Affiliated Project Selection Committee

Approved Feb 22, 2021

Charter

The Affiliated Project Selection Committee is established under Article 5, Sections 1-2 of the NumFOCUS Bylaws

Purpose

The purpose of this document is to outline the formation of a committee to approve or reject NumFOCUS Affiliated Project applications.

Mission

- Run the selection process and notify NumFOCUS staff to respond to applicants
- Propose changes to the application and criteria to NumFOCUS Board of Directors
- Guide new applicants on the process

Committee Composition

1. Membership
   a. The committee will consist of at least 5 members from NumFOCUS at-large community, with the following constraints:
      i. 1 member is a project contributor to a NumFOCUS sponsored project
      ii. 1 member is a contributor to a NumFOCUS affiliated project, and
      iii. No 2 members are related in employment or NumFOCUS project leadership committee.
      iv. 1 member is a NumFOCUS Staff member

   b. Each member will be asked to serve a 2-year term, at which time they will have the option for unlimited renewals.

2. Vice President
    a. The vice president may be selected by the board of directors or elected annually by the members of the committee to serve a one-year term with the option to renew for an additional term
    b. Responsibilities include,
    - Calls for scheduled meetings
    - Determines agenda for meetings
    - Chairs the meetings according to Robert's Rules of Order
3. Secretary
    a. The secretary will be elected by the committee's members for a one year term with the option to renew for an additional term
    b. Records all meeting minutes
    c. Submits quarterly reports to the board

Committee Reports

1. Reports will be submitted to the board quarterly upon the conclusion of application reviews and acceptance/rejection decisions

    a. The following will be included in each report:
        i. List of accepted and rejected projects
        ii. A link to the ranking sheet showing committee comments including reasons for rejections and ratings
        iii. A copy of the report(s) will be given to NF staff who will send out notifications to applicants. Any questions will be forwarded to the committee for response

Affiliated Project Acceptance Guidelines

Current Review Template on GitHub

Criteria

- Be scientifically oriented: The project is an active contributor to our mission of scientific research.

- Be open: The project must be led openly

    - Publicly hosted code

- A website or readme to orient new potential contributors to project development
- Discussion forum(s) open to public participation (mailing list, Discourse, Slack team, etc.)
- An OSI approved license
- More than one contributor, as it's highly unlikely a project will be accepted without a *community* of active contributors

*website statement - The above is not meant to be a checklist for openness, but gives a sense of the characteristics typically associated with an active, open community.

- Have at least a small community. Single-developer projects are unlikely to be considered for affiliation.
- Be kind: The project must be inclusive of all peoples.

Recommendation

(Reject/Approve) the affiliation application. If rejected, provide reasons.