

**CONSTITUTION OF ASC X12J
THE TECHNICAL ASSESSMENT SUBCOMMITTEE**

ESTABLISHMENT: This subcommittee is established by Accredited Standards Committee (ASC) X12, Electronic Data Interchange. Its formation was approved by **ASC X12** on February 13, 1989.

ADOPTION OF THIS CONSTITUTION: Adoption was effective when passed by two-thirds vote of the subcommittee members attending both the August and December 1989 meetings of this subcommittee.

PRECEDENCE: This subcommittee shall adhere to the ASC X12 Organization and Procedures, and any Standing Documents that define procedures pertaining to subcommittees, which shall govern in the event of conflict with any of the sections of this constitution.

APPROVED ASC X12 STEERING COMMITTEE
February 4, 1990

REVISIONS APPROVED BY X12J

April 2, 1990
June 7, 1990
October 9, 1991
April 24, 1992
August 4, 1997
June 3, 1998
August 11, 1999

BY STEERING COMMITTEE:

June 7, 1990
October 9, 1997
June 4, 1998
October 7, 1999

TABLE OF CONTENTS

SECTION	PAGE
1. NAME	3
2. PURPOSE AND SCOPE.....	3
3. MEMBERSHIP	3
3.1 GENERAL.	3
3.2 SUBCOMMITTEE REPRESENTATION (CATEGORY I).	4
3.3 ORGANIZATION REPRESENTATION (CATEGORY II).	4
3.3.1 <i>Membership Requirement (Category II)</i>	4
3.3.2 <i>Membership Request (Category II)</i>	4
3.3.3 <i>Loss of Membership (Category II)</i>	5
3.4 MEMBERSHIP PRIVILEGE.	5
3.5 OBSERVERS.	5
3.6 LIAISON.	5
4. OFFICERS.....	5
4.1 ORIGIN OF OFFICERS	5
4.1.1 <i>Elected Officers</i>	5
4.1.2 <i>Restrictions</i>	5
4.1.3 <i>Appointed Officers</i>	6
4.2 TERM OF OFFICE	6
4.2.1 <i>Elected Officers</i>	6
4.2.2 <i>Vacancies</i>	6
4.3 DUTIES OF OFFICERS	7
4.3.1 <i>Duties of the Chair</i>	7
4.3.2 <i>Duties of the Vice-Chair</i>	7
4.3.3 <i>Duties of the PRB Representative</i>	7
4.3.4 <i>Duties of the PRB Alternate Representative</i>	8
4.3.5 <i>Duties of the Secretary</i>	8
4.4 REMOVAL OF OFFICERS.....	8
4.5. ELECTION OF OFFICERS	8
4.5.1 <i>Election Schedule</i>	8
4.5.2 <i>Nominations</i>	8
4.5.3 <i>Voting for Officers</i>	9
5. MEETINGS.....	10
5.1 MEETING NOTICE.	10
5.2 QUORUM.	10
5.3 MEETING DOCUMENTS.	10
5.4 SPECIAL MEETINGS.	10
5.5 MEETING MINUTES AND DISTRIBUTION.	11
6. VOTING	11

6.1	FORMALITY.....	11
6.2	CONDUCT OF VOTES.	11
6.3	RECORD OF VOTE.	11
6.4	PROXY.	11
6.5	LETTER BALLOTS.....	12
7.	TASK GROUPS	12
7.1	PARTICIPATION.	12
7.2	CONVENING THE TASK GROUP.	12
7.3	REPRESENTATION.	12
7.4	TASK GROUP WORK PRODUCT.	13
7.5	STANDING TASK GROUPS	13
8.	SUBCOMMITTEE WORK PRODUCTS.....	14
8.1	SUBCOMMITTEE DOCUMENTS.....	14
8.2	WORK PROCEDURES.....	14
8.3	DISTRIBUTION.....	14
8.4	REPRESENTATION.	14
8.5	RECORDS AND MINUTES.	14
9.	PARLIAMENTARY AUTHORITY.....	15
10.	AMENDMENTS TO THIS CONSTITUTION.....	15

CONSTITUTION OF ASC X12J
THE TECHNICAL ASSESSMENT SUBCOMMITTEE

1. Name

This organization shall be called the ASC X12J, the Technical Assessment Subcommittee.

2. Purpose and Scope

All work of this subcommittee is advisory to and subject to the approval of X12. Its principal responsibilities are to:

- (1) Maintain X12.3 Data Element Dictionary, X12.22 Segment Directory, and ASC X12 Design Rules and Guidelines
- (2) Process, control and coordinate requests for changes to X12 Draft Standards for Trial Use and American National Standards
- (3) Ensure that X12-approved design rules and guidelines and X12 approved syntax rules are adhered to during the development and maintenance processes

3. Membership

3.1 General.

Membership is open to any organization member of X12 (see ASC X12 Organization and Procedures for a definition of X12 organization member) which is current in its dues and which supports the functions defined in Section 2 above and the objectives of the X12 Committee and the American National Standards Institute, subject to the provisions of this Section 3. Membership in the subcommittee is vested in the organization, not the individual.

3.2 Subcommittee Representation (Category 1).

Each ASC X12 subcommittee is automatically a member of X12J. Subcommittees may appoint alternates as well as principal representatives; however, there is only one principal member from each of these groups at any given time for subcommittee voting purposes.

Since membership by subcommittees is automatic, there is no attendance requirement for membership. However, the chair of X12J must be advised of their representatives' names and mailing addresses for correspondence and voting purposes.

3.3 Organization Representation (Category II).

Individual participants are designated by the X12 organization member as either "principal representative" or "alternate representative," there being only one principal member from each X12 organization member at any given time for subcommittee voting purposes. Although any reasonable number of alternates is permitted, it is the responsibility of the X12 organization member to promote continuity of representation.

For voting purposes, any changes in the organization's official representation must be submitted to the chair of the subcommittee in writing prior to the beginning of a meeting.

3.3.1 Membership Requirement (Category II).

Members must maintain a specific attendance record at subcommittee meetings in order to establish and retain membership qualification in the subcommittee. To establish membership qualification, the organization through its representative(s) must attend two successive interim subcommittee meetings. The right to request membership in the subcommittee accrues at the conclusion of the second interim meeting. Individuals in good standing who change organizations and lose their membership privilege may be granted membership upon a majority vote of the X12J membership.

3.3.2 Membership Request (Category II).

Qualified organizations may write to the chair of the subcommittee requesting membership in the subcommittee. Requests must include the organization's mailing address and the name and telephone numbers of its representatives, designating one representative as the principal for voting purposes.

3.3.3 Loss of Membership (Category II).

Absence from two consecutive interim meetings will result in loss of that organization's membership in the subcommittee.

3.4 Membership Privilege.

Membership privileges are defined to include casting official votes, proposing motions and seconding motions. A member may cast only one vote on any motion before the subcommittee regardless of the number of representatives present.

3.5 Observers.

Observers, guests and liaisons may attend subcommittee meetings and are allowed speaking privileges only when recognized by the chair.

3.6 Liaison.

Liaison may be appointed by the chair to establish and maintain communication between the subcommittee and other bodies, subject to subcommittee and X12 Steering Committee approval.

4. Officers

Officers of the subcommittee shall consist of a chair, vice-chair, Procedures Review Board (PRB) representative and a secretary. The names of all subcommittee officers shall be published to the X12 membership, the Steering Committee and the X12 secretariat.

4.1 Origin of Officers

4.1.1 Elected Officers.

The chair, vice-chair and PRB representative are elected by the subcommittee. Titles rest with the individuals rather than with the member organization. Elected officers of Technical Assessment may, if necessary, hold one or more Technical Assessment appointed positions concurrent with their elected term of office.

4.1.2 Restrictions.

Elected officers must be members of the subcommittee and no two elected offices shall be held by individuals from the same X12 member organization. No subcommittee chair or vice chair may

concurrently serve as chair or vice-chair of any other X12 subcommittee.

4.1.3 Appointed Officers.

The chair shall appoint a PRB alternate representative. The secretary of X12J shall be appointed by the chair.

4.2 Term of Office

4.2.1 Elected Officers.

Elected officers will assume office at the start of the next regularly scheduled meeting after their election and will serve until replaced by their successors.

4.2.2 Vacancies.

In the event of the chair's resignation, the vice chair will assume the position of chair until the next regularly scheduled election. Other vacant offices shall be filled by election of new officers at the next scheduled meeting of the subcommittee following knowledge of the vacancy. The newly elected officer will take office upon election and shall serve for the unexpired term of that office.

4.3 Duties of Officers

4.3.1 Duties of the Chair

- (1) Calling and presiding at meetings
- (2) Creating and disbanding task groups including appointing conveners for task groups
- (3) Appointing non-elected officers
- (4) Assigning duties as necessary to advance the work of the subcommittee
- (5) Communicating the official position of the subcommittee to bodies external to the subcommittee
- (6) Forwarding to the Steering Committee all correspondence directed to any member of the subcommittee from sources external to the X12 committee
- (7) Preparing meeting agendas and organizing the meeting program in accordance with the prepared agenda

4.3.2 Duties of the Vice-Chair

- (1) Presiding at meetings in the absence of the chair
- (2) Assuming the duties of the chair in the event of the chair's resignation or incapacity
- (3) Assisting the chair to prepare agendas and organize the meeting program in accordance with the agenda
- (4) Communicating the official position of the subcommittee in the absence or unavailability of the chair

4.3.3 Duties of the PRB Representative

- (1) Representing the subcommittee on the Procedures Review Board
- (2) Reporting significant PRB activity to the subcommittee

- (3) Presiding at meetings in the absence of the Chair and Vice-Chair

4.3.4 Duties of the PRB Alternate Representative

Assume duties of the PRB Representative in his/her absence.

4.3.5 Duties of the Secretary

- (1) Maintaining the subcommittee roster
- (2) Recording subcommittee meeting minutes
- (3) Maintaining subcommittee records and correspondence
- (4) Notifying members of meeting time, place and agenda
- (5) Other duties as assigned by the chair

4.4 Removal of Officers.

Any elected officer may be removed for cause by a three-fourths vote of the full subcommittee membership.

4.5. Election of Officers

4.5.1 Election Schedule.

Beginning in 1991, nominations for elected officers will be opened during the next to last interim meeting of every odd-numbered calendar year. The election will be held during the last interim meeting of that year, and will be conducted in accordance with the provisions of this section. Nominations will stay open until the time of the election.

4.5.2 Nominations

- (1) Any individual recorded as a principal or alternate representative is eligible for nomination to elected office.
- (2) Any number of nominations for an office may be made by any member of the subcommittee.

- (3) A nominating committee shall be appointed by the chair to present a slate of candidates for election.
- (4) All nominations must be seconded. Any member of the subcommittee may second any number of nominations except those made by his own member organization.
- (5) Any nominee may decline to accept nomination.
- (6) A nominee must have a letter of commitment from his or her company prior to the "call to order" of the meeting at which the election will be held.

4.5.3 Voting for Officers

- (1) Election of officers shall be by a simple majority of votes cast by the members present at a meeting plus any proxy votes received by the Secretariat prior to voting. An abstention does not count as a vote.
- (2) Voting for officers shall be by secret ballot except if there is only one candidate for an office, a voice vote may be taken.
- (3) Counting and tabulation of ballots shall be conducted by the subcommittee secretary or by the Secretariat.
- (4) After the vote the secretary shall determine whether a candidate has received a simple majority of votes. If not, a runoff will be conducted. one-third of the candidates receiving the least number of votes shall be eliminated from the slate of candidates for the next ballot.
- (5) If after three successive ballots the vote remains evenly distributed among two or more candidates, the secretary will break the tie by the toss of a coin.
- (6) Voting by proxy for officers is permitted. A subcommittee member may request that the Secretariat send that member a voting proxy at any time prior to the election. A completed copy of the proxy must be given to the Secretariat before voting commences. A proxy may be withdrawn at any time by the proxy-issuing member upon written notification to the Secretariat.

5. Meetings

For the purposes of establishing and maintaining membership, the definition of a meeting is set forth herein. A single meeting is one day or a group of closely scheduled meeting days as specified in the meeting notice (usually consecutive days). To be considered in attendance at a meeting, a member must be represented by an individual in attendance for at least half the total time the full subcommittee is in session. For appointed representatives to other subcommittees, attendance at the liaison subcommittee will count as attendance at the parent subcommittee if the two meet concurrently.

The Technical Assessment Subcommittee meets at each regularly scheduled X12 meeting, and once between each X12 meeting (interim meeting).

5.1 Meeting Notice.

Notice of any subcommittee meeting, including a draft agenda and meeting time(s) and location(s), must be distributed to the subcommittee and other expected attendees at least four weeks prior to the meeting.

5.2 Quorum.

Quorum is twenty percent of the membership. A quorum is required to conduct official subcommittee business. In the absence of a quorum, discussion may be held; however, no official subcommittee votes shall be taken.

5.3 Meeting Documents.

Meeting documents must be distributed to the subcommittee at least [three] weeks prior to the meeting.

5.4 Special Meetings.

A special meeting may be called by the chair, and must be announced in advance. A notice, including the agenda and meeting time and place shall be distributed to each member and liaison member at least four weeks prior to the meeting. If three-fourths of the members sign a waiver of notice, less than four weeks notice may be given. Twenty percent of the membership must agree to hold a special meeting, and a quorum must be present at the meeting to conduct official subcommittee business. Absence from a special meeting does not affect a member's voting qualification.

5.5 Meeting Minutes and Distribution.

The secretary shall publish minutes no later than four weeks after meetings to at least the subcommittee members, the X12 Steering Committee, and the secretariat.

6. Voting

Unless otherwise specified in this constitution, voting shall be conducted in accordance with this section. Only individuals recorded as principal or alternate representatives from a member organization or subcommittee may vote, and each member has only one vote on the election of officers and on any motion before the subcommittee. Although an individual may represent a Category I member and one or more Category II members, no individual shall have more than one vote on any matter.

6.1 Formality.

At times it is desirable to operate informally in order to permit expression of opinion without commitment to a formal vote. To this end, any member may call for a straw vote or series of straw votes on any subject under consideration at the time. Unless specifically requested otherwise, straw votes are not recorded; in either case, members are not required to vote formally the same way they did on a straw vote. When a straw vote is recorded, the minutes will show the motion and an aggregate, numerical tally of the votes. The person calling for the motion shall designate if this vote is to be of voting members only or by all present at the meeting. Straw votes are conducted by a show of hands.

6.2 Conduct of Votes.

Unless otherwise specified in these procedures, subcommittee votes may be conducted by show of hands or voice vote. A roll call vote can be requested for any vote held at a meeting if the motion for the roll call vote is approved by a majority of members present. A majority is defined as more than one-half of the members present.

6.3 Record of Vote.

All votes except unrecorded straw votes will be recorded in the minutes; tallies of letter ballots must be reported at the next meeting after the close of the voting period and included in the minutes.

6.4 Proxy.

Voting by proxy is not permitted except for voting of officers.

6.5 Letter Ballots.

Letter ballots may be proposed by the chair or a majority of the membership. For letter ballots the voting positions are (1) approve with or without comment, (2) disapprove with comment, (3) abstain. For a letter ballot fifty percent of the ballots, including abstentions, must be returned or the issue remains undecided. The letter ballot voting period shall be 30 days from the mailing date. Abstentions are not counted in establishing the result of the vote. When comments are provided, there is no obligation on the part of the subcommittee to respond; however, the subcommittee or its task group shall discuss such comments at its next meeting.

7. Task Groups

The subcommittee chair may establish task groups as necessary to accomplish specific work projects. Formation and disbandment of subcommittee task groups is subject to the ASC X12 Organization and Procedures. The subcommittee reserves the right to act upon or refer to a task group any proposal on its agenda. In addition to temporary task groups, X12J may establish “standing task groups” to perform long-term activities.

Task groups of task groups may be called work groups. Work groups will be organized by and will report to their parent task groups.

7.1 Participation.

Participation in a task group is open to any individual, and it is the individual (not the company or organization) who is the task group member. Task group members do not become members of either the subcommittee or X12 by virtue of their membership in the task group.

7.2 Convening the Task Group.

A convenor of a task group is appointed by the chair. The task group elects its officers and operates in accordance with the procedures defined herein for the subcommittee, or they may be set forth separately, subject to approval of the subcommittee.

7.3 Representation.

Only the task group chair or delegate may represent the task group to bodies external to the task group.

7.4 Task Group Work Product.

The task group will report at each scheduled meeting of the subcommittee. Each report and proposal submitted to the subcommittee must reflect approval of the task group. If a task group finds that the original direction from the subcommittee should be reconsidered, it will notify the subcommittee and request redirection. Task group proposals must be distributed to the subcommittee at least four weeks prior to a meeting.

7.5 Standing Task Groups

X12J has established three standing task groups: TG1, TG2 and, TG4.

7.5.1 TG1 Design Rules

TG1 is responsible for:

- (1) The content and format of the Design Rules and the Design Guidelines document.
- (2) Submitting proposed rules and guidelines to X12J before they are sent to the ASC X12 Secretariat for ASC X12 membership vote.

7.5.2 TG2 Technical Assessment Task Group for UN/EDIFACT

TG2 is empowered to:

- (1) Process, control and coordinate requests for changes to the UN/EDIFACT standards which are submitted to the U.S. Entry Point for the UN/EDIFACT standards process.
- (2) Ensure that UN/EDIFACT approved message design rules, technical documents and guidelines, and syntax rules are adhered to during the development and maintenance processes.

7.5.3 TG4 Ballot Responses

TG4 is empowered to act on behalf of subcommittee to:

- (1) Develop responses to the comments and objections registered by X12 members to maintenance voting packages sent to X12 organizations after each X12 meeting.

(2) Prepare draft responses, for review by X12J, to the comments and objections received to dpANS X12.3 (Data Dictionary) and dpANS X12.22 (Segment Directory) during the American National Standards Institute's public review of documents prior to their becoming American National Standards.

8. Subcommittee Work Products

8.1 Subcommittee Documents.

A discussion paper is an individual contribution and reflects no subcommittee status. A working paper represents the current position of the subcommittee and represents work in progress. A final draft represents the official position of the subcommittee.

8.2 Work Procedures.

The subcommittee is responsible for developing its own work products, both in regard to timing and content; however, it shall adhere to the development and maintenance processes described in the ASC X12 Organization and Procedures.

8.3 Distribution.

Distribution of subcommittee work products is at the discretion of the chair unless specified elsewhere in published procedures.

8.4 Representation.

Only the subcommittee chair or delegate may represent the subcommittee to bodies external to the subcommittee.

8.5 Records and Minutes.

The secretary shall maintain the following subcommittee records:

- (1) Minutes of meetings
- (2) Attendance at the previous two meetings by individuals name and organization affiliation
- (3) Current roster of members, primary and alternate representatives
- (4) Written requests for membership

- (5) Roll call votes by date and subject
- (6) Current agenda
- (7) Approved subcommittee constitution
- (8) Task group charters or procedures and rosters
- (9) Summary reports
- (10) Approved proposals
- (11) Current proposals
- (12) Register of documents and control log numbers assigned by the secretariat
- (13) Such other records as the chair, the Steering Committee, the secretariat, or the American National Standards Institute may require

9. Parliamentary Authority

On all matters not covered by this constitution, Robert's Rules of Order (latest edition) shall govern.

10. Amendments to this Constitution

Proposed amendments to this constitution must be distributed to the subcommittee membership at least four weeks prior to a meeting. Changes to the constitution are effective after Steering Committee approval if approved by two-thirds of the members in attendance at the meeting or responding to a letter ballot, except changes to the Purpose and Scope of Section 2, which must also be approved by the X12 membership.

The subcommittee may adopt bylaws, as required; these must be approved by a majority of the full membership.