

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

Version: 2

Date of Review: April 2019

Date of adoption by the ccNSO Council: DD/MM/2019

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1 Introduction

In case no other guideline is available, the guideline “ccNSO Council Actions with Respect to the Selection of ccNSO Appointed Members”, documents processes and procedures pertaining to the selection and appointment of members or candidates to different groups with a specific number of seats (e.g. review committees, liaisons or cross-community working groups). Moreover, this Guideline defines the roles and responsibilities of those involved in the application process, the selection process and the decision-making process regarding the selection and appointment of members or candidates to those groups.

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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 to appoint members to a committee, cross community working group, or other body (hereinafter – Group) and the ccNSO Council decides to participate in the work of the Group.

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3.2. Timeline

The timeline should allow sufficient time for the receipt of all applications, and the evaluation of the applications.

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.

4 Application Process

4.1 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 ccNSO mailing list (ccNSO members mailing list and broader ccTLD community mailing lists) and published on the ccNSO website 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 - among others - 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. Applications received prior to the opening date or after the closing date will not be considered.

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

4.2 Eligibility of Candidates

Representatives of ccTLD Managers, both ccNSO members and non-ccNSO members, may apply for positions to which this guideline applies, unless specified otherwise.

4.3 Information Received from Candidates

On the first business day after the closure of the call for expression of interest, the ccNSO Secretariat will send the application material received to all ccNSO Councillors eligible to participate in the selection process.

The names of the candidates will be published on the ccNSO website. By submitting its application, the applicant agrees to have their application publicly archived, and agrees that personal data will be 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>).

5 Selection Process

The ccNSO Council shall perform the selection in two steps:

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Membership of the Group shall be open to individuals from allAny ccTLD representatives, members and non-members of the ccNSO unless specified otherwise, should be eligible. in the initial request or other documents, e.g. the Bylaws.¶

If a Councillor wishes to become a member of the group, then this Councillor shall not be involved in the selection 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 candidate may be working for the same ccTLD manager. After such a declaration of a Councillor, thisShould this happen, the Councillor shall not be involved in the selection process anymoreis excluded from the process.¶

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After the process is initiatedAs 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 the a call for eExpression of iInterest for membership, in accordance with and to meet the procedures defined under this gGuideline and/or the guideline that regulate the request.¶

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

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

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5.1 Evaluation of the Candidates (step 1)

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The Councillors eligible to vote review the applications and rank possible member(s) based on how well the candidate(s) meet the generic requirements as stated in the call for expression of interest. Each of the voting Councillors will send 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 business days _or sooner_ if required by the original request _after receiving the list of candidates. No quorum is required, but participation in the selection process is highly encouraged. Note that the Chair and Vice-Chairs of the ccNSO also receive the emails sent to the ccnsossecretariat@icann.org.

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Each Councillor will compile a list of candidates in order of preference, by assigning a score to the candidates. The most preferred candidate should receive the highest score, whereas the least preferred candidate should receive the lowest score (one). If a voting Councillor believes a candidate does not meet the criteria, zero (0) points will be assigned.

One (1) business day after the deadline for submitting preferences, the ccNSO Secretariat will prepare the overall ranking of all candidates, with the total level of preference per candidate, to the ccNSO Council. 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.

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

If a Councillor wishes to become a member of a Group to which the current Guideline applies, then this Councillor shall not be involved in the selection process due to a direct conflict of interest. A Councillor may declare a conflict of interest at any stage. Should this happen, the Councillor is excluded from the selection process.

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5.2 Selection of Members (step 2)

Within 2 business days after the voting councillors evaluated and ranked the candidates, the Chair and Vice-chairs of the ccNSO Council will select the member(s) of the Group, according to the number of seats and the specific requirements (if any) as included in the call for expression of interest, taking as much as possible the outcome of the Council vote into account.

6 Reporting on the ccNSO Selection Process

Within two business days after the closure of both [steps in the selection procedure](#) under section 5 of this Guideline, the Secretariat will produce a report of the results and will send it to the ccNSO Council. The ccNSO Council will then formally close the selection process by adopting the report at its next regular ccNSO Council meeting or by an [online decision](#).

The Chair of the ccNSO informs ICANN and other [relevant organisations](#) about the ccNSO Council selection. After adoption by the ccNSO Council, the report shall be published on the ccNSO website.

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7 Removal of ccNSO Appointed Members

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

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 will apply:

- 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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8 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.

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9 Miscellaneous

9.1 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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9.2 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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9.3 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.

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The Procedure will 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.

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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.