

A stage spotlight is shown in the top-left corner, casting a wide, conical beam of light across the dark background. The beam starts as a bright white light at the source and transitions through shades of yellow, orange, and red to a deep red at the bottom. The text "IN THE SPOTLIGHT" is centered within the beam in a white, sans-serif font.

IN THE SPOTLIGHT

IN THE SPOTLIGHT

INTRODUCTION

- ***In the Spotlight*** materials are initially presented at an X12 corporate meeting,
- Subsequently, they are posted in the Info Center
- Each presentation covers one topic
- These “quick hits” highlight new features and functions or remind the audience of things they may have forgotten over time
- X12 welcomes suggestions for ***Spotlight*** topics, use X12’s online feedback form to tell us what you want to hear more about



IN THE SPOTLIGHT

POLICIES & PROCEDURES TASK GROUP

- Commonly known as P-and-P (P&P)
- A standing task group established under ASC Steering
- Established June 1995
- Responsible for the overseeing the policies and procedures of the ASC including committee, subcommittee, and task group-level governance



IN THE SPOTLIGHT

RELATED GOVERNANCE

- P&P is established as a Steering advisory task group in the *Accredited Standards Committee Operating Manual (ASC01)*
- The P&P purpose and scope is described in *P&P Purpose and Scope (ASC30)*
- P&P operates under group-specific policies detailed in the *P&P Charter (ASC31)*



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P&P PURPOSE

- P&P is chartered to make recommendations to the Steering Committee concerning the policies and procedures of the Accredited Standards Committee (ASC)
- All actions of P&P are subject to review and approval by the Steering Committee



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P&P SCOPE

- Overseeing maintenance of ASC policies and procedures
- Interpreting ANSI policies and procedures as these relate to ASC operations
- Coordinating the membership balloting process with staff
- Assisting ASC groups with understanding and applying the ASC policies and procedures



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SIMPLY STATED

- P&P proposes revisions to the ASC committee-level policies and procedures based on Steering instructions or public feedback while
 - P&P ensures the ASC committee-level governance aligns with X12's corporate-level policies and procedures
- P&P evaluates proposed revisions to the ASC's subcommittee-level policies and procedures to ensure they align with X12's corporate and the ASC's committee-level policies and procedures



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SIMPLY STATED

- P&P ensures the policies it revises or reviews are well-written, clearly stated, and unambiguous as part of their review/proposal processes
- P&P reviews ANSI policies and procedures that relate to ASC operations to ensure the ASC remains compliant with ANSI's rules
- P&P clarifies X12 and ASC governance to Steering or other ASC groups as necessary
- P&P reviews the ASC's primary governance biennially to ensure it remains relevant



X12



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OFFICERS AND CONSTITUENTS

→ Officers

- The P&P chair is appointed by the ASC chair

→ Constituents

- Any ASC stakeholder's member representative with a material interest in the activities of P&P is eligible to be recognized as a P&P constituent if they meet the criteria established in the P&P Charter

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CONSTITUENT CRITERIA

→ The constituent criteria includes:

- Attending two consecutive P&P meetings as an observer
- Attending one or more sessions at a Standing meeting counts as attending one meeting
- Requesting and being granted constituent recognition at the third consecutively attended P&P meeting



IN THE SPOTLIGHT

P&P CONSTITUENTS

- Constituent status resides with the individual member representative and is not transferable to any other member representative
- P&P constituents must meet the following criteria to retain constituent status
 - Attending two out of every five P&P meetings, attending one or more sessions at a Standing meeting counts as attending one meeting
 - Participating in P&P's online collaborations by posting comments or voting in electronic ballots



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CONSTITUENT RESPONSIBILITIES

→ Responsibilities include

- Being prepared for P&P discussions
- Consistent participation in P&P collaborations

→ Privileges include

- The right to participate in collaborations
- The right to hold office
- The right to offer motions
- The right to vote on P&P ballots



IN THE SPOTLIGHT

P&P OBSERVERS

- Any ASC stakeholder’s member representative is permitted to attend a P&P meeting or session as an observer
- Non-member attendees at an X12 Standing meeting are not generally permitted to attend a P&P session as an observer
 - An exception may be granted at the discretion of the ASC Chair or the P&P Chair
- Observers are not entitled to any privileges afforded to P&P constituents



IN THE SPOTLIGHT

MEETINGS, QUORUM, AND VOTING

- P&P is required to meet during at least one of the Standing meetings each year
- P&P generally meets at least once during each of the Standing meetings
- The P&P chair schedules meetings as necessary to ensure timely completion of P&P tasks and activities
- Quorum for P&P is 50% of the constituents
- P&P votes via meeting ballots and electronic ballots



IN THE SPOTLIGHT

SUMMARY

- Policies and procedures are the bedrock of X12 and the ASC, P&P plays a critical role in assuring that governance is effective and efficient.
- More information about the P&P policies and procedures is online at x12.org/resources/policies-and-procedures
 - *The Accredited Standards Committee Operating Manual (ASC01)*
 - *The P&P Purpose and Scope (ASC30)*
 - *The P&P Charter (ASC31)*



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