

Guideline: ccNSO Council Actions with Respect to Selection of ccNSO Appointed Members

Version: 2
Date of Review: March 2019
Date of adoption by the ccNSO Council: DD/MM/2019

1 Introduction

The guideline describes the process and, responsibilities of the ccNSO Council members, candidates, volunteers and appointed members for to the selection and appointment of members or candidates of different groups (e.g. review committees, liaisons or cross-community working groups) that have a limited number of seats in cases that no other guideline is available,

2 Purpose of the Guideline

The purpose of this guideline is to describe the general selection process, including the evaluation of the candidates, the way the votes are counted and candidates selected.

3 General Information

3.1 Request for Appointment

The process starts whenever the ccNSO receives a request – with or without specific requirements – to appoint members of a committee, cross community working group, or other body (hereinafter – Group) and the ccNSO Council decides to participate in the work of the Group.

3.2 Eligibility of Candidates

Any ccTLD representative, member, and non-member, of the ccNSO unless specified otherwise, should be eligible.

If a Councillor wishes to become a member of the group, then this Councillor shall not be involved in the process due to a direct conflict of interest.

A Councillor may also declare a conflict of interest at any stage, Should this happen, the Councillor is excluded from the process.

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- Commented [A1]:** Grammatically, either 'for' or 'to' should be removed?
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- Deleted:** Membership of the Group shall be open to individuals from all...
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- Deleted:** intends
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4 Timelines

As soon as the request for appointing a ccTLD representative is received and evaluated by the Council, the ccNSO Council instructs the ccNSO Secretariat to issue a call for expression of interest in accordance with the procedures defined under this guideline and/or the guideline that regulate the request.

5 Call for Expression of Interest

The ccNSO Secretariat will draft and send the call for expression of interest within two business days following the instruction by the ccNSO Council. The call for expression of interest will be sent to the ccTLD managers mailing list (ccNSO members and non-ccNSO members) unless specified otherwise. If deemed appropriate by the ccNSO Council, the Regional ccTLD Organisations will be invited to distribute the call and encouraged to actively approach non-ccNSO members in their Region.

The call shall include all relevant information, including possible requirements (Selection Criteria) and the closing date. The Selection Criteria might be divided into generic and specific criteria.

The closing date shall not be earlier than two weeks after the call is issued unless the original request requires an earlier close in which the ccNSO Council may decide on the timeline. Application closure will be at 23:59 UTC on the date of closure.

Any expressions of interest received after the closing date is not be valid.

The template for the call for Expression of Interest is included as Annex A.

5.1 Information Received from Candidates

The first working day after the closure of the call for Expression of Interest, the ccNSO Secretariat shares the details of the candidates with each ccNSO Councillor.

The names of the candidates are published on the ccNSO website. By submitting its application, the applicant agrees to have their application publicly archived, and agrees that personal data is processed in accordance with the ICANN Privacy Policy (<https://www.icann.org/privacy/policy>), as well as agrees to abide by the website Terms of Service (<https://www.icann.org/privacy/tos>).

6 Selection Process

If the ccNSO Council has to select and/or appoint a specific number of candidates, the ccNSO Council performs the selection in two steps:

Step 1. Evaluation of all the candidates according to generic requirements of the Selection Criteria by the ccNSO Council.

Step 2. Selection of members according to specific requirements of the Selection Criteria by the Chair and Vice-chairs of the ccNSO Council.

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6.1 Evaluation of the Candidates

If the ccNSO Council believes that one or more candidates do not meet the Selection Criteria as defined in the call for expression of interest, the candidate(s) is informed accordingly.

The Councillors eligible to vote review applications and select possible member(s) based on how well the candidate(s) meet the generic requirements as stated in the Call for Expression of Interest.

Each Councillor compiles a list of candidates in order of preference/score. If a candidate does not meet the criteria, the Councillor should not list that candidate at all.

Each of the voting Councillors sends their list of preferred candidates to the ccNSO Secretariat (email address ccnsossecretariat@icann.org, or other email address as agreed to by the ccNSO Council), within 7 days or sooner if required by the original request 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.

Based on the ranking of each Councillor, the Secretariat prepares 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, the next preferred 6, etc. The candidate(s) receiving the highest total of assigned numbers, is the most preferred overall candidate.

The Secretariat will report the ranking to the ccNSO Council one (1) business day after the deadline for submitting preferences.

6.2 Selection of Members

After compiling the list, the Chair and Vice-chairs of the ccNSO Council, select the members of the Group, according to the number of seats and specific requirements (if any) taking into account the outcome of the Council vote as much as possible.

7 Reporting on the ccNSO Selection Process

Within two business days after the closure of both the appointment procedures, under section 6 of this Guideline, the Secretariat produces a report of the results and sends it to the ccNSO Council. The ccNSO Council formally closes the selection process by adopting the report at its next regular ccNSO Council meeting or by an email vote. The Chair of the ccNSO informs ICANN and other organisations about the ccNSO Council selection.

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

8 Removal of ccNSO Appointed Members

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Any selected and appointed member may be removed and replaced at any time by the ccNSO Council. The ccNSO Council **notifies** the member of reason(s) for deselection. The ccNSO Council and the affected member **discuss** whether the ccNSO Council **may** publish the reason(s) for the action. In all cases, the ccNSO Council's decision will be final.

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The chair or co-chair(s) of the Group to which a member is appointed by the ccNSO Council may request the removal of a member selected and appointed by the ccNSO Council.

In the event the co-chair(s) requests such a removal, the following consultation mechanism **applies**:

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- Any concerns regarding the behaviour or non-attendance of a ccNSO appointed Member should firstly be raised with **the** Member.
- If the issue is not satisfactorily resolved, a formal complaint should be raised with the Chair of the ccNSO, who will attempt to mediate a resolution.
- If that is not possible, or if the complaint is sufficiently serious in nature, the Chair of the ccNSO is empowered to temporarily restrict the participation of the Member with a view to resolve the issues. However, if in the view of the chair the continued participation of the Member would not be appropriate and/or would seriously disrupt the activities of the group, the Chair of the ccNSO shall raise the issue with the Vice-Chairs of the ccNSO Council or their designate(s), who will review the matter and then decide. The ccNSO Council, co-chair(s) of the group, and the appointed Member and other person(s) deemed relevant by the Chair shall be informed accordingly.

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9 Vacancy

For purposes of this procedure, a vacancy shall be deemed to exist in the event of the death, resignation, or removal of a ccNSO Council appointed member. This vacancy shall be filled by the ccNSO Council using the selection procedure as described above.

A temporary replacement may be appointed by the ccNSO Council for the duration of the selection procedure and until the replacement has been appointed. The Chair of the ccNSO Council shall notify the group and other whom are deemed relevant of such a temporary replacement. Such notification should include the expected date of appointment of the replacement to fill the vacancy.

10 Miscellaneous

10.1 ccNSO Internal Guideline

This **Procedure** 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.

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10.2 Omission in or Unreasonable Impact of the procedure

If the **Procedure** does not provide adequate guidance for conducting the business of the ccNSO then the ccNSO Council or, if time does not permit Council action, the Chair of the ccNSO Council will decide. The decision must be consistent with the spirit and reason of the Procedure.

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10.3 Publication and Review of the Procedure

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

The Procedure will always be reviewed annually starting one year of adoption, or adjusted when considered necessary. To become effective, the updated Procedure must be adopted by the ccNSO Council and published on the ccNSO website.

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

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Page 2: [1] Commented [A3]	hotta	4/4/19 4:59:00 PM
The sentence in this section doesn't cover the whole timelines. It just refers to the timing of Eol.		
Page 2: [2] Commented [GS4]	Giovanni Seppia	4/1/19 4:33:00 PM
See earlier comment. It needs to be stated who should receive the request.		
Page 2: [3] Deleted	Giovanni Seppia	4/1/19 4:37:00 PM
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? If the request that is received by the ccNSO includes a precise deadline, I do not see how the Council may decide for a different timeline.		
Page 2: [5] Deleted	Giovanni Seppia	4/1/19 4:49:00 PM
Page 2: [6] Commented [A6]	hotta	4/4/19 5:03:00 PM
Term "business days" is used in the first line of section 5 – same term had better be used		
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Page 2: [8] Commented [GS8]	Giovanni Seppia	4/1/19 4:43:00 PM
No need to state again that Councilors with Col are excluded.		
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