**[MOTIONS]**

**#001** That the TC manage its conference calls using Skype (for the future not for the first meeting)

**#002** That the TC hold its calls on Thursdays (???) at 9pm CET, 6am Australian time, 3pm EST, 12am PST. (????) The TC meets twice a month.

**#003** That the TC admit electronic motion submissions (by email) and electronic voting (by email).

**#004** After the TC meeting concludes, minutes of the meeting are issued and are open to comments for one week. These minutes are then to be approved as the first issue of the next TC conference call.

**#005** That an official draft specification in ODF/Word format be submitted to the OASIS Document Manager [http://www.oasis-open.org/resources/tc-admin-requests]

for the “LegalDocumentML Specifications: Akoma Ntoso ver. x.x”

**#006** [METHOD OF PARTICIPATION]

That the LegalDocML TC follow these procedures to work on issues within the scope of its charter:

1. Any topic in the index of the approved draft specification may be taken up by the TC for discussion and development.
2. If TC members wish to alter the draft specification, they should provide draft text for their alteration in a document that should be uploaded to the KAVI repository of the TC (in the Documents folder). The document should use a naming convention of *<Section Number in the Working Draft><Topic Name><version number>.<extension>*, in which the version number is a 3-digit figure (starting from 001). (For example: *2.1.1defeasible.001.doc*) The member should post a message to the OASIS LegalDocML TC mailing list to announce the upload of the document.
3. Responses to a submitted proposal can be made by other members either by using the OASIS LegalDocML TC mailing list or by creating and uploading a comment document, offering amendments to the proposal. Such comment documents should use a naming convention of *<Section Number in the Working Draft><Topic Name><version number>.<comment version number>.<extension>*, referencing the technical note by using the same section number and version number in its name and appending a progressive, 3-digit version comment number. (For example: *2.1.1metadata.001.001.odf*).

The subject line of comments sent directly on the mailing list, and of the discussions arising from them, should adhere to the following pattern: "Comment on section 2.1.1 (metadata) by ACME Inc." and "Re: Comment on section 2.1.1 (metadata) by ACME Inc."

1. The chair(s) and the secretar(y/ies) have the responsibility to drive the online discussion towards convergence and to consolidate the new version of the proposed alteration according to the level of consensus that is reached. This new version should be uploaded to the [appropriate forum] at least two days before the TC meets so that it may be considered and voted on.
2. When the OASIS LegalDocML TC approves the proposed change, the wording as voted upon becomes part of the official draft specification.
3. Absorption into the draft specification does not prevent the TC from subsequently refining, readjusting, correcting or otherwise changing the modified section.

Definition of official documents: an official document is a document required by the chairs to the OASIS staff by the official web site http://www.oasis-open.org/resources/tc-admin-requests for the assignment of an IRI and a template. The official documents are fundamental steps for the correct process in OASIS.