

E-mail to EU realm Affiliate Chairs

Subject: ESAB Executive Committee re-election procedure and process

July 26, 2016

Dear HL7 European Affiliate chairs,

During IHIC2015 in Prague in February 2015, we established the European Strategic Advisory Board (ESAB) including the formation of an initial ESAB Executive Committee. ESAB consists of the chairs of the European Affiliates or their designated representatives, the following colleagues were elected as members of the ESAB Executive Committee: Christof Gessner (chair), Juha Mykkanen (vice-chair), Stefano Lotti (vice chair), Philip Scott (secretary) and Stefan Sabutsch (treasurer). According to the ESAB Terms of Reference document, the initial ESAB Executive Committee would take office for 1 year, so it is time to initiate new elections.

Based on informal ESAB meetings held during the May 2016 WGM in Montreal as well as during IHIC 2016 in Genoa (Italy), we have prepared the following draft proposal for the election procedure, time schedule and further procedural information regarding the upcoming election:

ESAB Executive Committee election :

1. Time schedule :
 - Comments/suggestions to this draft election proposal (attached) until 15 August 2016
 - 30-day nomination period for committee candidates 15 August – 15 September
 - Voting and formal elections at the September WGM in Baltimore 18-23 September

2. ESAB Executive Committee
 - The Executive Committee will be elected by the European HL7 Affiliate chairs or their designated board representatives
 - Each Executive Committee member will be elected for a 2 year period and may serve two consecutive terms.
 - The ESAB Executive Committee will comprise 1 chair, 1 secretary and 1 treasurer, elected as persons. (it is proposed thereby that the size of the Executive Committee shall be reduced from five to three persons)
 - The secretary and treasurer act as vice-chairs
 - An Executive Committee Member may simultaneously act as a voting ESAB member while he is Affiliate chair or designated representative. Otherwise an Executive Committee Member is a non-voting member of ESAB.

3. General requirements for ESAB Executive Committee members :
 - Be a voting member of ESAB, i. e. be an EU realm Affiliate chair or designated Affiliate board representative at the time of election.
 - Have up to approx. 8 hours per month available for ESAB activities

4. Key duties and responsibilities of the ESAB Executive Committee
 - The roles, tasks and objectives of the committee as indicated below are subject to further discussion. In general :

- Manage the decision-making process of ESAB
- Responsible for organizing ESAB meetings (mostly during WGMs, IHICs or other venues)
- Prepare ESAB meeting agendas, Executive committee meetings, participate in monthly conference calls
- Monitor and follow-up on activities, actions and decisions
- Adjust ESAB activities with the HL7 EU Foundation
- Represent the ESAB between meetings

5. ESAB Meetings

- A minimum of 1 formal ESAB meeting each year will be held, to conduct committee elections, agree budgets and set priorities for the year ahead
- All HL7 European Affiliate chairs should attend the formal ESAB meeting
- If neither the Affiliate chair nor a designated representative of the Affiliate can attend a meeting, the Affiliate may delegate voting rights by appointing another ESAB member as proxy, written notification to the chair is required.

6. Procedure

- Votes can be casted either in person at an ESAB meeting at which the election takes place or by proxy vote
- Voting quorum for candidates to be elected : minimal 50% of the total number of voting affiliates (including proxies)
- 1 vote per Affiliate, to be cast by the Affiliate chair or a designated Affiliate board representative
- In case multiple candidates run for the same position and all candidates receive an equal number of votes, a re-election will be held

Please respond with any comments, suggestions or issues before August 15, 2016.

Comments received will be discussed at the next formal ESAB meeting during the HL7 WGM in Baltimore, September 18th, Sunday Q4, 15:30 – 17:00 h.

Thank you very much in advance for your kind cooperation!

On behalf of the initial ESAB Executive Committee,

Christof Gessner, ESAB chair