IN THE SPOTLIGHT
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INTRODUCTION

→ In the Spotlight materials are initially presented at an X12 corporate meeting, also known as a General Session

→ Each presentation covers one topic

→ These “quick hits” highlight new features and functions or remind the audience of things they may have forgotten over time

→ X12 welcomes suggestions for Spotlight topics

• Submit suggestions on X12’s online feedback form at x12.org/feedback
PROCEDURES REVIEW BOARD

Commonly known as PRB

A standing task group established under ASC Steering

Established October 1996

Responsible for:

• The integrity of all procedural matters conducted under the oversight of Steering

• Specific responsibilities relate to due process, procedural oversight and X12’s American National Standards (ANS).
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GOVERNANCE

→ The PRB is established and certain of the group’s attributes and activities are described in the Accredited Standards Committee Operating Manual (ASC01)

→ The PRB purpose and scope is described in PRB Purpose and Scope (ASC20)

→ PRB operates under group-specific policies detailed in the PRB Charter (ASC21)
The Procedures Review Board (PRB) is responsible for specific matters related to due process and procedural oversight:

- Ensuring compliance with Accredited Standards Committee (ASC) policies and procedures
- Authority over all procedural matters conducted under the oversight of the Steering Committee
- Oversight of work intended for submission to the American National Standards Institute (ANSI)
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SCOPE

→ Ensuring that due process was achieved in all ASC standard, guideline, technical report and interpretation development and maintenance so all participants have confidence in the fairness of the process

→ Establishing substantial agreement (consensus) was reached by directly and materially affected and interested members of X12

→ Ensuring that all views and objections were considered, and that a concerted effort was made to resolve objections
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SCOPE

- Coordination of activities related to requests for revisions to the X12 EDI Standards and X12’s American National Standards
- Approving maintenance
- Facilitating resolution of procedural issues between subcommittees
- Referring items back to the developing group if due process was not followed
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SCOPE

→ Approving ANSI public review and publication for member ballot

- Proposals to create, revise, reaffirm or withdraw an ANS
- Proposals ASC Formal Interpretations
- Authorizing dpANS for release to the ANSI Board of Standards Review for consideration as ANS
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OFFICERS AND CONSTITUENTS

→ Officers
  • *The ASC vice-chair serves as PRB chair*
  • *A vice-chair may be elected by the group*

→ Constituents
  • *The PRB officers*
  • *A designated representative from each ASC subcommittee*
  • *Up to three at-large representative appointed by the ASC chair*
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MEETINGS, QUORUM, AND VOTING

→ PRB meets during every standing meeting, after X12J interim meetings, and as needed
→ Quorum for PRB is 50% of the constituents
→ Voting
  • *Meeting ballots*
  • *Electronic ballots*
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SUMMARY

⇒ PRB plays a critical role within the ASC
⇒ More information about the PRB policies and procedures is online at [x12.org/resources/policies-and-procedures](http://x12.org/resources/policies-and-procedures)

- *The Accredited Standards Committee Operating Manual (ASC01)*
- *The PRB Purpose and Scope (ASC20)*
- *The PRB Charter (ASC21)*
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