

1 **JCP-2: Executive Committee Standing**
2 **Rules**

3 These are the normative **S**tanding **R**ules governing the actions of the Executive Committee.

4 **Version 2.08 (sometime in MM DD, 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~~ **materials**, including [agendas](#), [presentations](#), minutes, and
16 attendance statistics, are ~~kept in~~ **published on** the EC public web site located at
17 <http://jcp.org/en/participation/committee->

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

23 EC meetings are ~~chaired by the Chair, who- also keeps minutes. —be one set of private minutes,~~
24 ~~recording the private session, in addition to the usual public minutes.~~ **shall** If the EC went into private
25 session during the meeting, ~~there The minutes shall be published no later than fourteen calendar days after~~
26 ~~the meeting.~~ All minutes **will** ~~shall~~ be marked “preliminary, not approved” until approved by the EC ~~at the~~
27 ~~next meeting~~ **C through email. Within fourteen days of** ~~After~~ approval, ~~t~~ the minutes **will** ~~shall~~ be marked
28 “approved” and ~~will~~ **shall** be ~~d~~ posted to the appropriate web site ~~no later than fourteen calendar days after~~
29 ~~approval.~~

EC meetings are conducted in ~~the~~ spirit of ~~Robert's Rules of Order~~ collaboration and cooperation, with ~~consensus and making progress for the community given priority over~~ strict adherence to formal procedure ~~rules taking second place behind~~ to the goal of reaching informal broad agreement in order to achieve progress on behalf of the community. 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 voting privileges in any future, not yet started, JSJR ballot or and EC votinge that has not yet started privileges. ~~An EC Member~~ member who has lost voting privileges cannot make propose or second a motion or second one. ~~Lost P~~ privileges are regained after full attendance of two consecutive meetings.
- Missing ~~six~~ five meetings in a row, or missing more than 2/3 two-thirdss 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.

The Q ~~quorum~~ for EC meetings is 75% of ~~EC~~ voting members for each on each EC. ~~(75% of the members of each EC rather than 75% of the total EC membership must be present 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 vote. 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 except through an electronic electronic vote ballot is set up (see Electronic Voting below, ~~Electronic Voting.~~)

EC teleconferences ~~meetings~~ must be scheduled at least 10 ~~calendar~~ days in advance; face-to-face meetings for teleconference meetings, and at must be scheduled, and the location must be announced, 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 PMO EC's ~~sh~~ shall organize the following EC 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. The PMO shall announce these meetings and solicit input with sufficient advance notice in response to the meeting invitation, which shall solicit such input with sufficient advance time, as and will well as prov 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. Whenever possible no fee should be charged for attending this meeting. 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, and to provide a general mechanism for the membership and the public to provide feedback, the PMO EC sh shall set up a (possibly moderated) public email list alias (with ~~the~~ corresponding public archive), ~~which can also be used by all~~

79 | ~~JCP members and public to provide feedback to the EC.~~

81 |
82 | EC members shall at all times adhere to the following policies in connection with their JCP activities:

83 |
84 | ~~(a) The Executive Committee shall review JSRs in a manner that provides all persons affected by a~~
85 | ~~proposed Specification to have an opportunity to participate in the process.~~

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

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

90 |
91 | ~~(c)–~~

92 |
93 | ~~(b)~~Any communications among Executive Committee members in the course of their JCP activities
94 | should take into account the caveats expressed with respect to antitrust laws in section 6.3, “EC
95 | Duties and Responsibilities” of the Process Document, item (8).

96 | (c)

97 | ~~Agenda~~AGENDA

98 |
99 | The Chair and EC members may submit agenda items (either for discussion of ~~for decision~~for action) by
100 | ~~emailing~~sending email to the ~~those items to the EC mailing list~~aliases at any time. Agenda items ~~will~~shall
101 | be scheduled for the next available meeting, depending on availability and timing.

102 |
103 | A preliminary agenda must be submitted by the Chair at least 7 calendar days before the meeting. EC
104 | members may suggest additional items for the agenda at that time, if they have not already done so ~~in~~
105 | ~~previous meetings or emails~~.

106 |
107 | The Chair ~~must~~should email the final agenda 4 calendar days before a meeting. Absent an agenda, the EC
108 | members present at the meeting may agree on one at that time, and proceed accordingly.

109 |
110 | The final meeting agenda ~~must~~should clearly identify ~~where possible~~ which items are **for discussion** and
111 | which are ~~for decision~~for action, and it should be posted to the public site.

112 |
113 | Agenda items for discussion may be changed or added at the beginning of the meeting. ~~if there is no~~
114 | ~~sustained objection~~no one disagrees. Agenda items for action may not be added or modified during the
115 | meeting.

116 |
117 | Meeting materials (presentations, statistics, documents) must be posted on the EC private web site
118 | (<http://jcp.org/en/ec/my>) at least 3 calendar days in advance of the meeting. Meeting materials may not be
119 | made public until after the meeting, lest they be part of an private session.

120 | ~~Otherwise, an a~~An agenda item for which ~~its~~the supporting materials are not ready on time may be
121 | removed from consideration by the Chair or at the request of an EC Member~~member~~. However, the agenda
122 | item may be still considered, with the late materials, if ~~there is no sustained objection~~no one disagrees.

123 |
124 | Supporting materials for any agenda item may be updated at the beginning of the meeting if ~~there is no~~
125 | ~~sustained objection~~ no one disagrees.

126 |
127 | Agenda items for discussion ~~will~~shall be opened to the floor for discussion and comment.

128 |
129 | Agenda items for action ~~will~~shall be opened to the floor for discussion and comment, with the goal being to
130 | ~~achieve consensus~~reach general agreement on the proposed action. When ~~consensus~~such agreement is
131 | reached after a long discussion, the Chair shall present to the EC members a clear statement of what will
132 | be recorded in the minutes as the ~~EC consensus~~result of such discussion.

133 | EC members who disagree with an EC decision but are willing to drop their objection in order to reach
134 | general agreement may have a brief statement included in the minutes.

135 | In the absence of general agreement any EC voting member or the Chair may request that a vote be
136 | conducted. If the vote cannot be conducted during the meeting due to the lack of a quorum it may instead
137 | be conducted electronically.


138 | **Voting****VOTING**

139 | ~~All JSR vote~~ballots ~~wha~~ll be conducted electronically, as specified in the JCP Process Document, and
140 | ~~the results made public.~~

141 |
142 | ~~All actions of the EC, except as it pertains to JSR's, should be by consensus~~general agreement whenever
143 | ~~possible, with consensus being defined as no sustained objection from EC members. EC members who~~
144 | ~~disagree with an action of the EC, but are willing to drop their objection to reach consensus~~general
145 | ~~agreement~~ may have a brief statement included in the minutes.

146 |
147 | ~~In the absence of consensus~~general agreement, the Chair may determine that a vote ~~any EC voting~~
148 | ~~Member, or the Chair, may request that a vote be~~ shall be taken~~conducted.~~

149 |
150 | ~~Any motion in the agenda that cannot be acted on for lack of quorum may be brought to an electronic vote~~
151 | ~~at the request of the mover~~proposer, following the process specified in the ~~Section "Electronic Voting".~~

152 |
153 | All EC decisions, ~~reached either through consensus or through a vote~~, are to be understood as ~~decisions to~~
154 | ~~advise the PMO being advisory in nature except as they pertain to formal Ballots as defined in the Process~~
155 | ~~Document.~~ JSR related ballots. 

156 |
157 | The ~~table~~ in Appendix B shall be used as a guide in determining the order of precedence for motions, and
158 | the voting required for the motion to pass. ~~Electronic vote~~ing ~~periods last 714 days except where noted~~
159 | ~~otherwise in this document.~~

160 |
161 | ~~EC Voting Members may cast the~~three types of votes: "yes", "no" and "abstain". Explicit abstentions are
162 | ~~strongly discouraged. In the extreme and most undesirable case, an EC member may not vote at all. No~~
163 | ~~vote will be recorded for absent members.~~ EC voting members may cast three types of votes: "yes", "no"
164 | and "abstain". Abstentions are discouraged, but may be used by members who are unwilling to support the
165 | motion but who do not wish to block further progress. Abstentions should be accompanied by comments.
166 | "No" votes should be accompanied by an explanation of the changes (if any) that would permit a change of

167 | the vote to "yes". EC members are strongly discouraged from not voting at all.
168 | For the purpose of calculating the voting result, only the votes cast are taken into account.
169 | ~~For the purpose of calculating the voting results, a majority is achieved when the result of dividing the yes-~~
170 | ~~votes by the sum of the yes and no votes is larger than 0.50.~~
171 | Except where noted otherwise in this document an, ~~EC voting~~ EC voting – whether electronic or not - is approved if
172 | (a) a majority of the votes cast are "yes" votes, and (b) a minimum of 5 "yes" votes are cast.
173 |
174 | ~~"No" votes should be accompanied by an explanation along with changes (if any) that would lead to change~~
175 | ~~the vote to "yes".~~
176 |
177 | ~~It is highly recommended that abstentions be accompanied by comments.~~
178 |
179 | ~~EC motions and any specific voting results will~~shall ~~be recorded in the EC minutes. The full text of EC~~
180 | ~~motions and the detailed results (including how each member voted) shall be recorded in the meeting~~
181 | ~~minutes.~~

182 | ~~Electronic Voting~~ELECTRONIC ELECTRONIC VOTING

183 | Although there is a strong preference for in-session votes ing ~~whenever possible rather than electronic~~
184 | ~~ones~~, any EC ~~Member~~member may request that a vote be conducted electronically ~~motion be voted on by~~
185 | ~~the ECs through an electronic vote means.~~ This may be particularly appropriate if the topic under
186 | discussion was not marked for action, and therefore the EC member requires additional time for
187 | consultation with others before casting a vote.
188 | The topic addressed by the motion, as well as the general nature of the motion, must have been discussed
189 | at an EC meeting before the ~~electronic~~electronic voting.
190 | An ~~electronic~~electronic vote ~~is~~can be requested either by asking for it during a meeting or by sending an
191 | email message to the EC ~~email list~~mailing list with the words "EC Vote Request" in the subject title. All
192 | vote proposals must be seconded. ~~Another EC Member must second the request.~~ TheVote requests must
193 | include a clearly labeled motion to be voted on by the EC. It is considered good practice to discuss a
194 | motion at an EC meeting, or to circulate it for comment on the EC list, before requesting a vote.
195 | Within 7 days of receipt of the request ~~and the second by another EC Member~~, the PMO ~~will~~shall send
196 | email to the EC email list starting the electronic ~~vote on the motion~~te. The voting period ~~duration of the~~
197 | ~~vote~~ is 14 days (closing on midnight Pacific time on the 14th day) to ensure that all voting members have
198 | time to consider the motion before voting.
199 | The PMO may conduct the vote by instructing EC ~~voting~~ ~~Member~~members to vote through a PMO
200 | provided or designated website or may instruct the EC to vote by email. In either case, EC ~~voting~~
201 | ~~Member~~members ~~are able~~may ~~to~~ change their vote up to the end of the voting period. When the vote is
202 | conducted by email, EC Members vote by sending email to the EC list in reply to the PMO's email
203 | announcing the vote. The PMO tabulates the voterresults.
204 | Options for votes (ie yes, no, abstain) and the number of votes needed to pass are the same as during
205 | meetings.
206 | The PMO willshall report the results ~~of the vote~~ within 7 calendar days, either to the EC mailing list ~~email list~~
207 | or at an EC meeting, at which time the full text of the motion ~~and~~ and the detailed results (including how
208 | each member voted) ~~voting totals~~ shall be recorded in the meeting minutes.
209 |

210 APPENDIX A: REVISING THIS DOCUMENT

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

221 APPENDIX B: MOTION GUIDELINES

222

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.

223