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1.0 Purpose

This Standard Operating Procedure (“SOP”) describes the process for monitoring, evaluating, and recalling persons elected or appointed to serve on a Task Force, Committee, or Multi-Sig Group on behalf of the AavegotchiDAO (“aAgents”).

2.0 Policy Scope

In Scope

- Procedures for the removal of aAgents.
- Procedures for the appointment of temporary aAgents.
- Procedures for the review and renewal of aAgent positions.

Out of Scope

- Establishing a code of conduct for the entire Aavegotchi ecosystem.
- Creation of new Task Forces, Committees, or Multi-Sig groups

3.0 Policy Owner

Aavegotchi DAO

4.0 Definitions

DAO- Decentralized Autonomous Organization

Multi-Sig - The multiple signature wallet used to govern, propose, and execute smart contracts, decisions, and policies.

Task Force - A group of members from the Aavegotchi DAO either elected or assembled to perform specific functions within the DAO or Aavegotchi ecosystem.

DTF - DAO Treasury Force

aAgent - Any person or group of persons elected or appointed to act on behalf of the AavegotchiDAO.

DDT - DAO Development Team

5.0 Procedures

Removal of aAgents

1. The AavegotchiDAO expects its aAgents to diligently attend to their duties and avoid actions that could be detrimental to the Aavegotchi ecosystem. aAgents serve at the pleasure of the AavegotchiDAO and are subject to removal (for any reason) upon a vote commenced in accordance with these procedures.
2. Any member of the AavegotchiDAO may commence removal proceedings against any aAgent by submitting a Signal Proposition in accordance with the requirements set forth in the Scaling AavegotchiDAO Medium post and the DAO Forum.
3. Any aAgent serving on a Task Force, Committee, or Multi-Sig may commence removal proceedings against any other member serving on the same Task Force, Committee, or Multi-Sig in accordance with the respective Task Force, Committee, or Multi Sig's primary method of voting. Acceptable methods of voting include a Gnosis multi-sig wallet proposal, other on-chain tools used for DAO governance, or any other reasonable and transparent voting measure which can be recorded and communicated to the DAO.
4. Any vote for member removal pursuant to section 5.3 shall meet the voting requirements established in the creation of the respective Task Force, Committee, or Multi-Sig. For example, removal of an expanded DTF Multi-Sig member requires 11/15 votes in favor of removal in line with the multi-sig confirmation requirement established on creation. If no voting requirement was established on the group's creation, a two-thirds majority must be obtained for member removal.
5. If removal proceedings are proposed or in progress under section 5.3, any member of the AavegotchiDAO may commence removal proceedings pursuant to section 5.2. Once removal proceedings are commenced under section 5.2 any proceedings under section 5.3 shall cease and have no effect.
6. If the vote for removal is successful, the removed aAgent shall immediately lose all authority to act on behalf of the AavegotchiDAO and will have their access to Task Force, Committee, or Multi-Sig wallet voting mechanisms revoked prior to the addition of any new or temporary aAgent.
7. Votes for removal pursuant to section 5.2 or 5.3 are not subject to appeal. However, the AavegotchiDAO may subsequently re-elect a removed aAgent in accordance with the AavegotchiDAO's standard voting procedures.

Temporary Multi-Sig aAgents

8. Upon removal of an aAgent from a Multi-Sig wallet, it may be necessary to elect a new aAgent to maintain multi-sig security.

9. The number of temporary aAgents may not exceed one-third of the voting requirement. An AavegotchiDAO vote shall be required to re-establish a Multi-Sig Group and its membership if vacancies on a Multi-Sig Wallet exceed one-third of the respective Multi-Sig Group's voting requirements.
10. New Multi-Sig aAgents can only be added after the successful removal of the prior aAgent.
11. Temporary aAgents should be prioritized from the list of nominated members in the signal and core propositions. If there are no willing or available candidates from the nominee list, or if there is broad consensus from the established group that an additional individual be considered, a temporary aAgent may be nominated by the general community.
12. The voting procedures and requirements for the initial appointment of an aAgent to a Multi-Sig Group must also be followed for the election of a temporary aAgent. If the respective Multi-Sig wallet does not have such procedures, then temporary aAgents may be elected by a simple majority pursuant to the voting procedures of section 5.2 and 5.3.
13. Temporary aAgents appointed signers for a Multi-Sig wallet shall serve a term of 182 days (~6 months) from the date of the vote approving their temporary appointment or the occurrence of a Review under section 5.14; whichever is sooner .

Review of Task Forces, Committees, and Multi-Sig Groups.

14. Each Task Force and Committee shall, unless otherwise specified by the AavegotchiDAO, conduct an annual review of its performance, goals, and challenges ("Reviews"). The initial Review shall occur 365 days (~12 months) from the date that the respective Task Force or Committee was created.
15. The DAO Development Team (DDT) Multi-Sig members shall undergo a review every 182 days (~6 months) beginning on the day of accepted core proposal for its creation.
16. The purpose of Reviews is to provide the AavegotchiDAO with information about the Task Force, Committee, or Multi-Sig Group's performance, challenges, and foreseeable needs. These reviews will also provide the AavegotchiDAO with an opportunity to vote to renew, expand, reduce, or eliminate the respective Task Forces, Committees, and Multi-Sig Groups.
17. Reviews will consist of a signal proposition identifying the current aAgents, any change in membership subsequent to the previous Review, any proposed changes in membership or voting requirements, and a ranked choice vote with all current aAgents and prospective aAgents as ascertained from a prerequisite AavegotchiDAO Forum Post at least one week prior to the signal proposition per AavegotchiDAO proposal guidelines.
18. Review periods and requirements may be amended pursuant to AavegotchiDAO proposal guidelines.

6.0 Exhibits / Appendices / Forms

AGIP28 - Extending the DAO Treasury Task Force Multisig:

<https://snapshot.org/#/aavegotchi.eth/proposal/0x8b5862698c550b53e57f6ce4628a7a13ed5a4772e541c414e9a27fbcf95cf8c2>

Scaling AavegotchiDAO Proposal and Quorum Requirements:

<https://aavegotchi.medium.com/scaling-aavegotchidao-c7e589de0333>

Establish the DAO Development Team: ***

7.0 Document History

28/4/2022 – Document creation by Dr Wagmi

07/05/2022 - Revised by Gadfly

07/06/2022 - Document revised by Dr Wagmi

01/26/2023 - Document revised by Dr Wagmi to include the DDT and remove DTF extended multisig verbiage