

## **EXTENSIBLE MARKUP LANGUAGE TASK GROUP**

### **TASK GROUP 4 of the ASC X12 STEERING COMMITTEE**

#### **CHARTER**

#### **1. ORGANIZATION**

The Extensible Markup Language Task Group (X/TG4) is a standing task group of the ASC X12 Steering Committee, operating under the provisions of the ASC X12 Organization and Procedures (OPM) and any applicable ASC X12 Standing Documents, which shall govern in case of conflict with this charter.

#### **2. PURPOSE AND SCOPE**

This Task Group is chartered to develop recommendations for the Steering Committee, in conjunction with the X12 subcommittees, on XML. All plans and actions of the Task Group are subject to review and approval by the ASC X12 Steering Committee. The following program of work has been assigned to the Task Group:

- a. Propose policies and procedures that relate to X12 and XML, in collaboration with the Policies & Procedures Task Group.
- b. Provide recommendations to the Steering Committee for interaction with external XML groups.
- c. Develop a framework for common approaches to XML EDI development within X12.
- d. Serve as the focal point within X12 on XML issues.

#### **3. PARTICIPATION**

Participation shall be open to any ASC X12 member, Secretariat staff, or ANSI representative(s) with the interest to participate as a Member or as an Observer. Members are entitled to contribute and vote on all matters. Observers are eligible to attend meetings and contribute at the discretion of the Task Group Chair.

#### **4. MEMBERSHIP**

Membership resides in the individual and is attained after attending two (2) meetings, by notifying the Task Group Secretary of a desire and commitment to be a member of the Task Group, and by agreeing to follow the behavior norms and procedures of the Task Group. For the purpose of establishing and maintaining membership, a definition of a meeting is one or more closely scheduled days as specified in the meeting notice. Those who wish only to participate part time may request Observer status from the Task Group Secretary. Membership is

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maintained by attending two out of three consecutive meetings. Membership may also be terminated by indicating an intention to no longer be involved. ASC X12 members who are not active Task Group participants (as either Members or Observers) have access to the X/TG4 home page on the Secretariat web site and may track Task Group activity.

## 5. OFFICERS

The Task Group Chair shall be appointed by the ASC X12 Chair. A Task Group Vice Chair, or Vice Chairs, and Secretary may be appointed by the Task Group Chair, consistent with Task Group management requirements. Should two or more Task Group Vice Chairs be appointed, then the Chair shall designate the Vice Chair to act in the absence of the Chair.

### 5.1 Terms of Office and Election Schedule

The term of office for Chair and Vice Chair(s) is indefinite.

### 5.2 Vacancies of Positions

In the event of the Chair's resignation, removal from office, or inability to serve office, the designated Vice Chair shall assume the position of Chair, pending appointment of a new Chair by the Chair of ASC X12. A vacancy in a Vice Chair position shall be filled by appointment of the Task Group Chair.

### 5.3 Duties of Officers

#### 5.3.1 Chair

- a. Preside over meetings
- b. Create and disband work groups to accomplish specific work projects
- c. Assign duties as necessary
- d. Communicate recommendations and pertinent items to the ASC X12 Steering Committee
- e. Prepare meeting agendas and organize meeting material

#### 5.3.2 Vice Chair

- a. Preside over meetings in the absence of the Chair
- b. Assume duties of the Chair in the absence of the Chair
- c. Assist the Chair in preparing meeting agendas and in organizing meeting material

#### 5.3.3 Secretary

- a. Maintain the current roster
- b. Record and make available the official meeting minutes
- c. Maintain records and correspondence
- d. Notify members of meeting information
- e. Maintain written requests for membership
- f. Assemble and distribute all documentation and meeting materials

## 6. VOTING

All decisions of the Task Group shall be by simple majority of the members participating in a meeting or responding in writing to a request for input. A quorum of 20% of the membership is required for votes to be official.

**7. MEETINGS**

Meetings, which may be in person, via teleconference or virtual, may be called by the Task Group Chair as needed with at least thirty days notice to members. The thirty-day notice requirement may be waived by approval of a simple majority of the Task Group members. A quorum is required to conduct official Task Group business. A quorum is twenty percent of the membership. In the absence of a quorum, discussion may be held; however, no official Task Group votes shall be taken.

**8. MEETING MINUTES**

The proceedings of all meetings shall be documented and distributed within four weeks to Task Group members, observers, the ASC X12 Steering Committee, the Secretariat and others agreed to by the Task Group.

**9. PARLIAMENTARY PROCEDURES**

On questions of parliamentary procedures not covered herein, Robert's Rules of Order (latest edition) shall be used to expedite due process.

Approved: \_\_\_\_\_ by X/TG4 Members

\_\_\_\_\_ by the ASC X12 Steering Committee