

# Spotlight Community Governance Charter

December 2024

In 2024, the Spotlight community agreed to establish a Spotlight Council, consolidating and continuing with the newly established working groups, and working towards [a set of annually identified community goals](#).

## Spotlight Council

The role of the council is to help the community make large or controversial decisions, but otherwise let the community of developers and subject matter experts make decisions in the form of github issues, comments on issues, pull requests (as proposals) and code review without direct involvement from the council unless asked or where the community has hit a roadblock to achieving consensus.

## Purpose

- Help define & prioritize the Spotlight product roadmap
- Facilitate participative & well-reasoned technical decisions by the Spotlight community
- Make decisions/provide guidance when asked by Spotlight WGs/community
- Support & facilitate good communication flow amongst the Spotlight community
- Help identify & support ways to grow the Spotlight community

## Roles

- 2 product/service owners
- 2 developers/engineering managers
- 1 user experience designer or library curator

## Eligibility

- Strong preference for 5 different institutions to be represented
- Council member can serve again after at least a one-year gap
- Because we are so small, it may be ok to be on the council and also participate in a working group
- Initially, we propose to solicit volunteers for council positions. If/when we have too many volunteers for council positions, we can consider holding elections like some adjacent open source communities.

## Term of service

- Should be structured so that entire council doesn't all rotate off at the same time
- Length - 1 - 2 years, to help with rotating and offer more flexibility

## Meeting frequency

- Once a month for council
- Plus Spotlight quarterly/annual meetings
- As needed, some asynchronous work via Slack, etc.

## Spotlight Working Groups

- 2 working groups
  - Accessibility/UX
  - Sustainability (includes: documentation, deployment, Github backlog management, security)
- Each WG should have a chair/point person; the chair is encouraged to bring issues to the council as needed
- Recommend a minimum of 3 members from 3 different institutions for each WG, although a larger number of members is strongly encouraged
- Recommended meeting frequency is every 2 months, although WGs are encouraged to develop their own meeting style/frequency

### Working Group: Accessibility/UX

- Focus on accessibility and design
- Set quarterly meetings for community participants
- Inform council on developments and ideas for prioritization

### Working Group: Sustainability

- Focus on documentation and best practices
- Set quarterly meetings for community participants
- Inform council on developments and ideas for prioritization

## Spotlight Community

- 4 quarterly meetings

## Spotlight Community Sprints

- We aspire to conduct at least one community sprint per year
  - At least 2 weeks in duration
  - Will require advance planning and community input to be successful