

M1/03-0523

22 October 2003

To: Paul Collier
Biometrics Foundation

James Cambier
Iridian Technologies Inc.

Dale Hapeman
U.S. Dept. of Defense, BMO/BFC

From: Colin Soutar
Vice Chair, INCITS M1 technical Committee

cc: Fernando Podio, Chair, INCITS M1 Technical Committee
cc: Stephen Elliott, Secretary, INCITS M1 Technical Committee
cc: Barbara Bennett, INCITS Secretariat

Subject: Membership Status

Please note that your membership in the INCITS M1 Technical Committee is currently in jeopardy due to your failure to return two out of three successive non accelerated letter ballots.

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:

(1) attend two out of three successive meetings, in which 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 perform 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."

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 of three consecutive INCITS Subgroup meetings.

Please ensure that you respond to future letter ballots to continue your membership without interruption.

Best regards,

Colin Soutar,
Vice Chair, INCITS M1 Technical Committee

Accredited Standards Committee*
INCITS, InterNational Committee for Information Technology Standards
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