

Li18nux Steering Committee Directives

30 November 2000

1. Scope

The Directives for the Li18nux Steering Committee (hereafter abbreviated as SC) give instructions for the procedures to be followed in the decision making process of the Li18nux Steering Committee.

2. Organization

The SC was established by unanimous agreement by the participants of Li18nux's 3rd meeting, in accordance with the Li18nux charter.

2.1 Responsibility

The responsibility of the SC is as follows:

Decision making for Li18nux

Work plan development

Coordination among subgroups

Note. The SC should act independently of the subgroups and should not make any instructions or objections to the decisions made by the subgroups. However, in the case that subgroup(s) get into a deadlock situation, the SC should take appropriate actions to resolve the deadlock.

External relationships

2.2 Membership

There are 5 types of membership in the SC.

Co-chairs of Li18nux

Each co-chair of the Li18nux shall be a member of the SC and has the power to exercise one vote.

Leader of Li18nux subgroups

Each leader of the Li18nux subgroups shall be a member of the SC and has the power to exercise one vote.

Representative for Linux Standard Base

A representative of the Linux Standard Base shall be a member of the SC and has the power to exercise one vote. The representative shall be nominated and endorsed by the Linux Standard Base.

Representatives for Linux Distributions

Representatives from Linux Distributions can be members of the SC and have the power to exercise one vote. The representative shall be nominated from member distributions who contribute to the Li18nux activities, and be appointed with the approval of the SC. The nominee shall have the endorsement from the member distribution which the nominee represents, and a member distribution can endorse at most one person as the representative for the member distribution.

Guest members

Guest members may be invited by the SC, but have no power to vote.

The members of SC except the Guest type of members have obligation to vote for each accepted motion. If an SC member does not perform the duty of voting in continuous two meetings or e-mail voting, the voting right of the member will be suspended automatically, then the suspension of the voting right will be informed to both of the member and the subgroup or distribution which the member represents. The suspended voting right will be recovered if the member perform the duty within continuous two meetings or e-mail votes after the suspension, but the member may lose the SC membership if the member does not perform the duty in those meetings or e-mail votes.

2.3 Officers

The SC shall have the following officers. Each officer shall be nominated by the SC, chosen from the co-chairs of Li18nux and appointed by resolution of the SC.

- Chair person
- Vice chair person
- Secretary

3. SC meeting

3.1 General

SC meetings shall be called by the chair person, in accordance with a resolution of the SC or a request by multiple members. Every decision made by the SC shall be in a meeting.

The officers of the SC shall provide reasonable means for the SC members to participate its meeting electronically, such as telephone or video conferencing.

3.2 Notification of meetings

The chair person shall call the SC meeting normally, unless urgent, no less than 14 days prior to the meeting. The chair person shall notify the SC members of the meeting via E-mail. The meeting notice shall minimally include a date and time of the meeting represented by both local time of the meeting place and GMT, proposed agenda of the meeting, and the methods for SC members to participate in the meeting electronically. The meeting notice shall also be posted on the official Li18nux web page for the benefit of all Li18nux members.

If an urgent meeting must be called, the chair person of the SC can call a meeting with unanimous agreement of all officers, but all SC members must be notified at least 72 hours prior to the meeting through any means.

3.3 Participation

The members of the SC can participate in its meeting either physically or via any electrical means, e.g., via phone or via electronic vote, provided by the officers.

3.4 Proxy

3.4.1 Proxy of officers

Every officer of the SC can appoint a person as the proxy of the officer and delegate his/her roll to the proxy temporarily. The officers and all SC members shall be notified of the proxy no later than 24 hours prior to the meeting by written form, e.g., via E-mail. An officer of the SC shall introduce the proxy to participants of the SC meeting at the beginning of said meeting. A proxy can represent one officer only.

In a meeting, if the chair person cannot perform its role, the vice chair person shall take over the chair person's role temporarily, and if the vice chair person cannot perform its role, the secretary should take over the vice chair person's role temporarily, accordingly. In the case that the secretary cannot perform its role, the chair person shall appoint a participant to take over the secretary role temporarily.

3.4.2 Proxy of members

Every member of the SC can appoint a person as their proxy and delegate his/her power to vote, by informing the chair person of the delegation. The member can also restrict the condition of the delegation. The chair person shall be informed of the delegation conditions before the voting.

3.5 Quorum

Every SC meeting shall have the participation of all officers and at least 2 other members.

3.6 Reporting

The resolutions and action items made by a meeting shall be confirmed by the participants within the meeting. The secretary shall prepare a draft meeting minutes and deliver it, with the lists of approved resolutions and action items, to all Li18nux members via E-mail no later than 7 days from the meeting. The list of the resolutions, the list of action items, and the minutes of the SC meeting shall be put on the Li18nux Web page after the SC's approval.

4. Normal Voting procedures

Each SC member, except Guest members, has 1 vote for each item or resolution.

Abstention shall not be counted as a vote.

Items for which the number of total votes cast is less than a majority (1/2 or more) present will require additional discussion before a re-vote.

A majority (1/2 or more) of the total votes cast is required to make a new decision.

A supermajority (2/3 or more) of the total votes cast is required to modify a prior decision.

A supermajority (2/3 or more) of the total votes cast is required to approve a proposed ammendment to a given Li18nux standard or to establish a new Li18nux standard.

Other than changes to the SC membership rules, a supermajority (2/3 or more)of the total votes cast is required to approve an ammendment or extension of the Li18nux charter.

A unanimous (100%) vote of all the Li18nux SC voting members is required to approve a proposed ammendment to the Li18nux charter's SC membership rules.

5. E-mail voting procedure

Any member of SC can submit a motion for e-mail vote. With having at least one second from other SC members, chair person shall call for question on the motion. The voting procedure of e-mail vote is the same as normal voting procedure in previous chaper, except the following.

5.1 Voting period

Normal voting period is at least one week from the call for question, but chair person can enlonger the voting perood by notifying the period with the subject call for question.

5.2 Quorum

Varid votes from more than half of SC members who have power to vote meets the requirement of quorum of e-mail vote. Vote by proxy or abstention vote shall be counted as varid votes.

Annex A. Current Officers (as of 2001-01-XX)

Chair person: Hideki Hiura
Vice chair person: Akio Kido
Secretary:

Annex B. Current Members (as of 2001-01-XX)

Co-chairs of Li18nux

Akio Kido (co-chair for Asia Pacific region)
Hideki Hiura (co-chair for America region)
Rasha Mogan (co-chair for BiDi language region “proposed”)

Leaders of subgroups

Song Yang (Website Administration)
Helena Shih (API/Application Development Environment)
Hideki Hiura (Input Method)

Takeo Nishii (Localization of Web Content)
Yoichi Suehiro (Internationalization System Architecture)
Alex Gelfenbain (Typography)
Shoji Kuwabara (LI18NUX2000 certification)
Shoji Sugiyama (I18N Utility dev. “proposed”)

Representative for Linux Standard Base

Daniel Quinlan

Representatives for Linux Distributions

Chulkee Sung (Caldera)

Adrian Havig (Red Hat)

Song Yang (SGI)

Anas Nashif (SuSE)

T.B.A (TurboLinux)

Fan Shihong (COSIX)

Wu Zhigang (Red Flag)

Toru Hoshina (Kondara)

Hiro Yoshioka (Miracle)

Guest

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Annex C. History

200101-XX Established