

1 **JCP Executive Committee Standing Rules**

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

3 **Version 2.0 (MM DD, 2011)**

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 information documents, including minutes and attendance statistics, are kept in the EC
15 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 for the duration of that coverage. Private
18 sessions are strongly discouraged. Minutes are also taken during private session, but are not published
19 publicly; this is the only case in which two separate minutes are maintained.

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

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 Attendance at meetings is mandatory:

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

future, not yet started, JSR ballot and EC voting privileges. An EC Member who has lost voting privileges cannot make a motion or second one. 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.
- 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 take no action and make no decision until the next quorate meeting or until an electronic 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, 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, 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) (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 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 action) by emailing those items to the EC aliases at any time. 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 in previous meetings or emails.

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.

77 The final meeting agenda must clearly identify where possible which items are for discussion and which are
78 for action, and it should be posted to the public site.

79 Agenda items may be changed or added at the beginning of the meeting, if there is Consensus to do so.

80 Meeting materials (presentations, statistics, documents) must be posted on the EC site
81 (<http://jcp.org/en/ec/my>) at least 3 calendar days in advance of the meeting. Meeting materials may not be
82 made public until after the meeting, lest they be part of an private session. Otherwise, an agenda item for
83 which its supporting materials are not ready on time may be removed from consideration by the Chair.
84 However, the agenda item may be still considered, with the late materials, if there is Consensus to do so.

85 Supporting materials for any agenda item may be updated at the beginning of the meeting if there is
86 Consensus to do so.

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

88 Agenda items for action shall be opened to the floor for discussion and comment, with the goal being to
89 achieve Consensus on the proposed action. When Consensus is reached after a long discussion, the Chair
90 shall present to the EC members a clear statement of what will be recorded in the minutes as the EC
91 Consensus.

92 **VOTING**

93 All JSR ballots shall be conducted electronically, as specified in the JCP Process Document, and the
94 results made public.

95 All actions of the EC, except as it pertains to JSR's, should be by Consensus whenever possible. EC
96 members who disagree with an action of the EC, but are willing to drop their objection to reach Consensus
97 may have a brief statement included in the minutes.

98 In the absence of Consensus, the Chair may determine that a ballot shall be conducted.

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

101 All EC decisions are to be understood as being advisory in nature except as they pertain to JSR related
102 ballots.

103 The table in Appendix B shall be used as a guide in determining the order of precedence for motions, and
104 the voting required for the motion to pass. Electronic voting periods last 14 days except where noted
105 otherwise in this document.

106 EC Voting Members may cast three types of votes: "yes", "no" and "abstain". Explicit abstentions are
107 strongly discouraged. In the extreme and most undesirable case, an EC member may not vote at all. No
108 vote shall be recorded for absent members.

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

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

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

114 It is highly recommended that abstentions be accompanied by comments.

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

116 **ELECTRONIC VOTING**

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

120 the electronic voting.

121 An electronic vote is requested by sending an email to the EC email list with the words "EC Vote Request"

122 in the subject title. Another EC Member must second the request. The request must include a clearly

123 labeled motion to be voted on by the EC. It is considered good practice to discuss a motion at an EC

124 meeting, or to circulate it for comment on the EC list, before requesting a vote.

125 Within 7 days of receipt of the request and the second by another EC Member, the PMO shall send email

126 to the EC email list starting the electronic vote on the motion. The voting period duration is 14 days

127 (closing on midnight Pacific time on the 14th day) to ensure that all voting members have time to consider

128 the motion before voting.

129 The PMO may conduct the vote by instructing EC Voting Members to vote through a PMO provided or

130 designated website or may instruct the EC to vote by email. In either case, EC Voting Members are able to

131 change their vote up to the end of the voting period. When the vote is conducted by email, EC Members

132 vote by sending email to the EC list in reply to the PMO's email announcing the vote. The PMO tabulates

133 the results.

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

135 meetings.

136 The PMO shall report the results within 7 calendar days, either to the email list or at an EC meeting, at

137 which time the full text of the motion and voting totals shall be recorded in the meeting minutes.

138 **APPENDIX A: REVISING THIS DOCUMENT**

139 To revise this document, a formal proposal must be submitted to the EC in the form of a Final Draft. The

140 draft shall be published by the PMO for 30-day review during which EC members and the public can

141 comment on the proposal. The EC shall formally track comments as Expert Groups are required to do for

142 JSRs. At the end of the review period, and after proper disposition of comments and possible revision of

143 the Draft, it shall be subjected to a ballot by both ECs. In order for the ballot to pass, for each EC the

144 following must be true: (a) a majority of the votes cast are "yes", and (b) there is a minimum of 5 "yes"

145 votes. If the ballot fails revised Final Drafts may be submitted for additional ballots at any subsequent time.

146 **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

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.