

1 **FOR APPROVAL**

2 **DRAFT 6 MAY 2010**

3 **OASIS MEMBER SECTION POLICY**

4 *Version 2.5*

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<u>2.5</u>	<u>Not yet approved</u>	<u>Not yet approved</u>
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6 **1.0 Role of the Member Sections within OASIS**

7 The OASIS Member Section Policy governs the formation, structure and activities of a Member Section  
8 as described in the OASIS Bylaws. A Member Section may be created:

- 9 a) To support one or more OASIS Technical Committees through coordination and/or funding of  
10 activities.
- 11 b) To enable existing organizations or initiatives to become part of OASIS, while maintaining their  
12 identity and governance through the Member Section Steering Committee.
- 13 c) When a collection of OASIS Members recognize a particular need or common goal and are  
14 willing to commit to work on that need over an extended period.

15 This Policy applies to all members of OASIS. The OASIS Board of Directors may amend this Policy at  
16 any time in its sole discretion.

## 2.0 Definitions

- a) **"Eligible Person"** shall have the meaning defined for such term by the OASIS Technical Committee Process.
- b) **"Member Section"** An OASIS Member Section (MS) is an organizational structure as provided in the OASIS Bylaws (Article 12, Section 3), to focus on particular structured information standards, or families of standards, that may be or may become the subject of one or more Technical Committees.
- c) **"Member Section Funds"** are funds that are used by the Member Section to support Member Section activities.
- d) **"Member Section Member"** is an Eligible Person who is either an Individual Member Section Supporting Entity or an employee or designee of an organizational Member Section Supporting Entity, who subscribes to the Member Section email list (Roster) as a Member, and participates in Member Section list discussions as described in Section 3.6, "Activities of the Member Section Members".
- e) **"Member Section Observer"** is an Eligible Person who subscribes to the Member Section email list (Roster) as an Observer, and is not allowed to participate in Member Section email list discussions, or vote in Member Section Steering Committee elections.
- f) **"Member Section Qualified Elector"** is a Member Section Member who has voting rights in the Member Section. The process for gaining voting rights in a specific Member Section is defined in that Member Section's Rules of Procedure.
- g) "Member Section Special Majority Vote" is a vote in which at least 2/3 (two thirds) of the Member Section Qualified Electors vote "yes". This is based on the total number of Member Section Qualified Electors. For example, in a Member Section in which there are 10 Member Section Qualified Electors, at least 7 Member Section Qualified Electors must vote "yes" for a motion to pass, regardless of the number of absentions. All Member Section Special Majority Votes must be conducted by the OASIS Member Section Administrator via electronic ballot. The minimum period allowed for electronic voting shall be seven days; a longer voting period may be specified for a particular ballot.
- h) **"Member Section Steering Committee"** is a group of Member Section Members who govern that Member Section as described in Section 3.5, "Activities of a Member Section Steering Committee".
- i) **"Member Section Steering Committee Special Majority Vote"** is a Member Section Steering Committee vote in which at least 2/3 (two thirds) of the Steering Committee vote "yes". This is based on the total number of Eligible Persons on that Steering Committee. ~~regardless of the number of Member Section Steering Committee members present in the~~

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52 | ~~meeting. Abstentions are not counted.~~ For example, in a Member Section Steering Committee in  
53 | which there are 109 Eligible Persons Members, at least 6-7 Voting Members must vote “yes” for  
54 | a motion to pass, regardless of the number of abstentions. All Member Section Steering  
55 | Committee Special Majority Votes must be conducted by the OASIS Member Section  
56 | Administrator via electronic ballot. The minimum period allowed for electronic voting shall be  
57 | seven days; a longer voting period may be specified for a particular ballot.

58 | j) **“Member Section Subcommittee”** means any subcommittee created by a Member Section  
59 | Steering Committee pursuant to this Policy under Section 5.6, “Member Section  
60 | Subcommittees”.

61 | k) **“Member Section Supporting Entity”** is an OASIS Organizational Member or Individual  
62 | Member who has joined (by notifying OASIS Member Services) a Member Section.

63 | l) “OASIS Member Section Administrator” (Member Section Administrator) means the person or  
64 | persons representing OASIS in administrative matters relating to Member Sections. All official  
65 | communications must be sent to ms-admin@oasis-open.org.

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66 | m) “Primary Representative” shall have the meaning defined for such term by the OASIS  
67 | Technical Committee Process.

68 | n) **“Rules of Procedure”** or **“ROP”** are the set of rules specific for each Member Section  
69 | that define the makeup and election process for the Member Section Steering Committee, and  
70 | other matters required or permitted by this Policy and the Bylaws. The Rules of Procedure must  
71 | be approved by the OASIS Board before formation of the Member Section, and may be  
72 | amended as provided in this Policy.

73 | o) **“Special Majority Vote of the TC”** shall have the meaning defined for the term  
74 | “Special Majority Vote” by the OASIS Technical Committee Process.

75 | p) **“Technical Committee”** or **“TC”** shall have the meaning defined for such term by the  
76 | OASIS Technical Committee Process.

77 | q) **“Technical Committee Affiliated with a Member Section”** or **“Affiliated TC”** is a  
78 | TC that has become affiliated with a single Member Section according to the process described  
79 | in Section 6, “Technical Process, Management, Reporting”.

80 | r) **“Uncommitted Member Section Funds”** are Member Section Funds that (i) were  
81 | approved for funding expenditures in the current budget year but not incurred as budgeted; or  
82 | (ii) available for funding expenditures in the following budget year but without an approved  
83 | budget (or approved forecast/plan to use them). The OASIS financial staff identifies such funds  
84 | for further review by the OASIS Board.

85 **3.0 Structure & Activities of the Member Section**

86 **3.1 Structure of a Member Section**

87 A Member Section (MS) is comprised of a Steering Committee, at least three Member Section  
88 Supporting Entities who are OASIS Organizational Members, Member Section Members and zero or  
89 more Affiliated TCs, each as defined in this Policy. A Member Section is initially formed with no TCs.  
90 Both existing TCs and new TCs may become affiliated with a Member Section (see Section 6,  
91 "Technical Process, Management, Reporting" of this Policy).

92 A Member Section is not required to have Member Section Funds.

93 **3.2 Formation of a Member Section**

94 A Member Section may be created by submitting for OASIS Board approval a proposed Rules of  
95 Procedure. The ROP must specify:

- 96 a) The name of the Member Section – Member Section names may not contain trademarks not  
97 owned by OASIS, and may not be confusing with other OASIS Member Section names or TC  
98 Names not affiliated with the Member Section.
- 99 b) The Member Section statement of work - This is the planned general area of work to be  
100 addressed by TCs that affiliate with this Member Section.
- 101 c) The rules for electing new Steering Committee Members - This includes any restrictions on who  
102 may be a member of the Steering Committee. This section must specify how the Steering  
103 Committee is constituted from any combination of the following choices:
- 104 i. at-large positions determined by elections among all the Qualified Electors;
- 105 ii. TC representatives determined using open elections within each TC affiliated with the  
106 Member Section;
- 107 iii. designated positions reserved for representatives chosen by specific industry associations;  
108 or
- 109 iv. designated positions reserved for representatives from a specific constituency elected  
110 through an open process.

111 This section also must define the length of term of those on the Steering Committee (either  
112 one-year or two-year terms) and which portion of the Steering Committee members are elected  
113 in annual elections (for one-year terms all elected positions are elected for one-year terms, or  
114 for two-year terms approximately half of the elected positions are elected for two-year terms).  
115 Vacancies for elected seats on the Steering Committee must be filled by special election if the  
116 newly elected member will serve for at least six months, otherwise the position will remain

117 vacant until the next annual election. All members of the Steering Committee must be and  
118 remain members of the Member Section, in order to be elected and serve. The election of open  
119 seats on the Steering Committee shall be conducted using Single Transferable Voting (which is  
120 a ranked voting method). The RoP must also specify who is allowed to cast a ballot (e.g. who  
121 can be a Member Section Qualified Elector), and how a Qualified Elector is designated.

122 d) The initial makeup of the Member Section Steering Committee - The Steering Committee must  
123 consist of an odd number of committee members (minimum 3). This section of the ROP will  
124 state the initial terms of the designated Steering Committee members, either all for one year  
125 terms, or maximum two year terms (with approximately half for two years and the remaining  
126 for one year), until elections are held. The ROP must indicate the Member Section Member who  
127 will convene the first meeting of the Steering Committee.

128 e) The process for changing the number of Steering Committee members - The ROP must include  
129 provisions for expanding and contracting the number of Steering Committee Members during  
130 the life cycle of the Member Section. The Steering Committee must consist of an odd number of  
131 committee members (minimum 3), unless a vacancy exists for less than six months.

132 f) The funding model (if any) for the Member Section - Member Sections optionally may propose  
133 in their ROP that a portion of dues paid by Member Section Supporting Entities be available as  
134 Member Section Funds. The uses and expenditures of such funds must be in accordance with  
135 the rules prescribed in this Policy. If dues allocation is proposed for this Member Section, the  
136 proposers of the Member Section must provide a budget and work with OASIS Staff to create  
137 an analysis of the financial impact of dues allocation on the OASIS general fund in advance of  
138 the OASIS Board's approval of the ROP, in order to help the OASIS Board make an informed  
139 decision. Further, the Member Section must have an approved annual budget that shows how  
140 Member Section Funds collected from all sources are used to further Member Section goals.

141 Member Section Funds come from a variety of sources such as:

- 142 i. a percentage of the income from OASIS membership dues paid by the Member Section  
143 Supporting Entities, allocated over the term of the membership;
- 144 ii. a percentage of the income from OASIS sponsorship fees for sponsoring the Member  
145 Section website, allocated over the term of the membership;
- 146 iii. grants of funds from OASIS Members or other funding sources for work that is in  
147 alignment with the scope of that Member Section;
- 148 iv. revenue from events conducted by the Member Section; and
- 149 v. (in the case of acquisition of another organization by OASIS) any funds it may have  
150 previously held as a separate organization.

151 In those Member Sections that accept dues allocations, Member Section Supporting Entities will  
152 have a portion of their OASIS Membership dues allocated to the Member Section as described  
153 above.

154 g) Any provisions that apply to affiliated OASIS Technical Committees - The ROP must specify (i)  
155 the allowable IPR Modes and Languages to be included in Charters of Affiliated TCs, and (ii) any  
156 Member Section-wide TC Charter requirements as specified in Section 6, Technical Process,  
157 Management, Reporting.

158 h) The names, electronic mail addresses, and membership affiliations of Eligible Persons that  
159 support this proposal and are committed to the ROP; such list must include representatives of  
160 at least three Organizational Members.

161 g)i) The name, electronic mail address, membership affiliation, and statement of support for the  
162 proposed ROP from the Primary Representative of each OASIS Organizational Member  
163 referenced in (h) above.

164 h)i) Any other provisions - The ROP may specify additional provisions that are not prohibited by this  
165 policy.

166 The proposers must review their ROP and financial justification (if applicable) with OASIS Staff. Once  
167 the RoP meets the requirements of this section, OASIS management will submit the ROP to the OASIS  
168 Board, before the next regularly scheduled OASIS Board meeting, for approval by the OASIS Board.

169 Once the ROP is approved by the OASIS Board, the Member Section is created, and new TCs which are  
170 to be affiliated with the Member Section may be created and/or existing OASIS TCs may choose to  
171 become affiliated with the Member Section.

### 172 **3.3 Modifications to the Member Section RoP**

173 Any 3 members of the MS may make a draft proposal to the MS to change the ROP by submitting the proposal  
174 via electronic mail to the Member Section Administrator along with a copy to the MS email list.

175 Within 7 days of receipt, a 30-day discussion period will be announced by the Member Section Administrator.  
176 Discussion will take place on the MS email list.

177 At the end of the discussion period the original proposers may, within 15 day of the close of the discussion  
178 period, make a formal proposal (which may differ from the original draft proposal) to be voted on by the MS.

179 Approval of the proposal shall require a Member Section Special Majority Vote. If approved, the change will  
180 then be submitted to the OASIS Board for its approval.

#### 181 **3.3.1 Modification to Dues Allocation**

182 Any approved change which would modify dues allocation in the funding model (as described at 3.2.f) must be  
183 submitted to the OASIS accounting staff no later than October 1 for implementation in the following calendar

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184 year; changes to the dues allocation are permitted only at the beginning of a calendar year and will be included  
185 in the proposed annual budget for board approval.

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### 187 **3.43 Closure of a Member Section**

188 When all TCs in a MS have completed their deliverables and no new work is planned to be chartered,  
189 the Steering Committee may vote to dissolve the Member Section. If at the time of any Steering  
190 Committee election there are less than three (3) Qualified Electors of the Member Section, the Member  
191 Section may be dissolved by the OASIS Board. If a Member Section is unable to maintain a minimum of  
192 three (3) members to serve on the Steering Committee, the Member Section must be closed. Closure  
193 may occur by a majority vote of the remaining members of the Steering Committee or by resolution of  
194 the OASIS Board if the Member Steering Committee is unable to act. Any Member Section Funds which  
195 exist at the time of closure shall be transferred to OASIS Net Assets. The balance of any unrecognized  
196 income will revert back to the OASIS General Operating Fund.

### 197 **3.54 Removal of a Member Section Steering Committee Member**

198 Member Section Steering Committee Members may be removed by vote of two-thirds (2/3) of the  
199 votes cast by the Member Section Qualified Electors in an electronic ballot. A Steering Committee  
200 Member may also be removed by resolution of the OASIS Board.

### 201 **3.65 Activities of a Member Section Steering Committee**

202 The following are activities of the Member Section Steering Committee:

- 203 a) Must maintain a Rules of Procedure (ROP) document for the Member Section (as defined in  
204 Section 3.2, "Formation of a Member Section").
- 205 b) Must vote on the affiliation of any Technical Committee requesting to be affiliated with the  
206 Member Section.
- 207 c) Must provide spokesperson(s) for press/analyst briefings, as coordinated by OASIS staff.
- 208 d) (if the Member Section retains Member Section Funds) Must provide quarterly reports to OASIS  
209 management and to the Member Section Members on the actual and planned activities and  
210 expenses of the Member Section.
- 211 e) (if the Member Section retains Member Section Funds) Must establish and maintain budgets and  
212 priorities for the disbursement of Member Section Funds. If there is a material change to the  
213 Member Section's financial outlook during the year, the Steering Committee shall review and  
214 update (in consultation with OASIS management) the plans accordingly (see Section 8,  
215 "Financial and Management Reporting").

216 In addition, the Steering Committee:

- 217 f) May create and maintain content for Member Section website (if such exists), either using  
218 volunteers or external resource paid for by Member Section Funds (if available).
- 219 g) If Member Section Funds are retained, must direct the use of such funds as approved and  
220 administered by OASIS management, including but not limited to the following expense  
221 categories:
- 222 • Outside contractors;
  - 223 • Printing and design of collateral materials;
  - 224 • Conference participation;
  - 225 • Travel expenses for OASIS staff conducting work on behalf of the Member Section, pre-  
226 approved by the Member Section Steering Committee;
  - 227 • Dedicated IT and infrastructure costs;
  - 228 • Dedicated technical resources;
  - 229 • Professional fees specific to Member Section activities; and
  - 230 • OASIS memberships and other payments specific to the Member Section.
- 231 h) May establish liaison relationships in accordance with the OASIS Liaison Policy.

### 232 **3.76 Activities of the Member Section Members**

233 The following are the activities that the Members of a Member Section engage in:

- 234 a) Vote in the election of Steering Committee Members (Qualified Electors only);
- 235 b) Discuss and provide feedback on the overall direction and program of work of the Member  
236 Section activities; and
- 237 c) Provide feedback to the Member Section Steering Committee on plans and decisions that the  
238 Steering Committee makes.

### 239 **3.87 Activities of Affiliated Technical Committees**

240 The Technical Committees that are affiliated with a Member Section are governed by the same set of  
241 policies that govern all OASIS TCs. See Section 6, "Technical Process, Management, Reporting" for  
242 details on affiliated Technical Committees.

## 243 **4.0 Membership Model**

244 4.1 OASIS Members are eligible to participate in any OASIS Technical Committee without prejudice or  
245 preference, regardless of (a) their designation as a Member Section Supporting Entity; or (b) whether  
246 the TC is affiliated with an OASIS Member Section.

247 4.2 OASIS Members may join a Member Section as a Supporting Entity at any time; however, a  
248 Member Section Supporting Entity may only withdraw from selected Member Section(s) by notification  
249 to OASIS Member Services:



250 a. (for Member Sections electing membership dues allocation) after at least 12 months of financial  
251 participation in the Member Section; or

252 b. (for Member Sections with no membership dues allocation) at any time.

253 4.3 Any allocation percentage of membership dues from Member Section Supporting Entities will be  
254 specified in that Member Section's Rules of Procedure, subject to an annually agreed-upon budget  
255 approved by OASIS management and the OASIS Member Section Steering Committee during the  
256 annual budgeting process.

257 4.4 When an OASIS Member becomes a Supporting Entity of more than one OASIS Member Section  
258 (and more than one of these Member Sections has dues allocation to support their Member Section  
259 activities), the funding portion of that member's dues will be distributed proportionally among all such  
260 Member Sections, based on the allocation percentage of each Member Section (as defined in that  
261 Member Section's ROP).

262 4.5 All Member Section income and expenses will be tracked and managed in OASIS accounts. The  
263 portion of the funds designated for use by OASIS Member Sections will be tracked and managed by  
264 OASIS and will be subject to prior approval by OASIS management.

## 265 **5.0 Governance**

### 266 ***5.1 Governing Policies***

267 Member Sections will operate in accordance with the OASIS Bylaws, their approved Rules of Procedure,  
268 and any other applicable OASIS policies, procedures, and guidelines. Once a Member Section Steering  
269 Committee is established at OASIS, it may modify its Member Section Rules of Procedure, subject to  
270 approval by the OASIS Board.

### 271 ***5.2 Member Section Steering Committees***

272 Members of a Member Section Steering Committee must, at all times, be current eligible OASIS  
273 Members as well as Member Section Members. The manner in which Member Section Steering  
274 Committees are formed will be defined in each Member Section's Rules of Procedure. The existing  
275 Steering Committee will conduct the election in an open, accountable manner, with oversight by OASIS  
276 Staff.

### 277 ***5.3 Qualified Electors within a Member Section***

278 Voting in Member Section Steering Committee elections is restricted to Member Section Qualified  
279 Electors. Unless specified otherwise by the Member Section Rules of Procedure, the Member Section  
280 Qualified Elector will be the Supporting Entity's Primary Representative unless the Primary  
281 Representative designates an alternate representative from the same Supporting Entity as the Primary

282 Representative who is making the designation. Voting in any other elections, ballots, or votes that may  
283 be held by the Member Section is similarly restricted to Member Section Qualified Electors.

#### 284 **5.4 Steering Committee Operation**

285 The Member Section Steering Committee will elect its own Chair, and set its own meeting schedule and  
286 agenda. A Vice-Chair may be elected to chair meetings in the absence of the Chair, or to succeed the  
287 Chair if that person becomes unable to fulfill his or her duties. A Steering Committee may elect a  
288 Treasurer from amongst its members. The Steering Committee Chair will be the primary point of  
289 contact for financial reporting and spending authorization, unless the Steering Committee has  
290 designated a Treasurer to fulfill this role.

291 The Steering Committee should conduct its meetings according to the precepts of Roberts Rules of  
292 Order. All members of the Steering Committee shall have voting rights within the Steering Committee.

#### 293 **5.5 Steering Committee Financial Responsibility**

294 The Member Section Steering Committee will direct the expenditure of Member Section Funds (if  
295 available) to advance the mission of the Member Section. Expenditure of such funds is managed  
296 through an approved budget process, as described in Section 9. The Member Section Steering  
297 Committee may not sign contracts or execute legal papers; however, they may select and recommend  
298 consultants and contractors to be engaged by OASIS management. The Member Section may not  
299 engage in any activity that might jeopardize OASIS' status as a tax-exempt organization.

#### 300 **5.6 Member Section Subcommittees**

301 The Member Section Steering Committee may, by resolution, establish one or more subcommittees of  
302 the Member Section to perform or advise the Member Section regarding any function that the Member  
303 Section or its Steering Committee is permitted to perform. The duration, membership, chair (and  
304 optionally co-chair) and scope of a Member Section Subcommittee shall be set or provided for, and  
305 may be amended from time to time, by the Member Section Steering Committee; and shall be posted  
306 on the Member Section's website as the Subcommittee's charter. Members of any Member Section  
307 Subcommittee must, at all times, be current Eligible Persons.

308 Each Member Section Subcommittee shall conduct its meetings according to the precepts of *Roberts*  
309 *Rules of Order, Newly Revised* and this Policy. All members of a Member Section Subcommittee shall  
310 have voting rights within that Subcommittee.

311 A Member Section Subcommittee also may be established by the Rules of Procedure; thereafter, its  
312 duration, membership, chair (and optionally co-chair) and scope may be provided for, and amended  
313 from time to time, by the Member Section Steering Committee.

314 **5.7 Visibility**

315 The official copies of all resources of each Member Section, its Steering Committee and each Member  
316 Section Subcommittee, including web pages, documents, email lists and any other records of  
317 discussions, must be located only on facilities designated by OASIS. None of the above may conduct  
318 official business or technical discussions, store documents, or host web pages on servers or systems  
319 not designated by OASIS.

320 All web pages, documents, ballot results and email archives of the Member Section Steering Committee  
321 shall be visible to all OASIS Members; the Steering Committee may further decide to make such  
322 Steering Committee records visible to the public. All web pages, documents, ballot results and email  
323 archives of the Member Section and each Member Section Subcommittee shall be visible to the public;  
324 however, upon the request of the Member Section Steering Committee, the OASIS Board may  
325 designate that the resources of a specific Member Section Subcommittee shall be visible only to all  
326 OASIS Members. Any OASIS member should be able to post email to the official lists of the Member  
327 Section, its Steering Committee and each Member Section Subcommittee.

328 **6.0 Technical Process, Management, Reporting**

329 6.1 The OASIS TC Administrator will oversee all work done under the OASIS Technical Committee  
330 Process for TCs affiliated with the Member Section in the same manner and service it provides to the  
331 rest of OASIS and other similarly established OASIS Member Sections.

332 6.2 Technical Committees affiliated with a Member Section will abide by the OASIS Technical  
333 Committee Process and all other OASIS Policies and Bylaws.

334 6.3 OASIS TCs may become affiliated with at most one Member Section.

335 6.4 The Member Section Steering Committee will be given the opportunity to review the TC's  
336 proposed charter, and may approve the new TC's affiliation with the Member Section by a Member  
337 Section Steering Committee Special Majority Vote.

338 6.5 Existing TCs, formed prior to the existence of a Member Section or not initially affiliated with a  
339 Member Section, may apply for such affiliation if a Special Majority Vote of the TC to affiliate the  
340 existing TC passes. Such affiliation must then also be approved by a Member Section Steering  
341 Committee Special Majority Vote.

342 6.6 A Technical Committee approved to be affiliated with a Member Section may use a name  
343 associated with that Member Section as part of the TC's name, which is specified in the TC Charter.  
344 OASIS TCs that are not approved for affiliation with a Member Section by that Member Section's  
345 Steering Committee may not use the Member Section's name or any name that could be confused with  
346 the Member Section's name.

347 6.7 A TC affiliated with a Member Section may choose to become unaffiliated with that Member  
348 Section by a Special Majority Vote of the TC. The MS Steering Committee may vote to terminate the

349 affiliation of a TC for any reason at any time by a Member Section Steering Committee Special-Majority  
350 Vote. A TC that becomes unaffiliated with a Member Section must change the TC Name if that TC  
351 Name included the previously affiliated Member Section's name or abbreviation of the Member  
352 Section's name.

353 6.8 Additional TC requirements (as listed in this section) may be specified within a Member Section  
354 Rules of Procedure for inclusion within a TC's Charter by Technical Committees affiliated with a  
355 Member Section, as long as they do not conflict with requirements of the OASIS Technical Committee  
356 Process, the Bylaws of OASIS or other policies adopted by the OASIS Board. The following are optional  
357 requirements that may be specified by the Member Section for inclusion within all affiliated Technical  
358 Committee charters:

- 359 • The IPR Mode of the affiliated TC
- 360 • The Language of choice of the affiliated TC

361 6.9 OASIS staff provides a central review for all Technical Committee work, including TCs affiliated  
362 with a Member Section, to identify potential conflicts or overlap with other committees or standards  
363 bodies, and to help build liaisons as appropriate. Any liaisons established must conform to the  
364 published OASIS Liaison Policy. The Member Section may be responsible for coordinating the work  
365 among the TCs affiliated with their Member Section, if so specified in its ROP.

366 6.10 Member Section Rules of Procedure may include a requirement whereby the Member Section  
367 Steering Committee must vote (by a simple majority vote or by Member Section Steering Committee  
368 Special-Majority Vote) to allow an affiliated TC to vote on a Committee Specification submittal for  
369 approval as an OASIS Standard.

370 6.11 Member Section Rules of Procedure may include a requirement whereby the Member Section  
371 Steering Committee must approve (by a simple majority vote or by Member Section Steering  
372 Committee Special-Majority Vote) an affiliated TC's request for submission of an OASIS Standard to  
373 another organization according to the OASIS Liaison Policy.

## 374 **7.0 Staff Services**

375 OASIS will provide the following services for the OASIS Member Sections in the same manner and  
376 service it provides to the rest of OASIS without preference or prejudice.

### 377 **7.1 Web Hosting & Maintenance**

378 7.1.1 OASIS will provide web hosting services for the OASIS Member Sections' web sites.

379 7.1.2 OASIS will provide services for mail list hosting, on-line collaboration, document management  
380 and related services, and back up of all web and email data.

381 **7.2 Membership Services**

382 Membership services include, but are not limited to,

- 383 • managing acceptance and processing of membership agreements,
- 384 • creation and maintenance of the OASIS Member Section membership database,
- 385 • recruiting and expanding participation from both within the Consortium and externally, and
- 386 • provision of membership renewal services, web forms and technology to enable online
- 387 membership application.

388 **7.3 Accounting Services**

389 7.3.1 Accounting services include, but are not limited to,

- 390 • processing member invoices and collection of all member payments,
- 391 • acceptance of online and manual credit card payments, checks and wire transfers made payable
- 392 to OASIS, and
- 393 • revenue projections and reporting.

394 7.3.2 OASIS will approve and issue payments on behalf of the OASIS Member Section for expenses  
395 authorized and requested by the OASIS Member Section Steering Committee. The OASIS Member  
396 Section Steering Committee chair will be the primary point-of-contact for reporting and requesting  
397 payment unless the Steering Committee has designated a Treasurer to fulfill this role.

398 7.3.3 OASIS management will provide revenue projections, budgeting, and reporting to assist the  
399 Steering Committee to determine their funds available for expenditure.

400 7.3.4 All OASIS accounting records pertaining to the individual OASIS Member Section will be  
401 available for inspection by the OASIS Member Section Steering Committee.

402 **7.4 Marketing and Public Relations Services**

403 7.4.1 OASIS marketing and public relations support services include, but are not limited to,

- 404 • announcement of the formation of the OASIS Member Section,
- 405 • efforts to enlarge the media pool to address the needs of the OASIS Member Section,
- 406 • coordination of conference presentations by OASIS Member Section representatives,
- 407 • analyst briefings,

- 408 • coverage of activities in OASIS e-newsletters and Information Channels (Cover Pages and  
409 XML.org), and
- 410 • public announcements of new Technical Committee formations and milestones as appropriate.

411 7.4.2 The cost of marketing and promotional activities specific to the OASIS Member Sections will be  
412 paid from OASIS Member Section Funds (if any). This may include the attendance or participation of  
413 OASIS staff at an OASIS Member Section specific event, with such funds disbursement approved in  
414 advance by the Member Section Steering Committee.

415 7.4.3 Marketing of any Member Section brand and other marketing activities of the OASIS Member  
416 Section will be managed by the Member Section Steering Committee and funded from the OASIS  
417 Member Section Funds (if any) with input and oversight from OASIS management. Public relations for  
418 the OASIS Member Sections will be conducted in accordance with OASIS practices and policies,  
419 including the OASIS Media Relations Policy.

## 420 **8.0 Financial and Management Reporting**

421 8.1 For those Member Sections retaining Member Section Funds, OASIS management will provide  
422 monthly financial statements to the Steering Committee Chair to support the management and  
423 operation of the OASIS Member Sections.

424 8.2 The OASIS Member Section Steering Committees will provide quarterly management reports on  
425 the actual and planned activities and expenses to OASIS management, including business reports,  
426 communications, and budget and activity forecasts as required by OASIS management as part of the  
427 normal course of business. The Member Section reports must be submitted before the end of the  
428 month following the recently completed quarter. These Member Section quarterly reports must also be  
429 posted to the designated document folders accessible to all Member Section Members or Observers.

## 430 **9.0 Annual, Budget and Ad Hoc Reviews**

431 9.1. All activities of the OASIS Member Sections, available Member Section Funds and projected  
432 income and expenses will be reviewed during the annual budgeting process by OASIS management  
433 and the OASIS Member Section Steering Committee to determine the proposed budget. All funds  
434 allocation percentages must be agreed upon by the Member Section and OASIS management.

435 9.2. Each Member Section retaining Member Section Funds is required to prepare a proposed budget  
436 each year for the following calendar year. This proposed budget must be submitted prior to December  
437 1 of each year to OASIS Management for inclusion in the organizational budget, for approval by the  
438 OASIS Board. This approved budget shall be distributed to each Member Section Steering Committee.

439 9.3 If a Member Section does not expend its Member Section Funds according to its approved budget  
440 in the current year, or does not submit a draft expense budget for the next year according to Section  
441 9.2 above, the OASIS Board may reduce or stop the allocation of membership dues to that Member

442 Section until an acceptable spending plan is received and approved by the OASIS Board. In such a  
443 case, unallocated membership and sponsorship dues income will accrue during this period to the OASIS  
444 General Fund and will be lost to the Member Section.

445 9.4 In the November/December budget approval period of each year, the Uncommitted Member  
446 Section Funds status of all applicable Member Sections will be reviewed by the OASIS Board and  
447 management. Should the review conclude that a Member Section is holding Uncommitted Member  
448 Section Funds, the OASIS Board may transfer some or all of such funds to the OASIS Net Assets for  
449 use as the OASIS Board determines. In such a case, the Member Section Steering Committee shall be  
450 apprised of the proposed action and given the opportunity to present their views to the OASIS Board  
451 before a final funds transfer decision is made.

452 9.5 Ad Hoc Review. An ad hoc review of any OASIS Member Section activities, budget, and Member  
453 Section Funds may be undertaken at any time by OASIS management and/or the applicable OASIS  
454 Member Section Steering Committee.

## 455 **10-010. Appeals**

456 Any Eligible Person who believes that an action taken or not taken by or with respect to a Member  
457 Section is in violation of the procedures set forth in this MS Policy, the ROP of a Member Section, or  
458 OASIS policies specified by the OASIS Board of Directors may appeal such action or inaction.

459 This appeal must be made to the OASIS Member Section Administrator. Only appeals with respect to a  
460 Member Section regarding action or inaction by the Member Section Administrator may be made  
461 directly to the Board of Directors.

462 Appellants shall file a complaint within 30 days of the action being appealed or at any time with respect  
463 to inaction. The complaint shall state the nature of the objection(s), including any direct and material  
464 adverse effects upon the appellants and/or the Member Section; the relevant section(s) of this MS  
465 Policy, ROP or OASIS policies at issue; the actions or inactions at issue; and the specific remedial  
466 action(s) that would satisfy the appellants' concerns. Appellants shall also note all previous efforts to  
467 resolve the objection(s) and the outcome of each.

468 In the case of an appeal to the Member Section Administrator: within 15 days of receipt of the  
469 complaint, the Member Section Administrator shall provide a copy of the complaint to the Member  
470 Section; and within 30 days of such receipt, shall render a decision, with a copy to the Member Section  
471 and appellant(s). Within 15 days following the Member Section Administrator decision, the appellants  
472 may further appeal to the Board of Directors. The appeal should follow the procedure detailed below  
473 and also provide a statement explaining why the decision of the Member Section Administrator may not  
474 be acceptable.

475 In the case of an appeal to the Board of Directors: such appeal, in order to be valid, shall be sent to  
476 the board comment list (oasis-board-comment@lists.oasis-open.org) and the relevant Member

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477 Section(s). The Board shall hold a hearing (with the appellants invited) within 45 days of receipt of the  
478 appeal. The Board shall render its decision within 30 days. The decision of the Board shall be final.  
479 The Board of Directors has the authority to effect such remedial action(s) as may be necessary to  
480 correct part or all of an appeal brought under this MS Policy or the ROP of a Member Section, at the  
481 Board's discretion.