

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

**American National Standards Institute  
Healthcare Information Technology Standards Panel (HITSP)**

**CHARTER**

**§ I. Mission**

Organizations participating in the Healthcare Information Technology Standards Panel (HITSP) (referred to as the “Panel”) agree to serve as a cooperative partnership between the public and private sectors for the purpose of achieving a widely accepted and useful set of standards specifically to enable and support widespread interoperability among healthcare software applications, as they will interact in a local, regional and nationwide health information network (NHIN) for the United States.

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

**§ II. Principles**

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

- **Transparency.** Essential information regarding governance, activities and decisions of the Panel is accessible to all parties on a timely basis.
- **Openness.** Participation on the Panel is open to all affected interests.
- **Stakeholder Representation.** The governance and all activities of the Panel include broad representation from stakeholders without regard to ANSI membership or accreditation.
- **Impartiality and Balance.** No one interest dominates the process or is favored over another among competing interests and various stakeholders.
- **Effectiveness and Relevance.** Decisions are relevant and effectively respond to regulatory and market needs, as well as scientific and technological developments.
- **Performance-based.** Standards specify essential interoperability characteristics rather than detailed application designs (wherever possible).

- 47 • Harmonization. The process encourages harmonization to avoid overlapping  
48 and 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 stakeholders’  
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.
- 58 • Competition. Recognizing that the membership of the Panel includes many  
59 business organizations that compete directly with one another, normal  
60 considerations of appropriate legal boundaries, including antitrust, where  
61 appropriate, will be observed.  
62

63 2.1 Operation by Consensus: Acceptance of recommendations by unanimous consent of  
64 the Panel will be the default operating procedure, with recorded votes of the Panel  
65 resorted to only where significant division within the Panel and in the working group  
66 process is apparent to the Chair.  
67

68 It is the overriding objective of policy development in the HITSP to enable a functional  
69 National Health Information Network, available to all Americans. Accordingly, the  
70 complex issues of health information technology standardization being addressed in the  
71 HITSP process must be resolved in a manner most likely to be accepted and deployed by  
72 a diverse community of health sector stakeholders, beyond those comprising the HITSP  
73 itself. Decisions regarding health information policy adopted by the HITSP must not  
74 only be the product of a process reflecting the principles set out above, but must be  
75 supported by as strong a majority of participants as possible.  
76

77 Accordingly, while the working groups, Board and other operating committees of the  
78 HITSP, as well as the Panel itself, will rely on time-tested parliamentary procedures  
79 whenever formal decision-making is required, it is the firm intention of the sponsoring  
80 organizations that the HITSP reach its conclusions of policy and practice through a  
81 consensus process, reflecting deliberations that thoroughly review all competent positions,  
82 and protect the views of minority positions whenever substantial differences persist.  
83

### 84 85 **§ III. Scope** 86

87 The Panel is a multi-stakeholder coordinating body designed to provide the process  
88 within which stakeholders identify, select, and harmonize standards for communicating  
89 and encouraging broad deployment and exchange of healthcare information throughout  
90 the healthcare spectrum. The Panel’s processes are business process and use-case driven,  
91 with decision making based on the needs of all NHIN stakeholders. Utilizing information  
92 from stakeholders, the Panel will facilitate the development of harmonized

93 implementation guides and information policies, including SDO work products (e.g.  
94 standards, deployment guidance, and technical reports). These policies, guides and work  
95 products are essential for establishing privacy, security and functional and semantic  
96 interoperability among healthcare community organizations and the software applications  
97 they utilize.

98  
99 In conducting its work, the Panel, as appropriate, will coordinate with other national,  
100 regional and international groups with due regard to existing policy and regulatory  
101 frameworks addressing healthcare informatics with the goal of implementing globally  
102 relevant standards.

103  
104 The Panel and all sub-groups shall operate in accordance with approved operating  
105 procedures set out in this document or its successors.

#### 106 107 **§ IV. Healthcare Information Technology Standards Panel (HITSP)**

##### 108 109 **4.1 Panel Members**

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

- 115
- 116 ■ (a) “Standards development organizations” (SDOs) (1) which are entities whose  
117 processes are accredited by ANSI and which create standards in health informatics  
118 and implementation of electronic health record systems; (2) SDOs or other  
119 organizations responsible for the standards chosen by the Consolidated Health  
120 Informatics (CHI) initiative; (3) SDOs or other organizations put forth by the  
121 respondents to the November 2004 Health and Human Services RFI on the  
122 development and adoption of a NHIN; (4) SDOs under the Institute of Electrical and  
123 Electronics Engineers-Standards Association (IEEE-SA) with a focus on healthcare  
124 and health informatics; (5) SDOs that serve as U.S. Technical Advisory Group (TAG)  
125 Administrators under the International Organization for Standardization (ISO) and/or  
126 the International Electrotechnical Commission (IEC) with a focus on healthcare and  
127 health informatics; and (6) other SDOs nominated by expert cross-agency sources in  
128 the Federal government. It shall be the objective of the Panel to ensure that at least  
129 two-thirds of those organizations eligible to join the Panel in the SDO category do so.  
130
  - 131 ■ (b) “Non-SDO stakeholder organizations” including: clinicians and their  
132 representative organizations; providers and their representative organizations; safety  
133 net providers and their representative organizations; vendors that develop, market,  
134 install, and support health IT products and their representative organizations;  
135 healthcare purchasers or employers and their representative organizations; healthcare  
136 payers or health insurance companies and their representative organizations; public  
137 health professionals and their representative organizations; national organizations  
138 with a broad representation of stakeholders with an interest in healthcare information

139 technology standards; and clinical and health-services researchers and their  
140 representative organizations.  
141

- 142 ▪ (c) “Governmental bodies” defined as: Federal, state, and local agencies; and  
143 coordinating bodies with responsibilities for and/or a relationship to healthcare  
144 information technology used in the public sector.  
145
- 146 ▪ (d) “Consumers” represented by: consumer-representative organizations with an  
147 interest in health information technology standards.  
148

149 4.1.1 Open Meetings; Notice: Panel meetings and minutes are open and available to the  
150 public. Meetings of the Panel, including the annual meeting, shall be announced not less  
151 than 15 days prior to the meeting by email notice to Panel membership and posting on the  
152 Panel web site.  
153

154 4.1.2 Attendance: Attendance at Panel meetings is an obligation of membership. The  
155 Secretariat shall record the presence of the principal or designated alternate representative  
156 of each Member at each Panel meeting at which a vote is taken pursuant to prior Notice  
157 as provided in section 4.1.1. It shall be the responsibility of Panel Members to make their  
158 attendance at Panel meetings known to the Secretariat.  
159

160 4.1.2.1 Absence; Restoration of Voting Privilege: Any Member who is absent for two  
161 successive Panel meetings at which a vote is taken shall forfeit the privilege of voting on  
162 any Panel matter. The Secretariat shall inform the Chair of any Member that has been  
163 absent for two successive Panel meetings, and a notice shall be transmitted to the  
164 Member’s principal and alternate representative, declaring the Member’s privilege of  
165 voting suspended. A Member whose voting privilege is suspended shall have its voting  
166 privilege restored upon and at its attendance at two successive Panel meetings.  
167

168 4.1.3. Voting by newly affiliated Members: A Member other than a founding Member  
169 present at the Panel Meetings of September 2005 and January 2006 shall be entitled to  
170 vote as a Panel Member on a matter put before the Panel for a decision upon and at its  
171 attendance by a designated representative at two successive Panel meetings, as recorded  
172 by the Secretariat.  
173  
174

175 4.2 Officers  
176

177 4.2.1 HITSP Chair: The activities of the Panel and Panel meetings shall be presided over  
178 by the HITSP Chair.  
179

180 4.2.1.1 Appointment of HITSP Chair: ANSI shall appoint a non-voting Chairperson,  
181 subject to approval by the Office of the National Coordinator (ONC) and the ratification  
182 of a majority vote of the HITSP Panel. If a Chair candidate either is not approved by  
183 ONC or not ratified by the Board, ANSI shall submit a new candidate for ratification.  
184 ANSI’s selection and criteria shall be communicated to the Panel.

185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228

4.2.1.2 Duties of the HITSP Chair: The Chair shall facilitate Panel meetings and shall represent the Panel to the external community, including the American Health Information Community (AHIC), and convene and preside over all Board meetings.

4.2.1.3 Term of Service; Vacancy of the Chair: Both the Chair and Vice Chair shall serve two-year terms and may be re-appointed for one additional two-year term. If the Chair is unable to complete his/her term of office, ANSI shall select a successor by following the process for appointing a Chair set out in §4.2.1.1.

4.2.2 HITSP Vice Chair; Succession: 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. Designation as Vice chair shall have no impact on the selected Board member's voting status unless serving as Acting Chair in the absence of the HITSP Chair, in which case the Vice Chair may cast a vote only to break a tie in a Board vote.

4.3 Committee Conveners: The HITSP Chair shall appoint initial Committee conveners subject to ratification by Committee members. See §6.5.

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

- a. Facilitate the timely development and harmonization of standards responsive to identified use cases;
- b. Elect HITSP Board members;
- c. Ratify Panel Chairperson;
- d. Recommend creation or dissolution of committees;
- e. Approve and ratify all Panel governance documents and operating procedures;
- f. Ratify and adopt all final HITSP work products, such as, but not limited to: use case recommendations, gap and duplication analyses, evaluation of relevant standards to meet use case requirements, a standards change management process, use case related implementation guides, and use case testing;
- g. Employ existing harmonization processes as appropriate.
- h. Activate a conflict resolution mechanism as needed.
- i. Recommend priorities to AHIC among proposed use cases to solve health information exchange issues and implement AHIC decisions in these matters;
- j. Ratify a self-sustaining business model presented by the Board that ensures the ongoing viability and financial sustainability of the Panel;
- k. Perform all other acts necessary or appropriate to the conduct of the Panel's activities and achievement of the Panel's Mission.

229 4.5 The Consensus Process: In order to foster the collegial processes of the Panel and to  
230 fully achieve the Principles of Consensus set out in § 2.01, the Panel will base its conduct  
231 of business on the following consensus protocol:  
232

233 The HITSP Consensus process shall be directed by the HITSP Chair. The achievement  
234 of consensus shall be based on thorough examination of issues, including the discussion  
235 of dissenting opinions and the resolution of disagreements. Consensus shall be preferred  
236 to resolve all issues brought before the Panel except those for which a vote is prescribed  
237 by this Charter, or those for which a vote is called at the discretion of the Chair.  
238

239 There must be a quorum (See §4.6.1) at any Panel meeting at which consensus may be  
240 declared on an issue. Points made during discussion will be recorded by the Secretariat  
241 in minutes.  
242

243 The HITSP Chair shall have authority to table or terminate discussion, call for  
244 affirmation of consensus, mediate with dissenting parties or recommit a matter to  
245 committee for further action consistent with § 6.6.  
246

247 4.6 Panel Voting Requirements: HITSP membership is organizational. Each  
248 organizational Member has one vote in plenary sessions of the Panel, and in any working  
249 group or committee in which it may participate. In the event the principal representative  
250 of a Panel Member is absent, a previously designated alternative may vote on behalf of  
251 the Member. For all Panel votes, approval is determined by the affirmative vote of not  
252 less than 66% of those voting.  
253

254 4.6.1 Quorum of the Panel: A Quorum of the Panel is defined as 50% of eligible Panel  
255 members voting in person, electronically or other such approved means as declared by  
256 the HITSP Chair and announced in the Notice of the Panel meeting required by § 4.6.2.  
257 In establishing a quorum, a Panel member shall be eligible to be counted as part of the  
258 quorum if it is present and eligible to vote.  
259

260 4.6.2 Notice of Panel meetings; Prior publication and review of Panel matters:  
261 Announcements of Panel meetings as required by §4.1.1 shall include the date and time  
262 set for the meeting, the subject matter and agenda of the meeting and the present  
263 membership level of the Panel and a declaration of the number of Panel Members that  
264 constitute a quorum for the purpose of any votes. A description of any matter to be put to  
265 a vote of the Panel shall be included in the Notice, including the recommendation of the  
266 working group and any working papers. Prior to any formal vote on any matter  
267 recommended to the Panel by a working group, there shall be at least a 5-business day  
268 review and comment period for all Members.  
269

270 4.6.3 Publication of results of Panel votes: When voting on candidates for leadership  
271 positions only the final results will be made public. In all other cases, votes shall be open,  
272 and the results of the voting shall be available to all Panel organizational Members.  
273

274 **§ V. HITSP Board**  
275

276 5.1 HITSP Board Functions: The HITSP Board (the Board) shall be the governing body  
277 of the Panel. The Panel may delegate a decision on any matter, including any matter  
278 enumerated in §4.4, to the Board for action, except for:

- 279 a. election of the HITSP Chair;
- 280 b. election of a Board member;
- 281 c. expulsion of a Panel Member;
- 282 d. amendment of the charter document.

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

285  
286 5.2. Board Membership Categories: The Board shall consist of twenty-three (23) voting  
287 members, who shall be elected or appointed by the Members affiliating with the  
288 following categories of membership of the Panel:

- 289
- 290     ▪ (a) Eight (8) representatives elected by the standards development  
291 organizations from the SDO membership of the Panel (but no more than one  
292 representative from any one SDO); and
- 293
- 294     ▪ (b) One (1) representative from each of the nine (9) following non-SDO  
295 stakeholders, elected by the non-SDOs as a group: recognized national  
296 associations; other similar types of organizations; or other organizations of:  
297 clinicians and their representative organizations; providers and their  
298 representative organizations; safety net providers and their representative  
299 organizations; vendors that develop, market, install, and support health  
300 information technology products and services and their representative  
301 organizations; healthcare purchasers or employers and their representative  
302 organizations; healthcare payers or health insurance companies and their  
303 representative organizations; public health professionals and their  
304 representative organizations; national organizations with a broad  
305 representation of stakeholders with an interest in healthcare information  
306 technology standards; and clinical and health services researchers and their  
307 representative organizations; and
- 308
- 309     ▪ (c) Four (4) representatives, appointed by ONCHIT, representing government  
310 agencies or coordinating bodies representing various government agencies;  
311 and
- 312
- 313     ▪ (d) Two (2) representatives of healthcare consumer representative  
314 organizations, in addition to any organization representing consumers that  
315 may be included among § 5.2 (b).
- 316

317 5.2.1 Board Terms: Board members elected in the normal course shall serve a two-  
318 year term. The initial terms of the Board members will be staggered to ensure  
319 that no more than one half of the Board members will be replaced in any  
320 given year. By lot one half of all initial Board members will be designated to

321 serve only one year, and their seat shall be vacant and subject to replacement  
322 for a full two-year term by their constituency after that year.

- 323
- 324 5.2.2 Board members are limited to three consecutive terms. If a Board member is  
325 unable to complete his or her term of office, his or her category (e.g. SDO,  
326 non-SDO, or consumer organization) is to, as soon as possible, elect a  
327 replacement for the remainder of the vacant Board term.

328

329 5.3 HITSP Board Responsibilities

330

331 The Board shall have responsibility for governing the process of the Panel's activities.

332 These activities shall include, but not necessarily be limited to:

- 333
- 334 a. Development of operating guidelines and such other operating procedures  
335 necessary to perform its work, consistent with the principles of this Charter;
  - 336 b. Recommend governance changes to the Panel for ratification;
  - 337 c. Ensure that the principles of this Charter and governance documents are  
338 upheld and maintained;
  - 339 d. Provide direction and guidance for the development of use case  
340 recommendations;
  - 341 e. Formation of Panel committees of sufficient number to accomplish the work  
342 of the Panel, and provide direction and guidance for their work;
  - 343 f. Approve the dissolution of Panel committees at the conclusion of their tasks;
  - 344 g. Ensure the coordination of Panel committee activities;
  - 345 h. In the event that the Panel or a committee is unsuccessful in minimizing  
346 duplication or mediating conflict, the Board will make a concerted  
347 documented effort to achieve a harmonized outcome, consistent with the  
348 HISTSP Consensus process set out in §4.5;
  - 349 i. Within one year of the contract awarded by the Department of Health and  
350 Human Services, the Board shall recommend a self-sustaining business model  
351 and may preside over creation of a legal entity to ensure the ongoing viability  
352 and financial sustainability of the Panel beyond the term of the contract;
  - 353 j. Upon enactment of the self-sustaining business model, ensure the fulfillment  
354 of fiduciary responsibilities of the Panel; and monitor the Panel budget within  
355 the limitations of and in coordination with outside funding (e.g. federal  
356 contracts); and
  - 357 k. Do and perform all other acts as may be necessary or appropriate to the  
358 governance of the Panel's activities.

359

360 5.3.1 The Board shall be solely responsible for recommending any changes in its  
361 operations as set out in these rules and may recommend modifications, as set out in § 9.1  
362 based on its experience as long as the principles of the Panel are not violated or  
363 compromised.

364

365 5.4 HITSP Board Voting Procedure: The Board shall seek to reach a consensus on any  
366 matter before it for decision. When a matter is put to a recorded vote, approval requires



367 the affirmative vote of no less than 66% of those voting. When voting on candidates for  
368 leadership positions, only the final results will be made public. In all other cases, votes  
369 shall be open, and the results of the voting shall be available to all Panel Members.

370

371 5.4.1 Board Quorum: In-person meetings and electronic votes shall require a quorum of  
372 50% of the voting Board members eligible and present.

373

374 5.5 HITSP Board Meetings: All meetings of the Board shall be open for attendance to all  
375 Panel Members. The Board shall establish a regular schedule of meetings, and in no  
376 event shall it meet any less frequently than quarterly.

377

378 5.5.1 Prior Notice of Board Meetings: Board meetings shall be announced to the Panel by  
379 electronic mail and posting on the Panel Web site. In the event of an unscheduled Board  
380 meeting, notice shall be given at least 5 days in advance for in person meetings and at  
381 least 3 days in advance for conference calls. Notice shall include the date and time of the  
382 meeting, telephonic access information and an agenda indicating the subject(s) to be  
383 addressed.

384

385 5.5.2 Prior Publication and Review of Board Agenda: In the event a Board meeting is  
386 expected to act on any recommendation, prior to a formal vote on any matter by the  
387 Board, such a decisional matter is subject to a 5-business-day review and comment period  
388 for all Board members. Publication of working group recommendations and any working  
389 papers shall be made to the Panel by electronic mail and posting on the Panel Web site.

390

391 5.6 Executive Session: The Chair may call at his or her discretion an executive session  
392 open to only Board members. Executive sessions shall be called for discussion only and  
393 no formal decisions will be taken during an executive session. Agenda items for  
394 executive sessions shall not include topics which are subject to Board and/or Panel votes.

395

396 5.7 Absence from Board meetings: In the event a Board member shall be absent from 2  
397 successive properly noticed Board meetings without good cause, the Chair shall order a  
398 notice to the Board member, the sponsoring Panel Member and the other Board members  
399 representing the absent Member's voting sector, declaring the Board Member to be  
400 subject to removal from the Board upon a subsequent successive absence.

401

402 In the event of such subsequent absence, the Chair shall declare the absent Member's  
403 Board seat to be vacant, and, in the case of an elected Board seat, a special election of the  
404 sector constituency shall be held to elect a successor, who shall serve for the remainder of  
405 the vacant seat's term, or, on the case of an appointed Board member, the appointing  
406 authority shall designate a successor who shall serve for the remainder of the vacant  
407 seat's term. A constituency election by a membership sector to fill a vacant Board seat  
408 may be conducted by electronic mail ballot, at the discretion of the HITSP Chair.

409

410

411 **§ XI. Committees**

412

413 The Panel will conduct its activities through Committees comprised of representatives of  
414 Panel Members.

415

416 6.1 Membership of Committees: Committee membership is open to all interested Panel  
417 Members and their staff and shall be representative of affected stakeholders. All  
418 committee meetings and conference calls shall be open to all Panel Members and posted  
419 in advance. The committee chair can appoint subordinate working groups as needed.

420

421 6.2 Operation of Committees: Upon approval by the Board, a Committee shall (1) be  
422 organized by specialty domain or subject matter, and (2) be assigned approved use cases  
423 if appropriate.

424

425 6.3 Committee Voting Requirements: Approval of a matter before a Committee shall be  
426 achieved by consensus; when a matter is put to a record vote, approval is determined by  
427 no less than a 66% affirmative vote of those voting. All Committee votes shall be open,  
428 and the results of the voting shall be available to all Panel Members.

429

430 6.4 Committee Quorum: In person meetings and electronic votes shall require a quorum  
431 of 50% of the voting committee members.

432

433 6.5 Committee Responsibilities; Minutes: Committee members select Committee Chairs.  
434 Committees can choose to recommend a Co-chair for appointment. Committees have  
435 responsibility for initiating and implementing the Panel's activities. Each Committee will  
436 have its own terms of reference. Committee Charters will be approved by the Board.  
437 Committee Chairs will be responsible for ensuring consistency in all methodologies used  
438 in committee work in accordance with the principles of this Charter. Each Committee  
439 shall establish a procedure for recording minutes of its proceedings pursuant to a template  
440 furnished by the Secretariat and publish them in a timely manner to the entire Panel;  
441 publication may consist of posting to the Panel Web site.

442

443 6.6 Recommittal to Achieve Consensus

444

445 6.6.1 Declaration of Minority Position of Panel: In the event more than one position on a  
446 recommendation subject to a vote receives substantial support among the Panel, the Chair  
447 may in its discretion order the declaration of "majority" and "minority" positions of the  
448 HITSP.

449

450 6.6.2 Recommittal of a Matter to Working Groups: Recommittal of a matter to the  
451 recommending working group is to be preferred whenever a consensus may be achieved,  
452 rather than reporting a recommendation with majority and minority positions.

453

## 454 **§ VII. Secretariat Responsibilities**

455

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

457

458 (a) Provide all administrative support services to the Panel, Board, membership  
459 and other such groups as created by the Board including but not limited to:  
460 scheduling meetings, notifying Members of Panel meetings, preparing agendas,  
461 issuing minutes, staffing committees (except as agreed to with HIMSS for the Use  
462 Case Committees); and  
463 (b) Provide accounting, billing and such other services not elsewhere handled by  
464 contract.

465

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

469

#### 470 **§ VIII. Robert's Rules of Order**

471

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

476

#### 477 **§ IX. Charter Ratification**

478

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

481

482 1. Publication of a proposed amendment to the Panel by email and posting to the  
483 Panel Web site at least 30 days prior to the date of a Panel meeting;

483

484 2. Review by the Board with a recommendation to the Panel endorsing or  
485 opposing the Charter amendment; and

485

486 3. A vote by the Panel at a Panel meeting at which personal attendance by a  
487 majority of Members is recognized by the Panel Chair. Approval of an  
488 amendment requires an affirmative vote of 66% of eligible Members.