

Dear Colleagues,

Enclosed please find eight documents for the General Assembly in Copenhagen:

- 1) Standing Orders, draft for the GA in Copenhagen 1996
- 2) Information for Societies Applying for Membership in the International Medical Informatics Association (IMIA)
- 3) IMIA Nominations Committee: Report to the General Assembly 1996
- 4) IMIA President, O. Rienhoff: Report to the General Assembly 1996
- 5) APAMI President, K.C. Lun: Report to the General Assembly 1996
- 6) IMIA-LAC President, A. Espinosa: Report to the General Assembly 1996
- 7) EFMI Liaison Officer, J. Bryant: Report to the General Assembly 1996
- 8) AFRICAN REGION Coordinator, S. Isaacs: Report to the General Assembly 1996

I am very much looking forward to seeing you in Copenhagen.

Kind regards,

Otto Rienhoff

*Committee still working on these  
Input requested.*

1)  
IMIA Standing Orders  
Draft for the GA in Copenhagen 1996

## Introduction

IMIA is governed by its statutes which were updated and approved by the General Assembly (GA) in Kyoto, October 11, 1993. On the basis of these statutes IMIA became an independent association under Swiss law. The statutes can be viewed at the IMIA homepage at Rotterdam (<http://www.eur.nl/FGG/MI/imia/bylaws.html>). To organize the everyday operations, standing orders were set up and are continuously updated by the Vice President (VP) Special Activities and approved by the GA. The standing orders refer to appendixes of technical nature. In general, IMIA is following Roberts Rules of Order, Revised Edition.

All IMIA representatives use the standard IMIA letter head and the IMIA logo (appendix 1). Labeling, filing, and archiving of all official IMIA documents, letters, etc. are following guidelines specified at the Board Meeting in Korea, January 28 - 30, 1996 (appendix 2).

## General Assembly

Date and place of a General Assembly should be decided latest at the preceding GA. The Executive Committee should present a plan, tentative schedule and location for the next two or three meetings. If an extra meeting is necessary all members have to be notified three months before.

The Secretary on behalf of the Executive Committee has to circulate a tentative agenda two months before each meeting. Necessary documentation for the meeting should be in the hands of the delegates one month before the meeting.

At the beginning of each meeting, a roll-call should be made and all present members with full voting rights should be given a voting card of one color. All other members or persons present with restricted voting rights should be given a voting card with a different color. All proxies must be presented at this time. No person can carry more than three proxies in addition to their own voting right. VPs and Chairpersons of Special Interest Groups who are not national representatives have full voting rights. Based on this the Secretary is preparing a quorum which becomes part of the minutes.

The Secretary is preparing the minutes of the GA following the

guidelines (appendix 3) and disseminates them to all members within a month after the meeting.

In case that a member has a different opinion than expressed in a decision, he/she has the right to ask for a documentation of his/her opinion in the minutes.

Besides deciding on all major business of IMIA on the basis of reports given by officers and chairpersons, the GA can set up Working Teams (WT) for issues of strategic importance in the fields of the responsibility of a VP (constitutional WT). Their chairs need GA approval. Examples are the WTs for the Newsletter and the Yearbook.

## Board

Board Meetings are only attended by Board Members and by the Presidents of the IMIA regions. Upon special invitation by the President, representatives for organizations in close relation to IMIA and individuals can be invited to attend.

Reasonable administrative cost of the Board Member are covered by IMIA and are budgeted for by the Treasurer. All activities that are the responsibility of a Board Members exceeding 1000 SF/year must explicitly be budgeted.

## President

Besides all responsibilities defined in the IMIA statutes, the President has the right to set up Committees with the task to propose possible solutions for a specific problem that is not naturally handled by one of the VPs. The chairperson and the members are appointed by the President and the Committee is given a date by which the results should be presented.

## Past President

The Past President advises the Board in all affairs. His/her specific task is to serve as the chair of the Nomination Committee.

## President Elect

The tasks of the President Elect are set by the Board. He/she should

be mainly involved in strategic planning processes for IMIA to prepare for his/her presidency.

### Secretary

The Secretary is responsible for preparing the agenda of Board Meetings and GAs in accordance with the IMIA Board Members. The Secretary also collects the written reports for the Board Meeting and GA meeting. In addition, the Secretary prepares minutes of the Board Meetings, or GA meetings and updates the IMIA Flyer prior to the GA meetings.

### Treasurer

The Treasurer reports to the General Assembly. All reports to the General Assembly should follow the guidelines (appendix 4).

### Vice Presidents (VPs)

Besides their main duties, it is an important role of all VPs to involve young professionals and scientists into IMIA. One way to achieve this is to set up Working Teams for different tasks within the field of responsibility of the VP. The chairpersons of the Working Teams are nominated by the VPs and have to be approved by the Executive Committee. Examples of Working Teams possible can be found in the report from the Strategic Planning Committee. (appendix 5). A Working Team is established by a VP to handle a specific task within the responsibility of that VP. There is a responsibility to continuously report progress to the VP and achieved results at the time agreed upon. It is not necessary that the Working Team chairpersons are national representatives.

All VPs can sign agreements within their respective area of responsibility as long as the agreements entail no cost to IMIA. The agreement must be reported at the next Board Meeting.

The VPs are responsible for their part of the agenda of Board and GA meetings and to deliver a report on the activities undertaken since the previous meeting (from Board Meeting to Board Meeting and from GA to GA).

### VP MEDINFO

The VP responsible for MEDINFO has to encourage countries to make a proposal to the GA for hosting the MEDINFO. To facilitate the process

for the countries who prepare a proposal there are IMIA guidelines (appendix 6) and a master plan (appendix 7). The proposal for a MEDINFO must be presented at a GA five years before. The decision must be made at latest four years before the event. At the same time the VP for MEDINFO must propose the chairperson for the Organizing Committee and the Editors. The proposal for the chairperson for the Organizing Committee is made by the country who is making the proposal. Proposals for the core team and extended team of the Scientific Program Committee should be made by the national representative and the SIG chairpersons either through the VP or directly at the meeting.

The VP has to support the Organizing Committee (OC) of a MEDINFO by - providing documentation from previous MEDINFOS and - other supporting material (e.g. software).

The VP has to help the OC to use this material and to make sure that an updated version of all material is redelivered to IMIA within a year after the MEDINFO.

#### VP Services

The VP Services has to constantly develop, maintain, and extend IMIA's services for its members. Special attention has to be directed toward the (constitutional) Working Teams of the IMIA Yearbook, the IMIA Newsletter and the IMIA Electronic Services.

#### VP Members

The VP for Members is responsible for all categories of memberships. He/she has to propose the acceptance of new national members and the termination of membership to the GA. He/she decides on acceptance of other membership categories following the guidelines (appendix 8). Any other membership business is also handled by the VP.

All matters dealing with sponsorship is handled by the VP for Members.

The VP is responsible for harmonizing applications of Institutional Members with the Presidents of national members and IMIA regions.

The VP is handing an updated membership list to the IMIA Treasurer three months prior to the GA as to guarantee correct information for invitations and invoicing.

## VP SIGs/WGs

The VP for the SIGs/WGs is responsible for the scientific content and composition of the work IMIA is doing. In this aspect he/she relates directly with members of all categories. According to the Statutes all proposals for chairpersons for the SIGs have to be made by this VP. It is also his/her responsibility to make sure that all SIGs/WGs report annually to the GAs. If a chairperson cannot be present another representative for the group can make this presentation. A written report version of that report must be available to the members two months prior to the GA for discussion.

The VP has to ensure that the Working Teams, the SIGs, and WGs deliver their reports two months prior to the GA to the Secretary.

There should be a meeting with the chairpersons for all SIGs/WGs in connection with and before every GA. During this meeting, the chairpersons and the VP formulate recommendations for new WGs/SIGs to the GA, as to make sure that IMIA covers all relevant fields of Health Informatics.

The VP is responsible for a inter-regional coordination of Working Groups and SIGs.

## VP Special Activities

This VP is a support to the President for special tasks. Besides this, the VP collects recommendations for changes of statutes and standing orders, prepares and presents necessary updates for the GA.

Copenhagen,

1996