**Proposed Practices and Procedures for the 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” would include any written proposal presented to the work group for its consideration.
	+ Note there is an important rationale behind making a distinction between code and “not code”. The idea is code development should be managed using normal open source methods and left unchanged in the OFWG and therefore not subject to voting procedures. Votes are needed to approve Documents, as described here.
* Final 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)
* Draft Documents are approved by a simple majority vote of the eligible OFWG members
* Re-opening discussion on a previously adopted document requires a two-thirds vote of eligible members.
* Once discussion is re-opened, a previously ratified decision can be reversed or modified by a simple majority vote.
	+ The idea is to make it easy to achieve consensus, but once achieved make it hard to reverse.  This is very helpful in preventing unnecessary re-visits of topics that had seemed to be closed and completed.
	+ The definition of what constitutes “re-opening” will be a judgment call by the co-chairs
* Co-chairs will be given the tools necessary to maintain the orderly flow of business:
	+ Each OFWG member company shall designate a primary voting representative, and may designate an alternate voting representative.
	+ To maintain orderly meetings, the co-chairs may, in unusual circumstances, limit participation in the discussion of these proposals to the member company primary and alternate representatives.
* In order to receive a vote, a written Draft proposal must be distributed to the work group reflector no later than 48 hours prior to the meeting.  This rule can be excepted if there are no objections from any working group member companies present at the meeting.  The purpose of this rule is to encourage good decision making by providing member companies an opportunity to review the proposal and discuss it internally prior to the meeting.

Participation requirements

* The OFWG will use the notion of “membership standing” which is tied to voting rights.
* Retaining voting rights requires attendance at six of the last eight meetings. The current meeting counts as one of the eight meetings. Once lost, voting rights are restored at the beginning of its third consecutive meeting.
* Similarly, a new member company gains voting rights at the beginning of its third consecutive meeting.
* Participation is tracked at the level of primary voting representatives, or of a duly acknowledged alternate should one exist.
	+ A quorum is defined as participation by 2/3 of the member companies in good standing.

Required two-thirds voting majority levels

* Approval of Final Documents and Recommendation of Documents to the Board
* Removal of a co-chair

Required simple majority

* Approval of Draft 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