

Islandora Leadership Group

The Islandora Leadership Group (IFLG) operates under the [Islandora Foundation's Bylaws](#), specifically Bylaw 35 (Committees). Functioning as the strategic arm of the Islandora Foundation, and as stated on the [Islandora.ca website](#), the IFLG

- Resources, supports and communicates with all the other groups.
- Integrates community feedback into the Foundation's strategic direction and [Roadmap](#).
- Builds consensus and resolves conflicts.
- Organizes fundraising and membership drives.

As with all the groups in the Islandora Community, this group must agree to abide by the [Code of Conduct](#).

Further information about this group, including current membership, is available on the [islandora-community wiki](#).

If you have recently joined the Leadership Group, fill out the [Onboarding Form](#) to be added to the governance group communication channels.

Communication Channels Checklist

- ☐ Leadership Group [Google Drive](#)
- ☐ Added to Google Group (islandora-foundation-leadership-group@googlegroups.com)
- ☐ #leadership-group on Slack
- ☐ Islandora Leadership [meeting](#) invitation

Purpose and Scope

The IFLG acts as the final decision making body for the Islandora Foundation. Typical business includes:

- Reviewing proposals from other governance groups, providing comments, and requesting the Board fund approved projects.
- Identifying and triaging issues to the relevant IF group (for example, fiscal and legal work to the Board, community issues to the Coordinating committee).
- Providing guidance and developing strategies where decision making is not appropriate or possible via other IF governance groups.
- Remaining abreast of overall development in the community and ensuring that the [Islandora Roadmap](#) document is updated accordingly.

Membership

The IFLG is composed of representatives nominated by Partner members in the Islandora Foundation. At the IFLG's discretion, up to 20% of the total number of Leadership Group seats can be provided to Collaborator or Supporter members in the Islandora Foundation. Additional ex-officio members may also be added to the group to provide specific expertise or represent important perspectives which would otherwise not be present. Any active leadership group member may suggest the inclusion of another member in the Leadership group.

Representative terms are concurrent with the nominating institution's membership in ILG. There are no limits on how many consecutive terms a representative may serve.

Designated Roles

The P/T Director of Strategic Operations shall generally act as Chair for the Leadership Group. Where they are unable to act as chair, a member of the Islandora Board will make a call for volunteers and step up to chair if there is no other chair available.

Member responsibilities

- Act in the best interest of the Islandora community as a whole and help ensure it thrives and prospers.
- Take on the role of meeting Chair or Notetaker as needed, and make every effort to attend scheduled meetings.
- If on another committee of the Islandora Foundation, or on an Interest Group, act as the Liaison between that group and the Leadership Group.

Notes on Communication

IFLG Meetings

- Held at least once a month via whatever communication technology is appropriate;
- Public notes may be posted in the [IFLG Public Notes](#) doc when somebody volunteers to take them.
- Current and future agenda topic candidates are kept within a standard template and available for reference prior to the meeting;
- All members have access to the main working document for this group, which is linked from the info panel in the private leadership group channel.
- Agenda items may be suggested by any member of the Committee, and may come originally from any member of the Community.

Decision Making

Decisions cannot be made without a quorum of over 50%. If a member has not attended meetings in over four months without making the Chair aware of any mitigating circumstances, their seat will not count toward the calculation of quorum.

The IFLG has a responsibility to groups that come to it with proposals. In cases where a proposal review is lingering due to the lack of quorum at IFLG for more than a month, a group may request to have the Islandora Board review the proposal.

Decisions are made by consensus in general discussion and usually by a 3/4 majority vote or abstain from a meeting with quorum, using Apache method of expressing votes in the chat (<https://www.apache.org/foundation/voting.html>). Votes are not confidential, and a record of the vote will be kept within the internal Islandora Leadership records.

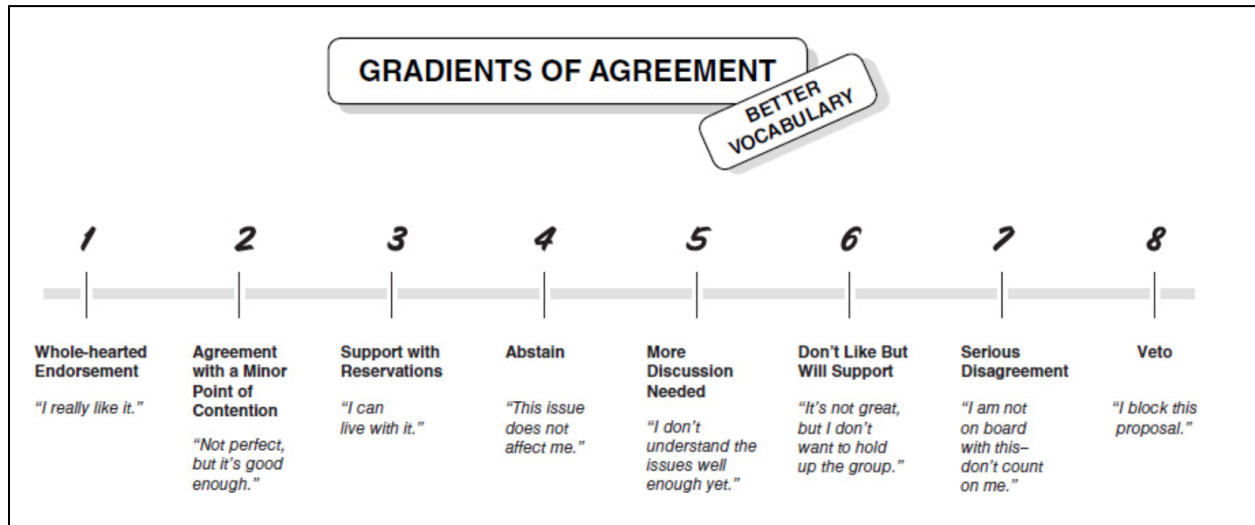
However, any IFLG member may invoke the consensus decision making process described in [Appendix A](#) if they feel that this would lead to a better and more equitable discussion, and ultimately stronger decision. Every effort should be made to build consensus where possible.

Group Norms

- Start on Time
- Confidentiality (respect sensitive information)
- Make effort to prepare efficiently for each meeting (ie do your homework)
- One person speaks at a time
- Avoid side conversations
- Be as present as possible
- Everyone's opinions are valued
- We want to hear all sides of an issue (+/-)
- Everyone bears responsibility for holding us to our group process
- Equal representation of ideas
- Take care of comfort needs
- End on Time

Appendix A: Participatory Decision Making Process

This process can be invoked by any IFLG member at any time, for any decision. Review the scale below.



from Kaner, S., & Lind, L. (1996). Facilitator's guide to participatory decision-making . New Society Publishers.

If a member of the IFLG requests a **consensus** decision, then a group must agree at level 1-6 on the above scale ("nobody expresses Serious Disagreement or wishes to Veto the motion") for the motion to pass, with discussion taking as long as required.

If further discussion does not bring everyone into the 1-6 range, the IFLG can request a simple majority vote (as described above) re: the issue at hand but not in the same meeting where the stalemate has arisen (there must be a 'cooling off' period).

If anybody thinks that we made the decision without sufficient opportunity for discussion and debate, this sentiment should be taken up as a new issue.

Appendix B: Past Versions of the Terms of Reference

 [Working Terms of Reference for the Islandora Leadership Group - July 2021.pdf](#)