

# OASIS Technical Committee Process

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## 1 Section 1. Definitions

- 2 a. "*Approved Errata*" shall have the meaning defined in [Section 3.5](#).
- 3 b. "*Charter*" is the organizational document for a TC comprised of the items included in the proposal
- 4 to form that TC, as defined in [Section 2.2](#), and may be modified as described in [Section 2.11](#).
- 5 c. "*Committee Draft*" is an interim document approved by a Technical Committee as specified in
- 6 [Section 3](#).

- 7 d. "*Committee Specification*" is a Public Review Draft that has completed public review and  
8 achieved final approval by a Technical Committee as specified in [Section 3](#).
- 9 e. "*Convener*" is an Eligible Person who serves in the role of organizing the first meeting of the TC,  
10 as defined in [Section 2.3](#).
- 11 f. "*Eligible Person*" means one of a class of individuals that includes (a) OASIS Individual Members,  
12 (b) employees or designees of OASIS Organizational Members, and (c) such other persons as  
13 may be designated by the OASIS Board of Directors.
- 14 g. "*Errata*" means a set of changes or proposed changes to a specification that are not Substantive  
15 Changes.
- 16 h. "*Full Majority Vote*" is a TC vote in which more than 50% (more than half) of the Voting Members  
17 vote "yes", regardless of the number of Voting Members present in the meeting. Abstentions are  
18 not counted. For example, in a TC in which there are 20 Voting Members, at least 11 Voting  
19 Members must vote "yes" for a motion to pass.
- 20 i. "*IPR*" means intellectual property rights.
- 21 j. "*Leave of Absence*" shall have the meaning defined in [Section 2.6](#).
- 22 k. "*Meeting*" is a meeting of the TC that is properly called and scheduled in advance as described in  
23 [Section 2.10](#).
- 24 l. "*Member*", with respect to a TC, means an Eligible Person who is allowed to subscribe to the TC  
25 email list, participate in list discussions, attend and participate in TC meetings, and make  
26 Contributions to the TC. The process for becoming a Member of a TC is defined in #membership.
- 27 m. "*Minimum Membership*" means five Voting Members of a TC (or, in the case of a TC about to be  
28 formed, five Eligible Persons), at least two of which represent OASIS Organizational Members.
- 29 n. "*Normative Portion*" shall have the meaning defined for such term by the [OASIS IPR Policy](#).
- 30 o. "*Normative Reference*" means a reference in a specification to an external document or resource  
31 with which the implementer must comply, in order to comply with a Normative Portion of the  
32 specification.
- 33 p. "*OASIS Draft Deliverable*" means any of the following: Working Drafts, Committee Drafts and  
34 Public Review Drafts.
- 35 q. "*OASIS Final Deliverable*" means any of the following: Committee Specifications, OASIS  
36 Standards and Approved Errata.
- 37 r. "*OASIS Individual Member*" means an OASIS Member who is classified as such in their executed  
38 Membership Agreement.
- 39 s. "*OASIS Member*" means a person, organization or entity who is a voting or non-voting member of  
40 the corporation, as defined by the [OASIS Bylaws](#).
- 41 t. "*OASIS Organizational Member*" means an OASIS Member who is classified as such in their  
42 executed Membership Agreement.
- 43 u. "*OASIS Standard*" is a Committee Specification that has been submitted by a Technical  
44 Committee and reviewed and approved by the OASIS Membership as specified in [Section 3](#).

- 45 v. "OASIS TC Administrator" means the person or persons representing OASIS in administrative  
46 matters relating to TCs. All official communications must be sent to [tc-admin@oasis-open.org](mailto:tc-admin@oasis-open.org).
- 47 w. "Observer" is an Eligible Person who is subscribed to the TC email list, and may attend TC  
48 meetings, but is not allowed to participate in TC email list discussions, participate or speak in TC  
49 meetings, or make Contributions to the TC. The process for becoming an Observer is defined in  
50 [Section 2.4](#).
- 51 x. "Persistent Non-Voting Member" is a TC Member who has declared their non-voting status in that  
52 TC. The process for becoming a Persistent Non-Voting Member of a TC is defined in Section 2.4.
- 53 y. "Primary Representative", for any OASIS Organizational Member, means the person or persons  
54 designated by that Member to serve as the consortium's principal contact for administrative  
55 issues.
- 56 z. "Public" and "publicly" mean all persons, organizations and entities, whether or not OASIS  
57 Members.
- 58 aa. "Public Review Draft" is a Committee Draft that has been approved by the TC to go to public  
59 review as specified in [Section 3](#) of this Process.
- 60 bb. "Quorum" is the number of Voting Members of a TC that must be present in a meeting so that  
61 Resolutions and decisions may be made. The Quorum for OASIS TC meetings is a simple  
62 majority (more than half) of Voting Members.
- 63 cc. "Quorate Meeting" is a TC meeting at which a Quorum is present.
- 64 dd. "Resolution" means a decision reached by a TC by vote. Resolutions require a Simple Majority  
65 Vote to pass, unless a Full Majority Vote or Special Majority Vote is required under this Process.
- 66 ee. "Simple Majority Vote" is a vote in which the number of "yes" votes cast is greater than the  
67 number of "no" votes cast. Abstentions are not counted. For example, in a quorate meeting in  
68 which 20 Voting Members are present, if 7 vote "yes" and 4 vote "no", the motion passes.
- 69 ff. "Special Majority Vote" is a TC vote in which at least 2/3 (two thirds) of the Voting Members vote "  
70 yes" and no more than 1/4 (one fourth) of the Voting Members vote "no". These numbers are  
71 based on the total number of Voting Members, regardless of the number of Voting Members  
72 present in the meeting. Abstentions are not counted. For example, in a TC in which there are 30  
73 Voting Members, at least 20 Voting Members must vote "yes" for a motion to pass; but if 8 or  
74 more vote "no" then the motion fails. All Special Majority Votes must be conducted by the OASIS  
75 TC Administrator.
- 76 gg. "Specification Approval Motion" is any motion to initiate a TC ballot to advance the status of a  
77 specification, including the approval of a Committee Draft, the approval of a Public Review Draft  
78 (initiating a Public Review), the approval of a Committee Specification, and the submission by the  
79 TC of a Committee Specification to OASIS for approval as an OASIS Standard.
- 80 hh. "Specification Ballot" is any ballot on the approval of the technical content of a document work  
81 within the TC, such as the approval of a Committee Draft, start of Public Review, approval of  
82 Committee Specification, or submission of a Committee Specification to OASIS for approval as  
83 an OASIS Standard.
- 84 ii. "Statement of Use", with respect to a specification, is a written statement by an OASIS  
85 Organizational Member stating that it is successfully using or implementing that specification in

- 86 accordance with the conformance clauses specified in [Section 2.18](#), and stating whether its use  
87 included the interoperation of multiple independent implementations.
- 88 jj. "*Subcommittee*"(or "*SC*") is a group of Members of a TC producing recommendations for  
89 consideration by the parent TC.
- 90 kk. "*Substantive Change*" is a change to a specification that would require a compliant application or  
91 implementation to be modified or rewritten in order to remain compliant.
- 92 ll. "*Technical Committee*" (or "*TC*") means a group comprised of at least the Minimum Membership  
93 formed and conducted according to the provisions of this OASIS TC Process.
- 94 mm. "*Voting Member*" is a Member of a TC who has voting rights in the TC. The process for  
95 gaining voting rights is defined in [Section 2.4](#).
- 96 nn. "*Working Draft*" is any version of a specification or other document produced by the TC which has  
97 not yet received any level of approval from the TC.
- 98 The use of the term "day" or "days" in this TC Process refers to calendar days.

## 99 **Section 2. Technical Committees**

### 100 **2.1. TC Discussion Lists**

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

- 103 (1) The name of the discussion list, which shall not be the same as the name of the list in which the TC  
104 itself shall operate if formed.
- 105 (2) A preliminary statement of scope for the TC whose formation the list is intended to discuss.
- 106 (3) The names, electronic mail addresses, and OASIS Organizational or Individual Membership affiliations  
107 of the three or more Eligible Persons proposing to create the discussion list.
- 108 (4) The name of the discussion list leader.

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

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

### 116 **2.2. TC Formation**

117 Any group of at least Minimum Membership shall be authorized to begin a TC by submitting to the OASIS  
118 TC Administrator, with a copy to those listed in 2(d) and 2(e) below, the following items, written in English  
119 and provided in electronic form as plain text. No information other than these items may be included in

120 the proposal. All items must be provided in any subsequent revision of the proposal, and must be  
121 submitted in the same manner as the original submission.

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

123 (1)(a) The name of the TC, such name not to have been previously used for an OASIS TC and not to  
124 include any trademarks or service marks not owned by OASIS. The proposed TC name is subject to TC  
125 Administrator approval and may not include any misleading or inappropriate names. The proposed name  
126 must specify any acronyms or abbreviations of the name that shall be used to refer to the TC.

127 (1)(b) A statement of purpose, including a definition of the problem to be solved.

128 (1)(c) The scope of the work of the TC, which must be germane to the mission of OASIS, and which  
129 includes a definition of what is and what is not the work of the TC, and how it can be determined when the  
130 work of the TC has been completed. The scope may reference a specific contribution of existing work as  
131 a starting point, but other contributions may be made by TC Members on or after the first meeting of the  
132 TC. Such other contributions shall be considered by the TC Members on an equal basis to improve the  
133 original starting point contribution.

134 (1)(d) A list of deliverables, with projected completion dates.

135 (1)(e) Specification of the IPR Mode under which the TC will operate.

136 (1)(f) The anticipated audience or users of the work.

137 (1)(g) The language in which the TC shall conduct business.

138 (2) Non-normative information regarding the startup of the TC, which includes:

139 (2)(a) Identification of similar or applicable work that is being done in other OASIS TCs or by other  
140 organizations, why there is a need for another effort in this area and how this proposed TC will be  
141 different, and what level of liaison will be pursued with these other organizations.

142 (2)(b) The date, time, and location of the first meeting, whether it will be held in person or by telephone,  
143 and who will sponsor this first meeting. The first meeting of a TC shall occur no less than 30 days after  
144 the announcement of its formation in the case of a meeting held exclusively by telephone or other  
145 electronic means, and no less than 45 days after the announcement of its formation in the case of a  
146 meeting held face-to-face (whether or not a telephone bridge is also available).

147 (2)(c) The projected on-going meeting schedule for the year following the formation of the TC, or until the  
148 projected date of the final deliverable, whichever comes first, and who will be expected to sponsor these  
149 meetings.

150 (2)(d) The names, electronic mail addresses, and membership affiliations of at least Minimum  
151 Membership who support this proposal and are committed to the Charter and projected meeting  
152 schedule.

153 (2)(e) For each OASIS Organizational Member listed in (2)(d), the name, electronic mail address,  
154 membership affiliation, and statement of support for the proposed Charter from the Primary  
155 Representative.

156 (2)(f) The name of the Convener who must be an Eligible Person.

- 157 (2)(g) The name of the Member Section with which the TC intends to affiliate, if any.
- 158 (2)(h) Optionally, a list of contributions of existing technical work that the proposers anticipate will be  
159 made to this TC.
- 160 (2)(i) Optionally, a draft Frequently Asked Questions (FAQ) document regarding the planned scope of the  
161 TC, for posting on the TC's website.
- 162 (2)(j) Optionally, a proposed working title and acronym for the specification(s) to be developed by the TC.
- 163 No later than 5 days following the submission, the OASIS TC Administrator shall either return the  
164 submission to its originators, with an explanation indicating its failure to meet the requirements set forth in  
165 this section, or shall post notice of the submission to an announced mailing list (or equivalent method)  
166 visible to the submission proposers and the OASIS Membership, for comment.
- 167 The notice will announce that comments will be received until the 14th day after the notice, and will  
168 announce a date within 4 days of that 14th day for a conference call, among the Convener, the OASIS TC  
169 Administrator, and those proposers who wish to attend. Other OASIS Members who wish to attend may  
170 observe.
- 171 The proposer group may amend their submission at any time until the 28th day after the submission  
172 (except that changes to the roster of proposers may occur at any time until the final posting). By the 28th  
173 day the proposer group must post a pointer to an account of each of the comments / issues raised during  
174 that review, along with its resolution.
- 175 No later than the 30th day after the submission, if those pointers have been posted, and the last version  
176 of the submission from the proposer group meets the requirements of these rules, the OASIS TC  
177 Administrator must post them to the OASIS Membership with a Call For Participation and an  
178 announcement of a first meeting. Otherwise, the Convener may obtain a single 10-day extension for  
179 posting a compliant proposal with the OASIS TC Administrator.

### 180 **2.3. First Meeting of a TC**

- 181 Eligible Persons intending to participate in the first meeting must use the OASIS collaborative tools to  
182 register as a TC Member, and to specify whether they intend to gain voting rights, no later than 7 days  
183 prior to a meeting held exclusively by telephone (or other electronic means) or 15 days prior to a face to  
184 face meeting. No later than 7 days prior to the meeting, the OASIS TC Administrator will post a notice to  
185 the prospective Members on the TC's general email list inviting indications of candidacy for TC Chair to  
186 be posted to that list.
- 187 If the Eligible Person is an employee or designee of an OASIS Organizational Member, the Primary  
188 Representative of that organization must confirm to the Convener and to the TC Administrator that the  
189 person may become a Member of the TC.
- 190 Every Eligible Person who has so registered and been confirmed shall be a Member of the TC beginning  
191 with the first meeting. Every Eligible Person who has so registered, requested voting rights, been  
192 confirmed, and is present at the first meeting of a TC shall be a Voting Member of the TC beginning with  
193 the first meeting.
- 194 The first meeting of a TC must occur at the place and time and in the manner described in the  
195 announcement. Any initial meeting whose time or location is changed and any initial telephone or other  
196 electronic meeting that fails to grant access to every Eligible Person previously registering to attend shall  
197 be subject to appeal as provided in [Section 4.2](#).

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

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

## 202 **2.4. TC Membership and Participation**

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

204 2.4.1 Observer: An Eligible Person may become an Observer of a TC by registering as an Observer using  
205 the electronic collaboration tools provided by OASIS. If the Eligible Person is an employee or designee of  
206 an OASIS Organizational Member, the Primary Representative of that organization must be notified that  
207 the person has requested to become an Observer. The Observer is not a TC Member so has no  
208 attendance or participation requirements to maintain this status, other than to remain an Eligible Person.

209 2.4.2 Member: Any time after the first meeting, an Eligible Person shall become a Member of an existing  
210 TC by registering as a Member using the electronic collaboration tools provided by OASIS. If the Eligible  
211 Person is an employee or designee of an OASIS organizational Member, the Primary Representative of  
212 that organization must confirm to the Chair and to the TC Administrator that the person may become a  
213 Member of the TC. Upon receipt by the Chair of confirmation by the Primary Representative the Member  
214 may begin participating, but shall not have voting rights. A Member shall become eligible to vote in the TC  
215 when the requirements below are met.

216 2.4.3 Persistent Non-Voting Member: A Member or Voting Member may, at any time after joining a  
217 Technical Committee, send e-mail to both the Chair and the TC mailing list informing them of their change  
218 in membership status, effective as of the date of notice, or other specified future date. A Persistent Non-  
219 Voting Member retains participation rights but is not eligible to vote and does not count towards quorum.  
220 A Persistent Non-Voting Member who wishes to gain voting rights must send e-mail to both the Chair and  
221 the TC mailing list informing them of their intent to become a Voting Member and must follow the rules in  
222 section 2.4.4 (c) as if they had lost their voting rights due to non-attendance.

### 223 2.4.4 Voting Member:

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

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

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

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

## 242 **2.5 Termination of TC Membership**

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

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

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

252 Termination of membership in an OASIS TC shall automatically end voting rights in the TC as well as  
253 membership in any subcommittee of that TC.

## 254 **2.6 Leaves of Absence**

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

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

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

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

## 274 **2.7. TC Chairs**

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



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

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

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

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

## 296 **2.8 TC Visibility**

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

302 Mail Lists: Each TC shall be provided upon formation with a general discussion email list and a means to  
303 collect public comments. Subscription to the general email list shall be required for Members, Voting  
304 Members, and Observers of the TC.

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

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

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

322 Announcements: The OASIS TC Administrator shall create a publicly archived list for announcements  
323 from the OASIS TC Administrator regarding TCs. Any Eligible Person shall be able to subscribe to this

324 list. Every important change in TC status shall be posted to the announcement list; such changes shall  
325 include but not be limited to the following: TC formation; TC Charter revision; start of Public Review;  
326 approval of Committee Specifications; submission of a Committee Specification as a proposed OASIS  
327 Standard; approval or rejection of a proposed OASIS Standard; and closure of a TC.

## 328 **2.9 TC Procedure**

329 The operation of TCs shall be governed by *Robert's Rules of Order Newly Revised*, insofar as such rules  
330 are not inconsistent with or in conflict with this TC Process, the [OASIS IPR Policy](#), the [OASIS Bylaws](#),  
331 other Board-approved policies, or with provisions of law. The duration of a TC shall be considered a  
332 single session. Formal actions of TCs shall be governed by the same rules regardless of the language in  
333 which the work is taking place.

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

## 340 **2.10 TC Meetings**

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

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

## 352 **2.11 TC Charter Clarification**

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

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

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

366 **2.12 TC Rechartering**

367 A TC may be rechartered for purposes of expanding the scope of the TC. The TC shall retain the name of  
368 the predecessor, and all email lists and archives, web pages, etc. shall move from the predecessor TC to  
369 the rechartered TC. However, any Contributions made to the previous TC must be recontributed.

370 The rechartering may not change the IPR Mode of the TC; if a different IPR Mode is required then a new  
371 TC (with a unique name) must be formed.

372 A proposal to recharter the TC must be submitted to the TC Administrator, which proposal shall be in all  
373 respects the same as a proposal to form a new TC with the exception that the TC name and IPR Mode  
374 shall be the same as the predecessor TC. The TC Administrator shall reply to the proposers within 15  
375 days, and if the proposal is complete shall schedule a ballot. Approval for rechartering shall require a  
376 Special Majority Vote of the TC being rechartered.

377 Upon approval of the ballot, the TC Administrator shall announce the newly rechartered TC in the same  
378 manner as a new TC. Membership in the rechartered TC shall be determined in the same manner as for a  
379 new TC. The predecessor TC shall be closed at the end of the day prior to the date of the first meeting of  
380 the rechartered TC. The time period for determining Members' Participation Obligation shall restart at the  
381 first meeting of the new TC.

382 **2.13 TC Voting**

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

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

390 Electronic Voting: TCs may conduct electronic ballots, either by using the TC's general mail list or the  
391 publicly archived electronic voting functionality provided by OASIS. The minimum period allowed for  
392 electronic voting shall be seven days; the TC may specify a longer voting period for a particular electronic  
393 ballot. Any Specification Ballot conducted as an electronic ballot must permit each voter to choose "yes",  
394 "no" or "abstain."

395 A motion to open an electronic ballot must be made in a TC meeting unless the TC has adopted a  
396 standing rule to allow this motion to be made on the TC's general email list. When such a rule has been  
397 adopted, motions made on the mail list must also be seconded and discussed on that list.

398 **2.14 TC Subcommittees**

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

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

405 **2.15 Closing a TC**

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

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

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

#### 414 **2.16 [reserved]**

#### 415 **2.17 Intellectual Property Rights Procedures**

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

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

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

#### 426 **2.18 Specification Quality**

427 All documents and other files produced by the TC, including specifications at any level of approval, must  
428 use the OASIS file naming scheme, and must include the OASIS copyright notice. All document files must  
429 be written using the OASIS document authoring templates, which shall be published and maintained by  
430 the TC Administrator. The name of any specification may not include any trademarks or service marks not  
431 owned by OASIS.

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

436 A specification that is approved by the TC at any level must include a list of people who participated in the  
437 development of the specification. This list shall be initially compiled by the Chair, and any Member of the  
438 TC may add or remove their names from the list by request.

439 A specification that is approved by the TC at any level must clearly indicate whether each reference in the  
440 specification to a document or artifact is a Normative Reference.

441 Editable formats of all versions of TC documents must be delivered to the TC's document repository. TC  
442 Working Drafts may be in any format (i.e. produced by any application). All TC-approved versions of  
443 documents (i.e. Committee Drafts, Public Review Drafts, and Committee Specifications) must be  
444 delivered to the TC's document repository in the (1) editable source, (2) HTML or XHTML, and (3) PDF  
445 formats; and the TC must explicitly designate one of those delivered formats as the authoritative

446 document. Any links published by the TC shall be to the HTML, XHTML and/or PDF formats stored using  
447 repositories and domain names owned by OASIS and as approved by the TC Administrator.

448 All normative computer language definitions that are part of the specification, such as XML instances,  
449 schemas and Java(TM) code, including fragments of such, must be well formed and valid, and must be  
450 provided in separate plain text files. Each text file must be referenced from the specification. Where any  
451 definition in these separate files disagrees with the definition found in the specification, the definition in  
452 the separate file prevails. A specification may be composed of any number of files of different types,  
453 though any such multi-part specification must have a single specification name and version number.  
454 Irrespective of the number and status of the constituent parts, the specification as a whole must be  
455 approved by a single TC ballot.

456 Any change made to a specification requires a new version or revision number, except for changes made  
457 to (a) the approval status, (b) the date, (c) the URIs of the specification as appropriate, (d) the running  
458 header/footer, and (e) any approved Designated Cross-Reference Changes, all of which must be made  
459 after the approval of the specification as a Committee Draft, Committee Specification, or OASIS Standard.

## 460 **2.19 Designated Cross-Reference Changes**

461 A TC wishing to update the Normative References or Non-Normative References in one of its OASIS  
462 specifications to reflect the outcome of a pending status change in another OASIS specification may do  
463 so, by adopting a "Designated Cross-Reference Change" as part of its Specification Approval Motion,  
464 which must include: (a) a list designating each of the other OASIS specifications (including version  
465 number) that are referenced by that Specification and whose cross-references should conditionally be  
466 updated; (b) a reference to this [Section 2.19](#); and (c) an acknowledgement that approval and publication  
467 of the specification may be delayed by the Designated Cross-Reference Changes.

468 The text of a proposed Designated Cross-Reference Change to a specification shall only include for each  
469 cross-referenced specification:

- 470 • the current name, version and revision number;
- 471 • the current URI;
- 472 • the expected approval status; and
- 473 • the expected approval date of the cross-referenced specification.

474 The effectiveness of a proposed Designated Cross-Reference Change in a specification is conditioned on  
475 the resolution of the expected approval action for each cross-referenced specification. Therefore, if a  
476 Specification Approval Motion includes proposed Designated Cross-Reference Changes, the  
477 effectiveness of the subject specification's approval will be delayed until the resolution of all other cross-  
478 referenced specification approval actions. The TC Administrator will withhold announcement and  
479 certification of the specification itself until all such cross-referenced resolutions are complete.

480 If the Specification Approval Motion (which includes Designated Cross-Reference Changes) passes,  
481 then, when the last cross-referenced approval is resolved, the final approved version will be published  
482 with all of its conditional descriptions of the cross-referenced specifications updated to reflect their correct  
483 status at that time.

## 484 **Section 3. Standards Approval Process**

### 485 **3.1 Approval of a Committee Draft**

486 The TC may at any stage during development of a specification approve the specification as a Committee  
487 Draft. The approval of a Committee Draft shall require a Full Majority Vote of the TC. The TC may  
488 approve a specification, revise it, and re-approve it any number of times as a Committee Draft.

### 489 **3.2. Public Review**

490 Before the TC can approve its Committee Draft as a Committee Specification the TC must conduct a  
491 public review of the work. The decision by the TC to submit the specification for public review requires a  
492 Full Majority Vote, and must be accompanied by a recommendation from the TC of external stakeholders  
493 who should be notified of the review. The Committee Draft approved to go to review shall be called a  
494 Public Review Draft. The public review must be announced by the TC Administrator to the OASIS  
495 Membership list and optionally on other public mail lists; the TC Administrator shall at the same time issue  
496 a call for IPR disclosure.

497 Comments from non-TC Members must be collected via the TC's archived public comment facility;  
498 comments made through any other means shall not be accepted. The TC must acknowledge the receipt  
499 of each comment, track the comments received, and publish to its primary e-mail list the disposition of  
500 each comment at the end of the review period.

501 No changes may be made to the Public Review Draft during a review. If changes are required the  
502 specification must be withdrawn from review then resubmitted.

503 The TC may conduct any number of review cycles (i.e. approval to send a Committee Draft to Public  
504 Review, collecting comments, making edits to the specification, etc.). The first public review of a  
505 specification must take place for a minimum of 60 days, and any subsequent reviews must be held for a  
506 minimum of 15 days. Changes made to a specification after a review must be clearly identified in any  
507 subsequent review, and the subsequent review shall be limited in scope to changes made in the previous  
508 review. Before starting another review cycle the specification must be re-approved as a Committee Draft  
509 and then approved to go to public review by the TC.

510 If Substantive Changes are made to the specification after the public review, whether as a result of public  
511 review comments or from TC Member input, then the TC must conduct another review cycle. The  
512 specification may not be considered for approval by the TC as a Committee Specification until it has  
513 undergone a review cycle during which it has received no comments that result in Substantive Changes  
514 to the specification.

### 515 **3.3 Approval of a Committee Specification**

516 After the public review of a Public Review Draft the TC may approve the specification as a Committee  
517 Specification. If any comments have been received during the most recent Public Review period, that  
518 vote may not commence any earlier than 7 days after the last day of that Public Review. The approval of  
519 a Committee Specification shall require a Special Majority Vote. The TC Chair shall notify the TC  
520 Administrator that the TC is ready to vote on the approval of the specification, and provide to the TC  
521 Administrator the location of the editable versions of the specification files. The TC Administrator shall set  
522 up and conduct the ballot to approve the Committee Specification.

### 523 **3.4 Approval of an OASIS Standard**

524 Simultaneously with the approval of a Committee Specification or at a later date, and after three  
525 Statements of Use have been presented to the TC, a TC may resolve by Special Majority Vote to submit  
526 the Committee Specification to the Membership of OASIS for consideration as an OASIS Standard. Upon  
527 resolution of the TC to submit the specification, its Chair shall submit the following items to the TC  
528 Administrator:

529 (a) Links to the approved Committee Specification in the TC's document repository, and any appropriate  
530 supplemental documentation for the specification, both of which must be written using the OASIS  
531 templates. The specification may not have been changed between its approval as a Committee  
532 Specification and its submission to OASIS for consideration as an OASIS Standard, except for the  
533 changes on the title page and running footer noting the approval status and date.

534 (b) The editable version of all files that are part of the Committee Specification;

535 (c) Certification by the TC that all schema and XML instances included in the specification, whether by  
536 inclusion or reference, including fragments of such, are well formed, and that all expressions are valid;

537 (d) A clear English-language summary of the specification;

538 (e) A statement regarding the relationship of this specification to similar work of other OASIS TCs or other  
539 standards developing organizations;

540 (f) The Statements of Use presented above;

541 (g) The beginning and ending dates of the public review(s), a pointer to the announcement of the public  
542 review(s), and a pointer to an account of each of the comments/issues raised during the public review  
543 period(s), along with its resolution;

544 (h) An account of and results of the voting to approve the specification as a Committee Specification,  
545 including the date of the ballot and a pointer to the ballot;

546 (i) An account of or pointer to votes and comments received in any earlier attempts to standardize  
547 substantially the same specification, together with the originating TC's response to each comment;

548 (j) A pointer to the publicly visible comments archive for the originating TC;

549 (k) A pointer to any minority reports delivered by one or more Members who did not vote in favor of  
550 approving the Committee Specification, which report may include statements regarding why the member  
551 voted against the specification or that the member believes that Substantive Changes were made which  
552 have not gone through public review; or certification by the Chair that no minority reports exist.

553 The above submission must be made by the 15th of any month to the TC Administrator, who shall have  
554 until the end of the month to complete administrative processing and checking for completeness and  
555 correctness of the submission. If the submission is incomplete it shall be rejected but may be resubmitted  
556 at a later time.

557 The TC that originated the specification may resolve by Special Majority Vote to withdraw the proposed  
558 specification at any point after it is submitted to the TC Administrator for administrative processing and  
559 before the start of the voting period. No part of the submission may be changed or altered in any way  
560 after being submitted to the TC Administrator, including by Errata or corrigenda. Errata, corrigenda or  
561 other changes to a Committee Specification are not permitted after its submission for OASIS Standard  
562 approval; if changes are required the Committee Specification must be withdrawn by the TC, edited, re-  
563 approved as a Committee Specification, and then may be resubmitted as a proposed OASIS Standard.  
564 Proposed changes of any kind to a Committee Draft or Committee Specification may be maintained by a  
565 Technical Committee, but do not have any approval status until incorporated into a revised Committee  
566 Draft or Committee Specification.

567 The TC Administrator shall submit the proposal to the OASIS Membership by the first day of the following  
568 month. The first 15 days of that month shall be used by the membership to familiarize themselves with the

569 submission. Voting shall start on the 16th of the month. The voting representatives of those OASIS  
570 Organizational Members who were members at the beginning of the familiarization period are eligible to  
571 vote, and must cast their ballots by the end of the month.

572 In votes upon proposed OASIS Standards, each OASIS Organizational Member shall be entitled to cast  
573 one vote. Votes shall be cast via the publicly archived electronic voting facility supplied by OASIS. Ballots  
574 shall be publicly visible during voting and may be changed up until the end of the voting period. The  
575 results of a vote on a proposed standard shall be provided to the membership and to the TC no later than  
576 seven days following the close of the voting period.

577 If at the end of the voting period at least 15 percent of the voting OASIS Membership has voted to  
578 approve the proposed standard, and if no votes have been cast to disapprove the proposed standard, it  
579 shall become an OASIS Standard immediately following the end of the voting period. If negative votes  
580 have been cast amounting to 25 percent or more of the votes cast, or if less than 15 percent of the voting  
581 OASIS Membership has cast positive votes to approve the proposed standard, the ballot is deemed to  
582 have failed and the submission fails.

583 However, if negative votes are cast amounting to less than 25 percent of the votes that have been cast,  
584 the TC shall be notified of the negative votes, after which the TC shall have 30 days to take one of the  
585 following actions by Resolution of a Special Majority Vote: (a) request the TC Administrator to approve  
586 the specification as submitted despite the negative votes; (b) withdraw the submission entirely; or  
587 (c) submit an amended specification, in which case the amended submission shall be considered as if it  
588 were a new submission, except that information regarding previous votes and any disposition of  
589 comments received in previous votes shall accompany the amended submission. If the originating TC  
590 upon notification of negative votes takes no formal action within the 30 days allocated for consideration of  
591 the results, then the specification shall not become an OASIS Standard.

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

### 594 **3.5 Approved Errata**

595 A TC may approve a set of Errata to an OASIS Standard as "Approved Errata" to the corrected  
596 specification by:

597 (a) Adopting the set of proposed corrections as a Committee Draft, in the form of a list of changes, and  
598 optionally accompanied by a copy of the original specification text marked to incorporate the proposed  
599 changes.

600 (b) Confirming by Full Majority Vote that the proposed corrections do not constitute a Substantive  
601 Change.

602 (c) Submitting the proposed corrections for a 15-day public review, and completing that review, pursuant  
603 to Section 3.2.

604 (d) After the public review, confirming the proposed corrections as Approved Errata by a Full Majority  
605 Vote.

606 Once approved, the Approved Errata shall be with the specification it corrects, in any publication of that  
607 specification. Disposition of Approved Errata must be identified in the subsequent Public Review Draft of  
608 the corrected specification.



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

## 611 **Section 4. Board of Directors Involvement in the** 612 **Standards Process**

### 613 **4.1 OASIS TC Administrator**

614 The "OASIS TC Administrator," as defined in Section 1 of this TC Process, shall act as the Technical  
615 Committee Liaison to the Board for the purpose of keeping the Board apprised of activities related to the  
616 TC Process. The specific duties of the TC Liaison shall be specified by the Board in consultation with the  
617 TC Administrator but shall, at a minimum, provide for the submission to the Board of a notice when a  
618 proposal has been received for the creation of a new TC and when a TC submits a Committee  
619 Specification to OASIS for consideration as an OASIS Standard. Such notice shall be delivered via email  
620 to the Board immediately upon the receipt of the submission by the TC Administrator. The TC  
621 Administrator shall also send a copy of proposals for the creation of new TCs to the Technical Advisory  
622 Board (TAB) for their comment.

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

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

### 630 **4.2 Appeals**

631 Any group of three or more Eligible Persons who believe that

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

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

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

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

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

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

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

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

653 **5.0 Application to Existing TCs**

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