

**ASC X12X/TG3/2011-41 January 30, 2011
replaces
ASC X12X/TG3/95-411 June 15, 1995**

**ASC X12 STEERING COMMITTEE
POLICIES AND PROCEDURES TASK GROUP 3
CHARTER**

1. ORGANIZATION

The Policies and Procedures Task Group is a standing task group of the ASC X12 Steering Committee, operating under the provisions of the ASC X12 Organization and Procedures (OPM) and any applicable ASC X12 Standing Documents, which shall govern in case of conflict with this charter.

2. PURPOSE AND SCOPE

This Task Group has been chartered to make recommendations to the ASC X12 Steering Committee concerning the organization, policies and procedures of the ASC X12 Committee. All actions of the Task Group are subject to review and approval by the ASC X12 Steering Committee. The following program of work has been assigned to the Task Group:

- a Maintain the ASC X12 procedures documents (OPM and Standing Documents): draft and recommend new or changed documents and, after ASC X12 Steering Committee approval, coordinate with the Secretariat the membership balloting process, if balloting is required.
- b Interpret ANSI policies and procedures as these relate to ASC X12's operation and consult with ANSI staff and applicable ANSI committees (e.g. Information Systems Standards Board, Executive Standards Council, and Board of Standards Review) on relevant issues.
- c Assist petitioners to prepare documentation required to request creation of new ASC X12 Subcommittees or Standing Task Groups, recommend disposition to the ASC X12 Steering Committee and, after ASC X12 Steering Committee approval, coordinate with the Secretariat the membership balloting process, if balloting is required.
- d Assist ASC X12 subgroups to understand and use properly the policies and procedures of ASC X12.
- e Review and submit to the Steering Committee for approval plans for X12 publications, particularly the version/release documents.

- f Review and submit to the Steering Committee for approval implementation plans for publishing new X12 standards versions.
- g Review and make recommendations to the Steering Committee to resolve tactical issues relating to publications and processes that are not covered in existing procedures.
- h Perform other duties as determined by the ASC X12 Steering Committee.

3. PARTICIPATION

Participation shall be open to any ASC X12 member, Secretariat staff and ANSI representatives.

4. MEMBERSHIP

Membership resides in the individual and is attained after attending one meeting, indicating in writing a desire to be a member, and agreeing to follow the Behavior Norms and Procedures of the Task Group. Those who wish to participate part-time should request Observer status from the Task Group Secretary. Membership may be terminated by indicating an intention to no longer be a member.

5. OFFICERS

The Task Group Chair shall be appointed by the ASC X12 Chair. A Task Group Vice-Chair may be appointed by the Task Group Chair. Terms of office are indefinite.

6. VOTING

All decisions of the Task Group shall be by consensus of members participating in a meeting or responding in writing to a request for input.

7. MEETINGS

Meetings are called by the Task Group Chair as needed and may be held face-to-face or virtually through electronic means. Advance notice to members of at least 30 days notice is required for face-to-face meetings. Advance notice to members of at least 15 days is required for virtual meetings. The advance notice requirements may be waived by a vote as defined in charter section 6 (above).

There are no quorum requirements for Task Group meetings.

8. MEETING MINUTES

The proceedings of all meetings shall be documented and distributed within four weeks to Task Group members, Observers, the ASC X12 Steering Committee, the Secretariat, and others agreed to by the Task Group.

9. PARLIAMENTARY PROCEDURES

On questions of parliamentary procedures not covered herein, Robert's Rules of Order (latest edition) shall be used to expedite due process.

Amended and Approved by:
ASC X12 Steering Committee June 15, 1995
ASC X12 Policies & Procedures TG <DATE>
ASC X12 Steering Committee <DATE>