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# Rules of Procedure

## DCML Member Section

25 August 2004

### Foreword

The creation of the OASIS DCML Member Section is requested by OASIS members formerly participating in the DCML Organization, a California nonprofit corporation exempt from income taxation under Section 501 (c)(6) of the Internal Revenue Code, to serve the mission stated below.

With the creation of the OASIS DCML Member Section, DCML.org will contribute related copyright and domain ownership to OASIS.

Contributions of technical work will be made to the appropriate OASIS DCML Technical Committee(s) under the guidelines of the OASIS IPR Policy and TC Process in effect at the time of the contribution.

### 1. Mission of the DCML Member Section

The mission of the OASIS DCML Member Section is to accelerate the further development, adoption, application, and implementation of the Data Center Markup Language and related work.

### 2. Governance

2.1. The OASIS DCML Member Section will operate under the OASIS Bylaws, OASIS policies, (including but not limited to the Member Section Policy, Media Relations Policy, IPR Policy, Technical Committee Process) and the Rules of Procedure for OASIS DCML Member Section.

2.2. The OASIS DCML Member Section may choose to adopt additional operating procedures to govern the activities of its Technical Committees and this Member Section. These procedures may not be in conflict with any of the documents cited in Section 2.1, 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. Initially, the OASIS DCML Member Section Steering Committee will be comprised of the current members of the Board of Directors of DCML Organization. Within one year from approval of these Rules of Procedure by the OASIS Board, an election will be held to fill the Steering Committee 5 seats. The election will be held among those OASIS members that have expressed intent to participate significantly in the OASIS DCML Member Section via their membership application or renewal documentation. Members of the OASIS DCML Member Section Steering Committee must be current OASIS members. As part of the first election, the Steering committee will determine the schedule for future Steering Committee elections, which should be posted to a revised RoP and announced to the member section. The number of

- 42 members of the Steering Committee can be adjusted annually by the Steering Committee as  
43 required, with the approval of the Member Section
- 44 2.4. “Qualified Electors” of the OASIS DCML Member Section are defined to be OASIS Sponsor  
45 members and Contributor members who, via their membership application or renewal  
46 documentation, have expressed intent to participate significantly in the OASIS DCML Member  
47 Section. Voting in OASIS DCML Member Section Steering Committee elections is restricted to  
48 Qualified Electors. Voting in any other elections, ballots, or votes that may be held by the  
49 OASIS DCML Member Section is similarly restricted to Qualified Electors. All such elections  
50 will register one vote per member organization.
- 51 2.5. The OASIS DCML Member Section Steering Committee will encourage the formation and  
52 progress of Technical Committees affiliated with the Member Section and will direct the  
53 expenditure of Member Section funds to advance the mission of the Member Section.
- 54 2.6. The OASIS DCML Member Section may not engage in any activity that might jeopardize  
55 OASIS' status as a tax-exempt organization.

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### 58 3. Membership Model

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- 60 3.1. Membership dues from organizations or individuals who join, or renew their membership in  
61 OASIS and indicate intent to participate significantly in OASIS DCML Member Section  
62 activities will have a portion of their dues allocated to the OASIS DCML Member Section  
63 discretionary fund.
- 64 3.2. The OASIS membership period will be for twelve months from the time of application  
65 (Membership Date). New members and renewing members will have a 45-day grace period  
66 (after their Membership Date or the anniversary of their Membership Date), when joining or  
67 renewing, to indicate their intent to participate significantly in OASIS DCML Member Section  
68 activities.
- 69 3.3. Revenue split of dues from members indicating interest in participating significantly in the  
70 OASIS DCML Member Section activities will be 60% to the OASIS general fund and 40% to  
71 the DCML Member Section discretionary fund, subject to an annually agreed upon budget set by  
72 OASIS management and the OASIS DCML Member Section Steering Committee during the  
73 fiscal budgeting process.
- 74 3.4. OASIS members, regardless of their intent to participate in OASIS DCML Member Section  
75 activities, will be able to participate in any OASIS Technical Committees without prejudice or  
76 preference, including those created under the OASIS DCML Member Section. OASIS members  
77 who participate in OASIS DCML Member Section Technical Committees must agree to operate  
78 under the additional OASIS DCML Member Section operating procedures for OASIS DCML  
79 Member Section Technical Committees, if any exist and provided they are incorporated into the  
80 charter of each Technical Committee that is affiliated with the Member Section.
- 81 3.5. When a member indicates intent to participate significantly in more than one OASIS Member  
82 Section, the discretionary funding portion of that member's dues will be distributed equally  
83 among all selected Member Sections.
- 84 3.6. All revenue will be managed in OASIS accounts. The portion of monies designated for the  
85 OASIS DCML Member Section will be tracked and managed by OASIS and will be subject to  
86 OASIS management and spending approval.

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## 4. Technology Services

### 4.1. Web Hosting & Maintenance

- 4.1.1. OASIS will provide web hosting services for the OASIS DCML Member Section web site (www.dcml.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 relevant dcml.org web pages to the OASIS DCML Member Section format within 15 days of being provided domain ownership, access to the content and 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 TC Administration will oversee all work done under the OASIS Technical Committee Process for the OASIS DCML 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 DCML 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 DCML Member Section Technical Committees that do not obviate requirements of the OASIS Technical Committee Process or other policies adopted by the OASIS Board of Directors.
- 5.4. Technical work prepared and approved by Technical Committees affiliated with the OASIS DCML Member Section will carry the OASIS DCML Member Section name.
- 5.5. OASIS TC Administration 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. The DCML Member Section will be responsible for coordinating the work among the TCs affiliated with their member section.
- 5.6. OASIS TC Administration will provide member and public notifications of Calls for Participation, review and technical milestones for all OASIS Technical Committees.

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## 6. Business Support

### 6.1. Membership Services

- 6.1.1. OASIS Membership Services will provide support to the OASIS DCML 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 DCML 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. Marketing of the DCML brand and activities of the OASIS DCML Member Section will be managed and funded by the OASIS DCML Member Section with input and oversight from OASIS management. Public relations for the OASIS DCML Member Section will be conducted in accordance with OASIS practices and policies, including the OASIS Media Relations Policy. OASIS will provide marketing and public relations support to the OASIS DCML Member Section in the same manner it does for 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 DCML Member Section, efforts to enlarge the media pool to address the needs of the OASIS DCML Member Section, coordination of conference presentations by OASIS DCML Member Section representatives, analyst briefings, coverage of activities in OASIS e-newsletters and Information Channels (Cover Pages and XML.org), Infra-structure support for DCML Member Section specific events including the DCML Member Section quarterly meeting, 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 DCML Member Section will be paid by OASIS DCML Member Section discretionary funds (*e.g.*, the attendance or participation of OASIS staff at an OASIS DCML Member Section specific event).

### 6.3. Accounting Services

- 6.3.1. OASIS will provide accounting support to the OASIS DCML 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 DCML Member Section discretionary funds will be held by OASIS, and OASIS will approve and issue payments on behalf of the OASIS DCML Member Section for expenses authorized and requested by the OASIS DCML Member Section Steering

169 Committee that are consistent with the established, agreed-upon budget for the OASIS  
170 DCML Member Section. The OASIS DCML Member Section Steering Committee chair  
171 will be the primary point-of-contact for reporting and requesting payment.

172 6.3.4. All OASIS accounting records pertaining to the OASIS DCML Member Section will be  
173 available for inspection by the OASIS DCML Member Section Steering Committee.  
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## 175 7. Financial and Management Reporting

176 7.1. OASIS will provide quarterly financial statements to support the management and operation of  
177 the OASIS DCML Member Section throughout the year to the OASIS DCML Member Section  
178 Steering Committee.

179 7.2. The OASIS DCML Member Section Steering Committee will provide quarterly management  
180 reports on the actual and planned activities and expenses to OASIS management.  
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## 182 8. Revenue Distribution

183 8.1. Forty percent (40%) of dues from members who elect to participate significantly in the OASIS  
184 DCML Member Section will be managed in a discretionary fund by the OASIS DCML Member  
185 Section Steering Committee and will be used to fund OASIS DCML Member Section specific  
186 activities. The amount of this portion can be adjusted as part of the annual fiscal budgeting  
187 process. OASIS Management will work with the DCML Member Section Steering Committee  
188 in evaluating and setting the portion to be placed into this discretionary fund during the annual  
189 fiscal budgeting process. In the event that a consensus of OASIS Management and the DCML  
190 Member Section Steering Committee cannot be achieved on an adjustment to the percentage of  
191 the membership dues that constitute this portion to be placed in the discretionary fund, this  
192 percentage will remain at the original amount. Adjustments to this percentage can be made at  
193 any time with full agreement of OASIS Management and the DCML Member Section Steering  
194 Committee.

195 8.2. The OASIS DCML Member Section discretionary funds from paid membership dues and other  
196 sources of revenue will be subject to a maximum contribution level at an agreed-upon amount  
197 set during the initial and subsequent annual budgeting process. Failure to agree on a maximum  
198 discretionary fund contribution will resort funds distribution to the 60/40 split or other agreed  
199 ratios expressed in Section 8.1

200 8.3. In addition to the 40% allocation of membership dues, the OASIS DCML Member Section may  
201 receive a larger percentage negotiated between the OASIS DCML Member Section Steering  
202 Committee and OASIS Management for revenues received by OASIS DCML Member Section  
203 from sources other than membership dues. Alternative allocation percentages must be  
204 determined on a case-by-case basis or will be subject to the same 60/40 distribution as  
205 membership dues. These alternative sources may include, but are not limited to, website  
206 sponsorship, grants, events, and donations.

207 8.4. OASIS may use OASIS DCML Member Section discretionary fund monies to pay all costs  
208 included in the agreed-upon OASIS DCML Member Section budget, including but not limited to  
209 the following:

- 210 ▪ Program Director;
- 211 ▪ Outside contractors;
- 212 ▪ Printing, publishing;
- 213 ▪ Conference participation;
- 214 ▪ Travel expense related directly to the OASIS DCML Member Section;

- 215           ▪ Dedicated IT and infrastructure costs;
- 216           ▪ Dedicated marketing, research & PR services
- 217           ▪ Staffing, travel, meeting fees, other support of DCML Member Section meetings
- 218           ▪ Development and management of dedicated adoption services
- 219           ▪ Dedicated technical resources mutually deemed necessary;
- 220           ▪ Legal and professional fees specific to OASIS DCML Member Section activities; and
- 221           ▪ Dues, memberships, and other payments specific to OASIS DCML Member Section.

222           8.5. OASIS will manage and fund all normal business expenses related to operating the organization  
223           and its Member Sections.

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## 226   9. Annual and Ad Hoc Reviews

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### 228   9.1. **Annual Review**

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

### 232   9.2. **Ad Hoc Review**

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

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238 Checklist of Services Provided by OASIS

- 239 ✓ Launch formation of the OASIS DCML Member Section to press and analysts worldwide
- 240 ✓ Promote Member Section activities in OASIS e-newsletters (OASIS News, Cover Pages Weekly,  
241 XML.org Daily News)
- 242 ✓ Cover Member Section news in OASIS Information Channels (Cover Pages and XML.org)
- 243 ✓ Issue press releases on new Member Section Technical Committees and milestones, as  
244 appropriate
- 245 ✓ Coordinate conference presentations by OASIS DCML Member Section representatives
- 246 ✓ Transition existing DCML.org web pages to the OASIS Member Section
- 247 ✓ Provide web hosting and web mastering services for Member Section site (based on content  
248 provided by the Member Section Steering Committee or designate)
- 249 ✓ Host OASIS DCML Member Section Technical Committee email list hosting and related services
- 250 ✓ Provide backup of all Web and email data via the enterprise wide fail-over server network
- 251 ✓ Create public discussion lists to build support for OASIS DCML Member Section Technical  
252 Committees prior to official proposals
- 253 ✓ Facilitate formation of new OASIS DCML Member Section Technical Committees by issuing  
254 Calls for Participation and other public notifications
- 255 ✓ Expand input and global buy-in by publicizing Official Review periods for completed Member  
256 Section technical work
- 257 ✓ Provide a central review for all Technical Committee work to identify potential conflicts or  
258 overlap with other committees or standards bodies
- 259 ✓ Assist in building official liaison relationships with related OASIS Technical Committees and/or  
260 other standards organizations
- 261 ✓ Facilitate review and balloting of OASIS Member Section Technical Committee specifications  
262 (Committee Drafts) for ratification as OASIS Standards
- 263 ✓ Maintain open public access to specifications developed by OASIS DCML Member Section  
264 Technical Committees
- 265 ✓ Create DCML-dev email list, an un-moderated forum for exchanging information on  
266 implementing completed OASIS Standards
- 267 ✓ Create and maintain the OASIS DCML Member Section membership database
- 268 ✓ Recruit new members and expand participation from both within the Consortium and externally
- 269 ✓ Coordinate membership renewal services
- 270 ✓ Provide OASIS DCML Member Section Steering Committee with revenue, income and expense  
271 reports
- 272 ✓ Maintain web forms and technology to enable online membership application
- 273 ✓ Issue and process invoices for new member applications and renewals
- 274 ✓ Provide for acceptance of online and manual credit card payments, checks, and wire transfers
- 275 ✓ Approve and issue payments from Member Section discretionary funds for expenses authorized  
276 by the OASIS DCML Member Section Steering Committee, consistent with agreed-upon budget
- 277 ✓ Provide quarterly financial statements to the OASIS DCML Member Section Steering Committee

- 278 ✓ Participate in annual budget review with the OASIS DCML Member Section Steering Committee
- 279 ✓ Hold copyrights on work conducted by OASIS DCML Member Section Technical Committees
- 280 ✓ Manage and fund all normal business expenses related to operating the Member Section
- 281 ✓ Infrastructure support of DCML Member Section meetings. DCML Member Section meetings are
- 282 typically 2-day in-person meetings that are held once a quarter. Attendees at these meetings are
- 283 members of the DCML Steering Committee and DCML Member Section Sponsor and
- 284 Contributor members

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287 Checklist of Responsibilities of OASIS DCML Member Section Steering  
288 Committee

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- 290 ✓ Enable invitation of existing community to join the OASIS DCML Member Section
- 291 ✓ Facilitate transfer of copyrights, relevant existing URLs and Member Section content to OASIS
- 292 ✓ Oversee creation and progress of technical Committees in the Member Section domain to
- 293 advance the mission of the Member Section
- 294 ✓ Direct use of discretionary funds as approved and administered by OASIS management
- 295 ✓ Direct and execute on the marketing plan including continued promotion of the DCML brand,
- 296 DCML mission, progress and outcomes, press coverage and direction of press and analyst
- 297 activities
- 298 ✓ Create and maintain content for Member Section website, either using volunteers or external
- 299 resource paid for by Member Section discretionary funds
- 300 ✓ Provide spokesperson(s) for press/analyst briefings, as coordinated by OASIS staff
- 301 ✓ Provide quarterly reports to OASIS management on the actual and planned activities and
- 302 expenses of the Member Section
- 303 ✓ Participate in annual budget review with OASIS management
- 304 ✓ Allocate Member Section discretionary fund monies to pay all costs included in the agreed-upon
- 305 OASIS DCML Member Section budget, including but not limited to the following:
- 306     ▪ Outside contractors and agencies including PR firm
- 307     ▪ Printing and design of collateral materials
- 308     ▪ Conference participation; DCML Member Section meeting fees and specific expenses
- 309     ▪ Travel expenses for OASIS staff conducting pre-approved work on behalf of the Member
- 310 Section
- 311     ▪ Dedicated IT and infrastructure costs;
- 312     ▪ Dedicated technical resources mutually deemed necessary;
- 313     ▪ Legal and professional fees specific to OASIS DCML Member Section activities; and
- 314     ▪ Dues, memberships, and other payments specific to OASIS DCML Member Section
- 315