Committee Officer Elections

(CAP09)
Committee Officer Elections

1 Introduction

The X12 Board of Directors (Board) is responsible for this policy and the associated procedures.

Members agree to adhere to X12’s policies and procedures as a condition of membership. In addition, non-member participants afforded specific collaboration privileges agree to adhere to X12’s policies and procedures as a condition of those privileges.

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

2 Authority

X12 maintains corporate rules which define overall corporate policies and procedures. X12 committees are required to establish a committee operating manual and permitted to establish other supplemental rules reflecting more detailed or more restrictive policies that apply only to that committee. However, a committee’s rules shall not duplicate, supersede, contradict, countermand, or overrule the corporate rules. A committee’s subordinate groups may be required or permitted to establish additional group-specific rules, which shall also be more detailed or more restrictive, to supplement the committee rules. However, these additional rules shall not duplicate, supersede, contradict, countermand, or overrule any corporate or committee 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). The corporate rules of order and standing rules detailed herein supplement the X12 Bylaws. These corporate rules of order and standing rules may be augmented by more detailed or more restrictive committee rules.

3 Background

This document governs the election of a committee’s officers, defined for X12 purposes as the chair and vice chair of the committee.
4 Committee Officer Election Policy

The following policies are established for all committee officer elections:

1. The term of office for committee officers shall be two years.
2. A call for applications shall be posted on the X12 website and distributed to at least the primary representatives of the committee’s stakeholders.
3. The online officer application is the only mechanism for applying for consideration as a candidate for an officer position.
4. The application process is the only mechanism for inclusion on the ballot; write-in candidates and candidate petitions are expressly prohibited.
5. Each applicant shall nominate themselves for consideration as a candidate for an officer position. Applications shall not be submitted by one member representative on behalf of another member representative.
6. Any member representative of a committee stakeholder who meets the eligibility criteria established below may apply for consideration as a candidate for an officer position. Each application shall be accepted and vetted.
7. The committee’s governing group shall establish an ad hoc group to vet the applications and select the candidate slate.
8. Candidate Eligibility Criteria:
   a. Each candidate shall be a member representative entitled to hold elected office in accordance with X12 Membership (CAP04).
   b. Each candidate shall be a member representative of a committee stakeholder.
   c. An X12 member shall have no more than one representative serving as an elected officer in one X12 committee. In other words, the chair and vice chair of a committee shall not represent the same X12 member.
   d. Each X12 member is restricted to one officer candidate in any election.
   e. The same X12 member representative shall not concurrently serve as a committee officer in more than one X12 committee. In other words, one individual may serve as either chair or vice chair of one and only one committee.
   f. Each candidate shall have attended at least 4 of the standing meetings and participated actively in the committee’s collaborations and activities for the two years immediately preceding their application.
   g. Each candidate shall have experience that demonstrates an understanding of X12’s organizational, political, and technical aspects. It is recognized that this is a subjective assessment of the ad hoc group vetting the applications.
   h. Each candidate shall have experience that demonstrates an understanding of the committee’s organizational, political, and technical aspects. It is recognized that this is a subjective assessment of the ad hoc group vetting the applications.
9. Committee ballots related to officer election shall be conducted as electronic votes via the corporate voting tool. The ballot announcement shall serve as the official slate announcement for the election.
10. The candidate with the most votes shall be elected to the officer position.
11. Execdir@x12.org shall be notified at of any dispute concerning the election.
5 **Accredited Standards Committee**

The Accredited Standards Committee elects its officers. The ASC maintains a committee governance document, *ASC Officer Elections (ASC04)* with ASC specific policies and procedures related to officer elections.

6 **Registered Standards Committee**

The Registered Standards Committee (RSC) elects its officers in accordance with *Section 8 Committee Officer Election Process* below. RSC officers are elected via an electronic ballot which closes by the end of August of even-numbered years and the newly elected officers assume their duties at the beginning of the Fall Standing Meeting following the election. The RSC does not impose term limits on its officers.

7 **Governance Panel**

The Governance Panel does not elect officers.

8 **Committee Officer Election Process**

The following process is established for officer elections in any X12 committee that does not choose to establish a committee-specific process.

If at any time there are no willing and qualified candidates for the committee officer positions, the Board Chair shall appoint an elected director or staff to serve in the vacant officer position(s) until a qualified candidate is identified and an election is conducted or until the next regularly scheduled election is conducted.

8.1 **Call for Applications**

No later than June 1\textsuperscript{st} of an election year, staff will distribute a call for officer applicants. The application form shall be submitted online and shall include qualifications and a candidate statement. The application period shall be at least 30 calendar days.

8.2 **Candidate Selection**

No later than June 15\textsuperscript{th} in election years, the committee chair of the committee conducting an election will establish an ad hoc subordinate group, the Selection Panel and appoint at least three individuals to serve on the Selection Panel. Each appointee shall sit on the X12 Board or a committee oversight group (currently the committee oversight groups are Steering and the Council). If the committee chair is an applicant for the position, the committee’s oversight group will confirm the
appointments via a majority approval.

No more than ten calendar days after the application deadline, the Selection Panel shall review the applications against the committee officer criteria listed in Section 4 Committee Officer Election Policy above and determine the slate of candidates. The slate will be made up of all applicants determined to meet the qualifications. The Selection Panel’s deliberations are confidential and shall not be disclosed to, or discussed with, any other group. The Selection Panel shall immediately inform staff of the slate so that the election ballot can be generated.

All applicants will be notified of their candidate status prior to distribution of the election ballot. The Selection Panel may choose to make the notifications, or they may delegate the notifications to staff.

8.3 The Election

Staff will prepare and execute an electronic election ballot, which shall include the submitted candidate statements. At the end of the balloting period, staff will notify the Selection Panel of the results.

The winner of each seat shall be the candidate who receives the most votes. The winner of the Chair position will be determined first. Once a winner is determined for the Chair position, any candidate on the Vice Chair slate who represents the same member as the newly elected chair shall be disqualified. In the case of an exact tie, the Selection Panel shall determine the winner.

Following Selection Panel confirmation of the results, the Selection Panel will notify the committee oversight group of the results. In addition, the Selection Panel will either notify the candidates of the results or delegate the notifications to staff. Once the necessary notifications have been made, staff will release an announcement to the committee’s stakeholders and constituents.

Any procedural dispute concerning the election must be submitted in writing to executivedirector@x12.org within 15 calendar days. The executive director shall immediately notify the Selection Panel of any dispute submitted and shall work with the Selection Panel to evaluate and respond to the dispute.

The Selection Panel shall be automatically disbanded 16 calendar days after the stakeholder/constituent announcement, unless there is an active dispute related to the election or the election results.
9 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 http://wordbook.x12.org/ if you have any questions about a term’s definition, synonyms, or source.

10 Document History

A new version is effective when approved.

<table>
<thead>
<tr>
<th>Approved</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/21/20</td>
<td>V5: Add a default process for officer elections for committees that don’t require a committee-specific process.</td>
</tr>
<tr>
<td>04/12/19</td>
<td>V4: Update common content sections.</td>
</tr>
<tr>
<td>09/26/17</td>
<td>V3: Add the RSC.</td>
</tr>
<tr>
<td>04/05/17</td>
<td>V2: Minor revisions.</td>
</tr>
<tr>
<td>09/22/16</td>
<td>Initial version.</td>
</tr>
</tbody>
</table>