**FACTOM**

**COMMUNITY**

**DRAFT**

**Guide Election and**

**Removal Processes**

**DOC 100**

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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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| 1.1 | 2020-01-10 | The 42nd Factoid AS | Reduced terms to 6 months. Added text stating applicants shall provide information about what their focus will be if elected. | Factom Standing Parties | 2020-02-25 |
| 1.2 | 2020-02-22 | Go Immutable | Add Para 3.3.3.7: Guide candidates need to receive a minimum of 51% support from ANOs to be eligible for election. | Factom Standing Parties | 2020-03-12 |

# Introduction

* 1. This document provides the procedure to elect Factom Protocol Guides (“Guides,” and individually, “Guide”), defines Guide terms, and describes the process to remove a Guide from the Guide position. It is created to supplement and facilitate the election and removal of Guides as set forth in the [Factom Governance Doc 001](https://drive.google.com/open?id=1RVaVR7lvfGgOBMG-7oca9TtpnR7qaEfr6XJVaZJwd3M) (“Doc 001”) section 2. All capitalized terms used herein and not otherwise defined in this document shall have the meanings ascribed to them in Doc 001.

# Guide Terms

* 1. Unless otherwise provided herein, the Guide terms shall be six (6) months. The term of a Guide filling a vacancy expires at the end of the unexpired term that the Guide is filling. There are no limitations on the number of terms a Guide may serve.

* 1. Unless a Guide is filling a vacancy, the Guide terms commences on April 7th and October 7th.

# Guide Election Process

* 1. The election process shall be hosted sufficiently in advance and shall conclude at least 14 days prior to the commencement date of the terms to enable a smooth transition between the departing Guides and the elected Guides.
  2. The current Guides are responsible for hosting Guide elections.
  3. Upon commencement of a Guide election, the following process will be followed.
     1. A temporary “Guide Candidates” subforum will be created on the community forum.

* + 1. The current Guides will create a post in the community Discord, the community Reddit, the community forum, and any other important communication platforms for the Factom Protocol to announce the upcoming election. The post will contain:
       1. A link to this document.
       2. A link to Doc 001, bringing special attention to section 2.
       3. Information regarding current Guide compensation.
       4. A recommendation that prospective Guides should apply as legal entities and not as natural persons.
       5. An announcement that candidates are welcome to announce their candidacy by creating a thread within the Guides Candidates subforum.
          1. The thread title will only contain the name of the candidate. If the candidate is an entity, the name should be the entity name.
          2. The body of the thread will include the information the candidate wants to present to the community, including the information of the natural person that will represent that entity to serve as a Guide.
          3. Candidates shall state in the application the responsibilities they will focus on throughout their term if elected, and update the community as necessary if these responsibilities are subject to changes.
       6. Clearly state the dates of the election in UTC time. Dates will include:
          1. Seven (7) days for candidates to post their candidacy in the forum.
          2. Four (4) days for the Factom Community to ask the candidates questions.
          3. Twenty-four (24) hours for the candidates to answer any last-minute questions.
          4. Three (3) days for ANOs to vote for the new Guide.
    2. For the final vote, a single thread with a poll will be created in the Governance Discussion forum on the community forum.
       1. All ANOs will be allowed to vote.
       2. The candidates will be listed in alphabetical order.
       3. The vote will be open for three days.
       4. ANOs will be able to vote for as many candidates as they want.
       5. The results will not be revealed until the poll closes.
       6. If there is a tie, a runoff thread with a poll will be created immediately and only the candidates who are tied will be listed. Notification of the runoff will be posted on all communication platforms. The runoff vote will last for three (3) days.
       7. Guide candidates need to receive a minimum of 51% support from ANOs to be eligible for election.
    3. The Guides shall announce the results of the election on the community platforms.
    4. Upon conclusion of the election, the elected Guides shall be granted access to all community platforms that the incumbent Guides have and shall be eligible to attend the weekly guide meetings. However, they shall not have any voting rights until their term officially starts.
    5. As soon as practical [Doc 210 - Factom Protocol Guide List](https://drive.google.com/open?id=1oaKt76olZxpcSdth0JybTBqlQccwuCmpOgJ2ZpWCJIM) shall be updated with the changes to the guide composition.

# Guide Removal Process

* 1. The removal procedure described in this document is intended for removal of a Guide for any reason that ten percent (10%) of Authority Node Operators (ANOs) deem worthy of initiating the process, including, but not limited to, failure to fulfill a Guide’s responsibilities set forth in section 2 of Doc 001.

* 1. A Guide shall not be removed under this document unless the procedure set forth herein is strictly followed.
  2. The Guide subject to the removal process is hereinafter referred to as the “Subject Guide”.
  3. The removal process shall be commenced by an ANO representing at least 10% of all the ANOs by making a motion through a “Timed Thread” set as a “Major Discussion”, named “REMOVAL: [Subject Guide’s Name(s)],” in the Governance Discussion forum at the Factom community forum (the “Removal Thread”) or other platform used by the community.
     1. The number of ANOs required to make a removal motion will be the smallest whole number of ANOs that meet or exceed 10% of the total number of ANOs. Example: for 26 ANOs, 10% is 2.6 so the minimum number of the ANOs to make a removal motion is three (3). The removal process shall be commenced by an ANO representing at least 10% of all the ANOs by making a motion through a “Timed Thread” set as a “Major Discussion”, named “REMOVAL: [Subject Guide’s Name(s)],” in the Governance Discussion forum at the Factom community forum (the “Removal Thread”) or other platform used by the community..
     2. The Removal Thread shall be public but can only be posted in and voted on by ANOs.
     3. The Timed Thread will have a poll with the subject, “Should [Subject Guide] be Removed as a Guide?” with the options of “Yes”, “No” and “Abstain”. The poll will not begin until the timed discussion ends.
     4. The initiator shall provide a link to this document, the names of the other 10%+ ANOs supporting the removal motion, the rationale behind the removal, and any supporting evidence in the first post of the thread.
     5. The Subject Guide(s) may state its case in the thread.
     6. There shall be a minimum of eight (8) days of open discussion regarding the removal motion in order to give the Subject Guide a reasonable opportunity to answer and defend itself. As such, discussion may not be ended early but may be extended following the normal procedure for Major Timed Discussions.
     7. After the discussion phase has ended a vote will be automatically initiated. The voting period shall be three (3) days. The votes will not be revealed until the poll closes.
     8. If 51% of the ANOs vote yes, the motion carries and the Guide is removed. If less than 51% of the ANOs vote yes, the motion fails and the Subject Guide maintains its position.
  4. If the removal motion passes:
     1. The Subject Guide will be immediately removed from the Guide position and its access to the community platforms associated with the Guide position shall be terminated..
     2. An announcement with explanatory language agreed to by the remaining Guides will be posted on Discord, Reddit, the community forum, and other communication platforms for the Factom Protocol.
     3. The 'Guide Election Process' set forth in Section 3 of this document will be initiated by remaining Guides within seventy-two (72) hours.