

# Reporting WG Co-Chair Change

Submitter Name	Linda Jenkins; Director of Membership Services and Administration
Issue	A change to WG co-chairs (vacancy, appointing an interim, etc.) should be specifically directed to <a href="mailto:HQ@HL7.org">HQ@HL7.org</a> . The GOM simply asks the Work Group to notify HL7 Headquarters. Frequently, co-chairs send their changes to staffers other than myself and they do not get communicated to me. The HQ emails go to a few of us so it would ensure that changes don't get missed.
Assigned ID	1905003
GOM Section(s) affected by Issue	09.02.07 Work Group Co-chairs 09.02.07.03 Removal from Office 09.02.07.04 Co-chair Vacancy due to Change in Membership Status 09.02.07.05 Voluntary Co-chair Vacancy
Date EC adopted Work Item	24 June 2019

## GOC Analysis

The GOM is admittedly vague on this point. The addition of an email address for reporting such changes in WG co-chair status would facilitate the process. Prior to implementing any revision, the GOC will confirm whether the submitter has a designated email address in mind or whether the generic [HQ@HL7.org](mailto:HQ@HL7.org) will suffice.

## Proposed Revision to GOM

09 The Working Group

09.02 Work Groups

09.02.07 Work Group Co-chairs

Each Work Group shall have a minimum of two co-chairs to ensure leadership in the event that one or the other is unable to attend a Working Group Meeting (WGM) with the actual number of co-chairs determined by majority vote of the Work Group. A decision by the Work Group to increase the number of co-chairs shall result in notification to HQ and the subsequent call for

nominations and an election for those positions at the next WGM. The Work Group may, using their decision-making practices, designate an individual to fill the additional position interim to the next WGM who may be a candidate for said position. The Work Group shall notify HQ upon the designation of an interim co-chair.

#### 09.02.07.03 Removal from Office

At any time, a Work Group that judges the performance of a co-chair egregious may, using their decision-making practices, make a motion to the TSC for removal of that co-chair.

Criteria for removal shall include:

- failure to attend two consecutive Work Group Meetings without notice or the subsequent presentation of mitigating circumstances; or
- failure to participate in at least 60% of the Work Group teleconferences held in the preceding calendar year;
- undesirable or disruptive behavior that deviates from the Code of Conduct (§05.05); or
- failure to fulfill the responsibilities set forth in §09.02.07.01.

Upon receipt of a motion for removal of a co-chair the TSC shall take appropriate action which may range from counseling to removal of non-participating or non-performing co-chairs following sufficient fact gathering to ensure due process.

The decision to remove a co-chair shall result in 1) that individual immediately stepping down from the position of co-chair with notification of such action to HQ; 2) removal of that individual from the list of co-chairs on the Work Group's webpage; and 3) HL7 Headquarters scheduling a co-chair election for the next WGM. The Work Group may, using their decision-making practices, designate an individual to serve as co-chair interim to the election who may be a candidate for said position. The Work Group shall notify HQ upon the designation of an interim co-chair.

#### 09.02.07.04 Co-chair Vacancy due to Change in Membership Status

Should a seated co-chair experience a change in membership status due to either the loss of individual membership or loss of membership by their organization or Affiliate; that individual shall immediately step down from the position of co-chair. The Work Group shall notify HL7 Headquarters of the loss of a co-chair; request a co-chair election for the next WGM, and seek nominees for the position. Resolution of the individual's membership status would allow them to seek nomination for reelection as a co-chair. The Work Group may, using their decision-making practices, designate an individual other than the individual who stepped down to serve as a co-

chair interim to the election who may be a candidate for said position. The Work Group shall notify HQ upon the designation of an interim co-chair.

#### 09.02.07.05 Voluntary Co-chair Vacancy

Should a seated co-chair voluntarily vacate their position, for whatever reason, the Work Group shall notify HL7 Headquarters of the loss of a co-chair; request a co-chair election for the next WGM; and seek nominees for said position. The Work Group may, using their decision-making practices, designate an individual to serve as a co-chair interim to the election who may be a candidate for said position. The Work Group shall notify HQ upon the designation of an interim co-chair.