

June 4, 1998

To: Process Subcommittee

From: Pipeline Segment EC Members

Re: Alternative Recommendations to Proposed Voting Procedures dated May 27, 1998

At a June 5 conference call, the Process Subcommittee will be asked to review a draft of an EC subcommittee voting procedure. The proposed procedure attempts to balance the voting rights at a subcommittee level by normalizing the votes of a segment. For example, if a segment has 10 voting members present, these votes would be equated to a maximum of five votes. (There are alternative proposals to cap the votes at 2 or 10 votes per segment).

The pipeline segment believes that these voting concerns need to be addressed as part of a set of overall process changes needed to ensure that resources are focused on meeting the Annual Plan items.

Pipeline EC Member Recommended Process Changes

1. Eliminate the Business Practices Subcommittee and Triage

Most of the GISB subcommittees and task forces are able to proceed on a consensus building basis without concerns over scope, process and voting rights. In this regard the BPS is unique. Because the work of this committee involves the standardization of business practices nearly every recommendation is opposed by one or more parties. The result is that members commit resources to working out these issues at the subcommittee level, only to debate the issue start to finish at the EC – often with parties that chose to send no representation to the BPS. The proposed voting procedures would normalize the voting at the subcommittee (in at least one formulation down to two votes). This is simply moving in the wrong direction, further encouraging parties to skip the subcommittee work. The pipeline segment EC members believe that these voting concerns can be alleviated by making the following changes:

- Conduct all voting on business practices standards at the EC.
- To the extent that background discussions are needed prior to an EC vote, the EC chair or vice-chair can schedule sessions to exchange ideas on a proposed business practice. No votes would be called during such a session. Any votes on business practices would be entertained solely by the EC.
- To the extent that the EC determines that detailed work is required on a specific business practice, the EC could establish a special purpose task force. Such task forces could be comprised of specified representatives for each segment to be chosen by the respective segment.

- With elimination of the BPS subcommittee, there is a need for corresponding changes in the current Triage process. Under this recommendation, when a request initially comes before the EC, the EC would vote whether the request is in scope and would determine whether the request should be (choose one or more of the following):

1. directly sent out for industry comment and set for a vote at a subsequent meeting,
2. the subject of an EC informative session,
3. the subject of a special purpose task force, or
4. sent directly to a “technical” group.

In any event, the request will ultimately be sent out for industry comment and an EC vote.

2. Avoid EC micro-management of “technical” matters in an effort to focus the EC on completion of significant items on the Annual Plan

Every effort should be made to delegate technical matters within the GISB organization (i.e. matters not involving business practices such as ANSI compliance, code values and usage, x-12 mapping and instructions, implementation guide instructions). Where a technical group has reached consensus on an item, the EC should only vote on such matters on an exception basis (i.e. the item is called and EC members are asked whether there are any objections). Any such vote should be limited to a straight up or down vote. If it is determined that further changes are required to complete a technical matter, the item should be returned to the appropriate group for continued work.

3. Any joint Board/EC committees or task forces should be chaired by both a Board and an EC representative/alternate.

4. All workpapers and agenda items should include a sponsor name.