



**X12 Corporate Administrative  
Policy and Procedure**

**Division of Responsibilities  
(CAP03)**

# Division of Responsibilities

## 1 Introduction

The X12 Board of Directors (Board) 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-member participants 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 the Executive Directory at [execdir@x12.org](mailto:execdir@x12.org).

## 2 Authority

The corporate rules of order and standing rules detailed herein supplement the **X12 Bylaws (CAP01)**. The Bylaws prevail in the case of any inconsistency.

The corporate rules of order and standing rules defined herein may be augmented by detailed or more restrictive committee or subordinate group instructions, published in documents identified with the prefix ADP; however, such instructions shall not duplicate, supersede, contradict, countermand, or overrule the corporate rules of order and standing rules defined herein. The corporate rules prevail in the case of any inconsistency.

## 3 Background

X12 is overseen by a corporate board of directors, which has established standing committees, including the Accredited Standards Committee (ASC), the Steering Committee, and the Governance Panel. This policy assists with determination of the group responsible for a specific function or activity.

The Board is responsible for X12's organizational and business affairs, the organizational infrastructure, management of derivative offerings based on X12 metadata, and development of tools to support implementation and use of X12 work products.

The ASC is responsible for development of EDI standards based on policies and procedures meeting the American National Standards (ANS) requirements of the American National Standards Institute (ANSI). The Steering Committee (Steering) oversees the ASC.

The Governance Panel is responsible for governance recommendations to the board, ensuring corporate, committee, and subordinate group policies are aligned, providing input on due process matters, and maintaining the corporate Wordbook.

## 4 Division of Responsibilities Policy

The Board, Steering Committee (Steering), and the GAC Chair collaborate to ensure the best interests of X12 are served in all matters. Each group has specific responsibilities and the groups cooperatively handle items or issues that span the responsibilities of the groups.

The Board defines the overall direction and strategy of the organization, maintains a policy based governance system, oversees corporate policy and procedure compliance, protects the organization's assets, and supervises, controls, and directs the organizational affairs of X12. Specifically, the Board is responsible for definition and interpretation of the Bylaws, the appointment and remuneration of X12 agents and employees, collection and disbursement of X12 funds, contract administration, strategic planning and implementation, adoption of rules, regulations and policies to support the conduct of X12 business, and operational activities related to specific offerings that support the goals and policies of the organization.

Steering is the leadership group of the ASC. Steering oversees operational activities related to the development and publication of EDI standards developed under the X12 brand that are, or could be, endorsed by the American National Standards Institute (ANSI) as American National Standards (ANS). Steering also oversees operational activities related to specific work products based on those EDI standards. Specifically, Steering is responsible for oversight of ASC's compliance with corporate and committee policies and procedures, maintenance of ASC operational policy and procedure documents, and planning and coordination of ASC activities. The detailed responsibilities of Steering are defined in the current version of the **ASC Operating Manual (OPM, ADP01)**.

The Governance Panel is an X12 Board Advisory Group responsible for governance recommendations to the Board, including development and maintenance of Board-approved policies and procedures, and oversight of other policy and procedure and due process groups within the corporation as required to ensure subordinate policies and procedures are compliant with corporate policies and procedures. The Governance Panel is led by a Chair. The detailed responsibilities of the Chair are defined in the **Governance Panel Operating Manual (ADP201)**.

## 5 Terminology

To ensure consistency within X12, the terms, definitions, abbreviations and acronyms herein have been adopted for organizational use. Some definitions are proprietary to X12. Others recognize the terms and definitions of another organization or authority, including Robert's Rules of Order. Inclusion of external terms and definitions reduces the need for external references and improves consistency within X12 work products. These terms and definitions shall be used in X12 work products when applicable without modification or revision.

### **Accredited Standards Committee (ASC)**

The X12 committee responsible for developing, maintaining, and interpreting EDI standards eligible for submission as American National Standards or UN/EDIFACT International Electronic Data Interchange Standards.

### **American National Standard (ANS)**

A standard that has been approved by X12's Accredited Standards Committee and the ANSI Board of Standards Review.

### **American National Standards Institute (ANSI)**

A private non-profit organization formed in 1918 to oversee the development of voluntary consensus standards for products, services, processes, systems, and personnel in the United States. The organization also coordinates U.S. standards with international standards so that American products can be used worldwide.

### **ASC Operating Manual (ADP01)**

The Accredited Standards Committee's (ASC) primary policies and procedures document, also identified as ADP01. ANSI accreditation is based on these policies and procedures. Synonyms: ASC Organization and Procedures Manual, OPM

### **Bylaws**

A document that defines how an organization functions. It includes an organization's foundational rules that do not change frequently. Bylaws may be suspended only if they allow their own suspension or are in the nature of rules of order.

### **Corporate Policies**

The suite of policies and procedures identified by the prefix CAP that apply across the X12 organization.

**Governance Panel**

The X12 committee responsible for governance recommendations to the board, ensuring corporate policies are aligned with other corporate policies, ensuring committee and other subordinate policies and procedures align with corporate policies and procedures, advising committees and subordinate groups, assessing committee and subordinate group policies and procedures prior to vote of the developing group, providing input on due process matters, and maintaining the corporate Wordbook.

**Rules of Order**

An organization's rules of order govern parliamentary matters. X12 defines rules of order at four organizational levels, corporate, committee, subcommittee, and subordinate group.

**Standing Committee**

A committee established in the Bylaws with a continuous existence. The committee' duties are assigned in the Bylaws.

**Standing Rules**

An organization's administrative governance, including all matters not related to parliamentary procedure. X12 defines rules of order at four organizational levels, corporate, committee, subcommittee, and subordinate group.

**Steering Committee**

The X12 committee responsible for oversight of the Accredited Standards Committee (ASC).

**Wordbook**

The repository housing X12's organizational lingo.

**X12 Board**

A group of elected and ex-officio leaders who oversee the business affairs of X12.

## 6 Document History

A new version of this document is effective when approved, unless otherwise stated in the approval.

09/22/2016	Revised to reflect the organization's name change, add the Governance Panel, and other minor revisions for clarity.
09/25/2012	Initial version, approved by the Board and endorsed by Steering.