

# Guideline: ccNSO Council Actions with Respect to Selection of ccNSO Appointed Members

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## 1 Introduction

The guideline describes the process, responsibilities of the ccNSO Council members, candidates, volunteers and appointed members. It applies whenever the ccNSO Council is required to select and appoint members or candidates to different groups (e.g. review committees, liaisons or cross-community working groups) with a limited number of seats in cases that have not been described in specific guidelines.

## 2 Purpose of the Guideline

The purpose of this guideline is to describe general selection process, including evaluation of the candidates and the way the votes are counted and candidates selected.

## 3 General Information

### 3.1 Request for Appointment

The selection process starts whenever the ccNSO receives a request to appoint members to a committee, cross community working group, or other body (hereinafter – Group) and the ccNSO Council decides to participate in the work of the Group.

The request may contain general requirements, e.g. skill set, experience, and specific requirements, e.g. gender, geographic diversity.

### 3.2 Eligibility of Candidates

Membership of the Group shall be open to individuals from all ccTLDs, members and non-members of the ccNSO unless specified otherwise in the initial request or other documents, e.g. the Bylaws.

If a Councillor intends to become a member of the group, then this Councillor shall not be involved in the selection process due to a direct conflict of interest. A Councillor may also declare a conflict of interest at any stage for other reasons, for example, a Councillor and candidate may be working for the same ccTLD

manager. After such a declaration of a Councillor, this Councillor shall not be involved in the selection process anymore.

## 4 Timelines

After the process is initiated, the ccNSO Council instructs the ccNSO Secretariat to issue the call for Expression of Interest for membership, in accordance with and to meet the procedures defined under this Guideline.

## 5 Call for Expression of Interest

The Secretariat will send the call for Expression of Interest within two business days following the instruction by the ccNSO Council. The call for Expression of Interest will be sent to ccTLD managers mailing list (ccNSO members and non-ccNSO members) unless eligibility criteria specify otherwise. If deemed appropriate by the ccNSO Council, the Regional ccTLD Organisations will be requested to distribute the call for Expression of Interest on their respective email lists and encouraged to actively approach non-ccNSO members in their Region.

The call for Expression of Interest shall include all relevant information, including general and specific requirements and the closing date. The closing date shall not be earlier than two weeks after the call for Expression of Interest was issued unless the original request would require an earlier close in which the ccNSO Council may decide on the timeline. Application closure will be at 23:59 UTC on the date of closure.

The template for the call for Expression of Interest is included as Annex A.

### 5.1 Information Received from Candidates

The first working day after the closure of the call for Expression of Interest, the Secretariat will send the information received from the interested community members to non-conflicted Councillors individually.

If the ccNSO Council is of the view that one or more candidates do not meet the *Selection Criteria* as defined in the call for Expression of Interest, the candidate(s) will be informed accordingly, and their Expressions of Interest will be ineligible.

The names of the candidates will be listed on the ccNSO website. An Expressions of Interest received after the closing date will not be valid, and the names shall not be included in the list of candidates. By submitting its application, the applicant is required to agree to have its application publicly archived, and agrees that personal data will be processed in accordance with the ICANN Privacy Policy (<https://www.icann.org/privacy/policy>), as well as agrees to abide by the website Terms of Service (<https://www.icann.org/privacy/tos>).

## 6 Selection Process

If the ccNSO Council should select and/or appoint a limited number of candidates, the ccNSO Council shall perform the selection in two steps:

Step 1. Evaluation of all the candidates according to general requirements of the Selection Criteria by the ccNSO Council.

Step 2. Selection of members according to specific requirements of the Selection Criteria by the Chair and Vice-chairs of the ccNSO Council.

## **6.1 Evaluation of the Candidates**

The Councillors eligible to vote will review applications and select members based on how well the candidates meet general requirements, as listed in the Call for Expression of Interest.

Each Councillor will compile a list of candidates, with the most preferred candidate on the top and the next most preferred candidate next, and so on through the list in order of preference. If a candidate does not meet the criteria in the view of a Councillor, the Councillor should refrain from listing that candidate.

Each of the voting Councillors will send their list of preferred candidates to the ccNSO Secretariat (email address [ccnsosecretariat@icann.org](mailto:ccnsosecretariat@icann.org), or other email address agreed to by the ccNSO Council), within 7 days or sooner if required by the original request after receiving the list of candidates. Note that the Chair and Vice-Chairs of the ccNSO also receive the emails sent to the ccNSO Secretariat's email.

Based on each of the individual Councillor's rankings, the Secretariat will prepare the overall ranking of all candidates by assigning the highest number to the most preferred candidate, and lowest to the least preferred, and zero (0) to a candidate that is not included in the list. The highest number will be the same as the number of candidates. For example, if 7 candidates apply, the candidate who is most preferred by a Councillor will be assigned 7, the next preferred 6, etc. The candidate(s) receiving the highest total of assigned numbers, is the most preferred overall candidate.

The Secretariat will report the ranking to the ccNSO Council one (1) business day after the deadline for submitting preferences.

## **6.2 Selection of Members**

After compiling the list, the Chair and Vice-chairs of the ccNSO Council, will select the members to the Group, according to the number of seats and specific requirements (if any) taking into account the outcome of the Council vote as much as possible.

# **7 Reporting on the ccNSO Selection Process**

Within two business days after the closure of both the appointment procedures, under section 6 of this Guideline, the Secretariat will report the results to the ccNSO Council. The ccNSO Council will then formally close the selection process by adopting the report at its next regular ccNSO Council meeting or by an email vote. The Chair of the ccNSO informs ICANN and other organisations about the ccNSO Council selection.

After adoption of the report by the ccNSO Council, it shall be published on the ccNSO website.

## **8 Removal of ccNSO Appointed Members**

Any selected and appointed member may be removed and replaced at any time by the ccNSO Council. The ccNSO Council will notify the member of reason(s) for deselection. The ccNSO Council and the affected member will discuss whether the ccNSO Council will publish the reason(s) for the action. In all cases, the ccNSO Council's decision will be final.

The chair or co-chair(s) of the Group to which a member is appointed by the ccNSO Council may request the removal of a member selected and appointed by the ccNSO Council.

In the event the co-chair(s) requests such a removal, the following consultation mechanism will apply:

- Any concerns regarding the behaviour or non-attendance of a ccNSO appointed Member should firstly be raised with that Member.
- If the issue is not satisfactorily resolved, a formal complaint should be raised with the Chair of the ccNSO, who will attempt to mediate a resolution.
- If that is not possible, or if the complaint is sufficiently serious in nature, the Chair of the ccNSO is empowered to temporarily restrict the participation of the Member with a view to resolve the issues. However, if in the view of the chair the continued participation of the Member would not be appropriate and/or would seriously disrupt the activities of the group, the Chair of the ccNSO shall raise the issue with the Vice-Chairs of the ccNSO Council or their designate(s), who will review the matter and then decide. The ccNSO Council, co-chair(s) of the group, and the appointed Member and other person(s) deemed relevant by the Chair shall be informed accordingly.

## **9 Vacancy**

For purposes of this procedure, a vacancy shall be deemed to exist in the event of the death, resignation, or removal of a ccNSO Council appointed member. This vacancy shall be filled by the ccNSO Council using the selection procedure as described above.

A temporary replacement may be appointed by the ccNSO Council for the duration of the selection procedure and until the replacement has been appointed. The Chair of the ccNSO Council shall notify the group and other whom are deemed relevant of such a temporary replacement. Such notification should include the expected date of appointment of the replacement to fill the vacancy.

## **10 Miscellaneous**

### **10.1 ccNSO Internal Guideline**

This Procedure is an internal rule of the ccNSO in accordance with Article 10 section 3.11 and Article 10 section 4.2 of the ICANN Bylaws.

## **10.2 Omission in or Unreasonable Impact of the procedure**

If the Procedure does not provide adequate guidance for conducting the business of the ccNSO then the ccNSO Council or, if time does not permit Council action, the Chair of the ccNSO Council will decide. The decision must be consistent with the spirit and reason of the Procedure.

## **10.3 Publication and Review of the Procedure**

The Procedure will be published as part of the rules and guidelines of the ccNSO after adoption by the ccNSO Council.

The Procedure will always be reviewed annually starting one year of adoption, or adjusted when considered necessary. To become effective, the updated Procedure must be adopted by the ccNSO Council and published on the ccNSO website.

Before publishing the updated Procedure, the ccNSO Secretariat will adjust the version number and insert the date the Procedure was reviewed and adopted by the ccNSO Council.