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33 **Section 1. Definitions**

- 34 a. "*Administrative Document*" is a document which is used by a TC only in support of internal
35 operations such as minutes, agenda, liaison statements, issue lists, bug lists, etc. and which are not
36 an OASIS Deliverable. An Administrative Document must not use a Work Product template.
37 Inter-group communications to request review, respond to review comments, or to respond to
38 questions or requests for clarifications are considered to be Administrative Documents.
- 39 b. "*Approved Errata*" shall have the meaning defined in [Section 3.5](#).
- 40 c. "*Candidate OASIS Standard*" is a document that has been submitted for approval as an OASIS
41 Standard as specified in [Section 3.4](#).
- 42 d. "*Charter*" is the organizational document for a TC comprised of the items included in the proposal
43 to form that TC, as defined in [Section 2.2](#), and may be modified as described in [Section 2.11](#).
- 44 e. "*Committee Note*" is a Non-Standards Track Work Product that has been approved by a Technical
45 Committee as specified in [Section 3.3](#).
- 46 f. "*Committee Note Draft*" is a Non-Standards Track Work Product approved by a Technical
47 Committee as specified in [Section 3.1](#).
- 48 g. "*Committee Note Public Review Draft*" is a Committee Note Draft that has been approved by the
49 TC to go to public review as specified in [Section 3.2](#) of this Process.
- 50 h. "*Committee Specification*" is a Standards Track Work Product that has been approved by a
51 Technical Committee as specified in [Section 3.3](#).

- 52 i. "*Committee Specification Draft*" is a Standards Track Work Product approved by a Technical
53 Committee as specified in [Section 3.1](#).
- 54 j. "*Committee Specification Public Review Draft*" is a Committee Specification Draft that has been
55 approved by the TC to go to public review as specified in [Section 3.2](#) of this Process.
- 56 k. "*Convener*" is an Eligible Person who serves in the role of organizing the first meeting of the TC,
57 as defined in [Section 2.3](#).
- 58 l. "*Eligible Person*" means one of a class of individuals that includes (a) OASIS Individual
59 Members, (b) employees or designees of OASIS Organizational Members, and (c) such other
60 persons as may be designated by the OASIS Board of Directors.
- 61 m. "*Errata*" means a set of changes or proposed changes to an OASIS Standard that are not
62 Substantive Changes.
- 63 n. "*Full Majority Vote*" is a TC vote in which more than 50% (more than half) of the Voting
64 Members vote "yes", regardless of the number of Voting Members present in the meeting.
65 Abstentions are not counted. For example, in a TC in which there are 20 Voting Members, at least
66 11 Voting Members must vote "yes" for a motion to pass.
- 67 o. "*IPR*" means intellectual property rights.
- 68 p. "*Leave of Absence*" shall have the meaning defined in [Section 2.6](#).
- 69 q. "*Meeting*" is a meeting of the TC that is properly called and scheduled in advance as described in
70 [Section 2.10](#).
- 71 r. "*Member*", with respect to a TC, means an Eligible Person who is allowed to subscribe to the TC
72 email list, participate in list discussions, attend and participate in TC meetings, and make
73 Contributions to the TC. The process for becoming a Member of a TC is defined in [Section 2.4](#).
- 74 s. "*Minimum Membership*" means five Voting Members of a TC (or, in the case of a TC about to be
75 formed, five Eligible Persons), at least two of which represent OASIS Organizational Members.
- 76 t. "*Non-Material Change*" is any change to the content of a Work Product that does not add or
77 remove any feature of the Work Product and that: (a) constitutes only error corrections, editorial
78 changes, or formatting changes; or (b) is a pro forma change to content required by TC
79 Administration.
- 80 u. "*Non-Standards Track Work Product*" is a Work Product produced and approved by a TC in
81 accordance with the TC Process which may be progressed to Committee Note as described in
82 [Section 3](#). Non-Standards Track Work Products are intended to be informative and explanatory in
83 nature. They are not subject to the patent licensing and non-assertion obligations requirements of
84 the OASIS IPR Policy.
- 85 v. "*Normative Portion*" shall have the meaning defined for such term by the [OASIS IPR Policy](#).
- 86 w. "*Normative Reference*" means a reference in a Standards Track Work Product to an external
87 document or resource with which the implementer must comply, in order to comply with a
88 Normative Portion of the Work Product.
- 89 x. "*OASIS Deliverable*" means any of the following: Committee Specification Drafts, Committee
90 Specification Public Review Drafts, Committee Specifications, Candidate OASIS Standards,
91 OASIS Standards, Approved Errata, Committee Note Drafts, Committee Note Public Review
92 Drafts, and Committee Notes.
- 93 y. "*OASIS Individual Member*" means an OASIS Member who is classified as such in their executed
94 Membership Agreement.
- 95 z. "*OASIS Member*" means a person, organization or entity who is a voting or non-voting member of
96 the corporation, as defined by the [OASIS Bylaws](#).
- 97 aa. "*OASIS Non-Standards Draft Deliverable*" means any of the following: Committee Note Drafts
98 and Committee Note Public Review Drafts.
- 99 bb. "*OASIS Non-Standards Final Deliverable*" means any of the following: Committee Notes.
- 100 cc. "*OASIS Organizational Member*" means an OASIS Member who is classified as such in their
101 executed Membership Agreement.
- 102 dd. "*OASIS Standards Draft Deliverable*" means any of the following: Committee Specification
103 Drafts and Committee Specification Public Review Drafts.
- 104 ee. "*OASIS Standards Final Deliverable*" means any of the following: Committee Specifications,
105 Candidate OASIS Standards, OASIS Standards and Approved Errata.
- 106 ff. "*OASIS Standard*" is a Candidate OASIS Standard that has been approved by the OASIS
107 Membership as specified in [Section 3.4](#).

- 108 gg. "*OASIS TC Administrator*" means the person or persons representing OASIS in administrative
109 matters relating to TCs. All official communications must be sent to tc-admin@oasis-open.org.
110 hh. "*Observer*" is an Eligible Person who is subscribed to the TC email list, and may attend TC
111 meetings, but is not allowed to participate in TC email list discussions, participate or speak in TC
112 meetings, or make Contributions to the TC. The process for becoming an Observer is defined in
113 [Section 2.4](#).
114 ii. "*Persistent Non-Voting Member*" is a TC Member who has declared their non-voting status in that
115 TC. The process for becoming a Persistent Non-Voting Member of a TC is defined in [Section 2.4](#).
116 jj. "*Primary Representative*", for any OASIS Organizational Member, means the person or persons
117 designated by that Member to serve as the consortium's principal contact for administrative issues.
118 kk. "*Public*" and "*publicly*" mean all persons, organizations and entities, whether or not OASIS
119 Members.
120 ll. "*Quorum*" is the number of Voting Members of a TC that must be present in a meeting so that
121 Resolutions and decisions may be made. The Quorum for OASIS TC meetings is a simple
122 majority (more than half) of Voting Members.
123 mm. "*Quorate Meeting*" is a TC meeting at which a Quorum is present.
124 nn. "*Resolution*" means a decision reached by a TC by vote. Resolutions require a Simple Majority
125 Vote to pass, unless a Full Majority Vote or Special Majority Vote is required under this Process.
126 oo. "*Simple Majority Vote*" is a vote in which the number of "yes" votes cast is greater than the
127 number of "no" votes cast. Abstentions are not counted. For example, in a Quorate Meeting in
128 which 20 Voting Members are present, if 7 vote "yes" and 4 vote "no", the motion passes.
129 pp. "*Special Majority Vote*" is a TC vote in which at least 2/3 (two thirds) of the Voting Members vote
130 "yes" and no more than 1/4 (one fourth) of the Voting Members vote "no". These numbers are
131 based on the total number of Voting Members, regardless of the number of Voting Members
132 present in the meeting. Abstentions are not counted. For example, in a TC in which there are 30
133 Voting Members, at least 20 Voting Members must vote "yes" for a motion to pass; but if 8 or
134 more vote "no" then the motion fails. All Special Majority Votes must be conducted via electronic
135 ballot by the OASIS TC Administrator.
136 qq. "*Standards Track Work Product*" is a Work Product produced and approved by a TC in
137 accordance with the TC Process which may be promoted to Committee Specification or OASIS
138 Standard as described in [Section 3](#).
139 rr. "*Statement of Use*", with respect to a Committee Specification, is a written statement that a party
140 has successfully used or implemented that specification in accordance with all or some of its
141 conformance clauses specified in [Section 2.18](#), identifying those clauses that apply, and stating
142 whether its use included the interoperation of multiple independent implementations. The
143 Statement of Use must be made to a specific version of the Committee Specification and must
144 include the Specification's approval date. The party may be an OASIS Member or a non-member.
145 In case of a non-member, the Statement of Use must be submitted on the TC comment-list. A TC
146 may require a Statement of Use to include hyperlinks to documents, files or demonstration
147 transcripts that enable TC members to evaluate the implementation or usage. A Statement of Use
148 submitted to the TC must be approved by TC resolution as an acceptable Statement of Use with
149 respect to the Committee Specification. A party can only issue one Statement of Use for a given
150 specification. When issued by an OASIS Organizational Member, a Statement of Use must be
151 endorsed by the Organizational Member's Primary Representative.
152 ss. "*Subcommittee*" (or "*SC*") is a group of Members of a TC producing recommendations for
153 consideration by the parent TC.
154 tt. "*Substantive Change*" is a change to an OASIS Standard that would require a compliant
155 application or implementation to be modified or rewritten in order to remain compliant.
156 uu. "*Technical Committee*" (or "*TC*") means a group comprised of at least the Minimum Membership
157 formed and conducted according to the provisions of this OASIS TC Process.
158 vv. "*Voting Member*" is a Member of a TC who has voting rights in the TC. The process for gaining
159 voting rights is defined in [Section 2.4](#).
160 ww. "*Work Product*" is a document which is either a Standards Track Work Product or a Non-
161 Standards Track Work Product.
162 xx. "*Work Product Approval Motion*" is any motion to initiate a Work Product Ballot.
163 yy. "*Work Product Ballot*" is any TC ballot for the:

- 164 a. approval of a Committee Specification Draft or Committee Note Draft,
165 b. start of a Public Review,
166 c. approval of a Committee Specification, or a Committee Note,
167 d. submission of a Committee Specification as a Candidate OASIS Standard.
168 zz. "Working Draft" is a preliminary version of a Work Product produced by one or more TC
169 Members that has not yet been voted on by the TC and approved as a Committee Specification
170 Draft or a Committee Note Draft. Some examples are initial contributions and revisions made by
171 editors or other TC Members.

172 The use of the term "day" or "days" in this TC Process refers to calendar days.

173 Section 2. Technical Committees

174 2.1 TC Discussion Lists

175 Any group of at least three Eligible Persons may begin a publicly subscribable discussion list for the
176 purpose of forming a TC by submitting to the OASIS TC Administrator the following items:

177 (1) The name of the discussion list, which shall not be the same as the name of the list in which the TC
178 itself shall operate if formed.

179 (2) A preliminary statement of scope for the TC whose formation the list is intended to discuss.

180 (3) The names, electronic mail addresses, and OASIS Organizational or Individual Membership affiliations
181 of the three or more Eligible Persons proposing to create the discussion list.

182 (4) The name of the discussion list leader.

183 No later than 15 days following the submission, the OASIS TC Administrator shall provide these materials
184 to the OASIS Membership with a Call For Participation in a discussion list whose purpose is to propose the
185 TC described in the application.

186 Discussion on the list is restricted to evaluating the interest in proposing a new OASIS TC, and defining the
187 proposal for one or more new OASIS TCs. The list of subscribers to the discussion list shall be available to
188 all subscribers. The discussion list shall automatically close 90 days after the Call For Participation is
189 issued.

190 2.2 TC Formation

191 Any group of at least Minimum Membership shall be authorized to begin a TC by submitting to the OASIS
192 TC Administrator, with a copy to those listed in 2(d) and 2(e) below, the following items, written in
193 English and provided in electronic form as plain text. No information other than these items may be
194 included in the proposal. All items must be provided in any subsequent revision of the proposal, and must
195 be submitted in the same manner as the original submission. Any documents referenced in the proposal
196 shall be publicly available.

197 (1) The Charter of the TC, which includes only the following items:

198 (1)(a) The name of the TC, such name not to have been previously used for an OASIS TC and not to
199 include any trademarks or service marks not owned by OASIS. The proposed TC name is subject to TC
200 Administrator approval and may not include any misleading or inappropriate names. The proposed name
201 must specify any acronyms or abbreviations of the name that shall be used to refer to the TC.

- 202 (1)(b) A statement of purpose, including a definition of the problem to be solved.
- 203 (1)(c) The scope of the work of the TC, which must be germane to the mission of OASIS, and which
204 includes a definition of what is and what is not the work of the TC, and how it can be determined when the
205 work of the TC has been completed. The scope may reference a specific contribution of existing work as a
206 starting point, but other contributions may be made by TC Members on or after the first meeting of the TC.
207 Such other contributions shall be considered by the TC Members on an equal basis to improve the original
208 starting point contribution.
- 209 (1)(d) A list of deliverables, with projected completion dates.
- 210 (1)(e) Specification of the IPR Mode under which the TC will operate.
- 211 (1)(f) The anticipated audience or users of the work.
- 212 (1)(g) The language in which the TC shall conduct business.
- 213 (2) Non-normative information regarding the startup of the TC, which includes:
- 214 (2)(a) Identification of similar or applicable work that is being done in other OASIS TCs or by other
215 organizations, why there is a need for another effort in this area and how this proposed TC will be different,
216 and what level of liaison will be pursued with these other organizations.
- 217 (2)(b) The date, time, and location of the first meeting, whether it will be held in person or by telephone,
218 and who will sponsor this first meeting. The first meeting of a TC shall occur no less than 30 days after the
219 announcement of its formation in the case of a meeting held exclusively by telephone or other electronic
220 means, and no less than 45 days after the announcement of its formation in the case of a meeting held face-
221 to-face (whether or not a telephone bridge is also available).
- 222 (2)(c) The projected on-going meeting schedule for the year following the formation of the TC, or until the
223 projected date of the final deliverable, whichever comes first, and who will be expected to sponsor these
224 meetings.
- 225 (2)(d) The names, electronic mail addresses, and membership affiliations of at least Minimum Membership
226 who support this proposal and are committed to the Charter and projected meeting schedule.
- 227 (2)(e) For each OASIS Organizational Member listed in (2)(d), the name, electronic mail address,
228 membership affiliation, and statement of support for the proposed Charter from the Primary Representative.
- 229 (2)(f) The name of the Convener who must be an Eligible Person.
- 230 (2)(g) The name of the Member Section with which the TC intends to affiliate, if any.
- 231 (2)(h) Optionally, a list of contributions of existing technical work that the proposers anticipate will be
232 made to this TC.
- 233 (2)(i) Optionally, a draft Frequently Asked Questions (FAQ) document regarding the planned scope of the
234 TC, for posting on the TC's website.
- 235 (2)(j) Optionally, a proposed working title and acronym for the Work Products to be developed by the TC.

236 No later than 5 days following the submission, the OASIS TC Administrator shall either return the
237 submission to its originators, with an explanation indicating its failure to meet the requirements set forth in
238 this section, or shall post notice of the submission to an announced mailing list (or equivalent method)
239 visible to the submission proposers and the OASIS Membership, for comment.

240 The notice will announce that comments will be received until the 14th day after the notice, and will
241 announce a date within 4 days of that 14th day for a conference call, among the Convener, the OASIS TC
242 Administrator, and those proposers who wish to attend. Other OASIS Members who wish to attend may
243 observe.

244 The proposer group may amend their submission at any time until the 28th day after the submission (except
245 that changes to the roster of proposers may occur at any time until the final posting). By the 28th day the
246 proposer group must post a pointer to an account of each of the comments / issues raised during that
247 review, along with its resolution.

248 No later than the 30th day after the submission, if those pointers have been posted, and the last version of
249 the submission from the proposer group meets the requirements of these rules, the OASIS TC
250 Administrator must post them to the OASIS Membership with a Call For Participation and an
251 announcement of a first meeting. Otherwise, the Convener may obtain a single 10-day extension for posting
252 a compliant proposal with the OASIS TC Administrator.

253 **2.3 First Meeting of a TC**

254 Eligible Persons intending to participate in the first meeting must use the OASIS collaborative tools to
255 register as a TC Member, and to specify whether they intend to gain voting rights, no later than 7 days prior
256 to a meeting. No later than 7 days prior to the meeting, the OASIS TC Administrator will post a notice to
257 the prospective Members on the TC's general email list inviting indications of candidacy for TC Chair to be
258 posted to that list.

259 If the first meeting of a TC is to be conducted as a face-to-face meeting, the Convener must arrange for
260 teleconference facilities to be provided for those unable to attend in person.

261 If the Eligible Person is an employee or designee of an OASIS Organizational Member, the Primary
262 Representative of that organization must confirm to the Convener and to the TC Administrator that the
263 person may become a Member of the TC.

264 Every Eligible Person who has so registered and been confirmed shall be a Member of the TC beginning
265 with the first meeting. Every Eligible Person who has so registered, requested voting rights, been
266 confirmed, and is present at the first meeting of a TC shall be a Voting Member of the TC beginning with
267 the first meeting.

268 The first meeting of a TC must occur at the place and time and in the manner described in the
269 announcement. Any initial meeting whose time or location is changed and any initial telephone or other
270 electronic meeting that fails to grant access to every Eligible Person previously registering to attend shall
271 be subject to appeal as provided in [Section 4.2](#).

272 At least Minimum Membership must become Voting Members at the first TC meeting or the TC shall be
273 considered not to have been successfully started and shall be closed.

274 At the first meeting the TC must elect a Chair as the first order of business, from among nominations made
275 by Voting Members at that meeting. Once the Chair is elected the role of Convener ends.

276 **2.4 TC Membership and Participation**

277 TC membership is per person, not per organization, and is not transferable from person to person.

278 2.4.1 Observer: An Eligible Person may become an Observer of a TC by registering as an Observer using
279 the electronic collaboration tools provided by OASIS. If the Eligible Person is an employee or designee of
280 an OASIS Organizational Member, the Primary Representative of that organization must be notified that
281 the person has requested to become an Observer. The Observer is not a TC Member so has no attendance or
282 participation requirements to maintain this status, other than to remain an Eligible Person.

283 2.4.2 Member: Any time after the first meeting, an Eligible Person shall become a Member of an existing
284 TC by registering as a Member using the electronic collaboration tools provided by OASIS. If the Eligible
285 Person is an employee or designee of an OASIS Organizational Member, the Primary Representative of
286 that organization must confirm to the Chair and to the TC Administrator that the person may become a
287 Member of the TC. Upon receipt by the Chair of confirmation by the Primary Representative the Member
288 may begin participating, but shall not have voting rights. A Member shall become eligible to vote in the TC
289 when the requirements below are met.

290 2.4.3 Persistent Non-Voting Member: A Member or Voting Member may, at any time after joining a
291 Technical Committee, send e-mail to both the Chair and the TC mailing list informing them of their change
292 in membership status, effective as of the date of notice, or other specified future date. A Persistent Non-
293 Voting Member retains participation rights but is not eligible to vote and does not count towards Quorum.
294 A Persistent Non-Voting Member who wishes to gain voting rights must send e-mail to both the Chair and
295 the TC mailing list informing them of their intent to become a Voting Member and must follow the rules in
296 section 2.4.4(c) as if they had lost their voting rights due to non-attendance.

297 2.4.4 Voting Member:

298 (a) After the first Meeting of a TC, a Member shall gain voting rights at the close of the second consecutive
299 Meeting attended by the Member or, if less than two Meetings are called within 60 days after the person
300 becomes a Member, at the close of that 60th day. OASIS Individual Members and the representatives of
301 OASIS Organizational Members are equally eligible to serve as Voting Members of a TC.

302 (b) A Voting Member must be active in a TC to maintain voting rights. In TCs that hold Meetings, a Voting
303 Member who is absent from two consecutive Meetings (as recorded in the minutes) loses his or her voting
304 rights at the end of the second Meeting missed. If a TC has adopted a standing rule to conduct business
305 only by electronic ballot, without Meetings, then a Voting Member who fails to cast a ballot in two
306 consecutive Work Product Ballots loses his or her voting rights at the close of the second ballot missed.

307 (c) A TC Member who has lost his or her voting rights shall regain them for a TC that holds Meetings by
308 attending two consecutive Meetings (as recorded in the minutes), thus regaining voting rights after the end
309 of the second Meeting attended or, if less than two Meetings are called within 60 days after the loss of such
310 rights, at the close of that 60th day. A Member of a TC that does not hold Meetings may regain voting
311 rights by making a request to the chair(s) to regain them, effective at the close of the 60th day after the
312 request.

313 (d) Voting Members who lose their voting rights remain Members of the TC. A warning may be sent to the
314 Member by the Chair, but the loss of voting rights is not dependent on the warning.

315 **2.5 Termination of TC Membership**

316 Except as provided in [Section 2.6](#), membership in an OASIS TC shall be terminated under the following
317 conditions:

318 (1) A Member shall be considered to have resigned from a TC upon his sending notification of resignation
319 to the TC general email list.

320 (2) Persons who lose Eligible Person status for reasons including, but not limited to, change of employment
321 shall have up to 15 days of TC membership as an OASIS Individual Member in which to request a Leave
322 of Absence or re-establish eligibility. A Member shall lose TC membership on the 16th day after losing
323 Eligible Person status or at the end of a Leave of Absence requested as specified in [Section 2.6](#) if Eligible
324 Person status has not been re-established.

325 Termination of membership in an OASIS TC shall automatically end voting rights in the TC as well as
326 membership in any Subcommittee of that TC.

327 **2.6 Leaves of Absence**

328 Every Voting Member of an OASIS TC shall be entitled to at least one Leave of Absence during any one
329 twelve month period. During a Leave of Absence, a Voting Member shall be exempt from the participation
330 criteria specified in [Section 2.4](#). A first Leave of Absence during any one twelve month period shall be
331 obtained automatically by sending an email to both the Chair and the TC mailing list. The Chair must
332 notify the TC of all Leaves of Absence by reporting them in the minutes of the TC's next meeting.

333 A Voting Member who has already been granted a Leave of Absence during any twelve month period may
334 apply for a maximum of one additional Leave of Absence during the same twelve month period, but a
335 second Leave of Absence during any twelve month period shall be granted only upon formal Resolution of
336 the TC.

337 A Voting Member of a TC who has been granted a Leave of Absence shall not have voting rights in the TC
338 and all of its Subcommittees for the duration of the Leave; voting rights shall resume immediately upon the
339 person returning from Leave.

340 The length of a Leave of Absence shall be specified in advance by the Voting Member requesting it and
341 shall not exceed 45 days. A Leave of Absence shall begin no earlier than seven days after the date upon
342 which the request was delivered to the Chair of the TC and shall end on the date specified, or at the
343 beginning of the first TC meeting or Subcommittee meeting attended after the Leave begins, or upon
344 transmittal of the first mail ballot returned after the Leave begins, whichever comes first. Time allocated for
345 a Leave of Absence but not used due to early resumption of participation cannot be carried over into
346 another Leave.

347 **2.7 TC Chairs**

348 Each TC must have a Chair. Only Members and Voting Members of the TC are eligible to be Chair or co-
349 Chair. The TC Chair is initially elected at the first meeting. The Chair is elected by Full Majority Vote of
350 the TC. If the TC does not have a Chair then all TC activities, with the exception of the selection of a new
351 Chair, are suspended; if the TC does not have a Chair for 120 days, the TC Administrator must close the
352 TC.

353 The responsibilities of Chair of a TC may be discharged by no more than two co-Chairs. In the event that
354 the Chair position is so shared each co-Chair is equally responsible for the Chair duties and responsibilities.
355 Throughout this TC Process, whenever a notification to the TC Chair is required this must be made to both
356 co-Chairs.

357 A TC Chair may be removed by action of the Board of Directors or by a Special Majority Vote of the TC.
358 In the event that a TC has co-Chairs each may be removed individually or both may be removed by a single
359 action.

360 A vacancy in chairing a TC shall be deemed to exist when (i) the Chair or one or both co-Chairs has been
361 removed, (ii) the Chair or one or both co-Chairs has resigned the position, or (iii) the Chair or one or both
362 co-Chairs ceases to be a Member of the TC. Vacancies in chairing a TC shall be filled by election from the
363 TC Members; the TC may elect at any time by vote to elect a co-Chair, if only one Chair is seated, or to
364 leave a second seat vacant. Any TC chair or co-chair election shall be by Full Majority Vote of the TC,
365 with each winning candidate having received a full majority vote regardless of the number of candidates.

366 The same provisions regarding Leaves of Absence shall apply to the Chair or co-Chair of a TC as to the
367 other TC Members, and additionally the Chair must notify both the OASIS TC Administrator and the TC at
368 least 30 days prior to any non-emergency Leave of Absence.

369 **2.8 TC Visibility**

370 The official copies of all resources of the TC and its associated Subcommittees, including web pages,
371 documents, email lists and any other records of discussions, must be located only on facilities designated
372 by OASIS. TCs and SCs may not conduct official business or technical discussions, store documents, or
373 host web pages on servers or systems not designated by OASIS. All web pages, documents, ballot results
374 and email archives of all TCs and SCs shall be publicly visible.

375 Mail Lists: Each TC shall be provided upon formation with a general discussion email list and a means to
376 collect public comments. Subscription to the general email list shall be required for Members, Voting
377 Members, and Observers of the TC.

378 The minutes of each TC meeting and a record of all decisions shall be posted to that TC's general email list.
379 All official communications and discussions of the TC must take place on the email list. All TC email lists
380 shall be archived for the duration of the corporation, and all TC email archives shall be publicly visible.

381 The purpose of the TC's public comment facility is to receive comments from the public and is not for
382 public discussion. Comments shall be publicly archived, and shall be forwarded to one or more Members of
383 the TC including the TC Chair. TCs shall not be required to respond to comments. Comments to the TC
384 made by Members of the TC must be made via the TC general email list, and comments made by non-TC
385 members, including from the public, must be made via the TC's comment facility. Comments shall not be
386 accepted via any other means.

387 Web Pages: The OASIS TC Administrator shall provide the TC with a publicly accessible web page. The
388 TC must keep the following information current on the TC web page: the TC name and Charter; standing
389 rules and other adopted procedures; meeting schedule; anticipated deliverables and delivery dates; list of
390 TC Members; the name and email address of the TC Chair or co-Chairs as well as other positions such as
391 secretary, editor, etc. that may exist; list of Subcommittees, their deliverables, and members; links to a
392 repository of the draft and completed TC documents with identification of the latest versions of the TC's
393 Work Products; and a link to the IPR declarations for that TC.

394 Announcements: The OASIS TC Administrator shall create a publicly archived list for announcements
395 from the OASIS TC Administrator regarding TCs. Any Eligible Person shall be able to subscribe to this
396 list. Every important change in TC status shall be posted to the announcement list; such changes shall
397 include but not be limited to the following: TC formation; TC Charter revision; start of Public Review;
398 approval of Committee Specifications and Committee Notes; submission of a Committee Specification as a
399 Candidate OASIS Standard; approval or rejection of a proposed OASIS Standard; and closure of a TC.

400 **2.9 TC Procedure**

401 The operation of TCs shall be governed by *Robert's Rules of Order Newly Revised*, insofar as such rules are
402 not inconsistent with or in conflict with this TC Process, the [OASIS IPR Policy](#), the [OASIS Bylaws](#), other
403 Board-approved policies, or with provisions of law. The duration of a TC shall be considered a single

404 session. Formal actions of TCs shall be governed by the same rules regardless of the language in which the
405 work is taking place.

406 Standing rules may be adopted, amended, or rescinded by Full Majority Vote of the TC. The TC may not
407 adopt standing rules or other Resolutions related to IPR, quorum requirements, membership, voting,
408 participation, or that otherwise conflict with or supersede any OASIS Board-approved policy. Standing
409 rules, and any amendments to them, must be communicated to the TC Administrator, who may rescind
410 them if they are in conflict with OASIS policy, and, in order to be enforceable, must be posted on the TC's
411 web page.

412 **2.10 TC Meetings**

413 TC meetings must be properly called and scheduled in advance using the OASIS collaborative tools.
414 Meetings scheduled or conducted in such a manner as to exclude the participation of any Member is subject
415 to appeal. Meetings may be conducted face-to-face or via telephone conference or other electronic media
416 that allow participation of all Members of the TC. In order to enable the openness of TC proceedings,
417 meetings should be scheduled and conducted so as to permit the presence of as many TC Observers as is
418 logistically feasible. Meeting minutes must be recorded and posted to the TC's general email list and
419 referenced on the TC web page.

420 Without a Quorum present discussions may take place but no business may be conducted; those present
421 may act as a "Committee of the Whole" as defined in *Robert's Rules of Order Newly Revised*, and make a
422 report to the entire TC. Attendance must be recorded in the meeting minutes. Meetings without Quorum
423 shall still count towards attendance for purposes of Members gaining, maintaining, or losing voting rights.

424 **2.11 TC Charter Clarification**

425 A TC may clarify its Charter only for the purpose of removing ambiguity or for narrowing the scope of the
426 topic defined by the Charter. The TC may not broaden or otherwise change its scope of the topic of work.
427 The list of deliverables may be expanded only if the new deliverables are within the scope of the topic.

428 Approval for clarification shall require a Special Majority Vote of the TC. The clarification of the Charter
429 may occur no earlier than the first meeting of the TC. The TC Chair shall notify the TC Administrator that
430 a motion has been made to clarify the Charter, and the TC Administrator shall set up and conduct the ballot.

431 The TC Administrator may prevent the proposed clarification from coming to vote if it is not in
432 conformance with OASIS policies. The TC Administrator must within 15 days either open the ballot or
433 reply to the TC with the reason why the change cannot be voted upon. The clarified Charter shall not take
434 effect until approved and announced by the TC Administrator. The TC Administrator shall publicize
435 approved changes as specified in [Section 2.8](#) and any revisable publicly visible description (e.g., web page)
436 promulgated by the TC shall be updated to reflect such changes.

437 **2.12 TC Rechartering**

438 In order to expand the scope of a TC, it must be re-chartered. The TC shall retain the same name, all email
439 lists and archives, web pages, etc. Contributions made to the TC under the prior charter must be
440 recontributed to be used under the revised charter.

441 Rechartering shall not change the TC name nor the IPR Mode of the TC. If a different name or IPR Mode
442 is desired then a new TC (with a unique name) must be formed and the normal rules for creating a new TC
443 apply (see [section 2.2](#)).

444 A proposal to recharter the TC must be made by Resolution and submitted to the TC Administrator. The
445 proposal shall follow the rules for a proposal to form a new TC as specified in [section 2.2](#) excluding items
446 2(d) and 2(e).

447 The TC Administrator shall reply to the proposers within 15 days, and if the proposal is complete shall
448 schedule a ballot. Approval for rechartering shall require a Special Majority Vote of the TC being
449 rechartered.

450 Once the ballot has been approved, the following steps shall be taken:

- 451 1. Within five days of approval, the TC Administrator shall announce the rechartering to the OASIS
452 Membership with a Call for Participation (including instructions for how and when to join the the
453 newly rechartered TC) and an announcement of the first meeting in the same manner as for a new
454 TC.
- 455 2. The TC may continue work until seven days before the first meeting under the new charter. Seven
456 days before the first meeting, all work of the TC shall stop and the TC Administrator shall send an
457 email to the TC mailing list describing the procedure for re-joining the TC and remove all
458 Members and TC officers from the TC roster.
- 459 3. OASIS members wishing to (re)join the TC shall follow the normal procedures for joining a new
460 TC. In the event that a member is not able to join in the seven day period before the first meeting,
461 because of lack of online access, the member's primary representative may ask the TC
462 Administrator to add the member to the TC.

463 The same rules and procedures regarding the First Meeting of a TC specified under [section 2.3](#) also apply
464 for the first meeting of the rechartered TC, except as superseded in this section.

465 The time period for determining Members' Participation Obligation shall restart at the first meeting of the
466 TC under the revised charter.

467 **2.13 TC Voting**

468 TC votes require a Simple Majority Vote to pass, except as noted elsewhere in this Process. All TC ballots
469 requiring a Special Majority Vote for approval must be conducted by the TC Administrator; the TC Chair
470 shall notify the TC Administrator that a motion has been made which requires a Special Majority Vote, and
471 the TC Administrator shall set up and conduct the ballot.

472 Eligibility: A Member of a TC must have voting rights to make or second a motion, and must have voting
473 rights at the time a ballot is opened in order to vote on that ballot. Every Voting Member of a TC has a
474 single vote. Organizations do not vote in TCs. Proxies shall not be allowed in TC voting.

475 Electronic Voting: TCs may conduct electronic ballots, either by using the TC's general mail list or the
476 publicly archived electronic voting functionality provided by OASIS. The minimum period allowed for
477 electronic voting shall be seven days; the TC may specify a longer voting period for a particular electronic
478 ballot. Any Work Product Ballot conducted as an electronic ballot must permit each voter to choose "yes",
479 "no" or "abstain." Eligible voters may change their vote up until the end of the voting period.

480 A motion opening an electronic ballot must be made in a TC meeting or on the TC's general email list.
481 Motions made on the TC's email list must also be seconded and discussed on that list.

482 **2.14 TC Subcommittees**

483 The TC may by Resolution create a Subcommittee (SC). The Resolution must be minuted, and must
484 include the name, statement of purpose, list of deliverables, and name of the Chair of the SC. All of these
485 items must fall within the Charter of the TC and conform to OASIS policy.

486 The deliverables of the SC are made only to the TC. Members of the SC must first be Members of the TC.
487 Observers of a TC may be Observers of a SC, but may not become SC members without first becoming a
488 Member of the TC. An SC member may resign from the SC and remain a Member of the TC.

489 **The TC may close a Subcommittee (SC) by Resolution. The Resolution must be minuted, and must include**
490 **the name of the Subcommittee.**

491 **2.15 Closing a TC**

492 A TC may be closed by Full Majority Vote of the TC, by Resolution of the OASIS Board of Directors, or
493 by the OASIS TC Administrator.

494 The TC Administrator must close a TC that has completed the deliverables listed in its Charter if the TC
495 does not add new deliverables or that fails to elect a Chair for the period provided in [Section 2.7](#).

496 The TC Administrator may close a TC that fails to conduct at least one Quorate Meeting or conduct any
497 Work Product Ballots during any six month period; whose membership falls below the Minimum
498 Membership; which has not completed its deliverables within the schedule listed in its Charter; or which
499 has failed to show progress towards achieving its purpose as defined by its Charter.

500 **2.16 Maintenance Activity of OASIS Standards Final Deliverables**

501 (1) Only one TC at a time may perform a Maintenance Activity on an OASIS Standards Final Deliverable.

502 (2) Maintenance Activity on an OASIS Standards Final Deliverable is always within the scope of the TC
503 that created the deliverable, whether or not the TC's Charter explicitly references it.

504 (3) Maintenance Activity on an OASIS Standards Final Deliverable may be done by a TC other than the
505 TC that originated the deliverable, if: (a) the name of the OASIS Standards Final Deliverable to be
506 maintained is listed as a deliverable in its Charter, and (b) if the originating TC is not closed, it has
507 consented to the Maintenance Activity by a Special Majority Vote.

508 **2.17 Intellectual Property Rights Procedures**

509 The TC shall operate in accordance with the [OASIS Intellectual Property Rights \(IPR\) Policy](#).

510 Notices of Disclosed Claims, as defined in and required by the OASIS IPR Policy, shall be made by
511 sending an email message to the TC Administrator, who shall post the disclosure on the TC's web page and
512 notify the TC via the TC general email list. The TC shall make no formal decision with regard to the
513 applicability or validity of an IPR disclosure.

514 Contributions, as defined in the OASIS IPR Policy, shall be made by sending to the TC's general email list
515 either the contribution, or a notice that the contribution has been delivered to the TC's document repository;
516 a URL or other reference to the document is not sufficient. Written contributions must be converted to
517 electronic format and delivered to the TC's general email list or document repository. The TC is not
518 required to acknowledge or use any Contribution.

519 **2.18 Work Product Quality**

520 (1) General. All documents and other files produced by the TC, including Work Products at any level of
521 approval, must use the OASIS file naming scheme, and must include the OASIS copyright notice. All
522 document files must be written using the OASIS document authoring templates, which shall be maintained
523 and made available by the TC Administrator. The name of any Work Product may not include any
524 trademarks or service marks not owned by OASIS.

525 (2) Acknowledgements. Any Work Product that is approved by the TC at any level must include a list of
526 people who participated in the development of the Work Product. This list shall be initially compiled by the
527 Chair, and any Member of the TC may add or remove their names from the list by request.

528 (3) References. A Work Product that is approved by the TC at any level must clearly indicate whether each
529 reference in the Work Product to a document or artifact is a Normative Reference.

530 (4) File Formats. Editable formats of all versions of TC documents must be delivered to the TC's document
531 repository. Working Drafts may be in any format (i.e. produced by any application). All approved versions
532 of OASIS Deliverables must be delivered to the TC's document repository in the (1) editable source, (2)
533 HTML or XHTML, and (3) PDF formats; and the TC must explicitly designate one of those delivered
534 formats as the authoritative document. Any links referenced by the TC shall be to the HTML, XHTML
535 and/or PDF formats stored using repositories and domain names owned by OASIS and as approved by the
536 TC Administrator.

537 (5) Multi-Part Work Products. A Work Product may be composed of any number of files of different types,
538 though any such multi-part Work Product must have a single Work Product name and version number.
539 Irrespective of the number and status of the constituent parts, the Work Product as a whole must be
540 approved by a single Work Product Ballot.

541 (6) Allowed changes. Any change made to a Work Product requires a new version or revision number,
542 except for changes made to (a) the approval status, (b) the date, (c) the URIs of the Work Product as
543 appropriate, (d) the running header/footer, (e) updates to the file names of all Work Product files and any
544 references between them, (f) any approved Designated Cross-Reference Changes, or (g) when a Committee
545 Note Public Review Draft is approved as a Committee Note or a Committee Specification is approved as an
546 OASIS Standard, and prior to its publication, any references to a Committee Specification may be updated
547 if the referenced Committee Specification has subsequently been approved and published as an OASIS
548 Standard. All of 6(a-g) must be made after the approval of the Work Product as a Committee Specification
549 Draft, Committee Note Draft, Committee Note, Committee Specification, Candidate OASIS Standard, or
550 OASIS Standard and before its official publication by TC Administration.

551 (7) Computer Language Definitions. All normative computer language definitions that are part of the Work
552 Product, such as XML instances, schemas and Java(TM) code, including fragments of such, must be well
553 formed and valid.

554 (7a) For Standards Track Work Products:

- 555
- 556 • All normative computer language definitions must be provided in separate plain
557 text files;
 - 558 • Each text file must be referenced from the Work Product; and
 - 559 • Where any definition in these separate files disagrees with the definition found
in the specification, the definition in the separate file prevails.

560 (7b) For Non-Standards Track Work Products:

- 561 • All computer language definitions should be provided in separate plain text
562 files; and
563 • Each text file should be referenced from the Work Product.

564 (8) Conformance Clauses.

565 (8a) For Standards Track Work Products:

566 A specification that is approved by the TC at the Committee Specification Public Review
567 Draft, Committee Specification or OASIS Standard level must include a separate section,
568 listing a set of numbered conformance clauses, to which any implementation of the
569 specification must adhere in order to claim conformance to the specification (or any
570 optional portion thereof).

571 (8b) For Non-Standards Track Work Products:

572 None required.

573 (9) Restrictions and Disclaimers.

574 Every Work Product must clearly indicate on the cover page whether it is a Standards Track Work Product
575 or Non-Standards Track Work Product. The cover page of a Non-Standards Track Work Product must
576 clearly and conspicuously state that the patent provisions of the IPR Policy do not apply to that Non-
577 Standards Track Work Product.

578 Standards Track Work Products and Non-Standards Track Work Products must have clearly
579 distinguishable templates and styling.

580 Documents which use formats that support headers and footers should indicate on every page whether the
581 document is a Standards Track Work Product or Non-Standards Track Work Product. In these cases, every
582 Non-Standards Track Work Product must also have a brief statement on every page that the patent
583 provisions of the IPR Policy do not apply.

584 Non-Standards Track Work Products must not contain language that would otherwise fall within the
585 definition of Normative Portion (were they subject to its provisions).

586 **2.19 Designated Cross-Reference Changes**

587 A TC wishing to update the Normative References or non-Normative References in the Normative
588 References or Non-Normative References section in one of its OASIS Work Products to reflect the
589 outcome of a pending status change in another OASIS Work Product may do so, by adopting a "Designated
590 Cross-Reference Change" as part of its Work Product Approval Motion, which must include: (a) a list
591 designating each of the other OASIS Work Products (including version number) that are referenced by that
592 Work Product and whose cross-references should conditionally be updated; (b) a reference to this [Section](#)
593 [2.19](#); and (c) an acknowledgement that approval and publication of the Work Product may be delayed by
594 the Designated Cross-Reference Changes.

595 Designated Cross Reference Changes may only be made on Work Product Approval Motions for
596 Committee Specification Drafts, Committee Note Drafts, Public Review Drafts, Committee Notes,
597 Committee Specifications, and Candidate OASIS Standards. Designated Cross Reference Changes may
598 only be made for Work Products with the following pending status changes:

- 599 • Working Drafts to be approved as Committee Specification Note Drafts and/or

- 600 • Committee Specification or Note Drafts to be approved as Public Review Drafts and/or
- 601 • Committee Specification or Note Drafts or Public Review Drafts being approved as Committee
- 602 Specifications or Notes and/or
- 603 • Committee Specifications being approved as Candidate OASIS Standards and/or
- 604 • Candidate OASIS Standards being approved as OASIS Standards.

605 Designated Cross Reference Changes may not be made to any OASIS Work Product changing its version
606 or revision number nor to any non-OASIS standard or publication.

607 The text of a proposed Designated Cross-Reference Change to a Work Product shall only include for each
608 cross-referenced Work Product:

- 609 • the current name, version and revision number;
- 610 • the current URI;
- 611 • the expected approval status; and
- 612 • the expected approval date of the cross-referenced Work Product.

613 The effectiveness of a proposed Designated Cross-Reference Change in a Work Product is conditioned on
614 the resolution of the expected approval action for each cross-referenced Work Product. Therefore, if a
615 Work Product Approval Motion includes proposed Designated Cross-Reference Changes, the effectiveness
616 of the subject Work Product's approval will be delayed until the resolution of all other cross-referenced
617 Work Product approval actions. The TC Administrator will withhold announcement and certification of the
618 Work Product itself until all such cross-referenced resolutions are complete.

619 If the Work Product Approval Motion (which includes Designated Cross-Reference Changes) passes, then,
620 when the last cross-referenced approval is resolved, the final approved version will be published with all of
621 its conditional descriptions of the cross-referenced Work Products updated to reflect their correct status at
622 that time.

623 **Section 3. Approval Process**

624 **3.0 Introduction**

625 Aside from approving Administrative Documents, the only document approvals a TC may validly perform
626 are described in this Section.

627 Standards Track Work Products progress as follows:

- 628 1. Committee Specification Draft,
- 629 2. Committee Specification Public Review Draft,
- 630 3. Committee Specification,
- 631 4. Candidate OASIS Standard,
- 632 5. OASIS Standard,
- 633 6. Approved Errata.

634 Non-Standards Track Work Products progress as follows:

- 635 1. Committee Note Draft,
- 636 2. Committee Note Public Review Draft,
- 637 3. Committee Note.

638 Each of the progressions above must begin with step 1, and no step may be skipped. However a TC is not
639 required to progress a Work Product from one step to the next.

640 **3.1 Approval of a Committee Draft**

641 The TC may at any stage during development of a Work Product approve a Working Draft as a Committee
642 Specification Draft or Committee Note Draft, as appropriate. Approval of these drafts shall require a Full
643 Majority Vote of the TC. The TC may approve a Working Draft, revise it, and re-approve it any number of
644 times as a Committee Specification Draft or Committee Note Draft.

645 **3.2 Public Review of a Committee Draft**

646 Before the TC can approve a Committee Specification Draft as a Committee Specification, or a Committee
647 Note Draft as a Committee Note, the TC must conduct a public review of the work. The decision by the TC
648 to submit the draft for public review requires a Full Majority Vote, and must be accompanied by a
649 recommendation from the TC of external stakeholders who should be notified of the review. The draft
650 approved to go to review shall be called a Committee Specification Public Review Draft or Committee
651 Note Public Review Draft, as appropriate. The public review must be announced by the TC Administrator
652 to the OASIS Membership list and optionally on other public mail lists; the TC Administrator shall at the
653 same time issue a call for IPR disclosure for Committee Specification Public Review Drafts.

654 Comments from non-TC Members must be collected via the TC's archived public comment facility;
655 comments made through any other means (unless made by a TC Member via the TC email list) shall not be
656 accepted. The TC must acknowledge the receipt of each comment, track the comments received, and post
657 to its primary e-mail list its disposition of each comment at the end of the review period.

658 No changes may be made to the public review draft during a review. If the TC decides by Full Majority
659 Vote that changes are required, the draft shall be withdrawn from review after the Chair informs the TC
660 Administrator, and then subsequently resubmitted by the TC for a new Public Review cycle of the same
661 type, either initial or subsequent.

662 The TC may conduct any number of review cycles (e.g. approval to send a Committee Specification Draft
663 to public review, collecting comments, making edits to the Committee Specification Draft, etc.). The initial
664 public review of a public review draft must take place for a minimum of 30 days, and any subsequent
665 reviews must be held for a minimum of 15 days. Changes made to a committee draft after a review must be
666 clearly identified in any subsequent review, and the subsequent review shall be limited in scope to changes
667 made in the previous review. Before starting another review cycle the revisions must be re-approved as a
668 Committee Specification Draft or Committee Note Draft, as appropriate, and then approved to go to public
669 review by the TC.

670 If any changes **that are not Non-Material** are made to the draft after the public review, whether as a result of
671 public review comments or from TC Member input, then the TC must conduct another review cycle. The
672 draft may not be considered for approval by the TC as a Committee Specification or Committee Note until
673 it has undergone a review cycle during which it has received no comments that result in any changes **that**
674 **are not Non-Material**.

675 **If only Non-Material Changes are made to the draft after the public review, whether as a result of public**
676 **review comments or from TC Member input, then the TC may proceed with the approval as a Committee**
677 **Specification or Committee Note in accordance with Section 3.3 without conducting another public review**
678 **cycle.**

679 **3.3 Approval of a Committee Specification or Committee Note**

680 After the public review, the TC may approve the Committee Specification Draft as a Committee
681 Specification or the Committee Note Draft as a Committee Note. If any comments have been received
682 during the most recent Public Review period, that vote may not commence any earlier than 7 days after the
683 last day of that Public Review. The approval of a Committee Specification or Committee Note shall require
684 a Special Majority Vote. The TC Chair shall notify the TC Administrator that the TC **has resolved to**
685 **request a Special Majority Vote for the advancement of the draft as a Committee Specification or**
686 **Committee Note, and provide to the TC Administrator the URI for the meeting minutes which record the**
687 **TC's resolution, including the location of the editable versions of the files and any other ballot details (for**
688 **example, Designated Cross-Reference Change motions).** The TC Administrator shall set up and conduct the
689 ballot to approve the Committee Specification or Committee Note.

690 **If Non-Material Changes have been made to the draft since its last public review then the TC must provide**
691 **an acceptable summary that is clear and comprehensible of the changes made since the last public review**
692 **and a statement that the changes are all Non-Material to TC Administration. TC Administration shall**
693 **announce the opening of the ballot to approve the draft to the OASIS Membership and optionally on other**
694 **public mail lists along with the summary of changes and the TC's statement. If any Eligible Person objects**
695 **that the changes are not Non-Material before the ballot closes, TC Administration shall halt the ballot and**
696 **require the TC to submit the draft for another public review cycle. If such objection is made after the ballot**
697 **has closed, TC Administration shall reject it and the results of the ballot shall stand.**

698 **3.4 Approval of an OASIS Standard**

699 Approval of an OASIS Standard is a three-step process:

- 700 1. Submission of a Candidate OASIS Standard to the TC Administrator,
- 701 2. Completion of a public review lasting a minimum of 60 days, and
- 702 3. A membership-wide ballot.

703 **3.4.1 Submission of a Candidate OASIS Standard**

704 After the approval of a Committee Specification, and after three Statements of Use referencing the
705 Committee Specification have been presented to the TC, a TC may resolve by Special Majority Vote to
706 submit the Committee Specification as a Candidate OASIS Standard. **At least one of the Statements of Use**
707 **must come from an OASIS Organizational Member.** The TC may decide to withdraw the submission, by
708 Special Majority Vote, at any time until the final approval. Upon Resolution of the TC to submit the
709 specification, its Chair shall submit the following items to the TC Administrator:

- 710 (a) Links to the Candidate OASIS Standard in the TC's document repository, and any appropriate
711 supplemental documentation, all of which must be written using the OASIS templates in effect at the time
712 of the Committee Specification approval vote. The specification must not have been changed between its
713 approval as a Committee Specification and its submission to OASIS for consideration as an OASIS
714 Standard, except for the changes allowed in [Section 2.18\(6\)](#).
- 715 (b) The editable version of all files that are part of the Candidate OASIS Standard;
- 716 (c) Certification by the TC that all schema and XML instances included in the specification, whether by
717 inclusion or reference, including fragments of such, are well formed, and that all expressions are valid;
- 718 (d) A clear English-language summary of the specification;
- 719 (e) A statement regarding the relationship of this specification to similar work of other OASIS TCs or other
720 standards developing organizations;

- 721 (f) The Statements of Use presented above;
- 722 (g) The beginning and ending dates of the public review(s), a pointer to the announcement of the public
723 review(s), and a pointer to an account of each of the comments/issues raised during the public review
724 period(s), along with its resolution;
- 725 (h) An account of and results of the voting to approve the specification as a Candidate OASIS Standard,
726 including the date of the ballot and a pointer to the ballot;
- 727 (i) An account of or pointer to votes and comments received in any earlier attempts to standardize
728 substantially the same specification, together with the originating TC's response to each comment;
- 729 (j) A pointer to the publicly visible comments archive for the originating TC; and
- 730 (k) The length of the Candidate OASIS Standard public review, if greater than the required 60 days.
- 731 The TC Administrator shall complete administrative processing and checking for completeness and
732 correctness of the submission within 15 days. If the submission is incomplete it shall be rejected but may be
733 resubmitted at a later time.
- 734 No part of the submission may be changed or altered in any way after being submitted to the TC
735 Administrator, including by Errata or corrigenda. Errata, corrigenda or other changes to an OASIS Standard
736 are not permitted after its submission for OASIS Standard approval.

737 **3.4.2 Public Review of a Candidate OASIS Standard**

738 A public review of the Candidate OASIS Standard shall be announced by the TC Administrator to the
739 OASIS Membership list and optionally on other public mail lists.

740 Comments from non-TC Members must be collected via the TC's archived public comment facility;
741 comments made through any other means (unless made by a TC Member via the TC email list) shall not be
742 accepted. The TC must acknowledge the receipt of each comment, track the comments received, and post
743 to its primary e-mail list the disposition of each comment at the end of the review period.

744 No changes may be made to the Candidate OASIS Standard during a review. If the TC decides by Full
745 Majority Vote that changes are needed, then the specification must be withdrawn from review after the
746 Chair informs the TC Administrator.

747 Upon completion of the public review, the Chair must notify the TC Administrator of the results.

- 748 • If no comments were received, the TC Administrator must start the ballot for OASIS Standard
749 approval within 7 days of notification.
- 750 • If comments were received, but no changes are to be made to the Candidate OASIS Standard, the
751 Chair will request that the TC Administrator start a Special Majority Ballot for the TC to approve
752 continuing with the OASIS Standard ballot. The TC Administrator will begin said ballot within 7
753 days of receipt. Upon successful completion of that ballot, the TC Administrator will, within 7
754 days, begin the ballot for OASIS Standard approval.
- 755 • If comments were received that result in a modification to the Candidate OASIS Standard, the
756 editors(s) will prepare a revised specification to be approved as a Committee Specification Draft
757 by the TC and proceed with a subsequent Public Review as noted in [Section 3.2](#). Before
758 resubmission the specification must be approved as a Committee Specification.

759 **3.4.3 Balloting for OASIS Standard approval**

760 In votes upon Candidate OASIS Standards, each OASIS Organizational Member at the time the ballot is
761 issued shall be entitled to cast one vote. Votes shall be cast via the publicly archived electronic voting
762 facility supplied by OASIS. A ballot announcement will be sent to each member entitled to vote and shall
763 specify the ballot closing date and time. Ballots shall be publicly visible during voting. Eligible voters may
764 change their vote up until the end of the 14-day voting period. The results of a vote on a proposed standard
765 shall be provided to the membership and to the TC no later than seven days following the close of the
766 voting period.

767 If at the end of the voting period at least 15 percent of the voting OASIS Membership has voted to approve
768 the proposed standard, and if no votes have been cast to disapprove the proposed standard, it shall become
769 an OASIS Standard immediately following the end of the voting period. If negative votes have been cast
770 amounting to 25 percent or more of the votes cast, or if less than 15 percent of the voting OASIS
771 Membership has cast positive votes to approve the proposed standard, the ballot is deemed to have failed
772 and the submission fails.

773 However, if negative votes are cast amounting to less than 25 percent of the votes that have been cast, the
774 TC shall be notified of the negative votes, after which the TC shall have 30 days to take one of the
775 following actions by Resolution of a Special Majority Vote: (a) request the TC Administrator to approve
776 the specification as submitted despite the negative votes; (b) withdraw the submission entirely; or (c)
777 submit an amended specification, in which case the amended submission shall be considered as if it were a
778 new submission, except that information regarding previous votes and any disposition of comments
779 received in previous votes shall accompany the amended submission. If the originating TC upon
780 notification of negative votes takes no formal action within the 30 days allocated for consideration of the
781 results, then the specification shall not become an OASIS Standard.

782 Failure of a ballot for any reason shall not prevent a later version of the same specification from being
783 submitted again as specified in this section.

784 **3.5 Approved Errata**

785 A TC may approve a set of Errata to an OASIS Standard which it developed as "Approved Errata" by:

786 (a) Adopting the set of proposed corrections as a Committee Specification Draft, in the form of a list of
787 changes, and optionally accompanied by a copy of the original OASIS Standard text marked to incorporate
788 the proposed changes.

789 (b) Confirming by Full Majority Vote that the proposed corrections do not constitute a Substantive Change.

790 (c) Submitting the proposed corrections for a 15-day public review, and completing that review, pursuant to
791 [Section 3.2](#).

792 (d) After the public review, confirming the proposed corrections as Approved Errata by a Full Majority
793 Vote.

794 Once approved, the Approved Errata shall be made available with the OASIS Standard it corrects, in any
795 publication of that OASIS Standard. Disposition of Approved Errata must be identified in the subsequent
796 Committee Specification Public Review Draft of the corrected OASIS Standard.

797 A TC may not adopt Approved Errata to an OASIS Standard more than once in any six-month period.

798 **Section 4. Board of Directors Involvement in the TC** 799 **Process**

800 **4.1 OASIS TC Administrator**

801 The "OASIS TC Administrator," as defined in [Section 1](#) of this TC Process, shall act as the Technical
802 Committee Liaison to the Board for the purpose of keeping the Board apprised of activities related to the
803 TC Process. The specific duties of the TC Liaison shall be specified by the Board in consultation with the
804 TC Administrator but shall, at a minimum, provide for the submission to the Board of a notice when a
805 proposal has been received for the creation of a new TC and when a TC submits a Committee Specification
806 as a Candidate OASIS Standard. Such notice shall be delivered via email to the Board immediately upon
807 the receipt of the submission by the TC Administrator. The TC Administrator shall also send a copy of
808 proposals for the creation of new TCs to the Technical Advisory Board (TAB) for their comment.

809 Notwithstanding anything to the contrary contained in this TC Process, upon majority vote of the members
810 of the Board at a meeting thereof duly called and constituted, the creation of a new TC may be prevented,
811 or a proposed OASIS Standard may be withheld from voting by OASIS Membership; the proposal or the
812 submission shall be returned to the proposers or the sponsoring TC for additional consideration, with an
813 explanation of the reasons for such action.

814 The Board of Directors may amend this TC Process at any time and from time to time at its sole discretion.

815 **4.2 Appeals**

816 Any Eligible Person who believes that

- 817 • an action taken or not taken by or with respect to TCs, or
- 818 • an action taken or not taken by the TC Administrator,

819 is in violation of the procedures set forth in this TC Process or OASIS policies specified by the OASIS
820 Board of Directors, may appeal such action or inaction.

821 Appellants shall file a complaint within 30 days of the action being appealed or at any time with respect to
822 an inaction. The complaint shall state the nature of the objection(s), including any direct and material
823 adverse effects upon the appellants; the section(s) of this TC Process or OASIS policies at issue; the actions
824 or inactions at issue; and the specific remedial action(s) that would satisfy the appellants' concerns.
825 Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

826 Appeals regarding actions or inactions of a TC must be made to the TC Administrator.

827 Appeals regarding actions or inactions of the TC Administrator must be made to the OASIS Board of
828 Directors.

829 In the case of an appeal to the TC Administrator: within 15 days of receipt of the complaint, the TC
830 Administrator shall provide a copy of the complaint to the TC; and within 30 days of such receipt, shall
831 render a decision, with a copy to the TC.

832 In the case of an appeal to the OASIS Board of Directors: such appeal, in order to be valid, shall be sent to
833 the board comment list (oasis-board-comment@lists.oasis-open.org) and the relevant TC(s). The Board
834 shall hold a hearing (with the appellants invited) within 45 days of receipt of the appeal. The Board shall
835 render its decision within 30 days. The decision of the Board shall be final.

836 The OASIS Board of Directors has the authority to effect such remedial action as may be necessary to
837 remedy a complaint brought under this TC Process.

838 **Section 5. Application to Existing TCs**

839 This TC Process applies to previously established TCs upon its adoption.