



**X12 Administrative Policy and Procedure**

# **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 X12-02 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.

Date	Description
09/26/2017	Initial version approved by the X12 Board operating as the RSC Council. Subcommittee approval noted on 9/19/17.