

# TC Process Roll-Up

6 January 2010

## OASIS Technical Committee Process

Approved: ~~30 July 2009~~TBD (proposed 5 February 2010)

Effective: ~~1 September 2009~~TBD

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## 1 Section 1. Definitions

- 2 a. "Approved Errata" shall have the meaning defined in [Section 3.5](#).

- 3 | b. "Candidate OASIS Standard" is a Committee Specification that has been submitted for approval  
4 | as an OASIS Standard as specification in Section 3.4.
- 5 | b.c. "Charter" is the organizational document for a TC comprised of the items included in the proposal  
6 | to form that TC, as defined in [Section 2.2](#), and may be modified as described in [Section 2.11](#).
- 7 | d. "Committee Draft" is an interim document approved by a Technical Committee as specified in  
8 | [Section 3.1](#).
- 9 | e.e. "Committee Note" is a Public Review Draft that has completed public review and achieved final  
10 | approval by a Technical Committee as specified in Section 3.3.
- 11 | d.f. "Committee Specification" is a Public Review Draft that has completed public review and  
12 | achieved final approval by a Technical Committee as specified in [Section 3.3](#).
- 13 | e.g. "Convener" is an Eligible Person who serves in the role of organizing the first meeting of the TC,  
14 | as defined in [Section 2.3](#).
- 15 | f.h. "Eligible Person" means one of a class of individuals that includes (a) OASIS Individual Members,  
16 | (b) employees or designees of OASIS Organizational Members, and (c) such other persons as  
17 | may be designated by the OASIS Board of Directors.
- 18 | g.i. "Errata" means a set of changes or proposed changes to a specification that are not Substantive  
19 | Changes.
- 20 | h.j. "Full Majority Vote" is a TC vote in which more than 50% (more than half) of the Voting Members  
21 | vote "yes", regardless of the number of Voting Members present in the meeting. Abstentions are  
22 | not counted. For example, in a TC in which there are 20 Voting Members, at least 11 Voting  
23 | Members must vote "yes" for a motion to pass.
- 24 | i.k. "IPR" means intellectual property rights.
- 25 | j.l. "Leave of Absence" shall have the meaning defined in [Section 2.6](#).
- 26 | k.m. "Meeting" is a meeting of the TC that is properly called and scheduled in advance as  
27 | described in [Section 2.10](#).
- 28 | l.n. "Member", with respect to a TC, means an Eligible Person who is allowed to subscribe to the TC  
29 | email list, participate in list discussions, attend and participate in TC meetings, and make  
30 | Contributions to the TC. The process for becoming a Member of a TC is defined in #membership.
- 31 | o. "Minimum Membership" means five Voting Members of a TC (or, in the case of a TC about to be  
32 | formed, five Eligible Persons), at least two of which represent OASIS Organizational Members.
- 33 | m.p. "Non-Standards Track Work Product" is any work product produced by a TC that  
34 | conforms to a Non-Standards Track template.
- 35 | n.q. "Normative Portion" shall have the meaning defined for such term by the [OASIS IPR Policy](#).
- 36 | o.r. "Normative Reference" means a reference in a specification to an external document or resource  
37 | with which the implementer must comply, in order to comply with a Normative Portion of the  
38 | specification.
- 39 | p.s. "OASIS Draft Deliverable" means any of the following: Working Drafts, Committee Drafts and  
40 | Public Review Drafts.

- 41 | ~~q-t.~~ "OASIS Final Deliverable" means any of the following: [Committee Notes](#), Committee  
42 | Specifications, OASIS Standards and Approved Errata.
- 43 | ~~r-u.~~ "OASIS Individual Member" means an OASIS Member who is classified as such in their executed  
44 | Membership Agreement.
- 45 | ~~s-v.~~ "OASIS Member" means a person, organization or entity who is a voting or non-voting member of  
46 | the corporation, as defined by the [OASIS Bylaws](#).
- 47 | ~~t-w.~~ "OASIS Organizational Member" means an OASIS Member who is classified as such in their  
48 | executed Membership Agreement.
- 49 | ~~u-x.~~ "OASIS Standard" is a ~~Committee Specification~~[Candidate OASIS Standard](#) that has been  
50 | submitted by a Technical Committee and reviewed and approved by the OASIS Membership as  
51 | specified in [Section 3](#).
- 52 | ~~v-y.~~ "OASIS TC Administrator" means the person or persons representing OASIS in administrative  
53 | matters relating to TCs. All official communications must be sent to [tc-admin@oasis-open.org](mailto:tc-admin@oasis-open.org).
- 54 | ~~w-z.~~ "Observer" is an Eligible Person who is subscribed to the TC email list, and may attend TC  
55 | meetings, but is not allowed to participate in TC email list discussions, participate or speak in TC  
56 | meetings, or make Contributions to the TC. The process for becoming an Observer is defined in  
57 | [Section 2.4](#).
- 58 | ~~x-aa.~~ \_\_\_\_\_ "Persistent Non-Voting Member" is a TC Member who has declared their non-voting  
59 | status in that TC. The process for becoming a Persistent Non-Voting Member of a TC is defined  
60 | in Section 2.4.
- 61 | ~~y-bb.~~ \_\_\_\_\_ "Primary Representative", for any OASIS Organizational Member, means the person or  
62 | persons designated by that Member to serve as the consortium's principal contact for  
63 | administrative issues.
- 64 | ~~z-cc.~~ \_\_\_\_\_ "Public" and "publicly" mean all persons, organizations and entities, whether or not  
65 | OASIS Members.
- 66 | ~~aa-dd.~~ \_\_\_\_\_ "Public Review Draft" is a Committee Draft that has been approved by the TC to go to  
67 | public review as specified in [Section 3.2](#) of this Process.
- 68 | ~~bb-ee.~~ \_\_\_\_\_ "Quorum" is the number of Voting Members of a TC that must be present in a meeting so  
69 | that Resolutions and decisions may be made. The Quorum for OASIS TC meetings is a simple  
70 | majority (more than half) of Voting Members.
- 71 | ~~ee-ff.~~ \_\_\_\_\_ "Quorate Meeting" is a TC meeting at which a Quorum is present.
- 72 | ~~dd-gg.~~ \_\_\_\_\_ "Resolution" means a decision reached by a TC by vote. Resolutions require a Simple  
73 | Majority Vote to pass, unless a Full Majority Vote or Special Majority Vote is required under this  
74 | Process.
- 75 | ~~ee-hh.~~ \_\_\_\_\_ "Simple Majority Vote" is a vote in which the number of "yes" votes cast is greater than  
76 | the number of "no" votes cast. Abstentions are not counted. For example, in a quorate meeting in  
77 | which 20 Voting Members are present, if 7 vote "yes" and 4 vote "no", the motion passes.
- 78 | ~~ff-ii.~~ "Special Majority Vote" is a TC vote in which at least 2/3 (two thirds) of the Voting Members vote "  
79 | yes" and no more than 1/4 (one fourth) of the Voting Members vote "no". These numbers are  
80 | based on the total number of Voting Members, regardless of the number of Voting Members

81 present in the meeting. Abstentions are not counted. For example, in a TC in which there are 30  
82 Voting Members, at least 20 Voting Members must vote "yes" for a motion to pass; but if 8 or  
83 more vote "no" then the motion fails. All Special Majority Votes must be conducted by the OASIS  
84 TC Administrator.

85 | ~~gg-ji.~~ \_\_\_\_\_ "*Specification Approval Motion*" is any motion to initiate a TC ballot to advance the status  
86 of a specification, including the approval of a Committee Draft, the approval of a Public Review  
87 Draft (initiating a Public Review), the approval of a Committee Specification or Committee Note,  
88 and the submission by the TC of a Committee Specification ~~to OASIS for approval as an OASIS~~  
89 ~~Standard.~~ as a Candidate OASIS Standard.

90 | kk. "*Specification Ballot*" is any ballot on the approval of the technical content of a document work  
91 within the TC, such as the approval of a Committee Draft, start of Public Review, approval of  
92 Committee Specification or Committee Note, or submission of a Committee Specification as a  
93 ~~Candidate OASIS Standard~~ to OASIS for approval as an OASIS Standard.

94 | ~~hh-ll.~~ \_\_\_\_\_ "*Standards Track Work Product*" is any work product produced by a TC that is intended  
95 to be approved as an OASIS Standard and which conforms to the Standards Track templates.

96 | ii-mm. \_\_\_\_\_ "*Statement of Use*", with respect to a specification, is a written statement by an OASIS  
97 Organizational Member stating that it is successfully using or implementing that specification in  
98 accordance with the conformance clauses specified in [Section 2.18](#), and stating whether its use  
99 included the interoperation of multiple independent implementations.

100 | jj-nn. \_\_\_\_\_ "*Subcommittee*" (or "SC") is a group of Members of a TC producing recommendations for  
101 consideration by the parent TC.

102 | kk-oo. \_\_\_\_\_ "*Substantive Change*" is a change to a specification that would require a compliant  
103 application or implementation to be modified or rewritten in order to remain compliant.

104 | ll-pp. \_\_\_\_\_ "*Technical Committee*" (or "TC") means a group comprised of at least the Minimum  
105 Membership formed and conducted according to the provisions of this OASIS TC Process.

106 | mm-qq. \_\_\_\_\_ "*Voting Member*" is a Member of a TC who has voting rights in the TC. The process for  
107 gaining voting rights is defined in [Section 2.4](#).

108 | rr-rr. \_\_\_\_\_ "*Working Draft*" is any version of a specification or other document produced by the TC  
109 which has not yet received any level of approval from the TC.

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

## 111 **Section 2. Technical Committees**

### 112 **2.1. TC Discussion Lists**

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

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

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

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

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

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

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

## 128 **2.2. TC Formation**

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

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

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

139 (1)(b) A statement of purpose, including a definition of the problem to be solved.

140 (1)(c) The scope of the work of the TC, which must be germane to the mission of OASIS, and which  
141 includes a definition of what is and what is not the work of the TC, and how it can be determined when the  
142 work of the TC has been completed. The scope may reference a specific contribution of existing work as  
143 a starting point, but other contributions may be made by TC Members on or after the first meeting of the  
144 TC. Such other contributions shall be considered by the TC Members on an equal basis to improve the  
145 original starting point contribution.

146 (1)(d) A list of deliverables, with projected completion dates.

147 (1)(e) Specification of the IPR Mode under which the TC will operate.

148 (1)(f) The anticipated audience or users of the work.

149 (1)(g) The language in which the TC shall conduct business.

150 (2) Non-normative information regarding the startup of the TC, which includes:

151 (2)(a) Identification of similar or applicable work that is being done in other OASIS TCs or by other  
152 organizations, why there is a need for another effort in this area and how this proposed TC will be  
153 different, and what level of liaison will be pursued with these other organizations.

154 (2)(b) The date, time, and location of the first meeting, whether it will be held in person or by telephone,  
155 and who will sponsor this first meeting. The first meeting of a TC shall occur no less than 30 days after  
156 the announcement of its formation in the case of a meeting held exclusively by telephone or other  
157 electronic means, and no less than 45 days after the announcement of its formation in the case of a  
158 meeting held face-to-face (whether or not a telephone bridge is also available).

159 (2)(c) The projected on-going meeting schedule for the year following the formation of the TC, or until the  
160 projected date of the final deliverable, whichever comes first, and who will be expected to sponsor these  
161 meetings.

162 (2)(d) The names, electronic mail addresses, and membership affiliations of at least Minimum  
163 Membership who support this proposal and are committed to the Charter and projected meeting  
164 schedule.

165 (2)(e) For each OASIS Organizational Member listed in (2)(d), the name, electronic mail address,  
166 membership affiliation, and statement of support for the proposed Charter from the Primary  
167 Representative.

168 (2)(f) The name of the Convener who must be an Eligible Person.

169 (2)(g) The name of the Member Section with which the TC intends to affiliate, if any.

170 (2)(h) Optionally, a list of contributions of existing technical work that the proposers anticipate will be  
171 made to this TC.

172 (2)(i) Optionally, a draft Frequently Asked Questions (FAQ) document regarding the planned scope of the  
173 TC, for posting on the TC's website.

174 (2)(j) Optionally, a proposed working title and acronym for the specification(s) or other work products to be  
175 developed by the TC.

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

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

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

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

### 193 **2.3. First Meeting of a TC**

194 Eligible Persons intending to participate in the first meeting must use the OASIS collaborative tools to  
195 register as a TC Member, and to specify whether they intend to gain voting rights, no later than 7 days  
196 prior to a meeting ~~held exclusively by telephone (or other electronic means) or 15 days prior to a face-to~~  
197 ~~face-meeting~~. No later than 7 days prior to the meeting, the OASIS TC Administrator will post a notice to  
198 the prospective Members on the TC's general email list inviting indications of candidacy for TC Chair to  
199 be posted to that list.

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

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

205 Every Eligible Person who has so registered and been confirmed shall be a Member of the TC beginning  
206 with the first meeting. Every Eligible Person who has so registered, requested voting rights, been  
207 confirmed, and is present at the first meeting of a TC shall be a Voting Member of the TC beginning with  
208 the first meeting.

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

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

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

#### 217 **2.4. TC Membership and Participation**

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

219 2.4.1 Observer: An Eligible Person may become an Observer of a TC by registering as an Observer using  
220 the electronic collaboration tools provided by OASIS. If the Eligible Person is an employee or designee of  
221 an OASIS Organizational Member, the Primary Representative of that organization must be notified that  
222 the person has requested to become an Observer. The Observer is not a TC Member so has no  
223 attendance or participation requirements to maintain this status, other than to remain an Eligible Person.

224 2.4.2 Member: Any time after the first meeting, an Eligible Person shall become a Member of an existing  
225 TC by registering as a Member using the electronic collaboration tools provided by OASIS. If the Eligible  
226 Person is an employee or designee of an OASIS organizational Member, the Primary Representative of  
227 that organization must confirm to the Chair and to the TC Administrator that the person may become a  
228 Member of the TC. Upon receipt by the Chair of confirmation by the Primary Representative the Member  
229 may begin participating, but shall not have voting rights. A Member shall become eligible to vote in the TC  
230 when the requirements below are met.

231 2.4.3 Persistent Non-Voting Member: A Member or Voting Member may, at any time after joining a  
232 Technical Committee, send e-mail to both the Chair and the TC mailing list informing them of their change  
233 in membership status, effective as of the date of notice, or other specified future date. A Persistent Non-  
234 Voting Member retains participation rights but is not eligible to vote and does not count towards quorum.  
235 A Persistent Non-Voting Member who wishes to gain voting rights must send e-mail to both the Chair and

236 the TC mailing list informing them of their intent to become a Voting Member and must follow the rules in  
237 section 2.4.4 (c) as if they had lost their voting rights due to non-attendance.

238 2.4.4 Voting Member:

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

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

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

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

257 **2.5 Termination of TC Membership**

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

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

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

267 Termination of membership in an OASIS TC shall automatically end voting rights in the TC as well as  
268 membership in any subcommittee of that TC.

269 **2.6 Leaves of Absence**

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

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

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

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

## 289 **2.7. TC Chairs**

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

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

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

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

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

## 311 **2.8 TC Visibility**

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

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

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

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

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

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

## 344 **2.9 TC Procedure**

345 The operation of TCs shall be governed by *Robert's Rules of Order Newly Revised*, insofar as such rules  
346 are not inconsistent with or in conflict with this TC Process, the [OASIS IPR Policy](#), the [OASIS Bylaws](#),  
347 other Board-approved policies, or with provisions of law. The duration of a TC shall be considered a  
348 single session. Formal actions of TCs shall be governed by the same rules regardless of the language in  
349 which the work is taking place.

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

## 356 **2.10 TC Meetings**

357 TC meetings must be properly called and scheduled in advance using the OASIS electronic collaborative  
358 tools. Meetings scheduled or conducted in such a manner as to exclude the participation of any Member  
359 is subject to appeal. Meetings may be conducted face-to-face or via telephone conference or other  
360 electronic media that allow participation of all Members of the TC. In order to enable the openness of TC  
361 proceedings, meetings should be scheduled and conducted so as to permit the presence of as many TC

362 Observers as is logistically feasible. Meeting minutes must be recorded and published to the TC's general  
363 email list and referenced on the TC web page.

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

## 368 **2.11 TC Charter Clarification**

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

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

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

## 382 **2.12 TC Rechartering**

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

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

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

393 Upon approval of the ballot, the TC Administrator shall announce the newly rechartered TC in the same  
394 manner as a new TC. Membership in the rechartered TC shall be determined in the same manner as for a  
395 new TC. The predecessor TC shall be closed at the end of the day prior to the date of the first meeting of  
396 the rechartered TC. The time period for determining Members' Participation Obligation shall restart at the  
397 first meeting of the new TC.

## 398 **2.13 TC Voting**

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

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

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

411 A motion to open an electronic ballot must be made in a TC meeting unless the TC has adopted a  
412 standing rule to allow this motion to be made on the TC's general email list. When such a rule has been  
413 adopted, motions made on the mail list must also be seconded and discussed on that list.

#### 414 **2.14 TC Subcommittees**

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

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

#### 421 **2.15 Closing a TC**

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

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

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

430 | **2.16 ~~reserved~~ This section intentionally left blank.**

#### 431 **2.17 Intellectual Property Rights Procedures**

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

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

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

## 442 2.18 Specification Quality

443 All documents and other files produced by the TC, including specifications at any level of approval, must  
444 use the OASIS file naming scheme, and must include the OASIS copyright notice. All document files must  
445 be written using the OASIS document authoring templates, which shall be published and maintained by  
446 the TC Administrator. The name of any specification may not include any trademarks or service marks not  
447 owned by OASIS.

### 448 A. Standards Track Work Products

449 (1) Conformance Clauses. A specification that is approved by the TC at the Public Review Draft,  
450 Committee Specification or OASIS Standard level must include a separate section, listing a set of  
451 numbered conformance clauses, to which any implementation of the specification must adhere in  
452 order to claim conformance to the specification (or any optional portion thereof).

453 (2) Acknowledgements. A specification that is approved by the TC at any level must include a list of  
454 people who participated in the development of the specification. This list shall be initially compiled by  
455 the Chair, and any Member of the TC may add or remove their names from the list by request.

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

458 (4) File Formats. Editable formats of all versions of TC documents must be delivered to the TC's  
459 document repository. TC Working Drafts may be in any format (i.e. produced by any application). All  
460 TC-approved versions of documents (i.e. Committee Drafts, Public Review Drafts, ~~and Committee~~  
461 Notes, Committee Specifications, and Candidate OASIS Standards) must be delivered to the TC's  
462 document repository in the (1) editable source, (2) HTML or XHTML, and (3) PDF formats; and the  
463 TC must explicitly designate one of those delivered formats as the authoritative document. Any links  
464 published by the TC shall be to the HTML, XHTML and/or PDF formats stored using repositories and  
465 domain names owned by OASIS and as approved by the TC Administrator.

466 (5) Normative Computer Language Definitions. All normative computer language definitions that are  
467 part of the specification, such as XML instances, schemas and Java(TM) code, including fragments of  
468 such, must be well formed and valid, and must be provided in separate plain text files. Each text file  
469 must be referenced from the specification. Where any definition in these separate files disagrees with  
470 the definition found in the specification, the definition in the separate file prevails.

471 (6) Multi-Part Specifications. A specification may be composed of any number of files of different  
472 types, though any such multi-part specification must have a single specification name and version  
473 number. Irrespective of the number and status of the constituent parts, the specification as a whole  
474 must be approved by a single TC ballot.

475 (7) Allowed changes. Any change made to a specification requires a new version or revision number,  
476 except for changes made to (a) the approval status, (b) the date, (c) the URIs of the specification as  
477 appropriate, (d) the running header/footer, and (e) any approved Designated Cross-Reference  
478 Changes, all of which must be made after the approval of the specification as a Committee Draft,  
479 Committee Specification, Candidate OASIS Standard, or OASIS Standard.

### 480 B. Non-Standards Track Work Products

481 (1) Conformance Clauses. A work product that is approved by the TC at the Public Review Draft or  
482 Committee Note level may include a separate section, listing a set of numbered conformance

483 clauses, to which any implementation of the work product may adhere in order to claim conformance  
484 to the work product (or any optional portion thereof).

485 (2) Acknowledgements. A work product that is approved by the TC at any level must include a list of  
486 people who participated in the development of the work product. This list shall be initially compiled by  
487 the Chair, and any Member of the TC may add or remove their names from the list by request.

488 (3) References. A work product that is approved by the TC at any level must clearly indicate whether  
489 each reference in the work product to a document or artifact is a Normative Reference.

490 (4) File Formats. Editable formats of all versions of TC documents must be delivered to the TC's  
491 document repository. TC Working Drafts may be in any format (i.e. produced by any application). All  
492 TC-approved versions of documents (i.e. Committee Drafts, Public Review Drafts, and Committee  
493 Notes) must be delivered to the TC's document repository in the (1) editable source, (2) HTML or  
494 XHTML, and (3) PDF formats; and the TC must explicitly designate one of those delivered formats as  
495 the authoritative document. Any links published by the TC shall be to the HTML, XHTML and/or PDF  
496 formats stored using repositories and domain names owned by OASIS and as approved by the TC  
497 Administrator.

498 (5) Computer Language Definitions. All computer language definitions that are part of the work  
499 product, such as XML instances, schemas and Java(TM) code, including fragments of such, must be  
500 well formed and valid, and should be provided in separate plain text files.

501 (6) Multi-Part Work products. A work product may be composed of any number of files of different  
502 types, though any such multi-part work product must have a single work product name and version  
503 number. Irrespective of the number and status of the constituent parts, the work product as a whole  
504 must be approved by a single TC ballot.

505 (7) Allowed changes. Any change made to a work product requires a new version or revision number,  
506 except for changes made to (a) the approval status, (b) the date, (c) the URIs of the work product as  
507 appropriate, (d) the running header/footer, and (e) any approved Designated Cross-Reference  
508 Changes, all of which must be made after the approval of the work product as a Committee Draft, or  
509 Committee Note.

## 510 **2.19 Designated Cross-Reference Changes**

511 A TC wishing to update the Normative References or Non-Normative References in one of its OASIS  
512 specifications to reflect the outcome of a pending status change in another OASIS specification may do  
513 so, by adopting a "Designated Cross-Reference Change" as part of its Specification Approval Motion,  
514 which must include: (a) a list designating each of the other OASIS specifications (including version  
515 number) that are referenced by that sSpecification and whose cross-references should conditionally be  
516 updated; (b) a reference to this [Section 2.19](#); and (c) an acknowledgement that approval and publication  
517 of the specification may be delayed by the Designated Cross-Reference Changes.

518 The text of a proposed Designated Cross-Reference Change to a specification shall only include for each  
519 cross-referenced specification:

- 520 • the current name, version and revision number;
- 521 • the current URI;
- 522 • the expected approval status; and
- 523 • the expected approval date of the cross-referenced specification.

524 The effectiveness of a proposed Designated Cross-Reference Change in a specification is conditioned on  
525 the resolution of the expected approval action for each cross-referenced specification. Therefore, if a  
526 Specification Approval Motion includes proposed Designated Cross-Reference Changes, the  
527 effectiveness of the subject specification's approval will be delayed until the resolution of all other cross-  
528 referenced specification approval actions. The TC Administrator will withhold announcement and  
529 certification of the specification itself until all such cross-referenced resolutions are complete.

530 If the Specification Approval Motion (which includes Designated Cross-Reference Changes) passes,  
531 then, when the last cross-referenced approval is resolved, the final approved version will be published  
532 with all of its conditional descriptions of the cross-referenced specifications updated to reflect their correct  
533 status at that time.

## 534 **Section 3. ~~Standards~~-Approval Process**

### 535 **3.1 Approval of a Committee Draft**

536 The TC may at any stage during development of a ~~work productspecification~~ approve the ~~work~~  
537 ~~productspecification~~ as a Committee Draft. The approval of a Committee Draft shall require a Full Majority  
538 Vote of the TC. The TC may approve a ~~specification~~work product, revise it, and re-approve it any number  
539 of times as a Committee Draft.

### 540 **3.2. Public Review**

541 Before the TC can approve its Committee Draft as a Committee Specification or Committee Note, the TC  
542 must conduct a public review of the work. The decision by the TC to submit the ~~work productspecification~~  
543 for public review requires a Full Majority Vote, and must be accompanied by a recommendation from the  
544 TC of external stakeholders who should be notified of the review. The Committee Draft approved to go to  
545 review shall be called a Public Review Draft. The public review must be announced by the TC  
546 Administrator to the OASIS Membership list and optionally on other public mail lists; the TC Administrator  
547 shall at the same time issue a call for IPR disclosure.

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

552 No changes may be made to the Public Review Draft during a review. If changes are required, the  
553 ~~specification~~work product must be withdrawn from review then subsequently resubmitted by the TC for a  
554 new Public Review cycle of the same type, either initial or revised.

555 The TC may conduct any number of review cycles (i.e. approval to send a Committee Draft to Public  
556 Review, collecting comments, making edits to the ~~specification~~work product, etc.). The first public review  
557 of a ~~specification~~work product must take place for a minimum of 60-30 days, and any subsequent  
558 reviews must be held for a minimum of 15 days. Changes made to a ~~specification~~work product after a  
559 review must be clearly identified in any subsequent review, and the subsequent review shall be limited in  
560 scope to changes made in the previous review. Before starting another review cycle the ~~specification~~  
561 work product must be re-approved as a Committee Draft and then approved to go to public review by the  
562 TC.

563 If ~~Substantive Changes~~any changes are made to the ~~specification~~work product after the public review,  
564 whether as a result of public review comments or from TC Member input, then the TC must conduct  
565 another review cycle. The ~~specification~~work product may not be considered for approval by the TC as a

566 Committee Specification or Committee Note until it has undergone a review cycle during which it has  
567 received no comments that result in ~~Substantive Changes~~any changes to the specificationwork product.

### 568 3.3 Approval of a Committee Specification or Committee Note

569 After the public review of a Public Review Draft the TC may approve the specificationwork product as a  
570 Committee Specification (if prepared using a Standards Track Template), or a Committee Note (if  
571 prepared using a Non-Standards Track Template). If any comments have been received during the most  
572 recent Public Review period, that vote may not commence any earlier than 7 days after the last day of  
573 that Public Review. The approval of a Committee Specification or Committee Note shall require a Special  
574 Majority Vote. The TC Chair shall notify the TC Administrator that the TC is ready to vote on the approval  
575 of the specificationwork product, and provide to the TC Administrator the location of the editable versions  
576 of the specification\_ files. The TC Administrator shall set up and conduct the ballot to approve the  
577 Committee Specification or Committee Note.

### 578 3.4 Approval of an OASIS Standard

#### 579 Effective date of Section 3.4:

580 Specifications that, on the effective date of this policy are currently out for 60-day Public Review,  
581 or have completed a 60-day Public Review; AND are submitted for OASIS Standard ballot within  
582 90 days of the effective date of this policy, will be subject to the requirements in Section 3.4 in  
583 effect on 1 September 2009. Any specifications that have either not yet been submitted for Public  
584 Review, or have completed the Public Review process but are not submitted for OASIS Standard  
585 ballot within 90 days of the effective date of this policy will be subject to the requirements below.]

586 Only work products that have proceeded through the approval process using a Standards Track Work  
587 Product template may be advanced to OASIS Standard. Any work product prepared with a Non-  
588 Standards Track Work Product template that the TC wishes to advance to OASIS Standard must first a)  
589 be conformant with the Standards Track Work Product template and b) be identified as a Working Draft,  
590 repeating all steps in the approval process.

#### 591 3.4.1 Submission of a Candidate OASIS Standard

592 Simultaneously withAfter the approval of a Committee Specification ~~or at a later date~~, and after three  
593 Statements of Use explicitly referencing the Committee Specification, including approval date, have been  
594 presented to the TC, a TC may resolve by Special Majority Vote to submit the Committee Specification as  
595 a Candidate OASIS Standard to the Membership of OASIS for consideration as an OASIS Standard. The  
596 TC may decide to withdraw the submission, by special majority vote, at any time until the final approval.  
597 Upon resolution of the TC to submit the specification, its Chair shall submit the following items to the TC  
598 Administrator:

599 (a) Links to the Candidate OASIS Standard~~approved Committee Specification~~ in the TC's document  
600 repository, and any appropriate supplemental documentation for the specification, ~~both~~all of which must  
601 be written using the OASIS templates in effect at the time of the Committee Specification approval vote.  
602 The specification ~~may~~must not have been changed between its approval as a Committee Specification  
603 and its submission to OASIS for consideration as an OASIS Standard, except for the changes ~~on the title~~  
604 page and running footer noting the approval status and date~~allowed in Section 2.18.A.(7)~~.

605 (b) The editable version of all files that are part of the Candidate OASIS Standard~~Committee~~  
606 Specification;

607 (c) Certification by the TC that all schema and XML instances included in the specification, whether by  
608 inclusion or reference, including fragments of such, are well formed, and that all expressions are valid;

609 (d) A clear English-language summary of the specification;

610 (e) A statement regarding the relationship of this specification to similar work of other OASIS TCs or other  
611 standards developing organizations;

612 (f) The Statements of Use presented above;

613 (g) The beginning and ending dates of the public review(s), a pointer to the announcement of the public  
614 review(s), and a pointer to an account of each of the comments/issues raised during the public review  
615 period(s), along with its resolution;

616 (h) An account of and results of the voting to approve the specification as a Candidate OASIS  
617 Standard Committee Specification, including the date of the ballot and a pointer to the ballot;

618 (i) An account of or pointer to votes and comments received in any earlier attempts to standardize  
619 substantially the same specification, together with the originating TC's response to each comment; and

620 (j) A pointer to the publicly visible comments archive for the originating TC;

621 ~~(k) A pointer to any minority reports delivered by one or more Members who did not vote in favor of~~  
622 ~~approving the Committee Specification, which report may include statements regarding why the member~~  
623 ~~voted against the specification or that the member believes that Substantive Changes were made which~~  
624 ~~have not gone through public review; or certification by the Chair that no minority reports exist.~~

625 ~~The TC Administrator shall complete administrative processing and checking for completeness and~~  
626 ~~correctness of the submission within 15 days. The above submission must be made by the 15th of any~~  
627 ~~month to the TC Administrator, who shall have until the end of the month to complete administrative~~  
628 ~~processing and checking for completeness and correctness of the submission. If the submission is~~  
629 ~~incomplete it shall be rejected but may be resubmitted at a later time.~~

630 ~~The TC that originated the specification may resolve by Special Majority Vote to withdraw the proposed~~  
631 ~~specification at any point after it is submitted to the TC Administrator for administrative processing and~~  
632 ~~before the start of the voting period. No part of the submission may be changed or altered in any way~~  
633 ~~after being submitted to the TC Administrator, including by Errata or corrigenda. Errata, corrigenda or~~  
634 ~~other changes to a Candidate OASIS Standard Committee Specification are not permitted after its~~  
635 ~~submission for OASIS Standard approval; if changes are required the Committee Specification must be~~  
636 ~~withdrawn by the TC, edited, re-approved as a Committee Specification, and then may be resubmitted as~~  
637 ~~a proposed OASIS Standard. Proposed changes of any kind to a Committee Draft or Committee~~  
638 ~~Specification may be maintained by a Technical Committee, but do not have any approval status until~~  
639 ~~incorporated into a revised Committee Draft or Committee Specification.~~

#### 640 3.4.2 Public Review of a Candidate OASIS Standard

641 A 60-day public review of the Candidate OASIS Standard shall be announced by the TC Administrator to  
642 the OASIS Membership list and optionally on other public mail lists.

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

647 No changes may be made to the Candidate OASIS Standard during a review. If the TC decides that  
648 changes are needed, then the specification must be withdrawn from review.

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

- 650 • If no comments were received, the TC Administrator must start the ballot for OASIS Standard  
651 approval within 7 days of notification.
- 652 • If comments were received, but no changes are to be made to the Candidate OASIS Standard,  
653 the Chair will request that the TC Administrator start a Special Majority Ballot for the TC to  
654 approve continuing with the OASIS Standard ballot. The TC Administrator will begin said ballot  
655 within 7 days of receipt. Upon successful completion of that ballot, the TC Administrator will,  
656 within 7 days, begin the ballot for OASIS Standard approval.
- 657 • If comments were received that result in a modification to the Candidate OASIS Standard, the  
658 editors(s) will prepare a revised specification to be approved as a Committee Draft by the TC and  
659 proceed with a subsequent Public Review as noted in Section 3.2. Before resubmission the  
660 specification must be approved as a Committee Specification.

### 661 3.4.3 Balloting for OASIS Standard approval

662 ~~The TC Administrator shall submit the proposal to the OASIS Membership by the first day of the following~~  
663 ~~month. The first 15 days of that month shall be used by the membership to familiarize themselves with the~~  
664 ~~submission. Voting shall start on the 16th of the month. The voting representatives of those OASIS~~  
665 ~~Organizational Members who were members at the beginning of the familiarization period are eligible to~~  
666 ~~vote, and must cast their ballots by the end of the month.~~

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

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

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

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

### 691 **3.5 Approved Errata**

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

694 (a) Adopting the set of proposed corrections as a Committee Draft, in the form of a list of changes, and  
695 optionally accompanied by a copy of the original specification text marked to incorporate the proposed  
696 changes.

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

699 (c) Submitting the proposed corrections for a 15-day public review, and completing that review, pursuant  
700 to Section 3.2.

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

703 Once approved, the Approved Errata shall be with the specification it corrects, in any publication of that  
704 specification. Disposition of Approved Errata must be identified in the subsequent Public Review Draft of  
705 the corrected specification.

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

## 708 **Section 4. Board of Directors Involvement in the** 709 **Standards Process**

### 710 **4.1 OASIS TC Administrator**

711 The "OASIS TC Administrator," as defined in Section 1 of this TC Process, shall act as the Technical  
712 Committee Liaison to the Board for the purpose of keeping the Board apprised of activities related to the  
713 TC Process. The specific duties of the TC Liaison shall be specified by the Board in consultation with the  
714 TC Administrator but shall, at a minimum, provide for the submission to the Board of a notice when a  
715 proposal has been received for the creation of a new TC and when a TC submits a Committee  
716 Specification ~~as a Candidate OASIS Standard to OASIS for consideration as an OASIS Standard~~. Such  
717 notice shall be delivered via email to the Board immediately upon the receipt of the submission by the TC  
718 Administrator. The TC Administrator shall also send a copy of proposals for the creation of new TCs to  
719 the Technical Advisory Board (TAB) for their comment.

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

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

### 727 **4.2 Appeals**

728 Any group of three or more Eligible Persons who believe that

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

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

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

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

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

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

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

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

## 750       **5.0 Application to Existing TCs**

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