

# 2024-03-06 DSpace Governance Working Group Meeting

## Meeting Information

Date and Time: March 6 2024, 11 AM-12 PM (EST)

Meeting link: See calendar invitation

## Attendees

- Maureen Walsh (Chair)
- Pascal Becker
- Erica Johns
- Kristi Park
- Michele Minnelli

## Regrets

- Scott Hanrath

## Agenda

Item	Description and Actions	Resources
1. Current issues and areas of concern	<ul style="list-style-type: none"><li>• Current issues and areas of concernMOU review May 2024<ul style="list-style-type: none"><li>◦ Electoral processes: lack of transparency and communication, time periods with no governance leadership in place</li><li>◦ Onboarding processes</li><li>◦ No bylaws, operating manuals (steering, leadership, developers, working groups) operating principles, code of conduct</li><li>◦ Communication between Steering and Leadership</li><li>◦ Overlapping, duplicative, and disparate governance documentation (web site, wiki, etc.)</li></ul></li></ul>	Codes of Conduct: <a href="https://dspace.lyrasis.org/introducing-the-duraspace-code-of-conduct/">https://dspace.lyrasis.org/introducing-the-duraspace-code-of-conduct/</a> <a href="https://wiki.lyrasis.org/display/DSPACE/Suppor">https://wiki.lyrasis.org/display/DSPACE/Suppor</a> <a href="https://www.lyrasis.org/about/Pages/Code-of-Conduct.aspx">https://www.lyrasis.org/about/Pages/Code-of-Conduct.aspx</a>
2. WG Charge	<ul style="list-style-type: none"><li>• Draft WG Charge<ul style="list-style-type: none"><li>◦ What will this WG tackle and what will the outcome solve?</li><li>◦ How will feedback and input be sought for WG's work (i.e., if bylaws, feedback period for Steering and Leadership input)</li><li>◦ Proposed timeline for work (we have a reprieve for the lack of leadership issue this year)</li></ul></li></ul>	
3. Action items	<ul style="list-style-type: none"><li>• Action Items<ul style="list-style-type: none"><li>◦ Meeting schedule</li><li>◦ Work plan</li><li>◦ Deliverables</li><li>◦ Timeline</li></ul></li></ul>	

## Notes

WG Scope: MOU, bylaws, operating manuals (e.g., steering, leadership, developers, working groups), code of conduct, documentation audit and clean-up

Timeline: Through Dec 2024

Priority order: MOU, bylaws, operating manuals, code of conduct, (documentation audit and clean-up continuous)

Meeting schedule: once a month.

Feedback and input: Steering first, then Leadership. Open comment periods

Voting: Who will vote on what

- Steering needs to vote on all

- Steering could call for a vote by Leadership, but not required for anything but MOU. We will ask Steering to ask Leadership for a vote that includes Steering recommendations.

## Decisions

This is a Working Group, not a Task Force.

## Deliverables

1. Draft charge to Steering 3/12/24. Steering reviews and approves charge
2. Share MOU review timetable with Leadership at May meeting. Hope to have before Leadership by the August Leadership meeting

## Action Items

- Maureen will send a Doodle poll for monthly meeting opposite Steering
- Kristi will set up a space on wiki for WG
- Maureen will transfer the agenda and minutes to wiki. Draft docs will stay on Google drive
- Maureen will do a first draft of Charge and share with WG.