Technical Assessment Subcommittee (X12J) Constitution

(ASC71)
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1 Preamble

1.1 Introduction

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

Members agree to adhere to X12’s policies and procedures as a condition of membership. In addition, non-member participants afforded specific collaboration privileges agree to adhere to X12’s policies and procedures as a condition of those privileges.

Suggestions for revisions to this document may be submitted at x12.org/maintenance-requests.

1.2 Authority

X12 requires the establishment of corporate rules which define overall corporate policies and procedures. X12 Committees are permitted to establish supplemental rules reflecting more detailed or more restrictive policies that apply only to that committee. A committee’s subordinate groups may be permitted to establish additional group rules, which shall also be more detailed or more restrictive, to supplement the committee rules. However, a committee’s supplemental rules shall not duplicate, supersede, contradict, countermand, or overrule the corporate rules, or the committee’s operating manual. In turn, a subordinate group’s supplemental rules shall not duplicate, supersede, contradict, countermand, or overrule the establishing committee’s rules. No accommodation is intended or provided to allow a committee or subordinate rule to override a higher-level policy or procedure with a more permissive requirement. In the case of any inconsistency between corporate, committee, and subordinate group rules, the higher-level policy shall always prevail.

X12’s primary organizational policies are defined in the X12 Bylaws (CAP01) and other corporate rules of order and standing rules. The ASC’s primary committee policies are defined in the ASC Operating Manual (ASC01). The committee rules of order and standing rules detailed herein supplement the corporate rules or the committee’s operating manual. The rules herein may in turn be supplemented by more detailed or more restrictive subordinate group rules.
1.3 Name/Formation
The Technical Assessment Subcommittee (X12J) was formed on February 13, 1989.

1.4 Purpose and Scope
X12J’s purpose and scope statement is articulated in *X12J Purpose and Scope (ASC70)*.

2 Amendments to this Constitution
All proposed amendments to this constitution must be in accordance with *Approving Constitutions and Charters (ADP05)*. To this end, the subcommittee may seek input or advice from the Policies and Procedures Task Group (P&P) at any time during the development of such amendments.

Proposed amendments to this constitution must be distributed to subcommittee 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 X12J constituents, proposed amendments shall be reviewed by P&P and voted upon by Steering. Following Steering approval, the X12J secretary will ensure the approved version is posted on X12 websites.

3 Stakeholders and Constituents
X12J is open to any X12 member representative with a material interest in the functions defined in the *X12J Purpose and Scope (ASC70)*.

X12J recognizes constituents under two categories; Category 1 and Category 2. Each ASC subcommittee appoints or elects an individual to serve as their Category 1 constituent in X12J. The subcommittee may also appoint or elect an alternate Category 1 constituent.

An X12 member who has been recognized as an X12J stakeholder is eligible to name one or more of their member representatives to serve as the member’s Category 2 constituent(s).

All X12J constituents have the right to speak in meetings, participate in collaboration activities, and propose and second motions. Voting rights are conferred on one Category 1 representative and one X12J constituent from each X12J stakeholder recognized under Category 2. X12J constituents who are entitled to hold appointed or elected positions in accordance with *Membership (CAP04)* are eligible to hold X12J offices.

An individual shall not be qualified to act simultaneously as a Category 1 constituent and a Category 2 constituent.
3.1 Subcommittee Representatives (Category 1)

In accordance with the ASC Operating Manual (ASC01, OPM), each ASC subcommittee is required to elect or appoint a subcommittee constituent to serve as the subcommittee’s primary representative on X12J. Subcommittees may also appoint up to two alternates who are authorized to represent the subcommittee in the lieu of the primary representative. X12 member representatives who participate in a subcommittee’s activities and are entitled to hold appointed or elected positions in accordance with Membership (CAP04) are eligible to be the subcommittee’s category 1 constituent or alternate.

Regardless of the number of named representatives for a subcommittee, only one representative will speak and vote for the subcommittee as the constituent at any one time.

**Assignment of a Category 1 Constituent or Alternate**

When an ASC subcommittee elects or appoints a new primary representative or alternate representative to be their X12J Category 1 constituent, the subcommittee chair shall complete the X12J Category 1 Constituent Notification at x12.org/forms/.

The X12J secretary shall process the notice, inform the X12J chair of the new representative(s), and update the X12J records.

3.2 X12 Member Representatives (Category 2)

X12J requires X12 members who wish to name X12J constituents to register interest in the subcommittee by becoming an X12J stakeholder.

X12 members who meet the specific requirements defined in Requesting Recognition as a Stakeholder may request and be granted recognition as an X12J stakeholder. X12J stakeholder recognition resides with the member, not with the member’s representatives. Once the X12 member is recognized as an X12J stakeholder, the X12 member’s representatives are eligible for recognition as an X12J Category 2 constituent based on the requirements defined below. Each X12J stakeholder is entitled to one vote in X12J ballots, regardless of the number of X12J constituents the stakeholder names.

An X12J stakeholder must meet the requirements defined in Maintaining Recognition as a Stakeholder to continue to be recognized as an X12J stakeholder.

**Requesting Recognition as a Stakeholder**

To be considered for recognition as a stakeholder, the X12 member must meet the following requirements and the X12 member’s primary representative shall complete the X12J Stakeholder Application at x12.org/forms.
• The X12 member shall have a material interest in the functions defined in the X12J Purpose and Scope.

• One of the X12 member’s representatives shall have participated as an observer in X12J sessions at two consecutive interim meetings. When the X12 member is recognized as an X12J stakeholder, the representative who met the participation requirement shall be recognized as the stakeholder’s X12J constituent.
  o Exception: If a member representative changes employment or otherwise ceases to represent one X12 member and commences representing another X12 member, previous attendance as an X12J constituent may substitute for participation as an observer.

The X12J secretary verifies the attendance claimed on the petition. Upon verification that the attendance requirements were met, the X12J secretary shall inform the X12J chair of the petition. Upon the X12J chair’s verification of material interest, the X12 member is recognized as an X12J stakeholder and the individual who met the attendance requirement is recognized as a Category 2 constituent. The X12J chair shall inform the petitioner and the constituent of the determination.

**Revoking Recognition as a Stakeholder**

Any stakeholder unrepresented at two consecutive X12J interim meetings shall have their stakeholder status revoked. An X12 member whose X12J stakeholder status is revoked shall be eligible to reapply after again meeting the stakeholder requirements listed in Requesting Recognition as a Stakeholder.

**Additional Stakeholder Constituents**

An X12J stakeholder may name another member representative to be recognized as an X12J constituent by having the X12J member’s primary representative complete the X12J Constituent Application at x12.org/forms.

The X12J Secretary will the confirm the named individual is a member representative of the X12 member listed on the application and that the X12 member is recognized as an X12J stakeholder. Upon confirmation, the individual will be recognized as an X12J Category 2 constituent.

**4 Observers**

Any X12 member representative shall be permitted to attend an X12J meeting; however, such individuals shall only be afforded speaking privileges upon invitation of the X12J chair and shall not be entitled to any other constituent privileges.

Non-member attendees of an X12 Standing meeting may attend X12J sessions; however, such individuals shall only be afforded speaking privileges upon invitation of the X12J chair and shall not be entitled to any other constituent privileges.
5 Voting

Each X12J constituent shall have one and only one vote on any motion before the subcommittee.

X12J shall not be obligated to respond, formally or informally, to any comment presented with a vote on an X12J ballot.

6 Meetings

The Technical Assessment Subcommittee meets at each X12 standing meeting and at least once between each X12 standing meeting (interim meeting). For attendance purposes, any number of X12J sessions conducted during a standing meeting shall count as one meeting, likewise, any number of sessions conducted during an X12J interim meeting shall count as one meeting.

X12J requires a 30-day notice for interim meetings in lieu of the more permissive notice requirements set forth in Meetings (CAP06).

Meeting materials that support the published agenda must be distributed to constituents at least seven (7) days before the meeting. However, at the discretion of the subcommittee chair, agenda items may be added to the meeting agenda later and additional meeting materials may be distributed to support those agenda items.

As the first order of business at every X12J meeting, the X12J constituent representing each subcommittee and the X12J constituent representing each X12J Stakeholder shall be declared and recorded.

7 Roles and Responsibilities

The X12J chair and vice chair shall be the officers of the subcommittee and shall be elected in accordance with Section 8 Officer Elections herein. Other appointed roles may be defined herein as necessary to support the work of the subcommittee. All appointees serve at the pleasure of the X12J chair. Appointed officers may hold one or more appointed positions concurrently.

The vice chair serves as the subcommittee’s primary PRB representative. The chair may appoint a PRB alternate representative who shall represent X12J when the PRB primary representative is unavailable.

X12 staff shall serve as X12J secretary.
7.1 Chair

The duties of the X12J chair include, but are not limited to, the following.

a. Overseeing X12J's activities and work product development
b. Calling and presiding at X12J meetings
c. Preparing X12J meeting agendas
d. Representing X12J on the ASC Steering Committee
e. Creating and disbanding task groups, including appointing conveners
f. Appointing constituents to other subcommittee roles
g. Overseeing distribution of subcommittee work products not governed by the corporate Distribution of Materials policy
h. Assigning duties as necessary to advance the subcommittee's work
i. Communicating the official positions of the subcommittee within X12
j. Forwarding correspondence directed to any X12J officer or constituent to X12 staff or the Steering Committee

7.2 Vice Chair

The duties of the X12J vice chair include, but are not limited to, the following.

a. Acting as X12J’s primary PRB representative
b. Assuming the duties of the chair in the absence of the chair
c. Assuming the duties of the chair in the event of the chair’s resignation or incapacity
d. Other duties as assigned by the chair

7.3 Secretary

The duties of the X12J secretary include, but are not limited to, the following.

a. Notifying constituents of X12J meetings
b. Maintaining subcommittee records including:
   1. Constituent notifications
   2. Constituent applications and decisions
   3. A subcommittee roster
   4. Attendance records
   5. Meeting agendas and minutes
   6. Official correspondence
   7. Other records as deemed necessary by the X12J chair, the ASC chair, or as required in X12 policies and procedures
   8. Other duties as assigned by the chair

7.4 PRB Representative and Alternate

The duties of the PRB representative include representing X12J at PRB meetings and in PRB collaborations, and reporting PRB activity to the subcommittee.
The duties of a PRB alternate are to assume the duties of the PRB representative when requested.

## 8 Officer Elections

Subcommittee officer elections are governed by *ASC Subcommittees and Other Subordinate Groups (ASC05)*. These election procedures supplement the committee policies and apply to the chair and vice chair officer positions. Officer titles are held by the X12J constituent.

X12J constituents who are entitled to hold appointed or elected positions in accordance with *Membership (CAP04)* are eligible to hold X12J offices. The X12J chair and vice chair must represent different X12 members. The X12J chair and vice chair shall not concurrently serve as chair or vice-chair of any other ASC subcommittee. Elected officers may hold one or more appointed positions concurrent with their elected term of office.

### 8.1 Nominations

1. Nominations open no later than the X12J meeting which immediately precedes the election meeting and close no later than the first session of the election meeting.
2. X12J constituents may offer any number of nominations.
3. Self-nomination is permitted.
4. Any nominee may decline to accept the nomination.

### 8.2 Elections

Officer elections will be held during the Winter standing meeting of even-numbered years and will be conducted in accordance with the provisions of this section. Each election shall be for a two-year term. Elected officers will assume office at the end of the meeting of their election.

1. Officer elections shall be executed in writing, except when there is only one candidate for an office, in which case a voice vote or unanimous consent are permitted.
2. Counting and tabulation of ballots shall be conducted by the subcommittee secretary.
3. If no candidate receives a simple majority of votes, the candidate(s) receiving the least number of votes will be eliminated and a runoff ballot will be conducted.
4. If no candidate receives a simple majority vote after three successive ballots, the candidate with the highest number of votes shall be declared the winner.

### 8.3 Removal

An elected officer’s failure to attend two (2) consecutive meetings shall be considered as resignation from office. An elected officer may also be removed for cause by a three-fourths vote of X12J constituents.
8.4 Vacancies

If the X12J vice chair resigns, the X12J chair shall appoint an X12J constituent to fill the unexpired term.

If the X12J chair resigns, the X12J vice chair shall assume the chair position for the remainder of the unexpired term. If the X12J vice chair is unable or unwilling to assume the chair position, an interim chair shall be elected at the next X12J meeting to fill the unexpired term. There shall be no requirement for notice or nominations for such an election. The interim chair will assume office immediately and serve through the end of the unexpired term. If at any time the X12J chair position is unfilled, the ASC chair shall appoint a convener to serve until such time as a qualified candidate is identified and an election conducted.

9 Task Groups

In accordance with the X12 Bylaws (CAP01), the X12J chair may establish and disband standing and ad hoc task groups as necessary to accomplish X12J’s work. However, at this time X12J elects to conduct all activities at the subcommittee level and shall not establish task groups.

10 Subcommittee Work Products

The subcommittee is responsible for developing work products as described in the X12J Purpose and Scope (ASC70).

In addition to the formal work products assigned to X12J, the subcommittee may occasionally develop informal working papers to describe X12J’s position on a matter or to present organized information for discussion and deliberation. As determined by the X12J chair based on the situation, such working papers may be distributed only to X12J constituents or to X12J constituents and other X12 subcommittee constituents but shall not be considered a formal X12 work product nor distributed outside of the organization.

11 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 wordbook.x12.org if you have any questions about a term’s definition, synonyms, or source.
12 Document History

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

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<th>Approved</th>
<th>Description</th>
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<td>12/05/2019</td>
<td>V7: Renamed ASC71, reformatted per the Constitution template, removed redundant policies in accordance with policy, converted to standardized content when applicable.</td>
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<tr>
<td>02/02/2012</td>
<td>V6 approved by Steering.</td>
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