

GUIDELINES FOR APPOINTED REPRESENTATIVES



January 2021

OVERVIEW

Our bylaws (see below) allow members to designate a non-employee as an “Appointed Representative” to the OMF. Appointed Representatives can participate in OMF working groups, committees, technology council, and meetings on behalf of their appointing members.

For example, a member might choose to appoint a contractor, technical consultant, or vendor to represent them in certain aspects of the OMF where the individual may be able to serve the member more effectively than an employee would. This provision has been used by several OMF members to-date and we encourage others to use it when it can help them to get the most value out of their OMF membership.

Appointed Representatives are a valuable option for OMF members, but it is important that other OMF participants always have clarity about who a person represents when acting in this capacity. We offer the guidance below to those appointing or serving as Appointed Representatives.

SUMMARY OF BYLAWS AND ADDITIONAL GUIDANCE

- Members wishing to establish an Appointed Representative should do so in writing by emailing the Executive Director.
- Members should submit an Entity CLA naming the Appointed Representative and indicating that they are submitting contributions on behalf of the member.
- When participating in the OMF on email, in meetings, or in any other capacity, Appointed Representatives should always clearly indicate the name of the member they are representing as well as their own employer.
- If possible, Appointed Representatives should use an email address associated with the member they are representing when engaging with the OMF community over email.

- An Appointed Representative should only engage with the OMF on behalf of their appointing member and may not also represent another OMF member during their term as an Appointed Representative.
- The OMF occasionally holds meetings that are limited to public or non-public members. If an Appointed Representative is employed by an organization that differs from the intended meeting audience, they should get approval from meeting organizers prior to attending.

RELEVANT BYLAWS

Appointed Representatives are defined in the [OMF Bylaws](#) in section 3.6 below:

3.6 Appointed Representatives of Foundation Members. A Foundation Member may appoint one or more non-employee Contributors to represent and make contributions on behalf of that entity in Working Groups, Foundation Committees and/or the Technology Council, by making that designation in writing to the Executive Director. Those non-employee representatives (the “Appointed Representative” of that Member) shall:

- serve at the pleasure of that Member,
- be named in a signed Entity CLA for that Member, so that they are authorized to make Contributions on behalf of that Member, and
- appear by name on the roster of each Foundation panel on which they serve, as representing the Member that appointed them, but also with the name of their own employer for information.

Additional provisions that reference Appointed Representatives can be found in Sections 3.2.1, 3.8, 4.1.2, 4.4, and 6.3.