

LEGISLATION PROPOSAL V3

# RESOLUTION FOR THE ESTABLISHMENT OF THE CONTRACT REVIEW COMMITTEE (CRC)

*This legislation structure was initially conceptualized by Harry, a partner within the Department of Engineering, whose input was instrumental in drafting this legislation.*

**Proposed By:**

Matthew [k], Chair

*with contributions from Harry,*

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**Date:**

2024-11-10

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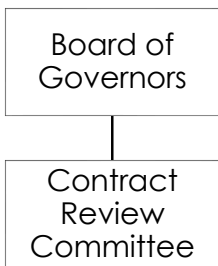
**Purpose:**

To create the Contract Review Committee (CRC) as a subcommittee of the Board of Governors (BoG) responsible for overseeing the intake, review, and execution of community-submitted development projects. The CRC will act as the primary body for drafting contracts, forming development teams, and ensuring successful project delivery.

**Article I. Establishment of the CRC**

Section 1.01 The Contract Review Committee (CRC) is hereby established as a permanent subcommittee of the Board of Governors (BoG).

Section 1.02 The CRC shall operate under the authority of the BoG and in accordance with this legislation.



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Article II. **Responsibilities and Authority of the CRC**

Section 2.01 The CRC is responsible for:

- (a) Managing a dedicated **job submission system** hosted on the LOC Discord server, where clients can submit requests for custom development work.
- (b) Reviewing submitted jobs to assess feasibility, including technical, financial, and logistical considerations.
- (c) Drafting contracts that outline project scope, deliverables, timelines, and payment terms.
- (d) Staffing development teams from qualified LOC community members, ensuring alignment with the project requirements.
- (e) Overseeing project milestones and deliverables, ensuring quality standards and adherence to timelines.
- (f) Acting as the liaison between clients and development teams, mediating disputes and facilitating communication.
- (g) Handling payment processing, including deposit requirements and payouts upon milestone completion.

Section 2.02 The CRC has the authority to:

- (a) Approve contracts within thresholds defined by this legislation.
- (b) Appoint development team members to execute a contract.
- (c) Resolve disputes and enforce contract terms.
- (d) Escalate exceptional circumstances (e.g., legal risks or reputational concerns) to the BoG for resolution.

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Article III. **Job Submission and Team Formation Process**

Section 3.01 Clients may submit project requests through a dedicated channel in the LOC Discord server, following a standardized submission form.

Section 3.02 The CRC shall review all submissions to determine:

- (a) Feasibility of the project.
- (b) Alignment with LOC's resources and capabilities.

Section 3.03 If a project is approved, the CRC shall:

- (a) Draft a detailed contract to be signed by the client and LOC representatives.
- (b) Identify and appoint community members with relevant skills to form the development team.

Article IV. **Composition of the CRC**

Section 4.01 The CRC shall consist of the following members:

- (a) At least one representative from the Administration for the Department of Engineering appointed by the BoG.
- (b) At least one representative from the Administration for the Department of Operations appointed by the BoG.
- (c) Additional members as appointed by the BoG, ~~not exceeding 6 members,~~

Section 4.02 Members shall be appointed ~~by Simple Legislation or via a Governance Order~~ and shall serve for a term of 1 year, with eligibility for reappointment.

Section 4.03 A **Commissioner** for the CRC shall be elected from among its members by majority vote and shall:

- (a) Serve as the primary point of contact for the CRC.
- (b) Oversee CRC operations and ensure compliance with LOC policies.
- (c) Represent the CRC in communications with the BoG.

Article V. **Operational Guidelines**

Section 5.01 The CRC shall establish and maintain internal procedures, including but not limited to:

- (a) Criteria for project feasibility reviews.
- (b) Processes for team formation and contract drafting.
- (c) Dispute resolution and mediation protocols.

~~Section 5.02~~ The CRC shall meet as necessary to fulfill its responsibilities.

~~Section 5.03~~ Overview the contract process:

- ~~(a) Review internally ongoing contracts to ensure quality and continuation with the organization's mission.~~
- ~~(b) Step in if needed to handle managerial or operational issues within contract teams that may compromise the contract.~~

~~Section 5.04~~ Decisions within the CRC shall be made by majority vote unless otherwise specified by this legislation or CRC procedures.

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- (a) Decisions or action by the CRC shall be deemed Committee Actions and must be documented in writing and submitted to the Board of Governors and applicable parties.
- (b) Internal CRC operational procedures may dictate how voting or executive orders of sorts occurs internally; however this legislation requires a majority vote for "committee actions".

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Article VI. **Financial Thresholds and Reporting**

Section 6.01 The CRC shall have the authority to approve contracts up to \$250 without requiring additional BoG approval.

Section 6.02 Contracts exceeding \$250 or involving exceptional risks shall be escalated to the BoG for final approval.

Section 6.03 The CRC shall submit a quarterly report to the BoG detailing:

- (a) Projects submitted, approved, and executed.
- (b) Financial expenditures and revenue generated.
- (c) Any disputes or issues resolved during the reporting period.

Article VII. **Oversight and Amendments**

Section 7.01 The BoG retains oversight of the CRC and may review its actions and decisions as necessary.

Section 7.02 This legislation may be amended by a two-thirds majority vote of the BoG.

Article VIII. **Effective Date**

Section 8.01 This legislation shall take effect immediately upon its approval by the BoG.

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Matthew [k], Chair  
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