

Internal regulation draft

This document is a draft, you can suggest changes to the different articles on [Metadecidim](#).

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Chapter 1. Scope of application

Article 1. Definition

1. The Statutes of the Decidim Association establish the fundamental principles governing the Association but leave certain aspects open for further specification and clarification through Internal Regulation.
2. This article establishes the procedure for adopting the Internal Regulation and outlines the mechanism for its amendment.
3. Pursuant to Article 15-H of the Statutes, the Internal Regulation shall be adopted and amended by the General Assembly following a structured and transparent deliberation process.
4. Key Actors: Coordination Committee, Decidim Association Members, Community

Article 2. Adoption procedure

This process shall take place publicly on the Metadecidim platform and shall be conducted as follows:

1. Preparation Phase: A Drafting Committee, composed of community volunteers, is constituted to identify key topics requiring regulation.
2. Agenda Setting:
 - a. The community is invited to comment on proposed topics and suggest additional areas for regulation.
 - b. The Drafting Committee prioritizes topics and establishes working groups to develop drafts for the most urgent regulatory matters.
3. First Deliberative Cycle
 - a. **Drafting:** The Drafting Committee prepares initial drafts of priority topics.
 - b. **Community Deliberation:** The drafts shall be subject to community discussion through participatory texts, online events, and eventually expert-facilitated dialogues.
4. Second Deliberative Cycle
 - a. **Drafting:** The Drafting Committee shall refine existing drafts based on the community feedback, and develop drafts for the second round of prioritized topics.
 - b. **Community Deliberation:** A second round of participatory discussion shall take place to further refine the second round of prioritized topics.
5. Review and Approval
 - a. **Feedback Integration:** The Drafting Committee consolidates community feedback into a revised version of the regulation.

- b. **Coordination Committee Review:** The Coordination Committee reviews the proposed text. In a joint meeting with the Drafting Committee, it approves, modifies or rejects the final version for submission to the General Assembly.
- c. **General Assembly Vote:** Each article approved by the Coordination Committee shall be submitted to the General Assembly for approval through a vote based on the majority rule.

Article 3. Modification procedure

The Internal Regulation shall be a dynamic document, subject to periodic review and updates to address emerging needs and previously unidentified topics. Revisions shall follow a similar participatory process to ensure continued alignment with the Association's governance principles. To start a modification cycle more than the defined minimum, please refer to the Decision-Making process.

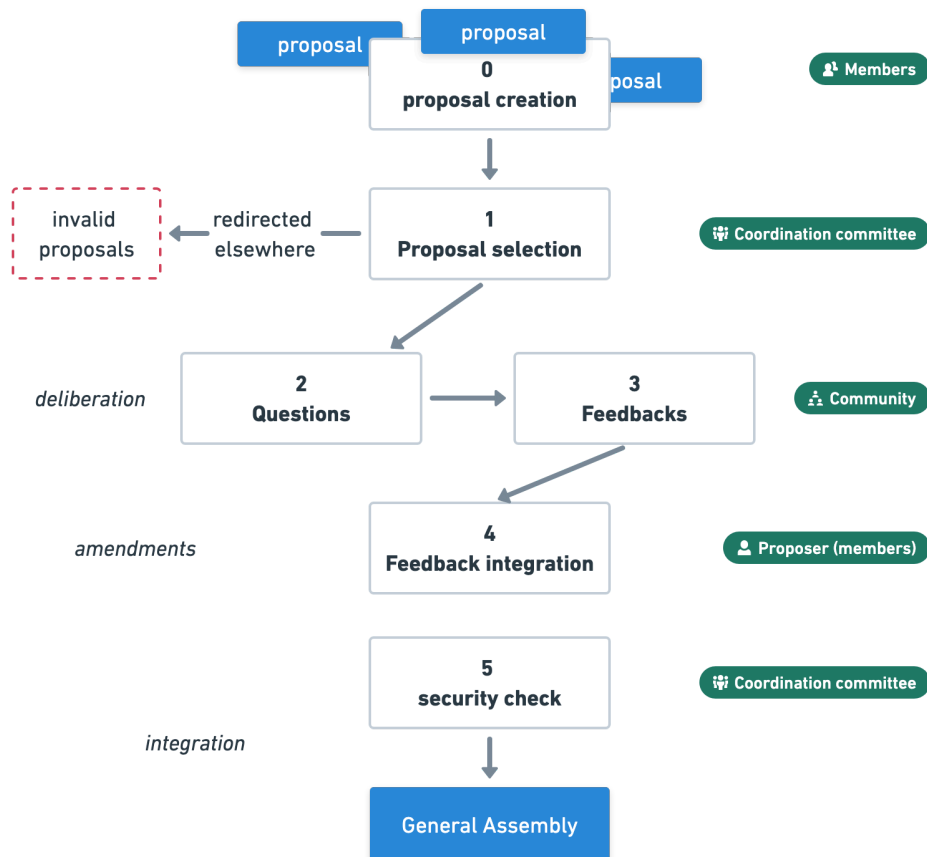
Introduction

1. As the overall purpose of the Internal Regulation is to bring clarity to existing processes rather than to anticipate, proposals to improve the internal regulation must be based on actual practice. As defined in statuses [[art 14-6](#)], amendments to the Internal Regulation must be accepted through a General Assembly. However, this doesn't mean this process should be slow and ineffective. In accordance with the principles of democratic inclusivity [[Social Contract](#)] and the requirements of effectiveness and efficiency [[art 14-4](#)], and based on experience [[drafting committee](#)], the following process must be applied at minimum to integrate amendments.

Preliminary considerations

- A. The following guidelines may be extended to allow for experiments, but not modified.
- B. For each modification cycle, durations and potential extensions must be published on Metadecidim before the beginning of the process.
- C. At the cycle start, every already submitted proposal is eligible to constitute an amendment.
- D. Proposals submitted after the start of the process will have to wait until the next one to be treated.
- E. All the community can participate in steps 2, 3 and 5, but only members of the association can create amendments proposals.
- F. It is recommended that steps 2, 3 and 5 should have at least 1 public meeting facilitated by the Coordination Committee in order to make the process inclusive.
- G. A communications channel dedicated to the internal regulations and their modification process will be created and maintained.

- H. **Minimum periodicity:** if proposals for modifications are pending, the process should be launched at least once per year by the Coordination Committee, starting before May 1st at the latest, in order to treat amendments during the annual Ordinary General assembly. The Coordination Committee is exempt to run a cycle if no proposals are submitted.
- I. All proposals, either rejected or accepted, must be answered publicly on Metadecidim.



Amendment steps

- Amendment submission:** Association members can create amendment proposals all **year long** on a dedicated Metadecidim component, in two categories:
 - **Minor corrections**
 - **Amendments or additions** based on actual practice within the community. *They must include:*
 - *an explanation of why it's an improvement to the regulation*
 - *an example of how or when it was experimented*
- Proposal selection:** The Coordination Committee eliminates the proposals which are invalid based on the following criteria:
 - proposals out of the scope of application of the internal regulation.
 - proposals going against the social contract.

- proposals going against the statutes.
 - proposals based on anticipation rather than on reality.
3. **Community questions:** All the community can comment during a minimum of two weeks on the amendments proposals, to understand the proposal better and ask for clarifications. The proposing party is responsible to respond to requests for clarification.
 4. **Community feedback:** All the community can comment for a minimum of 2 weeks on the amendments proposals, to give feedback to the amendments proposals, and express concerns, suggestions, or doubts. The proposing party may no longer respond to discussion.
 5. **Feedback integration:** During a minimum of 2 weeks, the proposer improves or withdraws the proposal based on community feedback.
 6. **Objection harvesting:** During a minimum of two weeks, the Community and the Coordination Committee perform a final check on the proposal amendments before the General Assembly vote, to ensure the proposal is still valid in regard to step 2.
 7. **General Assembly Vote:** The final amendments shall be presented for approval by the General Assembly.

Article 4. How to interpret the regulation?

3.1. In case of Internal regulation interpretation uncertainty, the Coordination Committee is responsible for solving the conflict by interpreting the regulation. In case of further conflicting views regarding this interpretation from the Coordination Committee, an appeal may be made to the Democratic Guarantee Committee. [See article on Decision-making process for procedure.]

Chapter 2. Decision-making process

Article 1. Coordination Committee Agenda

1. The activities of the Coordination Committee are guided and communicated by the Committee's agenda.
2. **The agenda will be published on Metadecidim.** Each item will note the date on which it was officially added to the agenda (see below) and kept updated by a representative of the Technical Office with its current status (i.e. 'pending introduction', 'in progress', 'returning to Association for deliberation', 'in consultation', 'completed', etc). Items are distinguished as demanding an immediate decision or as primarily informational.

Article 2. Adding Decision-Making Items To The Coordination Committee Agenda

Items may be added to the Committee's agenda in the following ways:

1. **An agenda item proposal is created on Metadecidim by a member of the Association** and receives the support of at least 10% of Association members within 90 days of the initial posting. If/when this occurs, a representative of the Technical Office will add the proposal as an item to its agenda for the next Coordination Committee meeting.
2. **A member of the Coordination Committee proposes an agenda item** and the proposal is seconded by another member of the Committee. This may be done during a meeting or asynchronously. If asynchronously, the Coordination Committee must agree in advance during a meeting to accept proposals via a particular means (for instance, by email, Telegram chat, etc).
3. **A member of the Technical Office proposes an agenda item** and the proposal is seconded by a member of the Coordination Committee. This may be done during a meeting or asynchronously. If asynchronously, the Coordination Committee must agree in advance during a meeting to accept proposals via a particular means (for instance, by email, Telegram chat, etc).
4. One week before a Committee meeting, the agenda is 'frozen' and no new items (except for Urgent Items and informational items) may be added.

Article 3. Urgent Proposals

1. Sometimes the community has need of the Coordination Committee's work on a time-sensitive basis. In these cases, a special 'Urgent Proposal' may be submitted by a member of the Association on Metadecidim, by a member of the Technical Office by direct

communication to the Coordination Committee, or by a member of the Coordination Committee itself.

2. An Association member's request for an 'Urgent Proposal' on Metadecidim will require support from 20% of Association members to be taken up as an urgent Agenda item for the Coordination Committee. This threshold must be reached within 14 days of the initial posting.
3. An 'Urgent Proposal' originating from the Technical Office will require the proposal to be seconded by a member of the Coordination Committee to be taken up as an urgent Agenda item.
4. An 'Urgent Proposal' originating from within the Coordination Committee will require the proposal to be seconded by another member of the Coordination Committee to be taken up as an urgent Agenda item.

Article 4. External Agreement Items

1. When the Technical Office or other Decidim-associated body (such as a Local Chapter) begins a process of developing a legal agreement with an external entity (for instance, with the Ajuntament de Barcelona or Generalitat de Catalunya), it must, in a timely fashion, add an item to the Coordination Committee agenda to inform the Committee of the situation and its goals.
2. At the next available opportunity at a Coordination Committee meeting, a representative of the Technical Office (or other initiating body) will present the context and substance of the proposed external agreement. A summary written report of the proposed agreement, prepared by the initiator of the external agreement, must be made available to the Decidim Association via Metadecidim in the minutes of this meeting.
3. The Committee may nominate a member or create a subcommittee to advise and/or participate in negotiations with the given external entity. This member or subcommittee will work with the Technical Office/other initiator to support the development of an agreement with the external entity. In cases where the CC nominates a representative, the initiating body is obligated to work directly with them.
4. When a draft agreement has been developed, prior to its being shared with the external entity in question, it must be brought before the Coordination Committee.
5. The Coordination Committee will deliberate the agreement according to the process outlined in sections 7 and 8 below. At minimum, the deliberations will be reported to Association members in the minutes of the meeting posted on Metadecidim.
6. Once the deliberative process has concluded, if the decision is to proceed, the Technical Office/initiator may move forward with the external agreement.

7. Once the external agreement is finalized, the Technical Office/initiator must add an item to the Coordination Committee Agenda to provide a summary report/update.

Article 5. Prioritization Of Agenda Items

1. By default, the Coordination Committee will address items in the order in which they were proposed.
2. Otherwise, the Committee President has the authority to prioritize items at a given meeting, with a key principle being to balance between operational efficiency and promoting diverse voices and issue topics.
3. Any member of the Coordination Committee can motion to prioritize a particular item; if another member of the Committee seconds this motion, a majority vote will confirm whether the motion is carried.
4. An 'Urgent Proposal' must be taken up at a Coordination Committee meeting within 72 hours of confirmation/approval, or at the soonest available opportunity to assemble a quorum of Coordination Committee members.

Article 6. Obligations Of The Coordination Committee With Regard To The Agenda

1. **Agenda items must be addressed by the Coordination Committee within three months of receipt.**
2. If the Committee cannot address the item in its normal meeting schedule within three months, it must schedule an extraordinary meeting to address the item specifically before the three month period has elapsed.
3. The Committee can vote to extend the period to six months before addressing an item (a simple majority will suffice).

See above for obligations regarding 'Urgent Proposals'.

Article 7. Coordination Committee Meetings

1. **Coordination Committee meetings require a quorum of at least half of the current members** (i.e. 5 of 9) to be present.
2. This quorum must include the Committee President (or a designated substitute), and the Committee Secretary (or a designated substitute).
3. **The Coordination Committee is responsible for meeting at least once every three months (although it is assumed that meetings will take place more frequently).** It is responsible for scheduling sufficient meetings to uphold its obligations for addressing items on the Agenda as described below.
4. A representative of the Technical Office is responsible for scheduling Coordination Committee meetings.

5. **The Committee conducts business according to the Agenda**, as described above in Section 1.
6. It is the responsibility of the Secretary, or a designate of the Secretary assigned during the preceding meeting, to share the current Agenda with the full Coordination Committee at least 24 hours ahead of regularly scheduled meetings, as well as to keep the Agenda's posting on Metadecidim current.
7. The President of the Coordination Committee, or a designate of the President, presides over and facilitates the meetings of the Coordination Committee.
8. The Secretary, or a designate of the Secretary, is responsible for recording minutes of the meetings and ensuring their publication on Metadecidim no later than one week after each regularly scheduled and extraordinary meeting of the Coordination Committee.
9. The Coordination Committee may vote (with normal procedures) to leave out details of particular discussions from the meeting minutes, for instance with sensitive personnel matters or with active negotiations with external entities. A simple majority will suffice to pass.
10. The Treasurer, or a designate of the Treasurer, is responsible for preparing a budget presentation and accompanying summary document in coordination with a representative of the Technical Office annually.
11. This presentation is to be added to the Agenda of the Coordination Committee once yearly, and an interim update should be presented to the Coordination Committee by the Director of the Technical Office at the six-month mark between annual presentations.
12. This same document and presentation should be posted to Metadecidim and presented at the annual General Assembly meeting of the Association by the Treasurer, the Director of the Technical Office, and/or by any other members of the Coordination Committee and the Technical Office who wish to be involved.
13. The same person may not fulfill the designate or official roles of President, Treasurer, and Secretary simultaneously.
14. Any member of the Association may attend a meeting of the Coordination Committee as a listener/observer by requesting a meeting link from a representative of the Technical Office or the Committee President at least 24 hours in advance of a meeting.
15. Any member of the Technical Office may attend a meeting of the Coordination Committee at any time.
16. Association or Technical Office listener/observer attendees may be invited to speak by a member of the Coordination Committee but they will not have any voting rights during these meetings.
17. The exceptions to these attendance rights are as follows:
18. A Coordination Committee member may propose in advance that a meeting be closed to non-Committee members. If seconded and affirmed by majority vote of the Committee, that meeting will be closed to non-Committee members.
19. The Coordination Committee is not permitted to close more than half of their meetings in a given calendar year.

20. The Coordination Committee must make public the general reasoning behind the closing of a meeting.
21. Only members of the Coordination Committee are permitted to vote in Committee decisions.
22. To confirm decisions of the Coordination Committee, the following procedure is followed:
23. The President or the proposer of a particular action item asks if deliberation is required. If no Committee members affirm the need for deliberation, the proposal is confirmed automatically.
24. If one or more Committee members affirm the need for deliberation, discussion begins.
25. At any time, a Committee member can motion to vote on the proposed action. If another committee member seconds that motion, the matter moves to a vote.
26. Votes during Committee meetings are by a show of hands or digital equivalent.
27. A simple majority of votes will suffice to confirm a proposal.
28. Votes may also, at need, take place on a digital platform pre-determined by the Committee for such business.

Article 8. Process For Triggering General Assembly Votes And/Or Meetings

1. The members of the Coordination Committee can elect to delegate a decision to a vote and/or deliberative process by the members of the Decidim Association.
2. This must be proposed by a Committee member or member of the Technical Office, seconded by a Committee member, and approved by a simple majority of Committee Members synchronously or asynchronously.
3. In this event, a special committee will be formed by members of the Coordination Committee.
4. These members of the Coordination Committee may elect to solicit volunteers to join this committee from the Association.
5. The special committee will be responsible for designing and administering a Metadecidim process for the deliberation and/or vote.
6. Any process created by such a committee must comply with the minimum democratic guarantees.
7. Any decisions reached through such a process are binding on the Coordination Committee.

Article 9. Appeals And Conflicts

1. This section is a placeholder until further articles, particularly the Conflict Resolution and Sanctions and the Consultative Bodies articles, are drafted.
2. At a high level, this section will specify that:
3. Association members have the right to appeal any decision made by the Coordination Committee.
4. Appeals will be directed to and adjudicated by the Democratic Guarantee Committee.

APPENDIX. Types of proposals possible to make by Association members

Coordination Committee agenda item proposal (informational)
Coordination Committee agenda item proposal (decision)
Coordination Committee urgent agenda item proposal (informational)
Coordination Committee urgent agenda item proposal (decision)
Internal regulation amendment proposal
Appeal to Democratic Guarantee Committee

Chapter 3. Technological governance process

Article 1. Scope of this chapter

This chapter is focused on the decision-making process to add new features in Decidim. It does not cover other technical governance aspects, like:

- decision-making regarding technical changes (use this dependency over another one).
- bug prioritisations
- roles in the GitHub (maintainers, reviewers, etc.)

Article 2. The participatory cycle of Decidim technological governance, based on the PB process

Technological governance process in Decidim is designed on a participatory cycle, where we define:

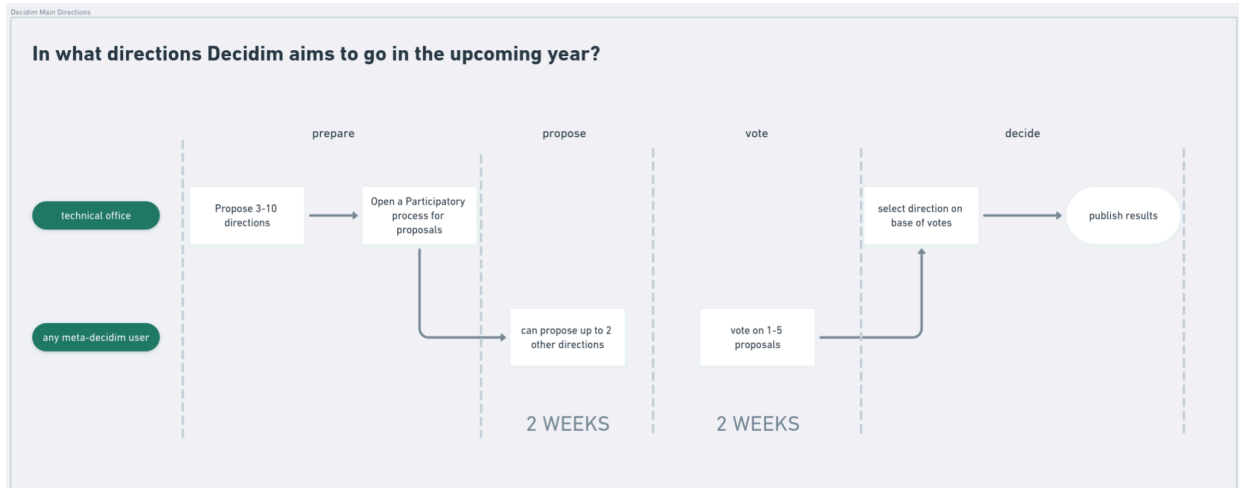
1. **Strategic Direction:** Orientation for the Decidim product development and maintenance roadmap during the year
2. **Features and Activities:** With the annual strategy in mind, we will decide at least once a year on the features and activities the Decidim Association should focus on.

It will substitute the current "Add a Feature" process, which will be archived.

Direction participatory process

The bi-annual participatory process to establish strategic priorities. It is initiated by the Technical Office, who has a broader perspective on Decidim strategies and objectives. Anyone registered on Metadecidim can participate in the participatory process, designed in a very standard way:

1. **prepare:** Technical office will propose 3-10 strategic priorities and open the proposal phase
2. **propose:** Any registered Metadecidim user can propose additional strategic priorities. The "proposal" phase is at least 2 weeks.
3. **vote:** Only members of the Decidim Association can vote on proposals. Each user has up to 5 votes to distribute
4. **decide:** based on the results of the voting phase, the Technical Office will select the strategic priorities for the upcoming year and publish it in the results section on Metadecidim.



The accountabilities are:

1. **Technical office (T0)** MUST start a Direction Participatory Process at the beginning of the year, every two years.
2. **T0** SHOULD propose 3-10 proposals before opening the participatory process.
3. **T0** MUST select less than 10 strategic priorities for the upcoming year.
4. **Association Members** SHOULD take part in the proposal and vote phases.
5. **Association Members** MUST acknowledge the published result.

Features prioritization process

1. The prioritization process for features will be run by the Product Team, with the help of the Decidim Partners and other registered Metadecidim users. For this purpose, all Decidim Partners are requested to dedicate at least 5 staff hours annually to contribute to this process as outlined below.
2. Product Team opens the process. Metadecidim users will propose up to 2 proposals per user. Only two proposals may be submitted by members of the same organization. Each proposal may suggest a new feature to be developed by the Decidim Association OR the adoption of an existing feature/module into the Association's ongoing maintenance responsibilities.
3. Once a proposal is published, Decidim Partners will dedicate time to refine the proposal: asking clarifications, giving suggestions of changes to ease the production.
4. The Product Team evaluates each proposal and assigns an estimated implementation cost in development hours. The Product Team may split proposals or merge proposals to be able to evaluate costs. Once costs are published, each participant can vote among preferred proposals.
5. Proposals that receive at least 10 votes are considered for implementation.
6. Once the strategic priorities are selected and published by the Product Team, the implementation process follows these steps:

- a. Conversion to issues and coordination with development teams: Each selected proposal is transformed into a draft document on GitHub to refine the definition and design. During this phase, a development company and a funder organization are assigned to the proposal. Once the draft is approved, it is converted into one or more GitHub issues. The Product Team coordinates with development teams to ensure a clear implementation timeline.
 - b. Updating proposals on Metadecidim: As issues are worked on and closed, the related proposals on Metadecidim are updated by the Product Team. Pull Requests (PRs) are linked in the comments to provide transparency on development progress.
 - c. Next release acknowledgments: During the release cycle, the contributions of designers, developers, translators, and funding organizations are recognized in official communications, ensuring visibility and appreciation for their work.
7. Before the beginning of a next cycle the product team publish a post with a follow up
 8. Accountabilities
 - a. **Product Team (PT)** MUST run a feature participatory budget at least once a year.
PT MAY run a feature participatory budget many times a year.
 - b. **PT** MUST evaluate the cost of proposals in a timely manner, ideally in less than two weeks.
 - c. **PT** MUST publish progress of the selected proposals at least 2 weeks before starting a new participatory budget.
- Association Members** SHOULD take into account the chosen strategic directions when proposing and ranking new features and adoption of existing assets into the core.
- d. **Decidim Partner** MUST spend at least 5 staff hours to ask questions and try to improve proposals during the “propose” phase.



Article 3. Release communication

1. Communicating on a new release can be challenging. In order to keep the community in sync with the production of a new release, the process of release communication will be as follows.
 - a. Product Team will select with Technical office up to 5 high-value features from among the proposals to be produced.
 - b. Technical Office will actively communicate to the community when one of these 5 high-value features moves forward in production.
 - c. 2 weeks before an official Decidim release, Technical Office will publish in the Translator Element Channel a message to translators announcing the release.
2. Accountabilities
 - a. **Technical Office (TO)** MUST select 1 to 5 high-values with the Product Team after a feature participatory budget selection.
 - b. **TO** MUST publish in Translator Element Channel an invitation to translate an upcoming release with a 2 weeks window before publication.
 - c. **TO** MUST publish updates on General Room in Element when one high-value feature will start development, and when one high-value feature is ready.

Article 4. Restriction on new Spaces and new Components

1. Adding new components or new spaces add a non-negligible maintenance to the Decidim Product Team. These kinds of feature requests are thus limited, to keep a well-maintained product.
2. Restrictions:
 - a. New Decidim Components MUST live outside the main decidim/decidim repository for at least 1 year before being a candidate to merge.
 - b. ONLY Decidim Product Team, Association Members or Organizations Partners MAY propose merging components or participatory space.
3. Example: Decidim Product team wants to develop a new "Random Member Sortition" module. If it is selected through the Participatory Budgeting, the module will live in a decidim/decidim-member-sortitions (hosted outside decidim/decidim) for a year. Once it has been used and can demonstrate it is useful, the module can be a candidate to join others decidim/decidim modules.

Chapter 4. Internationalization

This article establishes the governance model between the international entities of the Decidim community, regulating how can they collectively finance their roadmaps, transfer Decidim technologies to locals, adapt to specific and local use cases.

Article 1. Definition

1. A local chapter is a local community that promotes Decidim, discusses new features, exchanges knowledge on Decidim usages, and organizes itself to improve Decidim products.
2. It's a bridge between local and global Decidim communities, that allows Decidim users to exchange and contribute to Decidim in their own languages.

Article 2. Requirements

To be recognised as such, a local chapter must:

1. involve at least five active contributors to Decidim ;
2. have goals similar to those of the Decidim Association ;
3. be geographically based/anchored in a legal jurisdiction ;

Article 3. Creation

1. Gather the people constituting your local chapter ;
2. Determine your common goals ;
3. Reach all the people that could be interested to join you in your territory ;
4. Select your chapter name ;
5. Apply for recognition on Metadecidim.

Article 4. Governance

1. Local Chapter governance must be democratic and open to everyone in the region.
2. Local Chapter takes sovereignty for promoting Decidim locally and organizing their community.
3. Within the rights and limits described below, local chapters have full autonomy to evolve their governance over time.

Article 5. Goals

Decidim local chapter exists to further the goals of Decidim. They do so by engaging in a wide range of activities, which includes but is not limited to the following:

1. Represent Decidim in the local community.
2. Create a space for sharing experiences around Decidim.
3. Create common resources within the community of practice (documentation, translations, trainings, etc.)
4. Advise and help people who are new to the community.
5. Disseminate the values of the project.
6. Encourage a good use of Decidim to guarantee the democratic quality of the local processes.
7. Promote the adoption of Decidim and open-source software locally.
8. Organize events to share experiences and network.
9. Receive and spend funding to support local organizing activities (hackathons, workshops, training activities, practitioner meet-ups, conference attendance and other promotional activities).
10. Receive funding to finance the development and/or maintenance of Decidim Association-managed (i.e. 'core') code; in these cases 100% of the funds raised must be transferred to the Decidim Association's.

Article 6. Rights

When a local chapter is recognized as such by the Decidim Association, it has the right to:

1. Use the Decidim association trademark, with prior agreement from the Coordination Committee.
2. Organize events around Decidim.
3. Be listed as an official local chapter on Decidim website.
4. Have a dedicated assembly on Metadecidim.

Article 7. Duties and limits

Local chapters:

1. may be legally incorporated as a non-profit in the country/region which they represent.
2. If they provide services around Decidim, they should be Decidim non-profit partners and contribute 1.5% of the revenues they're doing with Decidim.
3. must define the delimitations of their community.
4. must respect the social contract, regardless of their structure.
5. must deploy a Decidim instance for publishing information and providing transparency about the local chapter.
6. must not have their own directory of companies and non-profit partners.
7. Partners can be members of a local chapter, but not the other way around.
8. The Decidim trademark belongs to the Decidim Association. Local chapters should consult with the Association about the uses of the trademark.

Article 8. Experimentations

1. Under certain conditions, the Coordination Committee can decide to experiment with members of the association to create new forms of local chapters.
2. Those experimentations must be bound by written agreement, and could be formalized in the internal regulation if considered relevant.

Article 9. Revocation of Local Chapter status

1. The Coordination Committee may, at any time, propose to revoke the status of Local Chapter from a group which had previously been given that status.
2. This decision would proceed according to the regular rules of Coordination Committee meetings. If the motion to revoke Local Chapter status passes, the right of the Local Chapter to use the Decidim trademarks will be cancelled.