



**ASC X12 Administrative  
Policy and Procedure**

# **ASC X12 Chair and Vice Chair Elections**

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# 1 ASC X12 Board Election Procedures

## 1.1 Introduction

The ASC X12 Steering Committee (Steering) is responsible for this policy and associated procedures. Steering publishes these policies and procedures for the benefit of the members of ASC X12, its subcommittees, task groups, and interested individuals from the general public who actively participate in ASC X12.

Organizations and individuals agree to be bound by these policies and to follow these procedures when they apply for membership and when they renew an existing membership.

Suggestions for improvements to this document are welcome. They may be submitted at <http://changerequest.x12.org>.

## 1.2 Background

This policy/procedure defines the criteria interested individuals must meet to be considered as a candidate for ASC X12 Chair or ASC X12 Vice Chair and the means by which candidates are identified and elected. This document compliments the ASC Organization and Procedures Manual (OPM) and the OPM prevails in the case of any difference or inconsistency. Additional information on ASC X12 membership is found in ADP03 *Membership Policies and Procedures*.

## 1.3 Election Schedule

The elections for the ASC X12 Chair and ASC X12 Vice Chair positions will take place during the final ASC X12 Standing Meeting of odd-numbered years (herein referenced as the "Election Meeting").

## 1.4 Establishing the Nominating Committee

Each election will be overseen by a Nominating Committee. In May of odd-numbered years the Chair of ASC X12 will appoint Nominating Committee of at least three people. In the event that the Chair is running for re-election, the Steering Committee will confirm the appointments.

Each Nominating Committee appointee must be a Steering member or ASC X12 Board member.

The Nominating Committee shall designate one appointee as the Nominating Officer. The Nominating Committee shall oversee the call for nominations, determine the slate of candidates and oversee the elections. The Nominating Officer shall ensure timely completion of all procedural steps.

The Nominating Committee shall be automatically disbanded 30 days after the election unless there is an active protest or dispute related to the election or the election results.

## 1.5 Call for Applications

Within one month of formation, the Nominating Committee will publish a call for applicants to the ASC X12 membership via email announcement to each member's primary representative. The call will also be posted on the ASC X12 website. The call will clearly state the candidate criteria, selection criteria, the term of office, the election date and the deadline for applications. The call will include a link to an online application. The application period will be at least 30 days.

Nominations will close at least 90 days prior to the Election Meeting.

This application process is the only mechanism for inclusion on the ballot, candidates are not added to the ballot after petitioning for inclusion via a member endorsement process or by a write-in process.

Revisions to the online application are made at Administration's discretion and do not require a new approval of this policy/procedure document.

## 1.6 Candidate Criteria

Candidates for either position must meet the following criteria.

1. The candidate must be an ASC X12 individual member or a representative of an ASC X12 organizational member.
2. The candidate must submit an application and a candidate statement listing qualifications and reasons for wanting to serve by the application deadline. **Note: The candidate statement will be distributed to the membership for consideration prior to the election.**
3. Candidates who are representatives of an organizational member must document organizational support for their application and potential service as an officer by the application deadline.
4. When the election is complete, the ASC X12 Chair and Vice Chair shall not both be representatives of the same organizational member or be representatives of two organizational members that are part of the same overall corporate family

(defined herein as a parent entity and all entities that are either direct or indirect subsidiaries).

## 1.7 Application Vetting

After the application deadline, the Nominating Committee will select the slate of candidates for each position. The Nominating Committee's deliberations are confidential and will not be disclosed to or discussed with any other group.

The Nominating Committee will determine an applicant to be qualified as a candidate based on the following criteria:

- Meeting all criteria listed in the Candidate Criteria section of this document.
- The candidate having sufficient ASC X12 experience to show an understanding of the organizational, political, and technical aspects of the organization. It is recognized that this is a subjective assessment and the nominating committee will make every attempt to evaluate applicants consistently.

The slate will be made up of all applicants determined to be qualified as candidates. All applicants, including those not selected for inclusion on the slate, will be notified of the final slate before the slate is announced to the membership.

## 1.8 Announcing the Slate

At least 30 days prior to the Election Meeting, the Nominating Committee will announce the slate of candidates to the primary representative of each ASC X12 member. The information will also be posted on the ASC X12 website. The announcement will include the election date and time, the list of candidates with a link to the candidate statements, the term of office and the requirements for proxy assignment with a link to the proxy assignment web form.

For consistency, the proxy assignment form used for other member ballots will be utilized with no revisions to policy or presentation.

## 1.9 The Election

The Nominating Officer will ensure all materials required for the election are prepared in advance and available at the election. Staff members may be designated to assist with this task.

Each ASC X12 member is entitled to one vote for each seat, to be cast by the member's primary representative, properly assigned alternate representative, or proxy holder.

The Nominating Officer will conduct each election, starting with the election of the ASC X12 Chair. The Nominating Committee and the Policies and Procedures Task Group Chair will tabulate the ballots. Staff members may be designated to assist with this task. The Nominating Officer will have the final decision on any issues related to the execution of the election.

Once a winner is determined for the Chair position, any candidate on the Vice Chair slate who represents the same organizational member or represents two organizational members that are part of the same overall corporate family, shall be disqualified.

Election will be by simple majority of the eligible ballots cast. If a candidate receives a simple majority of votes cast, a winner is declared. If no candidate receives a simple majority of votes cast, the following process will be repeated until one candidate receives a simple majority.

- A.** The candidate receiving the least votes is eliminated. If more than one candidate receives the same least number of votes they are all eliminated unless doing so results in only one remaining candidate. In such case, all candidates are retained.
- B.** A run-off ballot is conducted with the remaining candidates.
- C.** If a winner is not declared after two run-off ballots, the Nominating Officer will draw the winner's name(s) out of a hat.

When voting is complete, the Nominating Officer will announce the election results and inform the assembly that any dispute concerning the election must be submitted to the Nominating Officer within 15 days.

ASC X12 staff will retain all tally sheets and ballots for at least 30 days after the election in case it is necessary to respond to a dispute concerning the results.

## **1.10 Assuming Office**

The newly elected officers will assume office at the conclusion of the Election Meeting.

## **1.11 Document History**

A new version of this document is effective when approved by Steering.

- 07/01/2015: Revised by the ASC X12 Steering Committee.
- 02/03/2011: Revised by the ASC X12 Steering Committee.
- 08/21/2007: Approved by the ASC X12 Steering Committee.