GUIDELINES FOR THE AMERICAN COMMITTEE OF ARTHROPOD-BORNE VIRUSES

During the 1987 executive council meeting of the American Committee on Arthropod-borne Viruses (ACAV) in Los Angeles, it was agreed that guidelines for the committee need to be established and recorded in a single document. The ACAV currently operates under procedures that are stated in various reports. A summary statement of the ACAV organization would assist new executive council members and chairpersons in understanding how the committee operates. In addition, modifications in procedures could easily be incorporated into a centralized body of information.

The information that follows is intended only as a guide for the ACAV organization; goals of the ACAV are stated in other publications. During the formation of ACAV it was agreed that the group would not be a formal organization with by-laws. Rather, it would provide a forum for exchange of information among people interested in arbovirus research.

The ACAV meets annually in association with the American Society of Tropical Medicine and Hygiene (ASTMH). An executive council is the governing body of the ACAV. The council is chaired by a person who directs council and committee meetings and retains the ACAV files. The chairperson of the executive committee serves a 4-year renewable term and is elected by the executive council at the annual council meeting. The council consists of six people who each serve a 4-year term. New council members are elected by members of the ACAV. Council members who are rotating off form a search committee that nominates council candidates; the slate of candidates must be approved by the existing council. The chairperson of the council sends ballots to the ACAV membership. The candidates who receive the most votes are notified and take office at the next annual meeting of the ACAV. There is no quorum for the election of officers or for other council and committee votes. Should a member of the executive council resign or leave the ACAV, a new council member is appointed by the executive council to complete the original member’s term.

Other ACAV positions include a secretary, treasurer, historian and international advisors. The secretary is the newest member of the council and records minutes of the council meeting. The treasurer is appointed to a 4-year renewable term by the executive council and maintains the ACAV funds in a subaccount of the ASTMH. Withdrawals and deposits from the ACAV account are arranged with the treasurer. The council chairperson must approve all withdrawals, and the council must be consulted for withdrawals of $100 or more. The historian is designated by the council and provides historical information on the operation of the ACAV. The council selects international advisors, determines the number of advisors, and defines the length of the advisor’s terms.

All people interested in joining the ACAV may do so by attending a meeting and signing their name to the attendance sheet. Membership in the ASTMH is not a requirement for membership in the ACAV. People missing three consecutive meetings will lose their membership in the ACAV. Exceptions to this attendance rule are made for people with emeritus status and for some overseas participants. Emeritus status is automatic upon retirement. The executive council must approve an attendance exception for people living overseas.

Subcommittees are an important part of the ACAV and are formed when sufficient interest is presented to the executive council by ACAV members. The council reviews proposed subcommittees and decides whether a particular subcommittee is needed. When council approves the formation of a subcommittee, it appoints a chairperson. The subcommittee chairperson, in consultation with the ACAV chairperson, appoints subcommittee members. New subcommittees formalize their objectives and structure. All subcommittees report progress on objectives at the annual meeting to the ACAV.

The ACAV presents three awards, when appropriate, in staggered three-year intervals. The chair of the executive council appoints a nominating committee for each award. Recipients of awards are se-
lected by the executive council. An announcement requesting nominations for each pending award is published in the Tropical Medicine and Hygiene News at least six months prior to the ASTMH annual meeting. This procedure provides the nominating committee with nominations and documentation from ACAV members. The Scherer/Hardy Award is given to an outstanding graduate either before graduation or up to 3 years post-graduation. Accrued interest from the account for this award is used to defray costs associated with the student’s participation at the annual ASTMH meeting. The council chairperson may use general ACAV funds to assist in this effort. The Dalrymple/Young Award is given to a mid-career investigator who has made an outstanding contribution to arbovirology. The Richard M. Taylor Award is given to a person who has made outstanding contributions to arbovirology throughout his or her career. Medals for the Young and Taylor Awards are retained by the treasurer until they are requested by the chairperson for presentation at the annual committee meeting.

In addition to award presentations, the agenda for each annual meeting includes old and new business, epidemic reports, and a symposium on a relevant topic. Prospective symposium topics are discussed by the executive council and solicited from the committee membership, but the final decision on what will be presented is determined by the chairperson.

**Awards**

**Dalrymple/Young Award.** Presented to a mid-career investigator who has made an outstanding contribution to arbovirology.

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>David H. L. Bishop</td>
<td>1982</td>
</tr>
<tr>
<td>Thomas Monath</td>
<td>1985</td>
</tr>
<tr>
<td>Barry J. Beaty</td>
<td>1988</td>
</tr>
<tr>
<td>Connie Schmaljohn</td>
<td>1996</td>
</tr>
<tr>
<td>Stuart T. Nichol</td>
<td>1999</td>
</tr>
<tr>
<td>Scott C. Weaver</td>
<td>2002</td>
</tr>
<tr>
<td>Heinz Feldmann</td>
<td>2005</td>
</tr>
</tbody>
</table>

**Richard M. Taylor Award.** Presented to a person who has made outstanding contributions to arbovirology throughout his or her career.

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard M. Taylor</td>
<td>1966</td>
</tr>
<tr>
<td>Jordi Casals</td>
<td>1968</td>
</tr>
<tr>
<td>W. McD. Hammon</td>
<td>1970</td>
</tr>
<tr>
<td>William C. Reeves</td>
<td>1973</td>
</tr>
<tr>
<td>Roy W. Chamberlain</td>
<td>1975</td>
</tr>
<tr>
<td>Pedro Galindo</td>
<td>1977</td>
</tr>
<tr>
<td>Wilbur Downs</td>
<td>1979</td>
</tr>
<tr>
<td>Ottis and Calisa Causey</td>
<td>1980</td>
</tr>
<tr>
<td>Telford Work</td>
<td>1981</td>
</tr>
<tr>
<td>Thomas H. G. Aitken</td>
<td>1984</td>
</tr>
<tr>
<td>Harry Hoogstral</td>
<td>1984</td>
</tr>
<tr>
<td>Karl Johnson</td>
<td>1987</td>
</tr>
<tr>
<td>Robert E. Shope</td>
<td>1987</td>
</tr>
<tr>
<td>James Hardy</td>
<td>1990</td>
</tr>
<tr>
<td>Thomas Monath</td>
<td>1994</td>
</tr>
<tr>
<td>Scott Halstead</td>
<td>1999</td>
</tr>
<tr>
<td>Leon Rosen</td>
<td>2000</td>
</tr>
<tr>
<td>Philip K. Russell</td>
<td>2000</td>
</tr>
<tr>
<td>Frederick A. Murphy</td>
<td>2002</td>
</tr>
</tbody>
</table>

**Scherer/Hardy Award.** Presented to an outstanding graduate either before graduation or up to three years post-graduation.

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Sundin</td>
<td>1983</td>
</tr>
<tr>
<td>Rebeca Rico-Hesse</td>
<td>1986</td>
</tr>
<tr>
<td>George Ludwig</td>
<td>1989</td>
</tr>
<tr>
<td>Scott C. Weaver</td>
<td>1993</td>
</tr>
<tr>
<td>Kurt Kamrud</td>
<td>1997</td>
</tr>
<tr>
<td>Ann M. Powers</td>
<td>1997</td>
</tr>
<tr>
<td>Aaron Brault</td>
<td>2001</td>
</tr>
<tr>
<td>Gregory D. Ebel</td>
<td>2004</td>
</tr>
</tbody>
</table>