# Article 5 Working Groups

## Section 5.1 Creation

The Board may create Working Groups from time to time at its discretion. The Board will establish the size, duration, composition, and purpose of such Groups. The work of the Groups will be subject to intellectual property policies and applicable Bylaws of the OFA.

A Working Group is created by voting on a motion placed before the Board describing the Group’s purpose and the initial Chair/Interim-Chairs for the Group. There are no special notice requirements for the motion.

## Section 5.2 Governance

A Group must have Board appointed Chair/Interim-Chairs. A Chair has no term of office; the Chair serves until they wish to resign or are removed by Board vote. There are no special notice requirements for the motion. A Group without any Chair for 30 days must be dissolved. An Interim Chair may be appointed by the Board for a period of no more than 90 days; Interim Chairs are meant to provide governance during leadership transitions or provide additional governance resources when required, such as when a Group is formed.

Chairs must be a member of the OFA or part of a member organization of the OFA.

Internal governance of the group is subject to whatever guidance the Board may provide.

Status reports to the Board these reports will occur at the intervals required by the Board and can be in writing or verbally. Questions to Working Group Chairs by the Board concerning governance issues should be documented, either in meeting minutes or by such means as cc’ing emails to the Board.

## Section 5.3 Membership

Working Group members are not required to be a member of the OFA or part of a member organization of the OFA.

## Section 5.4 Dissolution/Review

A Working group can be dissolved by voting on a motion placed before the Board. There are no special notice requirements for the motion.

Furthermore, the Board has a duty to annually review all groups and determine whether their continued existence is valuable; this should occur in calendar Q4 of each year and can simply consist of a verbal discussion in a Board meeting in which the Chair mentions each group and asks the Board if there are any concerns; after a discussion, a vote would only be required if a motion was proposed to dissolve a group.