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

IN THE SPOTLIGHT

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

*consensus-based, interoperable,
syntax-neutral data exchange standards*

MEMBERSHIP   PRODUCTS   ABOUT   NEWS + EVENTS   **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.

Corporate	⌄

Accredited Standards Committee	⌄

Registered Standards Committee	⌄

Pilots	⌄

RESOURCES

Feedback

Policies and Procedures

Forms

Meeting Minutes

Requests for Interpretation

Info Center

X12 EDI Examples

Transaction Flow

Contact Us

FEEDBACK

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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

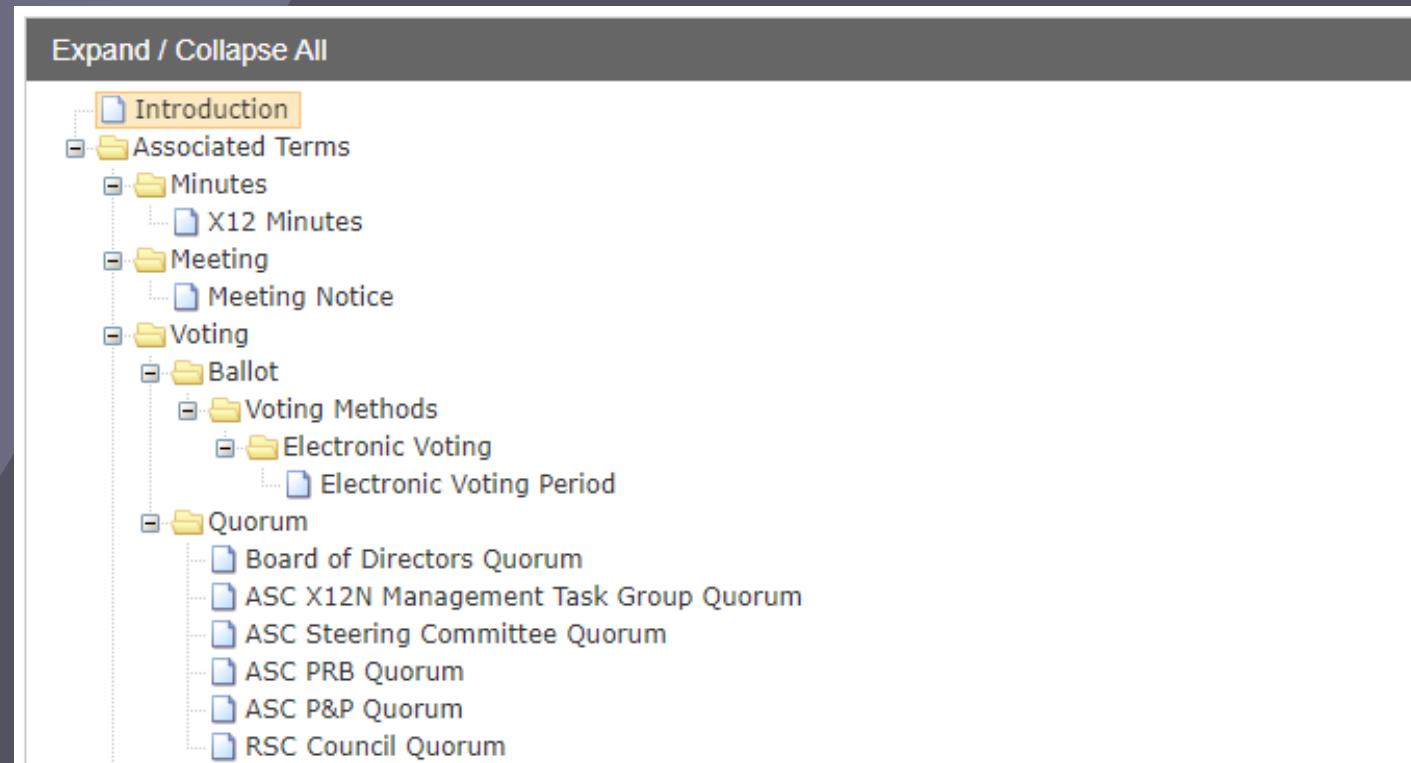→ Some policies explicitly forbid lower-level policies

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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

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Expand / Collapse All

- 📄 Introduction
- 📁 Associated Terms
  - 📁 Minutes
    - 📄 X12 Minutes
  - 📁 Meeting
    - 📄 Meeting Notice
  - 📁 Voting
    - 📁 Ballot
      - 📁 Voting Methods
        - 📁 Electronic Voting
          - 📄 Electronic Voting Period
  - 📁 Quorum
    - 📄 Board of Directors Quorum
    - 📄 ASC X12N Management Task Group Quorum
    - 📄 ASC Steering Committee Quorum
    - 📄 ASC PRB Quorum
    - 📄 ASC P&P Quorum
    - 📄 RSC Council Quorum

Notice the quorum requirements for various groups are included

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SUMMARY

→ 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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