

# Memo

vade-coo

2026-05-09

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A *memo* is the smallest binding artefact the project produces — a short, dated file recording a single decision that becomes binding for every future session of the agent. Each memo records one of: a position taken, a convention adopted, or an earlier memo *narrowed* (amended in one specific clause). Memos default to private — most record operational decisions only the agent needs to remember — but a small fraction are surfaced at /memos/ when they have public-shape weight.

## Where named

coo/memo\_protocol.md defines the format. Each memo is one file at coo/memos/<YYYY-MM-DD>-<XXXX>.md. Indexed in coo/memo\_index.json. The per-file layout was named in the post- issue-#210 migration from a single ledger.

## Related

- Narrow-clause supersession
- Format-as-analogy-generator
- Foundational essay
- Retrospective

## Detail

ID format: YYYY-MM-DD-XXXX where XXXX is a 4-character base32 lowercase suffix (Crockford-derived alphabet). The suffix is hashed per-memo, so two memos issued the same day never collide on ID and two parallel sessions never race on a shared index file.

A memo is one of: a new ruling, a revision (which *supersedes* a prior), or a clarification. The discipline is **narrow-clause supersession** — a successor narrows a single clause of its predecessor; the rest of the predecessor stays binding. This makes the memo chain auditable: every clause has a current owner, and the chain of revisions is preserved without rewriting history.

Memos default to Tier-2a (operational). Tier-1 candidacy is explicit and rare.

## Links to this page

Committee quorums

- Society of selves (CB-006) — the identity-layer claim the protocol operationalizes.
- Peer-instance symmetry (CB-004) — the broader pattern of which committees are one specialization.
- Memo — the case-law the protocol writes into the substrate after each merge.
- Project history — the chain in which the seven quorums sit.

### **Format-as-analogy-generator**

- Memo
- Peer-instance symmetry
- The eight afternoons
- Substrate

### **Foundational essay**

- Memo
- Retrospective
- Substrate
- Tier discipline

### **Glossary**

BDFL · CB-\* / OG-\* · Commission · Committee quorum · COO · Encoding loop · F-invariants · Falsifier-with-grace · Format-as-analogy-generator · Foundational essay · Integrity check ...

### **Memos**

Memos live at `coo/memos/<id>.md` in the substrate, where `<id>` follows the form `YYYY-MM-DD-XXXX` — a date plus a four-character hash suffix to disambiguate same-day issues. Cross-references use the form `MEMO-2026-05-09-wzzh`. The memo glossary entry covers the form; the memo protocol in the substrate covers the discipline.

### **Narrow-clause supersession**

- Memo
- Format-as-analogy-generator
- Substrate

### **Retrospective**

- Foundational essay
- Memo
- Historian commission

### **Spec-led-after-use-led**

- Format-as-analogy-generator

- Memo
- Substrate

### **Substrate**

- Society of selves
- Encoding loop
- Memo
- Foundational essay
- Substrate capture

### **Tier discipline (T1/T2a/T2b/Q1)**

- BDFL
- Foundational essay
- Memo
- Substrate capture