Guideline: ccNSO Council Roles and Responsibilities

Version 2.0
Date of review: February 2018
Date of adoption by the ccNSO Council: 26 February 2018

1 Introduction

This guideline describes how roles and responsibilities are identified and assigned among ccNSO Councillors. It applies to all internal ccNSO Council working and administration processes. It also details the current assignment of responsibilities.

2 Purpose of the Guideline

The purpose of this Guideline is to describe the different roles of the Councillors and to assist the ccNSO Council in identifying and allocating responsibilities among Councillors.

3 Assigning Roles and Responsibilities

3.1 General Provision

The ccNSO Chair, Vice-chairs and Councillors are responsible for identifying, allocating and agreeing on the workload among Councillors equitably, to ensure continuity of the ccNSO activities. This allocation takes place annually at the first face-to-face meeting of the Council in the calendar year.

The secret vote will be conducted by paper ballot and will be supervised by the ccNSO Secretariat. The vote tally will be carried out in the presence of the ccNSO Council. The vote tally may be observed by a recognized Regional Organization representative(s).

3.2 Chair and vice-chair elections

The ccNSO Council will be governed by one Chair and two Vice-chairs, known as the Council leaders. There is no ranking among the Vice-chairs. Each one of the three ccNSO Council leaders must represent different ICANN Geographic Region. The term of the Council leaders is one year. The term commences at the end of the first ICANN meeting of the year.

The ccNSO Council may change any of the Council leaders at any time with a simple majority vote.

3.2.1 Election of the Chair

The part of the meeting during which the Chair of the ccNSO Council is being elected shall be chaired by a Vice-chair or a Councillor who is not standing for the position of the Chair. The Chair election precedes the Vice-chairs election.

After nomination and secondment, a candidate has to accept her/his nomination. If only one candidate stands, the Councillors will appoint the candidate by a public vote. If two or more candidates have

accepted the nomination, the Councillors will elect the Chair by a secret vote. The candidate receiving most votes will be elected. In the event two or more candidates receive the most, but equal number of votes, there will be a run-off election between these candidates.

3.2.2 Election of the Vice-chairs

Taking into account that the election of the Chair precedes the election of Vice-chairs, and noting that the three Council leaders must be from different ICANN Geographic regions, remaining Councillors from the Chair's region are automatically restricted from being nominated for a Vice-chair position. Therefore, a valid candidate is a Councillor who:
1. Is not from the Chair's ICANN Geographic region.
2. Has been nominated.
3. Has been seconded.
4. Has accepted her/his nomination.

If two or more valid candidates are from the same ICANN Geographic Region, an election by secret vote among them will be carried out to determine the final candidate for the particular ICANN Geographic Region. In the event two or more candidates receive the most, but equal number of votes, there will be a run-off election between these candidates.

After knowing all valid candidates and ensuring they are from different ICANN Geographic regions, the election procedure is:
1. If there are as many valid candidates as there are open Vice-chair seats and each candidate is from a different ICANN Geographic Region, the Vice-chairs will be appointed by a public vote.
2. If there are more valid candidates than there are open Vice-chair seats, Vice-chairs are elected by secret vote. The candidates receiving most votes are elected. In the event two or more candidates receive the most, but equal number of votes, there will be a run-off election between these candidates.

3.3 Duties of the Chair and Vice-chair

3.3.1 Duties of the Chair

The Chair of the ccNSO Council is responsible to the ccNSO community for the leadership of the ccNSO Council.

Chair's duties:
1. Create awareness to the ccNSO community of the important proceedings going on within ICANN.
2. Seeing that the decisions of the ccNSO community are carried out.
3. Ensuring that the ccNSO Council establishes oversight and discusses those issues which it needs to discuss, and dispatches its responsibilities in a business-like way.
4. Chair meetings of the ccNSO Council and facilitate discussion of and voting on matters before the ccNSO Council.
5. Represent the views of the ccNSO community before others.
6. Follow up on the advances of the working groups and make sure they are on schedule and to provide resources necessary for the proper functioning.

7. Oversee the proper execution of allocated funds.
8. Maintain healthy working relationships with other community representatives.

3.3.2 Duties of the Vice-chairs

Vice-chairs are responsible to provide support for the Chair of the ccNSO Council.

Vice-chair's duties:
1. In the absence of the Chair, a Vice-chair assumes the responsibilities of the Chair.
2. Participate in all meetings as an active and engaged member of the Council.
3. Support the Chair handling priorities, ensuring the work gets done on time.
4. Carry out duties delegated by the Chair.

3.4 Roles and Responsibilities for Councillors

3.4.1 Councillor's Roles and Responsibilities

Based on experience and taking into account the guiding documents for the ccNSO,[1] the following responsibilities apply:
1. Representation and Engagement:
    a. Councillors may be assigned representational roles, where they represent the ccNSO (i.e., ccNSO Council and/or membership) in both institutional and informal settings.
    b. Councillors may be assigned roles, where they engage and encourage the involvement of others on behalf of the ccNSO (Council and/or membership) in ccNSO or ccNSO related activities.
2. Administration of the ccNSO:
    a. ccNSO Councillors are expected to:
        a. Review documents that will be delivered on behalf of the ccNSO Council.
        b. Review Triage Committee recommendations on suggested ccNSO actions.
        c. Express their preference for ccNSO representatives to be appointed to different cross community committees or constituencies.
        d. Prepare in advance for council meetings.
        e. Attend and participate in council meetings.
    b. Councillors may perform management and oversight of activities related to the ccNSO (Council, membership, working groups).
    c. Councillors may perform coordination of activities.

Councillors on the ccNSO Council may perform one or more of the following roles:
- ccNSO Council Leadership
- Member of the Travel Funding Committee
- Member of the Triage Committee
- Overseer of ccNSO Membership Applications: The duty of the overseer of membership

---

[1] Article 10 of the ICANN Bylaws and Rules and Guidelines for the ccNSO.
https://www.icann.org/resources/pages/governance/bylaws-en/#article10

applications is to ensure that the applicant is eligible to become a ccNSO member, as follows, and inform the Council about new membership applications.:
- ○ It is a manager of a ccTLD
- ○ There are no outstanding issues with the IANA Naming function PTI.

The ccNSO Council will review the roles annually and may add additional roles at any time to ensure efficiency of the work.

3.4.2 Identification of Other Roles and Responsibilities

The ccNSO Council will review the list of ccNSO roles and responsibilities annually. This review will discuss and determine:
- ● If any new roles or responsibilities need to be added or whether existing roles or responsibilities can be deleted. Additions or deletions can be proposed by any Councillor or the ccNSO Secretariat, but must be agreed by a majority of the ccNSO Council at that meeting.
- ● Whether the current assignments to named roles in the ccNSO should remain or be changed.
- ● Which Councillor will be assigned to the roles and responsibilities that require so.

The schedule will then be agreed by the ccNSO Council at that meeting.

3.4.3 Appointment to Other Roles and Responsibilities

Members to the ccNSO Council committees will be selected according to the principles outlined in the charters of the respective committees.

Councillors for other roles are selected as follows:
1. There is a call for volunteers among Councillors.
2. If there is only one volunteer, that Councillor is appointed by a public vote.
3. If there is more than one volunteer, the Council will appoint the Councillor for that role by a secret vote. The volunteer receiving most votes will be selected. In the event two or more volunteers receive the most, but equal number of votes, there will be a run-off selection between these candidates.

3.5 Identifying and Assignment of Roles and Responsibilities of Councillors with respect to the ccNSO as Decisional Participant

The ccNSO Council has identified the following roles and responsibilities:
- ● Member of the Empowered Community Administration
- ● Approval Action Manager
- ● [Rejection Action Manager]

The assignment of these roles to Councillors or other member of the community is organized through specific guidelines.

If other roles and responsibilities will be identified, the ccNSO Council will use the procedure as described above under 3.3 to determine if there is an additional role and if so, how and to whom to assign that role.

3.6 Roles and Responsibilities Assignments

Task	Chair	Vice Chair	Councillor or WG Chair
Chair Council meetings	X	X – if the Chair is not present	
Chair ccNSO meetings	X	X – if the Chair is not present	X – if the Chair, vice-chairs are not present
Formal liaison with staff on members' meeting agendas and logistics		X	Meeting Programme WG
Formal liaison with staff on council meeting agendas and logistics	X	X	
Formal liaison with staff on meeting minutes	X		
Managing formal approval of new membership applications			Councillor
Liaison with staff on general management issues	X	X	
Management of ccNSO framework of roles and responsibilities	X		
Manage/oversight ccNSO 2-3 year workplan	X		
Formal oversight of ccPDPs	X	X	Relevant PDP WG
Formal oversight and management of working groups			WG Chairs
Formal oversight of Board selection and Council election process	X		

4 Miscellaneous

4.1 ccNSO Internal Guideline

This Guideline is an internal rule of the ccNSO in accordance with Article 10 section 3.11 and Article 10 section 4.2 of the ICANN Bylaws.

4.2 Omission in or Unreasonable Impact of the Guideline

In the event the Guideline does not provide guidance and/or the impact is unreasonable to conduct the business of the ccNSO or the ccNSO Council, the Chair of the ccNSO will decide.

5

4.3 Publication and Review of the Guideline

The Guideline will be published as part of the rules and guidelines of the ccNSO after adoption by the ccNSO Council.

The Guideline will be reviewed every 2 years at the time of review of the annual Work plan, or adjusted when considered necessary. In order to become effective the updated Guideline must be adopted by the ccNSO Council and published on the ccNSO website.

Before publishing the updated Guideline, the Secretariat will adjust the version number and insert the date the Guideline was reviewed and adopted by the ccNSO Council.