SOP for Mozpacers Community V 1.0

This SOP has to be followed by all the core contributors of Mozpacers. The intention of SOP is to develop clear guidelines for the community so that everyone is aware of Do's and Don'ts of the community.

About the Core Contributors: Core Contributors are those who have some commitments for the development of Mozpacers community and they believe in Mozilla Mission. These contributors also contribute in at least one of the Projects of Mozilla.

More details on Mozpacers Community Structure can be found in "Our Volunteer Teams" section of our wiki.

Rules for Communication:

Communication is the core of any community. To make sure any communicate doesn't leads to an improper path, below are the rules to be followed by Mozpacers.

1) We already have a list of slack guidelines which has to be followed by each core community members. All the professional communications has to be done in English.
2) Communication should not be offensive or abusive for anyone.
3) Respect others and expect the same for you.
4) In case of any issues from anyone regarding communication, reach out to the community Leads. Community Leads have to investigate the matter and do the needful.
5) If you find comments from a Community Lead offensive, reach out to the other community leads and escalate the issue. Other community leads have to investigate the matter and involve someone from Mozilla, if required.
6) While communicating with a Female contributor, please pay some extra attention. But at the same time Female contributors have to also follow the rule while communicating to a male contributor.

Rules for Leave:

Leaves are required as they give us a refreshing energy. But your leaves should not affect the community hence we declare our leave in advance. Below are the rules for taking leaves.

1) If you are taking a break of more than 3 days, it is advisable to announce that publically on the #general channel of Mozpacers.
2) Leaves less than 3 Days don't need to be declared but it is recommended.
3) If your leave is going to affect any of the tasks, please talk to your SIG Lead and Community Leads and get that situation sorted out.
4) If you are the only person who can work on that task, please get the task due date changed by respective lead.
5) If you want to take break from community for a month or more, you need to write a mail to mozpacers@gmail.com . Community Leads have to disable your account from #Slack and once you come back, you have to again write a mail to mozpacers@gmail.com and the community leads should decide on that.

6) Leave due to any emergency is understandable and no questions would be asked if the reason is genuine.
7) Community leads also need to declare their leaves in advance .

Rules for Contributor of the Month:

The purpose of this award is to motivate the contributors and not to de motivate the others. Being a Core Contributor is also a reward.

1) Contributor of the month award is given to the best contributor of that particular month.
2) Contributor of the month is chosen by the mutual decision of community leads.
3) Contributor of the month gets some reward and also get a chance to be featured in community website.
4) Contributor of the month gets appreciated with rewards decided by community leads.
5) There can be a situation when more than 1 contributor could be given "Contributor of the month" reward. That would depend on the mutual agreement of Community Leads.
6) There is no same fixed reward every month. Rewards can change subject to availability of the resources every month.

Rules for Peer Appreciation Award:

Peer appreciation award is given to the best contributor of the quarter. This award is on the basis of the consistent contributions in a quarter.

1) Peer Appreciation Award is chosen by the leads as well as the core community members by a voting mechanism.
2) The peer appreciation award holder is vouched on Mozillians.org (if not already), followed by some special rewards and would be given an honorable position in the team.

Rule to become a SIG Lead:

SIG stands for special interest groups. There are various SIGs in Mozpacers namely Technical, Non-technical, Localization etc. All of this information is available on our wiki. SIG Lead is more committed position. The person looks after management tasks too.

1) SIG Leads are nominated by community leads on mutual decision.
2) A contributor who thinks he/she is ready to take a SIG Lead position can approach any of the Community leads and express his/her interest. Decision would be based on the mutual discussion among community Leads.
3) The minimum requirement to become a SIG Lead is 3 months of consistent contributions as a Mozpacer or vouched Mozillian with documented proof of his/her contributions.
4) There can be maximum of 2 SIG Leads in a particular SIG.

Rule to become a Community Lead:

Community lead is one of the most important volunteer role in Mozpacers. This role brings the highest amount of responsibilities and contributions in the community. Community leads are highly committed for the development of Mozilla mission and increase contributions into various Projects. Their most important task is also to increase the learnings and growth of community members.

1) Community leads are highly committed for the development of Mozilla mission and increase contributions into various Projects. Their role is also to increase the learnings and growth of community members.
2) The minimum requirement for becoming a community lead of Mozpacers is atleast 18 months as a vouched Mozillian and 1 year as Mozpacer.
3) The candidate should be a mentor in one of the projects of Mozilla.
4) That candidate should have taken initiatives in several occasions and have been one of the key contributors towards the growth of Mozpacers. Examples: Providing new opportunities to community members, help community members with their requirements etc.
5) Community lead position would be decided with the involvement of at least one Mozilla Employee. The process is just to vouch yourself to be ready to be a community lead and email the existing community leads.
6) Community Lead should have at least written 10 Blog Posts.
7) Community Lead should also have good command on written and speaking English.
8) Community Lead should be Open to Travel (Sponsored).

Rules for Office Hours:

Office Hours are very important parameter for looking into the commitment level of a contributor. Hence, all the core contributors should have an office hour defined for each of them and they should be available for interaction with all the community members at that time. Slack, being our official channel has been set up as a parameter for Office Hours.

1) Community Leads: Should be online and present at least 4 hours a day and 20 hours a week on slack to help others and look into any issues of the community. It is also recommended for them to share the office hours to whole community.
2) SIG Leads: Should be online and present at least 2 hours a day on slack and 10 hours a week on slack.
3) Core Contributors: Should be online and present at least 1 hour a day and 5 hours a week on slack.
4) Office Hours' time has to be between 9:30 AM to 11:30 PM IST.

Rules for Trello Task Responsiveness:

These rules are not valid when you are on officially declared leave.

1) If you have been assigned a due date more than 5 days for a task, it is important for you to provide some status of the task in the period of 5 days. For example : If you are assigned a task of 20 days , there should be at least 4 progress messages on the task while you are working on it , with a small detail about the progress made.
2) If you have been assigned a task for review, please review that task within 4 days or provide an update on the task about the delay along with a valid reason.
3) SIG Leads are free to warn their team members if they fail to follow rule 1 and 2.

Note: With time to time, more rules would be introduced for the better structure of the community and this should not be considered as the one and final version.