

# EC Member Guide

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## Introduction

This guide is designed to clarify the responsibilities and processes of the ECs, as defined in the JCP Process Document. This guide elaborates on the JCP Process Document by specifying the operating mechanics adopted for fulfilling those responsibilities. These guidelines are designed to not conflict with the JSPA or the JCP Process Document. If an unforeseen conflict should arise, this document will defer to the policy of the other documents. Any EC member or the PMO may make a motion to update this document.

## EC Member Web Site

The PMO uses a private area within the JCP.org web site to inform EC members about all of the current events of the ECs, including meetings and issues. That site is located at <http://jcp.org/en/ec> and each EC member is given a separate user name and password for logging into this site. The primary EC representative should contact the PMO if they forget their user name or password. The PMO will only give the login information to (or change it for) the primary representative to reduce the chance of fraud.

## Contacts

The PMO closes on Sun's corporate holidays, and that schedule is posted on the EC private web site. There are two EC email aliases set up for the PMO to use in communicating with EC members. Those aliases are [me.ec@sun.com](mailto:me.ec@sun.com) and [see.ec@sun.com](mailto:see.ec@sun.com), and EC members should feel free to use these for communicating with each other as well.

## **EC Meetings**

The Executive Committees of the JCP gather roughly once each month to fulfill the responsibilities defined in the JCP Process Document. These mandatory meetings provide the ECs with the opportunity to discuss topics that are important to the community and to take actions to help maintain a healthy and vibrant community. For example, EC meetings are good opportunities for the EC members to provide guidance to the PMO, to discuss how the community can effectively market itself to developers, to discuss the creation of new JSRs that change the process or JSPA, and explore liaison opportunities with other organizations. EC meetings are not opportunities to micro-manage or do the work of JSRs.

The PMO maintains statistics on EC meeting attendance, and publishes yearly statistics to the public web site before the elections.

### **Past EC Meetings**

EC members have access to all of the minutes and materials from past EC meetings and are encouraged to use this information to get informed and involved in the current topics being discussed in the EC meetings. All past EC meeting information is kept in the EC private web site and can be accessed at <http://jcp.org/en/ec/meetings#past>.

### **Before the Meeting**

1. EC meetings will be scheduled at least 10 business days in advance for teleconference meetings, and at least 20 business days in advance for face-to-face meetings.
2. The final meeting agenda will clearly identify which items are for discussion and which require action. This will make it clear to the meeting attendees which items they will be expected to provide their corporate (or personal) opinion on.
3. The PMO and EC members may submit agenda items (for either discussion or action) by sending those items to the EC aliases at any time. Agenda items will be scheduled for the next meeting, as time is available.
4. The PMO will email a preliminary agenda for each meeting 10 business days before the meeting. EC members are encouraged to add any additional items for the agenda at that time.
5. After incorporating any additional agenda items, the PMO will email the final agenda to the EC members 7 business days before each meeting.
6. The packet of materials for the meeting, which includes slides, voting statistics, and documents for discussion or action, will be posted on the EC private web site 5 business days before the meeting. Meeting materials can be found on the EC private web site at <http://jcp.org/en/ec/meetings#future>.
7. Agenda items may be changed or added at the beginning of the meeting, if there is no sustained objection.
8. In general, an agenda item will be removed from the agenda if its materials are not ready for distribution to the ECs 5 business days before the meeting. The agenda item may still be considered, with the late materials, if there is no sustained objection.
9. Materials for any agenda item may be updated at the beginning of the meeting, if there is no sustained objection.

## During the Meeting

1. Meetings will be chaired by the PMO. The PMO will also take minutes of the meeting.
2. Quorum for EC meetings is 75% of EC members for each EC (in other words, each EC must have 75% of its members represented, not 75% of all of the EC membership). If there is no quorum, the EC may have discussion, but can take no action.
3. Agenda items for discussion will be opened to the floor for discussion and comment.
4. 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. Actions of the EC should be by consensus whenever possible, with consensus being defined as no sustained objection from EC members.
5. EC members or the PMO may move to take an informal poll of the other EC members regarding a specific question. As with all motions, this requires a second. Polls are non-binding, but can be useful in gauging the level of support for a proposal. Polls cannot be amended, debated or reconsidered.
6. 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.
7. Decision making, including all voting, is handled for each EC separately. Any decision must be approved by each relevant EC separately in order for it to pass.
8. EC meetings will be 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.
9. The following table will 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.

10. For calculating the voting results, the yes votes will be divided by the sum of the yes and no votes.
11. EC members can vote for, against or abstain; no vote will be recorded for absent members.
12. EC motions and any specific voting results will be recorded in the EC minutes. Only the high-level actions of the EC, including a mention of each motion without the specific results, will be made available to the community in the EC meeting summary.
13. 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  $\frac{3}{4}$  majority vote in each EC.

## Electronic Voting between Meetings

1. 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.
2. 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.
3. 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 10<sup>th</sup> day) to ensure that all members have time to consider the motion before voting.
4. 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.
5. 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. EC Members who miss 2 consecutive required EC meetings (including telecons) may not participate in electronic votes on EC motions until they once again attend a required EC meeting.
6. If a motion passes, the PMO will respond either to the email list or at an EC meeting within 30 days.
7. Electronic votes are reported by the PMO at the next EC meeting and included in minutes and

summaries similarly as motions conducted during meetings.

## **After the Meeting**

1. The PMO will email the EC private minutes and community summary<sup>1</sup> of the meeting to the EC members no later than ten business days after the meeting. The minutes and summary will be marked as 'preliminary, not approved' until approved by the ECs at the next EC meeting. After approval, the minutes and summary will be marked as 'approved' and posted to the appropriate web site.
2. The PMO will provide feedback to the ECs with regards to the implementation of all passing motions from each EC meeting. At the latest, this feedback will be presented at the following EC meeting and recorded in the minutes and summary at that time.

## **EC Meeting Travel Assistance**

The PMO provides travel assistance to face-to-face EC meetings for non-profit and individual EC members. This includes airfare and hotel accommodations. We recognize that attending all of the face-to-face meetings can be a financial burden, and we do not want that to interfere with your ability to carry out your responsibilities. Any EC member who would like assistance must notify the PMO 60 days before the meeting, to ensure we have time to book your accommodations. The PMO reserves the right to refuse assistance to anyone who could reasonably be expected to receive travel assistance from another source. In the event that requests for assistance exceed the PMO's budget for a particular meeting, the PMO reserves the right to allot the funds to a subset of the members requesting assistance. The members will be chosen in such a way that assistance is equitably distributed over the long term.

## **EC Subgroup Meetings**

The ECs may have brief, regularly scheduled teleconferences to review and discuss important proposals and ideas, between the monthly EC meetings. These subgroup meetings are completely optional and attendance is not taken. These meetings are designed to provide an opportunity for EC members and the PMO to discuss new topics, and are not decision-making meetings.

1. The PMO will send a reminder for each subgroup meeting 7 business days before the meeting, and ask for suggested topics for the next meeting.
2. Five business days before the meeting, the PMO will send the final agenda for the subgroup meeting, with any materials EC members need for the meeting. If no agenda items have been requested, the PMO will instead send an email canceling the meeting.
3. During the meeting, the participants of the subgroup should work to achieve consensus on the proposals being discussed.
4. At the next full EC meeting, the subgroup should be prepared to report the results of the subgroup meeting to the rest of the EC members. If consensus was reached, the subgroup should present that. If there is no sustained objection from any participant of the subgroup meeting, the subgroup may make a recommendation to the full ECs regarding the proposal discussed.

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<sup>1</sup> It may make sense for a public summary to also be created. This may be considered in a future revision of the document.

## **JSR Balloting Mechanisms**

EC members have the responsibility for overseeing the development and evolution of Java technologies. EC members are expected to evaluate and vote on JSRs based on the general welfare of the broad Java community, even in cases where a particular EC member is not directly interested in a specific technical area.

Ballots all begin on Tuesday and end at midnight Pacific time each Monday – please be careful to cast your ballot before it closes, there is no way to vote after the ballot closes. In the very rare case of a technical failure on the part of the jcp.org website, EC members must send email to the PMO before the midnight deadline in order for the vote to count. EC members are encouraged to vote early. EC members who intend to vote against a JSR are asked to vote early in the week, and to send an email to the EC alias explaining their decision to vote no. EC members can find each week's ballot online at <http://jcp.org/en/ec/ballot>, which can be logged into using the same user name and password that is used for logging into the rest of the EC private web site. EC members who forget their username or password should contact the PMO.

The PMO maintains statistics on JSR balloting, and publishes yearly statistics to the public web site before the elections.

The PMO will send a ballot reminder to each EC alias on Tuesday. The reminder email will include a list of all JSRs on the ballot for that week, and will provide links to all of the materials for those JSRs. EC members should not rely only on this reminder, because the ballots will open on Tuesday even before the reminder is sent out.

### **JSR Ballot Materials**

The materials provided to EC members at Final Approval Ballot, including the TCK and RI, are provided to EC members for evaluation purposes only. EC members should take care to not use these materials for any other purpose, including testing products with the TCK.