



Election Procedure for 2014 Business Constituency Officer Election

The BC Officer Election will be run by **Benedetta Rossi, BC Secretariat, serving as Voting Officer. The GNSO Secretariat, Glen De Saint Gery will verify results, serving as Returning Officer, Rob Hoggarth will act as Verifying Officer.**

1. Timeline for 2014 BC Officer Election

- Nomination period of two weeks: **Jan. 30 – Feb. 13**
- Provision of Candidate statements TO Voting Officer to bvotes@hotmail.com. **on or by Feb. 17**, for posting by Voting Officer.
- Discussion with Candidates:
 - Candidates Call on **Feb. 18**: Recorded and transcribed/posted to BC membership list.
- Confidential Electronic Voting on Candidates: **Feb. 19 – 26**
- Counting by Voting Officer and validation of the vote by the Returning Officer and Verifying Officer – **Feb. 27**
- Announcement of outcomes: **Feb. 28** [or before, after validation].

2. Positions Open for Election

Four officer positions [BC Charter Sections 4.3 through 4.6; Relevant parts of 4.7. describe the functions and eligibility of these four officers and are a reference for BC members.] : <http://www.bizconst.org/charter.htm>

- *Chair*
- *Vice Chair, Finance and Operations*
- *Vice Chair, Policy Coordination*
- *CSG Representative/liaison to CSG*

3. Eligibility:

Per Charter section 4.7, a candidate must have been a paid up member for the 12 months preceding the election in order to stand for election.

Members should consult the Charter for any questions, such as about settlement of fees: Section 3.5. and Section 11. Although an approved applicant may be allowed to participate informally in the BC lists while they resolve payment of fees, membership status, nomination and all voting is limited to paid up members.

Questions about status of payment of dues should be sent to bc-secretariat@icann.org, but final status is determined by the BC Executive Committee who will make final determinations based on payments received.

4. Eligibility to Make a Nomination, Stand for Election and Vote



Per the BC Charter’s Section 4.7, “To be eligible to stand for a position on the Executive Committee the candidate must have been a member of the Constituency for at least the immediately preceding 12 months.”

Only paid up members of the BC are eligible to nominate, vote and stand for office.

Members should consult the Charter for any questions, such as about settlement of fees.

5. Making a Nomination:

- Contact the person you wish to nominate and ask them if they are willing to stand for the position chosen.
- Submit an email nomination to the Voting Officer at bcvotes@hotmail.com with name, company affiliation /BC member name, email of Nominee and Position for which you are nominating them, along with your name, company/affiliation with BC member; your email for contact by the Secretariat in case of any questions.
- To confirm any nomination that you submit to the Voting Officer, the Voting Officer will privately ask each nominee to:

1) accept or decline nomination, and to do so by Feb. 13.

2) if accepting, to prepare a candidate’s statement and return that statement to the bcvotes@hotmail.com address, by Feb. 17th at the latest.

4) The Voting officer will post the statements to the BC list on or before Feb. 18th.

In conformance with Section 8.2.3, the nominations submitted to bcvotes@hotmail.com will remain confidential until the close of the nomination period.

The Charter does not provide for ‘seconds’, but members can send any ‘seconds’ to the Voting Officer [bcvotes@hotmail.com]. When announcing nominations, the Voting Officer will also announce any ‘seconds’, or duplicate nominations.

Glen De Saint Gery, GNSO Secretariat, will serve as Returning Officer for the elections, and Rob Hoggarth, ICANN Staff, will act as Verifying Officer.

6. Candidate/Nominee:

Any member can indicate interest in standing for nomination/election via the full BC lists. Any such statement does not fulfill the requirement to formally nominate or accept a nomination. **Those must take place on bcvotes@hotmail.com.**

The BC Voting Officer will advise any nominee on eligibility.

Action for a nominee: If nominated by another member, respond promptly to the nominator, so they can submit the nomination to the Voting Officer at bcvotes@hotmail.com.

If nominated, promptly confirm to the Voting Officer in writing/email your acceptance/decline of nomination.

- Candidates should review job responsibilities before accepting a nomination.
- If accepting, promptly submit a candidate statement describing your vision for particular position, and stating that you are able to fully meet the requirements of the position.

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If not planning to submit a candidate’s statement, the candidate should advise by email the Voting Officer via bcvotes@hotmail.com that they decline to submit a candidate’s statement, as a courtesy to the Voting Officer. ***Submission of a candidate’s statement is an option, but is advised, as BC members deserve to hear in detail from candidates.***

NOTE: Failure to respond to the Voting Officer to acknowledge and accept a nomination shall negate any nomination.

7. Candidate Statements:

Note: Regardless of what a candidate, or any other BC paid up member might post to any BC list during the open discussion days, only candidate statements sent to bcvotes@hotmail.com will be re-distributed to the BC members for the Candidates BC- Members Dialogue Feb. 18th. Any other communications to any other list cannot be included in the formal transmittal of candidate communications by the Voting Officer.

8. Formal Distribution of Names of Nominees: Feb. 14.

- The Voting Officer will transmit a list of confirmed and qualified nominees to the BC membership and publish a notification message on Feb. 14 and announce a Candidates BC Members Dialogue via conference call on **Feb. 18, 2014 at 4 p.m. UTC (11 a.m. EST)**.
- The Candidates statements submitted to bcvotes@hotmail.com will also be aggregated, along with any questions gathered from members, and transmitted to the candidates and to the BC list by the BC Secretariat serving as Voting Officer.
- **Dial in information** for the call will be posted to bc-private@icann.org at the opening of the nomination period on Jan. 30, 2014. The Candidates call will be recorded and transcribed, and posted to bc-private@icann.org.

9. Date and Procedure for Candidates Call:

- The Voting Officer will conduct a Candidates conference call on Feb. 18, 2014. Candidates with competing nominations may be separately scheduled for a specific time slot during that call, pending on decisions by the Voting Officer and Verifying Officer. This schedule will be the responsibility of the Voting Officer to establish. The Voting Officer, Returning Officer and Verifying Officer will determine the time slots and manage the discussion with Candidates.
- Questions to all candidates [as submitted to the bcvotes@hotmail.com address], will receive first priority for discussion with candidates, as relevant to their position nomination.
- As time permits, other ad hoc questions from BC members on the call may be accepted. Candidates may choose to post additional or clarifying responses to the BC lists, following the Candidates call.

10. Questions to Candidates:

BC members are invited to submit questions for any/all candidates at any time from the opening of nominations to the conclusion of the nomination process to bcvotes@hotmail.com; these will be aggregated and forwarded to the candidates and the bc-private@icann.org list by Feb. 18 by Benedetta Rossi, BC Secretariat serving as Voting Officer. Questions are not anonymous; names of members who submitted them will appear on the aggregated document. Questions that are generic need not wait for announcement of nominations.



11. If only one candidate nominated for positions, or no candidates nominated:

- It is the practice of the BC to hold a confirming vote, even in the instance of only one candidate per position. Confirming votes indicate support and consensus for a candidate. Section 5.6 of the BC Charter addresses a tie.
- If no candidate is nominated for a particular position, the nomination period might be extended, pending on the Voting Officer’s decision, upon review with the BC’s Executive Committee.

12. Election:

The Voting Officer will email ballots to the eligible BC member of record for each company with clear direction that the ballot must be returned to bvotes@hotmail.com between Feb. 19 and no later than midnight PST on Feb 26.

As a reminder, only paid up BC Members are eligible to take part in voting. Proxy voting is described in the Charter, 5.4 and 3.6, and proxies shall be sent to the Voting Officer prior to the opening of the elections for them to be taken into account.

- The Voting Officer will transmit a voting reminder email on Feb. 25.
- Any BC member who cannot utilize the transmitted ballot can send an email to with votes for each officer position to bvotes@hotmail.com, and should retain a copy of said email.
- All Ballots (or email substitutes) are private and confidential.
- All returned ballots will be acknowledged by email. In that way a member will know that his/her vote has been recorded.

Depending on BC membership category, each member will have 3, 2 or 1 votes. All votes will be recorded as 1 vote, and the Voting officer will then allocate the weighted voting algorithm, based on BC dues/category.

13. Tallying the Votes/Verification of Outcome:

- The Voting Officer will tally the votes received during the election period. The Voting Officer will apply the BC voting algorithm based on BC membership categories.
- The Returning Officer and Verifying Officer will verify the outcome of the election and retain the records of the vote in a private and confidential manner.

14. Notification of Results:

- All candidates will be individually advised of the outcome by the Voting Officer by email.
- The Voting Officer will announce the results to the BC membership via bc mailing list.
- The outcome of the vote by name will be posted **publicly to the bc-GNSO list**, but voting details will be posted on **bc-private list** with the number of weighted votes received by each candidate, as reported by the BC Voting Officer and verified by the Returning Officer and Verifying Officer.

15. Election Process Issues regarding tied votes:

If there is a tie in the number of votes received for any position a run-off election will be held between the tied candidates [per BC Charter].

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