

Rules and Guidelines ccNSO

25 June 2008

Introduction

Included are the guidelines for the ccNSO to conduct its business as adopted by the ccNSO Council at its meeting on 25 June 2008 .

The guidelines were proposed by a ccNSO Council working group and discussed by ccTLD managers present in Paris. The working group was set up by the ccNSO Council. The goal was to prepare and propose processes and procedures to structure and document activities of the ccNSO.

The guidelines are based on the following sources:

- The ICANN Bylaws, in particular Article IX relating to the ccNSO : and
- The ccNSO Rules as adopted at the Cape Town meeting December 2004.

As some members of the ccNSO may not be familiar with the ccNSO Rules, they are included for informational purposes. The WG has not considered to update the rules.

The guidelines are base on the following principles:

- Clarify the role of members and non-members ccNSO. The ccNSO welcomes and encourages the participation of non-members in its meetings, discussions and working groups, but formal decision-making processes are restricted only for members of the organization. This includes the participation in formal votes and in the nomination or seconding of candidates to the Council.
- Retain as much flexibility as possible, while introducing a more procedural and disciplined way of working. For this reason all procedures are called guidelines to distinguish them from the ccNSO rules. All guidelines offer the opportunity to deviate from the procedure if it is considered to be overly burdensome, regular review etc. Allow to change every guideline individually (unfortunately this results in repetitive use of procedures)
- Document current practices as much as possible.

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Rules of the ccNSO

Version 1

1 Membership

- 1.1 The members of the ccNSO are as defined by Section 4 of Article IX of the ICANN bylaws.

2 Meetings

- 2.1 An annual general meeting of the ccNSO will be held as required by Section 4(6) of Article IX of the ICANN bylaws.
- 2.2 Other general meetings will be held as required, normally to coincide with other ICANN meetings, but not exclusively.
- 2.3 The date, time and agenda of such meetings can be determined by resolution of the ccNSO Council or by vote of the ccNSO members.
- 2.4 Notice of such meetings shall be provided to all members either by postal mail 28 days prior to the meeting or by e-mail 14 days prior.

3 Quorum

- 3.1 A quorum requirement only applies to physical (face to face or tele/videoconference meetings of the ccNSO).
- 3.2 The quorum shall be 50% of the total membership of the ccNSO, and further at least two members per ICANN Region.
- 3.3 If any meeting does not meet the quorum requirements, any resolutions shall not be valid unless ratified by an electronic vote of the ccNSO membership.

4 Resolutions

- 4.1 Resolutions under the policy development process are defined in Section 11 of Annex B of the ICANN bylaws, being an electronic vote where more than 66% of the members vote in favour.
- 4.2 Resolutions at general meetings shall pass if properly moved and seconded, and greater than 50% of those voting vote in favour.
- 4.3 Resolutions to change these rules, or to instruct the ccNSO Council shall only pass if greater than 66% of those voting vote in favour.

5 Electronic Votes

- 5.1 An electronic vote of the members can be initiated by any of the following:
 - 5.1.1 The ccNSO Council
 - 5.1.2 The Chair of the ccNSO Council
 - 5.1.3 10% of the members
- 5.2 A vote shall commence five days after the notification of the proposed resolutions, and the vote shall stay open for a period of 14 days.
- 5.3 In the event that at least 50% of the ccNSO members vote, the vote shall be valid. In the event that fewer than 50% of the ccNSO members vote, the vote shall be invalid and a second vote will automatically commence 14 days after the invalid nature of the first vote is notified to the members. The results of the second vote will be valid irrespective of whether 50% of the ccNSO members vote.

6 Ratification or Veto of Council Decisions

- 6.1 The Council is required to publish to the appropriate ccNSO lists, all of its decisions and resolutions within five days of making them.
- 6.2 The Council decisions will not become operational until seven days have lapsed since publication
- 6.3 If during that seven day period, 10% or more of the members notify the Council Chair of their objection to the decision, it shall automatically trigger a membership vote to ratify or veto the decision.

7 Committees

- 7.1 Both the ccNSO Council and the ccNSO members can establish committees to deal with particular issues such as finance, staffing, or meeting agendas.
- 7.2 Members of the ccNSO Council will usually chair any standing or permanent committees established.

8 Changes to the Rules

- 8.1 These rules will become valid if approved with a vote of greater than 66% at a general meeting, or by electronic vote.
- 8.2 Any proposed changes to the rules must be circulated to all members at least twenty-one days before any vote on the proposed changes.

8.3 A change will become valid only if approved with a vote of greater than 66% at a general meeting, or by electronic vote.

Guidelines ccNSO Council meetings

Version 1.0

Adopted by the ccNSO Council on 25 June 2008

1. Background

The ccNSO Council conducts its meeting face-to-face and through conference calls. Additionally, the ccNSO Council may vote via email. As the workload and frequency of meetings are increasing the ccNSO Council agreed upon guidelines for conducting its business and reporting on it in a consistent way to the community.

2. Agenda and background documentation

The Chair of Council will send out, or have the ccNSO secretariat send out, a tentative agenda at least one week before the scheduled meeting. The agenda will contain the following items:

- Issue for discussion;
- Background documentation;
- Indication for discussion purposes or decision.
- If a decision is required, a description of the decision and possibly a draft resolution.

The definite agenda will be determined at the meeting. The minutes of the meeting will only record the definite agenda as established at the meeting.

3. Recording of names of councillors and observers at the meeting.

The minutes will record the names of the Council members present at the meeting.

Members not present will be recorded as absent, with additional note of apologies in the event the member has notified the Council, its Chair or the ccNSO secretariat 24 hours in advance of the meeting of their absence.

A meeting attended by a majority of the council members who are eligible to vote constitutes a quorum for the meeting. The minutes will state if such a quorum is present. Observers will only be recorded if present.

4. Resolutions, adoption of resolutions

The minutes will record the resolutions as summarised by the chair of the meeting. A Council resolution is adopted:

- If there is a quorum (at least a majority of the voting Council members, and, at least one voting Council member from each Geographic Region);
- The motion is proposed (moved) by a Council member, not being the chair;
- Seconded by another member of the Council, not being the chair of the meeting;
- Adopted by a majority vote of the ccNSO Council members present, unless otherwise provided in the ICANN Bylaws, or by the ccNSO Council itself prior to the voting.

In the minutes the proposer and seconder of the motion are recorded.

Preferably a resolution will be prepared in advance of the meeting in writing. If such a resolution is changed as a result of the discussion, the chair will ensure the correct recording of the resolution.

The minutes will note the vote on the resolution. In the event of abstentions or votes against, the name of the councillor will be recorded in the minutes. The councillor who abstained or opposed will be given the opportunity to express her/his concerns.

5. Numbering of [minutes and] resolutions,

The numbering of the resolutions follows the numbering of the council meeting.

If, for instance, a council meeting is held where no resolutions are passed, the next resolution's number will remain the same as the number of the meeting. Sub-numbers are then given to each resolution item that is passed.

E.g. Meeting 1, resolution 1 will have the resolution number 1.1 and so on.

6. Recording of discussion

The minutes will reflect only those remarks which are considered to be relevant to understand the resolution or thread of the discussion. The minutes will refer to a verbatim recording of the proceedings of the meeting, if such a recording has been made. The recording will be made publicly available.

7. Action items, numbering of action items, due dates

The minutes will reflect the action items adopted at the meeting. Included will be at least a short description of the action item, who is responsible for completion of the action item and the due date.

The numbering of the action items start at each meeting and are simply numbered Action 01, Action 02 and so on.

8. Approval of the minutes, amendments.

The chair of the council or at the request of the chair the secretariat will send draft minutes of a meeting to the ccNSO Council list. The members of the Council will be given an opportunity to propose amendments to the minutes within one week after posting of the minutes for comments. If no comments are received the minutes will be considered to be adopted by the Council.

In the event amendments are proposed, the chair will indicate whether the minutes will be amended accordingly, and amended minutes will be resent again for approval. If no consensus can be reached, the chair or two or more of the Council members present at the meeting to which the minutes relate may request an email vote on the minutes.

The minutes will be published after they have been approved by the Council.

9 .ccNSO Council email list

The ccNSO Council will have a dedicated email list, which will be maintained by the ccNSO secretariat. Subscribers to the list are:

- ccNSO Council members for the duration of their membership
- Liaisons to the ccNSO Council as defined in Article IX section 3.2 of the ICANN bylaw, for the duration of their designation;
- Observers to the ccNSO Council as defined in Article IX section 3.3 of the ICANN bylaws, for the duration of their designation;
- The ccNSO secretariat, and IANA ccTLD liaison
- Others, at their request and after approval of the ccNSO Council, for the duration subscription is granted by the ccNSO Council.

10. Omission in or unreasonable impact of Guidelines

In the event the guidelines do not provide guidance and/or the impact is unreasonable in conducting the meeting or work undertaken by the Council the chair will decide.

11. Review of Guidelines

These guidelines will be reviewed annually, or adjusted when considered necessary. In order to become effective the updated guidelines need to be adopted by the Council, and published on the ccNSO website. Before publishing the updated guidelines, the ccNSO secretariat will adjust the version number and insert the date the updated guidelines were adopted by the ccNSO Council.

Guidelines ccNSO general meeting

Version 1.0

Adopted by the ccNSO Council on 25 June 2008

1. Background

The ccNSO conducts its meeting face-to-face. The ccNSO meetings are open to members and non-members of the ccNSO. As the workload of meetings are increasing, the ccNSO Council after consultation of the ccNSO agreed upon guidelines for conducting the ccNSO meetings business and reporting on it, in a consistent way to the community.

2. Agenda and background documentation

The Chair of Council will send out, or have the ccNSO secretariat send out, a tentative agenda two months before the scheduled meeting. The agenda will be sent to the ccNSO members list and the ccTLD community list. The agenda will contain at least the following items:

1. Action points (open and closed during period between the previous meeting and current meeting)
2. Issues to be discussed at the meeting. Per issue if feasible the following elements should at least be included:
 - (Proposed) Chair of the session
 - Issue for discussion;
 - Background documentation, if any;
3. Next meeting

ccNSO members and non-members will have the opportunity to suggest items for the agenda within two weeks after the tentative agenda was send out to the ccNSO secretariat

The definite agenda will be determined two weeks before the meeting. The minutes of the meeting will only record the definite agenda as established at the meeting.

3. Chairing the ccNSO meeting

The ccNSO meeting will be opened and closed by the Chair of the ccNSO. Each session of the meeting will be chaired by a session chair. In the event a ccNSO Working Group is involved, the session chair will be the chair of the WG. If no session chair has been selected, the chair of ccNSO will act as session chair.

4. Recording of names of those present at the meeting.

The minutes will record the names and affiliation of those present at the meeting.

5. Resolutions, adoption of resolutions

The minutes will record the resolutions as summarised by the chair (of the session). A resolution is adopted:

- If there is a quorum (50% of the total membership of the ccNSO, and further at least two members per ICANN Region.);
- if properly moved and seconded, and more than 50% of those voting vote in favour.

If at a meeting the quorum requirements are not met, any resolutions shall not be valid unless ratified by an electronic vote of the ccNSO membership.

Preferably a resolution will be prepared in advance of the meeting in writing. If such a resolution is changed as a result of the discussion, the session chair will ensure the correct wording of the resolution before the vote is taken. In the minutes the mover and seconder of the motion will be recorded.

The chair of the session in which a resolution is passed, will pass the resolution to the ccNSO Council, and will indicate whether further action of the Council is required, and if so, which action.

The minutes will note the vote on the resolution. In the event of abstentions or votes against, the name of those who voted against or abstained will be recorded. Those who abstained or opposed will be given the opportunity to express their concern.

6. Numbering of [minutes and] resolutions,

The numbering of the resolutions follows the numbering of the ccNSO meeting.

If, for instance, a meeting is held where no resolutions is passed, the next resolution's number will remain the same as the number of the meeting, ignoring the "gap" in the numbering of council resolutions.

Sub-numbers are then given to each resolution item that is passed.

E.g. Meeting 1, resolution 1 will have the resolution number 1.1 and so on.

7. Recording of discussion

The minutes will reflect only those remarks which are considered to be relevant to understand the resolution or thread of the discussion. The minutes will refer to a verbatim recording of the proceedings of the meeting, if such a recording has been made. The recording will be made publicly available.

8. Action items, numbering of action items, due dates

The minutes will reflect the action items adopted at the meeting. Included will be at least a short description of the action item, who is responsible for completion of the action item and the due date.

The numbering of the action items start at each meeting and are simply numbered Action 01, Action 02 and so on.

9. Ratification or Veto of Council Decisions

The ccNSO Council is required to publish to the appropriate ccNSO lists, all of its decisions and resolutions within five days of making them.

The Council decisions will not become operational until seven days have lapsed since publication.

If during that seven days period, 10% or more of the members notify the Council Chair of their objection to the decision, it shall automatically trigger a membership vote to ratify or veto the decision.

10. The ccNSO Members email list

The ccNSO Members will have their own email list, which will be maintained by the ccNSO secretariat. Subscribers to the list are:

- ccNSO members for the duration of their membership
- Liaisons to the ccNSO Council as defined in Article IX section 3.2 of the ICANN bylaw, for the duration of their designation;
- Observers to the ccNSO Council as defined in Article IX section 3.3 of the ICANN bylaws, for the duration of their designation;
- The ccNSO secretariat, and IANA ccTLD liaison
- Others, at their request and after approval of the ccNSO Council, for the duration subscription is granted by the ccNSO Council.

11. Omission in or unreasonable impact of Guidelines

In the event the guidelines do not provide guidance and/or the impact is unreasonable in conducting the meeting or work undertaken at the meeting the (session) chair will decide.

12. Review of Guidelines

These guidelines will be reviewed annually, or adjusted when considered necessary. To be effective the updated guidelines need to be adopted by the Council, after the ccNSO membership has passed a resolution to that effect, and published on the ccNSO website. Before publishing the updated guidelines the version number of the guidelines and date of adoption will be adjusted by the ccNSO secretariat.

Guidelines for setting up ccNSO Working Groups

Version 1.0

Adopted by the ccNSO Council on 25 June 2008

1. Introduction

The purpose of these guidelines is to assist members of the ccTLD community and the ccNSO Council in establishing and structuring working groups. They are based on the experiences so far. It should be noted these guidelines do not address the manner in which the working groups intends to conduct its business. This is up to the working group to decide.

2. Expression of need

Members of the ccTLD community or members of the ccNSO Council may express a need to address a particular issue or topic. To be most helpful the expression of need should contain the issue(s) that needs to be addressed and the purpose of the working group.

3. ccNSO Council initiates a Working Group

At its meeting following the request, the ccNSO Council may decide to form a working group, to address the need expressed. The ccNSO will then set the goal of the working group and appoint a (interim) chair of the working group.

The Council will also indicate the structure and number of the membership of the WG. Membership of the WG could be regions based (at least one or more representatives from every ICANN Geographic region), or interest based (membership is open to ccTLD managers with a particular interest in the topic).

4. Membership of the Working Group

The ccNSO secretariat will send an invitation to sign up for the Working Group to participate in its work. Membership of a Working Group is open to representatives of ccTLD managers, independent of membership of the ccNSO. At the discretion of the chair, participation in the WG can be open to others with a particular interest in the goal of the working group. It is expected that those who sign up will be able to actively participate in the work of the group!

As soon as the interim chair of the working group has determined membership of the working group is in accordance with the number and structure as indicated by the ccNSO Council, signing up is closed. The ccNSO secretariat will set up an archived mailing list for the working group. The names and affiliation of the working group members and other participants will be published on the ICANN ccNSO website.

5. Draft Charter of the Working Group

The Working Group will develop a draft charter for the working group. The following topics should be addressed in the charter (see also Annex A Template for a charter):

- Date the WG was initiated (date of the ccNSO Council decision)
- Goal/Purpose of the working group as defined by the ccNSO Council
- Chair and membership of the WG
- Other participants in the working group (if applicable)
- Scope of the working group: the main activities the working group will undertake
- Duration of the working group; estimated time the working group be active
- Review process of the charter;
- Workplan or milestones of the working group.
- Reporting mechanism(s)

6. Adoption of the Charter

As soon as the working group has reached agreement on the charter, the chair of the working group will send the charter to the chair of the ccNSO Council for adoption.

At its following meeting the ccNSO Council will vote on adoption of the charter. After adoption the WG is a ccNSO WG.

7. Working Group activities

The working group should conduct its business in a manner that it considers to be the most appropriate. The ccNSO secretariat can provide assistance in setting up conference calls etc. If needed the ccNSO secretariat and other ICANN staff can also provide assistance, either by active participation or providing support.

It is advised the working group keeps track of its workplan and schedule. It is also advised that the chair of the working group reports on a regular basis on the progress made to date.

8 Omission in the Charter of a Working Group

In the event an adopted Charter does not provide guidance and/or the impact of the charter is unreasonable in conducting the meeting or activities undertaken under the Charter, the Chair of the Working Group will decide.

9 Review of the Charter

The Charter of the working group will be reviewed on a regular basis by the ccNSO. The working group may propose changes to the Charter for adoption.

10 Closure of the Working Group

If the working group determines that it has completed its work, or that it cannot achieve its goals, it will submit a final report to the ccNSO and recommend closure of the working group.

If the working group has not conducted no activities for a prolonged period, the Chair of the ccNSO Council, will contact the chair of the WG, to establish whether the WG needs to be closed or suggest to the ccNSO Council to close the working group.

A working group is closed by a resolution of the ccNSO Council.

10. Omission in or unreasonable impact of Guidelines

In the event the guidelines do not provide guidance and/or the impact is unreasonable, the Chair of the ccNSO Council will decide.

11. Review of Guidelines

These guidelines will be reviewed annually, or adjusted when considered necessary. In order to become effective the updated guidelines need to be adopted by the Council, and published on the ccNSO website. Before publishing the updated guidelines, the ccNSO secretariat will adjust the version number and insert the date the updated guidelines were adopted by the ccNSO Council.

OTHERS:

NAME AND AFFILIATION

ICANN STAFF SUPPORT: names of ICANN staff who will support work of WG

It is advised to incorporate a succession mechanism in the charter if the anticipated duration of the WG will be more than 1.5 years, to ensure continuity and even spread of the workload.

3. **Scope**

Main activities of the WG and main deliverables (most of the times this will be a document.

4. **Duration**

The anticipated WG duration can be limited time (for example one year from the date its Charter is adopted by the cNSO Council) or can not be determined at the time the charter is drafted.

In order to avoid prolonging the existence of a working group unnecessary it is advised to consider a mechanisms:

- How the WG will determine the way it has completed its work, preferably final report
- When to recommend to the ccNSO closure of the WG.

5. **Review of charter and activities of the WG**

Who will review the charter and at which interval?

Who will review activities of the WG and at which interval?

In order to avoid that the WG will prolong its existence unnecessary or that the original goal/purpose or scope has become irrelevant, it is advised to pay attention in the initial phase on how the WG will be reviewed by its members, and the broader community.

6. **Reporting**

Who will report on progress?

To whom will be reported, and at which intervals?

Examples: The WG chair may report to the ccNSO meeting or ccNSO membership. He/She may report at every ICANN meeting or regularly through an email update or conference call.

Guidelines ccNSO Liaisons and Observers

Version 1.0

Adopted by the ccNSO Council on 25 June 2008

1. Background

According to the relevant articles in the bylaws, liaisons and observers may be appointed to ccNSO Council, and the ccNSO may appoint observers to other Supporting Organisations. It has been agreed between the GAC and ccNSO until further notice that the ccNSO-GAC liaison group will act as the liaison as foreseen in the bylaws between these two ICANN entities. It has been agreed with ALAC that the ccNSO will appoint and designate a liaison to ALAC and vice versa.

This document provides an overview of the provisions in the ICANN bylaws relating to and ccNSO guidelines for the appointment of liaisons and observers.

2. Liaisons

According to ICANN bylaws Article IX Sections 3.1, and 3.2, the following entities (a) the Governmental Advisory Committee; (b) the At-Large Advisory Committee; and (c) each of the Regional Organizations may appoint a liaison to the ccNSO Council. Only Regional Organizations who have been recognized as such by the ccNSO Council may appoint liaisons (Article IX section 3.2 and Section 5)

3. Observers

According to Article IX section 3.1 and 3.2 the ccNSO Council may agree with the Council of any other ICANN Supporting Organization to exchange observers.

4. Role of Liaisons and Observers in the ccNSO Council

The liaisons and observers shall not be members of or entitled to vote on the ccNSO Council, but otherwise shall be entitled to participate on equal footing with members of the ccNSO Council.

5. Appointment of Liaisons to the ccNSO Council

Appointments of liaisons shall be:

- Made by providing written notice to the ICANN Secretary, with a notification copy to the ccNSO Council Chair: and
- For the term designated by the appointing organization as stated in the written notice.

The appointing organization may recall from office or replace its liaison at any time by providing written notice of the recall or replacement to the ICANN Secretary, with a notification copy to the ccNSO Council Chair.

With regard to the appointment of a liaison from the GAC, the ccNSO and GAC have agreed to a GAC-ccNSO liaison working group, which will function in accordance with the agreed upon procedures at the ICANN Cape Town meeting in December 2004, and which will fulfil the role of liaison to the ccNSO Council.

6. Appointment of Observers to the ccNSO Council

The requirements are:

- Agreement with the Council of any other ICANN Supporting Organization to exchange observers.
- The appointing Council may designate its observer on the ccNSO Council at any time; and
- Provide written notice to the ICANN Secretary, with a notification copy to the ccNSO Council Chair.

The appointing Council may revoke or change the designation of its observer at any time, by providing notice to the ICANN Secretary, with a notification copy to the chair of the ccNSO Council.

7. Appointment of ccNSO Observers to other Supporting Organizations

According to the bylaws the ccNSO may appoint observers to other with other Supporting Organizations upon agreement with other SO (Article IX section 3.1 and 3.3, and Article X section 3.1 and 3.9).

Role ccNSO Observer to GNSO Council

The ccNSO observer shall not be a member of or entitled to vote on the GNSO Council, but otherwise shall be entitled to participate on equal footing with members of the GNSO Council ICANN Bylaws Article X section 3.9).

To appoint the ccNSO observer to the GNSO Council the following steps need to be taken:

- Agreement on the exchange of observers between ccNSO and GNSO Council;
- The ccNSO Council will appoint the ccNSO observer according to an established procedure (see section 8);
- The ccNSO Council provides a written notice of the designation of the observer to the Chair of the GNSO Council and to the ICANN Secretary.

Observer to the ASO

Under the current bylaws there is no provision in Article VIII regarding the designation of observers to the ASO.

8. Procedure for Appointment of liaisons and observers by the ccNSO

Liaison or observer appointed by the ccNSO Council

The ccNSO Council appoints liaisons and observers to other entities for the duration of one year in accordance with the following procedure, unless the ccNSO has agreed with the relevant entity another, specific procedure.

General procedure for nomination and appointment.

- The ccNSO Council, through the ccNSO secretariat, puts out a call for nominations for the position of liaison or observer, which includes a timeline for nomination and secondment;
- A person may be nominated by a ccTLD manager (member or non-member of the ccNSO) or self-nominate, by submitting a form to the ccNSO secretariat. The candidate should be linked to a ccTLD manager (member or non-member of the ccNSO);
- The nomination should be seconded by a member of the ccNSO, by submitting a form to that effect to the ccNSO secretariat;
- A nominee should accept the nomination by submitting a form for that purpose to the ccNSO secretariat.
- In the event only one person is nominated, this person shall be appointed by the ccNSO Council at the first meeting following the nomination.
- In the event two or more persons are nominated for the same position, the ccNSO Council will conduct an email vote for the appointment. The ccNSO secretariat will then act as election manager. The nominee who receives the majority of the votes lodged shall be considered to be appointed by the ccNSO Council as of the date the results are published by the election manager.
- The Chair of the ccNSO will inform the SO or Advisory Committee of the appointment.

9. Omission in or unreasonable impact of Guidelines

In the event the guidelines do not provide guidance and/or the impact is unreasonable the Chair of the ccNSO will decide.

10. Review of Guidelines

These guidelines will be reviewed annually, or adjusted when considered necessary. In order to become effective the updated guidelines need to be adopted by the Council, and published on the ccNSO website. Before publishing the updated guidelines, the ccNSO secretariat adjusts the version number and inserts the date the updated guidelines were adopted by the ccNSO Council.

Guidelines selection procedure for

ICANN Board seats 11 and 12

Version 1.0

Adopted by the ccNSO Council on 25v June 2008

1. Summary

Only ccNSO members will be eligible to nominate or second a candidate for seat 11 or 12 on the ICANN Board, in accordance with the time line established by the ccNOS Council. Only ccNSO members will be eligible to vote in the election of a candidate. The list of Nominees will be ratified by the Election Manager to be appointed by the ccNSO Council.

In the event two or more candidates are nominated, an election by the members of the ccNSO will be conducted. The voting will be by secret email ballot, that is, the ballot is identified only by a code and not by a name. The email voting will be ratified by the Election Manager to be appointed by the ccNSO Council for each selection process.

The Election manager informs the chair of the ccNSO Council in writing on the outcome of the Nomination Process, and, if conducted, the election Process.

2. Introduction

At the 26 June 2003 ICANN Board adopted the amendments to the bylaws under resolution 03.106 Bylaw Article IX - section 3.9 states:

“written ballot or by action at a meeting; any such selection must have affirmative votes of a majority of all the members of the ccNSO Council then in office. Notification of the ccNSO Council's selections shall be given by the ccNSO Council Chair in writing to the ICANN Secretary, consistent with Article VI, Sections 8(4) and 12(1).”

The ccNSO Council and ccNSO members have agreed that, before making the selection of a Director, the ccNSO members shall nominate and vote, if two or more candidates are nominated, for the nominee they would like to see on the ICANN Board. The ccNSO Council shall then select the candidate who received most votes.

3. Timeline

The ccNSO Council shall determine a timeline for the nomination, voting and selection periods to fill seat 11 or 12. The nomination period should allow the nominees to address the members of the ccNSO at a public ICANN meeting.

The time line should also allow for a vote, and if necessary a run off election, before seat 11 or 12 needs to be filled.

June meeting of year of selection

- Appointment of Election Manager;
- Establish Time line

Nomination timeline

Mid September announcement Election manager to call for Nominations:

- Call for Nomination and secondment

Date of Announcement + 3 weeks

- Closure of nomination period

Date of Announcement + 4 weeks (one week before ICANN annual meeting)

- Acceptance of Nominations by candidates
- Announcement of Election Manager of list of Nominees. If only one (1)Nominee, Election Manager informs chair of the ccNSO Council of result of the Nomination procedure. If two or more nominees announcement to have an members election and inform chair of the ccNSO accordingly.
- Announcement of election Manager whether or not and election has to take place. In the event election is needed, announcement of public Q&A candidate at ccNSO members meeting at ICANN annual meeting.

Annual ICANN meeting

- Mission Statement of candidate
- Public Q&A at ccNSO meeting

Closure Annual meeting + 2 weeks

- Call for vote
- Send out ballots

Closure annual meeting + 4 weeks

- Closure of voting

Closure annual meeting + 5 weeks

- Announcement of results of (run off) election by election manager
- If ties, announcement of run off election, which shall be conducted in time to be concluded before the first meeting ICANN meeting in the calendar year the seat becomes vacant.
- The Election Manager shall inform the chair of the ccNSO Council of results

Selection of Board member by ccNSO Council at public meeting of ccNSO Council at first ICANN meeting in Calendar year the seat becomes vacant.

4. Nomination Procedure

Qualifications of Nominee

According to Section 2(3) of Article VI of the Bylaws:

"In carrying out their responsibilities to fill Seats 9 through 14, the Supporting Organizations shall seek to ensure that the ICANN Board is composed of members that in the aggregate display diversity in geography, culture, skills, experience, and perspective, by applying the criteria set forth in Section 3 of this Article. At any given time, no two Directors selected by a Supporting Organization shall be citizens of the same country or of countries located in the same Geographic Region."

Each ccNSO member can nominate one candidate for seat to be filled on the ICANN Board and each member can second one candidate. In order to nominate or second a candidate, a member must be a member of the ccNSO as of the moment of the call for nominations.

A candidate that is nominated and seconded needs to accept the nominations no later than one week after the closure of the nomination procedure.

Call for Nominations

The call for nominations should be at least 14 calendar days. Nominations should be sent by email to the Election Manager.

Nomination form, and Form for seconding nominations.

The Template for nomination shall contain at least the following:

- 1a. Full name of the candidate being nominated:
- 1b. E-mail address of the candidate being nominated:

1c. Country of which the candidate is a citizen.

2a. Full name of the nominator:

2b. E-mail address of the nominator:

All nominations must be seconded by another ccNSO member

The template for seconding a nomination shall contain at least the following:

1 Full name of nominator whose candidate is being seconded:

2a. Full name of the candidate being seconded:

2b. E-mail address of the candidate being seconded:

3a. Full name of the seconder:

3c. E-mail address of the seconder:

Acceptance of Nomination

The Election Manager will confirm the nomination, by sending an e-mail to the candidate requesting their acceptance.

The candidate will then have the opportunity to submit their CV and/or a mission statement within the time designated in the time line.

Nomination procedures with timeline, template, email for posting and URL of archives of nominations will be posted.

The Election Manager shall confirm the list of the Nominees before the voting period starts, and inform the chair of the ccNSO Council accordingly in writing.

5. Election by the ccNSO members

In the event two or more candidates are nominated for one seat, the ccNSO members shall conduct a vote by secret email ballot, that is, the ballot is identified only by a code and not by a name.

Each member will be entitled to vote for up to one candidate. A majority of all ccNSO members entitled to vote, shall constitute a quorum. The Nominee that receives the

majority votes cast by the ccNSO members, shall be selected by the Council to the ICANN Board.

The full record of the number of votes will be published at the end of election process. The election results will be announced by the Election Manager, and shall be submitted to the chair of the ccNSO Council in writing.

6. Selection by the ccNSO Council

The ccNSO Council shall select the Board member for the seat to become vacant , at its first meeting following the written submission of the name of the single nominee or the final result of the election(s) results so the case may be, to the chair of the ccNSO. In the event a meeting cannot take place in time before the seat becomes vacant, the selection will be conducted by email vote. To be selected, their needs to be an affirmative vote by the majority of the Council members in office at the time of the vote.

The chair of the ccNSO Council shall notify the secretary of ICANN in writing on the results of the selection.

7. Omission in or unreasonable impact of Guidelines

In the event the guidelines do not provide guidance and/or the impact is unreasonable the chair of the ccNSO will decide.

8. Review of Guidelines

These guidelines will be reviewed after each selection process, or when considered necessary. In order to become effective the updated guidelines need to adopted by the Council, and published on the ccNSO website. Before publishing the updated guidelines, the ccNSO secretariat will adjust the version number and insert the date the updated guidelines were adopted by the ccNSO Council.

Guidelines ccNSO Council Election Procedure

Version 1.0

Adopted by the ccNSO Council on 25 June 2008

1. Summary

The ccNSO Council shall appoint the Election Manager and establish the time line for nomination and election of ccNSO Councillors by members, no later than 1 August of each year.

Only ccNSO members will be eligible to nominate or second candidates for the Council. Nominations may only be made by members from the region and seconded by another member from the region.

If more than one candidate have been nominated in a Geographical Region, an e-mail election shall be conducted among the members in that region. Voting will be by secret e-mail ballot, that is, the ballot is identified only by a code and not by a name.

The nomination and e-mail election process will be supervised by an Election Manager and who will also announce the outcome.

2. Introduction

At the 26 June 2003 ICANN Board adopted the amendments to the bylaws under resolution 03.106.

With regard to the membership of the ccNSO Council the bylaws state:

Article IX - section 3.1:

"The ccNSO Council shall consist of (a) three ccNSO Council members selected by the ccNSO members within each of ICANN's Geographic Regions in the manner described in Section 4(7) through (9) of this Article; (b) three ccNSO Council members selected by the ICANN Nominating Committee; (c) liaisons as described in paragraph 2 of this Section; and (iv) observers as described in paragraph 3 of this Section."

3. Timeline

In accordance with Article IX section 4.7 the ccNSO Council shall establish a time line and schedule for nomination, and if needed, election of ccNSO Council members. The time line needs to be established at least 90 days before the end of the regular term of a Council member (which is at the end ICANNs annual meeting). Assuming Annual Meetings of ICANN are held late October, early November (see ICANN calendar) the

following time line is foreseen for the appointment of ccNSO Council members by the ccNSO members:

- June meeting ccNSO Council, appointment of Election Manager and establishes timeline for the upcoming nomination.

Nomination Process

- Late August, early September: Call for Nomination ccNSO Council;
- Date to call for Nominations is deadline for ccTLD manager to apply for ccNSO membership so as to be able to nominate candidates;
- Date for call for nominations + 5 weeks and 6 days all membership applications should be considered by the ccNSO Council, to enable new members to participate in nomination process;
- Date for Call for Nominations + 3 weeks deadline to nominate and second candidates;
- Date for Call for Nominations + 4 weeks deadline for candidates to accept nomination

Election Process, if needed.

In the event two or more candidates from the same ICANN Geographical Region have been nominated and accepted the nomination for a seat on the Council, an election will be conducted, in accordance with following time line:

- Date call for nomination + 5 weeks publication of list of electorate;
- Date call for Nomination + 6 weeks Campaign period closed. Ballots issued to members of voting electorate.
- Date call for Nomination + 8 weeks Deadline to vote - voting closes:
- Date call for Nomination + 9 weeks Results announced. If any ties, run off elections announced (voting only).
- Date for call of Nomination + 10 weeks Run off election in Region with run off vote
- Date for call of Nomination + 11 weeks Dead line for vote for second round;
- Date for call of Nomination + 11 weeks and 2 days Announcement of result by Election Manager ;

If all seats on the ccNSO Council for members of the ccNSO have been filled through this procedure, the election manager will file a report on the process to the members and ccNSO Council, no later than Date for call of Nomination + 12 weeks.

4. Call for nominations

According to the ICANN bylaws, ccNSO members from a Geographic Region can nominate and second a candidates for that region as a ccNSO councillor for that region. In order to nominate or second a candidate, a member must be a member of the ccNSO at the time of the call for nominations. Candidates need to be neither resident in the region nor a citizen of a country within the region in which they stand for election.

Template for nomination:

- 1 Region for which nomination is being made:
- 2a. Full name of the candidate being nominated:
- 2b. E-mail address of the candidate being nominated:
- 3a. Full name of the nominator:
- 3b. ccTLD and region of the nominator
- 3c. E-mail address of the nominator:

All nominations must be seconded by another ccNSO member in the same region.

Template for seconding a nomination:

1. Full name of nominator whose candidate is being seconded:
2. Full name of the candidate being seconded:
- 3a. Full name of the seconder:
- 3b. ccTLD and region of the seconder
- 3c. E-mail address of the seconder:

Accepting Nominations

The Election Manager shall confirm the nomination, by sending an e-mail to the candidate requesting their acceptance. Record of nominations and acceptances are provided at the ccNSO website.

The Election Manager shall confirm the list of the Nominees. In the event that a region has more than 1 nominee, an election in that region will be called in accordance with the established time line and announced by the election Manager.

5. Election of candidates.

According to the ICANN bylaws only members of the ccNSO are eligible to vote. To be eligible to vote, a ccNSO membership application must have been received by no later than 00:00 UTC on the date of the call for nomination and approved by the ccNSO Council one day before the election period opens (date call for nominations + 5 weeks and 6 days).

Each Geographic Region elects a councillor and the electorate for each region are the ccNSO members in that region.

The voting will be conducted according to the Approval method. Under the Approval method voters simply mark any number of candidates they favor, and the winner is the one with the most votes. In the event two or more candidates have received the same number of votes in the election, and no winner can be identified, a run off election will be conducted between these candidates.

The full record of the number of votes will be published at the end of selection process. The results of the election will be announced by the Election Manager.

6. Omission in or unreasonable impact of Guidelines

In the event these guidelines do not provide guidance and/or the impact is unreasonable the Chair of the ccNSO will decide.

7. Review of Guidelines

These guidelines will be reviewed annually, or adjusted when considered necessary. In order to become effective the updated guidelines need to be adopted by the Council, and published on the ccNSO website. Before publishing the updated guidelines, the ccNSO secretariat will adjust the version number and insert the date the updated guidelines were adopted by the ccNSO Council.