

CM PROS COMMITTEE PROCESS

The following describes the CM Pros process for the member-driven formation of Committees within the organization. CM Pros Committees may be formed for the following reasons and according to the following naming conventions:

- For the purpose of organizing groups of members based on geographic location. These groups shall be called “The CM Pros [CITY|STATE|REGION\COUNTRY] Community”
- For the purpose of organizing groups of members based on common interest in a particular topic. These groups shall be called “The CM Pros [TOPIC] Community”

Following this same CM Pros Committee Process, any CM Pros Committee may authorize the formation of Subcommittees (which may alternately be called Working Groups) so long as the work of that Subcommittee relates to the Committee’s charter.

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SUMMARY STEP-BY-STEP INSTRUCTIONS

1. Three (3) CM Pros members in good standing submit their names and electronic mail addresses with a draft charter (committee name, statement of purpose, scope of work (if applicable), and a list of deliverables (if applicable)), via plain text electronic mail to Executive Director Laura Walker for review.
2. Within 15 days following the submission, Laura Walker shall provide these materials to the membership via electronic mail along with with a Call For Participation and an announcement of a first meeting.
3. The new committee must host a first meeting (or teleconference) within 60 days but no earlier than 15 days after the Call For Participation.
4. At the first meeting, the Steering Committee and Chair are elected, ONLY by CM Pros members. (Guests are not permitted to vote on CM Pros' committees.)
5. Subsequent to the first meeting and the election of the Steering Committee and Chair, the committee may proceed in accordance with their charter, inclusive of activities such as hosting subsequent meetings or events.

1. Definitions

- a. "Charter" is the organizational document for a Committee comprised of the items included in the proposal to form that Committee, as defined in section 2.2, and may be modified as described in section 2.11.
- b. "Convener" is an Eligible Person who serves in the role of organizing the first meeting of the Committee, as defined in section 2.3.
- c. "Eligible Person" means one of a class of individuals that includes persons holding memberships in CM Pros and such other persons as may be designated by the Board of Directors.
- d. A "Steering Committee" is populated by at least three members of the Committee, one of whom shall serve as Committee Chair, and all of whom shall be elected at the Committee's first meeting by a Full Majority Vote of the Committee. Activities of a Steering Committee are described in section 3.
- e. A "Committee Chair" is a member of the Committee's Steering Committee and shall be elected by the Steering Committee at the Committee's first meeting by a Full Majority Vote of the Committee.
- f. "Member" is an Eligible Person who is allowed to subscribe to the Committee email list, participate in list discussions, attend and participate in Committee meetings, and make Contributions to the Committee. The process for becoming a Member of a Committee is defined in section 2.4.
- g. "Voting Member" is a Member of a Committee who has voting rights in the Committee. The process for gaining voting rights is defined in section 2.4.
- h. "CM Pros Committee Administrator" means the person or persons representing CM Pros in administrative matters relating to Committees.
- i. "Guest" is a prospective CM Pros member. Guests are permitted attendance at one Committee event only, after which time the Guest must become a CM Pros member in order to continue participating in CM Pros activities.
- j. "Observer" is an Eligible Person who is subscribed to the Committee email list, and may attend Committee meetings, but is not allowed to participate in Committee email list discussions, participate or speak in Committee meetings, or make Contributions to the Committee. The process for becoming an Observer is defined in section 2.4.
- k. "Subcommittee" and "Committee" are groups of Members of a Committee producing recommendations for consideration by the Committee.
- l. "Leave of Absence" shall have the meaning defined in section 2.6.
- m. "Minimum Membership" means a Committee comprised of at least five Voting Members.
- n. "Meeting" is a meeting of the Committee that is properly called and scheduled in advance as described in section 2.10.
- o. "Public" and "publicly" mean all people, whether CM Pros members or not.
- p. "Quorum" is the number of Voting Members of a Committee that must be present in a meeting so that Resolutions and decisions may be made. The Quorum for CM Pros Committee meetings is a simple majority (more than half) of Voting Members
- q. "Quorate Meeting" is a Committee meeting at which a Quorum is present.

- r. "Full Majority Vote" is a Committee vote in which more than 50% (more than half) of the Voting Members vote "yes", regardless of the number of Voting Members present in the meeting. Abstentions are not counted. For example, in a Committee in which there are 20 Voting Members, at least 11 Voting Members must vote "yes" for a motion to pass.
- s. "Simple Majority Vote" is a vote in which the number of "yes" votes cast is greater than the number of "no" votes cast. Abstentions are not counted. For example, in a quorate meeting in which 20 Voting Members are present, if 7 vote "yes" and 4 vote "no", the motion passes.
- t. "Resolution" means a decision reached by a Committee by vote. Resolutions require a Simple Majority Vote to pass, unless a Full Majority Vote or Special Majority Vote is required under this Process.
- u. "Special Majority Vote" is a Committee vote in which at least 2/3 (two thirds) of the Voting Members vote "yes" and no more than 1/4 (one fourth) of the Voting Members vote "no". These numbers are based on the total number of Voting Members, regardless of the number of Voting Members present in the meeting. Abstentions are not counted. For example, in a Committee in which there are 30 Voting Members, at least 20 Voting Members must vote "yes" for a motion to pass; but if 8 or more vote "no" then the motion fails. All Special Majority Votes must be conducted by the CM Pros Committee Administrator.
- v. "Committee Draft" is any version of a document produced by the Committee which has not yet received any level of approval from the Committee.
- w. "Committee Document" is any version of a document approved by the Committee which has not yet received any level of approval from the CM Pros membership-at-large.
- x. "CM Pros Document" is a document approved by vote of the CM Pros membership.

2. Committees

2.1 Committee Discussion Lists

Any group of at least three Eligible Persons may begin a publicly subscribable discussion list for the purpose of forming a Committee by submitting to the CM Pros Committee Administrator the following items:

- The name of the discussion list, which shall not be the same as the name of the list in which the Committee itself shall operate if formed.
- A preliminary statement of scope for the Committee whose formation the list is intended to discuss.
- The names, electronic mail addresses, and membership affiliations of the three or more Eligible Persons proposing to create the discussion list.
- The name of the discussion list leader.

No later than 15 days following the submission, the CM Pros Committee Administrator shall provide these materials to the membership with a Call For Participation in a discussion list whose purpose is to propose the Committee described in the application.

Discussion on the list is restricted to evaluating the interest in proposing a new CM Pros Committee, and defining the proposal for one or more new CM Pros Committees. The list

of subscribers to the discussion list shall be available to all subscribers. The discussion list shall automatically close 90 days after the Call For Participation is issued.

2.2 Committee Formation

Any group of at least Minimum Membership shall be authorized to begin a Committee by submitting to the CM Pros Committee Administrator the following items, written in English and provided in electronic form as plain text. No information other than these items may be included in the proposal.

- **The Charter of the Committee, which includes only the following items:**
 - a. The name of the Committee, such name not to have been previously used for a CM Pros Committee and not to include any trademarks or service marks not owned by CM Pros. The proposed Committee name is subject to Committee Administrator approval and may not include any misleading or inappropriate names. The proposed name must specify any acronyms or abbreviations of the name that shall be used to refer to the Committee.
 - b. A statement of purpose, including a definition of the problem to be solved.
 - c. The scope of the work of the Committee, which must be germane to the mission of CM Pros, and which includes a definition of what is and what is not the work of the Committee, and how it can be determined when the work of the Committee has been completed. The scope may reference a specific contribution of existing work as a starting point, but other contributions may be made by Members on or after the first meeting of the Committee. Such other contributions shall be considered by the members of the Committee on an equal basis to improve the original starting point contribution.
 - d. A list of deliverables, with projected completion dates.
 - e. Specification of the IPR Mode under which the Committee will operate.
 - f. The anticipated audience or users of the work.
 - g. The language in which the Committee shall conduct business.
- **Non-normative information regarding the startup of the Committee, which includes:**
 - a. Identification of similar or applicable work that is being done in other CM Pros Committees or by other organizations, why there is a need for another effort in this area and how this proposed Committee will be different, and what level of liaison will be pursued with these other organizations.
 - b. Optionally, a list of contributions of existing technical work that the proposers anticipate will be made to this Committee.
 - c. Optionally, a proposed working title and acronym for the document (s) to be developed by the Committee.
 - d. The date, time, and location of the first meeting, whether it will be held in person or by phone, and who will sponsor this first meeting. The first meeting of a Committee shall occur no less than 30 days after the announcement of its formation in the case of a telephone or other electronic meeting, and no less than 45 days after the announcement of its formation in the case of a face-to-face meeting.

- e. The projected on-going meeting schedule for the year following the formation of the Committee, or until the projected date of the final deliverable, whichever comes first, and who will be expected to sponsor these meetings.
- f. The names, electronic mail addresses, and membership affiliations of at least Minimum Membership who support this proposal and are committed to the Charter and projected meeting schedule.
- g. The name of the Convener, and the name of the proposed Chair(s), who must be Eligible Persons.

No later than 15 days following the submission, the CM Pros Committee Administrator shall either provide these materials to the membership with a Call For Participation and an announcement of a first meeting, or return the submission to its originators with an explanation of its failure to meet the requirements set forth in this section.

2.3 First Meeting of a Committee

No later than 15 days prior to the event, Eligible Persons intending to participate in the first meeting must use the CM Pros collaborative tools to register as a Member, and to specify whether they intend to gain voting rights.

If the Eligible Person is an employee or designee of a CM Pros member organization, the Primary Representative of that organization must confirm to the Convener and to the Committee Administrator that the person may become a Member of the Committee.

Every Eligible Person who has so registered and been confirmed shall be a Member of the Committee beginning with the first meeting. Every Eligible Person who has so registered, requested voting rights, been confirmed, and is present at the first meeting of a Committee shall be a Voting Member of the Committee beginning with the first meeting. Persons who register to attend the first meeting but do not attend must notify the Committee Chair after the first meeting to become a Member of the Committee, as described in section 2.4.

The first meeting of a Committee must occur at the place and time and in the manner described in the announcement. Any initial meeting whose time or location is changed and any initial telephone or other electronic meeting that fails to grant access to every Eligible Person previously registering to attend shall be subject to appeal as provided in section 4.2.

At least Minimum Membership must become Voting Members at the first Committee meeting or the Committee shall be considered not to have been successfully started and shall be closed.

At the first meeting the Committee must elect a Steering Committee and Chair as the first order of business, from among nominations made by Voting Members at that meeting. Once the Chair is elected the role of Convener ends.

2.4 CM Pros Committee Membership and Participation

Committee membership is per person and is not transferable from person to person.

Observer

An Eligible Person may become an Observer of the Committee by registering as an Observer using the electronic collaboration tools provided by CM Pros. If the Eligible Person is an employee or designee of an CM Pros member organization, the Primary Representative of that organization must be notified that the person has requested to become an Observer. The Observer is not a member of the Committee so has no attendance or participation requirements to maintain this status, other than to remain an Eligible Person.

Member

Any time after the first meeting, an Eligible Person shall become a Member of an existing Committee by registering as a Member using the **electronic collaboration tools** provided by CM Pros. A Member shall become eligible to vote in the Committee when the requirements below are met.

Voting Member

A Member shall gain voting rights immediately after a probationary period, which starts when the Member requests voting rights via the electronic collaborative tools, and lasts until the close of the third meeting or 60 days following the request, whichever comes first.

During the probationary period the Member must attend two of every three Committee meetings but cannot cast ballots; if attendance requirements are not met, the Member shall not gain voting rights.

A Voting Member must be active in a Committee to maintain voting rights. In Committees that hold meetings, the Voting Member must attend two of every three Meetings, with attendance recorded in the minutes. If a Committee has adopted a standing rule to conduct business only by electronic ballot, without Meetings, then a Voting Member must participate in two of every three Ballots with participation established when a vote is recorded.

Voting Members who do not participate in two of every three Meetings (or Ballots as described above) shall lose their voting rights but remain as Members of the Committee. A warning may be sent to the Member by the Chair, but the loss of voting rights is not dependent on the warning. A Member may relinquish his voting rights by sending a statement to that effect to the Committee general email list.

2.5 Termination of Committee Membership

Except as provided in 2.6, membership in a CM Pros Committee shall be terminated under the following conditions:

- A Member shall be considered to have resigned from a Committee upon his sending notification of resignation to the Committee general email list.
- Persons who lose Eligible Person status for reasons including, but not limited to, failure to remit membership dues shall have up to 15 calendar days of Committee membership as an Individual Member in which to request a Leave of Absence or re-establish eligibility. A Member shall lose Committee membership on the 16th day after losing Eligible Person status or at the end of a Leave of Absence requested as specified in section 2.6 if Eligible Person status has not been re-established.

Termination of membership in a CM Pros Committee shall automatically end voting rights in the Committee as well as membership in any subcommittee of that Committee.

2.6 Leaves of Absence

Every Voting Member of a CM Pros Committee shall be entitled to at least one Leave of Absence during any one twelve month period. During a Leave of Absence, a Voting Member shall be exempt from the participation criteria specified in section 2.6. A first Leave of Absence during any one twelve month period shall be obtained automatically upon application to the Chair of the Committee. The Chair must notify the Committee of all Leaves of Absence by reporting them in the minutes of the Committee's next meeting.

A Voting Member who has already been granted a Leave of Absence during any twelve month period may apply for a maximum of one additional Leave of Absence during the same twelve month period, but a second Leave of Absence during any twelve month period shall be granted only upon formal Resolution of the Committee.

A Voting Member of a Committee who has been granted a Leave of Absence shall not have voting rights in the Committee and all of its subcommittees for the duration of the Leave; voting rights shall resume immediately upon the person returning from Leave.

The length of a Leave of Absence shall be specified in advance by the Voting Member requesting it and shall not exceed 45 days. A Leave of Absence shall begin no earlier than seven days after the date upon which the request was submitted to the Chair of the Committee and shall end on the date specified, or at the beginning of the first Committee meeting or subcommittee meeting attended after the Leave begins, or upon transmittal of the first mail ballot returned after the Leave begins, whichever comes first. Time allocated for a Leave of Absence but not used due to early resumption of participation cannot be carried over into another Leave.

2.7 Committee Chairs

Each Committee must have a Chair. Only Members and Voting Members of the Committee are eligible to be Chair or co-Chair. The Committee Chair is initially elected at the first meeting. The Chair is elected by Full Majority Vote of the Committee. If the Committee does not have a Chair then all Committee activities, with the exception of the selection of a new Chair, are suspended.

The responsibilities of Chair of a Committee may be discharged by no more than two co-Chairs. In the event that the Chair position is so shared each co-Chair is equally responsible for the Chair duties and responsibilities. Throughout this Committee Process, whenever a notification to the Committee Chair is required this must be made to both co-Chairs.

A Committee Chair may be removed by action of the Board of Directors or by a Special Majority Vote of the Committee. In the event that a Committee has co-Chairs each may be removed individually or both may be removed by a single action.

A vacancy in chairing a Committee shall be deemed to exist when (i) the Chair or one or both co-Chairs has been removed, (ii) the Chair or one or both co-Chairs has resigned the position, or (iii) the Chair or one or both co-Chairs ceases to be a member of the Committee. Vacancies in chairing a Committee shall be filled by election from the membership of the Committee; the Committee may elect at any time by vote to elect a co-Chair, if only one Chair is seated, or to leave a second seat vacant.

The same provisions regarding Leaves of Absence shall apply to the Chair or co-Chair of a Committee as to the other members of a Committee, except the Chair must notify both the CM Pros Committee Administrator and the Committee at least 30 days prior to any non-emergency leave of absence.

2.8 Committee Visibility

The official copies of all resources of the Committee and its associated subcommittees, including web pages, documents, email lists and any other records of discussions, must be located only on facilities designated by CM Pros. Committees may not conduct official discussions, store documents, or host web pages on servers or systems not designated by CM Pros. All web pages, documents, ballot results and email archives of all Committees shall be publicly visible.

Mail Lists

Each Committee shall be provided upon formation with a general discussion email list and a means to collect public comments. Subscription to the general email list shall be required for Members, Voting Members, and Observers of the Committee.

The minutes of each Committee meeting and a record of all decisions shall be published to that Committee's general email list. All official communications and discussions of the Committee must take place on the email list. All Committee email lists shall be archived for the duration of the corporation, and all Committee email archives shall be publicly visible.

The purpose of the Committee's public comment facility is to receive comments from the public and is not for public discussion. Comments shall be publicly archived, and shall be forwarded to one or more Members of the Committee including the Committee Chair. Committees shall not be required to respond to comments. Comments to the Committee made by Members of the Committee must be submitted via the Committee general email list, and comments made by non-Committee members, including from the public, must be made via the Committee's comment facility. Comments shall not be accepted via any other means.

Web Pages

The CM Pros Committee Administrator shall provide the Committee with a publicly accessible web page. The Committee must keep the following information current on the Committee web page: the Committee name and Charter; standing rules and other adopted procedures; meeting schedule; anticipated deliverables and delivery dates; list of Members; the name and email address of the Committee Chair or co-Chairs as well as other positions such as secretary, editor, eCommittee. that may exist; list of subcommittees, their deliverables, and members; links to a repository of the draft and completed Committee documents with identification of the latest versions of the Committee's documents; and a link to the IPR declarations for that Committee.

Announcements

The CM Pros Committee Administrator shall create a publicly archived list for announcements from the CM Pros Committee Administrator regarding Committees. Any Eligible Person shall be able to subscribe to this list. Every important change in Committee status shall be posted to the announcement list; such changes shall include but not be limited to the following: Committee formation; Committee Charter revision;

start of Public Review; approval of Committee Drafts; submission of a Committee Document as a proposed CM Pros Document; approval or rejection of a proposed CM Pros Document; and closure of a Committee.

2.9 Committee Procedure

The operation of Committees shall be governed by *Robert's Rules of Order Newly Revised*, insofar as such rules are not inconsistent with or in conflict with this Committee Process, the CM Pros IPR Policy, the CM Pros Bylaws, other Board-approved policies, or with provisions of law. The duration of a Committee shall be considered a single session. Formal actions of Committees shall be governed by the same rules regardless of the language in which the work is taking place.

Standing rules may be adopted by Full Majority Vote of the Committee. The Committee may not adopt standing rules or other Resolutions related to IPR, quorum requirements, membership, voting, participation, or that otherwise conflict with or supersede any CM Pros Board-approved policy. Standing rules must be communicated to the Committee Administrator, who may override them if they are in conflict with CM Pros policy, and must be published on the Committee's web page.

2.10 Committee Meetings

Committee meetings must be properly called and scheduled in advance using the CM Pros electronic collaborative tools. Meetings scheduled or conducted in such a manner as to exclude the participation of any Member is subject to appeal. Meetings may be conducted face-to-face or via telephone conference or other electronic media that allow participation of all Members of the Committee. Meeting minutes must be recorded and published to the Committee's general email list and referenced on the Committee web page.

Without a quorum present discussions may take place but no business may be conducted; those present may act as a "Committee of the Whole" as defined in *Robert's Rules of Order Newly Revised*, and make a report to the entire Committee. Attendance must be recorded in the meeting minutes. Meetings without quorum shall still count towards attendance for purposes of Members gaining, maintaining, or losing voting rights.

2.11 Committee Charter Clarification

A Committee may clarify its Charter only for the purpose of removing ambiguity or for narrowing the scope of the topic defined by the Charter. The Committee may not broaden or otherwise change its scope of the topic of work. The list of deliverables may be expanded only if the new deliverables are within the scope of the topic.

Approval for clarification shall require a Special Majority Vote of the Committee. The clarification of the Charter may occur no earlier than the first meeting of the Committee. The Committee Chair shall notify the Committee Administrator that a motion has been made to clarify the Charter, and the Committee Administrator shall set up and conduct the ballot.

The Committee Administrator may prevent the proposed clarification from coming to vote if it is not in conformance with CM Pros policies. The Committee Administrator must within 15 days either open the ballot or reply to the Committee with the reason why the change cannot be voted upon. The clarified Charter shall not take effect until approved and announced by the Committee Administrator. The Committee Administrator shall

publicize approved changes as specified in section 2.8 and any revisable publicly visible description (e.g., web page) promulgated by the Committee shall be updated to reflect such changes.

2.12 Committee Rechartering

A Committee may be rechartered for purposes of expanding the scope of the Committee. The Committee shall retain the name of the predecessor, and all email lists and archives, web pages, eCommittee. shall move from the predecessor Committee to the rechartered Committee. However, any Contributions made to the previous Committee must be recontributed.

The rechartering may not change the IPR Mode of the Committee; if a different IPR Mode is required then a new Committee (with a unique name) must be formed.

A proposal to recharter the Committee must be submitted to the Committee Administrator, which proposal shall be in all respects the same as a proposal to form a new Committee with the exception that the Committee name and IPR Mode shall be the same as the predecessor Committee. The Committee Administrator shall reply to the proposers within 15 days, and if the proposal is complete shall schedule a ballot. Approval for rechartering shall require a Special Majority Vote of the Committee being rechartered. Upon approval of the ballot, the Committee Administrator shall announce the newly rechartered Committee in the same manner as a new Committee. Membership in the rechartered Committee shall be determined in the same manner as for a new Committee. The predecessor Committee shall be closed at the end of the day prior to the date of the first meeting of the rechartered Committee. The time period for determining Members' Participation Obligation shall restart at the first meeting of the new Committee.

2.13 Committee Voting

Committee votes require a Simple Majority Vote to pass, except as noted elsewhere in this Process. All Committee ballots requiring a Special Majority Vote for approval must be conducted by the Committee Administrator; the Committee Chair shall notify the Committee Administrator that a motion has been made which requires a Special Majority Vote, and the Committee Administrator shall set up and conduct the ballot.

Eligibility

A Member of a Committee must have voting rights to make or second a motion, and must have voting rights at the time a ballot is opened in order to vote on that ballot. Every Voting Member of a Committee has a single vote. Organizations do not vote in Committees. Proxies shall not be allowed in Committee voting.

Electronic Voting

Committees may conduct electronic ballots, either by using the Committee's general mail list or the publicly archived electronic voting functionality provided by CM Pros. The minimum period allowed for electronic voting shall be seven calendar days; the Committee may specify a longer voting period for a particular electronic ballot. Any Specification Ballot conducted as an electronic ballot must permit each voter to choose "yes", "no" or "abstain. "

A motion to open an electronic ballot must be made in a Committee meeting unless the Committee has adopted a standing rule to allow this motion to be made on the Committee's general email list. When such a rule has been adopted, motions made on the mail list must also be seconded and discussed on that list.

2.14 Committee Subcommittees

The Committee may by Resolution create a Subcommittee. The Resolution must be minuted, and must include the name, statement of purpose, list of deliverables, and name of the Chair of the Subcommittee. All of these items must fall within the Charter of the Committee and conform to CM Pros policy.

The deliverables of the Subcommittee are made only to the Committee. Members of the Subcommittee must first be Members of the Committee. Observers of a Committee may be Observers of a Subcommittee, but may not become Subcommittee members without first becoming a Member of the Committee. An Subcommittee member may resign from the Subcommittee and remain a Member of the Committee.

2.15 Closing a Committee

A Committee may be closed by Full Majority Vote of the Committee, by Resolution of the CM Pros Board of Directors, or by the CM Pros Committee Administrator.

The Committee Administrator must close a Committee that has completed the deliverables listed in its Charter if the Committee does not add new deliverables.

The Committee Administrator may close a Committee that fails to conduct at least one Quorate Meeting or conduct any Specification Ballots during any six month period; whose membership falls below the Minimum Membership; which has not completed its deliverables within the schedule listed in its Charter; or which has failed to show progress towards achieving its purpose as defined by its Charter.

2.16 Committee Coordination

Coordination among Committees shall take place through the action of voluntary Joint Committees.

The purpose of a Joint Committee is only to coordinate the activities of multiple Committees, is advisory only to those Committees, and has no deliverables. A Committee shall have no obligation to abide by any decision arrived at in a Joint Committee to which it contributes membership.

A Joint Committee is formed upon the proposal from the Chairs of at least two CM Pros Committees who wish to form the Joint Committee. The Chairs of all Committees named in the proposal should be co-proposers. The proposal must be submitted to the CM Pros Committee Administrator, and shall be written in English, provided in electronic form as plain text, and include the following information:

- The name of the Joint Committee, such name not to have been previously used for a CM Pros Joint Committee or Committee.
- A statement of purpose, which must be germane to the mission of CM Pros and to the member Committees.
- The language in which the Joint Committee shall conduct business.

- The date and time of the first Joint Committee meeting, and whether it will be held in person or by telephone or other electronic means. The first Joint Committee meeting may be held no less than 30 days after the announcement of its formation in the case of a telephone or electronic meeting, and no less than 45 days after the announcement of its formation in the case of a face-to-face meeting.
- The proposed on-going meeting schedule for the Joint Committee.
- A list of all the Committees that will cooperate in the work of the Joint Committee.
- The names, electronic mail addresses, and membership affiliations of one or two members of each of the proposing Committees who have been selected to represent the Committee; provided that no individual named in the proposal shall be allowed to represent more than one Committee in meeting this requirement.
- The name of the Joint Committee convener.
- The names of meeting sponsors, if any.

No later than 15 days following the submission, the Committee Administrator shall either announce the formation of the Joint Committee to the members of CM Pros, or return the submission to its originators with an explanation of its failure to meet the requirements set forth in this section. If the submission is accepted, the Committee Administrator shall form an electronic mail list for the Joint Committee.

Committees not named in the proposal can join the Joint Committee at its first meeting by notifying the Joint Committee convener 15 days before the Joint Committee's first meeting of the Committee's intent to send a representative, and by having one or two representatives at that meeting.

Committees not joining the Joint Committee at the first meeting may join later by sending a notice to the Joint Committee Chair requesting Joint Committee membership for the Committee. The Joint Committee must respond to the Committee within 45 days either accepting or rejecting the request for membership. If the request for membership is accepted the Committee must send a representative to a Joint Committee meeting within 45 days after the response, or to the first meeting following that period if no meeting is held during that period. If the request for membership is rejected the applicant Committee may appeal to the Committee Administrator.

At the first meeting the Joint Committee must elect a Chair. Once the Chair is elected the role of Convener ends.

The members of the Joint Committee are the Committees. Each Committee may send one or two representatives to meetings of the Joint Committee, and each Committee shall have one vote. A single person may not represent more than one Committee in the Joint Committee. The representatives of the member Committees shall be subscribed to the Joint Committee's email list.

To maintain its membership in the Joint Committee a Committee must have a representative at two out of three consecutive Joint Committee meetings. If a Committee is not represented at two out of three consecutive meetings the Joint Committee Chair shall send a notice to the Committee Chair; if a representative of the Committee does not attend the following meeting then the Committee shall be dropped from membership in the Joint Committee.

The Chair of the Joint Committee must be one of the representatives of the member Committees. Eligible Persons who are not representing a member Committee may attend meetings as observers.

The Committee Administrator may close any Joint Committee that does not hold a meeting or conduct any electronic discussion in any six month period, or whose membership is less than two Committees. The Joint Committee can also be closed by Resolution of its members.

2.17 Intellectual Property Rights Procedures

The Committee shall operate in accordance with the CM Pros Intellectual Property Rights (IPR) Policy.

Notices of Disclosed Claims, as defined in and required by the CM Pros IPR Policy, shall be made by sending an email message to the Committee Administrator, who shall post the disclosure on the Committee's web page and notify the Committee via the Committee general email list. The Committee shall make no formal decision with regard to the applicability or validity of an IPR disclosure.

Contributions, as defined in the CM Pros IPR Policy, shall be made by sending to the Committee's general email list either the contribution, or a notice that the contribution has been submitted to the Committee's document repository; a URL or other reference to the document is not sufficient. Written contributions must be converted to electronic format and submitted to the Committee's general email list or document repository. The Committee is not required to acknowledge or use any Contribution.

2.18 Document Quality

All documents and other files produced by the Committee must use the CM Pros file naming scheme, and must include the CM Pros copyright notice. All document files must also use the CM Pros document templates. The name of any document may not include any trademarks or service marks not owned by CM Pros.

The Committee document must include a list of people who participated in the development of the document. This list shall be initially compiled by the Chair, and any Member of the Committee may add or remove their names from the list by request.

Editable formats of all versions of Committee documents must be submitted to the Committee's document repository. Committee Drafts may be in any format (i.e. produced by any application). All Committee-approved versions of documents (i.e. Committee Drafts, Public Review Drafts, and Committee Documents) must be submitted to the Committee's document repository in the editable source, HTML, and PDF formats. Any links published by the Committee shall be to the HTML and/or PDF formats stored in the Committee's document repository.

A document may be composed of any number of files of different types, though any such multi-part document must have a single document name and version number. Irrespective of the number and status of the constituent parts, the document as a whole must be approved by a single Committee ballot. Any change made to a document requires a new version or revision number, except for changes made to the title page and in the running footer noting the approval status and date, which must be made after the approval of the document .

3. Steering Committee Activities

The following are the types of activities in which a Steering Committee may engage:

- Draft charters for the formation of new Subcommittees to be affiliated with the Committee.
- Oversee creation and progress of Subcommittees in the Committee to advance the mission of the Committee
- Create and maintain content for the relevant Committee area of the CM Pros' website, either using volunteers or external resource paid for by Committee discretionary funds
- Provide spokesperson(s) for press/analyst briefings, as coordinated by CM Pros staff
- Provide quarterly reports to the CM Pros Board of Directors on the actual and planned activities and expenses of the Committee
- Establish budgets and priorities for the disbursement of Committee funds.
- Direct use of discretionary funds as approved and administered by CM Pros management, including but not limited to the following:
 - Outside contractors;
 - Printing and design of collateral materials;
 - Conference participation;
 - Travel expenses for CM Pros staff conducting pre-approved work on behalf of the Community
 - Professional fees, including membership fees, specific to Committee activities.

4. Committee Membership

The members of a Committee are those CM Pros members who indicate intent to participate significantly in Committee activities and work at the time the member joins or renews membership in CM Pros. Members of the Committee support the activities of the Committee through participation in the Committee's activities and by voting for the Steering Committee.

Participation in Committee events, e.g., attendance at a Committee meeting, is open to all CM Pros members. Participation in a Subcommittee is restricted to members of the relevant Committee.

5. Committee Activities including Subcommittees

All activities of the Committee will comply with the CM Pros Committee Process and IPR Policy.

With express authorization from the CM Pros Board of Directors, the Committee is encouraged to host events such as meetings and Summits. To fund the expenses of these events, such as venue and refreshments, the Committee may establish a meeting fee. An appointee of the Committee's Steering Committee may collect all meeting fees, which must be made payable to CM Professionals Inc. All Committee payments and expenses must be managed through the CM Pros Treasurer (or its designee).

Unless expressly authorized by the CM Pros Board of Directors, the Committee may NOT pursue other revenue generating and business activities independent of their CM Pros work, such as grants and donations.

The Committee may not otherwise engage in any activity which might jeopardize CM Pros' status as a tax-exempt organization.

The following are the types of activities in which a Committee or Subcommittee may engage:

- Vote in the election of steering committee members
- Discuss and provide feedback on the overall direction and program of work of the Community activities
- Provide feedback to the Community steering committee on plans and decisions which the steering committee makes
- Hold Community events, such as meetings, which must be open to all CM Pros members in good standing. NOTE: One guest per CM Pros member is welcome to attend one CM Pros event.
- Publish documents specific to the Committee in the relevant area of the CM Pros website according to the following CM Pros document naming conventions:
 - "Committee Draft" is any version of a document produced by the Committee which has not yet received any level of approval from the Committee.
 - "Committee Document" is any version of a document approved by the Committee which has not yet received any level of approval from the CM Pros membership-at-large.
 - "CM Pros Document" is a document approved by vote of the CM Pros membership.

6. Committee Funding

At the present time, 100% of the member dues associated with Committees belongs to the CM Pros general fund, which is used for the organization's administrative and operational expenses.

Therefore, at the present time all Committee activities must be self-funding, with all payments and expenses (as well as any legal agreements) managed by the CM Pros Treasurer or its designee. Any Committee payments collected that exceed Committee expenses will be identified as Committee funds up to 50% of which may – with the express authorization of the CM Pros Board (or its designee) – be used for future Committee activities.

In the future, CM Pros may establish and track a discretionary fund designed to support the activities of the Committee using a portion of the member dues and activity (e.g., meeting) fees collected from Committee members (those members who indicate intent to participate significantly in Committee activities and work at the time the member joins or renews membership in CM Pros).

7. Committee Administration and Support

All administration activity, technical and membership services support provided by CM Pros to the Committee will be provided and conducted as normal business processes and under the regular business schedules of the CM Pros organization without preference or prejudice.

The Committee Chair will serve as the point of contact with CM Pros Management and manage reporting and communication on behalf of the Committee and will submit funding and payment requests to CM Pros Management for approval and execution.

The Steering Committee will provide business reports, communications, and budget and activity forecasts as required by CM Pros Management as part of the normal course of business.

Should a discretionary fund be created for the committee, the Steering Committee will prepare a budget as part of the annual CM Pros fiscal planning process and track expenses against this budget, as well as work with CM Pros management to establish and track necessary discretionary funding to support these activities.

CM Pros Management has final decision-making authority on establishing budgets for the CM Pros organization, subject to approval of the CM Pros Board of Directors.

8. Contact Information (as of August 2005)

If you have questions about any of the information contained herein, please contact:

Laura Walker
Executive Director
CM Professionals
(704) 231-3338
laurawalker@laurawalker.com

Or please contact any member of the CM Professionals Board of Directors.
Contact information is available at
http://www.cmprofessionals.org/about_cm_pros/board_of_directors.