

## MUVE Section Policies and Procedures

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**Preamble.** This document is the codification of the policies and procedures of the Medical, Urban, and Veterinary Entomology (MUVE) Section of the Entomological Society of America (ESA). In some parts this document codifies traditional, received wisdom of the MUVE Section, in other parts this represents new policies and procedures. All members of MUVE and the section are subject to the Bylaws of the ESA, which supersede this document, as do ESA Policies and Procedures. As a set of policies and procedures, this document can be amended by the MUVE Governing Council (GC, membership and amendment procedure outlined in this document), within the Bylaws and Policies and Procedures of the ESA.

### Article I. History, Purpose, Membership, and Guiding Principles.

- A. History. Prior to 2008, ESA's membership was organized into six sections and ten subsections, which were interest- and subject-based groupings. In 2008, formerly Section D (Medical and Veterinary Entomology) and Section Fb (Urban entomology) were combined to form the current MUVE section. As such, the MUVE section has elements of Section D (Highlights talks at the annual meetings) and Fb (Recognition Award) and specifically deals with arthropods that have direct and indirect effects on human or animal health, our dwelling structures, our stored products, or forensic entomology.
- B. Purpose of the Section. The purpose of the sections is to develop and implement the key capabilities for their membership. For MUVE, this includes outreach related to science and public policy of medical, urban, and animal pests, program development, continuing education, and fostering an interest in medical, urban, and veterinary entomology within and outside of the ESA.
- C. Membership. Any member of ESA can be a member of the MUVE Section; however, the section is unified by the systems within which each member researches, teaches, communicates science, and/or applies their knowledge.
  - a. Medical Entomology is the study of arthropods that cause indirect harm to people through their ability to transmit pathogens or their direct injury to humans through envenomization, physical damage, or allergic response.
  - b. Urban Entomology is the study of arthropods that infest the human built environment, including pests of human habitats and pests of stored products. Pests of ornamental plants and turf that surround the built environment are generally included in the Plants-Insect Ecosystems (PIE) Section.
  - c. Veterinary Entomology is the study of arthropods that cause indirect harm to animals through their ability to transmit pathogens or their direct injury to animals through envenomization, physical damage, or allergic response. Although many veterinary entomologists focus on livestock and wildlife, all non-human animal-arthropod interactions are encompassed in veterinary entomology.

- d. Forensic Entomology is also included in the MUVE Section and studies the use of arthropods as evidence in law. Although this could include arthropods not commonly studied by medical, urban, and veterinary entomologists, most of the arthropods are those also studied in medical, urban, or veterinary contexts.
- D. Guiding Principles of MUVE
- a. MUVE Mission Statement: MUVE strives to create a supportive and collegial community of scholars, researchers, practitioners, and other stakeholders focused on the science of entomology generally and intersection of entomology and human and animal health outcomes and allied disciplines specifically. MUVE recognizes that our members come from a diversity of sectors, interests, priorities and values and strives to create an inclusive section in which all MUVE members can thrive. MUVE is committed to creating and maintaining an environment of professionalism, diversity, contemplation, compassion, and service to support the success of the discipline, its members, the section, and the Entomological Society of America as a whole.
  - b. Professionalism: MUVE believes that professionalism entails honesty, civility, mutual respect, consideration, and integrity to foster an environment of support, encouragement, diversity, and equitability. MUVE is committed to providing opportunities for professional development and involvement for all members.
  - c. Social Responsibility: MUVE endorses and supports the ethics guidelines as laid out by the Entomological Society of America as a whole.
  - d. Science and Science Communication: Promote the generation of the best science and science communication in our discipline, including high quality research and elements of scientific integrity, collaboration, and mutual support.
  - e. MUVE Past, Present, and Future: MUVE recognizes the foundational activities of past researchers in the field and the section, the importance of acknowledging the current needs of MUVE members and promoting their success, and the necessity of encouraging future generations in MUVE and MUVE section sustainability.

## **Article II. Governance Structure of MUVE: The Governing Council**

- A. The MUVE Governing Council (GC) is responsible for the running of the section. The GC should meet a minimum of two times a year but can be called by the President to meet more often, at the discretion of the President as matters arise. As needed, the Governing Council is empowered by the ESA Bylaws to add or remove positions within certain limits. This policy document will be updated accordingly when and if that occurs.
- B. The GC has three types of members: executive, administrative, and representatives to ESA Committees. From these groups, there are seven voting, officer positions: the four executive branch members, the Secretary and Treasurer, and the ESA Governing Board Representative.
  - a. The executive membership of the GC consists of the President, Vice-President, Vice-President Elect, and the Past President. Executive members are elected into the Vice-President Elect by a plurality of member votes, and serve the following year as the Vice-President Elect. The next year they are the Vice-President, then the President, then the Past President. As such, the total term for each member of the executive branch is four years.

- i. President.
    - 1. Duties of the President: The President of MUVE is the leader of the section for that year. Generally, they are responsible for running of the section: annual meeting planning (attending all planning meetings including the on-site planning meeting in the summer), awards (ESA and MUVE), initiatives, setting the agenda and running GC meetings, nominations and elections of officers and representatives, providing “Updates from the Sections” for the ESA Newsletter, and planning the business meetings at the national ESA Meeting. They must convene at least two GC meetings per year and may convene meetings of the GC as they see fit. They also must provide two reports to the ESA Governing Board during their tenure—usually over the summer and at the national meetings. They are also responsible for arranging for highlights speakers (see V.C), planning the annual business meeting, and recruiting judges and moderators for the MUVE related sessions at the national meetings. Along with the vice-president, they are part of the ESA national meetings planning committee, and expected to attend the summer planning meetings.
    - 2. Powers of the President: The President is empowered to delegate responsibilities to the other officers and representatives of the GC, as well as form *ad-hoc* committees to address matters arising. They can call GC meetings when they deem it appropriate and invite others to any GC meeting *ex officio*.
  - ii. Vice-President.
    - 1. Duties of the Vice President: Assist and advise the President in all duties, especially attending the planning meetings for the annual meetings, including the on-site planning meeting in the summer. Serve as the President in cases where the President is unable or unwilling to serve.
  - iii. Vice-President Elect
    - 1. Duties of the Vice-President Elect: Assist and advise the President and Vice-President.
  - iv. Past President:
    - 1. Duties of the Past President: Advise the President and Chair the MUVE Awards Selection Committee. In addition to the Past President, the MUVE Awards Selection Committee will consist of the current President, the Treasurer, the Diversity and Inclusion Representative, and an at-large member who is an ECP, selected by the Past President.
- b. The administrative branch of the GC has four members: Secretary (3-year term, elected by plurality of membership), Treasurer (3-year term, elected by plurality of membership), Nominations Chair (3-year term, elected by plurality of membership), and Communications Chair (3-year term, appointed by the President). For continuity, each of these administrative officer positions are elected in the second year of the previous officer’s term and serve one year learning from the outgoing officer. Current position holders can run for additional three-year terms, without limit.

- i. Duties of the Secretary: The Secretary is responsible for record keeping, including meeting minutes from each GC meeting. They are also responsible for enforcing rules of discussion when necessary.
  - ii. Duties of the Treasurer: The Treasurer is responsible for monitoring the section treasury and assisting the executive branch in budgeting for MUVE expenses, including awards, business meeting expenses (food and drink), and other MUVE related expenses that may arise.
  - iii. Duties of the Nominations Chair: The Nominations Chair is responsible for running the standing Nominations Committee. The Nominations Committee is responsible for recruiting candidates for all elected positions in MUVE: executive branch (yearly) and every three years the Secretary, Treasurer, Nominations Chair, and ESA Governing Board Representative. The Nominations Chair is empowered to recruit members to the Nomination Committee. With the consent of the President, the Nominations Chair is also expected to develop appropriate election procedures, which may include online/remote voting.
  - iv. Duties of the Communications Chair: The Communications Chair is responsible for the MUVE Newsletter, currently produced every other month. They have the power to add or dismiss MUVE members from the Communications Committee. They can advise the executive branch on all matters involving communications within MUVE, between MUVE and the wider ESA, and between MUVE and the public (although this should always be routed through the ESA). Most communications from MUVE should be reviewed by at least two members of the GC before being communicated to the membership or the public, in addition to going through the normal route at ESA.
- c. The representative branch of the GC includes all MUVE representatives to ESA Committees. MUVE representation follows ESA's structure, such that the creation or elimination of an ESA committee automatically results in changes in the GC. Each position has a 3-year term, appointed by the executive branch, except for the Governing Board Representative, who has a 3-year term but is elected by a plurality of MUVE members. At the least, each of these members are expected to attend appropriate ESA meetings throughout the year and provide reports to the MUVE Governing Council. In addition, each has some specific duties.
- i. Governing Board of ESA: a voting officer of the GC, meant to represent MUVE to ESA and ESA to MUVE.
  - ii. Awards and Honors: is expected to recruit reviewers for ESA level awards from the MUVE membership.
  - iii. Diversity and Inclusion: is expected to advocate for diversity and inclusion in the MUVE section through policy and programmatic suggestions. Also expected to serve on the MUVE Awards Selection Committee.
  - iv. Early Career Professionals: is expected to advocate for MUVE ECPs in the Governing Council.
  - v. Entomology Games: is expected to contribute MUVE related questions to the Entomology Games question database.
  - vi. Science Policy: is expected to contribute to the MUVE Newsletter.

- vii. Publications: is expected to advocate for the *Journal of Medical Entomology* and keep MUVE membership updated on *Journal of Medical Entomology* related news.
- viii. Education and Outreach: is expected to advocate and/or develop MUVE specific educational and outreach material.
- ix. Student Affairs: Is expected to reach out to the student membership of MUVE and contribute to the MUVE Newsletter.

### **Article III. Decision Making in MUVE.**

- A. Issues of concern can be brought up by any member of the Governing Council under new business at any Governing Council Meeting. Any member of the MUVE Section can also bring up issues to the Governing Council, however they should do so by reaching out to a member of the Governing Council, ideally the President, to get the issue on the agenda.
- B. Consensus. The goal of all Governing Council decisions is consensus, in which we have unanimity of all members of the Governing Council.
- C. Voting. When consensus cannot be achieved, any officer of the Governing Council can call for a vote. When a vote on a decision is called for, all members of the Governing Council can contribute points of information regarding the decision, but only the officers vote. Plurality decides the issue presented.
- D. Veto. The President can veto any issue presented. After a veto, any officer of the Governing Council can call for a second vote and override the veto with a majority + 1 of the officers (e.g. 5/7 officers).

### **Article IV. Amending MUVE Policies and Procedures.**

These policies and procedures can be amended through the Governing Council, with decisions made as outlined in Article II, Section B. Substantive changes to these policies and procedures, including changes to the election process of officers, decision making process, or how these policies and procedures are changed must be communicated to the entire MUVE membership.

### **Article V. Awards and Honors**

- A. There are four MUVE Awards and One Honorific. MUVE Awards are given on an annual basis; however, it is the GC that has discretion to determine if, and how many, award(s) are available for a given year. Reasons awards might be skipped include few or no nominees, a lack of nominees who meet the qualifications, or a lack of financial support for the award amount. Ranking of nominees is conducted by a selection committee, consisting of the Past President who acts as the chair, the current President, the Treasurer, the Diversity and Inclusion Representative, and an at-large member who is an ECP, selected by the Past President. All committee members rank nominees for each award based upon award specific criteria, and the Past President compiles scores. Discussion follows when there are ties for very close scores, at the discretion of the Past President. The treasurer ensures there are sufficient funds to support the awards. The President notifies award winners in a timely fashion (ideally travel award

winners are notified before the abstract deadline). Note: this only covers MUVE Awards, not other ESA-level awards. Furthermore, this serves as a guide to our internal MUVE Awards and Honors Process, so ESA level decisions or policies would supersede this document. This document provides a brief overview of each award, and further details about each award can be found at [MUVE Section Awards | Entomological Society of America \(entsoc.org\)](https://www.entsoc.org/muve-section-awards).

B. MUVE Awards

a. Student Travel Award.

- i. History. The student travel award has been in existence since at least the 1980s, although in its most recent form has existed since 2014. This award was established to recognize exceptional students and to encourage their attendance and participation at annual meetings by helping to defray the cost of attending.
- ii. Criteria/eligibility. To be eligible for this award, the candidate must be a student member of ESA affiliated with the MUVE Section at the time of application. They must present a poster or talk at the annual meetings. Their research should fit into the topics covered in MUVE.
- iii. Award amount/Funding. The current award amount is \$500; however, the amount may change at the discretion of the GC for each year but should be updated in this document for record keeping. The monies for this award come out of the general MUVE budget and are provided directly to the student awardee.

b. MUVE Shripat Kamble Urban Entomology Graduate Student Award for Innovative Research

- i. History. This award was established in 2009 (first awarded in 2010) to recognize innovative and realistic approaches to controlling urban pests in doctoral research.
- ii. Criteria/eligibility. Awardees must be doctoral students studying problems in urban entomology in the United States. They must be ESA members in good standing and are encouraged to present at ESA national meetings.
- iii. Award amount/funding. The award is \$500 and a plaque. Funding comes from a separate endowment started by Dr. Shripat Kamble with additional funding coming from Dow AgroSciences, DuPont Professional Products, Rhodes Chemical Company, and Syngenta.

c. Early Career Professional (ECP) Award

- i. History. This award was started in 2020 by MUVE President Dana Nayduch. The purpose is to recognize MUVE members between their time as a student and when they become an established entomologist.
- ii. Criteria/eligibility. Candidates must qualify as an ECP as defined by the ESA.
- iii. Award amount. The award is \$500 and a plaque.

d. Recognition Award in Medical, Urban, & Veterinary Entomology

- i. History. The MUVE Recognition award grew out of the ESA Recognition Award in Urban Entomology (prior to 2018).
- ii. Criteria. The nominee must be a member of the MUVE Section, cannot have won the award previously, and cannot work in industry.

- iii. Award amount. The award is a monetary sum based on the interest of an endowment and a plaque. This award and the endowment are from S.C. Johnson.

C. MUVE Honorific: Annual Highlights Speaker

- a. History. Highlights talks have been given since at least the 1960s, with the scope evolving with the field.
- b. Selection Process. Highlights speakers are chosen by the President, Vice-President, and Vice-President Elect of MUVE to capture urban, medical, and veterinary perspectives.
- c. Highlights Expectations
  - i. Content. Highlight speakers are expected to provide a focused talk on advances in their field. They have wide latitude to choose what to include, but it is encouraged that they focus on a topic within the wider field, as covering all topics within one field over the last year is impossible.
  - ii. Article in JME. Speakers are expected to write up their talks as a Forum or Review article for the *Journal of Medical Entomology*.
  - iii. Honorarium. Speakers have their registration paid for, as well as an honorarium of \$250.