

## Process for Council Member Appointment and Guidelines for Participation of Alternates

### 1. Purpose of this Document

This document is an informational resource for members of SIM Councils. It is intended to:

1. Describe existing processes by which members are appointed to SIM Councils
2. Propose a set of guidelines by which alternates can participate in SIM Councils when members are unable to attend Council meetings

### 2. Scope

The processes and guidelines described here apply to SIM Councils, of which four exist as of this writing (Quality Council, Practice Transformation Task Force, Equity and Access Council, Health Information Technology Council). These processes and guidelines do not apply to the Healthcare Innovation Steering Committee (HISC) or to the Consumer Advisory Board (CAB).

### 3. Intent of Establishing Guidelines for Participation of Alternate Members

The intent of these guidelines is to strike an appropriate balance between the objectives of membership continuity and member flexibility. We believe that consistent participation by a Council's members is important to achieving the goals of the Councils. Accordingly, we encourage members to keep the use of alternates to a minimum. The guidelines for use of alternates should incent members to attend rather than send an alternate. At the same time, we recognize that circumstances will on occasion prevent a member from attending a meeting, and we believe that it is important for members' perspectives to be represented even when they cannot attend.

### 4. Summary of Appointment Process and Proposed Guidelines for Participation of Alternates

#### Background

- **Appointment Process.** The HISC has established the member appointment process.
- **Guidelines for Participation of Alternates.** Each Council at its discretion may adopt or amend the guidelines for participation of alternates to meet the Council's needs, except that voting privileges may not be assigned to alternates unless explicitly approved by the HISC in advance.

#### Definitions

- **A voting member** may participate in all Council meeting activities including voting.
- **A non-voting alternate** may participate in all aspects of Council meetings except for voting, may speak during deliberations, and should be seated amongst the voting Council members.
- **A member of the public** may be recognized to speak during a Council meeting at the chair's discretion.

Description of Appointment Process and Guidelines for Participation of Alternates

<b>Constituent Group</b>	<b>Appointment Process</b>	<b>Guidelines for Participation of Alternates</b>
Government agencies	<ul style="list-style-type: none"> <li>• HISC designates Council seat for agency</li> <li>• Agency names representative</li> <li>• PMO issues appointment letter</li> </ul>	<ul style="list-style-type: none"> <li>• An alternate designated by the organization or appointed member may participate as a non-voting member in Council proceedings</li> </ul>
Payers	<ul style="list-style-type: none"> <li>• HISC designates Council seat for payer organization</li> <li>• Organization names representative</li> <li>• PMO issues appointment letter</li> </ul>	<ul style="list-style-type: none"> <li>• An alternate designated by the organization or appointed member may participate as a non-voting member in Council proceedings</li> </ul>
Consumers	<p>For CAB appointees:</p> <ul style="list-style-type: none"> <li>• Individuals apply to CAB</li> <li>• CAB recommends members</li> <li>• HISC appoints members</li> <li>• PMO issues appointment letter</li> </ul>	<ul style="list-style-type: none"> <li>• An alternate designated by the appointed member may participate as a non-voting member in Council proceedings</li> </ul>
Providers	<ul style="list-style-type: none"> <li>• Individuals apply to HISC</li> <li>• HISC selects and appoints members</li> <li>• PMO issues appointment letter</li> </ul>	<ul style="list-style-type: none"> <li>• An alternate designated by the appointed member may participate as a non-voting member in Council proceedings</li> </ul>
MAPOC	<ul style="list-style-type: none"> <li>• HISC designates Council seats for MAPOC</li> <li>• MAPOC names representative</li> <li>• PMO issues appointment letter</li> </ul>	<ul style="list-style-type: none"> <li>• An alternate designated by the appointed member may participate as a non-voting member in Council proceedings</li> </ul>