**FACTOM**

**COMMUNITY**

**Working Group & Committee Framework**

**DOC 006**

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| Document control matrix\* | | | |
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\* See [Doc 002 - Administration of governance- and community documents](https://docs.google.com/document/d/12nvQVDOoLFNtmV_jqFEeWo1Ixx3R08z4KqLNVEbDoU4/edit?usp=sharing), Chapter 3.

\*\* See [Doc 001 - *Factom Governance*](https://docs.google.com/document/d/1RVaVR7lvfGgOBMG-7oca9TtpnR7qaEfr6XJVaZJwd3M/edit?usp=sharing), Definitions.

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# Working groups

## Definition and roles

* + 1. In the Factom Protocol, a working group can be defined as a group of individuals that research and discuss together towards a common goal or to operationalize, refine, or otherwise improve a specific need in the Factom ecosystem.
    2. Working groups are typically comprised of volunteer-based participants, and are completely self forming whenever a need surfaces.
    3. A working group is inclusive towards all people wanting to participate with the understanding that participation means active engagement in the working group.
    4. In some circumstances, the need to form a formal committee out of the working group emerges. The formation or disbanding of a committee is a part of governance, and the way in which a committee forms follows the process specified later in this document. A committee can be created without first being defined as a working group.
    5. Working groups have no formal role in governance.
    6. [Doc 209 (Factom Working Groups & Committees)](https://docs.google.com/document/d/114zsEo2JNyVaT2diW_DYHxSSVHIL6Ql3wkR4VfWeg7U/edit?usp=sharing) shall be updated by the Factom Guides whenever new working groups and committees are formed or disbanded or whenever a chairman is elected or removed.

## Working Group Formation

* + 1. When work within the Protocol is required towards a specific end, the discussion around forming a working group can ensue. Formal discussion surrounding working group formation should occur on the [Factom protocol forum](https://factomize.com/forums/) under the section [Committees and Working Groups](https://factomize.com/forums/factom/committees-and-working-groups.17/). Community members interested in forming a working group should post a new thread in this area to discuss the possibility of forming the working group with the community.
    2. In principle, a working group can be created without requiring a (formal) approval. If the community responds positively on the Factom Protocol subforum during the discussion period, and believes that the working group would be meritable (such as by fulfilling a needed, valuable, and specific goal), then the will of the community, both via written support in the created thread and/or by expressing interest in actively participating in the working group, can lead to the working group's formation.
    3. Individuals interested in joining the working group should vocalize this intent via the respective forum thread.
    4. Working groups are formed informally via the discussion-based process in the relevant forum thread, can accept new members into the working group at any time, and may specify a maximum amount of members permitted to participate in the working group at any one time.
    5. Since working groups itself are no legal or formal entity, there exists no on-chain basis of payment for working groups. However, individuals in working groups could seek funding from private sources or via Grant funding for specific tasks deemed appropriate by the working group.
    6. Discussion surrounding working group formation, subsequent updates, and/or disbandment of working groups are posted in the aforementioned Factom Protocol subforum, thereby “Factomizing” all public input and dialogue that occurs surrounding working group matters.

## Working Group Governance

* + 1. Once a working group has been formed with a set of individuals, companies, or organizations identified as members of the working group, the working group can decide to appoint a chairman if they so desire.
    2. The working group chairman can for instance be appointed via a majority vote within the working group, however, each working group may determine, for themselves, if and how they appoint a chairman.
    3. The working group itself decides how to remove a chairman, such as by using a majority vote. If no consensus can be reached, the disbandment of the working group is also an option. Again, this is something the working group itself decides, as a working group has no formal position within governance or within the Factom Standing Party system.

# Committees

## Definition, role, and formality

* + 1. Committees may exist or form to fulfill any purpose as identified as needed in the Factom Protocol by the Standing Parties. It is a body of persons delegated to consider, investigate, take action on, or report on matters. Current and previous committees are available in [Doc 209](https://docs.google.com/document/d/114zsEo2JNyVaT2diW_DYHxSSVHIL6Ql3wkR4VfWeg7U/edit?usp=sharing).
    2. Because committees are comprised of multiple individuals and/or members within multiple organizations/companies, it is believed that to best simplify communication and leadership, a committee chairman must be appointed to lead the committee in matters of direction and communication.
    3. Committees have a more formal role in Factom governance and follow formal protocols set out in this document. They are recognized by the Standing Parties and once formed are specifically named in [Doc 209](https://docs.google.com/document/d/114zsEo2JNyVaT2diW_DYHxSSVHIL6Ql3wkR4VfWeg7U/edit?usp=sharing).
    4. Committees represent the will of the community as they must be formed via the ANO and Guide vote procedures described in Section 2.2, whereas working groups do not represent the community as they do not have to be formed via any sort of vote procedure.
    5. A (former) working group could grow into a committee by following the same procedure as forming a new committee. That means that any appointed positions from the working group, like a chairman, have to reapply and follow the exact procedures as for any new committee formation.
    6. Any committees that existed and operated prior to the ratification of this document have to re-form themselves via the formation process described in Section 2.2 to continue to operate as a formally recognized committee by the Factom standing parties.

## Committee Formation

* + 1. A committee can only be created with a (formal) approval of the ANOs and Guides. If the community responds positively on the Factom Protocol subforum during the discussion period, and believes that the committee would be meritable (such as by fulfilling a needed, valuable, and specific goal), then the community, via verbal support in the created thread and/or by expressing interest in actively wanting to participate in the committee, can lead to the committee’s formation vote.
    2. There shall be a minimum of eight (8) days of open discussion regarding the committee formation to give interested parties a reasonable opportunity to discuss.
    3. Entities interested in creating and/or joining the committee should vocalize this intent via the respective forum thread.
    4. Committees can accept new members into the committee at that time, and may specify a maximum amount of members permitted to participate in the committee at any one time. After formation, it is up to committees, themselves, to change any of these requirements.
    5. Upon conclusion of the discussion, a vote shall be initiated on a platform utilized by the Factom community. The voting period shall be three (3) days, and ANOs and Guides are eligible to vote. For the formation motion to pass, there shall be an affirmative vote from four-fifths (⅘) of the total number of Guides and three-fifths (⅗) of the total number of ANOs.
    6. If the formation motion does not obtain the required affirmative vote, no further action shall be taken, and the formation process shall be terminated.
    7. If the motion is passed by the ANOs and Guides, the formation of the committee becomes effective immediately.
    8. A committee that has been formed can create their own criteria and/or process for joining the committee, as long as these are publicly documented in a thread on the Factom Protocol subforum under [Committees and Working Groups.](https://factomize.com/forums/factom/committees-and-working-groups.17/)
    9. The committee has to publicize at least the following publicly available information in a Factomized document, that can be referenced from [Doc 209](https://docs.google.com/document/d/114zsEo2JNyVaT2diW_DYHxSSVHIL6Ql3wkR4VfWeg7U/edit?usp=sharing).
       1. The name of the committee
       2. The goal of the committee
       3. The committee chairman, including the history of chairmans (predecessors)
       4. The maximum term of the chairman specified in months
       5. The maximum amount of members (if any)
       6. How to join the committee; how candidates can apply, including any requirements.
       7. Any mandates of the committee for which no consultancy of the ANOs and Guides is required
       8. The target audience of any reporting, including whether the reporting takes place in a private/closed setting or not
       9. The maximum reporting interval to the target audience
    10. Discussion surrounding committee formation, subsequent updates, and/or disbandment of committees are posted in the aforementioned Factom protocol subforum, thereby “Factomizing” all public input and dialogue that occurs surrounding committee matters.

## Appointing a Committee Chairman

* + 1. Once a committee has been formed with a set of individuals, companies, or organizations identified as members, the committee has to appoint at least one chairman.
    2. The committee chairman should possess strong leadership skills, should push the committee forward, should motivate the members, should identify and parse out sub-goals of interest and work towards achieving these goals, and should communicate with the community, ANOs, and Guides openly and succinctly.
    3. A chairman of a committee cannot have an indefinite term. The committee has to publicize the maximum term for a chairman.
    4. The committee Chairman must be appointed via a majority vote by the ANOs and Guides.
    5. In the event of a committee chairman election tie, a vote re-run will occur involving all members that tied for first in running for the chairman position. If there is a majority winner, that individual will become the chairman. In the event a tie still occurs after the vote re-run, the individual that first announced their interest in becoming the chairman on the Factom Protocol subforum will become the new chairman of the committee.

## Removing a Committee Chairman

* + 1. The chairman of a committee should be effective as described in Section 2.3.2, but if a chairman is not effective or is neglectful in their duties, the mechanism for removing a chairman should occur as described below.
    2. A member of the committee itself, or an ANO or Guide, must formally begin a discussion as well as a vote on the Factom Protocol subforum related to the possibility of removing a chairman.
    3. Because committees are considered to be more formalized within our governance structure, a chairman can only be removed via a majority vote of the ANOs and Guides; no quorum is necessary here. Prior to any vote, the discussion period must last eight (8) days, and after the discussion period ends, the vote may begin. The voting period must last five (5) days for the ANOs and Guides to vote.
    4. If it is decided that a chairman should be removed, via majority vote as determined on the Factom Protocol subforum, then the ANOs and Guides should start electing a new chairman to the committee according to chapter 2.3.4.

## Dissolving a Committee

* + 1. A member of the committee, or an ANO or Guide, must formally begin a discussion as well as a vote on the Factom protocol subforum related to the possibility of dissolving the committee. The committee does not decide itself to dissolve; it needs formal approval.
    2. Because the formation of committees is considered to be a formalized process within our governance structure, a committee can only be dissolved via a majority vote of the ANOs and Guides.