

WG/Committee (Vice-)Chair Nomination Process

Version 1.0

Closing Date consultation membership: 26 February 2021

Date of adoption by the ccNSO Council:

Background and Introduction

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

Nomination procedure

The nomination procedure includes the following steps:

1. Call for nominations. A designated staff person will send out a call for nomination and secondings to the email list of the Working Group or Committee. The duration of the call for nominations for the Chair and Vice-Chairs should be two weeks at most.
2. Eligibility to be nominated as Chair or Vice-Chair. Only ccNSO appointed members are eligible to be nominated, unless there is another specific reference in the relevant Charter or Terms of Reference.
3. Eligibility to nominate and second the Chair or Vice-Chair. Candidates for the Chair (or Vice-Chair) position should be nominated and seconded by those who are eligible to do so according to the relevant Charter or Terms of Reference. If there is no specific reference in the Charter or Terms of Reference, anyone from the full membership (members, and other participants) may nominate or second, including self-nominate. A person eligible to nominate may nominate only one (1) person as a candidate. A person may second multiple candidates; however, may not self-second. The nominations and secondings should be sent to the email list of the Working Group or Committee.
4. Acceptance of the nomination by the candidate. Before the selection process starts, the candidate must accept the nomination. The duration of the acceptance period is two working days, starting at the closure of the seconding period. The acceptance of the nomination should be sent to the email list of the Working Group or Committee.

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

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

Expression of Preference Procedure

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

1. The call for expression of preference will be sent to the email list of the Working Group or Committee on the business day following the closure of acceptance of candidacy. Each of the persons who are eligible to express their preference is expected to compile a list of the candidates in order of preference, with the most preferred candidate placed as number one and the least preferred candidate as last. If a candidate does not meet the criteria in the view of the person who is eligible to express their preference, that person may refrain from listing this specific candidate.
2. Within 3 business days after the call for expression of preference was sent to the Working Group or Committee's email list, the list of preference should be sent to the designated support staff person.
3. Upon receipt of the list of candidates, the designated staff person will send an email acknowledging receipt and a ballot number.
4. The designated staff support person will assign a ranking number to the candidates. The most preferred candidate will be assigned the highest **rank** (number based on the total number of candidates, e.g. if three candidates, the highest rank is three (3)). A person that is not listed will be assigned zero (0).
5. The designated staff person will prepare an overview of the overall ranking of the candidates and report the ranking one (1) business day after the expression of preference deadline. The overview includes the ballot numbers, rank of candidates per ballot number, and overall ranking received per candidate.

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

Effective date and change mechanism of procedures

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

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