

DISC Committee Charter

Purpose (The WHY)

The purpose of this committee is to broaden the participation and inclusion of underrepresented groups in the NumFOCUS ecosystem, create and guide the implementation of initiatives that promote diversity, equity, and inclusion in NumFOCUS projects, and provide a network of support and collaboration with diverse members of the community.

The work of the DISC Committee will support NumFOCUS's mission to promote open practices in research, data, and scientific computing and organize community-driven educational programs. The Purpose of the committee also aligns with NumFOCUS's vision for an inclusive scientific and research community that utilizes actively supported open source software to make impactful discoveries for a better world.

Mission (The HOW)

The committee will accomplish the purpose by:

- Focusing on building and improving upon the equity, diversity, and inclusion (EDI) of the NumFOCUS community with the goal of sharing our work with the wider open source (OS) community as applicable.
- Serving as a resource for projects as they seek to broaden equitable, diverse, and inclusive practices within their communities.
- Supporting initiatives that investigate how to improve EDI in our community.
- Seeking to establish metrics or a method for quantifying demographics of NF projects.
- Leading and promoting initiatives and events to facilitate collaboration around EDI topics for the NumFOCUS projects and ecosystem.
- This committee may serve in an advisory capacity in cases where support is needed for Code of Conduct incident response procedures but will not serve as the NumFOCUS Code of Conduct enforcement team.

Committee Composition

1. This will serve as a standing committee to meet ongoing needs around EDI for the NumFOCUS community.
2. Members
 - i. There are many aspects or dimensions of diversity. Membership will reflect the [NumFOCUS Diversity Statement](#) and our global community. This committee will be proactive in recruiting members from the most diverse

pool possible. This can include people from different genders, religious beliefs, race, marital status, ethnicity, parental status, age, education, physical and mental ability, income, sexual orientation, occupation, language, citizenship status, and geographic location.

- ii. The committee will consist of at least 3 members serving a 2-year term with an option for unlimited renewal, with an ideal maximum of 40% turnover.
- iii. Membership will include a minimum of one NumFOCUS staff member and one or more optional board seat(s).
- iv. General Members
 - a. Responsibilities:
 - a. Attend meetings regularly as scheduled by the vice president/co-chair(s)
 - b. Actively participate in Slack and email discussions
 - c. Assist in carrying out the committee's objectives
 - b. A member of the DISC Committee can step down at any time. The committee will work to replace that voting member with a term sufficient to complete a two-year term as measured by the term of the original member.
 - c. If a member fails to attend more than 50% of meetings over a 6-month span (4 out of 6 meetings), they will be moved to the Past Members list unless they make arrangements with the committee in advance. They are welcome to request to rejoin at any time through the membership selection process.
 - d. Membership selection process
 - a. A call for nominations will be announced and led by the committee. The plan must include a strategic/targeted recruitment that aims to reach a diverse population, especially groups identified as underrepresented in the community.
 - b. An online application form will be created by the officers.
 - c. The selection of new members will be determined by the officers and/or members using a rating system to be determined by the officers.
- v. Officers
 - a. Chairperson(s)
 - a. Board-appointed or elected by committee members for a two-year term.
 - b. Responsibilities:
 - i. Calls for scheduled meetings
 - ii. Sets the agenda for meetings
 - iii. Chairs the meetings according to a simplified version of Parliamentary Procedure - <https://cmo.smcgov.org/sites/cmo.smcgov.org/files/Parliamentary-Procedures-Cheat-Sheet1.pdf>
 - b. Secretary

- a. Board-appointed or elected by committee members for a two-year term.
 - b. Responsibilities:
 - i. Records and posts all public meeting minutes
 - ii. Submits quarterly reports to the NF Board of Directors
- 3. Decision-making procedures
 - i. Discussions will happen via phone, video chat, or Slack.
 - ii. Voting members do not include NumFOCUS board members of the committee.
 - iii. Voting members do not include NumFOCUS staff members unless the committee decides to make them full voting members. There can be only one NumFOCUS staff member with voting rights at a given time.
 - iv. Asynchronous voting
 - a. A resolution will be proposed as a message on the DISC Committee email group according to a template defined by the committee. This email is the timestamp for opening the resolution for a vote. At the time a vote gets called via email, a message announcing the vote will be posted to the #disc-committee Slack channel.
 - b. Each voting member can discuss the resolution on the email group (not via a private message). If a member feels there is no further discussion needed, they may cast a vote as one of the following:
 - a. "+ 1": I approve this resolution
 - b. "+ 0": I abstain from voting on this resolution. I may have a conflict of interest or believe it is unnecessary, but will not oppose it.
 - c. "- 1": I feel this resolution needs discussion at a committee meeting.
 - c. If all voting members vote +1 without any -1 votes in 7 days (24-hour periods, not business days), the resolution passes and will be ratified at the beginning of the next committee meeting.
 - d. If the resolution doesn't meet a quorum of +1 votes or has any -1 votes, the voting will be moved to a committee meeting.
 - v. Synchronous voting
 - a. For any resolution that requires more discussion and on-the-spot debate, we recommend moving a resolution to discussion at a committee meeting.
 - b. Before or during a committee meeting, a resolution can be added to the agenda by any active member of the committee.
 - c. Once a resolution has moved to discussion, the chair will moderate a discussion on the topic. The discussion can result in a vote or be tabled for further consideration.
 - d. Votes are cast as *YAY*, *NAY*, or *Abstain*.
 - e. The resolution can be tabled if the consensus is not to vote until more information is gathered. Moving the resolution to the asynchronous voting process is also possible.
 - f. The resolution, discussion highlights, and vote count are recorded in the

official minutes.

4. The NumFOCUS Board of Directors will serve as advisors or make decisions as requested by the DISC committee, including but not limited to decisions that involve leaders or situations involving conflict.

Meetings

1. The frequency of the committee meetings can be established by the committee, but it is suggested that they take place at least monthly.
2. A simple majority of the committee members shall constitute a quorum.

Committee Reports

1. Reports will be submitted to the board quarterly on or before the 15th of March, June, September, and December
2. Reports should include the following metrics:
 - Overview of activities, challenges, and outcomes
 - Budget update, including spending for that quarter - if applicable

Making Changes to the Charter

The DISC Committee is established under Article 5, Sections 1-2 of the NumFOCUS Bylaws.
Approved by the NumFOCUS Board of Directors 16 December 2021

The committee will review and evaluate its charter annually to ensure the content and direction are appropriate to the group's current needs. The NumFOCUS board of directors will review and approve changes in the first quarter of the calendar year. The process for changing bylaws is as follows:

- Changes must be approved by the consensus of the committee throughout the year and approved by the NumFOCUS board at the end of the year
- Changes to the purpose or mission require board approval prior to voting