Work Item 0809013: The process defined for WG co-chair elections does not address those elections that may occur on Monday following the Annual Plenary which opens the September WGM. Given that there is no general session Monday during the September WGM, there is no announcement of that day’s co-chair elections. The Work Groups do not convene until after lunch, which provides the first opportunity to announce co-chair elections, yet the polls close at 5:30 pm allowing only four hours for WG members to cast their votes. It is recommended that the polls remain open through Tuesday for those elections announced Monday afternoon following the Plenary to allow maximum participation by WG members.

Source: Woody Beeler PhD; SD co-chair

Ratified by the EC: 09/08/2008

GOC analysis/rationale: This is a shortcoming of the recently revised co-chair election process overlooked by the GOC. The WG co-chair election process will be revised to accommodate the impact of the Plenary which traditionally takes place on Monday of the September WGM.

Subsection notation will be added to further delineate the Work Group co-chair election process.

During the WGM it became evident that the WG co-chair election process should include a tie-breaking process such as the one defined in §09.01.01.02.

Proposed revision:

05 Participation

05.02 Work Group Co-chair Nominations and Elections

05.02.01 Co-chair Nomination

Headquarters shall notify the membership of a 30-day period for nomination of co-chairs at least 60 days prior to each Working Group Meeting (WGM) when an election is to be held. Self-nominations shall be accepted. Nominees should have demonstrated an interest in the subject matter by being subscribed to the Work Group’s primary list server, attending meetings, and participating in teleconferences of the Work Group. Nominees shall be either a current individual member or representative of a current organizational or Affiliate member. The organizational or Affiliate member Key Representative shall confirm the status of those nominees not already designated as voting representatives of the organizational or Affiliate member. All nominees shall be contacted by Headquarters to validate their status as a candidate. Any candidate may decline nomination without question. The same criteria shall apply to write-in candidates.

05.02.02 Co-chair Ballots

At the close of the nomination period a ballot shall be prepared for each Work Group holding co-chair elections. It shall include all validated candidates for co-chair, allow for write-ins equivalent to the number of co-chairs being elected, and instruct the voter to select and/or write-in the appropriate number of names.

05.02.03 Absentee Voting

Current individual members and the designated voting representatives of current organizational or Affiliate members who are subscribers of a Work Group’s primary list server but who are not able to attend the WGM may submit an electronic or written absentee ballot to HL7 for the co-chair of that Work Group so long as it is received on or before the Wednesday preceding the scheduled WGM. Absentee ballots shall remain sealed and under the control of the Associate Executive Director pending the tally of the ballots. Absentee ballots shall be validated against the list server subscription lists and the WGM attendees list before being added to the tally.
05.02.04 Voting at the WGM

Work Group co-chair elections shall be announced at each general session and shall occur on
the first day a Work Group officially meets during the WGM. Work Group co-chairs are
encouraged to also announce the co-chair election in their opening comments. The polls shall
open immediately following that day’s general session and close at 5:30 PM the same day.

Anyone in attendance at the WGM whose badge holder, issued at registration, identifies them as
Members and who are subscribers of the Work Group’s primary list server as of the Wednesday
preceding the WGM may pick up and complete that Work Group’s co-chair ballot at the HL7
registration desk any time during the polling hours on the day their Work Group co-chair election
is announced.

The ballots shall be controlled by reference to a list of subscriber email addresses to the Work
Group’s primary list server. A polling site shall be established in proximity to the HL7 registration
desk to allow voters to expeditiously complete the ballot and return it to the ballot box on the
registration desk.

05.02.04.01 Impact of the Annual Plenary

The occurrence of the Annual Plenary, usually Monday morning of the September WGM, does
not allow for a general session. Those Work Groups holding elections on Monday following an
Annual Plenary shall announce those elections when they convene that afternoon. The polls
shall be open Monday afternoon. In addition, those elections shall also be announced during
Tuesday’s general session and voting shall continue until the polls close on Tuesday.

05.02.05 Tally and Announcement

The ballot box shall be secured by HL7 staff when the polls close. The Associate Executive
Director shall oversee the tally, including absentee ballots. If this tally results in a tie, the
decision will be made by drawing lots, unless one of the candidates involved wishes to defer to
the other. The results of the previous day’s co-chair elections shall be announced during the
next day’s general session, posted on the announcement board near the registration desk, and
provided to the Work Groups. All ballot materials shall be retained for one month from the close
of the WGM in case of a call for recount.