Guideline:
ccNSO Procedures Board (Member) Removal Process(es)

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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 holding Seats 1 through 8 and initiate the **Nominating Committee Director Removal Process**
2. a Director who was nominated by the ccNSO in accordance with <u>Section 7.2(a)</u> of the Bylaws, and initiate the **ccNSO Director Removal Process**
3. all Directors (other than the President) at the same time and initiate the **Board Recall Process**

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 Membership[1], each with their respective roles and responsibilities.

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[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. In general, decisions of the Council are subject to a members vote if 10% of the members notify the Chair of the ccNSO of their objection. If the 10% threshold is met, a membership vote must be held to ratify or veto the decision of the Council. A vote of the members may commence 5 days after the notification, and the voting period stays open for at least 14 days. 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 decision of the Council with respect to a Rejection Action is subject to the Rules of the ccNSO.

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. The ccNSO Council is in turn represented by the **Removal Process Manager**.

3.1.1. Appointment of the **Removal Process Manager**

The term of the **Removal Process Manager** will be used exclusively within this guideline, with the understanding that it means the ccNSO Council Chair or other person appointed by the Council as the **Removal Process Manager**.The ccNSO representative to the Empowered Community Administration nor Rejection Action Petition Manager shall serve as the **Removal Process Manager**.

3.1.2. Role of the **Removal Process Manager**

Following the receipt of a **Removal Petition** or **Removal Notice**, the Removal Process Manager is the main person to handle the communications between the ccNSO Community, other Decisional Participants, the Empowered Community Administration, ICANN Staff, and the ICANN Corporate Secretary, with respect to matters relating to the applicable removal process.
For purposes of this Guideline - and when communicating with other members of the ccTLD Community, other Decisional Participants, the Empowered Community Administration, ICANN (Staff), or the ICANN Corporate Secretary- , individual ccNSO Council members shall act in their individual capacity and not as members of the ccNSO Council.

3.2 Removal Process Manager

3.2.1 Appointment of the Removal Process Manager.

The Council will appoint a ccNSO Councillor to serve as the **Removal Process Manager** and anpother Councillor as the **Alternate Removal Process Manager. T**o ensure continutity of process(es) the Alternate shall step in and take over the role and responsibilties 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**. The term of the appointment 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.

3.2.2 Obligations of the Removal Process Manager.

The Removal Process Manager shall:

- Provide prompt and accurate accounts of developments relating to the Removal Petitions to the ccNSO Council and the ccNSO Community.
- Provide prompt and accurate accounts of developments relating to the Removal Petitions and other actions and decisions of the ccNSO Council and the ccNSO Membership to other Decisional Participants, ECA, ICANN Secretary and ICANN Board whenever appropriate and required.
- Inform the ccNSO Council, and ccNSO Membership and broader ccTLD community of the actions of the Empowered Community Administration related and relevant to the removal procedures, actions and decisions of the ccNSO. decides to request that ICANN arrange a publically-available conference call prior to the Approval Action Community Forum.
- Attend the Removal Community Fora.
- Attend additional Community Forums if either the ccNSO Council ICANN Board or the Empowered Community Administration elects to hold them.
- Act as point of contact for the ccNSO and ccTLD Community with respects to the procedures detailed in this Guideline.

3.2.3 Communication.

The preferred method of communication between the Removal Action Manager and the ccTLD Community, other Decisional Participants, the Empowered Community Administration and ICANN, including but not limited to ICANN's Corporate Secretary, is email.

4. Procedures to Remove NOMCOM Appointed Director

[Placeholder for procedures relating to section 3.1 ANNEX D}

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

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

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

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

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

The decision, actions, procedures and requirements with respect to ccNSO Director removal decision are included in section 4.6.

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

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

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

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

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

Time table ccNSO Director Removal Process

Period	Milestone	Start date	End date	Total duration	Section of document
ccNSO Director Removal Petition Period	Date Receipt removal petition	Day 0	21st 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	21st 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

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2 Note, if deadlines are not met by the ccNSO the ccNSO Director Removal Process terminates.
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4 **5.1 ccNSO Director Removal Petition.**
5 This section details the procedures to be followed in case of a Removal Petition. It covers who
6 may submit a Petition, how to submit a Petition to the ccNSO as a Decisional Participant, and
7 how the ccNSO intends to accept or reject such petition. All references to "notices" and
8 "notification" in this section need to be in writing, either as formal correspondence or email.
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10   **5.1.1 Who may submit a Removal ccNSO Director Petition to the ccNSO Council?**
11   The ccNSO will consider Petition from the following constituents:
12   - ccTLD managers,
13   - individual(s) directly related to a ccTLD manager,
14   - ccNSO working groups or committees mandated to submit such a petition,
15   - Regional ccTLD organisations (as defined in section 10.5 of the ICANN
16   Bylaws),
17   - the ccNSO Council.
18   - Others, who have a clear and demonstrated interest in the removal of the
19   ccNSO appointed Director
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21   **5.1.2 Requirements ccNSO Director Removal Petition**

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

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

Finally, the **ccNSO Director Removal Petition** MUST be send to the following email address: ccNSO-Petition@icann.org to be considered. The Chair of the ccNSO, the Removal Action Manager and ccNSO secretariat are subscribed to the email address.

5.2 ccNSO Director Removal Petition Period.

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

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

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 Action 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)

5.2.3 Acceptance or Rejection ccNSO Director Removal Petition.

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

At its meeting, the ccNSO Council shall decide whether to support or reject the **ccNSO Director Removal Petition(s).** In taking its decision, the ccNSO Council shall consider:
 • the feedback, views and input received from the ccTLD community, regarding the **ccNSO Director Removal Petition**(s), if any;

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- the importance of the matter for the ccTLD and broader community and other factors deemed relevant by the ccNSO Council.

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

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

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

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

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

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

The **Removal Process Manager** shall:

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

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

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In accordance with the Bylaws[2] the **ccNSO Director Removal Petition Notice** must include:

(a) A supporting rationale in reasonable detail

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

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

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

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

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

5.3 ccNSO appointed Director Removal Community Forum

5.3.1 ccNSO Director Removal Action Community Forum

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

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

If the **ccNSO Director Removal Action Community Forum** shall be held during the next scheduled ICANN public meeting as requested by the ccNSO and on the date and at the

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

time determined by ICANN, and that public meeting is held after 23:59 p.m. (as calculated by local time at the location of ICANN's principal office) on the 21st day after the expiration of the **ccNSO Removal Petition Period**, the **ccNSO Director Removal Community Forum Period** shall expire on the official last day of such ICANN public meeting at 23:59 p.m., local time of the city hosting such ICANN public meeting.

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

The **Removal Action Manager** shall **–** after consulting the Chair of the ccNSO - convene a ccNSO Council meeting by the the eighth (8th) day before the end of the **ccNSO Director Removal Action Community Forum Period.** This meeting is intended to allow for a Council decision the issue identified in the **ccNSO Director Removal Petition** has been resolved**.**

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

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

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

During any time up and until the eighth (8th) day before the end of the **ccNSO Director Removal Action Community Forum Period**, the ccNSO Council may elect to agree that the issue raised in the **ccNSO Director Removal Petition** has been resolved. The decision

to agree that he issue has been resolved shall be made by an ordinary majority vote of the votes cast at a quorate[3] ccNSO Council meeting

In taking its decision the ccNSO Council shall consider:

- the feed-back, views and input received from the ccNSO community and others regarding **ccNSO Director Removal Petition**;

- the importance of the matter for the ccTLD community and other factors deemed relevant by the ccNSO Council.

This ccNSO Council decision ==is NOT subject== to the ==Rules of the ccNSO==. However, the ccNSO Council decision shall be published on the ccNSO website/wiki as soon as practically possible and the ccTLD community shall be informed about the decision by the ccNSO Secretariat and will become effective 7 calendar days after publication. If during the period starting after the Council and before the end of the Community Forum 33 % of ccNSO Members object, the decision will be rescinded, and not become effective

(33 % can overturn a Council decision to stop the process, and process continues).

Once the decision has become effective, the Removal Process Manager shall notify the ECA, the other Decisional Participants, and the ICANN Secretary of the decision by the ccNSO Council to agreed the issue identified in the ccNSO Director Removal Petition has been resolved.

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

5.4 ccNSO Director Removal Comment Period

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

On the day the **ccNSO Director Comment Period** starts the **Removal Process Manager** shall inform the ccTLD community of the start of the **ccNSO Director Removal Comment Period** and convene a ccNSO Council between the sixth (6th) and no later than the tenth (10th) day at 23.59

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

UTC following the expiration of **the ccNSO Director Comment Period.** At this meeting the ccNSO Council is expected to take a decision whether to agree or object to the **ccNSO Director Removal Petition.**

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

5.5 Procedures with ccNSO Director Removal Decision

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

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

In taking its decision, the ccNSO Council shall consider:
- the feed-back, views and input received:

    ○ from the ccNSO Director who is subject of the **ccNSO Director Removal Petition** and the Chair of the Board, if any

    ○ The Petitioner, if any

    ○ the ccNSO and broader ccTLD Community, if any

    ○ during the **ccNSO Director Removal Community Forum**

    ○ during the **ccNSO Board Director Removal Comment Period**

- the importance of the matter and issues at stake for the ccTLD Community and other factors deemed relevant by the ccNSO Council.

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

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

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

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

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

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

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

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

5.6 ccNSO Director Removal Notice

Within 24 hours after the decision to support/accept the **ccNSO Director Removal Petition** has become effective, the **Removal Process Manager** shall inform in writing the EC Administration,

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the other Decisonal Participants and Secretary that the ccNSO has accepted the **ccNSO Removal Action Petition** in accordance with the internal procedures of the ccNSO and with a three quarter majority (the **ccNSO Director Removal Notice**).

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

6. ccNSO Procedures Full Board Removal Process
[Placeholder for procedures relating to section 3.3 ANNEX D]

7 Miscellaneous

7. 1 Archive
All ccNSO information and communication with respect to a specific Approval Action will be archived separately. For each Approval Action the ccNSO Secretariat will create a separate Archive and preserve there:
1. All emails related to the specific Approval Action.
2. Any other communication between the Approval Action Manager with either the ccTLD Community, other Decisional Participants, the Empowered Community Administration, ICANN Staff, or the ICANN Corporate Secretary. If necessary the communication first must be documented in writing.

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

7.2 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.

7.3 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.

7.4 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. 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