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2 Includes all mark-ups through 12/6 CGC mtg.

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4 American National Standards Institute  
5 Healthcare Information Technology Standards Panel (HITSP)

6  
7 CHARTER

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9  
10 § I. Mission

11  
12 Organizations participating in the Healthcare Information Technology Standards Panel  
13 (HITSP) (referred to as the "Panel") agree to serve as a cooperative partnership between  
14 the public and private sectors for the purpose of achieving a widely accepted and useful  
15 set of standards specifically to enable and support widespread interoperability among  
16 healthcare software applications, as they will interact in a Nationwide Health Information  
17 Network (NHIN) for the United States.

18  
19 The HITSP is established under the sponsorship of the American National Standards  
20 Institute (ANSI) and endorsement of the Healthcare Information and Management  
21 Systems Society (HIMSS). The Panel intends to ensure the broadest possible  
22 participation of all affected parties, in order to stand up and maintain an entity capable  
23 of achieving readily-implemented, consensus-based outcomes.

24  
25  
26 § II. Principles

27  
28 This Panel shall serve the public good by working to ensure that the harmonized work of  
29 various healthcare information standards development organizations is broadly deployed  
30 and supports interoperability, accurate use, access, privacy and security of shared health  
31 information. It shall be representative of all organizations and stakeholder groups in  
32 order to ensure that it operates under the following principles:

- 33 • Transparency. Essential information regarding governance, activities and  
34 decisions of the Panel is accessible to all parties on a timely basis.
- 35 • Openness. Participation on the Panel is open to all affected interests.
- 36 • Stakeholder Representation. The governance and all activities of the Panel  
37 include broad representation from stakeholders without regard to ANSI  
38 membership or accreditation.
- 39 • Impartiality and Balance. No one interest dominates the process or is favored  
40 over another among competing interests and various stakeholders.
- 41 • Effectiveness and Relevance. Decisions are relevant and effectively respond  
42 to regulatory and market needs, as well as scientific and technological  
43 developments.
- 44 • Performance-based. Standards specify essential characteristics rather than  
45 detailed designs where ver possible.

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- 47 • Coherence. The process encourages coherence to avoid overlapping and  
48 conflicting standards.
- 49 • Consistency. Where business conditions dictate that information is  
50 transmitted under different standards, the process assures consistency in the  
51 representation of this information.
- 52 • Due Process. Decisions are arrived at by procedures that assure all views, are  
53 considered and a dispute resolution process is provided.
- 54 • Timely. Decisions are reached in a timeframe that meets {market}  
55 expectations.
- 56 • Flexibility. Decision making may incorporate variation in process to meet the  
57 needs of differing sectors, so long as the other principles are not compromised.

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59 2.01 Operation by Consensus: Acceptance of recommendations by unanimous consent of  
60 the Panel will be the default operating procedure, with recorded votes of the Panel  
61 resorted to only where significant division within the Panel and in the working group  
62 process is apparent to the Chair.

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64 *[COMMENT: It is the overriding objective of policy development in the HITSP to enable  
65 a functional National Health Information Network, available to all Americans.  
66 Accordingly, the complex issues of health information technology standardization being  
67 addressed in the HITSP process must be resolved in a manner most likely to be accepted  
68 and deployed by a diverse community of health sector stakeholders, beyond those  
69 comprising the HITSP itself. Decisions regarding health information policy adopted by  
70 the HITSP must not only be the product of a process reflecting the principles set out  
71 above, but must be supported by as strong a majority of participants as possible.*

72  
73 *Accordingly, while the working groups, Board and other operating committees of the  
74 HITSP, as well as the Panel itself will rely on time-tested parliamentary procedures  
75 whenever formal decision-making is required, it is the firm intention of the sponsoring  
76 organizations that the HITSP reach its conclusions of policy and practice through a  
77 consensus process, reflecting deliberations that thoroughly review all competent  
78 positions, and protect the views of minority positions whenever substantial differences  
79 persist.]*

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82 **§ III. Scope**

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84 The Panel is a multi-stakeholder coordinating body designed to provide the process  
85 within which stakeholders identify, select, and harmonize standards for communicating  
86 and encouraging broad deployment and exchange of healthcare information throughout  
87 the healthcare spectrum. The Panel's processes are business process and use-case driven,  
88 with decision making based on the needs of all NHIN stakeholders. Utilizing information  
89 from stakeholders, the Panel will facilitate the development of harmonized  
90 implementation guides and information policies, including SDO work products (e.g.  
91 standards, deployment guidance, and technical reports). These policies, guides and work  
92 products are essential for establishing privacy, security and functional and semantic

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93 interoperability among healthcare community organizations and the software applications  
94 they utilize.

95  
96 In conducting its work, the Panel, as appropriate, will coordinate with other national,  
97 regional and international groups addressing healthcare informatics with the goal of  
98 realizing globally relevant standards.

99  
100 The Panel and all sub-groups shall operate in accordance with approved operating  
101 procedures set out in this document or its successors.

102 **§ IV. Healthcare Information Technology Standards Panel (HITSP)**

103  
104 **4.1 Panel Members**

105  
106  
107 Membership in the Panel is open to all parties with an institutional interest in or affected  
108 by the national healthcare delivery system. Membership in the Panel shall be by  
109 organization and consist of four categories. Organizations that could be categorized in  
110 more than one group must choose a single affiliation for voting purposes.

111  
112 ▪ (a) Standards development organizations “(SDOs)”(1) which are entities whose  
113 processes are accredited by ANSI and which create standards in health informatics  
114 and implementation of EHR systems; (2) SDOs or other organizations responsible for  
115 the standards chosen by the Consolidated Health Informatics (CHI) initiative; (3)  
116 SDOs or other organizations put forth by the respondents to the November 2004  
117 Health and Human Services RFI on the development and adoption of a NHIN; (4)  
118 SDOs under the Institute of Electrical and Electronics Engineers-Standards  
119 Association (IEEE-SA) with a focus on healthcare and health informatics; (5) SDOs  
120 that serve as U.S. Technical Advisory Group (TAG) Administrators under the  
121 International Organization for Standardization (ISO) and/or the International  
122 Electrotechnical Commission (IEC) with a focus on healthcare and health  
123 informatics; and (6) other SDOs nominated by expert cross-agency sources in the  
124 Federal government. It shall be the objective of the Panel over the term of this  
125 contract to ensure that at least two-thirds of those organizations eligible to join the  
126 Panel in the SDO category do so.

127  
128 ▪ (b) “Non-SDO stakeholder organizations” including: clinicians and their  
129 representative organizations; providers and their representative organizations; safety  
130 net providers and their representative organizations; vendors that develop, market,  
131 install, and support health IT products and their representative organizations;  
132 healthcare purchasers or employers and their representative organizations; healthcare  
133 payers or health insurance companies and their representative organizations; public  
134 health professionals and their representative organizations; national organizations  
135 with a broad representation of stakeholders with an interest in healthcare information  
136 technology standards; and clinical and health-services researchers and their  
137 representative organizations;

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139 | ▪ (c) “Governmental bodies” defined as: Federal, state, and local agencies; and  
140 | coordinating bodies with responsibilities for and/or a relationship to healthcare  
141 | information technology used in the public sector; and  
142 |  
143 | ▪ (d) “Consumers” represented by: consumer-representative organizations with an  
144 | interest in health information technology standards,  
145 |  
146 | 4.1.1 Open Meetings, Notice. Panel meetings and minutes are open and available to the  
147 | public. Meetings of the Panel, including the annual meeting shall be announced by email  
148 | notice to Panel membership and posting on the Panel Web site  
149 |  
150 | 4.1.2 Notice of Repeated Absence; Expulsion of Member for Repeated Absence. Any  
151 | organizational Panel Member which is absent from two successive Panel meetings at  
152 | which votes are taken shall be notified by the Secretariat of the fact, by electronic and  
153 | U.S. Postal Service mail sent to both the principal and alternate representative of the  
154 | Member. Upon a third successive absence from a Panel meeting at which a vote is taken,  
155 | the Member is subject to immediate expulsion from membership in the Panel, upon  
156 | motion to that effect made by the Chair and voted on by the Panel.  
157 |  
158 | 4.1.3 Petition for Reinstatement of Expelled Member: Any Member expelled from Panel  
159 | membership pursuant to § 4.1.2 may petition for reinstatement, by addressing a letter to  
160 | the HITSP Chair within 30 days of the Panel vote of expulsion, requesting a hearing  
161 | before a meeting of the HITSP Board. Upon completion of the hearing, at which the  
162 | expelled Member shall be heard, the Board shall make a recommendation on  
163 | reinstatement to the Panel. A vote of the Panel on the recommendation shall be taken at  
164 | the next subsequent Panel meeting, or by electronic mail ballot of all eligible Panel  
165 | members, at the discretion of the Chair.  
166 |  
167 | 4.2 Officers:  
168 |  
169 | 4.2.1 HITSP Chair: The activities of the Panel and Panel meetings shall be presided over  
170 | by the HITSP Chair.  
171 |  
172 | 4.2.1.1 Appointment of HITSP Chair: ANSI shall appoint a non-voting Chairperson,  
173 | subject to approval by the Office of the National Coordinator (ONC) and the ratification  
174 | of a majority vote of the HITSP. If a Chair candidate either is not approved by ONC or  
175 | not ratified by the Board, ANSI shall submit a new candidate for ratification. ANSI’s  
176 | selection and criteria shall be communicated to the Panel.  
177 |  
178 | 4.2.1.2 Duties of the HITSP Chair: The Chair shall facilitate Panel meetings and shall  
179 | represent the Panel to the external community, including AHIC, and convene and preside  
180 | over all Board meetings.  
181 |  
182 | 4.2.1.3 HITSP Chair Voting to Break Board Tie: In the event a matter before the HITSP  
183 | Board results in a recorded vote as a tie, which would otherwise result in defeat of the

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184 motion, the HITSP Chair may cast a vote to break the tie.] Pending decision on voting  
185 membership of Board.

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187 4.2.1.3 Term of Service; Vacancy of the Chair: Both the Chair and Vice Chair shall serve  
188 two-year terms and may be re-appointed for one additional two-year term.

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189 If the Chair is unable to complete his/her term of office, ANSI shall select a successor by  
190 following the process for appointing a Chair set out in §4.2.1.1.

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192 4.2.2 HITSP Vice Chair; Succession: The Board shall nominate several candidates for  
193 Vice Chair from its members, one of whom shall be appointed by ANSI as Vice Chair.

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194 The Vice Chair shall assume the role of Chair in the Chair's absence; however the Vice-  
195 Chair will not automatically become Chair, should the Chair be unable to serve. ANSI's  
196 selection criteria and process shall be communicated to the Panel. Designation as Vice-  
197 chair shall have no impact on the selected Board member's voting status unless serving as  
198 Acting chair in the absence of the HITSP Chair, in which case the Vice-chair may cast a  
199 vote only to break a tie in a Board vote.

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[4.4 Executive Session The Chair may call at his or her discretion an executive session open to only Board members.

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201 4.3 Committee Chairs: The HITSP Chair shall appoint Committee chairs subject to  
202 ratification by Committee members. See §6.5.

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204 4.4 Panel Responsibilities. The responsibilities of the Panel shall include, but not  
205 necessarily be limited to:

Deleted: no formal decisions will be taken during an executive session. Agenda items for executive session shall not include topics which are subject to Board and/or Panel votes

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206 a. Facilitate the timely development and harmonization of standards responsive  
207 to identified use cases;

208 b. Elect HITSP Board members;

209 c. Ratify Panel chairperson;

210 d. Recommend creation or dissolution of committees;

211 e. Approve and ratify all Panel governance documents and operating procedures;

212 f. Ratify and adopt all final HITSP work products, such as, but not limited to:

213 use case recommendations, gap and duplication analyses, evaluation of  
214 relevant standards to meet use case requirements, a standards change  
215 management process, use case related implementation guides, and use case  
216 testing;

217 g. {Use of existing harmonization processes as appropriate.}

218 h. Activate a conflict resolution mechanism as needed.

219 i. Recommend priorities to AHIC among proposed use cases to solve health  
220 information exchange issues and implement AHIC decisions in these matters;

221 j. Ratify a self-sustaining business model presented by the Board that ensures  
222 the ongoing viability and financial sustainability of the Panel beyond the  
223 contract;

224 k. Perform all other acts necessary or appropriate to the conduct of the Panel's  
225 activities and achievement of the Panel's Mission.

Deleted: The Board shall nominate several candidates for Vice Chair from its members, one of whom shall be appointed by ANSI as Vice Chair. The Vice Chair shall assume the role of Chair in the Chair's absence; however the Vice-Chair will not automatically become Chair, should the Chair be unable to serve. ANSI's selection criteria and process shall be communicated to the Panel.¶

¶  
Both the Chair and Vice Chair shall serve two-year terms and may be re-ratified for one additional two-year term.¶

¶  
If the Chair is unable to complete his/her term of office, ANSI shall follow the process for appointing a Chair.¶

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4.5. The Consensus Process: In order to foster the collegial processes of the Panel and to fully achieve the Principles of Consensus set out in § 2.01, the Panel will base its conduct of business on the following consensus protocol:

The HITSP Consensus process shall be directed by the HITSP Chair. The achievement of consensus shall be based on thorough examination of issues, including the discussion of dissenting opinions and the resolution of disagreements. Consensus shall be preferred to resolve all issues brought before the Panel except those for which a vote is prescribed by this Charter, or those for which a vote is called at the discretion of the Chair.

There must a quorum (See §4.6.1) at any Panel meeting at which consensus may be declared on an issue. Points made during discussion will be recorded by the Secretariat in minutes.

The HITSP Chair shall have authority to table or terminate discussion, call for affirmation of consensus, mediate with dissenting parties or recommit a matter to committee for further action consistent with § 6.6.

4.6. Panel Voting Requirements: HITSP membership is organizational. Each organizational member has one vote in plenary sessions of the Panel, and in any work group or committee in which it may participate. In the event the principal representative of a Panel member is absent, a previously designated alternative may vote on behalf of the member. For all Panel votes, approval is determined by the affirmative vote of not less than a 66% of those voting.

4.6.1 Quorum of the Panel: Voting in person, electronically or other such approved means as declared by the HITSP Chair and announced in the Notice of the Panel meeting required by § 4.6.2 shall require a quorum of at least 50% of eligible Panel members. In establishing a quorum, a Panel member shall be eligible to be counted as part of the quorum if it has voted in at least one of the three previous consecutive Panel meetings at which votes have occurred.

4.6.2 Notice of Panel meetings: Prior publication and review of Panel matters: Announcements of Panel meetings as required by §4.1.1 shall include the date and time set for the meeting, the subject matter and agenda of the meeting and the present membership level of the Panel and a declaration of the number of Panel members that constitute a quorum for the purpose of any votes. A description of any matter to be put to a vote of the Panel shall be included in the Notice, including the recommendation of the working group and any working papers. Prior to any formal vote on any matter recommended to the Panel by a working group, there shall be at least a 5-day review and comment period for all members.

4.6.3 Publication of results of Panel votes: When voting on candidates for leadership positions only the final results will be made public. In all other cases, votes shall be open, and the results of the voting shall be available to all Panel organizational members.

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Deleted: Consensus can only be blocked by a member who is prepared to state their objection and present a suggestion or plan to address it. In the event of a block, the Chair may choose to call for a vote, or continue within the Consensus process.¶  
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277 § V. HITSP Board

278  
279 5.1 HITSP Board Functions: The HITSP Board (the Board) shall be the governing body  
280 of the Panel. The Panel may delegate a decision on any matter, including any matter  
281 enumerated in §4.3, to the Board for action, except for:

- 282 A. election of the HITSP Chair;
- 283 B. election of a Board member;
- 284 C. expulsion of a Panel member;
- 285 D. amendment of the charter document.

286 Any matter so delegated by the Panel may be referred back to the Panel by the Board  
287 upon review. Such referral back shall be final.  
288

289 5.2 Board Membership Categories: The Board shall consist of 23 members, of whom 22  
290 shall be voting members, who shall be elected by the Members affiliating with the  
291 following categories of membership of the Panel:

- 293 ■ (A) Eight (8) representatives elected by the standards development  
294 organizations (SDOs) from the SDO membership of the Panel (but no more  
295 than one representative from any one SDO).
- 297 ■ (B) One (1) representative from each of the nine (9) following non-SDO  
298 stakeholders, elected by the non-SDOs as a group: recognized national  
299 associations; other similar types of organizations; or other organizations of:  
300 clinicians and their representative organizations; providers and their  
301 representative organizations; safety net providers and their representative  
302 organizations; vendors that develop, market, install, and support health IT  
303 products and services and their representative organizations; healthcare  
304 purchasers or employers and their representative organizations; healthcare  
305 payers or health insurance companies and their representative organizations;  
306 public health professionals and their representative organizations; national  
307 organizations with a broad representation of stakeholders with an interest in  
308 healthcare information technology standards; and clinical and health-services  
309 researchers and their representative organizations; and
- 311 ■ (C) Three (3) representatives, appointed by ONCHIT, representing  
312 government agencies or coordinating bodies representing various government  
313 agencies;
- 315 ■ (D) Two (2) representatives of healthcare consumer-representative  
316 organizations, in addition to any organization representing consumers that  
317 may be included among Tier (B);
- 319 ■ (E) One (1) additional non-voting ex-officio member appointed by ONCHIT.

321 5.2.1 Board Terms: Board Members elected in the normal course shall serve a two  
322 year term. The initial terms of the Board members will be staggered to ensure

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323 that no more than one half of the Board members will be replaced in any  
324 given year. By lot one half of all initial Board members will be designated to  
325 serve only one year, and their seat shall be vacant and subject to replacement  
326 for a full two year term by their constituency after that year.

327  
328 5.2.2 Board members are limited to three consecutive terms. If a Board member is  
329 unable to complete his or her term of office, his or her category (e.g. SDO,  
330 non-SDO, or consumer organization) is to, as soon as possible, elect a  
331 replacement for the remainder of the vacant Board term.

332  
333  
334 5.3 HITSP Board Responsibilities

335  
336 The Board shall have responsibility for governing the process of the Panel's activities.  
337 These activities shall include, but not necessarily be limited to:

- 338  
339 a. Development of operating guidelines and such other operating procedures  
340 necessary to perform its work, consistent with the principles of this Charter;  
341 b. Recommend governance changes to the Panel for ratification;  
342 c. Ensure that the principles of this Charter and governance documents are  
343 upheld and maintained;  
344 d. Provide direction and guidance for the development of use case  
345 recommendations;  
346 e. Formation of Panel committees of sufficient number to accomplish the work  
347 of the Panel, and provide direction and guidance for their work;  
348 f. Approve the dissolution of Panel committees at the conclusion of their tasks;  
349 g. Ensure the coordination of Panel committee activities;  
350 h. Appoint Panel committees and other task groups as needed;  
351 i. In the event that the Panel or a committee is unsuccessful in minimizing  
352 duplication or mediating conflict, the Board will make a concerted  
353 documented effort to achieve a harmonized outcome, consistent with the  
354 HISTSP Consensus process set out in §4.5;  
355 j. Within one year of the contract awarded by the Department of Health and  
356 Human Services, the Board shall recommend a self-sustaining business model  
357 and preside over creation of a legal entity to ensure the on-going viability and  
358 financial sustainability of the Panel beyond the term of the contract;  
359 k. Upon enactment of the self-sustaining business model, ensure the fulfillment  
360 of fiduciary responsibilities of the Panel; and monitor the Panel budget within  
361 the limitations of and in coordination with outside funding (e.g. federal  
362 contracts); and  
363 l. Do and perform all other acts as may be necessary or appropriate to the  
364 governance of the Panel's activities.

365  
366 5.3.1 The Board shall be solely responsible for recommending any changes in its  
367 operations as set out in these rules and may recommend modifications, as set out in § 9.1

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If a Board member is unable to complete his or her term of office, his or her category (e.g. SDO, non-SDO, or consumer organization) is to, as soon as possible, elect a replacement for the remainder of the term. ¶  
¶  
To ensure that there is both the infusion of new thought leaders and adequate leadership to maintain momentum and continuity, the terms of the Board members will be staggered to ensure that no more than one half of the Board members will be replaced in any given year.

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Deleted: The Board shall be solely responsible for any changes in its operations and may make modifications based upon experiences in its operations as long as the principles of the Panel are not violated or compromised. ¶

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368 based on its experience as long as the principles of the Panel are not violated or  
369 compromised.

370

371 5.4 HITSP Board Voting Procedure. The Board shall seek to reach a consensus on any  
372 matter before it for decision. When a matter is put to a recorded vote, approval requires  
373 the affirmative vote of no less than 66% of those voting. When voting on candidates for  
374 leadership positions, only the final results will be made public. In all other cases, votes  
375 shall be open, and the results of the voting shall be available to all Panel members.

376

377 5.4.1 Board Quorum: In person meetings and electronic votes shall require a quorum of  
378 50% of the voting Board members. *[flag % for discussion]*

379

380 5.5 HITSP Board Meetings: All meetings of the Board shall be open for attendance to all  
381 Panel members. The Board shall establish a regular schedule of meetings, and in no  
382 event shall it meet any less frequently than quarterly. The Board shall meet either  
383 telephonically or in person not more than 5 days prior to each meeting of the Panel at  
384 which a vote may be taken.

385

386 5.5.1 Prior Notice of Board Meetings: Board meetings shall be announced to the Panel by  
387 electronic mail and posting on the Panel Web site. In the event of an unscheduled Board  
388 meeting, notice shall be given at least 5 days in advance for in person meetings and at  
389 least 3 days in advance for conference calls. Notice shall include the date and time of the  
390 meeting, telephonic access information and an agenda indicating the subject(s) to be  
391 addressed.

392

393 5.5.2 Prior Publication and Review of Board Agenda: In the event a Board meeting is  
394 expected to act on any recommendation, prior to a formal vote on any matter by the  
395 Board, such a decisional matter is subject to a 5-business-day review and comment period  
396 for all Board members. Publication of working group recommendations and any working  
397 papers shall be made to the Panel by electronic mail and posting on the Panel Web site.

398

399 5.6 Executive Session: The Chair may call at his or her discretion an executive session  
400 open to only Board members. Executive sessions shall be called for discussion only and  
401 no formal decisions will be taken during an executive session. Agenda items for  
402 executive session shall not include topics which are subject to Board and/or Panel votes.

403

404 5.7 Absence from Board meetings: In the event a Board member shall be absent from 2  
405 successive properly noticed Board meetings without good cause, the Chair shall order a  
406 notice to the Board member, the sponsoring Panel Member and the other Board members  
407 representing the absent Member's voting sector, declaring the Board Member to be  
408 subject to removal from the Board upon a subsequent successive absence.

409

410 In the event of such subsequent absence, the Chair shall declare the absent Member's  
411 Board seat to be vacant, and, in the case of an elected Board seat, a special election of the  
412 sector constituency shall be held to elect a successor, who shall serve for the remainder of  
413 the vacant seat's term, or, on the case of an appointed Board member, the appointing

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Deleted: Prior to a formal vote, there shall be at least a 5-business-day review and comment period for all Board members. When voting on candidates for leadership positions only the final results will be made public. In all other cases, votes shall be open, and the results of the voting shall be available to all Panel members. ¶

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414 | [authority shall designate a successor who shall serve for the remainder of the vacant](#)  
415 | [seat's term. A constituency election by a membership sector to fill a vacant Board seat](#)  
416 | [may be conducted by electronic mail ballot, at the discretion of the HITSP Chair.](#)

417 |  
418 | **6. Committees:**

419 |  
420 | The Panel will conduct its activities through Committees comprised of staff  
421 | representatives of Panel members.

422 |  
423 | **6.1 Membership of Committees:** Committee membership is open to all interested Panel  
424 | members and shall be representative of affected stakeholders. All committee meetings  
425 | and conference calls shall be open to all Panel members and posted in advance. The  
426 | committee chair can appoint subordinate task groups as needed.

427 |  
428 | **6.2 Operation of Committees:** Upon approval by the Board, a Committee shall (1) be  
429 | organized by specialty domain or subject matter, and (2) be assigned approved use cases  
430 | if appropriate. **When appropriate, Committees will work with a specific use case from**  
431 | **development through standards gap analysis and through standards development**  
432 | **coordination and implementation.**

433 |  
434 | **6.3 Committee Voting Requirements:** Approval of a matter before a Committee shall be  
435 | achieved by consensus; when a matter is put to a record vote, approval is determined by  
436 | no less than a 66% affirmative vote of those voting. All Committee votes shall be open,  
437 | and the results of the voting shall be available to all Panel members.

438 |  
439 | **6.4 Committee Quorum:** In person meetings and electronic votes shall require a quorum  
440 | of 50% of the voting committee members.

441 |  
442 | **6.5 Committee Responsibilities; Minutes:** Committees ratify the selection of Committee  
443 | Chairs appointed by the Panel Chair. Committees can choose to recommend a Co-Chair  
444 | for appointment. Committees have responsibility for initiating and implementing the  
445 | Panel's activities. Each Committee will have its own charter. Committee Charters will be  
446 | approved by the Board. Committee Chairs will be responsible for ensuring consistency in  
447 | all methodologies used in committee work in accordance with the principles of this  
448 | Charter. Each committee shall establish a procedure for recording minutes of its  
449 | proceedings, and publishing them in a timely manner to the entire Panel. Publication  
450 | may consist of posting to the Panel Web site.

451 |  
452 | **6.6 Recommittal to Achieve Consensus**

453 |  
454 | **6.6.1 Declaration of Minority Position of Panel:** In the event more than one position on a  
455 | recommendation subject to a vote receives substantial support among the Panel, the Chair  
456 | may in its discretion order the declaration of "majority" and "minority" positions of the  
457 | HITSP.

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459 | 6.6.2 Recommittal of a matter to Working Groups: Recommittal of a matter to the  
460 | recommending working group is to be preferred whenever a consensus may be achieved,  
461 | rather than reporting a recommendation with majority and minority positions.

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## 7. Secretariat Responsibilities:

ANSI staff shall serve as secretariat to manage the business affairs of the Panel and shall:

(a) Provide all administrative support services to the Panel, Board, membership and other such groups as created by the Board including but not limited to: scheduling meetings, notifying members of Panel meetings, preparing agendas, issuing minutes, staffing committees (except as agreed to with HIMSS for the Use Case Committees); and

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(b) Provide accounting, billing and such other services not elsewhere handled by contract.

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ANSI, as secretariat, shall have no vote at either the Panel or Board level. ANSI subject matter experts may participate in Committees and working groups by consent of a Committee chair, but shall have no vote.

## 8. Roberts Rules of Order

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All questions of parliamentary procedure not addressed in this Charter shall be resolved according to Robert's Rules of Order (10<sup>th</sup> edition). The Panel Chair may select a Parliamentarian to interpret procedural rules and advise the Chair on procedural issues; the Secretariat may fill this responsibility.

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## 9. Charter Ratification

This initial Charter shall remain in effect through January 31, 2006. Any proposed changes shall be reviewed and voted upon by the Panel no later than January 31, 2006. If the Panel does not take formal action to amend or supersede the Charter by that date, this Charter shall become permanent, subject to the procedure for amendment set out in Sec.

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Deleted: A provisional governance committee shall be formed to review and propose changes to the document governing this panel. Any proposed changes shall be reviewed and voted upon by the Panel no later then January 31, 2006.

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9.1 Amendment of Charter: Amendment of the Charter may be done only by a vote of the Panel, and may be accomplished by:

1. Publication of a proposed amendment to the Panel by email and posting to the Panel Web site at least 30 days prior to the date of a Panel meeting;
  2. Review by the Board with a recommendation to the Panel endorsing or opposing the Charter amendment; and
  3. A vote by the Panel at a Panel meeting at which personal attendance or proxies from a majority of Members are recognized by the Panel Chair
- Approval of an amendment requires an affirmative vote of 66% of ELIGIBLE Members.

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Panel members elect the HITSP Board as a Committee of the Whole. HITSP Board members are elected by a majority of those voting

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other

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affirmative vote

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including abstentions

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In establishing a quorum, a Panel member shall be counted as part of the quorum if they have voted in at least one of the three previous consecutive votes.

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Panel members elect the Board. HITSP Board members are elected by a majority of those voting.

For all other votes, approval is determined by no less than a 66% affirmative vote of those voting.

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5.1 HITSP Board Membership

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The HITSP Board (the Board) shall be the governing body of the Panel.

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The SDO representatives shall be elected for two-year, staggered terms by majority vote of the SDO members; the non-SDO representatives shall be elected for two-year, staggered terms by majority vote of the non-SDO members ;consumer organization members

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