

1 JCP Executive Committee Standing Rules

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

3 **Version 2.1 (Month dd, 2012)**

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 Committee of the JCP meets approximately monthly, either in person or in teleconference,
13 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,) the 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 taken during private sessions 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 the goal of reaching broad
25 agreement taking priority over strict adherence to formal procedures.

26 Attendance at meetings is mandatory:

- 27 • Missing two meetings in a row (whether teleconference or face-to-face meetings) results in the loss
28 of voting privileges in all JSR ballots and EC votes that have not yet started. An EC member who
29 has lost voting privileges cannot make or second a motion. Privileges are regained after

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

37 Quorum for EC meetings is 75% of EC voting members. In the absence of a quorum the EC may have

38 discussion, but can take no action and make no decision until the next quorate meeting or until an

39 electronic ballot is carried out (see below, Electronic Voting.)

40 EC meetings must be scheduled at least 10 days in advance for teleconference meetings and at least 30

41 days in advance for face-to-face meetings, at which time the meeting location must be also announced.

42 In addition to the regular monthly meetings the ECs shall organize the following meetings with the help of

43 the PMO:

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

52 To facilitate the organization and receipt of topic suggestions as specified above, and to enable JCP

53 members and the public to provide feedback to the EC, the EC shall set up a (possibly moderated) public

54 mailing list with a corresponding public archive.

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

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

62 **AGENDA**

63 The Chair and EC members may submit agenda items (either for discussion or for action) by emailing

64 those items to the EC mailing list at any time. Agenda items shall be scheduled for the next available

65 meeting, depending on availability and timing.

66 A preliminary agenda must be submitted by the Chair at least 7 days before the meeting. EC members may

67 suggest additional items for the agenda at that time, if they have not already done so in previous meetings

68 or emails.

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

70 present at a meeting may agree on one at that time, and proceed accordingly.

71 The final meeting agenda should clearly identify which items are for discussion and which are for action,

72 and it should be posted to the public site.

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

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 or at
78 the request of an EC member. However, the agenda item may be still considered, with the late materials, if
79 no one disagrees.

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

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

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

87 **VOTING**

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

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

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

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

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

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

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

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

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

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

111 **ELECTRONIC VOTING**

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

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

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

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

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

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

131 **APPENDIX A: REVISING THIS DOCUMENT**

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

136 At the end of the review period, and after proper disposition of comments and possible revision of the Draft,
137 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
138 "yes" and there must be a minimum of 5 "yes" votes. If the vote fails, revised Final Drafts may be submitted
139 for additional votes at any subsequent time.

140 **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 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.

Motion	Voting	Notes
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.