



**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 Board has delegated responsibility for the X12 lingo to the Governance Panel. 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. The Wordbook has a defined maintenance process and shall not otherwise be modified or revised.

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

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
5. Represents common word use

For other lingo, the Governance Panel shall either be directly responsible for maintenance, or shall formally delegate some or all of the responsibilities to a committee lingo maintenance group that meets the following requirements.

Committees may choose to establish a lingo maintenance group. Such a group must operate under committee policies that have been confirmed by the Governance Panel. A committee lingo maintenance group shall be explicitly designated by the Governance Panel as an advisory group or an authority group. An advisory group makes recommendations to the Governance Panel. An authority group makes maintenance determinations; however, those decisions are subject to Governance Panel oversight as overall responsibility shall remain with the Governance Panel.

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 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. This section may, but is not required to be, labeled as the lingo section in the published work

Anyone, including member representatives and the public, 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 term with the same or materially the same definition or purpose is not permitted.

Terms in the Wordbook shall be singular.

Terms may be included to:

- a. Express an X12 specific definition
- b. Clarify an industry or X12 nuance to the 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. A description of an external organization
 - vi. An acronym
 - vii. A synonym
 - viii. Identification of the assigned maintenance group(s)

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

Terms shall be defined at the simplest level possible. Unless a phrase has a substantially different definition than the individual words in the phrase would have when considered as a unit, the phrase shall not be entered as a separate Wordbook term.

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.

A term defined as a synonym of another term shall be considered subordinate to that term, which shall be considered the parent. Subordinate terms shall not have a separate definition.

To aid in research and clarity, a synonym may be entered as a separate Wordbook term, however it shall have a reference to the definition of the parent term instead of a separate or repetitive definition.

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 Maintenance Request System at <http://changerequest.x12.org>.
2. Staff evaluates the request and clarifies the submitted information as necessary. 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 a committee lingo maintenance group.
5. The responsible maintenance group discusses the request and reaches consensus on a recommendation, action, or inaction.
6. The responsible group chair enters the decision in the Maintenance Request System.
7. If necessary to comply with a committee's lingo maintenance policies, other committee-level review and approval steps may be required.
8. Unless the Governance Panel was the responsible maintenance group, the Governance Panel confirms the maintenance action or acts based on a recommendation.
Note: The Governance Panel is not obligated to accept an advisory group's recommendation.
9. Staff finalizes the Maintenance Request System entry, revises the Wordbook if appropriate, and notifies the submitter of the determination.

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.

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.

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.

12/15/17	V3: Revised to accommodate the RSC.
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.