Consensus Review and Voting Process

Overview

Once the proposal has been submitted and it passes validation, it will enter the 'Consensus Review' state. The proposal will then be open for voting.

The voting process relies on weighted voting and a required number of votes must be cast before a resolution can be made on the proposal. The current number of required votes and their weights are subject to change.

Current required votes: 15

Current weighted votes by group:

- Oversight Groups = 2
- Super Voters = 3
- All other participants = 1

Approval requires:

1. 70% or more positive votes cast
2. Number of total required votes met
3. Vocabulary vote cast
4. International vote cast (if not realm specific)
5. Applicable product families vote cast
   a. For external and unified proposals, all product families must vote

A meeting is required if between 30% and 70% of the votes are positive and all other voting requirements are met.

A proposal is rejected if 30% or less of votes are positive and all other voting requirements are met.

Please see the Voting Workflow Diagram for more information on the voting workflow process.

How to Vote

Anyone can participate in the voting process as long as they have a HL7 JIRA login.

To vote, follow these steps:

1. Login to the Jira environment at https://jira.hl7.org/. If you require a login you can create one from the HL7 Jira homepage by clicking 'Request Account'

2. To become a Reviewer, fill out the 'Request Reviewer Permissions' form by clicking that link on the Vocabulary Maintenance at HL7 landing page
   a. If you are NOT an HL7 member, please add a comment in the 'Note' field explaining why you want to become a reviewer and describe your relationship to HL7 and/or UTG
   b. If your Work Group has appointed you as an Oversight Voter (someone required to represent the WG by voting on UTG proposals in your area then please explain this in the 'Note' field and add a link to the Meeting Minutes and decision where the Work Group decided that
   c. You will be contacted once the permissions have been added.

3. Navigate to the UTG Consensus Review Dashboard for a list of tickets in Consensus Review. Note that there are different filters to indicate if the proposal is missing required vote numbers or voters from specific Oversight Group voters.
4. Select the issue that you would like to vote on by clicking on it. The screen will populate with the selected proposal. You can also use the search box at the top-left of the page to locate proposals of interest. For locating tickets that are in a specific workflow state, you can click the following links to filter the proposals (Note that proposals open for voting are in the 'Consensus Review' state):

5. If you wish to receive notifications when a ticket enters any of the workflow states listed below, please see Configure UTG Workflow Notifications.
   b. Meeting Needed: https://jira.hl7.org/issues/?filter=13114
   c. Rejected: https://jira.hl7.org/issues/?filter=13113
   d. Sent for Implementation: https://jira.hl7.org/issues/?filter=13115
   e. Withdrawn: https://jira.hl7.org/issues/?filter=13112

6. Read through the information on the proposal screen to understand the changes being proposed. There also may be documents attached to the proposal with supporting information.

7. To view the proposed changes, click on the link in the "Published Example" field.
   a. NOTE: The link will redirect you to the Home Page for the full set of UTG changes edited by the submitter as browsable web pages. You MUST navigate to the vocabulary object that is being reviewed.
   b. From the HL7 Terminology Home Page, select the resource type for the vocabulary object that has been created/modified
      i. Code Systems
      ii. Value Sets
      iii. Concept Maps (currently empty)
      iv. Naming Systems
   c. Next, select the tab for the product family of the vocabulary object that is being reviewed. These vary based on the resource type selected
   d. Lastly, locate the vocabulary object in the list and click on it to bring up its rendered view. It should look something like:
You should verify that the metadata and content align with the proposed changes. Pay special attention that the version has been updated according to the UTG Versioning Policy.

It is also helpful to see the diff of proposed content to tell exactly which lines in the XML source file for the artifact has been changes. The same changes will reflect on the generated browsable pages for the proposal, but it is often helpful to view the diff as well to verify each proposed change.

To view the diff, go to the bottom-right of the proposal in the ‘Development’ section and click on the ‘commit’ link.

A window will pop up. Click on the blue line beneath the ‘commit’ header.

You will be redirected to Bitbucket, which will display which files have been edited, along with the edits made. Green highlighting indicates and addition to the file, while red highlighting indicates that text has been removed. Examples of how the modified files and diffs look are below.
9. Now that you have reviewed the ticket information and viewed the content changes, return to the proposal ticket to vote. You can use the back button for your Web browser to return to the proposal.

10. To vote on a ticket, click on 'Negative' or 'Affirmative'. JIRA will keep track of the votes.

11. Comments can also be added directly to the proposal if there are questions or further discussions required. See the bottom of a proposal and click 'Comment' to initiate the comment dialogue box. To respond to a particular comment, simply click 'Reply' under that comment, enter your comment, and click 'Add'. You may also tag others in your comment by entering the '@' symbol and populating the person’s username.

12. JIRA will keep track of the votes and the proposal will continue through the workflow process based on the number and weight of 'Negative' or 'Affirmative' votes. This tracking can be viewed by clicking on the 'Voting and Quorum Summary' tab in the proposal. Tracking of required Oversight Group votes are displayed on the "Quorum Requirement Details" tab. A proposal requires a number of criteria to pass Consensus Review (listed at the top of this page) and all relevant information on requirements is listed across these two tabs. Please see the Voting Workflow Diagram for more information on the voting workflow process.
<table>
<thead>
<tr>
<th>Proposal Content</th>
<th>Voting and Quorum Summary</th>
<th>Quorum Requirements Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSGVoter Vocabulary Requirement Met:</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>OSGVoter International Requirement Met:</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>OSGVoter External Requirement Met:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>OSGVoter Family Requirement Met:</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>OSGVoter FHIR Requirement Met:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>OSGVoter V3 Requirement Met:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>OSGVoter V2 Requirement Met:</td>
<td>N/A</td>
<td></td>
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<tr>
<td>OSGVoter CDA Requirement Met:</td>
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<td></td>
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<tr>
<td>OSGVoter Realm Specific Requirement Met:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>OSGVoter Unified Requirement Met:</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

13. Jira also keeps track of previous voting cycle votes. This can occur if a submitter needs to pull their proposal back to 'Proposal Draft' and make additional changes or fix errors in the proposed content. This information is displayed below the Default or Voting area (depending on what you have selected) under ‘Description.

Description
Since the Previous Consensus Review:
Vote Casters: Sandra Stuart, Rob McClure
Required Votes:
Positive Votes: 2.0
Total Votes Cast: 2.0
Super Vote Weight:
OSG Vote Weight:
Super Voters:
OSG Voters:
OSGVoter Family Requirement Met: No
OSGVoter International Requirement Met: N/A
OSGVoter Requirement Met: No
OSGVoter Vocabulary Requirement Met: No
Positive Voters: Sandra Stuart, Rob McClure
Negative Voters: