



**RSC Administrative
Policy and Procedure**

Code Maintenance Group Charter

For the

Error Reporting Code Maintenance Group (CMG02)

(RSC131.02)

Error Reporting Code Maintenance Group Charter

1 Introduction

The Registered Standards Committee (RSC) Council is responsible for this policy and associated procedures.

Members agree to adhere to X12's policies and procedures as a condition of membership. In addition, non-member participants afforded specific collaboration privileges agree to adhere to X12's policies and procedures as a condition of those privileges.

Suggestions for revisions to this document may be submitted at x12.org/maintenance-requests.

2 Authority

X12 requires the establishment of corporate rules which define overall corporate policies and procedures. X12 Committees are permitted to establish supplemental rules reflecting more detailed or more restrictive policies that apply only to that committee. A committee's subordinate groups may be permitted to establish additional group rules, which shall also be more detailed or more restrictive, to supplement the committee rules. However, a committee's supplemental rules shall not duplicate, supersede, contradict, countermand, or overrule the corporate rules, or the committee's operating manual. In turn, a subordinate group's supplemental rules shall not duplicate, supersede, contradict, countermand, or overrule the establishing committee's rules. No accommodation is intended or provided to allow a committee or subordinate rule to override a higher-level policy or procedure with a more permissive requirement. In the case of any inconsistency between corporate, committee, and subordinate group rules, the higher-level policy shall always prevail.

X12's primary organizational policies are defined in the **X12 Bylaws (CAP01)** and other corporate rules of order and standing rules. The RSC's primary committee policies are defined in the **RSC Operating Manual (RSC101)**. The subordinate rules of order and standing rules detailed herein supplement the established corporate and committee rules. The rules herein shall not be supplemented by more detailed or more restrictive subordinate group rules.

3 Establishment/Statement of Work

The Error Reporting (ER) code maintenance group (CMG02) was established by the External Code List Oversight (ECO) Subcommittee on April 12, 2018. This group performed the same maintenance functions as an industry code maintenance group from January 15, 2003 until April 12, 2018. The code maintenance group (CMG) operates under the auspices of the ECO subcommittee within the Registered Standards Committee (RSC).

The group's statement of work is defined in *CMG02 ER Statement of Work (RSC130.02)*.

4 Scope of this Charter

Code Maintenance Groups operate in accordance with the corporate and committee policies defined in the *X12 Bylaws (CAP01)*, *External Code Lists (CAP12)*, *RSC Operating Manual (RSC101)* and *ECO Constitution (RSC131)*.

This Charter shall include only CMG-specific standing rules and rules of order that provide additional detail or establish a more restrictive policy than is established in one of the corporate or committee policies listed above.

5 Amendments to this Charter

In accordance with the established governance, any amendments shall first be approved by the ECO and then by the RSC's Rules subcommittee.

6 Operating Methodology

In accordance with Section 6 of *External Code Lists (CAP12)*, Code maintenance groups operate under one of three approved methodologies. CMG02 operates as a material interest voting panel.

7 Stakeholders, Constituents, and Observers

CMG policies related to stakeholders, constituents, and observers are articulated in *External Code Lists (CAP12)*. In accordance with *CAP12*, a CMG's stakeholders are determined based on the group's operating methodology.

As a material interest voting panel, stakeholders are determined based on submission of an online petition found at x12.org/forms. The petition states the petitioner's material interest and identifies the intended constituent. See *CAP12* for more information on becoming a CMG02 stakeholder. Petitions are considered and determined by the CMG chair based on confirmation of material interest and defined participation requirements.

8 Other CMG Matters

CMG02 does not maintain specific policies regarding voting, officers, meetings, work products, or other matters. These matters shall be conducted in accordance with the **X12 Bylaws (CAP01)**, **External Code Lists (CAP12)**, **RSC Operating Manual (RSC101)** and **ECO Constitution (RSC131)**.

9 Terminology

To ensure consistent terminology and definitions across X12 activities and products, X12 maintains the Wordbook, an online comprehensive corporate glossary at wordbook.x12.org. Some of the included definitions are proprietary to X12 while others cite definitions published by another organization or authority, such as Robert's Rules of Order. The terms and definitions defined in the Wordbook must be used in X12 work products when applicable, without modification or revision.

10 Document History

A new version of this document is effective upon approval by the RSC Rules subcommittee.

Date	Description
04/04/2020	V3: Revised the CMG's name and acronym based the group being assigned an additional external code list.
01/29/2020	V2: Updated to reflect the group's conversion to an RSC ECO CMG.
01/15/03	Initial version.