

WINForum Sharing Rules Drafting Committee (SRDC) Rules of Operation**Membership and voting**

Only WINForum member representatives vote on issues, one vote per member.

Anyone can participate that otherwise qualifies as a member. All participate in straw polls.

WINForum Board has ultimate approval authority.

50% to get a position inserted into the draft, 2/3 to get it removed

2/3 to close an issue and 2/3 to reopen.

Strive for consensus.

A quorum is 1/4 of the WINForum membership or 3 members, whichever is greater.

Proxies count toward a quorum.

Proxies can be inter-company. No proxy is required for intra-company representation.

Limit of one proxy per member.

Proxies require written permission.

Proxies may be limited. Permission statement must spell out whether there are limitations and what they are.

No proxies are permitted if 2 consecutive meetings are missed. Conference calls count as meetings in this respect.

Proxies are not permitted on conference calls.

Contribution driven

Meetings are working sessions. It is expected that participants will perform work within the scope of the committee and related to recognized issues.

New proposal description should be distributed prior (10 days).

Priority given to written proposals entered on time.

Members should bring sufficient copies of written contributions. Currently 20 are requested.

An issues list will be maintained describing the issues and recording the history of the issue providing an issues editor will volunteer.

Proposer will be given a fixed amount of time. After time used up - chairman reserves right to call for a vote on continuation.

Proposal contributions must relate to issues and must contain the necessary wording for incorporation into the draft.

Purely tutorial matters are of secondary importance and may be relegated to after hours.

Method of working

Face to face meetings

Notice by E-mail at least 2 weeks prior

Modified Robert's Rules of Order

Teleconferencing

Notice by e-mail at least 2 working days prior

E-Mail interaction

Reflector

Individual collaboration encouraged on assigned issues.

Word for Windows 7.0 and 6.0 using uuencode and pkzip.

Document numbers should be assigned prior to distribution if possible.

Example: SRDC/09.11.96.01

Translation: September 11, 1996 meeting, document 01.

Number to appear at least on top of first page

First meeting (7/30/96) documents will retain current numbers

Casual Dress