

1 OASIS TECHNICAL COMMITTEE PROCESS
2 Approved by the OASIS Board of [Directors on 25 January 2007.](#)
3 [Directors](#), and effective, ~~2 August~~ [1 March 2007](#)
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5

6 **Section 1. Definitions**

- 7 a. "Approved Errata" shall have the meaning defined in Section 3.5.
- 8 b. "Charter" is the organizational document for a TC comprised of the items
9 included in the proposal to form that TC, as defined in Section 2.2, and may be
10 modified as described in Section 2.11.
- 11 c. "Committee Draft" is an interim document approved by a Technical
12 Committee as specified in Section 3.
- 13 d. "Committee Specification" is a Public Review Draft that has completed public
14 review and achieved final approval by a Technical Committee as specified in
15 Section 3.
16
- 17 e. "Convener" is an Eligible Person who serves in the role of organizing the first
18 meeting of the TC, as defined in Section 2.3.
- 19 f. "Eligible Person" means one of a class of individuals that includes ~~persons~~
20 [holding \(a\) OASIS Individual memberships in OASIS Members, \(b\) employees or](#)
21 [designees of organizational members of OASIS, and OASIS Organizational](#)
22 [Members, and \(c\)](#) such other persons as may be designated by the OASIS Board
23 of Directors.
24
- 25 g. "Errata" means a set of changes or proposed changes to a specification that
26 are not Substantive Changes.
27
- 28 h. "Full Majority Vote" is a TC vote in which more than 50% (more than half) of
29 the Voting Members vote "yes", regardless of the number of Voting Members
30 present in the meeting. Abstentions are not counted. For example, in a TC in
31 which there are 20 Voting Members, at least 11 Voting Members must vote "yes"
32 for a motion to pass.
33
- 34 i. "Joint Committee" (or "JC") means a committee formed by joint proposal of a
35 group of cooperating TCs for the purpose of coordinating the technical work of
36 those TCs.
- 37 j. "Leave of Absence" shall have the meaning defined in Section 2.6.
- 38 k. "Meeting" is a meeting of the TC that is properly called and scheduled in
39 advance as described in Section 2.10.

- 40 | l. "Member" is "Member", with respect to a TC, means an Eligible Person who
41 | is allowed to subscribe to the TC email list, participate in list discussions,
42 | attend and participate in TC meetings, and make Contributions to the TC.
43 | The process for becoming a Member of a TC is defined in Section 2.4.
- 44 | m. "Minimum Membership" means five Voting Members of a TC (or, in the case
45 | of a TC about to be formed, five Eligible Persons) representing at least two
46 | member organizations, at least two of which represent OASIS
47 | Organizational Members.
- 48 | n. "Normative Portion" shall have the meaning defined for such term by the
49 | OASIS IPR Policy.
- 50 | o. "Normative Reference" means a reference in a specification to an external
51 | document or resource with which the implementer must comply, in order to
52 | comply with a Normative Portion of the specification.
- 53 | p. "OASIS Individual Member" means an OASIS Member who is classified as
54 | such in their executed Membership Agreement.
- 55 | q. "OASIS Member" means a person, organization or entity who is a voting or
56 | non-voting member of the corporation, as defined by the OASIS bylaws.
- 57 | r. "OASIS Organizational Member" means an OASIS Member who is classified
58 | as such in their executed Membership Agreement.
- 59 | s. "OASIS Standard" is a Committee Specification that has been submitted by a
60 | Technical Committee and reviewed and approved by the OASIS
61 | membership Membership as specified in Section 3.
- 62 | ~~q.t.~~ "OASIS TC Administrator" means the person or persons representing OASIS
63 | in administrative matters relating to TCs.
- 64 | ~~r.u.~~ "Observer" is an Eligible Person who is subscribed to the TC email list, and
65 | may attend TC meetings, but is not allowed to participate in TC email list
66 | discussions, participate or speak in TC meetings, or make Contributions to
67 | the TC. The process for becoming an Observer is defined in Section 2.4.
- 68 | v. "Primary Representative", for any OASIS Organizational Member, means the
69 | person or persons designated by that Member to serve as the consortium's
70 | principal contact for administrative issues.
- 71 | ~~s.w.~~ "Public" and "publicly" mean all people, whether OASIS members or
72 | not persons, organizations and entities, whether or not OASIS Members.

- 73 | [t.x.](#) "Public Review Draft" is a Committee Draft that has been approved by the
74 | TC to go to public review as specified in Section 3 of this Process.
- 75 | [t.y.](#) "Quorum" is the number of Voting Members of a TC that must be present in a
76 | meeting so that Resolutions and decisions may be made. The Quorum for
77 | OASIS TC meetings is a simple majority (more than half) of Voting Members.
- 78 | [v.z.](#) "Quorate Meeting" is a TC meeting at which a Quorum is present.
- 79 | [w.aa.](#) "Resolution" means a decision reached by a TC, SC or JC by vote.
80 | Resolutions require a Simple Majority Vote to pass, unless a Full Majority
81 | Vote or Special Majority Vote is required under this Process.
- 82 | [x.bb.](#) "Simple Majority Vote" is a vote in which the number of "yes" votes cast is
83 | greater than the number of "no" votes cast. Abstentions are not counted. For
84 | example, in a quorate meeting in which 20 Voting Members are present, if 7
85 | vote "yes" and 4 vote "no", the motion passes.
- 86 | [y.cc.](#) "Specification Ballot" is any ballot on the approval of the technical content of
87 | a document work within the TC, such as the approval of a Committee Draft,
88 | start of Public Review, approval of Committee Specification, or submission of
89 | a Committee Specification to OASIS for approval as an OASIS Standard.
- 90 | [dd.](#) "Statement of Use", with respect to a specification, is a written statement by
91 | an OASIS Organizational Member stating that it is successfully using or
92 | implementing that specification in accordance with the conformance clauses
93 | specified in Section 2.18, and stating whether its use included the
94 | interoperation of multiple independent implementations.
- 95 | [z.ee.](#) "Subcommittee" (or "SC") is a group of Members of a TC producing
96 | recommendations for consideration by the parent TC.
- 97 | [aa.ff.](#) "Special Majority Vote" is a TC vote in which at least 2/3 (two thirds) of the
98 | Voting Members vote "yes" and no more than 1/4 (one fourth) of the Voting
99 | Members vote "no". These numbers are based on the total number of Voting
100 | Members, regardless of the number of Voting Members present in the
101 | meeting. Abstentions are not counted. For example, in a TC in which there
102 | are 30 Voting Members, at least 20 Voting Members must vote "yes" for a
103 | motion to pass; but if 8 or more vote "no" then the motion fails. All Special
104 | Majority Votes must be conducted by the OASIS TC Administrator.
- 105 | [bb.](#) "Substantive Change" is a change to a specification that would require a
106 | compliant application or implementation to be modified or rewritten in order
107 | to remain compliant.

108 | [ee-hh.](#) "Technical Committee" (or "TC") means a group comprised of at least
109 | the Minimum Membership formed and conducted according to the provisions
110 | of this OASIS TC Process.

111 | [dd-ii.](#) "Voting Member" is a Member of a TC who has voting rights in the TC. The
112 | process for gaining voting rights is defined in Section 2.4.

113 | [ee-jj.](#) "Working Draft" is any version of a specification or other document produced
114 | by the TC which has not yet received any level of approval from the TC.

115 | [The use of the term "day" or "days" in this TC Process refers to calendar days.](#)

116 | **Section 2. Technical Committees**

117 | **2.1. TC Discussion Lists**

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

121 | 1.The name of the discussion list, which shall not be the same as the name of the
122 | list in which the TC itself shall operate if formed.

123 | 2.A preliminary statement of scope for the TC whose formation the list is intended
124 | to discuss.

125 | 3.The names, electronic mail addresses, and [membershipOASIS Organizational or](#)
126 | [Individual Membership](#) affiliations of the three or more Eligible Persons proposing
127 | to create the discussion list.

128 | 4.The name of the discussion list leader.

129 | No later than 15 days following the submission, the OASIS TC Administrator shall
130 | provide these materials to the [membershipOASIS Membership](#) with a Call For
131 | Participation in a discussion list whose purpose is to propose the TC described in the
132 | application.

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

137 | **2.2. TC Formation**

138 |
139 | Any group of at least Minimum Membership shall be authorized to begin a TC by
140 | submitting to the OASIS TC Administrator the following items, written in English and

141 provided in electronic form as plain text. No information other than these items may be
142 included in the proposal.

143 1. The Charter of the TC, which includes only the following items:

144 a. The name of the TC, such name not to have been previously used for an
145 OASIS TC and not to include any trademarks or service marks not owned by
146 OASIS. The proposed TC name is subject to TC Administrator approval and
147 may not include any misleading or inappropriate names. The proposed name
148 must specify any acronyms or abbreviations of the name that shall be used to
149 refer to the TC.

150 b. A statement of purpose, including a definition of the problem to be solved.

151 c. The scope of the work of the TC, which must be germane to the mission of
152 OASIS, and which includes a definition of what is and what is not the work of
153 the TC, and how it can be determined when the work of the TC has been
154 completed. The scope may reference a specific contribution of existing work
155 as a starting point, but other contributions may be made by [TC Members](#) on
156 or after the first meeting of the TC. Such other contributions shall be
157 considered by the ~~members of the TGC~~ [TC Members](#) on an equal basis to
158 improve the original starting point contribution.

159 d. A list of deliverables, with projected completion dates.

160 e. Specification of the IPR Mode under which the TC will operate.

161 f. The anticipated audience or users of the work.

162 g. The language in which the TC shall conduct business.

163 2. Non-normative information regarding the startup of the TC, which includes:

164 a. Identification of similar or applicable work that is being done in other
165 OASIS TCs or by other organizations, why there is a need for another effort in
166 this area and how this proposed TC will be different, and what level of liaison
167 will be pursued with these other organizations._

168 b. ~~Optionally, a list of contributions of existing technical work that the~~
169 ~~proposers anticipate will be made to this TC.~~

170 c. ~~Optionally, a proposed working title and acronym for the specification(s)~~
171 ~~to be developed by the TC.~~

172 d. The date, time, and location of the first meeting, whether it will be held in
173 person or by phone, and who will sponsor this first meeting. The first meeting

174 of a TC shall occur no less than 30 days after the announcement of its
175 formation in the case of a telephone or other electronic meeting, and no less
176 than 45 days after the announcement of its formation in the case of a face-to-
177 face meeting.

178 e. The projected on-going meeting schedule for the year following the
179 formation of the TC, or until the projected date of the final deliverable,
180 whichever comes first, and who will be expected to sponsor these meetings.

181 f. The names, electronic mail addresses, and [membershipOASIS](#)
182 [Organizational or Individual Membership](#) affiliations of at least Minimum
183 Membership who support this proposal and are committed to the Charter and
184 projected meeting schedule.

185 g. The name of the Convener who must be an Eligible Person.

186 h. [The name of the Member Section with which the TC intends to affiliate, if](#)
187 [any.](#)

188 i. [Optionally, a list of contributions of existing technical work that the](#)
189 [proposers anticipate will be made to this TC.](#)

190 j. [Optionally, a draft Frequently Asked Questions \(FAQ\) document regarding](#)
191 [the planned scope of the TC, for posting on the TC's website.](#)

192 k. [Optionally, a proposed working title and acronym for the specification\(s\) to](#)
193 [be developed by the TC.](#)

194 No later than 5 days following the submission, the OASIS TC Administrator shall either
195 return the submission to its originators, with an explanation indicating its failure to meet
196 the requirements set forth in this section, or shall post notice of the submission to an
197 announced mailing list (or equivalent method) visible to the submission proposers and
198 [the OASIS members,Membership](#), for comment.

199 The notice will announce that comments will be received until the 14th day after the
200 notice, and will announce a date within 4 days of that 14th day for a conference call,
201 among the Convener, the OASIS TC Administrator, and those proposers who wish to
202 attend. Other OASIS [membersMembers](#) who wish to attend may observe.

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

207 No later than the 30th day after the submission, if those pointers have been posted, and
208 the last version of the submission from the proposer group meets the requirements of

209 | these rules, the OASIS TC Administrator must post them to the [membershipOASIS](#)
210 | [Membership](#) with a Call For Participation and an announcement of a first meeting.
211 | Otherwise, the Convener may obtain a single 10-day extension for posting a compliant
212 | proposal with the OASIS TC Administrator.

213 | **2.3. First Meeting of a TC**

214 | ~~No later than 15 days prior to the event,~~ Eligible Persons intending to participate in the
215 | first meeting must use the OASIS collaborative tools to register as a [TC Member](#), and to
216 | specify whether they intend to gain voting rights. ~~no later than 7 days prior to a~~
217 | ~~telephonic meeting or 15 days prior to a face to face meeting.~~ 15 ~~No later than 7~~ days
218 | prior to the meeting, the OASIS TC Administrator will post a notice to the prospective
219 | Members on the TC's general email list inviting indications of candidacy for TC Chair to
220 | be posted to that list.

221 | If the Eligible Person is an employee or designee of an OASIS ~~member-~~
222 | ~~organization,~~ [Organizational Member](#), the Primary Representative of that organization
223 | must confirm to the Convener and to the TC Administrator that the person may become
224 | a Member of the TC.

225 | Every Eligible Person who has so registered and been confirmed shall be a Member of
226 | the TC beginning with the first meeting. Every Eligible Person who has so registered,
227 | requested voting rights, been confirmed, and is present at the first meeting of a TC shall
228 | be a Voting Member of the TC beginning with the first meeting. Persons who register to
229 | attend the first meeting but do not attend must notify the TC Chair after the first meeting
230 | to become a Member of the TC, as described in Section 2.4.

231 | The first meeting of a TC must occur at the place and time and in the manner described
232 | in the announcement. Any initial meeting whose time or location is changed and any
233 | initial telephone or other electronic meeting that fails to grant access to every Eligible
234 | Person previously registering to attend shall be subject to appeal as provided in Section
235 | 4.2.

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

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

241 2.4. TC Membership and Participation

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

244 Observer: An Eligible Person may become an Observer of a TC by registering as an
245 Observer using the electronic collaboration tools provided by OASIS. If the Eligible
246 Person is an employee or designee of an OASIS ~~member organization,~~Organizational
247 Member, the Primary Representative of that organization must be notified that the
248 person has requested to become an Observer. The Observer is not a TC Member~~of the~~
249 ~~TC~~ so has no attendance or participation requirements to maintain this status, other
250 than to remain an Eligible Person.

251 Member: Any time after the first meeting, an Eligible Person shall become a Member of
252 an existing TC by registering as a Member using the electronic collaboration tools
253 provided by OASIS. If the Eligible Person is an employee or designee of an OASIS
254 ~~member organization,~~Organizational Member, the Primary Representative of that
255 organization must confirm to the Chair and to the TC Administrator that the person may
256 become a Member of the TC. Upon receipt by the Chair of confirmation by the Primary
257 Representative the Member may begin participating, but shall not have voting rights. A
258 TC Member shall become eligible to vote in the TC when the requirements below are
259 met.

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

265 A Voting Member must be active in a TC to maintain voting rights. In TCs that hold
266 Meetings, a Voting Member who is absent from two consecutive Meetings (as recorded
267 in the minutes) loses his or her voting rights at the end of the second Meeting missed. If
268 a TC has adopted a standing rule to conduct business only by electronic ballot, without
269 Meetings, then a Voting Member who fails to cast a ballot in two consecutive
270 Specification Ballots loses his or her voting rights at the close of the second ballot
271 missed.

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

279 Voting Members who lose their voting rights remain Members of the TC. A warning may
280 be sent to the Member by the Chair, but the loss of voting rights is not dependent on the
281 warning.

282 **2.5 Termination of TC Membership**

283 Except as provided in section 2.6, membership in an OASIS TC shall be terminated
284 under the following conditions:

- 285 1. A Member shall be considered to have resigned from a TC upon his sending
286 notification of resignation to the TC general email list.
- 287 2. Persons who lose Eligible Person status for reasons including, but not limited
288 to, change of employment shall have up to 15 ~~calendar~~ days of TC
289 membership as an [OASIS](#) Individual Member in which to request a Leave of
290 Absence or re-establish eligibility. A Member shall lose TC membership on
291 the 16th day after losing Eligible Person status, or at the end of a Leave of
292 Absence requested as specified in Section 2.6, if Eligible Person status has
293 not been re-established.

294 Termination of membership in an OASIS TC shall automatically end voting rights in the
295 TC as well as membership in any subcommittee of that TC, and eligibility to represent
296 that TC in a JC.

297 **2.6 Leaves of Absence**

298 Every Voting Member of an OASIS TC shall be entitled to at least one Leave of
299 Absence during any one twelve month period. During a Leave of Absence, a Voting
300 Member shall be exempt from the participation criteria specified in Section 2.4. A first
301 Leave of Absence during any one twelve month period shall be obtained automatically
302 upon application to the Chair of the TC. The Chair must notify the TC of all Leaves of
303 Absence by reporting them in the minutes of the TC's next meeting.

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

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

311 The length of a Leave of Absence shall be specified in advance by the Voting Member
312 requesting it and shall not exceed 45 days. A Leave of Absence shall begin no earlier
313 than seven days after the date upon which the request was submitted to the Chair of the
314 TC and shall end on the date specified, or at the beginning of the first TC meeting or

315 subcommittee meeting attended after the Leave begins, or upon transmittal of the first
316 mail ballot returned after the Leave begins, whichever comes first. Time allocated for a
317 Leave of Absence but not used due to early resumption of participation cannot be
318 carried over into another Leave.

319 **2.7. TC Chairs**

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

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

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

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

341 The same provisions regarding Leaves of Absence shall apply to the Chair or co-Chair
342 of a TC as to the other ~~members of a TC, except~~ TC Members, except that the Chair
343 must notify both the OASIS TC Administrator and the TC at least 30 days prior to any
344 non-emergency leave of absence.

345 **2.8 TC Visibility**

346 The official copies of all resources of the TC and its associated subcommittees,
347 including web pages, documents, email lists and any other records of discussions, must
348 be located only on facilities designated by OASIS. TCs and SCs may not conduct
349 official business or technical discussions, store documents, or host web pages on
350 servers or systems not designated by OASIS. All web pages, documents, ballot results
351 and email archives of all TCs and SCs shall be publicly visible.

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

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

359 The purpose of the TC's public comment facility is to receive comments from the public
360 and is not for public discussion. Comments shall be publicly archived, and shall be
361 forwarded to one or more Members of the TC including the TC Chair. TCs shall not be
362 required to respond to comments. Comments to the TC made by Members of the TC
363 must be submitted via the TC general email list, and comments made by non-TC
364 members, including from the public, must be made via the TC's comment facility.
365 Comments shall not be accepted via any other means.

366 Web Pages: The OASIS TC Administrator shall provide the TC with a publicly
367 accessible web page. The TC must keep the following information current on the TC
368 web page: the TC name and Charter; standing rules and other adopted procedures;
369 meeting schedule; anticipated deliverables and delivery dates; list of [TC Members](#); the
370 name and email address of the TC Chair or co-Chairs as well as other positions such as
371 secretary, editor, etc. that may exist; list of subcommittees, their deliverables, and
372 members; links to a repository of the draft and completed TC documents with
373 identification of the latest versions of the TC's specifications; and a link to the IPR
374 declarations for that TC.

375 Announcements: The OASIS TC Administrator shall create a publicly archived list for
376 announcements from the OASIS TC Administrator regarding TCs. Any Eligible Person
377 shall be able to subscribe to this list. Every important change in TC status shall be
378 posted to the announcement list; such changes shall include but not be limited to the
379 following: TC formation; TC Charter revision; start of Public Review; approval of
380 Committee Specifications; submission of a Committee Specification as a proposed
381 OASIS Standard; approval or rejection of a proposed OASIS Standard; start or end of
382 participation in a joint committee; and closure of a TC.

383 **2.9 TC Procedure**

384 The operation of TCs shall be governed by *Robert's Rules of Order Newly Revised*,
385 insofar as such rules are not inconsistent with or in conflict with this TC Process, the
386 OASIS IPR Policy, the OASIS Bylaws, other Board-approved policies, or with provisions
387 of law. The duration of a TC shall be considered a single session. Formal actions of
388 TCs shall be governed by the same rules regardless of the language in which the work
389 is taking place.

390 Standing rules may be adopted by Full Majority Vote of the TC. The TC may not adopt
391 standing rules or other Resolutions related to IPR, quorum requirements, membership,
392 voting, participation, or that otherwise conflict with or supersede any OASIS Board-
393 approved policy. Standing rules must be communicated to the TC Administrator, who
394 may override them if they are in conflict with OASIS policy, and must be published on
395 the TC's web page.

396 **2.10 TC Meetings**

397 TC meetings must be properly called and scheduled in advance using the OASIS
398 electronic collaborative tools. Meetings scheduled or conducted in such a manner as to
399 exclude the participation of any [TC Member](#) is subject to appeal. Meetings may be
400 conducted face-to-face or via telephone conference or other electronic media that allow
401 participation of all Members of the TC. [In order to enable the openness of TC
402 proceedings, meetings should be scheduled and conducted so as to permit the
403 presence of as many TC Observers as is logistically feasible.](#) Meeting minutes must be
404 recorded and published to the TC's general email list and referenced on the TC web
405 page.

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

411 **2.11 TC Charter Clarification**

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

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

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

427 **2.12 TC Rechartering**

428 A TC may be rechartered for purposes of expanding the scope of the TC. The TC shall
429 retain the name of the predecessor, and all email lists and archives, web pages, etc.
430 shall move from the predecessor TC to the rechartered TC. However, any
431 Contributions made to the previous TC must be recontributed.

432 The rechartering may not change the IPR Mode of the TC; if a different IPR Mode is
433 required then a new TC (with a unique name) must be formed.

434 A proposal to recharter the TC must be submitted to the TC Administrator, which
435 proposal shall be in all respects the same as a proposal to form a new TC with the
436 exception that the TC name and IPR Mode shall be the same as the predecessor TC.
437 The TC Administrator shall reply to the proposers within 15 days, and if the proposal is
438 complete shall schedule a ballot. Approval for rechartering shall require a Special
439 Majority Vote of the TC being rechartered.

440 Upon approval of the ballot, the TC Administrator shall announce the newly rechartered
441 TC in the same manner as a new TC. Membership in the rechartered TC shall be
442 determined in the same manner as for a new TC. The predecessor TC shall be closed
443 at the end of the day prior to the date of the first meeting of the rechartered TC. The
444 time period for determining Members' Participation Obligation shall restart at the first
445 meeting of the new TC.

446 **2.13 TC Voting**

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

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

456 Electronic Voting: TCs may conduct electronic ballots, either by using the TC's general
457 mail list or the publicly archived electronic voting functionality provided by OASIS. The
458 minimum period allowed for electronic voting shall be seven **calendar** days; the TC may
459 specify a longer voting period for a particular electronic ballot. Any Specification Ballot
460 conducted as an electronic ballot must permit each voter to choose "yes", "no" or
461 "abstain."

462 A motion to open an electronic ballot must be made in a TC meeting unless the TC has
463 adopted a standing rule to allow this motion to be made on the TC's general email list.

464 When such a rule has been adopted, motions made on the mail list must also be
465 seconded and discussed on that list.

466 **2.14 TC Subcommittees**

467 The TC may by Resolution create a subcommittee (SC). The Resolution must be
468 minuted, and must include the name, statement of purpose, list of deliverables, and
469 name of the Chair of the SC. All of these items must fall within the Charter of the TC
470 and conform to OASIS policy.

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

475 **2.15 Closing a TC**

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

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

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

486 **2.16 TC Coordination**

487 Coordination among TCs shall take place through the action of voluntary Joint
488 Committees (JCs).

489 The purpose of a JC is only to coordinate the technical activities of multiple TCs, is
490 advisory only to those TCs, and has no deliverables. A TC shall have no obligation to
491 abide by any decision arrived at in a JC to which it contributes membership.

492 A JC is formed upon the proposal from the Chairs of at least two OASIS TCs who wish
493 to form the JC. The Chairs of all TCs named in the proposal should be co-proposers.
494 The proposal must be submitted to the OASIS TC Administrator, and shall be written in
495 English, provided in electronic form as plain text, and include the following information:

496 1. The name of the JC, such name not to have been previously used for an
497 OASIS JC or TC.

- 498 2. A statement of purpose, which must be germane to the mission of OASIS
499 and to the member TCs.
- 500 3. The language in which the JC shall conduct business.
- 501 4. The date and time of the first JC meeting, and whether it will be held in
502 person or by telephone or other electronic means. The first JC meeting may be
503 held no less than 30 days after the announcement of its formation in the case of
504 a telephone or electronic meeting, and no less than 45 days after the
505 announcement of its formation in the case of a face-to-face meeting.
- 506 5. The proposed on-going meeting schedule for the JC.
- 507 6. A list of all the TCs that will cooperate in the work of the JC.
- 508 7. The names, electronic mail addresses, and [membershipOASIS](#)
509 [Organizational or Individual Membership](#) affiliations of one or two members of
510 each of the proposing TCs who have been selected to represent the TC;
511 provided that no individual named in the proposal shall be allowed to represent
512 more than one TC in meeting this requirement.
- 513 8. The name of the JC Convener.
- 514 9. The names of meeting sponsors, if any.

515 No later than 15 days following the submission, the TC Administrator shall either
516 announce the formation of the JC to the ~~members of OASIS;~~ [OASIS Membership](#), or
517 return the submission to its originators with an explanation of its failure to meet the
518 requirements set forth in this section. If the submission is accepted, the TC
519 Administrator shall form an electronic mail list for the JC.

520 TCs not named in the proposal can join the JC at its first meeting by notifying the JC
521 Convener 15 days before the JC's first meeting of the TC's intent to send a
522 representative, and by having one or two representatives at that meeting.

523 TCs not joining the JC at the first meeting may join later by sending a notice to the JC
524 Chair requesting JC membership for the TC. The JC must respond to the TC within 45
525 days either accepting or rejecting the request for membership. If the request for
526 membership is accepted the TC must send a representative to a JC meeting within 45
527 days after the response, or to the first meeting following that period if no meeting is held
528 during that period. If the request for membership is rejected the applicant TC may
529 appeal to the TC Administrator.

530 At the first meeting the JC must elect a Chair. Once the Chair is elected the role of
531 Convener ends.

532 The members of the JC are the TCs. Each TC may send one or two representatives to
533 meetings of the JC, and each TC shall have one vote. A single person may not
534 represent more than one TC in the JC. The representatives of the member TCs shall be
535 subscribed to the JC's email list.

536 To maintain its membership in the JC a TC must have a representative at two out of
537 three consecutive JC meetings. If a TC is not represented at two out of three
538 consecutive meetings the JC Chair shall send a notice to the TC Chair; if a
539 representative of the TC does not attend the following meeting then the TC shall be
540 dropped from membership in the JC.

541 The Chair of the JC must be one of the representatives of the member TCs. Eligible
542 Persons who are not representing a member TC may attend meetings as observers.

543 The TC Administrator may close any JC that does not hold a meeting or conduct any
544 electronic discussion in any six month period, or whose membership is less than two
545 TCs. The JC can also be closed by Resolution of its members.

546 **2.17 Intellectual Property Rights Procedures**

547 The TC shall operate in accordance with the OASIS Intellectual Property Rights (IPR)
548 Policy.

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

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

560 **2.18 Specification Quality**

561 All documents and other files produced by the TC, including specifications at any level
562 of approval, must use the OASIS file naming scheme, and must include the OASIS
563 copyright notice. All document files must ~~also use be written using~~ the OASIS document
564 [authoring templates, which shall be published templates and maintained by the TC](#)
565 [Administrator](#). The name of any specification may not include any trademarks or
566 service marks not owned by OASIS.

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

572 A specification that is approved by the TC at any level must include a list of people who
573 participated in the development of the specification. This list shall be initially compiled
574 by the Chair, and any Member of the TC may add or remove their names from the list
575 by request.

576 A specification that is approved by the TC at any level must clearly indicate whether
577 each reference in the specification to a document or artifact is a Normative Reference.

578 Editable formats of all versions of TC documents must be submitted to the TC's
579 document repository. TC Working Drafts may be in any format (i.e. produced by any
580 application). All TC-approved versions of documents (i.e. Committee Drafts, Public
581 Review Drafts, and Committee Specifications) must be submitted to the TC's document
582 repository in the editable source, XHTML, and PDF formats. Any links published by the
583 TC shall be to the XHTML and/or PDF formats stored [in the TC's document](#)
584 [repository using repositories and domain names owned by OASIS and as approved by](#)
585 [the TC Administrator.](#)

586 All schema and XML instances, whether by inclusion or by reference, including
587 fragments of such, must be well formed. All expressions must be valid. [Each All-](#)
588 [machine-processable schemas, and XML instances etc. that are is](#) part of the
589 specification must be [available separately in their own plain text file with their own file-](#)
590 [name submitted in its own separate plain text file.](#)

591 A specification may be composed of any number of files of different types, though any
592 such multi-part specification must have a single specification name and version number.
593 Irrespective of the number and status of the constituent parts, the specification as a
594 whole must be approved by a single TC ballot. Any change made to a specification
595 requires a new version or revision number, except for changes made to the title page
596 and in the running footer noting the approval status and date, which must be made after
597 the approval of the specification.

598 **2.19 Application to Existing TCs**

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

600

601 **Section 3. Standards Approval Process**

602 **3.1 Approval of a Committee Draft**

603 The TC may at any stage during development of a specification approve the
604 specification as a Committee Draft. The approval of a Committee Draft shall require a
605 Full Majority Vote of the TC. The TC may approve a specification, revise it, and re-
606 approve it any number of times as a Committee Draft.

607 **3.2. Public Review**

608 Before the TC can approve its Committee Draft as a Committee Specification the TC
609 must conduct a public review of the work. The decision by the TC to submit the
610 specification for public review requires a Full Majority Vote, and must be accompanied
611 by a recommendation from the TC of external ~~Vote-stakeholders who should be notified~~
612 of the review. The Committee Draft approved to go to review shall be called a Public
613 Review Draft. The public review must be announced by the TC Administrator onto the
614 OASIS ~~members email list~~ Membership and optionally on other public mail lists; the TC
615 Administrator shall at the same time issue a Call For IPR Disclosure.

616 Comments from non-TC Members must be collected via the TC's archived public
617 comment facility; comments submitted through any other means shall not be accepted.
618 The TC must acknowledge the receipt of each comment, track the comments received-
619 as well as received, and publish to its primary e-mail list the disposition of each comment
620 at the end of the review period.

621 No changes may be made to the Public Review Draft during a review. If changes are
622 required the specification must be withdrawn from review then resubmitted.

623 The TC may conduct any number of review cycles (i.e. approval to send a Committee
624 Draft to Public Review, collecting comments, making edits to the specification, etc.).
625 The first public review of a specification must take place for a minimum of 60 days, and
626 any subsequent reviews must be held for a minimum of 15 days. Changes made to a
627 specification after a review must be clearly identified in any subsequent review, and the
628 subsequent review shall be limited in scope to changes made in the previous review.
629 Before starting another review cycle the specification must be re-approved as a
630 Committee Draft and then approved to go to public review by the TC.

631 If Substantive Changes are made to the specification after the public review, whether as
632 a result of public review comments or from TC Member input, then the TC must conduct
633 another review cycle. The specification may not be considered for approval by the TC
634 as a Committee Specification until it has undergone a review cycle during which it has
635 received no comments that result in Substantive Changes to the specification.-

636 3.3 Approval of a Committee Specification

637 After the public review of a Public Review Draft the TC may approve the specification as
638 a Committee Specification. The approval of a Committee Specification shall require a
639 Special Majority Vote. [If any comments have been received during the most recent](#)
640 [Public Review period, that vote may not commence any earlier than 7 days after the last](#)
641 [day of that Public Review.](#) The TC Chair shall notify the TC Administrator that the TC is
642 ready to vote on the approval of the specification, and provide to the TC Administrator
643 the location of the editable versions of the specification files. The TC Administrator shall
644 set up and conduct the ballot to approve the Committee Specification.

645 3.4 Approval of an OASIS Standard

646 Simultaneously with the approval of a Committee Specification or at a later date, [and](#)
647 [after three Statements of Use have been presented to the TC,](#) a TC may resolve by
648 Special Majority Vote to submit the Committee Specification to the ~~membership-~~
649 [Membership](#) of OASIS for consideration as an OASIS Standard. Upon resolution of the
650 TC to submit the specification, its Chair shall submit the following items to the TC
651 Administrator:

- 652 a. Links to the approved Committee Specification in the TC's document
653 repository, and any appropriate supplemental documentation for the
654 specification, both of which must be written using the OASIS templates. The
655 specification may not have been changed between its approval as a
656 Committee Specification and its submission to OASIS for consideration as an
657 OASIS Standard, except for the changes on the title page and running footer
658 noting the approval status and date.
- 659 b. The editable version of all files that are part of the Committee Specification;
- 660 c. Certification by the TC that all schema and XML instances included in the
661 specification, whether by inclusion or reference, including fragments of such,
662 are well formed, and that all expressions are valid;
- 663 d. A clear English-language summary of the specification;
- 664 e. A statement regarding the relationship of this specification to similar work of
665 other OASIS TCs or other standards developing organizations;
- 666 ~~f. Certification by at least three OASIS member organizations that they are~~
667 ~~successfully using the specification;~~
- 668 ~~f. The Statements of Use presented above;~~
- 669 g. The beginning and ending dates of the public review(s), a pointer to the
670 announcement of the public review(s), and a pointer to an account of each of

671 the comments/issues raised during the public review period(s), along with its
672 resolution;

673 h. An account of and results of the voting to approve the specification as a
674 Committee Specification, including the date of the ballot and a pointer to the
675 ballot;

676 i. An account of or pointer to votes and comments received in any earlier
677 attempts to standardize substantially the same specification, together with
678 the originating TC's response to each comment;

679 j. A pointer to the publicly visible comments archive for the originating TC;

680 k. A pointer to any minority reports submitted by one or more [TC](#) Members who
681 did not vote in favor of approving the Committee Specification, which report
682 may include statements regarding why the member voted against the
683 specification or that the member believes that Substantive Changes were
684 made which have not gone through public review; or certification by the Chair
685 that no minority reports exist.

686 The above submission must be made by the 15th of any month to the TC Administrator,
687 who shall have until the end of the month to complete administrative processing and
688 checking for completeness and correctness of the submission. If the submission is
689 incomplete it shall be rejected but may be resubmitted at a later time.

690 The TC that originated the specification may resolve by Special Majority Vote to
691 withdraw the proposed specification at any point after it is submitted to the TC
692 Administrator for administrative processing and before the start of the voting period. No
693 part of the submission may be changed or altered in any way after being submitted to
694 the TC Administrator, including by Errata or corrigenda. Errata, corrigenda or other
695 changes to a Committee Specification are not permitted after its submission for OASIS
696 Standard approval; if changes are required the Committee Specification must be
697 withdrawn by the TC, edited, re-approved as a Committee Specification, and then may
698 be resubmitted as a proposed OASIS Standard. Proposed changes of any kind to a
699 Committee Draft or Committee Specification may be maintained by a Technical
700 Committee, but do not have any approval status until incorporated into a revised
701 Committee Draft or Committee Specification.

702 The TC Administrator shall submit the proposal to the OASIS [membership](#) ~~Membership~~
703 by the first day of the following month. The first 15 days of that month shall be used by
704 the membership to familiarize themselves with the submission. Voting shall start on the
705 16th of the month. The voting representatives of those ~~organizational members of~~
706 [OASIS Organizational Members](#) who were members at the beginning of the
707 familiarization period are eligible to vote, and must submit their ballots by the end of the
708 month.

709 | In votes upon proposed OASIS Standards, each OASIS ~~organizational-~~
710 | ~~member~~[Organizational Member](#) shall be entitled to cast one vote. Votes shall be cast
711 | via the publicly archived electronic voting facility supplied by OASIS. Ballots shall be
712 | publicly visible during voting and may be changed up until the end of the voting period.
713 | The results of a vote on a proposed standard shall be provided to the membership and
714 | to the TC no later than seven days following the close of the voting period.

715 | If at the end of the voting period at least 15 percent of the voting ~~membership~~[OASIS](#)
716 | [Membership](#) has voted to approve the proposed standard, and if no votes have been
717 | cast to disapprove the proposed standard, it shall become an OASIS Standard
718 | immediately following the end of the voting period. However, if negative votes
719 | amounting to less than 15 percent of the voting membership have been cast, the TC
720 | shall be notified of the negative votes, after which the TC shall have 30 days to take one
721 | of the following actions by Resolution of a Special Majority Vote: (a) request the TC
722 | Administrator to approve the specification as submitted despite the negative votes;
723 | (b) withdraw the submission entirely; or (c) submit an amended specification, in which
724 | case the amended submission shall be considered as if it were a new submission,
725 | except that information regarding previous votes and any disposition of comments
726 | received in previous votes shall accompany the amended submission.

727 | If at the end of the voting period less than 15 percent of the voting ~~membership~~[OASIS](#)
728 | [Membership](#) has voted to approve the proposed standard, or if at the end of the voting
729 | period 15 percent or more of the voting membership has voted to disapprove the
730 | proposed standard, or if the originating TC upon notification of negative votes takes no
731 | formal action within the 30 days allocated for consideration of the results, then the
732 | specification shall not become an OASIS Standard. This shall not prevent a later
733 | version of the same specification from being submitted again as specified in this
734 | section.

735 | No changes may be made to the specification after approval as an OASIS Standard
736 | except for the changes on the title page and running footer noting the approval status
737 | and date.

738 | **3.5 Approved Errata**

739 | A TC may approve a set of Errata to an OASIS Standard as "Approved Errata" to the
740 | corrected specification by:

- 741 | a. Adopting the set of proposed corrections as a Committee Draft, in the form of
742 | a list of changes, and optionally accompanied by a copy of the original
743 | specification text marked to incorporate the proposed changes.
- 744 | b. Confirming by Full Majority Vote that the proposed corrections do not
745 | constitute a Substantive Change.

746 c. Submitting the proposed corrections for a 15-day public review, and
747 completing that review, pursuant to Section 3.4.

748 d. After the public review, confirming the the proposed corrections as Approved
749 Errata by a Full Majority Vote.

750 Once approved, the Approved Errata shall be associated with the specification it
751 corrects, in any publication of that specification. Disposition of Approved Errata must
752 be identified in the subsequent Public Review Draft of the corrected specification.

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

755

756 **Section 4. Board of Directors Involvement in the Standards Process**

757 **4.1 OASIS TC Administrator**

758 The "OASIS TC Administrator," as defined in Section 1 of this TC Process, shall act as
759 the Technical Committee Liaison to the Board for the purpose of keeping the Board
760 apprised of activities related to the TC Process. The specific duties of the TC Liaison
761 shall be specified by the Board in consultation with the TC Administrator but shall, at a
762 minimum, provide for the submission to the Board of a notice when a proposal has been
763 received for the creation of a new TC and when a TC submits a Committee
764 Specification to OASIS for consideration as an OASIS Standard. Such notice shall be
765 submitted via email to the Board immediately upon the receipt of the submission by the
766 TC Administrator. The TC Administrator shall also send a copy of proposals for the
767 creation of new TCs to the Technical Advisory Board (TAB) for their comment.

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

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

776 **4.2 Appeals**

777 Any group of three or more Eligible Persons who believe that an action taken or not
778 taken by or with respect to TCs, or actions taken or not taken by the TC Administrator,
779 is in violation of the procedures set forth in this TC Process or OASIS policies specified
780 by the OASIS Board of Directors may appeal such action or inaction. Appellants shall

781 file a complaint within 30 days of the action being appealed or at any time with respect
782 to an inaction. The complaint shall state the nature of the objection(s), including any
783 direct and material adverse effects upon the appellants; the section(s) of this TC
784 Process or OASIS policies at issue; the actions or inactions at issue; and the specific
785 remedial action(s) that would satisfy the appellants' concerns. Previous efforts to
786 resolve the objection(s) and the outcome of each shall be noted. Appeals regarding
787 actions of a TC must be made to the TC Administrator. Appeals regarding actions of
788 the TC Administrator must be made to the Chairman of the OASIS Board of Directors.

789 In the case of an appeal to the TC Administrator: within 15 days of receipt of the
790 complaint, the TC Administrator shall provide a copy of the complaint to the TC; and
791 within 30 days of such receipt, shall respond to the appellants, with a copy to the TC,
792 addressing each allegation of fact in the complaint to the extent of the TC
793 Administrator's knowledge. If the appellants and the TC Administrator are unable to
794 resolve the complaint within 15 days following the response, the TC Administrator shall
795 notify the Chairman of the Board of Directors, who shall follow the procedure below.

796 In the case of an appeal to the Board, within 15 days of receipt of the complaint, the
797 Chairman of the Board shall provide a copy of the complaint to the TC; and within 30
798 days of such receipt, shall respond to the appellants, with a copy to the TC, addressing
799 each allegation of fact in the complaint to the extent of the Board's knowledge. If this
800 response is not acceptable to the appellants they may request a hearing before the
801 OASIS Board of Directors at the next regular Board meeting. In such a hearing,
802 appellants shall have the burden of demonstrating adverse effects, improper action or
803 inaction, and the efficacy of the requested remedial action. The Board shall render its
804 decision within 30 days. The decision of the Board shall be final.

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

807