ASC Administrative
Policy and Procedure

ASC01 - Accredited Standards Committee Operating Manual

Contents

Accredited Standards Committee Operating Manual

1 Introduction

The Accredited Standards Committee (ASC) Steering Committee (Steering) is responsible for this policy and associated procedures. X12 members agree to adhere to X12's policies and procedures as a condition of membership. Non-member participants afforded specific collaboration privileges agree to adhere to X12's policies and procedures as a condition of those privileges. Any party may submit a revision suggestion via X12's online Feedback form.

2 Authority

X12 maintains corporate rules which define overall corporate policies and procedures. X12 committees are required to establish a committee operating manual and are generally permitted to establish other committee-level rules that apply only to that committee. In some cases, corporate policy is intended to stand alone and lower-level rules are prohibited. A committee's subordinate groups may be required or permitted to establish group-specific rules that supplement the committee rules except when lower-level rules are prohibited. Supplemental rules must provide more detail or be more restrictive than the higher-level governance. Supplemental rules are not permitted to duplicate, contradict, countermand, supersede, or overrule any higher-level rules. No accommodation is intended or provided to permit a committee or subordinate rule to override a higher-level rule with a more permissive requirement. In the case of any inconsistency between the corporate, committee, and subordinate group rules, the higher-level governance always prevails.

X12's primary organizational policies are established in the ***X12 Bylaws (CAP01)*** and supplemented by other corporate governance. This operating manual supplements the corporate governance with committee-specific rules. Unless otherwise specified herein, these committee rules may be augmented by other committee rules or supplemented by subordinate group rules as described above.

3 Background

This document defines the structure of the Accredited Standards Committee (ASC), a standing committee of X12, and specific operating policies and procedures that apply to the committee's activities. The ***X12 Bylaws (CAP01)*** set forth the corporate-level policies and procedures that apply to all X12 committees. For a complete understanding of policy and procedure requirements, review the corresponding sections in ***CAP01*** and ***ASC01***.

Unless otherwise clarified, the terms committee, stakeholder, constituent, and subcommittee used herein refer specifically to the ASC committee, ASC stakeholders, ASC constituents, and ASC subcommittees. The term X12 standards herein refers to X12 standards maintained by the ASC.

4 ASC Mission

The ASC Mission is articulated in CAP18.

5 Committee Ballots

The X12 Bylaws (CAP01) set forth detailed corporate ballot and voting requirements***.*** ***X12 Membership (CAP04)*** provides additional detail about committee stakeholders.

5.1 Approving Motions for Committee Ballot

Discussion regarding a potential committee ballot can be initiated by Steering or any ASC constituent. Steering must authorize committee ballots, either directly or through the maintenance procedure, the code maintenance procedure, or another ASC procedure.

5.1.1 Steering Initiated Motions

Any Steering constituent may move for a committee ballot on any matter not otherwise restricted in a corporate or committee policy.

5.1.2 Constituent Initiated Motions

Any ASC constituent may request a motion be considered for committee ballot by submitting the request in writing to ascchair@x12.org. The ASC chair brings the request to Steering for consideration.

5.1.3 Petition Motions

An ASC constituent who submitted a request under **5.1.2 Constituent Initiated Motions** and had that request denied may circulate a petition for a committee ballot on the same motion. No other constituent is eligible to circulate or submit a petition. To be submitted for consideration, the petition must be endorsed in writing by a number of ASC stakeholders equal to a quorum. The petition and all written endorsements must be submitted in writing to ascchair@x12.org within 3 months of Steering's original decision to deny the request. The ASC chair works with staff to verify a quorum of qualified stakeholder signatures before formally accepting the petition. Upon timely submission and confirmation of the required endorsements, Steering must authorize a committee ballot on the motion.

5.2 Method of Voting

To ensure that every constituent has an equal opportunity to cast an informed vote, all committee ballots are conducted via electronic vote. Following ballot confirmation, ballot results are made available to X12 member representatives in the members area on X12.org.

5.3 Ballot Evaluation

In accordance with the ***X12 Bylaws (CAP01)***, all ballots are decided by a simple majority of the voters who cast a ballot, excluding abstentions, unless a super-majority determination is required in a corporate, committee, or subordinate group policy.

The following super-majority requirements apply to committee ballots.

5.3.1 Two-Thirds Approval

The following matters require approval by at least two-thirds (2/3) of the ballots cast, excluding abstentions:

1. Revising the ***ASC Operating Manual (ASC01)***
2. Revising the ***ASC Standards Development Manual (ASC02)***
3. Revising the ***American National Standards (ANS) Processing Manual (ASC03)***
4. Approving or revising the purpose and scope of an ASC subcommittee
5. Removing the ASC chair or vice-chair from office

5.3.2 Ninety Percent Approval

The following matters require approval by at least ninety percent of the ballots cast, excluding abstentions:

1. Creating or revising an EDI Standard
2. Creating or revising an ASC Guideline
3. Any ballot related to an ANS

6 Interim Meeting Notice

Meeting notice requirements are set forth in ***X12 Meetings (CAP06)***. The committee hereby supplements the corporate policy with the more restrictive committee policy described below.

An officer may call a one-time interim meeting with at least 24-hour notice. However, the meeting must be canceled upon a constituent’s written objection to the abbreviated notice. The objection must be emailed to the officer calling the interim meeting, any associated subcommittee chair, and the ASC chair at least 2 hours before the scheduled start of the meeting.

7 ASC Chair and Vice-Chair

The ASC chair and vice-chair are the officers of the ASC. The officers are elected in accordance with the requirements set forth in ***X12 Committee Officer Elections (CAP09)*** and ***ASC Subcommittee and Subordinate Group Operations (ASC05)***. Term limits do not apply.

7.1 Principal Duties of the ASC Chair

The principal duties of the ASC chair are as follows:

1. Presiding at the meetings listed below, with the authority to set the agenda and establish rules for the conduct of the meeting to the extent that such rules do not conflict with organizational policies
    a. ASC committee meetings
    b. Steering meetings
    c. Adhoc meetings called by the ASC chair
2. Communicating ASC official positions and representing the ASC externally
3. Overseeing the committee's subordinate groups and their activities, including ensuring timely progress and adherence to all applicable policies
4. Determining the appropriate voting method and voting period for each Steering voting item
    a. The voting period of a ballot conducted via the official collaboration tool may be extended once, by no more than 7 days, if quorum has not been met and the chair expects extending the voting period will result in quorum being met
5. Determining the voting period for each committee ballot when the voting period is not governed by an organizational or committee policy
6. Nominating a replacement to fill an ASC vice-chair vacancy
7. Appointing Procedures Review Board at-large constituents
8. Appointing a convener for each meeting of an ASC subordinate group in the absence of an elected or appointed chair
9. Approving exceptions to committee qualifications, criteria, and restrictions in unusual situations in consultation with the Board chair and X12 CEO
10. Representing the ASC on the X12 Board
11. Other duties as required to oversee the ASC's activities

7.2 Principal Duties of the ASC Vice-Chair

The principal duties of the ASC vice-chair are as follows:

1. Assisting the ASC chair as needed
2. Presiding at meetings in the absence of the ASC chair
3. Assuming the duties of the ASC chair should the position become vacant
4. Communicating ASC official positions and representing the ASC externally in the absence or in lieu of the ASC chair
5. Chairing the PRB

7.3 Filling ASC Chair or Vice-Chair Vacancies

1. ASC Chair Vacancy:
   a. The ASC vice-chair assumes the position of ASC chair.
   b. If the ASC vice-chair is unable to assume the position, the ASC vice-chair nominates one or two qualified committee constituents who are willing to serve for Steering consideration. The nomination(s) must be made within 6 weeks of the vacancy. Upon an affirmative vote of Steering, the candidate assumes the ASC chair position for the remainder of the term.
2. ASC Vice-Chair Vacancy:
   a. The ASC chair appoints a qualified committee constituent to assume the vice-chair position for the remainder of the term.
3. Simultaneous ASC Chair and Vice-Chair Vacancies:
   a. The X12 CEO convenes Steering until a new ASC chair is selected.
   b. The X12 CEO and each Steering constituent are entitled to nominate one qualified committee constituent who is willing to serve as the ASC chair for Steering consideration. The nomination(s) must be made within 6 weeks of the vacancy. Upon an affirmative vote of Steering, the candidate assumes the ASC chair position for the remainder of the term. The ASC vice-chair position remains vacant until the next regularly scheduled election,
   c. If no qualified constituent is nominated, Steering votes to have the X12 CEO convene Steering until the next regularly scheduled election or directs the X12 CEO to find and nominate one or two qualified constituent(s) within 4 additional weeks. Upon an affirmative vote of Steering, the candidate assumes the ASC chair position for the remainder of the term. The ASC vice-chair position remains vacant until the next regularly scheduled election,

8 Steering Committee

8.1 Steering Committee Composition

Steering is composed of the following constituents:

- ASC chair (voting)
- ASC vice-chair (voting)
- Chair of each active subcommittee (voting)
- Immediate past ASC chair (limited to a single one-year term) (voting)
- Immediate past ASC vice-chair (limited to a single one-year term) (voting)
- Chair of each Steering task group, excepting the PRB (non-voting)

All Steering constituents have the right to participate in collaboration and offer motions. Voting constituents have the right to vote on Steering matters. Notwithstanding the preceding, X12 employees are not entitled to voting rights on the Steering Committee under any circumstances. If an X12 employee is serving as a voting Steering constituent, their voting privileges are rescinded.

8.2 Steering Committee Responsibilities

Steering responsibilities include:

1. Authorizing committee ballots
2. Planning and coordinating the standards development work of the ASC
3. Approving revisions to subcommittee policies and procedures that do not require a committee ballot
4. Approving the purpose and scope of Steering task groups
5. Approving revisions to Steering task group policies and procedures
6. Approving individuals to fill Steering officer vacancies
7. Approving termination, deactivation, or reactivation of subcommittees
8. Performing other duties as assigned by the ASC chair, determined by the Steering constituents, or identified in committee procedures

8.3 Steering Committee Voting

The ***X12 Bylaws (CAP01)*** set forth detailed ballot and voting requirements.

8.4 Steering Committee Meetings

8.4.1 Meeting Scheduling

The frequency and timing of meetings is determined by the ASC chair in accordance with the ***X12 Bylaws (CAP01)*** and ***X12 Meetings (CAP06)***.

8.4.2 Quorum

The quorum for Steering is 50% of the Steering constituents, including the non-voting constituents.

8.4.3 Designating a Substitute

In the absence of a subcommittee or steering task group chair, the group's vice-chair represents the subcommittee or steering task group in Steering matters. If the group has no vice-chair, the subcommittee or steering task group chair may designate a substitute from among the group’s constituents to represent the subcommittee or steering task group in Steering matters in their absence; however, the designee must be informed enough on the group’s activities and Steering’s processes to offer informed opinions, updates, and votes. The substitute cannot be a Steering constituent in their own right and may not also simultaneously represent another Steering constituent as a substitute.

If a subcommittee is not represented at two consecutive Steering meetings, the ASC chair has the authority to designate a well-qualified subcommittee constituent to consistently represent the subcommittee in Steering matters in the absence of the subcommittee officers. The substitute cannot be a Steering constituent in their own right and may not also simultaneously represent another Steering constituent as a substitute.

When acting as a designee, a substitute has the same privileges and responsibilities as the Steering constituent.

9 Subcommittees

The ASC chair establishes subcommittees to support long-term ASC activities. Steering defines each subcommittee's purpose and scope, subject to approval by committee ballot. Steering has authority over other actions related to the subcommittee’s status. Each subcommittee has one or two officer positions, including a chair. Each subcommittee operates under a constitution approved by Steering. Governance related to ASC subcommittee operations, including policy related to officers, responsibilities, elections, and status, is set forth in ***ASC Subcommittees and Other Subordinate Groups (ASC05).***

10 Task Groups and Work Groups

The ASC chair establishes and disbands committee task groups as necessary to support ASC activities. A subcommittee chair establishes and disbands task groups and work groups as necessary to support their subcommittee’s activities. In accordance with the ***X12 Bylaws (CAP01)***, each task or work group is established as either a standing group (long-term) or an ad hoc group (short-term). Ad hoc groups must be established as advisory. ASC’s standing subordinate groups are generally advisory; however, the ASC chair or a subcommittee chair may establish standing subordinate groups as authority groups when necessary. Each group must be established with a defined purpose and scope. The establishing chair may revise the group's purpose and scope over time, if necessary. Task groups and work groups are not permitted to expand, narrow, or alter their purpose and scope, officially or unofficially. All Ad hoc groups must be established with a specific period of performance and a clear statement of expected deliverable(s).

Governance related to task and work group operations, including policy related to officers, responsibilities, elections, and status, is set forth in ***ASC Subcommittees and Other Subordinate Groups (ASC05).***

10.1 Standing Groups

Standing task groups may operate under their establishing group’s governance or may supplement that governance as described below. All task group governance must conform to the requirements of ***ASC Subcommittees and Other Subordinate***

Groups (ASC05). Steering task groups operate under a charter approved by Steering. Subcommittee task groups may operate under a specific charter or under the subcommittee's constitution. Work groups are not permitted to establish separate governance.

Each standing task or work group has one to three officer positions. Most standing task and work groups have one chair or two co-chairs. With express approval from the establishing group's chair, a subordinate group with many constituents or extensive work product responsibilities may be permitted one additional co-chair position. Standing task or work groups do not have a vice-chair. Subordinate group officers are appointed by the establishing group's chair unless the establishing group's constitution explicitly calls for subordinate group officers to be elected.

10.2 Ad Hoc Groups

Ad hoc task and work groups operate under their establishing group's governance. These groups are not permitted to establish separate governance. Each ad hoc task group or work group has a chair. One co-chair position may be created when the group is established. Ad hoc group officers are appointed by the establishing chair.

11 Standing Steering Task Groups

Steering has established two standing task groups that operate under **Section 10 Task Groups and Work Groups** and as described below.

11.1 Procedures Review Board

The Procedures Review Board (PRB) is responsible for specific matters related to due process and procedural oversight. This includes ensuring compliance with ASC policies and procedures, authority over all procedural matters conducted under the oversight of the Steering Committee, and oversight of work intended for submission to the American National Standards Institute (ANSI).

11.1.1 PRB Constituents

PRB consists of the following constituents:

1. The ASC vice-chair
2. One representative from each subcommittee
3. Up to three at-large representatives appointed by the ASC Chair for a two-year term, with no term limits

Alternates

A subcommittee may designate an official alternate for its PRB representative. The alternate is entitled to all privileges and responsibilities of the PRB constituent in the constituent's absence but is not otherwise entitled to PRB rights and privileges. At-large representatives are not entitled to an alternate.

If a subcommittee is not represented at two consecutive meetings, the ASC chair and PRB chair jointly appoint a qualified subcommittee constituent who agrees to replace the subcommittee's absent alternate or to serve as the subcommittee's alternate if one does not exist. The appointee then consistently represents the subcommittee in PRB in the primary representative's absence.

Each PRB constituent is entitled to one vote in PRB ballots and has the right to speak in meetings, participate in collaboration activities, propose and second motions, and hold the vice-chair office. An alternate is permitted the same privileges in the primary representative's absence, except that the alternate is not eligible to hold the vice-chair office.

11.1.2 PRB Officers

The ASC vice-chair serves as the PRB chair. If the vice-chair position is vacant, the ASC chair serves as the PRB chair.

At the PRB chair's discretion, the PRB may elect a vice-chair from among its constituents. The vice-chair serves a two-year term with no term limit, provided the vice-chair remains a PRB constituent for the entire term. If at any time during the term of office the vice-chair ceases to be a PRB constituent, the vice-chair position is declared vacant.

11.1.3 PRB Secretary

X12 staff serves as the PRB secretary and assists the PRB chair with the task group activities and ensuring adherence to its policies.

11.1.4 PRB Meetings

The PRB chair determines the frequency and timing of meetings; however, the PRB must hold at least one meeting in conjunction with each Standing Meeting.

11.1.5 Quorum

A quorum for PRB is 50% of the PRB constituents.

11.1.6 PRB Voting

PRB may conduct voting during any meeting or via an electronic ballot issued in the corporate collaboration tool. The PRB secretary generally initiates the ballots on behalf of the PRB chair. Unless organizational or committee policies define the voting period, the PRB chair sets the voting period for each electronic ballot; however, the voting period cannot be less than seven (7) calendar days.

11.2 Policies and Procedures Task Group

The Policies and Procedures Task Group (P&P) is established as a Steering advisory task group responsible for oversight of the policies and procedures of the ASC, including all subcommittee and task group-level governance. The full P&P purpose and scope statement is articulated in ***P&P Purpose and Scope (ASC30)***. P&P operates under group-specific policies detailed in the ***P&P Charter (ASC31)***.

11.2.1 P&P Constituents

The ***P&P Charter (ASC31)*** details P&P constituent requirements, privileges, and responsibilities.

11.2.2 P&P Chair

The ASC chair appoints the P&P chair, who serves at the ASC chair's pleasure. The ASC chair confirms the appointment or appoints a new chair every two years, with no limit to the length of service. If the P&P chair position is vacant, the ASC chair convenes P&P or appoints a staff convener in consultation with the X12 CEO.

11.2.3 P&P Meetings

The P&P chair determines the frequency and timing of meetings; however, at least one P&P meeting must be scheduled in conjunction with each Standing Meeting.

11.2.4 Quorum

A quorum for P&P is 50% of the constituents.

11.2.5 P&P Voting

P&P may conduct voting during any meeting or via an electronic ballot issued in the corporate collaboration tool. X12 staff may initiate ballots on behalf of the P&P chair. Unless organizational or committee policies define the voting period, the P&P chair sets the voting period for each electronic ballot; however, the voting period cannot be less than seven (7) calendar days.

12 ASC Work Products

The ASC develops and maintains several types of work products including, but not limited to, the EDI Standard, guidelines, interpretations, and technical reports. See the **Products** information on x12.org for a current list of work products and their descriptions.

The Standards Development Manual (ASC02) and the Request for Interpretation Manual (ASC04) set forth the processes by which these products are developed, revised, and withdrawn. The committee recognizes the value of exploring and validating significant or major process change proposals with a pilot as established in the ***X12 Bylaws (CAP01)*** and intends to define and oversee pilots as necessary to ensure smooth operations within the committee

13 Liaisons

X12 has established a specific role within the organization for individuals who communicate and coordinate with other organizations with a material interest in X12 products or activities. The associated policies, including the process for appointing and overseeing liaisons, are set forth in ***X12 Liaisons (CAP17)***.

14 Parliamentary Authority

Any matter not covered by the suite of corporate policies and procedures, identified with the prefix CAP, or the suite of ASC policies and procedures, identified with the prefix ASC, is determined based upon Roberts Rules of Order (latest edition). PRB must be consulted and will decide on any parliamentary issue, including but not limited to those covered by rules of order and standing rules.

15 Ballot Confirmation Policy

Related to ballots concerning committee operations or the EDI Standard development procedures (including but not limited to ***ASC01*** and ***ASC02***), Steering may act to invalidate an approved ballot if it is determined the revisions will or may have a substantial, unintended, negative consequence. Such an invalidation should occur as soon as possible after the close of the ballot and must occur prior to publication of the revised version.

16 Terminology

To ensure consistent use of terms, definitions, and acronyms across X12 products and activities, X12 maintains the **Wordbook**, a comprehensive corporate glossary. The included terms are either proprietary to X12, cite definitions published by another authority, or represent common terms and definitions that are relevant to X12's work. The terms and definitions defined in the **Wordbook** must be used in X12 work products when applicable, without modification or revision. The **Wordbook** can be referenced online at wordbook.x12.org.

17 Document History

Revisions are effective on the approval date unless otherwise stated in the approval.

Approved	Description
06/13/2025	V7: Biennial Review – Revisions to align with other corporate and committee policies and based on feedback.
03/16/21	V6: Biennial Review – Revisions to section 10 to align with related corporate governance and other clarifying revisions based on constituent feedback.
3/11/19	V5: Biennial review - Revised to move the ANSI ANS related instructions to ASC03, to move subcommittee and subordinate group policies and procedures to ASC05, to eliminate duplication with corporate policies and procedures, to specifically identify the ASC, to address revision requests, and to otherwise simplify and clarify.
11/20/15	V4: Biennial review and revisions.
2/20/14	V3: Revisions approved by the membership.
8/13/12	V2: Revisions approved by the membership.
4/21/11	V1: Significant revisions to OPM and SD2 to synchronize the documents, increase consistency, and reflect organizational changes.
Note	Earlier versions of the OPM, including versions from February 2008 and June 2005, were balloted under the previous secretariat and balloting details are not available. All previous versions are now designated as historical.