

**Minutes**  
**UDS Technical Support Group Conference Call**  
**December 9, 2009**

- 1) Call to Order  
The meeting was called to order at approximately 2:05 p.m.
- 2) Roll Call  
A roll call of TSG members who had accepted the call was taken and others on the call were asked to identify themselves (see Exhibit A).
- 3) NCIGF Anti-Trust Policy  
Participants were reminded that the meeting was being conducted according to this policy. The actual reading of the policy was waived.
- 4) Approval of Minutes from 11-18-2009 TSG Conference Call (attachment)  
Motion was made by John Arment, and seconded by Jim Hamilton to approve the minutes as presented. The motion passed unanimously.
- 5) Discussion on Voting Procedures/Membership  
See pages 2 & 3 for memo details
- 6) Adjournment  
The meeting was adjourned at approximately 3:00 p.m.

Respectfully Submitted,

Mark A. Might and Jim Hamilton  
Co-Chairs and Acting Secretaries

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UDS Technical Support Group (“TSG”)  
Discussion on Voting Procedures/Membership

The following is a draft summary of what was discussed on December 9, 2009:

- This support group currently reports to the Receivership Technology and Administration (E) Working Group
- The Working Group reports to the Receivership and Insolvency (E) Task Force of the NAIC.
- The mission of the Task Force can be found on the NAIC website. This group is targeted on the promotion of receivership best practices through technical assistance, including data standards and the enhancement of existing receivership and technology applications.

It is our intent with the issuance of these voting guidelines to layout out the framework for the TSG decisions and to quantify the necessary membership participation. These guidelines are made with the understanding that the NAIC has ultimate authority over the TSG recommendations. Any new UDS Reporting Formats or structural changes to existing formats recommended by this group require further approval at appropriate levels within the NAIC hierarchy. The required level of approval is determined by the NAIC Working Group responsible for the UDS TSG.

1. Who is a Voting Member and is it one vote per member or organization?

It was discussed that a voting member is any member who is listed on the current TSG Membership list and has a “Voting Member” status.

It was recognized that guests can join the calls and even be referred to in the minutes on an ad hoc basis, but they would be identified as a “Guest” on the membership log and not have a vote on resolutions brought before the TSG.

New: An offshoot of this logic says there could be participants on subcommittees who were brought in for their expertise for a specific reason and because of their participation would be allowed to vote at the subcommittee level but not at the TSG level. For example: The Home has a member who is on the imaging committee who does not want to vote on non imaging items such as the D record. Do we want to consider voting at subcommittee level only? This way they would not impact the TSG quorum numbers?

2. Voting is restricted to “active” members and to maintain that privilege the members need to stay active throughout the year. A log of attendance is maintained and reviewed prior to each meeting. To stay active a member must attend 75% of the meetings held during any one year? This log will be maintained by the Chair or Co-chair of the TSG.

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3. What is a “quorum” for TSG voting purposes? We defined a quorum is 51% of the voting members present or voting via e-mail as an absentee. Note: if during the call, the resolution to be voted upon changes substantially, any absentee ballots will not be counted towards the consensus.

4. What is a “consensus” for TSG voting purposes? We defined a consensus as 65% of the voting members in favor of a specific resolution during a TSG Meeting in which a quorum has been established.

5. We recognize that a key to making informed decisions about any subject that comes before the TSG is getting the Agenda and background information out to the membership in a timely manner, allowing sufficient opportunity for members to review it and develop any questions and/or comments prior to the meeting in which a vote is to take place.

6. What constitutes an acceptable voting media in cases where a voting member cannot be present? A voting member can submit a vote on a specific resolution by e-mail as long it is sent to the Co-chairs prior to the vote counting.

7. In those cases that require a written vote, two members will volunteer to receive and count the votes and report the results to the Chair and Co-Chair.