

ACPV Examination Committee Policy or Operating Procedure	
SOP Title: Board of Governors Approval and Notification of successful and failed Candidates	
SOP#: 6.1.6-3b	
Timeline: After the Exam: August/September	Revision: 0
Party Responsible: Exam Chair	

Scope: This SOP describes the Board of Governors approval process that must take place before candidates are notified of the results of their exam.

Procedure

1. Successful candidates must first be approved by the Board of Governors before they can be admitted to the College. Immediately after the grading has been completed, the Exam Chair makes the recommendation to the Board of Governors. This is done in a virtual meeting with the BOG or in a written recommendation followed by a BOG vote. A written recommendation is preferred unless there are unusual circumstances to discuss. Per *Roberts Rules of Order* the motion is made from the committee so the motion does not need a second. Suggested wording is: *“The Examinations Committee recommends the Board of Governors certify (list of names of those who passed) as Diplomates in the American College of Poultry Veterinarians.”* (Motion from committee.)

Associated SOPs

None

Associated Forms

None

References

ACPV Bylaws Section 4-03(b)(1)

Revisions

Author: Geoff Lossie	Date: April, 2021
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