

# 1 JCP 2: Executive Committee Standing Rules

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

## 3 Version 2.8 (sometime in 2011)

4 Comments to: [pmo@jcp.org](mailto:pmo@jcp.org)

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## 6 DEFINITIONS

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

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

## 9 EC MEETINGS

### 10 Meeting Arrangements

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

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

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


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


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

27  
28 Attendance at meetings is mandatory:

- 29 • Missing two meetings in a row (whether teleconference or face-to-face meetings) results in loss of



JSR ballot and EC voting privileges. Privileges are regained after full attendance of two consecutive meetings.

- Missing  five meetings in a row, or missing more than 2/3s of all meetings in any consecutive 12 month period, results in loss of EC membership either by the company or organization or by the individual member, as the case may be.
- The PMO shall provide regular attendance reports to the EC, and shall issue warnings to those who are at risk of losing membership.
- Under exceptional circumstances, to be determined on a case-by-case basis, the EC may waive either of the above penalties.

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

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

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

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

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

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

- (a) The Executive Committee shall review JSRs in a manner that provides all persons affected by a proposed Specification to have an opportunity to participate in the process.
- (b) Executive Committee voting members should cast their JSR ballots with the goal of promoting the efficient evolution of the Java platform.
- (c) 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).

## Agenda

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

82 depending on availability and timing.

83  
84 A preliminary agenda must be submitted by the Chair at least 7 calendar days before the meeting. EC  
85 members may suggest additional items for the agenda at that time, if they have not already done so in  
86 previous meetings or emails.

87  
88 The Chair must email the final agenda 4 calendar days before a meeting, ~~otherwise the~~ meeting will  
89 ~~proceed as if there was no quorum, regardless of the number of actual participants.~~

90  
91 The final meeting agenda must clearly identify where possible which items are for discussion and which are  
92 for decision, and it should be posted to the public site.

93  
94 Agenda items may be changed ~~or~~ added at the beginning of the meeting, if there is ~~no sustained-~~  
95 ~~objection~~ Consensus to do so.

96  
97 Meeting materials (presentations, statistics, documents) must be posted on the EC site  
98 (<http://jcp.org/en/ec/my>) at least 3 calendar days in advance of the meeting. Meeting materials may not be  
99 made public until after the meeting, lest they be part of an private session. Otherwise, an agenda item for  
100 which its supporting materials are not ready on time may be removed from consideration by the Chair.

101 However, the agenda item may still be considered, with the late materials, if there is ~~no sustained-~~  
102 ~~objection~~ Consensus to do so.

103  
104 Supporting materials for any agenda item may be updated at the beginning of the meeting if there is ~~no-~~  
105 ~~sustained objection~~ Consensus to do so.

106  
107 Agenda items for discussion will be opened to the floor for discussion and comment.

108  
109 Agenda items for action will be opened to the floor for discussion and comment, with the goal being to  
110 achieve ~~consensus~~ Consensus on the proposed action. When ~~consensus~~ Consensus is reached after a long  
111 discussion, the Chair shall present to the EC members a clear statement of what will be recorded in the  
112 minutes as the EC ~~consensus~~ Consensus.

## 113 Voting

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

116  
117 All actions of the EC, except as it pertains to JSR's, should be by ~~consensus~~ Consensus whenever  
118 possible, ~~with consensus being defined as no sustained objection from EC members.~~ members who  
119 disagree with an action of the EC, but are willing to drop their objection to reach ~~consensus~~ Consensus may  
120 have a brief statement included in the minutes.

121  
122 In the absence of ~~consensus~~ Consensus, the Chair may determine that a ~~vote~~ ballot shall be  
123 ~~taken~~ conducted.

124  
125 Any motion in the agenda that cannot be acted on for lack of quorum may be brought to an electronic  
126 ~~vote~~ ballot at the request of the mover, following the process specified in the Section "Electronic Voting".

127  
128 All EC decisions, ~~reached either through consensus or through a vote,~~ are to be understood as ~~decisions to-~~  
129 ~~advise the PMO being advisory in nature except as they pertain to JSR related ballots.~~

130  
131 The table in Appendix B shall be used as a guide in determining the order of precedence for motions, and  
132 the voting required for the motion to pass. Electronic ~~vote~~ ballot periods last 7 days except where noted  
133 otherwise in this document.

134  
135 EC Voting Members may cast ~~the~~ three types of votes: "yes", "no" and "abstain". Explicit abstentions are

136 | strongly discouraged. In the extreme and most undesirable case, an EC member may not vote at all. No  
137 | vote will be recorded for absent members.

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

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

142 |

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

145 |

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

147 |

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

## 149 | **Electronic Voting**

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

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

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

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

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

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

172 |

## 173 | **APPENDIX A: REVISING THIS DOCUMENT**

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

## 178 | **APPENDIX B: MOTION GUIDELINES**

179 |

<b>Motion</b>	<b>Voting</b>	<b>Notes</b>
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.