

Open Health Tools

Guidelines for Nominating and Electing a New Committer

Verified Contributors who have the trust of the Project's Committers can, through election, be promoted Committer for that Project using the process as specified in the Charter of the relevant Top-Level Project. The breadth of a Committer's influence corresponds to the breadth of his or her contribution. A Development Team's Contributors and Committers may (and should) come from a diverse set of organizations. A Committer has write access to the source code repository for the Project and/or website and/or bug tracking system. A Committer gains voting rights allowing them to affect the future of the Project. Becoming a Committer is a privilege that is earned by contributing and showing discipline and good judgment. It is a responsibility that should be neither given nor taken lightly, nor is it a right based on employment by an Open Health Tools Member company or any company employing existing committers.

(1) What are the Requirements?

There are only three requirements for nominating and electing new Committers (note that as in section 5 below, there are additional paperwork requirements for the new Committer himself or herself):

- **Define Trust.** Each Project at Open Health Tools is entitled to define how it evaluates those who have the trust of the Project's Committers through contributing and showing discipline and good judgment. This definition needs to be a transparent and public document on the Project's website. It is extremely important to publish these criteria to avoid any issues around cliques or "the in-crowd" preventing others from joining a project.
- **Employment Neutral.** There must not be any hint of "we (company W) hired person X to work on project Y thus person X should be elected a committer". Open Health Tools Committer status is independent of employment; there are well-supported mechanisms (patch files) for Contributors without commit-rights and thus Committer status is not required for a team member to be effective. Additionally, the team will want to make sure that they have confidence in the candidate irrespective of employment and management because the Committer status will continue even after moves to another job.
- **Public and Archival Election.** The nomination and election process for a new Committer is for more than just the project team - it is also for the entire Open Health Tools community, current and future. The larger Open Health Tools community uses the artifacts of elections as (one of many pieces of) evidence about the maturity of the project team, and thus quality of the frameworks.

Nominations such as "we all know Bob, vote for him" may work within the team, but actually harm the project's reputation in the larger Open Health Tools community - that larger community does not know Bob and does not understand why the project team *trusts* him with the source code.

(2) What Should a Nomination Look Like?

Committer nominations should explain the candidates' contributions to the project and thus why they should be elected as a Committer. Cite the bugs they have fixed via patches; cite the newsgroup postings they have answered; cite the dev list design discussions to which they have contributed; etc. In all cases, provide urls to source material: the bugs, posts, emails, wiki pages, etc.

(3) How Do We Hold The Election?

Open Health Tools will establish a portal for holding Committer elections. The portal will not only step everyone through the process, reminding them to vote, reminding the PMC to approve and the OHT-MO to process the paperwork, etc., but it also will provide transparent explanations of the entire process.

(4) What is the PMC's Responsibility Regarding New Committers?

The PMC educates the new Committer on the responsibilities for safeguarding the intellectual property of Open Health Tools and will ensure that the new committer has read, understood, and agree to follow the Committer Guidelines. Being a Committer at Open Health Tools is more than just having write-access to the CVS repository and/or website - there are specific IP due diligence and record keeping activities that Committers *must* follow. The PMC is responsible for ensuring that their Committers understand and execute on these responsibilities.

(5) What Paperwork Does the New Committer Need (and Why)?

(5.1) Why all this paperwork?

Open Health Tools needs to ensure that all committers to the code and/or the website and/or the bug system understand their role in safeguarding the intellectual property of Open Health Tools. Open Health Tools also needs to ensure that we have accurate records of the people who are acting as change agents on the Projects – and that there is a clear paper-trail that indicates that we do in fact have the rights to post the contributed code.

The process that Open Health Tools has chosen to ensure these goals (that committers understand their role; that Open Health Tools has accurate records) is to have committers sign that they have read, understood, and will follow the Committer Guidelines and to have their employer sign that they agree that the new committer can participate in Open Health Tools and can contribute under the terms of the Eclipse Public License.

(5.2) What paperwork do I need to fill out?

After the Committer election is successful, the portal workflow system will ask the nominating project lead to fill out the New Committer Request Form (“NCRF”). The NCRF will trigger the Open Health Tools Legal side of the Committer election, starting with an email request to the candidate (the new Committer) to fill out paperwork.

The candidate must fill out paperwork as per ONE of C,M,N,O,S or T:

C) Existing Committer Added to New Project or Component. If the candidate/new committer is already a Committer then no additional paperwork is needed. The candidate will know he or she is a Committer because the candidate will have write-access to the Open Health Tools source code repository via an Open Health Tools login and password.

- **C.1** All Committers must be covered by a [Member Committer Agreement](#) (MCA) or an [Open Health Tools Committer Employer Consent Form](#) (OHT-ECF). As an existing Committer, the candidate will already be covered by either an MCA or an OHT-ECF so no additional paperwork is required.

...or...

M) Works for Member Company; Company has Agreement. If the candidate/new committer (i) works for a Open Health Tools Member company and (ii) that company has signed and submitted¹ a [Member Committer Agreement](#) covering all of its employees who contribute to Open Health Tools, then:

1. The new Committer fills out the online Member Committer Questionnaire

...or...

N) Works for Member Company; No Company Agreement. If the candidate/new committer (i) works for an Open Health Tools Member company but (ii) that company has **NOT** signed a [Member Committer Agreement](#), then:

1. The candidate/new committer fills out the online [Individual Committer Questionnaire](#)
2. The candidate/new committer signs and submits¹ an [Individual Committer Agreement](#).
3. The candidate/new committer prints then has his/her employer sign and submit¹ an [Open Health Tools Committer Employer Consent Form](#).

...or...

O) Works for Other Company. If the candidate/new committer work for a company that is NOT an Open Health Tools Member then:

1. The candidate/new committer fills out the online [Individual Committer Questionnaire](#)
2. The candidate/new committer signs and submits¹ an [Individual Committer Agreement](#).
3. The candidate/new committer prints and has his/her employer sign and then submit¹ an [Open Health Tools Committer Employer Consent Form](#)

...or...

S) Self Employed. If the candidate/new committer is self-employed, then:

1. The candidate/new committer fills out the online [Individual Committer Questionnaire](#)
2. The candidate/new committer signs and submits¹ an [Individual Committer Agreement](#).
3. If the candidate is self employed, an owner of your own company, has full ownership or part ownership in another company and has the authority to sign and submit¹ the [Open Health Tools Committer Employer Consent Form](#) on your own behalf, then the candidate does so.
4. Alternatively, the candidate may arrange for the company that is their principal business customer to sign and submit¹ the [Open Health Tools Committer Employer Consent Form](#) on their behalf.

...or...

T) Not Employed or Student. If the candidate/new committer is not employed or a student, then:

1. The candidate/new committer fills out the online [Individual Committer Questionnaire](#)
2. The candidate/new committer signs and submits¹ an [Individual Committer Agreement](#).
3. The candidate/new committer sends email to oht-mo@openhealthtools.org explaining his or her not employed or student status (reason for this email: because most candidates/new committers are employed by a company, Open Health Tools Legal assumes that is the case for everyone, thus exceptions need to be noted).

(5.3) What happens if I do not fill out the paperwork?

Then you don't get your login and password for write-access to the source code repository(s). Sorry. No exceptions. (Refer to [5.1 above](#) for why this is our policy.)

(5.4) What happens if I cannot convince my employer to fill out the paperwork?

The Open Health Tools Board of Directors has taken a firm position that if you are employed then you must meet criteria C, M, N, or O. If you cannot convince your employer to fill out the necessary paperwork, then you may not have write-access to the source code repository(s). This is the Board's position *even if* you are working on Open Health Tools projects on your own time. We realize that this prevents some talented and desirable people from being able to commit to the Open Health Tools projects but this is our IP risk reduction strategy.

The OHT-MO and the Executive Director are happy to talk to your management and senior executives about these (and other) Open Health Tools legal documents to help them understand why these documents are the best risk reduction solution for everyone involved (Open Health Tools, you, and your employer) - just contact us at oh-tmo@openhealthtools.org.

¹ The Open Health Tools accepts any of the following formats for submitting a paper form:

- Print, sign, and postal mail the form to the
Open Health Tools Management Office
PO Box 258
825C Merrimon Ave
Asheville NC, 28804
USA
- Print, sign, and fax the form to the
 - Open Health Tools Management Office (+1 828-707-9508)
- Print, sign, scan, and email to the scan as an attachment to the Open Health Tools Management Office (oh-tmo@openhealthtools.org)