



**ASC Administrative
Policy and Procedure**

Technical Assessment Subcommittee (X12J) Constitution

(ASC71)

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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 Technical Assessment Subcommittee (X12J) was formed on February 13, 1989.

1.4 Purpose and Scope

The **X12J Purpose and Scope (ASC70)** defines X12J's purpose and scope.

2 Amendments to this Constitution

All proposed amendments to this constitution must be processed according to **ASC Subcommittees and Other 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 seven (7) calendar days before a vote on the amendments. If at least two-thirds (2/3) of the X12J 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, X12J establishes the following more restrictive policies which apply to the subcommittee and its task groups and work groups.

X12J is open to any X12 member representative with a material interest in the functions defined in the **X12J Purpose and Scope (ASC70)**. X12J recognizes constituents under two categories: Category 1 and Category 2.

The committee-level governance related to Category 1 constituents, including the criteria for the position and the related duties, is defined in **ASC Subcommittees and Other Subordinate Groups (ASC05)**.

Category 2 constituents represent an X12 member who has been recognized as an X12J stakeholder. The X12J stakeholder is eligible to name one of its member representatives to serve as its Category 2 constituent. The X12J stakeholder may also name one of its member representatives to serve as its Category 2 alternate. The alternate may represent the X12J stakeholder in the absence of the category 2 constituent.

An individual cannot act simultaneously as a Category 1 constituent and a Category 2 constituent.

X12J constituents have the right to speak in meetings, participate in collaboration activities, and propose & second motions. Voting rights are conferred on one Category 1 representative and one X12J constituent from each X12J stakeholder recognized under Category 2. X12J constituents who are entitled to hold appointed or elected positions per **X12 Membership (CAP04)** are eligible to hold X12J offices.

3.1 Subcommittee Representatives (Category 1)

In addition to the governance defined in **ASC Subcommittees and Other Subordinate Groups (ASC05)**, X12J establishes the following subcommittee-specific rules.

Regardless of the number of named representatives for a subcommittee, only one representative will speak and vote for the subcommittee as the constituent at any one time.

Assignment of a Category 1 Constituent or Alternate

When an ASC subcommittee elects or appoints a new primary representative or alternate representative to be their X12J Category 1 constituent, the subcommittee chair completes the X12J Category 1 Constituent Notification at x12.org/forms/.

The X12J secretary processes the notice, informs the X12J chair of the new representative(s), and updates the X12J records.

3.2 X12 Member Representatives (Category 2)

X12J requires X12 members who wish to name X12J constituents to register interest in the subcommittee by becoming an X12J stakeholder.

X12 members who meet the specific requirements defined in *Requesting Recognition as a Stakeholder* may request and be granted recognition as an X12J stakeholder. X12J stakeholder recognition resides with the member, not with the member's representatives. Once the X12 member is recognized as an X12J stakeholder, the X12 member's representatives are eligible for recognition as an X12J Category 2 constituent based on the requirements defined below. Each X12J stakeholder is entitled to one vote in X12J ballots, regardless of the number of X12J constituents the stakeholder names.

An X12J stakeholder must meet the requirements defined in *Maintaining Recognition as a Stakeholder* to continue to be recognized as an X12J stakeholder. Attendance requirements in this section are based on attendance at X12J interim meetings. Attendance at any number of X12J sessions at an X12J multi-day interim meeting count as attending one interim meeting. An X12J category 2 constituent who does not attend any session of an X12J multi-day interim meeting is counted as absent at one meeting.

Requesting Recognition as a Stakeholder

To be considered for recognition as a stakeholder, the X12 member must meet the following requirements and the X12 member's primary representative completes the X12J Stakeholder Application at x12.org/forms

- The X12 member must have a material interest in the functions defined in the X12J Purpose and Scope.
- One of the X12 member's representatives must have participated as an observer in X12J sessions at two consecutive interim meetings. When the X12 member is recognized as an X12J stakeholder, the representative who met the participation requirement is recognized as the stakeholder's X12J constituent.
 - Exception: If a member representative changes employment or otherwise ceases to represent one X12 member and commences representing another X12 member, previous attendance as an X12J constituent may substitute for participation as an observer.

The X12J secretary verifies the attendance claimed on the petition. Upon verification that the attendance requirements were met, the X12J secretary informs the X12J chair of the petition. Upon the X12J chair's verification of material interest, the X12 member is recognized as an X12J stakeholder and the individual who met the attendance requirement is recognized as a Category 2 constituent. The X12J chair informs the petitioner and the constituent of the determination.

Revoking Recognition as a Stakeholder

Any stakeholder unrepresented at two consecutive X12J interim meetings will have their stakeholder status revoked. An X12 member whose X12J stakeholder status is revoked is eligible to reapply after meeting the stakeholder requirements listed in *Requesting Recognition as a Stakeholder*.

Additional Stakeholder Constituents

An X12J stakeholder may name another member representative to be recognized as an X12J constituent by having the X12J member's primary representative complete the X12J Constituent Application at x12.org/forms.

The X12J Secretary will confirm the named individual is a member representative of the X12 member listed on the application and that the X12 member is recognized as an X12J stakeholder. Upon confirmation, the individual will be recognized as an X12J Category 2 constituent.

4 Observers

Any X12 member representative is permitted to attend an X12J meeting; however, such individuals are only afforded speaking privileges upon invitation of the X12J chair and are not entitled to any other constituent privileges.

Non-member attendees of an X12 Standing meeting may attend X12J sessions; however, such individuals are only afforded speaking privileges upon invitation of the X12J chair and are not entitled to any other constituent privileges.

5 Voting

X12J is not obligated to respond, formally or informally, to any comment presented with a vote on an X12J ballot.

6 Meetings

The Technical Assessment Subcommittee meets at each X12 standing meeting and at least once between each X12 standing meeting (interim meeting). For attendance purposes, any

number of X12J sessions conducted during a standing meeting count as one meeting, likewise, any number of sessions conducted during an X12J interim meeting count as one meeting.

X12J requires a 30-day notice for interim meetings.

Meeting materials that support the published agenda must be distributed to constituents at least seven (7) days before the meeting. However, at the discretion of the subcommittee chair, agenda items may be added to the meeting agenda later and additional meeting materials may be distributed to support those agenda items.

As the first order of business at every X12J meeting, the X12J constituent representing each subcommittee (Category 1) and the X12J constituent representing each X12J stakeholder (Category 2) are declared and recorded.

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**, X12J will have a chair and may elect a vice chair at the discretion of the subcommittee. X12J officer elections are conducted in advance of the Winter standing meeting of even-numbered years. X12J's officer titles are held by the X12J constituent.

The subcommittee's appointed and ex-officio roles are defined below. All appointees serve at the pleasure of the X12J chair, however, appointments shall be confirmed or reassigned every two years.

- When X12J has a duly seated vice chair, the X12J vice-chair serves as the subcommittee's primary PRB representative.
- The X12J chair may appoint a PRB alternate who represents X12J when the PRB primary representative is unavailable.
- X12 staff serves as X12J secretary.

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

8 Task Groups

Per the **X12 Bylaws (CAP01)**, the X12J chair may establish and disband standing and ad hoc task groups as necessary to accomplish X12J's work. However, X12J hereby elects to conduct all activities at the subcommittee level and does not establish task groups.

9 Subcommittee Work Products

ASC Subcommittees and Other 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 of this document are effective on the Steering approval date.

| Approved | Description |
|------------|---|
| 03/28/2023 | V8: Minor rewording and revisions to align with ASC05 related to officers and elections. |
| 12/05/2019 | V7: Renamed ASC71, reformatted per the Constitution template, removed redundant policies per policy, converted to standardized content when applicable. |
| 02/02/2012 | V6 approved by Steering. |
| 10/07/1999 | V5 approved by Steering. |
| 06/04/1998 | V4 approved by Steering. |
| 10/09/1997 | V3 approved by Steering. |
| 06/07/1990 | V2 approved by Steering. |
| 02/04/1990 | Initial version approved by Steering. |