

TC Process Roll-Up

6 January 2010

OASIS Technical Committee Process

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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 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. "*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 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 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 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 i. "*Errata*" means a set of changes or proposed changes to a specification that are not Substantive
19 Changes.
- 20 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 k. "*IPR*" means intellectual property rights.
- 25 l. "*Leave of Absence*" shall have the meaning defined in [Section 2.6](#).
- 26 m. "*Meeting*" is a meeting of the TC that is properly called and scheduled in advance as described in
27 [Section 2.10](#).
- 28 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 p. "*Non-Standards Track Work Product*" is any work product produced by a TC that conforms to a
34 Non-Standards Track template.
- 35 q. "*Normative Portion*" shall have the meaning defined for such term by the [OASIS IPR Policy](#).
- 36 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 s. "*OASIS Draft Deliverable*" means any of the following: Working Drafts, Committee Drafts and
40 Public Review Drafts.

- 41 t. "OASIS Final Deliverable" means any of the following: Committee Notes, Committee
42 Specifications, OASIS Standards and Approved Errata.
- 43 u. "OASIS Individual Member" means an OASIS Member who is classified as such in their executed
44 Membership Agreement.
- 45 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 w. "OASIS Organizational Member" means an OASIS Member who is classified as such in their
48 executed Membership Agreement.
- 49 x. "OASIS Standard" is a Candidate OASIS Standard that has been submitted by a Technical
50 Committee and reviewed and approved by the OASIS Membership as specified in [Section 3](#).
- 51 y. "OASIS TC Administrator" means the person or persons representing OASIS in administrative
52 matters relating to TCs. All official communications must be sent to tc-admin@oasis-open.org.
- 53 z. "Observer" is an Eligible Person who is subscribed to the TC email list, and may attend TC
54 meetings, but is not allowed to participate in TC email list discussions, participate or speak in TC
55 meetings, or make Contributions to the TC. The process for becoming an Observer is defined in
56 [Section 2.4](#).
- 57 aa. "Persistent Non-Voting Member" is a TC Member who has declared their non-voting status in that
58 TC. The process for becoming a Persistent Non-Voting Member of a TC is defined in Section 2.4.
- 59 bb. "Primary Representative", for any OASIS Organizational Member, means the person or persons
60 designated by that Member to serve as the consortium's principal contact for administrative
61 issues.
- 62 cc. "Public" and "publicly" mean all persons, organizations and entities, whether or not OASIS
63 Members.
- 64 dd. "Public Review Draft" is a Committee Draft that has been approved by the TC to go to public
65 review as specified in [Section 3.2](#) of this Process.
- 66 ee. "Quorum" is the number of Voting Members of a TC that must be present in a meeting so that
67 Resolutions and decisions may be made. The Quorum for OASIS TC meetings is a simple
68 majority (more than half) of Voting Members.
- 69 ff. "Quorate Meeting" is a TC meeting at which a Quorum is present.
- 70 gg. "Resolution" means a decision reached by a TC by vote. Resolutions require a Simple Majority
71 Vote to pass, unless a Full Majority Vote or Special Majority Vote is required under this Process.
- 72 hh. "Simple Majority Vote" is a vote in which the number of "yes" votes cast is greater than the
73 number of "no" votes cast. Abstentions are not counted. For example, in a quorate meeting in
74 which 20 Voting Members are present, if 7 vote "yes" and 4 vote "no", the motion passes.
- 75 ii. "Special Majority Vote" is a TC vote in which at least 2/3 (two thirds) of the Voting Members vote "
76 yes" and no more than 1/4 (one fourth) of the Voting Members vote "no". These numbers are
77 based on the total number of Voting Members, regardless of the number of Voting Members
78 present in the meeting. Abstentions are not counted. For example, in a TC in which there are 30
79 Voting Members, at least 20 Voting Members must vote "yes" for a motion to pass; but if 8 or

80 more vote "no" then the motion fails. All Special Majority Votes must be conducted by the OASIS
81 TC Administrator.

82 jj. "*Specification Approval Motion*" is any motion to initiate a TC ballot to advance the status of a
83 specification, including the approval of a Committee Draft, the approval of a Public Review Draft
84 (initiating a Public Review), the approval of a Committee Specification or Committee Note, and
85 the submission by the TC of a Committee Specification as a Candidate OASIS Standard.

86 kk. "*Specification Ballot*" is any ballot on the approval of the technical content of a document work
87 within the TC, such as the approval of a Committee Draft, start of Public Review, approval of
88 Committee Specification or Committee Note, or submission of a Committee Specification as a
89 Candidate OASIS Standard.

90 ll. "*Standards Track Work Product*" is any work product produced by a TC that is intended to be
91 approved as an OASIS Standard and which conforms to the Standards Track templates.

92 mm. "*Statement of Use*", with respect to a specification, is a written statement by an OASIS
93 Organizational Member stating that it is successfully using or implementing that specification in
94 accordance with the conformance clauses specified in [Section 2.18](#), and stating whether its use
95 included the interoperation of multiple independent implementations.

96 nn. "*Subcommittee*" (or "SC") is a group of Members of a TC producing recommendations for
97 consideration by the parent TC.

98 oo. "*Substantive Change*" is a change to a specification that would require a compliant application or
99 implementation to be modified or rewritten in order to remain compliant.

100 pp. "*Technical Committee*" (or "TC") means a group comprised of at least the Minimum Membership
101 formed and conducted according to the provisions of this OASIS TC Process.

102 qq. "*Voting Member*" is a Member of a TC who has voting rights in the TC. The process for gaining
103 voting rights is defined in [Section 2.4](#).

104 rr. "*Working Draft*" is any version of a specification or other document produced by the TC which has
105 not yet received any level of approval from the TC.

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

107 **Section 2. Technical Committees**

108 **2.1. TC Discussion Lists**

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

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

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

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

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

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

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

124 **2.2. TC Formation**

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

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

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

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

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

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

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

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

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

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

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

150 (2)(b) The date, time, and location of the first meeting, whether it will be held in person or by telephone,
151 and who will sponsor this first meeting. The first meeting of a TC shall occur no less than 30 days after
152 the announcement of its formation in the case of a meeting held exclusively by telephone or other

153 electronic means, and no less than 45 days after the announcement of its formation in the case of a
154 meeting held face-to-face (whether or not a telephone bridge is also available).

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

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

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

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

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

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

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

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

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

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

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

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

189 **2.3. First Meeting of a TC**

190 Eligible Persons intending to participate in the first meeting must use the OASIS collaborative tools to
191 register as a TC Member, and to specify whether they intend to gain voting rights, no later than 7 days

192 prior to a meeting. No later than 7 days prior to the meeting, the OASIS TC Administrator will post a
193 notice to the prospective Members on the TC's general email list inviting indications of candidacy for TC
194 Chair to be posted to that list.

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

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

200 Every Eligible Person who has so registered and been confirmed shall be a Member of the TC beginning
201 with the first meeting. Every Eligible Person who has so registered, requested voting rights, been
202 confirmed, and is present at the first meeting of a TC shall be a Voting Member of the TC beginning with
203 the first meeting.

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

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

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

212 **2.4. TC Membership and Participation**

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

214 2.4.1 Observer: An Eligible Person may become an Observer of a TC by registering as an Observer using
215 the electronic collaboration tools provided by OASIS. If the Eligible Person is an employee or designee of
216 an OASIS Organizational Member, the Primary Representative of that organization must be notified that
217 the person has requested to become an Observer. The Observer is not a TC Member so has no
218 attendance or participation requirements to maintain this status, other than to remain an Eligible Person.

219 2.4.2 Member: Any time after the first meeting, an Eligible Person shall become a Member of an existing
220 TC by registering as a Member using the electronic collaboration tools provided by OASIS. If the Eligible
221 Person is an employee or designee of an OASIS organizational Member, the Primary Representative of
222 that organization must confirm to the Chair and to the TC Administrator that the person may become a
223 Member of the TC. Upon receipt by the Chair of confirmation by the Primary Representative the Member
224 may begin participating, but shall not have voting rights. A Member shall become eligible to vote in the TC
225 when the requirements below are met.

226 2.4.3 Persistent Non-Voting Member: A Member or Voting Member may, at any time after joining a
227 Technical Committee, send e-mail to both the Chair and the TC mailing list informing them of their change
228 in membership status, effective as of the date of notice, or other specified future date. A Persistent Non-
229 Voting Member retains participation rights but is not eligible to vote and does not count towards quorum.
230 A Persistent Non-Voting Member who wishes to gain voting rights must send e-mail to both the Chair and
231 the TC mailing list informing them of their intent to become a Voting Member and must follow the rules in
232 section 2.4.4 (c) as if they had lost their voting rights due to non-attendance.

233 2.4.4 Voting Member:

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

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

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

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

252 **2.5 Termination of TC Membership**

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

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

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

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

264 **2.6 Leaves of Absence**

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

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

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

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

284 **2.7. TC Chairs**

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

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

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

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

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

306 **2.8 TC Visibility**

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

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

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

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

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

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

338 **2.9 TC Procedure**

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

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

350 **2.10 TC Meetings**

351 TC meetings must be properly called and scheduled in advance using the OASIS electronic collaborative
352 tools. Meetings scheduled or conducted in such a manner as to exclude the participation of any Member
353 is subject to appeal. Meetings may be conducted face-to-face or via telephone conference or other
354 electronic media that allow participation of all Members of the TC. In order to enable the openness of TC
355 proceedings, meetings should be scheduled and conducted so as to permit the presence of as many TC
356 Observers as is logistically feasible. Meeting minutes must be recorded and published to the TC's general
357 email list and referenced on the TC web page.

358 Without a quorum present discussions may take place but no business may be conducted; those present
359 may act as a "Committee of the Whole" as defined in *Robert's Rules of Order Newly Revised*, and make a

360 report to the entire TC. Attendance must be recorded in the meeting minutes. Meetings without quorum
361 shall still count towards attendance for purposes of Members gaining, maintaining, or losing voting rights.

362 **2.11 TC Charter Clarification**

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

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

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

376 **2.12 TC Rechartering**

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

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

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

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

392 **2.13 TC Voting**

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

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

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

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

408 **2.14 TC Subcommittees**

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

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

415 **2.15 Closing a TC**

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

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

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

424 **2.16 This section intentionally left blank.**

425 **2.17 Intellectual Property Rights Procedures**

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

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

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

436 **2.18 Specification Quality**

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

442 A. Standards Track Work Products

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

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

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

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

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

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

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

474 B. Non-Standards Track Work Products

475 (1) Conformance Clauses. A work product that is approved by the TC at the Public Review Draft or
476 Committee Note level may include a separate section, listing a set of numbered conformance
477 clauses, to which any implementation of the work product may adhere in order to claim conformance
478 to the work product (or any optional portion thereof).

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

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

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

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

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

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

504 **2.19 Designated Cross-Reference Changes**

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

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

- 514 • the current name, version and revision number;
- 515 • the current URI;
- 516 • the expected approval status; and
- 517 • the expected approval date of the cross-referenced specification.

518 The effectiveness of a proposed Designated Cross-Reference Change in a specification is conditioned on
519 the resolution of the expected approval action for each cross-referenced specification. Therefore, if a
520 Specification Approval Motion includes proposed Designated Cross-Reference Changes, the
521 effectiveness of the subject specification's approval will be delayed until the resolution of all other cross-

522 referenced specification approval actions. The TC Administrator will withhold announcement and
523 certification of the specification itself until all such cross-referenced resolutions are complete.

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

528 **Section 3. Approval Process**

529 **3.1 Approval of a Committee Draft**

530 The TC may at any stage during development of a work product approve the work product as a
531 Committee Draft. The approval of a Committee Draft shall require a Full Majority Vote of the TC. The TC
532 may approve a work product, revise it, and re-approve it any number of times as a Committee Draft.

533 **3.2. Public Review**

534 Before the TC can approve its Committee Draft as a Committee Specification or Committee Note, the TC
535 must conduct a public review of the work. The decision by the TC to submit the work product for public
536 review requires a Full Majority Vote, and must be accompanied by a recommendation from the TC of
537 external stakeholders who should be notified of the review. The Committee Draft approved to go to review
538 shall be called a Public Review Draft. The public review must be announced by the TC Administrator to
539 the OASIS Membership list and optionally on other public mail lists; the TC Administrator shall at the
540 same time issue a call for IPR disclosure.

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

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

548 The TC may conduct any number of review cycles (i.e. approval to send a Committee Draft to Public
549 Review, collecting comments, making edits to the work product, etc.). The first public review of a work
550 product must take place for a minimum of 30 days, and any subsequent reviews must be held for a
551 minimum of 15 days. Changes made to a work product after a review must be clearly identified in any
552 subsequent review, and the subsequent review shall be limited in scope to changes made in the previous
553 review. Before starting another review cycle the work product must be re-approved as a Committee Draft
554 and then approved to go to public review by the TC.

555 If any changes are made to the work product after the public review, whether as a result of public review
556 comments or from TC Member input, then the TC must conduct another review cycle. The work product
557 may not be considered for approval by the TC as a Committee Specification or Committee Note until it
558 has undergone a review cycle during which it has received no comments that result in any changes to the
559 work product.

560 **3.3 Approval of a Committee Specification or Committee Note**

561 After the public review of a Public Review Draft the TC may approve the work product as a Committee
562 Specification (if prepared using a Standards Track Template), or a Committee Note (if prepared using a
563 Non-Standards Track Template). If any comments have been received during the most recent Public
564 Review period, that vote may not commence any earlier than 7 days after the last day of that Public
565 Review. The approval of a Committee Specification or Committee Note shall require a Special Majority
566 Vote. The TC Chair shall notify the TC Administrator that the TC is ready to vote on the approval of the
567 work product, and provide to the TC Administrator the location of the editable versions of the files. The TC
568 Administrator shall set up and conduct the ballot to approve the Committee Specification or Committee
569 Note.

570 3.4 Approval of an OASIS Standard

571 [Effective date of Section 3.4:

572 **Specifications that, on the effective date of this policy are currently out for 60-day Public Review,**
573 **or have completed a 60-day Public Review; AND are submitted for OASIS Standard ballot within**
574 **90 days of the effective date of this policy, will be subject to the requirements in Section 3.4 in**
575 **effect on 1 September 2009. Any specifications that have either not yet been submitted for Public**
576 **Review, or have completed the Public Review process but are not submitted for OASIS Standard**
577 **ballot within 90 days of the effective date of this policy will be subject to the requirements below.]**

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

583 3.4.1 Submission of a Candidate OASIS Standard

584 After the approval of a Committee Specification, and after three Statements of Use explicitly referencing
585 the Committee Specification, including approval date, have been presented to the TC, a TC may resolve
586 by Special Majority Vote to submit the Committee Specification as a Candidate OASIS Standard. The TC
587 may decide to withdraw the submission, by special majority vote, at any time until the final approval. Upon
588 resolution of the TC to submit the specification, its Chair shall submit the following items to the TC
589 Administrator:

590 (a) Links to the Candidate OASIS Standard in the TC's document repository, and any appropriate
591 supplemental documentation for the specification, all of which must be written using the OASIS templates
592 in effect at the time of the Committee Specification approval vote. The specification must not have been
593 changed between its approval as a Committee Specification and its submission to OASIS for
594 consideration as an OASIS Standard, except for the changes allowed in Section 2.18.A.(7).

595 (b) The editable version of all files that are part of the Candidate OASIS Standard;

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

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

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

601 (f) The Statements of Use presented above;

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

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

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

609 (j) A pointer to the publicly visible comments archive for the originating TC.

610 The TC Administrator shall complete administrative processing and checking for completeness and
611 correctness of the submission within 15 days. If the submission is incomplete it shall be rejected but may
612 be resubmitted at a later time.

613 No part of the submission may be changed or altered in any way after being submitted to the TC
614 Administrator, including by Errata or corrigenda. Errata, corrigenda or other changes to a Candidate
615 OASIS Standard are not permitted after its submission for OASIS Standard approval.

616 3.4.2 Public Review of a Candidate OASIS Standard

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

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

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

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

- 626 • If no comments were received, the TC Administrator must start the ballot for OASIS Standard
627 approval within 7 days of notification.
- 628 • If comments were received, but no changes are to be made to the Candidate OASIS Standard,
629 the Chair will request that the TC Administrator start a Special Majority Ballot for the TC to
630 approve continuing with the OASIS Standard ballot. The TC Administrator will begin said ballot
631 within 7 days of receipt. Upon successful completion of that ballot, the TC Administrator will,
632 within 7 days, begin the ballot for OASIS Standard approval.
- 633 • If comments were received that result in a modification to the Candidate OASIS Standard, the
634 editors(s) will prepare a revised specification to be approved as a Committee Draft by the TC and
635 proceed with a subsequent Public Review as noted in Section 3.2. Before resubmission the
636 specification must be approved as a Committee Specification.

637 3.4.3 Balloting for OASIS Standard approval

638 In votes upon proposed OASIS Standards, each OASIS Organizational Member at the time the ballot is
639 issued shall be entitled to cast one vote. Votes shall be cast via the publicly archived electronic voting
640 facility supplied by OASIS. A ballot announcement will be sent to each member entitled to vote and shall
641 specify the ballot closing date and time. Ballots shall be publicly visible during voting. Eligible voters may

642 change their vote up until the end of the 14-day voting period. The results of a vote on a proposed
643 standard shall be provided to the membership and to the TC no later than seven days following the close
644 of the voting period.

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

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

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

662 **3.5 Approved Errata**

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

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

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

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

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

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

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

679 **Section 4. Board of Directors Involvement in the** 680 **Standards Process**

681 **4.1 OASIS TC Administrator**

682 The "OASIS TC Administrator," as defined in Section 1 of this TC Process, shall act as the Technical
683 Committee Liaison to the Board for the purpose of keeping the Board apprised of activities related to the
684 TC Process. The specific duties of the TC Liaison shall be specified by the Board in consultation with the
685 TC Administrator but shall, at a minimum, provide for the submission to the Board of a notice when a
686 proposal has been received for the creation of a new TC and when a TC submits a Committee
687 Specification as a Candidate OASIS Standard. Such notice shall be delivered via email to the Board
688 immediately upon the receipt of the submission by the TC Administrator. The TC Administrator shall also
689 send a copy of proposals for the creation of new TCs to the Technical Advisory Board (TAB) for their
690 comment.

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

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

698 **4.2 Appeals**

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

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

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

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

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

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

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

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

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

721 **5.0 Application to Existing TCs**

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

DRAFT