

Open Cloud Consortium

Steering Committee and Working Group Procedures

OCC-SC and OCC-WG Scope

The purpose of the Open Cloud Consortium Steering Committee (OCC-SC) is to govern operation of the OCC according to the procedures of the OCC. The OCC-SC shall act on behalf of the OCC as the administrator for the Working Groups under the OCC that develop and maintain standards and engage in other OCC-SC approved activities.

The scope of a OCC Working Group (OCC-WG) is to engage in technical activities consist with the purpose of the OCC and with the Charter established by the Working Group.

1. Organization of the OCC-SC

The OCC-SC shall consist of the OCC Chair, OCC Vice-Chair, OCC Secretary, OCC Treasurer, and the Chairs of Working Groups formed under the OCC. A single individual may serve in more than one of these capacities.

2 Responsibilities of the OCC-SC

The OCC-SC shall be responsible for the following:

1. Administering operation of the OCC according to the procedures of the OCC and the procedures described here.
2. Formation of OCC Working Groups, approval of OCC Working Group Charters, and disbanding OCC Working Groups.
3. Confirmation of election of Chairs and Vice-Chairs of OCC Working Groups.
4. Preparation, approval and release of OCC Standards, Guidelines, and Position Statements.
5. Acting on other matters requiring OCC effort as provided in the procedures of the OCC and these procedures.

3 Working Groups

OCC activities are undertaken by OCC Working Groups. The scope of each OCC Working Group is specified by its Charter. The OCC Chair shall appoint the initial Chair and Vice-Chair of a new Working Group.

Within six months of formation of a Working Group, the Working Group shall

1. Prepare and adopt Policies and Procedures that are in accord with the Policies and Procedures of the OCC and its higher-level committees.
2. Elect a Chair, Vice-Chair and such other officers, as it deems necessary.
3. Prepare and deliver to the OCC Chair a roster of members.
4. Establish an email list and web site for the conduct of its business.

The OCC-SC is also responsible for disbanding a Working Group when the work assigned to the Working Group is completed.

4 Meetings

OCC-SC meetings shall be held, as decided by the OCC-SC, the Chair, or by petition of 3 or more OCC-SC members, to conduct business. A 30-day notice, including an agenda, shall be distributed to all members.

There shall be at least two meetings held in each calendar year.

4.1 Quorum

There shall be a quorum for conducting business at a meeting. Notwithstanding the withdrawal of enough voting members to leave less than a quorum, the voting members remaining at a duly called or held meeting at which a quorum was initially present may continue to do business until adjournment, so long as any action taken (other than adjournment) is approved by at least a majority of the voting members required to constitute a quorum. A quorum is considered to be 50% of the voting members of the OCC-SC. If a quorum is not present at a meeting, including those present using teleconferencing facilities, the chair may choose to conduct certain business of the meeting via letter or electronic ballot as appropriate.

5 Vote

5.1 Vote Counting

Except as required by 5.4 and 5.5, votes shall be counted by dividing the number of affirmative votes by sum of the numbers of affirmative and negative votes. The question shall be considered approved if the quotient is greater than 50%.

5.2 Balloting Positions

Each voting OCC-SC member shall vote one of the following positions:

1. Affirmative
2. Do Not Approve (Negative With Comments - the reasons for a negative vote shall be given and should include specific wording or actions that would resolve the objection)
3. Do Not Approve (Negative Without Comments)
4. Abstain

5.3 Voting By Ballot

The OCC-SC shall be allowed to conduct OCC-SC business between meetings at the discretion of the Chair by use of a letter or electronic ballot. The response period for an electronic ballot shall be at least 14 days. Except as required by 5.4 and 5.5, a letter or electronic ballot shall require a 50% return of ballot.

Within 7 days of the response period for an electronic or letter ballot, the Chair shall publish to the OCC-SC the outcome of the ballot, including the balloting position of each voting member who voted in the ballot.

5.4 Actions Requiring Approval by a Majority of the OCC-SC Membership

The following actions require approval by a majority of the membership of the OCC-SC either at a meeting – provided that notification of the action has been included on the distributed agenda for the meeting – or by letter or electronic ballot:

1. Formation of a Working Group of the OCC, including its procedures, scope, duties, and Charter.
2. Assignment of a standards project, or other approved project, to a OCC Working Group
3. Authorization of a letter ballot.

5.5 Actions Requiring Approval by Two-Thirds of Those Voting of the OCC-SC Membership

The following actions require a letter ballot or an equivalent formal recorded vote with approval by at least two-thirds of those voting of the OCC-SC membership, excluding abstentions:

1. Changes or revisions to the OCC Member Agreement or Appendix 1.
2. Changes or revisions to the OCC Standards Notice and License.
3. Adoption of OCC-SC or OCC-WG procedures, or revisions thereof.
4. Adoption or revisions to OCC Standards, Guidelines, and Position Statements.
5. Disbandment of a OCC Working Group.
6. Approval of termination of the OCC-SC.

6 Parliamentary Procedures

On questions of parliamentary procedure not covered in these Procedures, Roberts Rules of Order (revised) may be used to expedite due process.