

Cohort Process Policy for Metaverse Standards Forum Inc.

This policy document is approved and updated by the Forum Board of Directors

1. Definitions

The terms **“Board”**, **“Cohort”**, **“Deliverable”**, **“Director”**, **“Domain Group”**, **“Executive Director”**, **“Member”**, **“Oversight Committee”**, and **“COPP Advisory Panel (CAP)”** have meanings as defined in the Forum Bylaws.

“Charter” means a document defining the scope of work to be undertaken by a Working Group.

“Exploratory Group” means a Domain Group creating a Charter for approval by the Oversight Committee.

“Good Standing” means having Member voting privileges at a Cohort as defined in the Membership Agreement and Bylaws, plus having attended two of the last three Cohort meetings, before the current meeting.

“Working Group” means a Domain Group executing a Charter approved by the Oversight Committee.

2. Cohort Officers

2.1 Roles

Cohort officer roles (**‘Roles’**) shall be elected and have one position (e.g., secretary), or multiple positions (e.g., three co-chairs) (**‘Positions’**). Unless approved by the Board, there shall be at most one officer in a Cohort from a single Member. Elections shall be held if elected officers step down or elected officer roles are created.

Cohorts shall have the following Roles:

(a) The Oversight Committee shall be chaired by a Director or Officer designated by the Board and may agree to create additional Roles.

(b) The CAP shall have a co-chair Role with up to three Positions and may agree to create additional Roles.

(c) Working Groups shall have a co-chair Role with at least two Positions unless otherwise specified in its Charter. Working Groups may agree to create additional Roles without need for Oversight Committee approval provided the Roles are within the scope of the Working Group’s Charter.

(d) Exploratory Groups are co-chaired by a minimum of three proposing Members by mutual agreement and are not elected.

2.2 Exploratory Group to Working Group Transition

The initial meetings of a newly approved Working Group shall be chaired by the Exploratory Group co-chairs, who shall create a Working Group-approved plan for the election of initial officers. It is recommended to initiate officer election balloting after at least three Working Group meetings so that Members can establish Good Standing, but before the sixth meeting.

2.3 Terms

Cohort officers serve for two-year terms and must step down if their Member affiliation changes, unless the Cohort agrees to an extended term so as not to disrupt the work of the Cohort, or if the term of a Cohort is soon to conclude. Officers stepping down may immediately stand for re-election. On initiation of a Cohort, 50% of the chairs (rounded down if there is an odd number of chairs) shall serve for an initial one year term.

2.4 Inactive Officers

If an elected Cohort officer does not maintain a sufficient level of participation to be effective in their Position, the Cohort may decide to recall the officer and put the Position up for re-election.

3. Cohort Officer Elections

3.1 Nominations

Any Member may nominate a single individual from their organization for any election in which they have nomination privileges, as per Bylaws, during a designated nomination period, which shall be no less than two weeks, by sending notice to the Cohort email list. If a Member wishes to nominate for more than one Role in a Cohort, a series of separate ballots shall be held for each of those Roles, with the results for each ballot known before initiating the next.

3.2 Balloting

The election ballot shall be conducted anonymously by the Executive Director, or their delegate, online over a period of no less than one week. All Members in Good Standing in the Cohort at time of ballot distribution shall be eligible to vote and will be listed in the ballot.

For each Role on the ballot, there shall be the option to select (i) a number of nominees up to the number of Positions in that Role, (ii) none of the above, or (iii) abstain.

The nominees that receive the most votes cast for each Role are elected. In the event of a tie which affects the election result, an additional tie-breaker ballot will be held between the tying candidates.

The ballot has a quorum requirement of at least 50% of Members in Good Standing in the Cohort voting or abstaining. If quorum requirements are not met, or if “none of the above” wins a plurality of votes, then the nomination and election process is restarted after discussion.

4. Cohort Chairs

4.1 Responsibilities

Cohort chairs shall ensure that Cohorts and their meetings are organized for effective action:

- (a) Oversee Cohort meetings in accordance with all Forum policies including a reference to the Antitrust and Code of Conduct policies at the start of each meeting.
- (b) Post meetings on the Cohort portal calendar with defined agendas and at least two weeks’ notice recommended, while making reasonable efforts to accommodate time zone constraints of Members, including multi-session meetings if necessary.
- (c) Record and communicate key discussions, decisions and actions to Cohort Members.
- (d) Ensure all materials are made equally available to all Cohort Members on the Forum Portal.
- (e) Tally Cohort Members in Good Standing for elections and votes.
- (f) Track progress of projects, including requesting project funding from the Board if necessary.

5. Cohort Meetings and Decisions

5.1 Decisions By Unanimous Consensus

Cohorts seek unanimous consensus on all decisions, which may be confirmed at a meeting:

- (a) After sufficient discussion for all views to be expressed and understood the chair proposes a motion.
- (b) A second to the motion is not necessary but Members may second a motion to express support.

(c) The chair should then enable short discussion or clarifications on the Motion.

(d) Any objections may be expressed verbally or using online polling by Members in Good Standing.

When unanimous consensus is not achieved, then the discussion may be reformulated to determine if consensus is made possible.

5.2 Decisions By Vote

If unanimous consensus for a decision is not achieved a vote will be held at a meeting with one vote per Member in Good Standing. A vote passes if at least 50% of the non-abstaining votes cast are in favor of a proposal with a quorum requirement of at least 50% of Members in Good Standing voting for, against or abstaining.

5.3 Multi-session Meetings

When a Forum meeting consists of multiple sessions, for example to accommodate multiple time zones but with the same agenda, then unanimous consensus in each session is needed to be effective. Also, attendance is only required in one session to be counted for Good Standing.

5.4 Conflict of Interest

The meeting Chair shall delegate or may be asked to delegate chairing the decision under discussion if there is a potential conflict of interest.

6. Domain Groups

6.1 Charter

All Working Groups shall operate within the scope of their Charter created by an Exploratory Group and approved by the Oversight Committee and posted on the Forum Portal to be accessible to all Members. Working Groups may agree to propose updates to their Charter which shall become effective on approval of the Oversight Committee.

6.2 Projects

Working Groups shall designate activities as Working Group Projects to further the goals in their Charter. Project Leaders shall be appointed unanimously or else elected to manage Project activities. Funding for Working Group Projects shall be arranged and approved by the Board as required.

6.3 Working Group Reviews

The Oversight Committee shall review and take any appropriate action for all Working Group Charter milestones including renewal, Charter updates, or disbandment, or if the Oversight Committee determines that the Working Group has lost sufficient participation or leadership, or that the Working Group is not fulfilling its Charter, or assistance with conflict resolution is needed. The Oversight Committee has the right to change the duration or terminate a Working Group at any time.

6.4 Updates and Outreach

Working Groups shall provide regular updates on their activities to the Oversight Committee, Forum membership and on a public webpage and other outreach materials, and shall seek Oversight Committee Approval before releasing significant public updates or Deliverables.

6.5 Member Surveys

Domain Groups may conduct surveys of the Forum's membership or the wider industry. Surveys must be reviewed with Domain Group Chairs and approved by the Oversight Committee before release to ensure effectiveness, appropriateness, while avoiding duplication. Survey proposals must include a clear statement of their purpose and privacy policies.

7. Domain Subgroups

7.1 Purpose

Any Working Group may decide, using the Cohort decision process above, to establish a Subgroup to focus on clearly specified topics defined in a Subgroup Charter. Oversight Committee approval is not required to establish a Subgroup, but the Subgroup Charter must fall within the scope of the Oversight-approved Working Group Charter.

7.2 Officers

The Working Group will decide when establishing the subgroup whether to designate Subgroup Officers or hold elections using the Working Group election Process with any Working Group member being able to self-nominate and vote.

7.3 Participation and Accessibility

Subgroups meetings are open to any Member, and all Subgroup discussions and materials are accessible to any Member on the Forum Portal, organized as a portal group nested under the Working Group, with a dedicated email list and document area.

7.4 Process and Decisions

Meeting formalities, conduct and decisions within the Subgroup use Cohort policies defined in this document, with good standing as defined in section 1. being calculated specifically on Subgroup attendance. Attendance and good standing in a Subgroup does not affect good standing in the parent Working Group.

A Subgroup will not make any binding decision for the Working Group, but makes recommendations for the parent Working Group's consideration.

7.5 Duration

A Subgroup may be established for any duration as specified in the Subgroup Charter. The Working Group or the Subgroup may decide to disband the Subgroup at any time.

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