

# Resolution to Codify Organizational Structure

Purpose: “To establish and formally codify the organizational structure, roles, responsibilities, and governing processes of Library of Code to ensure consistent governance and operational efficiency.

Proposed by: Matthew [k], the Chair of the Board of Governors

This proposal shall require a super majority vote in order for passage due to its sensitive nature.

## Article I. Departmental Structure

### Section 1.01 Departments

- (a) Departments function as the primary operational units, each tasked with a defined scope of responsibilities and established through formal legislative action via the Board of Governors. Any newly established department will be assigned a Director to lead and integrate its functions within the organization's framework, consistent with the provisions outlined.
- (b) **Dictatorship:** Each department is lead by a Director responsible for implementing department-specific initiatives aligned with the organization's objectives. The director holds the upmost authority for administration within their department.

### Section 1.02 Director Authority & Departmental Administration

- (a) Directors are empowered to operate their departments with discretion, provided that their actions align with established organizational goals and policies.
- (b) Directors do not have direct supervisors.
- (c) Directors, along with their supporting managers, form the "Administration" for their department. This team is responsible for decision-making, resource allocation, and the implementation of day-to-day departmental operations, ensuring seamless execution and management within the department.
- (d) Each department operates as an independent unit, with the Director assuming responsibility to maintain workflows, setting goals, and ensuring alignment with the Board's priorities.
- (e) Directors are responsible for establishing clear reporting lines, setting role expectations, and overseeing the performance of their reports. Key departmental roles are empowered to make decisions within their scope to support departmental objectives.

### Section 1.03 Formalization of Existing Departments

- (a) This section shall focus on formalizing the formation of two existing departments within the organization.
- (b) Department of Engineering
  - (i) **Scope:** *Responsible for all technical operations, including system server management, technical user support, development, and services management.*
  - (ii) **The Director of Engineering (DE):** *Leads the department, aligning all technical initiatives within the organization’s mission and strategic objectives. The DE oversees all roles and functionalities within the Engineering department, providing direction, and ensuring effective operations.*
  - (iii) *“Matthew [k]”, known as “MRM” or simply “Matthew” shall be enacted as the incumbent Director of Engineering.*
- (c) Department of Operations
  - (i) **Scope:** *Manages community engagement, events, moderation, overall organizational administration, organizational operation, and other operations-focused activities that support internal and external relations.*
  - (ii) **The Director of Operations (DO):** *Leads the Operations department, ensuring seamless coordination of all activities related to community support, organizational events, and overall organizational administration and operations.*
  - (iii) *“NightRaven [k]”, known as “Raven” or simply “NightRaven” shall be enacted as the incumbent Director of Operations.*

## Article II. Operational Protocols

### Section 2.01 Borrow Transfers

- (a) Departments may borrow personnel from other departments or managers to address project requirements, operational demands, or unforeseen challenges. Borrowing arrangements allow Administrations the flexibility to allocate resources effectively without requiring permanent changes in personnel assignments.
- (b) During the borrowing period, the borrowing manager or department assumes supervisory authority over the borrowed personnel, with the ability to direct, audit, and evaluate work related to the borrowed assignment. All personnel borrowing arrangements are to be documented.

### Section 2.02 Role Transfers & Administrative Adjustments

- (a) Directors hold the authority to make administrative adjustments within their departments, including role transfers and temporary reassignments, to ensure the department's adaptability to operational needs. These adjustments are to be conducted in a manner consistent with policy and objectives.
- (b) All transfers and adjustments must be documented and communicated to the affected personnel to maintain operational clarity and transparency within the department.

## Article III. Accountability & Reporting

### Section 3.01 Execution Reports

- (a) Directors are required to submit Execution Reports to detail departmental progress on key initiatives, resource allocations, and alignment with organizational objectives. These reports provide transparency into departmental operations and contribute to the organization's understanding of each department's impact and contributions.
- (b) Execution Reports shall be submitted in accordance with the Board of Governor's charter and/or directives.

### Section 3.02 Responsibility

- (a) Directors serve at the wish of the Board of Governors, Directors are responsible for their departments and executing the Board's mission and orders.