

Accredited Standards Committee*
InterNational Committee for Information Technology Standards (INCITS)

Doc. No.: T10/04-050r0

Date: January 16, 2004

Reply to: John Lohmeyer
(719) 533-7560

Dear Sir or Madam,

Your membership on the T10 Technical Committee is in attendance jeopardy. My records indicate that your organization's recent attendance at T10 plenary meetings is as shown on the second page of this letter. If you believe that my records are in error, please contact me. In accordance with the INCITS RD-2 - Organization and Procedures (section 4.2.4.2):

"Members of the Technical Committees, TGs and SGs shall be terminated under the following conditions:

- a. *The principal and all alternate representative(s) shall be warned in writing upon failure of the organization to:*
 1. *attend two out of three successive meetings, in that case the membership shall be terminated if not represented at the next meeting; or*
 2. *return two out of three successive non accelerated letter ballots if the next non accelerated letter ballot (identified by LB number) after the warning is not returned,*

An organization fails to perform an above action when none of the organization's representatives performs the action.
- b. *Voting and advisory memberships shall be canceled by the INCITS Secretariat for failure to pay appropriate service fees within the time specified by the INCITS Secretariat.*

TCs, TGs and SGs may vote to continue the membership despite failure of the member to comply with the membership criteria in item a) above.

An organization that has had its voting membership terminated may re-establish membership in accordance with Sections 4.2.2 and 4.2.3. If this membership is re-established within the same billing period and the organization has paid its fee, no new service fee shall be assessed."

If your organization does not attend the next T10 meeting (see <http://www.t10.org/meeting.htm>), your organization's voting privileges will be terminated.

Please note: It is possible for an organization to be in jeopardy two meetings in a row. I am often asked about this. If your organization attended regularly up to and including meeting n and then missed two consecutive meetings (n+1 and n+2), it would be in jeopardy at meetings n+3 and n+4 even if your organization attended meeting n+3.

Sincerely yours,



John Lohmeyer, Chair T10

* Operating under the procedures of The American National Standards Institute.
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T10 Attendance Jeopardy Report -- 2004/01/16

Organization	Name	S	Sep 03	Nov 03	Jan 04
Toshiba	Mr. Hiroshi Suzuki	P			X
Toshiba	Mr. Tasuku Kasebayashi	A			

2 People from 1 Organizations

Status Key (S): P - Principal
A, A# - Alternate
AV - Advisory Member
V - Visitor
R - Replaced
T - Terminated