

# DRAFT -

## NumFOCUS Code of Conduct Working Group Charter

The Code of Conduct Working Group is established under Article 5, Sections 1-2 of the NumFOCUS Bylaws.

### Purpose and Goals

The working group aims to foster an open, kind, diverse, and inclusive community by enforcing the [NumFOCUS Code of Conduct](#) and providing guidance and recommendations to the community based on the Code of Conduct. This work supports the [NumFOCUS mission and vision](#) of an inclusive scientific and research community that utilizes actively supported open source software to make impactful discoveries for a better world.

\*We work toward this common goal in the following ways:

1. Review and advise on policies relating to the NumFOCUS code of conduct, which applies to but is not limited to events hosted by NumFOCUS or those using the NumFOCUS Code of Conduct, NumFOCUS program or project communication channels, email lists, and code repositories.
2. Evaluate reports of behavior relevant to the Code of Conduct, determine how to react, and communicate recommended responses to reported behaviors to the administrators/moderators of the online community, event organizers, or designated project representatives for approval.
3. Enforce recommended responses in the following cases: 1) for reports made directly to the NumFOCUS Code of Conduct WG 2) if a conflict of interest arises between the reporter and the administrators/moderators of the online community, event organizers, or designated project representatives who would normally approve and enforce measures, and 3) for reports escalated or presented to the Working Group by a project or event organizer due to an extenuating circumstance.
4. Other actions determined by the NumFOCUS CoC.

\*The above list summarizes the processes and procedures detailed in the NumFOCUS Code of Conduct.

The working group is a standing committee and will exist as long as the NumFOCUS Board of Directors determines it is necessary.

### Committee Composition

1. Members
  - a. Membership should reflect the NumFOCUS Diversity Statement and our global community - NumFOCUS welcomes and encourages participation in our community by people of all backgrounds and identities. We are committed to promoting and sustaining a culture that values mutual respect, tolerance, and

learning. We work together as a community to help each other live out these values.

- b. Members of this group must be involved in NumFOCUS as leaders of individual projects, active contributors to the NF ecosystem, or volunteers from the wider scientific ecosystem.
- c. Members must complete a Code of Conduct enforcement training course before making decisions regarding a reported incident.
- d. The working group should consist of at least 5 members serving a one-year term with an option to renew. Terms are limited to 5 years.
- e. General Members

- i. Responsibilities

- 1. Code of Conduct Working Group members must confirm participation on an annual basis. The chair and co-chairs will lead this outreach. If no response is received within one month, the individual is automatically removed.
    - 2. A member can step down anytime and be replaced by the working group.
    - 3. If a member fails to attend more than 50% of meetings over a term, they will be moved to the Past Members list unless they make arrangements with the Workgroup in advance. They are welcome to rejoin at the discretion of the working group.
    - 4. Members will fulfill duties as stated in the NumFOCUS CoC [<link the CoC>](#)

- ii. Elections

The initial members of the Working Group will be chosen by the NumFOCUS Board of Directors after an open call for volunteers is announced through NumFOCUS communication channels. Thereafter WG members will vet future volunteers on an annual basis.

- f. Officers

- i. Vice President or Chair(s)

- 1. Board appointed or elected by working group members for a one-year term with an option to serve an additional one-year term upon member approval.
      - a. May be submitted to the board for approval as part of a new committee proposal (one-year term)
    - 2. Responsibilities:
      - a. Calls for scheduled meetings
      - b. Sets the agenda for meetings
      - c. Chairs the meetings according to Robert's Rules of Order

- ii. Secretary

- 1. Selected by the Board of Directors or elected by committee members for a one-year term
    - 2. Responsibilities:
      - a. Record all meeting minutes

- b. Submits quarterly reports to the board of directors

## Meetings

1. Frequency - As established by the committee and on an as-needed basis
2. A majority of the committee members shall constitute a quorum.
3. Voting
  - a. Conflict of Interest - Some Working Group members may have a conflict of interest and may be excluded from discussions of a particular incident report. Excluding those members, decisions on the behavioral modification plans and consequences will be determined by a two-thirds majority vote of the NumFOCUS Code of Conduct Working Group.

## Committee Reports

1. Reports will be submitted to the board quarterly on or before the 15th of March, June, September, and December.
2. Reports should include the following metrics:
  - Overview of activities and challenges, if any
  - Budget update, including spending for that quarter - if applicable
3. Annual reports of activity will be made public. The reports will not contain details about any specific incident but will list the number of cases handled and the number of cases where a violation of the CoC was found.

## Code of Conduct

1. The Working Group adopts the NumFOCUS Code of Conduct ([link](#)). Any actions made against the principles in the Code of Conduct (found by a simple majority vote) will result in the acting person being removed from the group.

\* The committee will review its charter annually and recommend any proposed changes to the board for review. If needed, the committee may update the charter before the annual review and will only be required to submit changes involving the purpose or mission to the board prior to the annual review and recommendation.