



**ASC Administrative  
Policy and Procedure**

# **Supply Chain Subcommittee (X12M) Constitution**

**(ASC81)**

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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 Supply Chain Subcommittee (X12M) was formed on May 10, 2005.

## 1.4 Purpose and Scope

**ASC80 - X12M Purpose and Scope** defines X12M's purpose and scope.

# 2 Amendments to this Constitution

All proposed amendments to this constitution must be per **ASC05 – ASC Subcommittee and Subordinate Group Operations**. 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 fourteen (14) calendar days prior to a vote on the amendments.

Upon approval by at least two-thirds (2/3) of the X12M stakeholders, proposed amendments shall be reviewed by P&P and approved by Steering. Following Steering approval, the X12M chair will ensure the approved version is posted on X12 websites.

## 3 Stakeholders and Constituents

X12M is open to any X12 member with a material interest in the functions defined in ***ASC80 - X12M Purpose and Scope***.

X12 members who meet the specific requirements defined in *Section 3.1 Requesting Recognition as a Stakeholder* may request and be granted recognition as an X12M stakeholder. X12M stakeholder recognition resides with the member, not with the member's representative. Once the X12 member is recognized as an X12M stakeholder, the X12 member's representatives are eligible for recognition as an X12M constituent based on the requirements defined below. Each X12M stakeholder is entitled to one vote in X12M ballots, regardless of the number of X12M constituents the stakeholder names. Each of the stakeholder's X12M constituents has the right to speak in meetings, participate in collaboration activities, propose and second motions, and hold X12M offices.

An X12M stakeholder must meet the requirements defined in *Section 3.2 Maintaining Recognitions as a Stakeholder* to continue to be recognized as an X12M stakeholder.

### 3.1 Requesting Recognition as a Stakeholder

The following requirements must be met for an X12 member to be recognized as an X12M stakeholder.

- The X12 member shall have a material interest in the functions defined in the X12M Purpose and Scope.
- One of the X12 member's representatives shall have participated as an observer in X12M sessions at two consecutive Standing Meetings. When the X12 member is recognized as an X12M stakeholder, the representative who met the participation requirement shall be recognized as the stakeholder's X12M 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 X12M constituent may substitute for participation as an observer.
- The X12 member's primary representative shall complete the X12M Stakeholder Application at <http://www.x12.org/forms/>
- The X12M chair shall forward the petition to the X12M secretary for processing. The X12M secretary shall work with X12 staff to verify the accuracy of the petition. Upon verification that all requirements are met, the X12M secretary shall inform the X12M chair and the requester that the X12 member is recognized as an X12M stakeholder. The X12M secretary shall also update the appropriate X12M records.

## 3.2 Maintaining Recognition as a Stakeholder

The following requirements must be met to retain recognition as an X12M stakeholder.

- An X12M constituent of the stakeholder shall participate in at least two (2) of every three (3) X12M meetings, and
- An X12M constituent of the stakeholder shall participate in at least one (1) of every three (3) of X12M's online collaborations, if applicable.

Failure to meet the above requirements shall be considered as the stakeholder's resignation.

## 3.3 Resigning as a Stakeholder

An X12 member desiring to resign as an X12M stakeholder shall have their primary representative email [x12m-chair@x12.org](mailto:x12m-chair@x12.org), noting their request to be dropped as an X12M stakeholder. Upon verification that the request was submitted by the X12 member's primary representative, the request shall be honored.

A stakeholder who has resigned may petition for stakeholder status again by meeting the requirements of *Section 3.1 Requesting Recognition as a Stakeholder*.

## 3.4 Additional Stakeholder Constituents

If another member representative of an X12M Stakeholder desires recognition as an X12M constituent, they shall meet the following requirements.

- Have participated as an observer in X12M sessions at two consecutive Standing Meetings.
- Complete the X12M Constituent Application at <http://www.x12.org/forms/>

Constituent recognition will be effective upon confirmation by the X12M secretary.

## 3.5 Maintaining Recognition as a Constituent

To retain recognition as an X12M constituent, the constituent shall:

- Participate in at least two (2) of every three (3) X12M meetings, and
- Participate in at least one (1) of every three (3) of X12M's online collaborations, if applicable.

Failure to meet the above requirements shall be considered as the constituent's resignation. If a constituent is deemed to have resigned, the X12M chair shall notify the X12M stakeholder's primary representation of the resignation and request that the stakeholder assign a new X12M constituent. Once the participation criteria are met, the primary representative shall complete the appropriate form at

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<http://www.x12.org/forms/>. The new assignment will be effective upon confirmation by the X12M secretary.

### 3.6 Reassigning Constituent Status

An X12M stakeholder can at any time change their X12M constituent. The new constituent shall have participated as an observer in X12M sessions at two consecutive Standing Meetings. Once the participation criteria are met, the primary representative or the current X12M constituent shall complete the appropriate form at <http://www.x12.org/forms/>. The change will be effective upon confirmation by the X12M secretary.

## 4 Observers

Any member representative of any X12 member shall be permitted to attend an X12M meeting; however, such individuals shall only be afforded speaking privileges upon invitation of the X12M chair and shall not be entitled to any other subcommittee privileges.

Non-member attendees of an X12 Standing meeting may attend X12M sessions; however, such individuals shall only be afforded speaking privileges upon invitation of the X12M chair and shall not be entitled to any other subcommittee privileges.

## 5 Voting

Each X12M stakeholder shall have one and only one vote on any motion before the subcommittee.

X12M shall not be obligated to respond, formally or informally, to any comment presented with a vote on an X12M ballot.

## 6 Meetings

X12M meets at each X12 Standing meeting and conducts interim meetings as called by the chair between Standing meetings.

## 7 Roles and Responsibilities

X12M shall have a chair and may elect a vice-chair at the discretion of the subcommittee. The X12M 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 X12M constituent. Elected officers may hold one or more appointed positions concurrent with their elected term of office.

The subcommittee's appointed roles are defined below. All appointees are named by and serve at the pleasure of the X12M chair, however, appointments shall be confirmed or reassigned every two years. Appointees may hold one or more appointed positions concurrently.

- The X12M chair shall appoint a constituent to serve as the subcommittee's primary PRB representative.
- The X12M chair may appoint a PRB alternate representative who shall represent X12M when the PRB primary representative is unavailable.
- The X12M chair may appoint a constituent to serve as X12M secretary.
- The X12M chair shall appoint a constituent to serve as the subcommittee's primary X12J representative.
- The X12M chair may appoint an alternate to represent X12M when the X12J primary representative is unavailable.

The responsibilities of the 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***. X12M hereby establishes the following subcommittee-specific rule to supplement the committee-level governance.

- Officer elections are conducted as a meeting vote during an X12M subcommittee session at the Fall standing meeting of even-numbered years.

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 X12M chair may establish and disband standing and ad hoc task groups as necessary to accomplish X12M's work. However, X12M hereby elects to conduct all activities at the subcommittee level and shall not establish task groups without a corresponding change to this Constitution.

## 10 Subcommittee Work Products

***ASC80 - X12M Purpose and Scope*** establishes X12M's work product responsibility and ***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 of this document are effective on the Steering approval date listed below.

Approved	Description
09/15/2017	V5: Renamed to ASC81, reformatted per the Constitution template, removed redundant content per policy, converted to standardized content when applicable. (X12M approved on 6/6/17)
10/24/2011	V4: Approved
01/11/2010	V3: Approved
09/24/2009	V2: Approved
05/10/2005	Initial version approved.