



ACCREDITED STANDARDS COMMITTEE X12 INSURANCE SUBCOMMITTEE

CHARTER

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ADOPTION OF THIS CHARTER:

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

PRECEDENCE:

This subcommittee shall adhere to the current ASC X12 Organization and Procedures, any Standing Documents that define procedures pertaining to subcommittees, and the X12N Constitution, which shall govern in the event of conflict with any of the sections of this charter.

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1 PURPOSE AND SCOPE

Groups (as defined in Section 2.2) within ASC X12N are chartered to facilitate, assist and promote the development of ASC X12N work products. This “base” charter governs X12N groups unless they develop a group-specific charter. X12N management must approve all individual group charters as defined in Section 12.1 [Creation of Group-Specific Charters].

2 ORGANIZATION

2.1 X12N Management

The X12N subcommittee shall have a management group consisting of the following voting members: subcommittee officers and task group chairs. Liaisons are considered non-voting members of the management group. A quorum for the management group shall be two-thirds of the management group members, excluding liaisons.

2.2 Groups

X12N can be comprised of task groups, work groups, special task groups, and special work groups, herein referred to as “groups”. Each group is subject to the provisions of the X12N Constitution, ASC X12 Organization and Procedures and any applicable ASC X12 Standing Documents, and the provisions of its charter. Each group must maintain a purpose and scope document that outlines their area of responsibility. The work products of the group must support their area of responsibility. Each group may be led by a chair or by temporary conveners. The term “chair” is used to identify either a single chair position or multiple co-chair positions.

2.3 Task Group Management

X12N task groups shall have a management group consisting of task group chairs, task group secretary(ies), and work group chairs.

2.4 Appointed Committees

Any management group may establish an appointed committee. Appointed committees are not defined as groups. An appointed committee has a defined membership and a specific task. Any resulting recommendations or information will be brought back to the parent group for discussion and approval.

3 FORMATION OF GROUPS

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 X12N management group, the request will continue to be presented through the organizational structure until it reaches the X12N management group. The X12N Chair will make a recommendation to the X12N management group that has final approval over whether a new group will be established.

To establish a new group, the 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 X12 and X12N. In the absence of a group chair at a meeting, the parent group chair may appoint a convener that is a member of X12 and 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 X12N management group before the new group is sanctioned to complete any work products.

4 DISBANDMENT OF GROUPS

Groups shall be disbanded by authorization of their parent group. Groups shall not be disbanded until all subgroups have been re-aligned or disbanded. Intent to disband a group must be announced at least one X12 Standing Meeting in advance of the disbanding. Appeals against the disbanding of any group may be made to the X12N chair, which will render a decision with the advice of the X12N management group.

5 RE-ALIGNMENT OF GROUPS

Groups shall be re-aligned under two conditions, due to a change in purpose and scope or due to disbandment of the parent group. 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. 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.

6 GROUP OFFICERS

6.1 Terms of Office

6.1.1 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 a chair resigns. With the approval of the 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. This non-standard term may not exceed two years.

6.1.2 Secretary

The chair may appoint a secretary(ies) for the group for a term of two years. There is no limit to the number of terms an individual may serve as secretary.

6.2 Election Process

The announcement of officer elections must be made at least one X12 Standing Meeting prior to the scheduled election. Nominations for the elected office may be opened as early as two 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 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.

6.3 Vacancies

Vacant offices may be filled by election of new officers at the next scheduled X12 Standing Meeting of the subcommittee following knowledge of the vacancy. The group must announce notice of officer elections

through the X12N Listserv at least 30 days prior to the meeting. The newly elected officer shall take office upon election and shall serve for the un-expired term of that office.

6.4 Duties of Officers

6.4.1 Chair

- (1) Prepare meeting agendas and organize meeting material
- (2) Preside over meetings
 - a. Follow published agendas or announce deviations
 - b. Ensure due process is followed for motions and voting items
 - c. Ensure appropriate consideration of all suggestions, recommendations, requests, and maintenance items
- (3) Attend at least two of three successive group X12 Standing Meetings throughout their term
- (4) Ensure that modifications noted for future versions of the standard or technical reports are included in future work products
- (5) Ensure that all group work products support the approved Purpose and Scope document for the group
- (6) Fulfill the secretarial duties (or delegate to a volunteer) in the absence of a secretary
- (7) Participate in management group meetings and activities
- (8) Communicate recommendations and pertinent items to X12N and/or the parent group
- (9) Communicate pertinent items from X12N, the parent group, or outside groups to the group
- (10) Create and disband groups to accomplish specific work projects
- (11) Assign duties to group members as necessary
- (12) Maintain an accurate Purpose & Scope document for the group
- (13) Support consensus decisions at the group and subcommittee level
- (14) Upon resignation, removal, or at the end of service as chair, forward all group records (electronic and paper) to the secretary or new chair
- (15) Upon group disbandment, forward all group records to the parent group secretary

6.4.2 Secretary

- (1) Create and maintain official meeting minutes in accordance with Section 14 [Meeting Minutes]
- (2) Maintain records and correspondence
- (3) Maintain attendance records
- (4) Notify members of upcoming meetings and logistics
- (5) Assemble and distribute all documentation and meeting materials to group members
- (6) Other duties as assigned by the chair
- (7) Upon resignation, removal, or appointment of a new secretary, forward all group records (electronic and paper) to the chair or new secretary
- (8) Upon group disbandment, forward all group records to the parent group secretary

6.5 Restrictions of Officers

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

6.6 Removal of Officers

The X12N chair, vice-chair, and Procedures Review Board (PRB) representative may be removed by a two-thirds vote of the 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.

7 VOTING

7.1 Election of Officers

Voting rights for election of officers is restricted to a single vote for each X12N member in good standing as defined in the X12N Constitution. A parent group chair will oversee the election. If unavailable, the parent group chair may designate an X12N management group voting member to represent them. Chairs should suggest that participants abstain unless they are sufficiently familiar with the candidates.

7.2 Task Group Votes

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

7.3 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.

8 QUORUM

A quorum is required at the X12N level and is defined in the X12N Constitution. Each task group and work group chooses whether to enforce quorum requirements for their group voting items. Once a decision has been made through a formal group vote, it remains in effect until revoked by another formal group vote. There must be an announcement of the intent to reconsider the group decision at least one X12 Standing Meeting prior to the scheduled vote. The group decision must be indicated in each published minutes document.

If a group decides to enforce quorum requirements, they must use the following guidelines. The group must establish a group count based on attendance at the two previous X12 Standing Meeting. The group may designate visitors and members on their attendance rosters if they wish. Visitors include non-X12 members and X12 members who attend less than 50% of the X12 Standing Meetings. Visitors are not included in the group count. Quorum is twenty percent of the group count. A quorum is required to conduct official votes. In the absence of a quorum, discussion may be held but no official votes may be taken.

9 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 X12 or X12N documents. These documents include procedures for: Data Maintenance, Project Proposals, Technical Report Project Proposals, Technical Reports, formal interpretations of X12N publications, and all other technical standards development items not otherwise specifically designated in this charter. X12N has internal procedures that compliment the overall X12 procedures for some of these activities.

Transaction Set Development, Interpretations, and X12 Guidelines and Technical Reports:
See Standing Document 2: Operations Manual (SD2), latest revision, or whatever standing document replaces SD2 for overall X12 procedures

Task Group 8 (TG8), Architecture Review:

Works with other groups within X12N on the preparation and approval of data maintenance, project proposals, and formal interpretations. Questions related to these procedures or associated processes should be referred to TG8.

Technical Report Project Proposal and Technical Report publication approval process:
See the X12N Implementation Guide Handbook

Task Group 4 (TG4), Technical Reports

Works with other groups within X12N on the procedures and conventions for development, review, and distribution of X12N Technical Reports. Questions related to these procedures or associated processes should be referred to TG4.

10 AMENDMENTS TO THIS CHARTER

Amendments to the X12N charter must be distributed to X12N members at least 30 days prior to the X12 Standing Meeting at which the vote will be held. The amendments must be approved by two-thirds majority of the X12N subcommittee in attendance at the X12 Standing Meeting. The amendments are effective immediately upon approval unless otherwise specified in the amendment.

11 GROUP-SPECIFIC CHARTERS

11.1 Creation of Group-Specific Charters

A new task group-specific charter must be distributed to the task group at least 30 days prior to the X12 Standing Meeting at which the vote will be held. The charter must be approved by two-thirds majority of the task group in attendance. Following task group approval, the X12N management group must approve the new charter. The charter is effective immediately upon final approval.

A new work group-specific charter must be approved by two-thirds majority of the work group in attendance at a meeting. The charter is then distributed to the owning task group management group at least 30 days prior to the meeting at which the task group management group vote will be held. The charter must be approved by two-thirds majority of the task group management group in attendance. Following task group approval, the X12N management group must approve the new charter. The charter is effective immediately upon final approval.

11.2 Amendments to Group-Specific Charters

Amendments to a task group-specific charter must be distributed to the task group at least 30 days prior to the X12 Standing Meeting at which the vote will be held. The amendments must be approved by two-thirds majority of the task group in attendance. Following task group approval, the X12N management group must approve amendments. The amendments are effective immediately upon final approval.

Amendments to a work group-specific charter must be approved by two-thirds majority of the work group in attendance. The amendments are then distributed to the owning task group management group at least 30 days prior to the meeting at which the task group management group vote will be held. The amendments must be approved by two-thirds majority of the task group management group in attendance. Following task group approval, an amendment summary must be reported to the X12N management group. The amendments are effective immediately upon final approval.

12 MEETINGS

Meetings consist of three key elements that must be completed by all X12N groups: scheduling and announcement of the meeting, the meeting itself, and documentation of the meeting. The group chair is responsible for completing these elements. All elements must occur for the meeting and the voting to be official.

12.1 Meeting Announcements

Meetings may be in person, via teleconference or electronic. Meetings that have not been announced at an X12N subcommittee meeting must be announced electronically. Management group meetings will be announced via the management group's listserv. All other group meetings must be announced via the X12N Listserv to ensure an open consensus based process.

Advance notice of at least 30 days is required for an in-person meeting where travel is involved. Advance notice of at least 15 days is required for teleconference or electronic meetings.

Regardless of forum, the meeting notice must include an agenda that contains discussion and decision items, where, when, and how the meeting will be held, whether an electronic discussion period is included, and if appropriate, how long the discussion will be open.

12.2 Meeting Documentation

After the meeting, a formal announcement of where minutes are located must be posted through the X12N Listserv. The minutes must include the elements documented in the "Meeting Minutes" section of this document. The group will consider dissenting comments for 10 days after posting the minutes.

13 GUESTS AND OBSERVERS

The X12 Standing Meeting fee can be waived for an attendee who will be giving a special presentation. A special presentation may not be a product or service sales pitch. A special presentation is defined as having applicability to an X12N business process. A written request (e-mail preferred) must be submitted to the X12N chair, and approved by, the X12N and X12 chairs in advance of the X12 Standing Meeting.

14 MEETING MINUTES

X12N meeting minutes distribution must occur no later than 30 days after meetings as dictated by the X12N Constitution. Group minutes are due to the X12N secretary within three weeks of a published meeting. Group minutes will be posted on the DISA website, so the information should be clear and concise. All minutes must contain the following items.

Group Minutes Required Items

- (1) Group Name & Identification: Identify your group by both name and group identification
- (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"
- (3) Group Chairs: Identify chair with name, term end date, company name, and email address
- (4) Group Secretary: If your group has a secretary, identify with name, company name, and email address
- (5) Work Products and Status: Identify what the group is working on and the status of the work product
- (6) Agenda for Next X12 Standing Meeting: Provide an agenda of the key items the work group will address at the next X12 Standing meeting, including notice of any elections scheduled.

- (7) X12 Interim Meeting Notification: Identify a contact person for 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.)
- (8) Date & Minutes of 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.