



May 1, 2023

TO: HL7 Membership

FR: Karen Van Hentenryck
Associate Executive Director

RE: Nomination and Election of HL7 Board positions

This letter serves as the official call for nominations for several HL7 Board positions as noted below:

Position	Eligibility Requirements	Who Can Submit a Nomination	Link to Submit Nominations
HL7 Treasurer	Nominees for an Officer position (Chair-elect, Secretary, or Treasurer) shall have been a current individual member or designated voting representative of a current organizational member of HL7 International for at least the last two years and shall have prior leadership experience in HL7 such as committee or council chair, Work Group co-chair, TSC member, or member of the	All current individual members and the designated voting representatives of current organizational and Affiliate members.	HL7 Officers Nominate

	Board of Directors.		
HL7 Director (2 positions available)	Nominees for HL7 Director must be a current individual member or designated voting representative of a current organizational member of HL7 International. HL7 Directors are elected by current individual members and the designated voting representatives of current organizational members of HL7 International.	Current individual members and the designated voting representatives of current organizational members.	HL7 Director
HL7 Affiliate Director	Nominees for HL7 Affiliate Director must be members in good standing of their Affiliate and should have held leadership positions at the HL7 International Work Group, council and/or committee level.	Affiliate chairs	HL7 Board Affiliate Director Nominate

Individuals may be nominated for a single position on the Board.

All notices and documents related to 2023 Board nominations and elections will be distributed only electronically, either via e-mail or by download from the HL7 website. All nominations shall be submitted via the HL7 website. No nominations, except for co-chair, shall be accepted via email, fax or mail.

The nomination and election schedule are provided below:

May 1 - June 15	45-day call for nominations
June 16 - 30	Final slate prepared by the Leadership Development and Nomination Committee,

	Nominee Profile Matrices loaded to the election site
July 1 - 31	30-day election period
August 7 - 21	2-week run-off election (if needed)
September 13	Results announced at the Annual Business Meeting

Note: There shall be no solicitation for nomination or subsequent campaigning conducted on HL7 list servers. Any such activity shall be cause for disqualification.

What's in the Nomination Packets:

▪ **For the HL7 Board positions:**

- A document containing relevant excerpts from the Bylaws and Governance and Operations Manual (GOM) related to the positions under consideration and the nomination process.
- The Board Profile for Recruitment and Evaluation. This new document describes the competencies and skills needed to serve on the HL7 International Board of Directors. It includes minimal governance skills as well as other skills/expertise deemed critical by the current Board for candidates considered for election in the current cycle.
- The Board Commitment Form outlining the commitment expected of Board members.
- The Conflict of Interest Policy and Disclosure Statement outlining policies with respect to holding a Board position and seeking disclaimers of conflict of interest. The nominee will be disqualified if this form is not completed, signed, and returned to HL7 HQ by June 15, 2023.
- The HL7 Board Nomination Profile Matrix. While we've always required the submission of candidate profiles, each nominee must now complete this updated form by briefly explaining the experiences that qualify them for each of the desired competencies/skills noted in the Board Profile for Recruitment and Evaluation document and providing a self-assessment rating for each. The nominee will be disqualified if the profile is not submitted to HL7 HQ by June 15, 2023.
- The HL7 Board Nomination Confirmation Form clarifying that the nominee understands the nomination process, has the support of his or her employer, and understands the duties and responsibilities of a Board member. The nominee will be disqualified if this form is not completed, signed, and returned to HL7 HQ by June 15, 2023.

As a reminder, the LDNC puts forth a slate of candidates for the HL7 Director positions in addition to any nominations from the membership.

As always, please feel free to contact me should you have questions.

Karen Van Hentenryck

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