

## **Guidelines ccNSO Council meetings**

Approved 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.