

# Joint Initiative Council for Global Health Informatics Standardization

## OPERATING RULES

(Edition 1.0, effective 01 July 2015)

### Introduction

Under the revised Charter (Charter) of the Joint Initiative Council for Global Health Informatics Standardization (JIC), the JIC may make and amend operating rules not inconsistent with the Charter to define the means of conducting its business and activities.

The JIC adopted Edition 1.0 of the rules to take effect from 01 July 2015 and they may be amended from time to time by formal resolution of the JIC as specified in the Charter.

This edition of the rules may in due course be superseded by subsequent editions. Users should check the JIC website [www.jointinitiativecouncil.org](http://www.jointinitiativecouncil.org) to ensure that they have the most current edition.

These rules should be read in conjunction with the Charter; they do not replace or repeat the provisions of the Charter. To the extent that there is any conflict between the Charter (including the Appendices thereto) and any of these rules, the relevant provisions of the Charter are to prevail.

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## Rule 1 Participation in the JIC Executive

1. The Secretariat shall maintain a register of endorsed participants being those persons endorsed to participate in the JIC Executive in accordance with these rules.
2. Subject to the other provisions of these rules and further to paragraph 5 of article 4, the endorsed participants comprise:
  - (a) the Chair;
  - (b) a designated voting representative for each member as advised to the Secretariat by the member from time to time;
  - (c) the Secretariat;
  - (d) up to two designated contributors from each member as advised to the Secretariat by the member from time to time;
  - (e) the immediate past chair;
  - (f) any chair-elect prior to their assuming the position of chair; and

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- (g) any other persons endorsed by ordinary resolution on the basis that their participation in the JIC Executive is of benefit to the JIC.
3. Subject to the other provisions of these rules, endorsed participants are entitled to
    - (a) participate in JIC Executive communications including receiving all notices and correspondence;
    - (b) propose matters for consideration by the JIC Executive; and
    - (c) participate in discussions and direct votes on matters before the JIC Executive.
  4. At least once a year, each member should review the contribution and continued participation of their designated voting representative and any designated contributors and confirm the details of the member's designated voting representative and designated contributors and any changes thereto with the Secretariat;
  5. At least every two years, the endorsement of any other person to participate in the JIC Executive under sub-rule 1.2(g) should either be discontinued or be continued by ordinary resolution.
  6. Wherever practicable JIC Executive meetings are to be open to observers on the following terms:
    - (a) observers do not have the right to participate in discussion (unless and until invited to do so by the meeting through the Chair); and
    - (b) the JIC Executive has the right to close a meeting to observers for the time required to enable it to consider a potentially sensitive matter.

### **Rule 2 JIC Executive meetings**

1. The JIC Executive should meet at agreed times no less often than four times per year.
2. A meeting of the JIC Executive may be held by online teleconference or face-to-face at an agreed location.
3. The Secretariat in collaboration with the Chair is to maintain a future schedule for JIC Executive meetings to be agreed with endorsed participants taking into account their availability.
4. The Secretariat should provide all endorsed participants with notice of the future schedule and normally give at least four weeks' notice of any JIC Executive meeting.

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5. Where possible and practical, a means of online participation should also be provided for face-to-face meetings.
6. In advance of each meeting of the JIC Executive, the Chair is to prepare an agenda for the meeting in conjunction with the Secretariat, and should ensure that the agenda and supporting materials are circulated to endorsed participants, normally at least one week before each meeting.

### **Rule 3 Progression of JIC business**

1. Except as otherwise required by these rules, any matter to be decided by the JIC Executive may be decided:
  - (a) by vote at any scheduled meeting of the JIC Executive at which a quorum is present, or
  - (b) by conducting an electronic poll of endorsed participants in accordance with rule 5.
2. For the purposes of these rules, routine JIC business (routine JIC business) is any matter to be decided by the JIC Executive that does not need to be determined by a resolution under the articles or these rules.
3. The JIC Executive may consider and decide any item of routine JIC business by means of a direct vote of endorsed participants conducted in accordance with rule 4.
4. For the purposes of sub-rule 3.1, a quorum is present at any scheduled meeting of the JIC Executive when both of the following conditions are met:
  - (a) At least 5 persons (which may include the Chair and the Secretariat) are in attendance each of which is either an endorsed participant or an alternate (or both); and
  - (b) At least 3 different members are each represented at the meeting by a designated voting representative, a designated contributor or an alternate.
5. At a duly convened meeting of the JIC Executive a member's vote on a resolution may be exercised by the member's designated voting representative or by an alternate nominated in accordance with sub-rule 3.7.
6. Notwithstanding any other provisions of these rules, a designated voting representative, an alternate or the Chair may call for a matter before the JIC Executive for direct vote to instead be decided by means of a resolution and, if such a call is made before a vote is taken, the matter is to be decided by means of an ordinary resolution.

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7. If the designated voting representative of a member is unable to attend a meeting of the JIC Executive then:
  - (a) the designated voting representative may by giving email notice to Secretariat and the Chair nominate another person (who may or may not already be an endorsed participant) as an alternate to participate in the meeting on behalf of the designated voting representative and to exercise the member's vote; and
  - (b) it shall be the sole responsibility of the designated voting representative to brief the alternate and to ensure that the alternate has copies of all materials, communications and information required to participate in the meeting.
8. In voting on a resolution at a meeting of the JIC Executive, any one person may only exercise a vote on behalf of one member at a time and may not vote on behalf of any other member on the same resolution.
9. Where an endorsed participant is unable to attend a meeting of the JIC Executive and has not nominated an alternate under sub-rule 3.7, the endorsed participant may submit a vote on any of the matters to be decided at the meeting by advising the Secretariat, Chair and the other endorsed participants by email of the endorsed participant's vote on each matter prior to the matter being decided.
10. Whenever in the judgment of the Chair any action must be taken which requires a decision that should not be postponed until the next scheduled meeting of the JIC Executive, the Chair may progress the matter by initiating an electronic poll without a meeting but if 3 or more designated voting representatives then request that the matter be considered at a meeting, consideration of the matter shall be deferred to a meeting of the JIC Executive.
11. Any proposal to undertake an activity in the name of the JIC requiring the expenditure of funds or commitment of additional resources on the part of any JIC member:
  - (a) shall be supported by a project plan and a budget identifying the proposed source and disposition of funds; and
  - (b) is to be approved by means of an ordinary resolution, of which members have been given at least 7 days notice including details of the proposal, project plan and budget.

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**Rule 4 Direct vote**

1. Where these rules allow an identified group to decide matter by a “direct vote”:
  - (a) each person eligible to vote as a member of the group including the chair of the group may submit proposed items for decision by the group;
  - (b) in voting on an item, each person eligible to vote has a single vote but the chair of the group (or any person acting as such) may not vote ;
  - (c) for a proposed item to be approved, the number of votes cast in favour of the item must exceed the number of the votes cast against the item after abstentions are set aside;
  - (d) if the numbers of votes cast for and against the item are equal, then the chair of the committee may exercise a casting vote; and
  - (e) subject to the other provisions of these rules, a direct vote may take place either at any duly convened meeting of a group or by means of an electronic poll of all members of the group eligible to vote.
2. A direct vote on a matter before a group (other than a procedural matter at a meeting) shall be conducted by an electronic poll:
  - (a) if the matter is proposed for decision by electronic poll at the time that it is first proposed;
  - (b) if the chair of the group so determines; or
  - (c) if a majority of those participating at a meeting of the group (other than the chair of the group or person acting as such) request that the matter be put to an electronic poll.

**Rule 5 Electronic poll**

1. Subject to the articles and other provisions in these rules, an electronic poll conducted in accordance with this rule may be used for deciding a special resolution, an ordinary resolution or a direct vote.
2. Where a matter is to be decided by means of an electronic poll in accordance with these rules:
  - (a) the Secretariat shall be requested to conduct the poll by the Chair or by a decision of the JIC Executive or a committee and shall confirm the matter to be decided, the participants eligible to be polled (eligible participants) and the timescale for voting with the Chair and any other person requesting the poll;

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- (b) the Secretariat is to put the matter to the eligible participants by email within a reasonable time period and if no time period is specified within 5 days of the poll being requested;
- (c) the Secretariat is to give eligible participants instructions on how to submit a vote and a reasonable time not normally less than 3 days in which to submit their vote; and
- (d) in order to be valid, votes shall be submitted in accordance with the instructions within the time allowed.
- (e) the Secretariat in its sole discretion may elect to allow votes in an electronic poll to be submitted via online application, email, fax or a combination of such means;
- (f) the result of an electronic poll may be declared by the Chair or person requesting the poll as soon as a clear result is apparent and the opportunity has been given for all members to record their vote.

### **Rule 6 Role of the Chair**

1. The Chair, inter alia:
  - (a) presides over meetings of the JIC Executive;
  - (b) may propose relevant matters for consideration by the JIC Executive and for decision in accordance with the articles and these rules; and
  - (c) may represent the JIC in meetings with other groups, organizations and entities subject to having general support of the JIC Executive to do so.
2. The Chair (or person acting as the Chair) is to act on behalf of the JIC as a whole and shall not also exercise a vote as a member's designated voting representative or alternate at meetings of the JIC Executive.
3. If the Chair is unable to preside at a meeting of the JIC Executive, the Chair may appoint a substitute to act as Chair for the meeting or, otherwise, the meeting may select an endorsed participant to act as Chair for the meeting.

### **Rule 7 Responsibilities of the Secretariat**

1. The Secretariat is to perform the following functions on behalf of the JIC:
  - (a) being the principal point of contact for public communication with the JIC and for those seeking information about the JIC and its activities;
  - (b) servicing the JIC Executive including without limitation convening meetings, distributing agendas and meeting papers, keeping minutes of meetings and providing administrative support to implement decisions of the JIC Executive;

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- (c) holding the register containing names, designated roles and contact details of endorsed participants and keeping it up to date;
  - (d) providing timely reminders to members and the JIC Executive of their respective obligations to review, confirm and endorse endorsed participants under sub-rules 1.2(d) and 1.2(g);
  - (e) holding and promptly making required updates to the Charter and ensuring that a copy of the most current edition is publicly available through the JIC website;
  - (f) holding and promptly making required updates to the master copy of these rules and ensuring that a copy of the most current edition is publicly available through the JIC website;
  - (g) maintaining Appendix B of the Charter by adding the names of new members when admitted to membership and removing the names of former members on resignation, cancellation or transfer of their membership;
  - (h) managing arrangements for the provision of the JIC website and for maintenance of its content;
  - (i) maintaining the JIC Joint Work Program;
  - (j) making arrangements for periodically reviewing and updating the status of joint initiatives and for recording and reporting on them;
  - (k) maintaining a master forward calendar of health informatics events and standards meetings based on information regularly sought from and provided by members; and
  - (l) performing any other functions that the Secretariat is required perform under the Charter, these rules or a resolution of the JIC.
2. In the absence of a member being prepared to provide a person to perform the functions of the Secretariat, the member that nominated the Chair shall provide the Secretariat while the member's nominee is the Chair or until such earlier time as another member is prepared to provide the Secretariat.
3. The Secretariat may delegate any of the functions of the Secretariat other than the function of being the principal point of contact for the JIC to another person and shall keep the JIC Executive informed of such delegations and any subsequent revocation or change of them.



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## **Rule 8 Responsibilities of members**

Each member is responsible for:

- (a) using reasonable endeavours to be represented at every meeting of the JIC Executive;
- (b) promptly informing the Secretariat of any changes in the member's identity, constitution and contact details;
- (c) keeping the Secretariat informed of the names, status and contact details of the member's designated voting representative and any designated contributors and of any changes thereto;
- (d) promptly advising the Secretariat of upcoming events on the global health informatics calendar that are of potential interest to JIC members and their stakeholders (to assist the Secretariat in maintaining a master health informatics meeting calendar);
- (e) providing sufficient resources from time to time to contribute proportionately to the work and cost of providing the Secretariat, JIC communications and holding JIC meetings;
- (f) responding constructively to any request from the JIC to hold a JIC open forum at any event convened by the member;
- (g) nominating a person to serve as Chair as and when required by these rules; and
- (h) meeting all of its own costs of participation as a member of the JIC.

## **Rule 9 Admission to membership**

1. An organization (potential applicant) considering becoming a member of the JIC should have initial discussions with the Secretariat, Chair and any existing member closely associated with the applicant to explore:
  - (a) how membership might benefit both the potential applicant and the members of the JIC;
  - (b) the potential applicant's achievements and specific areas where the potential applicant is most able to contribute to health informatics standardization;
  - (c) measures such as liaison arrangements that might be progressed to strengthen the potential applicant's engagement with the broader health informatics standards and stakeholder communities; and
  - (d) how to ensure that any membership application from the potential applicant is complete and can be processed by the JIC without significant delay.

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2. An organization (applicant) seeking to become a member of the JIC shall submit an application in writing, which shall include the following:
  - (a) the name, legal identity and business location of the applicant;
  - (b) where the applicant is not a separate legal entity in its own right, the legal identity, business location of its responsible legal entity or entities and their relationship with the applicant;
  - (c) the names, positions and contact details of those submitting the application on behalf of the applicant;
  - (d) material addressing:
    - (1) the structure and organisation of the applicant and the composition of its leadership team;
    - (2) the scope, extent, and location of the applicant's activities relevant to global health informatics standardization; and
    - (3) its relationships with members of the JIC and with any other significant organisations and stakeholders having interests in the development and application of health informatics and/or health informatics standards,
  - (e) a submission demonstrating why the applicant would be a suitable member of the JIC and how it meets the membership guidelines set out in Appendix A to the Charter; and
  - (f) an undertaking appropriately authorised and executed on behalf of the applicant that, if accepted as a member of the JIC, the applicant agrees to participate in the JIC as a member in accordance with the articles, the other provisions of the Charter and the rules.
3. On the applicant becoming a member, the Secretariat shall update the Charter to add the applicant's name to Appendix B.

### **Rule 10 Review and cancellation of membership**

1. The process for review of a member's continuing membership of the JIC under article 9 shall include the JIC:
  - (a) giving the member notice that its membership is under review and advising the member of the reasons for the review;
  - (b) giving the member the opportunity to respond within a reasonable time (of not less than 30 days) to the matters raised in the notice and to provide a response to be considered by the JIC Executive;
  - (c) appointing no less than 2 persons (reviewers) drawn from at least 2 different members to contact the member jointly, to consider any

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- response provided by the member, to conduct any further enquiries needed to establish the member's continuing eligibility for membership and to report back to the JIC Executive on these matters; and
- (d) considering any response from the member, the report of the reviewers and any other matters relevant to the review.
2. If a member has not provided any significant response to a notice of review within the time allowed under sub-rule 10.1(b), the JIC may resolve to suspend the member's membership for one or more specified periods of time each not exceeding 4 months until the member's standing as a member is resolved.
3. For abundance of clarity and without limitation a member may be deemed to not be meeting the criteria for membership if:
- (a) the member is absent from JIC activities for a continuous period of 6 months or more;
- (b) the member repeatedly and substantially fails to meet its responsibilities as defined in rule 8;
- (c) the member takes substantial actions that are contrary to significant elements of the VISION, MISSION or CORE VALUES of the JIC or the obligations of a member as set out in the Charter; or
- (d) the member openly and publicly makes statements or publishes material that diminishes or is likely to diminish the standing of the JIC or other members or is contrary to collaboration and cooperation in health informatics standardization.
4. On resignation, cancellation or transfer of a member's membership, the Secretariat shall update the Charter to remove the member's name from Appendix B.

### **Rule 11 Transfer of membership**

A member seeking to transfer its membership to an associated entity (normally as the result of an organisational restructure, merger or takeover) shall:

- (a) request in writing that its membership be transferred to the associated entity;
- (b) provide information to identify the associated entity and its eligibility for membership;
- (c) provide an undertaking appropriately authorised and executed on behalf of the entity that the entity agrees to participate in the JIC as a member in accordance with the articles, the other provisions of the Charter and the rules; and

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- (d) promptly responding to any requests from the JIC for further information.

### **Rule 12 Committees**

1. Those proposing to form a committee in accordance with article 11 shall identify the purpose of the committee and the skill sets required of its members.
2. The establishment of a committee (including any standing committee or joint committee) requires an ordinary resolution giving at least 5 days notice to members, providing details of the proposed committee's purpose, functions, deliverables, other terms of reference and, where possible, its membership.
3. Notwithstanding sub-rule 12.2 a "task and finish committee" may be established by a direct vote of the JIC Executive provided that the proposed committee has a clearly defined purpose, deliverables, leader, membership, quorum and work plan and a finite life of no more than 12 months.
4. Suggestions of appropriate persons to serve on a committee shall be sought from the members, the Chair, the Secretariat, other endorsed participants and any other relevant entities identified and should take into account the balance of skills required.
5. Except where a committee's terms of reference require otherwise:
  - (a) committees shall decide matters by means of a direct vote conducted in accordance with rule 4; and
  - (b) the quorum for a meeting of any committee shall be 3 persons (which may include the committee chair).
6. The JIC may arrange with a member or other entity to provide administrative or logistical support for a committee.

### **Rule 13 Joint initiatives**

1. For the purposes of these rules, a joint initiative (joint initiative) is a collaborative activity which two or more members agree to jointly undertake, and which is registered as a joint initiative within the JIC Joint Work Program.
2. The JIC shall define processes for identifying, documenting, proposing, approving, tracking and reporting on joint initiatives.
3. For an activity to be recognised as a joint initiative it should be proposed by at least one member and be approved by the JIC as a joint initiative.

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4. The Secretariat is to record and update the status of proposed, approved and completed joint initiatives on the JIC Joint Work Program.

### **Rule 14 JIC open forums and other events**

1. A JIC open forum is a meeting:
  - (a) convened and chaired for and on behalf of the JIC; and
  - (b) held as part of a meeting or event hosted by one or more members.
2. The purpose of holding a JIC open forum is:
  - (a) to allow the JIC to communicate more directly with experts participating in health informatics standards development and related activities within the wider stakeholder community;
  - (b) to inform them about the JIC, its activities and joint initiatives;
  - (c) to obtain feedback on needs and standardization issues; and
  - (d) to explore the potential for joint work.
3. A member shall consider any specific request from the JIC to hold a JIC open forum at a meeting or event convened or sponsored by the member.
4. A proposal to hold a JIC open forum should normally be discussed within the JIC Executive, followed by a request to the relevant member.
5. A request for a JIC open forum to be included on the agenda of a member's regular standards development meeting should not normally be refused.
6. The JIC may consider involvement in major events provided that any proposal to hold or participate in a significant event that requires commitment of resources shall be approved in accordance with sub-rule 3.11 prior to any commitments or arrangements being made with other parties.

### **Rule 15 Appointment and term of the Chair**

1. The Chair is normally appointed to serve for a term of two calendar years.
2. The right to nominate the Chair rotates among the members according to the sequence of their joining the JIC but if a member at its turn is unable to nominate a person to be the Chair, other members may put forward nominations with the right to nominate returning to the original member at the next opportunity.
3. Nominations for Chair are to be considered by the JIC and the selection and appointment of the chair is to be confirmed by an ordinary resolution.

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4. If there is a vacancy in the position of Chair, the role of the Chair may, with the agreement of the JIC Executive, be performed temporarily by:
  - (a) the immediate past chair in the calendar year following their term;
  - (b) the chair-elect in the calendar year preceding their term; or otherwise
  - (c) an interim chair appointed by an ordinary resolution of the members for set periods of less than a year, which may be renewed.

### **Rule 16 Terms, definitions and interpretation**

1. These rules are to be read in conjunction with the Charter and unless the contrary intention appears:
  - (a) any term defined in the Charter has the same meaning in these rules as it has in the Charter;
  - (b) any rule of interpretation in article 16 of the Charter applies equally to the interpretation of these rules; and
  - (c) to the extent that any conflict arises between these rules (or part thereof) and the Charter, the requirements of the Charter shall prevail.

2. In these rules, unless the contrary intention appears:

“Charter” means the *Revised Charter for the Joint Initiative Council for Global Health Informatics Standardization* as adopted in July 2015 as amended from time to time;

a reference to a “rule” or “sub-rule” is a reference to a rule or sub-rule in these rules;

“alternate” means a person nominated under sub-rule 3.7 as an alternate to a member’s designated voting representative;

“designated contributor” means a person designated as such by a member in accordance with rule 1;

“designated voting representative” means a person designated as such by a member in accordance with rule 1;

“direct vote” means a direct vote conducted in accordance with rule 4;

“electronic poll” means an electronic poll conducted in accordance with rule 5;

“endorsed participant” means a person endorsed to participate in meetings of the JIC Executive in accordance with rule 1;

“joint initiative” means a joint initiative as described in rule 13;

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“JIC Joint Work Program” means a master list of approved, completed and potential JIC joint initiatives and other JIC activities identifying each activity and its deliverable(s), the person(s) responsible for managing it, its status, stages, progression and, where relevant, its proposed completion date and any required or associated resources;

“resolution” includes an ordinary resolution and a special resolution; and

“routine JIC business” means routine JIC business as defined in rule 3.2.