Nominating Committee Standing Committee Charter

I. Background

In the final report of the second Nominating Committee (NomCom) review, the independent examiner conducting the review found that there was a lack of continuity in process across different years' Nominating Committees such that the operational performance of any individual NomCom could be impacted. The independent examiner recommended a standing committee be formed to suggest and assist in implementing changes to NomCom processes since the NomCom itself operates on a tight timeline and needs to focus on its recruiting and evaluation activities.

II. Purpose

The Standing Committee's Purpose is to:
- Provide continuity between annual NomCom cycles
- Build the institutional memory of the NomCom
- Improve the NomCom's effectiveness through continuous improvement
- Help coordinate non-confidential aspects of the e communications between external bodies and the NomCom

The Standing Committee shall not interfere in any way with the NomCom's selection process and its members shall have access only to publicly available documentation.

III. Scope of Responsibilities

The scope of responsibilities for the Standing Committee(SC) will encompass interactions with the following groups and categories:
- NomCom Leadership
- ICANN and PTI Boards
- ICANN org
- Bodies that appoint members to the NomCom
- Bodies that receive NomCom appointees
- Candidates applying for NomCom appointments
- External consultants to the NomCom
- Overall ICANN community

III.1 NomCom Leadership

- Each year, the NomCom shall publish an Annual Report that includes recommendations for the up-coming NomCom. The SC shall review these published recommendations and coordinate with up-coming NomCom Leadership on their implementation
- On an annual basis, maintain and update the evaluation toolkit used by the NomCom, to help facilitate the NomCom's evaluation and prioritization of candidates
- On an annual basis, capture interview questions asked by the NomCom, after they have been scrubbed of all identifying and personal information, and seek feedback from the NomCom to help assess perceived usefulness of questions and update evaluation tool kit, if needed.

III.2 ICANN Board
- Engage with the ICANN Board on the optimum timing for the annual appointment of the NomCom Leadership

III.3 ICANN org
- Seek feedback from and coordinate with the NomCom to provide appropriate input on NomCom budget and staffing resources as part of ICANN's annual budgeting cycle
- Seek feedback from NomCom and review publicly available materials, to assess the effectiveness of NomCom's outreach/marketing efforts on an annual basis;
- work with the NomCom, ICANN org and the recruitment consultant(s) to propose improvements for the following year as required
- Coordinate with ICANN org and NomCom members to improve training of incoming NomCom members and Leadership
- Oversee the maintenance and enhancements to the NomCom online knowledge base and tools, such as the evaluation tools, interview libraries and other relevant mechanisms.

III.4 Bodies that appoint members to the NomCom
- Work with the organizations that appoint members to the NomCom, to provide revisions to the NomCom member job descriptions, if and when appropriate
- Provide support, where requested to SO/ACs to help ensure that NomCom members are selected per their internal timeline

III.5 Bodies that receive NomCom appointees
- In cooperation with the NomCom, perform annual outreach to the ICANN Board, ICANN's Supporting Organizations and Advisory Committees (SOs/ACs), and the Board of Public Technical Identifiers (PTI) to receive feedback on desired skills and diversity requirements for upcoming NomCom appointees
- Oversee the system for providing feedback to the NomCom regarding the contributions and participation of members up for re-appointment by the NomCom
- Help improve NomCom selection decisions by assessing the performance and needs of all bodies receiving NomCom appointees

III.6 Candidates applying for NomCom positions

- Ensure desire for Unaffiliated Board directors is included in published job descriptions and is part of recruitment and assessment processes
- Assist in the formulation of annual surveys to NomCom applicants
- Subject to any privacy or confidentiality limitations, review the annual applicant survey results, and, in coordination with the NomCom, provide feedback to the incoming NomCom in order to improve the NomCom's interactions with candidates
- Refer non-selected candidates to suitable opportunities elsewhere within the ICANN community

III.7 External consultants to the NomCom
- Assess the effectiveness of training provided to NomCom members and Leadership and recommend improvements
- Annually review the document that sets out the roles and responsibilities for the recruiting consultant retained to support the NomCom, seek feedback from the NomCom, and propose amendments to this document
- If applicable, annually review the document that sets out the roles and responsibilities for the evaluation consultant retained to support the NomCom, seek feedback from the NomCom, and propose amendments to this document
- Refine the standardized tool used to evaluate and prioritize candidates, based on desired competencies and experience as determined annually. This tool will not replace qualitative assessments of candidates.
- If applicable, create and maintain a feedback mechanism with the NomCom to assess the effectiveness of the evaluation consultant, including but not limited to their provision of a deep-dive shortlist of candidates to the current NomCom. Based on the feedback, work with ICANN org and the NomCom to propose adjustments to the consultant's remit for the following year.

III.8 Overall ICANN community
- Conduct community outreach in advance of enacting material changes to the NomCom selection processes
- Work with current NomCom and ICANN org to ensure timely publication of publicly available data on the candidate pool, including recruiting source of candidates

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IV. Composition

The Standing Committee shall be composed of five members:
- The current NomCom Associate (outgoing) Chair, *serving ex officio*
- Four members, as selected from a public Expression-of-Interest (EOI) process
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    Membership Requirements:
- Standing Committee members shall have each completed at least one full term on the NomCom prior to being appointed to the Standing Committee.
- No person currently serving on the NomCom, other than the Associate Chair, is eligible for appointment to the Standing Committee.
- Preference will be given to prior experience on a NomCom Leadership Team
- Preference will be given for applicants endorsed by an SO/AC
- No SO/AC shall hold more than one Standing Committee seat at any given time
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V. Terms

- The NomCom Associate Chair shall only serve on the Standing Committee commensurate with their Associate Chair term.
- The term of all other members shall be three years
- All regular terms shall start upon the conclusion of the ICANN Annual General Meeting
- The initial terms of the Standing Committee members will be staggered so that under normal conditions, only one or two members will be replaced each year.
- Each year, one member shall roll off the Standing Committee and be replaced by another member. Every third year two members shall roll off and be replaced by two new members
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- Any vacancy that arises during a term shall be filled via a public EOI process. The members of the Standing Committee shall select the new member(s) using the rules for eligibility.The existence of any vacancies shall not affect the obligation of the Standing Committee to carry out the responsibilities assigned to it in this Charter
- Any one person shall not be eligible to be appointed to the Standing Committee for more than two full terms, totalling six years.

VI. Meetings

The Standing Committee will meet by remote participation (using appropriate technology) as frequently as necessary, but no fewer than six times per year. Regular meetings may be called upon no less than fourteen (14) days notice by either (i) the Chair or (ii) any two members of the Standing Committee acting together. Meetings to address urgent issues may be called in a manner calculated to provide as much notice as possible to the members of the Standing Committee. Email discussions do not constitute meetings.

VII. Decisions

Decisions and actions of the Standing Committee shall be taken by consensus. Such consensus shall be documented and may be determined via Internet-based discussions without the need for a meeting.

VIII. Records of Proceedings

The Standing Committee shall operate openly and transparently. Standing Committee meetings shall be recorded. Any minutes or other records of the meetings shall be publicly posted as soon as possible following approval by the committee.
The Standing Committee should use a public mailing list for any matters related to its remit.

IX. Conflicts of Interest

Standing Committee members must provide statements of interest that identify potential conflicts of interest in their Standing Committee service.

 Should we have a clause outlining the Removal of a Member?

X. Review

This Charter of the Standing Committee shall be reviewed as part of the NomCom's organization review as per Section 4.4 of the Bylaws. Any one of ICANN's SOs/ACs, the IETF, the ICANN Board, or ICANN org may propose amendments to this Charter. All proposed changes shall be subject to ICANN's public comment processes.