



# HEALTH METRICS NETWORK BOARD OPERATING PROCEDURES



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# BOARD OPERATING PROCEDURES

## 1. HMN Board

The Health Metrics Network (HMN) Board is the highest coordinating and decision-making body for the Network. Board functions, composition and responsibilities are described in the document HMN Governance.

Names of Board members and designated alternates are publicly available on the HMN website.



## 2. Board Chair

The HMN Board will select from among its members a Chair, who will serve a term of two years, and is eligible for re-election once only. The Chair will preside over the Board sessions. The Board Chair is automatically the Chair of the Board's Consultation Committee.

- The process for selecting a Chair will include the following steps:
- The Board will agree on criteria for eligibility to be Chair.
- The Board will appoint a Nominating Committee of three Board members who do not themselves intend to stand for the Chairmanship. They will call for and receive nominations, scrutinize them for eligibility, and determine nominees' willingness to stand.
- In the event of more than one eligible and willing candidate, the Nominating Committee will announce a vote to be conducted anonymously, on the basis of one vote for each Board member.

The HMN Board does not have a Vice-Chair.

In the event that the Chair is unable to attend a Board meeting or otherwise temporarily unable to fulfill his or her functions, the Executive Secretary will facilitate the appointment of an Acting Chair from among Board members, in consultation with the Consultation Committee and with the consensus of the Board.



## 3. Board meetings

### **Frequency of meetings**

The first formal meeting of the HMN Board took place in May 2005. The HMN Board will normally hold two meetings per year, or exceptionally three meetings if required and agreed by Board members, with teleconferences as necessary. A minimum of 50% attendance is required as the quorum to convene a Board session. The Executive Secretary is the Secretary of the Board.

### **Participation in meetings**

Participation by members in Board meetings is limited to their designated representatives and one designated alternate, without further possibility of replacement in the case of absence. There may be the possibility of participation by teleconference. If exceptionally neither the designated representative nor alternate can attend, one observer may attend on their behalf but will not count towards the quorum nor be eligible to vote.

HMN will provide financial support to enable the participation of Board members from developing countries. Financial support will not be offered to Board members representing donors or multilateral agencies other than in exceptional cases and at the discretion of the Chair.

At the Chair's invitation, other observers may attend all or part of Board meetings and participate, without a vote, in selected or all agenda items. Invitees from countries to share experiences and ideas with the Board should generally be invited to contribute to all Board items. The Chair will identify any exceptional closed sessions (e.g. on appointments, personnel issues or commercially confidential material) where observers should leave the meeting. HMN will not normally fund attendance by observers, though the Chair has discretion to offer financial support if an observer's attendance is in the direct interest of the HMN and financial support is essential.

# BOARD OPERATING PROCEDURES

## Board decisions

The HMN Board normally takes its decisions by consensus. Should a vote be required to assist consensus-building, decisions will be taken on the basis of a majority of the members present and voting, with each member having one vote only. The decisions taken by the Board will not override the authority of members' respective governing bodies.

Exceptional emergency decisions which cannot await consideration by the Board in any form (e.g. meeting, teleconference or email) will be taken by the Chair and Executive Secretary in unison, and will be notified immediately to the Board.



## 4. Board papers and summary notes of decisions

Board meeting agendas are prepared by the Executive Secretary in consultation with the Chair. Board members may propose items for consideration. The Board agenda and all papers will be circulated electronically to reach Board members at least 10 days before the meeting.

The note of the meeting should provide a clear summary record of the issues considered by the Board, key points raised in discussion, and the Board's conclusions and decisions. It should note those members in attendance, any participation by teleconference or letter/email, and apologies for absence. The Board's working practice is to check the wording of decisions in the course of the meeting. The draft note will normally be sent out for Board comments within 7 days of the meeting. Once comments are received, the final note will be prepared by the Secretariat, authorised by the Board Chair (or Acting Chair of the meeting), and posted on the HMN website, normally within 21 days of the meeting. Speed is important to facilitate early action as proposed by the Board, and in the interests of openness and public accountability.



## 5. Advice to the Board from other HMN bodies

Meeting/teleconference papers and notes of the Board's Consultation Committee will be circulated within 21 days to all Board members. The Chair of the Consultation Committee (i.e. the Chair of the Board), will report to the Board in meetings as necessary.

Similarly, the Chairs of the Technical Advisory Group (TAG), the Independent Review Committee (IRC) and standing Board Subcommittees will report to the Board as necessary. HMN Task Forces will submit advice and recommendations to the Board through the TAG, and ad hoc groups through the secretariat.

# BOARD OPERATING PROCEDURES

## 6. Public availability of HMN information and documents

In the interest of public accountability, the Board will ensure that all finalized key HMN documents are published on the HMN website, including a statement of HMN goals and objectives; annual plans, budgets and performance reports (including income and expenditure reports); evaluations; standing orders, including Board operating procedures; and papers and reports of key meetings, especially Board and Consultation Committee meetings and teleconferences. Exceptionally, the Chair may determine that a specific item – usually relating to appointments, personnel issues or commercially confidential material – may be treated in confidence.

Where relevant, papers containing advice and/or recommendations to the Board from other HMN bodies (such as the TAG, the IRC, Board Subcommittees, HMN Task Forces and ad hoc groups) will be annotated to direct the reader to a subsequent Board decision.



[www.healthmetricsnetwork.org](http://www.healthmetricsnetwork.org)



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