

# Samvera Governance Recommendations

*Samvera Partners will cast a vote of support for the recommendations below. The outcome of the vote will indicate that the Partners would like Steering to work with Partners via Working Groups to further clarify and implement the recommendations. A primary point of contact (i.e. who will cast the vote) will be identified per Partner institution before the vote takes place April 2nd to April 13th. Support from an absolute ⅔ majority of Partners (i.e. 24 Partners out of 36 total Partners) will be required to have Steering implement the recommendations.*

## Overview

The Samvera Governance Working Group (SGWG) received feedback that included questions about details we are not yet able to answer. We acknowledge that these details need to be worked out as the Community moves forward with implementing these recommendations. Not unlike agile software development practices, we ask the Community, including our Partners and Steering, to support the direction outlined by these recommendations while allowing the details to be worked out by the appropriate groups as we move forward. This approach is what makes our Community community-driven.

Many of the details for these recommendations should be worked out by new governance related Working Groups and in the drafting of charters for the newly elected Steering and Roadmap Council. The various drafts and documents the SGWG developed in the course of their work will be made available to the forthcoming Working Groups to provide guidance should those Working Groups need or want it. The charters for Steering and the Roadmap Council should be created by the end of August 2018 if not sooner and should be ratified by the Partners via an absolute ⅔ majority of Partners vote.

## Recommendations Partners Request Steering Implement

### *1. Samvera Steering Will Become an Elected Body from Partners*

Steering will become an elected body of nine members from Partner institutions in July 2018 or by the end of the summer of 2018 at the latest. Not more than one representative from any given Partner shall serve on the newly formed Steering. Each Steering member will serve a 3-year term. Members of Steering may serve up to two consecutive 3-year terms. Steering members who reach their term limit must wait three years before running for another term on Steering. Samvera staff will serve as ex-officio non-voting members of Steering.

Three Existing Steering members will rotate off after the first election, three more in 2019, and the last remaining three will rotate off in 2020. The rotation off of the first three members will bring Steering into alignment with the one partner, one representative requirement articulated above. If Existing Steering finds it impossible to do so for the first rotation, they will try to conform during the next rotation and bring Steering into alignment with the one partner, one representative requirement after the 2019 election cycle. Elections for Steering members from Partner institutions will occur every fiscal year and 3 new members will be elected. [Existing Steering members](#) are eligible for re-election for a second term.

The SGWG will manage the initial elections for Steering. The SGWG will send out a call for candidates, set the date of elections, send out information to the community about candidates, choose the method for voting, open elections, close elections, and notify the Community of the results. Should a member(s) of the SGWG choose to run for Steering, they will be asked to abstain from facilitating the elections process. Subsequent elections will be the responsibility of the Community Manager. If there is no Community Manager, Steering will identify members from within Partners to help facilitate elections.

Once elections occur, Steering should develop a charter. The charter should identify what activities are in scope and out of scope for the group, how often the group should meet, what the roles and responsibilities are within the group (i.e. chair, member, etc.), and a process for the group to review its charter on a regular basis. The charter should be ratified by the Partners via an absolute  $\frac{2}{3}$  majority of Partners vote.

Steering will meet virtually at least once a month with additional virtual meetings as needed. Steering may meet in-person at least once a year to discuss budget, financial issues, and other current topics of interest. Steering may choose to meet in-person more often, depending on attendance, as desired.

Steering will elect from within its members a Chair and Chair-Elect, when the new members join in summer of 2018. The Chair-Elect succeeds the position of Chair immediately following their term as Chair-Elect. The Chair, working in close collaboration with the Chair-Elect, will facilitate Steering meetings, and act as a conduit for communication with the hired positions to Steering.

## *2. Samvera Steering Will Hire Centralized Staff*

Samvera Steering will undertake fundraising to hire centralized staff to support the Samvera Community in the form of both a Technical Coordinator and a Community Manager. Once enough funds are raised to support a single position for at least 2 years from the contribution model and other fundraising efforts, both of these positions with job descriptions and budgeted

salaries/benefits will be proposed to Partners to formally support moving forward. The prioritization of either Technical Coordination or Community Management effort will be decided by Steering with input from Partners based on the needs of the community at that time.

### *3. Samvera Partners Will Develop a Contribution Model*

In order to support centralized staffing the Samvera Community needs a strategy to raise significant funds on an ongoing basis. Partner discussions have supported the idea of a required contribution model that equitably distributes the burden. This contribution model will include both financial and in-kind staff time tiered options. Equity, good standing, how to value in-kind contributions, and incentives will be addressed in the proposed contribution model.

A new Working Group will develop a contribution model for Partnership before Samvera Connect 2018. Partners will vote on the contribution model before Samvera adopts it, requiring an absolute  $\frac{2}{3}$  majority of Partners vote.

### *4. Samvera Partners Will Establish a Roadmap Council*

Currently, the [Core Components Maintenance Working Group](#) (CCMWG) is in the process of identifying criteria for Core Components, sunsetting deprecated Core Components, and identifying Product Owners for each of the Core Components. This work should continue.

To facilitate communication across Community Owned Integrants a Roadmap Council will be established in July 2018 or by the end of the summer of 2018 at the latest. The Roadmap Council would include Product Owners for each of the Core Components and representatives for other components identified by Steering (e.g. Avalon, Hyrax, metadata, etc.). The Roadmap Council will be facilitated by the Technical Coordinator. In the event there is no Technical Coordinator, the Roadmap Council will elect a facilitator from within its ranks. Members of the Roadmap Council will represent the needs of their stakeholders and do not need to be limited to developers.

Once established, the Roadmap Council should develop a charter. The charter should identify what activities are in scope and out of scope for the Roadmap Council, how often it should meet (at least monthly), what the roles and responsibilities are within the group (i.e. facilitator, member, etc.) and a process for reviewing the charter on a regular basis. The charter should be ratified by the Partners via an absolute  $\frac{2}{3}$  majority of Partners vote.

When an identified Product Owner or representative of the Roadmap Council takes a step back from their role, the Partners must acknowledge this change and identify another individual to

continue the work. The Technical Coordinator should work with the Community to identify who will fill the vacant role.

Generally, the Roadmap Council will align Community Owned Integrants' roadmaps when it makes sense, arrange for development and maintenance sprints, and coordinate communication to the community about the Community Owned Integrants. Members of the Roadmap Council should make these decisions and communications in consultation with their stakeholders, which may include users and developers of projects outside the Community Owned Integrants. The facilitator of the Roadmap Council will report out to the Samvera Tech Call, the Community listserv, and annually to Partners.

### *5. Newly Established Steering Will Update Bylaws*

Once candidates elected to Steering begin their first term, Steering will update the Community's [Bylaws](#) using these recommendations as a framework, completing the updates before Samvera Connect 2018. The Bylaws should be ratified by Partners via an absolute  $\frac{2}{3}$  majority of Partners vote and will be reviewed by Steering and Partners at the annual Partners Meeting.

### *6. Partners Will Assess Governance at the End of 2019*

The SGWG believes that its important to provide some time to let these recommendations take shape before formally assessing them. Therefore, before Samvera Connect 2019, Steering should identify and appoint members to a Working Group to survey the Partners. This working group will determine whether or not these recommendations are satisfying Partners needs and recommend next steps if problems are identified. The Partners should then formally assess these Governance Recommendations at Samvera Connect 2019 to ensure the recommendations are meeting the Community's needs.

# Glossary of Terms

In order to ensure clarity and transparency throughout this document the Governance Working Group has developed the following Glossary of Terms.

**Adopters.** Active participants and passive users who may not be Partners but still add to the Community or derive benefit from it.<sup>1</sup>

**Bylaws.** A rule or law established by an organization or community to regulate itself, as allowed or provided for by some higher authority.<sup>2</sup>

**Community.** Samvera Partners and Adopters.

**Community Owned Integrants.** Community Owned Integrants are Core Components and other components identified by Steering (e.g. Avalon, Hyrax, metadata, etc.).

**Core Components.** Core Components are those code repositories that are defined as core components by the Core Components Maintenance Working Group.

**Roadmap Council.** A group made up of Product Owners for Core Components and representatives for other components identified by Steering (e.g. Avalon, Hyrax, metadata, etc.).

**Existing Steering.** The current group of individuals that make up Samvera Steering. See the [Samvera Steering Group Membership](#) page on the wiki for a list of those members.

**Partners.** Organizations or individuals that have committed to the success of the Samvera Project by signing the Samvera MOU.<sup>3</sup>

**Samvera.** Community sourced software that provides a framework for repository applications within which Adopters and Partners can create local solutions or, alternatively, allow the community to offer “off-the-shelf” solution bundles.<sup>4</sup>

**Steering.** The to be established nine member body elected by the Partners.

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<sup>1</sup> See: <https://samvera.org/samvera-community-sourced-software/governance/>

<sup>2</sup> See: <https://en.wikipedia.org/wiki/By-law>

<sup>3</sup> Develop based on language in the following documents: About > Governance: <https://samvera.org/samvera-community-sourced-software/governance/>; Community Framework: <https://wiki.duraspace.org/display/samvera/Samvera+Community+Framework>

<sup>4</sup> See: <https://samvera.org/>

# Appendix

Diagram of Governance groups identified in this document and their reporting relationships.

