

1 **WG/Committee (Vice-) Chair Nomination Process**

2 Version 03

3 Closing Date consultation membership:

4 Date of adoption by the ccNSO Council:

5 **Background and Introduction**

6 In accordance with the applicable Guidelines Charter of Working Groups and Terms of
7 Reference of Committees the Chair and Vice-Chairs of WG or Committees are appointed by
8 the Council at the nomination of the WG or Committee. To avoid confusion when
9 nominating a person either for the Chair and the Vice-Chair position (if the latter is foreseen
10 in the Charter or Terms of Reference), the process should start with the nomination of the
11 Chair, followed by the nomination of the Vice-Chair and in accordance with the following
12 the steps of the Nomination Procedure and if necessary be followed by the Expression of
13 Preference Procedure. Upon completion of the procedure(s) the ccNSO Council will then
14 appoint the preferred candidate as (Vice-)Chair.
15

16 **Nomination procedure**

17 The nomination procedure includes the following steps:

- 18 1. Call for nominations. A designated staff person will send out a call for nomination
19 and secondings to the group's email list. The duration of the call for nominations for
20 the Chair and Vice-Chairs should be limited to two weeks.
- 21 2. Eligibility to be nominated as Chair or Vice-Chair. Only ccNSO appointed members
22 are eligible to be nominated, unless there is another specific reference in the
23 relevant Charter or Terms of Reference.
- 24 3. Eligibility to nominate and second the Chair or Vice-Chair. Candidates for the Chair
25 (or Vice-Chair) position should be nominated and seconded by those who are eligible
26 to do so according to the relevant Charter or Terms of Reference. If there is no
27 specific reference in the Charter or terms of Reference to who may nominate and
28 second, anyone from the full membership (members, and other participants) may do
29 so. A person eligible to nominate may nominate only one (1) person as a candidate.
30 A person may second multiple candidates; however, may not self-second. The
31 nominations and secondings should be sent to the group's email list.
- 32 4. Acceptance of the nomination by the candidate. Before the selection process starts,
33 the candidate must accept nomination. The duration of the acceptance period is 2
34 working days, starting at the closure of the seconding period. The acceptance of the
35 nomination should be sent to the group's email list.

36 If there is only one candidate for the position of (Vice-)Chair, who has accepted the
37 nomination, that person will be considered the (Vice-)Chair nominee of the WG, sub-
38 Working Group or Committee.

39 If two or more candidates are nominated [either as Chair or Vice-Chair], an expression of
40 preference procedure by confidential ballot will be held to determine the nominee, using
41 the Expression of Preference Procedure below.

1 **Expression of Preference Procedure**

2 If two or more candidates are nominated for the position of (Vice-)Chair, the persons on the
3 Working group, sub-Working Group or Committee who are eligible to do so according to the
4 respective Charter, are expected to express their preference following the next steps:

- 5 1. The call for expression of preference will be sent to the group’s email list on the
6 business day following the closure of acceptance of candidacy. Each of the persons
7 who are eligible to express their preference is expected to compile a list of the
8 candidates in order of preference, with the most preferred candidate placed as
9 number one and the least preferred candidate as last. If a candidate does not meet
10 the criteria in the view of the person who is eligible to express their preference, that
11 person may refrain from listing this specific candidate.
- 12 2. Within 3 business days after the call for expression of preference was sent to the
13 WG/Committee’s email list, the list of preference should be sent to the designated
14 support staff person.
- 15 3. Upon receipt of the list of candidates, the designated staff person will send an email
16 acknowledging receipt and a ballot number.
- 17 4. The designated staff support person will assign a ranking number to the candidates.
18 The most preferred candidate will be assigned the highest **rank** (= number based on
19 the total number of candidates, e.g. if three candidates, the highest rank is 3). A
20 person that is not listed will be assigned 0.
- 21 5. The designated staff person will prepare an overview of the overall ranking of the
22 candidates and report the ranking one (1) business day after the expression of
23 preference deadline. The overview includes the ballot numbers, rank of candidates
24 per ballot number, and overall ranking received per candidate.

25
26 The person with the highest ranking is the nominee for the position of Chair or Vice-
27 Chair. If the two most preferred candidates have the same total rank, the expression of
28 preference procedure will be run again.

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30 **Effective date and change mechanism of procedures**

31 After adoption the Nomination and Expression of Preference procedures will be included
32 as an Annex to Guideline: ccNSO Collaboration Groups
33 ([https://ccnso.icann.org/sites/default/files/filefield_47779/guidelines-collaboration-](https://ccnso.icann.org/sites/default/files/filefield_47779/guidelines-collaboration-groups-30mar16-en.pdf)
34 [groups-30mar16-en.pdf](https://ccnso.icann.org/sites/default/files/filefield_47779/guidelines-collaboration-groups-30mar16-en.pdf)) and Guideline: ccNSO Working Groups. The procedures
35 become effective upon publication of the aforementioned amended Guidelines.

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37 These procedures may be changed by ccNSO Council and become effective upon
38 inclusion of the amended procedures of the aforementioned Guidelines and publication
39 thereof.