



PORTLAND DSA

INTERNAL CHAPTER POLICY

Working Group Accountability Policy

Approved by membership March 10, 2019. Amended by membership February 14, 2021, further amended by membership March 12, 2023.

Approved chapter working groups, in accordance with other requirements set forth by the chapter bylaws, shall be required to produce and keep on record a statement of purpose that clearly identifies the working group's intended purpose and that broadly outlines the scope and focus of its work within the chapter. The purpose of this document is to provide clarity as to the working group's role within the chapter and to promote consistency in this regard over time as the leadership and membership of the working group changes. This document should be included with any proposal for the formation of a new working group and should be produced and submitted by any working group currently in existence. A statement of purpose must be approved by the Steering Committee or at a General Meeting via a simple majority vote. Working groups are required to have explicit approval from either the Steering Committee, the chapter Co-chairs or the general membership to engage in any work that is determined by the Steering Committee or Co-chairs to not fall within the criteria of their statement of purpose. The statement of purpose for all working groups shall be stored along with other official chapter records and made accessible to all chapter members.

Approved chapter working groups shall be required to have approved leadership consisting of two co-chairs, who will be responsible for serving as the working group's primary administrators. In cases where two people are not available or willing to be co-chairs, one of the roles may remain vacant until someone is nominated to fill it, though the expectation is for there to always be two co-chairs. Duties for this role shall include overseeing working group activity, ensuring adequate documentation concerning this activity, and ensuring that official meeting notes are recorded and accessible to the membership. These notes must record, at a minimum, date and time of the meeting, and results of all votes or decisions made. Optionally, they may include notes on the contents of discussions or questions/answers or any other relevant information. The co-chairs shall also be responsible for ensuring regular reporting on activities of the working group to either the Steering Committee or the chapter membership at a General Meeting. These activity reports can be either written or verbal, and should occur at least every two months.

Working groups directed to be under the specific purview of either the Communications and Technology Co-Chairs, the Internal Organizing Co-Chairs or the External Organizing Co-Chairs shall also coordinate and keep them informed as necessary to the activity of the working group.

Chairs/co-chairs of approved chapter working groups shall be approved by a simple majority vote at a General Meeting for a term of one year. Notice that an approval vote will occur for a working group chair/co-chair position shall be included with the notice and agenda, in accordance with the chapter bylaws, for the general membership meeting at which this vote will occur.

Nominees for a working group chair/co-chair position shall be selected democratically by the members of the working group. Nominations will be made at a Working Group meeting within 60 days after the Steering Committee elections. Working Group co-chairs who have not served a full term by the time of nomination may be nominated by unanimous consent. The specific criteria for this selection process shall be determined by the members of the working group and, to ensure transparency, the process used for selecting a nominee shall be disclosed when presenting the nominee for approval. In the instance that members of a working group are incapable of selecting a nominee for chair/co-chair, the Steering Committee may nominate someone for the position.

If a chair/co-chair steps down or is removed from their post during their term, the Steering Committee may appoint an interim replacement until a new chair/co-chair is elected. Chairs/co-chairs may be removed from this position by either a two-thirds majority vote of the Steering Committee on the grounds of nonfeasance or malfeasance, for any reason by a simple majority vote at a General Meeting, or by the members of the working group via a recall vote. To be eligible to take part in a recall vote, a working group member is required to have participated in at least one previous working group meeting or activity. If a working group establishes its own membership criteria in addition to this initial requirement, then both will be used to determine someone's eligibility to participate in a recall vote.

While non-members may attend working group meetings and participate in working group activities and organizing when permitted by the working group, only members of Portland DSA are eligible to take part in votes regarding approved working group decisions and activities.

Approved chapter working groups, being official bodies within the chapter that are accountable to the will and interests of the membership, may be directed by the membership via a General Meeting vote to do specific work that falls within the scope of the working group's statement of purpose.

Any approved chapter working group that is determined no longer necessary or has been inactive or dormant for an extended period of time can, after review and absent any objection by the group's members or chair/co-chairs, be dissolved by a two-thirds majority vote of the

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Steering Committee. If members or the chair/co-chairs of the working group object to its dissolution by the Steering Committee, the decision to dissolve will be deferred to a simple majority vote at a General Meeting.

A directory of all existing approved chapter working groups that lists the current chairs/co-chairs shall be maintained by the chapter secretary and made available to the general membership.

Contact data from working groups cannot be housed separately from chapter contact lists

Working groups that do not currently have Action Network Groups nested under the Portland DSA Group must request Action Network Groups and move their contact lists to those groups

Events on the chapter calendar will be transitioned over to Action Network links, so that RSVP's can be collected and added to chapter contact lists

Working Groups shall use Action Network to send out emails to their contacts.

Contact info collected by working groups at meetings, actions, or other events (either digitally or physically) will be uploaded to the corresponding nested Action Network Groups, or sent to the Steering Committee to be uploaded

This policy shall go into effect two months after its approval date.