**Health Standards Collaborative (HSC) Charter – Version 2.1**

# Mission

The mission of the Health Standards Collaborative (HSC) is to provide an environment that **facilitates effective collaboration** among health IT standards development organizations in the U.S. Its objective:

## Provide an executive forum and process for senior leadership of the U.S. healthcare standards development community to have strategic and tactical dialogue, planning and action that:

## Seeks to improve interoperability of health information

## Recognizes industry stakeholder implications and challenges

## Recognizes the international implications and challenges

# Guiding Principles

In their work together, the participating members of the HSC will:

## Support best practices for standards development such as following the National Technology Transfer and Advancement Act of 1995 (*NTTAA), Office of Budget and Management (OMB) Circular A-119* document.

## Seek to minimize overlap or duplication of standards and work efforts.

## Facilitate open communications among standards development organizations

## Share and disseminate information about HSC activities

## Respect HSC members’ policies, procedures and MOUs

# Membership

## Classes of Membership

### Standards Development Organizations (SDOs)

The membership shall consist of executive leader representative of standards development organizations (primary and alternates).

### Standards Development Organizations-related entities

The membership shall consist of executive leader representative (primary and alternates) of other invited organizations with direct or indirect involvement with SDOs (i.e., WEDI, etc.). SDO-related entities include government, corporate, and other business entities active and/or interested in the field of health informatics, including health data acquisition, handling (including communications interchange), and processing.

### Official Observer

The membership shall consist of executive leader representative (primary and alternates) of standards development organizations or other invited organizations with direct or indirect involvement with SDOs who wish to be members, without voting rights. Official Observer entities include government, corporate, and other business entities active and/or interested in the field of health informatics, including health data acquisition, handling (including communications interchange), and processing.

ANSI is a permanent member, with non-voting rights.

## Establishment of Membership

Membership will be available via an online application submitted to the Secretariat, and would include the following (but not limited to): name of the organization, brief background of the organization, description of interest, requested membership category, primary and alternate representative(s).

Membership shall become effective when an application has been accepted by a vote of HSC members in attendance. Refer to Section 6 – Voting.

## Voting Rights of Membership

### Primary Representative

The Primary Representative is the official representative of a member organization, as shown by a letter of support from the executive management of the organization. The primary representative has voting rights.

### Alternate Representative

The Alternate Representative is one or more designees of a primary representative organization, as shown by a letter of support from the executive management of the organization. Alternate representatives shall not have voting rights, except in the absence of the primary representative.

Note: Formal Observer Members do not have voting rights, but must designate a primary and alternate representative.

## Requirements for Membership

### Attendance

Attendance by a primary or alternate representative(s) at the face-to-face scheduled meetings shall be required to maintain voting membership. One meeting a year is a requirement to maintain voting membership. Failure to maintain voting membership will result in the member being reclassified as an Official Observer. Special circumstances will be taken under consideration by the Chair and Chair Elect.

### Requesting A Membership Class Change

A member’s Membership Class may be modified by making a formal request to the Secretariat at least 10 business days prior to the next official HSC meeting.

Membership class modification will be approved by the voting members present at the meeting. Refer to Section 6 - Voting.

## Appeal/Reinstatement

The HSC will maintain an appeal/reinstatement process.

## Rights of Membership

### Primary Representatives

The rights of primary representatives shall include the right to attend all HSC meetings, the right to vote (except Official Observer) on all issues that come before the HSC, and the right to submit proposals for consideration by the HSC. Additionally, primary representatives shall be included in the HSC membership roster and distribution lists (electronic and otherwise), and shall be sent all materials directed to the membership.

### Alternate Representatives

Alternate representatives shall have all the privileges of the primary representative except the right to vote. The right to vote shall, however, be extended to an alternative representative in the absence of the primary representative (except Official Observer). As many as five formal alternates can be identified per member organizations.

## Resignation

A Member may resign at any time by submitting a letter of resignation to the Chair.

## Quorum

Quorum shall consist of greater than 50 percent of voting members and must include the Chair or Chair Elect, to conduct official business.

# Governance, Leadership and Management

## Leadership

The leadership consists of a Chair and a Chair Elect.

## Election of Chair/Chair Elect

The Chair and Chair Elect must be a member of the HSC and shall not be from the same organization. The Chair and Chair Elect are elected from the full membership by a vote. The Chair Elect assumes the duties of the Chair when the Chair is unable to perform the duties. The Chair Elect is part of the voting membership.

## Term of Chair/Chair Elect

The term of the Chair is 2 years. The term of the Chair Elect is 2 years, after which the Chair Elect moves into the Chair role, and a Chair Elect is elected by the full membership by a vote.

## Secretariat

Secretariat duties include meeting planning, development of agendas, minutes, project management, membership management, document management, etc. The Secretariat role may rotate or be split amongst organizations, or the HSC may use an existing organization that has these functions already established.

## Ad Hoc Committees

Ad hoc committees may be formed by the HSC for a limited time, to deal with specific items of the HSC. Upon completion of the project, the ad hoc committee will be dissolved.

## Management

Robert’s Rules of Order will be used for meeting management protocol. The Chair will have the right to initiate creation of policies and procedures, if and as needed to document HSC operation and management.

# Administration of the HSC Meetings

The HSC will convene at least semiannually at a location chosen by the membership. HSC members, invited guests and observers attend at their own expense. Meeting notices shall be distributed in advance.

## Meeting Designations

Portions of each meeting may be designated as "open" or "executive session" at the discretion of the Chair with the approval of a majority of the HSC members.

## Meetings

Meetings shall be open to all interested parties to attend and observe the proceedings. Only voting members and their alternates, however, may participate in the formal deliberations. Interested parties who wish to attend as an observer should communicate their planned attendance to the HSC Secretariat prior to the meeting. This will enable adequate planning for seating and allow advance mailing of agenda material to all guests.

## Executive Sessions

As necessary, executive sessions may be held when agenda items center on HSC operation, membership, or policies, or as otherwise determined by the Chair or by affirmative vote of the members. Refer to Section 6 – Voting.

Executive sessions include HSC primary and alternate members and at the discretion of the Chair, associated staff of HSC members. Portions of executive sessions can also include invited guests as well as their associated staff.

## Conference Calls

Conference calls will be scheduled at the discretion of the HSC Chair. Only HSC members will be invited to participate. However, at the discretion of the Chair the participation of others may be allowed. The conference call agenda will be prepared by the HSC Secretariat and sent to each member prior to the scheduled conference call. Minutes will be taken by the Secretariat and distributed to all HSC members after the conference call.

# Voting

## Election of Chair and Chair Elect

The Chair and Chair Elect are elected from the full membership using two-thirds of those voting.

## Voting on Modification of Charter

Approval of an amendment requires a two-thirds affirmative vote of eligible members.

## Voting on HSC Other Actions

Approval requires an affirmative vote by a majority of eligible members.

# Roles of the Parties Involved

## Collaborative HSC Endeavors

From time to time, two or more HSC members will undertake joint work efforts to accomplish tasks or projects that contribute to HSC objectives. Such tasks or projects will be clearly defined and delineated by a joint project proposal, which must include a succinct description of the proposed project and an estimate of time required and resources expected to be committed by each of the participating parties. Joint project proposals shall be discussed by the HSC prior to project commencement. The HSC will determine which joint project proposals will be executed in their activities. In addition, such proposals will define a communication plan where regular communication status is provided on joint work efforts and problems/issues and pertinent activities are conveyed. The goal of this communication is to expeditiously address impacts to projects and avoid duplication of effort.

## Ownership and Respect of Copyright and Intellectual Property

Each party expressly agrees to the following:

### To respect the copyright and intellectual property of each other’s organization.

### That no ownership rights to the Standard or Trademarks are transferred or assigned.

### This does not preclude MOUs/MOAs developed between HSC member organizations.

## Documentation of the HSC

The HSC may create documentation; however the HSC does not develop standards and/or related implementation guides. Standards and/or guides are developed at the SDO(s) level.

# Miscellaneous

## Charter Modification

Amendment of the Charter may be done only by a vote of the HSC and may be accomplished by:

### Any member of the HSC has the right to propose amendments (changes, additions, deletions) to the Charter.

### Publication of a proposed amendment to the HSC at least 30 days prior to the date of a HSC meeting, and

### A vote by the HSC. Refer to Section 6 - Voting.

## Guests and Observers

### Invited guests by the HSC are allowed to participate in work activities and attend meetings of the HSC and have no voting rights.

###  At face-to-face meetings of the HSC, interested stakeholders and members of HSC organizations may make a request to be part of the gallery to observe the work of the HSC. Space will be on a first-come, first serve basis, as determined by the space constraints of the meeting facilities. The request should be made to the HSC Secretariat.