T3 INNOVATION NETWORK GUIDELINES

ORIGINALLY PUBLISHED MAY 2021, AND UPDATED MARCH 2022

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This document provides guidance for operations of the T3 Innovation Network (T3 Network) and its "Network of Networks" (T3N^2). Any topic not explicitly stated in this document will be managed via the governance structures described within this document. This document and all documents referenced can be found on the T3 Innovation Network Hub at [www.t3networkhub.org.](www.t3networkhub.org)

SECTION 1: PURPOSE OF T3 INNOVATION NETWORK

1.1 MISSION AND VISION

The T3 Innovation Network's mission is to enable the digital transformation of the talent marketplace by promoting data interoperability and harmonization across diverse stakeholders, including: employers; education, training, and credentialing providers; government agencies; and technology partners. This digital transformation will ensure that (1) all learning counts; (2) skills are used like currency; and (3) learners and workers are empowered with data to pursue education and employment opportunities.

1.2 STRATEGIC PRIORITIES

T3 Network will work to achieve the following strategic priorities:

1. Interoperability and Harmonization: T3 Network aligns and organizes stakeholders and information to enable interoperability across solutions and data harmonization within the talent ecosystem.

2. Adoption: T3 Network promotes the developments of organizations who are implementing products and services with the goal of improving outcomes in the talent marketplace.

3. Advocacy: T3 Network develops public private partnerships to inform key stakeholders and address policy issues related to digital transformation of the talent marketplace.

4. Collaboration: T3 Network engages and facilitates diverse stakeholders in the talent ecosystem to collaboratively problem solve and advance the marketplace.

5. Technical Barriers: T3 Network convenes stakeholders to identify and remove technical barriers, thus enabling digital transformation in the talent marketplace.

6. Technical Infrastructure: T3 Network fills technical infrastructure gaps necessary for collective participation in and advancement of digital transformation of the talent marketplace.

7. Sustainability: Encourage commercial entities to build sustainable infrastructures to support the components required for new talent marketplaces.

1.3 CORE VALUES

At all times, the T3 Network, its leaders, and its members will demonstrate a commitment to the following core values:

Empowering
- Empower stakeholders with learning and employment data
- Enable individual agency over identity
- Promote data management best practices

Equitable and Inclusive
- Advance equitable access to solutions
- Promote equity and inclusivity within T3 Network and the broader talent marketplace

High-Impact
- Focus on high-impact stakeholder use cases
- Ensure value-add within the talent marketplace

Collaborative
- Foster open collaboration
- Leverage and encourage the development of open technical standards and protocols
- Utilize open competency frameworks/taxonomies/ontologies
- Facilitate open data access in public-private data infrastructure

SECTION 2: ACTIVITIES

2.1 ENDORSED ACTIVITIES

2.1.1 T3 NETWORK OF NETWORKS (T3N[2])

The T3 Network of Networks will consist of three working components: 1) Networks and 2) Workgroups. and 3) Projects. The following sections address these three bodies:

- **Networks:** Convene and align stakeholders working within core infrastructure components required for digital transformation of the talent marketplace. General activities include the identification of barriers and gaps, acceleration of shared solutions, and promotion of key developments necessary to produce the digital transformation of the talent ecosystem. For additional information, review each Network Charter.

- **Workgroups:** Support the Networks and transformation of the talent marketplace by addressing critical issues relevant to barrier removal, solution development, and digital innovation within the talent marketplace. Workgroups must be connected to one or more Networks; however, they may be initiated from within the Networks or brought into the Network of Networks by an outside affiliate. For additional information, review each Workgroup Charter.

- **Projects:** Are initiated at the Network or Workgroup level. Projects are discreet bodies of work that solve or explore a specific issue faced by the ecosystem. Projects can be initiated through a vote or other

decision making process agreed to by the Network or WorkgroupProjects that require funding may be elevated to the Leadership Committee. Workgroups proposing Projects are encouraged to follow the Project Charter format linked [here.](here)

2.1.2 T3 NETWORK RESOURCE HUB

The T3 Network Resource Hub is a web-based Hub that features the centralized support services of the T3 Network of Networks. This website is accessed at www.t3networkhub.org.

- **T3 Network Resource Hub:** Supports T3 Network operations and the digital transformation of the talent marketplace by providing a dynamic digital space to learn about the T3 Network, participate and collaborate in Networks and Workgroups, and act as a one-stop shop for all T3 Network resources and updates.

2.2 OPERATING CONSIDERATIONS

The T3 Network will conform to all international, national, and state laws and adopt the following approaches with respect to its activities:

- **Education & Advocacy:** The T3 Network will focus its activities on education and advocacy with respect to the digital transformation of the talent ecosystem. The T3 Network will not engage in lobbying activities.

- **Neutrality:** The T3 Network will maintain a neutral space in the evolution of the talent ecosystem and will actively avoid promoting one member's product or service line over another.

- **Open-Door Activity:** The T3 Network will remain an open and transparent organization, promoting information flow throughout the talent marketplace.

- **Inclusivity:** The T3 Network will remain an open, inclusive, and equitable organization for all stakeholders in the talent ecosystem who adhere to the T3 Network Guidelines.

- **Impactful Activity:** The T3 Network will remove barriers and fill marketplace gaps, while actively avoiding duplication of efforts of its members and the organizations they work for.

SECTION 3. STAKEHOLDERS

3.1 ECOSYSTEM STAKEHOLDERS

The T3 Network brings together a diverse set of stakeholders from multiple sectors, including: employers, institutions of higher education, technology vendors, standards organizations, data collaboratives, government, foundations, K-12 organizations, training organizations, employment services organizations, community-based organizations, licensors, the military, non-governmental organizations, international non-governmental organizations, and other interested and related organizations.

3.2 MEMBERS

3.2.1 ABOUT MEMBERS

Members are any stakeholder within the talent ecosystem, as described in Section 3.1, that self-select to participate in the T3 Network and agree to adhere to all T3 Network rules, obligations, licensing commitments, and policies that govern the T3 Network, its Networks, and its Workgroups. Members can join through the T3 Network Resource Hub or by contacting the U.S. Chamber of Commerce Foundation. Individuals may join as an organization of one.

Members are classified according to their own self-reported primary stakeholder group; however, there is only one type of member—that is full membership. Anyone who joins the T3 Network is considered a full member and shall receive the same privileges and have access to the same information. Member privileges are described in Section 3.3.2.

All T3 Network members reserve the right to withdraw from the T3 Network at any time by submitting their withdrawal in writing to workforce@uschamber.com or using the member form found on the T3 Network Resources Hub.

3.3.2 MEMBER BENEFITS

By joining the T3 Network, members will gain the following:

Access:

- **Networks and Workgroups:** Right to join and participate in unlimited Networks and Workgroups, as well as eligibility to charter a Workgroup under the T3 Network of Networks.
- **Projects:** Opportunity to identify and work on projects that provide solutions and address barriers.
- **Events:** Access to T3 Network members-only events.
- **Information:** Participating individuals will be placed on the general T3 Network listserv and receive updates on T3 Network activities.
- **Resources:** Access to members-only sections on the T3 Network Resource Hub.
- **Procurement:** The T3 Network will prioritize members and will open procurement opportunities to member competition before seeking outside vendors.

Influence:

- **Leadership:** Eligibility to chair a Network or Workgroup, as well as eligibility to participate in the T3 Network Leadership Committee.
- **Dialogue:** Ability to offer comments and dialogue with other members on T3 Network topics and issues using the T3 Network Resource Hub technology.

Promotion:

- **Showcase:** Eligibility to be showcased on the T3 Network Resource Hub.
- **Advertising/Marketing:** Ability to market an event or development relevant to the T3 Network stakeholder community via the T3 Network Resource Hub.
- **Resource Submission:** Ability to submit resources for inclusion on the T3 Network Resource Hub.

Section 4. Leadership

Leadership of the T3 Network is comprised of three roles: Leadership Committee members, facilitators, and chairs. Facilitators and chairs are discussed within the context of the Network of Networks. The Leadership Committee is discussed below.

4.1 Leadership Committee

The T3 Network is governed by a Leadership Committee that will evolve with the T3 Network. The first Leadership Committee was seated in Q3 2022.

4.1.1 Composition and Qualifications

The initial Leadership Committee will consist of 9 representatives, according to the following formula:

- 1 U.S. Chamber of Commerce Foundation (Chamber Foundation) representative
- 1 Network chair from each Network
- 4 Members at-large appointed by the Chamber Foundation

The initial Leadership Committee members will meet the following criteria

- Appointed Leadership Committee members at-Large must reflect the diversity of stakeholders within the T3 Network's target audiences
- All Leadership Committee members must meet objective criteria defined by T3 Network governance
- All Leadership Committee members may serve during the normal hours and workings of their jobs, but when speaking and voting must participate as individuals

4.1.2 Elections/Appointments

The Leadership Committee will be formed via the current Chamber Foundation representative, 4 Network chairs, and 4 additional at-large T3 Network members appointed by the Chamber Foundation.

4.1.3 Terms

The Leadership Committee members will be encouraged to serve for a minimum of one year, and specific terms will be determined in collaboration with each member so that all members do not term out at once. Terms will take into consideration member expertise, needs of the overall Committee to have consistency and key decisions benefiting from the expertise of specific members. If a Leadership Committee member wishes to resign their role, two weeks' written notice is requested. The Leadership Committee will then meet to determine how to backfill the seat.

4.1.4 Meeting schedule

The Leadership Committee will meet as needed based on the pace of the work with the goal of meeting at least quarterly. Facilitators from each Network will be invited to participate in Leadership Committee meetings as

non-voting advisors to the work of the T3 Network. The agenda will be set by the Chamber Foundation in advance of the meeting in collaboration with the Leadership Committee members.

4.1.5 SECRETARIAL RESPONSIBILITY

The Chamber Foundation will provide administrative support for agenda setting, note taking, scheduling, and document management for the Leadership Committee.

4.1.6 LEGAL AND FIDUCIARY RESPONSIBILITY

The T3 Network is a program of the U.S. Chamber of Commerce Foundation (Chamber Foundation) and has no independent legal status. The T3 Network's Leadership Committee(s) are advisory only and have no legal governance responsibilities or powers. The Chamber Foundation will assume all legal and fiduciary responsibilities for the T3 Network and its operations, and the T3 Network will follow all fiscal policies and procedures established by the Chamber Foundation.

4.1.7 GOVERNANCE OF NETWORKS

Decisions made by the Leadership Committee should be made so as to best impact the entire T3 Network and to achieve its mission and vision. Deference will be given to the lower tier of governance for all decisions (e.g., the Leadership Committee shall only overturn a Network's decision if it violates T3 Network Guidelines or interferes with the operations of another Network or Workgroup). Any review of Network or Workgroup documents or decisions must occur with an air of neutrality and focus upon evaluating an item with respect to whether or not it is aligned with or in violation of the T3 Network Guidelines. Decisions must also take into account interdependencies across Networks, Workgroups, and Projects. It is not the role of the Leadership Committee to otherwise govern the content developed by experts participating in the Network of Networks.

4.1.8 COMPENSATION

Leadership Committee positions will be on a volunteer basis. There will be no compensation for serving on these functions of T3 Network Leadership.

4.2 SUB-COMMITTEES

The Leadership Committee can (but does not have to) establish additional sub-committees of volunteer expert appointees who will guide the decisions of the Leadership Committee. Examples of potential sub-committees are: (1) Business Committee, (2) Governance Committee, (3) Ethics and Equity Committee, and (4) an Engagement Committee.

SECTION 5. PROCEDURES

The "Network of Networks" applies to the Networks and Workgroups, as well as projects initiated by these two groups, that are convening members to participate and collaborate on the digital transformation of the talent marketplace.

5.1 NETWORK OF NETWORKS FORMATION AND DISSOLUTION

5.1.1 CHARTERING A NETWORK

A Network can be considered for charter under the T3 "Network of Networks" umbrella by an individual founder or group of individuals identifying a core infrastructure component of talent transformation and completing the T3 Network charter template. The founder(s) must also work with the T3 Network to identify a T3 Network-sponsored facilitator, at least 1 provisional chair(s) for the Network, and additional supporting members. After completing the Network charter, the group must present it to the Leadership Committee for approval after a two-week review and comment period. A Network charter must be approved by a 51% majority vote of the full Leadership Committee. If the Leadership Committee is inactive at the time a vote is required, the Chamber Foundation may approve the Network charter. Once approved, the chartered Network can proceed with recruiting participants and obtaining a collaboration environment. Once established, the Network will operate according to its charter and T3 Network Guidelines.

Once established, the Network will operate according to its charter, T3 Network Guidelines and using the [T3 Network Resource Hub](#)**.**

5.1.2 CHARTERING A WORKGROUP

A Workgroup can be chartered under the T3 "Network of Networks" umbrella by an individual or group of individuals identifying a relevant issue and completing a Workgroup charter template. The Workgroup must be centered on an issue relevant to one or more of the standing Networks and directly aligned with the objectives of one or more standing Networks.

To complete the Workgroup charter, founders must work with the T3 Network staff to identify what Network(s) it aligns with. The primary Network(s) connected with its activities will serve as a sponsor of that Workgroup, and the facilitator of that Primary Network(s) will help guide the emerging Workgroup. Founder(s) must also identify the lifespan of the Workgroup or timeframe for completing any deliverables, the funding source (if applicable) for the activities described in the Workgroup charter, and at least 1 provisional chair(s) plus at least 5 additional supporting members for the Workgroup. In writing the Workgroup charter, the founder must work with the Network Chair or Facilitator, preferably both, to verify that the Workgroup is aligned with the work of the Networks and to coordinate on any interdependencies.

After completing the proposed Workgroup charter, the Workgroup must announce to all associated Networks and share the proposed Workgroup charter to the Networks for a comment period of at least five business days. A Workgroup charter must be approved by a 51% majority vote of the Network. From there, the Network will present the proposed Workgroup Charter to the Leadership Committee as an informational item. Once approved, the chartered Workgroup can proceed with recruiting participants and obtaining a collaboration environment. Once established, the Workgroup will operate according to its charter, the charters of the Network(s) it supports, and T3 Network Guidelines.

5.1.3 DISSOLVING A NETWORK

If a Network wishes to dissolve its formation and cease operations, a vote of all Network participants must take place. This operation must be overseen by a T3 Network staff member who is not directly involved with the Network. The following steps must be taken:

1. A written justification with a requested end date and transition plan (this includes identifying and reconciling all interdependencies or Workgroups).
2. The justification, end date, and transition plan must be circulated to all Network participants, along with an announcement of when the vote will be conducted, two weeks prior to the votes being cast.
3. The Network must meet in a special session to address the dissolution.
4. Participants shall have a chance to speak for or against the dissolution of the Network.
5. Eligible voting participants of the Network must decide to dissolve the Network with 51% majority vote.
6. That vote must be presented to the Leadership Committee and it must be approved with 51% majority vote.
7. The Network can then be dissolved, and its work products archived and transitioned according to the transition plan.

T3 Network staff shall also have the opportunity to recommend the dissolution of a non-operating Network.

5.1.4 DISSOLVING A WORKGROUP

Workgroups will often have finite terms. If a Workgroup wishes to dissolve its formation and cease operations prior to the end of its chartered term, a vote of Workgroup participants must take place. This operation must be overseen by a T3 Network staff member who is not directly involved with the Workgroup. The process shall be overseen by the Network.

T3 Network staff shall also have the opportunity to recommend the dissolution of a non-operating Workgroup.

5.2 NETWORK OF NETWORKS ROLES

The Network of Networks will sustain three primary roles across its Networks and Workgroups: facilitators, chairs, and participants.

5.2.1 NETWORK FACILITATOR(S)

Contracted staff of T3 Network (currently funded via the Chamber Foundation) whose role is to:

- Manage the Network according to its charter
- Ensure that the T3 Network Guidelines are followed
- Oversee the development and execution of all work
- Delegate work functions, as necessary
- Obtain a substitute facilitator if unable to attend a Network meeting or temporarily indisposed
- Maintain neutrality and equity in Network activities
- Lead as an individual, not as a representative of their organization
- Ensure that all member participants have a chance to voice their opinions
- Attempt to achieve consensus in decision making
- Schedule meetings and distribute agendas in advance of meetings
- Record attendance, meeting minutes, and any votes on decisions
- Manage all Network documentation and Network information shared on the T3 Network Resource Hub
- Participate in and provide guidance to any connected Workgroup or Project

5.2.2 NETWORK CHAIR(S)

Volunteer participants from a Network, appointed via an objective process designed by the Leadership Committee, whose role is to:

- Be knowledgeable of and support the T3 Network Guidelines
- Support the facilitator, including if the facilitator is a substitute
- Provide thought leadership on behalf of membership
- Lead as an individual, not as a representative of their organization
- Champion objectives and help ensure that key results are achieved
- Work to achieve consensus of membership
- Ensure that activities best serve and positively impact membership

If a chair wishes to resign their role, two weeks' written notice to the Leadership Committee is required.

Removal of a chair requires petition to the Leadership Committee, investigation by the Leadership Committee into all claims made in the petition, and a two-thirds (2/3rds) majority vote of the Leadership Committee.

5.2.4 WORKGROUP CHAIR(S)

Volunteer participants from the membership of a Network whose role is to lead a specific Workgroup according to its charter under T3 Network Guidelines and under the purview of one or more Networks. At the Workgroup level, the chair also assumes functions of a facilitator for the Workgroup. A Network facilitator may Chair a Workgroup. A Workgroup chair's responsibilities include:

- Manage the Workgroup according to its charter
- Be knowledgeable about and follow T3 Network Guidelines and Network charters
- Lead as an individual, not as a representative of their organization
- Oversee the development and execution of all work
- Delegate work functions, as necessary
- Maintain neutrality and equity in Workgroup activities
- Ensure that all member participants have a chance to voice their opinions
- Attempt to achieve consensus in decision making
- Ensure that activities best serve and positively impact membership
- Schedule meetings and distribute agendas in advance of meetings
- Record attendance, meeting minutes, and any votes on decisions
- Manage all Workgroup documentation
- Provide updates on the Workgroup to the Network facilitator and share Network updates with members of the Workgroup

If a chair wishes to resign their role, two weeks' written notice to the Network is required.

Removal of a chair requires petition to the Leadership Committee, investigation by the Leadership Committee into all claims made in the petition, and a 51% majority vote of the Leadership Committee.

5.2.5 PARTICIPANT(S)

T3 Network members who sign up and agree to the charter of either a Network and/or Workgroup whose role is to:

- Attend meetings regularly (after four consecutive meetings of non-attendance, a participant may be dropped from the roster unless specified otherwise in a Network or Workgroup charter)
- Contribute expertise relevant to the scope and objectives of the charter
- Thoughtfully consider alternative points of view
- Participate in decision making, including voting, as individuals--not as an organizational representative
- Adhere to T3 Network Guidelines, which include core values and a code of conduct

Lack of participation and removal from listservs will be determined by the Networks in their charters.

5.2.6 EXPECTATIONS FOR CONDUCT

At all times, the Network, its leaders, and its participants will uphold and enforce T3 Network Guidelines regarding legal and intellectual property policies explicitly stated in Section 5.5. In addition to these expectations, Network and Workgroup participants will adhere to the following T3 Network expectations:

- Work to consensus
- Listen respectfully
- Contribute with integrity
- Maintain a mission-focus
- Promote interoperability
- Ensure transparency
- Work to achieve equity
- Avoid ethical transgressions
- Respect intellectual property rights

5.3 NETWORK OF NETWORKS MANAGEMENT

5.3.1 MEETING MANAGEMENT

Network and Workgroup meeting management will adhere to the following meeting management protocols:

- Meetings will be conducted on a regular cadence, as established in the Network or Workgroup charter.
- Any deviations to the meeting schedule will be announced in advance with the goal of allowing sufficient lead time.
- The facilitator will send the meeting invite to all participants (and chairs), including an agenda and list of any upcoming votes in the body of the invitation or as an attachment.
- The facilitator will open the meeting by encouraging attendees to review the agenda.
- The facilitator will commence the meeting by reading the T3 Network legal disclaimer (see Section 5.5) or reminding attendees that the disclaimer is available in the T3 Network Guidelines.
- The facilitator will proceed with the meeting according to the agenda.
- The facilitator will either take notes on the meeting or delegate to a participant or chair to take notes.
- At the end of the meeting, the facilitator will close the meeting and announce next steps.
- The facilitator will store all documentation in the T3 Network Resource Hub and orchestrate any follow-up.

5.3.2 COMMUNICATION

Network communication will adhere to the established communication protocols:

- All meetings will be communicated in advance and operate according to the charter.
- There will be a discussion forum within the T3 Network Resource Hub (located at www.t3networkhub.org) for participants to discuss and respond to all topics.
- All documentation will be posted on the T3 Network Resource Hub (located at www.t3networkhub.org).
- All participants are representing only themselves in discussions, unless specified otherwise.
- Participants are encouraged to discuss topics in order to learn and work towards understanding.
- All participants will be placed on a Network and/or Workgroup directory (name and organization) and their removal will be at the request of the participant, and as additionally determined in each charter.

5.3.3 DECISIONS

Network decisions will follow the established voting protocols as laid out in the Section 6.2.

5.4 NETWORK OF NETWORKS REPORTING AND ARCHIVING

5.4.1 REPORTING AND ARCHIVING

Networks shall report on their work at least once a year at an annual meeting/event and report to the Leadership Committee when asked.

All documents will be archived via the T3 Network Resource Hub located at www.t3networkhub.org.

5.5 NETWORK OF NETWORKS LEGAL & INTELLECTUAL PROPERTY

At all times, the Network and all participants will follow T3 Network rules regarding the legal and intellectual property policies set forth herein and in the Terms and Conditions for Use of the T3 Network Resource Hub located at www.t3networkhub.org.

In particular, by discussing, distributing, or otherwise disclosing any content, materials, or other information (collectively "Disclosed Content") through participation with the T3 Network, participants represent and warrant that: (i) they own all rights in and to the Disclosed Content, or, if the Disclosed Content is subject to third-party intellectual property rights, the participant has all necessary licenses, rights, consents, and permissions to share the Disclosed Content; (ii) the participant is legally entitled to post the Disclosed Content, and (iii) the Disclosed Content does not violate any law.

To the extent that any Disclosed Content is subject to any form of intellectual property or proprietary rights, by disclosure through participation with the T3 Network, the participant provides a license to the T3 Network and all participants for use of such Disclosed Content pursuant to the CC BY 4.0 Creation Commons license (https://creativecommons.org/licenses/by/4.0/).

The T3 Network's policy is to comply fully and strictly with relevant international, national, and state antitrust laws. Our goal is to conduct ourselves in such a way as to avoid any potential for antitrust exposure in the first instance and avoid even the appearance of impropriety. Full compliance with the antitrust laws is a requirement for participation, and responsibility for compliance rests with each participant. Violations of antitrust laws have serious consequences including civil and criminal penalties.

In order to comply with antitrust laws, participants should not discuss certain subjects either at formal meetings or in informal contacts with participants. Topics you should not discuss include but are not limited to:

- Prices, price trends, timing of price changes, and price-related terms
- Fixing or setting prices for products or services
- Terms of sale, discounts and rebates, and promotional programs
- Costs of inputs and margins
- Production levels, inventory levels, production capacities, and new projects
- Specific R&D, sales or marketing plans, or any confidential product, development, or production strategies or new products or services
- Allocating geographic markets or customers between or among [participants/members]
- Bid rigging, bid rotation, or otherwise distorting the bid process
- Boycotting customers or vendors
- Agreeing upon levels of production or output
- Conspiring to exclude competitors or customers from the market

If you have any questions about discussing any of these topics or other topics that may raise antitrust issues, you should confer with your own counsel before proceeding.

Participants have an obligation to terminate any discussion, seek legal counsel's advice, or, if necessary, terminate any meeting if the discussion might be construed to raise any antitrust risks.

T3 Network meetings will have agendas that are circulated in advance, and accurate minutes of the meetings will be archived on the T3 Network Resource Hub.

The following statement should be read at the beginning of each meeting or attendees should be reminded that the statement can be found in the T3 Network Guidelines as a matter of best practice, and where time allows, to confirm participants' agreement to the T3 Network Guidelines. As an alternative, all participants may be sent the following statement at the bottom of the agenda in advance of a meeting "All participants attending this meeting are agreeing to follow the rules and rights outlined in the T3 Network Guidelines. All comments and information shared at this meeting are at the sole discretion of each individual and participants should not discuss any topics that would violate international, national, or state laws which include antitrust laws."

If you have any questions regarding these guidelines or any antitrust issue, in addition to contacting your legal counsel, you may contact the U.S. Chamber of Commerce Foundation's legal team at workforce@uschamber.com.

SECTION 6. DECISION MAKING

Decisions at all levels will adhere to the following process. The following guidelines serve as a floor. Network, Workgroup and Project Charters may outline additional voting rules and requirements. At a minimum, Chartering a Network, Workgroup and Project and decommissioning a Network, Workgroup and project require a vote. Network Chairs and Facilitators and Workgroup and project leads may decide when another decision warrants a vote.

6.2 NETWORK OF NETWORKS AND WORKGROUP DECISIONS VIA VOTING

When decisions require a formal vote the following process shall be used.

6.2.1 PREPARING A VOTE

1. Leaders for each group may call a vote based on their discretion. The only items requiring a vote are those detailed in section 6.0.
2. Any proposal for a vote must be announced in advance. It is recommended that a vote be announced alongside a meeting agenda.
3. Voting may take place via live meeting, video or online.

6.2.2 VOTE ELIGIBILITY AND QUORUM

4. Anyone who is present may vote. If a member wishes to vote but can't attend and there is no online option, they may send a representative.
5. Electronic voting is open to anyone on the Network or Workgroup email distribution list.

6.2.3 ENACTING A VOTE

6. Facilitators, chairs and leads must work to achieve general agreement before the vote and should create an opportunity for open and constructive dialogue.
7. Facilitators must clearly state the issue that is being voted on and what a "yes" and "no" vote mean in the context of that issue.
8. The vote may be taken by a verbal "yay or nay" or hand raised either in person or via video.
9. A simple majority is required to pass the vote.
10. A vote can be appealed per the process detailed in section 6.24.

6.2.4 APPEALING A VOTE

- Any member may appeal a vote at any level except the Leadership Committee as it relates to votes taken by the Leadership Committee as detailed in 6.3.
- A member may appeal a vote for one of only two reasons: a procedural error or inaccuracy when the vote was enacted or because a vote violates theT3 Guidelines.
- An appeal must be made by 1) notifying the leader of the Workgroup or Network; 2) notifying the next higher level leaders.
- Appeals must be made within a reasonable timeframe following a vote.
- The leaders who are notified about the appeal must investigate the concern and determine whether a new vote must be taken or if the issue has to be revisited.
- If the member does not like the outcome of the appeals decision, they may make a final appeal to the Leadership Committee.
- The Leadership Committee may decide whether to take up the issue or not. Their decision is final.

6.3 LEADERSHIP COMMITTEE DECISIONS - EXCEPTIONS

Leadership Committee decisions will follow the same procedures as outlined for the Networks and Workgroups, with the following exceptions:

1. The Chamber Foundation Representative (or delegate) will serve as a facilitator of all decision-making at the Leadership Committee level.
2. There is no higher authority to appeal a decision.

SECTION 7. MAINTENANCE

T3 Network Guidelines will be reviewed annually and Network Chairs, Facilitators and Leadership Committee members will be asked for amendments.

7.1 REVIEW AND REVISIONS PROCESS

To make changes, this document will undergo to the following steps:

1. At least annually, the Chamber Foundation staff will review the T3 Network Guidelines for relevance and accuracy and Network Chairs, Facilitators and Leadership Committee members will be invited to offer amendments.
2. Any required revisions to the T3 Network Guidelines will be proposed and reviewed by the Leadership Committee.
3. Leadership Committee recommendations to revise the T3 Network Guidelines will be shared with all members of the T3 Network through the T3 Network Resource Hub with an open comment period of two weeks.
4. Revised version of T3 Network Guidelines will be posted to the T3 Network Resource Hub (prior versions will be archived via the T3 Network Resource Hub) (www.t3networkhub.org).
5. It is suggested that the version number, change control section, and "last amended date," will be updated to reflect revisions made using the template in section 7.2.

7.2 T3 NETWORK GUIDELINES CHANGE CONTROL

Rev #	Start Date	End Date	Description of Changes Made
V1	5/25/21	TBD	● Original version
V2			● <insert bulleted list of sections modified>
V3			

SECTION 8. T3 NETWORK DISSOLUTION

The T3 Network is a program of the Chamber Foundation. The Chamber Foundation, in its sole discretion, may dissolve the T3 Network or transfer its operations to another entity ("Withdrawal"). The Chamber Foundation must submit to the Leadership Committee three weeks' written notice of Withdrawal and assist with the search and discovery process for finding a new organization to take on the legal and fiduciary responsibilities for the T3 Network and its operations.

SECTION 9. DEFINITIONS

Please see the T3 Network Glossary on the T3 Network Resource Hub for a list of terms with definitions. Specific terms unique to the T3 Network Guidelines will be labeled accordingly.

END