

**DOCUMENT NUMBER: T11/13-096V0**

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**E-MAIL TEXT:**

Document: T11/13-096v0  
Date: Feb 9, 2013  
Ref. Doc: INCITS Reference Document RD-2 ([www.incits.org](http://www.incits.org))  
To:  
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cc: Dean Wallace, Richard Johnson

Reply to: Tom Palkert, Chair TG T11.2  
Luxtera  
952-200-8542  
[tpalkert@luxtera.com](mailto:tpalkert@luxtera.com)

Subject: Notification of T11.2 membership jeopardy, April, 2013

As Chair of T11.2, I am informing by email the following organizations that the attendance records of Task Group T11.2 show that none of the designated representatives below have been present at two of the last three plenary meetings of the Technical Committee.

EMC  
Last Plenary Attended:  
10/01/2012

P Jason Pritchard  
([pritchard\\_jason@emc.com](mailto:pritchard_jason@emc.com))  
A Mickey Felton  
([felton\\_mickey@emc.com](mailto:felton_mickey@emc.com))  
A David Black  
([david.black@emc.com](mailto:david.black@emc.com))

Unless at least one of the designated representatives is present at the next T11.2 Plenary meeting, the member will lose voting membership status in T11.2, and the status of the membership will be changed from Voting to Advisory. The next meeting is scheduled for Thursday, April 11, 2013 in Albuquerque NM.

Information about the meeting is available under the "meetings" button at [www.t11.org](http://www.t11.org).

Loss of membership will not affect the subscription mailings of those representatives, only the voting privileges of the organization.

Note that marking your presence on the designated electronic attendance tool is the only determinant of attendance at a plenary meeting of T11 or one of its Task Groups. Your particular attendance pattern may result in jeopardy before two consecutive meetings.

For your reference, the rules under which T11 and its subgroups operate, which are documented in the INCITS/RD-2 (InterNational Committee for Information Technology Standards, Organization, Rules and Procedures of INCITS), dated 9/17/2007, state the following:

#### **4.2.4.2 Technical Committees, TGs and SGs**

Members of the Technical Committees, TGs and SGs 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 that case the membership shall be terminated if not represented at the next meeting; or
  2. return two out of three successive non accelerated letter ballots if the next non accelerated letter ballot (identified by LB number) after the warning is not returned,

An organization fails to perform an above action when none of the organization's representatives performs the action.

- b. Voting and advisory memberships shall be canceled by the INCITS Secretariat for failure to pay appropriate service fees within the time specified by the INCITS Secretariat.

TCs, TGs and SGs may vote to continue the membership despite failure of the member to comply with the membership criteria in item a) above.

An organization that has had its voting membership terminated may re-establish membership in accordance with Sections 4.2.2 and 4.2.3. If this membership is re-established within the same billing period and the organization has paid its fee, no new service fee shall be accessed.

Membership may be gained or regained by the following procedure documented in the RD-2:

##### **4.2.3.1.4 TCs, TGs, and SGs**

Voting membership in TCs, TGs, and SGs is open to all directly and materially affected parties that meet attendance and voting requirements and pay the designated service fee(s).

A representative of a prospective voting member shall initially attend a meeting of the TC, TG, or SG without voting privileges and reaffirm interest in the work of the TC, TG, or SG. Voting privileges become effective with attendance at one of the next two successive meetings and receipt by the Secretariat of the applicable fees for the membership year. For a new subgroup, all attendees at the

formation meeting or second meeting shall be considered voting members, subject to the rules in Section 4.2.3.2.

An organization with voting membership shall appoint one and only one principal representative and may appoint one or more alternate representatives.

In order to comply with ANSI requirements, while all parties may participate in the discussion, only those organizations domiciled in the U.S. may vote to establish a U.S. position on TAG matters.

The full RD-2 is available as a web document from [www.incits.org](http://www.incits.org)

Your participation in the work of T11.2 has been appreciated by all concerned. We look forward to your continued participation in the future.

If there are any questions, I can be reached by phone at (952) 200-8542 or via e-mail at [tpalkert@luxtera.com](mailto:tpalkert@luxtera.com)

Sincerely,

Tom Palkert,  
T11.2 Chair