Communications and Controls Subcommittee (X12C) Constitution

(ASC41)
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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 via X12’s online Feedback form.

1.2 Authority
X12’s primary organizational policies are established in the X12 Bylaws (CAP01) and supplemented by other corporate governance. The ASC’s committee-specific rules are established in the ASC Operating Manual (ASC01) and supplemented by other committee-level governance. Unless otherwise specified herein, these subcommittee-specific rules stand alone and cannot be supplemented with additional rules. Any permitted supplemental governance must be reviewed by the P&P task group and posted on X12’s publicly accessible policy and procedure web page.

1.3 Name/Formation
The Communications & Controls Subcommittee (X12C) was formed September 1, 1990.

1.4 Purpose and Scope
The X12C Purpose and Scope (ASC40) defines X12C’s purpose and scope.

2 Amendments to this Constitution
All proposed amendments to this constitution must be processed according to ASC Subcommittees and Subordinate Groups (ASC05).

When the subcommittee is proposing the amendments, the subcommittee may seek input or advice from the Policies and Procedures Task Group (P&P) at any time. When the subcommittee is proposing the amendments, a draft version of the Constitution must be distributed to subcommittee constituents at least fourteen (14) calendar days before a vote on the amendments. If at least two-thirds (2/3) of the X12C constituents approve of a motion to move the proposed amendments forward for P&P review, the subcommittee chair submits the draft version to P&P per the requirements set forth in ASC Subcommittee and Subordinate Groups (ASC05) section 4.1 Process for Revisions Proposed by a Group.
When this Constitution is being revised to align with new, clarified, or revised corporate or committee policies or procedures, the revisions are processed per the requirements set forth in ASC Subcommittee and Subordinate Groups (ASC05) section 4.2 Process for Policy-Related Revisions.

3 Stakeholders and Constituents

The corporate policies on stakeholders and constituents are established in the X12 Bylaws (CAP01) and supplemented by X12 Membership (CAP04). In addition, X12C establishes the following more restrictive policies which apply to the subcommittee and its task groups and work groups.

X12C is open to any X12 member representative with a material interest in the functions defined in the X12C Purpose and Scope (ASC40). X12C does not require X12 members to register interest in the subcommittee by becoming an X12C stakeholder. X12 member representatives who meet the specific requirements defined in Requesting Constituent Status below may request and be granted recognition as an X12C constituent. X12C constituent status resides with the member representative, not with the member. X12C constituents must meet the requirements defined in Maintaining Constituent Status below to continue to be recognized as an X12C constituent.

X12C constituents have a responsibility to develop and maintain expertise related to X12's EDI Standard and related guidelines and reference models. Constituents also have a responsibility to participate in X12C collaborations consistently. All X12C constituents have the right to speak in meetings, participate in collaboration activities, propose and second motions. X12C constituents who are entitled to vote, and hold appointed or elected positions per X12 Membership (CAP04) are eligible for those privileges.

Attendance and Absence

Regarding X12 Standing Meetings:

- Attendance at any number of X12C sessions at an X12 Standing Meeting counts as attending one meeting.
- An X12C constituent who does not attend any X12C sessions at an X12 Standing Meeting is counted as being absent at one meeting.

Regarding X12C interim meetings conducted as a single session on one day:

- Attendance at the X12C interim meeting counts as attending one meeting.
- An X12C constituent who does not attend the X12C interim meeting shall be counted as being absent at one meeting.
Regarding X12C interim meetings conducted over two or more days:

- Attendance at any number of X12C sessions at an X12C multi-day interim meeting counts as attending one meeting.
- An X12C constituent who does not attend any X12C sessions at an X12C multi-day interim meeting is counted as being absent at one meeting.

**Requesting Constituent Status**
The following requirements must be met for an X12 member representative to be considered for X12C constituent status.

1. The X12 member representative must have a material interest in the functions defined in the [X12C Purpose and Scope (ASC40)](http://www.x12.org/forms/).
2. The X12 member representative must have participated as an observer in two successive X12C meetings.
3. The X12 member representative must have submitted the online application. The X12 member representative is entitled to complete the X12C Constituent Application located at [http://www.x12.org/forms/](http://www.x12.org/forms/) after the conclusion of the meeting which satisfies the attendance requirement above.

**Considering a Constituent Application**
When a constituent application is received, the X12C secretary processes the request, confirms the attendance requirement was met, and informs the X12C chair of the request. Upon the X12C chair’s concurrence, the X12 member representative is recognized as an X12C constituent. The X12C secretary notifies the applicant of the decision and updates the appropriate X12C records. If the X12C chair finds the applicant ineligible, the X12C chair contacts the applicant to explain the deficiency. The applicant is free to reapply again later.

**Maintaining Constituent Status**
X12C constituents who are absent from three consecutive X12C meetings lose their constituent status at the conclusion of the third consecutive meeting for which they are absent.

## 4 Observers

Any X12 member representative is permitted to attend an X12C meeting; however, such individuals are only afforded speaking privileges upon invitation of the X12C chair and are not entitled to any other constituent privileges.

Non-member attendees of an X12 Standing meeting may attend X12C sessions; however, such individuals are only afforded speaking privileges upon invitation of the X12C chair and are not entitled to any other constituent privileges.
5 Voting
X12C is not obligated to respond, formally or informally, to any comment presented with a vote on an X12C ballot.

6 Meetings
X12C meets at each X12 Standing meeting and conducts interim meetings as needed between Standing meetings.

7 Roles and Responsibilities

ASC Subcommittee and Subordinate Groups (ASC05) defines the ASC’s policies and procedures related to qualifications and election of subcommittee officers. In accordance with ASC05, X12C will have a chair and may elect a vice chair at the discretion of the subcommittee. X12C officer elections are conducted in advance of the Winter standing meeting of even-numbered years. X12C’s officer titles are held by the X12C constituent.

The subcommittee’s appointed and ex-officio roles are defined below. All appointees serve at the pleasure of the X12C chair, however, appointments must be confirmed or reassigned every two years.

- When X12C has a duly seated vice chair, the vice chair serves as the subcommittee’s primary PRB representative. Otherwise, the X12C chair appoints a primary PRB representative or serves in that position.
- The X12C chair may appoint a PRB alternate representative who shall represent X12C when the PRB primary representative is unavailable.
- X12 staff serves as X12C secretary.
- The X12C chair appoints a constituent to serve as the subcommittee’s primary X12J representative or serves in that position.
- The X12C chair may appoint an alternate to represent X12C when the X12J primary representative is unavailable.

The responsibilities of the X12C chair, vice-chair, secretary, PRB representative and alternate, and X12J representative and alternate are established in ASC Subcommittee and Subordinate Groups (ASC05).

8 Task Groups
Per the X12 Bylaws (CAP01), the X12C chair may establish and disband standing and ad hoc task groups as necessary to accomplish X12C’s work. However, X12C hereby elects to conduct all activities at the subcommittee level and does not establish task groups.
9 Subcommittee Work Products

ASC Subcommittee and Subordinate Groups (ASC05) establishes a subcommittee’s responsibilities and obligations related to its work products.

10 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.

11 Document History

New versions are effective on the Steering approval date.

<table>
<thead>
<tr>
<th>Approved</th>
<th>Description</th>
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<tbody>
<tr>
<td>03/28/2023</td>
<td>V6: Minor rewording and revisions to align with ASC05 related to officers and elections.</td>
</tr>
<tr>
<td>08/02/2019</td>
<td>V5: Renamed ASC41, reformatted per the Constitution template, removed redundant content per policy, converted to standardized content when applicable.</td>
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<tr>
<td>10/02/2003</td>
<td>V4: Amend membership requirements and remove references to the PAEB</td>
</tr>
<tr>
<td>03/01/1992</td>
<td>V3: Add management transactions to the scope, allow officers to retain their positions when they change employment</td>
</tr>
<tr>
<td>01/01/1992</td>
<td>V2: allow individuals to be X12C members</td>
</tr>
<tr>
<td>09/01/1990</td>
<td>Initial version</td>
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