

# 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), ~~the~~<sup>an</sup> EC may agree to  
16 go 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 ~~Executive~~<sup>private</sup> session during the  
21 meeting, there will be one set of private minutes, recording the ~~Executive~~<sup>private</sup> session, in addition to the  
22 usual public minutes. All minutes will be marked “preliminary, not approved” until approved by the EC at  
23 the next meeting. After approval, the minutes will be marked “approved” and will be posted to the  
24 appropriate web site.

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

28  
29 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. Privileges are regained after full attendance of two consecutive meetings.

- 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 six meetings in a row 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 all of the 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 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.

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, is available for co-location. As 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 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 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 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 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. 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).

## 83 | Agenda

84  
85 The Chair and EC members may submit agenda items (either for discussion or for decision) by emailing  
86 those items to the EC aliases at any time. Agenda items will be scheduled for the next available meeting,  
87 depending on availability and timing.  
88  
89 A preliminary agenda must be submitted by the Chair at least 7 calendar days before the meeting. EC  
90 members may suggest additional items for the agenda at that time, if they have not already done so in  
91 previous meetings or emails.  
92  
93 The Chair must email the final agenda 4 calendar days before a meeting.  
94  
95 The final meeting agenda must clearly identify where possible which items are for discussion and which are  
96 for decision, and it should be posted to the public site.  
97  
98 Agenda items may be changed or added at the beginning of the meeting, if there is no sustained objection.  
99  
100 Meeting materials (presentations, statistics, documents) must be posted on the EC site  
101 (<http://jcp.org/en/ec/my>) at least 3 calendar days in advance of the meeting. Meeting materials may not be  
102 made public until after the meeting, lest they be part of a private session. Otherwise, an agenda item for  
103 which its supporting materials are not ready on time may be removed from consideration by the Chair.  
104 However, the agenda item may be still considered, with the late materials, if there is no sustained objection.  
105  
106 Supporting materials for any agenda item may be updated at the beginning of the meeting if there is no  
107 sustained objection.  
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 on the proposed action. When consensus is reached after a long discussion, the Chair  
113 shall present to the EC members a clear statement of what will be recorded in the minutes as the EC  
114 consensus.

## 115 | Voting

116 All JSR votes will be conducted electronically, as specified in the JCP Process Document, and the results  
117 made public.  
118  
119 All actions of the EC, except as it pertains to JSR's, should be by consensus whenever possible, with  
120 consensus being defined as no sustained objection from EC members. EC members who disagree with an  
121 action of the EC, but are willing to drop their objection to reach consensus may have a brief statement  
122 included in the minutes.  
123  
124 In the absence of consensus, the Chair may determine that a vote shall be taken.  
125  
126 Any motion in the agenda that cannot be acted on for lack of quorum may be brought to an electronic vote  
127 at the request of the mover, following the process specified in the following Section "Electronic Voting".  
128  
129 ~~Decision making, including all voting, is handled for each EC separately. Any decision that pertains to both~~  
130 ~~ECs must be approved by each EC separately in order for it to pass.~~   
131  
132 All decisions, reached either through consensus or through a vote, are to be understood as decisions to  
133 advise the PMO.  
134  
135 The table in Appendix B shall be used as a guide in determining the order of precedence for motions, and

136 the voting required for the motion to pass.  
137  
138  
139 Electronic vote periods last 7 days except where noted otherwise in this document.  
140  
141 EC Voting members may cast three types of votes: "yes", "no" and "abstain". Explicit abstentions are  
142 strongly discouraged. In the extreme and most undesirable case, an EC member may not vote at all. No  
143 vote will be recorded for absent members  
144  
145 For the purpose of calculating the voting results, the yes votes will be divided by the sum of the yes and no  
146 votes  
147 Except where noted otherwise in this document, EC voting – whether electronic or not - is approved if (a) a  
148 majority of the votes cast are "yes" votes, and (b) a minimum of 5 "yes" votes are cast.  
149  
150 "No" should be accompanied by an explanation along with changes (if any) that would lead to change the  
151 vote to "yes".  
152  
153 It is highly recommended that abstentions be accompanied by comments.  
154  
155 EC motions and any specific voting results will be recorded in the EC minutes.

## 156 Electronic Voting

157 Although there is a strong preference for in-session votes whenever possible rather than electronic ones,  
158 any EC Member may request that a motion be voted on by the ECs through an electronic vote. The topic  
159 addressed by the motion, as well as the general nature of the motion, must have been discussed at an EC  
160 meeting before the electronic voting.  
161  
162 An electronic vote is requested by sending an email to the EC email list with the words "EC Vote Request"  
163 in the subject title. Another EC Member must second the request. The request must include a clearly  
164 labeled motion to be voted on by the ECs. It is considered good practice to discuss a motion at an EC  
165 meeting, or to circulate it for comment on the EC list, before requesting a vote.  
166  
167 Within 7 days of receipt of the request and the second by another EC Member, the PMO will send email to  
168 the EC email list starting the electronic vote on the motion. The duration of the vote is 14 days (closing on  
169 midnight Pacific time on the 14th day) to ensure that all voting members have time to consider the motion  
170 before voting.  
171  
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.  
177  
178 Options for votes (ie yes, no, abstain) and the number of votes needed to pass are the same as during  
179 meetings.  
180  
181 The PMO will report the results of the vote within 7 calendar days, either to the email list or at an EC  
182 meeting, at which time the full text of the motion and voting totals shall be recorded in the meeting  
183 minutes.

## 180 APPENDIX A: REVISING THIS DOCUMENT

181

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

## 187   **APPENDIX B: MOTION GUIDELINES**

188

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.

189