

**M1/04-0623**

28 September 2004

To: Mr. Marty Frary, Assa Abloy ITG  
Mr. Ralph Quan, Assa Abloy ITG  
Mr. Creed Jones, Sagem Morpho Inc.  
Mr. Rod Beatson, Transaction Security Inc.  
Mr. Barry Kefauver, US Department of State  
Mr. Jehad Hajeer, US Department of State  
Mr. William D. Thomas, US Department of State

**From: Wayne Kyle**

**Vice Chair, INCITS M1 Technical Committee**

**cc: Fernando Podio, Chair, INCITS M1 Technical Committee**

**cc: Stephen Elliott, Secretary, INCITS M1 Technical Committee**

**cc: Barbara Bennet, INCITS Secretariat**

**Subject: INCITS M1 Membership Status**

Please note that your membership in the INCITS M1 Technical Committee 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, M1 will meet next on the 7<sup>th</sup> of October 2004 from 2pm to 6pm and the 8<sup>th</sup> of October from 8am to 2pm at

Bethesda Marriott  
5151 Pooks Hill Road  
Bethesda, MD 20814  
(see M1/04-0562)

Please notify me as to whether you will be attending this next meeting in order to retain your membership status. I look forward to hearing from you.

Best regards,

Wayne Kyle,  
Vice Chair, INCITS M1 Technical Committee

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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)

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