

## DITA Technical Committee subcommittee governance

This document specifies the policies and expectations for subcommittees operating under the auspices of the DITA Technical Committee (TC).

### *Rationale*

This document establishes concrete policies and expectations for subcommittees. The TC is doing this to help subcommittees be more productive and to avoid the misunderstandings that can arise when expectations are informal.

### *Criteria for subcommittee creation*

A prerequisite for subcommittee creation is evidence that sufficient interest exists to support a subcommittee. Several criteria must be met before the TC will vote to approve the creation of a subcommittee. A prospective subcommittee must have the following:

1. A charter that explains the subcommittee's mission
2. A chairperson or secretary who is a voting member of the TC
3. Subcommittee members from two or more companies
4. A willingness to comply with all of the policies and expectations in this document

### *Criteria for remaining in good standing*

The TC expects the following conditions to be met for a subcommittee to be in good standing with the TC:

1. The chairperson or secretary shall maintain voting status on the TC.
2. The subcommittee should have work in progress. Idle periods must not last more than six months.
3. The subcommittee shall meet at least once a month when work is in progress
4. Maintenance of the OASIS subcommittee web resource. This includes posting minutes for each subcommittee meeting before the next meeting occurs and the keeping upcoming meeting details current on the subcommittee calendar.
5. The subcommittee shall report to the TC at least once a month when work is progress.

### *Policies affecting subcommittee chairpersons*

The following policies affect subcommittee chairpersons. A subcommittee chairperson:

1. Can be removed for any reason by a majority vote in the TC
2. Is accountable to both the TC and the subcommittee
3. Is responsible for keeping the subcommittee in good standing
4. Must maintain voting status on the TC. A one month grace period is automatically in place for chairpersons who lose voting status. Beyond that, the TC is willing to consider extenuating circumstance. For example, a chairperson may live in a timezone that makes attending TC meetings impractical or a chairperson may have a persistent work-related conflict that

coincides with TC meeting times. In such cases, the TC may agree to have the subcommittee represented by another subcommittee member who is also a voting member of the TC.

### *Deactivating and reactivated a subcommittee*

A subcommittee can deactivate itself if no work is anticipated for six or more months. If a subcommittee believes that it will not be needed in the future, it should ask the TC to decommission the subcommittee. A deactivated subcommittee can reactivate itself providing it still meets all of the criteria for subcommittee creation.

### *Closing a subcommittee*

The TC should consider closing a subcommittee under any of the following circumstances:

- The subcommittee requests it
- The subcommittee has been out of good standing for more than six months
- A deactivated subcommittee has been abandoned by its members and by its chairperson

### *Disposition of work products from closed subcommittees*

The TC should consider the following options for dealing with work products left by closed subcommittees:

- Determine whether the work can be parked as inactive or complete
- Identify possible outside groups that might have an interest in building on the work product
- Appoint an advocate to service the work product
- Ask the OASIS DITA community for volunteers who would be interested in re-instantiating the subcommittee by meeting the criteria for subcommittee creation

### *What the TC does for subcommittees*

The TC provides general oversight of subcommittees, ensuring that subcommittee work is aligned with goals and priorities of the TC. This includes:

- Requesting OASIS infrastructure (group home for SC, e-mail, etc.)
- Tracking progress of subcommittee work through minutes, SC roster, reports at the TC, etc.
- Providing practical suggestions about OASIS infrastructure and administration best practices
- Soliciting feedback on draft proposals and reviewers for draft work products
- Attempting to arrange new SC leadership, if required, due to resignation of leadership or leaders leaving OASIS