# Article 5 Working Groups

## Section 5.1 Creation

A Working Group is created by majority vote of the Board approving the charter and the initial Chair(s) and/or Interim Chair(s). There are no special notice requirements for the vote.

All Working Groups will be subject to intellectual property policies and applicable Bylaws of the OFA.

## Section 5.2 Dissolution/Review

A Working Group can be dissolved at any time by a majority vote of the Board.

A Working Group’s charter can be reviewed and changed at any time by a majority vote of the Board. Working Groups and their Chair(s) shall be re-chartered annually by a majority vote of the Board at the Board meeting following officer elections.

## Section 5.3 Governance

A Working Group must have at least one Chair/Interim-Chair and may have Co-chairs. The Working Group Chair or Co-chairs are responsible to the Board for the accomplishment of the goals specified in the Working Group’s charter.

Working Group Co-Chairs/Interim Chair(s) are appointed by a majority vote of the Board; they can be removed at any time by a majority vote of the Board. Chairs may resign at any time.

One of the Working Group Chairs/Interim-Chairs must be a representative of an OFA Promoter Member; if there are co-Chairs, the other Chair may be an OFA non-member. Any Working Group without a Chair/Interim-Chair for 30 days must be dissolved.

The Board may appoint an Interim Chairs to a Working Group for a period of no more than 90 days. The Board may re-authorize an Interim Chair. An Interim Chair may lead the Working Group until a permanent Chair/co-Chair(s) are appointed.

Internal governance of the Working Group is subject to the requirements in the group’s charter. Participation of OFA non-members in Working Groups is allowed if specified in the group’s charter.

A Working Group shall be required as its first act to produce a governance policy and procedures consistent with direction from the Board and the governance policy must be approved by the Board by majority vote. A Working Group must produce its policy within 90 days of its creation or be dissolved.

Status reports to the Board these reports will occur at the intervals required by the Board and can be in writing or verbally during Board meetings. 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.