

**Accredited Standards Committee
X3, Information Processing Systems**

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Electronic Notification Procedure

This document proposes a procedure for the task group X3T10, its working groups and affiliated activities regarding the notification of principal, alternate, and observer members of a meeting or teleconference.

A member is any principal, alternate, or observer as recorded in the X3T10 attendance database at the point in time that the notification is sent.

1. Means of notification and distribution

X3T10 intends to meet its stated requirements for notification and distribution through the use of electronic means. Each member is requested to provide an e-mail address that is accessible through internet for the purpose of receiving the notifications. Members without an e-mail address cannot be guaranteed timely access to information on activities.

The primary means of notification and distribution will be the SCSI reflector e-mail list. Each member is responsible for requesting that their e-mail address be added to the SCSI reflector list (by sending an e-mail request to scsiadm@wichitaks.ncr.com).

2. Notification of meetings and tele-conferences

Two weeks prior to the conducting of a meeting or tele-conference all members shall be notified of the event. It is recommended that the notice be sent three weeks prior to the event to allow time for transmission, holidays, weekends, and access to the medium.

The notification shall contain the date, time, location of the event. In addition a contact person shall be named and their telephone number provided for anyone desiring further information. The notification shall specify the subject of the meeting and contain a statement of the meeting objective or an agenda.

3. Notification of alternates on letter ballots

X3T10 routinely uses letter ballots in the conduct of its activities. The requirement for notification of alternates regarding the occurrence of a letter ballot will be met by sending a notice to the SCSI reflector.

Note - Principal members will receive via the postal service a letter ballot and the necessary documents for voting.

4. Distribution of meetings minutes

The convenor of the meeting or tele-conference is required post minutes of the activity to the SCSI reflector within ten working days of the conclusion of the event. (The X3 rules allow two weeks for the delivery of meeting minutes.)

The minutes shall contain a list of participants, and sufficient detail that a member familiar with the activity can adequately informed of the progress made.

5. Distribution of documents

Documents sent to the SCSI reflector will be considered to have met the two week rule for taking action if the members receive them two weeks prior to the start of the X3T10 plenary meeting. Any document so distributed shall have a native format version posted to the SCSI BBS or FTP site with a document number to be considered a proposal.