

To: Membership of X3T9.2

From: Lamers/Lohmeyer

Subject: X3T9.2 Letter Ballot Procedure

Contents

1. Scope
2. Notification of Principal Members
3. Notification of Alternate Members
4. Notification of Others

1. Scope

This procedure describes the steps taken by the committee secretary to conduct a letter ballot. All the rules defined in the X3 standing documents regarding letter ballots must be complied with. In the event that a conflict exists the X3 standing documents take precedence.

A letter ballot can be conducted as part of a scheduled document distribution mailing, or as a separate mailing. The period over which the letter ballot is conducted is at least 30 days, but may be longer at the discretion of the chair.

2. Notification of Principal Members

Principal Members receive the letter ballot via a mailing from the committee secretary. The principal member or his designated alternate returns the letter ballot to the chairman of the committee before the closing date stated on the letter ballot.

Documents that are pertinent to the letter ballot are contained in the associated mailing if the letter ballot is conducted in conjunction with a mailing or are mailed with the letter ballot if done separately.

3. Notification of Alternate Members

Alternate members receive an electronic notification that a letter ballot is being conducted. Those alternate members that do not have an email address will be sent a fax.

Alternate members are not sent a copy of the pertinent documents.

4. Notification of Others

Participants in the committee that are not listed as principal or alternate members are not specifically notified. However, notice will be sent to the SCSI reflector and will be part of the associated document distribution mailing.