

International Committee for Information Technology Standards
INCITS Secretariat, Information Technology Industry Council (ITI)
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Title: Termination Letter

Date: December 19, 2007

To: Chris Crooks, Booz Allen Hamilton (crooks_christopher@bah.com)

To: John Knapp, Booz Allen Hamilton (knapp_john@bah.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 M1.5 has been terminated and you have been moved to Advisory status for failure to attend two out of three successive meetings in accordance with the INCITS RD-2, clause 4.2.4.2

“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 [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.”

Sincerely yours,

Greg Cannon

Chairman, INCITS M1.3