

1 **Guideline:**  
2 **ccNSO Procedures Board (Member) Removal Process(es)**

3  
4 Draft Version #07 - 01 June 2020  
5 Last Date of review  
6 Date of adoption by the ccNSO Council:  
7

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8 **1 Introduction and Background**

9  
10 According to the ICANN Bylaws, the ccNSO as member of the Empowered Community has the  
11 right to seek removal of:

- 12 1. A Director Nominated by the Nominating Committee holding Seats 1 through 8 by  
13 initiating the NOMCOM Appointed Director Procedure (section 4 of this Guideline).
- 14 2. A Director Nominated by the ccNSO in accordance with Section 7.2(a) of the Bylaws by  
15 initiating the **ccNSO Director Removal Process** (Section 5 of this Guideline)
- 16 3. All Directors (other than the President) at the same time by initiating the **Board Recall**  
17 **Process (section 6 of this Guideline)**
- 18 4. A Director appointed by another Supporting Organisation or Advisory Committee

Commented [MOU1]: Has to be doen in accordance with procedures of the appointing SO or AC. Question: how will this happen if no procedures in place?)

19 As a Decisional Participant, the ccNSO has to exercise its rights as an associate of the Empowered  
20 Community and interacts with other Decisional Participants, the Empowered Community  
21 Administration, and ICANN.  
22

23 **2 Purpose of the Guideline**

24  
25 The purpose of this Guideline is to describe the roles, procedures and actions for the ccNSO in its  
26 capacity as a Decisional Participant with respect to the removal of individual members or full  
27 ICANN Board of Directors. For purposes of this Guideline the ccNSO consist of the ccNSO Council  
28 and ccNSO Membership<sup>1</sup>, each with their respective roles and responsibilities.  
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<sup>1</sup> **Applicability of the Rules of the ccNSO.** According to the Rules of the ccNSO, a Council decision comes into effect 7 days after publication unless 10% of the ccNSO Membership notify the Chair of the they require a mebership vote to ratify or veto a Council decision. If the 10% threshold is met, a membership vote must be held and may start at its earliest five (5) days after the notification, and has to stay open for at least 14 days after the start of the vote. The member's vote is subject to a quorum rule: At least 50% of the members have to cast their vote in order to have a valid vote.

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The Rules of the ccNSO are internal rules of the ccNSO in accordance with Article 10, section 3.k and Article 10 section 4.b of the ICANN Bylaws. These rules have to be consistent with the ICANN Bylaws. Therefore the timelines prescribed in the relevant section of Annex D of the ICANN Bylaws are paramount. For this reason NO decision of the Council with respect to the Board Removal section is subject to the Rules of the ccNSO. See note section 5.3.5.

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1 **3 General Provisions**

2  
3 **3.1 Representation of the ccNSO**

4 The ccNSO interacts with other Decisional Participants, the Empowered Community  
5 Administration, and ICANN through the ccNSO Council. For purposes of this Guideline the ccNSO  
6 Council is represented by the **Removal Process Manager**.

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8  
9 **3.2 Appointment of the Removal Process Manager.**

10 The ccNSO Council will appoint a ccNSO Councillor to serve as the **Removal Process Manager** and  
11 another Councillor as the **Alternate Removal Process Manager**. To ensure continuity of  
12 process(es) the Alternate shall step in and take over the role and responsibilities of **Removal**  
13 **Process Manager** if the Councillor who is appointed as such is prevented to perform that role. If  
14 both the Manager and alternate are not available, the ccNSO Chair is expected to and shall  
15 designate one or more other Councillor(s) to act as **Removal Process Manager**. Neither the  
16 ccNSO representative to the Empowered Community Administration (hereafter: ECA) nor the  
17 Rejection Action Petition Manager shall serve as the **Removal Process Manager**.

Commented [MOU2]: It is proposed to avoid that one and  
teh same person serve as rejection Action and Petition  
Porcess Manager

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18 The appointment of the Removal Process Manager will be for one year, and the Manager may  
19 be re-appointed. When the **Removal Process Manager** is appointed by the ccNSO Council or the  
20 Chair, all other Decisional Participants, the Empowered Community Administration, the ccTLD  
21 Community and the ICANN Corporate Secretary will be informed.

22  
23 **3.3 Obligations of the Removal Process Manager.**

24 The Removal Process Manager shall:

- 25
- 26 • Inform the ccNSO Council, ccNSO Membership and broader ccTLD Community  
27 promptly and accurately when the ccNSO (Council) receives a Removal Petition, or  
28 request to support a Removal Petition.
  - 29 • Provide prompt and accurate accounts of actions and decisions relating to the  
30 Removal Processes by the ccNSO Council and the ccNSO Membership to other  
31 Decisional Participants, ECA, ICANN Secretary and ICANN Board.
  - 32 • Inform the ccNSO Council, ccNSO Membership and broader ccTLD community of  
33 the actions and decisions by the other Decisional Participants, the ECA, related to  
34 the Removal Processes.
  - 35 • Attend conference call(s) prior to a Removal Action Community Forum.
  - 36 • Attend the Removal Community Forums
  - 37 • Act as point of contact for the ccNSO and ccTLD Community with respects to the  
38 procedures detailed in this Guideline.

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1 **3.4 Communication.**

2 The preferred method of communication between the Removal Process Manager and the ccTLD  
3 Community, other Decisional Participants, the Empowered Community Administration and  
4 ICANN, including but not limited to ICANN’s Corporate Secretary, is email.

5  
6 All ccNSO information and communication with respect to a Removal Process under this  
7 Guideline will be archived. For each Removal Process the ccNSO Secretariat will create a separate  
8 web page, wiki space section and archive, which will include:

- 9 1. All communication and information to the community and all emails related to a Removal  
10 Process.  
11 2. Any other communication between the Removal Process Manager with the ccTLD  
12 Community, other Decisional Participants, the ECA, ICANN Staff, or the ICANN Corporate  
13 Secretary. If necessary the communication first must be documented in writing.

14 A link to the Archive will be published on the ccNSO website.  
15

16 **4. Procedures to Remove NOMCOM Appointed Director**

17 [Placeholder for procedures relating to section 3.1 ANNEX D]  
18

19 In section 4.1 the decisions, actions, procedures and requirements with respect to the  
20 ccNSO Procedures NOMCOM Director Removal Petition and requirements to act are  
21 detailed.

22 In Section 4.2 the decisions, actions, procedures and requirements of the ccNSO (Council)  
23 with respect to the NOMCOM Director Removal Petition acceptance or rejection are  
24 described.

25 Section 4.3 details the decisions, actions, procedures and requirements in case the ccNSO is  
26 requested to support a NOMCOM Director Removal Petition.

27 Section 4.4 details the decisions, actions, procedures and requirements of the ccNSO  
28 (Council) with respect to the NOMCOM Director Removal Community Forum.

29 Although there are no specific procedural requirements or decisions required with respect  
30 to NOMCOM Director Removal Comment Period, some voluntary arrangement are  
31 included (section 4.5) to streamline the process and enhance transparency.  
32

33 The decision, actions, procedures and requirements with respect to NOMCOM Director  
34 removal decision are included in section 4.6.  
35  
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1 **5 Procedures Relating to the Removal of a ccNSO Appointed Director.**

2 In section 5.1 the decisions, actions, procedures and requirements with respect to ccNSO  
3 Director removal petition are detailed.

4 Section 5.2 details the decisions, actions, procedures and requirements of the ccNSO  
5 (Council) with respect to the initial ccNSO Director Removal Petition acceptance or  
6 rejection are described.

7 Although there are no specific procedural requirements or decisions required with respect  
8 to ccNSO Director Removal Comment Period, some voluntary arrangement are included  
9 (section 5.3) to streamline the process and enhance transparency.

10  
11 The decision, actions, procedures and requirements with respect to ccNSO Director  
12 removal decision are included in section 5.4.

13  
14 **Time table ccNSO Director Removal Process**

15

Period	Milestone	Start date	End date	Total duration	Section of document
ccNSO Director Removal Petition Period	Date Receipt removal petition	Day 0	21 <sup>st</sup> Day after receipt petition	21 + Y days(if extended)	5.2
Removal Action Community Forum Period	Expiration Petition Period	Day 22, 00.00 Pacific Time	21 <sup>st</sup> Day after expiration, or end ICANN meeting	42 + Y days + extension to meet end-date upcoming ICANN meeting	5.3.2
ccNSO Director Removal Comment Period	Open Public forum on ICANN website	X days after Community Forum Period	7 days	49 + X + Y days	5.4
ccNSO Director Removal Decision Period	Expiration of Removal Comment Period	Expiration of Removal Comment Period	21 Days	70 + X + Y Days	5.5.1
Closure of process	Removal or Termination Notice	70 + X + Y Days			5.6

16  
17 Note, if deadlines are not met by the ccNSO the ccNSO Director Removal Process terminates.  
18

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1 **5.1 ccNSO Director Removal Petition.**

2 This section details the procedures to be followed in case of a Removal Petition. It covers who  
3 may submit a Petition, how to submit a Petition to the ccNSO as a Decisional Participant, and  
4 how the ccNSO intends to accept or reject such petition. All references to “notices” and  
5 “notification” in this section need to be in writing, either as formal correspondence or email.  
6

7 **5.1.1 Who may submit a Removal ccNSO Director Petition to the ccNSO Council?**

8 The ccNSO will consider Petition from the following constituents:

- 9 - ccTLD managers,
- 10 - individual(s) directly related to a ccTLD manager,
- 11 - ccNSO working groups or committees mandated to submit such a petition,
- 12 - Regional ccTLD organisations (as defined in section 10.5 of the ICANN  
13 Bylaws),
- 14 - the ccNSO Council.
- 15 - Others, who have a clear and demonstrated interest in the removal of the  
16 ccNSO appointed Director

Commented [DB3]: Maybe this is not necessary besides first and last bullet.

Commented [MOU4]: Delineate who may submit a petition

17  
18 **5.1.2 Requirements ccNSO Director Removal Petition**

19 The ccNSO Council will only consider for acceptance a **ccNSO Director Removal Petition**  
20 if the petition:

- 21 • Is in writing
- 22 • Includes the affiliation of the person submitting the Petition and how the  
23 petitioner or affiliation is affected
- 24 • Contains sufficient detail to verify facts; if verifiable facts are asserted
- 25 • Supplies supporting evidence if available/applicable
- 26 • Includes references to applicable by-laws and/or procedures if the assertion is  
27 that a specific by-law or procedure has been breached.

28 Finally, the **ccNSO Director Removal Petition** MUST be sent to the following email  
29 address: [ccNSO-Petition@icann.org](mailto:ccNSO-Petition@icann.org) to be considered. The Chair of the ccNSO Council, the  
30 Removal Process Manager and ccNSO secretariat are subscribed to the email address.  
31

32 **5.2 ccNSO Director Removal Petition Period.**

33 In accordance with ICANN Bylaws Annex D section 3.2 ( b) the **ccNSO Director Removal**  
34 **Period** shall start on the date that the ccNSO Council has received the **ccNSO Director Removal**  
35 **Petition**, hereafter the **ccNSO Director Removal Petition Date**. The **ccNSO Director Removal**  
36 **Petition Period** shall end 21 days at 11.59 Pacific Time <sup>2</sup>after the start of this period.  
37  
38

39 The **ccNSO Director Removal Petition Period** shall be extended only as foreseen under 5.2.2.(iv)  
40 below.

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Commented [MOU5]: Needs to be confirmed by ICANN legal

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<sup>2</sup> Pacific time is UTC – 7 or UTC - 8, depending on daylight savings regime.

1 **5.2.1 Verification ccNSO Director Removal Petition- Grace period**

Commented [MOU6]: Decide whether to include or not

2  
3 Within two business days following receipt of the **ccNSO Director Removal Petition**, the  
4 **Removal Process Manager** shall determine and advise Council whether all elements as  
5 listed in section 5.1.2 are included in the Petition.  
6

7 If one or more of these elements is not included, the **Removal Process Manager**, may  
8 inform the petitioner accordingly and may grant a grace period to allow the petitioner to  
9 adjust the **Removal** Petition. However, if the Removal Process Manager grants a period  
10 to adjust the petition, the updated petition MUST be re-submitted no later than nine (9)  
11 days into the Removal Petition Period.

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12 **5.2.2 Actions by the Removal Process Manager, once a ccNSO Director Removal**  
13 **Petition Period has started**

14  
15 Within two business days of the start the **ccNSO Director Removal Petition Period**, the  
16 **Removal Process Manager** shall:

- 17 i. Inform the ccNSO Council of receipt of a Removal Petition
- 18 ii. Inform the **ccNSO Membership** of receipt of a Removal Petition
- 19 iii. Instruct the secretariat to open the Board Removal section on the relevant web-  
20 page and in the wikispace.
- 21 iv. Invite the Director subject to the **ccNSO Director Removal Petition** and the Chair  
22 of the Board (or the Vice Chair of the Board if the Chair is the affected Director) to  
23 a dialogue with the Petitioners and the ccNSO's representative on  
24 the EC Administration. This invitation has been extended upon reasonable notice  
25 and accommodation to the affected Director's availability.

Commented [MOU7]: Members or members and broader ccTLD community. Appointing Board members is limited to ccNSO members only.

26 If the invitation is accepted by either the relevant Director or the Chair of the  
27 Board (or the Vice Chair of the Board if the Chair is the affected Director), the  
28 ccNSO Council shall not decide upon the ccNSO Director Removal Petition until  
29 the dialogue has occurred or there have been reasonable efforts to have the  
30 dialogue. If as a result the dialogue is scheduled on day 18 or later into the **ccNSO**  
31 **Director Removal Petition Period** the ccNSO Council meeting where a decision  
32 has to be made upon the **ccNSO Director Removal Petition** shall be scheduled two  
33 days after the day of the dialogue, not being a public holiday. The **ccNSO Director**  
34 **Removal Petition Period** shall be extended accordingly if needed.

Commented [MOU8]: Does this imply that teh if the Chair of the Board and/or Affected board member is not avaialobe the pettion period is extended?

Commented [DD9R8]: It should be more clear on that.

- 35 v. Propose dates for:
  - 36 A. The ccNSO Council meeting to enter into a dialogue with the relevant  
37 Director, the chair of the Board and the ccNSO appointed representative  
38 on the ECA, and
  - 39 B. The ccNSO Council meeting where the ccNSO Council shall accept or reject  
40 the petition, which shall be no later than one day before the end of the  
41 Period (which will be the twentieth (20<sup>th</sup>) day of the Period unless  
42 extended)

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3 **5.2.3 Rejection or Support ccNSO Director Removal Petition.**

4 During the **ccNSO Director Removal Petition Period**, the ccNSO Council shall decide to  
5 accept or reject the **ccNSO Director Removal Petition**. The ccNSO Council shall meet  
6 either in person or via tele-conference, no later than one day before the end of **ccNSO**  
7 **Director Removal Petition Period** (which - unless the period is extended in accordance  
8 with section 5.2.2 (iv) above - is the twentieth (20<sup>th</sup>) day) to decide whether or not to  
9 accept or reject the Petition(s).

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10 The **ccNSO Director Removal Petition** shall be deemed to be rejected, if one or more of  
11 the following conditions applies:

- 12 • If one or more of the requirements of the **ccNSO Director Removal Petition**
- 13 is/are not met at the time of the Council meeting.
- 14 • if, during the same term as member of the Board, the Director who is the
- 15 subject of the **ccNSO Director Removal Petition** has previously been subject
- 16 to a ccNSO Director Removal Petition that led to a ccNSO Director Removal
- 17 Community Forum (as defined in Section 3.2(d) of Annex D of the Bylaws)
- 18 • If the ccNSO Director who is subject of the Removal Petition has not been
- 19 invited or this invitation has been extended upon unreasonable notice and
- 20 accommodation to the affected Director's availability.
- 21 • If the ccNSO Council has not reached a decision on the ccNSO Director
- 22 Removal Action Petition one day before the end of the **ccNSO Director**
- 23 **Removal Petition Period** at 23.59 Pacific Time.
- 24
- 25

26 At its meeting, the ccNSO Council shall decide whether to support or reject the **ccNSO**  
27 **Director Removal Petition(s)**. In taking its decision, the ccNSO Council shall consider:

- 28 • the feedback, views and input received from the ccTLD community, regarding
- 29 the **ccNSO Director Removal Petition(s)**, if any;
- 30 • Remainder of the term of the ccNSO appointed Director
- 31 • Other?
- 32

33 If the ccNSO Council decides to support the Petition, it must decide whether to request  
34 the ECA to hold a Community Forum at the first upcoming ICANN meeting (Section 3.2 (d)  
35 (ii) Annex D of the ICANN Bylaws), and the ccNSO Council is advised to discuss how the  
36 ccTLD community could provide input and feed-back during the Community Forum.

37  
38 The decision to accept the **ccNSO Director Removal Petition** must be supported by at  
39 least 10 Councillors and at least one from each of the ICANN Region.

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1 **5.2.4 Communicating the decision to accept or reject the ccNSO Director**  
2 **Removal Decision.**

3 The **Removal Process Manager** shall:

- 4 1. Promptly, within 24 hours of the decision by the ccNSO Council to accept  
5 **ccNSO Director Removal Petition** provide the **ccNSO Director Removal**  
6 **Petition Notice** to the Empowered Community Administration, the other  
7 Decisional Participants, and the ICANN Secretary.

8  
9 In accordance with the Bylaws<sup>3</sup> the **ccNSO Director Removal Petition Notice**  
10 must include:

- 11 (a) A supporting rationale in reasonable detail  
12 (b) The contact information of the **Removal Process Manager**  
13 (c) A ccNSO Council statement whether or not the ccNSO requests  
14 that ICANN organize a publicly-available conference call prior  
15 to the **ccNSO Director Removal Community Forum**  
16 (d) A statement as to whether the ccNSO has determined to hold  
17 the **ccNSO Director Removal Community Forum** during the  
18 next scheduled ICANN public meeting.

19  
20 If the EC Administration has not received the relevant **ccNSO Director**  
21 **Removal Petition Notice** during the **ccNSO Director Removal Petition**  
22 **Period**, the **ccNSO Director Removal Process** shall automatically be  
23 terminated with respect to the applicable **ccNSO Director Removal Petition**  
24

- 25 2. Additionally, the ccNSO's representative to the Empowered Community  
26 Administration shall be informed of the decision reached by the ccNSO  
27 Council.  
28  
29 3. Inform the ccNSO membership of result of the ccNSO Council decision  
30 making procedure on the ccNSO Director Removal Petition. The result shall  
31 be published within 24 hours after the end of the (extended) **ccNSO Director**  
32 **Removal Petition Period**. The ccNSO shall be informed accordingly by the  
33 ccNSO Secretariat on the relevant ccNSO and ccTLD mailing lists, as well as  
34 on the ccNSO website and/or wiki.  
35  
36

37 **5.3 ccNSO appointed Director Removal Community Forum**

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<sup>3</sup> ICANN Bylaws, Annex D Section 3.2(c)(i)(A-D)

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1 **5.3.1 ccNSO Director Removal Action Community Forum**

2 Any SO/AC Director Removal Action Community Forum , including the ccNSO Director  
3 Removal Action Community Forum, shall be convened by ICANN at the direction of the  
4 ECA. The **ccNSO Director Removal Action Community Forum** is the forum at which the  
5 Decisional Participants and interested parties may discuss the **ccNSO Director Removal**  
6 **Petition Notice**

7  
8 **5.3.2 ccNSO Director Removal Action Community Forum Period.** Unless the ccNSO  
9 Council has requested the forum to be held in conjunction with an ICANN meeting, the  
10 ccNSO Director Removal Action Community Forum Period shall start at the expiration of  
11 the **ccNSO Removal Petition Period** and ending on the 21st day after the expiration of  
12 **ccNSO Removal Petition Period** at 23:59 (Pacific Time).

13  
14 If the **ccNSO Director Removal Action Community Forum** shall be held during the next  
15 scheduled ICANN public meeting as requested by the ccNSO and on the date and at the  
16 time determined by ICANN, and that public meeting is held after 23:59 p.m. (as  
17 calculated by local time at the location of ICANN's principal office) on the 21st day after  
18 the expiration of the **ccNSO Removal Petition Period**, the **ccNSO Director Removal**  
19 **Community Forum Period** shall expire on the official last day of such ICANN public  
20 meeting at 23:59 p.m., local time of the city hosting such ICANN public meeting.

21  
22 **5.3.3 Informing the community.** Following the ICANN announcement of convening the  
23 **ccNSO Director Removal Action Community Forum**, the **Removal Process Manager**  
24 shall inform the ccTLD community on the details of the Community Forum. Note that no  
25 individual from the ccNSO, nor the individual who initiated the **ccNSO Director Removal**  
26 **Petition**, shall be permitted to participate in the management or moderation of  
27 the **ccNSO Director Removal Community Forum**.

28  
29 The **Removal Process Manager** shall – after consulting the Chair of the ccNSO -  
30 convene a ccNSO Council meeting by the the eighth (8<sup>th</sup>) day before the end of the  
31 **ccNSO Director Removal Action Community Forum Period**. This meeting is intended to  
32 allow for a timely Council decision on the issue identified in the **ccNSO Director**  
33 **Removal Petition**.

34 **5.3.4 Community Feedback.**

35 The **Removal Process Manager** will request the ccTLD community to provide input and /  
36 or feed-back from the ccTLD community on the **ccNSO Director Removal Community**  
37 **Forum**. The input and / or feed-back is required to be provided through the ccNSO  
38 Council to the Empowered Community Administration. How the input and feed-back  
39 from the community will be provided to the Empowered Community Administration will  
40 be determined by the ccNSO Council prior to providing such feed-back. For example, the  
41 ccNSO Council could decide that the most appropriate manner will be a ccNSO  
42 Statement according to the ccNSO Statement procedure.

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1 To determine the most appropriate course of action the ccNSO Council will take into  
2 account and will be guided by the anticipated timelines, the importance of the matter  
3 under consideration for the ccTLD community as indicated by the quantity and quality of  
4 the feed-back and input received by the ccNSO Council and other factors deemed  
5 relevant by the ccNSO Council.  
6

7 **5.3.5 Results of Community Forum to be shared with ccNSO Council and ccNSO**  
8 **membership.** To ensure that the ccNSO Council and membership are informed about  
9 the results of the community forum the **Removal Process Manger** will summarize the  
10 proceedings of the community forum and share them on the list as soon as possible  
11 after closure of the **ccNSO Director Removal Action Community Forum Period.**  
12

13 **5.3.6 Resolution of Issue during the Community Forum Period**  
14 During any time up and until the eighth (8<sup>th</sup>) day before the end of the **ccNSO Director**  
15 **Removal Action Community Forum Period**, the ccNSO Council may elect to agree that  
16 the issue raised in the **ccNSO Director Removal Petition** has been resolved. The decision  
17 to agree that the issue has been resolved must be supported by at least 10 Councillors  
18 and at least one form each of the ICANN Region.

19  
20 In taking its decision the ccNSO Council shall consider:  
21 - the feed-back, views and input received from the ccNSO community and  
22 others regarding **ccNSO Director Removal Petition**;

23 - Other?

24 This ccNSO Council decision is NOT subject to the Rules of the ccNSO. However, the  
25 ccNSO Council decision shall be published on the ccNSO website/wiki as soon as  
26 practically possible and the ccTLD community shall be informed about the decision by  
27 the ccNSO Secretariat and will become effective 7 calendar days after publication. If  
28 during the period starting after the Council and before the end of the Community Forum  
29 33 % of ccNSO Members object, the decision will be rescinded, and not become  
30 effective  
31 ( 33 % can overturn a Council decision, and process continues).  
32

33 Once the decision has become effective, the **Removal Process Manager** shall notify the  
34 ECA, the other Decisional Participants, and the ICANN Secretary of the decision by the  
35 ccNSO Council to agreed that the issue identified in the **ccNSO Director Removal**  
36 **Petition** has been resolved.  
37  
38

### 39 5.4 ccNSO Director Removal Comment Period

40 Directly following the expiration of the **ccNSO Director Removal Community Forum Period** and  
41 at request of the ECA, ICANN shall issue a request for comments and recommendations. The  
42 **ccNSO Director Removal Comment Period** shall start at the day the request for comments was

**Commented [MOU10]:** This is majority of Councillors (18 Councillors) and additional requirement of regional representation.

**Deleted:** by at elast 10 Councillors from 5 different regions. ¶

**Commented [MOU11]:** Rationale, effective it means that 18 members can overturn any decision of the Council by asking for a vote, as this automatically means the group overruns the timeline.

**Commented [MOU12]:** This effectively means that a large a supermajority to agree to stop the process.

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1 posted on the ICANN website and expire on the seventh (7<sup>th</sup>) day after the posting at 23.59 PST  
2 ( Pacific Time).

3  
4 On the day the **ccNSO Director Comment Period** starts the **Removal Process Manager** shall  
5 inform the ccTLD community of the start of the **ccNSO Director Removal Comment Period** and  
6 convene a ccNSO Council **meeting** between the sixth (6<sup>th</sup>) and no later than the tenth (10<sup>th</sup>) day  
7 at 23.59 UTC following the expiration of the **ccNSO Director Comment Period**. At this meeting  
8 the ccNSO Council is expected to take a decision whether to agree or object to the **ccNSO**  
9 **Director Removal Petition**.

10  
11 After closure of the **ccNSO Director Removal Comment Period** the **Removal Process Manager**  
12 will inform the Councillors and ccNSO Membership of the closure and will forward the (links to)  
13 the comments and recommendations received, if any.

## 14 5.5 Procedures with ccNSO Director Removal Decision

15 **5.5.1 Definition ccNSO Director Removal Decision Period.** The **ccNSO Director Removal**  
16 **Decision Period** shall start at the end of the expiration of the **ccNSO Director Removal**  
17 **Comment Period** and close on the twenty first 21<sup>st</sup> day at 23.59 Pacific Time after the  
18 expiration of this period.

19  
20  
21 **5.5.2 Decisions During the ccNSO Director Removal Decision Period.** During the **ccNSO**  
22 **Director Removal Decision Period** the ccNSO shall decide whether or not the ccNSO  
23 supports the **ccNSO Director Removal Petition**.

24 In taking its decision, the ccNSO Council shall consider:

- 25 ● the feed-back, views and input received:
  - 26 ○ from the ccNSO Director who is subject of the **ccNSO Director Removal**
  - 27 **Petition** and the Chair of the Board, if any
  - 28 ○ The Petitioner, if any
  - 29 ○ the ccNSO and broader ccTLD Community, if any
  - 30 ○ during the **ccNSO Director Removal Community Forum**
  - 31 ○ during the **ccNSO Board Director Removal Comment Period**

- 32 ● Other?

33 The ccNSO Council decision whether to support or reject the **ccNSO Director Removal**  
34 **Petition** has to be taken ultimately at the eleventh (11<sup>th</sup>) at noon (12.00) UTC into the  
35 ccNSO Director Removal Decision Period.

36  
37 **5.5.2.1. Super majority ccNSO Council decision to support the ccNSO Director**  
38 **Removal Petition.** The ccNSO Council decision to support the **ccNSO Director**  
39 **Removal Petition** must be taken with a super-majority of 14 or more Councillors

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1 and at least one from each of the ICANN Regions. The ccNSO Council decision  
2 shall be published on the ccNSO Website immediately following closure of the  
3 meeting and shall include an explanation of the reasons as to why it has chosen  
4 to remove the ccNSO appointed Director.

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5  
6 The Decision becomes effective on the 20<sup>th</sup> day of the **ccNSO Director Removal**  
7 **Decision Period** at 23.59 UTC, unless by the 20<sup>th</sup> day into **ccNSO Director**  
8 **Removal Decision Period** at least 25% of the ccNSO Members indicated not to  
9 support the decision of the ccNSO Council. The Rules of the ccNSO do NOT apply  
10 to this decision of the ccNSO Council.

11  
12  
13 **5.5.2.2 Supermajority ccNSO membership decision to support the ccNSO**  
14 **Director Removal Petition.** If the ccNSO Council does not support the **ccNSO**  
15 **Director Removal Petition**, the ccNSO Council decision shall be published on the  
16 ccNSO Website immediately following closure of the meeting. The ccNSO  
17 Council decision shall include an explanation of the reasons as to why it has not  
18 supported the **ccNSO Director Removal Petition**.

19  
20 The Decision shall become effective on the 20<sup>th</sup> day of the **ccNSO Director**  
21 **Removal Decision Period** at 23.59 UTC, unless by the 20<sup>th</sup> day into **ccNSO**  
22 **Director Removal Decision Period** at least 75% of the ccNSO Members indicate  
23 support for the **ccNSO Director Removal Petition**. The Rules of the ccNSO do  
24 NOT apply to this decision of the ccNSO Council.

25  
26 If the ccNSO Council does not take a decision by the 11<sup>th</sup> day at noon UTC into  
27 the **ccNSO Director Removal Decision Period** the ccNSO Council shall be deemed  
28 not to support the **ccNSO Board Removal Petition**. The **Removal Process**  
29 **Manager** shall inform the community accordingly by the 11<sup>th</sup> day 23.59 UTC. If  
30 by the the 20<sup>th</sup> day into **ccNSO Director Removal Decision Period** at least 75% of  
31 the ccNSO Members indicate to support the **ccNSO Director Removal Petition**  
32 the ccNSO Director Removal Petition is deemed to be supported.

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33  
34 **5.5.3 Lack of support removal decision.** If, the ccNSO does not support the **ccNSO**  
35 **Director Removal Petition** by the 20<sup>th</sup> day at 23.59 UTC into **ccNSO Director Removal**  
36 **Decision Period**, the **ccNSO Director Removal Process** is closed from a ccNSO  
37 perspective. On the 21<sup>st</sup> day into the **ccNSO Director Removal Decision Period** before  
38 23.59 UTC, the **Removal Process Manager** shall inform the ccNSO appointed Directors,  
39 the ccTLD community and the ECA accordingly.

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1 **5.6 ccNSO Director Removal Notice**

2 Within 24 hours after the decision to support/accept the **ccNSO Director Removal Petition** has  
3 become effective, the **Removal Process Manager** shall inform in writing the EC Administration,  
4 the other Decisional Participants and Secretary that the ccNSO has accepted the **ccNSO**  
5 **Removal Action Petition** in accordance with the internal procedures of the ccNSO and with a  
6 three quarter majority (the **ccNSO Director Removal Notice**).

7  
8 The **Removal Process Manager** shall on behalf of the ccNSO Council direct ICANN to post  
9 concurrently with the **ccNSO Director Removal Notice** submission the ccNSO explanation as to  
10 why the ccNSO has chosen to remove the affected Director.

11  
12 **6. ccNSO Procedures Full Board Removal Process**

13 [Placeholder for procedures relating to section 3.3 ANNEX D]  
14  
15

16 **7 Miscellaneous**

17 **7.1 ccNSO Internal Guideline**

18 This Guideline is an internal rule of the ccNSO in accordance with Article 10 section 3.11 and  
19 Article 10 section 4.2 of the ICANN Bylaws.  
20

21 **7.2 Omission in or Unreasonable Impact of the Guideline**

22 In the event the Guideline does not provide guidance and/or the impact is unreasonable to  
23 conduct the business of the ccNSO or the ccNSO Council, the Chair of the ccNSO Council will  
24 decide.  
25

Commented [MD14]: Maybe add here 'except to the extent the applicable bylaws require otherwise' or something like that.

26 **7.3 Publication and Review of the Guideline**

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

29 The Guideline will be reviewed every 2 years at the time of review of the annual Work plan, or  
30 adjusted when considered necessary. To become effective, the updated Guideline must be  
31 adopted by the ccNSO Council and published on the ccNSO website.

32 Before publishing the updated Guideline, the Secretariat will adjust the version number and  
33 insert the date the Guideline was reviewed and adopted by the ccNSO Council  
34

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