

# OASIS Committee Operations Process

as approved by Board 2020 0722

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## Table of Contents

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## 1. Committees

### 1.1 Purpose of Committees

Work at OASIS is done primarily through its committees. An OASIS committee is a group of Eligible Persons comprised of at least Minimum Membership, formed and conducted according to the provisions of this Committee Process, any other applicable policy document such as the OASIS TC Process for Technical Committees, the OASIS Open Project Rules, the OASIS Member Section Policy, or Roberts Rules of Order Newly Revised.

Each current version of the OASIS Committee Process applies to previously established committees upon its adoption.

Participation in the work of committees is open to any interested person subject to any specific requirements for the type of committee.

Defined terms in this document have the meaning provided in OASIS Defined Terms. Other OASIS policies may also apply depending on the type of committee. The complete set of OASIS policy documents can be found at <https://www.oasis-open.org/policies-guidelines>.

### 1.2 Committee Formation

The detailed requirements for starting a committee vary depending on the type of committee. In general, however, beginning a committee requires:

1.2.1 At least Minimum Membership of Eligible Persons committed to participating in the work,

1.2.2 A charter or equivalent founding document submitted to OASIS describing what the committee intends to do and other conditions pertinent to its operation, and

1.2.3 A sequence of steps followed by OASIS staff to publicize the committee, encourage others to join and participate, and set up its required infrastructure support.

For the specific requirements to start an OASIS Technical Committee, see the OASIS TC Process Section 1.2 TC Formation. For the specific requirements to start an OASIS Open

32 Project, see the [OASIS Open Project Rules](#). For the specific requirements to start an OASIS  
 33 Member Section, see section 4 *Creating a Member Section* in the [Member Section Policy](#).

### 34 **1.3 Committee Membership and Participation**

35 The work of a committee is conducted by [Members](#) who voluntarily contribute in one or more  
 36 defined roles. The rules for joining the committee, the specific activities members can  
 37 perform, the commitments they make, and requirements they must fulfill in order to participate  
 38 vary depending on the type of committee. The roles for each type of committee are  
 39 summarized in this section.

40 A committee Member is considered to have resigned from a committee upon sending notice  
 41 of their resignation to the committees general email list. For some committees, formal  
 42 resignation may have bearing upon ongoing commitments the member may have made upon  
 43 joining the committee.

44 Persons who lose [Eligible Person](#) status shall have their committee membership terminated.  
 45 Persons who lose Eligible Person status for reasons including, but not limited to, change of  
 46 employment shall have up to 14 days of membership as an OASIS Individual Member in  
 47 which to re-establish eligibility and continue participating in the committee. A Member shall  
 48 lose membership on the 15th day after losing Eligible Person status if it is not re-established.

49 Termination of membership in an OASIS committee shall automatically end all rights and  
 50 privileges of participation including any voting rights in that committee.

#### 51 **1.3.1 Technical Committees**

52 Membership, participation requirements, voting rights and other aspects of participating in an  
 53 OASIS Technical Committee (TC) are explained in the OASIS TC Process beginning at  
 54 section [Section 1.4 TC Membership and Participation](#).

55 TCs operate with four types of role: [Observer](#), [Member](#), [Voting Member](#), or [Persistent Non-](#)  
 56 [Voting Members](#). The following table summarizes these roles.

	<b>Observer</b>	<b>Member</b>	<b>Persistent Non-Voting Member</b>	<b>Voting Member</b>
Can attend meetings	YES	YES	YES	YES
Can participate in meetings	NO	YES	YES	YES
Receives email from TC list	YES	YES	YES	YES
Can send email to TC list	NO	YES	YES	YES

Can contribute documents, etc.	NO	YES	YES	YES
Can use JIRA, Wiki, etc.	NO	YES	YES	YES
Can gain voting rights	NO	YES	NO (must first become a Member)	N/A
Can lose voting rights	NO	NO	NO	YES
Has voting rights	NO	NO	NO	YES
Counts towards quorum	NO	NO	NO	YES
Can make & second motions	NO	NO	NO	YES
Is publicly listed on TC roster, minutes, etc	NO	YES	YES	YES
Is obligated by TC IPR Mode	NO	YES	YES	YES

57 **1.3.2 Open Projects and Project Governing Board**

58 Membership, participation requirements, voting rights and other aspects of participating in an  
59 [OASIS Open Project](#) and its [Project Governing Board](#) (PGB) are explained in the [OASIS](#)  
60 [Open Project Rules](#) beginning at [Section 4 Participants and Contributors](#).

61 Open Projects operate with five types of role: Participant, Contributor, Maintainer, PGB  
62 Member, and Chair. The following table summarizes these roles.

	Participa nt---	Contribut or	Maintainer	Technical Steering Committee (TSC)	Project Governing Board (PGB)	<b>PGB</b> Chair
<b>Functions</b>	---	---	---	---	---	---
May provide comments and bug reports	YES	YES	YES	YES	YES	YES
May submit pull requests	NO	YES	YES	YES	YES	YES
Act on/authorize pull requests	NO	NO	YES	<a href="#">YES May direct Maintainer to do so for TSC repos</a>	<a href="#">NO May direct Maintainer to do so</a>	<a href="#">NO</a>
Appoint and supervise Maintainer(s)	NO	NO	NO	YES	YES	N/A

<b>Authorize creation of repositories</b>	<b>NO</b>	<b>NO</b>	YES (if auth'zd by Standing Rule per OP Rules Sec 8.1.)	YES (if authorized by Standing Rule per OP Rules Sec 8.1.)	<b>YES</b>	<u>N/A</u>
Directly create additional repositories	NO	NO	YES (if auth'zd by Standing Rule per OP Rules Sec 8.1.)	YES (if authorized by Standing Rule per OP Rules Sec 8.1.)	<u>YES? **</u>	<u>N/A</u>
<u>Assign Applicable Licenses to repositories</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>YES</u>	<u>N/A</u>
<b>Approve releases</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	NO (but recommends approval to PGB)	<b>YES</b>	<u>N/A</u>
<b>Approve submissions of qualifying releases for Project Specification approvals</b> (as defined below)	<b>NO</b>	<b>NO</b>	<b>NO</b>	NO (but recommends approval to PGB)	<b>YES</b>	<u>N/A</u>
<b>Approve external submissions of its OASIS Standards (if any) to <i>de jure</i> standards bodies</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	NO	<b>YES</b>	<u>N/A</u>
<b>Elect PGB Chair</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<u>NO</u>	<b>YES</b>	<u>N/A</u>
<u>Elect TSC Chair</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>YES if allowed by Standing Rule</u>	<u>YES if not delegated to TSC by Standing Rule</u>	<u>N/A</u>
Call and preside over any meetings	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>YES</u>
<b>Requirements</b>	---	---	---	---	---	---
<b>Must be OASIS MemberProject Sponsor</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<u>NO</u>	<b>YES</b>	<u>YES (rep or employee of sponsor)</u>
<b>Must sign Contributor License Agreement (CLA)</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>	<u>YES</u>	<b>YES</b>	<u>YES</u>

### 63 **1.3.3 Member Sections**

64 An OASIS Member Section is a group within the consortium that advances the interests of a  
65 specific community or technology. The rules governing the formation, structure, and activities  
66 of a Member Section are explained in the [Member Section Policy](#).

### 67 **1.4 Chairs**

68 Each committee must have a [Chair](#) or two co-Chairs. Only members of the committee are  
69 eligible to be Chair or co-Chair. A Chair is initially elected at the first meeting of a committee.  
70 The Chair is elected by [Full Majority Vote](#) of the committee. If a committee does not have a  
71 Chair then all activities, with the exception of the selection of a new Chair, are suspended. If a  
72 committee does not have a Chair for 120 days, the OASIS [TC Administrator](#) may close the  
73 committee.

74 The responsibilities of a Chair are as [generally](#) described in *Roberts Rules of Order Newly*  
75 *Revised*; [however, save for](#) any specific responsibilities [or procedures that are](#) detailed in  
76 OASIS policy and rules documents [override the application of Roberts Rules](#).

77 The responsibilities of the Chair of a committee may be discharged by no more than two co-  
78 Chairs. The committee may vote at any time to elect a co-Chair, if only one Chair is seated, or  
79 to leave a second seat vacant. In the event that the Chair position is so shared each co-Chair  
80 is equally responsible for the Chair duties and responsibilities. Throughout this Committee  
81 Process, whenever a notification to the Chair is required, it must be made to both co-Chairs.

82 A committee Chair may be removed by action of the [OASIS](#) Board of Directors. A TC Chair  
83 [also](#) may be removed at any time by a [Special Majority Vote](#) of the TC. A PGB Chair [also](#) may  
84 be removed at any time by a Full Majority Vote of the PGB. In the event that a committee has  
85 co-Chairs, each may be removed individually or both may be removed by a single action.

86 A vacancy in chairing a committee shall be deemed to exist when (i) the Chair or one or both  
87 co-Chairs has been removed, (ii) the Chair or one or both co-Chairs has resigned the  
88 position, or (iii) the Chair or one or both co-Chairs ceases to be a member of the committee.  
89 Vacancies in chairing a committee shall be filled by election from the committee Members.

90 Every two years a Committee must re-appoint its chair(s). A call for candidates must be  
91 requested through the committee's general email list inviting candidacy to be posted to that  
92 list. Committee members have 7 days after being notified to propose themselves as a  
93 candidate. All Committee members are eligible to apply including current and past chairs; no  
94 term limits apply. After the 7 Days candidacy period, if seats are contested, a ballot must be  
95 run to select the chair(s).

96 If no candidates come forward the work of the Committee must stop until a chair can be  
97 found.

98 For TCs, the timing of the process to re-appoint chairs should coincide with the TC Vitality  
99 check ([\[TC Process\]](#) Section 1.10) such that every four years the TC Charter and its chairs  
100 are reviewed.

101 Any provisions in the rules and policies applicable to a specific type of committee (such as  
102 Leaves of Absence for TCs) shall apply to the Chair or co-Chair of the committee in the same  
103 manner as they do to other committee members.

## 104 **1.5 Committee Visibility and Transparency**

105 The official copies of all resources of a committee and any associated subcommittees,  
106 including web pages, documents, email lists and any other records of discussions, must be  
107 located only on facilities designated by OASIS. Committees may not conduct official business  
108 or technical discussions, store documents, or host web pages on servers or systems not  
109 designated by OASIS. All web pages, documents, ballot results and email archives of all  
110 committees and subcommittees shall be publicly visible.

### 111 **1.5.1 Mail Lists**

112 Each committee shall be provided upon formation with a general discussion email list and a  
113 means to collect public comments.

114 All committee email lists shall be archived for the duration of the corporation, and all  
115 committee email archives shall be publicly visible.

116 For committees that hold meetings, the minutes of each meeting including a record of all  
117 decisions made shall be posted to that committee's general email list.

118 The purpose of the committee's public comment facility is to receive comments from the  
119 public. Comments shall be publicly archived.

### 120 **1.5.2 Web Pages**

121 OASIS shall provide each committee with a publicly accessible web page. The committee  
122 may keep the following information current on its web page: the committee name, charter,  
123 any standing rules and other adopted procedures, meeting schedules, anticipated  
124 deliverables and delivery dates, lists of members, the name and email address of the Chair or  
125 co-Chairs as well as other positions such as secretaries, editors, maintainers, etc., any  
126 subcommittees, links to the various works of the committee, and links to any IPR declarations  
127 made to the committee.

### 128 **1.5.3 Announcements**

129 OASIS shall maintain a publicly archived list for announcements from OASIS regarding its  
130 committees. Any [Eligible Person](#) shall be able to subscribe to this list. Every important  
131 change in committee status shall be posted to the announcement list. Such changes shall

132 include but not be limited to: committee or project formation; committee charter revisions;  
133 start of public reviews; approval of work products such as Committee Specifications and  
134 Project Specifications; submission of specifications as a [Candidate OASIS Standard](#); and  
135 approval or rejection of a proposed [OASIS Standard](#).

## 136 **1.6 Operations and Standing Rules**

137 Except where otherwise indicated by the rules and policies applicable to a specific type of  
138 committee, the operation of committees shall be governed by Robert's Rules of Order Newly  
139 Revised, insofar as such rules are not inconsistent with or in conflict with this Committee  
140 Process, the [OASIS Bylaws](#), other Board-approved policies, or with provisions of law. The  
141 duration of a committee shall be considered a single session. Formal actions of committees  
142 shall be governed by the same rules regardless of the language in which the work is taking  
143 place.

144 Standing rules may be adopted, amended, or rescinded by Full Majority Vote of a committee,  
145 [regarding processes and operations over which It has authority](#). The committee may not  
146 adopt standing rules or other Resolutions related to IPR, quorum requirements, membership,  
147 voting, participation, or that otherwise conflict with or supersede any OASIS Board-approved  
148 policy. Standing rules, and any amendments to them, must be communicated to the OASIS  
149 [TC Administrator](#) or [Open Project Administrator](#) as applicable, who may rescind them if they  
150 are in conflict with OASIS policy, and, in order to be enforceable, must be posted  
151 [conspicuously](#) on the committee's web page [or official published governance information](#).

## 152 **1.7 Meetings**

153 Committee meetings must be properly called and scheduled in advance using the OASIS  
154 collaborative tools. Meetings scheduled or conducted in such a manner as to exclude the  
155 participation of any [Member](#) are subject to appeal. Meetings may be conducted face-to-face  
156 or via telephone conference or other electronic media that allow participation of all Members  
157 of the committee. In order to enable the openness of committee proceedings, meetings  
158 should be scheduled and conducted so as to permit the presence of as many participants as  
159 is logistically feasible. Meeting minutes must be recorded and posted to the committee's  
160 general email list; [minutes are not required to record discussions in detail, but should at a](#)  
161 [minimum note attendance and any actions taken](#).

162 Individual attendance must be recorded in the meeting minutes. Without a [Quorum](#) present  
163 discussions may take place at a meeting but no [Resolutions](#) may be approved; [If the](#)  
164 [committee operates according to Roberts Rules of Order Newly Revised, then](#) those present  
165 [at a meeting without Quorum](#) may act as a "Committee of the Whole" as defined in *Robert's*  
166 *Rules of Order Newly Revised*, and make a report to the entire committee. However, the  
167 foregoing rule does not prohibit the discussion of and initiation of calls for consensus  
168 addressed to committee members asynchronously. For committees that maintain voting



169 rights, meetings without Quorum shall still count towards attendance for purposes of  
170 Members gaining, maintaining, or losing voting rights.

## 171 **1.8 Voting**

172 When a committee uses a vote as part of their [Resolution](#) or decision making process, all  
173 votes require a [Simple Majority Vote](#) to pass except as noted elsewhere in this document or  
174 in the rules applicable to the type of committee. Any votes requiring a [Special Majority Vote](#)  
175 for approval must be conducted by the OASIS [TC Administrator](#).

176 Some types of committees require members to obtain voting rights before being eligible to  
177 vote on ballots. The rules governing obtaining and maintaining voting rights are described in  
178 the relevant rules document for those types of committees. Committees may not adopt rules  
179 governing voting or voting rights or the rights of members that conflict with or supersede any  
180 OASIS Board-approved policy.

181 For committees using voting rights, a Member must have voting rights at the time a ballot is  
182 opened in order to vote on that ballot. Proxies shall not be allowed in committee voting.

183 Committees may conduct electronic ballots. An electronic ballot may be conducted during a  
184 meeting using any tool available to the TC including email and the results must be recorded  
185 in the minutes. Electronic ballots outside of a meeting shall be made either by using the  
186 committee's general mail list or the publicly archived electronic voting functionality provided  
187 by OASIS and must remain open for a minimum of 7 days. Eligible voters must be able to  
188 change their vote up until the end of the voting period.

## 189 **1.9 Closing a Committee**

190 Unless otherwise provided in the rules and policies applicable to a specific type of committee,  
191 a committee may be closed by [Full Majority Vote](#) of that committee, by [Resolution](#) of the  
192 OASIS Board of Directors, or by the OASIS [TC Administrator](#), [OP Administrator](#), or Member  
193 Section Administrator as applicable.

194 The relevant Administrator may close a committee that is unable to fill its [Chair](#) position for  
195 120 days.

196 Unless otherwise provided in the rules and policies applicable to a specific type of committee,  
197 the relevant Administrator may close a committee whose membership falls below the  
198 [Minimum Membership](#) necessary or that fails to show activity or progress towards achieving  
199 its purpose for an extended period of time.