



**X12 Administrative
Policy and Procedure**

Committee Officer Elections

(CAP09)

Committee Officer Elections

1 Introduction

The X12 Board of Directors (Board) 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-member participants 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>.

Staff procedures supporting these policies and procedures are maintained separately. Questions related to the staff procedures may be directed to the Executive Directory at execdir@x12.org.

2 Authority

The corporate rules of order and standing rules detailed herein supplement the **X12 Bylaws (CAP01)**. The Bylaws prevail in the case of any inconsistency.

The corporate rules of order and standing rules defined herein may be augmented by detailed or more restrictive committee or subordinate group instructions, published in documents identified with the prefix ADP; however, such instructions shall not duplicate, supersede, contradict, countermand, or overrule the corporate rules of order and standing rules defined herein. The corporate rules prevail in the case of any inconsistency.

3 Background

This document governs the election of a committee's chair and vice chair, defined for X12 purposes as the officers of the committees.

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. 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.
3. The same X12 member representative shall not concurrently serve as an elected

- committee officer in more than one X12 committee.
4. A call for applications shall be posted on the X12 website and distributed to X12 primary representatives.
 5. Each candidate shall be an X12 member representative.
 6. Each X12 member is restricted to one officer candidate in any election.
 7. Any X12 member representative may submit a candidate application, which shall be accepted and vetted.
 8. The application process is the only mechanism for inclusion on the ballot, write-in candidates and candidate petitions are expressly prohibited.
 9. X12 staff shall be responsible for monitoring the election process and retaining any physical voting forms for at least 30 days.
 10. If there is only one candidate for a seat, election by unanimous consent (commonly referenced as acclamation) is permissible.
 11. The X12 Executive Director shall be notified of any dispute concerning the election.

5 Accredited Standards Committee

The Accredited Standards Committee does elect officers. The ASC maintains a committee governance document, ***ASC Officer Elections (ADP03)*** with ASC specific policies and procedures related to officer elections.

6 Governance Panel

The Governance Panel does not elect officers.

7 Terminology

To ensure consistency within X12, the terms, definitions, abbreviations and acronyms herein 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 terms and definitions defined herein must be used in X12 work products when applicable and shall not be modified or revised.

Accredited Standards Committee (ASC)

The X12 committee responsible for developing, maintaining, and interpreting EDI standards eligible for submission as American National Standards or UN/EDIFACT International Electronic Data Interchange Standards.

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.

Governance Panel

The X12 committee responsible for drafting corporate policies and procedures, advising the Board on parliamentary, policy and procedural matters, advising other committees and subordinate groups on parliamentary, policy and procedural matters, assessing committee and subordinate group policies and procedures prior to vote of the developing group to ensure alignment with corporate policies and procedures, maintaining the corporate dictionary, and providing input on due process matters.

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 to reference X12 membership. X12 members who are recognized participants of specific committees, subcommittees, or other subordinate groups and have met the requirements for specific privileges within that group shall be referenced as stakeholders, not members.

Member Representative

An individual who participates in X12 activities on behalf of an X12 member. There are three types of member representatives; primary, alternate, and designated.

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.

8 Document History

A new version of this document is effective when approved.

04/05/17	Minor revisions.
09/22/16	Initial version.