Drupal Asia Steering Committee - Charter

Last updated: 28 August, 2024

Background

Drupal Asia is a community-run initiative that has been founded to promote the use of Drupal across the Asia Pacific region and to provide opportunities for developers, site authors, vendors, and all users of Drupal to connect with each other and share their experience and ideas so that we may grow a more vibrant, inclusive, and rewarding Drupal community across the region.

The committee's primary responsibility is the organisation and execution of a large-scale Drupal event focused on the Asia and Asia Pacific Drupal communities. The Steering Committee may execute this event under the DrupalCon brand in partnership with the Drupal Association, or as an independent "Drupal Asia" branded event.

The committee structure broadly follows that of the DrupalSouth Steering Committee, which was founded in 2019 to oversee the DrupalSouth Conference which takes place annually in Australia and New Zealand. We are sincerely grateful to DrupalSouth for their generosity in supporting Drupal Asia and allowing us to leverage their existing work, such as this fine document.

The Drupal Asia event is conducted in English. Within the event, smaller region-focused activities may be conducted in other languages.

Purpose of the Drupal Asia Steering Committee

Drupal events and community initiatives in the Asia and Asia Pacific region are organised in an ad-hoc manner by a wide range of committed volunteers. These great events are typically focused on a specific demographic.

The formation of a Drupal Asia Steering Committee seeks to support and improve upon this approach in the following ways:

- Providing continuity around governance and knowledge transfer.
- Spreading the responsibilities of organising community initiatives across a wide group of volunteers in a structured manner.
- Selection of an annual conference venue and supporting local organising teams with established processes and tools.
- Liaison with regional organisers to support meetups and country-level DrupalCamps.

- Coordinating regional training and corporate outreach programs.
- Coordinating regional marketing activities.
- Management of ongoing budgets for smaller initiatives - grants, camps etc through its own bank accounts.
- Oversight of local community conflict resolution, such as breaches of the [DrupalCon Code of Conduct](), adopted by Drupal Asia.
- Liaison with the Drupal Association and DrupalSouth on regional and global initiatives.

The Provisional Steering Committee

The ongoing Steering Committee is a community body made up of volunteer members that are voted for by individuals active in the Asia Pacific region. Before this body can be elected, we need a body that can organise the elections and execute the inaugural Drupal Asia event.

We are forming a "Provisional Committee" for this purpose. The Provisional Committee is organised by invitation and will consist of up to 6 volunteer members who will act in their roles until March 3, 2025.

To encourage diversity and equity within the Drupal community, both the Provisional body and the Elected Steering Committee will be made up of no less 3 women. And to ensure representation of significant Drupal communities across the region, both committees will consist of at least 1 member each who is a permanent resident or citizen living in Japan, Singapore, and India.

During February 2025, the Provisioning Steering Committee will conduct elections to replace 3 of its 6 appointed seats. The remaining 3 seats will then be up for election in February 2026.

The Elected Drupal Asia Steering Committee

Before March 2025, the Provisional Steering Committee will organise the election of 3 seats to form the ongoing Drupal Asia Steering Committee.

The election of these individuals will be structured to ensure that there is always sufficient representation of women, non-binary, or intersex community members, as well as community members from countries which have very large and active Drupal communities.

Elections will adhere to the following guidelines:

- 3 seats will be up for election. These 3 seats may be vacated voluntarily if any existing Provisional Committee members wish to step down, or they may be nominated by the Chair.

- A call for self nomination of committee members will be made via groups.drupal.org with promotion on social media.
- Nominations will follow a similar format to that is employed by the [Drupal Association for board elections](#).
- Nominations will be published on Drupalasia.org and promoted via groups.drupal.org and social media.
- A voting period for any interested community members will be held over a 2 week period. Voting will be managed via a Google form with identification and security controls to ensure one vote per person from the Asia Pacific community.
- Because the Drupal Asia event is conducted primarily in English, Committee members must be able to communicate in English at a business level.

Steering Committee Roles

The following roles will be established:

- **Chair:**
  Voting member. Coordinates committee, represents committee to third parties.
- **Treasurer:**
  Voting member. Responsible for invoicing, payments, tax and reporting requirements in Singapore. Ideally should be a Singaporean resident.
- **Secretary:**
  Voting member. Records and summaries Committee meetings and publishes content to the Drupal Asia.org website.
- **3 x Community Representatives:**
  Voting members. May hold responsibility for other roles such as Code of Conduct Officer, Webmaster, or other roles as the Steering Committee deems necessary.
- **Observers:**
  Any community members can listen in on committee meetings and put forward community issues and motions for the committee to vote on. This is currently on a per request basis.

These roles will be elected by the Steering Committee members themselves whenever new committee members are elected, or whenever any committee member calls for an election or roles.

Committee members will be voted for and selected based upon the following guidelines:
- At least 3 people who identify as Men and at least 3 people who identify as Women or Non-Binary, or Intersex as to promote gender equality.
- At least 1 citizen or permanent resident living in Singapore.
- At least 1 citizen or permanent resident living in Japan
- At least 1 citizen or permanent resident living in India

- The Chair and other roles will be elected by the Community Representatives themselves from within the 6 committee members after each election.
- Successful candidates will be selected based on a simple majority vote in accordance with quotas on a "first past the post" basis. Out of the 3 available seats, the first successful candidates must restore quotas. For example:
    - If there are only 2 men and 1 woman remaining in elected positions, the next candidate to be selected would be the highest voted woman.
    - If there is an existing committee member from Singapore and Japan, the next candidate must be the highest voted candidate from India.
    - Candidates should be selected based on geography quotas and then gender quotas.
    - Where no candidates exist to fill roles based on quotas, the highest number of votes will be used to select members irrespective of gender or location.
- Terms automatically renew if not enough self-nominated candidates stand for specific roles in elections. Alternatively, the committee can invite candidates directly to replace existing members who wish to step down based on a majority vote.

Committee Voting Rules

Committee members will regularly meet and vote on committee business as necessary under the following guidelines:

- Committee members will resolve any votes with a simple majority agreement (i.e. 4 out of 6).
- In the event of a tie, the Chair may cast the deciding vote only after careful consideration.
- Committee members may hold the same role for a maximum of two consecutive terms and must nominate for alternative roles in subsequent terms. E.g. A Chair may nominate to be Treasurer after holding 2 consecutive terms.
- A maximum of three consecutive terms may be held by a committee member, after which they must not stand again for a full two year term.
- All committee members must be registered Drupal Association members.
- After each election, the committee will conduct a vote to appoint a new Chair, Secretary, and Treasurer.

Committee Term Lengths & Re-Election Calendar

The initial Elected Steering Committee will be made up of 6 members. After this, in order to establish long-term renewal of Committee members, 3 of the member seats will be up for election after 2 years. This ensures there is always overlap with existing and new committee members who can focus on knowledge transfer.

After the first round of elections, those elected representatives will hold their seats for 2 years. The remaining 3 seats will be up for election 1 year later for a period of a further 2 years. This then sets up a rolling election period where at least half of the committee has conducted at least 1 event.

March 2025	March 2026	March 2027	March 2028	March 2029
3 x Reps Elected		3 x Reps Elected		3 x Reps Elected
	3 x Reps Elected		3 x Reps Elected	

Steering Committee Processes

- All roles are on a strictly volunteer basis with no monetary or in-kind remuneration.
- Committee will adapt its charter and initiatives as deemed necessary. The committee should seek local Drupal community and Drupal Association input on major decisions where possible.
- The committee will meet monthly via online conferencing tools and keep records of all motions discussed and passed. These meetings will be made publicly available.
- A quorum for committee meetings will be established with the presence of at least 3 Community Representatives and the Chair (or nominated alternative).
- Before making any procurement decision over SGD$1,000 or equivalent, the Committee must seek three competing quotations.
- Wherever possible and where avoiding a conflict of interest, the Committee should seek to procure services from Drupal community members and Drupal Asia sponsors.

Event Sub Committees

The Steering Committee will help select and mentor event sub committees for future Drupal Asia annual events. This will include maintaining an Event Organisers Handbook.

The Steering Committee will also appoint an Event Coordinator in a paid role who will perform tasks requiring specific expertise such as locating and evaluating venues, social media management, ticket sales management, and so on.

These Event Sub Committees will typically have a Local Lead Organiser appointed who will report into the Steering Committee and work with the Event Coordinator directly.

The Local Lead may appoint their own organising team of volunteers, filling roles such as sponsor liaison and track leads.

Committee Member Expulsion

- Expulsion motions may be triggered by misconduct (e.g. Unapproved use of committee funds), consistent lack of availability for committee meetings (i.e. More than 3 consecutive meeting absences without prior notification and agreement by the committee) or lack of adherence to the [DrupalCon Code of Conduct](#).
- A vote on the expulsion of a Steering Committee member must be carried by a simple majority in favour of the motion.

Dispute Resolution

In the event that the Steering Committee cannot resolve disputes amongst themselves, the matter will be referred to Linux Australia Council for arbitration.

Reach

The term "Asia Pacific" means different things to different people and organisations. For example, while most lists include Australia and New Zealand, the [United Nations definition](#) does not. Similarly, some lists include Turkey, Russia, and the United States in their lists.

We do not wish to exclude any individual from participation and representation in the Drupal Asia community, and as such we publish no list of countries that are or are not included in our definition.

There is overlap between Drupal Asia and the communities we wish to foster and encourage Drupal usage and innovation. This includes (but is by no means limited to) India, Japan, Australia and New Zealand, which already have vibrant and growing Drupal communities.

We seek to partner with those communities and work with them to help them grow by providing additional support where we are able.