



**InterNational Committee for Information Technology Standards (INCITS)**

Secretariat: Information Technology Industry Council (ITI)  
700 K Street NW, Suite 600, Washington, DC 20001

[www.INCITS.org](http://www.INCITS.org)



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Document Date: March 29, 2022  
To: INCITS Community, INCITS Executive Board, Interested Parties and Prospective Members  
Reply To: [Deborah Spittle](#)  
Subject: **New Technical Committee INCITS/Inclusive Terminology – Call for Members and Notice of April 25, 2022 Organizational Meeting**  
Action: The new Technical Committee, INCITS/Inclusive Terminology, was established by the INCITS Executive Board. To join this technical committee, please see the membership details below. RSVPs for the meeting should be submitted to Deborah Spittle ([dspittle@itic.org](mailto:dspittle@itic.org)) as soon as possible.

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**Background on Establishment of INCITS/Inclusive Terminology** – At the March 8-9, 2022 INCITS Executive Board meeting, a new Technical Committee (TC), INCITS/Inclusive Terminology, was established to develop an INCITS standard on Inclusive Terminology. The TC will also have the responsibility of preparing updates to the *INCITS Inclusive Terminology Guidelines* that will be submitted for Executive Board consideration and approval. The Inclusive Terminology standards developed by this TC will be available to the public at no cost, to maximize awareness and adoption. The Executive Board endorses, in principle, the collaboration with other SDOs and organizations in the development of inclusive terminology standards and authorizes the TC to explore opportunities for collaboration and to bring specific proposals to the Executive Board for consideration.

**Organizational Meeting – April 25, 2022.** The organizational meeting of the INCITS/Inclusive Terminology will be held electronically via Zoom on April 25, 2022 (1:00 PM to 4:00 PM (Eastern) / 10:00 AM to 1:00 PM (Pacific)). The agenda, related documents and instructions for joining the Zoom meeting will be distributed on April 11 to organizational representatives that have requested membership on the new committee.

**Membership** – Membership in INCITS is open to all directly and materially affected parties who return a signed INCITS Membership Agreement and pay the applicable service fees (there is no cost for this committee). To comply with ANSI requirements, while all parties may participate in the discussion, only those organizations that are US National Interested Parties in the US may vote to establish a US position on TAG matters. A US National Interested Party is one of the following entities directly and materially affected by the relevant standards activity:

- an individual representing a corporation, or an organization domiciled in the US (including US branch offices of foreign companies authorized to do business in one or more states as defined by the relevant US State's Corporation law);
- an individual representing a US federal, state or local government entity; or
- a US citizen or permanent resident.

**To facilitate maximum participation and inclusiveness, there will be no cost for participation on INCITS/Inclusive Terminology.**

**Important** - All organizations that request voting membership using the online application (<https://standards.incits.org/kcpm/signup>), return a signed copy of the [INCITS membership Agreement](#) to

[agreement@standards.incits.org](mailto:agreement@standards.incits.org) and attend the first or the second meeting will attain voting rights immediately. Advisory (non-voting) members must also submit a membership application via the online membership form and return a signed INCITS Membership Agreement. Others in attendance will be recorded as guests.

The committee will operate under the ANSI-accredited procedures for the InterNational Committee for Information Technology Standards (INCITS) (see [INCITS Organization, Policies and Procedures](#)). Additional information can also be found at <http://www.INCITS.org>, <http://www.incits.org/participation/membership-info> and <http://www.incits.org/participation/apply-for-membership>.