

Guideline:

ccNSO Procedures Board (Member) Removal Process(es)

Draft Version #05,
Last Date of review #
Date of adoption by the ccNSO Council:

1 Introduction and Background

According to the ICANN Bylaws, the ccNSO as member of the Empowered Community has the right to seek removal of:

1. A Director Nominated by the Nominating Committee holding Seats 1 through 8 by initiating the NOMCOM Appointed Director Procedure (section 4 of this Guideline).
2. a Director Nominated by the ccNSO in accordance with Section 7.2(a) of the Bylaws by initiating the ccNSO Director Removal Process (Section 5 of this Guideline)
3. All Directors (other than the President) at the same time by initiating the Board Recall Process (section 6 of this Guideline)
4. A Director appointed by another Supporting Organisation or Advisory Committee

As a Decisional Participant, the ccNSO has to exercise its rights as an associate of the Empowered Community and interacts with other Decisional Participants, the Empowered Community Administration, and ICANN.

2 Purpose of the Guideline

The purpose of this Guideline is to describe the roles, procedures and actions for the ccNSO in its capacity as a Decisional Participant with respect to the removal of individual members or full ICANN Board of Directors. For purposes of this Guideline the ccNSO consist of the ccNSO Council and ccNSO Membership¹, each with their respective roles and responsibilities.

¹ **Applicability of the rules of the ccNSO.** According to the rules of the ccNSO, a Council decision comes into effect 7 days after publication unless 10% of the ccNSO Membership notify the Chair of the they require a mebership vote to ratify or veto a Council decision. If the 10% threshold is met, a membership vote must be held and may start at its earliest five (5) days after the notification, and has to stay open for at least 14 days after the start of the vote. The member's vote is subject to a quorum rule: At least 50% of the members have to cast their vote in order to have a valid vote.

The Rules of the ccNSO are internal rules of the ccNSO in accordance with Article 10, section 3.k and Article 10 section 4.b of the ICANN Bylaws. These rules have to be consistent with the ICANN Bylaws. Therefore the timelines prescribed in the relevant section of Annex D of the ICANN Bylaws are paramount. For this reason, only the ultimate NO decision of the Council with respect to a Rejection Action is subject to the Rules of the ccNSO. See note section 5.3.5.

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3 General Provisions

3.1 Representation of the ccNSO

The ccNSO interacts with other Decisional Participants, the Empowered Community Administration, and ICANN through the ccNSO Council. [For purposes of this Guideline](#) the ccNSO Council is represented by the **Removal Process Manager**.

3.2 Appointment of the Removal Process Manager.

The [ccNSO Council](#) will appoint a ccNSO Councillor to serve as the **Removal Process Manager** and another Councillor as the **Alternate Removal Process Manager**. To ensure continuity of process(es) the Alternate shall step in and take over the role and responsibilities of **Removal Process Manager** if the Councillor who is appointed as such is prevented to perform that role. If both the Manager and alternate are not available, the ccNSO Chair is expected to and shall designate [one or more other Councillor\(s\)](#) to act as **Removal Process Manager**. [Neither The ccNSO representative to the Empowered Community Administration \(hereafter: ECA\) nor Rejection Action Petition Manager shall serve as the Removal Process Manager.](#)

The appointment [of the](#) will be for one year, and the Manager may be re-appointed. When the **Removal Process Manager** is appointed by the ccNSO Council or the Chair, all other Decisional Participants, the Empowered Community Administration, the ccTLD Community and the ICANN Corporate Secretary will be informed.

3.3 Obligations of the Removal Process Manager.

The Removal Process Manager shall:

- [Inform the ccNSO Council, ccNSO Membership and broader ccTLD Community promptly and accurately when the ccNSO \(Council\) receives a Removal Petitions or request to support a Removal Petition.](#)
- Provide prompt and accurate accounts of [actions and decisions relating to the Removal Processes](#) by the ccNSO Council and the ccNSO Membership to other Decisional Participants, ECA, ICANN Secretary and ICANN Board.
- [Inform the ccNSO Council, ccNSO Membership and broader ccTLD community of the actions and decisions by the other Decisional Participants, the ECA, related to the Removal Processes.](#)
- [Attend](#) conference call(s) prior to a [Removal Action Community Forum](#).
- Attend the Removal Community [Forums](#)
- [Act as point of contact for the ccNSO and ccTLD Community with respects to the procedures detailed in this Guideline.](#)

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1 **3.4 Communication.**

2 The preferred method of communication between the Removal **Process** Manager and the ccTLD
3 Community, other Decisional Participants, the Empowered Community Administration and
4 ICANN, including but not limited to ICANN’s Corporate Secretary, is email.

6 [All ccNSO information and communication with respect to a specific Removal Process under this
7 Guideline will be archived separately. For each Removal Process the ccNSO Secretariat will create
8 a separate Archive and archive:](#)

- 9 [1. All emails related to the Removal Process.](#)
- 10 [2. Any other communication between the Removal Process Manager with the ccTLD
11 Community, other Decisional Participants, the ECA, ICANN Staff, or the ICANN Corporate
12 Secretary. If necessary the communication first must be documented in writing.](#)

13 [A link to the Archive will be published on the ccNSO website.](#)

15 **4. Procedures to Remove NOMCOM Appointed Director**

16 [Placeholder for procedures relating to section 3.1 ANNEX D]

18 In section 4.1 the decisions, actions, procedures and requirements with respect to the
19 ccNSO Procedures NOMCOM Director Removal Petition and requirements to act are
20 detailed.

22 In Section 4.2 the decisions, actions, procedures and requirements of the ccNSO (Council)
23 with respect to the NOMCOM Director Removal Petition acceptance or rejection are
described.

24 Section 4.3 details the decisions, actions, procedures and requirements in case the ccNSO is
25 requested to support a NOMCOM Director Removal Petition.

26 Section 4.4 details the decisions, actions, procedures and requirements of the ccNSO
27 (Council) with respect to the NOMCOM Director Removal Community Forum.

28 Although there are no specific procedural requirements or decisions required with respect
29 to **NOMCOM** Director Removal Comment Period, some voluntary arrangement are
30 included (section 4.5) to streamline the process and enhance transparency.

32 The decision, actions, procedures and requirements with respect to **NOMCOM** Director
33 removal decision are included in section 4.6.

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1 **5 Procedures Relating to the Removal of a ccNSO Appointed Director.**

2 In section 5.1 the decisions, actions, procedures and requirements with respect to ccNSO
3 Director removal petition are detailed.

4 Section 5.2 details the decisions, actions, procedures and requirements of the ccNSO
5 (Council) with respect to the initial ccNSO Director Removal Petition acceptance or
6 rejection are described.

7 Although there are no specific procedural requirements or decisions required with respect
8 to ccNSO Director Removal Comment Period, some voluntary arrangement are included
9 (section 5.3) to streamline the process and enhance transparency.

10
11 The decision, actions, procedures and requirements with respect to ccNSO Director
12 removal decision are included in section 5.4.

13 **Time table ccNSO Director Removal Process**

14

Period	Milestone	Start date	End date	Total duration	Section of document
ccNSO Director Removal Petition Period	Date Receipt removal petition	Day 0	21 st Day after receipt petition	21 + Y days(if extended)	5.2
Removal Action Community Forum Period	Expiration Petition Period	Day 22, 00.00 Pacific Time	21 st Day after expiration, or end ICANN meeting	42 + Y days + extension to meet end-date upcoming ICANN meeting	5.3.2
ccNSO Director Removal Comment Period	Open Public forum on ICANN website	X days after Community Forum Period	7 days	49 + X + Y days	5.4
ccNSO Director Removal Decision Period	Expiration of Removal Comment Period	Expiration of Removal Comment Period	21 Days	70 + X + Y Days	5.5.1
Closure of process	Removal or Termination Notice	70 + X + Y Days			5.6

16 Note, if deadlines are not met by the ccNSO the ccNSO Director Removal Process terminates.
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1 **5.1 ccNSO Director Removal Petition.**

2 This section details the procedures to be followed in case of a Removal Petition. It covers who
3 may submit a Petition, how to submit a Petition to the ccNSO as a Decisional Participant, and
4 how the ccNSO intends to accept or reject such petition. All references to “notices” and
5 “notification” in this section need to be in writing, either as formal correspondence or email.
6

7 **5.1.1 Who may submit a Removal ccNSO Director Petition to the ccNSO Council?**

8 The ccNSO will consider Petition from the following constituents:

- 9 - ccTLD managers,
- 10 - individual(s) directly related to a ccTLD manager,
- 11 - ccNSO working groups or committees mandated to submit such a petition,
- 12 - Regional ccTLD organisations (as defined in section 10.5 of the ICANN
13 Bylaws),
- 14 - the ccNSO Council.
- 15 - Others, who have a clear and demonstrated interest in the removal of the
16 ccNSO appointed Director

17
18 **5.1.2 Requirements ccNSO Director Removal Petition**

19 The ccNSO Council will only consider for acceptance a **ccNSO Director Removal Petition**
20 if the petition:

- 21 • Is in writing
- 22 • Includes the affiliation of the person submitting the Petition and how the
23 petitioner of affiliation is affected
- 24 • Contains sufficient detail to verify facts; if verifiable facts are asserted
- 25 • Supplies supporting evidence if available/applicable
- 26 • Includes references to applicable by-laws and/or procedures if the assertion is
27 that a specific by-law or procedure has been breached.
- 28 • Is respectful and professional in tone.
- 29 • Is believed by the ccNSO to be true.

30 Finally, the **ccNSO Director Removal Petition** MUST be sent to the following email
31 address: ccNSO-Petition@icann.org to be considered. The Chair of the ccNSO Council, the
32 Removal Process Manager and ccNSO secretariat are subscribed to the email address.
33

34 **5.2 ccNSO Director Removal Petition Period.**

35
36 On the date that the ccNSO Council has received the **ccNSO Director Removal Petition**, hereafter
37 the ccNSO Director Removal Petition Date, the **ccNSO Director Removal Petition Period** shall
38 start. The **ccNSO Director Removal Petition Period** shall end 21 days at 11.59 Pacific Time after
39 the start of this period.
40

41 The **ccNSO Director Removal Petition Period** shall be extended only as foreseen under 5.4.(i)
42 below.

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5.2.1 Verification ccNSO Director Removal Petition.

Within two business days following receipt of the **ccNSO Director Removal Petition**, the **Removal Process Manager** shall determine and advise Council whether all elements as listed in section 5.1.2 are included in the Petition. If one or more of these elements is not included, the **Removal Process Manager**, will inform the petitioner accordingly and allow the petitioner seven (7) days to adjust the Rejection Action Petition, however, the updated petition needs to be re-submitted no later than ten (10) days into the Removal Petition Period.

5.2.2 Actions by the Removal Process Manager, once a ccNSO Director Removal Petition Period has started

Within two business days of the start the **ccNSO Director Removal Petition Period**, the **Removal Process Manager** shall:

- i. Invite the Director subject to the **ccNSO Director Removal Petition** and the Chair of the Board (or the Vice Chair of the Board if the Chair is the affected Director) to a dialogue with the Petitioners and the ccNSO's representative on the EC Administration. **This invitation has been extended upon reasonable notice and accommodation to the affected Director's availability.**
If the invitation is accepted by either the relevant Director or the Chair of the Board (or the Vice Chair of the Board if the Chair is the affected Director), the ccNSO Council shall not decide upon the ccNSO Director Removal Petition until the dialogue has occurred or there have been reasonable efforts to have the dialogue. If as a result the dialogue is scheduled on day 18 or beyond of the ccNSO Director Removal Petition Period the ccNSO Council meeting to take the decision will be scheduled two days after the day of the dialogue, not being a public holiday.
- ii. Inform the ccNSO Council of receipt of a Removal Petition
- iii. Propose dates for:
 - A. The ccNSO Council meeting to enter into a dialogue with the relevant Director, the chair of the Board and the ccNSO appointed representative on the ECA, and
 - B. The ccNSO Council meeting where the ccNSO Council shall accept or reject the petition, which shall be no later than one day before the end of the Period (which will be the twentieth (20th) day of the Period unless extended)

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1 **5.2.3 Acceptance or Rejection ccNSO Director Removal Petition.**

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3 During the **ccNSO Director Removal Petition Period**, the ccNSO Council shall decide to
4 accept or reject the **ccNSO Director Removal Petition**. The ccNSO Council shall meet
5 either in person or via tele-conference, no later than one day before the end of **ccNSO**
6 **Director Removal Petition Period** (which - unless the period is extended - is the twentieth
7 (20th) day) to decide whether or not to accept or reject the Petition(s).

8
9 At its meeting, the ccNSO Council shall decide whether to support or reject the **ccNSO**
10 **Director Removal Petition(s)**. In taking its decision, the ccNSO Council shall consider:

- 11 • the feedback, views and input received from the ccTLD community, regarding
12 the **ccNSO Director Removal Petition(s)**, if any;
- 13 • the importance of the matter for the ccTLD and broader community and other
14 factors deemed relevant by the ccNSO Council.

15 If the ccNSO Council decides to support the Petition, it must decide whether to request
16 the ECA to hold a Community Forum at the first upcoming ICANN meeting (Section 3.2 (d)
17 (ii) Annex D of the ICANN Bylaws).

18
19 The ccNSO Council is advised to discuss how the ccTLD community should provide input
20 and feed-back during the Community Forum, if any.

21
22 The **ccNSO Director Removal Petition** shall not be accepted, or not be deemed to be
23 acceptable, if one or more of the following conditions applies:

- 24 • If one or more of the requirements of the **ccNSO Director Removal Petition**
25 is/are not met at the time of the Council meeting.
- 26 • if, during the same term as member of the Board, the Director who is the
27 subject of the **ccNSO Director Removal Petition** has previously been subject
28 to a ccNSO Director Removal Petition that led to a ccNSO Director Removal
29 Community Forum (as defined in Section 3.2(d) of Annex D of the Bylaws)
- 30 • If the ccNSO Director who is subject of the Removal Petition has not been
31 invited or this invitation has been extended upon unreasonable notice and
32 accommodation to the affected Director's availability.
- 33 • If the ccNSO Council has not reached a decision on the ccNSO Director
34 Removal Action Petition one day before the end of the **ccNSO Director**
35 **Removal Petition Period** at 23.59 Pacific Time.

36
37 The decision to accept the **ccNSO Director Removal Petition** shall be made by a simple
38 majority vote by the ccNSO Council.

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40 **5.2.4 Communicating the decision to accept or reject the ccNSO Director**
41 **Removal Decision.**

42 The **Removal Process Manager** shall:

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1 1. Have the ccNSO Council decision published within 24 hours after it has been
2 taken and inform ccTLD community accordingly or has been deemed to take
3 a decision. The ccNSO shall be informed accordingly by the ccNSO Secretariat
4 on the relevant ccNSO and ccTLD mailing lists, as well as on the ccNSO
5 website and/or wiki.

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7 2. Promptly, within 24 hours of the decision by the ccNSO Council to accept
8 **ccNSO Director Removal Petition** provide the **ccNSO Director Removal**
9 **Petition Notice** to the Empowered Community Administration, the other
10 Decisional Participants, and the ICANN Secretary.

11 In accordance with the Bylaws² the **ccNSO Director Removal Petition Notice**
12 must include:

13 (a) A supporting rationale in reasonable detail

14 (b) The contact information of the **Removal Process Manager**

15 (c) A ccNSO Council statement whether or not the ccNSO requests
16 that ICANN organize a publicly-available conference call prior
17 to the **ccNSO Director Removal Community Forum**

18 (d) A statement as to whether the ccNSO has determined to hold
19 the **ccNSO Director Removal Community Forum** during the
20 next scheduled ICANN public meeting.

21
22 If the EC Administration has not received the relevant **ccNSO Director**
23 **Removal Petition Notice** during the **ccNSO Director Removal Petition**
24 **Period**, the **ccNSO Director Removal Process** shall automatically be
25 terminated with respect to the applicable **ccNSO Director Removal Petition**

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27 3. Additionally, the ccNSO's representative to the Empowered Community
28 Administration shall be informed of the decision reached by the ccNSO
29 Council.

31 5.3 ccNSO appointed Director Removal Community Forum

32 5.3.1 ccNSO Director Removal Action Community Forum

33 Any SO/AC Director Removal Action Community Forum , including the ccNSO Director
34 Removal Action Community Forum, shall be convened by ICANN at the direction of the
35 ECA. The **ccNSO Director Removal Action Community Forum** is the forum at which the
36 Decisional Participants and interested parties may discuss the **ccNSO Director Removal**
37 **Petition Notice**

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² ICANN Bylaws, Annex D Section 3.2(c)(i)(A-D)

1 **5.3.2 ccNSO Director Removal Action Community Forum Period.** Unless the ccNSO
2 Council has requested the forum to be held in conjunction with an ICANN meeting, the
3 ccNSO Director Removal Action Community Forum Period shall start at the expiration of
4 the **ccNSO Removal Petition Period** and ending on the 21st day after the expiration of
5 **ccNSO Removal Petition Period** at 23:59 (Pacific Time).
6

7 If the **ccNSO Director Removal Action Community Forum** shall be held during the next
8 scheduled ICANN public meeting as requested by the ccNSO and on the date and at the
9 time determined by ICANN, and that public meeting is held after 23:59 p.m. (as
10 calculated by local time at the location of ICANN's principal office) on the 21st day after
11 the expiration of the **ccNSO Removal Petition Period**, the **ccNSO Director Removal**
12 **Community Forum Period** shall expire on the official last day of such ICANN public
13 meeting at 23:59 p.m., local time of the city hosting such ICANN public meeting.
14

15 **5.3.3 Informing the community.** Following the ICANN announcement of convening the
16 **ccNSO Director Removal Action Community Forum**, the **Removal Process Manager**
17 shall inform the ccTLD community on the details of the Community Forum. Note that no
18 individual from the ccNSO, nor the individual who initiated the **ccNSO Director Removal**
19 **Petition**, shall be permitted to participate in the management or moderation of
20 the **ccNSO Director Removal Community Forum**.
21

22 The **Removal Process Manager** shall – after consulting the Chair of the ccNSO -
23 convene a ccNSO Council meeting by the the eighth (8th) day before the end of the
24 **ccNSO Director Removal Action Community Forum Period**. This meeting is intended to
25 allow for a **timely** Council decision **on** the issue identified in the **ccNSO Director**
26 **Removal Petition**.

27 **5.3.4 Community Feedback.**

28 The **Removal Process Manager** will request the ccTLD community to provide input and /
29 or feed-back from the ccTLD community on the **ccNSO Director Removal Community**
30 **Forum**. The input and / or feed-back is required to be provided through the ccNSO
31 Council to the Empowered Community Administration. How the input and feed-back
32 from the community will be provided to the Empowered Community Administration will
33 be determined by the ccNSO Council prior to providing such feed-back. For example, the
34 ccNSO Council could decide that the most appropriate manner will be a ccNSO
35 Statement according to the ccNSO Statement procedure.
36

37 To determine the most appropriate course of action the ccNSO Council will take into
38 account and will be guided by the anticipated timelines, the importance of the matter
39 under consideration for the ccTLD community as indicated by the quantity and quality of
40 the feed-back and input received by the ccNSO Council and other factors deemed
41 relevant by the ccNSO Council.

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1 **5.3.5 ~~issue~~ Removal Petition has been resolved during the Community Forum Period**

2 During any time up and until the eighth (8th) day before the end of the **ccNSO Director**
3 **Removal Action Community Forum Period**, the ccNSO Council may elect to agree that
4 the issue raised in the **ccNSO Director Removal Petition** has been resolved. The decision
5 to agree that ~~t~~he issue has been resolved shall be made by an ordinary majority vote of
6 the votes cast at a quorate³ ccNSO Council meeting

7 In taking its decision the ccNSO Council shall consider:

- 8 - the feed-back, views and input received from the ccNSO community and
9 others regarding **ccNSO Director Removal Petition**;
- 10 - the importance of the matter for the ccTLD community and other factors
11 deemed relevant by the ccNSO Council.

12 This ccNSO Council decision is NOT subject to the Rules of the ccNSO. However, the
13 ccNSO Council decision shall be published on the ccNSO website/wiki as soon as
14 practically possible and the ccTLD community shall be informed about the decision by
15 the ccNSO Secretariat and will become effective 7 calendar days after publication. If
16 during the period starting after the Council and before the end of the Community Forum
17 **33 % of ccNSO Members object**, the decision will be rescinded, and not become
18 effective
19 (33 % can overturn a Council decision to stop the process, and process continues).

20
21 Once the decision has become effective, the Removal Process Manager shall notify the
22 ECA, the other Decisional Participants, and the ICANN Secretary of the decision by the
23 ccNSO Council to agree ~~that~~ the issue identified in the ccNSO Director Removal Petition
24 has been resolved.

25
26 **5.3.6 Results of Community Forum to be shared with ccNSO Council and ccNSO**
27 **membership.** To ensure that the ccNSO Council and membership are informed about
28 the results of the community forum the **Removal Process Manger** will summarize the
29 proceedings of the community forum and share them on the list as soon as possible
30 after closure of the **ccNSO Director Removal Action Community Forum Period**.

31
32 **5.4 ccNSO Director Removal Comment Period**

33 Directly following the expiration of the **ccNSO Director Removal Community Forum Period** and
34 at request of the ECA, ICANN shall issue a request for comments and recommendations. The
35 **ccNSO Director Removal Comment Period** shall start at the day the request for comments was
36 posted on the ICANN website and expire on the seventh (7th) day after the posting at 23.59 PST
37 (Pacific Time).
38

³ A quorate ccNSO Council is quorate if at least 10 Councillors are present with at least one representative from each ICANN Region.

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1 On the day the **ccNSO Director Comment Period** starts the **Removal Process Manager** shall
2 inform the ccTLD community of the start of the **ccNSO Director Removal Comment Period** and
3 convene a ccNSO Council between the sixth (6th) and no later than the tenth (10th) day at 23.59
4 UTC following the expiration of **the ccNSO Director Comment Period**. At this meeting the
5 ccNSO Council is expected to take a decision whether to agree or object to the **ccNSO Director**
6 **Removal Petition**.

7
8 After closure of the **ccNSO Director Removal Comment Period** the **Removal Process Manager**
9 will inform the Councillors and ccNSO Membership of the closure and will forward the (links to
10 the comments and recommendations received, if any.

11 **5.5 Procedures with ccNSO Director Removal Decision**

12 **5.5.1 Definition ccNSO Director Removal Decision Period.** The **ccNSO Director Removal**
13 **Decision Period** shall start at the end of the expiration of the **ccNSO Director Removal**
14 **Comment Period** and close on the twenty first 21st day at 23.59 Pacific Time after the
15 expiration of this period.
16

17
18 **5.5.2 Decisions During the ccNSO Director Removal Decision Period.** During the **ccNSO**
19 **Director Removal Decision Period** the ccNSO shall decide whether or not the ccNSO
20 supports the **ccNSO Director Removal Petition**.

21 In taking its decision, the ccNSO Council shall consider:

- 22 ● the feed-back, views and input received:
 - 23 ○ from the ccNSO Director who is subject of the **ccNSO Director Removal**
24 **Petition** and the Chair of the Board, if any
 - 25 ○ The Petitioner, if any
 - 26 ○ the ccNSO and broader ccTLD Community, if any
 - 27 ○ during the **ccNSO Director Removal Community Forum**
 - 28 ○ during the **ccNSO Board Director Removal Comment Period**
- 29 ● the importance of the matter and issues at stake for the ccTLD Community and
30 other factors deemed relevant by the ccNSO Council.

31 The ccNSO Council decision whether to support or reject the **ccNSO Director Removal**
32 **Petition** has to be taken ultimately at the eleventh (11th) at noon (12.00) UTC into the
33 **ccNSO Director Removal Decision Period**.

34
35 **5.5.2.1. Super majority ccNSO Council decision to support the ccNSO Director**
36 **Removal Petition.** The ccNSO Council decision to support the **ccNSO Director**
37 **Removal Petition** has to be taken with a super-majority of 3/4 of the votes cast
38 at a quorate ccNSO Council meeting. The ccNSO Council decision shall be
39 published on the ccNSO Website immediately following closure of the meeting

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1 and shall include an explanation of the reasons as to why it has chosen to
2 remove the ccNSO appointed Director.

3
4 The Decision becomes effective on the 20th day of the **ccNSO Director Removal**
5 **Decision Period** at 23.59 UTC, unless by the 20th day into **ccNSO Director**
6 **Removal Decision Period** at least 25% of the ccNSO Members indicated not to
7 support the decision of the ccNSO Council. The Rules of the ccNSO do NOT apply
8 to this decision of the ccNSO Council.
9

10
11 **5.5.2.2 Supermajority ccNSO membership decision to support the ccNSO**
12 **Director Removal Petition.** If the ccNSO Council decides not to support the
13 **ccNSO Director Removal Petition**, the ccNSO Council decision shall be published
14 on the ccNSO Website immediately following closure of the meeting. The ccNSO
15 Council decision shall include an explanation of the reasons as to why it has
16 chosen not to support the **ccNSO Director Removal Petition**.
17

18 The Decision shall become effective on the 20th day of the **ccNSO Director**
19 **Removal Decision Period** at 23.59 UTC, unless by the 20th day into **ccNSO**
20 **Director Removal Decision Period** at least 75% of the ccNSO Members indicate
21 support for the **ccNSO Director Removal Petition**. The Rules of the ccNSO do
22 NOT apply to this decision of the ccNSO Council.
23

24 If the ccNSO Council does not take a decision by the 11th day at noon UTC into
25 the **ccNSO Director Removal Decision Period**, the **Removal Process Manager**
26 shall inform the community accordingly by the 11th day 23.59 UTC. If by the the
27 20th day into **ccNSO Director Removal Decision Period** at least 75% of the ccNSO
28 Members indicate to support the **ccNSO Director Removal Petition** the ccNSO
29 Director Removal Petition is deemed to be accepted.
30

31 **5.5.3 Lack of support removal decision.** If, the ccNSO does not support the **ccNSO**
32 **Director Removal Petition** by the 20th day at 23.59 UTC into **ccNSO Director Removal**
33 **Decision Period**, the **ccNSO Director Removal Process** is closed from a ccNSO
34 perspective. On the 21st day into the **ccNSO Director Removal Decision Period** before
35 23.59 UTC, the **Removal Process Manager** shall inform the ccNSO appointed Directors,
36 the ccTLD community and the ECA.
37

38 5.6 ccNSO Director Removal Notice

39 Within 24 hours after the decision to support/accept the **ccNSO Director Removal Petition** has
40 become effective, the **Removal Process Manager** shall inform in writing the EC Administration,
41 the other Decisional Participants and Secretary that the ccNSO has accepted the **ccNSO**

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1 **Removal Action Petition** in accordance with the internal procedures of the ccNSO and with a
2 three quarter majority (the **ccNSO Director Removal Notice**).

3
4 The **Removal Process Manager** shall on behalf of the ccNSO Council direct ICANN to post
5 concurrently with the **ccNSO Director Removal Notice** submission an explanation provided by
6 the ccNSO as to why the ccNSO has chosen to remove the affected Director.

7
8
9 **6. ccNSO Procedures Full Board Removal Process**
10 [Placeholder for procedures relating to section 3.3 ANNEX D]

11
12
13 **7 Miscellaneous**

14 **7.1 Archive**

15 All ccNSO information and communication with respect to a specific [Removal Process under this](#)
16 [Guideline](#) will be archived separately. For each [Removal Process](#), the ccNSO Secretariat will create
17 a separate Archive and [archive](#):

- 18 3. All emails related to the [Removal Process](#),
- 19 4. Any other communication between the [Removal Process](#) Manager with the ccTLD
20 Community, other Decisional Participants, the [ECA](#), ICANN Staff, or the ICANN Corporate
21 Secretary. If necessary the communication first must be documented in writing.

22 A link to the Archive will be published on the ccNSO website.
23

24 **7.2 ccNSO Internal Guideline**

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

27
28 **7.3 Omission in or Unreasonable Impact of the Guideline**

29 In the event the Guideline does not provide guidance and/or the impact is unreasonable to
30 conduct the business of the ccNSO or the ccNSO Council, the Chair of the ccNSO Council will
31 [decide](#).

32
33 **7.4 Publication and Review of the Guideline**

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

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- Deleted: Empowered Community Administration
- Commented [MOU23]: Moved to section 3.4

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1 The Guideline will be reviewed every 2 years at the time of review of the annual Work plan, or
2 adjusted when considered necessary. To become effective, the updated Guideline must be
3 adopted by the ccNSO Council and published on the ccNSO website.
4 Before publishing the updated Guideline, the Secretariat will adjust the version number and
5 insert the date the Guideline was reviewed and adopted by the ccNSO Council
6

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