

# 1 JCP 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](mailto:pmo@jcp.org)

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## 6 CONTENTS

DEFINITIONS.....	1
EC MEETINGS.....	1
MEETING ARRANGEMENTS.....	1
AGENDA.....	2
VOTING.....	3
ELECTRONIC VOTING .....	4
APPENDIX A: REVISING THIS DOCUMENT.....	4
APPENDIX B: MOTION GUIDELINES.....	4

## 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 information documents, including minutes and attendance statistics, are kept in the EC  
15 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. The minutes shall be published no later  
21 than fourteen calendar days after the meeting. If the EC went into private session during the meeting, there  
22 will be one set of private minutes, recording the private session, in addition to the usual public minutes. All  
23 minutes will be marked "preliminary, not approved" until approved by the EC at the next meeting. After  
24 approval, the minutes will be marked "approved" and will be posted to the appropriate web 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 Attendance at meetings is mandatory:

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

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

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

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

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

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

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

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

- 62 (a) The Executive Committee shall review JSRs in a manner that provides all persons affected by a  
63 proposed Specification to have an opportunity to participate in the process.
- 64 (b) (Executive Committee voting members should cast their JSR ballots with the goal of promoting the  
65 efficient evolution of the Java platform.
- 66 (c) 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 5.3, "EC  
68 Duties and Responsibilities" of the Process Document, item (8).

## 69 **AGENDA**

70 The Chair and EC members may submit agenda items (either for discussion or for action) by emailing  
71 those items to the EC aliases at any time. Agenda items will 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 calendar days before the meeting. EC  
74 members may suggest additional items for the agenda at that time, if they have not already done so in  
75 previous meetings or emails.

76 The Chair should email the final agenda 4 calendar days before a meeting. Absent an agenda, the EC

77 members present at the meeting may agree on one at that time, and proceed accordingly.  
78 The final meeting agenda must clearly identify where possible which items are for discussion and which are  
79 for action, and it should be posted to the public site.  
80 Agenda items may be changed or added at the beginning of the meeting, if there is Consensus to do so.  
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 an 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.  
85 However, the agenda item may be still considered, with the late materials, if there is Consensus to do so.  
86 Supporting materials for any agenda item may be updated at the beginning of the meeting if there is  
87 Consensus to do so.  
88 Agenda items for discussion will be opened to the floor for discussion and comment.  
89 Agenda items for action will be opened to the floor for discussion and comment, with the goal being to  
90 achieve Consensus on the proposed action. When Consensus is reached after a long discussion, the Chair  
91 shall present to the EC members a clear statement of what will be recorded in the minutes as the EC  
92 Consensus.

## 93 **VOTING**

94 All JSR ballots will be conducted electronically, as specified in the JCP Process Document, and the results  
95 made public.  
96 All actions of the EC, except as it pertains to JSR's, should be by Consensus whenever possible. EC  
97 members who disagree with an action of the EC, but are willing to drop their objection to reach Consensus  
98 may have a brief statement included in the minutes.  
99 In the absence of Consensus, the Chair may determine that a ballot shall be conducted.  
100 Any motion in the agenda that cannot be acted on for lack of quorum may be brought to an electronic  
101 ballot at the request of the mover, following the process specified in the Section "Electronic Voting".  
102 All EC decisions are to be understood as being advisory in nature except as they pertain to JSR related  
103 ballots.  
104 The table in Appendix B shall be used as a guide in determining the order of precedence for motions, and  
105 the voting required for the motion to pass. Electronic ballot periods last 7 days except where noted  
106 otherwise in this document.  
107 EC Voting Members may cast three types of votes: "yes", "no" and "abstain". Explicit abstentions are  
108 strongly discouraged. In the extreme and most undesirable case, an EC member may not vote at all. No  
109 vote will be recorded for absent members.  
110 For the purpose of calculating the voting results, a majority is achieved when the result of dividing the yes  
111 votes by the sum of the yes and no votes is larger than 0.50.  
112 Except where noted otherwise in this document, EC voting – whether electronic or not - is approved if (a) a  
113 majority of the votes cast are "yes" votes, and (b) a minimum of 5 "yes" votes are cast.  
114 "No" votes should be accompanied by an explanation along with changes (if any) that would lead to change  
115 the vote to "yes".  
116 It is highly recommended that abstentions be accompanied by comments.  
117 EC motions and any specific voting results will be recorded in the EC minutes.

## 118 **ELECTRONIC VOTING**

119 Although there is a strong preference for in-session ballots whenever possible rather than electronic ones,

120 any EC Member may request that a motion be voted on by the ECs through an electronic ballot. The topic  
121 addressed by the motion, as well as the general nature of the motion, must have been discussed at an EC  
122 meeting before the electronic voting.

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

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

131 The PMO may conduct the ballot by instructing EC Voting Members to vote through a PMO provided or  
132 designated website or may instruct the EC to vote by email. In either case, EC Voting Members are able to  
133 change their vote up to the end of the voting period. When the ballot is conducted by email, EC Members  
134 vote by sending email to the EC list in reply to the PMO's email announcing the ballot. The PMO tabulates  
135 the results.

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

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

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

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

## 149 **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.

Motion	Voting	Notes
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.