



**ASC Administrative
Policy and Procedure**

Policies and Procedures Task Group Charter

(ASC31)

1 Preamble

1.1 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://www.x12.org/maintenance-requests>.

1.2 Authority

The rules of order and standing rules herein supplement related corporate and committee rules. The suite of corporate rules is identified with the prefix CAP. The suite of Accredited Standards Committee (ASC) rules are identified with the prefix ASC. The rules detailed herein do not duplicate, supersede, contradict, countermand, or overrule the corporate rules or ASC committee rules. No accommodation is intended or provided to allow a subordinate group to override a corporate or committee policy or procedure with a more permissive requirement. In the case of any inconsistency between these rules and either the corporate rules or the committee's operating rules as defined in the **ASC Operating Manual (OPM, ASC01)**, these rules shall not prevail.

1.3 Establishment

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

1.4 Purpose and Scope

P&P's purpose and scope statement is articulated in **P&P Purpose and Scope (ASC30)**.

2 Amendments to this Charter

All proposed amendments to this charter must be in accordance with **ADP05 Approving Constitutions and Charters**.

Proposed amendments must be distributed to constituents at least seven (7) calendar days prior to a vote on the amendments.

Upon approval by at least two-thirds (2/3) of the P&P constituents, proposed amendments shall be presented for Steering approval. Following Steering approval, the P&P chair will coordinate with staff to ensure the approved version is posted on X12 websites.

3 Constituents

P&P constituents have certain responsibilities and privileges. Responsibilities include being prepared for P&P discussions and consistent participation in P&P collaborations. Privileges include the right to participate in collaboration, hold office, offer motions, and vote on P&P matters.

3.1 Constituent Criteria

Any ASC stakeholder's member representative with a material interest in the activities of P&P may be recognized as a P&P constituent by meeting the following requirements:

- Attending two consecutive P&P meetings as an observer. Attending one or more sessions at a Standing meeting counts as attending one meeting
- Requesting and being granted constituent recognition at the third consecutively attended P&P meeting

Constituent status resides with the individual member representative and is not transferable.

P&P constituents must meet the following criteria to retain constituent status.

- Attending two out of every five P&P meetings, attending one or more sessions at a Standing meeting counts as attending one meeting
- Participating in P&P's online collaborations by posting comments or voting in electronic ballots

4 Observers

Any ASC stakeholder's member representative is permitted to attend a P&P meeting or session; however, such individuals shall be permitted as observers and shall not be entitled to any privileges afforded to P&P constituents.

Non-member attendees of an X12 Standing meeting are not generally permitted to attend P&P sessions; however, such individuals may be permitted to attend at the discretion of the ASC Chair or the P&P Chair. If permitted, non-member attendees shall not be entitled to any privileges afforded to P&P constituents.

5 Voting

P&P may conduct voting during any meeting or via electronic ballot issued by the P&P Chair. The voting period for an electronic ballot shall be at least seven (7) calendar days.

6 Meetings

The P&P chair shall schedule interim meetings and sessions at Standing meetings as necessary to ensure timely completion of P&P tasks and activities.

Due to the nature of P&P's review and collaboration activities, P&P sessions at Standing meetings shall be conducted in person, virtual participation shall not be accommodated.

7 Roles and Responsibilities

7.1 Duties of the Chair

The duties of the chair include:

- Chairing P&P meetings
- Assigning and reviewing duties as necessary to advance the work of P&P
- Representing P&P to Steering
- Forwarding P&P recommendations to Steering
- Coordinating with other ASC group chairs related to ASC policies and procedures
- Other duties necessary to complete P&P's tasks and activities

8 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 in X12 work products when applicable and without modification or revision.

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

9 Document History

Approved	Description
06/07/2018	V1: Renamed to ASC31, consistency revisions including conversion to the new template, reorganization of the information, vocabulary clean-up, and other revisions.
06/15/1995	Initial version