

**M1/03-0524**

22 October 2003

To: Craig Harmon  
Q.E.D. Systems

From: Colin Soutar  
Vice Chair, INCITS M1 technical Committee

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

Subject: Membership Status

Craig,

Unfortunately, the voting rights of Q.E.D. Systems in the INCITS M1 Technical Committee have now been forfeited due to Q.E.D. Systems' failure to attend meetings, following my jeopardy letter of 21 May 2003.

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 (M1/03-0036) 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.

Please note that you can re-obtain voting membership by attending two of three consecutive INCITS Subgroup meetings.

Best regards,

Colin Soutar,  
Vice Chair, INCITS M1 Technical Committee

\*\*\*\*\*

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)  
\*\*\*\*\*