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**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>.

## 2 Authority

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

Corporate rules of order and standing rules may be augmented by more detailed or more restrictive committee rules; however, such rules shall not duplicate, supersede, contradict, countermand, or overrule the corporate rules. In the case of any inconsistency between corporate rules and committee rules, the corporate rules prevail.

## 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. A call for applications shall be posted on the X12 website and distributed to the primary representatives of the committee's stakeholders.
3. Any member representative of a committee stakeholder may submit a candidate application, which shall be accepted and vetted.
4. The application process is the only mechanism for inclusion on the ballot, write-in candidates and candidate petitions are expressly prohibited.
5. The committee's governing group shall establish an ad hoc group to select the candidate slate.

6. Candidate Eligibility Criteria:
  - a. Each candidate shall be a member representative of a committee stakeholder.
  - b. 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.
  - c. Each X12 member is restricted to one officer candidate in any election.
  - d. Each candidate shall be an X12 member representative.
  - 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 experience that demonstrates an understanding of the X12's organizational, political, and technical aspects. It is recognized that this is a subjective assessment made by the nominating committee.
7. Committee ballots related to officer election shall be conducted as electronic votes via the corporate voting tool.
8. 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 (ASC03)*** with ASC specific policies and procedures related to officer elections.

## 6 Registered Standards Committee

The Registered Standards Committee does elect officers. The ***RSC Operating Manual (RSC101)*** defines RSC specific policies and procedures related to officer elections.

## 7 Governance Panel

The Governance Panel does not elect officers.

## 8 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.

## 9 Document History

A new version of this document is effective when approved.

Date	Description
09/26/17	V3: Add the RSC
04/05/17	V2: Minor revisions.
09/22/16	Initial version.