

International Committee for Information Technology Standards
INCITS Secretariat, Information Technology Industry Council (ITI)
1250 Eye St. NW, Washington, DC 20005
Telephone 202-737-8888; Fax 202-638-4922
email: incits@itic.org

DOC: M1/06-1099

Title: Jeopardy Letter

Date: December 18, 2006

To: Amarish Pathak, Bearing Point (rish.pathak@bearingpoint.com)

Mike Chaudoin, UPEK (mike.chaudoin@upek.com)

From: Greg Cannon, INCITS M1.3 chair

cc: Barbara Bennett, INCITS secretariat

Subject: INCITS M1.3 Membership Status

Please note that your membership in the INCITS M1.3 Task Group is currently in jeopardy due to your failure to attend two out of three consecutive meetings, in accordance with the INCITS RD-2 (section 4.2.4.2): "Members of the Technical Committees, TGs and SGs shall be terminated under the following conditions:

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.

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 assessed."

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 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 out of three consecutive INCITS subgroup meetings.

For your information, the next meeting of INCITS M1.3 will be during the week of March 19-23 in Florida. Meeting logistics information will soon be available from the M1 web site.

Please notify me as to whether you will be attending this next meeting in order to retain your M1.3 membership status. I look forward to hearing from you.

Sincerely,

Greg Cannon

INCITS M1.3 chair