



**X12 Administrative
Policy and Procedure**

Organizational Lingo

(CAP15)

X12 Lingo

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.

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 X12 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

Consistent vocabulary is necessary for effective and efficient communication within the organization and between the organization and implementers and stakeholders. As such, vocabulary is an important component in X12's activities and work products, including individual words, stand-alone phrases, and related sets of words and phrases that need to be understood in context with each other. Within X12, the term "lingo" represents this vocabulary. The word "term" herein shall include both individual words and phrases defined in X12 lingo.

4 Lingo Policies

The Governance Panel shall be responsible for maintaining the X12 lingo.

X12 lingo shall be housed in the Wordbook, a repository which shall be the definitive lingo source for the organization.

Staff shall be responsible for the technical aspects of maintaining the Wordbook repository and for all aspects of publishing the lingo, including style, presentation, and necessary correction of the material.

The Governance Panel shall be directly responsible for maintaining lingo that:

1. Applies across the organization
2. Describes an external organization
3. Is adopted from an external authority
4. Is negotiated, or otherwise jointly agreed upon, with an external entity

The Governance Panel chair is responsible for ensuring timely consideration and determination of all lingo maintenance requests.

The Governance Panel shall have final approval over committee standing rules or rules of order intended to supplement the rules established herein.

If a committee has an established a lingo maintenance group with approved policies and procedures, the Governance Panel may explicitly delegate authority for approval of committee-specific lingo to the established group, however overall responsibility shall remain with the Governance Panel.

The publisher shall ensure that X12 publications contain a common lingo section populated with the lingo applicable to the individual published work. All terms documented in such a lingo section must exist in the Wordbook repository.

Anyone, including member representatives, non-members, and staff, may request lingo maintenance via the X12 Change Request System at <http://changerequest.x12.org>.

4.1 Use Policies

Lingo shall be used consistently in all X12 collaborations, documents, work products and activities.

Inclusion of more than one Wordbook entry with the same or substantially the same definition is not permitted.

Terms may be included to:

- a. Express an X12 specific definition
- b. Clarify a particular industry or X12 nuance for a usual and customary definition of a term
- c. Document synonyms for a term
- d. Define an acronym for a term
- e. Terms shall be associated with one or more of the following:
 - i. A definition which explains X12's use of the term
 - ii. A definition which explains a specific industry's generally accepted use of the term
 - iii. A definition describing the generally accepted use of the term
 - iv. A definition quoted from an external source
 - v. An acronym

Lingo adopted from an external reference or cooperatively negotiated with an external entity shall be appropriately cited.

Terms may define both synonyms or alternate terms used within X12 work products and synonyms or alternate terms that are explicitly not used within X12 work products.

5 Lingo Procedures

5.1 Wordbook Procedures

The lingo maintenance process shall be:

1. Any individual submits a request for lingo maintenance via the X12 Change Request System at <http://changerequest.x12.org>.
2. Staff evaluates the request and clarifies the submitted information as required. This may include contacting the submitter.
3. Staff assigns the request to the Governance Panel Chair.
4. The Governance Panel chair evaluates the request and either retains responsibility for processing the request or assigns the topic to the Accredited Standards Committee's Policies and Procedures Task Group.
5. The responsible group discusses the request and reaches consensus on action or inaction.
6. The responsible group chair informs staff of the decision.
7. Staff closes the loop by revising the Wordbook, entering the determination in the CRS, notifying the submitter of the determination, and notify the Governance Panel Chair, as appropriate for the specific request.

6 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. The Wordbook shall prevail in the case of any inconsistency between this section and the Wordbook.

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.

Chair

The person who presides over meetings, makes administrative decisions, and generally leads an X12 group or committee.

Governance Panel

The X12 committee responsible for drafting corporate policies and procedures, advising the Board on parliamentary, policy and procedural matters, advising other committees and subordinate groups on parliamentary, policy and procedural matters, assessing committee and subordinate group policies and procedures prior to vote of the developing group to ensure alignment with corporate policies and procedures, maintaining the corporate dictionary, and providing input on due process matters.

Lingo

The vocabulary used within X12 groups and work products. Lingo includes individual words, stand-alone phrases, and related sets of words and phrases that need to be understood in context with each other.

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.

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.

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.

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.

7 Document History

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

09/22/16	V2: Revised to reflect the organization's name change and other minor revisions.
05/10/16	CAP15 - initial version approved by the X12 Board.