

Guideline: ccNSO Liaisons and Observers

Version #1.1

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Date of adoption by the ccNSO Council:

1 Introduction and Background

According to the relevant articles in the Bylaws as adopted on 27 May 2016, liaisons and observers may be appointed to the ccNSO Council, and the ccNSO may appoint observers to other Supporting Organisations and Advisory Committees.

2 Purpose of the Guideline

This document provides an overview of the provisions in the Bylaws that relate to and govern the scope of ccNSO guidelines for the appointment of liaisons and observers.

3 General Information

3.1 Liaisons & Observers

According to the Bylaws Article 10 Sections 10.3.(b) (i) the Governmental Advisory Committee; (ii) the At-Large Advisory Committee; and (iii) each of the Regional Organizations may appoint a liaison to the ccNSO Council. Only Regional Organizations who have been recognized as such by the ccNSO Council may appoint liaisons (Article 10 Section 10.5.).

According to Article 10 Section 10.3.(c) the ccNSO Council may agree with the Council of any other ICANN Supporting Organization to exchange observers.

3.2 For purposes of this Guideline and internal use of the ccNSO, Liaisons and Observers as defined above under section 3.1, shall be called Liaisons.

3.3 Role of Liaisons on the ccNSO Council

The liaisons and observers shall not be members of or entitled to vote on the ccNSO Council, but otherwise shall be entitled to participate on equal footing with ccNSO Councillors.

4 Appointment of Liaisons to the ccNSO Council

Appointments of Liaisons to the ccNSO Council is made as described in the internal procedure of the appointing SO or AC.

The appointed Liaison may participate in the work of the ccNSO Council for the term designated by the appointing organization after the Chair of the respective appointing organization has provided written notice to the ICANN Secretary, with a notification copy to the Chair of the ccNSO Council.

The appointing organization may recall from office or replace its liaison at any time by providing written notice of the recall or replacement to the ICANN Secretary, with a notification copy to the Chair of the ccNSO Council.

5 ccNSO Liaisons to other Supporting Organizations and Advising Committees

The ccNSO may agree with the Council of any other Supporting Organization or Advising Committee to exchange liaisons.

5.1 Appointment of Liaisons by the ccNSO

The ccNSO Council appoints Liaisons to other organizations in accordance with the following procedure, unless the ccNSO has agreed with the relevant organization about another, specific procedure.

The appointed Liaisons serves for a term of two years and no more than 3 (three) terms in a row. At the end of each two-year term, a call for volunteers will be issued and candidates will be evaluated, as described in Articles 5.1.1 and 5.1.2.

5.1.1 Call for Volunteers

The Secretariat will send the call for volunteers within two business days following the instruction by the ccNSO Council. The call will be send to the ccNSO members and other relevant ccTLD community email lists when appropriate. The call shall include all relevant information and the closing date, which shall be not earlier than two weeks after the call for volunteers has been issued at 23.59 UTC.

A volunteer should be directly linked to a ccTLD manager, or to a ccTLD Regional Organisation. The volunteer and their employing organisation should agree that they are willing to commit time to this work.

ccNSO Liaisons are expected to:

- participate diligently and actively on an ongoing and long term basis in the meetings and activities of the Supporting Organization or Advisory Committee (SO/AC) that they are appointed to
- communicate and advocate the positions of the ccNSO to the SO/AC

- report to the ccNSO on current and upcoming activities of the SO/AC that may be of relevance to the ccNSO and broader ccTLD community
- if feasible and considered relevant ask the ccNSO for advance guidance on matters that are going to be discussed by SO/AC
- actively prepare and participate in bilateral meetings between the SO/AC and ccNSO Council.

5.1.2 Selection of Liaisons

In the event only one person has volunteered, this person shall be appointed by the ccNSO Council at the first meeting following the call for volunteers.

In the event two or more persons have volunteered for the same position, the ccNSO Council will conduct an email vote for the appointment. The Secretariat will then act as Selection manager. The volunteer who receives the majority of the votes lodged shall be considered to be appointed by the ccNSO Council as of the date the results are published by the election manager.

The Chair of the ccNSO will inform the ICANN Secretary and the respective Supporting Organization or Advisory Committee of the appointment.

5.2 Role of ccNSO Liaisons

The ccNSO Liaisons to other organizations shall not be members of or entitled to vote on the Councils of other organizations, but otherwise shall be entitled to participate on equal footing with members of the respective Councils.

ccNSO appointed Liaisons to other organizations shall report to the ccNSO Council not less than monthly on the activities of the respective organization. Such Liaison shall represent ccNSO values in these efforts, shall pursue specific direction from the ccNSO Council as and when given, and shall seek ccNSO Council advice as and when needed.

5.3 Removal of ccNSO Liaisons

The Liaison appointed by the ccNSO Council to a SO/AC may be removed and replaced at any time by the ccNSO Council. The ccNSO Council will notify the Liaison of the reason(s) for deselection. The ccNSO Council's decision will be final.

The chair of a SO/AC may request the removal of the ccNSO appointed Liaison.

6 Miscellaneous

6.1 ccNSO Internal Guideline

This Guideline 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.

6.2 Omission in or Unreasonable Impact of the Guideline

In the event the Guideline does not provide guidance and/or the impact is unreasonable to conduct the business of the ccNSO or the ccNSO Council, the Chair of the ccNSO Council will decide.

6.3 Publication and Review of the Guideline

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

The Guideline will be reviewed every 2 years at the time of review of the annual Work plan, or adjusted when considered necessary. In order to become effective the updated Guideline must be adopted by the ccNSO Council and published on the ccNSO website.

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

6.4 Responsibility Assignment Matrix

	ccNSO Council	ccNSO Chair	Secretariat	ccNSO community	ccNSO appointed liaison
Negotiate exchange of liaisons	R				
Call for volunteers	R		R	I	
Select liaison	R			I	
Inform ICANN Secretary and respective SO/AC	R				
Removal of liaisons	R			I	I

R – Responsible, A – Accountable, C – Consulted, I - Informed