

# JCP Executive Committee Standing Rules

These are the normative Standing Rules governing the actions of the Executive Committee.

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## DEFINITIONS

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

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

## EC MEETINGS

### *MEETING ARRANGEMENTS*

The Executive Committee of the JCP meets approximately monthly, either in person or in teleconference, to fulfill the responsibilities defined here and in the JCP Process document.

All EC meeting materials, including agendas, presentations, minutes, and attendance statistics, are published on the EC public web site located at <http://jcp.org/en/participation/committee>.

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

EC meetings are chaired by the Chair, who also keeps minutes. All minutes shall be marked "preliminary, not approved" until approved by the EC at the next meeting. After approval, the minutes shall be marked "approved" and shall be posted to the appropriate web site no later than fourteen calendar days after approval.

EC meetings are conducted in a spirit of collaboration and cooperation, with the goal of reaching broad agreement taking priority over strict adherence to formal procedures.

Attendance at meetings is mandatory:

- If possible, a telephone bridge will be provided for the convenience of those who are unable to attend face-to-face meetings in person. However, this will be placed in listen-only mode, permitting remote attendees to listen but not to verbally participate in the meeting. If possible an asynchronous communication mechanism such as a chat room or IRC channel will be provided to enable those who are not physically present to express their views. This will be monitored, but there is no guarantee that comments received in this manner will be addressed in real-time. Remote observers will not be counted as present at the meeting.

- 34 • Missing two meetings in a row (whether teleconference or face-to-face meetings) results in the loss  
35 of voting privileges in all JSR ballots and EC votes that have not yet started. An EC member who  
36 has lost voting privileges cannot make or second a motion. Privileges are regained after full  
37 attendance at two consecutive meetings.
- 38 • Missing five meetings in a row, or missing more than two-thirds of all meetings in any consecutive  
39 twelve-month period, results in loss of EC membership.
- 40 • Members who are unable to attend an EC meeting due to extraordinary circumstances may appeal  
41 to the Chair for a waiver of the non-attendance penalty. Any such waiver may be granted purely at  
42 the Chair's discretion, possibly after consultation with the EC.
- 43 • The PMO shall provide regular attendance reports to the EC, and shall issue warnings to those who  
44 are at risk of losing membership.

45 Quorum for EC meetings is 75% of EC voting members. In the absence of a quorum the EC may have  
46 discussion, but can take no action and make no decision until the next quorate meeting or until an electronic  
47 ballot is carried out (see below, Electronic Voting.)

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

50 In addition to the regular monthly meetings the ECs shall organize the following meetings with the help of  
51 the PMO:

- 52 1. a semi-annual teleconference open to all JCP members. The agenda for this meeting shall  
53 incorporate, at the EC's discretion, topics suggested by the membership in response to the meeting  
54 invitation, which shall solicit such input with sufficient advance notice, as well as provide clear  
55 instructions on how to join the meeting;
- 56 2. if an appropriate venue such the JavaOne conference or equivalent is available for co-location, an  
57 annual face to face meeting with all JCP members. Whenever possible no fee should be charged for  
58 attending this meeting. As above, the agenda for this annual meeting shall include, at the EC's  
59 discretion, topics suggested by the membership.

60 To facilitate the organization and receipt of topic suggestions as specified above, and to enable JCP  
61 members and the public to provide feedback to the EC, the EC shall set up a (possibly moderated) public  
62 mailing list with a corresponding public archive.

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

- 64 a) Executive Committee voting members should cast their JSR ballots with the goal of promoting the  
65 efficient evolution of the Java platform.
- 66 b) Any communications among Executive Committee members in the course of their JCP activities  
67 should take into account the caveats expressed with respect to antitrust laws in section 6.3, "EC  
68 Duties and Responsibilities" of the Process Document, item (11.)

## 69 **AGENDA**

70 The Chair and EC members may submit agenda items (either for discussion or for action) by emailing those  
71 items to the EC mailing list at any time. Agenda items shall be scheduled for the next available meeting,  
72 depending on availability and timing.

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

76 The Chair should email the final agenda 4 days before a meeting. Absent an agenda, the EC members  
77 present at a meeting may agree on one at that time, and proceed accordingly.

78 The final meeting agenda should clearly identify which items are for discussion and which are for action, and  
79 it should be posted to the public site.

80 Agenda items may be changed or added at the beginning of the meeting if no one disagrees.

81 Meeting materials (presentations, statistics, documents) must be posted on the EC site  
82 (<http://jcp.org/en/ec/my>) at least 3 calendar days in advance of the meeting. Meeting materials may not be

83 made public until after the meeting, lest they be part of a private session. Otherwise, an agenda item for  
84 which its supporting materials are not ready on time may be removed from consideration by the Chair or at  
85 the request of an EC member. However, the agenda item may be still considered, with the late materials, if  
86 no one disagrees.

87 Supporting materials for any agenda item may be updated at the beginning of the meeting if no one  
88 disagrees.

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

90 Agenda items for action shall be opened to the floor for discussion and comment, with the goal being to  
91 reach general agreement on the proposed action. When such agreement is reached after a long discussion,  
92 the Chair shall present to the EC members a clear statement of what will be recorded in the minutes as the  
93 result of such discussion.

## 94 **VOTING**

95 All JSR ballots shall be conducted electronically, as specified in the JCP Process Document, and the results  
96 made public.

97 All decisions of the EC, except those pertaining to JSRs, should be made by general agreement whenever  
98 possible. EC members who disagree with an EC decision but are willing to drop their objection in order to  
99 reach general agreement may have a brief statement included in the minutes.

100 In the absence of general agreement any EC voting member, or the Chair, may request that a vote be  
101 conducted.

102 Any motion on the agenda that cannot be acted on for lack of quorum may be brought to an electronic vote  
103 at the request of the proposer, following the process specified in the Section "Electronic Voting".

104 All EC decisions are advisory in nature except as they pertain to formal ballots as defined in the Process  
105 Document.

106 The table in Appendix B shall be used as a guide in determining the order of precedence for motions and the  
107 voting required for the motion to pass. Electronic voting periods last 14 days except where noted otherwise  
108 in this document.

109 EC voting members may cast three types of votes: "yes", "no" and "abstain". "No" votes should be  
110 accompanied by an explanation of the changes – if any – that would permit a change of the vote to "yes".  
111 Abstentions are discouraged but may be used by members who are unwilling to support the motion and who  
112 do not wish to block further progress. Abstentions should be accompanied by comments.

113 For the purpose of calculating the voting result only "yes" and "no" votes are taken into account.

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

116 The full text of EC motions and the detailed results (including how each member voted) shall be recorded in  
117 the meeting minutes.

## 118 **ELECTRONIC VOTING**

119 Although there is a strong preference for in-session voting whenever possible, any EC member may request  
120 that a motion be voted on through electronic means. The topic addressed by the motion, as well as the  
121 general nature of the motion, must have been discussed at an EC meeting prior to the electronic vote.

122 An electronic vote can be requested either by proposing a motion during a meeting or by sending an email  
123 to the EC mailing list with the words "EC Vote Request" in the subject title. In either case another EC  
124 member must second the request. The request must include a clearly labeled motion to be voted on by the  
125 EC. It is considered good practice to discuss a motion at an EC meeting, or to circulate it for comment on  
126 the EC mailing list, before requesting a vote.

127 Within 7 days of receipt of the request and the second, the PMO shall send email to the EC mailing list  
128 starting the electronic vote on the motion. The voting period duration is 14 days to ensure that all voting  
129 members have time to consider the motion before voting.

130 The PMO may conduct the vote by instructing EC voting members to vote through a PMO-provided or

131 designated website or may instruct the EC to vote by email. In either case, EC voting members may change  
132 their vote up to the end of the voting period. The PMO tabulates the results.

133 Options for votes (i.e. yes, no, abstain) and the number of votes needed to pass are the same as during  
134 meetings.

135 The PMO shall report the results within 7 calendar days, either to the EC mailing list or at an EC meeting, at  
136 which time the full text of the motion and the detailed results (including how each member voted) shall be  
137 recorded in the meeting minutes.

## 138 **APPENDIX A: REVISING THIS DOCUMENT**

139 To revise this document, a formal proposal must be submitted to the EC in the form of a Final Draft. The  
140 draft shall be published by the PMO for 30 day review during which EC members and the public can  
141 comment on the proposal. The EC shall formally track comments as Expert Groups are required to do for  
142 JSRs.

143 At the end of the review period, and after proper disposition of comments and possible revision of the Draft,  
144 it shall be subjected to a vote by the EC. In order for the vote to pass a majority of the votes cast must be  
145 "yes" and there must be a minimum of 5 "yes" votes. If the vote fails, revised Final Drafts may be submitted  
146 for additional votes at any subsequent time.

## 147 **APPENDIX B: MOTION GUIDELINES**

<b>Motion</b>	<b>Voting</b>	<b>Notes</b>
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 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.