



The Accredited Standards Committee

# ASC X12N

## *Insurance Subcommittee Charter*

**Version 5.0  
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*APPROVED ASC X12N SUBCOMMITTEE  
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5.0	9/2013	TGA-WG3	Created new version of charter due to restructure. Approved by ASC X12N Management on November 1, 2013.
	12/2013	TGA-WG3	Incorporated comments made in CD review by full X12N. Reposted 12/13/2013 for vote during January 2014 Standing Meeting.

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## 1. OVERVIEW

### 1.1 Purpose of ASC X12N Charter

- 1.1.1 The purpose of the ASC X12N Charter, herein referred to as “the charter”, is to provide guidance to the ASC X12N Insurance Subcommittee groups. Groups within ASC X12N (as defined in Section 2.2) are chartered to promote understanding and consistency during the development of EDI Standards, Technical Reports, CICA Templates and other work products.
- 1.1.2 The ASC X12N Subcommittee, herein referred to as “the Subcommittee”, shall adhere to the current ASC X12 Organization and Procedures, and Standing Documents that define procedures pertaining to subcommittees.
- 1.1.3 This Subcommittee shall adhere to the ASC X12N Constitution, which shall govern in the event of conflict with any of the sections of this charter.

### 1.2 What the Charter does not include or address

- 1.2.1 This Charter does not intend to duplicate ASC X12 Standing Documents and other procedural materials available on the ASC X12 Website at: [www.x12.org](http://www.x12.org). There will be many instances referencing the materials available on the Website.

## 2. SUBCOMMITTEE ORGANIZATION

### 2.1 ASC X12N Management

- 2.1.1 The Subcommittee shall have a management group consisting of the Subcommittee Officers, Task Group Co-chairs and Conveners, and Liaisons.
- 2.1.2 Voting members consist of the Subcommittee Officers and Task Group Co-chairs. There must be a minimum of two P&C voting members in ASC X12N Management.
- 2.1.3 Non-Voting members consist of Conveners and Liaisons.
- 2.1.4 A quorum for the management group shall be two-thirds of the management group voting members.

## **2.2 Groups**

- 2.2.1** ASC X12N can be comprised of task groups, work groups, and special appointed committees, herein referred to as “groups.”
- 2.2.2** Each Task Group (TG) can be comprised of one or more Work Groups (WG) and/or Special Appointed Committees (SAC), herein referred to as “groups.”
- 2.2.3** Each group is subject to the provisions of the ASC X12N Constitution, ASC X12 Organization and Procedures and any applicable ASC X12 Standing Documents, and the provisions of its charter.
- 2.2.4** Each group must maintain a purpose and scope document that outlines their area of responsibility.
- 2.2.5** The work products of the group must support their area of responsibility. Each group may be led by a chair or by temporary conveners.
- 2.2.6** The term “chair“ is used to identify either a single chair position, a chair and vice-chair position, or multiple co-chair positions.
- 2.2.7** A parent group is defined as the group that is one level above the group in question (e.g., the highest level within ASC X12N is the Full ASC X12N Subcommittee, followed by a Task Group, then a Work Group).

## **2.3 Formation of Groups**

- 2.3.1** Group chairs may convene meetings to discuss issues that might lead to the formation of a new group. The group chair will bring a request to the management group of the parent group when there is consensus that a new group is needed. If that parent group is not the ASC X12N Management group, the request will continue to be presented through the organizational structure until it reaches the ASC X12N Management group. The ASC X12N Chair will make a recommendation to the ASC X12N Management group that has final approval over whether a new group will be established.
- 2.3.2** To establish a new group, the ASC X12N Chair will name the parent group and the parent group chair will appoint conveners. After approval of a project proposal for the group, the group will elect a chair. A chair must be a member of ASC X12 and ASC X12N. In the

absence of a group chair at a meeting, the parent group chair may appoint a convener that is a member of ASC X12 and ASC X12N. One of the first duties of the chair is to facilitate creation of a purpose and scope statement. The purpose and scope statement, and any revisions, must be reviewed and approved by the group and the ASC X12N Management group before the new group is sanctioned to complete any work products.

## **2.4 Disbandment of Groups**

**2.4.1** Groups shall be disbanded by authorization of their parent group.

**2.4.2** Groups shall not be disbanded until all subgroups have been re-aligned or disbanded.

**2.4.3** Intent to disband a group must be announced at least one ASC X12 Standing Meeting in advance of the disbanding.

**2.4.4** Appeals against the disbanding of any group may be made to the ASC X12N Chair, which will render a decision with the advice of the ASC X12N management group.

## **2.5 Re-Alignment of Groups**

**2.5.1** Groups shall be re-aligned under one of two conditions:

- Groups shall be allowed to re-align with a new parent group if both the original parent group and the new parent group agree with such re-alignment by a majority vote.
- Re- alignment with a new parent group will be allowed if the original parent group is being disbanded and the new parent group agrees with such re-alignment by a majority vote. It is expected that such re-alignments will be based on an approved change in purpose and scope of work for the re-aligned group.

**2.5.2** Appeals against the re-alignment of any group may be made to the X12N Chair, which will render a decision with the advice of the X12N Management group.

## **2.6 Special Appointed Committees**

- 2.6.1** Any management group may establish a Special Appointed Committee (SAC). A SAC is temporary with the assumption that it will be dissolved once its task has been completed.
- 2.6.2** A SAC has a defined membership and a specific task.
- 2.6.3** Any resulting recommendations or information will be brought back to the parent group for discussion and approval.

## **3. GROUP OFFICERS**

### **3.1 Terms of Office**

#### **3.1.1 Chair**

The term of office for group chair is two years. There is no limit to the number of terms an individual may serve as chair. A chair election will be held when the term expires or when the chair's position is vacated. With the approval of the ASC X12N Chair, a chair may be elected for a non-standard term to stagger election schedules and ensure there is an experienced sitting chair at all times. The non-standard term may not exceed two years.

#### **3.1.2 Secretary**

The chair may appoint one or more secretaries for the group.

### **3.2 Election Notification**

The announcement of officer elections must be made at least one ASC X12 Standing Meeting prior to the scheduled election, for planned elections. For emergency vacancies, a notice of at least 30 days prior to the election is required. Notification must be to the impacted group and its parent group using approved collaboration tools. Nominations for the elected office may be opened as early as two ASC X12 Standing Meetings prior to the election. If the election will be for a special length term, the announcement must include the term length. If no specific term length is announced, there will be an assumption of a two-year term. If there are multiple chair positions up for election at a single ASC X12 Standing Meeting, the number of positions must be explicitly stated in all announcements. If no specific number of positions is announced, there will be an assumption of one position up for election.

### **3.3 Vacancies**

The newly elected officers filling vacancies shall take office upon election and shall serve for the un-expired term of that office.

### **3.4 Duties of Officers**

#### **3.4.1 Chair**

- (i) Prepare meeting agendas and organize meeting material.
- (ii) Preside over meetings.
  - 1. Follow published agendas or announce deviations.
  - 2. Ensure due process is followed for motions and voting items.
  - 3. Ensure appropriate consideration of all suggestions, recommendations, requests, and maintenance items
- (iii) Attend at least two of three successive group ASC X12 Standing Meetings throughout their term.
  - 1. For groups that meet only virtually, attend at least two-thirds of virtual meetings per each year within their term.
- (iv) Ensure that modifications noted for future versions of the standard or technical reports are included in future work products.
- (v) Ensure that all group work products support the approved Purpose and Scope document for the group.
- (vi) Fulfill the secretarial duties (or delegate to a volunteer) in the absence of a secretary.
- (vii) Participate in management group meetings and activities.
- (viii) Communicate recommendations and pertinent items to ASC X12N and / or the parent group.
- (ix) Communicate pertinent items from ASC X12N, the parent group, or outside groups to the group.
- (x) Create and disband groups to accomplish specific work projects.
- (xi) Assign duties to group members as necessary.
- (xii) Maintain an accurate Purpose and Scope document for the group.
- (xiii) Support consensus decisions at the group and subcommittee level.
- (xiv) Upon resignation, removal, or at the end of service as a chair, forward all group records (electronic and paper) to the secretary or new chair within 30 calendar days.
- (xv) Upon group disbandment, forward all group records to the parent group secretary within 30 calendar days.

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### **3.4.2 Secretary**

- (i) Create and maintain official meeting minutes in accordance with Section 9.
- (ii) Maintain records and correspondence.
- (iii) .Maintain attendance records.
- (iv) Notify members of upcoming meetings and logistics.
- (v) Assemble and distribute all documentation and meeting materials to group members.
- (vi) Other duties as assigned by the chair.
- (vii) Upon resignation, removal, or appointment of a new secretary, forward all group records (electronic and paper) to the chair or new secretary within 30 calendar days.
- (viii) Upon group disbandment, forward all group records to the parent group secretary.

### **3.4.3 Restrictions of Officers**

An officer may not hold any other elected position without the consent of the ASC X12N Chair. An officer may not hold an appointed position or be a convener of a group without the consent of the ASC X12N Chair. If there are multiple chairs of a single group, the chairs cannot be members of the same ASC X12 member organization.

### **3.4.4 Removal of Officers**

The ASC X12N Chair, Vice-Chair, and Procedures Review Board (PRB) Representative may be removed by a two-thirds vote of the ASC X12N membership.

An elected officer of a group may be removed by a two-thirds vote of the parent management group.

Those appointed as officers of a group (secretaries, etc.) may be removed at the discretion of the chair of the group.

## **4. VOTING**

### **4.1 Election of Officers**

- 4.1.1** Voting rights for election of officers is restricted to a single vote for each ASC X12N member in good standing as defined in the ASC X12N Constitution.

**4.1.2** A parent group chair will oversee the election. If unavailable, the parent group chair may designate an ASC X12N Management group voting member to represent them.

**4.1.3** Chairs should suggest that participants abstain unless they are sufficiently familiar with the candidates

#### **4.2 Task Group Votes**

Voting rights at the task group level, other than voting for officers, is restricted to a single vote by each ASC X12N member in good standing as defined in the ASC X12N Constitution.

#### **4.3 Work Group Votes**

Voting rights at the work group level, other than voting for officers, shall be that anyone in attendance at a group meeting may vote on all issues regardless of membership status or previous attendance at the group. Chairs should suggest that participants abstain unless they are sufficiently familiar with the group's deliberations on the issue. Except for those specifically designated otherwise, all decisions of the group shall be by simple majority of the participants in a meeting or responding in writing to a request for input.

#### **4.4 Straw Votes**

At times it is desirable to operate informally in order to permit expression of opinion without commitment to a formal vote. Any member may call for a straw vote or series of straw votes on any subject under consideration at the time. In the event a formal vote is taken after the straw vote, members are not required to vote formally the same way they did on a straw vote.

### **5. QUORUM**

**5.1** A quorum is required at the ASC X12N level and is defined in the ASC X12N Constitution.

**5.2** A quorum is not permitted at the Task Group and Work Group levels.

## **6. ASC X12N LIAISONS**

### **6.1 Formal Liaisons for ASC X12**

- 6.1.1** A Formal Liaison is expected to present ASC X12N positions based on direction from the ASC X12N Chair. When a Formal Liaison is offered voting privileges in an external organization he/she is expected to act in the best interest of ASC X12N.
- 6.1.2** A complete description of Formal Liaison responsibilities is documented in ASC X12 Standing Document 1.

### **6.2 Informal Liaisons**

- 6.2.1** Informal liaisons for ASC X12N are those who represent ASC X12N to other ASC X12 Subcommittees and external organizations.
- 6.2.2** Informal liaisons do not have permission to speak on behalf of ASC X12.
- 6.2.3** The Informal Liaison's duties include reporting activities that involve or concern ASC X12N to and from their respective ASC X12N group.

## **7. VOTING ITEM PROCEDURAL REQUIREMENTS**

In addition to the specific approval processes laid out within other sections of this document, there are several types of approval/notification processes that are defined in other ASC X12 or ASC X12N documents. These documents include, but are not limited to, procedures for: Data Maintenance, Project Proposals, Technical Report Project Proposals, Technical Reports, and formal interpretations of ASC X12N publications. ASC X12N has internal procedures that complement the overall ASC X12 procedures for some of these activities.

## **8. GUESTS AND OBSERVERS**

Guests and Observers giving a special presentation may not give a product or service sales pitch. A special presentation is defined as having applicability to an ASC X12N business process. A written request (email preferred) must be submitted to the ASC X12N Chair, and approved by the ASC X12N and ASC X12 Chairs in advance of the ASC X12 Standing Meeting.

## **9. MEETING MINUTES**

### **9.1 Distribution and Review**

- 9.1.1** ASC X12N meeting minutes distribution must occur no later than 30 days after meetings as dictated by the ASC X12N Constitution.
- 9.1.2** Review and corrective comments to the minutes must occur within 10 days after the issuance of the minutes or announcements that the minutes have been posted to the website.
- 9.1.3** The minutes will automatically be considered approved on the 11<sup>th</sup> day after issuance or announcement when no corrective comments are received by the distributor of the minutes.
- 9.1.4** Group minutes are due to the ASC X12N Secretary within three weeks of the ASC X12 Standing Meeting,
- 9.1.5** Group minutes for Interim Meetings are due to the ASC X12N Secretary upon the published schedule.
- 9.1.6** Group minutes will be posted on the ASC X12 website, so the minutes should be clear and concise.

### **9.2 Contents**

Minutes must include the following items:

- 9.2.1** Group Name and Identification: Identify our group by both name and group identification
- 9.2.2** Quorum Requirement Statement: "This group enforces quorum requirements for group voting items" OR "This group does not enforce quorum requirements for group voting items."
- 9.2.3** Group Chairs: Identify chair with name, term end date, company name, and email address.
- 9.2.4** Group Secretary: If your group has a secretary, identify with name, company name, and email address.

- 9.2.5** Work Products and Status: Identify what the group is working on and the status of the work product.
- 9.2.6** Agenda for Next ASC X12 Standing Meeting: Provide an agenda of the key items that the group will address at the next ASC X12 Standing meeting, including notice of any elections scheduled.
- 9.2.7** ASC X12 Interim Meeting Notification: Identify a contact person for ASC X12 Interim meetings along with a date and place, if known at the time the minutes are written (i.e., conference calls between meetings, scheduled meetings with regulatory agencies, industry groups, etc.)
- 9.2.8** Date and Minutes of the Current Meeting: Identify the date and location of the meeting, followed by the minutes. The minutes must include, at a minimum, all motions with vote tallies, key discussions and decision items, notes from any informational forums, and notes from any joint meetings.

## **10. AMENDMENTS TO THIS CHARTER**

### **10.1** Adoption of this Charter

Adoption of this charter is effective when passed by two-thirds vote of the subcommittee members attending the meeting.

### **10.2** Maintenance Process for this Charter

- 10.2.1** ASC X12N Management or their designee will be responsible for considering all proposed changes to the Charter. Changes can be proposed by any Subcommittee member and should be submitted to the ASC X12N Chair for consideration.
- 10.2.2** Amendments to the ASC X12N charter must be distributed to ASC X12N members at least 30 days prior to the ASC X12N Standing Meeting at which the vote will be held.
- 10.2.3** The amendments must be approved by two-thirds majority of the ASC X12N subcommittee in attendance at the ASC X12 Standing Meeting.

**10.2.4** The amendments are effective immediately upon approval unless otherwise specified in the amendment.

**10.2.5** Administrative or typographical revisions to reflect an updated Website or to revise an error do not need management review and approval.