

M1/03-0587

11 December 2003

To: Doug Buettner
Aerospace Corporation

John Eul
Business Solutions

Ric Walker
DISA

Kirsten Noble
Identix Corporation

Jim Cambier
Iridian Technologies

Terry Hartman
John Osborne
Passports Australia

Steve Vinsik
Ed Schaffner
Unisys

From: Fred Herr
Chair, INCITS M1 Task Group M1.2, Technical Interfaces

cc: Fernando Podio, Chair, INCITS M1 Technical Committee
cc: Colin Soutar, Vice-Chair, INCITS M1 Technical Committee
cc: Stephen Elliott, Secretary, INCITS M1 Technical Committee
cc: Barbara Bennett, INCITS Secretariat
cc: Wayne Kyle, Vice-Chair, Task Group M1.2, Technical Interfaces

Subject: Task Group M1.2 Membership Status

Please note that your membership in the INCITS M1 Task Group M1.2 is currently in jeopardy due to your failure to attend two out of three successive meetings. 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.

For your information, the next meeting of M1.2 is scheduled for January 13, 2004 from 1:00-5:30pm, and January 14, 2004 from 9:00am-noon, in New York City, New York. Further, in the near future, M1.2 will issue a task-group 30 day letter ballot to recommend a US response to ISO/IEC SC 37 N353; the results of the task-group ballot will be forwarded to M1 for action.

Note that you have the option of changing your M1.2 membership from Voting member to Advisory member. Advisory members may attend Task Group meetings, but are not required to do so to maintain their membership. Advisory members can not vote either on Task Group letter ballots or in meeting votes. Advisory members are recorded on the Task Group membership records and receive all Task Group communications.

Please notify me as to whether you will be attending the January meeting in order to retain your membership status, or if you want to alter your membership status. I look forward to hearing from you.

Best regards,
Fred Herr,
Chair, INCITS M1 Task Group M1.2, Technical Interfaces

Accredited Standards Committee*
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