Working Group Committee Representative

A Practical Guide

About Working Groups

Working Groups are a collection of Eclipse Foundation Members organized to pursue common goal(s) openly and collaboratively.

Each Working Group has a Steering Committee and may have a Specification Committee, Technical Advisory Committee, and/or Marketing and Brand Committee

Committees are governing bodies and are governed by the Eclipse Foundation Bylaws, and other processes and policies that form the governance framework.

Working Group members have a responsibility and obligation to comply with the Eclipse Foundation Antitrust Policy ensuring all activities are conducted strictly in compliance with antitrust laws.

Eclipse Foundation Antitrust Policy

- Members of the Eclipse Foundation have a responsibility and obligation to comply with the Eclipse Foundation Antitrust Policy (https://www.eclipse.org/org/documents/Eclipse_Antitrust_Policy.pdf) in order to comply with antitrust laws.

- These laws generally prohibit the following:
  - Price-Fixing
  - Agreements to Allocate Markets
  - Concerted Refusals to Deal
  - Exchange of competitively sensitive information

- All Working Group activities must be conducted in an open, transparent and vendor-neutral manner. In particular Working Group meetings must also comply with the following:
  - Provide meeting notices in advance
  - Provide meeting agendas in advance, and stick to the topics on the agenda
  - Provide accurate meeting minutes; including their approval and dissemination
  - Perform a periodic reminder of the Eclipse Foundation Antitrust Policy

If you have questions about these matters, please contact your company counsel or license@eclipse.org**.**

Committee Chairperson

A Chair is an elected person from the Committee (see the working group charter)

- Plans meetings ensuring agenda and accompanying materials are prepared and circulated in advance (may delegate assignments to others)
- Opens the Meeting
- Ensures quorum is achieved (if not, no business can be conducted, though "non-official" discussions can take place)
- Calls for approval of the minutes from the previous meeting
- Ensures prescribed agenda is followed in a timely manner
- Expedites business as appropriate
- When votes are required, formulates the resolution with input from the committee, conducts the ballot and announces results of vote (often in the meeting minutes)
- Adjourns the Meeting
- Ensures Meetings Minutes are taken, sent to the Steering Committee prior to the next meeting and circulated to general mailing list upon approval

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Committee Secretary

- Can be a committee member(s)
  - round robin option
  - employee from a committee member's organization
  - do not recommend Chair takes on this responsibility
  - **Best practice is an assigned committee member**

- Records and disseminates formal records of each meeting
  - Not intended to be detailed notes
  - High level capturing decisions taken **including ballot results**
  - Approved at subsequent meetings following review by members
  - Approved minutes forwarded to general mailing list

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Steering Committee Meetings

The Committee is a governing body and strategic force of the working group intended to govern and provide direction and ensure its powers and duties are achieved and must meet regularly in order to fulfill the governance obligations as per working group charter.

Recommendation:

- Steering committee review its powers and duties and decide which of these remain solely with the Steering Committee and those which will be opened to participant members for input.

- Steering committee meetings are held separately from general working meetings.

- Steering Committees should feel empowered to hold their meetings as closed sessions so that members can freely discuss topics that may be financial or sensitive in nature and not necessarily suitable for the community level until a decision is taken.

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Steering Committee Working Meetings

- Steering Committee may decide to create a cadence of informal working group sessions with members to focus on the following:
    - enabling participation
    - building collaboration and engagement (connection)
    - creating open discussions
    - gathering expert opinion and input
    - shared ownership
    - steering committee structure as leadership and oversight

- These meetings could be more frequent than Steering Committee meetings:
    - eg. Biweekly sequence; every third meeting is a closed SC meeting
        - WG-WG-SC-WG-WG-SC

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Marketing and Brand Committees

- Marketing and Brand Committee is responsible for defining the strategic marketing priorities, goals and objectives for the working group.

  - Creates and approves a Marketing Plan based on the Program Plan objectives

    - identifies marketing strategies and tactics to support the Program objectives
    - engages in marketing activities (marketing, brand, communications) in support of the working group
    - defines working group trademark policy, if applicable and refers it to the Steering Committee for approval
    - collaborate with other working group members to develop co-marketing strategies, amplify messaging on social channels, and share best practices

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Marketing and Brand Committees

- Marketing and Brand committee members are expected to be leaders in supporting the implementation of working group outreach programs and communicating key messaging on behalf of the working group via their respective channels (i.e., web, social media, others).
- Committee Chair
- Committee Secretary
- Meeting cadence to support activity and meet objectives (charter outlines minimum meeting requirements)
- Decisions to be taken by vote of the committee
- During committee meetings, committee members must put forward motions which must be seconded, before a vote can take place.

If the working group does not establish such a committee, the general responsibilities fall to the steering committee

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Specification Committees

- A Working Group that engages in specification work must, via its Charter, define a Specification Committee.

- The Specification Committee is responsible for implementing the Eclipse Foundation Specification Process (EFSP) for all Specification Projects (as that term is defined by the EFSP).

- When a Specification Committee is not formed, the responsibilities of the Specification Committee are delegated to the Steering Committee

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Specification Committees

- Ensures that all specification projects operate in an open, transparent, and vendor-neutral fashion in compliance with the specification process.
- Applies and governs the specification projects in the scope of this working group according to the approved specification process.
- Approves specifications for adoption by the community.
- Works with the related Project Management Committee (PMC) to ensure that the EFSP is complied with by all related working group specification projects.
- Reviews and approves the trademark policy to ensure compatibility of independent implementations of specifications.
- Define (if any) customizations to the EFSP. The EFSP with the approved customizations is the specification process to be used by all specifications related to this working group, and refer for approval by the Steering Committee.

https://www.eclipse.org/projects/efsp/

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Specification Review Ballots
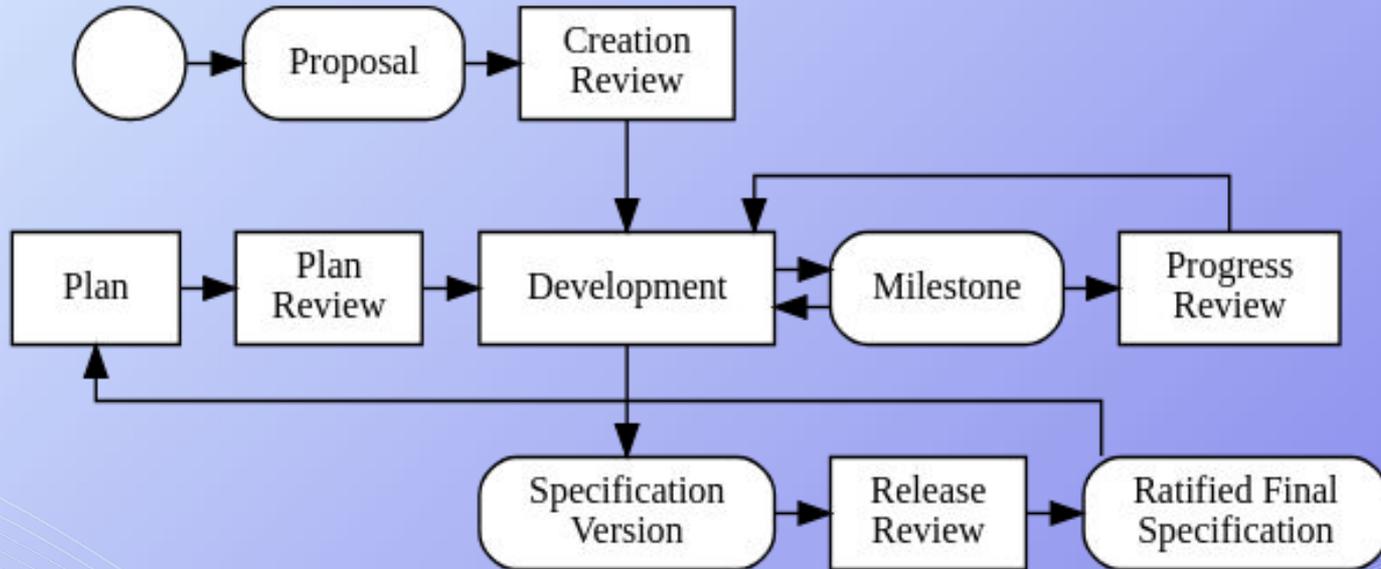
Specification Committees

- The Specification Committee works with the PMC to manage the overall vision for the Specification Projects under their supervision.

- A Specification Committee must approve, by supermajority, the following lifecycle events of Specification Projects:
  - Creation of a new Specification Project;
  - Release Plan for a new Release Cycle of a Specification;
  - Revisions to the Scope of a Specification;
  - Check Point Reviews of a Specification Project, including the ratification of Specification Versions;
  - Designation of a Specification as a Profile
    - this Super-majority must include a Super-majority of Strategic Members of the Working Group, when the Working Group has a notion of Strategic Member or equivalent; and
  - Designation of a Profile as a Platform
    - this Super-majority must include a Super-majority of Strategic Members of the Working Group, when the Working Group has a notion of Strategic Member or equivalent

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Specification Committees

- A ballot is used to seek Specification Committee approval
  - the default period for all Specification Committee ballots is seven (7) days.
  - During that time, any member of a Specification Committee may request that the period be extended to thirty (30) days.
  - A Specification Committee may opt to increase the length of the ballot period, but may not—under any circumstances—reduce any review period to fewer than seven (7) days.
- All artifacts related to a ballot must be
  - delivered in distribution form to the Specification Committee prior to the start of the ballot period,
  - must not change during the ballot period (with the exception of minor corrections that do not change the semantic intent, as determined by the Specification Committee), and
  - must persist in the delivered form following the ballot as part of the public record.
- All other votes of the Specification Committee require a simple majority

Specification Committees

- Committee Chair

- Meeting cadence to support activity and meet objectives (charter outlines minimum meeting requirements)

- Decisions to be taken by ballot via public mailing list

Technical Advisory Committee

A Technical Advisory Committee ("TAC") has the following responsibilities:

- recommends to the Steering Committee which Eclipse Foundation open-source projects should be included within the purview of the the working group
- establishes, evolves and enforces policies and processes that augment the EDP to support quality and supply chain security policies.
- establishes a roadmap at least annually for review and approval by the Steering Committee
- establishes roadmap process soliciting input and building rough consensus with stakeholders including projects and PMCs
- establishes a coordinated release pan that balances the many competing requirements
- coordinates the distribution release process and cross-project planning
- sets, evolves, and enforces engineering policies and procedures for the creation and distribution releases.

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Technical Advisory Committee

- The Technical Advisory Committee discharges its responsibility via collaborative evaluation, prioritisation, and compromise. The Technical Advisory Committee will establish a set of principles to guide its deliberations which will be approved by the Steering Committee and the Executive Director.

- In addition to the Appointed and Elected Representatives, one seat is allocated for a representative of the related Project Management Committee (PMC).

- The Committee elects a chair who reports to the Steering Committee.

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Quorum and Proxy

- Required quorum to hold a meeting is 50% of required attendance. Greater than 50% is required in order to make decisions.

- Proxy counts towards quorum
  - Committee Primary Representatives may appoint their proxy if they cannot attend a scheduled meeting and there is no alternate available. Please write to the Chair, Program Manager and cc the proxy identifying who you are assigning proxy to and identifying how you intend to vote if there are any actions to be taken.

General Voting - Simple/Super Majority

- Simple Majority is >50% of members attending where quorum is present

  - Example:
    - If Committee Representation is 5 members; to achieve quorum three members must be present. To pass a vote that requires simple majority:
      - 3 voting - 2 to pass
      - 4 voting - 3 to pass
      - 5 voting - 3 to pass

- Super Majority is ⅔ vote in favor of members attending where quorum is present

- The working group charter outlines when super majority is required. In all other cases, a simple majority is required.

General Voting - Abstentions

- Abstention to a vote is permitted; and in such cases, the abstention does not count in the calculation of the majority, neither in the numerator nor in the denominator.

- Should a representative not agree with a motion, they are welcome to vote -1. Voting -1 does not imply any right to veto. An abstention instead allows someone who is indifferent/undecided to explicitly allow the rest of the Body to make a decision.

- All committees may hold electronic votes for any decisions that would otherwise be taken at a committee meeting. With respect to quorum for electronic votes, quorum is based on all eligible voters when holding a vote.

- The Eclipse Bylaws include more information regarding voting and voting procedures. Should any disputes arise relating to voting, the Executive Director of Eclipse Foundation shall have the final decision.

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Eclipse Foundation Process and Operations Guidelines

https://www.eclipse.org/org/workinggroups/process.php

https://www.eclipse.org/org/workinggroups/operations.php

Thank you