

NIEMOpen Business Architecture Committee (NBAC) Technical Steering Committee (TSC) **[Sub-Committee Name]** Sub-Committee Governance

This document amplifies the [NIEMOpen community governance](#) document and the [NBAC TSC governance](#) document . It incorporates all provisions of those documents. In case of conflict, those parent documents control. This document changes infrequently by the process defined below.

Responsibilities

The **[Sub-Committee Name]** Sub-Committee (SC) is responsible for representing the interests of **[Sub-Committee Name]** stakeholders within the broader NIEMOpen Community, managing the NIEM **[Sub-Committee Name]** domain space model content, conducting sub-committee meetings, and leading the overall activities and administration of the **[Sub-Committee Name]** Sub-Committee. This includes:

- **[Sub-Committee Name]** Appointment of Sub-Committee chairs require the endorsement of the NIEMOpen Business Architecture Committee Technical Steering Committee (NBAC TSC).
- Sub-Committee chairs are responsible for the governance, management, operations, and model content including maintenance of their unique code-list (s).
- **[Sub-Committee Name]** Sub-Committee members' Individual – Contributor License Agreements (I- CLAs and Entity - License Agreements (E-CLAs) must be registered before new model content can be contributed by the SC or SC harmonization decisions can be made by SC members. If no Sub-Committee member has executed I-CLAs and E-CLAs as appropriate, the NBAC TSC chair/co-chairs may act on their behalf as conservator until their CLAs are in place.
- An I-CLA exception exists using the mailing list (<https://lists.oasis-open-projects.org/g/niemopen-contributions>) process for occasional content contributors who are not significantly engaged with the project. This alternative is not intended as a routine adjunct to signing CLAs and does not suffice or bestow an I-CLA to the contributor should they later want to make a pull request.¹

¹ The mailing list process is discussed at: <https://github.com/niemopen/nbac-admin/blob/main/misc-briefings/NIEMOpen%20Contributions%20via%20email%20Aug%202023.pdf>

- **[Sub-Committee Name]** Sub-Committee shall hold open meetings for all interested parties, with meeting details sent ahead of time to the [NBAC TSC subgroup mailing list](#).
- **[Sub-Committee Name]** Sub-Committee shall appoint model content contributors and harmonization representatives that act on behalf of the Sub-Committee
- **[Sub-Committee Name]** Sub-Committee chairs shall appoint NBAC TSC voting members (2 maximum)
- **[Sub-Committee Name]** Sub-Committee chairs shall notify the NBAC TSC for posting to the NBAC TSC roster the appointment of:
 - **[Sub-Committee Name]** Sub-Committee chairs
 - **[Sub-Committee Name]** Sub-Committee NBAC TSC Harmonization Sub-Committee representatives/contributors
 - **[Sub-Committee Name]** Sub-Committee NBAC TSC voting member (s)

Composition

The **[Sub-Committee Name]** Sub-Committee must always have a chair or co-chairs. The **[Sub-Committee Name]** Sub-Committee chair or co-chairs are nominated by the **[Sub-Committee Name]** Sub-Committee with the consent of the NBAC TSC and serve 2-year renewable terms.

The NBAC TSC delegates the authority to approve other **[Sub-Committee Name]** Sub-Committee members to the **[Sub-Committee Name]** Sub-Committee chairs/co-chairs in accordance with [Open Project Rules](#). Nominees for sub-committee voting members can be submitted by any individual to the **[Sub-Committee Name]** Sub-Committee chairs. Voting members serve ordinarily for a 2-year renewable term.

[Sub-Committee Name] Sub-Committee observers may be admitted to any meeting at the discretion of the **[Sub-Committee Name]** Sub-Committee chairs.

Decisions

For most decisions, the **[Sub-Committee Name]** Sub-Committee operates by [lazy consensus](#). The following decisions are made by agreement of the chairs:

- Appointment of Sub-Committee members.
- Appointment of Sub-Committee voting members.
- Appointment of as NBAC TSC voting members (maximum 2).

Decisions on the following items must be made based on a [Simple Majority Vote](#)

- Nomination of Sub-committee chairs to NBAC TSC for endorsement.

Updating Governance

All substantive changes in Governance require concurrence of the NBAC TSC.

Submitted by:

[Name]

[Date]