

**QIBA Process Committee Call**  
Tuesday, December 18, 2018 at 3 PM CT  
Call Summary

**Attendees:**

Kevin O'Donnell, MASC (Co-Chair)  
Michael Boss, PhD

Alexander Guimaraes, MD, PhD  
Edward Jackson, PhD

Nancy Obuchowski, PhD  
Brian Zimmerman, PhD

**RSNA Staff:**

Joe Koudelik  
Susan Stanfa

**QIBA Procedures Change Proposals (CP)**

The following meeting procedure updates were discussed by the Process Cmte in preparation for consideration by the QIBA Steering Cmte (SC).

**CP-SC-003: "Who gets notified re email ballots?"**

- The current procedure requires that all those with voting privileges must receive a copy of the ballot and encourages sending the ballot to all active members so they are aware of the ballot and can challenge in case they feel the attendance records are in error. The procedure presumed that the secretariat checks for voting privileges at the time of the tally.
- A preference has been raised to check eligibility when the ballot is published rather than when the vote is tallied
- The current procedure was silent on feedback from non-voters, but CP-002 would allow the co-chairs to decide to discard feedback provided by non-voters
- The intent is to distribute ballots beyond voting members as an informational item, while ensuring only votes from those with voting privileges are counted

**MOTION:**

- "Secretariat emails the ballot to all members with Voting Privileges on the committee making the decision"
- "Secretariat emails a notification of ineligibility to the rest of the members of the committee making the decision"
  - Members who do not have [Voting Privileges](#) will be made aware of the ballot and will be permitted to submit comments
    - At the discretion of the Chairs, comments submitted by non-voting members may be stricken
  - Members who believe their attendance record is in error can review with the secretariat; if they are found to be eligible, a ballot will be sent
- Secretariat compiles the ballot responses and comments from voting and non-voting members
- Chairs ratify the resulting tally and comments within a reasonable period of time (preferably in the next committee meeting per the consensus process)
- MOTION APPROVED: Mr. O'Donnell moved, seconded by Dr. Jackson, to approve Change Proposal 3. Hearing no objections or abstentions, the motion was carried.

**CP-SC-004: "Don't count email ballots as participation:"**

- In the current procedure a member's effort involved in reviewing a document and submitting a ballot/comments is credited as participation
- It was suggested that email ballots should NOT count toward participation

- Discussion on whether ineligible voters would unable to cast an email ballot should earn participation “points” by responding with feedback
- Process Cmte member feedback to CP 4 included:
  - This process of recording ballot returns in the attendance sheet was deemed overly complicated and time-consuming
  - Benefit of counting ballots toward participation deemed unclear or minimal; and the extra workload for data-keeping/tracking would be difficult to sustain
  - There is a concern that large numbers of committee members whose voting privileges have lapsed in the attendance record might respond to ballots and recording their email response would be complex and burdensome for the Secretariat staff
  - Simplicity in processes is desired and gaining eligible voter status to cast ballots and provide feedback was deemed an incentive to attend t-cons, but there would be no need for any incentive to submit ballots and comments
  - Consensus was that there would be no credit given for either returning a ballot or submitting feedback
  - It was noted that a side effect of this is that someone responding to a ballot who has been on one of the last three calls would currently meet the "2 of last 4" criteria and have voting privileges, but after this change they will no longer do so and their review of the ballot will not count as participation towards future votes either
- ACTION: Mr. O’Donnell to bring the updated Change Proposal 4 back to the Process Cmte for approval during the January 15 t-con
- If the amended proposal is passed by the Process Cmte, it will be brought to the next QIBA Steering Cmte t-con

**CP-SC-005: “Counting face-to-face meetings as participation:”**

- Participation in the face-to-face QIBA Annual Meeting is by invitation only
- Due to limits on staff, space and financial resources, remote access (i.e., Webex) is seldom available during face-to-face meetings and breakout sessions
- If those who are not invited in person are also unable to join remotely, that could unfairly skew voting eligibility
- Further, if the only attendees have been pre-selected, one could argue that it’s not appropriate for a committee to do any formal decision making given the exclusion of some members/viewpoints
- So the issue devolves to whether a meeting with restricted face-to-face participation and no remote access option should count as an official meeting of that committee
- Mr. O’Donnell to amend the CP to include a note that two conditions would need to be met to count a face-to-face meeting as participation:
  - Remote access for F2F and breakout sessions
  - Attendance and session notes to be captured by a designated scribe and submitted to staff
- Motion: “When participation at a given meeting is **not open** to all biomarker committee members (e.g. “invitation-only” face-to-face event and remote access is not provided for the meeting), it will not be considered an official meeting of that biomarker committee. No official decisions will be made and attendance will not count toward or against voting privileges.”

- Secretariat are typically present during QIBA t-cons, capturing attendance when participants are identifiable and recording notes; but during face-to-face meetings, a BC member designee may ensure that attendance records and notes are captured and submitted to staff
  - If possible, it is still desirable for minutes to be recorded by a BC-designated scribe, but the unofficial meeting status will be noted
- MOTION APPROVED: Mr. O'Donnell moved, seconded by Dr. Guimaraes, to approve Change Proposal 5. Hearing no objections or abstentions, the motion was carried.
  - The next step is to bring the change proposal to an upcoming QIBA Steering Cmte t-con

#### **Next Steps**

- During the January 15 t-con, discussion to continue on CPs not yet approved by the Process Cmte
- Change Proposals CP-SC-003 and -005 to be brought to an upcoming SC meeting for final approval

**Next Call:** Tuesday, January 15, 2019 at 3 PM CT *(1<sup>st</sup> & 3<sup>rd</sup> Tuesdays)*