X12 Administrative
Policy and Procedure

Distribution of Meeting and Informative Materials

(CAP10)

Distribution of Meeting and Informative Materials

1   Introduction

The X12 Board of Directors (Board) is responsible for this policy and the 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.

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)*. The corporate rules of order and standing rules detailed herein supplement the *X12 Bylaws*. These corporate rules of order and standing rules may be augmented by more detailed or more restrictive committee rules.

3   Background

X12 and its committees distribute many types of information to different audiences. In some cases, access to the information is a privilege of membership. In other cases, the information is shared publicly. This policy ensures proper and consistent distribution of materials.

4 Distributable Materials

The chart below clarifies different types of informational materials and defines who is entitled to receive or view the material and how it is distributed.

The chart may not be a complete list of materials produced by X12. In the case of other types of material, the distribution follows the spirit of this section. If a question related to the appropriate distribution arises, email the question to executivedirector@x12.org. If the matter is specific to an X12 committee, copy the committee's chair on the email as well. After consulting with the Board, committee chair(s), questioner, and other involved individuals, the Executive Director will clarify X12's policy for the materials in question via an email response.

Material Type	Permitted Audience	Distribution Mechanism
General Announcement	Members Non-members	Direct email, X12.org, Social Media
Internal Announcement	Members	Direct email, iMeet® Central, Members.X12.org, Social Media,
Standing Meeting Agenda/Schedule	Members Non-members	X12.org
Interim Meeting Agenda/Schedule	Members	X12.org, iMeet® Central, Members.X12.org
Work Item List, Report Back List Task List, Action Item List	The group's constituents (Members)	iMeet® Central
Minutes (approved) of a standard development group	Members Non-members	X12.org
Minutes (draft) of a standards development group	The group's constituents (Members)	iMeet® Central
Draft work in process within one subcommittee	Subcommittee Constituents (Members)	Reviewer™, Commenter™, OnlyConnect®
Draft work in process across subcommittees	Subcommittee Constituents (Members)	Reviewer™, Commenter™, OnlyConnect®
Draft product for internal review	Members	Reviewer™, Commenter™, OnlyConnect®
Draft product for public review	Members Non-members	Reviewer™, Commenter™
Ballot comment	Member Representatives with specific responsibilities	iMeet® Central
Published material	Members Non-members	X12 Store, Glass™
Internal training or presentation	Members	Members.X12.org
External training or presentation	Members Non-members	X12.org
External information *Information that doesn't originate within X12 but is of interest to X12 members or the public.	Members Non-members	Direct email, X12.org, Members.X12.org, iMeet® Central, Social media

5   Other Distribution Policies

In addition to the policies detailed in the chart in Section 4 above, X12 establishes the following distribution policies.

1. Distribution processes are intended to be one directional. X12 supports separate feedback mechanisms for situations requiring a response.
2. All materials that are pushed to members or non-members will also be available online.
3. Generally, materials are distributed by staff based on policies or requests from the Board Chair or a committee chair.
4. In certain situations, an X12 group's officer may distribute materials in accordance with the policies herein. The committee chair that oversees the X12 group must be informed of such distributions in advance.
5. Secondary distribution is not permitted without the express consent of X12 staff.
6. Generally, materials are distributed in a protected format to ensure the integrity of the information. In unusual situations, the X12 Executive Director may approve distribution in an unprotected format.
7. If materials are distributed only to constituents or member representatives with specific responsibilities, staff will determine the distribution list based on X12's formal attendance records.
8. X12 staff is responsible for taking action as necessary to achieve reasonable assurance that the information is accurate, complies with X12 policies, procedures and practices, and adds value to the receiving members or non-members. If necessary, staff will consult with the Board chair or committee chairs.

6   Terminology

To ensure consistent terminology and definitions across X12 activities and products, X12 maintains the Wordbook, an online comprehensive corporate glossary at wordbook.x12.org. 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, without modification or revision.

7 Document History

A new version of this document is effective when approved.

Date	Description
05/15/19	V2: Renamed from ADP22, reformatted, and applied minor revisions.
04/30/14	Initial version.