

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

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## **Electronic Notification and Distribution Procedure**

This document proposes a procedure for the Technical Committee X3T13, its ad hocs 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 X3T13 member database at the point in time that the notification is sent.

### **1. Means of notification**

X3T13 intends to meet the X3 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 will be an e-mail list. Each member is responsible for requesting that their e-mail address be added to the X3T13 e-mail list (by sending an e-mail request to the Chair of X3T13).

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

All members shall be notified of the event at least two weeks prior to the start of a meeting or tele-conference. It is recommended that the notice be sent using the X3T13 e-mail list and, if a volunteer is currently providing a reflector, to the X3T13 reflector 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(s), time, and 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(s) of the meeting and contain a statement of the meeting objective or agenda.

### **3. Notification of alternates on letter ballots**

X3T13 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 using the X3T13 e-mail list and by the X3T13 reflector.

Note - For normal 30-day letter ballots, Principal members will receive via the postal service a letter ballot and the necessary documents for voting. See accelerated letter ballots.

### **4. Distribution of meeting minutes**

The convenor of the meeting or tele-conference is required to post minutes of the activity to the X3T13 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 be adequately informed of the progress made.

**5. Distribution of documents for consideration at X3T13 meetings**

Small documents (<64 KB or 3 pages) sent to the X3T13 e-mail list, or large documents sent to the X3T13 ftp site with a notice of the upload to the ftp site sent to the X3T13 e-mail list and, if a volunteer is currently providing a reflector, to the X3T13 reflector, will be considered to have met the “two week rule” for taking action if the member’s e-mail nodes receive the notice two weeks prior to the start of the X3T13 plenary meeting. Any document so distributed shall have the native format version posted to the ftp site with a document number to be considered a proposal. Document numbers shall be obtained from the X3T13 Vice Chair.

**6. Accelerated Letter Ballots**

On an exception basis X3T13 may conduct an accelerated letter ballot. Exceptions shall be due to requirements imposed on X3T13 by a body outside the control of X3T13 (e.g. X3, JT 1, SC 25). The accelerated letter ballots shall be sent to Principals and the First Alternate (if any) on the X3T13 e-mail list.