

## **Guidelines ccNSO general meeting Version 0.3**

Approved 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 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.

## **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.