Proposed Practices and Procedures for new OpenFramework Working Group (OFWG)

Fundamental principles for the WG

* One company, one vote
* The Practices and Procedures developed by the WG must be approved by the Board
* Robert’s Rules of Order will be used

OFWG work products and associate practices and procedures

* The WG will produce code and will likely produce work products that are other than code.
* Code will be produced and managed using the familiar practices of the open community
* The work products we’re loosely calling “not code” will be managed using the OFA Bylaw’s definition of “Documents”.
  + The OFA had a similar challenge to manage code contributions to the OFED stack and for other purposes, and also documents of any sort that would constitute “not code”.
* Documents must be approved by a two-thirds vote of OFWG members who have voting privileges and are members in good standing (see voting majority levels below)
* ***Please note there is an important rationale behind these practices and procedures. The idea is code development should be left unchanged in the OFWG and not subject to voting procedures of any sort. Votes are needed to approve Documents, the exact nature of which remains to be defined in the working of the OFWG***

Participation requirements

* The OFWG will use the notion “membership standing” which was tied to voting rights. Voting rights are maintained by attending at least 75% of scheduled meetings and not missing 3 consecutive meetings. Voting rights can be regained by attaining 3 meetings in a row.  
    
  A quorum is attained by the participation of 2/3 of the member companies in good standing

Required two-thirds voting majority levels

* Recommendation of Documents to the Board
* Removal of a co-chair
* Changes to any of these practices and procedures

Required simple majority

* Interim milestones of Documents

General documentation requirements:

* The Chair/Co-Chairs are responsible for capturing meeting minutes and getting approval, and for developing work products (Documents) and getting approval

Administrative tools for developing work products:

* This will be determined by the OFWG when it is functioning. Selections will be made from possible tools such as Adobe Frame Maker and Acrobat, collaboration tools as determined by the OFWG, and to use the reflector for WG communications

OFWG leadership:

* Per OFA Bylaws, the OFWG co-chairs will be selected by the Board. There will be no suggestions or nominations of possible co-chairs by members of the OFWG to the Board
* A co-chair can be removed by a two-thirds vote of eligible OFWG members