

Accredited Standards Committee\*  
InterNational Committee for Information Technology Standards (INCITS)

Doc. No.: T13/e03003r0  
Date: February 24, 2003  
Project:  
Ref. Doc.:  
Reply to: Pete McLean  
(303) 678-2149

Dear Sir or Madam,

Your membership in T13 is in jeopardy due to your failure to attend two out of the last three successive meetings. My records indicate that your organization's recent attendance at plenary meetings is as shown on the attachment to this letter. If you believe that my records are in error, please contact me. In accordance with the INCITS/SD-2, Organization, Rules and Procedures of INCITS "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 ballots from two successive mailings, in which case the membership shall be terminated if the next ballot is not returned.

An organization fails to perform an above action when none of the organization's representations perform the action.

(b) The voting membership will be canceled by the INCITS Secretariat for failure to pay appropriate service fees within the time specified by the INCITS Secretariat.

INCITS or its subgroups may vote to continue the membership despite failure of the member to comply with the membership criteria in item a) above.

If your membership is in jeopardy specified in a) (1) above, and you allow your membership to lapse, you can re-obtain voting membership by attending two of three consecutive T13 meetings.

Please note: It is possible for an organization to be in jeopardy two meetings in a row. If your organization attended regularly up to meeting n and then missed two meetings, it would be in jeopardy at meetings n+3 and n+4 even if your organization attended meeting n+3.

T13 will meet next on April 22-24, 2003 beginning at 9:00 AM, in Longmont, CO at the Raintree Plaza Hotel hosted by Jim Hatfield of Seagate Technology. Additional information regarding this meeting is available on the committee website, [www.t13.org](http://www.t13.org).

Regards,  
Peter T. McLean, Chairman T13

cc: Ms. Monica Vago, INCITS Secretariat

\*Operating under the procedures of The American National Standards Institute.  
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