

1 JCP-2: Executive Committee Standing 2 Rules

3 These are the normative sStanding Rrules governing the actions of the Executive Committee.

4 Version 2.8 (sometime in 2011)

5 Comments to: pmo@jcp.org

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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 no later
26 than fourteen calendar days after approval.


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

30 |

31 |

32 | Attendance at meetings is mandatory:

- 33 | • Missing two meetings in a row (whether teleconference or face-to-face meetings) results in loss of
34 | future, not yet started, JSR ballot and EC voting privileges. An EC Member who has lost voting
35 | privileges cannot make a motion or second one. Privileges are regained after full attendance of two
36 | consecutive meetings.
- 37 | • Missing  five meetings in a row, or missing more than 2/3s of all meetings in any consecutive 12 month
38 | period, results in loss of EC membership ~~either by the company or organization or by the individual~~
39 | ~~member, as the case may be.~~
- 40 | • The PMO shall provide regular attendance reports to the EC, and shall issue warnings to those who are
41 | at risk of losing membership.
- 42 | • Under exceptional circumstances, to be determined on a case-by-case basis, the EC may waive either
43 | of the above penalties.
- 44 | •
- 45 | •



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

52 |

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

56 |

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

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

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

71 |

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

73 |

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

- 76 | (a) (Executive Committee voting members should cast their JSR ballots with the goal of promoting the
77 | efficient evolution of the Java platform.

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

~~(c)~~

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

(c)

AgendaAGENDA

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

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

The Chair ~~must~~should email the final agenda 4 calendar days before a meeting. ~~Absent an agenda, the EC members present at the meeting may agree on one at that time, and proceed accordingly.~~

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

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

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

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

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

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

122 | ~~Voting~~VOTING

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

125 |
126 | All actions of the EC, except as it pertains to JSR's, should be by ~~consensus~~Consensus whenever
127 | possible, ~~with consensus being defined as no sustained objection from EC members~~ members who
128 | disagree with an action of the EC, but are willing to drop their objection to reach ~~consensus~~Consensus may
129 | have a brief statement included in the minutes.

130 |
131 | In the absence of ~~consensus~~Consensus, the Chair may determine that a ~~vote~~ballot shall be
132 | ~~taken~~conducted

133 |
134 | Any motion in the agenda that cannot be acted on for lack of quorum may be brought to an electronic
135 | ~~vote~~ballot at the request of the mover, following the process specified in the Section "Electronic Voting".

136 |
137 | All EC decisions, ~~reached either through consensus or through a vote~~, are to be understood as ~~decisions to~~
138 | ~~advise the PMO being advisory in nature except as they pertain to JSR related ballots~~.

139 |
140 | The table in Appendix B shall be used as a guide in determining the order of precedence for motions, and
141 | the voting required for the motion to pass. Electronic ~~vote~~ing periods last ~~7~~14 days except where noted
142 | otherwise in this document.

143 |
144 | EC Voting Members may cast ~~thee~~three types of votes: "yes", "no" and "abstain". Explicit abstentions are
145 | strongly discouraged. In the extreme and most undesirable case, an EC member may not vote at all. No
146 | vote will be recorded for absent members.

147 | For the purpose of calculating the voting result, only the votes cast are taken into account.

148 | ~~For the purpose of calculating the voting results, a majority is achieved when the result of dividing the yes-~~
149 | ~~votes by the sum of the yes and no votes is larger than 0.50.~~

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

152 |
153 | "No" ~~votes~~ should be accompanied by an explanation along with changes (if any) that would lead to change
154 | the vote to "yes".

155 |
156 | It is highly recommended that abstentions be accompanied by comments.

157 |
158 | EC motions and any specific voting results will be recorded in the EC minutes.

159 | ~~Electronic Voting~~ELECTRONIC VOTING

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

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

168 Within 7 days of receipt of the request and the second by another EC Member, the PMO will send email to
 169 the EC email list starting the electronic vote on the motion. The **voting period** duration ~~of the vote~~ is 14
 170 days (closing on midnight Pacific time on the 14th day) to ensure that all voting members have time to
 171 consider the motion before voting.

172 The PMO may conduct the vote by instructing EC Voting Members to vote through a PMO provided or
 173 designated website or may instruct the EC to vote by email. In either case, EC Voting Members are able to
 174 change their vote up to the end of the voting period. When the vote is conducted by email, EC Members
 175 vote by sending email to the EC list in reply to the PMO's email announcing the vote. The PMO tabulates
 176 the **vote results**.

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

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

183 APPENDIX A: REVISING THIS DOCUMENT

184 To revise this document, a formal proposal must be submitted to the EC in the form of a Final Draft. ~~to-~~
 185 ~~pass, for each EC the following must be true: (a) a majority of the votes cast are "yes", and (b) there is a~~
 186 ~~minimum of 5 "yes" votes. vote by both ECs. In order for the vote~~ Such Final Draft shall go through a 30-day
 187 ~~review and then presented (after proper disposition of comments) to a~~ The draft will be published by the
 188 PMO for 30-day review during which EC members and the public can comment on the proposal. The EC
 189 will formally track comments as Expert Groups are required to do for JSRs. At the end of the review period,
 190 and after proper disposition of comments and possible revision of the Draft, it will be subjected to a ballot
 191 by both ECs. In order for the ballot to pass, for each EC the following must be true: (a) a majority of the
 192 votes cast are "yes", and (b) there is a minimum of 5 "yes" votes. If the ballot fails revised Final Drafts may
 193 be submitted for additional ballots at any subsequent time.

194 APPENDIX B: MOTION GUIDELINES

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.

Motion	Voting	Notes
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.