

OASIS OPEN TECHNICAL COMMITTEE PROCESS

revision approved by OASIS Open Board of Directors, 16 September 2002

This revision: Spring/Summer 2003

[draft - 25 April]

[misc formatting changes:

- look at formatting; consistent use of subheads
- move 1(h) "Chairs" to before 1(e) "Membership"
- move 1(o) "Coordination" to end of sect.1 (after all TC stuff)

]

Section 1. Technical Committees

(a). Definitions.

(i). "Eligible Person" means one of a class of individuals that includes persons holding individual memberships in the corporation, employees of organizational members of the corporation, members of organizations to which OASIS has extended the benefits of joint membership, and such other persons as may be designated by the board of directors.

(ii). "Technical Committee" ("TC") means a group of Eligible Persons formed and conducted according to the provisions of this TC Process.

(iii). "Joint Committee" ("JC") means a ~~TC-committee~~ formed by joint resolution of a group of cooperating TCs, all of whose members are also members of at least one liaison subcommittee appointed for the purpose of participating in that JC.

(iv). "Liaison Subcommittee" means a subcommittee of a TC formed to provide one or more members of a JC.

(v). ~~A "Calendar Year" begins on January 1 and ends on December 31 of each year. The "charter" of the TC is composed of the TC name, statement of purpose, scope, list of deliverables, audience, language, and IPR mode.~~

(vi). "OASIS TC Administration" means the persons appointed by the OASIS Board of Directors to represent OASIS in administrative matters relating to TCs.

(vii). "Committee Specification" is a technical work approved by a Technical Committee as specified in Section 2 of this Process.

(viii). "OASIS Open Standard" is a Committee Specification that has been submitted by a Technical Committee and reviewed and approved by OASIS membership as specified in Section 2 of this Process.

(ix). "Public" and "publicly" mean all people, whether OASIS members or not.

45
46 (b). TC Discussion Lists.
47

48 ~~Any group of at least three Eligible Persons shall be authorized to begin a publicly~~
49 ~~subscribable discussion list for the purpose of forming a TC by submitting to OASIS TC~~
50 ~~Administration the following items:~~
51

- 52 ~~1. the name of the discussion list, which shall not be the same as the name of the list~~
53 ~~in which the TC itself will operate once formed;~~
- 54 ~~2. a preliminary statement of scope for the TC that the list is intended to form;~~
- 55 ~~3. the names, electronic mail addresses, and membership affiliations of the Eligible~~
56 ~~Persons proposing to create the discussion list;~~
- 57 ~~4. the name of the discussion list leader.~~
58

59 ~~No later than 15 days following the submission, OASIS TC Administration shall~~
60 ~~provide these materials to the membership with a call for participation in a discussion list~~
61 ~~whose purpose is to form the TC described in the application. Discussion of TC~~
62 ~~formation shall begin on the list no sooner than seven days after the announcement. More~~
63 ~~than one TC can be formed from a discussion list. A list established to discuss the~~
64 ~~formation of a TC under provisions of this section shall automatically go out of existence~~
65 ~~90 days after the call for participation, together with its archive.~~
66

67
68 (c). TC Formation.
69

70 The formation of a new OASIS TC requires two steps: placing a draft proposal before the
71 public for comment, and the submission of the final proposal to OASIS.
72

73 1. Public Comment
74

75 Any group of at least three Eligible Persons shall submit to the TC Administrator a draft
76 proposal which includes the name, statement of purpose, scope, audience, and
77 deliverables (as defined below) of a proposed TC. The TC Administrator will, within five
78 days, issue a Request For Comment (RFC) to OASIS membership and to other interested
79 groups, and provide a public email list for the purpose of collecting and discussing only
80 comments related to the proposal. The RFC will solicit comments specifically on the
81 following topics:

- 82 • The applicability of the work to the mission of OASIS, and whether the work
83 would reflect positively on OASIS;
- 84 • whether there is similar or identical work already being done elsewhere;
- 85 • appropriateness of the defined breadth of scope, audience, and list of deliverables;
- 86 • existence of IPR, including essential patents, in the area;
- 87 • whether the participation of any particular party would be essential to the success
88 of the work; and
- 89 • whether the respondent is interested in being a co-proposer of the new TC, and
90 what inputs he or his company may have.

91 Comments will be collected for a period of 15 days. Comments will be permanently and
92 publicly archived. The proposers are encouraged to take into account the comments
93 received when they prepare a final proposal to submit to OASIS for the formation of a
94 new TC. Multiple RFC cycles are allowed, and there is no requirement that a proposal to
95 start a TC result from this comment process.

96 2. Submission of the Proposal

97
98
99 Any group of at least three Eligible Persons shall be authorized to begin a TC by
100 submitting to OASIS TC Administration only the following items, written in English and
101 provided in electronic form as plain text.: No information other than these items may be
102 included in the proposal. The proposal must be substantially similar to the proposal that
103 underwent public comment.

- 104
105 ~~1. the name of the TC, such name not to have been previously used for an~~
106 ~~OASIS TC and not to include any trademarks or service marks not owned by~~
107 ~~OASIS;~~
- 108 ~~2. statement of purpose, which must be germane to the mission of~~
109 ~~OASIS;~~
- 110 ~~3. list of deliverables, with projected dates;~~
- 111 ~~4. language in which the TC will conduct business;~~
- 112 ~~5. date and time of the first meeting, and whether it will be held in person or by~~
113 ~~phone;~~
- 114 ~~6. the meeting schedule for the year following the formation of the TC, or until the~~
115 ~~projected date of the final deliverable, whichever comes first;~~
- 116 ~~7. names, electronic mail addresses, and membership affiliations of at least three~~
117 ~~Eligible Persons committed to the stated meeting schedule;~~
- 118 ~~8. name of the TC chair;~~
- 119 ~~9. names of phone meeting sponsors, if any; and~~
- 120 ~~10. names of face to face meeting sponsors, if any.~~

121
122 The charter of the TC, which includes only the following items

- 123
124 a. The name of the TC, such name not to have been previously used for an OASIS TC
125 (unless this is the rechartering of an existing TC) and not to include any trademarks or
126 service marks not owned by OASIS;
- 127
128 b. A statement of purpose, including a definition of the problem to be solved;
- 129
130 c. The scope of the work of the TC, which must be germane to the mission of OASIS,
131 and includes a definition of what is and what is not the work of the TC, and how it can be
132 determined when the work of the TC has been completed. The scope may not assume any
133 particular or specific contribution of existing work.
- 134
135 d. A list of deliverables, with projected dates;

136

137 e. The anticipated audience or users of the work.

138
139 f. The language in which the TC will conduct business;

140
141 g. Optionally, if the TC is meant to operate under a “Royalty Free” or “RF” mode the
142 following language related to IPR may be included: “In no event shall this Technical
143 Committee finalize or approve any technical specification if it believes that the use,
144 distribution, or implementation of such specification would necessarily require the
145 unauthorized infringement of any third party rights known to the technical committee,
146 and such third party has not agreed to provide necessary license rights on perpetual,
147 royalty-free, non-discriminatory terms.”

148
149
150 Information regarding the startup of the TC, which includes

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

156
157 b. The date and time of the first meeting, whether it will be held in person or by phone,
158 and who will sponsor this first meeting;

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

163
164 d. The names, electronic mail addresses, and membership affiliations of at least three
165 Eligible Persons who support this proposal and are committed to the projected meeting
166 schedule;

167
168 e. The name of the TC convener.

169
170
171 No later than 15 days following the submission, OASIS TC Administration shall
172 either provide these materials to the membership, with a ~~call~~ Call for For participation
173 Participation and an announcement of a first meeting, or return the submission to its
174 originators with an explanation of its failure to meet the requirements set forth in this
175 section. ~~If the submission is accepted, OASIS TC Administration shall form two~~
176 ~~electronic mail lists for the TC, namely a general list and a comment list, as described~~
177 ~~further in the section titled “TC visibility.”~~

178
179 ~~The submitted name of the TC, statement of purpose, and list of deliverables with~~
180 ~~projected dates will constitute the TC’s charter and cannot be clarified until the TC is~~
181 ~~constituted at its first meeting.~~

182

183 (d). First Meeting of a TC.
184

185 The first meeting of a TC shall occur no less than 30 days after the announcement of
186 its formation in the case of a telephone meeting and no less than 45 days after the
187 announcement of its formation in the case of a face-to-face meeting. Persons intending to
188 participate in the first meeting must register to attend no later than 15 days prior to the
189 event by notifying the person named as ~~chair convener~~ of the new TC of their intention to
190 attend the meeting, and must be eligible for TC participation at the time they register.
191 Every Eligible Person who has so registered and is present at the first meeting of a TC
192 shall be initially a voting member of the TC. Persons who register for the first meeting
193 but do not attend must again notify the TC chair after the first meeting to start their
194 probationary period to become a member of the TC.
195

196 The first meeting of a TC must occur at the place and time and in the manner
197 described in the announcement. Any initial meeting whose time or location is changed
198 and any initial phone meeting that fails to grant access to every Eligible Person
199 previously registering a desire to participate shall be subject to appeal as provided in the
200 section of this article titled "Appeals."
201

202 At the first meeting the TC must elect a chair. Once the chair is elected the role of
203 convener ends.
204

205 (e). TC Membership.
206

207 An Eligible Person shall become a prospective member of an existing TC by sending
208 to the chair of the TC (or the convener, if before the first meeting) via the electronic
209 notification functionality provided by OASIS by mail notice of his intention to participate
210 in the TC; to the chair of the TC, who the chair or convener shall notify the TC of this
211 request via the TC's member list. If the eligible person is an employee of an OASIS
212 member organization, the Primary Representative of that organization will also be
213 notified by the chair or convener. Prospective membership shall begin seven days after
214 this notice is received. A prospective member may attend face to face meetings as an
215 observer. A prospective member may attend phone meetings as an observer at the
216 discretion of the chair.
217

218 The person requesting membership in the TC must sign a statement, supplied by OASIS,
219 of his acceptance of the OASIS IPR Policy and TC Process; this statement must be
220 submitted to the TC Administrator by the TC chair or convener.
221

222 ~~A prospective member of a TC shall become a voting member of the TC immediately~~
223 ~~following. The prospective member will become a TC member immediately after a~~
224 ~~probationary period, which starts when the eligible person notifies the chair of his intent~~
225 ~~to join the TC, and lasts until~~ the close of the third TC meeting held during the period of
226 prospective membership or ~~after~~ until 60 days have elapsed following formal application
227 to join the TC, whichever comes first. During the probationary period the prospective
228 member must follow the same attendance rules as a TC member; if attendance

229 requirements are not met the prospective member will not become a member at the end of
230 the probationary period and must re-apply for membership. The prospective member may
231 participate in TC discussions and post email messages, but may not vote.
232

233 The transference of an ~~individual-associate~~ OASIS membership shall not
234 automatically confer TC membership upon the transferee.
235

236 Persons who lose Eligible Person status for reasons including, but not limited to,
237 change of employment, shall have a further 15 days of TC membership in which to
238 request a leave of absence or re-establish eligibility.
239

240 (f). Termination of TC Membership.
241

242 Except as provided in the section of this article titled “Leaves of Absence,”
243 membership in an OASIS TC shall be terminated under the following conditions:
244

245 (i). A member shall be warned by mail from the chair of the TC upon their
246 first failure to attend two out of every three successive meetings of the TC. Membership
247 shall be terminated if the member fails to attend the next meeting following transmittal of
248 the warning or if the member consistently fails to attend two of every three meetings.
249

250 (ii). A member shall be warned by mail from the chair of the TC upon failure
251 to return ~~two out of three successive 80 percent of all~~ mail ballots ~~closing during any 90-~~
252 ~~day period~~. Membership shall be terminated if the member fails to return ~~the next 80~~
253 ~~percent of all~~ mail ballots ~~closing during the 90 days~~ following transmittal of the warning
254 or if the member consistently fails to return mail ballots.
255

256 (iii). A member shall be considered to have resigned from a TC upon receipt of
257 notification of resignation by mail from the member by the chair of the TC.
258

259 (iv). A member shall lose TC membership on the 16th day after losing Eligible
260 Person status or at the end of a leave of absence requested as specified in the section
261 titled “TC Membership Leaves of Absence” if Eligible Person status has not been
262 reestablished.
263

264 Termination of membership in an OASIS TC shall automatically end ~~voting~~
265 membership in any subcommittee directly or indirectly created by that TC.
266

267 (g). Leaves of Absence.
268

269 Every member of an OASIS TC shall be entitled to at least one leave of absence ~~per~~
270 calendar year during any one twelve month period. During a leave of absence, a member
271 shall be exempt from the participation criteria specified in the section of this TC Process
272 titled “Termination of TC Membership.” A first leave of absence ~~in any calendar~~
273 year during any twelve month period shall be obtained automatically upon application to
274 the chair of the TC.

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The chair must notify the TC of all Leaves of Absence via the TC mail list.

A TC member who has already been granted a leave of absence during ~~a calendar year~~any twelve month period may apply for a maximum of one additional leave of absence during the same ~~year~~twelve month period, but ~~a this~~ second leave of absence ~~in a calendar year~~during any twelve month period shall be granted only upon formal resolution of the TC.

A member of a TC who has been granted a leave of absence shall cease to be a member of the TC and all of its subcommittees for the duration of the leave. However, membership in the TC and membership in any still-existing subcommittee of the TC of which the same person was a member at the beginning of the leave shall resume when the leave ends.

The length of a leave of absence shall be specified in advance by the member requesting it and shall not exceed 45 days. A leave of absence shall begin no earlier than seven days after the date upon which the request was submitted to the chair of the TC and shall end on the date specified, or at the beginning of the first TC meeting or subcommittee meeting attended after the leave begins, or upon transmittal of the first mail ballot returned after the leave begins, whichever comes first. Time allocated for a leave of absence but not used due to early resumption of membership cannot be carried over into another leave.

(h). TC Chairs.

Each TC must have a chair. The TC chair is initially elected at the first meeting. The chair is elected by majority vote of the TC membership. In the absence of a chair all TC activities, with the exception of the selection of a new chair, are suspended.

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

A TC chair may be removed by action of the Board of Directors following an appeal as specified in the section of this TC Process titled “Appeals” or by a vote of 2/3 of all the members of the TC. In the event that a TC has co-chairs each may be removed individually or both may be removed by a single action.

A vacancy in chairing a TC shall be deemed to exist when (i) the chair or one or both co-chairs has been removed, (ii) the chair or one or both co-chairs has resigned the position, or (iii) the chair or one or both co-chairs ceases to be a member of the TC. Vacancies in chairing a TC shall be filled by election from the membership of the TC.

320 The same provisions regarding leaves of absence shall apply to the chair or co-chair
321 of a TC as to the other members of a TC, except the chair must notify both OASIS TC
322 Administration and the TC at least 30 days prior to any non-emergency leave of absence.
323

324
325 (i). TC Visibility.
326

327 ~~(a) All TC electronic mail lists shall be archived for the duration of the corporation,~~
328 ~~and all TC mail archives shall be publicly visible.~~ Each TC shall be provided upon
329 formation with a general-member's discussion email list and a means to collect public
330 comments list. Subscription to the general-member list shall be required for members and
331 prospective members of the TC, who may post messages to the list, and also available to
332 other Eligible Persons, who may not post messages; ~~the TC chair may prohibit non-TC~~
333 ~~members from posting messages to the TC's general list.~~ The minutes of each TC
334 meeting shall be published to that TC's general-member list. All communications and
335 discussions of the TC must take place on the member's discussion email list.
336

337 All TC electronic mail lists and public comments shall be publicly archived for the
338 duration of the corporation.
339

340 The purpose of the TC's public comment list facility is to receive comments from the
341 public and is not for public discussion. ~~The comment list of a TC shall be publicly~~
342 ~~subscribable.~~ In addition to being publicly archived, public comments will be forwarded
343 to one or more members of the TC, including the TC chair. TCs shall not be required to
344 respond to comments.
345

346 (b) OASIS TC Administration shall provide the TC with a publicly accessible web
347 page. The TC must keep the following information current on the TC web page: the TC
348 name and charter, ~~scope, deliverables and schedule~~; standing rules and other adopted
349 procedures; meeting schedule; list of TC members; the name and email address of the TC
350 chair as well as other positions such as vice chair, editor, ~~webmaster~~secretary, etc. that
351 may exist; list of subcommittees and their deliverables and members; draft and completed
352 TC documents; and contributors' IP statements.
353

354 (c) OASIS TC Administration shall create a publicly archived list for announcements
355 from OASIS TC Administration regarding TCs. Any Eligible Person shall be able to
356 subscribe to this list. Every important change in TC status shall be posted to the
357 announcement list, such changes to include but not be limited to the following: TC
358 formation; TC revision; publication of working drafts; publication of committee
359 specifications; calls for implementation; submission of a specification as a proposed
360 OASIS Open Standard; approval or rejection of a proposed standard; start or end of
361 participation in a joint committee; and closure of a TC.
362

363
364 (j). TC Procedure.
365

366 The operation of TCs shall be governed by Robert’s Rules of Order Newly Revised,
367 ~~as such rules may be revised from time to time~~, insofar as such rules are not inconsistent
368 with or in conflict with this TC Process, with the OASIS Bylaws, or with provisions of
369 law.

370
371 The duration of a TC shall be considered a single session. Formal actions of TCs shall
372 be governed by the same rules regardless of the language in which the work is taking
373 place.

374
375 Standing rules may be adopted by the TC by majority vote. Standing rules must be
376 communicated to the TC Administrator who may override them if they are conflict with
377 OASIS policy, and must be published on the TC’s web page.

378
379 Contributions to the TC, and work created by the TC, must comply with the OASIS
380 IPR Policy.

381
382
383 (k). TC Meetings.

384
385 “TC meeting” shall be construed to include telephone conferences and video
386 conferences as well as face-to-face meetings. ~~Any TC that fails to conduct at least one~~
387 ~~meeting during a calendar year shall cease to exist at the beginning of the calendar year~~
388 ~~immediately following. Any TC whose voting membership falls below three members~~
389 ~~shall cease to exist.~~

390
391 (l). TC Charter Revision.

392
393 The TC may clarify its charter for the purpose of removing ambiguity or for
394 narrowing the scope of work defined by the charter. Approval for clarification shall
395 require at least 2/3 of the total membership of a TC voting to approve and no more than
396 1/4 voting to disapprove. The TC may not broaden or otherwise change its scope of work.
397 The clarification of the charter may occur no earlier than the first meeting of the TC.
398 Beginning with its first meeting a TC can clarify its statement of purpose; revise its
399 deliverables; and change its meeting schedule. Such changes

400
401 The clarification must be reported to the OASIS TC Administration who has the
402 authority to overturn these changes if they are not in conformance with ~~these OASIS~~
403 policies. The TC Administrator must within 15 days either make the approval and
404 announcement or reply to the TC with the reason why the change cannot be approved.
405 The changed charter will not take effect until approved and announced by the TC
406 Administrator. OASIS TC Administration will publicize ~~this approved changes as~~
407 specified in the section “TC Visibility” change via the TC announcement list, and any
408 revisable publicly visible description (e.g., Web page) promulgated by the TC shall be
409 updated to reflect such changes.

410
411 (m). TC Voting.

412
413 (a) Every member of a TC has a single vote. Organizations do not vote in TCs.
414 Proxies shall not be allowed in TC voting.

415
416 TC votes require a simple majority of quorum to pass, except as noted elsewhere in
417 this document.

418
419 ~~(n). Conduct of TC Business by Mail.~~

420
421 ~~(b)~~ A TC may adopt a standing rule authorizing its chair to ~~conduct ballots via the~~
422 ~~draft resolutions pertaining to routine business directly related to the stated purpose of the~~
423 ~~TC and to conduct votes on such resolutions by mail. “Mail” as the term is applied to the~~
424 ~~conduct of TCs shall be construed to mean electronic mail submitted to the TC’s general~~
425 ~~mail list or via other publicly archived electronic voting functionality provided by~~
426 ~~OASIS. In the absence of a standing rule the TC may authorize the chair to conduct a~~
427 ~~mail ballot on any specific item.~~

428
429 ~~A TC may, by the approval of 2/3 of the members voting in a meeting, allow the chair~~
430 ~~between that meeting and the next to draft resolutions pertaining to specified subjects, to~~
431 ~~propose such draft resolutions to the members of the TC for discussion by mail, to~~
432 ~~entertain friendly amendments to such draft resolutions and make such changes as shall~~
433 ~~seem most likely to gain general assent of the members of the TC, to put such resolutions~~
434 ~~as seem to have gained majority assent to the members of the TC for a vote by mail, and~~
435 ~~to conduct votes on such resolutions by mail.~~

436
437 The minimum period allowed for voting by mail shall be ~~five-seven calendar~~ days,
438 unless the TC specifies a ~~different-greater~~ voting period in the resolution authorizing the
439 vote or in standing rules governing mail ballots. ~~The chair shall send a Call For Vote to~~
440 ~~the TC membership via the TC’s email list.~~ For the purposes of mail vote counting,
441 quorum is constituted by the ~~whole entire voting~~ TC membership.

442
443 (y) TC Subcommittees

444
445 ~~The TC may by resolution create a subcommittee (SC). The SC must have a charter~~
446 ~~composed of the name, statement of purpose, scope, and list of deliverables, which must~~
447 ~~conform to the charter of the parent TC. The deliverables of the SC are made only to the~~
448 ~~TC.~~

449
450 ~~Members of the SC must first be members of the TC, and join the SC voluntarily. An SC~~
451 ~~member may resign from the SC and remain as a member of the TC. The chair of the SC~~
452 ~~is elected from the members of the SC.~~

453
454 ~~All activities of the SC must be conducted on the OASIS-provided publicly archived~~
455 ~~email list and web page in an identical manner as TCs as specified in the section “TC~~
456 ~~Visibility” except that the SC will not have a public comment facility.~~

457

458
459 (z) Closing a TC

460
461 Any TC that fails to conduct at least one meeting during any six month period shall cease
462 to exist. Any TC whose voting membership falls below three members shall cease to
463 exist. A TC can be closed by resolution of its members or by resolution of the Board.
464

465
466 (o). TC Coordination.

467
468 Coordination among TCs shall take place through the action of voluntary Joint
469 Committees (JCs).

470
471 The purpose of a JC is to coordinate the technical activities of multiple TCs, is
472 advisory to those TCs only, and has no deliverables. A TC shall have no obligation to
473 abide by any decision arrived at in a JC to which it contributes membership. The business
474 of a JC to which a TC contributes membership shall be imparted to the TC through
475 reports from the chair of its liaison subcommittee. Such reports shall have the same force
476 and shall be made, received, and acted upon in the same manner as reports from any other
477 subcommittee of the TC.
478

479 A JC is formed upon the proposal from the chairs of at least two OASIS TCs who
480 wish to form the JC. The chairs of all TCs named in the proposal should be co-proposers.
481 The proposal must be submitted to the OASIS TC Administrator, and shall be written in
482 English, provided in electronic form as plain text, and include the following information:
483

- 484 1. the name of the JC, such name not to have been previously used for an OASIS JC
485 or TC;
- 486 2. statement of purpose, which must be germane to the mission of OASIS and to the
487 member TCs;
- 488 3. language in which the JC will conduct business;
- 489 4. date and time of the first JC meeting, and whether it will be held in person or by
490 phone. The first JC meeting may be held no less than 30 days after the
491 announcement of its formation in the case of a telephone meeting and no less than
492 45 days after the announcement of its formation in the case of a face-to-face
493 meeting;
- 494 5. the proposed on-going meeting schedule for the JC;
- 495 6. a list of all the TCs that will cooperate in the work of the JC;
- 496 7. the names, electronic mail addresses, and membership affiliations of at least one
497 member of each of those TCs who ~~is committed to the purpose and meeting~~
498 schedule of the JC has been selected to represent the TC; provided that no
499 individual named in the proposal shall be allowed to represent more than one TC
500 in meeting this requirement.
- 501 8. name of the JC chair;
- 502 9. names of meeting sponsors, if any.
503

504 No later than 15 days following the submission, OASIS TC administration shall
505 either announce the formation of the JC to ~~the chairs and the TC announcement list~~ the
506 members of OASIS, or return the submission to its originators with an explanation of its
507 failure to meet the requirements set forth in this section. If the submission is accepted,
508 OASIS TC administration shall form an electronic mail list for the JC.

509
510 TCs not named in the proposal can join the JC at its first meeting by notifying the JC
511 chair 15 days before the meeting of the TC's intent to send a representative, and by
512 having a representative at that meeting.

513
514 TCs not joining the JC at the first meeting may join later by sending a notice to the JC
515 chair requesting JC membership for the TC. The JC must respond to the TC within 45
516 days either accepting or rejecting the request for membership. If the request for
517 membership is accepted the TC must send a representative to a JC meeting within 45
518 days after the notice, or to the first meeting following that period if no meeting is held
519 during that period.

520
521 ~~Each of the TCs shall then have until the date set in the proposal for the first JC~~
522 ~~meeting to appoint a liaison subcommittee, the members of which are thereby~~
523 ~~empowered to participate in the JC described in the proposal. Each TC joining a JC must~~
524 ~~form a liaison subcommittee, of which no more than two members will represent the TC~~
525 ~~at the JC.~~ The appointment of liaison subcommittees shall be governed by the same rules
526 that apply to the appointment of ordinary TC subcommittees.

527
528 The members of the JC are the TCs. Each TC may send one or two representatives to
529 meetings of the JC, and each TC will have one vote. Quorum is based on the number of
530 TCs represented at a meeting, not the number of people in attendance. A single person
531 may not represent more than one TC in the JC. The representatives of the member TCs
532 will be subscribed to the JC's email list.

533
534 To maintain its membership in the JC a TC must have a representative at two out of three
535 JC meetings. If a TC is not represented at two out of three meetings the JC chair will send
536 a notice to the TC chair; if a representative of the TC does not attend the following
537 meeting then the TC will be dropped from membership in the JC.

538
539 The chair of the JC must be one of the representatives of member TCs. Eligible Persons
540 who are not representing a member TC may attend meetings as observers.

541
542 Any JC that does not hold a meeting in any six month period, or whose membership is
543 less than two TCs, will be closed. The JC can also be closed by resolution of its members.

544
545 ~~The voting members of a newly created JC shall be those OASIS members who have~~
546 ~~been appointed to the liaison subcommittee created for this purpose by one of the TCs~~
547 ~~participating in the JC, and attend the first meeting of the JC.~~

548

549 ~~The first meeting of a JC shall not be called to order until at least one member from~~
550 ~~each liaison subcommittee appointed to participate in the JC is present at the meeting. If~~
551 ~~this requirement is not met by the end of the time scheduled for the first meeting, then the~~
552 ~~JC shall cease to exist, and OASIS TC Administration shall close its mailing list. No~~
553 ~~person shall be counted as representing more than one TC for purposes of this~~
554 ~~requirement.~~

555
556 ~~Membership in a JC after its first meeting shall be governed by the same rules~~
557 ~~governing membership in a TC, with the added requirement that any prospective member~~
558 ~~of a JC must first be a member of a liaison subcommittee appointed for this purpose by~~
559 ~~one of the cooperating TCs.~~

560
561 ~~Except as provided in this section, all of the provisions for meetings, membership,~~
562 ~~termination of membership, and leaves of absence that apply to members of TCs shall~~
563 ~~apply equally to JCs, with the added requirement that warnings of termination of~~
564 ~~membership shall be copied to the chairs of TCs contributing a member to the JC as well~~
565 ~~as to the affected member.~~

566
567 ~~The membership of a person in a JC shall terminate if that person resigns from the JC,~~
568 ~~fails to meet the generic participation requirements of JCs and TCs, or ceases to be a~~
569 ~~member of any of the liaison subcommittees participating in the JC.~~

570
571 ~~If termination of membership in a JC causes a still existing TC's contribution of~~
572 ~~voting members to that JC to fall to zero, the chair of the JC shall, within 15 days~~
573 ~~following the termination of membership, notify OASIS TC Administration and the chair~~
574 ~~of the formerly participating TC that the TC is in breach of its obligation to contribute to~~
575 ~~the work of the JC. The TC shall have 90 days following this notice to appoint a new~~
576 ~~liaison subcommittee, whose members shall become prospective members of the JC. If~~
577 ~~none of those prospective members fulfills the requirements for participation in the JC,~~
578 ~~the attempt to create a liaison subcommittee shall be declared a failure.~~

579
580 ~~If a still existing TC in breach of its obligation to contribute to a JC fails to appoint a~~
581 ~~liaison subcommittee within the time stated, then all activities and mailing lists of that JC~~
582 ~~shall cease until its successor, if any, can be organized according to the provisions for~~
583 ~~starting a JC.~~

584
585 ~~If one or more TCs participating in a JC cease to exist but more than one TC remains,~~
586 ~~the chair of the JC shall so inform OASIS TC Administration, and the remaining TCs~~
587 ~~after notice from OASIS TC Administration shall have 30 days thereafter to adopt a joint~~
588 ~~resolution agreeing to carry on the work of the JC without requalifying its members. If~~
589 ~~they fail to adopt such a resolution, the JC shall cease to exist.~~

590
591 ~~A TC shall be added to or removed from the set of TCs contributing to a JC only~~
592 ~~upon joint resolution of all of the participating TCs.~~

593
594 (p). Appeals.

595

596 Any group of three or more Eligible Persons who believe that an action taken or not
597 taken by or with respect to TCs is in violation of the procedures set forth in this TC
598 Process or specified by the OASIS Board of Directors may appeal such action or inaction
599 to OASIS TC Administration. Appellants shall file a complaint within 30 days of the
600 action being appealed or at any time with respect to an inaction. The complaint shall state
601 the nature of the objection(s), including any direct and material adverse effects upon the
602 appellants; the section(s) of this TC Process or of the Board resolution(s) at issue; the
603 actions or inactions at issue; and the specific remedial action(s) that would satisfy the
604 appellants' concerns. Previous efforts to resolve the objection(s) and the outcome of each
605 shall be noted.

606

607 Within 30 days of receipt of the complaint, OASIS TC Administration shall respond
608 to the appellants, addressing each allegation of fact in the complaint to the extent of the
609 TC Administration's knowledge. If the appellants and the TC administration are unable
610 to resolve the complaint within 15 days following the response, the TC Administration
611 shall schedule a hearing before the OASIS Board of Directors at the next regular board
612 meeting. In such a hearing, appellants shall have the burden of demonstrating adverse
613 effects, improper action or inaction, and the efficacy of the requested remedial action.
614 The Board shall render its decision within 30 days. The decision of the Board shall be
615 final.

616

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

619

620 (q). Application to Existing TCs.

621

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

623

624 **Section 2. ~~Standards~~ Approval Process**

625 (a) Approval of a Committee Specification

626

627 Upon completion of a specification the TC may approve the work as a Committee
628 Specification. The approval of a Committee Specification shall require at least 2/3 of the
629 total membership of a TC voting to approve and no more than 1/4 voting to disapprove.
630 OASIS TC Administration must be notified at the start and completion of any ballot to
631 approve a Committee Specification or to submit a Committee Specification to OASIS.

632

633 The name of a Committee Specification may not include any trademarks or service
634 marks not owned by OASIS. The Committee Specification must use the OASIS-approved
635 document templates and naming, and must include the OASIS copyright.

636

637 (b) Public Review and Approval of an OASIS Open Standard

638

639 Before the TC can submit its Committee Specification to OASIS membership for
640 review and approval as an OASIS Open Standard, the TC must conduct a public review
641 of the work. The decision by the TC to submit the work for review requires a majority
642 vote. The review ~~should be publicized~~ must be announced on applicable OASIS mail lists
643 by the TC Administrator and optionally on other public mail lists. Review must take
644 place for a minimum of 30-60 days, during which time no changes may be made to the
645 document. Comments must be collected via the TC's archived public comment
646 list facility. The TC must record the comments received as well as the resolution of those
647 comments. The TC may conduct any number of additional review cycles (i.e. collecting
648 comments, making edits to the specification, sending out a revised version for review
649 again, etc.) before deciding that the review is complete. After the conclusion of the
650 review and final changes to the document, the TC must re-approve the work as a
651 Committee Specification before submitting it to OASIS.

652 ~~(b) Approval of an OASIS Standard~~

653
654 A technical committee (TC) as defined in Section 1 of this TC Process that has
655 approved, conducted a public review of, and published a Committee Specification may
656 recommend that the Committee Specification be made an OASIS Open Standard. Upon
657 resolution of the TC to move the specification forward, its chair shall submit the
658 following items to OASIS TC Administration:
659

660
661 1. a formal specification that is a valid member of its type, together with appropriate
662 documentation for the specification, both of which must be written using approved
663 OASIS templates;

664 ~~2.2.~~ a clear English-language summary of the specification;

665 3. A statement regarding the relationship of this specification to similar work of
666 other standards developing organizations.

667 34. an account of a public interoperability demonstration of implementations
668 of this specification conducted by at least three member organizations, unless the
669 implementation of the specification is not demonstrable in which case the certification by
670 at least three OASIS member organizations that they are successfully using the
671 specification; -consistently with the OASIS IPR Policy;- in either case the members must
672 certify that their implementations conform to any required licenses;

673 45. an account of ~~or pointer to each of~~ the comments/issues raised during the
674 public review period, along with ~~their~~ its resolution;

675 6. an account of and results of the voting to approve the specification as
676 a Committee Specification;

677 7. a pointer to any minority reports submitted by one or more TC members who did
678 not vote in favor of approving the Committee Specification, or certification by the chair
679 that no minority reports exist;

680 58. an account of or pointer to votes and comments received in any earlier
681 attempts to standardize substantially the same specification, together with the originating
682 TC's response to each comment;

683 69. a pointer to the publicly visible comments archive for the originating TC;
684 and

685 710. a statement from the chair of the TC certifying that all members of the TC
686 have been provided with a copy of the OASIS IPR Policy.

687
688 The above submission must be made by the 15th of any month to OASIS TC
689 Administration, who shall have until the end of the calendar month to complete
690 administrative processing ~~of the proposed standard and checking for completeness of the~~
691 ~~submission~~; if the submission is incomplete it ~~will be rejected but~~ may be resubmitted ~~the~~
692 ~~following month later~~. OASIS TC Administration shall submit the proposal to the OASIS
693 membership by the first day of the following month. The first 15 days of that month will
694 be used by the membership to familiarize themselves with the submission. Voting will
695 take place starting the 16th of the month. ~~Those voting organizational~~ members of OASIS
696 ~~who were members at the beginning of the familiarization period are eligible to vote, and~~
697 must submit their ballots by the end of the month. The TC that originated the
698 specification may, by formal resolution, withdraw the proposed specification at any point
699 after it is submitted to OASIS TC Administration for administrative processing and
700 before the end of the voting period.

701
702 Errata or Corrigenda to a submission are not permitted ~~except for non-normative~~
703 ~~changes required to conform to required elements of the approved template~~; if ~~normative~~
704 changes are required the Committee Specification must be withdrawn by the TC, edited,
705 re-approved as a Committee Specification, then resubmitted.

706
707 In votes upon proposed OASIS Open Standards, each OASIS organizational member
708 shall be entitled to cast one vote. Votes shall be cast ~~via a publicly archived electronic~~
709 ~~voting medium supplied by OASIS by sending electronic mail to a publicly archived list~~
710 ~~created for this purpose. Votes-Ballots will be publicly visible during voting and~~ may be
711 changed up until the end of the voting period. The results of a vote on a proposed
712 standard shall be provided to the membership and to the TC no later than seven days
713 following the close of the voting period.

714
715 If at the end of the voting period at least ~~10-20~~ percent of the voting membership has
716 voted to approve the proposed standard, then if no votes have been cast to disapprove the
717 proposed standard, it shall become an OASIS Open Standard immediately following the
718 end of the voting period. However, if negative votes amounting to less than 10 percent of
719 the voting membership have been cast, the TC will be notified of the negative votes, after
720 which the TC shall have 30 days to take one of the following actions by resolution: (a)
721 request OASIS TC Administration to approve the specification as submitted despite the
722 negative votes; (b) withdraw the submission entirely; or (c) submit an amended
723 specification, in which case the amended submission shall be considered as if it were a
724 new submission, except that information regarding previous votes and any disposition of
725 comments received in previous votes shall accompany the amended submission.

726
727 If at the end of the voting period less than ~~1020~~ percent of the voting membership has
728 voted to approve the proposed standard, or if at the end of the voting period 10 percent or
729 more of the voting membership has voted to disapprove the proposed standard, or if the
730 originating TC upon notification of negative votes takes no formal action within the 30

731 days allocated for consideration of the results, then the specification shall not become an
732 OASIS Open Standard. This shall not prevent a later version of the same specification
733 from being submitted again as specified in this section.

734 **Section 3. Board of Directors Involvement in Standards Process**

735 The OASIS Board of Directors shall appoint a member of “OASIS TC
736 Administration,” as defined in Section 1 of this TC Process, to act as the Technical
737 Committee (“TC”) Liaison to the Board for the purpose of keeping the Board apprised of
738 activities related to the TC Process. The specific duties of the TC Liaison shall be
739 specified by the Board in conjunction with OASIS TC Administration but shall, at a
740 minimum, provide for the submission to the Board of a notice when a proposal has been
741 received for the creation of a new TC and when a TC submits a Committee Specification
742 to OASIS for consideration. Such notices shall be submitted via email to the Board
743 immediately upon the receipt of the submission by OASIS TC Administration.
744

745 Notwithstanding anything to the contrary contained in ~~Section 2 of~~ this TC Process, upon
746 majority vote of the members of the Board at a meeting thereof duly called and
747 constituted, the creation of a new TC may be prevented, or a proposed Standard may be
748 withheld from voting by OASIS membership ; the proposal or the submission will be ~~and~~
749 returned to the proposers or sponsoring TC for additional consideration, with an
750 explanation of the reasons for such action.
751

752 The Board of Directors may amend this TC Process at any time and from time to time
753 in its sole discretion.
754
755
756