

E-Mail Voting Procedure for Management Council

The following is the procedure for voting by e-mail on Management Council issues.

Section I describes the general procedure, and Section II provides additional information for voting on PDS Standards issues. As required, this procedure is consistent with the Management Council Charter and current PDS practice.

I. General E-Mail Voting Procedure

The following steps must be taken in order to vote by e-mail:

1. Establish eligible voters

Each of the following managers or advisors or designated proxies shall have one (1) vote for a total of 9 votes.

- The Atmospheres Node Manager (S)
- The Engineering Node Manager
- The Geosciences Node Manager (S)
- The Imaging Node Manager (S)
- The NAIF Node Manager
- The PPI Node Manager (S)
- The Radio Science Advisor
- The Rings Node Manager (S)
- The Small Bodies Node Manager (S)

(Note: Voters designated with (S) are "science" votes)

2. Establish the Chair for the e-mail vote

The Management Council Charter designates the PDS Project Manager as the Chair of the Management Council and the PDS Project Scientist as the Chair of the Executive Session. The Chair for a particular vote, then, depends on whether the issue is regarded as a Management Council or Executive Session issue. Traditionally, the PDS Project Scientist has chaired standards issues.

3. Set the voting period

When issues are ready for Management Council action the chair will send out information on the issue and ask for comments to be received within one (1)

week. If no fatal problems are reported, the chair will issue a call for votes. The nominal voting period shall be one (1) weeks. Under special circumstances, the Chair may designate a different period.

4. Send out the e-mail ballot

The Chair sends the e-mail ballot to the current members in the Management Council roles, listed above. The e-mail ballot itself conforms to the following structure:

To: <Management Council member list>
From: <the Chair>
Subject: Official Vote on <name of issue>

This is an official Management Council vote on <name of issue>. Your vote must be returned to <the Chair> and/or a designated alternate by <end date of the voting period>.

<A paragraph description of the issue, including what it means to vote "yes.">

Please vote by replying to this e-mail and placing an "X" by one of the three choices, below:

Yes

No

Abstain

Additional information on this proposal can be found at <URL of web site containing all relevant resources>. If you believe more discussion is warranted before voting, feel free to communicate your concerns to the Chair

Votes will be tabulated and posted at <URL of web site where the results of the voting will be available for viewing>. Keep in mind that the proposal fails unless there are six (6) explicit "yes" votes, four (4) of which must be science nodes, and that proxies are allowed.

5. How the votes are interpreted

Management Council issues require six (6) "yes" votes, four (4) of which must be science votes, in order to pass. (Note: Abstentions and failure to vote have the effect of a "no" vote in the count.)

6. Assigning proxies

Unless otherwise designated and communicated to the Chair, the node proxies will be the designated Management Council proxies.

7. Resources available to voters

Thorough investigation and discussion of an issue should have taken place prior to the vote. All relevant information, including a record of the discussion, should have been gathered and made available on a web site. As shown above, the URL of this web site is sent out with the e-mail ballot.

8. Announcing and recording the results

As the e-mail ballots are returned, the Chair counts the votes and posts the current tabulation on a PDS web site designated for that purpose. The votes are posted next to the role of the member voting. For example:

The Atmospheres Node Manager - "Yes"
The Geosciences Node Manager - "No"
...[And so on]...

After the vote is complete, the results are posted on the same site. Whether the issue has passed or failed, along with the final count of "Yes", "No", "Abstain", and "Failure to Vote" votes are announced via pds_mc@nssdc.gsfc.nasa.gov

II. PDS Standards Issues

A procedure for presenting PDS standards changes to the Management Council has been outlined in the PDS Standards Process. Proposals are refined within the PDS Technical Session, and a vote is requested once a satisfactory package has been prepared. Because there may be significant amounts of background material, standards votes at the Management Council level are often more suitably conducted by e-mail. The e-mail procedure, itself, is the one described in Section I, above.

1. Bringing standards issues to the Management Council

As described in the PDS Standards Process, standards issues are ready for Management Council vote when they are voted "RECOMMENDED" by the members of the Technical Session.

At that point, all information and discussion on the issue should be posted on the Tech Session web site. The PDS Project Engineer reviews the collected information to ensure that it is adequate and complete. The PDS Project Engineer then writes an executive summary of the issue for the e-mail ballot and sends this to the PDS Project Scientist with a note that this issue is ready for Management Council vote.

2. Actions After the Vote

When a standards issue is passed by Management Council, it is given an "APPROVED" status. At that point, the Project Engineer is given the action item to implement the required change(s).

If the standards issue fails the Management Council vote, then it is given a "REJECTED" status. At this point, the Tech Session may abandon all attempts to pass the change request. Alternatively, the Tech Session may reformulate the change request, hoping to address the shortcomings that led to the failed Management Council vote. In the latter case, the change request must be resubmitted to the Tech Session, as described in the PDS Standards Process.

Appendix A. References

PDS Standards Process, see:

http://pds.jpl.nasa.gov:6678/pdsai/techmtgs/standards_process2.txt