



**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 subcommittee's intended prefix; 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 descriptions and other supporting information, used 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: Operations Manual (ASC02, SD2)**.

The X12 EDI Standard also includes by reference code lists, known as external code lists, that are established and maintained by other organizations, such as the United States Postal Service or the Regenstrief Institute. Additionally, X12 identifies the need for code lists 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. These types of code lists are also referenced as external code lists. Within this document, the term external code list (ECL) 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 via the online request form found at x12.org/forms
 - a. If the request involves converting another code list to an external code list, the request shall include a recommendation as to whether the existing codes should be grandfathered into the external code list or whether the existing descriptions should be assigned new code values. The recommendation shall include business justification for the recommendation.
2. Staff shall evaluate and investigate the request as required to provide the Board with necessary and relevant information, and shall 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 compared to potential revenue
 - e. 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 (ECO) subcommittee and staff shall notify the ECO chair of the establishment and assignment.
6. Staff shall notify the submitter of the determination and any next steps.

5 External Code List Oversight Subcommittee

The Board established the External Code List Oversight Subcommittee (ECO, pronounced echo) under the Registered Standards Committee. The ECO has responsibility for overseeing all aspects of maintenance for external code lists. See ***External Code List Oversight Subcommittee Mission (RSC130)***.

5.1 ECO Structure

The chair of the ECO is appointed by and serves at the pleasure of the Board chair. As continuity is important to a successful external code list program, an ECO chair is expected to serve at least two years upon appointment.

The ECO chair shall be an X12 member representative with a material interest in external code sets. When the ECO has eight or fewer established constituents, the ECO chair is entitled all ECO constituent privileges including the right to participate in collaboration and vote. If 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. A staff 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.

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. Attendance at an interim meeting counts as attending one ECO meeting. Following the conclusion of the second consecutive meeting, the member's primary representative may submit the online request form found at x12.org/forms to register interest in becoming an ECO stakeholder.

Upon verification that the member meets the established criteria, the ECO chair shall present the statement 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 representative who met the attendance criteria shall be recognized as an ECO constituent. Each stakeholder is entitled to one ECO constituent.

ECO constituent privileges include the right to vote, speak in meetings, participate in collaboration activities, and propose and second motions.

Continuity is very important to successful oversight; therefore, the named 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 to maintain constituent status. A constituent who fails to meet these requirements shall be considered to have resigned as an ECO constituent. A stakeholder with no recognized constituents shall be considered to have resigned as an ECO stakeholder.

If at any time the ECO has fewer than four (4) constituents, including the ECO chair, the Board chair shall appoint additional constituents to ensure adequate representation. An appointee may petition for constituent status under the established criteria and process while serving as an appointee. Appointees shall retain constituent status for one year, unless the Board chair specifies a different appointment period at the time of appointment. Appointees who wish to continue as constituents are expected to meet the established constituent criteria during their appointed term.

5.2 ECO Responsibilities

The ECO chair shall have the following responsibilities.

1. Leading the ECO
2. Ensuring the duties and responsibilities of the ECO are met
3. Reporting ECO activities to the RSC Council as requested
4. Calling ECO meetings, including setting the agenda
5. Appointing code maintenance group chairs and constituents as necessary
6. Notifying staff of the establishment of a code maintenance group, of the naming of any convener or the election of any chair, 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 and overseeing code maintenance groups as necessary to ensure external code list maintenance, including defining the statement of work for each group
4. Ensuring a code maintenance group publishes a Charter within 6 months of establishment
5. Ensuring the activities of a code maintenance group align with the approved statement of work
6. Approving revisions to a code maintenance group's statement of work

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**
9. Confirming ECO governing policies and procedures every two (2) years

5.3 Establishing Code Maintenance Groups

The ECO shall establish code maintenance groups (CMG) as necessary to support external code list maintenance. The ECO Chair shall appoint a qualified initial chair for the code maintenance group who shall serve a one-year term. Subsequent chairs will be elected by the code maintenance group in accordance with section **8.2 CMG Officers** herein.

The ECO shall define the initial statement of work for each established code maintenance group and shall thereafter ensure that the activities of the code maintenance group align with the approved statement of work. The ECO shall ensure that each group publishes a group charter within 6 months of establishment. The statement of work 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 25 individuals as code maintenance group constituents, in accordance with section **6 Types of Code Maintenance Groups**. Appointees shall retain constituent status for one year, unless the ECO chair specified a different appointment period at the time of appointment. Appointees who wish to continue as constituents are expected to meet the established constituent criteria during their appointed term.

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 the number of individuals necessary to bring the group to five (5) constituents. Appointees shall retain constituent status for one year, unless the ECO chair specified a different appointment period at the time of appointment. Appointees who wish to continue as constituents are expected to meet the established constituent criteria during their appointed term.

The ECO shall timely entertain CMG requests to revise their statement of work, charter, or maintenance methodologies.

5.5 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.

The ECO shall assign maintenance responsibility for the external code list to an existing code maintenance group, establish a new code maintenance group 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 statement of work to accommodate the assignment, if necessary.

The ECO either defines the code attributes, and approves or denies any grandfathering request initially or defers the decisions until they receive a recommendation from the assigned code maintenance group. If the ECO defers the decision, the CMG meets to organize itself, discuss policies and procedures, and generate a recommendation for the ECO's consideration. The group shall not commence code list maintenance activities until the ECO has defined the code attributes, and approved or denied any grandfathering request.

Each CMG will operate under one code maintenance methodology. Maintenance responsibility is assigned separately 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 methodology.

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 or at the discretion of the ECO.

5.6 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. When functioning as a CMG, the ECO shall operate as a Defined Representative Voting Panel, with the ECO constituents as the defined voting panel.

6 Types of Code Maintenance Groups

To ensure consistency between external code lists and efficient use of organizational resources, all external code list maintenance groups shall fall into one of the following categories.

6.1 Defined Representative Voting Panel

The ECO defines, or the CMG defines and the ECO approves, a specific set of voting organizations by role, classification or category as the representative voting panel. The voting panel shall be identified explicitly in the CMG's Charter. Naming of specific individuals is expressly prohibited. Each organization named on the panel is entitled to one and only one vote on any matter.

Each voting organization named to the voting panel identifies one (1) representative who shall serve as their constituent and may name one representative as an alternate constituent. The voting organization may name a new constituent or alternate constituent at any time by completing the online request form found at x12.org/forms. An individual does not retain constituent status in the CMG when the individual no longer represents the specified voting organization.

A constituent is eligible for voting rights immediately upon being named, however the constituent must participate in two (2) of the last three (3) CMG meetings and in two (2) of the last four (4) CMG online discussions and meet any other constituent criteria established by the CMG to maintain their voting privilege.

CMG ballots may be conducted via meeting vote or electronic vote. All actions of a Defined Representative Voting Panel CMG, including maintenance decisions, shall be determined by majority vote of the voting panel, excluding abstentions.

6.2 X12 Member Panel

X12 Member Panel CMGs use X12's CMR process to facilitate maintenance decisions. The CMG does not vote to approve or disapprove the maintenance requests but does conduct votes related to approving requests for the CMR process and for other administrative matters.

The primary representative of any X12 member with a material interest in the code list(s) assigned to an X12 Member Panel CMG may submit the online request form at x12.org/form to petition for stakeholder status in the CMG. The petition shall articulate the X12 member's material interest, confirm an intention to provide an active and responsible constituent, and identify a member representative as the member's constituent.

The CMG's Charter shall designate whether the CMG chair has authority to approve petitions or whether a CMG vote is required for each petition. The authorized party shall review the petition and approve or disapprove the requested stakeholder status.

Stakeholder status vests in the X12 member, not the member representative. The member's primary representative can at any time name a different constituent by

completing the online request form found at x12.org/forms. An individual does not retain constituent status when the individual no longer represents the stakeholder. Each stakeholder is entitled to one and only one vote on any matter.

A constituent is entitled to voting privileges 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 and met any other constituent criteria established by the CMG to maintain their voting privilege.

CMG ballots may be conducted via meeting vote or electronic vote. All actions of an X12 member panel CMG, including maintenance decisions, shall require a quorum, and be determined by majority vote of the constituents who cast a ballot, excluding abstentions.

6.3 Material Interest Voting Panel

The primary representative of any X12 member with a material interest in the code list(s) assigned to an Material Interest Voting Panel CMG may submit the online request form at x12.org/forms to petition for stakeholder status in the CMG. The petition shall articulate the X12 member's material interest, confirm an intention to provide an active and responsible constituent, and identify a member representative as the member's constituent.

Stakeholder status vests in the X12 member, not the named constituent. The member's primary representative can at any time name a different constituent by completing the online request form found at x12.org/forms. An individual does not retain constituent status when the individual no longer represents the stakeholder. Each stakeholder is entitled to one and only one vote on any matter.

A materially interested individual who is not an X12 member may also petition the ECO chair for constituent status in the CMG, using the non-member request form at x12.org/forms. The petition shall articulate the individual's material interest, and confirm an intention to be an active and responsible participant in the CMG's collaborations. Non-member constituents shall be assessed a nominal annual participation fee. If approved, the petitioner shall be recognized as a CMG constituent once the annual participation fee has been paid.

Constituent status for non-members vests in the petitioner. Each petitioner granted constituent status is entitled to one and only one vote on any matter.

The CMG's Charter shall designate whether the CMG chair has authority to approve petitions or whether a CMG vote is required for each petition. The authorized party shall review the petition and approve or disapprove the requested stakeholder status.

A constituent is entitled to voting privileges when they have participated in two (2) of the last three (3) CMG meetings and in two (2) of the last four (4) CMG online discussions and met any other constituent criteria established by the CMG to maintain their voting privilege.

CMG ballots may be conducted via meeting vote or electronic vote. All actions of an Material Interest Voting Panel CMG, including maintenance decisions, shall require a quorum, and be determined by majority vote of the constituents who cast a ballot, excluding abstentions.

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:

- Be identified with a unique numeric identifier, a descriptive name, and a detailed description of the intended use
- 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
- Be published at regular intervals per 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.
- Have new codes assigned sequentially by staff with no implied intelligence in the codes themselves.

External code lists shall consist of the following fields with the listed usages, constraints, and descriptions. To simplify use of the external code lists by trading partners across and within the various industries, to increase efficiency, and reduce the cost of maintaining the external code lists, there shall be no exceptions to the following.

Fields: Each field occurs once and only once in the ECL database.

Field	Usage	Additional Usage Constraints	Clarifying Notes	Source
Code	Required in all instances	Once published, the code shall never be revised.	The value transmitted between trading partners to convey a specific message.	Auto-assigned
Description	Required in all instances	Each code shall have one description which shall apply to all uses of the code. Once published, non-substantive wording changes may be applied but substantive revision shall be prohibited.	A brief statement of the meaning the code is intended to convey to the receiver. Must stand-alone to communicate a meaningful message between trading partners that can be interpreted consistently by various trading partners.	Approved by the CMG
Extended Description	Optional – by ECL When an ECL is created, the CMG decides whether extended descriptions will be allowed or prohibited.	If supported, each code shall have zero or one extended descriptions. An extended description shall apply to all uses of the code. Once published, non-substantive wording changes may be applied but substantive revision shall be prohibited.	A more detailed clarification provided to supplement the Description which shall further describe but never change the meaning of the Description. Not intended to be interpreted separately from the associated Description. No other type information, limitation, or constraint shall be transmitted in this field.	When applicable, approved by the CMG
Technical Note	Optional	Each code shall have zero or one technical note. A technical note shall apply to all uses of the code.	A special use instruction, clarification, or limitation that is not part of the message transmitted in the Description or Extended Description.	Approved by the CMG
Activation Date	Required in all instances	Each code shall have one activation date, which is either the date the code is initially published or a date later	The date all trading partners must begin to support the code. Willing trading	Determined by the CMG. The date may be defined in the

Field	Usage	Additional Usage Constraints	Clarifying Notes	Source
		<p>than the initial publication date. The activation date shall not be an earlier date.</p> <p>Once published, the date shall never be revised.</p>	<p>partners may support the code after the publication date and in advance of the activation date.</p>	<p>CMG's policies or on a case-by-case basis as part of the approval determination.</p>
Deactivation Date	Required if a code has been deactivated	<p>Each code shall have one deactivation date, which shall either be the date of publication if the deactivation is immediate, or a later date. The deactivation date shall not be an earlier date.</p> <p>Once published, the date shall never be revised.</p>	<p>When a code has been deactivated, this is the date trading partners must desist using the code.</p>	<p>Determined by the CMG.</p> <p>The date may be defined in the CMG's policies or on a case-by-case basis as part of the approval determination.</p>
Last Maintenance Date	Required if the Description, Extended Description, or Technical Note is revised.	<p>Each code shall have zero or one last maintenance date, the last modification date is based on publication of the list containing the revision.</p> <p>Once is published, the date can be revised but shall never be removed.</p>	<p>If the Description, Extended Description, or Technical Note has been revised, this date shows the publication date of the last revision.</p>	<p>Populated by staff as part of the publication process</p>
Maintenance Type Code	Required if the Last Maintenance Date is populated	<p>Each code shall have zero or one maintenance type codes, which represents the latest maintenance action.</p> <p>Value "D" signifies the last maintenance was to the Description field.</p> <p>Value "E" signifies the last maintenance was to the Extended Description field.</p> <p>Value "T" signifies the last maintenance was to the Technical Note field.</p>		<p>Populated by staff as part of the publication process</p>

Presentation/Style shall adhere to the following:

- Descriptions that are not well-formed sentences shall begin with a capital letter and shall not terminate with a period.
- If a description includes period, it must be a well-formed sentence.
- A description is defined as brief therefore it should not include more than one sentence.
- An extended description shall consist of one or more well-formed sentences.
- Data element names shall not be capitalized.
- Nouns, other than proper nouns, and roles or other types of descriptions shall not be capitalized.
- Excepting the above, X12's customary capitalization, grammar, and spelling rules shall apply. When X12 has no specific rules, grammatical best-practices shall apply.

Maintenance Requests shall be:

- Accepted from any party
- Submitted via online web form
- Presented to the code maintenance group via an iMeet workspace
- The written collaboration and final determination on each request shall be recorded in the same iMeet workspace

Code maintenance parameters:

- Approved codes shall have an activation date, or date the trading partners must begin to support the code. Willing trading partners may support the code after the publication date and in advance of the activation date
- Approved deactivations shall have a deactivation date, or date the trading partners must desist using the code
- Integrity shall be retained by restricting revisions such that a substantively different description cannot be assigned to a code. Once a code has been assigned a description, only clarifying, non-substantive revisions to the approved description are permissible
- Once established, a code cannot be deleted, it can only be deactivated

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 **X12 Collaboration and Review Tools (CAP07)**. Non-members granted this privilege shall not have collaboration or voting privileges. In other words, a non-member granted this privilege may post a comment for consideration but shall not participate in any collaboration related to the request.

Grievances or complaints related to the policies, procedures, or activities herein shall be handled by the Board Chair pending approval of **Grievances and Complaints (CAP22)**, and subsequently in accordance with **Grievances and Complaints (CAP22)**.

8 Code Maintenance Groups

The ECO establishes a code maintenance group 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 or supersede ASC or RSC subcommittees, task groups, work groups, or action groups and shall not assume responsibilities otherwise assigned to those groups. The chair shall strictly limit CMG activities within the defined statement of work and in accordance with applicable corporate and committee policies.

A CMG may request business process input or recommendations from any stakeholder 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 duties and responsibilities of the CMG are met
3. Ensuring voting is limited to the appropriate constituents based on the CGM methodology.
4. Scheduling CMG meetings as necessary to accomplish the group's tasks and activities, including setting the agenda
5. Ensuring CMG activities align with the group's statement of work, 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.
6. Working with staff and the ECO chair to ensure timely publication of external code lists
7. 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.

8. Appointing a CMG Secretary, if necessary
9. 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 statement of work if necessary. Such revisions shall be subject to approval by the ECO.
3. Confirming the Charter once every two (2) years.
4. Operating as a specific type of CMG as defined in section **6 Code Maintenance Groups**. The type shall be determined by the Board at establishment, by the ECO upon assignment, or by the ECO based upon a recommendation by the CMG 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

Each CMG shall have a chair and may have a vice chair as 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 always followed, and shall vote only to break a tie.

Each group may also have a vice chair, who shall meet the same criteria as the chair and who shall be elected for a two-year term by majority vote of the group's constituents. There are no term limits. The chair and vice chair shall not both represent

the same X12 member. The vice chair shall retain all rights of a constituent, including the right to participate in collaboration and to vote in CMG ballots, except when the CMG has seven or more constituents and the vice chair is acting as chair.

Each group may also have a secretary who shall not be considered an officer. The secretary 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 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 when appropriate, based on the criteria establish in **Section 6** herein.

8.4 CMG Observers

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

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, hold office, or vote in any matter.

8.5 CMG Charter

Following establishment, a CMG shall develop and approve a Charter, which shall conform to organizational requirements for form, content, wording, and style.

Following CMG approval, the CMG chair shall submit the draft document to the ECOchair@x12.org for ECO review. The ECO shall review the draft Charter and either approve it or return it to the CMG with required or suggested revisions.

An initial or revised charter is effective immediately upon ECO approval. The ECO chair shall notify the CMG chair of the approval and shall email support@x12.org to request the approved version be posted 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 description are processed
6. Timely publication of external code lists
7. Ensuring policies and procedures conform to established organizational style and formatting.
8. Maintaining the official source for each ECO or CMG policy and procedure
9. Ensuring that approved policies and procedures are presented on an X12 website
10. Copyrighting external code lists as appropriate
11. Maintaining the X12 Store
12. 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.

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.

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

Member Representative

An individual who participates in X12 activities on behalf of an X12 member. There are three types of named 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, often including but not limited to, the positions of chair, vice-chair and secretary.

Registered Standards Committee (RSC)

The Registered Standards Committee is responsible for establishing, developing, maintaining, and interpreting X12 work products that align with X12's mission and meet the established needs of various industry sectors but are not intended for submission as American National Standards..

Representative Voting Panel

Voting privileges are restricted to a representative group defined by the governing policies. Applicable only to X12 maintained external code list maintenance groups.

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

9/25/17	V4: Revisions, including revisions requested by the ECO subcommittee.
04/18/2017	V3: Simplified Section 6 and other minor revisions.
02/21/2017	V2: Fully integrate ADP24 into CAP12 as Steering voted that the ASC would decline maintenance responsibilities.
01/23/2017	Initial version, partially supersedes ADP24.