# PGI decision-making guidelines (bylaw?) (a proposal)

**Preamble**

PGI brings together stakeholders in production Grid infrastructures: infrastructure projects, middleware providers, and users. All of them enter with pre-existing know-how, experience, requirements and solutions that work in real-life infrastructures, and many – with responsibilities to their customers.

Decisions addressed in this document are those that affect results of PGI work.

**1. Representation, votes**

1. Each stakeholder can be represented by more than one individual
2. Each stakeholder states whether theirs is a voting or an observer member position
3. Voting position may be downgraded to an observer in case the stakeholder fails to participate in more than 50% of PGI meetings within a calendar year (needs to be proven through minutes)
4. In the event of voting, each voting stakeholder has only one vote, irrespectively of number of representatives
5. PGI (co)chairs are affiliated with stakeholders and thus have no additional votes

**2. Quorum**

Decisions must be taken only when quorum is present. Quorum is achieved when at least 50% of voting stakeholders are present. The group can hold discussions without having quorum, but can not make decisions.

**3. Decision making**

As a general rule, the group follows the OGF guidelines and aims to achieve consensus. In exceptional cases when consensus can not be achieved, the following applies:

1. A voting member requests a vote count
2. No member has a right to veto
3. The approved decision is the one that collects simple majority of votes
4. In case of a tie, the person chairing the meeting has the authority to make the decision

**4. Documentation**

1. Every decision – whether reached by consensus or by voting – must be recorded in meeting notes
2. For proposals accompanied with documents, all materials must be provided well in advance (at least one week)