

1 JCP 2: Executive Committee Standing Rules

2 These are the normative standing rules governing the actions of the Executive Committee.

3 Version 2.8 (sometime in 2011)

4 Comments to: pmo@jcp.org

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6 DEFINITIONS

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

8 The use of the term “day” or “days” in this document refers to calendar days unless otherwise specified.

9 EC MEETINGS

10 Meeting Arrangements

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

13 All EC meeting information documents, including minutes and attendance statistics, are kept in the EC
14 public web site located at <http://jcp.org/en/participation/committee>

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

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

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
29 Attendance at meetings is mandatory. Missing two meetings in a row (whether teleconference or face-to-

30 face meetings) results in loss of JSR ballot and EC voting privileges. Privileges are regained after full
31 attendance of two consecutive meetings.

32
33 Quorum for EC meetings is 75% of EC voting members for each EC (in other words, each EC must have
34 75% of its voting members represented, not 75% of all of the EC membership). It is possible for one EC to
35 be quorate and the other not. Depending on the matter under consideration, the Chair may deem it
36 appropriate for the quorate EC to conduct a ballot. Otherwise, if there is no quorum, the EC may have
37 discussion, but can take no action and make no decision until the next quorate meeting or until an
38 electronic vote is set up (see below, Electronic Voting)

39
40 EC meetings must be scheduled at least 10 calendar days in advance for teleconference meetings, and at
41 least 30 calendar days in advance for face-to-face meetings, at which time the meeting location must be
42 also announced.

43
44
45 EC members shall at all times adhere to the following policies in connection with their JCP activities:

46
47 (a) The Executive Committees shall review JSRs in a manner that provides all persons affected by a
48 proposed Specification to have an opportunity to participate in the process.

49
50 (b) Executive Committee members should cast their JSR ballots with the goal of promoting the efficient
51 evolution of the Java platform.

52
53 (c) Any communications among Executive Committee members in the course of their JCP activities should
54 avoid discussion of competitively sensitive topics, such as prices or pricing policies, costs, markets,
55 individual competitors or customers, product plans, particular terms and conditions of sales, relating to a
56 Member's products that are not germane to the RI or TCK.

57 **Agenda**

58
59 The Chair and EC members may submit agenda items (either for discussion or for decision) by emailing
60 those items to the EC aliases at any time. Agenda items will be scheduled for the next available meeting,
61 depending on availability and timing.

62
63 A preliminary agenda must be submitted by the Chair at least 7 calendar days before the meeting. EC
64 members may suggest additional items for the agenda at that time, if they have not already done so in
65 previous meetings or emails.

66
67 The Chair must email the final agenda 4 calendar days before a meeting.

68
69 The final meeting agenda must clearly identify where possible which items are for discussion and which are
70 for decision, and it should be posted to the public site.

71
72 Agenda items may be changed or added at the beginning of the meeting, if there is no sustained objection.

73
74 Meeting materials (presentations, statistics, documents) must be posted on the EC site
75 (<http://jcp.org/en/ec/my>) at least 3 calendar days in advance of the meeting. Meeting materials may not be
76 made public until after the meeting, lest they be part of a private session. Otherwise, an agenda item for
77 which its supporting materials are not ready on time may be removed from consideration by the Chair.
78 However, the agenda item may be still considered, with the late materials, if there is no sustained objection.

79
80 Supporting materials for any agenda item may be updated at the beginning of the meeting if there is no
81 sustained objection.

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

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

89 **Voting**

90 All JSR votes will be conducted electronically, as specified in the JCP Process Document, and the results
91 made public.

92
93 All actions of the EC, except as it pertains to JSR's, should be by consensus whenever possible, with
94 consensus being defined as no sustained objection from EC members. EC members who disagree with an
95 action of the EC, but are willing to drop their objection to reach consensus may have a brief statement
96 included in the minutes.

97
98 In the absence of consensus, the Chair may determine that a vote shall be taken.

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

102
103 Decision making, including all voting, is handled for each EC separately. Any decision that pertains to both
104 ECs must be approved by each EC separately in order for it to pass.

105
106 All decisions, reached either through consensus or through a vote, are to be understood as decisions to
107 advise the PMO.

108
109 The table in Appendix B shall be used as a guide in determining the order of precedence for motions, and
110 the voting required for the motion to pass.

111
112 Electronic vote periods last 7 days except where noted otherwise in this document.

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

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

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

120
121 "No" should be accompanied by an explanation along with changes (if any) that would lead to change the
122 vote to "yes".

123
124 It is highly recommended that abstentions be accompanied by comments.

125
126 EC motions and any specific voting results will be recorded in the EC minutes.

127

128 **Electronic Voting**

129 Although there is a strong preference for in-session votes whenever possible rather than electronic ones,
130 any EC Member may request that a motion be voted on by the ECs through an electronic vote. The topic
131 addressed by the motion, as well as the general nature of the motion, must have been discussed at an EC
132 meeting before the electronic voting.

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

137 Within 7 days of receipt of the request and the second by another EC Member, the PMO will send email to
138 the EC email list starting the electronic vote on the motion. The duration of the vote is 14 days (closing on
139 midnight Pacific time on the 14th day) to ensure that all members have time to consider the motion before
140 voting.

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

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

147 The PMO will report the results of the vote within 7 calendar days, either to the email list or at an EC
148 meeting, at which time the full text of the motion and voting totals shall be recorded in the meeting
149 minutes.

150

151 **APPENDIX A: REVISING THIS DOCUMENT**

152

153 To revise this document, a formal proposal must be submitted to the EC in the form of a Final Draft. Such
154 Final Draft shall go through a 30 day review and then presented (after proper disposition of comments) to a
155 vote by both ECs. In order for the vote to pass, for each EC the following must be true: (a) a majority of the
156 votes cast are "yes", and (b) there is a minimum of 5 "yes" votes.

157 **APPENDIX B: MOTION GUIDELINES**

158

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

Motion	Voting	Notes
		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.