Open Firmware Binding's Task Force Meeting Bylaws Proposal

Revision 0.1

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Preface: A note from Mitch Bradley

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Some editing: Bob Coffin, IBM - Austin

Subject: Bylaws

Here is a proposal for a set of bylaws that I wrote up last year. This is written as proposed bylaws for the PR*P committee, but it is based on and adapted from the procedures that we followed when developing the P1275 core specification. I think it could be adapted for the Open Firmware Binding Task Force PowerPC, PC Card, ISA, PCI, & etc. Meeting's.

There is at least one thing that we would need to sort out:
Currently, the working group considers several bindings during the course of a two-day meeting, and the authority under which we intend to publish our work differs from binding to binding. Consequently, it is an open question whether we are meeting as one committee, or as several distinct committees that happen to be meeting one after another. If the former, we have the problem that some committee members are profoundly uninterested in some topics. If the latter, the problem is greatly-increased overhead.

Mitch

1 Proposed Bylaw Procedure for Open Firmware Binding Task Force Meeting's

1.1 Goal (goes at top)

The goal of the task force meetings are to publish necessary and/or required additional Open Firmware Information by means of:

- *binding specifications*
- *addenda and errata to the binding specifications*
- *revisions and clarifications to the binding specifications*

1.2 Organization

The task force group officers shall consist of a chairperson, a secretary, an editor and optionally, a vice-chair. The officers are nominated and elected by a majority vote of the eligible membership (see below). No more than 50% of the officers shall be from the same company. The chair's role is to run each meeting and generally advance the 'state' of Open Firmware bindings and ensure that the task force is attempting to advance towards its goal at each meeting. The secretary's role is to keep the roster of attendance, minutes including status of proposals and the official tally of votes for each proposal, list of action items, and to track other general business of the group. The editor's role is to maintain the official "current" and "working" versions of the document. The role of the editor is pivotal and requires a large committment of time and effort. The role of the optional vice-chair is administrative. The vice-chair arranges meetings and assists the other officers in performing their duties.

1.3 Membership

Membership is open to all interested parties. Voting status is gained by attending two meetings within a six-month period (a member can vote at the second meeting) and maintained by continued attendance at no less than one of every three scheduled meetings, or equivalent participation via email. The intention is to maintain the level of participation so that voting members are 'up to speed' on the issues. Meeting attendees who are not voting members are welcome to participate in all discusions and to vote in non-binding 'advisory' votes. At the first meeting that these bylaws are considered, the eligible voting members shall be determined by the attendees of the first meeting, but all other eligibility and quorum rules given here shall apply.

1.4 Quorum

A quorum shall be required at any meeting in which task force documents (i.e., the bindings or any such associated document that the task force may undertake to develop) are altered or task force procedures are changed. A quorum shall consist of a number of eligble voting members

equal to at least 50% of the current voting membership of the task force, but no fewer than 8 eligible voters.

1.5 Eligible voters

Voting members are eligible voters, except that at any given meeting, at most 50% of the eligible voters may be from any one company. In the event that more than 50% of the attendees at a meeting are from one company, the representatives of that company shall designate which subset are eligible voters for that meeting. If the application of this rule results in lack of a quorum, then a quorum shall not exist at that meeting.

1.6 Votes

A 60% majority of non-abstaining eligible voters, but no fewer than 4 votes, shall be required to pass any proposal that changes the document. If a proposal gets at least 50%, but less than 60% of the non-abstaining vote, an additional vote shall be taken to determine the disposition of the proposal. The choices in that second vote are either to remove the proposal from further consideration or to reconsider the proposal at the next meeting at which a quorum is present. A 50% vote of all eligible voters (no abstentions permitted) shall be required in order to remand the proposal for reconsideration. A remanded proposal that fails to achieve a 60% majority of non-abstaining voters when it is reconsidered shall be removed from further consideration. The author or authors of a remanded proposal shall be permitted to propose amendments between the initial vote and the reconsideration.

1.7 Proposals

All changes to the document shall be the result of formal proposals. In order for a proposal to be considered at a meeting, that proposal shall be distributed to all voting members at least one week prior to a scheduled meeting. Any proposals submitted later, including proposals submitted at a meeting, may be considered, but any voting member may veto the consideration of any such proposal at any time, in which case the proposal is considered at the next scheduled meeting. The secretary shall distribute any such proposals to all voting members as soon as possible after the meeting, in order that the members may have at least one week to review the proposal

A 2/3 majority of eligible voters shall be required to change the task force policies and procedures.

Proposals may be submitted by any interested party, whether or not they are task force members.

Proposals shall include a detailed description of the exact document changes that are being

proposed, with exact wording. Proposals shall include a discussion of the problem that the proposal intends to solve, plus a discussion of alternatives with pros and cons.

1.8 Meetings

Meetings shall be held at regularly-held intervals, with at least 4 weeks notice to all voting members. Other meetings may be held at other times, but no binding votes may be taken at such other meetings.