

This document describes the process by which draft standards produced by FDC3 working groups are vetted and then codified into approved standards.

## Process

1. Proposed standard is created by WG and is raised to a proposition status:
  - a. by consensus
  - b. by majority vote if consensus can't be reached (after good faith effort)
  - c. Only WG active participants who have commented on or contributed to the proposal can vote on it.
    - i. Active Participation is defined as a minimum of:
      1. registered member of the WG Google group (or has been exempted for compliance reasons) AND
      2. attendance of 2 of the last 6 WG meetings OR
      3. active contribution of proposals, pull requests, or other materials to the WG
    - ii. Active Participation is to be audited by the PMC if there is a dispute around a vote.
    - iii. Quorum for a vote is at least 5 WG participants from at least 3 organizations
    - iv. Vote is done via email. Voting is held open for a 1 week window.
      1. Votes can be cast by proxy or in advance if a participant knows they will not be available for the vote period and have arranged with the WG chair ahead of time.
2. Proposal is made available on Confluence and/or Github (depending on WG)
3. The FDC3 General Mailing Group is notified of the proposal and the start of the RFC phase\*
4. 2 weeks comment period from community is opened\*
5. On community demand, the proposal will be presented at next available general meeting or equivalent live session.
6. PMC ratification\*
  - a. by consensus
  - b. by majority vote if consensus can't be reached (after good faith effort)
7. Ratified standards are versioned and published on Confluence, tagged on Github, and published on NPM where applicable.

**\*Steps 2, 3, 5, 6 do not apply to Use Cases**