PMC

Subscribe private@ list

Committer nomination process

Chair of PMC

The chair of the PMC is rotated annually. When the chair is rotated or if the current chair of the PMC resigns, the PMC votes to recommend a new chair using Single Transferable Vote (STV) voting. See http://wiki.apache.org/general/BoardVoting for specifics. The decision must be ratified by the Apache board.

The Responsibility of Chair

- Subscribe board@ mailing lists
- Monitor community
- Pass board info back to PMC

- ~~Quarterly report[2]~~ Quarterly report through Whimsy [10]

    - Please also refer to Points To Cover In Board Reports[11] if not sure what to cover for the report content.

    - For healthy info, it's a good question to ask dev@community!
- Project management

    - Invite new Committer process[3][4].

        1. Call a vote. Template 2. Close the vote. Template 3. Invite the new committer. Template
            - If the candidate accepts,
                a. Send accept letter Template 2. Wait until the receipt of CLA **recorded**. 3. Request creation of committer account Template

                    i. Account requested by secretary/ assistant who file the ICLA. 2. Account requested by PMC chair. ASF New Account Request form
                    4. Wait until the account is created.
                    5. PMC chair enable scm, JIRA and CWiki access by [[https://whimsy.apache.org/roster/committee/ | Whimsy roster tool[5]]].
                    6. Notify committer. Template
                    7. If committer is also PMC, ask **board** asking for **ACK**. Template
                    8. Announce the new committer. Template

- Add new PMC members.
    - 72 hours notice to the board
    - Update committee-info.txt
- Change of PMC Chair.

- Change VP/chair name at the foundation website. See also [7].

- Oversight of the PMC.

- Create and add the project doap file to [8]. See also [9].

PMC

- Add doap file into the project svn. The doap file can be created through Create an ASF DOAP File

References

1. Infrastructure PMC documentation .
    2. Board Reporting Guidelines for Project Chairs
    3. Grant Karma
    4. New Committer Process
    5. HOW TO INVITE NEW PROJECT COMMITTERS
    6. Project Management Committee Guide
    7. Updating the Infrastructure web site
    8. files.xml
    9. Create an ASF DOAP File