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WORKING GROUP ADMINISTRATIVE RULES

1. Purpose

This Working Group administrative rules (“Rules”) is made as a supplement of Article 10 of The Agreement of XGP Forum to specify detailed rules for the administration of the Technical Working Group (“TWG”) and had been approved by General Meeting to extend this Rules to all of relevant WGs.

2. Function

WG shall have the following functions to achieve the purpose stated in Article 10 of The Agreement of XGP Forum.

- 2.1. To make / change / delete working items of the WG.
- 2.2. To make / change / delete XGP specification.
- 2.3. To investigate / research XGP related technology.
- 2.4. To carry out other matters necessary to achieve the purpose.

3. Member

- 3.1. It allows registering multiple persons from one entity as the Members of the relevant WG(“Members”), but counted as a single voting right in case of voting.
- 3.2. The Members assigned as the Chairperson of WG (“WG Chairperson”), Vice – chairpersons of WG (“WG Vice Chairpersons”) or Chairpersons of Sub Working Groups(“SWG Chairpersons”) may invite someone outside of the Members to the relevant WG.

4. WG Chairperson and Vice Chairperson

- 4.1. Candidate of Chairperson nominated by each WG registered Members shall be elected by the majority of relevant WG Members.
- 4.2. Vice Chairperson(s) shall be appointed by the relevant Chairperson.
- 4.3. Chairperson can be dismissed for appropriate reasons by more than two thirds of the relevant WG Members or more than half of Steering Committee Members.

5. Meeting

- 5.1. The meeting of the WG (“Meeting”) shall be convened, and chaired by the WG Chairperson.
- 5.2. The WG Vice Chairpersons shall perform the duties of the WG Chairperson in the event of absence of the WG Chairperson.
- 5.3. As the registered Member is obligated to attend the Meeting, yet in the absence of the Meeting shall transfer the right of proxy to WG Chairperson automatically unless otherwise mentioned.
- 5.4. The Meeting becomes official when more than half of registered Members carrying the right of voting including the proxy attend.

- 5.5. When the Members cannot attend the Meeting for any considerable reason, the Members may make their deputy attend the Meeting by the advance notice in writing.
- 5.6. If necessary, the WG Chairperson is entitled to permit persons other than the Members attend the Meeting under the condition without the right of voting.
- 5.7. If necessary, the Members may make their companion attend the Meeting by the prior consent of WG Chairperson, however such companion has no right for voting.

6. Right to vote

The Members who belong to XGP Forum signatory organizations stated in Article 2 of RULES OF XGP Forum (“Signatory Members”) shall have one (1) vote each.

7. Voting

- 7.1. Resolutions in the Meeting shall, unless otherwise stated herein, pass by a majority of the Signatory Members present at the Meeting excluding the Signatory Members abstaining stated in Article 7 of the Rules (the “Valid Signatory Members”). In the event of tie in voting, the WG Chairperson shall have a casting vote.
- 7.2. Resolutions of Article 2 Item 2.1 and Item 2.2 shall pass by all the Valid Signatory Members in principle. When the resolutions cannot pass by all the Valid Signatory Members even after enough discussion, the resolutions may pass by not less than two of thirds of the Valid Signatory Members. The Members who have a complaint may appeal against the passed resolutions in writing to the Chairperson of XGP Forum.

8. Attitudes for voting

- 8.1. Attitudes for voting shall be among the followings.
 - 8.1.1. For
 - 8.1.2. Against
 - 8.1.3. Abstentions
- 8.2. In case of “against”, reason(s) or concrete counterproposal(s) shall be submitted in writing to the WG Chairperson.
- 8.3. Abstentions shall include “against” at which neither reason(s) nor concrete counterproposal(s) are submitted in writing to the WG Chairperson.

9. Voting by e-mail

- 9.1. With the approval of the Meeting, voting by e-mail may be conducted
- 9.2. When the WG Chairperson recognizes voting by e-mail necessary by the reason of urgency, the WG Chairperson may conduct voting by e-mail.

10. Sub Working Group

- 10.1. With the approval of the Meeting, Sub Working Groups (“SWGs”) shall be established to perform certain working items of the WG.
- 10.2. The WG Chairperson shall nominate the SWG Chairperson of each SWG.

10.3. SWGs shall in principle be composed of experts who belong to the Member Organizations.

10.4. In principle, the rule of Sub Working Group is same as the rule of Working Group except the one not suitable for Sub Working Group.

11. Amendment of the Rules

The rules may be revised or amended by the resolutions of not less than two of thirds of the Valid Signatory Members.

History of Revision

Ver.	Date	Description	Reason
1.0	Apr.2, 2009	The first edition as XGP Forum	Newly established.
2.0	Nov.29, 2017	“mail”-> “e-mail”	Correction