External Code List Oversight
Subcommittee Constitution

(RSC131)
1 Introduction
The Registered Standards Committee (RSC) Council 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.

2 Authority
The committee rules of order and standing rules herein supplement related corporate and committee rules. The suite of corporate rules is identified with the prefix CAP. The Registered Standards Committee (RSC) committee rules are identified with the prefix RSC.

The rules detailed herein do not duplicate, supersede, contradict, countermand, or overrule the corporate rules or RSC committee rules. No accommodation is intended or provided to allow a subordinate group to override a corporate or committee policy or procedure with a more permissive requirement. In the case of any inconsistency between these rules and either the corporate rules or the committee’s operating rules as defined in the RSC Operating Manual (RSC101), these rules shall not prevail.

3 Establishment
The X12-03 External Code List Oversight Subcommittee (ECO) was established on February 21, 2017.

4 Purpose and Scope
The ECO’s purpose and scope is articulated in ECO Subcommittee P&S (RSC130).

5 Amendments to this Constitution
Amendments to this constitution shall be in accordance with the RSC Operating Manual (RSC101).

6 Stakeholders and Constituents
ECO policies related to stakeholders and constituents are articulated in External Code Lists (CAP12).
7 Observers
ECO policies related to observers are articulated in *External Code Lists (CAP12)*.

8 Voting
The ECO has no specific subcommittee policies regarding voting. All voting shall be in accordance with the *X12 Bylaws (CAP01)* and the *RSC Operating Manual (RSC101)*.

9 Chair
The ECO chair shall be appointed by the RSC Committee Chair.

10 Subcommittee Roles and Responsibilities

10.1 Chair
The duties of the ECO chair are articulated in *External Code List Oversight (CAP12)*.

10.2 Other Subcommittee Officers
At the discretion of the ECO chair, the ECO may elect a subcommittee vice chair in accordance with the *RSC Operating Manual (RSC101)*.

The ECO chair may at any time appoint a subcommittee secretary in accordance with the *RSC Operating Manual (RSC101)*.

The ECO shall not have any other officers.

10.3 Stakeholders
Fulfillment of stakeholder duties is the responsibility of each stakeholder’s primary representative. The duties of the subcommittee stakeholders shall include, but are not limited to, the following.

a. Ensuring the consistent participation of the stakeholder’s constituents
b. Timely completion of the online form documenting changes to the stakeholder’s constituents
10.4 Constituents
The duties of the subcommittee constituents shall include, but are not limited to, the following.

a. Consistent and informed participation in subcommittee meetings, activities and collaborations
b. Timely completion of assigned tasks

10.5 Liaisons
The responsibilities of liaisons are articulated in *Liaisons (CAP17)*. The ECO does not name liaisons.

11 Action Groups
The ECO establishes action groups, each of which shall be known as a Code Maintenance Group (CMG). The structure and operation of these subordinate groups are defined within *External Code List Oversight (CAP12)*.

12 Subcommittee Work Products
The ECO maintains X12’s external code lists, which are published separately or collectively.

13 Additional Subcommittee Specific Policy
The ECO has not established any additional subcommittee policies.

14 Terminology
To ensure consistency in terminology and meaning, X12 maintains a comprehensive corporate glossary called the Wordbook. Some of the included definitions are proprietary to X12 while others cite definitions published by another organization or authority, such as Robert’s Rules of Order. The terms and definitions defined in the Wordbook must be used in X12 work products when applicable and without modification or revision.

Reference the Wordbook online at http://wordbook.x12.org/ if you have any questions about a term’s definition, synonyms, or source.
15 Document History

New versions of this document are effective upon Council approval, unless another effective date is specified in the approval ballot.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tr>
<td>09/26/2017</td>
<td>Initial version approved by the X12 Board operating as the RSC Council.</td>
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<td>Subcommittee approval noted on 9/19/17.</td>
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