

JCP 2: Executive Committee Policies and Procedures

The formal policies for Executive Committee meetings and procedures. [Draft v1.0](#)

[Version 2.8 \(sometime in 2011\)](#)

Comments to: pmo@jcp.org

Copyright (c) 1996 - 2011 Oracle Corporation

Table of Contents

JCP 2: Executive Committee Policies and Procedures.....	1
DEFINITIONS.....	1
EC MEETINGS.....	1
Meeting Arrangements.....	1
Agenda.....	2
Voting.....	2
Intersessional Voting	4
APPENDIX A: REVISING THIS DOCUMENT.....	4

DEFINITIONS

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

EC MEETINGS

Meeting Arrangements

The Executive Committees of the JCP meet jointly about once a month to fulfill the responsibilities defined here and in the JCP Process document.

All EC meeting information [documents](#), including minutes and attendance statistics, [isare](#) kept in the EC [privatepublic](#) web site located at <http://jcp.org/en/ec/meetings> <http://jcp.org/en/participation/committee>

[In exceptional cases, at the request of an EC member, the EC may agree to go into executive session in order to cover a specific topic, and only for the duration of that coverage. Executive sessions are strongly discouraged. Minutes are also taken during executive session, but are not published publicly; this is the only case in which two separate minutes are maintained. \)](#)

EC meetings [willare](#) be chaired by the Chair, who [will](#) also keep [s](#) minutes. Two sets of minutes shall be published, [each with a summary](#), no later than ten [businesscalendar](#)¹ days after the meeting. One set will be EC private, [and will include any notes taken during executive session](#), the other public. [Both mMinutes and summaries](#) will be marked “preliminary, not approved” until approved by the EC at the next meeting. After approval, the minutes [and summaries](#) will be marked “approved” and will be posted to the appropriate web site. [\[NOTE: who decides what is public and what is private? Is keeping this distinction in line with the desire for more transparency?\]](#)

EC meetings [will beare](#) conducted in the spirit of Robert's Rules of Order, with consensus and making progress for the community given priority over strict adherence to formal procedure. The process operates best when EC members and the PMO are not forced to resort to the specifics of the rules.

Quorum for EC meetings is 75% of EC members for each EC (in other words, each EC must have 75% of

1 [I strongly recommend using calendar days to avoid international issues wrt what is a business day. Numbers can be adjusted if needed in what follows.](#)

its members represented, not 75% of all of the 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.

EC meetings must be scheduled at least 10 businesscalendar days in advance for teleconference meetings, and at least 30 businesscalendar days in advance for face-to-face meetings, at which time the meeting location must be also announced.

Attendance at meetings is mandatory. -

Agenda

The Chair and EC members may submit agenda items (either for discussion or for decision) by emailing those items to the EC aliases at any time. Agenda items will be scheduled for the next available meeting, depending on availability and timing.

A preliminary agenda must be submitted by the Chair at least 10 businesscalendar 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 must email the final agenda 7 businesscalendar days before a meeting.

The final meeting agenda must clearly identify which items are for discussion and which are for action/decision.

Agenda items may be changed or added at the beginning of the meeting, if there is no sustained objection.

Meeting materials (presentations, statistics, documents) must be posted on the EC site (<http://jcp.org/en/ec/my>) <Agenda should be posted publicly, materials privately in advance of the meeting just in case someone wants executive session for some of the topics> at least 5 businesscalendar days in advance of the meeting. Otherwise, an agenda item for which its supporting materials were not ready on time may be removed from consideration by the Chair. However, the agenda item may be still considered, with the late materials, if there is no sustained objection.

Supporting materials for any agenda item may be updated at the beginning of the meeting if there is no sustained objection.

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

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

Voting

All JSR votes will be conducted electronically, as specified in the JCP Process Document, and the results ~~will be made public.~~ What follows does not apply necessarily to JSR approval ballots.

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

In the absence of consensus, the Chair may determine that a vote shall be taken.

Any motion in the agenda that cannot be acted on for lack of quorum may be brought to an Intersessional electronic vote at the request of the mover, following the process specified in the following Section.

Decision making, including all voting, is handled for each EC separately. Any decision that pertains to both ECs must be approved by each relevant EC separately in order for it to pass. -

All decisions, reached either through consensus or through a ballot, are to be understood as decisions to advise the PMO in a particular manner.

The following table shall be used as a guide in determining the order of precedence for motions, and the voting required for the motion to pass:

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 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.

Electronic vote periods last 7 days except where noted otherwise in this document.

EC Members may cast two types of votes: "yes" and "no". Alternatively, a Member may explicitly abstain or, in the extreme and undesirable case, not vote at all. No vote will be recorded for absent members

For the purpose of calculating the voting results, the yes votes will be divided by the sum of the yes and no votes:

Except where noted otherwise in this document, EC ballots – whether electronic or not – are approved if (a)

a majority of the votes cast are "yes" votes, and (b) a minimum of 5 "yes" votes are cast. Ballots are otherwise rejected.

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

It is highly recommended that abstentions be accompanied by comments.

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

Any EC member or the PMO may request the tally of the vote for any motion be included in the community summary. This requires a ¾ majority vote in each EC.

Intersessional Voting Between Meetings

Any EC Member may request that a motion be voted on by the ECs through an electronic vote. The topic addressed by the motion, as well as the general nature of the motion, must have been discussed at a previous EC meeting.

An electronic vote is requested by sending an email to the EC email list with the words "EC Vote Request" in the subject title. Another EC Member must second the request. The request must include a clearly labeled motion to be voted on by the ECs. It is considered good practice to discuss a motion at an EC meeting, or to circulate it for comment on the EC list, before requesting a vote.

Within 5 business days of receipt of the request and the second by another EC Member, the PMO will send email to the EC email list starting the electronic vote on the motion. The duration of the vote is 10 business days (closing on midnight Pacific time on the 10th day) to ensure that all members have time to consider the motion before voting.

The PMO may conduct the vote by instructing EC Members to vote through electronic voting on a PMO provided website or may instruct the EC to vote by email. In either case, EC Members are able to change their vote up to the end of the voting period. When the vote is conducted by email, EC Members vote by sending email to the EC list in reply to the PMO's email announcing the vote. The PMO tabulates the vote.

Options for votes (ie yes, no, abstain) and the number of votes needed to pass are the same as during meetings. **There must be at least 5 'yes' votes for a motion to pass.**

The PMO will report the results of the vote within 30 calendar days, either to the email list or at an EC meeting, at which time it shall be recorded in the meeting minutes.

~~Electronic votes are reported by the PMO at the next EC meeting and included in minutes and summaries similarly as ballots conducted during meetings.~~

APPENDIX A: REVISING THIS DOCUMENT

This document can be revised by an electronic ballot in which both ECs vote and where, for each EC, (a) a majority of the votes cast are "yes" votes, and (b) a minimum of 5 "yes" votes are cast.