

M1/03-0610

18 December 2003

To: Alan Gilligan
Mississippi Valley State

Marian Pefley
HID

Ric Walker
DISA

From: Ron Sutton
Chair, INCITS M1 Task Group M1.5, Biometric Performance Testing & Reporting

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: Mike Thieme, Vice-Chair, Task Group M1.5, Biometric Performance Testing & Reporting

Subject: Task Group M1.5 Membership Status

Please note that your membership in the INCITS M1 Task Group M1.5 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 M1.5 is scheduled for January 14, 2004 from 9:00-5:30pm, in New York City, New York.

Note that you have the option of changing your M1.5 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 cannot 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,
Ron Sutton,
Chair, INCITS M1 Task Group M1.5, Biometric Performance Testing & Reporting
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Accredited Standards Committee*
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