**ASC X12 Administrative
Policy and Procedure**

Establishing Subcommittees

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Table of Contents

1 Establishing Subcommittees

1.1 Introduction

The ASC X12 Steering Committee is responsible for this policy/procedure and publishes it for the benefit of the members of ASC X12, its subcommittees, task groups, and interested individuals from the general public who actively participate in ASC X12.

Organizations and individuals agree to be bound by these policies when they apply for membership and when they renew an existing membership.

Suggestions for improvements to this document are welcome. They may be submitted at http://changerequest.x12.org.

1.2 Background

This procedure augments the ASC X12 Organization & Procedures (OPM) and defines the process and criteria for establishing a new ASC X12 subcommittee.

1.3 Establishing ASC X12 Subcommittees – Policy

The ASC X12 Steering Committee (Steering) will accept and review petitions to establish new subcommittees in accordance with the procedures contained herein.

1.4 Establishing ASC X12 Subcommittees – Procedure

A petition for a proposed subcommittee must include a purpose and scope for the proposed subcommittee, a subcommittee organizational chart (showing planned or potential task groups), a list of organizations that have committed to active participation and at least one approved project proposal.

Steering will use the following criteria to evaluate the petition:

1. The group submitting the petition operated as a task group within an existing ASC X12 subcommittee for at least one year.
2. The Steering Committee has an obligation to prevent overlap among subcommittees and functionally related subcommittees. Subcommittees confined to a separate industry (e.g. chemical, automotive) should be avoided. To that end:
   a. The draft purpose and scope of the subcommittee is clearly different from that of any existing subcommittee.

    b. Existing subcommittees have been polled to verify that none are prepared to expand their purpose and scope to encompass the proposed purpose and scope.

3. Broad support for the subcommittee has been demonstrated. Broad support is demonstrated when:

    a. At least ten entities (organizations or individuals) have committed to participation in the new subcommittee.

    b. A significant percentage of the committed entities should be ASC X12 members or should have pledged to become a member.

    c. Representation should be cross-industry and include entities on both ends of the trading relationship.

4. The proposed subcommittee has at least one approved project proposal.
5. The petition includes a subcommittee organizational chart.

After evaluating the petition, Steering will vote on whether or not to approve the petition for membership vote.

If Steering approves the petition for membership vote, a letter ballot will be issued, in accordance with the requirements of the OPM. If Steering does not approve the petition for membership, the petitioner will be apprised of the reason(s) for the disapproval and may resubmit a new petition which addresses those reasons for consideration at a later date.

1.5 Document History

- 1993: initial version approved by the ASC X12 Steering Committee
- 2014: revision approved by the ASC X12 Steering Committee