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

This document amplifies the [NIEMOpen community governance](https://github.com/niemopen/oasis-open-project)document and the [NBAC TSC governance](https://github.com/niemopen/nbac-admin/tree/main/documents) 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 (CLA) (Individual - 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]](#footnote-1)
* [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](https://lists.oasis-open-projects.org/g/niemopen-nbactsc).
* [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](https://www.oasis-open.org/policies-guidelines/open-projects-process/). 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](https://community.apache.org/committers/lazyConsensus.html). 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](https://www.oasis-open.org/policies-guidelines/oasis-defined-terms-2018-05-22#dSimpleMajority)

* 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]

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>

   [↑](#footnote-ref-1)