



**X12 Administrative
Policy and Procedure**

External Code Lists (CAP12)

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External Code Lists

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 Director at 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

Code lists are sets of codes, with associated definitions and other supporting information, used within X12 work products to enable effective and consistent communication between trading partners.

In many cases, X12 establishes and maintains a specific code list as part of the X12 EDI Standard, each such list is referenced as an “internal code list”. These internal code lists are maintained by the Accredited Standards Committee (ASC). See **Standing Document 2: Operation Manual (ADP02, SD2)**.

There are also code lists included by reference in the X12 EDI Standard that are established and maintained by other organizations, such as the United States Postal Service or the

Regenstrief Institute. In other cases, X12 may identify a code list with maintenance requirements not supported within the EDI Standard maintenance processes, such as a requirement for more frequent updates or for an individualized review and approval process. In those cases, X12 may elect to establish and maintain a code list that exists outside of the X12 EDI Standard. Both of these types of code lists are referenced as external code lists (ECL). However, within this document, the term external code list is specific to X12 maintained external code lists.

Governance of the establishment, assignment, and maintenance of external code lists is described herein.

4 Code List Establishment

The X12 Board establishes a new external code list based on the following.

1. Any X12 group, industry group, or organization may submit a proposal for establishment of an external code list. Such a proposal shall be submitted to the X12 Executive Director at ExecDir@x12.org.
 - a. Each request shall include a summary describing the need for a standardized code list, a description of the trading partners who would use the list (including a projection of the number of trading partners), how the need is currently being met, if applicable, and may include maintenance methodology recommendations.
2. The executive director shall evaluate and investigate the request as required to provide the Board with necessary and relevant information, and present the request to the Board.
3. The Board shall consider all properly submitted proposals for establishment of an external code list.
4. Consideration criteria shall include:
 - a. Submission of compelling evidence of a legitimate need for a consensus based code list
 - b. Submission of compelling evidence that the impacted trading partners will implement the resultant code list
 - c. The existence of any equivalent or competing code list(s)
 - d. Start-up and ongoing costs
 - e. Potential revenue
 - f. Anticipated requirements for staff support
5. After consideration of a proposal, the board shall vote on establishment of the proposed external code list and may vote to define the maintenance methodologies for the group.
 - a. If approved, the Board shall assign maintenance of the external code list to the External Code List Oversight Committee (ECO) and the executive director shall notify the ECO chair of the establishment and assignment.
6. The executive director shall notify the submitter of the determination and any next steps.

5 External Code List Oversight Task Group

The Board established the External Code List Oversight Task Group (ECO, pronounced echo) with responsibility for overseeing the maintenance of external code lists, including ensuring all code maintenance activities align with applicable corporate policies.

5.1 ECO Structure

The chair of the ECO is appointed by and serves at the pleasure of the Board chair, however as continuity is important to a successful external code list program, an ECO chair is expected to serve at least two years upon appointment. If at any time the ECO has fewer than 5 established constituents, the ECO chair is entitled to participate in collaboration and vote as an active member of the group. The ECO chair shall be an X12 member representative with a material interest in external code sets. In the event that there is no X12 member representative qualified and willing to serve as ECO chair, the Board chair may appoint a staff member as ECO convener for an interim period until an X12 member representative is identified and named, such a convener shall have all the authority of the ECO chair, except that a convener shall not vote in ECO ballots.

The ECO is open to any X12 member with a material interest in external code list oversight. Once an X12 member has met the specific requirements defined below, the member's primary representative may request recognition as an ECO stakeholder.

In order to be recognized as an ECO stakeholder, the same member representative of the X12 member shall have participated as an Observer in two consecutive ECO meetings; attendance at any number of ECO sessions during a Standing Meeting counts as attending one ECO meeting. Following the conclusion of the second consecutive meeting, the member's primary representative may email ECOchair@x12.org, noting interest in becoming a stakeholder. The email shall contain the following: the member's name, the name of the member representative who has met the attendance qualification, a description of the member's material interest in the ECO activities. The email shall also name the (1) member representative who shall serve as the X12 member's ECO constituent upon recognition as an ECO stakeholder, and may name (1) member representative as an ECO alternate constituent. The X12 member's primary representative may name a new constituent or alternate constituent at any time by informing the ECO chair in writing of the change.

Upon verification of the attendance requirement, the ECO chair shall present the description of the member's material interest in ECO activities to the ECO for consideration. Upon the ECO's confirmation vote, the X12 member shall be recognized as ECO stakeholder and the member's representatives identified above shall be recognized as ECO constituents.

ECO constituent privileges include the right to speak in meetings, participate in collaboration activities, and propose and second motions. Each constituent is entitled to one vote in ECO ballots, alternate constituents are not entitled to a vote except in the absence of the constituent.

Continuity is very important to successful oversight, therefore a constituent shall participate in at least two (2) of every three (3) ECO meetings and shall participate in at least one (1) of every three (3) ECO online collaborations in order to maintain constituent status. A constituent who fails to meet these requirements shall be considered to have resigned as an ECO constituent.

If at any time, the ECO has fewer than 3 constituents, including the ECO chair, the Board chair shall name individuals who shall be automatically granted constituent status, to serve until the minimum number of constituents are established via the group's normal criteria and process. An appointee may petition for constituent status under the established criteria and process while serving as an appointee.

5.2 ECO Responsibilities

The ECO chair shall have the following responsibilities.

1. Leading the ECO
2. Ensuring the obligations and responsibilities of the ECO are met
3. Reporting ECO activities to the Board as requested
4. Calling of ECO meetings, including setting the agenda
5. Appointing code maintenance group conveners and constituents as necessary
6. Notifying staff of the establishment of a code maintenance group, of convener naming or chair election, and of any maintenance responsibility assignment or reassignment
7. Working with staff and code maintenance group chairs to ensure timely publication of external code lists
8. Conferring with the Governance Panel as necessary to ensure compliance with corporate policies and procedures

The ECO shall have the following responsibilities.

1. Overseeing the maintenance of external code lists
2. Ensuring all external code maintenance activities align with applicable corporate policies
3. Establishing code maintenance groups as necessary to support external code list maintenance, including approval of the initial purpose and scope statement
4. Ensuring a code maintenance group timely publishes a Charter, if necessary.
5. Ensuring the activities of a code maintenance group align with the approved purpose and scope
6. Approving revisions to a code maintenance group's purpose and scope, if

- necessary
7. Approving all code maintenance group charters, including the initial version and all subsequent revisions
 8. Acting as the code maintenance group for an external code list when maintenance has not been or cannot be assigned to a specific code maintenance group, see section **5.5 The ECO as a Code Maintenance Group**

5.3 Establishing Code Maintenance Groups

The ECO shall establish code maintenance groups as necessary to support external code list maintenance. The ECO Chair shall name the initial chair of the code maintenance group who shall serve a two-year term. Subsequent chairs will be elected by the code maintenance group in accordance with section **8.2 CMG Officers** herein. The ECO shall approve a formal purpose and scope statement for each code maintenance group established and shall thereafter ensure that the activities of the code maintenance group align with the approved purpose and scope. The ECO shall ensure that each group timely publishes a group charter if necessary. The purpose and scope statement and charter shall conform to organizational requirements for form, content, wording, and style.

The ECO chair shall appoint at least 5 and not more than 15 individuals as code maintenance group constituents, in accordance with section **6.2 Constituent Methodologies**. Appointees shall retain constituent status until such time as they meet the constituent criteria established herein or in the group's charter in their own right.

5.4 Sustaining Code Maintenance Groups

If at any time a CMG has no elected chair, the ECO Chair shall name a convener to serve as chair until the next regularly scheduled election.

If at any time a CMG has fewer than five (5) constituents, the ECO chair shall appoint at least 5 individuals as code maintenance group constituents, in accordance with section **6.2 Constituent Methodologies**. Appointees shall retain constituent status until such time as they meet the constituent criteria established herein or in the group's charter in their own right.

The ECO shall timely entertain CMG requests to revise their purpose and scope, charter, or maintenance methodologies.

5.4 Assigning Maintenance Responsibility

When notified of the establishment of a new X12 external code list, the ECO shall review the submitted request and any additional information gathered during the Board's assessment.

If the Board declined to do so, the ECO may vote to define the maintenance methodologies for the group or may defer the decision until they receive a recommendation from the assigned code maintenance group. If the ECO defers the decision, the CMG may meet to organize itself, discuss policies and procedures, and generate a recommendation on maintenance methodology for the ECO's consideration but shall not commence code list maintenance activities until the ECO has voted to establish the code maintenance methodologies.

Each external code list is managed individually. In other words, selections from the various options discussed in section **6 Code Maintenance Methodologies** herein will be made for each external code list. This does not preclude a code maintenance group from managing multiple external code lists, so long as all the code lists adhere to the same code maintenance methodologies.

The ECO shall assign maintenance responsibility for the external code list to an existing code maintenance group, establish a new code maintenance groups and assign it maintenance responsibility, or assign maintenance responsibility to itself. If assignment is to an existing code maintenance group, the ECO shall revise the group's purpose and scope if necessary.

The ECO may reassign maintenance responsibility for an external code list at any time, however such a reassignment must be well-coordinated to ensure there is no adverse impact to ongoing maintenance activities. Such reassignment may occur based on the request of the current CMG at the discretion of the ECO.

5.5 The ECO as a Code Maintenance Group

Should it be necessary for the ECO to act as a code maintenance group, either temporarily or permanently, the ECO chair shall either act as the code maintenance group chair or name another ECO constituent to act as the code maintenance group chair. The group shall operate under the Designated Constituent methodology, with the constituents of the ECO as the designated constituents of the code maintenance group, and Code Maintenance Group Determination methodology.

6 Code Maintenance Methodologies

To ensure consistency between external code lists and efficient use of organizational resources, the following methodology options shall apply to all external code list maintenance.

6.1 Methodology Combinations

The following maintenance determination methodology combinations are available.

Constituent Methodology	Determination Methodology
X12 Members	X12 Member Review
Application	Code Maintenance Group Ballot
Application	X12 Member Review
Designated	Code Maintenance Group Ballot

6.2 Constituent Methodologies

A code list maintenance group's participants are defined based on the selection of one of the following constituent methodologies.

1. **X12 Member** – The primary representative of interested X12 members identifies a member representative to participate as their constituent and may identify a member representative to participate as their alternate constituent.

Constituency vests in the X12 member, not the member representative. The member's primary representative can at any time name a new member representative as constituent or alternate constituent by notifying the code maintenance group chair of the change in writing. An individual does not retain constituent status, when the individual no longer represents the X12 member.

A constituent is eligible for voting rights when they have participated in two (2) of the last three (3) code maintenance group meetings AND in two (2) of the last four (4) code maintenance group online discussions.

The code maintenance group's governance policies may establish additional criteria that constituents must meet to retain their constituent status.

2. **Application** – interested individuals with a material interest in the code list, who may or may not be X12 members, petition for constituent status in the code maintenance group. Non-member constituents may be assessed a nominal participation fee.

Constituency vests in the individual, not the X12 member or the non-member's employer, and is not transferable. The group's governance policies shall designate whether the chair has authority to grant constituency or whether a group vote is required for each application.

A constituent is eligible for voting rights when they have participated in two (2) of the last three (3) code maintenance group meetings AND in two (2) of the last

four (4) code maintenance group online discussions.

The code maintenance group's governance policies may establish additional criteria that constituents must meet to achieve or retain constituent status, such as a maximum number of constituents or criteria for verifying material interest.

3. **Designated** – the Board, the ECO, or the code maintenance group defines a specific set of stakeholders by classification or category, not specific individuals, as the representative voting panel in their governance policies. The group's governance document shall explicitly designate the specified stakeholders.

Each stakeholder identifies a (1) representative who shall serve as the stakeholder's constituent and may name (1) representative as an alternate constituent. The stakeholder may name a new constituent or alternate constituent at any time by informing the maintenance group's chair in writing of the change. An individual does not retain constituent status, when the individual no longer represents the specified stakeholder.

A constituent is eligible for voting rights immediately upon being named however the constituent must participate in two (2) of the last three (3) code maintenance group meetings AND in two (2) of the last four (4) code maintenance group online discussions to maintain their voting privilege.

The code maintenance group's governance policies may establish additional criteria that constituents must meet to achieve or retain constituent status.

6.3 Determination Methodologies

The following maintenance determination methodologies are approved for use. One of the following must be utilized.

1. **Code Maintenance Group Determination** – Maintenance decisions are by majority vote of the code maintenance group constituents, excluding abstentions.
2. **X12 Member Determination** – Maintenance decisions are determined by X12 members via an X12 Code Maintenance Request (CMR).

7 Guiding Policies

To ensure consistency between external code lists and efficient use of organizational resources, the following policies shall apply to all external code lists.

External code lists shall:

- Reside in X12 repositories

- Be copyrighted works
- Be available from the X12 Store
- Utilize consistent distribution mechanisms, notification options, and value-add tools, as determined by the Board
- Retain the integrity of codes and descriptions by restricting revisions such that a substantively different definition cannot be assigned to a code. Once a code has been assigned a definition, only non-substantive revisions to the approved definition are permissible

Code Maintenance Requests shall be:

- Submitted via online web form, at {insert URL}
- Accepted from any party
- Presented to the code maintenance group via an iMeet workspace and the group's written collaboration and final determination shall be recorded in the same workspace

Non-members with a material interest in an external code list shall be able to view and comment on active maintenance requests. Such access shall be in accordance with **Collaboration (ADP15)**. Non-members granted this privilege shall not have collaboration or voting privileges. That is to say that a non-member granted this privilege may post a comment for the group's consideration but shall not participate in any X12 collaboration related to the request.

Each external code list shall be published at regular intervals according to a defined schedule that meets the business needs of code users. The supported schedules are annual (once per year), semi-annual (twice per year), tri-annual (three per year), or quarterly (four per year). The CMG with maintenance responsibility shall select a publication schedule from among those options. The publication schedule will not be changed more frequently than once every two (2) years.

Grievances or complaints related to the policies, procedures, or activities herein shall be handled by the Board Chair pending approval of **Grievances and Complaints (CAP18)**, and subsequently in accordance with **Grievances and Complaints (CAP18)**.

8 Code Maintenance Groups

The ECO establishes a code maintenance group (CMG) as necessary to support external code list maintenance. A code maintenance group processes code maintenance requests for one or more external code list accurately, timely, and efficiently. Active and consistent participation is critical to CMG success; therefore, CMGs may establish more stringent participation requirements than those established herein.

CMGs are not intended to be information dissemination forums nor discussion forums related to the state of various programs, activities, or events. CMGs do not replace, supersede, or

assume responsibilities otherwise assigned to ASC subcommittees, task groups, or work groups. The chair shall strictly limit CMG activities within the defined purpose and scope and in accordance with applicable corporate and committee policies.

Not more often than once every two (2) years, a CMG may petition the ECO to revise the selected methodology options which apply to the group and all external code lists maintained by the group.

A CMG may request business process input or recommendations from any X12 group, such input or recommendations shall not be binding on the CMG.

8.1 CMG Responsibilities

A CMG chair shall have the following responsibilities.

1. Reporting CMG activities to the ECO Chair as requested
2. Ensuring the obligations and responsibilities of the CMG are met
3. Scheduling CMG meetings as necessary to accomplish the group's tasks and activities, including setting the agenda
4. Ensuring CMG activities align with the group's purpose and scope statement, are conducted in accordance with all applicable policies and procedures, and are related to maintenance of the code list itself, including codes, descriptions, notes, and associated dates. Other X12 groups have responsibility for defining instructions for use of the code list within specific X12 work products.
5. Working with staff and the ECO chair to ensure timely publication of external code lists
6. Communicating the group's decisions to staff
 - a. When requests are determined by code maintenance group ballot, the chair of the code maintenance group shall notify staff of approved maintenance in accordance with the established publication schedule. Such notice shall be accomplished via assignment of one or more iMeet tasks which shall reference or detail all maintenance decisions to be applied to the next release of the external code list.
 - b. When requests are determined by X12 members, the chair of the code maintenance group shall notify staff a CMR is needed in accordance with the established publication schedule. Such notice will be accomplished via assignment of in iMeet task which shall reference or detail candidate codes to be balloted.
7. Appointing a CMG Secretary, if necessary
8. Unless explicitly appointed as an X12 formal liaison, the chair shall not have authority to speak on behalf of X12 in any matter.

A CMG shall have the following responsibilities.

1. Maintaining one or more external code lists

2. Drafting revisions to the group's purpose and scope statement if necessary. Such revisions shall be subject to approval by the ECO.
3. Maintaining a group Charter, if necessary
4. Operating under a constituent and a determination methodology from the options in section **6 Code Maintenance Methodologies**. Methodology selections shall be determined by the Board at establishment, by the ECO upon assignment, or by the code maintenance group itself.
5. Accommodating both constituents and observers
6. Administering all requests consistently, with no preference given to requests submitted by an X12 member or a recognized industry group
7. Considering non-member input in the determination process

8.2 CMG Officers

A CMG chair shall be an X12 member representative eligible to hold elected office, shall be a constituent of the CMG, shall not concurrently serve as chair for another CMG, and shall not concurrently serve as a CMG chair and chair of an ASC task group or work group with a material interest in any external code list maintained by the CMG.

Each CMG will have a chair, who shall be elected for a two-year term by majority vote of the group's constituents. There are no term limits. In the absence of an elected chair, the ECO chair shall appoint a chair to serve until the next scheduled election.

If a CMG has fewer than seven (7) constituents, including the chair, the chair shall retain all rights of a constituent, including the right to participate in collaboration and to vote in CMG ballots. If a CMG has seven or more constituents, the chair shall refrain from taking a position in collaboration, other than as necessary to ensure due process, policies, and procedures are followed at all times, and shall vote only to break a tie.

Each group may also have a secretary who shall be appointed by the chair for a two-year term, with no term limit. The secretary shall retain all rights of a constituent, including the right to participate in collaboration and to vote in CMG ballots.

8.3 CMG Constituents

CMG constituents are recognized based on the Constituent Methodology which applies to the group. See section **5.2 Constituent Methodologies** herein. Depending on the CMG's policies as described in a governance document, other criteria may affect eligibility for constituent status.

CMG constituents participate in collaboration, straw polls, and ballots. Eligibility depends on the constituency methodology selected for the CMG.

CMG Constituents shall have the following responsibilities.

1. Reviewing materials prior to meetings.
2. Attending scheduled meetings.
3. Actively participating in meetings and online collaborations.
4. Casting votes on maintenance requests based on applicable policies and procedures.

Termination of Constituent Status

As stated previously, active and consistent participation is critical to the success of CMGs, as such constituent privileges will be terminated based on absence from three (3) consecutive meetings. Constituent privileges can be restored in accordance with **5.2 Constituent Methodologies** herein.

Constituents recognized under the Designated Constituency methodology are exempt from termination based on attendance. However, the CMG chair shall contact the individual or the organization represented if attendance is an issue, to request another appointee or improvement in attendance.

8.4 CMG Observers

A named representative of an X12 member shall be allowed attendance as an observer in all CMG meetings.

Non-members with a material interest in the code list may petition the CMG chair to participate as an observer. A non-member must pay the applicable non-member participation fee to participate as an in-person observer at a Standing Meeting.

At the discretion of the CMG chair, and on a case-by-case basis, observers may be allowed speaking privileges but shall not make nominations or vote in any matter.

8.5 CMG Charter

Following establishment of a CMG, after assignment of code maintenance responsibilities, or at any time, the ECO chair and the CMG chair may cooperatively determine whether the CMG requires a charter to accomplish their responsibilities. If a charter is deemed necessary, it shall be developed and approved by the code maintenance group. Following code maintenance group approval, the CMG chair shall submit the draft document to the ECOchair@x12.org for ECO review. The ECO may approve the charter or may return it to the CMG with required or suggested revisions. The initial or revised charter is effective immediately upon ECO approval and the ECO chair shall notify support@x12.org of the approval along with a request to post the approved version on the X12 website.

The ECO retains ultimate responsibility for all CMG policies and procedures and may

initiate revisions to such with or without the approval of the CMG.

9 X12 Staff Responsibilities

Staff shall be responsible for the following functions and tasks and shall maintain separate procedures as necessary.

1. Vetting maintenance requests for accuracy and completeness
2. Assigning maintenance requests to the appropriate code maintenance group
3. Maintaining one or more external code list repositories, which shall be the official source for all X12 external code lists
4. Monitoring adherence to organizational policies and procedures and escalating issues or concerns as necessary
5. Ensuring the integrity of codes and descriptions by monitoring revision requests and decisions such that only non-substantive revisions to an approved definition are processed
6. Timely publication of external code lists
7. Maintaining the official source for each ECO or CMG policy and procedure
8. Ensuring that approved policies and procedures are presented on an X12 website
9. Copyrighting external code lists as appropriate
10. Maintaining the X12 Store
11. Providing distribution mechanisms, notification options, and value-add tools as determined by the Board

10 X12 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. The terms and definitions defined herein must be used in X12 work products when applicable and shall not be modified or revised.

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.

Administration

A group of X12 or contracted staff members, managed by the Executive Director, who have duties and perform tasks necessary to run the X12 organization, including business and standards development matters.

Synonyms: Staff, X12 Staff

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.

Code Maintenance Group (CMG)

The group designated as responsible for maintaining an external code list owned by X12.

Constituent

An individual member representative that has met the requirements for specific privileges within an X12 group. Such requirements may be based on formal association with a stakeholder, meeting attendance, collaboration participation, self-designation, or other criteria.

External Code List

A stand-alone list of codes and associated descriptions established, maintained, and published. Maintenance of the list may be the responsibility of X12 or another organization.

External Code List Oversight Group (ECO)

A Board task group established to oversee the maintenance of external code lists.
Pronounced echo.

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.

Internal Code List

A list of codes and associated descriptions established, maintained, and published as part of an X12 Standard.

Synonyms: Internal Code Set

Member

An entity that has completed an application, paid the applicable dues and been granted X12 membership for a specific period of time.

This term is used only in reference to X12 membership. Recognized participants of specific committees, subcommittees or other subordinate groups who have met the requirements for specific privileges within that group shall be referenced as constituents, not members.

Member Representative

An individual who participates in X12 activities on behalf of an X12 member. There are three types of member representatives; primary, alternate, and designated.

Primary Representative

The individual named as the official liaison between X12 and a member. The primary representative is the only authorized representative who can speak at X12 on behalf of the member, receives official X12 correspondence, is responsible for communicating X12 information to any other member representatives, and votes on behalf of the member in corporate ballots. All members are required to name a primary representative.

Non-member Participant

An individual, who is neither named as a member representative nor affiliated with any X12 member, afforded specific privileges in certain circumstances as defined within X12 policies and procedures. Non-members are not granted any other membership privileges.

Synonym – Non-member

Observer

An X12 member representative or a non-member participant with a material interest in a certain X12 group who does not meet the requirements for constituent privileges within that group who is allowed to be an onlooker.

Officer

An individual, usually a member, elected or appointed to a leadership position in an organization. Within X12, an elected or appointed leader of an X12 group, including but not limited to, the positions of chair, vice-chair and secretary.

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 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.

X12 Board

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

X12 EDI Standard

An ANSI-accredited set of standardized segments and elements, organized into transaction sets and documented in the EDI Transaction Set Directory, Segment Directory and Data

Element Dictionary.

11 Document History

02/21/2017	CAP12v2 - Integrate ADP24 into CAP12 as Steering voted to decline maintenance responsibilities on behalf of the ASC.
01/23/2017	CAP12v1 - Initial version, partially supersedes ADP24.