active member of ten or more years standing in the Association, who is retiring after at least ten years of service, or on account of age or disability. Candidates for life membership shall be selected by the Awards Committee and recommended to the Board of Directors for action. Life members shall have the same privileges as active members and shall be exempt from dues.

(f) Student membership may be granted to any student who has an interest in the Association. Student members shall not be eligible to vote or serve as officers of this Association.

(g) Any person may make application for membership to the Membership Committee which shall forward their recommendations to the Board of Directors for approval. All memberships are subject to review and reclassification annually upon submission of application.

(h) Honorary and life memberships shall be selected by the Awards Committee and forwarded to the Board of Directors for approval. Nominations for honorary or life membership may be made by any active member of the Association. The nominations shall be made in writing and submitted to the Awards Committee at least sixty days prior to the annual meeting.

Article III

Financial Income. (a) The officers of the association are empowered to accept contributions for the purpose of financing the association's affairs. Dues, registration fees and costs of the proceedings of the annual meeting shall be set by the Board of Directors.

(b) In the event that the Ohio Mosquito Control Association is disbanded the

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funds remaining in the treasury are hereby donated to the Treasurer of the American Mosquito Control Association.

Article IV

Officers. (a) The officers of this Association shall be a President, a President-elect, a Vice-president, an immediate Past-president, a Secretary and a Treasurer. No person can hold more than one office in the Association at the same time.

(b) These officers and the Board Member-at-large shall constitute the Board of Directors.

(c) The President-elect, Vice-president, Secretary, Treasurer and the Board Member-at-large shall be elected at the annual meeting and serve for one year, or until the next subsequent election. If the President is desirous of serving a second term then the President-elect shall also serve a second term and become President at the end of the second term. The President-elect shall automatically succeed to the office of President and continue in office for one year or until the next subsequent election. No president may shall for more than two consecutive years.

(d) Any member of the Board of Directors may be removed from office by a majority vote of the membership.

e) At the annual business meeting the nomination of officers shall be by a nominating Committee appointed by the President. Nominations from the floor shall also be recognized. Election of officers shall be by a majority vote of the members present at the annual business meeting.

(f) If a position held by an officer of the Association is left vacant by death or resignation or other incapacity, the President is empowered to fill the office thus left vacant by appointment until the next general election. If the position of President is left vacant by death or resignation or other incapacity the President-elect shall become President and is empowered to fill his vacancy on the Board of Directors by appointing an Interim Board Member.

(g) The President shall appoint additional committees as necessary.

Article V

Meetings. (a) The time and place of the annual meeting shall be set by the Board of Directors after soliciting opinions of the membership at the annual business meeting.

(b) All business conducted shall be according to Robert's Rules of Order.

(c) A quorum shall be constituted when two members of the Board of Directors

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meet with a minimum of 10 or 10% of the organization's membership (whichever is greater) at a stated meeting.

(d) A stated or business meeting shall be when all members have been notified by mail at least two weeks in advance.

Article VI

Amendments. The constitution or the by-laws may be amended by vote of three-fourths of the members present at the annual meeting provided that a notice of the proposed amendment and the meeting shall be furnished to the members at least two weeks prior to the meeting.

Accepted 4-28-66
Amended 1-17-68 dmp
Amended 9-13-72 wgw
Amended 10-4-78 rwr
Amended 10-21-85 rwr
Amended 10-15-86 rwr
Amended 10-6-87 rwr
Amended 10-2-90 rwr

Chick V

OMCA CALENDAR

JANUARY - INITIAL BOARD MEETING

newsletter info

potential speakers

select location of Fall meeting and the local arrangements committee

FEBRUARY - MAIL 1ST NEWSLETTER
Warren needs updated Membership list + board members

APRIL - 2ND BOARD MEETING *Also labels*
30th

newsletter info 10:00 AM

OMCA 3D mtg

select meeting site & make arrangements to have next meeting at host site

MAY - 2ND NEWSLETTER

- 1ST SUPPLIER MAILING

JUNE/JULY - BOARD MEETING AT SITE

AUGUST - 3RD NEWSLETTER

- 2ND SUPPLIER MAILING

SEPTEMBER - 4TH BOARD MEETING

OCTOBER - ** OMCA MEETING **

DECEMBER - SET JANUARY MTG DATE