ASC Administrative
Policy and Procedure

ASC Officer Elections

(ASC04)
ASC Officer Elections

1 Introduction

The Accredited Standards Committee (ASC) Steering Committee (Steering) is responsible for this policy and associated procedures.

Members agree to be bound by X12’s policies and to follow X12’s procedures as a condition of membership. In addition, Non-member participants afforded specific collaboration privileges agree to be bound by X12’s policies and to follow X12’s procedures as a condition of those privileges.

Suggestions for improvements to this document may be submitted at x12.org/maintenance-requests.

2 Authority

X12 requires the establishment of corporate rules which define overall corporate policies and procedures. X12 Committees are permitted to establish supplemental rules reflecting more detailed or more restrictive policies that apply only to that committee. A committee’s subordinate groups may be permitted to establish additional group rules, which shall also be more detailed or more restrictive, to supplement the committee rules. However, a committee’s supplemental rules shall not duplicate, supersede, contradict, countermand, or overrule the corporate rules, or the committee’s operating manual. In turn, a subordinate group’s supplemental rules shall not duplicate, supersede, contradict, countermand, or overrule the establishing committee’s rules. No accommodation is intended or provided to allow a committee or subordinate rule to override a higher-level policy or procedure with a more permissive requirement. In the case of any inconsistency between corporate, committee, and subordinate group rules, the higher-level policy shall always prevail.

X12’s primary organizational policies are defined in the X12 Bylaws (CAP01) and other corporate rules of order and standing rules. The ASC’s primary committee policies are defined in the ASC Operating Manual (ASC01). The committee rules of order and standing rules detailed herein supplement the corporate rules or the committee’s operating manual. The rules herein shall not be supplemented by more detailed or more restrictive committee or subordinate group rules.

3 Background

ASC04 supplements the related corporate policy, Committee Officer Elections (CAP09) and no other committee rules shall be established related to the ASC’s officer elections.
4 Establishing the Nominating Committee

In general, a nominating committee is responsible for assembling a list of one or more willing and qualified candidates for an office. All applicants for an ASC officer position shall be vetted by an ad hoc nominating committee established to ensure qualified candidates are named to the election slate.

During the Summer standing meeting of each odd-numbered year, an ad hoc task group shall be established to act as the nominating committee for the upcoming elections. The ASC chair shall establish the ad hoc group and appoint at least three nominating committee constituents. Steering shall confirm the appointments. Nominating Committee appointees must be Steering constituents or serve on the X12 Board of Directors.

The Nominating Committee shall designate one appointee as the Nominating Officer. The Nominating Officer shall work with staff to ensure timely completion of all procedural steps related to the ASC officer elections.

The Nominating Committee shall be automatically disbanded on the 16th day after the stakeholder announcement described in Section 8 below, unless there is an active protest or dispute related to one of the elections.

5 Call for Applications

Around mid-June of each odd-numbered year staff will distribute a call for applicants for the ASC chair and vice chair positions in accordance with the requirements of Committee Officer Elections (CAP09). The application period will be at least 30 days. The call will include the candidate criteria, the term of office, the deadline for applications, and the election ballot dates. The call will include a link to the online applications.

Candidate criteria is established in Committee Officer Elections (CAP09).

6 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 criteria established in Committee Officer Elections (CAP09).

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.
7 The Election Ballot

An electronic committee ballot will be issued for each officer position approximately 45 days prior to the start of the Fall standing meeting in each odd-numbered year. The ballot period shall be 30 days. The ballot announcement shall serve as the official slate announcement. In addition to the ballot announcement, staff will issue a slate announcement via email to the member representatives of the committee stakeholders.

When voting is complete, staff shall inform the Nominating Committee and the ASC chair of the outcome of the ballots. If the ASC chair was not a candidate for the position, the ASC chair shall announce the results to Steering. If the ASC chair was a candidate for the position, the Nominating Officer will announce the results to Steering. This announcement can be made at a meeting or via the Steering collaboration tool.

8 Stakeholder Announcement

Following the Steering notification, staff will issue an announcement of the election results via email to the member representatives of the committee constituents. The announcement shall identify the incoming officers, the date they take office, and state that any dispute concerning the election must be submitted to asc-nominating-committee@x12.org within 15 days of the announcement.

9 Assuming Office

The new officers shall officially assume office upon adjournment of the final Procedures Review Board (PRB) session of the Fall standing meeting following the election ballot.

10 Terminology

To ensure consistency in terminology and meaning, X12 maintains a comprehensive corporate glossary called the Wordbook. Some of the included definitions are proprietary to X12 while others cite definitions published by another organization or authority, such as Robert’s Rules of Order. The terms and definitions defined in the Wordbook must be used in X12 work products when applicable and without modification or revision.

Reference the Wordbook online at wordbook.x12.org if you have any questions about a term’s definition, synonyms, or source.
11 Document History

New versions of this document are effective on the approval date, unless otherwise designated.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>09/19/2019</td>
<td>V6: Revised timing for disbanding the nominating committee to sync with timing for any dispute registered.</td>
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<tr>
<td>05/09/2019</td>
<td>V5: Revised to support the ASC01 requirement for electronic ballots for all committee ballots, including officer elections (ASC01v5 section 5.2).</td>
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<tr>
<td>06/08/2017</td>
<td>V4: Reformatted and revised for consistency with CAP09 and to reflect organizational name changes. Renamed from APD01 to ASC04.</td>
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<tr>
<td>07/01/2015</td>
<td>V3: Revised</td>
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