# Purpose of the Governance Committee

## Primary Functions

The primary function of the OpenLMIS Governance Committee is to take responsibility for the feasibility, business case and the achievement of outcomes of the OpenLMIS Initiative. The Committee will monitor and review the status of the Initiative, discuss and coordinate on proposals for potential implementations, and provide guidance for the overall direction of the OpenLMIS product and Initiative.

The Governance Committee provides a stabilizing influence so organizational concepts and directions are established and maintained with a visionary view. The Committee provides insight on long-term strategies in support of agreed-upon mandates. Members of the Governance Committee ensure that project objectives are being addressed and developed, and that the direction of the initiative remains under control and effective. In practice these responsibilities are carried out by performing the following functions:

* Monitor and review major activities within the Initiative at regular Governance Committee meetings;
* Provide assistance to partners and members of the Community through coordination and collaboration;
* Reach consensus on the scope and direction of the Initiative as emergent issues force changes to be considered, ensuring that scope aligns with the agreed vision of the Initiative and key stakeholder groups;
* Resolve Community conflicts and disputes, reconcile differences of opinion and approach;

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## Approval Responsibilities

The OpenLMIS Governance Committee is responsible for approving major actions within the Initiative, such as:

* Actions or proposals to make major changes to the existing OpenLMIS software;
* Proposals for additions to the OpenLMIS product, such as the development of additional reference apps, etc.;
* Actions to revise Community processes or make changes to existing Community structure;
* Proposals for OpenLMIS implementations to ensure that the proposal meets Community and product standards, and that the proposal strategy addresses potential roadblocks and identifies areas of collaboration effectively.

# OpenLMIS Governance Committee Roles & Responsibilities

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## Membership

The OpenLMIS Governance Committee currently consists of the following stakeholder members who regularly participate, with originally nominated members indicated. As of this writing, the voting structure and membership requirements for voting are under discussion with the Governance Committee. Each of the following organizations will have a vote in any major voting process; however, organizations must elect their representation by the February, 2017 Governance Committee meeting:

* JSI
* ThoughtWorks
* VillageReach
* Bill and Melinda Gates Foundation
* USAID
* CHAI
* PATH
* Chemonics

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| --- | --- | --- | --- |
| **Name** | **Email** | **Agency** | **Nominated** |
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## Role of an OpenLMIS Governance Committee member

It is intended that the OpenLMIS Governance Committee leverage the experiences, expertise, and insight of key individuals at partner organizations within the OpenLMIS Community. These partners should be committed to building professionalism and collaboration within the Community. Governance Committee members should:

* Understand the strategic implications and outcomes of proposals and initiatives being pursued through various partner organizations;
* Appreciate the significance of the Initiative for some or all major stakeholders and represent their interests;
* Regularly participate in, and contribute to, discussions, forums, proposals and activities within the Community;
* Be genuinely interested in the Initiative and be an advocate for broad support for the outcomes being pursued.

In practice, this means they:

* Ensure that the Initiative’s outputs meet the requirements of key stakeholders and partners;
* Contribute regularly to the Community by actively assisting other members with time, resources, and networks;
* Provide guidance to the other Community committees and partners involved in OpenLMIS projects;
* Foster positive communication within and outside of the Governance Committee regarding the Initiative and its outcomes.

## The OpenLMIS Governance Committee Chair

At the time of this writing, the Governance Committee is deciding on its process for selecting a rotating chair. The chair, which will serve during a to-be-determined period of time, will facilitate Governance Committee meeting instances during that time period. The Committee will follow modified Roberts Rules of Order in the conduct of meetings, motions, discussion and voting.

## The OpenLMIS Governance Committee Secretary

The OpenLMIS Community Manager, Tenly Snow, will serve as the Secretary for the Governance Committee in perpetuity. As Secretary, Tenly is responsible for the overall documentation of Committee activities, including moderating the Google Group; assisting the Chair in facilitating discussion during Committee calls; and maintaining transparency and public documentation of Governance activities on the OpenLMIS Wiki. Tenly will also:

* Track and follow up on action items from calls and discussions;
* Manage webex recordings and notes from calls and meetings;
* Facilitate the voting process and ensure communication amongst Committee members;
* Coordinate with the Product and Technical Committees to ensure clear and transparent communication between committees;
* Be the point-of-contact for the OpenLMIS Initiative

# OpenLMIS Governance Committee Meetings

## Meeting Schedule and Process

The Governance Committee will meet monthly on the third Tuesday of every month.

## Meeting Agenda

Prior to each instance of a Governance Committee meeting, the elected chair will facilitate a call for agenda items using the OpenLMIS Google Group mailing list. The OpenLMIS Community Manager (Tenly Snow), will then update the existing OpenLMIS Wiki page with the planned agenda items. The agenda should roughly follow the below structure:

1. Introductory Items such as:

* Introductions (if any)
* Review Agenda
* Minutes and actions from last meeting

1. Main agenda items proposed by Committee members
2. AOB
3. Review and summarize new actions from this meeting

# OpenLMIS Governance Committee Agreement Process

The main responsibility of the OpenLMIS Governance Committee lies in the management of the OpenLMIS Initiative. The decision making process is based on reaching democratic consensus through discussion and voting.

Any member of the Committee may present an issue or proposal that requires discussion and voting. Through discussion during a Governance meeting call, the Committee will decide whether the issue requires a vote, and will then vote on the issue at a time determined by the chair and voting members.

Proposals or issues requiring a vote must be made publicly available for discussion on the Google Group forum *prior* to the next Governance Committee meeting instance. It is the submitter's responsibility to start a vote after this discussion during the next instance of a Governance Committee meeting. At that time, the vote must be open for a minimum of one business week.

The Governance Committee expects regular recommendations from the Product Committee on feature requests that may have reusable content for other implementations. The Product Manager will bring these recommendations to the Governance Committee as they arise.

When a proposal is a feature or change to the existing product that should be done in the current new feature release, the proposal should be accompanied by a technical scheme to solve it.

The decision-making process is a democratic process. Voting should always occur in writing on the OpenLMIS Governance Committee Google Group mailing list. Tenly Snow will start a topic in the Google Group with the proposal details and relevant links, and members should vote by replying to that topic.

The following votes are valid:

“+1” to indicate support for the mot­­ion and a willingness to support implementation.

“-1” to veto a proposal, but must provide a clear reasoning and alternate approaches to resolving the problem.

“0” if no opinion.

“+0” to indicate mild support or “-0” to indicate mild disagreement, but both have no effect and count as no opinion.

Anyone may comment on proposals on the list, but only elected Governance Committee member votes are binding.

A proposal will be accepted if it receives +5 (including the author) and no vetoes (-1). Any veto vote (-1) means the proposal does not pass and must return to the Committee for discussion.

If a proposal is vetoed and it cannot be revised to satisfy all parties, then it may be resubmitted for an override vote in which a majority of all Committee members must vote "+1" in order to pass it.

Upon completion of the discussion and voting the author should announce whether they are proceeding (proposal accepted) or are withdrawing their proposal (vetoed).

The chair gets a vote and is responsible for adjudicating should there be a voting dispute.