



STANDARDS COMMITTEE

Date of Revision: May 2020

PURPOSE

Bearing in mind the overall mission of the CCAC and the principles of replacement, reduction, and refinement (Three Rs), the purpose of the Standards Committee is to provide for the development and renewal of guidelines, policies, and practices, with respect to animal ethics and care in science.

MANDATE

- Determine guidelines, policies, and best practices to be developed and updated, and provide recommendations to the CCAC Board of Directors for its consideration and approval.
- Oversee the development or revision of guidelines, policies, and best practices, work with the Assessment and Certification Committee to develop policies in line with their mandate, and develop strategies to promote and implement CCAC policies regarding the Three Rs.
- Make recommendations concerning guidelines implementation and oversee the development of supporting materials where appropriate.
- Oversee the collection, analysis, and publication of national annual animal data.
- In collaboration with the Public Affairs and Communications Committee, assist in the development and dissemination of user-friendly information related to the committee's mandate through the CCAC website and other appropriate channels.
- Recommend any proposed changes to the committee's terms of reference to the Governance and Nominations Committee for consideration.

MEMBERSHIP

The Standards Committee shall be comprised of a chair and nine other members that reflect, to the greatest extent possible, the diversity of the animal ethics and care community and of society.

The committee will consist of a broad representation of expertise from the CCAC community and should include:

- two animal welfare representatives;
- two veterinarians;
- two scientists; and
- two animal care committee members from CCAC-certified institutions (either current or within the past five years).



Members are appointed to the committee by the board upon recommendation by the Standards Committee and/or the Governance and Nominations Committee. Nominations can be received from the CCAC membership and the Standards Committee.

Resources to establish subcommittees or taskforces with additional members may be requested from the board by the executive director in consultation with the Governance and Nominations Committee.

TERM

Members shall be appointed to serve an initial term of three years. Appointees are eligible for reappointment by the board but may not serve more than six consecutive years, except in the case of extenuating circumstances. Such situations would need to be appointed by the board, upon recommendation of the Governance and Nominations Committee.

The chair will be selected by a majority vote of the Standards Committee. The committee's board liaison will direct the voting procedure. The term of the chair will be one year and may be reappointed for a maximum of three consecutive years. An exception may be made due to extenuating circumstances. Such situations would need to be appointed by the board, upon recommendation of the Governance and Nominations Committee.

In order to maintain continuity, appointments will be staggered so that a third of the members will be considered for replacement or reappointment each year.

STAFF/NON-VOTING MEMBERS

The director of standards and Secretariat staff will provide support and information to the Standards Committee. The committee's board liaison will attend all meetings, and the executive director will attend meetings on an ad hoc basis.

MEETINGS

The Standards Committee shall meet in person at least once a year and by teleconference throughout the year at the call of the chair, in consultation with the director of standards. In the chair's absence, meetings shall be chaired by a committee member designated by the chair.

QUORUM

A quorum of the Standards Committee is a majority of members. A quorum is required to conduct committee business.



REPORTING

The Standards Committee makes recommendations to the board, and reports quarterly to the board on its activities.

CONFLICT OF INTEREST AND CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

Standards Committee members will abide by the *CCAC Conflict of Interest Policy* and the *CCAC Confidentiality and Non-Disclosure Agreement*. These documents are to be signed on an annual basis.

BUDGET

A budget for one in-person meeting and up to five teleconferences will be provided. Additional funds can be requested should the need for an additional in-person meeting or teleconference arise, when budget allows.