

Guideline: Selection and appointment of ccNSO representative on the Nominating Committee

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1. Introduction & Background

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Each year the ccNSO has to appoint a delegate to the Nominating Committee (NomCom) of ICANN. The Nominating Committee is responsible for selecting individuals to serve in leadership positions within the ICANN structure. This includes all ICANN Directors except the President and those Directors selected by ICANN's Supporting Organizations, and members to the Councils of the GNSO and ccNSO, and seats in the ALAC.

For further back ground on the NomCom and what is expected from a NomCom delegate see <http://nomcom.icann.org/faqs.htm>.

2. Term and appointment

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Each appointed Nom Com delegates serve for a term of one (1) year. According to the ICANN bylaws a delegate can only be appointed for two (2) consecutive terms (see <http://nomcom.icann.org/bylaws.htm> and <http://www.icann.org/en/general/bylaws.htm#VII-3>). To be re-eligible after serving on the NomCom, a candidate must sit out two years before being eligible to return to the NomCom again

For the NomCom to be constituted at the end of the ICANN Annual General Meeting, constituencies, SOs and ACs must select their delegates well enough in advance for ICANN to make travel arrangements etc. to the AGM. For planning purposes the NomCom will start informing the ccNSO of the upcoming selection of delegates just after the June ICANN meeting.

3. Procedure for Selection of a Delegate

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3.1 Call For volunteers

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1. The ccNSO Council is informed of the upcoming appointment of delegates to the NomCom (June/July). [The ccNSO secretariat informs the ccNSO Council whether the current member can be re-appointed](#)
2. [The ccNSO Council initiates the call for volunteers.](#)
3. The ccNSO secretariat calls for nominations for position of [ccNSO appointee](#) to the NomCom. [The call for volunteers shall be open for at least two weeks and include among others a reference to the criteria for selection and brief description of selection procedure.](#)

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4. Any person who is associated with a ccTLD manager may self-nominate. If self-nominated the candidate should include a letter of support from the ccTLD manager with whom that person is associated.
5. The ccNSO secretariat shall inform the ccNSO Council of the nomination(s) and acceptance of nomination(s). two (2) business days after closure of the call for volunteers.
6. Appointment of the delegate to the NomCom by the ccNSO Council. In case there is only one nominee, the candidate will be appointed at the first upcoming meeting of the Council. In case more than one candidate is nominated, the Council will take an email vote. The Nominee who receives a simple majority of the votes cast, is appointed. The voting will be organised by the ccNSO secretariat.

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3.2 Selection of the Appointee

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3.2.1 Councillors eligible to vote

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If a Councillor has volunteered, then this Councillor shall not be involved in the appointment 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 nominee may be working for the same ccTLD Manager. After such a declaration of a Councillor, this Councillor shall not be involved in the appointment process anymore.

All Councillors eligible to vote will receive the relevant material submitted by a candidate to select the appointee.

3.2.2 Preferred candidate

The Councillors eligible to vote will each compile a list of candidates, based on the Selection Criteria (see below) with the most preferred candidate on the top and the least preferred candidate at the end of the list. If a candidate does not meet the criteria in the view of a Councillor, the Councillor should refrain from listing that candidate.

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Each of the voting Councillors will send her/his list of preferred candidates to the ccNSO Secretariat (email address ccnsossecretariat@icann.org, or other email address agreed by the ccNSO Council), within 7 days 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.

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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 and the next preferred 6 , etc. The secretariat will report the ranking

to the ccNSO Council one (1) business day after the last day Councillors eligible to vote could submit their list of preference.

In case two (2) or more candidate(s) the person receiving the highest total score is considered the most considered the most preferred overall candidate. If only one person has volunteered, that person needs at least the support of the simple majority of the votes cast of the Councillors eligible to vote.

3.3 Reporting on the ccNSO Selection Process

Within two business days after the closure of the selection procedure under this Guideline, the Secretariat shall report on the results and procedure to the ccNSO Council. The ccNSO Council will then formally close the selection process by adopting the report either at its next regular ccNSO Council meeting or by an email vote.

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

The Chair of the ccNSO informs ICANN about the ccNSO Council selection.

4. Selection Criteria

Specific criteria for selecting a delegate to the NomCom are provided in Article 8, Section 4 of ICANN's Bylaws (<https://www.icann.org/resources/pages/governance/bylaws-en/#article8> [icann.org]):

"Section 4. CRITERIA FOR SELECTION OF NOMINATING COMMITTEE DELEGATES

Delegates to the ICANN Nominating Committee shall be:

1. Accomplished persons of integrity, objectivity, and intelligence, with reputations for sound judgment and open minds, and with experience and competence with collegial large group decision-making;
2. Persons with wide contacts, broad experience in the Internet community, and a commitment to the success of ICANN;
3. Persons whom the selecting body is confident will consult widely and accept input in carrying out their responsibilities;
4. Persons who are neutral and objective, without any fixed personal commitments to particular individuals, organizations, or commercial objectives in carrying out their Nominating Committee responsibilities;
5. Persons with an understanding of ICANN's mission and the potential impact of ICANN's activities on the broader Internet community who are willing to serve as volunteers, without compensation other than the reimbursement of certain expenses; and
6. Persons who are able to work and communicate in written and spoken English."

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In addition, all NomCom members should be able to attend the first formal meeting of the NomCom (during or around the first upcoming AGM) and most likely the policy Forum following the AGM meeting. Travel and hotel accommodation will be provided.

In addition:

- o NomCom delegates should have a high-level network of contacts essential to candidate recruitment.
- o The person should be able to join monthly teleconferences (typically 13:00 or 14:00 UTC). Note that the committee's workload will increase significantly in the April/May/June timeframe when the candidate assessment process will be at its busiest. Conference calls are held more frequently (typically weekly) during this time as well.
- o The person must be able to attend the NomCom selection meetings in at or around Policy Forums.
- o The person should be willing to work in a large, consensus-oriented committee.

5. Miscellaneous

5.1 ccNSO Internal Guideline

This Guideline is an internal rule of the ccNSO in accordance with Article 10 section 3.(k) and Article 10 section 4. of the ICANN Bylaws. This Guideline should also be considered as the internal procedure of the ccNSO to elect ccNSO Council members.

5.2 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, the ccNSO Council, or the review team, the Chair of the ccNSO will decide.

5.3 Publication and Review of Guidelines

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 after any changes to the relevant sections in the ICANN bylaws or change of the Operating Standards, or otherwise 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.

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

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In the event the guidelines do not provide guidance and/or the impact is unreasonable the Chair of the Council will decide.

5. Review of Guidelines

These guidelines will be reviewed annually, or adjusted when considered necessary. To be effective the updated guidelines need to be adopted by the Council, and published on the ccNSO website. Before publishing the updated guidelines the version number of the guidelines and date of adoption will be adjusted by the ccNSO secretariat.