Name: Chairs Best Practices

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One line description: Guidance on practices if you are a chair or vice chair

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Status: review

Last update:

* Added guidance to shut down inappropriate email or meeting interactions or other communications.

# **Rationale:**

Chairs may or may have not had experience running a group in an Open Source community or with broad company and geographical diversity. This policy provides best practices. These are not rules. Take what works and leave the rest.

Related docs:

* [Common disclaimer slides](https://docs.google.com/presentation/d/1LNhpuNwU54TgwGfcl-Fgf4HUFxCxh0AztPaeqMuRQRw/edit?usp=sharing)
* [Getting Started Guide](https://docs.google.com/document/d/1f19w2a0lnW9VaXKHfKy84Ov54vfVrc35hibNDZ_t38I/edit?usp=sharing)
* [Github Policy](https://docs.google.com/document/d/1TdUWp-OUIQjsWgip7bRfhZBuUC64Upf5eyfBj7fWd_Q/edit?usp=sharing)
* [Code of Conduct](https://riscv.org/community/community-code-of-conduct/)

**Policy:**

* Regular group meetings
  + Do as much in email without meetings as you can
    - Take items offline as appropriate
    - Conduct discussions on the group’s email list. Sepc issues go in github issues. Cross group things go in Jira.
  + Groups or Committees that are active and producing work product (specs, etc.) should hold meetings periodically (at least once every 1-3 months) as appropriate.
  + Schedule and host virtual meetings
  + Display the [common disclaimer slides](https://docs.google.com/presentation/d/1LNhpuNwU54TgwGfcl-Fgf4HUFxCxh0AztPaeqMuRQRw/edit?usp=sharing) at all meetings. If you want them included in your agenda slides please use links (option when you paste in google slides) so you always have the latest.
  + Be respectful of different time-zones and cultures and companies and countries when scheduling or running meetings.
  + Repeat questions when answers are given
  + Ask everyone to have identifiable names when logging into zoom
  + Use RISC-V tools (zoom, github, calendar)
  + Send meeting agendas at least one day in advance
  + Pass down messages from chairs or TSC meetings
  + Record, send, and archive meeting minutes
  + keep up-to-date with chair meeting agendas and notes
  + If anyone is saying something inappropriate in a meeting, ask them to stop, if they do not, then end the meeting. Please report it to either [help@riscv.org](mailto:help@riscv.org) or to the code of conduct email [conduct@riscv.org](mailto:conduct@riscv.org) as appropriate.
  + If anyone is saying anything inappropriate in email,
    - the group chair of committee chair governing the group should send a polite reply all (to get peer pressure) saying that either the language or intent is not acceptable for RISC-V because either we expect folks to treat people with more respect or something about our philosophies or conventions for example, (replace with appropriate words) backwards compatibility is sacrosanct without committee and TSC approval.
    - whatever it is, ask them publicly in the reply email to stop sending emails on the subject. and include the point that if needed they can send email to the code of conduct alias or committee chairs governing the group as appropriate. If they won’t stop, please send an email to the code of conduct email.
* Ongoing tasks
  + **Manage extension/feature lifecycle. This should be the highest priority**
    - include work relating to drafts, change rational, change control, definition of done, etc.
    - optimize the delivery of useful specs.
  + Attend regular chairs meetings (& TSC meetings if appropriate)
  + Raise blockers to chairs asap
  + Address questions posed to the group with at least some SLA
    - E.g. “the answer will be next week” or “we decided not to address this now”
  + Interact with other teams based on org chart and definition of done (be prepared for sign-offs -- don’t make the sign-off the first discussion you have with the other committees)
  + Update monthly the spec status spreadsheet
    - including dates, specs, accomplishments, issues, resources needed, new exten names, etc.
* Evangelism
  + Grow partners and/or members for the group. If you identify people or entities that should be involved but are not and you don’t how to reach out to them, send email to [help@riscv.org](mailto:help@riscv.org)
  + Provide SWOT (strengths, weakness, opportunities and threats) analysis and promotion plan for the group technologies
  + Promote the groups’ technologies in conferences and seminars
* Recognize that there are two logical roles for each group: logistical/administrative lead, and technical lead. Try to play to people’s strengths and interests. If you are missing someone to play one of these roles and don’t know how to fill it, , please send email to help@riscv.org
* Leave marketing and PR to the marketing team. If you have something you need them to pay attention to, please send an email to [help@riscv.org](mailto:help@riscv.org).
* Groups should publish the links to charter, specs and various documents according to the best practices and [Github Policy](https://docs.google.com/document/d/1TdUWp-OUIQjsWgip7bRfhZBuUC64Upf5eyfBj7fWd_Q/edit?usp=sharing) and go into the appropriate repo (technical group vs spec vs upstream, etc.).
* Groups should use github issues and Jira as described in the [Getting Started Guide](https://docs.google.com/document/d/1f19w2a0lnW9VaXKHfKy84Ov54vfVrc35hibNDZ_t38I/edit?usp=sharing).
* Remember that we as engineers often side on being critical thinkers and listeners. Please remember to thank and acknowledge the effort of members even if their effort needs more work.
* If anyone is saying something inappropriate in any venue, ask them to stop with reply all email (so everyone sees it) like “this is inappropriate email for RISC-V, please do not send any more emails like this. If you have any issues with this please send email to help@riscv.org” . Please follow up as quickly as possible so that it does not escalate”. Please report it to either [help@riscv.org](mailto:help@riscv.org) or to the code of conduct email [conduct@riscv.org](mailto:conduct@riscv.org) as appropriate.

If you have any questions please ask for a meeting regarding this policy to [help@riscv.org](mailto:help@riscv.org).

**Transition to start using policy:**

Active as of now as it is only advice

**Exceptions:**

Not applicable