

Accredited Standards Committee\*  
**National Committee for Information Technology Standards (NCITS)**

**Doc. No.:** T10/97-037R0

**Date:** November 12, 1997

**Project:**

**Ref. Doc.:**

**Reply to:** John Lohmeyer  
(719) 533-7560

Dear Sir or Madam,

Your membership on T10 is in jeopardy due to your failure to attend two out of the last three successive meetings. My records indicate that your organization's recent attendance at 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 X3/SD-2, Organization, Rules and Procedures of NCITS (section 4.2.6) "*Voting members of NCITS and its subgroups 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 which case the membership shall be terminated if not represented at the next meeting; or*

(2) *return ballots from two successive mailings, in which case the membership shall be terminated if the next ballot is not returned.*

*An organization fails to perform an above action when none of the organization's representations perform the action.*

(b) *The voting membership will be canceled by the NCITS Secretariat for failure to pay appropriate service fees within the time specified by the NCITS Secretariat.*

*X3 or its subgroups may vote to continue the membership despite failure of the member to comply with the membership criteria in item a) above.*

If your membership is in jeopardy specified in a) (1) above, and you allow your membership to lapse, you can re-obtain voting membership by attending two of three consecutive T10 meetings.

**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 meeting n and then missed two meetings, it would be in jeopardy at meetings n+3 and n+4 even if your organization attended meeting n+3.

T10 will meet next on Thursday, March 19, 1998 beginning at 9:00 AM, in San Diego, CA at the Hyatt Islandia Hotel (619-224-1234).

Please mention **T10** when making hotel reservations. Additional information regarding this meeting is contained at the front of the committee mailing.

Sincerely yours,



John B. Lohmeyer, Chair T10

cc: Ms. Monia Vago, NCITS Secretariat

T10 Attendance Report -- 11/12/97

Organization	Name	S	Jul 97	Sep 97	Nov 97
Ancot Corp.	Mr. Gary Porter	P			
Ancot Corp.	Mr. Bart Raudebaugh	A	1		
Oak Technology, Inc.	Mr. Robin Freeze	P			
Oak Technology, Inc.	Mr. Lam Dang	A#		1	
Oak Technology, Inc.	Mr. Tony Lee	A			

5 People from 2 organizations

Status Key (S): P - Principal  
 A, A# - Alternate  
 O - Observer  
 V - Visitor  
 R - Replaced  
 T - Terminated