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**Project:** n/a

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**Reply to:** Don Tolmie, TG T11.1 Chair  
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**To:** Ed Cady  
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**cc:** John Ellis  
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**Subject:** T11.1 Membership Warning for lack of attendance at Plenary Meetings

As chair of T11.1, I must inform you that our records show that neither you nor an alternate have been present at two of the last three plenary meetings of T11.1. We only count you present if you sign the attendance sheet. Unless you or an alternate are present at the next T11.1 plenary, your corporate membership status will be changed from Member to Observer at that time. This does not affect your subscription mailings, only your voting privileges.

The rules that T11.1 operates under, X3/SD-2, (Accredited Standards Committee, X3-Information Technology, Organization and Procedures) state the following:

#### 4.2.6 Termination of Membership

Voting Members 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 the 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 representatives perform the action.

Your participation in the work of T11.1 has been appreciated by all concerned. We look forward to your continued participation in the future. Attached is a meeting notice and draft agenda for the next T11.1 plenary meeting, and a current T11.1 membership list showing your organization's principal and alternate members.

If there are any questions, I can be reached by phone at (505) 667-5502, by fax at (505) 665-7793, or via e-mail on the Internet at det@lanl.gov.

Sincerely,

Don Tolmie, Chair TG T11.1