**Bike Dump Key Process**

As described in "Amended Key Distribution and Retrieval Process" email to dumpvolunteers@googlegroups.com (June 8th 2107) and as approved in the June 8th 2017 General Meeting\*

According to the Mission Statement & Guiding Document (2006 version) available on the website, the expectations of a Bike Dump volunteer are as follows : "Membership in the Bike Dump collective will be open to and invitations extended to all volunteers who have demonstrated a commitment by volunteering for a minimum of 3 complete shifts in a 30 day period and have continued to maintain involvement in the bike dump."

Beyond these expectations of a Bike Dump member, key-holders are required, when they volunteer (particularly if they are the only key-holder) to open and close up shop on a given shift, ensure the shop is clean and organized, that all lights are off, etc. They are also strongly encouraged to attend safer spaces trainings put on for Bike Dump by Red Tent

There are two things that should be accounted for and prevented against with regard to keys:

1) Keys being distributed or taken away unilaterally without consulting the group. It is an important check/balance to consult the group before giving someone a key. Someone who knows a volunteer better than others might be able to advise us against giving them a key if, say, they know them to be messy, or forgetful or otherwise irresponsible in some way. It's unlikely that such a situation would arise, but important to ensure that we create such a preventative measure.

2) People who have their request for a key rejected in a meeting or on the email list and thereby feel publicly embarrassed. The Bike Dump's openness, transparency and democracy is one of its great strengths, but for certain issues it can risk being insensitive, intimidating or embarrassing. The process for getting a key should account for this.

**Distributing Keys**

Give out keys to people only after someone who has been a volunteer already for roughly two years nominates them. The volunteer with two years experience would be able to gauge whether it would make sense to give a key to the key-holder-to-be, and would prevent against two random people showing up and nominating themselves for keyholders. Volunteers who haven't been around for roughly two years could suggest to someone who has been around for that long that another volunteer be given a key.

The nomination can be first suggested on the list serve (google group), giving time for people (regardless of whether they've been volunteering for two years) who would like to advise against the nominee to contact the person making the nomination, or, if for whatever reason they would like to remain anonymous, could ask the person they feel most comfortable with at the Bike Dump to contact the person making the nomination on their behalf. The person who has received the objection can then inform the nominee that an objection has been made, and ask whether they would like to accept this and forfeit their nomination, or whether they would like a committee to be formed to deal with the disagreement in a more private way than on the list serve or at a general meeting.

If no objections arise online, we'll bring the nomination up at the next general meeting, with the decision to be then finalized say, two days after the meeting. This two day grace period would allow someone who did not follow the email list for whatever reason, but who did come to the meeting, to still be aware about the nomination and have the opportunity and time to advise against it. If they would like to advise against it, the same protocols outlined above with respect to advising against a nomination on the list serve could be followed. Once a successful nominee is given their keys, they will be put on the key-holders list, which is the same list as the volunteer coordinator google sheet; keyholders are indicated with a "k" in one of the leftmost columns.

**Retrieving Keys**

It can happen that someone who was given a key was not ready for the responsibility, and it may become clear to one or many other members that they should be asked to return their keys. In such a case, a similar process could be followed as is used to distribute keys. A volunteer with two years experience, or someone who doesn't have two years experience but who talks with someone who does have two years experience and gets their support/accompaniment throughout the process, could identify someone who they think should take a break from being a key-holder. They, or someone on their behalf, could then approach them privately and explain the reasons for which they think the person should take a break from being a key-holder. Crucially, they would also be required to inform the person that if they disagreed with the reasons for taking a break from being a key holder presented to them, they could inform the volunteer who has two years experience that they feel most comfortable with, and request that they help resolve the issue. Obviously, if they are unable to have someone who has two years experience advocate on their behalf, and particularly if the person they approach to advocate on their behalf instead agrees that they should take a break from being a key-holder, they'll be asked to give back their keys immediately. However if they understand and accept the reasons for which they are being asked to take a break from being a key-holder, they can also give the keys back immediately. If they disagree with the reasons presented, likely a committee would need to be formed in order to resolve the issue in a setting that is more private then a general meeting. There would likely be some case-specific nuances or complications that could be addressed (such as who would be on the committee, and how that would initially be formed, but the likelihood of this actually happening is very low. In the still more unlikely case that someone refuses to return their key, and poses a problem or threat to the Bike Dump, we will re-key the locks and distribute all former key-holders new keys.

**Reissuing Keys**

Given the Bike Dump's belief in restorative justice, it is unlikely that anyone will be permanently banned from holding a key for the rest of their lives, but before being given a key again, a number of case-specific conditions would need to be met. Once these conditions were deemed to be have been met by whomever would be involved in making that decision in the given case, the regular distribution process could be re-applied.

**Update from July 2019 Meeting**

Someone who has previously had a key who expresses interest should have it unless it was taken away for some reason.  When this occurs (a former key holder wanting their key back) it will be announced to the group (via email) and given 48 hours for other volunteers to express grievances.

**\*Excerpt from "Meeting Minutes Thursday June 8th" sent to dumpvolunteers@googlegroups.com on Jun 15, 2017, 3:04 PM**

"9) key process take 2 (10 minutes)

updated key process available by searching "Amended Key Distribution and Retrieval Process" (June 8th 2107)

riley posted it to the gmail list before the meeting. we adopted it in principle at the meeting and if after two weeks there are no suggested edits or objections we will adopt it officially and start to operate in accordance with it."