



Holstein Association USA Committee Charter *Conformation Advisory Committee*

Staff Liaison: Dr. Jeffrey Bewley, Executive Director of Genetic Programs & Innovation

Purpose

The Holstein Association USA Conformation Advisory Committee (CAC) provides guidance on matters related to the classification program, linear type traits, and the overall evaluation of conformation in U.S. Registered Holsteins. The committee helps ensure that classification and conformation evaluation programs remain relevant, scientifically sound, and aligned with breeder goals and industry needs.

The Conformation Advisory Committee exists to:

- Review and recommend updates to the linear classification program and descriptive traits.
- Provide feedback on trait definitions, weightings, and technology integration.
- Ensure that conformation evaluation supports balanced breeding goals, functionality, lifetime optimization, profitability, and animal well-being.
- Advise on member education and communication regarding conformation evaluation.

The Committee serves in an advisory capacity to the Holstein Association USA Board of Directors and staff.

Scope

The following topics are appropriate for discussion at committee meetings.

- Classification program structure, trait evaluation, and scoring methods
- Trait definitions and the relative emphasis placed on individual traits
- Alignment of classification with breed improvement goals
- Education and outreach to help breeders understand and utilize conformation evaluation data
- Incorporation of new research or technology in conformation scoring
- Harmonization with global conformation trends and standards, where appropriate

Committee Member Qualifications

- Be active Holstein Association USA members in good standing
- Demonstrate a strong understanding of conformation and its role in breeding decisions

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- Have experience with classification, type evaluation, or herd management
- Be familiar with HAUSA's classification and genetic improvement programs
- Be objective, open to innovation, and committed to continuous program improvement
- Demonstrate analytical thinking, objectivity, and a commitment to science-based decision-making
- Review and comply with the HAUSA Committee Member Code of Conduct
- Demonstrate ethical leadership, prioritizing association interests over personal or business agendas
- Maintain confidentiality when required
- Approach discussions with objectivity and a forward-thinking mindset

Composition

The Holstein Association USA President appoints all committee members annually, following the HAUSA Annual Meeting.

- **Current HAUSA Board Members:** The President will appoint a current board member as Committee Chair, as well as two (2) more board members as committee members.
- **Other Members:** The President will appoint at least three (3), but no more than nine (9), additional members. Committee members that are not current board members are appointed for one-year terms but may be invited to serve for up to three (3) consecutive years. Any member of the committee may be removed at any time by the President.
- **Advisors:** The President may occasionally appoint subject matter experts who are not HAUSA members as non-voting advisors to the committee.

The President may consider geographic, demographic, and experiential diversity when appointing members to ensure balanced representation and a well-rounded committee.

Roles and Responsibilities

- **Staff Liaison:** Organizes meetings in coordination with the Committee Chair, prepares and shares pre-meeting materials in a timely fashion, makes presentations and recommendations for the committee's consideration, prepares meeting minutes, works with Communications staff to disseminate information in accordance with the HAUSA Committee Recommendation Public Disclosure Policy, works with Committee Chair on committee update for the Annual Meeting.
- **Committee Chair:** Approves agendas, leads committee discussions, ensures productive meetings, and presents recommendations to the board of directors.
- **Committee Members:** Prepare for meetings by reviewing materials in advance. Actively participate in all committee meetings, representing members' best interests using their expertise & experience.

- **Non-Voting Advisors:** Prepare for meetings by reviewing materials in advance. Actively participate in all committee meetings, using their expertise & experience to inform the committee's discussions and decision making.

Meetings

The Conformation Advisory Committee meets at least once annually. Additional meetings may be scheduled as needed. Meetings may be either virtual or in-person, as dictated by the length and depth of the meeting agenda. Typically, a farm visit for cow-side discussion is a component of in-person meetings, so consideration for that should be given when choosing a meeting location.

Committee members must disclose any potential conflicts of interest and recuse themselves from discussions or votes where appropriate.

A quorum is established when more than 50% of voting committee members are present at a meeting. Only voting committee members in attendance, whether in person or virtually, count toward quorum and may vote on committee matters.

Non-voting advisors, staff, board officers, speakers, and other invited guests may attend and contribute to discussions as appropriate but shall not participate in votes or count toward quorum.

Decisions are made by a simple majority vote of the voting committee members present at the meeting. All committee actions are considered advisory and require final approval by the Holstein Association USA Board of Directors.