

OpenID Process Document

V1.6 June 19, 2017

1 Definitions. Each of the following initially capitalized terms has the respective meaning stated below. All other initially capitalized terms have the meanings assigned in this OpenID Process Document (“**Processes**”), in the OpenID Foundation’s IPR Policy (“**IPR Policy**”), or in the Bylaws.

1.1 “Board” means the then-current Board of Directors of the OpenID Foundation.

1.2 “Bylaws” means the then-current bylaws of the OpenID Foundation, as may be modified from time to time as provided therein.

1.3 “Charter” means a Work Group’s (or “WG’s”) organizational document, which will include the information in the proposal to form the WG and such other information as described in §4.1(a).

1.4 “Editor(s)” means, for a particular Specification to be developed by a particular WG, the individual Contributor(s) selected to coordinate development of, and transcription of the work of the WG for, such Specification, as well as (together with any other Editors for that WG) to administer WG operation.

1.5 “Eligible Editors” means, as determined on a given date, all Editors from current WGs and all other persons who: (a) were WG Editors at any time in the two years before such date; (b) are alive and have provided and maintained updated contact information with the OpenID Foundation; and (c) elect to participate in selection of the Specifications Council after at least seven days’ email notice.

1.6 “Minimum Membership” means five Contributors.

1.7 “OpenID Foundation” or “**OIDF**” means the OpenID Foundation, an Oregon nonprofit public benefit corporation.

1.8 “Specifications Council” means a group comprised of: (a) two representatives selected by the Board; and (b) five representatives selected by the Eligible Editors. The Board may select from among the current Board members (or other appropriate persons, as determined by the Board), and the Eligible Editors may select from among themselves (or other appropriate persons, as the Eligible Editors determine).

1.9 “Supermajority” means at least two-thirds of those entitled to vote on an issue.

2 Specifications Council. The initial Specifications Council, as of the date these Processes are adopted, will be comprised of two persons selected by the Board and five persons selected by the then-current OpenID Authentication 2.0 Specification Editors. The members of the Specifications Council will serve for two year terms (although one of the initial members selected by the Board and two of the initial members selected by the Editors of the OpenID Authentication 2.0 Specification will serve for only a one year term – as selected by consensus of the Specifications Council – so that Specifications Council membership terms may be staggered). There are no “term limits” for Specifications Council membership, and the Board or Eligible Editors, as applicable, may re-select the same persons to serve for more than one term (consecutive or otherwise). In the event that a Specifications Council member failed to participate in the discussion of two consecutive working group proposals, the member will be deemed to have resigned, and new specifications council members who are committed to participating in the process will be appointed to replace the member.

3 Decisions.

3.1 General. All decisions are either Core Decisions or Non-Core Decisions, and all decisions may be made in meetings (e.g., face-to-face, telephonic, or otherwise) or by email, webform, or other electronic means. Any decision that is not clearly a Non-Core Decision will be treated as a Core Decision. “**Core Decision**” means a decision relating directly to the WG’s substantive work, including formation of a WG, closing a WG, or removal of a Contributor or an Editor from a WG; those related directly to Specification content, Charter, or Scope; to approve an Implementers Draft or a Final Specification, or to adopt Errata (defined in §5.6); and to amend the Charter or to re-charter the WG. “**Non-Core Decision**” means any decision other than a Core Decision, including decisions on date, time, place, and method(s) of attending meetings and other administrative details regarding WG operation or governance.

3.2 Franchise. In addition to a decision being a Core Decision or a Non-Core Decision, each decision is also either an Intra-WG decision or an Inter-WG decision. Contributors to the applicable WG, not on a leave of absence, vote on Intra-WG decisions; members of the OIDF (and possibly the Board as provided in §3.4) vote on Inter-WG decisions; and all votes will be in accordance with the procedures in this §3. “**Intra-WG**” means those decisions that relate to the substantive work or day-to-day operation of the WG (e.g., those related directly to Specification content, Charter, or Scope; to recommend a draft to the OIDF membership for an approval vote of that draft as an Implementers Draft, Final Specification, or approved Errata; when and where to schedule meetings, etc.). “**Inter-WG**” means those decisions that concern the structure of a

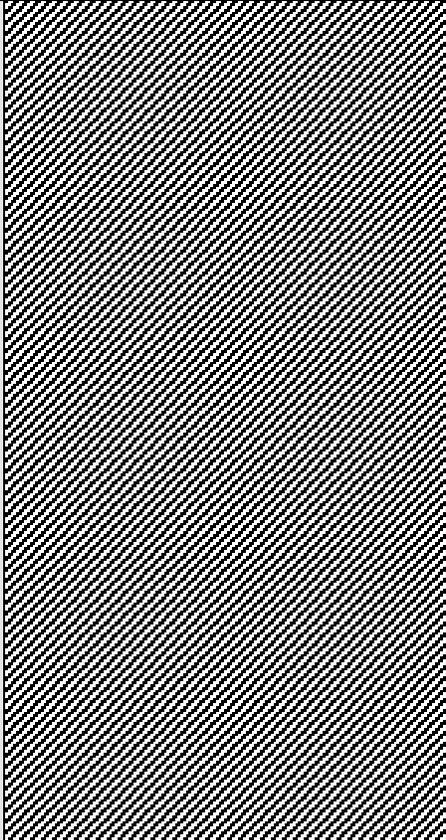
particular WG (e.g., WG formation, charter approval, re-chartering, or closure); that pertain to approval of drafts (e.g., a vote to approve an Implementer’s Draft, a Final Specification, or Errata); or those that are broadly applicable across WGs (e.g., promulgation of guidelines for WG operation and revisions to the IPR Policy or to these Processes).

3.3 Consensus. Consensus is a core WG value. To promote consensus, Editors should encourage consideration and resolution of all legitimate comments of Contributors. All Intra-WG decisions will optimally be made by determining consensus, without formal vote. Editor(s) will assess consensus without a formal vote and, when a proposal is pending, may interpret silence of those who have received proper notice (or who are present) as assent. Consensus does not imply unanimity, although there should be substantial support for consensus decisions. For Intra-WG, Core Decisions, consensus should reasonably reflect the opinion of a Supermajority of Contributors to the applicable WG, after reasonable inquiry by the Editors. For Intra-WG, Non-Core Decisions, consensus should reflect the opinion of a majority of Contributors actually expressing an opinion. If a decision cannot be made by consensus, the WG should defer decision until consensus can be reached. If deferral would prejudice a WG’s work, however, the Editor(s) may call a formal vote in accordance with §3.4.

3.4 Formal Vote. If a formal vote is called, each person or entity with the franchise (and not on a leave of absence, if applicable) will be entitled to a single vote, and no vote will take place without proper notice (if required) and that does not otherwise comply with this §3.4 (including all Formal Voting Requirements set forth in Table 1 below). Formal voting at a meeting will be by voice vote, unless the applicable meeting chair directs otherwise. Any vote taken outside of a meeting (e.g., by email ballot or web form) must not be taken without the applicable notice, and the voting period must remain open for at least the applicable time, set forth in Table 1 below, and the ballot must: (i) clearly state the issue; (ii) clearly state the number of respondents necessary to constitute a quorum; (iii) clearly state the percentage of approvals necessary to pass each matter on the ballot; and (iv) allow each voter to affirm, reject, or abstain. A Legal Entity Contributor and its Representatives will, in the aggregate, have only one vote, and Legal Entity members of the OI DF will have only one vote (no matter how many individuals from that entity are also members of the OI DF). For votes taken at a meeting, a person or entity may be represented by proxy if the applicable person or entity so voting has notified the OI DF secretary (for meetings of the OI DF membership) or the WG chair or Editor (for WG meetings), in writing and in advance, of the identity of the proxy.

Table 1 – Formal Voting Requirements

	Non-Core Decisions	Core Decisions
Intra-WG	<ul style="list-style-type: none"> No quorum requirement No notice requirement Simple majority vote of the applicable WG Contributors is the decision of the WG 	<ul style="list-style-type: none"> 14 day notice period (may be concurrent with applicable review period) Multiple electronic notice required (if the Contributor has provided multiple addresses), including to a "legal contact," if provided Prominent posting (at least 14 days in advance of the beginning of the voting period) on homepage of WG Webpage (but solely for votes to recommend approval of Implementers’ Drafts, Final Specifications, and Errata) 7 day voting period after end of notice period (if vote is not taken at a properly-noticed meeting) Contributor may designate a proxy from the Contributor's registered OpenID identifier specifying the designated proxy's OpenID identifier Quorum requirement of the greater of 20% of the Contributors to the applicable WG (not on a leave of absence) or 20 Contributors to the applicable WG, with quorum bypass option (see §3.5) Simple majority vote, with quorum or quorum bypass, is the decision of the WG
Inter-WG (excluding changing IPR Policy or Processes)	<ul style="list-style-type: none"> No quorum requirement No notice requirement Simple majority vote of those OI DF members voting is the decision on the issue 	<ul style="list-style-type: none"> 14 day notice period (may be concurrent with applicable review period) Multiple electronic notice required (if the OI DF member has provided multiple addresses), including to a "legal contact," if provided Prominent posting (at least 14 days in advance of the beginning of the voting period) on homepage of OI DF website (but solely for votes to approve Implementers’ Drafts, Final Specifications, and Errata) 7 day voting period after end of notice period (if vote is not taken at a properly-noticed meeting)

		<ul style="list-style-type: none"> • OIDF members may designate a proxy from the member's registered OpenID identifier specifying the designated proxy's OpenID identifier • Quorum requirement of the greater of 20% of OIDF members or 20 OIDF members, with quorum bypass option (see §3.5) • Simple majority vote, with quorum or quorum bypass, is the decision on the particular issue
Changing IPR Policy or Processes		<ul style="list-style-type: none"> • 21 day notice period • Multiple electronic notice required (if the OIDF member has provided multiple addresses), including to a "legal contact," if provided • Prominent posting (at least 21 days in advance of the beginning of the voting period) on homepage of OIDF website • 7 day voting period after end of notice period (if vote is not taken at a properly-noticed meeting) • OIDF members may designate a proxy from the member's registered OpenID identifier specifying the designated proxy's OpenID identifier • Any approved change is prospective only • Approval of a change requires either of the following: <ul style="list-style-type: none"> Approval Option 1 <ul style="list-style-type: none"> ○ Quorum of greater of 60% of OIDF membership or 30 OIDF members (no bypass option) and ○ Supermajority vote of those constituting a quorum, plus a majority concurrence by the OIDF Board Approval Option 2 <ul style="list-style-type: none"> ○ Quorum of greater of 30% of OIDF membership or 30 OIDF members (no bypass option) and ○ Majority vote of those constituting a quorum, plus a supermajority concurrence by the entire OIDF Board (where "absents" and "abstains" count as "no" votes) • Any change to the IPR Policy or Processes will not be effective until 21 days after approval, during which time then-current Contributors may withdraw in accordance with the IPR Policy or Processes as they existed prior to the change

3.5 Quorum Bypass. If a quorum is required according to Table 1 above and cannot be obtained, even with proxies, the applicable WG or OIDF members can seek a temporary bypass of the quorum requirement. The applicable WG or OIDF members will first issue another electronic notice to allow additional time to obtain a quorum. If there is still not a quorum, and the delay is prejudicing the work of the WG or preventing the opening of new WGs, the applicable WG Editors or OIDF members can petition the OIDF Board to waive the quorum requirement, solely as applied to voting on a specified issue. The petition will be made online, and the OIDF Board will issue its decision within 14 days (and a failure to respond by the OIDF Board within this timeframe will be deemed to be an approval of the petition). The OIDF Board will grant the petition unless it determines, in its good faith business judgment, that allowing the particular vote without a quorum is likely to create legal liability for OIDF. If the OIDF Board grants or is deemed to have granted a petition, the Board will also take affirmative, documented steps to increase participation in future core decision making. For avoidance of any doubt, the quorum bypass option described in this §3.5 does not apply to modification to the IPR Policy or Processes.

4 Work Groups.

4.1 Proposal. Any group of at least Minimum Membership may form a WG by submitting a proposal via the mailing list specs@openid.net; such proposal will include the following items, will be written in English, and will be provided in a generally accessible electronic form (as determined by the OIDF from time to time), which will include plain text (in any reasonable character encoding) or HTML:

(a) **Charter.** The proposal will include the WG Charter, which will include:

(i) a WG name, which will not include any trademarks including the trademarks owned by the OIDF or content that is infringing, harmful, or inappropriate, and any acronym or abbreviation for that name;

(ii) a clear statement of purpose;

(iii) an initial Scope, which must be related to the purpose of the OI DF and which will include a definition of what is and is not the envisioned “work” of the WG;

(iv) a proposed list of Specifications, including working titles, to be produced (and any other deliverables) and projected completion dates;

(v) anticipated audience or users of the work;

(vi) the language in which the WG will conduct business;

(vii) the method of work including any virtual or planned face-to-face meetings, collaboration tools, etc.; and

(viii) a basis for determining when the work of the WG is completed.

(b) *Background Information.* The proposal will also include the following:

(i) any related work being done in other WGs or organizations, why the proposed new WG is necessary, and any proposed liaison with any such other WGs or organizations;

(ii) the names, email addresses, and any Legal Entity Contributor affiliations of at least the Minimum Membership who support forming the WG (“Proposers”) and the proposed Editor(s); and

(iii) optionally, a list of Contributions that the Proposers anticipate will be made to the WG.

4.2 Review. The Specifications Council will review each proposal within 15 days after receipt and promptly provide notice to specs@openid.net of its recommendation to either accept or reject it, together with a brief statement of the rationale for its recommendation (including any findings or opinions by the Specifications Council regarding the criteria for rejection in the following clauses (a)-(d). If a proposal is rejected, it may be modified and resubmitted. The reasons for rejection will be limited to:

(a) an incomplete proposal (i.e., failure to comply with §4.1);

(b) a determination that the proposal contravenes the OpenID community’s purpose;

(c) a determination that the proposed WG does not have sufficient support to succeed or to deliver proposed deliverables within projected completion dates; or

(d) a determination that the proposal is likely to cause legal liability for the OI DF or others.

If no recommendation was issued within 15 days after receipt, the proposal is deemed to be accepted.

When the Specifications Council rejects the proposal, the Proposers may submit the proposal to a vote of the OI DF membership, in accordance with the voting procedures in §3. When the vote passes, the proposal is deemed to be accepted.

4.3 After Acceptance. Promptly after acceptance, a mailing list will be created for the WG, and one or more of the Proposers should notify general@openid.net of the new WG. This notice will announce the formation of a new WG, invite participation, and describe the WG’s proposed work, including any planned meetings (as based on the approved Charter). The first obligation of a new WG is to establish and approve its Scope, which should broadly describe the outer limits of the WG’s work.

4.4 Contributors. Only persons or entities that have properly agreed to the IPR Policy and that have signed a Contribution Agreement designating the WG (or that are acting as Representatives of a Legal Entity Contributor that has signed such a Contribution Agreement) may become Contributors to (or participate in) a WG. Contributors may be members of the OI DF, but OI DF membership is not required. A WG may, however, make copies of its Specification Mailing List, drafts, and other documents available for review by non-members. A WG will not review or acknowledge comments by, or accept Contributions from, anyone other than Contributors. Without limiting the foregoing, the WG will restrict access to any online tools that it elects to use so that only Contributors to that WG will have access to “write,” “edit,” or otherwise submit any information to the WG via such tool. The Specifications Council may recommend closure of a WG at any time that the WG has not had Minimum Membership for six consecutive months at the time of closure, and such recommendation will promptly be submitted to a vote of the OI DF membership, in accordance with the voting procedures in §3.

4.5 Withdrawal; Removal. An individual or entity may withdraw from a WG, as provided in (and subject to) the IPR Policy. The other Contributors to a WG may also remove an individual or entity from the WG, but only for failing to attend (by any reasonable method) three or more consecutive WG meetings not during a leave of absence. An individual or entity will also be automatically removed from a WG seven days after becoming ineligible to be a Contributor (e.g., if an individual Representative changes employment, and the new employer is not a Legal Entity Contributor to such WG), and each Contributor will promptly notify the OI DF of any change of status that may affect compliance with the IPR Policy. Any

removal will be effective on notice, and the former Contributor will be deemed to have withdrawn from that WG as of the effective date of removal, with obligations as specified in the IPR Policy. Withdrawal or removal will automatically terminate the affected individual's or entity's right to participate in the applicable WG. An individual or entity that has been removed from a WG may rejoin as a new Contributor under §4.4.

4.6 Leaves of Absence. Any Contributor (other than an Editor, except in an emergency) may take a leave of absence at any time, effective on notice to the applicable Editors specifying the leave dates. Any Contributor (including an Editor) on leave remains a Contributor for purposes of determining obligations under the IPR Policy. The Editor(s) need not, however, consider any Contributor on leave to determine consensus under §3.3.

4.7 Editors. A WG's work is coordinated by one or more Editors. Each WG must have at least one Editor, and additional Editors may be selected at any time. The selection or removal of Editors is a Core Decision (defined in §3.1), and Editors will be selected by consensus, according to §3.3 (with discussion led by one or more Contributors if there are no then-current Editors). If, however, the WG Contributors cannot reach consensus on the identity of the Editor(s), then WG Contributors will select the Editor(s) by formal vote, according to §3.4. Different Editors in a WG may, however, be associated with different Specifications. If an Editor takes emergency leave, or is otherwise unavailable, an additional Editor will be selected. If a WG does not have an Editor, it will suspend work until an Editor is selected. The Specifications Council may recommend closure of a WG at any time that the WG has not had an Editor for the immediately prior 30 days, and such recommendation will promptly be submitted to a vote of the OI DF membership, in accordance with the voting procedures in §3. An Editor may also be removed at any time by the Contributors to the applicable WG.

4.8 Visibility. All WG documents will be located on the WG webpage ("Webpage"), which will be located at a URL within openid.net, and all work (administrative and technical) of a WG will be conducted via the applicable Specification Mailing Lists or at meetings that may be called from time to time. The minutes of each meeting and a record of all decisions will be published to the Webpage and the applicable Specification Mailing List. All WG email lists will be archived, and all WG email archives will be publicly visible. The Editor(s) should keep the following current on the Webpage:

- (a) WG name and Charter;
- (b) any standing rules and other adopted procedures;
- (c) any applicable meeting schedule and attendance method(s);
- (d) anticipated deliverables and delivery dates;
- (e) list of WG Contributors;
- (f) the names and email addresses of Editors and any other functionaries (e.g., secretary);
- (g) links to draft and completed WG documents (including the latest WG Specifications); and
- (h) current announcements (including WG formation, any revisions to the Charter, and any call to approve a draft as an Implementers Draft or a Final Specification and applicable deadlines).

4.9 Procedure. The only formal rules required to conduct a WG's work are those stated in these Processes, and the Contributors may adopt any other reasonable rules desired (as long as such rules are consistent with these Processes, the IPR Policy, and the Bylaws). Regardless of any rules adopted, however, a WG should exemplify civility and collegiality, with the primary goal of reaching consensus on all matters.

4.10 Meetings. A WG meeting may be called at any time by any of its Editor(s) (or by any other Contributor, if there is no Editor) on at least seven days' notice to all Contributors to that WG. Meetings may be conducted at any reasonable time, place, and manner as selected by the WG, with the goal of providing an environment conducive to the WG's work and to maximize participation. The presence of at least a majority of Contributors to a given WG is necessary to constitute a quorum. Without a quorum, discussions may take place but no business may be conducted. The Specifications Council may recommend closure of a WG that does not conduct a meeting with at least a quorum at least once every six months, and such recommendation will promptly be submitted to a vote of the OI DF membership, in accordance with the voting procedures in §3.

4.11 Presence. A Contributor attending a properly noticed meeting in person, by telephone, or by other reasonable means that allows the Contributor to perceive the opinions of, and interact with, other participants is "present" for purposes of determining attendance. For purposes of a vote not taken in real time at a meeting (e.g., by email ballot or web form), each Contributor that has been sent proper email notice of the vote (to all notice addresses the Contributor has provided to the OI DF) will be deemed present for the vote, as long as the vote otherwise complies with §3. For purposes of determining presence of a quorum (if required), a Legal Entity Contributor and its Representatives will be deemed to be a single Contributor.

4.12 Development. A WG will:

- (a) work diligently to complete all deliverables according to the schedule in its Charter;
- (b) at all times comply with these Processes and other requirements approved by vote of the OI DF membership (e.g., naming schemes, document formatting requirements, file structures, copyright notices, etc.), in accordance with the voting procedures in §3;
- (c) promptly post all deliberations and notes related to any WG decision on its Webpage; and
- (d) provide revisions to written work (e.g., Specifications), if possible, in clean and redline form.

4.13 Intellectual Property. The WG will at all times comply with the IPR Policy.

4.14 Charter Clarification. A WG may clarify its Charter only to narrow its Scope or to remove ambiguity; it may not broaden or otherwise change the Scope of its Charter (without re-Chartering). The list of deliverables may be expanded (without re-Chartering) only if the new deliverables are within the Scope of the original Charter.

4.15 Re-Chartering. A WG's Contributors may elect to re-charter the WG to expand its Scope. The re-chartered WG will retain its name, and all email lists and archives, webpages, etc. will move from the predecessor to the re-chartered WG. Each Contributor will remain bound by the IPR Policy as applied to Implementers Drafts and Final Specifications promulgated under the prior Charter. Any Contributions made under the prior Charter, however, must be affirmatively re-contributed before they apply to Implementers Drafts and Final Specifications promulgated under the new Charter, and Contributors under the prior Charter must affirmatively re-join the re-chartered WG to continue to participate in the re-chartered WG.

4.16 Closing a WG. A WG may be closed at any time by majority vote of all of its then-current Contributors, by Supermajority vote of the Board (if deemed necessary by the OI DF to avoid or mitigate legal risk), or as otherwise provided in these Processes. The Specifications Council may also recommend closure of a WG that has completed all deliverables in its Charter and has not agreed to develop new deliverables within the 180 days before closure; or that has not reasonably progressed to achieve its purpose, as defined by its Charter, and any such recommendation will promptly be submitted to a vote of the OI DF membership, in accordance with the voting procedures in §3.

5 Specification Approval.

5.1 General. There are three stages of an OpenID Specification – draft, Implementers Draft, and Final Specification. An OpenID Specification begins as a “draft” and retains this status until approved as an Implementers Draft. An Implementers Draft may be further revised, and any revised Implementers Draft is deemed a “draft” until it is approved as a new Implementers Draft. The most recent Implementers Draft may be approved as a Final Specification. There is no specific timeframe under which a draft must become an Implementers Draft or an Implementers Draft must become a Final Specification, although the WG should make reasonable efforts to conform to any posted schedule of deliverables on its Webpage. Only after it is ratified to be a Final Specification, the specification may use the title “OpenID”.

5.2 Review. The applicable period to review a proposed Implementers' Draft or proposed Errata will be no shorter than 45 days, and the applicable period to review a proposed Final Specification will be no shorter than 60 days. The applicable WG Editor(s) will post the draft for review by Contributors to the applicable WG, and by the Board, and promptly notify these Contributors and the Board that the draft is available for review. Contributors to the applicable WG will make reasonable efforts to review the draft, Implementers Draft, or Errata during the review period and provide any critical comments or objections, with sufficient specificity for other Contributors to respond and, if required, to facilitate resolution. The Board will also consider the draft at its next meeting, or within 30 days of such notice (whichever is earlier). If, by Supermajority vote, the Board determines that approval of the proposed Implementer's Draft, Final Specification, or Errata will create untenable legal liability for OI DF or the Board, or that the proposed Implementer's Draft, Final Specification, or Errata is outside the WG's Scope, the Board will report this finding back to the WG, and the WG will revise the applicable draft before any vote of the OI DF membership occurs. If the Board takes no action under this §5.2, the decisions of the applicable WG and of the OI DF membership will proceed according to §§5.3 and 5.5.

5.3 WG Decision. The decision to recommend approval of a draft as an Implementers Draft, to recommend approval of the then-current Implementers Draft as a Final Specification, or to recommend adoption of Errata should be based on consensus. If the WG cannot reach consensus, then the decision may be made by formal vote. The WG Editor(s) will notify the WG of a determination that consensus has been reached or of a call for (and results of) a formal vote. The notice and vote will be in accordance with the specifications in Table 1, but the pre-vote notice required may be concurrent with the last 14 days of the draft review period. Any Implementers Draft, Final Specification, or Errata for which the WG recommends approval will include a list of Contributors who participated in its development.

5.4 Rejection; Resubmission. If there is not consensus to recommend approval of an Implementers Draft, Final Specification, or Errata, and the proposed Implementers Draft, Final Specification, or Errata is not recommended for approval by vote, then the WG will continue to revise the draft to resolve objections received during the review period. The Editor(s) may (if they deem it appropriate) notify the WG and the Board of a new review, which should be limited in scope to objections received during the immediately prior review and measures taken to resolve such objections.

5.5 Final Approval. If there is consensus of, or a formal vote by, a WG to recommend approval of an Implementers Draft, Final Specification, or Errata, the applicable WG Editor(s) will notify the ODF secretary, who will then post the applicable draft for review by the ODF membership for a period of at least 45 days and notify the ODF membership of the WG recommendation to approve and of the proposed dates on which the review period will end and the vote of the ODF membership to accept or reject the WG recommendation will occur. The notice and vote will be in accordance with the specifications in Table 1, but the pre-vote notice may be concurrent with the last 14 days of the draft review period.

5.6 Changes. No Substantive Change may be made to a Final Specification; any Substantive Change will require review and approval of a successor version of the applicable Final Specification according to these Processes. Any changes to an Implementers Draft should be made in a subsequent Implementers Draft or in an applicable Final Specification. A WG may also (but no more than once every six months) recommend Errata to a Final Specification to the ODF membership for approval and promulgation (and any such recommendation will promptly be submitted to a vote of the ODF membership, in accordance with the voting procedures in §3). “**Errata**” means a set of changes (or proposed changes) to an existing, published Final Specification, created for the sole purpose of correcting features (and not adding or removing features) due to a lack of clarity or an error in the Final Specification, and made available either as a list of changes or as a “redline” markup to the Final Specification. “**Substantive Change**” means any change to a Specification that is not Errata.

6 Board Involvement.

6.1 Delegation. The Board may delegate any of its obligations under these Processes (other than creating subcommittees) to a subcommittee of Board members, ODF members, or other appropriate persons (although the Board will have the ultimate responsibility for all of its obligations under these Processes), and applicable terms in these Processes will then be deemed to refer to the subcommittee instead of the Board.

6.2 Complaints; Appeals.

(a) *General.* On proper notice from a Contributor, the Board will consider any complaint related to, or appeal of, any action taken (or alleged failure to act) related to these Processes. The Board has authority to take any action it deems necessary to avoid legal liability for ODF or the Board. In all other cases related to these Processes, however, the Board will not take any action on a complaint or appeal other than to review the matter and to issue an advisory opinion and a recommended action, and any such recommendation will promptly be submitted to a vote of the ODF membership, in accordance with the voting procedures in §3.

(b) *Notice.* Except as otherwise stated in this §6.2, proper notice must be sent within 14 days after the act from which the complaint arises or that the Contributor wishes to appeal (or at any reasonable time for alleged failures to act); and must succinctly state the nature of the complaint or matter appealed from, why this is a problem for the complainant/appellant, the remedy requested, an estimate of the likely effect of granting or denying the request, and any prior efforts to resolve the matter. If a Contributor sends notice of appeal within 14 days, however, and requests additional time, the foregoing detail may be initially omitted, as long as supplemental notice including this detail is sent within 30 days of the Contributor’s initial notice. Failure timely to supplement will result in automatic abandonment of the complaint or appeal.

(c) *Process.* The complainant/appellant has the burden of proving that an action (other than approval of an Implementers Draft, Final Specification, or Errata or alleged action outside of the WG’s Scope) or failure to act is wrongful, and the Board will decide such matters on an “abuse of discretion” basis. The WG Editor(s), however, will bear the burden of proving that approval of an Implementers Draft, Final Specification, or Errata was proper or that an action is within Scope, and the Board will decide such matters on a “de novo” basis. In considering whether a WG is operating outside its Scope, any substantive feature not described directly (e.g., by identifying the feature) or indirectly (e.g., by identifying the type or class of feature) in the Scope statement will be deemed outside of the WG’s Scope. The Board:

(i) will consider any proper complaint or appeal within 30 days (or at its first regular meeting) after notice and any supplement is received, whichever is earlier;

(ii) may request additional information from the complainant/appellant, the applicable Editor(s), or both; and

(iii) will make reasonable efforts to provide an advisory opinion and a recommended action within 30 days (or, if the Board determines that a decision is required to avoid legal liability for ODF or the Board, the Board will make reasonable efforts to render a decision in 30 days, which decision will be final and non-appealable). Any recommended action promulgated by the Board under this §6.2(c)(iii) will promptly be submitted to a vote of the ODF membership, in accordance with the voting procedures in §3.

6.3 Decisions. Except as may otherwise expressly be provided in these Processes, all Board decisions will be made in accordance with the Bylaws.

7 Miscellaneous. All notices and correspondence under these Processes will be by email. Unless stated, or context requires, otherwise: (1) “written” or “in writing” refers to electronic as well as non-electronic documents, manually or electronically signed by authorized representatives of the writing party(ies); (2) all internal references are to these Processes; (3) “days” means “calendar days”; (4) “may” means that the applicable actor has a right, but not a concomitant duty; and (5) all decisions of the Board, the Specifications Council, or an Editor under these Processes are in the Board’s, the Specifications Council’s, or such Editor’s reasonable discretion. Examples following “including” or “e.g.” are not exhaustive (i.e., are interpreted to include the words “without limitation”), unless qualified by words such as “only” or “solely.” These Processes will be interpreted according to the plain meaning of their terms. Section headings are for convenience only and will not affect the meaning of any provision. For avoidance of doubt, no rights to use any logo or trademark are granted or may be implied under the IPR Policy or these Processes; any such rights may be set forth in a separate OpenID Trademark License, if the OI DF, in its sole discretion, elects to make such license available.