GETTING STARTED
PHASE 1
STABLE BUT NOT STATIC
PHASE 3
PHASE 2
GROWING

GOVERNANCE

Phase III: Evolving Governance

It Takes a Village
Open Source Software Sustainability

Activity 19: Representative Governance Assessment Checklist

Goals

1. Evaluate if governance structure is representative
2. Prioritize gaps
3. Document/revise governance policies or decision-making process
4. Devise plan to make change to practice

Prerequisites

Activity: Who Is Your Community?

Who Should Participate?

Those currently serving on governance; those you want to be more involved in governance.

Length

45 minutes

Pre-work

1. Download the Representative Governance Assessment Checklist.

2. Form a subgroup with 2-3 governance representatives. Having 2-3 people do it initially ensures that there is broader discussion and knowledge at an early level so later discussions are less likely to be bogged down by simple oversights.

3. The subgroup completes the checklist together. For those components in the checklist that are missing or in progress, rank their priority for completion on a scale of 1-5, with 1 denoting "low priority" and 5 "high priority."

4. When considering Stakeholders, go back to the Activity: Who is Your Community? results to ensure the subgroup is considering different stakeholder groups.

5. After completion, submit the initial review to the larger group in advance so there is time to absorb ahead of the meeting.

Activity Instructions

1. As a group, review the submitted checklist. Does everyone agree or not? Are there elements not included in this assessment?

2. Once general consensus on rankings is achieved, identify what components the group considers necessary to work on, then prioritize them.

   a. A sticker vote can be useful tool for prioritizing. In a sticker vote, each participant is assigned a number of stickers - these can be physical stickers in an in-person event or a specified piece of text (e.g. +1) in a virtual environment. Participants place their stickers or text alongside the options they're voting for, according to the parameters of the exercise (e.g. most important, most likely, most interesting, etc.).

3. Update governance policies to be more inclusive.

4. Implement changes to governance policies and practices.