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**ASC Administrative  
Policy and Procedure**

# **ASC Officer Elections**

**(ASC04)**

# ASC Officer Election Procedures

## 1 Introduction

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

Members agree to be bound by these policies and to follow the associated procedures as a condition of membership. Non-members afforded specific collaboration privileges agree to be bound by these policies and to follow the associated procedures as a condition of those privileges.

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

## 2 Authority

The committee rules of order and standing rules herein supplement related corporate and committee rules. The suite of corporate rules is identified with the prefix CAP. The Accredited Standards Committee (ASC) committee rules are identified with the prefix ASC. The rules detailed herein do not duplicate, supersede, contradict, countermand, or overrule the corporate rules or ASC committee rules. No accommodation is intended or provided to allow a subordinate group to override a corporate or committee policy or procedure with a more permissive requirement. In the case of any inconsistency between these rules and either the corporate rules or the committee's operating rules as defined in the **ASC Operating Manual (ASC01)**, these rules shall not prevail.

## 3 Background

ADP03 supplements the related corporate policy, **Committee Officer Elections (CAP09)**.

## 4 Election Schedule

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

## 5 Establishing the Nominating Committee

Each election will be overseen by a Nominating Committee. No later than June 15th of odd-numbered years, the ASC Chair will appoint a Nominating Committee of at least three people.

Nominating Committee appointees must be members of the Steering Committee or the X12 Board.

The Nominating Committee shall designate one appointee as the Nominating Officer. The Nominating Committee shall oversee the call for applications, determine the slate of candidates, and oversee the elections. The Nominating Officer shall work with staff to 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.

## 6 Call for Applications

The Nominating Committee will approve and staff will distribute a call for applicants in accordance with the timing requirements herein. The application period will be at least 30 days. 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.

*Committee Officer Elections (CAP09)* establishes the candidate criteria.

## 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 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 to the membership.

## 8 Announcing the Slate

At least 30 days prior to the Election Meeting, the Nominating Committee will approve and staff will distribute an announcement of the slate of candidates. 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.

## 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.

The Nominating Officer will conduct each election, starting with the election of the ASC 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 shall be disqualified.

If no candidate receives a simple majority of votes cast excluding abstentions, the following process will be repeated until one candidate receives a simple majority.

The candidate(s) receiving the least votes are 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 addition, any candidate may withdraw their name from the run-off ballot at will. In such case, all candidates are retained. A run-off ballot is conducted with the remaining candidates. The run-off is evaluated as follows:

- If one candidate receives a simple majority of the votes cast, excluding abstentions, they are declared the winner.
- If no candidate receives a simple majority of the votes cast, the candidate(s) receiving the least votes are eliminated and another run-off ballot is conducted with the remaining candidates.

Run-off votes continue until one candidate receives a simple majority of the votes cast, excluding abstentions.

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 in writing to the Nominating Officer within 15 days.

## 10 Assuming Office

The newly elected officers will assume office upon adjournment of the final Procedures Review Board (PRB) session of the Election Meeting.

# 11 Terminology

To ensure consistency within X12, certain terms, definitions, abbreviations and acronyms have been adopted for organizational use. Some definitions are proprietary to X12. Others recognize the terms and definitions of another organization or authority, including Robert's Rules of Order. Inclusion of external terms and definitions reduces the need for external references and improves consistency within X12 work products. The following terms are applicable herein.

## **Administration**

A group of X12 or contracted staff members, managed by the Executive Director, who have duties and perform tasks necessary to run the X12 organization, including business and standards development matters.

Synonyms: Staff, X12 Staff

## **Bylaws**

A document that defines how an organization functions. It includes an organization's foundational rules that do not change frequently. Bylaws may be suspended only if they allow their own suspension or are in the nature of rules of order.

## **Chair**

The person who presides over meetings, makes administrative decisions, and generally leads an X12 group or committee.

## **Committee**

A group operating under the authority and oversight of a board, consisting of one or more individuals elected or appointed by an organization to consider, study, investigate, or act on assigned matters. Only committee members and invited guests may be present during a committee's deliberations in meetings. Members may not generally make motions to limit debate. Within X12, committees are formed by the Board to facilitate efficient and effective completion of specific objectives.

## **Member**

An entity that has completed an application, paid the applicable dues and been granted X12 membership for a specific period.

This term is used only in reference to X12 membership.

## **Standing Rules**

An organization's administrative governance, including all matters not related to parliamentary procedure. X12 defines rules of order at four organizational levels, corporate, committee, subcommittee, and subordinate group.

**Rules of Order**

An organization's rules of order govern parliamentary matters. X12 defines rules of order at four organizational levels, corporate, committee, subcommittee, and subordinate group.

**X12 Board**

A group of elected and ex-officio leaders who oversee the business affairs of X12.

**Vice Chair**

A member of a committee, board, group, etc., designated as immediately subordinate to a chairman and serving as such in the latter's absence; a person who acts for and assists a chairman.

## 13 Document History

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

06/08/2017	V4: Converted to the current presentation style, revised for consistency with CAP09 and to reflect organizational name changes. Renamed from APD01 to ASC04.
07/01/2015	V3: Revised
02/03/2011	V2: Revised
08/21/2007	Initial version of ADP01 approved