

Terms of Reference for the Member Forum

Purpose

The Member Forum is a representative body designed:

- to facilitate collaboration and cooperation between Members and promote learning from shared experiences; and
- to support the objects of the IHTSDO by promoting consultation and communication at an operational level between the IHTSDO and the Member's National Release Centers (or equivalent).

Scope

The Member Forum considers, at an operational level, the impact on National Release Centers and related Member processes of issues related to the continued development, maintenance, and distribution of the International Release of SNOMED CT and derivative products managed by the IHTSDO. Associated policies and procedures, whether these concern the International Release directly or the National extensions and/or derivatives, are also considered.

The Member Forum will bring to the attention of the IHTSDO any issues or information of relevance to the effective management of the IHTSDO and the products it maintains.

The Member Forum will provide an environment for existing and new Members to share their experiences and common operational concerns relating to establishing and running National Release Centers, creating, maintaining, and distributing National extensions and/or derivatives of SNOMED CT, and identifying appropriate areas for collaboration.

Membership

Each GA representative shall inform the Management Board (MB) in writing of their Nominated Representative(s) to the Member Forum choosing individuals most qualified by their technical competence and experience with respect to health systems, nomenclature systems, and association with the operational teams of those organizations managing SNOMED CT at the national level. One Nominated Representative per Member will be designated as the Voting Member. An alternate Voting Member may be designated to take on voting responsibility should the designated Voting Member be unavailable. A Member's Nominated Representative may be changed or replaced by the Member at any time, by written notice to the MB, without any requirement as to advanced notice. The Chief Executive Officer may also appoint a staff member of the Association to be a member of the Member Forum

A Chair, Vice-Chair, and Secretariat will be designated as follows:

- **Chair** – MB will appoint either a MB representative or the IHTSDO CEO as the Chair of the Member forum.
- **Vice-Chair** – Elected by the Member forum by a simple vote of designated voting Members. This position will be for a two year term; one individual may hold the office for multiple terms.
- **Secretariat** – Assigned by the IHTSDO Office as resources permit or otherwise arranged by participants in the Member Forum.

Ways of Working

Schedule of meetings

In-person meetings will be held in conjunction with IHTSDO Conferences, both regular and out-of-cycle. Where deemed necessary, the Chair will convene an interim teleconference.

Members will respond in a timely manner to requests from the Chair for input to decisions that are required between meetings. The Chair will work with Members to establish realistic deadlines for requests for input. Members are obliged to send a response to confirm that the issue has been considered. A response of “No comment” is acceptable.

Agenda and Minutes

The agenda will be finalized by the Chair no less than two weeks prior to the meeting at which time it will be circulated to Nominated Representatives of the Member forum. The agenda will include as standing items: Member updates, Committee updates, and review of formal consultations since last meeting. Proposed items for the agenda must be submitted with supporting papers no less than two weeks prior to the meeting. Last minute presentations may be added to the agenda on a limited basis.

Minutes will be taken by the Secretariat (to be established as resources permit) or in the absence of a Secretariat by an individual agreed by Nominated Representatives of the Member Forum and, following approval of the Chair, made available on the collaborative work space within two weeks of the meeting. The Secretariat, or in the absence of the Secretariat an individual agreed by Nominated Representatives of the Member Forum, will also track the rate of responses to consultations by Member country and report these rates to the General Assembly through the report from the Chair of the Management Board to the General Assembly.

Voting

The quorum for a Member Forum vote will be achieved when more than 50% of all Members of the Association who have nominated a representative to the Member Forum are present in the meeting, whether in person, or by teleconference. Meetings can still be held but no voting can occur unless a quorum is present.

Voting on any issue should be on the basis of one Member, one vote. The Chair shall not be entitled to vote in Member forum meetings unless the Chair is also the Voting Representative of a Member, in which case she shall be entitled to vote only in her capacity as a Voting Member and shall have one vote only.

Any issue considered at any meeting of the Member Forum will be decided by a simple majority of votes cast by Members voting on the issue. If a vote is tied, it should be noted as such and the information on voting fed back along with any collated supporting information to IHTSDO Officers and Committees requesting the information.

General

The Member Forum is intended to facilitate collaboration and cooperation between Members. It provides advice to IHTSDO but whether acting as a whole or through any number of its members has no authority to make binding decisions regarding any matters relating to the Association. Likewise, it does not have the power to relinquish IHTSDO of any obligation, duty, or right. For example, the Member Forum will not set IHTSDO

policy but will provide an effective sounding board to enable changes to be introduced or policies to be developed that are workable in the national environments.

Member Forum meetings will be open to observers from other organizations, however the Member Forum may hold a closed session where issues that might be considered sensitive or have the potential to confer a commercial advantage are to be discussed.

The IHTSDO principles of openness and collaboration will underpin the Forum's working methods, with the support of technical/communications infrastructure for the sharing and management of documents and for consultation with others.

In keeping with IHTSDO policy, Members will declare potential or actual conflicts of interest with agenda items and these will be managed by the Chair.

The Member Forum will uphold the Articles of Association and conform to the IHTSDO Regulations, Policies and Procedures where they apply to Forum activities.

The Member Forum will periodically review these Terms of Reference and propose revisions to them as necessary and appropriate.

The Chair of the Member Forum will work with the Chairs of the other Boards, Committees, and Forums, as well as IHTSDO staff, to ensure coordination throughout the IHTSDO structure and effective joint working when appropriate.