



EURALO

RULES OF PROCEDURE

Final version - Approved and Signed
November 2023

1. GENERAL

The European Regional At-Large Organization (“EURALO”) is an organizational structure within the At-Large Community of ICANN established according to section 12.2(d)(vii) of the ICANN Bylaws.

“EURALO” is registered/incorporated as an association under Swiss Law with the name “ICANN European Internet Users Forum (EURALO)”.

This document is established according to the articles of this association (version 10-06-2019) [Procedures and Policies - Confluence](#) and more specifically as setup in Atr 7.5.1.

DEFINITIONS: (in addition to the ones already in the articles of association of the “ICANN European Internet Users Forum (EURALO)”)

0. Article of Association (AoA)
1. “Active Status” – an ALS or Individual Member satisfying the membership standards described in Appendices A are said to be in Active Status. The term “in good standing” is synonymous with Active Status. Those not meeting the standards are deemed to be inactive.
2. “At-Large Community” – the entity within ICANN representing the interests of worldwide Internet users.
3. “ALAC” – the At-Large Advisory Committee, the entity within ICANN that takes formal actions on behalf of the At-Large Community.

4. “European ALAC Member” – a member of the ALAC elected by EURALO Membership or selected by the NomCom (Def.13) for the European region (Def. 7).
5. “ALS” or “At-Large Structure” – a structured group of Internet users.
6. EURALO Members – all the ALSes proposed by EURALO Board and accredited by ALAC.
7. European Region = ICANN European region = Europe (ie. AoA 5.1.1)
8. “Member ALS” & “Individual Member” – see AoA 7.
9. Bodies of the Association are described in AoA 8.
10. “Good Standing” – see Active Status (Def. 1).
11. “ICANN” – the Internet Corporation for Assigned Names and Numbers.
12. “NomCom” – the Nominating Committee of ICANN, which appoints five members to the ALAC (one per ICANN region) as well as members of the ccNSO, GNSO, the ICANN Board and PTI (Public Technical Identifiers) and to which the ALAC names five voting delegates (one per ICANN region).
13. “NomCom Delegate” – the ICANN European region delegate to the NomCom appointed by the ALAC.
14. “EURALO Leadership” – this consists of the Chair, Secretariat, the elected Directors and the ex-officio members in an advisory capacity
 - 14.0. Ex-Officio members
 - 14.0.0. The two ALAC Members selected by EURALO.
 - 14.0.1. The EU ALAC Member appointed by the NomCom.
 - 14.0.2. The chair of the EURALO Individual Users Association.
 - 14.0.3. The two previous chairs of EURALO.
 - 14.0.4. The ICANN European region delegate to the NomCom appointed by the ALAC.
 - 14.0.5. Any other EURALO participants by EURALO Chair invitation.
15. “Supermajority” – A voting threshold requires no less than 2/3 of the voting Membership or 2/3 of those voting if explicitly required.

2. PURPOSE AND PRINCIPLES

2.1 The primary purposes of EURALO are to promote and assure participation by European users in the ICANN policy development process, the ICANN organization and budget processes and to channel and facilitate recommendations and advice to ICANN and its constituent bodies, in accordance with EURALO’s MOU with ICANN (<https://archive.icann.org/en/announcements/european-ralo-mou-en.pdf>).

2.2 EURALO shall stimulate and facilitate enhanced communications and collaboration among its members, the members of its ALSes, At-Large Staff, Internet community members from Europe, RALOs from other ICANN regions, the ALAC and partners (including the organizations with a signed MOU with EURALO -

RIPE <https://community.icann.org/display/EURALO/RIPE+-+EURALO+MOU>

Centr <https://atlarge.icann.org/news/announcement-1271-2018-11-13-en>.

2.3 EURALO (in addition to the provision in AoA 8) and its working groups, task forces, and online meetings shall generally make decisions by consensus among participants, except in the case of elections. Votes are only to be used if rough consensus cannot be reached after reasonable effort, as determined by the Chair or person presiding over the meeting or involved in the process. A "rough consensus" process (a definition substantially similar to that found in paragraph 3.3 of [RFC 2418](#)) does not require that all participants agree. In general, the dominant view, or general sense of agreement of EURALO or the Task Force, working committee, or online discussion should prevail.

2.3.1 Consensus can be determined by electronic mail, online balloting, written balloting, or other means deemed convenient and representative by the EURALO leadership.

2.3.2 All formal votes and elections require a quorum of no less than fifty percent (50%) of the Membership in good standing. A quorum for decisions by consensus shall be thirty-five percent (35%) of the Membership in good standing. Formal votes shall be by a majority of those present at the meeting or involved in the online discussion unless these Rules of Procedure require some other threshold.

2.3.3 In cases where the quorum is not met, the Chair or person presiding over the meeting or involved in the process may decide to proceed with a vote if it is deemed necessary for the decision-making process to move forward. The Chair or person presiding shall ensure that all members have been given a reasonable opportunity to participate and provide their input, and shall take into account any concerns or objections raised by members in making their decision.

2.3.4 For e-mail polls and online balloting, the complete set of Members in good standing is deemed to be participating.

2.3.5 In the event of a tied vote or election, the Chair may either cause the election or vote to be rerun or may cast one additional vote to break the tie (subject to section 6.7.2).

2.4 Participation in EURALO discussions and meetings through Member ALSes and their Members is open to every European user. Such participation shall be encouraged.

2.5 EURALO shall be multilingual. The official languages of EURALO are English, French, and Spanish. The primary language for meetings and documents is English. However, to maximize accessibility and participation, EURALO shall make every effort to provide appropriate translations, interpretation, or other accessibility tools. Upon the timely request of more than three

(3) Member ALSes, Spanish and French will be provided for any online or in person meeting, to the extent possible and practical, taking into account prior experience of the actual use of such interpretation services. Public documents will be produced in English and as appropriate in French and Spanish.

2.6 The purpose of these Rules of Procedure is to provide a structure for the operations of EURALO consistent with the ICANN Bylaws and the ALAC Rules of Procedure and with Article of Incorporation.

2.7 Order of importance of EURALO governing documents

2.7.1 Articles of association of the ICANN European Internet Users Forum a Regional At-Large Organization of ICANN (EURALO).

2.7.2 (These) Rules of Procedure.

2.7.3 Any other documents governing EURALO operating rules, procedures and practices.

3. MEMBERSHIP

3.1 All EURALO Members in good standing are eligible to participate in the activities, workshops and projects of EURALO.

3.2 Each Member ALS shall appoint one (1) primary representative (see 3.4) and one (1) to three (3) alternates by its own selection/removal/replacement procedures (ie. AoA 7.5.6).

3.3 The voting representatives of Member ALSes in good standing shall have the right (i) to attend and vote at EURALO Membership meetings, (ii) subject to the provisions of Section 8 of these Rules of Procedure, to vote in elections for EURALO officers, EURALO's ALAC Members and for EURALO's recommendation for its NomCom Delegate, and (iii) to vote on other EURALO matters, as appropriate. Alternate voting representatives may attend meetings and participate in online discussions but may not vote unless the voting representative is not present and available to vote.

3.4 All representatives will be sent general mailings. Mailings requiring action (such as voting) will go only to the prime representative unless the ALS requests otherwise.

There is no prohibition against an ALS Representative holding roles in other parts of ICANN (non-At-Large), but the representative must formally declare roles comparable to those listed below. It must be listed in the At-Large SOI by the ALS representative.

3.4.1 Member or Leadership role of another constituent part of ICANN (AC/SO, sub-constituency).

3.4.2 Member or Leader (including formally appointed) of a non-At-Large working group (such as GNSO PDP, CCWG, etc.).

4. GOVERNANCE AND ANNUAL MEETINGS

4.1 The governance of EURALO shall be exercised by the Membership, which consists of one (1) voting representative from each Member ALS in good standing.

4.2 The Membership shall generally meet at least annually either online or in-person to review the year-in-review report and to conduct any other business as deemed necessary.

4.3 The Membership shall elect two (2) officers – a Chair and a Secretariat – and two (2) persons to serve as its ALAC Members under the terms specified in the ICANN Bylaws pursuant to Section 6 below. EURALO’s ALAC Members shall have the responsibilities described in the ICANN Bylaws, ALAC Rules of Procedure, and the RALO documents.

4.3.1 In addition to the ALAC Members selected by EURALO, the NomCom appoints one ALAC Member from the ICANN European region who does not represent EURALO but may participate in EURALO activities.

4.4 The Membership shall also recommend to ALAC one or more candidates to be the EURALO’s NomCom Delegate. EURALO’s NomCom Delegate shall have the responsibilities described in the ICANN Bylaws and other applicable rules and procedures.

4.5 The EURALO Leadership or EURALO Membership may establish ad-hoc Working Groups or particular purpose committees to deal with specific issues.

5. OFFICERS

5.1 The officers of EURALO shall consist of a Chair and a Secretariat.

5.2 The Chair shall act as moderator and facilitator of the work of EURALO. The Chair’s duties include but are not limited to:

5.2.1 Issuing Calls for Statements of Interest in serving on the ALAC, NomCom, or EURALO officer or any other open positions.

5.2.2 Signing and receiving any official correspondence to or from ICANN, the ALAC, or the EURALO Members.

5.2.3 Presiding over the EURALO General Assembly, the EURALO online meetings, and any other meetings as are deemed necessary.

5.2.4 Appointing ad-hoc Working Groups and special purpose committees in consultation with the Membership, as set forth below.

5.2.5 Monitoring the activities and performance of individuals appointed to various duties

and to positions on ad-hoc Working Groups and particular purpose committees;

5.2.6 Coordination with the other RALOS.

5.2.7 Maintain the link with the EURALO partners (RIPE NCC, Centr...).

5.2.8 Be the primary contact person for EURALO to the ALAC Chair, At-Large selected Director, At-Large staff Director, GSE VP for Europe and any other ICANN leaders...

5.3 The Chair shall oversee the application of these Rules of Procedure concerning standards of membership, in particular, working with the Member ALSes to meet the criteria, or where remediation has not worked, to recommend to the EURALO Board to submit a request to the ALAC to decertify the Member ALS unable or unwilling to meet the applicable standards.

5.4 When EURALO is called upon to identify representatives to ALAC and ICANN Working Groups (under various names), the Chair shall identify possible candidates. The Chair should consult with the Secretariat and the European ALAC Members and may also issue a formal call for volunteers.

5.5 The Secretariat shall be responsible for maintaining a working communications system and ensuring the flow of information about EURALO and EURALO Task Force issues under discussion or development. The Secretariat shall help the Chair and work with At-Large Staff to support EURALO's activities, including elections and voting, online and in-person meetings, and communications, such as the annual report, EURALO monthly newsletter, and the monthly meeting agenda.

5.6 The Chair and the Secretariat shall work in coordination in managing the affairs of EURALO and each may exercise the duties of the other officer whenever requested or required.

5.7 To address situations not explicitly covered in these Rules of Procedure, the Chair is empowered to take appropriate action, if practical and appropriate, in consultation with the Secretariat and the EURALO Board. If the Chair has a conflict-of-interest in regard to the situation, the Secretariat is empowered to replace the Chair in this capacity.

6. ELECTIONS AND PERIOD OF OFFICE

ICANN Board member or other RALOs leadership role are the only positions that are incompatible with an EURALO leadership position.

6.1 EURALO Officers (ie AoA 8)

6.1.1 The terms of the Chair and the Secretariat shall be two (2) years or until a successor officer takes office or the officer resigns, is removed, or is unable to continue in office.

6.1.2 Such terms begin at the close of the ICANN annual General Meeting coming after the elections.

- 6.1.3 The Chair and Secretariat shall not serve on the ALAC during their terms of office.
 - 6.1.4 EURALO may remove an officer for cause by vote of a Supermajority in a process overseen by At-Large Staff.
 - 6.1.5 Candidates for office may be a member of an EURALO ALS and must be residents of Europe (def 7).
- 6.2 EURALO Board (AoA 8.1)
- 6.2.1 In addition to the Chair and the Secretariat the Board must be composed of at least 2 and up to 5 members.
 - 6.2.2 The terms of the Board members shall be two (2) years.
 - 6.2.3 If there are more than 5 candidates, the choice will be to select members of the board from a maximum of countries.
 - 6.2.4 Such terms begin at the close of the ICANN annual General Meeting coming after the elections.
 - 6.2.5 Candidates for office may be a member of an EURALO ALS and must be residents of Europe (Def. 7).
 - 6.2.6 The ex-officio members will also participate in an advisory capacity (Def. 14).
- 6.3 ALAC member (from EURALO)
- 6.3.1 Election shall be held annually to elect one (1) ALAC member on a staggered basis.
 - 6.3.2 EURALO's ALAC Members shall generally be limited to no more than three (3) consecutive terms, but in cases where the first term fills a mid-term vacancy and the remaining term is no more than 16 months, a fourth term is allowed. This rule on term limits may be waived by EURALO Leadership upon request by the term-limited EURALO ALAC Member, and such a waiver should only be granted for sufficient reason.
 - 6.3.3 Each incoming new ALAC Member elected by EURALO shall take office at the close of ICANN's Annual General Meeting. An ALAC Member filling a mid-term vacancy shall take office immediately following their election.
- 6.4 Recommendations to the ALAC for the NomCom Delegate.

6.4.1 Election shall be held annually to make one or more recommendations to the ALAC

6.4.2 The NomCom Delegate is limited to two (2) consecutive terms, as set forth in the ICANN Bylaws.

6.4.3 Candidates for office may be a member of an EURALO ALS and must be residents of Europe (Def. 7).

6.5 A special election for any open position shall be organized as soon as practicable in accordance with the procedures as stated in Section 6.6 below, except for the timing with the ICANN Annual General Meeting.

6.6 The Chair, in consultation with secretariat, At-Large staff and other RALOs, shall determine the date of the election – timed, if possible, to complete before the ICANN meeting preceding the ICANN Annual General Meeting.

6.6.1 No less than ten (10) days in advance of the date of the election, for all open positions, the Chair shall issue a call for nominations (including self-nominations) for EURALO ALSes members to serve as a member of the ALAC, to be recommended as a delegate to the NomCom, to serve as EURALO Board member and to fill the Chair and the Secretariat position. The nomination period shall be no fewer than ten (10) working days.

6.6.2 The acceptance period shall be open for at least seven (7) days. Once all suggested candidates have accepted or rejected their nominations, the acceptance period is closed. Candidates shall confirm that they meet the qualifications for candidature. Self-nominations are deemed to have been accepted. All accepted candidates must have completed an At-Large Statement of Interest (SOI).

6.7 After the close of the nomination and acceptance periods, the Membership shall conduct a formal vote by secret ballot managed by At-Large Staff to select the one (1) ALAC Member and if any for that year the recommended NomCom Delegate(s), the Chair and Secretariat position.

6.7.1 If there is only one candidate for a position at the end of the nomination period, the candidate will be declared the winner by acclamation, without any need for further action by the Membership or the Chair.

6.7.2 In the event of a tie vote for the Chair or Secretariat position, after exchange among the candidates and with no agreement, the determination of the winner shall be made by a secret ballot of the elected EURALO Board members (excluding the tied candidates). To the extent that the result is again a tie, the not in the tie position (ie. Chair or Secretariat) cast the deciding vote.

6.8 Whenever there is a vacancy in any elected office, an election to fill the remaining term of

office shall be conducted in accordance with the preceding provisions, except adjusting for the timing to meet the conditions of the vacancy. The winner takes office immediately following the selection process.

7. MEMBERSHIP STANDARDS

7.1 Participation in EURALO is subject to the following standards:

All EURALO ALS Members, appointees and At-Large participants shall adhere to the ICANN Expected Standards of Behavior in their ICANN related activities.

(<https://www.icann.org/resources/pages/expected-standards-2016-06-28-en>)

7.2 The ability of EURALO to represent the interests of Europe Internet users in the ICANN policy development process and to channel and facilitate policy advice, the ICANN organization and budget processes and recommendations to the ALAC, ICANN and its constituent bodies depends on strong participation from all EURALO Members. All EURALO Members should make regular and significant contributions to EURALO, At-Large, and ICANN. Contributions can include, but are not limited to posting comments, making suggestions on the mailing list, participating in At-Large or ICANN working groups or Task Forces, voting in EURALO elections, and participating in RALO, ALAC and ICANN meetings.

7.2.1 Member ALSes have specific administrative requirements. Standards for determining membership are stated in the “EURALO Minimum Membership Standards” (the “EURALO Membership Standards”) attached as Appendix A.

7.2.2 Individual Members must adhere to the standards detailed in the EURALO Individual members Association Bylaws and ROP (<https://individualusers.org/>).

7.3 At-Large Staff shall maintain performance data for all EURALO Members to ensure that Members are aware of their performance and status as EURALO Members in good standing. The Chair shall use such performance data (and therefore be able to access the data) in overseeing EURALO Members’ participation. Subject to privacy and confidentiality requirements, the metrics for EURALO Members will be publicly available.

7.4 The Chair shall keep all Member ALSes fully informed on an ongoing basis concerning their performance, mainly whether they are in danger of having their good standing status changed and voting rights removed or are at risk of decertification as an ALS.

7.5 The Chair is empowered to initiate or take action with regard to EURALO Members’ performance and status. Such actions may include but are not limited to:

7.4.1 Discussion of performance issues with the EURALO Member.

7.4.2 Use of the ombudsman or an impartial third party for mediation, if necessary¹.

7.4.3 Discussion with the ALAC leadership, if the Member’s representative or member is

¹ The ICANN Ombudsman provides an independent internal evaluation of complaints by members of the ICANN community who believe that the ICANN staff, Board, or an ICANN constituent body, such as EURALO, has treated them unfairly.

an appointee to the ALAC.

7.4.4 Recommendation for withdrawal of voting rights of the Member ALS and travel funding from ICANN.

8. PROCESS FOR ALS DECERTIFICATION

8.1 In the case of a Member ALS's failure to meet the minimum performance standards stated in the EURALO Membership Standards, the Chair may, after thirty (30) days advance written notice, change the status of an ALS from a full membership to Inactive Status (ie. not able to cast votes , exercise rights and obligations under ALS membership). This process should be well documented on the wiki. The ALS must then be notified of this change and be allowed to appeal this change in status.

8.2 Before any change of status to Inactive Status, a Member ALS through its voting representative or authorized member shall have the opportunity to explain to the EURALO Leadership why it should not be placed on Inactive Status. The EURALO Leadership shall make the final determination on a change in status.

8.3 A Member ALS on Inactive Status may regain its active status and voting rights by demonstrably satisfying the minimum performance standards in the EURALO Membership Standards as set forth in Appendix A.

8.4 If a Member ALS on Inactive Status takes no steps to restore its status to active within the following six (6) month period, the Chair shall provide advance notice of the proposed decertification request to the ALAC. The Chair shall submit to the ALAC, together with a notice to the Membership, a request, with supporting explanation, for de-certification of that Member ALS. The ALS Member, through its voting representative or authorized member, shall have the opportunity to explain to the EURALO Leadership why it should not be decertified.

8.5 In the case of an apparently dormant or non-existent ALS, the Chair may submit to the ALAC, together with a notice to the Membership, a request that the Member ALS be decertified, providing the basis for decertification.

8.6 In general, the resignation of ALS Membership should be the preferred option rather than forced decertification.

9. AMENDMENT

9.1 These Rules of Procedure including Appendices may be amended by an affirmative vote of not less than a majority of eligible voting representatives of the Membership. A notice period of 21 days is required for all amendments. "Exhibits" associated with these Rules of Procedure are for information only and do not constitute a formal part of these Rules of Procedure.

10. EFFECTIVE DATE

10.1 These Rules of Procedure shall become effective upon approval by the Membership.

The Chair of EURALO

Name & surname Sébastien Bachollet

Date and place 28 November 2023 - Paris

Signature



The Secretariat of EURALO

Name & surname Natalia Filina

Date and place 29 November 2023 - Moscow

Signature



APPENDIX A

EURALO MINIMUM ALS MEMBERSHIP STANDARDS

1. Each ALS must either:
 - a. distribute targeted ICANN At-Large updates to its members, with At-Large Staff, the EURALO secretariat and chair in copy or by publish ICANN At-Large updates on the ALS website;
 - b. provide an email address for direct distribution by At-Large.

These messages sent to ALS members will target those less familiar with ICANN and serve as educational material regarding what ICANN is doing and an incentive to try to get people more involved.

While there is no prohibition on using social media as a form of redistribution, methods which can ascertain receipt are preferable.

There is no prohibition on distributing material to a broader audience than ALS members. This requirement may be waived on a case-by-case basis where the ALS has a mandate that clearly maps to only an issue of interest to At-Large and agrees to act as a resource for matters related to that aspect (such as phishing, spam or consumer protection, etc.). The waiver may be granted only by the EURALO Chair with the support of the EURALO Leadership Team.

2. Each ALS shall report biennially (every two years) on its status employing a method and content as determined by EURALO. The report will include (among other things):
 - a. ALS leadership (with confirmation that leadership is aware of ICANN/At-Large affiliation);
 - b. Formal ALS representatives,
 - c. Membership - approximate numbers and optionally demographics for individuals (students, business, internet professionals, etc.). Membership should include different classes (individuals, Not-for-profits, Non-governmental-organizations, government agencies, etc.)
 - d. "linkages" with ICANN (i.e. why they are an ALS);
 - e. ALS activities related to ICANN (if any);
 - f. Details of how information distribution to its members is carried out (see #2 above);
 - g. Details of organizational membership in any other part of ICANN (if applicable);
 - h. For an ALS whose members span regions and the ALS is deemed to be part of one region, the report should include a breakdown of (approximate) members per ICANN region.
 - i. To the extent practical, this reporting process will be streamlined and easy. Previous report data should be provided if applicable. The report, excluding personal information (names, contact details) will be posted for public access.
3. An ALS should reference ICANN and At-Large on its publicly accessible website (or Facebook or whatever its Internet presence), either on its home page, or on a secondary page (or comparable).

The intent is to ensure that the ALS Members and others looking at its web presence know

that the organization is involved with ICANN through At-Large.

The Member ALS should also consider including in its Internet presence current information about the organization's goals, structure, description of constituent group(s)/membership, working mechanisms, leadership, and contact(s) and a description of why it is involved with ICANN.

At-Large logo

(<https://community.icann.org/download/attachments/2265510/at-large-logo-3.png>) and the EURALO logo

(<https://community.icann.org/display/EURALO/European+Regional+At-Large+Organization+%28EURALO%29?preview=/2266155/218464567/euralo%20logo.png>) may be used in this context.

4. An ALS should provide a short summary (with photos if possible) of activities they organized in coordination with ICANN issues.
5. When specific issues are brought to the attention of ALS representatives, each ALS should evaluate whether they can contribute or not, and if they can, their ALS members should be involved. An ALS should respond if surveys or other issues are brought to their attention.
6. Provide an e-mail address or web link which will be publicized (via the At-Large web/wiki) for prospective ALS members or others to contact the ALS.