

1 JCP-2: Executive Committee Standing 2 Rules

3 These are the normative standing rules governing the actions of the Executive Committee.

4 Version 2.8 (sometime in 2011)

5 Comments to: pmo@jcp.org

6 Copyright (c) 1996 - 2011 Oracle America, Inc.

7 CONTENTS

DEFINITIONS.....	1
EC MEETINGS.....	1
MEETING ARRANGEMENTS.....	1
AGENDA.....	2
VOTING.....	3
ELECTRONIC VOTING	4
APPENDIX A: REVISING THIS DOCUMENT.....	4
APPENDIX B: MOTION GUIDELINES.....	4

8 DEFINITIONS

9 The definitions found in the JCP Process Document also apply to this document.

10 The use of the term “~~day~~” or “~~days~~” in this document refers to calendar days unless otherwise specified.

11 EC MEETINGS

12 ~~Meeting Arrangements~~ MEETING ARRANGEMENTS

13 The Executive Committees of the JCP meet jointly about once a month, either in person or in
14 teleconference, to fulfill the responsibilities defined here and in the JCP Process document.

15 All EC meeting information documents, including minutes and attendance statistics, are kept in the EC
16 public web site located at <http://jcp.org/en/participation/committee>

17 In exceptional cases, at the request of an EC member (with no need for a second), an EC may agree to go
18 into private session in order to cover a specific topic, and only for the duration of that coverage. Private
19 sessions are strongly discouraged. Minutes are also taken during private session, but are not published
20 publicly; this is the only case in which two separate minutes are maintained.

21 EC meetings are chaired by the Chair, who also keeps minutes. The minutes shall be published no later
22 than fourteen calendar days after the meeting. If the EC went into private session during the meeting, there
23 will be one set of private minutes, recording the private session, in addition to the usual public minutes. All
24 minutes will be marked “preliminary, not approved” until approved by the EC at the next meeting. After
25 approval, the minutes will be marked “approved” and will be posted to the appropriate web site.

26 EC meetings are conducted in the spirit of Robert's Rules of Order, with ~~consensus~~ Consensus and making
27 progress for the community given priority over strict adherence to formal procedure. The process operates
28 best when EC members and the PMO are not forced to resort to the specifics of the rules.

29

30 Attendance at meetings is mandatory:

- 31 • Missing two meetings in a row (whether teleconference or face-to-face meetings) results in loss of
32 JSR ballot and EC voting privileges. Privileges are regained after full attendance of two consecutive
33 meetings.
- 34 • Missing ~~six~~five meetings in a row, or missing more than 2/3s of all meetings in any consecutive 12 month
35 period, results in loss of EC membership ~~either by the company or organization or by the individual~~
36 ~~member, as the case may be.~~
- 37 • The PMO shall provide regular attendance reports to the EC, and shall issue warnings to those who are
38 at risk of losing membership.
- 39 • Under exceptional circumstances, to be determined on a case-by-case basis, the EC may waive either
40 of the above penalties.

41

42

43 Quorum for EC meetings is 75% of EC voting members for each EC (in other words, each EC must have
44 75% of its voting members represented, not 75% of the total EC membership). It is possible for one EC to
45 be quorate and the other not. Depending on the matter under consideration, the Chair may deem it
46 appropriate for the quorate EC to conduct a ballot. Otherwise, if there is no quorum, the EC may have
47 discussion, but can take no action and make no decision until the next quorate meeting or until an
48 electronic ~~vote~~ballot is set up (see below, Electronic Voting)

49

50 EC meetings must be scheduled at least 10 calendar days in advance for teleconference meetings, and at
51 least 30 calendar days in advance for face-to-face meetings, at which time the meeting location must be
52 also announced.

53

54 In addition to the regular monthly meetings, the EC's shall organize the following meetings with the active
55 help of the PMO:

- 56 1. a semi-annual teleconference with all JCP members. The agenda for these meetings shall
57 incorporate, at the EC's discretion, topics suggested by the membership in response to the meeting
58 invitation, which shall solicit such input with sufficient advance time, as well as provide clear
59 instructions on how to join the meeting;
- 60 2. an annual face to face meeting with all JCP members if an appropriate venue, such the JavaOne
61 conference or equivalent, is available for co-location. ~~Whenever possible no fee should be charged~~
62 ~~for attending this meeting.~~ As above, the agenda for this annual meeting shall include, at the EC's
63 discretion, topics suggested by the membership.

64 To facilitate the organization and receipt of topic suggestions as specified above, the EC shall set up a
65 (possibly moderated) public email list (with the corresponding public archive), which can also be used by all
66 JCP members and public to provide feedback to the EC.

68 EC members shall at all times adhere to the following policies in connection with their JCP activities:

69

70 (a) The Executive Committee shall review JSRs in a manner that provides all persons affected by a
71 proposed Specification to have an opportunity to participate in the process.

72

73 (b) Executive Committee voting members should cast their JSR ballots with the goal of promoting the
74 efficient evolution of the Java platform.

75

76 (c) Any communications among Executive Committee members in the course of their JCP activities should
77 take into account the caveats expressed with respect to antitrust laws in section 5.3, "EC Duties and
78 Responsibilities" of the Process Document, item (8).

79

80 ~~Agenda~~AGENDA

81

82 | The Chair and EC members may submit agenda items (either for discussion of ~~for decision~~for action) by
83 | emailing those items to the EC aliases at any time. Agenda items will be scheduled for the next available
84 | meeting, depending on availability and timing.

85 |
86 | A preliminary agenda must be submitted by the Chair at least 7 calendar days before the meeting. EC
87 | members may suggest additional items for the agenda at that time, if they have not already done so in
88 | previous meetings or emails.

89 |
90 | The Chair must email the final agenda 4 calendar days before a meeting, ~~otherwise the meeting will~~
91 | ~~proceed as if there was no quorum, regardless of the number of actual participants.~~

92 |
93 | The final meeting agenda must clearly identify where possible which items are for discussion and which are
94 | ~~for decision~~for action, and it should be posted to the public site.

95 |
96 | Agenda items may be changed or added at the beginning of the meeting, if there is ~~no sustained-~~
97 | ~~objection~~Consensus to do so.

98 |
99 | Meeting materials (presentations, statistics, documents) must be posted on the EC site
100 | (<http://jcp.org/en/ec/my>) at least 3 calendar days in advance of the meeting. Meeting materials may not be
101 | made public until after the meeting, lest they be part of an private session. Otherwise, an agenda item for
102 | which its supporting materials are not ready on time may be removed from consideration by the Chair.
103 | However, the agenda item may be still considered, with the late materials, if there is ~~no sustained-~~
104 | ~~objection~~Consensus to do so.

105 |
106 | Supporting materials for any agenda item may be updated at the beginning of the meeting if there is ~~no-~~
107 | ~~sustained objection~~Consensus to do so.

108 |
109 | Agenda items for discussion will be opened to the floor for discussion and comment.

110 |
111 | Agenda items for action will be opened to the floor for discussion and comment, with the goal being to
112 | achieve ~~consensus~~Consensus on the proposed action. When ~~consensus~~Consensus is reached after a long
113 | discussion, the Chair shall present to the EC members a clear statement of what will be recorded in the
114 | minutes as the EC ~~consensus~~Consensus.

115 | ~~Voting~~VOTING

116 | All JSR ~~vote~~ballots will be conducted electronically, as specified in the JCP Process Document, and the
117 | results made public.

118 |
119 | All actions of the EC, except as it pertains to JSR's, should be by ~~consensus~~Consensus whenever
120 | possible, ~~with consensus being defined as no sustained objection from EC members.~~ EC members who
121 | disagree with an action of the EC, but are willing to drop their objection to reach ~~consensus~~Consensus may
122 | have a brief statement included in the minutes.

123 |
124 | In the absence of ~~consensus~~Consensus, the Chair may determine that a ~~vote~~ballot shall be
125 | ~~taken~~conducted.

126 |
127 | Any motion in the agenda that cannot be acted on for lack of quorum may be brought to an electronic
128 | ~~vote~~ballot at the request of the mover, following the process specified in the Section "Electronic Voting".

129 |
130 | All EC decisions, ~~reached either through consensus or through a vote,~~ are to be understood as ~~decisions to-~~
131 | ~~advise the PMO being advisory in nature except as they pertain to JSR related ballots.~~

132 |
133 | The table in Appendix B shall be used as a guide in determining the order of precedence for motions, and
134 | the voting required for the motion to pass. Electronic ~~vote~~ballot periods last 7 days except where noted
135 | otherwise in this document.

136
137 | EC Voting Members may cast ~~thee~~three types of votes: "yes", "no" and "abstain". Explicit abstentions are
138 | strongly discouraged. In the extreme and most undesirable case, an EC member may not vote at all. No
139 | vote will be recorded for absent members.

140 | For the purpose of calculating the voting results, a majority is achieved when the result of dividing the yes
141 | votes ~~will be divided~~ by the sum of the yes and no votes is larger than 0.50.

142 | Except where noted otherwise in this document, EC voting – whether electronic or not - is approved if (a) a
143 | majority of the votes cast are "yes" votes, and (b) a minimum of 5 "yes" votes are cast.

144 |
145 | "No" should be accompanied by an explanation along with changes (if any) that would lead to change the
146 | vote to "yes".

147 |
148 | It is highly recommended that abstentions be accompanied by comments.

149 |
150 | EC motions and any specific voting results will be recorded in the EC minutes.

151 | ~~Electronic Voting~~ELECTRONIC VOTING

152 | Although there is a strong preference for in-session ~~votes~~ballots whenever possible rather than electronic
153 | ones, any EC Member may request that a motion be voted on by the ECs through an electronic ~~vote~~ballot.
154 | The topic addressed by the motion, as well as the general nature of the motion, must have been discussed
155 | at an EC meeting before the electronic voting.

156 | An electronic ~~vote~~ballot is requested by sending an email to the EC email list with the words "EC ~~Vote~~Ballot
157 | Request" in the subject title. Another EC Member must second the request. The request must include a
158 | clearly labeled motion to be voted on by the EC. It is considered good practice to discuss a motion at an
159 | EC meeting, or to circulate it for comment on the EC list, before requesting a ~~vote~~ballot.

160 | Within 7 days of receipt of the request and the second by another EC Member, the PMO will send email to
161 | the EC email list starting the electronic ~~vote~~ballot on the motion. The duration of the ~~vote~~ballot is 14 days
162 | (closing on midnight Pacific time on the 14th day) to ensure that all voting members have time to consider
163 | the motion before voting.

164 | The PMO may conduct the ~~vote~~ballot by instructing EC Voting Members to vote through a PMO provided or
165 | designated website or may instruct the EC to vote by email. In either case, EC Voting Members are able to
166 | change their vote up to the end of the voting period. When the ~~vote~~ballot is conducted by email, EC
167 | Members vote by sending email to the EC list in reply to the PMO's email announcing the ~~vote~~ballot. The
168 | PMO tabulates the ~~vote~~results.

169 | Options for votes (ie yes, no, abstain) and the number of votes needed to pass are the same as during
170 | meetings.

171 | The PMO will report the results of the ~~vote~~ballot within 7 calendar days, either to the email list or at an EC
172 | meeting, at which time the full text of the motion and voting totals shall be recorded in the meeting
173 | minutes.

174 |

175 | APPENDIX A: REVISING THIS DOCUMENT

176 | To revise this document, a formal proposal must be submitted to the EC in the form of a Final Draft. Such
177 | Final Draft shall go through a 30 day review and then presented (after proper disposition of comments) to a
178 | ~~vote~~ballot by both ECs. In order for the ~~vote~~ballot to pass, for each EC the following must be true: (a) a
179 | majority of the votes cast are "yes", and (b) there is a minimum of 5 "yes" votes.

180 **APPENDIX B: MOTION GUIDELINES**

181

Motion	Voting	Notes
Adjourn	Simple majority	Cannot be amended, debated or reconsidered, but can be made again after further business. In the fairness of time, the chair may adjourn a meeting once the time for that meeting has expired
Lay on the Table (suspend discussion)	2/3 majority	Cannot be amended, debated or reconsidered if passed. Tabled motion automatically dies at the end of the meeting. In the fairness of time, the chair may table a motion once the allotted time for that agenda item has passed.
Call the Question	2/3 majority	Not debatable, needs no second. Speaker is not allowed to make a statement and then immediately call the question. Ask if there are any objections to voting now; if so, vote on calling the question; if not, take the main vote.
Amend	Simple majority	May itself be amended. Proposer of motion may amend his own motion or accept friendly amendment without vote, provided there is no objection.
Main Motion	2/3 majority	Motions to do nothing are not allowed. Guidance to the PMO, as defined by this document and the JCP Process Document, is provided through the mechanism of motions.
Take from the Table (resume discussion)	Simple majority	Cannot be debated, amended or reconsidered, if passed.
Reconsider	Simple majority	Cannot be amended or reconsidered. Debatable only if the original motion was debatable. Must be made by one who voted on the prevailing side of the original motion.

182