

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

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Project:  
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## **X3 T10 Electronic Procedures**

This document, upon approval, establishes a procedure for the X3T10 Technical Committee, its working groups and affiliated activities regarding the usage of electronic means for notification of meetings and conducting business.

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 meets its requirements for notification and distribution through the use of electronic means. Each member shall provide an e-mail address that is accessible through the internet.

The primary means of notification and distribution is the administrative reflector. Each member is responsible for providing their e-mail address to the chair of X3T10 for inclusion in the committee attendance database and inclusion on the administrative reflector. X3T10 members in good standing (i.e., have paid appropriate X3 fees) shall be included on the administrative reflector.

### **2. Notification of meetings and tele-conferences**

At least two weeks prior to the conducting of a meeting or tele-conference all members shall be notified of the event by posting a meeting notice to the appropriate technical reflector. It is recommended that the notice be sent at least 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. Electronic letter ballots**

X3T10 routinely uses letter ballots in the conduct of its activities. Letter ballots will be sent to the administrative reflector. This transmission constitutes both transmittal of the letter ballots to the principal members and notification to the alternate members of the letter ballot. The letter ballot shall contain 1) any reference documents, or, 2) reference the appropriate committee mailing, or, 3) shall include the electronic location of any reference documents. In the latter case, the reference documents shall be made available electronically on an FTP, WWW, and BBS site.

### **4. Distribution of meetings minutes**

The convenor of the meeting or tele-conference is required post minutes of the activity to the appropriate technical reflector within ten working days of the conclusion of the event. (The X3 rules allow two weeks for the delivery of meeting minutes.) X3T10 plenary minutes shall be posted to the administrative reflector within ten working days of the conclusion of the meeting.

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 technical reflector are considered to have met the two week rule for taking action if the posting date is at least two weeks prior to the start of the meeting. Any document so distributed shall have a native format version posted to the BBS or FTP site with a document number to be considered a valid proposal.

**6. Reflectors and electronic sites**

The current X3T10 administrative reflector is X3T10-members@symbios.com. One must join X3T10 and provide his/her email address to the X3T10 chair to join this reflector.

The current X3T10 technical reflector is scsi@symbios.com. This reflector is open to anyone and may be joined by sending email to majordomo@symbios.com with the following line in the message body:

subscribe scsi

The current BBS location is The SCSI BBS at 719-533-7950 and the current ftp site is ftp.symbios.com.