



# Rules of Procedure

## CGM Open Member Section

Approved by the OASIS Board of Directors 13 January 2004

### Foreword

The OASIS CGM Open Member Section is a reorganization under the OASIS member section rules of the activities of the CGM Open Consortium Inc, which was founded in May, 1998 and has been operating as an OASIS Affiliate under an Affiliation Agreement dated May, 1999. The initial mission and scope of activities of the OASIS CGM Open Member Section are identical to and a continuation of those of the CGM Open Affiliate.

### 1. Mission of the CGM Open Member Section

The mission of the OASIS CGM Open Member Section is to accelerate the further adoption, application, and implementation of the Computer Graphics Metafile (CGM) international standard, its industry specific profiles, and WebCGM, the W3C Recommendation for CGM usage on web pages.

### 2. Governance

- 2.1. The OASIS CGM Open Member Section will operate under the OASIS Bylaws, IPR Policy, and the Rules of Procedure for OASIS CGM Open Member Section and the OASIS Technical Committee Process.
- 2.2. The OASIS CGM Open Member Section may choose to adopt additional operating procedures to govern the activities of its Technical Committees and this Member Section. These procedures must be documented in the Rules of Procedure and be approved by both the Member Section Steering Committee and the OASIS Board of Directors.
- 2.3. The OASIS CGM Open Member Section Steering Committee will consist of one appointed seat allocated to the Program Director and 2 members elected by those OASIS members that have expressed intent to participate significantly in the OASIS CGM Open Member Section. Initially, the OASIS CGM Open Member Section Steering Committee will be comprised of the current members of the Board of Directors of CGM Open Consortium Inc. until an election can be held, but not longer than one year from approval of these Rule of Procedure by the OASIS Board. Members of the OASIS CGM Open Member Section Steering Committee must be current OASIS members.
- 2.4. "Qualified Electors" of the OASIS CGM Open Member Section are defined to be those OASIS Sponsor members and Contributor members that have expressed intent to participate significantly in the OASIS CGM Open Member Section. Voting in OASIS CGM Open Member Section Steering Committee elections is restricted to Qualified Electors. Voting in any other

elections, ballots, or votes that may be held by the OASIS CGM Open Member Section is similarly restricted to Qualified Electors.

- 2.5. The OASIS CGM Open Member Section Steering Committee will oversee the formation and progress of Technical Committees affiliated with the Member Section and will direct the expenditure of Member Section funds to advance the mission of the Member Section.
- 2.6. The OASIS CGM Open Member Section may not engage in any activity that might jeopardize OASIS' status as a tax-exempt organization.

### 3. Membership Model

- 3.1 Membership dues from organizations or individuals who join, or renew their membership in OASIS and indicate intent to participate significantly in OASIS CGM Open Member Section activities will have a portion of their dues allocated to the OASIS CGM Open Member Section discretionary fund.
- 3.2 The OASIS membership period will be for twelve months from the time of application (Membership Date). New members and renewing members will have a 45-day grace period (after their Membership Date or the anniversary of their Membership Date), when joining or renewing, to indicate their intent to participate significantly in OASIS CGM Open Member Section activities.
- 3.3 Revenue split of dues from members indicating interest in participating significantly in the OASIS CGM Open Member Section activities will be 60% to the OASIS general fund and 40% to the OASIS CGM Open Member Section discretionary fund, subject to an annually agreed upon budget set by OASIS management and the OASIS CGM Open Member Section Steering Committee during the fiscal budgeting process.
- 3.4 OASIS members, regardless of their intent to participate in OASIS CGM Open Member Section activities, will be able to participate in any OASIS Technical Committees without prejudice or preference, including those created under the OASIS CGM Open Member Section. OASIS members who participate in OASIS CGM Open Member Section Technical Committees must agree to operate under the additional OASIS CGM Open Member Section operating procedures for OASIS CGM Open Member Section Technical Committees, if any exist and provided they are incorporated into the charter of each Technical Committee that is affiliated with the Member Section.
- 3.5 When a member indicates intent to participate significantly in more than one OASIS Member Section, the discretionary funding portion of that member's dues will be distributed equally among all selected Member Sections.
- 3.6 All revenue will be managed in OASIS accounts. The portion of monies designated for the OASIS CGM Open Member Section will be tracked and managed by OASIS and will be subject to OASIS management and spending approval.

## 4. Technology Services

### 4.1. Web Hosting & Maintenance

- 4.1.1. OASIS will provide web hosting services for the OASIS CGM Open Member Section web site (www.cgm-open.org) in the same manner and service it provides to the rest of OASIS and other similarly established OASIS Member Sections without preference or prejudice.
- 4.1.2. OASIS will transition existing CGM Open web pages to the OASIS CGM Open Member Section format within 15 days of approval of the final proposal and Rules of Procedure by the OASIS Board.
- 4.1.3. OASIS will provide services for mail list hosting, on-line collaboration, document management and related services, and back up of all web and mail data via the enterprise wide fail-over server network without preference or prejudice.

## 5. Technical Process, Management, Reporting

- 5.1. OASIS technical management will oversee all work done under the OASIS Technical Committee Process for the OASIS CGM Open Member Section in the same manner and service it provides to the rest of OASIS and other similarly established OASIS Member Sections.
- 5.2. OASIS CGM Open Member Section Technical Committees will, in fact, be OASIS Technical Committees and will abide by the OASIS Technical Committee Process and all other OASIS Policies and Bylaws.
- 5.3. Additional process requirements may be adopted by OASIS CGM Open Member Section Technical Committees that do not obviate requirements of the OASIS Technical Committee Process.
- 5.4. OASIS CGM Open Member Section technical work products may be approved and adopted at the OASIS Technical Committee level (Committee Drafts) and may also be submitted to the OASIS general membership for consideration as OASIS Standards as defined in the OASIS Technical Committee Process. Only technical work that is submitted to and approved by the general OASIS membership can be designated as an "OASIS Standard". Technical work prepared and approved at the OASIS Technical Committee level will be referred to as an "OASIS CGM Open Member Section Committee Draft" specification.
- 5.5. OASIS technical management will provide a central review for all Technical Committee work to identify potential conflicts or overlap with other committees or standards bodies and to help build liaisons as appropriate.
- 5.6. OASIS technical management will provide member and public notifications of Calls for Participation, review and technical milestones for all OASIS Technical Committees.

## 6. Business Support

### 6.1. Membership Services

- 6.1.1. OASIS Membership Services will provide support to the OASIS CGM Open Member Section in the same manner it does for the rest of OASIS and other similarly established OASIS Member Sections.
- 6.1.2. Membership services support will include, but not be limited to, creation and maintenance of the OASIS CGM Open Member Section membership database, recruiting and expanding participation from both within the Consortium and externally, provision of membership renewal services, revenue projections and reporting, web forms and technology to enable online membership application.

### 6.2. Marketing and Public Relations Services

- 6.2.1. OASIS will provide marketing and public relations support to the OASIS CGM Open Member Section in the same manner it does for the rest of OASIS and other similarly established OASIS Member Sections.
- 6.2.2. These marketing and public relations support services include, but are not limited to, announcement of the formation of the OASIS CGM Open Member Section, efforts to enlarge the media pool to address the needs of the OASIS CGM Open Member Section, coordination of conference presentations by OASIS CGM Open Member Section representatives, analyst briefings, coverage of activities in OASIS e-newsletters and Information Channels (Cover Pages and XML.org), and public announcements of new Technical Committee formations and milestones as appropriate.
- 6.2.3. The cost of marketing and promotional activities specific to the OASIS CGM Open Member Section will be paid by OASIS CGM Open Member Section discretionary funds (*e.g.*, the attendance or participation of OASIS staff at an OASIS CGM Open Member Section specific event).

### 6.3. Accounting Services

- 6.3.1. OASIS will provide accounting support to the OASIS CGM Open Member Section in the same manner it does for the rest of OASIS and other similarly established OASIS Member Sections.
- 6.3.2. These accounting support services include but are not limited to processing invoices and collection of all valid new member applications and membership renewals, and acceptance of online and manual credit card payments, checks and wire transfers made payable to OASIS.
- 6.3.3. OASIS CGM Open Member Section discretionary funds will be held by OASIS, and OASIS will approve and issue payments on behalf of the OASIS CGM Open Member Section for expenses authorized and requested by the OASIS CGM Open Member Section Steering Committee that are consistent with the established, agreed-upon budget for the OASIS CGM Open Member Section. The OASIS CGM Open Member Section Steering Committee chair will be the primary point-of-contact for reporting and requesting payment.

- 6.3.4. All OASIS accounting records pertaining to the OASIS CGM Open Member Section will be available for inspection by the OASIS CGM Open Member Section Steering Committee.

## 7. Financial and Management Reporting

- 7.1. OASIS will provide quarterly financial statements to support the management and operation of the OASIS CGM Open Member Section throughout the year to the OASIS CGM Open Member Section Steering Committee.
- 7.2. The OASIS CGM Open Member Section Steering Committee will provide quarterly management reports on the actual and planned activities and expenses to OASIS management.

## 8. Revenue Distribution

- 8.1. Forty percent (40%) of dues from members who elect to participate significantly in the OASIS CGM Open Member Section will be managed in a discretionary fund by the OASIS CGM Open Member Section Steering Committee and will be used to fund OASIS CGM Open Member Section specific activities. The amount of this portion can be adjusted as part of the annual fiscal budgeting process. OASIS Management will work with the CGM Open Member Section Steering Committee in evaluating and setting the portion to be placed into this discretionary fund during the annual fiscal budgeting process. In the event that a consensus of OASIS Management and the CGM Open Member Section Steering Committee cannot be achieved on an adjustment to the percentage of the membership dues that constitute this portion to be placed in the discretionary fund, this percentage will remain at the original amount. Adjustments to this percentage can be made at any time with full agreement of OASIS Management and the CGM Open Member Section Steering Committee.
- 8.2. The OASIS CGM Open Member Section discretionary funds from paid membership dues and other sources of revenue will be subject to a maximum contribution level at an agreed-upon amount set during the initial and subsequent annual budgeting process. Failure to agree on a maximum discretionary fund contribution will resort funds distribution to the 60/40 split or other agreed ratios expressed in Section 8.1
- 8.3. In addition to the 40% allocation of membership dues, the OASIS CGM Open Member Section may receive a larger percentage negotiated between the OASIS CGM Open Member Section Steering Committee and OASIS Management for revenues received by OASIS CGM Open Member Section from sources other than membership dues. Alternative allocation percentages must be determined on a case-by-case basis or will be subject to the same 60/40 distribution as membership dues. These alternative sources may include, but are not limited to, website sponsorship, grants, events, and donations.
- 8.4. OASIS may use OASIS CGM Open Member Section discretionary fund monies to pay all costs included in the agreed-upon OASIS CGM Open Member Section budget, including but not limited to the following:

- Program Director;
  - Outside contractors;
  - Printing, publishing;
  - Conference participation;
  - Travel expense related directly to the OASIS CGM Open Member Section;
  - Dedicated IT and infrastructure costs;
  - Dedicated technical resources mutually deemed necessary;
  - Legal and professional fees specific to OASIS CGM Open Member Section activities; and
  - Dues, memberships, and other payments specific to OASIS CGM Open Member Section.
- 8.5. OASIS will manage and fund all normal business expenses related to operating the organization and its Member Sections.

## 9. Annual and Ad Hoc Reviews

### 9.1. **Annual Review**

All activities of the OASIS CGM Open Member Section and all budget and discretionary fund amounts will be reviewed during the annual budgeting process by OASIS management and the OASIS CGM Open Member Section Steering Committee.

### 9.2. **Ad Hoc Review**

Ad hoc review of the OASIS CGM Open Member Section activities, budget, and discretionary funding may be undertaken at any time within normal management processes by OASIS management and the OASIS CGM Open Member Section Steering Committee.

## 10. Miscellaneous

- 10.1. Honorary membership. OASIS agrees to arrange, at no cost to the OASIS CGM Open Member Section, for the honorary membership of Bruce Garner in the OASIS CGM Open Member Section, at the Individual membership level. CGM Open Inc. granted to Bruce Garner a lifetime honorary membership, in recognition of his lifetime of extraordinary service to standards. OASIS CGM Open Member Section will assume the cost of any other honorary memberships that it wishes to bestow, with only this exception.

## Checklist of Services Provided by OASIS

- ✓ Launch formation of the OASIS CGM Open Member Section to press and analysts worldwide
- ✓ Promote Member Section activities in OASIS e-newsletters (OASIS News, Cover Pages Weekly, XML.org Daily News)
- ✓ Cover Member Section news in OASIS Information Channels (Cover Pages and XML.org)
- ✓ Issue press releases on new Member Section Technical Committees and milestones, as appropriate
- ✓ Coordinate conference presentations by OASIS CGM Open Member Section representatives
- ✓ Transition existing CGM Open-Open web pages to the OASIS Member Section
- ✓ Provide web hosting and web mastering services for Member Section site (based on content provided by the Member Section Steering Committee or designate)
- ✓ Host OASIS CGM Open Member Section Technical Committee email list hosting and related services
- ✓ Provide backup of all Web and email data via the enterprise wide fail-over server network
- ✓ Create public discussion lists to build support for OASIS CGM Open Member Section Technical Committees prior to official proposals
- ✓ Facilitate formation of new OASIS CGM Open Member Section Technical Committees by issuing Calls for Participation and other public notifications
- ✓ Expand input and global buy-in by publicizing Official Review periods for completed Member Section technical work
- ✓ Provide a central review for all Technical Committee work to identify potential conflicts or overlap with other committees or standards bodies
- ✓ Assist in building official liaison relationships with related OASIS Technical Committees and/or other standards organizations
- ✓ Facilitate review and balloting of OASIS Member Section Technical Committee specifications (Committee Drafts) for ratification as OASIS Standards
- ✓ Maintain open public access to specifications developed by OASIS CGM Open Member Section Technical Committees
- ✓ Create CGM Open-dev email list, an unmoderated forum for exchanging information on implementing completed OASIS Standards
- ✓ Create and maintain the OASIS CGM Open Member Section membership database
- ✓ Recruit new members and expand participation from both within the Consortium and externally
- ✓ Coordinate membership renewal services
- ✓ Provide OASIS CGM Open Member Section Steering Committee with revenue, income and expense reports
- ✓ Maintain web forms and technology to enable online membership application
- ✓ Issue and process invoices for new member applications and renewals
- ✓ Provide for acceptance of online and manual credit card payments, checks, and wire transfers
- ✓ Approve and issue payments from Member Section discretionary funds for expenses authorized by the OASIS CGM Open Member Section Steering Committee, consistent with agreed-upon budget

- ✓ Provide quarterly financial statements to the OASIS CGM Open Member Section Steering Committee
- ✓ Participate in annual budget review with the OASIS CGM Open Member Section Steering Committee
- ✓ Hold copyrights on work conducted by OASIS CGM Open Member Section Technical Committees
- ✓ Manage and fund all normal business expenses related to operating the Member Section

## Checklist of Responsibilities of OASIS CGM Open Member Section Steering Committee

- ✓ Enable invitation of existing community to join the OASIS CGM Open Member Section
- ✓ Facilitate transfer of relevant existing URLs and Member Section content to OASIS
- ✓ Oversee creation and progress of technical Committees in the Member Section domain to advance the mission of the Member Section
- ✓ Direct use of discretionary funds as approved and administered by OASIS management
- ✓ Create and maintain content for Member Section website, either using volunteers or external resource paid for by Member Section discretionary funds
- ✓ Provide spokesperson(s) for press/analyst briefings, as coordinated by OASIS staff
- ✓ Provide quarterly reports to OASIS management on the actual and planned activities and expenses of the Member Section
- ✓ Participate in annual budget review with OASIS management
- ✓ Allocate Member Section discretionary fund monies to pay all costs included in the agreed-upon OASIS CGM Open Member Section budget, including but not limited to the following:
  - Outside contractors;
  - Printing and design of collateral materials;
  - Conference participation;
  - Travel expenses for OASIS staff conducting pre-approved work on behalf of the Member Section
  - Dedicated IT and infrastructure costs;
  - Dedicated technical resources mutually deemed necessary;
  - Legal and professional fees specific to OASIS CGM Open Member Section activities; and
  - Dues, memberships, and other payments specific to OASIS CGM Open Member Section