

Domain Group Processes

This document is approved and updated by agreement of the Forum Oversight Committee

1. Definitions

Member: Organization that has executed a Principal or Participant Forum Agreement and has not withdrawn

Working Group: A group open to any Member to progress goals in an approved Charter

Exploratory Group: A group open to any Member to create a Working Group Charter for approval

Domain Group: A Working Group or an Exploratory Group

2. **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. Working Groups may propose updates to their Charter which shall become effective on approval of the Oversight Committee.

3. **Good Standing.** Members are in Good Standing in any Domain Group if they have attended two of the last three group meetings, including being present at the current meeting.

4. **Decision Making.** Domain Groups seek unanimous consensus on all decisions, which may be confirmed verbally at a meeting:

a. After discussion the Chair may propose a motion.

b. A second to the motion is not formally necessary but Members may second a motion to express support.

c. The chair should then allow short clarifications or discussion on the Motion.

d. Any objections may be expressed verbally or using online polling.

The Chair shall delegate or may be asked to delegate chairing the decision under discussion if there is a potential conflict of interest. When unanimous consensus is not initially achieved, then the discussion should be reformulated for a later meeting to see if consensus is possible. If unanimous consensus is still not achieved a supermajority vote will be held at a meeting with one vote per Member in Good Standing. A vote passes if at least 2/3 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. **Multi-session Meetings.** When a Domain Group meeting consists of multiple sessions, for example, sessions for 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.

6. **Officer Roles.** Every Domain Group shall have three co-chairs unless otherwise agreed in the Exploratory Group Proposal or Working Group Charter. Working Groups may create additional officer roles as needed such as vice chair, secretary, etc. without need for Oversight approval provided the role is within the scope of the Charter. Officer roles may be defined as having one holder (e.g., secretary), or multiple holders (e.g., three co-chairs). Unless approved by the Oversight Committee, there shall be at most one officer in a Domain group from a single Member.

7. **Election of Officers.** All Working Group officers (but not Exploratory Group chairs or temporary volunteers) must be elected. Additional elections shall be held if officers step down or new officer roles are created. Officers must step down, and may stand for re-election, if their Member affiliation changes. Officers must stand for re-election after serving for one year, unless the Working Group agrees to an extended term so as not to disrupt Working Group deliverables or if the term of the Working Group is soon to conclude.

a. 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 elections by the fifth Working Group meeting.

b. Any Member may nominate a single individual from their organization for any officer role during a designated nomination period, which shall be no less than two weeks, by sending notice to the Group email list. If a Member wishes to nominate for more than one officer role, a series of separate ballots shall be held for each of those roles, with the results for each ballot known before initiating the next.

c. The election ballot shall be conducted anonymously online over a period of no less than one week. All Members in Good Standing at time of ballot distribution shall be eligible to vote with that list of organizations included in the ballot.

- d. The ballot shall list nominees for each officer role and a vote shall select from (i) the list of nominated candidates (casting a number of votes up to the number of co-holders defined for that role), (ii) none of the above, or (iii) abstain.
 - e. The nominees that receive the most votes cast are elected. If “none of the above” wins a plurality of votes, then the nomination process is restarted. The ballot has a quorum requirement of at least 50% of Members in Good Standing voting or abstaining. If quorum requirements are not met, or in the event of a draw between the leading candidates, the vote will be held again with the current nominees after Working Group discussion.
- 8. **Projects.** Working Groups shall designate activities as Working Group Projects to further the scope of 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 Oversight Committee as required.
- 9. **Chair Responsibilities.** Chairs shall ensure that Exploratory Groups focus on creation of a Charter, and Working Group activities fall within the scope of its Charter, and are organized for effective action:
 - a. Oversee Meetings, ensuring that they are conducted in accordance with the [Forum Code of Conduct](#)
 - b. Calendar meetings with defined agendas with at least two weeks’ notice recommended
 - c. Record key discussions, decisions, and actions
 - d. Ensure all materials are made equally available to all Members on the Forum Portal
 - e. Tally Members in Good Standing for votes and elections
 - f. Track progress of Projects
 - g. Request Project funding from the Oversight Committee if necessary
 - h. Provide regular updates on activities to the Oversight Committee, Forum membership and for public outreach materials.
- 10. **Working Group Reviews.** The Oversight Committee shall review all Working Groups for renewal, Charter updates, Officer re-election, or disbandment at the timeline specified in the Charter, 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.
- 11. **Member Concerns.** At any time, any Member with concerns about process execution or decision making in a Domain Group may alert operations@lists.metaverse-standards.org or file an [Anonymous Report](#).
- 12. **Change History**
 - a. September 2022 - Version 1 Approved and Released
 - b. November 2022 - Version 2 added definitions, clarified voting and elections

