

The Rough Guide to Moots

Managing your own DF project



0 This Page in a Nutshell

Any DF can start their own project and organise with a group of other DFs to make it happen. This group is called a moot. Get in contact with committee or attend a DF Thing (open business weekend event) to officially start a moot. Your moot will meet, plan, take action and report to the rest of DFs.

1 What is a Moot?

1.1 Definition

Moot is the DF name for a working group, a small group of people who have come together to have meetings, discuss an issue, report back to the Movement and eventually take action. A moot can be formed around a specific single issue or it can be a broad forum for discussion. A moot can work to produce something like a policy, a guide or a zine. It can workshop ideas and make recommendations for a course of action by DF Committee or DFs as a whole. It can be the organising team for a project or campaign.

1.2 DF Committee & Delegation of Powers

DF Committee is sort of like the Moot of Moots - it's the central group of DFs sitting down and working stuff out to make DF events and other DF projects a reality. But it is by no means the only place where this happens, and the Movement would run much less efficiently if this was the case.

Committee can delegate its powers to any group of DFs. The most familiar way that it does this is when the Events Representative on Committee finds a group of willing volunteers who are happy to become the coordination team for an event like DF Camp or Winter Wonderland. They take responsibility for the event, work out who is doing which roles (KP, KE, Admin, Programme) and run their own

meetings until the event successfully materialises. After the event there will be evaluations and the Movement will learn from the experience.

A moot works just the same: a group of volunteers who want to work on something together tell Committee what that thing is. Then they take on responsibility for it, organise themselves, take on roles and report on their progress. A moot can be for something small - just a meeting or two to draft a policy or expand a discussion that was had at a DF Thing (open business meeting). Or it can be for something big taking a year or more.

2 Starting a Moot

To start a moot, you need to contact someone on Committee. Contact details for all of the members of committee can be found on the DF website www.spanthat.world. If you're not sure who to contact, you can email the Chair (chair@spanthat.world). If you are attending a DF Thing in person, you can bring it up there as well. It's not like you need *permission* to start a DF Moot - if you've got people, start working - but Committee is a central hub that your moot can feed back to, and that you can get advice and support from.

If it is the kind of thing you want a lot of input on, your moot be open for all DFs to attend. If you want to run open meetings, you can coordinate with the Communications Representative (comms@spanthat.world) to get some advertising out. In a similar vein, you can advertise for people to join and then close the moot once your team is established.

Some moots can have a fixed membership, either specific people or specific roles in the Movement, or a combination of the two.

3 Roles in your Moot

3.1 Chair

Every Moot needs to have a Chair. The primary role of the Chair is to facilitate discussion during meetings of the moot according to the consensus-based principles adhered to by the DF Movement. The Chair is not intended as a leader with the final say, but rather as someone who serves the rest of the Moot by making sure meetings run efficiently and fairly.

3.2 Secretary

The Secretary is an optional role for a Moot, but it can be useful if you expect the work of your Moot to carry on for a while. This is because the Secretary is

responsible for keeping minutes of meetings and other documentation of your work. This is important so you can keep track of the discussions you have had and the actions you plan to take

3.3 Other Roles

Your Moot can create as many roles for its members as you like. Giving people defined roles can be useful to help people know what they should be responsible for between meetings and to allow people to focus on contributing their specific skills. If your project is feels large, roles can help you manage all of its different parts. However, roles aren't always useful to your workflow and might just get in the way of what you're trying to do, so they're by no means compulsory.

4 Communications and Infrastructure

4.1 Comms within the Moot

- Emails & Video Conferencing

The minimum you need for organising a moot. Pretty self-explanatory.

- DF Network

Emails are a bit clunky for proper live discussions, so you will probably want to use a messaging platform to communicate. DF Committee has found that Discord is a very effective platform for organisation. The key feature is that you can create lots of channels for different discussions and assign different access permissions and powers to different people. This allows separate discussions to happen in separate chats at the same time whilst everyone can see what is going on. Video and voice calling is also built into Discord, making meetings easy to organise.

DF Committee would like all Moots to have a space made for them on the DF Network on Discord, where Committee and event coordinators all coexist in compartmentalised sections. Speak to the Chair of DF Committee (chair@spanthat.world) to get your Moot on the Network.

- DF Drive

Having all of your files in a place that everyone can access and work on collaboratively is very useful and Google Drive is good for this. You can have your Moot's files integrated into the wider DF system of Drives by requesting a shared Drive to be set up by the Secretary (secretary@spanthat.world). This way, your files will be managed

If your Moot has a Secretary, it is their responsibility to keep the files in your Drive well-organised and easy to locate. If people leave and join over the period that

your Moot is active, it is especially important that new members are able to navigate your systems and learn what they need to.

4.2 Comms Beyond the Moot

- Work with the Comms Rep

The DF Communications Rep is there to help any DF (attached to a moot or not) to get their message out to the Movement. They will always be happy to help you spread the word about what your moot has been doing through their national channels.

- Your own Comms Rep?

If your project is quite big and your team is large, it might make sense for someone in the moot to take responsibility for comms to the rest of the Movement. They will still have to liaise with the Committee comms rep, though.

- Reporting to the Movement

As mentioned earlier, DF Committee is the the moot of moots, the central hub for DF organising. For this reason it is important to report back to Committee on your progress in the moot. Depending on the scale and duration of your moot, this could mean:

- Emailing a Committee member to let them know you're done and the conclusions you reached in your discussions and the action you have taken.
- Getting a Thing to formally adopt a new policy.
- Bringing an item to the agenda of the next Thing to discuss your recommendations with a larger group.
- Running a workshop at an upcoming DF social event.
- Giving a report on your progress so far to a Thing, but continuing to work on new areas of your project.
- Sharing an update with the wider Movement through comms.

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