

OASIS OPEN TECHNICAL COMMITTEE PROCESS

revision approved by the OASIS Open Board of Directors, 27 August 2003; further revised 18 September 2003

Section 1. Definitions

- “Eligible Person” means one of a class of individuals that includes persons holding individual memberships in the corporation, employees or designees of organizational members of the corporation, and such other persons as may be designated by the OASIS Board of Directors.
- “Technical Committee” (“TC”) means a group of Eligible Persons formed and conducted according to the provisions of this TC Process.
- “Technical Committee Charter” (or “Charter”) is the items included in the proposal to form a TC, as defined in the section “TC Formation” and may be modified as described in the section “TC Charter Clarification”.
- “Technical Committee Member” (or “Member”) is an Eligible Person who has completed the requirements to join a TC as defined in the section “TC Membership” and who maintains his membership as described in the section “Termination of TC Membership”.
- “Technical Committee Observer” (or “Observer”) is an Eligible Person who has requested to subscribe to the TC email list and/or to participate in TC discussions as defined in the section “TC Participation”.
- “TC Convener” is an Eligible Person who serves in the role of organizing the first meeting of the TC, as defined in the section “First Meeting of a TC”.
- “Joint Committee” (“JC”) means a committee formed by joint proposal of a group of cooperating TCs, for the purpose of coordinating the technical work of those TCs.
- “OASIS TC Administration” means the persons appointed by the OASIS Board of Directors to represent OASIS in administrative matters relating to TCs.
- “Committee Draft” is a technical work approved by a Technical Committee as specified in Section 2 of this Process.
- “OASIS Standard” is a Committee Draft that has been submitted by a Technical Committee and reviewed and approved by OASIS membership as specified in Section 3 of this Process.
- “Public” and “publicly” mean all people, whether OASIS members or not.

45

46 **Section 2. Technical Committees**

47

48 **(a). TC Discussion Lists**

49

50 Any group of at least three Eligible Persons shall be authorized to begin a publicly
51 subscribable discussion list for the purpose of forming a TC by submitting to OASIS TC
52 Administration the following items:

53

54 1. The name of the discussion list, which shall not be the same as the name of the list in
55 which the TC itself will operate once formed;

56

57 2. A preliminary statement of scope for the TC that the list is intended to form;

58

59 3. The names, electronic mail addresses, and membership affiliations of the Eligible
60 Persons proposing to create the discussion list; and

61

62 4. The name of the discussion list leader.

63

64 No later than 15 days following the submission, OASIS TC Administration shall provide
65 these materials to the membership with a Call For Participation in a discussion list whose
66 purpose is to form the TC described in the application. Discussion of TC formation shall
67 begin on the list no sooner than seven days after the announcement. More than one TC
68 can be formed from a discussion list. A list established to discuss the formation of a TC
69 under provisions of this section shall automatically go out of existence 90 days after the
70 call for participation, together with its archive.

71

72 **(b). TC Formation**

73

74 Any group of at least three Eligible Persons shall be authorized to begin a TC by
75 submitting to OASIS TC Administration the following items, written in English and
76 provided in electronic form as plain text. No information other than these items may be
77 included in the proposal.

78

79 The charter of the TC, which includes only the following items

80

81 1. The name of the TC, such name not to have been previously used for an OASIS TC
82 and not to include any trademarks or service marks not owned by OASIS;

83

84 2. A statement of purpose, including a definition of the problem to be solved;

85

86 3. The scope of the work of the TC, which must be germane to the mission of OASIS,
87 and which includes a definition of what is and what is not the work of the TC, and

88 how it can be determined when the work of the TC has been completed. The scope
89 may reference a specific contribution of existing work as a starting point, but other
90 contributions may be made by TC members on or after the first meeting of the TC.
91 Such other contributions will be considered by the voting members of the TC on an
92 equal basis to improve the original starting point contribution.

- 94 4. A list of deliverables, with completion dates;
- 95
- 96 5. The anticipated audience or users of the work; and
- 97
- 98 6. The language in which the TC will conduct business;
- 99

100 Non-normative information regarding the startup of the TC, which includes

- 101
- 102 1. Identification of similar or applicable work that is being done in other OASIS TCs or
103 by other organizations, why there is a need for another effort in this area and how this
104 proposed TC will be different, and what level of liaison will be pursued with these
105 other organizations;
- 106
- 107 2. Optionally, a list of contributions of existing technical work that the proposers
108 anticipate will be made to this TC;
- 109
- 110 3. The date and time of the first meeting, whether it will be held in person or by phone,
111 and who will sponsor this first meeting;
- 112
- 113 4. The projected on-going meeting schedule for the year following the formation of the
114 TC, or until the projected date of the final deliverable, whichever comes first, and
115 who will be expected to sponsor these meetings;
- 116
- 117 5. The names, electronic mail addresses, and membership affiliations of at least three
118 Eligible Persons who support this proposal and are committed to the charter and
119 projected meeting schedule; and
- 120
- 121 6. The name of the TC convener, and the name of the proposed chair.
- 122

123 No later than 15 days following the submission, OASIS TC Administration shall either
124 provide these materials to the membership with a Call For Participation and an
125 announcement of a first meeting, or return the submission to its originators with an
126 explanation of its failure to meet the requirements set forth in this section.

128 **(c). First Meeting of a TC**

129

130 The first meeting of a TC shall occur no less than 30 days after the announcement of its
131 formation in the case of a telephone meeting and no less than 45 days after the
132 announcement of its formation in the case of a face-to-face meeting. Persons intending to
133 participate in the first meeting must register to attend no later than 15 days prior to the

134 event by notifying the person named as convener of the new TC of their intention to
135 attend the meeting, and must be eligible for TC participation at the time they register.
136 Every Eligible Person who has so registered and is present at the first meeting of a TC
137 shall be a voting member of the TC beginning with the first meeting. Persons who
138 register to attend the first meeting but do not attend must notify the TC chair after the
139 first meeting to start their probationary period to become a member of the TC, as
140 described in the section “TC Membership”.

141
142 If the Eligible Person is an employee of an OASIS member organization, the Primary
143 Representative of that organization will be notified by the convener before the first
144 meeting about the person’s registration for the TC.

145
146 The first meeting of a TC must occur at the place and time and in the manner described in
147 the announcement. Any initial meeting whose time or location is changed and any initial
148 phone meeting that fails to grant access to every Eligible Person previously registering a
149 desire to participate shall be subject to appeal as provided in the section “Appeals.”

150
151 At the first meeting the TC must elect a chair as the first order of business. Once the chair
152 is elected the role of convener ends.
153

154 **(d). TC Membership**

155
156 An Eligible Person shall become a Prospective Member of an existing TC by sending to
157 the chair of the TC via the electronic notification facility provided by OASIS notice of
158 his intention to become a Member of the TC; the chair shall notify the TC of this request
159 via the TC’s email list. If the Eligible Person is an employee of an OASIS member
160 organization, the Primary Representative of that organization will also be notified by the
161 chair about the person’s registration for the TC.

162
163 The Prospective Member will become a TC Member with voting rights immediately after
164 a probationary period, which starts when the Eligible Person notifies the chair of his
165 intent to join the TC, and lasts until the close of the third TC meeting held during the
166 period of prospective membership or until 60 days have elapsed following formal
167 application to join the TC, whichever comes first.

168
169 During the probationary period the Prospective Member must follow the same attendance
170 rules as a TC Member, as defined in the section “Termination of TC Membership”; if
171 attendance requirements are not met the Prospective Member will not become a Member
172 at the end of the probationary period and must re-apply for membership. The Prospective
173 Member may participate in TC discussions and post email messages to the TC list but
174 may not vote.

175
176 TC membership is per person, not per organization.

177
178 The transference of an Associate OASIS membership shall not automatically confer TC
179 membership upon the transferee.

180

181 **(e). TC Participation**

182

183 An Eligible Person shall become a Observer of an existing TC by sending to the chair of
184 the TC (or the convener, if before the first meeting), via the electronic notification facility
185 provided by OASIS, notice of his or her intention to become an Observer in the TC. An
186 Observer may participate in TC discussions and post email messages to the TC list, but
187 may not vote and does not need to maintain attendance. The Observer is not “on track” to
188 become a TC Member; to become a Member the person must comply with the
189 requirements as defined in the section “TC Membership”.

190

191 **(f). Termination of TC Membership**

192

193 Except as provided in the section of this article titled “Leaves of Absence,” membership
194 in an OASIS TC shall be terminated under the following conditions:

195

196 • A member shall be warned by mail from the chair of the TC upon his first failure to
197 be present during the roll call at the beginning of the meeting of two out of every
198 three successive meetings of the TC. Membership shall be terminated if the member
199 fails to be present during the roll call of the next meeting following transmittal of the
200 warning or if the member consistently fails to be present during the roll call of two of
201 every three meetings thereafter.

202

203 • A member shall be warned by mail from the chair of the TC upon failure to return
204 two out of three most recent successive mail ballots. Membership shall be terminated
205 if the member fails to return the next mail ballot following transmittal of the warning.

206

207 • A member shall be considered to have resigned from a TC upon receipt of
208 notification of resignation by mail from the member by the chair of the TC. The chair
209 shall forward this notice to the TC mail list.

210

211 • Persons who lose Eligible Person status for reasons including, but not limited to,
212 change of employment, shall have a further 15 days of TC membership in which to
213 request a leave of absence or re-establish eligibility. A member shall lose TC
214 membership on the 16th day after losing Eligible Person status or at the end of a leave
215 of absence requested as specified in the section titled “Leaves of Absence” if Eligible
216 Person status has not been re-established.

217

218 Termination of membership in an OASIS TC shall automatically end voting membership
219 in any subcommittee directly or indirectly created by that TC.

220

221 **(g). Leaves of Absence**

222

223 Every member of an OASIS TC shall be entitled to at least one leave of absence during
224 any one twelve month period. During a leave of absence, a member shall be exempt from
225 the participation criteria specified in the section of this TC Process titled “Termination of
226 TC Membership.” A first leave of absence during any one twelve month period shall be
227 obtained automatically upon application to the chair of the TC.
228

229 The chair must notify the TC of all Leaves of Absence via the TC’s email list.
230

231 A TC member who has already been granted a leave of absence during any twelve month
232 period may apply for a maximum of one additional leave of absence during the same
233 twelve month period, but a second leave of absence during any twelve month period shall
234 be granted only upon formal resolution of the TC.
235

236 A member of a TC who has been granted a leave of absence shall cease to be a member
237 of the TC and all of its subcommittees for the duration of the leave. However,
238 membership in the TC and membership in any still-existing subcommittee of the TC of
239 which the same person was a member at the beginning of the leave shall resume when the
240 leave ends.
241

242 The length of a leave of absence shall be specified in advance by the member requesting
243 it and shall not exceed 45 days. A leave of absence shall begin no earlier than seven days
244 after the date upon which the request was submitted to the chair of the TC and shall end
245 on the date specified, or at the beginning of the first TC meeting or subcommittee
246 meeting attended after the leave begins, or upon transmittal of the first mail ballot
247 returned after the leave begins, whichever comes first. Time allocated for a leave of
248 absence but not used due to early resumption of membership cannot be carried over into
249 another leave.
250

251 **(h). TC Chairs** 252

253 Each TC must have a chair. The TC chair is initially elected at the first meeting. The
254 chair is elected by majority vote of the TC membership. In the absence of a chair all TC
255 activities, with the exception of the selection of a new chair, are suspended.
256

257 The position of chair of a TC may be shared by no more than two co-chairs. In the event
258 that the chair position is so shared each co-chair is equally responsible for the chair duties
259 and responsibilities. Throughout this TC Process, whenever a notification to the TC chair
260 is required this must be made to both co-chairs.
261

262 A TC chair may be removed by action of the Board of Directors following an appeal as
263 specified in the section of this TC Process titled “Appeals” or by a vote of 2/3 of all the
264 members of the TC. In the event that a TC has co-chairs each may be removed
265 individually or both may be removed by a single action.
266

267 A vacancy in chairing a TC shall be deemed to exist when (i) the chair or one or both co-
268 chairs has been removed, (ii) the chair or one or both co-chairs has resigned the position,

269 or (iii) the chair or one or both co-chairs ceases to be a member of the TC. Vacancies in
270 chairing a TC shall be filled by election from the membership of the TC.

271
272 The same provisions regarding leaves of absence shall apply to the chair or co-chair of a
273 TC as to the other members of a TC, except the chair must notify both OASIS TC
274 Administration and the TC at least 30 days prior to any non-emergency leave of absence.
275

276 **(i). TC Visibility**

277
278 Mail Lists

279
280 Each TC shall be provided upon formation with a general discussion email list and a
281 means to collect public comments. Subscription to the general email list shall be required
282 for Members and Observers of the TC.

283
284 The minutes of each TC meeting and a record of all decisions shall be published to that
285 TC's email list. All communications and discussions of the TC must take place on the
286 email list.

287
288 All TC email lists shall be archived for the duration of the corporation, and all TC email
289 archives shall be publicly visible.

290
291 The purpose of the TC's public comment facility is to receive comments from the public
292 and is not for public discussion. Comments will be publicly archived, and will be
293 forwarded to one or more TC members including the TC chair. TCs shall not be required
294 to respond to comments.

295
296 Web Pages

297
298 OASIS TC Administration shall provide the TC with a publicly accessible web page. The
299 TC must keep the following information current on the TC web page: the TC name and
300 charter; standing rules and other adopted procedures; meeting schedule; list of TC
301 members; the name and email address of the TC chair as well as other positions such as
302 vice chair, secretary, editor, etc. that may exist; list of subcommittees and their
303 deliverables and members; draft and completed TC documents; and contributors' IP
304 statements.

305
306 Announcements

307
308 OASIS TC Administration shall create a publicly archived list for announcements from
309 OASIS TC Administration regarding TCs. Any Eligible Person shall be able to subscribe
310 to this list. Every important change in TC status shall be posted to the announcement list,
311 such changes to include but not be limited to the following: TC formation; TC charter
312 revision; publication of working drafts; publication of Committee Drafts; calls for
313 implementation; public review of Committee Drafts, submission of a Committee Draft as

314 a proposed OASIS Standard; approval or rejection of a proposed standard; start or end of
315 participation in a joint committee; and closure of a TC.
316

317 **(j). TC Procedure**

318
319 The operation of TCs shall be governed by Robert’s Rules of Order Newly Revised,
320 insofar as such rules are not inconsistent with or in conflict with this TC Process, with the
321 OASIS Bylaws, or with provisions of law. The duration of a TC shall be considered a
322 single session. Formal actions of TCs shall be governed by the same rules regardless of
323 the language in which the work is taking place.
324

325 Standing rules may be adopted by the TC by majority vote. Standing rules must be
326 communicated to the TC Administrator who may override them if they are conflict with
327 OASIS policy, and must be published on the TC’s web page. The TC may not adopt any
328 standing rule in relation to intellectual property rights.
329

330 Contributions to the TC, and work created by the TC, must comply with the OASIS IPR
331 Policy.
332

333 **(k). TC Meetings**

334
335 “TC meeting” shall be construed to include telephone conferences and video conferences
336 as well as face-to-face meetings.
337

338 **(l). TC Charter Clarification**

339
340 The TC may clarify its charter only for the purpose of removing ambiguity or for
341 narrowing the scope of the topic defined by the charter. The TC may not broaden or
342 otherwise change its scope of the topic of work. The list of deliverables may be expanded
343 if the new deliverables are within the scope of the topic; work on a further version of a
344 specification after completion of the original deliverable requires a clarification of the
345 charter.
346

347 Approval for clarification shall require at least 2/3 of the total membership of a TC voting
348 to approve and no more than 1/4 voting to disapprove. The clarification of the charter
349 may occur no earlier than the first meeting of the TC.
350

351 The clarification must be reported to the OASIS TC Administration who has the authority
352 to overturn these changes if they are not in conformance with OASIS policies. The TC
353 Administrator must within 15 days either make the approval and announcement to
354 members or reply to the TC with the reason why the change cannot be approved. The
355 changed charter will not take effect until approved and announced by the TC
356 Administrator. OASIS TC Administration will publicize approved changes as specified in

357 the section “TC Visibility” and any revisable publicly visible description (e.g., web page)
358 promulgated by the TC shall be updated to reflect such changes.
359

360 **(m). TC Voting**

361

362 Eligibility

363

364 Every Member of a TC has a single vote. Organizations do not vote in TCs. Proxies shall
365 not be allowed in TC voting.

366

367 TC votes require a simple majority of quorum to pass, except as noted elsewhere in this
368 document.

369

370 Electronic Voting

371

372 TCs may conduct electronic ballots via the TC’s general mail list or the publicly archived
373 electronic voting functionality provided by OASIS. The minimum period allowed for
374 electronic voting shall be seven calendar days, unless the TC specifies a longer voting
375 period for a particular ballot. For the purposes of electronic voting, a vote is valid only
376 when a majority of TC members who are eligible at the beginning of the vote have cast
377 ballots, and a majority (or super majority, when required) of the ballots cast will decide
378 the issue.

379

380 A TC may adopt a standing rule allowing for members to make motions via the TC’s
381 general mail list; seconding of the motion and discussion would also take place via the
382 mail list, with voting via the mail list or the publicly archived electronic voting
383 functionality provided by OASIS. In the absence of such a standing rule motions may
384 only be made in a TC meeting.

385

386 **(n). TC Subcommittees**

387

388 The TC may by resolution create a subcommittee (SC). The resolution must be minuted,
389 and must include the name, statement of purpose, list of deliverables, and name of the
390 chair of the SC. All of these items must fall within the charter of the TC and conform to
391 OASIS policy. The deliverables of the SC are made only to the TC. Members of the SC
392 must first be members of the TC. An SC member may resign from the SC and remain a
393 member of the TC.

394

395 **(o). Closing a TC**

396

397 TC Administration may close any TC that fails to conduct at least one quorate meeting or
398 conduct any electronic ballots during any six month period; whose voting membership
399 falls below three members; has reached its completion date; or has failed to show
400 progress towards achieving its purpose as defined by its charter. TC Administration must

401 close a TC that has completed its deliverables. A TC can be closed by resolution of its
402 members or by resolution of the Board.
403

404 **(p). TC Coordination**

405
406 Coordination among TCs shall take place through the action of voluntary Joint
407 Committees (JCs).

408
409 The purpose of a JC is to coordinate the technical activities of multiple TCs, is advisory
410 only to those TCs, and has no deliverables. A TC shall have no obligation to abide by any
411 decision arrived at in a JC to which it contributes membership.

412
413 A JC is formed upon the proposal from the chairs of at least two OASIS TCs who wish to
414 form the JC. The chairs of all TCs named in the proposal should be co-proposers. The
415 proposal must be submitted to the OASIS TC Administrator, and shall be written in
416 English, provided in electronic form as plain text, and include the following information:

- 417
418 1. The name of the JC, such name not to have been previously used for an OASIS JC or
419 TC;
- 420
421 2. A statement of purpose, which must be germane to the mission of OASIS and to the
422 member TCs;
- 423
424 3. The language in which the JC will conduct business;
- 425
426 4. The date and time of the first JC meeting, and whether it will be held in person or by
427 phone. The first JC meeting may be held no less than 30 days after the announcement
428 of its formation in the case of a telephone meeting and no less than 45 days after the
429 announcement of its formation in the case of a face-to-face meeting;
- 430
431 5. The proposed on-going meeting schedule for the JC;
- 432
433 6. A list of all the TCs that will cooperate in the work of the JC;
- 434
435 7. The names, electronic mail addresses, and membership affiliations of one or two
436 members of each of the proposing TCs who have been selected to represent the TC;
437 provided that no individual named in the proposal shall be allowed to represent more
438 than one TC in meeting this requirement.
- 439
440 8. The name of the JC convener; and
- 441
442 9. The names of meeting sponsors, if any.

443
444 No later than 15 days following the submission, OASIS TC administration shall either
445 announce the formation of the JC to the members of OASIS, or return the submission to
446 its originators with an explanation of its failure to meet the requirements set forth in this

447 section. If the submission is accepted, OASIS TC administration shall form an electronic
448 mail list for the JC.

449
450 TCs not named in the proposal can join the JC at its first meeting by notifying the JC
451 convener 15 days before the JC's first meeting of the TC's intent to send a representative,
452 and by having a one or two representatives at that meeting.

453
454 TCs not joining the JC at the first meeting may join later by sending a notice to the JC
455 chair requesting JC membership for the TC. The JC must respond to the TC within 45
456 days either accepting or rejecting the request for membership. If the request for
457 membership is accepted the TC must send a representative to a JC meeting within 45
458 days after the response, or to the first meeting following that period if no meeting is held
459 during that period. If the request for membership is rejected the applicant TC may appeal
460 to the TC Administrator.

461
462 At the first meeting the JC must elect a chair. Once the chair is elected the role of
463 convener ends.

464
465 The members of the JC are the TCs. Each TC may send one or two representatives to
466 meetings of the JC, and each TC will have one vote. Quorum is equal to 50% (rounded
467 up) of the number of TCs constituting the JC. A single person may not represent more
468 than one TC in the JC. The representatives of the member TCs will be subscribed to the
469 JC's email list.

470
471 To maintain its membership in the JC a TC must have a representative at two out of three
472 consecutive JC meetings. If a TC is not represented at two out of three consecutive
473 meetings the JC chair will send a notice to the TC chair; if a representative of the TC
474 does not attend the following meeting then the TC will be dropped from membership in
475 the JC.

476
477 The chair of the JC must be one of the representatives of the member TCs. Eligible
478 Persons who are not representing a member TC may attend meetings as observers.
479

480 The TC Administrator may close any JC that does not hold a meeting or conduct any
481 electronic discussion in any six month period, or whose membership is less than two TCs.
482 The JC can also be closed by resolution of its members.

483

484 **(q). Appeals**

485

486 Any group of three or more Eligible Persons who believe that an action taken or not taken
487 by or with respect to TCs, or actions taken or not taken by the TC Administrator, is in
488 violation of the procedures set forth in this TC Process or OASIS policies specified by
489 the OASIS Board of Directors may appeal such action or inaction. Appeals regarding
490 actions of a TC must be made to the TC Administrator, and appeals regarding actions of
491 the TC Administrator must be made to the Chairman of the OASIS Board of Directors.
492 Appellants shall file a complaint within 30 days of the action being appealed or at any

493 time with respect to an inaction. The complaint shall state the nature of the objection(s),
494 including any direct and material adverse effects upon the appellants; the section(s) of
495 this TC Process or OASIS policies at issue; the actions or inactions at issue; and the
496 specific remedial action(s) that would satisfy the appellants' concerns. Previous efforts to
497 resolve the objection(s) and the outcome of each shall be noted.
498

499 In the case of an appeal to the TC Administrator, within 30 days of receipt of the
500 complaint, the TC Administration shall respond to the appellants, addressing each
501 allegation of fact in the complaint to the extent of the TC Administration's knowledge. If
502 the appellants and the TC administration are unable to resolve the complaint within 15
503 days following the response, the TC Administration shall schedule a hearing before the
504 OASIS Board of Directors at the next regular Board meeting. In such a hearing,
505 appellants shall have the burden of demonstrating adverse effects, improper action or
506 inaction, and the efficacy of the requested remedial action. The Board shall render its
507 decision within 30 days. The decision of the Board shall be final.
508

509 In the case of an appeal to the Board, within 30 days of receipt of the complaint, the
510 Chairman of the Board will respond to the appellants, addressing each allegation of fact
511 in the complaint to the extent of the Board's knowledge. If this response is not acceptable
512 to the appellants they may request a hearing before the OASIS Board of Directors at the
513 next regular Board meeting. In such a hearing, appellants shall have the burden of
514 demonstrating adverse effects, improper action or inaction, and the efficacy of the
515 requested remedial action. The Board shall render its decision within 30 days. The
516 decision of the Board shall be final.
517

518 The OASIS Board of Directors has the authority to effect such remedial action as may be
519 necessary to remedy a complaint brought under this TC Process.
520

521 **(r). Application to Existing TCs**

522
523 This TC Process applies to previously established TCs upon its adoption.
524

525 **Section 3. Standards Approval Process**

526 **(a). Approval of a Committee Draft**

527
528 Upon completion of a specification the TC may approve the work as a Committee Draft.
529 The approval of a Committee Draft shall require at least 2/3 of the total membership of a
530 TC voting to approve and no more than 1/4 voting to disapprove.
531

532 OASIS TC Administration must be notified at the completion of any ballot to approve a
533 Committee Draft, regardless of the outcome of the ballot.
534

535 The name of a Committee Draft may not include any trademarks or service marks not
536 owned by OASIS. The Committee Draft must use the OASIS-approved document
537 templates and naming, and must include the OASIS copyright.
538

539 **(b). Approval of an OASIS Standard**

540

541 Public Review

542

543 Before the TC can submit its Committee Draft to OASIS membership for review and
544 approval as an OASIS Standard, the TC must conduct a public review of the work. The
545 decision by the TC to submit the work for public review requires a majority vote. The
546 review must be announced by the TC Administrator on the OASIS members mail list and
547 optionally on other public mail lists. Review must take place for a minimum of 30 days,
548 during which time no changes may be made to the document. Comments must be
549 collected via the TC's archived public comment facility. The TC must record the
550 comments received as well as the resolution of those comments.
551

552

553 The TC may conduct any number of additional review cycles (i.e. collecting comments,
554 making edits to the specification, sending out a revised version for review again, etc.)
555 before deciding that the review is complete. If substantive changes are made to the
556 specification after the start of the public review then the TC should conduct another
557 review cycle. After the conclusion of the review and final changes to the document, the
558 TC must re-approve the work as a Committee Draft before submitting it to OASIS.

559

560 Member Approval

561

562 A TC may recommend that the Committee Draft be made an OASIS Standard. Upon
563 resolution of the TC to move the specification forward, its chair shall submit the
564 following items to OASIS TC Administration:

565

566 1. A formal specification that is a valid member of its type, together with appropriate
567 documentation for the specification, both of which must be written using approved
568 OASIS templates;

569

570 2. A clear English-language summary of the specification;

571

572 3. A statement regarding the relationship of this specification to similar work of other
573 OASIS TCs or other standards developing organizations;

574

575 4. Certification by at least three OASIS member organizations that they are successfully
576 using the specification consistently with the OASIS IPR Policy;

577

578 5. An account of each of the comments/issues raised during the public review period,
579 along with its resolution;

- 580 6. An account of and results of the voting to approve the specification as a
581 Committee Draft;
582
583 7. An account of or pointer to votes and comments received in any earlier attempts to
584 standardize substantially the same specification, together with the originating TC's
585 response to each comment;
586
587 8. A pointer to the publicly visible comments archive for the originating TC;
588
589 9. A statement from the chair of the TC certifying that all members of the TC have been
590 provided with a copy of the OASIS IPR Policy; and
591
592 10. Optionally, a pointer to any minority reports submitted by one or more TC members
593 who did not vote in favor of approving the Committee Draft, or certification by the
594 chair that no minority reports exist.
595

596 The above submission must be made by the 15th of any month to OASIS TC
597 Administration, who shall have until the end of the calendar month to complete
598 administrative processing and checking for completeness of the submission. If the
599 submission is incomplete it will be rejected but may be resubmitted later.
600

601 OASIS TC Administration shall submit the proposal to the OASIS membership by the
602 first day of the following month. The first 15 days of that month will be used by the
603 membership to familiarize themselves with the submission. Voting will take place
604 starting the 16th of the month. Those organizational members of OASIS who were
605 members at the beginning of the familiarization period are eligible to vote, and must
606 submit their ballots by the end of the month.
607

608 The TC that originated the specification may, by formal resolution, withdraw the
609 proposed specification at any point after it is submitted to OASIS TC Administration for
610 administrative processing and before the end of the voting period.
611

612 Errata or Corrigenda to a submission are not permitted; if changes are required the
613 Committee Draft must be withdrawn by the TC, edited, re-approved as a Committee
614 Draft, then resubmitted.
615

616 In votes upon proposed OASIS Standards, each OASIS organizational member shall be
617 entitled to cast one vote. Votes shall be cast via the publicly archived electronic voting
618 facility supplied by OASIS. Ballots will be publicly visible during voting and may be
619 changed up until the end of the voting period. The results of a vote on a proposed
620 standard shall be provided to the membership and to the TC no later than seven days
621 following the close of the voting period.
622

623 If at the end of the voting period at least 15 percent of the voting membership has voted
624 to approve the proposed standard, then if no votes have been cast to disapprove the
625 proposed standard, it shall become an OASIS Standard immediately following the end of

626 the voting period. However, if negative votes amounting to less than 15 percent of the
627 voting membership have been cast, the TC will be notified of the negative votes, after
628 which the TC shall have 30 days to take one of the following actions by resolution: (a)
629 request OASIS TC Administration to approve the specification as submitted despite the
630 negative votes; (b) withdraw the submission entirely; or (c) submit an amended
631 specification, in which case the amended submission shall be considered as if it were a
632 new submission, except that information regarding previous votes and any disposition of
633 comments received in previous votes shall accompany the amended submission.
634

635 If at the end of the voting period less than 15 percent of the voting membership has voted
636 to approve the proposed standard, or if at the end of the voting period 15 percent or more
637 of the voting membership has voted to disapprove the proposed standard, or if the
638 originating TC upon notification of negative votes takes no formal action within the 30
639 days allocated for consideration of the results, then the specification shall not become an
640 OASIS Standard. This shall not prevent a later version of the same specification from
641 being submitted again as specified in this section.

642 **Section 4. Board of Directors Involvement in the Standards Process**

643 The OASIS Board of Directors shall appoint a member of “OASIS TC Administration,”
644 as defined in Section 1 of this TC Process, to act as the Technical Committee (“TC”)
645 Liaison to the Board for the purpose of keeping the Board apprised of activities related to
646 the TC Process. The specific duties of the TC Liaison shall be specified by the Board in
647 conjunction with OASIS TC Administration but shall, at a minimum, provide for the
648 submission to the Board of a notice when a proposal has been received for the creation of
649 a new TC and when a TC submits a Committee Draft to OASIS for consideration. Such
650 notice shall be submitted via email to the Board immediately upon the receipt of the
651 submission by OASIS TC Administration.
652

653 Notwithstanding anything to the contrary contained in this TC Process, upon majority
654 vote of the members of the Board at a meeting thereof duly called and constituted, the
655 creation of a new TC may be prevented, or a proposed OASIS Standard may be withheld
656 from voting by OASIS membership; the proposal or the submission will be returned to
657 the proposers or the sponsoring TC for additional consideration, with an explanation of
658 the reasons for such action.
659

660 The Board of Directors may amend this TC Process at any time and from time to time at
661 its sole discretion.
662