



ASC X12 Administrative Procedure

# **Policies and Procedures Task Group Charter**

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# 1 Establishment

## 1.1 Name

The Policies and Procedures Task Group (P&P) is a standing task group of the ASC X12 Steering Committee (Steering).

## 1.2 Authority

Steering oversees this subordinate group's work and has vested certain rights and responsibilities to this subordinate group.

# 2 Purpose and Scope

P&P is chartered to make recommendations to Steering concerning the policies and procedures of the ASC X12 Committee. All actions of P&P are subject to review and approval by the Steering. P&P is assigned the following responsibilities:

1. Oversee maintenance of ASC X12 procedures documents (OPM, Standing Document 2 and Administrative Policy and Procedure Documents (ADPs)),
2. Interpret ANSI policies and procedures as these relate to ASC X12's operations.
3. Coordinate the membership balloting process with Administration.
4. Assist ASC X12 subgroups with understanding and use of the policies and procedures of ASC X12.
5. Review and make recommendations to Steering related to items not covered in existing procedures.
6. Assists the Procedures Review Board on procedural matters.
7. Perform other duties as assigned by Steering.

# 3 Parliamentary Authority

This document augments the ASC X12 Organization & Procedures Manual (OPM) and any other relevant ASC X12 policy or procedure. The organizational document(s) prevail in the event of any conflict.

Robert's Rules of Order (latest edition) shall govern on any matter not covered by an ASC X12 policy or procedure.

## 4 Amendments to this Charter

All proposed amendments to this charter must be in accordance with **ADP05 Approving Constitutions and Charters**. To this end, the subordinate group may seek input or advice from the Policies and Procedures Task Group at any time during the development of such amendments.

Proposed amendments to this charter must be distributed to subordinate group members at least 14 calendar days prior to a planned meeting to discuss the amendments or vote on the amendments.

Following approval by this group and the Steering Committee, the group chair will set the effective date for the new version and ensure it is posted on ASC X12 websites.

## 5 Membership

### 5.1 Establishing Membership

Individuals desiring membership in P&P submit a request in writing to the P&P Chair. Membership resides with the individual and is attained after attending one Standing or Interim meeting. Membership shall be terminated if an individual does not meet the attendance requirements in 5.2 or otherwise requests termination of their membership.

### 5.2 Participation Requirements

P&P members must attend at least two out of every three Standing meetings to maintain membership. This criterion is achieved by attending one full scheduled session.

P&P members must attend at least one out of every four Interim Meetings to maintain membership.

### 5.3 Participation

Participation shall be open to any ASC X12 member. Non-subordinate group members will be considered guests.

## 6 Voting

### 6.1 Voting Specifics

All decisions of P&P shall be by simple majority of members participating in a meeting or responding in writing to a request for input.

### 6.2 Quorum

P&P has no quorum requirements

## 7 Meetings

Meetings are called by the P&P Chair as needed. Meetings held during a Standing Meeting may be conducted in the physical location of the Standing Meeting or virtually or both. Meeting notice requirements are found in the OPM.

## 8 Officer Elections

The P&P Chair shall be appointed by the ASC X12 Chair. A P&P Vice-Chair may be appointed by the P&P Chair. Terms of office are defined by the ASC X12 Chair.

## 9 Roles and Responsibilities

### 9.1 Duties of Chair

- a. Chairing P&P meetings
- b. Assigning and reviewing duties as necessary to advance the work of P&P
- c. Representing P&P to Steering
- d. Forwarding to Steering all P&P recommendations
- e. Preparing meeting agendas and organizing the meeting program in accordance with the prepared agenda
- f. Other duties as necessary to ensure the prompt and efficient progress of P&P's work

## 10 Other Subordinate Group Specific Content

This subordinate group has no group specific content.

## 11 Document History

- 1/30/2015: ASC X12X/TG3/2011-41 January 30, 2011 replaces ASC X12X/TG3/95-411 June 15, 1995
- 2/18/2015: DL2015-32 February 18, 2015 replaces ASC X12X/TG3/2011-41 January 30, 2011