REPORT OF THE Secretary

Annex 3 – proposed amendments to IMIA Policies.

Introduction

The IMIA Statutes, approved by the General Assembly (GA) on 12 September 2010, states in clause 3.2.4.2 that:

“The General Assembly may establish Policies to define:
1. Procedural aspects of IMIA’s Statutes,
2. Specific duties and responsibilities of Officers and other members of the Board,
3. Rules and guidelines for specific IMIA activities or events, and
4. Such other matters as deemed appropriate”

Nine policies were approved in 2010. However, there are also other policies and Standard Operating Procedures (SOPs) that have previously been approved, and the status of these are unclear. After 2010, the IMIA GA have made several important decisions regarding organization and management. The Board policy was amended in 2016 to reflect these decisions. In 2016, the GA also decided that Policies should be approved by the GA in accordance with the statues, but that SOPs should be approved by the Board.

All the by-laws have during the last year been reviewed by Board in order to identify needs for amendments to comply with IMIA GA decisions.

Enclosed are proposal for amended versions of the following procedures – with a description of amendments. Previous policies and policies not included in this list are no longer regarded as valid. The list presented in this annex is consequently a complete list of IMIA policies.
## Complete list of IMIA Policies

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Versions and amendments

**Policy General Assembly**
A sentence regarding termination of bodies has been added to clause 3.3.

There are also minor grammatical changes in clause 2.5.

**Policy Finances**
Clause 3.1. has been amended to pinpoint that the Financial review committee is approved by the GA, in accordance with the Committees Policy.

**Policy Affiliate Members organizations**
This replaces the IFIP relations policy to include also the other affiliate members’ organizations that in accordance with previous decisions appoints liaison officers to IMIA.

**Policy committees**
This have been extended to comply with the statues, and to include a description of the nomination process.

Clause 1.1 has been amended to reflect that the Financial Review Committee is approved by the GA, not the Board, and that their term is two years.

Clause 2.1 and 2.2 has been amended to reflect the new terms for IMIA officers.

Clause 2.3 is new and reflects the current nominating process.

**Conflict of Interest Policy**
This policy was approved in 2001, but have been listed as an SOP. In line with the current by-laws, this is proposed to be recognized as a Policy. In clause 4, a fifth number point has been added to the existing list.

**Journals policy**
This policy was presented for the GA meeting in Copenhagen in 2013. The current version is amended to comply with the current complete set of statues.

**Policy commitments**
Current version from 2010 do not need amendments.

**Policy Board**
Current version is the policy approved by the GA in 2016 This policy will be reviewed during the next year and, if necessary, amendments proposed during the next GA meeting.

**Policy Membership**
Current version is the policy approved by the GA in 2010. This policy will be reviewed during the next year and, if necessary, amendments proposed during the next GA meeting.
Draft Policy General Assembly for approval

1. Voting Rules

1.1. Only those who have paid all required fees up to the preceding year shall be entitled to vote in the General Assembly.

1.2. Individuals who are entitled to vote in more than one capacity may cast one vote for each such capacity.

1.3. Members of IMIA who are entitled to vote have only one vote each in the General Assembly, cast by a nominated representative or proxy.

1.4. Members’ representatives may issue proxies to individuals to act on their behalf, but no individual may accept more than three proxies.

1.5. Corresponding Members and Observers shall have no voting rights in the General Assembly.

2. Quorum

2.1. The General Assembly shall be able to conduct business if at least one third of the Member Societies are represented in person or by proxy. On a particular issue addressed by the General Assembly, a Member may waive the voting right. However, the abstention from voting shall be noted and the Member shall be counted for the quorum.

2.2. If a quorum is not achieved, the General Assembly shall be deemed to have delegated its authority to the Board, in so far as the Statutes allow. If a quorum of the Board is present, the Board shall convene immediately, and may allow members of the General Assembly there present to participate in discussions. Otherwise the Board shall convene within one month.

2.3. Decisions which do not fall within the competence of the Board, and which cannot reasonably await a meeting of the General Assembly, may be taken by a written vote of the General Assembly, electronically or on paper. For this purpose the Secretary or designated support service shall give at least one month’s notice of the proposals to all members of the General Assembly.

2.4. Decisions of the General Assembly shall be taken by a simple majority of those Members present or represented by proxy who have the right to vote, unless provided otherwise in the Statutes or Policies.

2.5. In a case where modification of the Statutes is proposed so that a two-thirds majority of all Member Societies is required and there are less than two-thirds of those Members represented in person or by proxy, the agenda item shall be either deferred until the next year’s General Assembly or decided by a written vote, electronically or on paper. Such a vote shall be decided by a two-thirds majority of all valid votes received within the time limit. For this purpose, the Secretary or designated support service shall give at least one month’s notice of the proposals to all members of the General Assembly. This notification shall state precisely the questions at issue to which the special vote conditions, specified above, shall be applicable.

3. Authority

3.1. The General Assembly shall determine fundamental policy, adopt the program of activity, hear and approve reports of any subordinate body it may have established, decide on admission and exclusion of Members, elect Officers and Board members, adopt the budget, review the expenditures, accept the audit reports and adopt official documents.
3.2. The General Assembly is responsible for the implementation of the program of IMIA.

3.3. The General Assembly may create Advisory Committees, Task Forces, Special Interest Groups and Working Groups. Termination of such bodies can be made only by the General Assembly after notice from a Member Society representative, the Chair of the body or the IMIA Board.

4. Meetings
The General Assembly shall decide on the dates and places of its meetings.

4.1. Ordinary meetings:
a] The General Assembly shall meet at least once in each calendar year.

4.2. Extraordinary meetings:
a] The General Assembly shall meet within six months
1. at the request of the President,
2. at the request of the Board or the Executive Committee, or
3. at the request of at least one fifth of the Member Societies which are eligible to vote.

4.3. Notice of Meetings
a] The secretary or designated supporting service shall give not less than three months' notice of any General Assembly meeting, enclosing a statement of the purposes of the meeting.

b] A Member may have a matter included on the agenda for a meeting provided the request is received in writing (paper or electronic media) two weeks in advance of the meeting and has the support of at least one other Member Society or Institutional Member.

c] No business other than that included in the agenda for the meeting shall be transacted at any such meeting except if by a two-thirds majority vote, the meeting waives this restriction.

4.4. Minutes of the General Assembly
a] The minutes of one meeting of the General Assembly as submitted by the secretary shall be approved by the General Assembly at its next meeting.

Status: Proposal for approval at the GA meeting in Hangzhou, China, 21st August 2017

Replaces version approved by the General Assembly in Cape Town, South Africa, 12th September 2010
Draft Policy Finances for approval

1. Sources of funding
1.1. The Association shall be financed by fees from Member Societies and Institutional Members, by royalties from publications, interest on funds, contributions and surpluses from events such as congresses, conferences and symposia, donations, subsidies and earnings arising from activities conducted by IMIA or its subordinate bodies.

1.2. The General Assembly shall decide on the scale of annual fees for members.

2. Budget
2.1. The IMIA Treasurer on behalf of the Board shall submit the annual budget to the IMIA General Assembly. The General Assembly may adopt the budget for the next year with a simple majority vote of all Member Societies represented in person or by proxy.

2.2. In case of rejection of an IMIA budget, the IMIA General Assembly shall decide upon limits within which the Treasurer can draw up a revised budget which is to be adopted at the subsequent IMIA Board meeting. When IMIA has to be operated temporarily without an approved budget, the regular expenditures may be continued, but no new commitments shall be made unless explicit approval of the IMIA General Assembly has been obtained.

3.1. The General Assembly may award a contract on a periodic basis to a firm of external accountants or auditors, to review the IMIA books. These shall be reviewed once a year by a Financial Review Committee approved by the general assembly for the purpose, and/or by contracted external accountants or auditors, and a report given to the General Assembly.

3.2. The Treasurer shall review for the IMIA Board the financial outcome of the preceding year as comprehensively as possible, and present a report to the General Assembly accompanied by an audit statement.

4. Payment of fees
4.1. Each Member shall pay annual fees in the currency in which the IMIA books are kept. The amounts to be paid by each Member and the procedure of payment are determined by the General Assembly and may be revised annually.

4.2. If the annual fees are increased by more than 80% in any one year, every Member has the right to withdraw its Membership immediately.

Status: Proposal for approval at the GA meeting in Hangzhou, China, 21st August 2017

Replaces version Approved by the General Assembly in Cape Town, South Africa, 12th September 2010.
Draft Policy Affiliate Member organisations for approval

1. IFIP is an association incorporated in Austria. Before its formal constitution, IMIA was active as a Special Interest Group of IFIP. In agreement with IFIP, IMIA shall continue to cooperate with IFIP as an Affiliate Member of IFIP, and may appoint a liaison officer to IMIA

2. IFIP is accepted as an Affiliate Member organisation, and may appoint a liaison officer to IMIA

3. ISO is as an Affiliate Member organisation, and may appoint a liaison officer to IMIA

4. WHO is accepted as an Affiliate Member organisation, and may appoint a liaison officer to IMIA

Status: Proposal for approval at the GA meeting in Hangzhou, China, 21st August 2017

To replace IFIP relations policy Approved by the General Assembly in Cape Town, South Africa, 12th September 2010.
Draft Policy Committees for approval

1. Financial Review Committee

1.1. The General Assembly shall appoint a Financial Review Committee, consisting of a Chair and two members, for a two-year term. No member of the Committee may be a member of the Board. The President and Treasurer may sit on the Financial Review Committee in an *ex officio* (non-voting) capacity.

2. Nominating Committee

2.1. The Nominating Committee shall consist of a Chair and at least two elected Member Society representatives of IMIA. Members are elected on alternative MedInfos for four year terms, with one individual changing at each MedInfo. Members of the Nominating Committee, excepting the Chair, shall be approved by the General Assembly.

2.2. The Chair shall be the immediate Past President of IMIA or an appointed alternative, and serve for a two-year term.

2.3 Nominating Process:

The purpose of the Nominating Committee is to propose at least one candidate for each vacant position on the IMIA Board, the IMIA Awards Committee and the Financial Review Committee for consideration by the IMIA Member Society Representatives of the General Assembly.

A candidate for the IMIA Board, Awards Committee or Review Committee may not be proposed without his/her prior consent, given in writing (which may include by email).

The nomination committee is encouraged to nominate more than one candidate for a position.

The Nominating Committee shall prepare a Nominating Report for circulation by the Secretary of IMIA to the IMIA Member Society Representatives of the General Assembly a minimum of one month prior the General Assembly where candidates will be elected.

The report shall include:

1. The name, title, and organizational affiliation(s) of the candidate; the position for which the candidate is proposed; and the term of office.
2. An indication whether the nominee is an existing Board member or a new Board Member.

Status: Proposal for approval at the GA meeting in Hangzhou, China, 21st August 2017

To replace IFIP relations policy Approved by the General Assembly in Cape Town, South Africa, 12th September 2010.
Draft Conflict of Interest Policy for approval

1. General
The purpose of this policy is to ensure that transactions of the Board of IMIA are conducted in such a manner as to pursue, and be perceived to pursue, the interests, goals and objectives of the Association. Accordingly, a member of the Board of IMIA shall not participate in any transaction involving IMIA from which they may, directly or indirectly, benefit or gain advantage for themselves or for their associates.

2. Disclosure
Where the potential for a conflict of interest exists in a transaction being considered by the Board, the member shall:

1. Disclose all actual, potential or perceived conflicts of interest to the Board,
2. Refrain from participating in the ensuing discussions, except where authorized by the Board to do so.
3. Where a vote is called for the transaction, abstain from voting.

No member shall place themselves in a position of conflict between their duty to IMIA and self-interest, irrespective of the absence of profit in the transaction under consideration.

3. Specific Guidelines
In order to avoid the perception of conflict of interest within and outside of the organization the following guidelines apply:

1. No elected member of the Board shall be in the employ of, or contracted to, another member of the Board. Where this becomes the case, one of the subject members shall tender their resignation to the Board and to the General Assembly.
2. Excepting the recommendations for Working Group Chairs and Co-chairs to the General Assembly, recommendations for appointments to the chairs of IMIA committees and other like offices shall normally avoid situations where an employer — employee or a formal personal relationship exists between the candidate and a member of the elected Board.

4. Policy Application
This policy shall apply to all elected members of the Board, and, except where otherwise noted, to members of the extended Board.

Guests of the Board are expected to respect the spirit of the policy.

The Nominating Committee shall be guided by this policy.

Working Groups and Special Interest Groups of IMIA are encouraged to adopt like or similar policies.

Other bodies appointed by IMIA, such as the Awards Committee and the Financial review committee, should follow the same principles whenever applicable

Status: Proposal for approval at the GA meeting in Hangzhou, China, 21st August 2017

To replace policy /SOP Approved by the General Assembly 1st September 2001.
Draft IMIA JOURNAL RELATIONSHIP POLICY for approval

1. Categories of engagement
There are two categories of relationships that IMIA will engage with journals that are not IMIA owned (like the Yearbook): “IMIA Official Journal” and “IMIA Endorsed Journal”.

In addition, IMIA will engage with journals on endorsement of special issues as “IMIA Endorsed Issue”.

2. Number of Journals
IMIA will limit the number of IMIA Official Journals to not exceed FIVE journals.

There is a limit of TEN for the number of IMIA Endorsed Journals.

There is no limit for the number of IMIA Endorsed Issues.

3. Engagement Type Description

A. IMIA Official Journal

In order to be recognized as an IMIA Official Journal, the following conditions have to be fulfilled:

1. The candidate journal’s scope must focus on the Medical Informatics field
2. The candidate journal must have been published for a period of at least two years
3. The candidate journal should be indexed in Medline or the editor must provide the IMIA General Assembly with substantial documentation of the quality of publication. Quality can be demonstrated by citation evidence or personal opinion of experts within the IMIA community
4. The candidate journals needs to be complementary to the existing IMIA Official Journals
5. The candidate journal’s editor must submit a formal application to the IMIA board no later than nine months before a meeting of the IMIA General Assembly for recognition of the journal as an IMIA Official Journal. The application should include a scope description of the candidate journal, a description of how this journal is complimentary to existing IMIA Official Journals, and 5 or more (not to exceed 10) selected publications from the journal to allow IMIA General Assembly members to judge the quality of the publication
6. The application must be supported by letters from two voting IMIA General Assembly members
7. The editors of existing IMIA Official Journals must be informed by the IMIA CEO of the pending application six weeks prior to an IMIA General Assembly vote, to provide them with the opportunity to respond with any concerns or objections
8. The IMIA General Assembly must, upon recommendation from the board, vote in favour of including the journal as an Official IMIA publication
9. The IMIA General Assembly may at any time vote to discontinue the journal’s status as an Official IMIA publication
Once a journal has been voted to be an IMIA Official Journal, it may carry the by-line “IMIA Official Journal” as well as the IMIA logo in its masthead and title page. The designation of “IMIA Official Journal” does NOT imply any financial support or obligation of IMIA to the journal.

Official journals are obligated to publish from time to time official IMIA documents (not to exceed two per year). Requests from the IMIA Board to publish an official manuscript must adhere to the following standards:

- Fast turnaround
- Free to IMIA (e.g. without article processing fees)
- Immediate open access
- IMIA copyright (not the respective publisher)

B. IMIA Endorsed Journal

In order to be recognized as an IMIA Endorsed Journal, the following conditions have to be fulfilled:

1. The candidate journal’s scope must focus on the Medical Informatics field
2. The candidate journal’s editor must submit a formal application to the IMIA board no later than nine months before a meeting of the IMIA General Assembly for recognition of the journal as an IMIA Endorsed Journal. The application should include a scope description of the candidate journal and 5 or more (not to exceed 10) selected publications from the journal to allow IMIA General Assembly members to judge the quality of the publication
3. The application must be supported by letters from two voting IMIA General Assembly members
4. The IMIA General Assembly must, upon recommendation from the board, vote in favour of including the journal as an IMIA Endorsed publication.
5. The IMIA General Assembly may at any time vote to discontinue the journal’s status as an IMIA Endorsed publication

Once a journal has been voted to be an IMIA Endorsed Journal, it may carry the by-line “IMIA Endorsed Journal” as well as the IMIA logo in its masthead and title page. The designation of “IMIA Endorsed Journal” does NOT imply any financial support or obligation of IMIA to the journal.

C. IMIA Endorsed Issue

In order to be recognized as an IMIA Endorsed Issue, the following conditions have to be fulfilled:

1. The issues’ scope must focus on the Medical Informatics field and the issue must be focused on an IMIA event or a working group activity.
2. The candidate journal’s editor must submit a formal application to the IMIA board no later than nine months before a meeting of the IMIA General Assembly
including a scope description of the candidate issue and a written endorsement by an IMIA Board Member or of the Working Group chair.

3. The application must be supported by letters from two voting IMIA General Assembly members

4. The IMIA General Assembly must vote in favour of including the issue as an IMIA Endorsed issue.

Once an issue has been voted to be an IMIA Endorsed Issue, it may carry the by-line “IMIA Endorsed Issue” as well as the IMIA logo in its masthead and title page.

The designation of “IMIA Endorsed Issue” does NOT imply any financial support or obligation of IMIA to the journal.

Status: Proposal for approval at the GA meeting in Hangzhou, China, 21st August 2017

To replace policy presented at the GA meeting in Copenhagen, Denmark, 20th August 2013