



**ASC Administrative
Policy and Procedure**

Procedures Review Board (PRB)

Task Group Charter

(ASC21)

1 Preamble

1.1 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 at x12.org/maintenance-requests.

1.2 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. All supplemental rules shall 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 shall always prevail.

X12's primary organizational policies are established in **CAP01 - X12 Bylaws** and supplemented by other corporate governance. The ASC's primary committee-specific rules are established in **ASC01 - ASC Operating Manual**. The committee-specific rules established herein supplement that corporate and committee governance. These rules stand-alone and shall not be supplemented with additional rules.

1.3 Name/Formation

The Procedures Review Board (PRB) is established within **ASC01 - ASC Operating Manual**.

1.4 Scope

The PRB scope is articulated in **ASC20 - PRB Purpose and Scope**.

2 Amendments to this Charter

All proposed amendments to this charter must be processed per the requirements of **ASC05 - ASC Subcommittees and Other Subordinate Groups**. Input or advice may be sought from the ASC Policies and Procedures Task Group at any time during the development of such amendments.

Proposed amendments to this charter must be distributed to PRB constituents at least seven (7) calendar days before a vote on the amendments.

Upon approval by at least two-thirds (2/3) of the PRB constituents, proposed amendments shall be reviewed by the Policies and Procedures Task Group (P&P) and approved by Steering. Following Steering approval, the PRB chair will coordinate with X12 staff to ensure the approved version is posted on X12 website.

3 PRB Constituents

ASC01 - ASC Operating Manual establishes the PRB constituents.

4 Observers

Any ASC stakeholder's member representative is permitted to attend a PRB meeting; however, such individuals shall only be afforded speaking privileges upon invitation of the PRB chair and they shall not be entitled to any other PRB constituent privileges.

Non-member attendees of an X12 Standing meeting may attend PRB sessions; however, such individuals shall only be afforded speaking privileges upon invitation of the PRB chair and they shall not be entitled to any other PRB constituent privileges.

5 Quorum and Voting

ASC01 - ASC Operating Manual establishes all PRB voting requirements.

6 Meetings

The PRB shall adhere to the following meeting schedule:

- There shall be at least one meeting of the PRB in conjunction with each X12 Standing meeting.
- There shall be at least one meeting of the PRB following each X12J Interim meeting. The PRB meeting will be scheduled during the same week as the X12J interim meeting whenever possible.
- Additional PRB sessions may be called by the PRB chair during an X12 Standing meeting without a notice requirement.

7 Officer Elections

The PRB has no specific requirements for this section.

8 Roles and Responsibilities

The *ASC20 - PRB Purpose and Scope* and *ASC01 - ASC Operating Manual* fully describe the PRB roles and responsibilities.

9 Subordinate Groups

The PRB does not establish task groups or work groups.

10 Subcommittee Work Products

The PRB does not produce work products.

11 Additional PRB Policies

11.1 Motion for Reassignment

Any subcommittee representative, or in their absence the subcommittee alternate, may motion to reassign any transaction set or guideline to another subcommittee. At the request of any affected subcommittee, the PRB chair shall defer the vote to the next scheduled meeting, at which time a vote must be taken.

11.2 Reassignment due to Disbandment

In the event an ASC subcommittee is disbanded, staff shall place reassignment of the subcommittee's work products and any active work requests on the next PRB agenda.

At the meeting, the PRB shall either defer the matter per this section, vote to reassign the disbanded subcommittee's work to one or more willing subcommittees whose purpose and scope supports the work product's purpose or the maintenance activity, or vote to withdraw the subcommittee's work products and active work requests as described below.

If another subcommittee is willing to take responsibility for the work products and any active work requests but is not able to do so based on their approved purpose and scope, the PRB shall defer a decision until the subcommittee chair has requested Steering entertain a revision to their purpose and scope statement. If Steering agrees to approve a revision to their purpose and scope for member ballot, PRB shall continue to hold the matter in deferral. If Steering declines to revise the subcommittee's purpose and scope, the PRB shall act on reassignment at the next PRB meeting.

If another subcommittee may be willing to take responsibility for the work products and any active work requests but needs to conduct subcommittee discussions on the matter before accepting the reassignment, the PRB shall defer a decision until the subcommittee can deliberate; however, the deliberation period shall not exceed 120 calendar days. If the subcommittee's representative does not present a final decision to the PRB chair timely, the PRB shall act on reassignment at the next PRB meeting.

If no other subcommittee will take responsibility for the disbanded subcommittee's active project proposals, the PRB shall withdraw its approval of those projects, and they shall be closed.

If no other subcommittee will undertake maintenance responsibility for the disbanded subcommittee's work products, the PRB shall assign maintenance responsibility to staff. Maintenance processed by staff is limited to updates based on changes to the EDI standard. No functionality enhancements will be considered unless another subcommittee is willing to take on the data maintenance activity.

If no other subcommittee will undertake maintenance responsibility for the disbanded subcommittee's published technical reports, the PRB shall withdraw its approval for publication five years after the last publication date.

11.3 Appeals

Appeals will be handled according to **ASC01 - ASC Operating Manual**.

12 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** shall be used in X12 work products when applicable, without modification or revision. The **Wordbook** can be referenced online at wordbook.x12.org.

13 Document History

New versions are effective on the Steering approval date.

| Approved | Description |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 01/22/2020 | V3: Consistency revisions including conversion to the new template, reorganization of the information, vocabulary clean-up, and other revisions. |
| 09/30/2009 | V2: Revised |
| 10/03/1996 | Initial Version |