

**ASC Administrative
Policy and Procedure**

Accredited Standards Committee Operating Manual

(ASC01, OPM)

Contents

- Accredited Standards Committee Operating Manual 4
- 1 Introduction 4
- 2 Authority 4
- 3 Background 4
- 4 ASC Purpose and Scope 5
- 5 Committee Ballots 5
 - 5.1 Approving Motions for Committee Ballot 5
 - 5.1.1 Steering Initiated Motions..... 5
 - 5.1.2 Constituent Initiated Motions 5
 - 5.1.3 Petition Motions..... 5
 - 5.2 Method of Voting..... 5
 - 5.3 Ballot Evaluation 6
 - 5.3.1 Two-Thirds Approval 6
 - 5.3.2 Ninety Percent Approval..... 6
- 6 Interim Meeting Notice 6
- 7 ASC Chair and Vice Chair 6
 - 7.1 Principal Duties of the ASC Chair..... 6
 - 7.2 Principal Duties of the ASC Vice Chair 7
 - 7.3 Filling ASC Chair or Vice Chair Vacancies 7
- 8 Steering Committee 8
 - 8.1 Steering Committee Composition 8
 - 8.2 Steering Committee Responsibilities 8
 - 8.3 Steering Committee Voting 8
 - 8.4 Steering Committee Meetings 9
 - 8.4.1 Meeting Scheduling..... 9
 - 8.4.2 Quorum 9
 - 8.4.3 Designating a Substitute..... 9
- 9 Subcommittees 9
- 10 Task Groups and Work Groups 9
- 11 Ad Hoc Groups 10
- 12 Standing Steering Task Groups 11
 - 12.1 Procedures Review Board 11

12.1.1	PRB Constituents	11
12.1.2	PRB Officers.....	11
12.1.3	PRB Meetings	12
12.1.4	Quorum	12
12.1.5	PRB Voting Period	12
12.2	Policies and Procedures Task Group	12
12.2.1	P&P Constituents	12
12.2.2	P&P Officers	13
12.2.3	P&P Meetings.....	13
12.2.4	Quorum	13
12.2.5	P&P Voting Period	13
13	ASC Work Products	13
14	Liaisons.....	14
15	Parliamentary Authority	14
16	Ballot Confirmation Policy	14
17	Terminology	14
18	Document History	15

Accredited Standards Committee Operating Manual

1 Introduction

The Accredited Standards Committee (ASC) Steering Committee (Steering) is responsible for this policy and associated procedures.

Members agree to be bound by these policies and to follow the associated procedures as a condition of membership. Non-members afforded specific collaboration privileges agree to be bound by these policies and to follow the associated procedures as a condition of those privileges.

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

Staff procedures supporting these policies and procedures are maintained separately. Questions related to the staff procedures may be directed to execdir@x12.org.

2 Authority

This operating manual details rules of order and standing rules governing the committee. These committee rules supplement corporate rules, defined as the suite of corporate policies and procedures identified with the prefix CAP. Committee rules do not duplicate, supersede, contradict, countermand, or overrule the corporate rules. In the case of any inconsistency between corporate rules and committee rules, the corporate rules prevail.

This operating manual may, in turn, be supplemented by more detailed or more restrictive committee or subordinate group rules; however, such rules shall not duplicate, supersede, contradict, countermand, or overrule the committee rules. No accommodation is intended or provided to allow a committee to override a corporate policy or procedure with a more permissive requirement. In the case of any inconsistency between committee rules and subordinate group rules, the committee rules prevail.

3 Background

The ***Accredited Standards Committee Operating Manual (OPM, ASC01)***, defines the structure of the Accredited Standards Committee (ASC), a standing committee of X12, and specific operating policies and procedures which apply to activities undertaken by the committee. The ***Bylaws (CAP01)*** set forth the corporate level policies and procedures that apply to all X12 committees. For a complete understanding of policy and procedure requirements, review the corresponding sections in ***CAP01*** and ***ASC01***.

Unless otherwise clarified, the terms committee, stakeholder, constituent, and subcommittee

used herein refer specifically to the ASC committee, ASC stakeholders, ASC constituents, and ASC subcommittees. The term X12 standards herein references X12 standards maintained by the ASC.

4 ASC Purpose and Scope

The ASC purpose is articulated in *ASC Purpose and Scope (CAP18)*.

5 Committee Ballots

Detailed ballot and voting requirements are set forth in the *Bylaws (CAP01)*. *X12 Membership (CAP04)* provides additional detail about committee stakeholders.

5.1 Approving Motions for Committee Ballot

Discussion regarding a potential committee ballot can be initiated by Steering or any ASC constituent. Committee ballots must be authorized by Steering, either directly or via the maintenance procedure, the code maintenance procedure, or another ASC procedure.

5.1.1 Steering Initiated Motions

Any Steering constituent may move for a committee ballot on any matter.

5.1.2 Constituent Initiated Motions

Any ASC constituent may request a motion be considered for committee ballot by submitting the request in writing to ascchair@x12.org. The ASC Chair shall bring the request to Steering for consideration.

5.1.3 Petition Motions

An ASC constituent who submitted a request in accordance with **5.1.2 Constituent Initiated Motions** and had that request denied, may circulate a petition for a committee ballot on the same motion. To be submitted for consideration, the petition must be endorsed in writing by a number of ASC stakeholders equal to quorum. A quorum shall be established at the time of the petition's submission. The petition and all written endorsements must be submitted in writing to ascchair@x12.org within 6 months of Steering's original decision to deny the request. Upon timely submission and confirmation of the required endorsements, Steering must authorize a committee ballot on the motion.

5.2 Method of Voting

To ensure that every constituent has an equal opportunity to cast an informed vote, all

committee ballots will be conducted via electronic vote. Following ballot confirmation, ballot results are available to X12 member representatives in the Members area on X12.org.

5.3 Ballot Evaluation

The following evaluation criteria apply to committee ballots as described below.

5.3.1 Two-Thirds Approval

The following matters require two-thirds (2/3) approval, excluding abstentions:

1. Revising the **ASC Operating Manual (ASC01)**
2. Revising the **ASC Standards Development Manual (ASC02)**
3. Revising the **American National Standards (ANS) Processing Manual (ASC03)**
4. Approving or revising the purpose and scope of an ASC subcommittee
5. Removing the ASC Chair or Vice Chair from office

5.3.2 Ninety Percent Approval

The following matters require approval by at least ninety percent of the ballots cast, excluding abstentions:

1. Creating or revising an EDI Standard
2. Creating or revising an ASC Guideline
3. Any ballot related to an ANS

6 Interim Meeting Notice

Meeting notice requirements are set forth in **Meetings (CAP06)**. The following is a more restrictive committee policy related to interim meeting notices.

- An officer may call a one-time interim meeting with at least 24-hour notice. However, the meeting shall be canceled upon a constituent's written objection to the abbreviated notice. Such an objection must be emailed to the officer calling the interim meeting, any associated subcommittee chair, and the ASC chair at least 2 hours prior to the scheduled start of the meeting.

7 ASC Chair and Vice Chair

The ASC chair and vice chair shall be the officers of the ASC. The officers shall be elected in accordance with the requirements set forth in **Committee Officer Elections (CAP09)** and **ASC Officer Elections (ASC04)**. Term limits shall not apply.

7.1 Principal Duties of the ASC Chair

The principal duties of the ASC chair are as follows:

1. Presiding at ASC meetings - the chair has the authority to determine the order of business and to establish rules for the conduct of the meeting to the extent that such rules do not conflict with organizational policies
2. Presiding at Steering meetings - the chair has the authority to determine the order of business and to establish rules for the conduct of the meeting to the extent that such rules do not conflict with organizational policies
3. Communicating ASC official positions and representing the ASC to external organizations
4. Ensuring timely progress on ASC's Standards development work
5. Extending the voting period for ballots if quorum has not been met and the chair anticipates that extending the voting period will result in quorum being met
6. Selecting nominating committee members
7. Nominating a replacement to fill an ASC vice chair vacancy
8. Appointing PRB at-large members
9. Appointing conveners in the absence of an elected or appointed chair
10. Representing the ASC on the X12 Board
11. Other duties as required to oversee the ASC's activities

7.2 Principal Duties of the ASC Vice Chair

The principal duties of the ASC vice chair are as follows:

1. Assisting the ASC Chair as needed
2. Presiding at meetings in the absence of the ASC Chair
3. Assuming the duties of the ASC Chair should the position become vacant
4. Communicating ASC official positions and representing the ASC to external organizations in the absence or in lieu of the ASC Chair
5. Chairing the PRB

7.3 Filling ASC Chair or Vice Chair Vacancies

1. ASC Chair Vacancy:
 - a. The ASC Vice Chair shall assume the position of ASC Chair.
 - b. If the ASC Vice Chair is unable to assume the position, the ASC Vice Chair shall form a nominating committee of at least three (3) individuals to select a candidate for the position. Upon an affirmative vote of Steering, the candidate shall assume the ASC Chair position for the remainder of the term.
2. ASC Vice Chair Vacancy:
 - a. The ASC Chair shall nominate a replacement candidate. Upon an affirmative vote of Steering, the candidate shall assume the Vice Chair position for the remainder of the term
3. Simultaneous ASC Chair and Vice Chair Vacancies:
 - a. The X12 Executive Director shall convene Steering in the absence of

officers.

- b. Steering shall form a nominating committee of at least three individuals to select replacement candidates.
- c. Upon an affirmative vote of Steering, the candidates shall assume the positions for the remainder of the term.

8 Steering Committee

8.1 Steering Committee Composition

Steering shall be composed of the following constituents:

- ASC Chair (voting)
- ASC Vice Chair (voting)
- Chair of each active subcommittee (voting)
- Immediate past ASC Chair (limited to a single two-year term) (voting)
- Immediate past ASC Vice Chair (limited to a single two-year term) (voting)
- Chair of each Steering task group (non-voting)

All Steering constituents shall have the right to participate in collaboration and offer motions. Voting constituents shall have the right to vote on Steering matters. The preceding notwithstanding, employees of X12 shall not be entitled to voting rights on the Steering Committee in any circumstance. If an X12 employee is serving as a voting Steering constituent, their voting privileges shall be rescinded.

8.2 Steering Committee Responsibilities

Steering responsibilities include:

1. Authorizing committee ballots
2. Planning and coordinating the Standards development work of the ASC
3. Approving revisions to subcommittee policies and procedures that do not require a committee ballot
4. Approving the purpose and scope of Steering task groups
5. Approving revisions to Steering task group policies and procedures
6. Approving individuals to fill Steering officer vacancies
7. Approving termination, deactivation or reactivation of subcommittees
8. Performing other duties as assigned by the ASC chair, determined by the Steering constituents, or identified in committee procedures

8.3 Steering Committee Voting

Detailed ballot and voting requirements are set forth in the **Bylaws (CAP01)**. In addition, the ASC Chair shall determine the appropriate voting method for each Steering voting item.

8.4 Steering Committee Meetings

8.4.1 Meeting Scheduling

The frequency and timing of meetings shall be determined by the ASC Chair in accordance with the *Bylaws (CAP01)* and *Meetings (CAP06)*.

8.4.2 Quorum

The quorum for Steering shall be 50% (1/2) of the Steering constituents, including the non-voting constituents.

8.4.3 Designating a Substitute

In the absence of a subcommittee or steering task group chair, the vice chair of the group shall have authority to represent the subcommittee or steering task group in Steering matters. If the group has no vice chair, the subcommittee or steering task group chair shall designate a substitute from among the group's constituents to represent the subcommittee or steering task group in Steering matters in their absence; however, the designee shall not be a Steering constituent in their own right and may not also simultaneously represent another Steering constituent as a designee.

If a subcommittee is not represented at two consecutive meetings, the ASC chair shall have the authority to designate a subcommittee constituent who shall consistently represent the subcommittee in Steering matters in the subcommittee chair's absence.

When acting as a designee, a substitute shall have the same privileges and responsibilities as the Steering constituent.

9 Subcommittees

Steering establishes subcommittees to support long-term ASC activities. Steering shall define the purpose and scope of each subcommittee, subject to approval by committee ballot. Other actions related to the subcommittee's status are under the authority of Steering. Each subcommittee shall have one or two officer positions, including a chair. Each subcommittee shall operate under a Constitution approved by Steering. Subcommittee operations, including policy related to officers, responsibilities, and elections, and changes to the group's status are set forth in *ASC Subcommittees and Other Subordinate Groups (ASC05)*.

10 Task Groups and Work Groups

Task groups and work groups are established to support long-term ASC activities. The establishing group shall define the purpose and scope of each group. The establishing group may subsequently revise the purpose and scope or period of performance of the group, if

necessary. Task groups and work groups shall not expand, narrow or otherwise alter their purpose and scope.

Steering may establish and disband steering task groups to support the committee's activities. Steering task groups shall operate under a Charter approved by Steering.

Subcommittees may establish and disband subcommittee task groups and work groups to support the subcommittee's activities. Subcommittee task groups may operate under a Charter approved by the establishing subcommittee or they may operate under the subcommittee's Constitution.

With approval from the Subcommittee chair, subcommittee task groups may establish work groups to assist with the task group's activities. Work groups shall operate under the Charter of the establishing task group or under the subcommittee's Constitution.

Each subordinate group shall have one to three officer positions, either a chair or two or three co-chairs. With the express approval of the establishing group chair, a subordinate group with a large number of constituents or extensive work product responsibilities may establish one additional co-chair position with the approval of the establishing group's chair. Subordinate groups shall not have vice chairs. A subordinate group may authorize other leadership positions in its charter to ensure smooth operations, however, for consistency between subordinate groups, those shall not be officer positions. Unless the establishing group's constitution explicitly calls for subordinate group officers to be elected, all subordinate group officers shall be appointed.

Subordinate group operations are set forth in ***ASC Subcommittees and Other Subordinate Groups (ASC05)***.

11 Ad Hoc Groups

Ad hoc groups are established to support ASC activities. Ad hoc groups will operate for a limited time to accomplish a defined purpose. The establishing group shall define the purpose and scope of the ad hoc group and a specific period of performance. The establishing group may subsequently revise the purpose and scope or period of performance of the ad hoc group, if necessary. Ad hoc groups shall not expand, narrow or otherwise alter their purpose and scope or period of performance. All work of an ad hoc group is advisory and shall be approved by, the establishing group.

Steering may establish and disband ad hoc groups to support the committee's activities.

Subcommittees may establish ad hoc groups to support the subcommittee's activities. Subcommittee task groups may establish ad hoc groups to assist with the task group's activities. Subcommittee work groups shall not establish ad hoc groups.

12 Standing Steering Task Groups

Steering has established two standing task groups which shall operate in accordance with **Section 10 Task Groups and Work Groups** and as described herein.

12.1 Procedures Review Board

Procedures Review Board (PRB) shall have authority over all procedural matters conducted under the oversight of Steering and specific responsibilities related to due process, procedural oversight and American National Standards (ANS). The PRB purpose and scope are articulated in ***PRB Purpose and Scope (ASC20)***.

12.1.1 PRB Constituents

PRB shall consist of the following constituents:

1. ASC vice chair
2. One representative from each subcommittee
3. Up to three at-large representatives appointed by the ASC Chair for a two-year term, with no term limits

Alternates

A subcommittee may designate an official alternate for their PRB representative. The alternate shall be entitled to all privileges and responsibilities of the PRB constituent in the constituent's absence but shall not otherwise be entitled to PRB rights and privileges. At-large representatives are not entitled to an alternate.

If a subcommittee is not represented at two consecutive meetings, the ASC chair and PRB chair shall jointly designate a subcommittee constituent who shall replace the subcommittee's absent alternate and serve as the subcommittee's alternate to consistently represent the subcommittee in PRB in the primary representative's absence.

Each PRB constituent is entitled to one vote in PRB ballots and has the right to speak in meetings, participate in collaboration activities, propose and second motions, and hold office.

12.1.2 PRB Officers

The ASC vice chair shall serve as the PRB Chair. If the vice chair position is vacant, the ASC chair shall serve as the PRB Chair.

At the discretion of the PRB chair, PRB may elect a vice chair from among its constituents. The term of office for the vice chair shall be two

years, with no term limit, provided the vice chair remains a PRB constituent for the entire term of office. If at any time during the term of office the vice chair ceases to be a PRB constituent, they shall be considered to have resigned from the vice chair position.

12.1.3 PRB Meetings

The frequency and timing of meetings shall be at the discretion of the PRB chair; however, at least one PRB meeting shall be held in conjunction with each Standing Meeting.

12.1.4 Quorum

A quorum for PRB shall be 50% (1/2) of the PRB constituents.

12.1.5 PRB Voting Period

The PRB chair will define the voting period for each electronic ballot; however, the voting period shall not be less than fifteen (15) calendar days.

12.2 Policies and Procedures Task Group

The Policies and Procedures Task Group (P&P) is established as a Steering advisory task group responsible for oversight of the policies and procedures of the ASC. The full P&P purpose and scope statement is articulated in ***P&P Purpose and Scope (ASC30)***.

12.2.1 P&P Constituents

P&P shall be open to any ASC stakeholder representative with a material interest in the functions defined in the P&P Purpose and Scope.

ASC stakeholder representatives who have not met the specific constituent requirements listed in the ***P&P Charter (ASC31)*** may participate as an observer but shall not have constituent privileges.

ASC stakeholder representatives who meet the specific constituent requirements listed in the ***P&P Charter (ASC31)*** shall be granted recognition as a P&P constituent. P&P constituent recognition resides with the individual and is not transferrable.

To maintain recognition as a P&P constituent, the constituent shall meet the specific requirements listed in the ***P&P Charter (ASC31)***. Failure to meet the established requirements shall be considered as the constituent's resignation.

Each P&P constituent is entitled to one vote in P&P ballots and has the right to speak in meetings, participate in collaboration activities, propose and second motions, and hold office.

12.2.2 P&P Officers

The P&P chair shall be appointed by and serve at the pleasure of the ASC chair. The ASC chair shall confirm the appointment every two years, with no limit to the length of service. If the P&P chair position is vacant, the ASC chair shall convene P&P or appoint a staff convener.

At the discretion of the P&P chair, P&P may elect a vice chair from among its constituents. The term of office for the vice chair shall be two years, with no term limit, provided the vice chair remains a P&P constituent for the entire term of office. If at any time during the term of office the vice chair ceases to be a P&P constituent, they shall be considered to have resigned from the vice chair position.

12.2.3 P&P Meetings

The frequency and timing of meetings shall be at the discretion of the P&P chair; however, at least one P&P meeting shall be held in conjunction with each Standing Meeting.

12.2.4 Quorum

A quorum for P&P shall be 50% (1/2) of the constituents.

12.2.5 P&P Voting Period

The P&P chair will define the voting period for each electronic ballot; however, the voting period shall not be less than fifteen (15) calendar days.

13 ASC Work Products

ASC develops and maintains several types of work products including, but not limited to, the EDI Standard, guidelines, interpretations, and technical reports. See the **Work Products** information on x12.org for a current list of work products and their descriptions.

The processes by which these work products are developed, revised, and withdrawn are set forth in the ASC's **Standards Development Manual (ASC02, SD2)**. However, the committee recognizes the value of exploring and validating significant or major process change proposals with pilot processes prior to revising **ASC02**. Therefore, Steering shall have the authority to define a pilot process to be followed instead of the corresponding

ASC02 process for a specific period as a proof of concept for a significant process change. Pilots are not intended to run permanently, therefore, **ASC02** should be updated to include the pilot process as soon as possible after the pilot is deemed successful. Steering may also establish other boundaries for a pilot, such as limiting it to a subset of the work products.

14 Liaisons

X12 has established a specific role within the organization for individuals who communicate and coordinate with other organizations with a material interest in X12 work products or activities. The associated policies, including the process by which liaisons are appointed and overseen, are set forth in *Liaisons (CAP17)*.

15 Parliamentary Authority

Any matter not covered by the suite of corporate policies and procedures, identified with the prefix CAP, or the suite of ASC policies and procedures, identified with the prefix ASC, will be determined based upon Roberts Rules of Order (latest edition). PRB shall be consulted and shall rule on any parliamentary issue, including but not limited to those covered by rules of order and standing rules.

16 Ballot Confirmation Policy

Related to ballots concerning committee operations or the EDI Standard development procedures (including but not limited to ASC01 and ASC02), Steering may act to invalidate an approved ballot if it is determined the revisions will or may have a substantial, unintended, negative consequence. Such an invalidation must occur within 14 calendar days of the close of the ballot.

17 Terminology

To ensure consistency in terminology and meaning, X12 maintains a comprehensive corporate glossary called the Wordbook. Some of the included definitions are proprietary to X12 while others cite definitions published by another organization or authority, such as Robert's Rules of Order. The terms and definitions defined in the Wordbook must be used without modification or revision in X12 work products when applicable.

Reference the Wordbook online at <http://wordbook.x12.org/> if you have any questions about a term's definition, synonyms, or source.

18 Document History

New versions of this document are effective on the approval date unless otherwise stated in the approval.

Approved	Description
3/11/19	V5: Biennial review - Revised to move the ANSI ANS related instructions to ASC03, to move subcommittee and subordinate group policies and procedures to ASC05, to eliminate duplication with corporate policies and procedures, to specifically identify the ASC, to address revision requests, and to otherwise simplify and clarify.
11/20/15	V4: Biennial review and revisions.
2/20/14	V3: Revisions approved by the membership.
8/13/12	V2: Revisions approved by the membership.
4/21/11	V1: Significant revisions to OPM and SD2 to synchronize the documents, increase consistency, and reflect organizational changes.
Note	Earlier versions of the OPM, including versions from February 2008 and June 2005, were balloted under the previous secretariat and balloting details are not available. All previous versions are now designated as historical.