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34 **Section 1. Definitions**

- 35 a) "*Administrative Document*" is a document which is used by a TC only in support of internal  
36 operations such as minutes, agenda, liaison statements, issue lists, bug lists, etc. and which are not  
37 an OASIS Deliverable. An Administrative Document must not use a Work Product template.  
38 Inter-group communications to request review, respond to review comments, or to respond to  
39 questions or requests for clarifications are considered to be Administrative Documents.
- 40 b) "*Approved Errata*" shall have the meaning defined in [Section 3.5](#).
- 41 c) "*Candidate OASIS Standard*" is a document that has been submitted for approval as an OASIS  
42 Standard as specified in [Section 3.4](#).
- 43 d) "*Charter*" is the organizational document for a TC comprised of the items included in the proposal  
44 to form that TC, as defined in [Section 2.2](#), and may be modified as described in [Section 2.11](#).
- 45 e) "*Committee Note*" is a Non-Standards Track Work Product that has been approved by a Technical  
46 Committee as specified in [Section 3.3](#).
- 47 f) "*Committee Note Draft*" is a Non-Standards Track Work Product approved by a Technical  
48 Committee as specified in [Section 3.1](#).
- 49 g) "*Committee Note Public Review Draft*" is a Committee Note Draft that has been approved by the  
50 TC to go to public review as specified in [Section 3.2](#) of this Process.

- 51 h) "*Committee Specification*" is a Standards Track Work Product that has been approved by a  
52 Technical Committee as specified in [Section 3.3](#).
- 53 i) "*Committee Specification Draft*" is a Standards Track Work Product approved by a Technical  
54 Committee as specified in [Section 3.1](#).
- 55 j) "*Committee Specification Public Review Draft*" is a Committee Specification Draft that has been  
56 approved by the TC to go to public review as specified in [Section 3.2](#) of this Process.
- 57 k) "*Convener*" is an Eligible Person who serves in the role of organizing the first meeting of the TC,  
58 as defined in [Section 2.3](#).
- 59 l) "*Eligible Person*" means one of a class of individuals that includes (a) OASIS Individual  
60 Members, (b) employees or designees of OASIS Organizational Members, and (c) such other  
61 persons as may be designated by the OASIS Board of Directors.
- 62 m) "*Errata*" means a set of changes or proposed changes to an OASIS Standard that are not  
63 Substantive Changes.
- 64 n) "*Full Majority Vote*" is a TC vote in which more than 50% (more than half) of the Voting  
65 Members vote "yes", regardless of the number of Voting Members present in the meeting.  
66 Abstentions are not counted. For example, in a TC in which there are 20 Voting Members, at least  
67 11 Voting Members must vote "yes" for a motion to pass.
- 68 o) "*IPR*" means intellectual property rights.
- 69 p) "*Leave of Absence*" shall have the meaning defined in [Section 2.6](#).
- 70 q) "*Meeting*" is a meeting of the TC that is properly called and scheduled in advance as described in  
71 [Section 2.10](#).
- 72 r) "*Member*", with respect to a TC, means an Eligible Person who is allowed to subscribe to the TC  
73 email list, participate in list discussions, attend and participate in TC meetings, and make  
74 Contributions to the TC. The process for becoming a Member of a TC is defined in [Section 2.4](#).
- 75 s) "*Minimum Membership*" means five Voting Members of a TC (or, in the case of a TC about to be  
76 formed, five Eligible Persons), at least two of which represent OASIS Organizational Members.
- 77 t) "*Non-Material Change*" is any change to the content of a Work Product that does not add or  
78 remove any feature of the Work Product and that: (a) constitutes only error corrections, editorial  
79 changes, or formatting changes; or (b) is a pro forma change to content required by TC  
80 Administration.
- 81 u) "*Non-Standards Track Work Product*" is a Work Product produced and approved by a TC in  
82 accordance with the TC Process which may be progressed to Committee Note as described in  
83 [Section 3](#). Non-Standards Track Work Products are intended to be informative and explanatory in  
84 nature. They are not subject to the patent licensing and non-assertion obligations requirements of  
85 the OASIS IPR Policy.
- 86 v) "*Normative Portion*" shall have the meaning defined for such term by the [OASIS IPR Policy](#).
- 87 w) "*Normative Reference*" means a reference in a Standards Track Work Product to an external  
88 document or resource with which the implementer must comply, in order to comply with a  
89 Normative Portion of the Work Product.
- 90 x) "*OASIS Deliverable*" means any of the following: Committee Specification Drafts, Committee  
91 Specification Public Review Drafts, Committee Specifications, Candidate OASIS Standards,  
92 OASIS Standards, Approved Errata, Committee Note Drafts, Committee Note Public Review  
93 Drafts, and Committee Notes.
- 94 y) "*OASIS Individual Member*" means an OASIS Member who is classified as such in their executed  
95 Membership Agreement.
- 96 z) "*OASIS Member*" means a person, organization or entity who is a voting or non-voting member of  
97 the corporation, as defined by the [OASIS Bylaws](#).
- 98 aa) "*OASIS Non-Standards Draft Deliverable*" means any of the following: Committee Note Drafts  
99 and Committee Note Public Review Drafts.
- 100 bb) "*OASIS Non-Standards Final Deliverable*" means any of the following: Committee Notes.
- 101 cc) "*OASIS Organizational Member*" means an OASIS Member who is classified as such in their  
102 executed Membership Agreement.
- 103 dd) "*OASIS Standards Draft Deliverable*" means any of the following: Committee Specification  
104 Drafts and Committee Specification Public Review Drafts.
- 105 ee) "*OASIS Standards Final Deliverable*" means any of the following: Committee Specifications,  
106 Candidate OASIS Standards, OASIS Standards and Approved Errata.

- 107 ff) "*OASIS Standard*" is a Candidate OASIS Standard that has been approved by the OASIS  
 108 Membership as specified in [Section 3.4](#).
- 109 gg) "*OASIS TC Administrator*" means the person or persons representing OASIS in administrative  
 110 matters relating to TCs. All official communications must be sent to [tc-admin@oasis-open.org](mailto:tc-admin@oasis-open.org).
- 111 hh) "*Observer*" is an Eligible Person who is subscribed to the TC email list, and may attend TC  
 112 meetings, but is not allowed to participate in TC email list discussions, participate or speak in TC  
 113 meetings, or make Contributions to the TC. The process for becoming an Observer is defined in  
 114 [Section 2.4](#).
- 115 ii) "*Persistent Non-Voting Member*" is a TC Member who has declared their non-voting status in that  
 116 TC. The process for becoming a Persistent Non-Voting Member of a TC is defined in [Section 2.4](#).
- 117 jj) "*Primary Representative*", for any OASIS Organizational Member, means the person or persons  
 118 designated by that Member to serve as the consortium's principal contact for administrative issues.
- 119 kk) "*Public*" and "*publicly*" mean all persons, organizations and entities, whether or not OASIS  
 120 Members.
- 121 ll) "*Quorum*" is the number of Voting Members of a TC that must be present in a meeting so that  
 122 Resolutions and decisions may be made. The Quorum for OASIS TC meetings is a simple  
 123 majority (more than half) of Voting Members.
- 124 mm) "*Quorate Meeting*" is a TC meeting at which a Quorum is present.
- 125 nn) "*Resolution*" means a decision reached by a TC by vote. Resolutions require a Simple Majority  
 126 Vote to pass, unless a Full Majority Vote or Special Majority Vote is required under this Process.
- 127 oo) "*Simple Majority Vote*" is a vote in which the number of "yes" votes cast is greater than the  
 128 number of "no" votes cast. Abstentions are not counted. For example, in a Quorate Meeting in  
 129 which 20 Voting Members are present, if 7 vote "yes" and 4 vote "no", the motion passes.
- 130 pp) "*Special Majority Vote*" is a TC vote in which at least 2/3 (two thirds) of the Voting Members vote  
 131 "yes" and no more than 1/4 (one fourth) of the Voting Members vote "no". These numbers are  
 132 based on the total number of Voting Members, regardless of the number of Voting Members  
 133 present in the meeting. Abstentions are not counted. For example, in a TC in which there are 30  
 134 Voting Members, at least 20 Voting Members must vote "yes" for a motion to pass; but if 8 or  
 135 more vote "no" then the motion fails. All Special Majority Votes must be conducted via electronic  
 136 ballot by the OASIS TC Administrator.
- 137 qq) "*Standards Track Work Product*" is a Work Product produced and approved by a TC in  
 138 accordance with the TC Process which may be promoted to Committee Specification or OASIS  
 139 Standard as described in [Section 3](#).
- 140 rr) "*Statement of Use*", with respect to a Committee Specification, is a written statement that a party  
 141 has successfully used or implemented that specification in accordance with all or some of its  
 142 conformance clauses specified in [Section 2.18](#), identifying those clauses that apply, and stating  
 143 whether its use included the interoperation of multiple independent implementations. The  
 144 Statement of Use must be made to a specific version of the Committee Specification and must  
 145 include the Specification's approval date. The party may be an OASIS Member or a non-member.  
 146 In case of a non-member, the Statement of Use must be submitted on the TC comment-list. A TC  
 147 may require a Statement of Use to include hyperlinks to documents, files or demonstration  
 148 transcripts that enable TC members to evaluate the implementation or usage. A Statement of Use  
 149 submitted to the TC must be approved by TC resolution as an acceptable Statement of Use with  
 150 respect to the Committee Specification. A party can only issue one Statement of Use for a given  
 151 specification. When issued by an OASIS Organizational Member, a Statement of Use must be  
 152 endorsed by the Organizational Member's Primary Representative.
- 153 ss) "*Subcommittee*" (or "*SC*") is a group of Members of a TC producing recommendations for  
 154 consideration by the parent TC.
- 155 tt) "*Substantive Change*" is a change to an OASIS Standard that would require a compliant  
 156 application or implementation to be modified or rewritten in order to remain compliant.
- 157 uu) "*Technical Committee*" (or "*TC*") means a group comprised of at least the Minimum Membership  
 158 formed and conducted according to the provisions of this OASIS TC Process.
- 159 vv) "*Voting Member*" is a Member of a TC who has voting rights in the TC. The process for gaining  
 160 voting rights is defined in [Section 2.4](#).
- 161 ww) "*Work Product*" is a document which is either a Standards Track Work Product or a Non-  
 162 Standards Track Work Product.

- 163 xx) *Work Product Approval Motion* is any motion to initiate a Work Product Ballot.  
164 yy) *Work Product Ballot* is any TC ballot for the:  
165 a. approval of a Committee Specification Draft or Committee Note Draft,  
166 b. start of a Public Review,  
167 c. approval of a Committee Specification, or a Committee Note,  
168 d. submission of a Committee Specification as a Candidate OASIS Standard.  
169 zz) *Working Draft* is a preliminary version of a Work Product produced by one or more TC  
170 Members that has not yet been voted on by the TC and approved as a Committee Specification  
171 Draft or a Committee Note. Some examples are initial contributions and revisions made by editors  
172 or other TC Members.

173 The use of the term "day" or "days" in this TC Process refers to calendar days.

## 174 **Section 2. Technical Committees**

### 175 **2.1 TC Discussion Lists**

176 Any group of at least three Eligible Persons may begin a publicly subscribable discussion list for the  
177 purpose of forming a TC by submitting to the OASIS TC Administrator the following items:

178 (1) The name of the discussion list, which shall not be the same as the name of the list in which the TC  
179 itself shall operate if formed.

180 (2) A preliminary statement of scope for the TC whose formation the list is intended to discuss.

181 (3) The names, electronic mail addresses, and OASIS Organizational or Individual Membership affiliations  
182 of the three or more Eligible Persons proposing to create the discussion list.

183 (4) The name of the discussion list leader.

184 No later than 15 days following the submission, the OASIS TC Administrator shall provide these materials  
185 to the OASIS Membership with a Call For Participation in a discussion list whose purpose is to propose the  
186 TC described in the application.

187 Discussion on the list is restricted to evaluating the interest in proposing a new OASIS TC, and defining the  
188 proposal for one or more new OASIS TCs. The list of subscribers to the discussion list shall be available to  
189 all subscribers. The discussion list shall automatically close 90 days after the Call For Participation is  
190 issued.

### 191 **2.2 TC Formation**

192 Any group of at least Minimum Membership shall be authorized to begin a TC by submitting to the OASIS  
193 TC Administrator, with a copy to those listed in 2(d) and 2(e) below, the following items, written in  
194 English and provided in electronic form as plain text. No information other than these items may be  
195 included in the proposal. All items must be provided in any subsequent revision of the proposal, and must  
196 be submitted in the same manner as the original submission. Any documents referenced in the proposal  
197 shall be publicly available.

198 (1) The Charter of the TC, which includes only the following items:

199 (1)(a) The name of the TC, such name not to have been previously used for an OASIS TC and not to  
200 include any trademarks or service marks not owned by OASIS. The proposed TC name is subject to TC

- 201 Administrator approval and may not include any misleading or inappropriate names. The proposed name  
202 must specify any acronyms or abbreviations of the name that shall be used to refer to the TC.
- 203 (1)(b) A statement of purpose, including a definition of the problem to be solved.
- 204 (1)(c) The scope of the work of the TC, which must be germane to the mission of OASIS, and which  
205 includes a definition of what is and what is not the work of the TC, and how it can be determined when the  
206 work of the TC has been completed. The scope may reference a specific contribution of existing work as a  
207 starting point, but other contributions may be made by TC Members on or after the first meeting of the TC.  
208 Such other contributions shall be considered by the TC Members on an equal basis to improve the original  
209 starting point contribution.
- 210 (1)(d) A list of deliverables, with projected completion dates.
- 211 (1)(e) Specification of the IPR Mode under which the TC will operate.
- 212 (1)(f) The anticipated audience or users of the work.
- 213 (1)(g) The language in which the TC shall conduct business.
- 214 (2) Non-normative information regarding the startup of the TC, which includes:
- 215 (2)(a) Identification of similar or applicable work that is being done in other OASIS TCs or by other  
216 organizations, why there is a need for another effort in this area and how this proposed TC will be different,  
217 and what level of liaison will be pursued with these other organizations.
- 218 (2)(b) The date, time, and location of the first meeting, whether it will be held in person or by telephone,  
219 and who will sponsor this first meeting. The first meeting of a TC shall occur no less than 30 days after the  
220 announcement of its formation in the case of a meeting held exclusively by telephone or other electronic  
221 means, and no less than 45 days after the announcement of its formation in the case of a meeting held face-  
222 to-face (whether or not a telephone bridge is also available).
- 223 (2)(c) The projected ongoing meeting schedule for the year following the formation of the TC, or until the  
224 projected date of the final deliverable, whichever comes first, and who will be expected to sponsor these  
225 meetings.
- 226 (2)(d) The names, electronic mail addresses, and membership affiliations of at least Minimum Membership  
227 who support this proposal and are committed to the Charter and projected meeting schedule.
- 228 (2)(e) For each OASIS Organizational Member listed in (2)(d), the name, electronic mail address,  
229 membership affiliation, and statement of support for the proposed Charter from the Primary Representative.
- 230 (2)(f) The name of the Convener who must be an Eligible Person.
- 231 (2)(g) The name of the Member Section with which the TC intends to affiliate, if any.
- 232 (2)(h) Optionally, a list of contributions of existing technical work that the proposers anticipate will be  
233 made to this TC.
- 234 (2)(i) Optionally, a draft Frequently Asked Questions (FAQ) document regarding the planned scope of the  
235 TC, for posting on the TC's website.

236 (2)(j) Optionally, a proposed working title and acronym for the Work Products to be developed by the TC.

237 No later than 5 days following the submission, the OASIS TC Administrator shall either return the  
238 submission to its originators, with an explanation indicating its failure to meet the requirements set forth in  
239 this section, or shall post notice of the submission to an announced mailing list (or equivalent method)  
240 visible to the submission proposers and the OASIS Membership, for comment.

241 The notice will announce that comments will be received until the 14th day after the notice, and will  
242 announce a date within 4 days of that 14th day for a conference call, among the Convener, the OASIS TC  
243 Administrator, and those proposers who wish to attend. Other OASIS Members who wish to attend may  
244 observe.

245 The proposer group may amend their submission at any time until the 28th day after the submission (except  
246 that changes to the roster of proposers may occur at any time until the final posting). By the 28th day the  
247 proposer group must post a pointer to an account of each of the comments / issues raised during that  
248 review, along with its resolution.

249 No later than the 30th day after the submission, if those pointers have been posted, and the last version of  
250 the submission from the proposer group meets the requirements of these rules, the OASIS TC  
251 Administrator must post them to the OASIS Membership with a Call For Participation and an  
252 announcement of a first meeting. Otherwise, the Convener may obtain a single 10-day extension for posting  
253 a compliant proposal with the OASIS TC Administrator.

### 254 **2.3 First Meeting of a TC**

255 Eligible Persons intending to participate in the first meeting must use the OASIS collaborative tools to  
256 register as a TC Member, and to specify whether they intend to gain voting rights, no later than 7 days prior  
257 to a meeting. No later than 7 days prior to the meeting, the OASIS TC Administrator will post a notice to  
258 the prospective Members on the TC's general email list inviting indications of candidacy for TC Chair to be  
259 posted to that list.

260 If the first meeting of a TC is to be conducted as a face-to-face meeting, the Convener must arrange for  
261 teleconference facilities to be provided for those unable to attend in person.

262 If the Eligible Person is an employee or designee of an OASIS Organizational Member, the Primary  
263 Representative of that organization must confirm to the Convener and to the TC Administrator that the  
264 person may become a Member of the TC.

265 Every Eligible Person who has so registered and been confirmed shall be a Member of the TC beginning  
266 with the first meeting. Every Eligible Person who has so registered, requested voting rights, been  
267 confirmed, and is present at the first meeting of a TC shall be a Voting Member of the TC beginning with  
268 the first meeting.

269 The first meeting of a TC must occur at the place and time and in the manner described in the  
270 announcement. Any initial meeting whose time or location is changed and any initial telephone or other  
271 electronic meeting that fails to grant access to every Eligible Person previously registering to attend shall  
272 be subject to appeal as provided in [Section 4.2](#).

273 At least Minimum Membership must become Voting Members at the first TC meeting or the TC shall be  
274 considered not to have been successfully started and shall be closed.

275 At the first meeting the TC must elect a Chair as the first order of business, from among nominations made  
276 by Voting Members at that meeting. Once the Chair is elected the role of Convener ends.

277 **2.4 TC Membership and Participation**

278 TC membership is per person, not per organization, and is not transferable from person to person.

279 2.4.1 Observer: An Eligible Person may become an Observer of a TC by registering as an Observer using  
280 the electronic collaboration tools provided by OASIS. If the Eligible Person is an employee or designee of  
281 an OASIS Organizational Member, the Primary Representative of that organization must be notified that  
282 the person has requested to become an Observer. The Observer is not a TC Member so has no attendance or  
283 participation requirements to maintain this status, other than to remain an Eligible Person.

284 2.4.2 Member: Any time after the first meeting, an Eligible Person shall become a Member of an existing  
285 TC by registering as a Member using the electronic collaboration tools provided by OASIS. If the Eligible  
286 Person is an employee or designee of an OASIS Organizational Member, the Primary Representative of  
287 that organization must confirm to the Chair and to the TC Administrator that the person may become a  
288 Member of the TC. Upon receipt by the Chair of confirmation by the Primary Representative the Member  
289 may begin participating, but shall not have voting rights. A Member shall become eligible to vote in the TC  
290 when the requirements below are met.

291 2.4.3 Persistent Non-Voting Member: A Member or Voting Member may, at any time after joining a  
292 Technical Committee, send e-mail to both the Chair and the TC mailing list informing them of their change  
293 in membership status, effective as of the date of notice, or other specified future date. A Persistent Non-  
294 Voting Member retains participation rights but is not eligible to vote and does not count towards Quorum.  
295 A Persistent Non-Voting Member who wishes to gain voting rights must send e-mail to both the Chair and  
296 the TC mailing list informing them of their intent to become a Voting Member and must follow the rules in  
297 [section 2.4.4\(c\)](#) as if they had lost their voting rights due to non-attendance.

298 2.4.4 Voting Member:

299 (a) After the first Meeting of a TC, a Member shall gain voting rights at the close of the second consecutive  
300 Meeting attended by the Member or, if less than two Meetings are called within 60 days after the person  
301 becomes a Member, at the close of that 60th day. OASIS Individual Members and the representatives of  
302 OASIS Organizational Members are equally eligible to serve as Voting Members of a TC.

303 (b) A Voting Member must be active in a TC to maintain voting rights. In TCs that hold Meetings, a Voting  
304 Member who is absent from two consecutive Meetings (as recorded in the minutes) loses his or her voting  
305 rights at the end of the second Meeting missed. If a TC has adopted a standing rule to conduct business  
306 only by electronic ballot, without Meetings, then a Voting Member who fails to cast a ballot in two  
307 consecutive Work Product Ballots loses his or her voting rights at the close of the second ballot missed.

308 (c) A TC Member who has lost his or her voting rights shall regain them for a TC that holds Meetings by  
309 attending two consecutive Meetings (as recorded in the minutes), thus regaining voting rights after the end  
310 of the second Meeting attended or, if less than two Meetings are called within 60 days after the loss of such  
311 rights, at the close of that 60th day. A Member of a TC that does not hold Meetings may regain voting  
312 rights by making a request to the chair(s) to regain them, effective at the close of the 60th day after the  
313 request.

314 (d) Voting Members who lose their voting rights remain Members of the TC. A warning may be sent to the  
315 Member by the Chair, but the loss of voting rights is not dependent on the warning.

316 **2.5 Termination of TC Membership**

317 Except as provided in [Section 2.6](#), membership in an OASIS TC shall be terminated under the following  
318 conditions:

319 (1) A Member shall be considered to have resigned from a TC upon his sending notification of resignation  
320 to the TC general email list.

321 (2) Persons who lose Eligible Person status for reasons including, but not limited to, change of employment  
322 shall have up to 15 days of TC membership as an OASIS Individual Member in which to request a Leave  
323 of Absence or re-establish eligibility. A Member shall lose TC membership on the 16th day after losing  
324 Eligible Person status or at the end of a Leave of Absence requested as specified in [Section 2.6](#) if Eligible  
325 Person status has not been re-established.

326 Termination of membership in an OASIS TC shall automatically end voting rights in the TC as well as  
327 membership in any Subcommittee of that TC.

## 328 **2.6 Leaves of Absence**

329 Every Voting Member of an OASIS TC shall be entitled to at least one Leave of Absence during any one  
330 twelve month period. During a Leave of Absence, a Voting Member shall be exempt from the participation  
331 criteria specified in [Section 2.4](#). A first Leave of Absence during any one twelve month period shall be  
332 obtained automatically by sending an email to both the Chair and the TC mailing list. The Chair must  
333 notify the TC of all Leaves of Absence by reporting them in the minutes of the TC's next meeting.

334 A Voting Member who has already been granted a Leave of Absence during any twelve month period may  
335 apply for a maximum of one additional Leave of Absence during the same twelve month period, but a  
336 second Leave of Absence during any twelve month period shall be granted only upon formal Resolution of  
337 the TC.

338 A Voting Member of a TC who has been granted a Leave of Absence shall not have voting rights in the TC  
339 and all of its Subcommittees for the duration of the Leave; voting rights shall resume immediately upon the  
340 person returning from Leave.

341 The length of a Leave of Absence shall be specified in advance by the Voting Member requesting it and  
342 shall not exceed 45 days. A Leave of Absence shall begin no earlier than seven days after the date upon  
343 which the request was delivered to the Chair of the TC and shall end on the date specified, or at the  
344 beginning of the first TC meeting or Subcommittee meeting attended after the Leave begins, or upon  
345 transmittal of the first mail ballot returned after the Leave begins, whichever comes first. Time allocated for  
346 a Leave of Absence but not used due to early resumption of participation cannot be carried over into  
347 another Leave.

## 348 **2.7 TC Chairs**

349 Each TC must have a Chair. Only Members and Voting Members of the TC are eligible to be Chair or co-  
350 Chair. The TC Chair is initially elected at the first meeting. The Chair is elected by Full Majority Vote of  
351 the TC. If the TC does not have a Chair then all TC activities, with the exception of the selection of a new  
352 Chair, are suspended; if the TC does not have a Chair for 120 days, the TC Administrator must close the  
353 TC.

354 The responsibilities of Chair of a TC may be discharged by no more than two co-Chairs. In the event that  
355 the Chair position is so shared each co-Chair is equally responsible for the Chair duties and responsibilities.  
356 Throughout this TC Process, whenever a notification to the TC Chair is required this must be made to both  
357 co-Chairs.

358 A TC Chair may be removed by action of the Board of Directors or by a Special Majority Vote of the TC.  
359 In the event that a TC has co-Chairs each may be removed individually or both may be removed by a single  
360 action.



361 A vacancy in chairing a TC shall be deemed to exist when (i) the Chair or one or both co-Chairs has been  
362 removed, (ii) the Chair or one or both co-Chairs has resigned the position, or (iii) the Chair or one or both  
363 co-Chairs ceases to be a Member of the TC. Vacancies in chairing a TC shall be filled by election from the  
364 TC Members; the TC may elect at any time by vote to elect a co-Chair, if only one Chair is seated, or to  
365 leave a second seat vacant. Any TC chair or co-chair election shall be by Full Majority Vote of the TC,  
366 with each winning candidate having received a full majority vote regardless of the number of candidates.

367 The same provisions regarding Leaves of Absence shall apply to the Chair or co-Chair of a TC as to the  
368 other TC Members, and additionally the Chair must notify both the OASIS TC Administrator and the TC at  
369 least 30 days prior to any non-emergency Leave of Absence.

## 370 **2.8 TC Visibility**

371 The official copies of all resources of the TC and its associated Subcommittees, including web pages,  
372 documents, email lists and any other records of discussions, must be located only on facilities designated  
373 by OASIS. TCs and SCs may not conduct official business or technical discussions, store documents, or  
374 host web pages on servers or systems not designated by OASIS. All web pages, documents, ballot results  
375 and email archives of all TCs and SCs shall be publicly visible.

376 Mail Lists: Each TC shall be provided upon formation with a general discussion email list and a means to  
377 collect public comments. Subscription to the general email list shall be required for Members, Voting  
378 Members, Persistent Non-Voting Members and Observers of the TC.

379 The minutes of each TC meeting and a record of all decisions shall be posted to that TC's general email list.  
380 All official communications and discussions of the TC must take place on the email list. All TC email lists  
381 shall be archived for the duration of the corporation, and all TC email archives shall be publicly visible.

382 The purpose of the TC's public comment facility is to receive comments from the public and is not for  
383 public discussion. Comments shall be publicly archived, and shall be forwarded to one or more Members of  
384 the TC including the TC Chair. TCs shall not be required to respond to comments. Comments to the TC  
385 made by Members of the TC must be made via the TC general email list, and comments made by non-TC  
386 members, including from the public, must be made via the TC's comment facility. Comments shall not be  
387 accepted via any other means.

388 Web Pages: The OASIS TC Administrator shall provide the TC with a publicly accessible web page. The  
389 TC must keep the following information current on the TC web page: the TC name and Charter; standing  
390 rules and other adopted procedures; meeting schedule; anticipated deliverables and delivery dates; list of  
391 TC Members; the name and email address of the TC Chair or co-Chairs as well as other positions such as  
392 secretary, editor, etc. that may exist; list of Subcommittees, their deliverables, and members; links to a  
393 repository of the draft and completed TC documents with identification of the latest versions of the TC's  
394 Work Products; and a link to the IPR declarations for that TC.

395 Announcements: The OASIS TC Administrator shall create a publicly archived list for announcements  
396 from the OASIS TC Administrator regarding TCs. Any Eligible Person shall be able to subscribe to this  
397 list. Every important change in TC status shall be posted to the announcement list; such changes shall  
398 include but not be limited to the following: TC formation; TC Charter revision; start of Public Review;  
399 approval of Committee Specifications and Committee Notes; submission of a Committee Specification as a  
400 Candidate OASIS Standard; approval or rejection of a proposed OASIS Standard; and closure of a TC.

## 401 **2.9 TC Procedure**

402 The operation of TCs shall be governed by *Robert's Rules of Order Newly Revised*, insofar as such rules are  
403 not inconsistent with or in conflict with this TC Process, the [OASIS IPR Policy](#), the [OASIS Bylaws](#), other

404 Board-approved policies, or with provisions of law. The duration of a TC shall be considered a single  
405 session. Formal actions of TCs shall be governed by the same rules regardless of the language in which the  
406 work is taking place.

407 Standing rules may be adopted, amended, or rescinded by Full Majority Vote of the TC. The TC may not  
408 adopt standing rules or other Resolutions related to IPR, quorum requirements, membership, voting,  
409 participation, or that otherwise conflict with or supersede any OASIS Board-approved policy. Standing  
410 rules, and any amendments to them, must be communicated to the TC Administrator, who may rescind  
411 them if they are in conflict with OASIS policy, and, in order to be enforceable, must be posted on the TC's  
412 web page.

### 413 **2.10 TC Meetings**

414 TC meetings must be properly called and scheduled in advance using the OASIS collaborative tools.  
415 Meetings scheduled or conducted in such a manner as to exclude the participation of any Member is subject  
416 to appeal. Meetings may be conducted face-to-face or via telephone conference or other electronic media  
417 that allow participation of all Members of the TC. In order to enable the openness of TC proceedings,  
418 meetings should be scheduled and conducted so as to permit the presence of as many TC Observers as is  
419 logistically feasible. Meeting minutes must be recorded and posted to the TC's general email list and  
420 referenced on the TC web page.

421 Without a Quorum present discussions may take place but no business may be conducted; those present  
422 may act as a "Committee of the Whole" as defined in *Robert's Rules of Order Newly Revised*, and make a  
423 report to the entire TC. Attendance must be recorded in the meeting minutes. Meetings without Quorum  
424 shall still count towards attendance for purposes of Members gaining, maintaining, or losing voting rights.

### 425 **2.11 TC Charter Clarification**

426 A TC may clarify its Charter only for the purpose of removing ambiguity or for narrowing the scope of the  
427 topic defined by the Charter. The TC may not broaden or otherwise change its scope of the topic of work.  
428 The list of deliverables may be expanded only if the new deliverables are within the scope of the topic.

429 Approval for clarification shall require a Special Majority Vote of the TC. The clarification of the Charter  
430 may occur no earlier than the first meeting of the TC. The TC Chair shall notify the TC Administrator that  
431 a motion has been made to clarify the Charter, and the TC Administrator shall set up and conduct the ballot.

432 The TC Administrator may prevent the proposed clarification from coming to vote if it is not in  
433 conformance with OASIS policies. The TC Administrator must within 15 days either open the ballot or  
434 reply to the TC with the reason why the change cannot be voted upon. The clarified Charter shall not take  
435 effect until approved and announced by the TC Administrator. The TC Administrator shall publicize  
436 approved changes as specified in [Section 2.8](#) and any revisable publicly visible description (e.g., web page)  
437 promulgated by the TC shall be updated to reflect such changes.

### 438 **2.12 TC Rechartering**

439 In order to expand the scope of a TC, it must be rechartered. The TC shall retain the same name, all email  
440 lists and archives, web pages, etc. Contributions made to the TC under the prior charter must be  
441 recontributed to be used under the revised charter.

442 Rechartering shall not change the TC name nor the IPR Mode of the TC. If a different name or IPR Mode  
443 is desired then a new TC (with a unique name) must be formed and the normal rules for creating a new TC  
444 apply (see [section 2.2](#)).

445 A proposal to recharter the TC must be made by Resolution and submitted to the TC Administrator. The  
446 proposal shall follow the rules for a proposal to form a new TC as specified in [section 2.2](#) excluding items  
447 2(d) and 2(e).

448 The TC Administrator shall reply to the proposers within 15 days, and if the proposal is complete shall  
449 schedule a ballot. Approval for rechartering shall require a Special Majority Vote of the TC being  
450 rechartered.

451 Once the ballot has been approved, the following steps shall be taken:

- 452 1. Within five days of approval, the TC Administrator shall announce the rechartering to the OASIS  
453 Membership with a Call for Participation (including instructions for how and when to join the the  
454 newly rechartered TC) and an announcement of the first meeting in the same manner as for a new  
455 TC.
- 456 2. The TC may continue work until seven days before the first meeting under the new charter. Seven  
457 days before the first meeting, all work of the TC shall stop and the TC Administrator shall send an  
458 email to the TC mailing list describing the procedure for re-joining the TC and remove all  
459 Members and TC officers from the TC roster.
- 460 3. OASIS members wishing to (re)join the TC shall follow the normal procedures for joining a new  
461 TC. In the event that a member is not able to join in the seven day period before the first meeting,  
462 because of lack of online access, the member's primary representative may ask the TC  
463 Administrator to add the member to the TC.

464 The same rules and procedures regarding the First Meeting of a TC specified under [section 2.3](#) also apply  
465 for the first meeting of the rechartered TC, except as superseded in this section.

466 The time period for determining Members' Participation Obligation shall restart at the first meeting of the  
467 TC under the revised charter.

## 468 **2.13 TC Voting**

469 TC votes require a Simple Majority Vote to pass, except as noted elsewhere in this Process. All TC ballots  
470 requiring a Special Majority Vote for approval must be conducted by the TC Administrator; the TC Chair  
471 shall notify the TC Administrator that a motion has been made which requires a Special Majority Vote, and  
472 the TC Administrator shall set up and conduct the ballot.

473 Eligibility: A Member of a TC must have voting rights to make or second a motion, and must have voting  
474 rights at the time a ballot is opened in order to vote on that ballot. Every Voting Member of a TC has a  
475 single vote. Organizations do not vote in TCs. Proxies shall not be allowed in TC voting.

476 Electronic Voting: TCs may conduct electronic ballots, either by using the TC's general mail list or the  
477 publicly archived electronic voting functionality provided by OASIS. The minimum period allowed for  
478 electronic voting shall be seven days; the TC may specify a longer voting period for a particular electronic  
479 ballot. Any Work Product Ballot conducted as an electronic ballot must permit each voter to choose "yes",  
480 "no" or "abstain." Eligible voters may change their vote up until the end of the voting period.

481 A motion opening an electronic ballot must be made in a TC meeting or on the TC's general email list.  
482 Motions made on the TC's email list must also be seconded and discussed on that list.

## 483 **2.14 TC Subcommittees**

484 The TC may by Resolution create a Subcommittee (SC). The Resolution must be minuted, and must  
485 include the name, statement of purpose, list of deliverables, and name of the Chair of the SC. All of these  
486 items must fall within the Charter of the TC and conform to OASIS policy.

487 The deliverables of the SC are made only to the TC. Members of the SC must first be Members of the TC.  
488 Observers of a TC may be Observers of a SC, but may not become SC members without first becoming a  
489 Member of the TC. An SC member may resign from the SC and remain a Member of the TC.

490 The TC may close a Subcommittee (SC) by Resolution. The Resolution must be minuted, and must include  
491 the name of the Subcommittee.

## 492 **2.15 Closing a TC**

493 A TC may be closed by Full Majority Vote of the TC, by Resolution of the OASIS Board of Directors, or  
494 by the OASIS TC Administrator.

495 The TC Administrator must close a TC that has completed the deliverables listed in its Charter if the TC  
496 does not add new deliverables or that fails to elect a Chair for the period provided in [Section 2.7](#).

497 The TC Administrator may close a TC that fails to conduct at least one Quorate Meeting or conduct any  
498 Work Product Ballots during any six month period; whose membership falls below the Minimum  
499 Membership; which has not completed its deliverables within the schedule listed in its Charter; or which  
500 has failed to show progress towards achieving its purpose as defined by its Charter.

## 501 **2.16 Maintenance Activity of OASIS Standards Final Deliverables**

502 (1) Only one TC at a time may perform a Maintenance Activity on an OASIS Standards Final Deliverable.

503 (2) Maintenance Activity on an OASIS Standards Final Deliverable is always within the scope of the TC  
504 that created the deliverable, whether or not the TC's Charter explicitly references it.

505 (3) Maintenance Activity on an OASIS Standards Final Deliverable may be done by a TC other than the  
506 TC that originated the deliverable, if: (a) the name of the OASIS Standards Final Deliverable to be  
507 maintained is listed as a deliverable in its Charter, and (b) if the originating TC is not closed, it has  
508 consented to the Maintenance Activity by a Special Majority Vote.

## 509 **2.17 Intellectual Property Rights Procedures**

510 The TC shall operate in accordance with the [OASIS Intellectual Property Rights \(IPR\) Policy](#).

511 Notices of Disclosed Claims, as defined in and required by the OASIS IPR Policy, shall be made by  
512 sending an email message to the TC Administrator, who shall post the disclosure on the TC's web page and  
513 notify the TC via the TC general email list. The TC shall make no formal decision with regard to the  
514 applicability or validity of an IPR disclosure.

515 Contributions, as defined in the OASIS IPR Policy, shall be made by sending to the TC's general email list  
516 either the contribution, or a notice that the contribution has been delivered to the TC's document repository;  
517 a URL or other reference to the document is not sufficient. Written contributions must be converted to  
518 electronic format and delivered to the TC's general email list or document repository. The TC is not  
519 required to acknowledge or use any Contribution.

## 520 **2.18 Work Product Quality**

521 (1) General. All documents and other files produced by the TC, including Work Products at any level of  
522 approval, must use the OASIS file naming scheme, and must include the OASIS copyright notice. All  
523 document files must be written using the OASIS document authoring templates, which shall be maintained  
524 and made available by the TC Administrator. The name of any Work Product may not include any  
525 trademarks or service marks not owned by OASIS.

526 (2) Acknowledgements. Any Work Product that is approved by the TC at any level must include a list of  
527 people who participated in the development of the Work Product. This list shall be initially compiled by the  
528 Chair, and any Member of the TC may add or remove their names from the list by request.

529 (3) References. A Work Product that is approved by the TC at any level must clearly indicate whether each  
530 reference in the Work Product to a document or artifact is a Normative Reference.

531 (4) File Formats. Editable formats of all versions of TC documents must be delivered to the TC's document  
532 repository. Working Drafts may be in any format (i.e. produced by any application). All approved versions  
533 of OASIS Deliverables must be delivered to the TC's document repository in the (1) editable source, (2)  
534 HTML or XHTML, and (3) PDF formats; and the TC must explicitly designate one of those delivered  
535 formats as the authoritative document. Any links referenced by the TC shall be to the HTML, XHTML  
536 and/or PDF formats stored using repositories and domain names owned by OASIS and as approved by the  
537 TC Administrator.

538 (5) Multi-Part Work Products. A Work Product may be composed of any number of files of different types,  
539 though any such multi-part Work Product must have a single Work Product name and version number.  
540 Irrespective of the number and status of the constituent parts, the Work Product as a whole must be  
541 approved by a single Work Product Ballot.

542 (6) Allowed changes. Any change made to a Work Product requires a new version or revision number,  
543 except for changes made to (a) the approval status, (b) the date, (c) the URIs of the Work Product as  
544 appropriate, (d) the running header/footer, (e) updates to the file names of all Work Product files and any  
545 references between them, (f) any approved Designated Cross-Reference Changes, or (g) when a Committee  
546 Specification is approved as an OASIS Standard, and prior to its publication, any references to a  
547 Committee Specification may be updated if the referenced Committee Specification has subsequently been  
548 approved and published as an OASIS Standard. All of 6(a-g) must be made after the approval of the Work  
549 Product as a Committee Specification Draft, Committee Note, Committee Specification, Candidate OASIS  
550 Standard, or OASIS Standard and before its official publication by TC Administration.

551 (7) Computer Language Definitions. All normative computer language definitions that are part of the Work  
552 Product, such as XML instances, schemas and Java(TM) code, including fragments of such, must be well  
553 formed and valid.

554 (7a) For Standards Track Work Products:

- 555 • All normative computer language definitions must be provided in separate plain  
556 text files;
- 557 • Each text file must be referenced from the Work Product; and
- 558 • Where any definition in these separate files disagrees with the definition found  
559 in the specification, the definition in the separate file prevails.

560 (7b) For Non-Standards Track Work Products:

- 561 • All computer language definitions should be provided in separate plain text  
562 files; and
- 563 • Each text file should be referenced from the Work Product.

564 (8) Conformance Clauses.

565 (8a) For Standards Track Work Products:

566 A specification that is approved by the TC at the Committee Specification Public Review  
567 Draft, Committee Specification or OASIS Standard level must include a separate section,  
568 listing a set of numbered conformance clauses, to which any implementation of the  
569 specification must adhere in order to claim conformance to the specification (or any  
570 optional portion thereof).

571 (8b) For Non-Standards Track Work Products:

572 None required.

573 (9) Restrictions and Disclaimers.

574 Every Work Product must clearly indicate on the cover page whether it is a Standards Track Work Product  
575 or Non-Standards Track Work Product. The cover page of a Non-Standards Track Work Product must  
576 clearly and conspicuously state that the patent provisions of the IPR Policy do not apply to that Non-  
577 Standards Track Work Product.

578 Standards Track Work Products and Non-Standards Track Work Products must have clearly  
579 distinguishable templates and styling.

580 Documents which use formats that support headers and footers should indicate on every page whether the  
581 document is a Standards Track Work Product or Non-Standards Track Work Product. In these cases, every  
582 Non-Standards Track Work Product must also have a brief statement on every page that the patent  
583 provisions of the IPR Policy do not apply.

584 Non-Standards Track Work Products must not contain language that would otherwise fall within the  
585 definition of Normative Portion (were they subject to its provisions).

## 586 **2.19 Designated Cross-Reference Changes**

587 A TC wishing to update the Normative References or non-Normative References in the Normative  
588 References or Non-Normative References section in one of its OASIS Work Products to reflect the  
589 outcome of a pending status change in another OASIS Work Product may do so, by adopting a "Designated  
590 Cross-Reference Change" as part of its Work Product Approval Motion, which must include: (a) a list  
591 designating each of the other OASIS Work Products (including version number) that are referenced by that  
592 Work Product and whose cross-references should conditionally be updated; (b) a reference to this [Section](#)  
593 [2.19](#); and (c) an acknowledgement that approval and publication of the Work Product may be delayed by  
594 the Designated Cross-Reference Changes.

595 Designated Cross-Reference Changes may only be made on Work Product Approval Motions for  
596 Committee Specification Drafts, Public Review Drafts, Committee Specifications, and Candidate OASIS  
597 Standards. Designated Cross-Reference Changes may only be made for Work Products with the following  
598 pending status changes:

- 599 • Working Drafts to be approved as Committee Specification Drafts and/or
- 600 • Committee Specification Drafts to be approved as Public Review Drafts and/or
- 601 • Committee Specification Drafts or Public Review Drafts being approved as Committee
- 602 Specifications and/or
- 603 • Committee Specifications being approved as Candidate OASIS Standards and/or

604 • Candidate OASIS Standards being approved as OASIS Standards.

605 Designated Cross-Reference Changes may not be made to any OASIS Work Product changing its version  
606 or revision number nor to any non-OASIS standard or publication.

607 The text of a proposed Designated Cross-Reference Change to a Work Product shall only include for each  
608 cross-referenced Work Product:

- 609 • the current name, version and revision number;
- 610 • the current URI;
- 611 • the expected approval status; and
- 612 • the expected approval date of the cross-referenced Work Product.

613 The effectiveness of a proposed Designated Cross-Reference Change in a Work Product is conditioned on  
614 the resolution of the expected approval action for each cross-referenced Work Product. Therefore, if a  
615 Work Product Approval Motion includes proposed Designated Cross-Reference Changes, the effectiveness  
616 of the subject Work Product's approval will be delayed until the resolution of all other cross-referenced  
617 Work Product approval actions. The TC Administrator will withhold announcement and certification of the  
618 Work Product itself until all such cross-referenced resolutions are complete.

619 If the Work Product Approval Motion (which includes Designated Cross-Reference Changes) passes, then,  
620 when the last cross-referenced approval is resolved, the final approved version will be published with all of  
621 its conditional descriptions of the cross-referenced Work Products updated to reflect their correct status at  
622 that time.

## 623 **2.20 Commercial Terms and Conditions**

624 Provisions involving business relations between buyer and seller such as guarantees, warranties, and other  
625 commercial terms and conditions shall not be included in an OASIS Standard. The appearance that a  
626 standard endorses any particular products, services or companies must be avoided. Therefore, it generally is  
627 not acceptable to include manufacturer lists, service provider lists, or similar material in the text of a  
628 standard or in an annex (or the equivalent). Where a sole source exists for essential equipment, materials or  
629 services necessary to comply with or to determine compliance with the standard, it is permissible to supply  
630 the name and address of the source in a footnote or informative annex as long as the words "or the  
631 equivalent" are added to the reference. In connection with standards that relate to the determination of  
632 whether products or services conform to one or more standards, the process or criteria for determining  
633 conformity can be standardized as long as the description of the process or criteria is limited to technical  
634 and engineering concerns and does not include what would otherwise be a commercial term.

# 635 **Section 3. Approval Process**

## 636 **3.0 Introduction**

637 Aside from approving Administrative Documents, the only document approvals a TC may validly perform  
638 are described in this Section.

639 Standards Track Work Products progress as follows:

- 640 1. Committee Specification Draft,
- 641 2. Committee Specification Public Review Draft,
- 642 3. Committee Specification,
- 643 4. Candidate OASIS Standard,

- 644 5. OASIS Standard,
- 645 6. Approved Errata.

646 Each of the progressions above must begin with step 1, and no step may be skipped. However a TC is not  
647 required to progress a Work Product from one step to the next.

648 Non-Standards Track Work Products may directly be approved as Committee Notes by the Technical  
649 Committees via a Full Majority vote.

650 Public reviews are optional for Committee Notes. If a TC wishes to conduct public reviews before  
651 approving a Committee Note, the same procedures for approving a Committee Specification (as outlined in  
652 section 3.1, section 3.2 and section 3.3) and a similar terminology used for the intermediate drafts of the  
653 Committee Specifications (i.e. Committee Note Draft and Committee Note Public Review Draft) must be  
654 followed.

655 Note that a Committee Note is never progressed as an OASIS standard.

656 After approving a Committee Note, a Technical Committee may notify the TC Administrator for publishing  
657 the Committee Note to the OASIS Library and announcing its publication to the OASIS membership.

### 658 **3.1 Approval of a Committee Draft**

659 The TC may at any stage during development of a Work Product approve a Working Draft as a Committee  
660 Specification Draft. Approval of these drafts shall require a Full Majority Vote of the TC. The TC may  
661 approve a Working Draft, revise it, and re-approve it any number of times as a Committee Specification  
662 Draft

### 663 **3.2 Public Review of a Committee Draft**

664 Before the TC can approve a Committee Specification Draft as a Committee Specification, the TC must  
665 conduct a public review of the work. The decision by the TC to submit the draft for public review requires  
666 a Full Majority Vote, and must be accompanied by a recommendation from the TC of external stakeholders  
667 who should be notified of the review. The draft approved to go to review shall be called a Committee  
668 Specification Public Review Draft. The public review must be announced by the TC Administrator to the  
669 OASIS Membership list and optionally on other public mail lists; the TC Administrator shall at the same  
670 time issue a call for IPR disclosure for Committee Specification Public Review Drafts.

671 Comments from non-TC Members must be collected via the TC's archived public comment facility;  
672 comments made through any other means (unless made by a TC Member via the TC email list) shall not be  
673 accepted. The TC must acknowledge the receipt of each comment, track the comments received, and post  
674 to its primary e-mail list its disposition of each comment at the end of the review period.

675 No changes may be made to the public review draft during a review. If the TC decides by Full Majority  
676 Vote that changes are required, the draft shall be withdrawn from review after the Chair informs the TC  
677 Administrator, and then subsequently resubmitted by the TC for a new Public Review cycle of the same  
678 type, either initial or subsequent.

679 The TC may conduct any number of review cycles (e.g. approval to send a Committee Specification Draft  
680 to public review, collecting comments, making edits to the Committee Specification Draft, etc.). The initial  
681 public review of a public review draft must take place for a minimum of 30 days, and any subsequent  
682 reviews must be held for a minimum of 15 days. Changes made to a committee draft after a review must be  
683 clearly identified in any subsequent review, and the subsequent review shall be limited in scope to changes



684 made in the previous review. Before starting another review cycle the revisions must be re-approved as a  
685 Committee Specification Draft and then approved to go to public review by the TC.

686 If any changes that are not Non-Material are made to the draft after the public review, whether as a result of  
687 public review comments or from TC Member input, then the TC must conduct another review cycle. The  
688 draft may not be considered for approval by the TC as a Committee Specification until it has undergone a  
689 review cycle during which it has received no comments that result in any changes that are not Non-  
690 Material.

691 If only Non-Material Changes are made to the draft after the public review, whether as a result of public  
692 review comments or from TC Member input, then the TC may proceed with the approval as a Committee  
693 Specification in accordance with [Section 3.3](#) without conducting another public review cycle.

### 694 **3.3 Approval of a Committee Specification**

695 After the public review, the TC may approve the Committee Specification Draft as a Committee  
696 Specification If any comments have been received during the most recent Public Review period, that vote  
697 may not commence any earlier than 7 days after the last day of that Public Review. The approval of a  
698 Committee Specification shall require a Special Majority Vote. The TC Chair shall notify the TC  
699 Administrator that the TC has resolved to request a Special Majority Vote for the advancement of the draft  
700 as a Committee Specification and provide to the TC Administrator the URI for the meeting minutes which  
701 record the TC's resolution, including the location of the editable versions of the files and any other ballot  
702 details (for example, Designated Cross-Reference Change motions). The TC Administrator shall set up and  
703 conduct the ballot to approve the Committee Specification

704 If Non-Material Changes have been made to the draft since its last public review then the TC must provide  
705 an acceptable summary that is clear and comprehensible of the changes made since the last public review  
706 and a statement that the changes are all Non-Material to TC Administration. TC Administration shall  
707 announce the opening of the ballot to approve the draft to the OASIS Membership and optionally on other  
708 public mail lists along with the summary of changes and the TC's statement. If any Eligible Person objects  
709 that the changes are not Non-Material before the ballot closes, TC Administration shall halt the ballot and  
710 require the TC to submit the draft for another public review cycle. If such objection is made after the ballot  
711 has closed, TC Administration shall reject it and the results of the ballot shall stand.

### 712 **3.4 Approval of an OASIS Standard**

713 Approval of an OASIS Standard is a multi-step process:

- 714 1. Submission of a Candidate OASIS Standard to the TC Administrator,
- 715 2. Completion of a public review lasting a minimum of 60 days, and
- 716 3. A membership-wide ballot.
- 717 4. A potential single, second membership-wide ballot to address negative comments.

#### 718 **3.4.1 Submission of a Candidate OASIS Standard**

719 After the approval of a Committee Specification, and after three Statements of Use referencing the  
720 Committee Specification have been presented to the TC, a TC may resolve by Special Majority Vote to  
721 submit the Committee Specification as a Candidate OASIS Standard. At least one of the Statements of Use  
722 must come from an OASIS Organizational Member. The TC may decide to withdraw the submission, by  
723 Special Majority Vote, at any time until the final approval. Upon Resolution of the TC to submit the  
724 specification, its Chair shall submit the following items to the TC Administrator:

- 725 (a) Links to the Candidate OASIS Standard in the TC's document repository, and any appropriate  
726 supplemental documentation, all of which must be written using the OASIS templates in effect at the time  
727 of the Committee Specification approval vote. The specification must not have been changed between its  
728 approval as a Committee Specification and its submission to OASIS for consideration as an OASIS  
729 Standard, except for the changes allowed in [Section 2.18\(6\)](#).
- 730 (b) The editable version of all files that are part of the Candidate OASIS Standard;
- 731 (c) Certification by the TC that all schema and XML instances included in the specification, whether by  
732 inclusion or reference, including fragments of such, are well formed, and that all expressions are valid;
- 733 (d) A clear English-language summary of the specification;
- 734 (e) A statement regarding the relationship of this specification to similar work of other OASIS TCs or other  
735 standards developing organizations;
- 736 (f) The Statements of Use presented above;
- 737 (g) The beginning and ending dates of the public review(s), a pointer to the announcement of the public  
738 review(s), and a pointer to an account of each of the comments/issues raised during the public review  
739 period(s), along with its resolution;
- 740 (h) An account of and results of the voting to approve the specification as a Candidate OASIS Standard,  
741 including the date of the ballot and a pointer to the ballot;
- 742 (i) An account of or pointer to votes and comments received in any earlier attempts to standardize  
743 substantially the same specification, together with the originating TC's response to each comment;
- 744 (j) A pointer to the publicly visible comments archive for the originating TC; and
- 745 (k) The length of the Candidate OASIS Standard public review, if greater than the required 60 days.
- 746 The TC Administrator shall complete administrative processing and checking for completeness and  
747 correctness of the submission within 15 days. If the submission is incomplete it shall be rejected but may be  
748 resubmitted at a later time.
- 749 No part of the submission may be changed or altered in any way after being submitted to the TC  
750 Administrator, including by Errata or corrigenda. Errata, corrigenda or other changes to an OASIS Standard  
751 are not permitted after its submission for OASIS Standard approval, except that changes which address  
752 comments associated with negative votes on an OASIS Standard may be allowed as described in section  
753 3.4.4 below.

#### 754 **3.4.2 Public Review of a Candidate OASIS Standard**

755 A public review of the Candidate OASIS Standard shall be announced by the TC Administrator to the  
756 OASIS Membership list and optionally on other public mail lists.

757 Comments from non-TC Members must be collected via the TC's archived public comment facility;  
758 comments made through any other means (unless made by a TC Member via the TC email list) shall not be  
759 accepted. The TC must acknowledge the receipt of each comment, track the comments received, and post  
760 to its primary e-mail list the disposition of each comment at the end of the review period.

761 No changes may be made to the Candidate OASIS Standard during a review. If the TC decides by Full  
762 Majority Vote that changes are needed, then the specification must be withdrawn from review after the  
763 Chair informs the TC Administrator.

764 Upon completion of the public review, the Chair must notify the TC Administrator of the results.

- 765 • If no comments were received, the TC Administrator must start the ballot for OASIS Standard  
766 approval within 7 days of notification.
- 767 • If comments were received, but no changes are to be made to the Candidate OASIS Standard, the  
768 Chair will request that the TC Administrator start a Special Majority Ballot for the TC to approve  
769 continuing with the OASIS Standard ballot. The TC Administrator will begin said ballot within 7  
770 days of receipt. Upon successful completion of that ballot, the TC Administrator will, within 7  
771 days, begin the ballot for OASIS Standard approval.
- 772 • **If comments were received and only Non-Material Changes are to be made to the Candidate**  
773 **OASIS Standard, the editor(s) will prepare a revised Candidate OASIS Standard. Changes**  
774 **may only be made to address the comments. The TC must provide an acceptable summary**  
775 **that is clear and comprehensible of the changes made and a statement that the TC judges the**  
776 **changes to be Non-Material to TC Administration and request a Special Majority Vote to**  
777 **proceed with the membership vote. TC Administration shall hold the Special Majority Vote**  
778 **and announce it to the OASIS membership and optionally on other public mail lists along**  
779 **with the summary of changes and the TC's statement. If any Eligible Person objects that the**  
780 **changes are not Non-Material before the ballot closes, TC Administration shall halt the**  
781 **ballot and require the TC to either proceed with a new 60 day Public Review or withdraw**  
782 **the Candidate OASIS Standard. If such objection is made after the ballot has closed, TC**  
783 **Administration shall reject it and the results of the ballot shall stand. If the Special Majority**  
784 **Vote passes, the TC Administrator must start the ballot for OASIS Standard approval**  
785 **within 7 days of notification.**
- 786 • If comments were received ~~that result in a modification to~~ **and Substantive Changes are to be**  
787 **made to** the Candidate OASIS Standard, the editor(s) will prepare a revised specification to be  
788 approved as a Committee Specification Draft by the TC and proceed with a subsequent Public  
789 Review as noted in [Section 3.2](#). Before resubmission the specification must be approved as a  
790 Committee Specification.

### 791 3.4.3 Initial Balloting for OASIS Standard approval

792 In votes upon Candidate OASIS Standards, each OASIS Organizational Member at the time the ballot is  
793 issued shall be entitled to cast one vote. Votes shall be cast via the publicly archived electronic voting  
794 facility supplied by OASIS. A ballot announcement will be sent to each member entitled to vote and shall  
795 specify the ballot closing date and time. Ballots shall be publicly visible during voting. Eligible voters may  
796 change their vote up until the end of the 14-day voting period. The results of a vote on a proposed standard  
797 shall be provided to the membership and to the TC no later than seven days following the close of the  
798 voting period.

799 If at the end of the voting period:

- 800 1. if at least 15 percent of the voting OASIS Membership has voted to approve the proposed  
801 standard, and if no votes have been cast to disapprove the proposed standard, it shall become an  
802 OASIS Standard immediately following the end of the voting period; or
- 803 2. if negative votes have been cast amounting to 25 percent or more of the votes cast, or if less than  
804 15 percent of the voting OASIS Membership has cast positive votes to approve the proposed  
805 standard, the ballot is deemed to have failed and the submission fails; or
- 806 3. if negative votes are cast amounting to less than 25 percent of the votes that have been cast, the TC  
807 shall be notified of the negative votes, after which the TC shall have 30 days to take one of the  
808 following actions by Resolution of a Special Majority Vote: (a) request the TC Administrator to

809 approve the specification as submitted despite the negative votes; (b) withdraw the submission  
810 entirely; or (c) provide a submission amended to address negative votes as noted in section 3.4.4  
811 below. If the originating TC upon notification of negative votes takes no formal action within the  
812 30 days allocated for consideration of the results, then the specification shall not become an  
813 OASIS Standard.

814 Failure of a ballot for any reason shall not prevent a later version of the same specification from being  
815 submitted again as specified in this section 3.4.

#### 816 **3.4.4 Subsequent Ballot for OASIS Standard approval**

817 An amended submission of a Candidate OASIS Standard may only be made once. There is no public  
818 review associated with this amended submission.

819 The TC shall have 30 days in which to approve the amended submission by Special Majority Vote and  
820 submit the amended Candidate OASIS Standard as specified in 3.4.1 above. The amended submission must  
821 be accompanied by an explanatory report listing all changes (and their rationale) made to the submission  
822 since the previous Candidate OASIS Submission vote, and additionally include a resolution report showing  
823 the disposition of all comments received during that first vote.

824 At the end of the Candidate OASIS Standard vote on the amended submission:

- 825 1. if at least 15 percent of the voting OASIS Membership has voted to approve the proposed  
826 standard, and if no votes have been cast to disapprove the proposed standard, it shall become an  
827 OASIS Standard immediately following the end of the voting period; or
- 828 2. if negative votes have been cast amounting to 25 percent or more of the votes cast, or if less than  
829 15 percent of the voting OASIS Membership has cast positive votes to approve the proposed  
830 standard, the ballot is deemed to have failed and the submission fails; or
- 831 3. if the amended submission receives negative votes amounting to less than 25 percent of the votes  
832 that have been cast, the TC shall be notified of the negative votes, after which the TC shall have  
833 30 days to request, by Special Majority Vote, that the TC Administrator approve the specification  
834 as submitted despite the negative votes. If the TC, upon notification of negative votes, takes no  
835 formal action in this period to request approval, then the specification shall not become an OASIS  
836 Standard.

837 Failure of this subsequent ballot for any reason shall not prevent a later version of the same specification  
838 from being submitted again as specified in this section 3.4.

#### 839 **3.5 Approved Errata**

840 A TC may approve a set of Errata to an OASIS Standard which it developed as "Approved Errata" by:

- 841 (a) Adopting the set of proposed corrections as a Committee Specification Draft, in the form of a list of  
842 changes, and optionally accompanied by a copy of the original OASIS Standard text marked to incorporate  
843 the proposed changes.
- 844 (b) Confirming by Full Majority Vote that the proposed corrections do not constitute a Substantive Change.
- 845 (c) Submitting the proposed corrections for a 15-day public review, and completing that review, pursuant to  
846 [Section 3.2](#).
- 847 (d) After the public review, confirming the proposed corrections as Approved Errata by a Full Majority  
848 Vote.

849 Once approved, the Approved Errata shall be made available with the OASIS Standard it corrects, in any  
850 publication of that OASIS Standard. Disposition of Approved Errata must be identified in the subsequent  
851 Committee Specification Public Review Draft of the corrected OASIS Standard.

852 A TC may not adopt Approved Errata to an OASIS Standard more than once in any six-month period.

## 853 **Section 4. Board of Directors Involvement in the TC** 854 **Process**

### 855 **4.1 OASIS TC Administrator**

856 The "OASIS TC Administrator," as defined in [Section 1](#) of this TC Process, shall act as the Technical  
857 Committee Liaison to the Board for the purpose of keeping the Board apprised of activities related to the  
858 TC Process. The specific duties of the TC Liaison shall be specified by the Board in consultation with the  
859 TC Administrator but shall, at a minimum, provide for the submission to the Board of a notice when a  
860 proposal has been received for the creation of a new TC and when a TC submits a Committee Specification  
861 as a Candidate OASIS Standard. Such notice shall be delivered via email to the Board immediately upon  
862 the receipt of the submission by the TC Administrator. The TC Administrator shall also send a copy of  
863 proposals for the creation of new TCs to the Technical Advisory Board (TAB) for their comment.

864 Notwithstanding anything to the contrary contained in this TC Process, upon majority vote of the members  
865 of the Board at a meeting thereof duly called and constituted, the creation of a new TC may be prevented,  
866 or a proposed OASIS Standard may be withheld from voting by OASIS Membership; the proposal or the  
867 submission shall be returned to the proposers or the sponsoring TC for additional consideration, with an  
868 explanation of the reasons for such action.

869 The Board of Directors may amend this TC Process at any time and from time to time at its sole discretion.

### 870 **4.2 Appeals**

871 Any Eligible Person who believes that

- 872 • an action taken or not taken by or with respect to TCs, or
- 873 • an action taken or not taken by the TC Administrator,

874 is in violation of the procedures set forth in this TC Process or OASIS policies specified by the OASIS  
875 Board of Directors, may appeal such action or inaction.

876 Appellants shall file a complaint within 30 days of the action being appealed or at any time with respect to  
877 an inaction. The complaint shall state the nature of the objection(s), including any direct and material  
878 adverse effects upon the appellants; the section(s) of this TC Process or OASIS policies at issue; the actions  
879 or inactions at issue; and the specific remedial action(s) that would satisfy the appellants' concerns.  
880 Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

881 Appeals regarding actions or inactions of a TC must be made to the TC Administrator.

882 Appeals regarding actions or inactions of the TC Administrator must be made to the OASIS Board of  
883 Directors.

884 In the case of an appeal to the TC Administrator: within 15 days of receipt of the complaint, the TC  
885 Administrator shall provide a copy of the complaint to the TC; and within 30 days of such receipt, shall  
886 render a decision, with a copy to the TC.

887 In the case of an appeal to the OASIS Board of Directors: such appeal, in order to be valid, shall be sent to  
888 the board comment list ([oasis-board-comment@lists.oasis-open.org](mailto:oasis-board-comment@lists.oasis-open.org)) and the relevant TC(s). The Board  
889 shall hold a hearing (with the appellants invited) within 45 days of receipt of the appeal. The Board shall  
890 render its decision within 30 days. The decision of the Board shall be final.

891 The OASIS Board of Directors has the authority to effect such remedial action as may be necessary to  
892 remedy a complaint brought under this TC Process.

## 893 **Section 5. Application to Existing TCs**

894 This TC Process applies to previously established TCs upon its adoption.

## 895 **A. Revision History**

896 This revision history is provided for internal use only and will be removed from public editions of the TC  
897 Process document.

<b>Revision</b>	<b>Date</b>	<b>Editor</b>	<b>Changes Made</b>
WD01	2013-08-16	Chet Ensign	New master version created from Board approved V3.0.
WD02	2013-10-30	Chet Ensign	Revised section 3.4 to address comments received in a 60 day review that result in Non-Material Changes.
WD03	2013-12-05	Chet Ensign	Revised section 3.4 to modify proposed text per discussion in 12 November committee meeting.
CSD01	2014-02-19	Chet Ensign	Board Process Committee approved changes to section 3.4 in its meeting on 12/13/2013. This simply advances the document to committee approved status and ready for Board approval.

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