

InterNational Committee for Information Technology Standards
INCITS Secretariat, Information Technology Industry Council (ITI)
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M1 Standing Document 1 (SD1)

Posting of M1 Documents in the M1 Document Register

1. As of June 21, 2004, M1 TG Chairs and Vice-Chairs are directly responsible for posting documents pertaining to their respective TG program of work. M1 Officers (Chair or Vice-Chair) will continue to post M1-related documents (e.g., M1 agendas, M1 LBs, M1 Ad-Hoc Group documents). International documents not directly related to any M1 TG program of work will continue to be posted by the M1 International Representative.

2. Obtaining Document Numbers

For documents related to a TG program of work, M1/TG members must request a document number in advance of submitting a document to the appropriate TG Officer(s) (please send a request by email (see below) to **both** the appropriate TG Chair **and** Vice Chair). The M1 Chair and Vice-Chair will still assign document numbers in advance to M1 related documents (for these documents please send email to **both** the M1 Chair **and** Vice Chair). International documents not pertaining directly to any TG program of work will be assigned by the International Representative.

3. Before submitting the document for posting, M1/TG members must include in the document the following document header:

InterNational Committee for Information Technology Standards
INCITS Secretariat, Information Technology Industry Council (ITI)
1250 Eye St. NW, Washington, DC 20005
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followed by

The M1 document number (requested in advance to the appropriate M1 or TG Officer) in the upper left hand side corner.

Contact information on the M1 member submitting the document must be included on the cover page.

Format:

All documents, other than documents produced by M1/TG Officers shall be sent and posted in pdf format. If at all possible, M1/TG members submitting a document should send it in this format. (A PDF writer is available in Open Office (www.openoffice.org), (pdf995.com). Adobe Acrobat can be purchased through (www.adobe.com).

4. INCITS' cutoff time for posting documents the same day is 14:00 ET
5. Emails to request document numbers/posting of documents (please use the appropriate email address below):
 - a. M1 Chair: Fernando Podio (fernando.podio@nist.gov)
 - b. M1 Vice Chair: Wayne Kyle (wkyle@biocom.tv)
 - c. M1 International Representative: Cathy Tilton (ctilton@safink.com)
 - d. M1 Recording Secretary: Steve Elliott (sjelliott@tech.purdue.edu)
 - e. Vocabulary: Steve Elliott (sjelliott@tech.purdue.edu)
 - f. M1.2 Chair: Fred Herr (fherr@idtp.com)
 - g. M1.2 Vice Chair: Wayne Kyle (wkyle@biocom.tv)
 - h. M1.3 Chair: Creed Jones (creed.jones@morpho.com)
 - i. M1.3 Vice Chair: Jim Cambier (jcambier@iridiantech.com)
 - j. M1.4 Chair: Fernando Podio (fernando.podio@nist.gov)
 - k. M1.5 Chair: John Neumann (openStrat@aol.com)
 - l. M1.5 Vice Chair: Michael Thieme (mthieme@biometricgroup.com)

6. Meeting Notice and First Draft Agendas (M1 and M1 Task Groups)

The meeting notice and draft agendas are posted no later than four weeks before the meetings. Submissions to these agendas shall be sent to the respective M1 or TG Chair **and** Vice Chair before the required posting date.

7. Two week rule (from INCITS RD2 - Organization and Procedures Section 4 - Rules)

4.3.3 Documents for Action (Two-Week Rule)

Documents should be distributed at least two weeks prior to the meeting. Recommendations that come from the Standards Development Board and Standards Policy Board to the Executive Board and vice-versa are exempted from the two-week rule.

Any documents sent later may be considered, but final action may only be taken in the absence of objection by any voting member present or by suspension of this rule by [vote of the Executive Board](#); otherwise, they must be acted upon by letter ballot or deferred until the next meeting.

Documents may be revised during the meeting and still be considered to have met the two-week rule if the original document met this requirement. Note that this provision is intended to provide a means for discussing the document and advancing the progress of the work, and is not intended to permit the introduction of new or orthogonal material.

Project Proposals not posted to the Draft agenda two weeks prior to the meeting must be acted upon by letter ballot or deferred until the next meeting.

This rule shall not be applied to actions required to meet International processing deadlines when the committee is serving in the role of a TAG and the application of the rule would result in the TAG responsibilities not being fulfilled.