

1 JCP Executive Committee Standing Rules

2 These are the normative Standing Rules governing the actions of the Executive Committee.

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4 Comments to: pmo@jcp.org

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7 DEFINITIONS

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

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

10 EC MEETINGS

11 MEETING ARRANGEMENTS

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

14 All EC meeting materials, including agendas, presentations, minutes, and attendance statistics, are
15 published on the EC public web site located at <http://jcp.org/en/participation/committee>

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

20 EC meetings are chaired by the Chair, who also keeps minutes. All minutes shall be marked "preliminary,
21 not approved" until approved by the EC through email. Within fourteen days of approval the minutes shall
22 be marked "approved" and posted to the appropriate web site.

23 EC meetings are conducted in a spirit of collaboration and cooperation, with strict adherence to formal
24 procedures taking second to the goal of reaching broad agreement in order to achieve progress on behalf
25 of the community. The process operates best when EC members and the PMO are not forced to resort to
26 the specifics of the rules.

27 Attendance at meetings is mandatory:

- 28 • Missing two meetings in a row (whether teleconference or face-to-face meetings) results in loss of
29 voting privileges in any JSR ballot or EC vote that has not yet started. An EC member who has lost

voting privileges cannot propose or second a motion. Lost privileges are regained after full attendance of two consecutive meetings.

- Missing five meetings in a row, or missing more than two-thirds of all meetings in any consecutive 12 month period, results in loss of EC membership.
- 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 the EC may waive either of the above penalties.

The quorum for EC meetings is 75% of voting members on each EC. (75% of the members of each EC rather than 75% of the total EC membership must be present.) 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 vote. Otherwise, the EC may have discussion but can take no action and make no decision until the next quorate meeting except through an electronic ballot (see *Electronic Voting* below.)

EC teleconferences must be scheduled at least 10 days in advance; face-to-face meetings must be scheduled, and the location must be announced, at least 30 days in advance.

In addition to the regular monthly meetings, the PMO shall organize the following EC meetings:

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 and will 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 shall set up a (possibly moderated) public email alias with a corresponding public archive.

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

- (a) Executive Committee voting members should cast their JSR ballots with the goal of promoting the efficient evolution of the Java platform.
- (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 6.3, "EC Duties and Responsibilities" of the Process Document, item ().

AGENDA

The Chair and EC members may submit agenda items (either for discussion or for action) by sending email to the EC mailing list. Agenda items shall 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.

The Chair 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 should clearly identify which items are *for discussion* and which are *for action*, and it should be posted to the public site. Agenda items for discussion may be changed or added at the beginning of the meeting. Agenda items for action may not be added or modified during the meeting.

Meeting materials (presentations, statistics, documents) must be posted on the EC-private web site 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.

77 An agenda item for which the supporting materials are not ready on time may be removed from
78 consideration by the Chair or at the request of an EC member. However, the agenda item may be still
79 considered, with the late materials, if no one disagrees.

80 Supporting materials for any agenda item may be updated at the beginning of the meeting if no one
81 disagrees.

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

83 Agenda items for action shall be opened to the floor for discussion and comment, with the goal being to
84 reach general agreement on the proposed action. When such agreement is reached after a long
85 discussion, the Chair shall present to the EC members a clear statement of what will be recorded in the
86 minutes as the result of such discussion.

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

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

92 **VOTING**

93 All EC decisions are to be understood as being advisory in nature except as they pertain to formal Ballots
94 as defined in the Process Document.

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

97 EC voting members may cast three types of votes: "yes", "no" and "abstain". Abstentions are discouraged,
98 but may be used by members who are unwilling to support the motion but who do not wish to block further
99 progress. Abstentions should be accompanied by comments. "No" votes should be accompanied by an
100 explanation of the changes (if any) that would permit a change of the vote to "yes". EC members are
101 strongly discouraged from not voting at all.

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

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

105 The full text of EC motions and the detailed results (including how each member voted) shall be recorded in
106 the meeting minutes.

107 **ELECTRONIC VOTING**

108 Although there is a strong preference for in-session voting, any EC member may request that a vote be
109 conducted electronically. This may be particularly appropriate if the topic under discussion was not marked
110 *for action*, and therefore the EC member requires additional time for consultation with others before casting
111 a vote.

112 The topic addressed by the motion, as well as the general nature of the motion, must have been discussed
113 at an EC meeting before the electronic vote.

114 An electronic vote can be requested either during a meeting or by sending an email message to the EC
115 mailing list with the words "EC Vote Request" in the subject title. All vote proposals must be seconded. Vote
116 requests must include a clearly labeled motion to be voted on by the EC. It is considered good practice to
117 discuss a motion at an EC meeting, or to circulate it for comment on the EC list, before requesting a vote.

118 Within 7 days of receipt of the request the PMO shall send email to the EC email list starting the electronic
119 vote. The voting period duration is 14 days (closing on midnight Pacific time on the 14th day) to ensure that
120 all voting members have time to consider the motion before voting.

121 The PMO may conduct the vote by instructing EC voting members to vote through a PMO-provided or
 122 designated website or may instruct the EC to vote by email. In either case EC voting members may change
 123 their vote up to the end of the voting period. The PMO tabulates the results.

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

126 The PMO shall report the results within 7 calendar days, either to the EC mailing list or at an EC meeting,
 127 at which time the full text of the motion and the detailed results (including how each member voted) shall be
 128 recorded in the meeting minutes.

129 **APPENDIX A: REVISING THIS DOCUMENT**

130 To revise this document, a formal proposal must be submitted to the EC in the form of a Final Draft. The
 131 draft shall be published by the PMO for 30-day review during which EC members and the public can
 132 comment on the proposal. The EC shall formally track comments as Expert Groups are required to do for
 133 JSRs. At the end of the review period, and after proper disposition of comments and possible revision of
 134 the Draft, it shall be subjected to a vote by both ECs. In order for the vote to pass, for each EC the following
 135 must be true: (a) a majority of the votes cast are "yes", and (b) there is a minimum of 5 "yes" votes. If the
 136 vote fails revised Final Drafts may be submitted for additional votes at any subsequent time.

137 **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.
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.