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**X12 Corporate Administrative  
Policy and Procedure**

**Liaisons**

**(CAP17)**

# Liaisons

## 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](mailto: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

X12 identifies a liaison as an individual appointed to facilitate communication between X12 and an external organization. X12 recognizes two types of liaisons, formal and informational. A formal liaison shares information bilaterally and has authority to speak and act on behalf of X12 as related to the external organization. An informational liaison's responsibility is limited to collecting information from the external organization and disseminating it within X12. An informational liaison does not have authority to state positions, speak or act on behalf of X12.

## 4 Liaison Policy

### **Liaison Criteria, Conditions, and Constraints**

1. Liaison positions are established based on an executed Memorandum of Understanding (MoU).
  - a. Each liaison position is established as either a formal liaison or an informational

- liaison.
- b. Each liaison position is established as a primary position or an alternate position.
  2. The Board shall determine the appropriate organizational placement for each liaison position. The Board may re-evaluate and reassign oversight at any time.
    - a. Liaison positions shall be established at the corporate or committee level, based on planned or expected activities, and known or potential overlap between corporate and committee areas of interest. Liaison positions shall not be established at the subcommittee or subcommittee subordinate group levels.
  3. Liaisons established at the corporate level operate under the oversight of the Board and shall be appointed and serve at the pleasure of the Board Chair.
    - a. All corporate liaisons shall be a named member representative or X12 staff.
  4. Liaisons established at the Accredited Standards Committee (ASC) level shall operate under the oversight of Steering. Such liaisons shall be appointed and serve at the pleasure of the ASC chair.
    - a. All ASC liaisons shall be a named member representative or X12 staff.
  5. Separate liaisons are concurrently appointed by X12 and the external organization to ensure appropriate communication within and between the organizations.
    - a. To avoid potential conflict of interest, the same individual shall not be appointed to simultaneously represent X12 to an external organization and to represent the external organization to X12.

#### **Formal Liaison Responsibilities**

1. Having the knowledge and experience necessary to operate as an effective liaison
2. Having a strong understanding of applicable X12 policies and procedures
3. Acting at all times in accordance with X12 policies and procedures
4. Seeking and taking direction from the oversight group
5. Collecting information from the other organization and sharing the information with the appropriate X12 group(s)
6. Representing the X12 position at all times
7. Refraining from representing their employer's position or personal position in any situation where they are operating as the X12 liaison
8. Exercising the X12 voting privilege in the other organization, when applicable
  - a. The formal liaison shall only vote when X12 has a vested interest in the outcome of a vote and when the liaison is qualified to cast an informed vote
  - b. The formal liaison shall abstain from voting in all other matters
9. Reporting liaison activity according to established procedures

#### **Informational Liaison Responsibilities**

1. Having the knowledge and experience necessary to operate as an effective liaison
2. Having a strong understanding of applicable X12 policies and procedures
3. Acting at all times in accordance with X12 policies and procedures
4. Seeking and taking direction from the oversight group
5. Collecting information from the other organization and sharing the information with the

- appropriate X12 group(s)
6. Accepting requests for input or X12 positions and forwarding them to the Chair of the overseeing group for processing
  7. Reporting liaison activity according to established procedures
  8. Refraining from representing X12 positions in any situation
  9. Refraining from representing their employer's position or personal positions in any situation where they are operating as the X12 liaison
  10. Refraining from participating in the external organization's balloting and voting activities

## 5 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 listed in this section 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.

### **Liaison**

An individual appointed to facilitate communication between X12 and external organizations. There are two categories of Liaisons, Formal and Informational.

#### **Formal Liaison**

An individual appointed as the representative from X12 to an external organization, with authority to speak and act on behalf of X12 within that external organization.

**Informational Liaison**

An individual appointed as the representative from X12 to an external organization for the purpose of collecting information, without authority to state positions, speak or act on behalf of X12.

**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.

**Steering**

The elected and appointed leaders who oversee the Accredited Standards Committee (ASC).

**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.

**X12 Board**

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

## 6 Document History

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

09/22/2016	Revised to reflect the X12 name change and other minor clarifications
05/24/2016	ADP07 converted to corporate policy CAP17
10/01/2015	Revisions approved by Steering
02/03/2011	Revisions approved by Steering
08/25/2010	Revisions approved by Steering
10/02/2003	ADP07 – Initial version, approved by Steering