

**M1/06-0973**

5 December 2006

To: Yuan Jia, 3M/AiT  
Roger Larson, 3M/AiT  
Anne Wang, Cogent Systems  
Xian Tang, Cogent Systems

From: Wayne Kyle, Vice Chair, INCITS M1 Technical Committee  
cc: Fernando Podio, Chair, INCITS M1 Technical Committee  
cc: Stephen Elliott, Secretary, INCITS M1 Technical Committee  
cc: Barbara Bennet, INCITS Secretariat

**Subject: INCITS M1 Membership Status**

Please note that your membership in the INCITS M1 Technical Committee is currently in jeopardy due to your failure to attend two out of three successive meetings.

In accordance with the INCITS/RD-2 (Section 4.4.4.2) "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.

For your information, M1 will meet next on the 14<sup>th</sup> and 15<sup>th</sup> of December 2006 from 1:30pm to 6:00pm and 9am to 12:30pm respectively at

Marriott Westfields Washington Dulles  
14750 Conference Center Drive  
Chantilly, VA 20151  
(703) 818-0300  
(see M1/06-0924)

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

Best regards,

Wayne Kyle,  
Vice Chair, INCITS M1 Technical Committee

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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](mailto:INCITS@itic.org)

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