

JCP 2: Executive Committee ~~Policies and Procedures~~ Standing Rules

~~The formal policies for Executive Committee meetings and procedures~~ These are the normative standing rules governing the actions of the Executive Committee. ~~Draft-v1.0~~

Version 2.8 (sometime in 2011)

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DEFINITIONS

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

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

EC MEETINGS

Meeting Arrangements

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

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

In exceptional cases, at the request of an EC member (~~with no need for a second~~), the EC may agree to go into ~~executive~~private session in order to cover a specific topic, and only for the duration of that coverage.

~~Executive~~Private sessions are strongly discouraged. Minutes are also taken during ~~executive~~private session, but are not published publicly; this is the only case in which two separate minutes are maintained.

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EC meetings are ~~be~~ chaired by the Chair, who also keeps minutes. ~~Two sets of~~The minutes shall be published; no later than ~~ten~~fourteen calendar days after the meeting. ~~If the EC went into Executive Session during the meeting, there will be one set of private minutes, recording the Executive Session, in addition to the usual public minutes. One set will be EC-private, and will include any notes taken during executive-session, the other public.~~ All ~~m~~Minutes will be marked “preliminary, not approved” until approved by the EC at the next meeting. After approval, the minutes will be marked “approved” and will be posted to the appropriate web site.

EC meetings are conducted in the spirit of Robert's Rules of Order, with consensus and making progress

for the community given priority over strict adherence to formal procedure. The process operates best when EC members and the PMO are not forced to resort to the specifics of the rules.

Attendance at meetings is mandatory. Missing two meetings in a row (whether teleconference or face-to-face meetings) results in loss of JSR ballot and EC voting privileges. ~~Voting p~~Privileges are regained after full attendance of two consecutive meetings.

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 all of the 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 take no action and make no decision **until the next quorate meeting or until an electronic vote 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.

~~Attendance at meetings is mandatory.~~

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

(a) The Executive Committees 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 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 avoid discussion of competitively sensitive topics, such as prices or pricing policies, costs, markets, individual competitors or customers, product plans, particular terms and conditions of sales, relating to a Member's products that are not germane to the RI or TCK.

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, depending on availability and timing.

A preliminary agenda must be submitted by the Chair at least ~~10~~**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 email the final agenda ~~7~~**4** calendar days before a meeting.

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

Agenda items may be changed or added at the beginning of the meeting, if there is no sustained objection.

Meeting materials (presentations, statistics, documents) must be posted on the EC site (<http://jcp.org/en/ec/my>) at least ~~5~~**3** calendar days in advance of the meeting. **Meeting materials may not be made public until after the meeting, lest they be part of an private session.** Otherwise, an agenda item for which its supporting materials ~~were~~**are** not ready on time may be removed from consideration by the Chair. However, the agenda item may be still considered, with the late materials, if there is no sustained objection.

Supporting materials for any agenda item may be updated at the beginning of the meeting if there is no sustained objection.

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 on the proposed action. When 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.

Voting

All JSR votes will be conducted electronically, as specified in the JCP Process Document, and the results made public.

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

In the absence of consensus, the Chair may determine that a vote shall be taken.

Any motion in the agenda that cannot be acted on for lack of quorum may be brought to an **Intersessional** electronic vote at the request of the mover, following the process specified in the following Section.

Decision making, including all voting, is handled for each EC separately. Any decision that pertains to both ECs must be approved by each EC separately in order for it to pass.

All decisions, reached either through consensus or through a **ballot** vote, are to be understood as decisions to advise the PMO **in a particular manner**.

The **following** table in **Appendix B** shall be used as a guide in determining the order of precedence for motions, and the voting required for the motion to pass.:

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 the JCP Process

Motion	Voting	Notes
		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.

Electronic vote periods last 7 days except where noted otherwise in this document.

EC Members may cast ~~two~~three types of votes: "yes" ~~and~~, "no" ~~and~~ "abstain". ~~Alternatively, a Member may explicitly abstain or,~~Explicit abstentions are strongly discouraged. In the extreme and ~~most~~ undesirable case, ~~an EC member may~~ not vote at all. No vote will be recorded for absent members

For the purpose of calculating the voting results, the yes votes will be divided by the sum of the yes and no votes

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

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

It is highly recommended that abstentions be accompanied by comments.

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

~~. This requires a ¾ majority vote in each EC community summary. Any EC member or the PMO may request the tally of the vote for any motion be included in the~~

IntersessionalElectronic Voting

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

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

Within ~~5 business~~7 days of receipt of the request and the second by another EC Member, the PMO will send email to the EC email list starting the electronic vote on the motion. The duration of the vote is ~~10 business~~14 days (closing on midnight Pacific time on the ~~140~~th day) to ensure that all members have time to consider the motion before voting.

The PMO may conduct the vote by instructing EC Members to vote through ~~electronic voting on~~ a PMO provided ~~or~~ designated website or may instruct the EC to vote by email. In either case, EC Members are able to change their vote up to the end of the voting period. When the vote is conducted by email, EC Members vote by sending email to the EC list in reply to the PMO's email announcing the vote. The PMO

tabulates the vote.

Options for votes (ie yes, no, abstain) and the number of votes needed to pass are the same as during meetings. ~~There must be at least 5 'yes' votes for a motion to pass.~~

The PMO will report the results of the vote within ~~30~~7 calendar days, either to the email list or at an EC meeting, at which time ~~the full text of the motion and voting totals~~ it shall be recorded in the meeting minutes.

APPENDIX A: REVISING THIS DOCUMENT

~~castare "yes" votes, and (b) a minimum of 5 "yes" votes are, for each EC, (a) a majority of the votes cast whereoth ECs vote and in which bThis document can be revised by an electronic ballot~~

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

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.
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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.
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