
Accredited Standards Committee*
INCITS, InterNational Committee for Information Technology Standards
Operating under the procedures of the American National Standards Institute
INCITS Secretariat, Information Technology Industry Council (ITI)
1250 Eye St. NW, Suite 200, Washington, DC 20005
Telephone 202-737-8888; Fax 202-638-4922; Email: INCITS@itic.org

Date: August 28, 2002

To: OTI America - Mike Meringer
From: B10.5 Chairman - Francis Christian
Subject: Lost voting rights

Your membership in B10.5 is in jeopardy due to your failure to attend two out of three successive meetings. In accordance with the INCITS/SD-2 (Section 4.2.6) "Voting members of INCITS and its subgroups 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: Attend the B10.5 meetings on September 14, 2005 in Freeport, Maine and the February 1, 2006, in San Diego, CA.
- b) Attend two out of three successive meetings, in which case the membership shall be terminated if not represented at the next meeting.

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

If special circumstances exist that prevent your ability to comply with the membership criteria in item a) above, the INCITS Subgroup may vote to retain your membership.

If your voting membership is in jeopardy for reasons specified in a) above and you allow your membership to lapse, you can re-obtain voting membership by attending two of three consecutive INCITS Subgroup meetings.

INCITS Subgroup will meet next on May 10, 2006 beginning at 9:00 AM in Washington DC. The venue and agenda will be set out by April 1, 2006.

Please notify me as to whether you will be attending this next meeting in order to regain your voting membership status. I look forward to hearing from you.

Sincerely yours,

Francis Christian

Francis Christian

Chair of B10.5,

cc: Associate Manager, INCITS Secretariat