



Process for BC Officer Elections: 2013

The BC Officer Elections for 2013 will be run by the BC Secretariat, serving as Voting Officer. The GNSO Secretariat will verify results, serving as Verifying Officer.

1. Timeline for BC Officer Elections 2013:

- Nomination period of two weeks: **Jan. 31 – Feb. 14**
- Provision of Candidate statements TO Voting Officer to bvotes@hotmail.com. **on or by Feb. 14**, for posting by Voting Officer.
- Discussion with Candidates:
 - Candidates Call on **February 15, 18 or 19**, pending on candidate availability: Recorded and transcribed/posted to BC membership list.
- Confidential Electronic Voting on Candidates: **February 20 - 26**
- Counting by Voting Officer and validation of the vote by the Verifying Officer – **Feb. 27**
- Announcement of outcomes: **Feb. 28** [or before, after validation].

2. Positions Open for Election/Eligibility to Stand 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 to Make a Nomination, Stand for Election and Vote

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 ExComm who will make final determinations based on payments received.

4. Making a Nomination:

- Contact the person you wish to nominate and ask them if they are willing to stand.
- 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 February 14th at latest.
 - 2) if accepting, to prepare a candidate's statement and return that statement
 - 3) to the bcvotes@hotmail.com address, by February 14th at the latest.
 - 4) The Voting officer will post the statements to the BC list on or before February 15th.

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. The GNSO Secretariat will serve as Verifying Officer for the elections.

5. Candidate/Nominee:

Any paid up member can indicate interest in standing for nomination/election via the full BC lists. Any such statement does not fulfill any requirements 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: These include frequent conference calls with members and other members of the ExComm; the need to self fund travel to ICANN public meetings; fully participate in the work of the position nominated for, which requires significant time commitment to fulfill the duties of the position on behalf of BC members; follow the policy and other positions of the BC, and be thoroughly familiar with the BC's mission and core values.
- Candidates should assume that participation in person in at least two of the three face to face meetings is a requirement, and the Chair should plan to attend all face to face meetings, given the role as BC spokesperson and other obligations.
- 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, including understanding the need for primarily self funding for travel to the ICANN meetings that occur, as officers have work responsibilities for the members during each face to face meeting. [While some limited funding may develop, Officers largely self fund their participation and travel cost.].

If not planning to submit a candidate's statement, the candidate should advise by email the Voting Officer via bvotes@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.

6. 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 bvotes@hotmail.com will be re-distributed to the BC members for the Candidates BC- Members Dialogue February 15, 18, 19. Any other communications to any other list cannot be included in the formal transmittal of candidate communications by the Voting Officer.

7. Formal Distribution of Names of Nominees: February 14.

- The Voting Officer will transmit a list of confirmed and qualified nominees to the BC membership and publish a notification message on February 14th and announce a Candidates BC Members Dialogue via conference call on February 15, 18, 19 (date based on candidate availability. The call will take place in a time slot reasonably available to the majority of the BC members).

- 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 by, or on February 15. The Candidates call will be recorded and transcribed, and posted to bc-private@icann.org.

8. Date and Procedure for Candidates Call:

- The Voting Officer will conduct a Candidates conference call between the 15, 18, 19 of February, exact date TBD. Candidates with competing nominations will be separately scheduled for a specific time slot during that call. This schedule will be the responsibility of the Voting Officer to establish. The Voting 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.

9. 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 February 15 by Benedetta Rossi, BC Secretariat serving as Voting Officer. Questions that are generic need not wait for announcement of nominations.

10. 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 addresses a tie.
- If no candidate is nominated for a particular position, that incumbent officer will extend their role for a short period, to allow the newly seated officers to discuss approaches.

11. 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 bcvotes@hotmail.com between February 20 and no later than midnight PST on February 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 Tuesday, February 19.
- Any BC member who cannot utilize the transmitted ballot can send an email to with votes for each officer position to bcvotes@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.

12. 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 Verifying Officer will verify the outcome of the election and retain the records of the vote in a private and confidential manner.

13. Notification of Results:

- All candidates will be individually advised of the outcome by the Voting Officer by email.
- A notice that such notifications have been sent will be provided to the current officers as a part of the elections report at the conclusion of the vote counting, and on or before February 28th.
- The BC Voting Officer will report the results to the current BC Officers on or before February 28th.
- 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 Verifying Officer.

14. Seating of Officers:

- **Each elected officer will assume their duties effective March 7th, to enable effective hand of for any changes in officers.**
- Outgoing officers will provide any requested support in the exchange of duties, to facilitate a smooth transition, supported by the BC Secretariat.

15. Election Process Issues regarding tied votes:

- If there is a tie in the number of votes received for any officer position a run-off election will be held between the tied candidates [per BC Charter].
- In such event, the elected officers not involved in a tied outcome will consult with the Voting Officer and the Verifying Officer to develop a schedule for a vote to resolve the tie.
- The incumbent officer in that position will remain in place until the ‘run off’ election to resolve a particular tie in voting. All other officers will take their seats.