**OpenFramework Working Group (OFWG) Practices and Procedures**

1. Objective

The OFWG is chartered to “Develop, test and distribute:

1. An extensible, open source framework that provides access to high-performance fabric interfaces and services.
2. Extensible, open source interfaces aligned with ULP and application needs for high-performance fabric services.”

The OFWG is expected to rely primarily on traditional open source methods for developing software. The following set of practices and procedures are intended to provide tools for use by the working group in achieving consensus in fulfillment of its charter.

1. Definitions
	1. “Member” – This term is exactly as defined in the OFA bylaws.
	2. “OFWG Member” – a member of the OFWG. Membership in the OFWG is granted according to the participation requirements defined in Section 4.
	3. “Eligible OFWG member” – a member of the OFWG who is eligible to vote during OFWG proceedings.
	4. “Participant”, “Contributor”, “Consultant” – these terms are exactly as defined in the OFA bylaws, and are used to refer to a participant in the OFWG who is not a member of the OFA.
2. Fundamental principles for the OFWG
	1. The OFWG operates under the direction of the OFA Board of Directors and in conformance with the OFA’s bylaws.
	2. This document constitutes the policies and procedures established by the OFWG and approved by the Board as required by section 10.3 of the Bylaws.
	3. Each Eligible OFWG Member is entitled to one vote. Section 4 defines the eligibility requirements.
	4. Robert’s Rules of Order will be used
3. Participation requirements, eligibility
	1. Participation in the OFWG is open to all. Membership in the OFA is not a requirement.
	2. An OFWG Member is anyone who chooses to participate in OFWG activities at the discretion of the Co-chairs. The word “member” is used in the same sense in which it is defined in the OFA Bylaws, i.e. an OFWG Member is an institution, company or individual.
	3. The OFWG uses the notion of an “Eligible OFWG member” which is tied to voting rights.
	4. An “Eligible OFWG member” is one who:
	* Is a Member of the OFA, and
	* Is currently in good standing in the OFWG as determined by attendance.
	* A “participant”, “contributor” or “consultant”, as defined in the OFA bylaws, is never an “eligible OFWG member”
	1. “Eligible OFWG members” may vote in OFWG proceedings.
	2. Each “Eligible OFWG member” is entitled to one vote.
	3. “Good standing” means that the member has attended at least six of the last eight scheduled meetings. The current meeting counts as one of the eight meetings. Once lost, a member is restored to good standing at the beginning of its third consecutive meeting. To be an “Eligible OFWG member”, the member must be in good standing.
	4. Similarly, a new OFWG Member achieves good standing at the beginning of its third consecutive meeting.
	5. A quorum is defined as participation by 2/3 of the “eligible OFWG members”.
4. OFWG work products and associated practices and procedures
	1. The OFWG conforms to the requirements in the Bylaws governing the licensing and publication of “Documents” and “Draft Documents”.
	2. The primary means of communication among OFWG Members is through a combination of regularly scheduled meetings and the use of an email reflector. There are no special requirements to join either a regularly scheduled meeting or to join the reflector.
	3. Code will be developed, produced and managed using the familiar practices of the open community. Licensing and publication of code is controlled by the Bylaws.
	4. The OFWG may also produce work products that are “not code” (presentations, white papers, proposals and so on).
	5. “Not code” work products includes any proposal, written or verbal, presented to the work group for its consideration.
	6. Licensing and publication of these “not code” work products is controlled by the Bylaws.
	7. At the discretion of the co-chairs, certain of these “not code” work products may be subjected to a vote by eligible OFWG members. This may also include verbal proposals offered to the work group during the normal course of business. Typically, but not always, these votes are used to assist the work group in achieving consensus on certain key points. Since the OFWG is intended to operate on consensus to the greatest extent possible, voting on specific issues or topics is expected to be rare.
	8. Voting may only take place at a meeting where quorum has been achieved, or via email if properly noticed by the co-chairs.
	9. In order to receive a vote, a written proposal must be distributed to the work group reflector no later than 48 hours prior to the meeting.  This rule can be excepted if there are no objections from any working group member companies present at the meeting.  The purpose of this rule is to encourage good decision making by providing member companies an opportunity to review and internally discuss the proposal prior to the meeting.
	10. Approval of a final “not code” work product requires approval by two-thirds of eligible OFWG members who are present.
	11. Approval of a draft “Not code” work product requires only a simple majority of eligible OFWG members who are present.
	12. In the spirit of continuous forward progress, once voted, re-opening discussion on a previously adopted “not code” work product requires a two-thirds vote of eligible OFWG members.
	13. Once discussion has been re-opened, a previously ratified decision can be reversed or modified by a simple majority vote.
	* The objective is to make it easy to achieve consensus, but once achieved make it hard to reverse.  This is very helpful in preventing unnecessary re-visits of topics that had seemed to be closed and completed.
	* The definition of what constitutes “re-opening” is a judgment call by the co-chairs
	1. Co-chairs are given the tools necessary to maintain the orderly flow of business:
	* The co-chairs may require each OFWG member to designate a primary and secondary voting representative. This is not intended to impede a member’s participation in a vote, but may be used by the co-chairs to establish orderly meetings and an orderly voting process. In this case, attendance at meetings is counted as attendance by primary and/or secondary representatives.
	* To maintain orderly meetings, the co-chairs may, in unusual circumstances, limit participation in the discussion of these proposals to the member’s primary and alternate representatives.
5. Required two-thirds voting majority levels
	1. Approval of Final Documents and Recommendation of Documents to the Board
	2. Removal of a co-chair
6. Required simple majority
	1. Approval of Draft “Not code” work products.
7. General documentation requirements:
	1. The Co-Chairs are responsible for capturing meeting minutes and getting approval, and for developing work products (Documents) and getting approval
8. Administrative tools for developing work products:
	1. These are to be determined by the co-chairs. Selections will be made from possible tools such as Adobe Frame Maker and Acrobat, collaboration tools as determined by the OFWG, and to use the reflector for WG communications

OFWG leadership:

* 1. Per OFA Bylaws, the OFWG co-chairs are elected selected by the Board. There will be no suggestions or nominations of possible co-chairs by members of the OFWG to the Board.
	2. A co-chair can be removed by a two-thirds vote of eligible OFWG members