

Open Geospatial Consortium

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Planning Committee Policies and Procedures

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This document is an OGC Policies and Procedures Document. The document is subject to change based on membership requirements and motions.

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The OGC Planning Committee Policies & Procedures

1. Abstract

This document outlines the policies and procedures used by the Planning Committee of the Open Geospatial Consortium, Inc (OGC). These policies and procedures may change by vote of the Planning Committee or by the Open Geospatial Consortium Board of Directors as the needs and purpose of the Planning Committee change.

2. Purpose and Introduction

The purpose of this document is to define the purpose of the OGC Planning Committee and to identify privileges, procedures, and policies of the committee and its members.

The Bylaws of the OGC state:

Principal Membership is provided for organizations that wish to participate in the planning and management of the Consortium's technology development process. Each Principal Member, while in good standing, shall be entitled to designate one voting Planning Committee Representative (which may be the same person as the Principal Member's Technical Committee Representative) and an Alternate Planning Committee representative to vote on each matter submitted to a vote in the Planning Committee. Each Principal Member may also send additional non-voting participants as the Planning Committee's Policies and Procedures may from time to time permit, by this means to influence and contribute to the Consortium's strategic planning and Management process.

Based on the scope of the activities provided by the OGC bylaws for the Planning Committee, each Principal Member may:

1. Be involved in strategic technology planning regarding the Consortium's development of open geoprocessing standards that have the greatest possible chance of being adopted in the market;
2. Work on development of the Consortium's message and strategic positioning within the IT community and formulation of the Consortium's Information Community and market outreach strategies;
3. Vote and participate in such subcommittees, task forces, special interest groups, and working groups of the Planning Committee as the Planning Committee's Policies and Procedures may from time to time permit;
4. Discuss and vote on recommendations from the Technical Committee;
5. Discuss and provide guidance on relationships with other standards bodies;
6. Discuss and provide guidance on the OGC Business Plan including guidance on market focus and strategic direction;
7. Review and comment on key PR materials;
8. Discuss, provide guidance, and vote on any OGC Policies and Procedures documents;
9. Conduct discussions and provide recommendations regarding issues that effect the achievement of the mission and objectives of the OGC; this may include relationships with other organizations, intellectual property issues, direction taken as a result of a particular Interoperability Initiative, or any other business issue deemed of high importance in terms achieving the stated mission of the OGC;
10. Recommend prospective Directors, and to vote to ratify the Board of Directors' approved slate of candidate directors of the Consortium;

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11. Participate in planning and outreach activities which the Consortium organizes by means of the Planning Committee with its Principal Members;
12. Provide final approval for new Consortium projects required to accomplish the strategic objectives of the Consortium via its Working Group and Subcommittee structure;
13. Enjoy all the rights and privileges of Membership.

In general, the Planning Committee provides a forum for discussion and recommendations to staff or the Technical Committee on issues that effect the achievement of the mission and objectives of the OGC.

This document also defines Planning Committee Procedures for election of the members of the Board and the Policies and Procedures for voting within the Planning Committee.

3. Definitions and Acronyms

- **OGC**—Open Geospatial Consortium, Inc.
- **BOD**—The OGC Board of Directors, as defined by the bylaws of the OGC.
- **Planning Committee (PC)**—The OGC Planning Committee is granted authority to operate by the OGC Bylaws. Principal Membership is provided for organizations that wish to participate in the planning and management of the Consortium's technology development process.
- **Technical Committee (TC)** The OGC TC has been granted authority to operate by the OGC Bylaws. The OGC Technical Committee is composed of individuals representing organizations that are duly recognized members in good standing of the OGC.
- **Technical Committee Chair (TCC):** The TCC is a post held by appointment of the OGC BOD, to lead the activities of the TC.
- **PCC**—The Planning Committee Chair, a post held by the Executive Director of the Standards Program, to lead the activities of the PC.
- **Issues**—Issues are questions (other than technology adoption questions) that come before the committee for discussion and resolution by the PC.
- **Items**—Items are proposed technology adoption questions that come before the committee for discussion and resolution by the PC. These Items come by recommendation of the TC.
- **OGC Member, or Member:** Any member in good standing.
- **OGC Communication:** A communication by any means, including posting on the WWW Site (<http://www.opengeospatial.org>), electronic mail, facsimile transmission, or by regular post. The primary forms of communication will be either via email or using the OGC Members Only Portal. Any member desiring delivery by other than electronic means (WWW site or electronic mail) must state so in written form to OGC staff.
- **Proposed (or Candidate) standard:** A standard in the form of an existing, operational specification that one or more OGC Voting TC Members wish to sponsor as an RFC submission under the Bylaws of the OGC.

4. References

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- [1] Open Geospatial Consortium, 2016. *The OGC Technical Committee Policies and Procedures*. Wayland, Massachusetts. Available via the OGC web site at <http://www.opengeospatial.org/>.
- [2] Bylaws of the Open Geospatial Consortium. Wayland, MA. Available via the OGC web site at <http://www.opengeospatial.org/>.

5. Policies of the Planning Committee

The PC is responsible for those management and policy functions of the OGC as outlined in Section 2 of this document. More specifically, the PC will, as its primary function, address and vote on specific Items and Issues. These Items and Issues may be brought to the attention to the PC by the TC or OGC staff. Any PC member can raise an Issue. In all cases, the Items and Issues must be consistent with the purpose of the PC. The PC will make recommendations to the BOD concerning adoption of the OGC Business Plan and in matters stemming from Issues that require modifications to the strategic direction of the Consortium.

Further, the PC may establish and conduct Subcommittees (SC) to carry out the development and processing of Issues. An SC will be formed, carry out their assigned work, and be dissolved. SC Processes are defined in the **Subcommittees** section.

5.1. Composition of the PC

The PC has the following membership composition:

- Official Voting PC Members defined as Principal or Strategic members of the OGC and the liaison from ISO / TC 211;
- OGC staff - specifically the PCC and the OGC President, other OGC staff can participate as observers;
- The two (2) representatives of the TC selected for each PC meeting from a pool of representatives elected by the TC;
- Alternates (defined below) and other PC members

The above are collectively referred to as PC Members. Guests may also be invited to participate in the PC based on consensus agreement of the PC membership.

5.2. Meetings of the PC

Planning Committee meetings shall be conducted under the general guidance of Robert's Rules of Order (the same version as is used for the TC; the 11th Edition at the time of approval of this document). The PC Chair (PCC) will facilitate PC Meetings. If the PCC cannot attend a Meeting, then an appointed representative of the PCC from the OGC staff will facilitate the Meeting. Regularly scheduled meetings will occur four (4) times per year, typically at the end of the TC Meeting week. Meetings times and locations will be announced at least four weeks in advance. Minutes for each PC meeting shall be distributed by email and posted to the Members portal as soon as practicable following PC Meetings but no later than three weeks after the meeting. Meetings of Planning Committee Subcommittees may be held by direct action of the PCC, the SC Chair, or motion and second of the PC as long as the notice requirement of four weeks is met. Subcommittee meetings shall not result in official action of the Planning Committee.

5.3. Attendance at PC Meetings

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Only PC Members may attend meetings of the PC¹. Invited guests may attend PC meetings, but no PC business may transact while other than PC Members are present unless the PC decides to allow such business. Any Voting PC Member may send another individual from the same organization as an alternate to a PC meeting (however, please note section 5.6.2 on proxy voting).

There is no limit to the number of individuals that may represent each OGC Principal or Strategic member company at PC meetings, although the PCC may limit the number of attendees (on a maximum-per-company basis) for reasons of meeting space, etc.

5.4. Agenda of an PC Meeting

The development and distribution of a PC meeting agenda is the responsibility of the PCC. A draft agenda for a PC meeting will be distributed to the PC at least two weeks before the meeting date. PC Members can comment and make suggestions for the agenda. A written agenda will then be distributed via email to the PC before each PC meeting. A copy of the agenda will also be posted to the OGC Members Portal.

5.5. Minutes of the PC Meetings

The PC Chair shall prepare meeting minutes for each face-to-face PC meeting. Draft minutes shall be prepared and posted to the PC Portal area within two weeks of an OGC PC meeting. Once posted, the PCC shall notify the PC that the draft minutes are ready for review. The PCC shall allow two weeks for any objection to unanimous consent for the approval of the meeting minutes. Edits may also be suggested by PC members during the two week review time. If there is any objection to the minutes, then a formal [e-vote](#) shall be initiated.

5.6. Voting During and Between PC Meetings

5.6.1. General Rules of voting and Quorum

The presence of one-third of Voting PC Members shall constitute the quorum necessary for the PC to conduct business. A simple majority of the Voting PC Members present at a meeting shall constitute a proper vote on all PC Items and Issues, *except* on changes to these Policies and Procedures. A two-thirds (2/3) vote of attending Voting PC Members is required to change these Policies and Procedure. In addition, the vote to change these Policies and Procedures must be announced in the preliminary agenda of the meeting.

The PCC shall vote in PC votes only in a tie-breaking capacity. In regard to votes that require documentation (i.e., on adoption of particular documents or based on the content of a document), one third of the Voting PC Members in attendance may invoke the requirement that documentation supporting the vote must be available to all PC members one week prior to the vote.²

5.6.2. If a PC member cannot attend: Proxies

Each Principal or Strategic member shall have a primary PC representative and a named Alternate. The Alternate must be an employee or full time contractor of the Member organization. If the primary PC representative cannot attend a meeting, then the alternate may attend with full voting rights. If neither the Primary or Alternate representative can attend, then the Primary representative can provide a proxy naming an alternate for that specific meeting. The proxy may be assigned to the PCC, another employee of the Member

¹ Includes Principal Members, Strategic Members, certain OGC staff and the two TC representatives to the PC.

² The one-week rule clause ensures that Voting PC Members can enforce adequate time to read, distribute and gather comments on documents before voting on the document at the following PC meeting or via electronic/email means.

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organization, or another Principal or Strategic member. All proxies must be provided via electronic means in the OGC Member Portal or signed and emailed or faxed to the PCC.

5.6.3. Electronic Votes

The PC may decide to perform an *electronic vote* (e-vote) between PC meetings. Initiation of e-votes may be brought by motion and second at a PC meeting (used when quorum requirements are not met, for example) or by direct action of the PCC. E-votes in the PC may occur via email or the voting function in the OGC Member Portal.

- (a) Mechanism. For votes on all PC Items and Issues (except for revision to this PC Policies and Procedures document or adoption of a new PC Policy: herein referred to as “Policy votes”), email votes will be preferred. Policy votes will occur via the voting function in the OGC Member Portal.
- (b) Quorum. For email votes, quorum is assumed. For Policy votes, quorum is defined as 2/3 of the Eligible Voters. The quorum, for purposes of any e-vote, shall not change after the process has commenced.
- (c) Eligibility. All Voting PC Members in good standing are permitted to participate in electronic voting. All such members are referred to in this section as "Eligible Voters".
- (d) Withdrawal. E-votes may be withdrawn by a simple majority vote of those present at any PC meeting prior to the completion of the e-vote or by the PCC.
- (e) Procedures. Electronic voting shall be carried out as follows:
 - (i) Email votes. Email votes will be issue to the PC email reflector requesting any objection to unanimous consent. Votes will have a duration of two weeks. Should an objection be received and the objecting party does not withdraw the objection based on further discussion, then a hand vote will be held at the next PC Meeting or via use of the voting function in the OGC Member Portal, following the voting rules below.
 - (ii) Portal votes. Votes in the OGC Member Portal will allow for YES, NO, or ABSTAIN votes. Vote duration is two (2) weeks.
 - (A) Quorum is defined in (b) above.
 - (B) Sufficiency: at least 1/3 of votes must be YES for ballot results to be valid.
 - (C) Approval: a vote is approved if there are more YES votes than NO votes and quorum and sufficiency are met.

5.7. Proxy Format and Content

A proxy will read as follows (bracketed items should be replaced by the actual information):

“PROXY

The undersigned, on behalf of [organization], does hereby appoint [proxy holder] to act as my proxy as it relates to questions to be brought for vote within the OGC Planning Committee.

This proxy is valid only for all questions brought before the Planning Committee during the period [indicated the dates of validity].

This proxy expires [indicate the date].

[signature]

[printed or typed name]

[title]

[organization]”

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5.8. Role of the PCC

The PCC is responsible for the continued progress of the PC. The PCC shall ensure the following:

- Note is taken of PC Members and Voting PC Members (or their substitutes and proxies) at each meeting.
- Minutes are kept of PC meetings and distributed as soon as is practicable after the meeting.
- PC meetings are announced with appropriate notice (no less than four weeks) and agendas are published at least two weeks prior to each meeting.
- PC meetings and the PC member portal are facilitated in general.
- A file of PC meeting minutes and all other distributed materials is kept.
- All electronic mail discussions are kept on file.
- The BOD is kept apprised of the current business of the PC.
- PC resolutions for recommendation to the BOD are brought to the attention of the BOD.

5.9. Subgroups of the PC

In order to carry out the business of the PC in a timely manner, Subcommittees (SCs) of the PC may be formed. SCs are composed solely of PC Members and potentially Invited Guests. SCs are created by simple majority vote of the PC in the course of regular business or by the direction of the BOD.

Subcommittees as described in the Bylaws of the OGC:

- Have Voting PC Member only voting policies.
- Make recommendations to the PC.

5.9.1. Membership in Subcommittees

The following rules apply to membership in subcommittees of the PC:

- Any OGC Principal or Strategic member company may send representatives to attend any meeting of the PC or any subcommittee of the PC.
- Observers (representatives of organizations that are not voting members of a Subcommittee) may actively participate at the sole discretion of the Subcommittee Chair (SCC). That is, in the interests of ensuring the efficient operation of any meeting, the SCC may limit or eliminate the opportunity of any observer to participate in discussion at any meeting.

5.9.2. Subcommittee Creation and Duties

In order for an SC to be created, a proposal describing the purpose and initial work plan of the SC must be developed and approved by the PC. This plan shall of course be strongly influenced by the PC's (or BOD's) intent in creating the SC. A SCC must come forward during this process to manage the affairs of the SC. SCs have two general duties:

- Make modifications to the TC and/or PC work plan as necessary during the course of their deliberations. Such changes must be approved by vote of the entire PC.
- Issue recommendations to the PC commensurate with the SCs purpose and work plan.

Voting in SCs is by majority of Voting PC Members *present* at the SC.

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5.9.3. Role of the SCCs

The SCC is responsible for the activities of his or her Subcommittee, including:

- Recognizing the members and Voting PC Members present at the SC;
- Ensuring that minutes of SC meetings are taken, and made available within one week of the meeting electronically to the PCC for electronic transmittal to all PC Members;
- Presenting SC recommendations and commentary to the PC;
- Keeping the PCC apprised of the progress of the SC;
- Developing and announcing meetings, and then facilitating those meetings;
- Organizing SC meetings so that they occur at locations which are geographically convenient for the membership; and
- Encouraging broad participation of the PC and SC membership.

5.10. Documents and Distribution

Electronic mail shall be used for day-to-day discussion and unofficial dissemination of documents to be viewed by the PC. OGC Communication shall be used for all official document dissemination to the PC; the PCC shall be responsible for naming such documents and keeping a file of all such distributed documents. The Planning Committee project area of the OGC Members Only Portal:

(http://portal.opengeospatial.org/?m=projects&a=view&project_id=81)

shall be the default method of disseminating documents in electronic form, with an electronic mail notice of availability. The format of such electronic dissemination shall be determined by the PCC from time to time.

5.10.1. Other Document Concerns

All documents must be made available electronically to the PCC within one (2) weeks of the Planning Committee meeting. All documents must be made available in one of the following formats:

- Microsoft Word,
- HTML,
- PDF,
- Microsoft Excel,
- Microsoft PowerPoint (preferred for presentations), or
- ASCII Text.

5.11. Election of Board of Directors

As stated in the Bylaws of the OGC, the OGC PC has the duty of electing the Board of Directors. As stated in the OGC Bylaws, nominations will be made by the Board of Directors, one per vacant seat. The election of Board of Directors members will follow the quorum and voting rules defined in section 4.6. The election will take place during the regular March meeting of the Planning Committee. The election of these representatives will be held according to the following process:

1. The PCC or the Chairman of the Board shall present the slate of nominees for election along with documentation of the qualifications and accomplishments of the candidates.
2. The PCC or the Chairman of Board shall prepare a ballot containing all of the candidates.
3. PC Voting Members will Accept or Reject each candidate by written ballot.

6. Adoption of This Document

In order to be modified, this document must be ratified by a two-thirds (2/3) vote (under the rules herein) at a PC meeting or via electronic vote. Meetings in which a vote on modification of this document is to occur must include the change in the published agenda for the meeting. Alternatively, the OGC Board of Directors can make changes to these Policies and Procedures by its normal operational process. It is the responsibility of the PCC to get approval from OGC counsel for any proposed change of these Policies and Procedures before the PC vote for adoption of that change.

7. Revisions

In 1996, OGC staff released the original draft of the PC Policies and Procedures. This document represents a first revision of the PC Policies and Procedures. The revision history of the document is as follows:

- First Draft -- (17 September, 1996).
- December 2004, revision 1
- May 2007 to change the rules regarding composition of the composition of the PC membership and to correct ambiguities in the e-voting procedure.
- May 2008. More edits to reflect current TC P&P as well as a change to the Meeting minutes approval process as approved by the PC members at the September 2008 PC meeting.
- ??? 2017. Clarifications to many sections and general alignment of PC voting procedures with those of the TC.