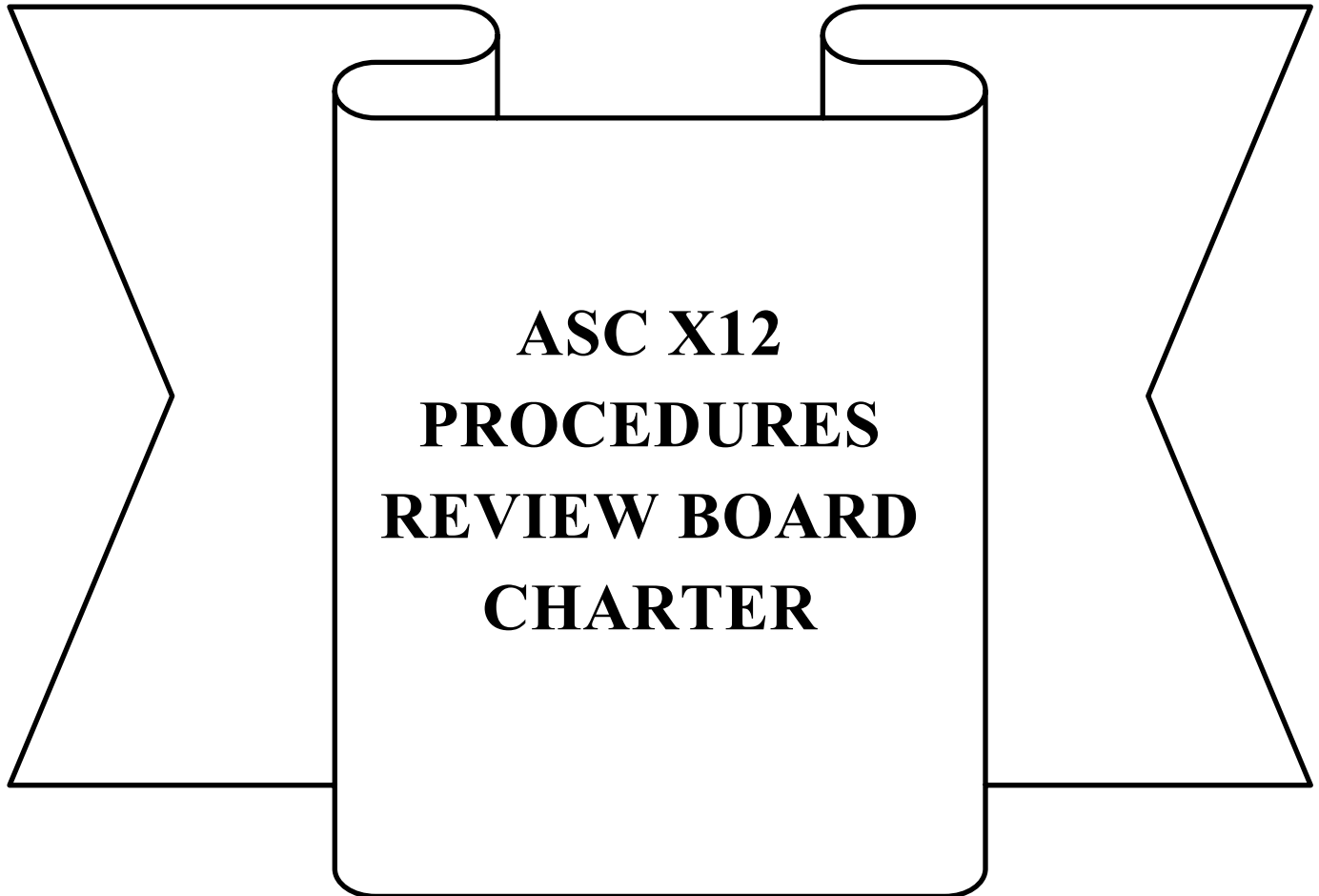


ASC X12Z/2009-54
Replaces **ASC X12Z/2000-110**
September 30, 2009



Approved June 6, 1997
ASC X12 Procedures Review Board

Approved October 3, 1996
ASC X12 Steering Committee

ASC X12 PROCEDURES REVIEW BOARD

Charter

I ORGANIZATION

The Procedures Review Board (PRB) is empowered by the ASC X12 Committee. Its existence and operation are governed by the X12 Organization and Procedures (OPM), which will prevail over this charter in any disputes over PRB operations.

II PURPOSE AND SCOPE

- A. To ensure that due process was followed and consensus was reached in all ASC X12 standards, guidelines, and interpretations development and maintenance so that all participants have confidence in the fairness of the results. The PRB will not act on technical matters.
- B. The PRB provides the same functionality to the working groups of ASC X12 that the Board of Standards Review provides to the Accredited Standards Committees of ANSI. That is, to establish that substantial agreement (consensus) has been reached by directly and materially affected and interested members of ASC X12 in the development and maintenance of standards and guidelines, to ensure all views and objections are considered, and that a concerted effort is made toward their resolution.
- C. The PRB shall base its judgment, as to whether due process was followed, by comparing the actual events to the ASC X12 procedures as documented in the ASC X12 OPM, any applicable standing documents of ASC X12, and any documented interpretation of the OPM, or standing documents of the ASC X12 Steering Committee or any applicable X12 subcommittee. In the absence of applicable documentation the PRB shall use its best judgement as to what is in the best interest of the EDI user community.
- D. Specific functions of the PRB include, but are not limited to, the following:
 - 1. Approve new project proposals as official X12 work items. It is the responsibility of the PRB to determine whether the proposal is within the scope of ASC X12 and is consistent with other existing or developing ASC X12 standards and guidelines.
 - 2. Assign or reassign transaction sets and other draft proposed standards, guidelines, and project proposals to X12 subcommittees and task groups for development and maintenance.
 - 3. Provide a forum for the resolution of procedural issues (differences) between subcommittees.
 - 4. Provide a forum for continuing objections to be resolved and, if needed, refer the ballot item back to the developing body if due process was not followed.

5. Authorize X12 Draft Standards for Trial Use, standards interpretations, and X12 Guidelines for the X12 balloting process.
6. Authorize X12 Draft Standards for Trial Use, standards interpretations, and X12 Guidelines for publication.
7. Authorize draft proposed American National Standards for the X12 balloting process and public review.
8. Authorize draft proposed American National Standards for release to the ANSI Board of Standards Review for consideration as American National Standards.
9. Authorize American National Standards for publication.

III REASSIGNMENT

- A. Any subcommittee may request any transaction set or guideline to be reassigned to another subcommittee. Only the subcommittee representative, or alternate, to the PRB may propose this as an agenda item.
- B. The PRB will vote on the item in accordance with Section VII.
- C. Any affected subcommittee may defer the vote to the next scheduled meeting, at which a vote must be taken.
- D. In the event a subcommittee is disbanded by ASC X12, the X12 Secretariat shall place this item on the next PRB agenda after announcement of such disbandment; and the PRB shall reassign the disbanded subcommittee's work to other subcommittees willing to accept it. However:
 - a) If no other subcommittee will undertake the disbanded subcommittee's active project proposals, the PRB shall withdraw its approval of those projects, and they shall be closed by the X12 Secretariat.
 - b) If no other subcommittee will undertake maintenance responsibility for the disbanded subcommittee's standards and guidelines, the PRB shall assign maintenance responsibility to another subcommittee within two X12 meetings after announcement of the subcommittee's disbandment.
 - c) If no other subcommittee will undertake maintenance responsibility for the disbanded subcommittee's published technical reports, the PRB shall withdraw its approval for publication five years after the last the publication date.

IV APPEALS

- A. Any ASC X12 member may appeal any action or inaction by the X12 Committee in accordance with the OPM, Section 10.
- B. The PRB shall select the appeals panel in accordance with the OPM.
- C. The PRB will provide the forum for and conduct the hearing of the appeal in accordance with the OPM.

V MEMBERSHIP

- A. Membership is composed of:
 - 1. ASC X12 Vice-Chair
 - 2. A designated representative from each ASC X12 subcommittee and ASC X12 standing task group. (Each subcommittee and standing task group will also designate an alternate who will serve in the absence of the designated representative.)
 - 3. An ASC X12 Secretariat representative
 - 4. Up to five at-large members appointed by the ASC X12 Chair and confirmed unanimously by the voting members of the PRB
- B. Designated representatives and alternates serve on the PRB for two years. At-large members serve for one year. The ASC X12 Vice-Chair serves on the PRB only as long as the individual holds the office of ASC X12 Vice-Chair.

VI OFFICERS

- A. Chair: ASC X12 Vice-Chair
- B. Vice-Chair: Elected by the PRB
- C. Secretary: ASC X12 Secretariat representative

VII VOTING

- A. All members may vote except for the ASC X12 Secretariat representative.
- B. Approval of the items listed in and related to Sections II and III, and Charter modifications, shall require approval by two thirds of the members voting, including abstentions.

- C. Approval of administrative items shall require approval by a simple majority of members voting, including abstentions.
- D. Approval for confirmation of at-large members shall be unanimous.
- E. Election of Vice-Chair of the PRB shall require approval by a simple majority of members voting, including abstentions.
- F. The PRB Chair may at any time authorize the PRB secretary to conduct a letter ballot to the PRB members. The letter ballot voting period shall be thirty days.

VIII MEETINGS

- A. A meeting of the PRB as defined in this document shall denote either a physical gathering of the PRB members or convening of the PRB members by use of an agreed-upon electronic means, such as a conference call. A meeting date and time, location and access information (if required), shall be provided to all PRB members in advance of the meeting.
- B. There shall be at least one meeting of the PRB either during each official (voting) ASC X12 meeting week or within one week of the end of each official ASC X12 meeting week..
- B. Other meetings of the PRB may be scheduled by the Chair with at least thirty days notice to the members.
- C. Special meetings of the PRB may be called during the official ASC X12 meeting week, for that week, by the Chair without the thirty-day restriction.

IX QUORUM

Two thirds of the voting members constitutes a quorum.

X PARTICIPATION

- A. Any member of ASC X12 may attend the PRB meeting. Non-PRB members will be considered guests.

XI MINUTES

- A. Minutes of all meetings shall be prepared by the secretary within four weeks following a meeting.
- B. Minutes will be distributed by the Secretariat to all PRB members and alternates, all members of the ASC X12 Steering Committee, and the ASC X12 Secretariat.

XII PARLIAMENTARY PROCEDURES

Robert's Rules of Order (latest edition) shall govern on all matters not specifically covered in this charter.