

InterNational Committee for Information Technology Standards
INCITS Secretariat, Information Technology Industry Council (ITI)
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Date: December 6, 2005
To: Mr. Michael Davis, Assa Abloy
Mr. Rish Pathak, Bearing Point
From: Fred Herr, INCITS M1.2 Chairman
Subject: M1.2 Membership Jeopardy Letter

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

In accordance with the INCITS/RD-2 (<http://www.incits.org/rd2/main.htm>), Section 4.2.4.2: "Members of the Technical Committees, TGs and SGs 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 that 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 performs 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.

TCs, TGs and SGs may vote to continue the membership despite failure of the member to comply with the membership criteria in item a) above. An organization that has had its voting membership terminated may re-establish membership in accordance with Sections 4.2.2 and 4.2.3. If this membership is reestablished within the same billing period and the organization has paid its fee, no new service fee shall be assessed."

For your information, INCITS M1.2 will meet on Wednesday and Thursday, December 14 and 15, 2005 at Holiday Inn on King, 370 King St. West, Toronto, ON M5V 1J9, 416-599-4000 or 1-800-263-6364 www.hiok.com

Please see M1/05-0743 for logistics package details for the December 2005 M1.2 meeting. 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.

Fred Herr, Chair, INCITS M1 Task Group M1.2
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