

Default Project Guidelines

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Introduction

This document defines the guidelines under which a project operates if it hasn't defined its own guidelines.

It defines the roles and responsibilities of the project, who may vote, how voting works, how conflicts are resolved, etc.

The [Apache Foundation FAQ](#) and [How-It-Works](#) explain the operation and background of the foundation. Terms used are defined in the [ASF glossary](#).

Apache has a [code of conduct](#) that it expects its members to follow.

Roles and Responsibilities

Apache projects define a set of [roles](#) with associated rights and responsibilities.

Project Management Committee

The [PMC](#) has [many responsibilities](#) including complying with [ASF policies](#), [reporting to the board](#), [approving releases](#) and adding new [committers](#) and [PMC members](#).

The Chair

The [chair](#) ensures board reports are submitted and that the project's roster is up to date.

Decision Making

This is one suggested model, note that (P)PMCs have some leeway in the way decisions are made, where vetoes apply etc., see <https://httpd.apache.org/dev/guidelines.html> and <http://couchdb.apache.org/bylaws.html#decisions> for good examples of that. For CouchDB note that nowadays the term "community guidelines" is preferred over bylaws.

Different decisions require different forms of approval but community consensus is always the goal. Voting when needed, should be open for at [least 72 hours](#).

- [Consensus Approval](#) – Consensus approval requires 3 [binding](#) +1 votes and no -1 votes ([vetoes](#)).
- [Majority Approval](#) – Requires at least 3 [binding](#) +1 votes more +1 votes than -1 votes.
- [Lazy Consensus](#) – Consensus no objections ('silence gives assent').

Action	Who can vote	Approval	Where to vote	Board approval required
Code change	Committer	Lazy Consensus	public dev or commit list	
Release	PMC	Majority Approval	public dev list	
New committer	PMC	Consensus Approval or other documented method ⁴	private list	
New PMC member	PMC	Consensus Approval	private list	Yes ¹
Existing committer removal	PMC	Consensus Approval	private list	
Existing PMC removal	PMC	Consensus Approval	private list	Yes ²
Change chair	PMC	Consensus Approval	private list	Yes ³

¹ [Notice](#) must be sent to the project's private list.

² Except for the PMC member in question. Only the board can [remove PMC members](#).

³ Needs to be [approved by the board](#) at the next board meeting.

⁴ While most projects vote on new committers, it's up to the PPMC to decide [how to do it](#).