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, generally at a high-level

→ These “quick hits” highlight new features and functions or to 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
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X12’S POLICIES & PROCEDURES

→ X12 is a policy and procedure-driven organization, as such all X12 activities are guided and governed by formal policies and procedures.

→ X12’s standards development policies and procedures are based on and comply with ANSI requirements for National Standards Developers (NSDs).

→ X12’s policies and procedures are available in the Resources section on x12.org.

→ Navigate to them directly at x12.org/resources/policies-and-procedures.
X12 maintains a hierarchical set of policies and procedures that correspond with the organizational structure. Overarching corporate policies are listed in the Corporate section below. Committee-level policies and procedures that supplement the corporate policies are listed in each committee's separate section. Policies and procedures specific to a committee's subordinate groups, like subcommittees, task groups, action groups, and work groups, are also listed in the committee's section below.
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X12’S POLICIES & PROCEDURES

→ X12’s policies and procedures are consistently named and formatted
→ X12’s policies and procedures are hierarchical, corresponding with the organizational structure
→ Corporate policies and procedures are overarching, they apply to all X12 committees, subcommittees, and other subordinate groups
→ Corporate policies and procedures begin with “CAP”
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→ Committee policies and procedures apply to all the subcommittees and other subordinate groups operating within the committee

→ Committee policies and procedures begin with “ASC” or “RSC”

→ Subcommittee policies and procedures apply to all subordinate groups within the subcommittee

→ Subcommittee policies and procedures begin with the committee’s prefix with each subcommittee having a specific numeric range identifying its specific governance
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→ Depending on the establishing group’s policy, a subordinate group may be permitted to establish policies and procedures

→ When permitted, subordinate group policies and procedures apply only to that specific subordinate group

→ Subordinate group policies begin with the committee’s prefix and are numbered within the subcommittee’s specific numeric range
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→ A policy or procedure established by a lower-level group supplements a higher-level policy for that group.

→ However, a policy or procedure established by a lower-level group cannot countermand, contradict, or overrule a higher-level policy.

→ A lower-level policy or procedure can be more restrictive than the associated higher-level policy but not more permissive.

→ Some policies explicitly forbid lower-level policies.
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→ The Board established the Governance Panel to assist with maintenance of the corporate policies and procedures

→ The ASC and RSC committees have established subordinate groups responsible for policies and procedures
  
  • ASC - the Policies and Procedures Task Group (P&P)
  
  • RSC - the Parliamentary subcommittee

→ Some policies are included in the X12 Wordbook, providing an easy quick reference
Notice the quorum requirements for various groups are included
Policies and Procedures are the bedrock of all X12 activities

Some X12 policies and procedures are based on ANSI requirements for National Standards Developers (NSDs)

Suggestions for maintenance to the current policies and procedures and ideas for additional governance are welcome

- Submit them on X12’s online feedback form at x12.org/feedback
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