

BALLOT DRAFT***Procedures for Joint Development of Common Standards (JDOCS)***

1. **Objectives:** The objective of this joint process is to produce a document that is ready to be adopted as a standard by all three parent organizations (ISO/IEC, IEEE-SA, and The Open Group).
2. **Scope:** This document defines the rules and procedures for the operation of a Joint Working Group (JWG).

3. **Consensus:** Within the JWG decisions should be made by consent of all present, after detailed discussion. Formal objection must be employed to define absence of consensus.

Small group working: From time to time, a smaller set of individuals may be tasked with preparing work for later discussion in a plenary meeting. These small groups should be created and disbanded by the Chair, as appropriate. Initial decisions reached in small groups must be reported back to the plenary for action. Small groups shall meet only during formally called JWG meetings.

For items where there is no dissent a proposed Consent List should be submitted. Where there is dissent, those items should be placed on an Issues List.

Plenary Discussion: Any item can be removed from a Consent List by any one of the three Organizational Representatives (ORs) or the Chair. The Issues List shall be reviewed item by item.

Formal Votes: Formal votes on a specific issue shall be held only upon the specific demand of an OR . Whenever a formal vote is demanded, there shall be a 45 day ballot period. All ORs are required to vote either "Approve" or "Disapprove"; abstentions are not permitted. A register of all formal votes shall be maintained by the secretary. The register shall identify the issue, the organization demanding the vote, and the vote of each organization.

4. **Officers:** The JWG shall have a chair, and secretary. The chair shall be selected by majority vote of the ORs, and the chair shall serve at the pleasure of the ORs. The chair shall not be one of the three organizational representatives. Each organization shall appoint its OR for each meeting. Organizations may appoint different individuals as OR for different meetings. For each meeting, an individual shall serve as OR for no more than one organization.
5. **Meetings:** JWG meetings (both plenary and small-groups) will be open to all interested parties. Meeting fees may be charged to cover costs if necessary. The JWG shall keep and publish minutes and attendance rosters. A meeting can be called by the JWG Chair or a majority of the ORs. Meeting notices must be posted to the JWG email alias (see 6) at least thirty days prior to the date of the meeting. ORs are responsible for ensuring their members are notified. ORs serve as vice chairs of the JWG.

Quorum: A quorum is defined as the Chair and the three ORs.

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6. **IPR and Document Distribution:** The work developed should not be proprietary or confidential in any form. All documents, including all drafts except the final, and JWG materials (e.g. minutes of meetings) must be electronically available. Comments on drafts should be made electronically, either via a web-based form or through email to a published address. Paper distribution of documents and drafts is not required.

The Chair is responsible for ensuring that the document distribution list and JWG email alias are maintained and current.

As soon as the first draft is available a notice should be posted to the JWG email alias inviting comment. It is the responsibility of each OR to ensure appropriate distribution within their organization.

7. **Review of Drafts and Final Ballot:** Review of document drafts should be conducted by each organization as appropriate.

Ballot of final documents will be done by each organization, with voting according to their own procedures.

By the time the document is ready for final ballot, consensus should have been reached on all issues.

A final ballot is intended to be a simple "Approve" or "Do Not Approve". There will be no modifications made to the document as a result of the final balloting process. Upon completion of the final ballot, the document shall be submitted to all approving organizations for adoption as an organization standard.

8. **Corrigenda:** Corrigenda to an adopted standard should be developed and balloted using the Joint Procedure. It is important that there be no divergence of the base document, and therefore corrigenda must be agreed between all organizations adopting the base standard. All interpretation requests and defect reports shall be resolved by the JWG.