

1 JCP Executive Committee Standing Rules

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

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4 Comments to: pmo@jcp.org

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7 DEFINITIONS

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

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

10 EC MEETINGS

11 MEETING ARRANGEMENTS

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

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

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

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

24 EC meetings are conducted in a spirit of collaboration and cooperation, with strict adherence to formal
25 procedure rules taking second to the goal of reaching broad agreement in order to achieve progress on
26 behalf of the community. The process operates best when EC members and the PMO are not forced to
27 resort to the specifics of the rules.

28 Attendance at meetings is mandatory:

- 29
- Missing two meetings in a row (whether teleconference or face-to-face meetings) results in loss of

30 future, not yet started, JSR ballot and EC voting privileges. An EC member who has lost voting
31 privileges cannot make a motion or second one. Privileges are regained after full attendance of two
32 consecutive meetings.

- 33 • Missing five meetings in a row, or missing more than 2/3s of all meetings in any consecutive 12 month
34 period, results in loss of EC membership.
- 35 • The PMO shall provide regular attendance reports to the EC, and shall issue warnings to those who are
36 at risk of losing membership.
- 37 • Under exceptional circumstances, to be determined on a case-by-case basis, the EC may waive either
38 of the above penalties.

39 Quorum for EC meetings is 75% of EC voting members for each EC (in other words, each EC must have
40 75% of its voting members represented, not 75% of the total EC membership). It is possible for one EC to
41 be quorate and the other not. Depending on the matter under consideration, the Chair may deem it
42 appropriate for the quorate EC to conduct a vote. Otherwise, if there is no quorum, the EC may have
43 discussion, but can take no action and make no decision until the next quorate meeting or until an
44 electronic ballot is set up (see below, Electronic Voting)

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

48 In addition to the regular monthly meetings, the EC's shall organize the following meetings with the active
49 help of the PMO:

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

58 To facilitate the organization and receipt of topic suggestions as specified above, the EC shall set up a
59 (possibly moderated) public email list (with the corresponding public archive), which can also be used by all
60 JCP members and public to provide feedback to the EC.

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

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

68 **AGENDA**

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

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

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

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

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

80 Meeting materials (presentations, statistics, documents) must be posted on the EC site
81 (<http://jcp.org/en/ec/my>) at least 3 calendar days in advance of the meeting. Meeting materials may not be
82 made public until after the meeting, lest they be part of a private session. Otherwise, an agenda item for
83 which its supporting materials are not ready on time may be removed from consideration by the Chair or at
84 the request of an EC member. However, the agenda item may be still considered, with the late materials, if
85 no one disagrees.

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

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

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

93 **VOTING**

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

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

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

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

103 All EC decisions are to be understood as being advisory in nature except as they pertain to JSR related
104 ballots.

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

108 EC voting members may cast three types of votes: "yes", "no" and "abstain". Abstentions are discouraged,
109 but may be used by members who are unwilling to support the motion but who do not wish to block further
110 progress. Abstentions be accompanied by comments.

111 "No" votes are strongly discouraged and should be accompanied by an explanation of the changes (if any)
112 that would permit a change of the vote to "yes".

113 For the purpose of calculating the voting result, only the votes cast 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
120 request that a motion be voted on by the ECs through electronic means. The topic addressed by the

121 motion, as well as the general nature of the motion, must have been discussed at an EC meeting before
122 the electronic voting.

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

128 Within 7 days of receipt of the request and the second by another EC member, the PMO shall send email
129 to the EC email list starting the electronic vote on the motion. The voting period duration is 14 days (closing
130 on midnight Pacific time on the 14th day) to ensure that all voting members have time to consider the
131 motion before voting.

132 The PMO may conduct the vote by instructing EC voting members to vote through a PMO provided or
133 designated website or may instruct the EC to vote by email. In either case, EC voting members may
134 change their vote up to the end of the voting period. The PMO tabulates the results.

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

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

140 **APPENDIX A: REVISING THIS DOCUMENT**

141 To revise this document, a formal proposal must be submitted to the EC in the form of a Final Draft. The
142 draft shall be published by the PMO for 30-day review during which EC members and the public can
143 comment on the proposal. The EC shall formally track comments as Expert Groups are required to do for
144 JSRs. At the end of the review period, and after proper disposition of comments and possible revision of
145 the Draft, it shall be subjected to a vote by both ECs. In order for the vote to pass, for each EC the following
146 must be true: (a) a majority of the votes cast are "yes", and (b) there is a minimum of 5 "yes" votes. If the
147 vote fails revised Final Drafts may be submitted for additional votes at any subsequent time.

148 **APPENDIX B: MOTION GUIDELINES**

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.