



**ASC Administrative  
Policy and Procedure**

**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 at [x12.org/maintenance-requests](http://x12.org/maintenance-requests).

## 1.2 Authority

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 Communications & Controls Subcommittee (X12C) was formed September 1, 1990.

## 1.4 Purpose and Scope

**ASC40 - X12C Purpose and Scope** defines X12C's purpose and scope.

# 2 Amendments to this Constitution

All proposed amendments to this constitution must be per **ASC05 – ASC Subcommittees and Subordinate Groups**. To this end, the subcommittee may seek input or advice from the Policies and Procedures Task Group (P&P) at any time during the development of such amendments.

Proposed amendments to this constitution must be distributed to subcommittee constituents at least fifteen (15) calendar days before a vote on the amendments.

Upon approval by at least two-thirds (2/3) of the X12C constituents, proposed amendments shall be reviewed by P&P and voted upon by Steering. Following Steering approval, the X12C secretary will ensure the approved version is posted on X12 websites.

# 3 Stakeholders and Constituents

X12C is open to any X12 member representative with a material interest in the functions defined in the **ASC40 - X12C Purpose and Scope**.

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, and vote. X12C constituents who are entitled to hold appointed or elected positions per **CAP04 – X12 Membership** are eligible to hold X12C offices.

### **Attendance and Absence**

Regarding X12 Standing Meetings:

- Attendance at any number of X12C sessions at an X12 Standing Meeting shall count as attending one meeting.
- An X12C constituent who does not attend any X12C sessions at an X12 Standing Meeting shall be 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 shall count 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 shall count as attending one meeting.
- An X12C constituent who does not attend any X12C sessions at an X12C multi-day interim meeting shall be 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 shall have a material interest in the functions defined in **ASC40 - X12C Purpose and Scope**.
2. The X12 member representative shall have participated as an observer in two successive X12C meetings.
3. The X12 member representative shall have submitted the online application. The X12

member representative is entitled to complete the X12C Constituent Application located at <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 shall be recognized as an X12C constituent. The X12C secretary shall notify the applicant of the decision and update the appropriate X12C records. If the X12C chair finds the applicant ineligible, the X12C chair shall contact 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 will lose their constituent status at the conclusion of the third consecutive meeting for which they are absent.

## **4 Observers**

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

Non-member attendees of an X12 Standing meeting may attend X12C sessions; however, such individuals shall only be afforded speaking privileges upon invitation of the X12C chair and shall not be entitled to any other constituent privileges.

## **5 Voting**

X12C shall not be 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

X12C shall have a chair and may elect a vice-chair at the discretion of the subcommittee. The X12C chair and vice-chair shall be the officers of the subcommittee and shall be elected per *Section 8 Officer Elections* herein. 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 shall be confirmed or reassigned every two years.

- The vice-chair serves as the subcommittee's primary PRB representative.
- The X12C chair may appoint a PRB alternate representative who shall represent X12C when the PRB primary representative is unavailable.
- X12 staff shall serve as X12C secretary.
- The X12C chair shall appoint a constituent to serve as the subcommittee's primary X12J representative.
- 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 ***ASC05 - ASC Subcommittees and Subordinate Groups***.

## 8 Officer Elections

Committee-level governance related to subcommittee officer qualification criteria and elections is established in ***ASC05 - ASC Subcommittees and Subordinate Groups***. X12C hereby establishes the following subcommittee-specific rules to supplement the committee-level governance.

- Officer elections will be conducted as a meeting vote during the Winter standing meeting of even-numbered years.
- Counting and tabulation of ballots shall be conducted by the subcommittee secretary.

Committee-level governance related to the removal of subcommittee officers and handling of vacancies is established in ***ASC05 - ASC Subcommittees and Subordinate Groups***.

## 9 Task Groups

Per ***CAP01 - X12 Bylaws***, 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 shall not establish task groups.

## 10 Subcommittee Work Products

**ASC05 - ASC Subcommittees and Subordinate Groups** establishes a subcommittee's responsibilities and obligations related to its work products.

## 11 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](http://wordbook.x12.org).

## 12 Document History

New versions are effective on the Steering approval date.

Approved	Description
08/02/2019	V5: Renamed ASC41, reformatted per the Constitution template, removed redundant content per policy, converted to standardized content when applicable.
10/02/2003	V4: Amend membership requirements and remove references to the PAEB
03/01/1992	V3: Add management transactions to the scope, allow officers to retain their positions when they change employment
01/01/1992	V2: allow individuals to be X12C members
09/01/1990	Initial version