

**NARALO**  
**RULES OF PROCEDURE**  
**DRAFT Revision 1, September 2022**

**1. GENERAL**

The North American Regional At-Large Organization (“NARALO”) is an organizational unit within the At-Large Community of ICANN authorized by Article 12.2(d)(vii) of the ICANN Bylaws.

**DEFINITIONS:**

- “Active Status” – An ALS or Individual Member satisfying the membership standards described in Appendices A and B 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.
- “At-Large Community” – the entity within ICANN representing the interests of worldwide Internet users.
- “ALAC” – the At-Large Advisory Committee, the entity within ICANN that takes formal actions on behalf of the At-Large Community.
- “ALAC Member” -- a member of the ALAC elected by the NARALO Membership or selected by the NomCom.
- “ALS” or “At-Large Structure” – a structured group of Internet users.
- “Member ALS” -- an ALS residing in North America (as defined below) that has applied to and has been accredited by the ALAC of ICANN as a Member ALS of NARALO.
- “General Assembly” – an in-person meeting of the NARALO Membership. They are typically held every 2-3 years. Such in-person meetings may also include a hybrid remote participation component.
- “Good Standing” – See Active Status
- “ICANN” – the Internet Corporation for Assigned Names and Numbers.
- “Individual Member” -- an individual member of NARALO, who must reside in North America (as defined below) and be registered on the NA-Discuss list.
- “Membership” – the voting body of NARALO consisting of the Member ALSes and the voting representative of Individual Members.

- “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 and the ICANN Board and to which the ALAC names five voting delegates (one per ICANN region).
- “NomCom Delegate” -- The NA delegate to the NomCom appointed by the ALAC.
- “North America” or “NA” -- to define NARALO’s territory, North America consists of American Samoa, Canada, Guam, Northern Mariana Islands, Puerto Rico, United States, United States Minor Outlying Islands, and the U.S. Virgin Islands.
- “NARALO Leadership” -- This consists of the Chair and Secretariat. The two ALAC Members selected by NARALO and the NA ALAC Member appointed by the NomCom also participate in NARALO leadership in an advisory capacity.
- “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 NARALO are to promote and assure participation by North American users in the ICANN policy development process and to channel and facilitate recommendations and advice to ICANN and its constituent bodies, in accordance with NARALO’s MOU with ICANN.

2.2 NARALO shall stimulate and facilitate enhanced communications and collaboration among its members, At-Large Staff, North American Internet community members, RALOs from other ICANN regions, and the ALAC.

2.3 NARALO 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 NARALO 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 Secretariat.

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.

2.3.3 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.

2.3.4 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 6.5.2).

2.4 Participation in NARALO discussions and meetings through Member ALSes and as Individual Members is open to every North American user and to groups of users accredited as an ALS by the ALAC in accordance with NARALO rules. Such participation shall be promoted.

2.5 NARALO shall be multi-lingual. The official languages of NARALO are English, French, and Spanish. The primary language for meetings and documents is English. However, to maximize accessibility and participation, NARALO 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 or the appropriate sign language Interpretation 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, French, and Spanish, as appropriate.

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

2.7 Where these Rules of Procedure may conflict with the other documents governing NARALO operating rules, procedures and practices, these Rules of Procedure shall prevail.

### **3. MEMBERSHIP**

3.1 There shall be two classes of Members in NARALO – Individuals and ALSes. All NARALO Members in good standing are eligible to participate in the activities, workshops and projects of NARALO.

3.2 Each Member ALS shall appoint one (1) primary representative (see Exhibit 1, Section 1) and one (1) to three (3) alternates by its own selection/removal/replacement procedures.

3.3 The Individual Members as a body shall appoint one (1) voting representative and up to two (2) alternates using a suitable trusted process. Once appointed, the Individual Member Representatives shall serve until they resign or are replaced. Following the representative serving for at least one year, any individual member may call for a new appointment process.

The Individual Member representative casts votes in NARALO elections in accordance with the views expressed by Individual Members (through a poll of other suitable method).

3.4 The voting representatives of Member ALSes in good standing and of the Individual Members shall have the right (i) to attend and vote at NARALO Membership meetings, (ii) subject to the provisions of Section 8 of these Rules of Procedure, to vote in elections for officers and NARALO's ALAC Members and for NARALO's recommendation for its NomCom Delegate, and (iii) to vote on other NARALO 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.

#### **4. GOVERNANCE AND ANNUAL MEETINGS**

4.1 The governance of NARALO shall be exercised by the Membership, which consists of one (1) voting representative from each Member ALS in good standing and one (1) voting representative for the body of Individual Members.

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. NARALO'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 NARALO, the NomCom appoints one NA ALAC Member who does not represent NARALO but may participate in NARALO activities.

4.4 The Membership shall also recommend to ALAC one or more candidates to be the NARALO's NomCom Delegate. NARALO's NomCom Delegate shall have the responsibilities described in the ICANN By-Laws and other applicable rules and procedures.

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

#### **5. OFFICERS**

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

5.1.1 The term of the officers shall be for two (2) years or until a successor officer takes office or the officer resigns, is removed, or is unable to continue in office.

5.1.2 The Chair and Secretariat shall be ineligible to serve on the ALAC or the NomCom during their terms of office.

5.1.3 NARALO may remove an officer for cause by vote of seventy percent (70%) of the Members eligible to vote in a process overseen by At-Large Staff.

5.2 The Chair shall act as moderator and facilitator of the work of NARALO. 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 NARALO officer positions;

5.2.2 Signing and receiving any official correspondence to or from ICANN, the ALAC, or the NARALO Members;

5.2.3 Presiding over the NARALO General Assembly, the monthly NARALO 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; and

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.

5.3 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 Membership that NARALO submit a request to the ALAC to decertify the Member ALS unable or unwilling to meet the applicable standards.

5.4 When NARALO 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 NA 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 NARALO and NARALO Task Force issues under discussion or development. The Secretariat shall work with At-Large Staff to support NARALO's activities, including elections and voting, online and in-person meetings, and communications, such as the mid-term report, annual report, NARALO monthly newsletter, and the monthly meeting agenda.

5.6 The Chair and the Secretariat shall work in coordination in managing the affairs of NARALO 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 NA ALAC Members. 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**

6.1 Elections shall be held annually to elect one (1) officer and one (1) ALAC member on a staggered basis and to make one or more recommendations to the ALAC for the NomCom Delegate.

6.1.1 The terms of the Chair and the Secretariat shall be two (2) years. The terms are staggered with the Chair being selected in even years, and the Secretariat in odd years.

6.1.2 Candidates for office may be an Individual Member or a member of an ALS, and must be residents of North America. The Chair and Secretariat may run for the other office during their term without having to resign until their successful election. A special election for the open position shall be as soon as practicable in accordance with the procedures as stated in Section 6 below, except for the timing with the ICANN Annual General Meeting.

6.2 NARALO'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 NARALO Leadership upon request by the term-limited NARALO ALAC Member, and such a waiver should only be granted for sufficient reason.

6.2.1 Each new ALAC Member elected by NARALO 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.

6.3 The NomCom Delegate is limited to two (2) consecutive one-year terms, or whatever term is set forth in the ICANN Bylaws, if different.

6.4 The Chair shall determine the date of the election – timed, if possible, to complete before the ICANN meeting preceding its Annual General Meeting.

6.4.1 Thirty (30) 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 Individual Members and members of Member ALSes to serve as a member of the ALAC, to be recommended as a delegate to the NomCom, and to fill the Chair or the Secretariat position. The nomination period shall be no fewer than ten (10) working days.

6.4.2 The acceptance period shall generally be open for at least seven (7) days. Once all 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 complete an At-Large Statement of Interest.

6.5 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, the recommended NomCom Delegate, if any for that year, and either the Chair or Secretariat.

6.5.1 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.

6.5.2 In the event of a tie vote for the Chair or Secretariat position, the determination of the winner shall be made by a secret ballot of three (3) NARALO individuals. The three individuals shall be selected from the current occupants of the following positions, in order (excluding the tied candidates): the three current ALAC Members, the Chair, and the Secretariat. To the extent that three (3) individuals who meet these requirements are not available, the At-Large Staff shall oversee a selection by random from between the tied candidates.

6.6 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 NARALO is subject to the following standards:

7.1.1 All NARALO ALS and Individual 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>)

7.1.2 NARALO Members, Appointees and At -Large participants must always behave professionally and treat all ICANN participants and ICANN staff with respect, whether in person, on teleconferences, or via telephone, email, or through other electronic work methods. Examples of inappropriate behavior include but are not limited to postings or other actions that are:

7.1.2.1 used to abuse, harass, stalk, or threaten others; or

7.1.2.2 libelous, knowingly false, ad hominem, or misrepresenting another person.

7.2 The ability of NARALO to represent the interests of North American Internet users in the ICANN policy development process and to channel and facilitate policy advice and recommendations to the ALAC and ICANN depends on strong participation from all NARALO Members. All NARALO Members should make regular and significant contributions to NARALO, 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 NARALO elections, and participating in RALO and ALAC meetings.

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

7.2.2 Individual Members must adhere to the standards detailed in Appendix B.

7.3 At-Large Staff shall maintain performance data for all NARALO Members to ensure that Members are aware of their performance and status as NARALO Members in good standing. The Chair shall use such performance data in overseeing NARALO Members’ participation. Subject to privacy and confidentiality requirements, the metrics for NARALO 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 NARALO Members’ performance and status. Such actions may include but are not limited to:

7.4.1 Discussion of performance issues with the NARALO Member.

7.4.2 Use of the ombudsman or an impartial third party for mediation, if necessary<sup>1</sup>.

7.4.3 Discussion with the ALAC leadership, if the Member’s representative or member is an appointee to the ALAC.

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

## **8. PROCESS FOR ALS DECERTIFICATION AND LOSS OF INDIVIDUAL MEMBER STATUS**

8.1 In the case of a Member ALS’s failure to meet the minimum performance standards stated in the NARALO Membership Standards, the Chair may, after thirty (30) days advance written notice, change the status of an ALS to “Inactive Status” (without voting rights or access

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<sup>1</sup> 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 NARALO, has treated them unfairly.



to Member ALS benefits). 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 NARALO Leadership why it should not be placed on Inactive Status. The NARALO 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 NARALO 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 NARALO 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 the case of an Individual Member's failure to meet the minimum performance standards stated in the NARALO Membership Standards, the Chair may change the status of the Individual Member to "Inactive Status," after thirty (30) days advance written notice and an opportunity for appeal. Individual Members in Inactive Status shall not have voting privileges.

8.7 The Individual Member shall have the right to explain why the its membership in NARALO should not be revoked and what remedial action the Individual Member proposes to take. If the Individual Member cannot or does not take remedial action, within the subsequent six (6) consecutive month period, revocation of Individual Membership shall be automatic.

8.8 In general, the resignation of ALS Membership or Individual Membership should be the preferred option rather than forced decertification or revocation, respectively.

## **9. AMENDMENT**

9.1 These Rules of Procedure including Appendices may be amended by an affirmative vote of not less than a Supermajority 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.

## APPENDIX A

### NARALO MINIMUM ALS MEMBERSHIP STANDARDS

Until the ALAC implements the processes and capabilities stated in the ALS Mobilization Working Party Report approved by the ALAC on 04 December 2020 and with sufficient time given to the ALS to comply, an ALS must meet at least two of the following performance standards:

- Participation in any two (2) NARALO elections and/or votes within a (3) year consecutive period
- Participation in a NARALO Working Group or special purpose committee or an At Large or ICANN Working Group through at least one (1) contribution or comment during a twelve (12) month period.
- Comment or collaborate on ICANN policy through the At-Large discussion lists or other means at least once within a (12) month period; or
- Participation in at least two (2) NARALO calls/meetings within a twelve (12) month period.

The NARALO Leadership may waive these requirements based on evidence of active participation in other NARALO, At-Large or ICANN activities.

1. Once the ALAC implements the processes and capabilities stated in the ALS Mobilization Working Party Report approved by the ALAC on [date] and with sufficient time given to the ALS to comply, the mandatory ALS membership expectations and criteria are: Each ALS must either:
  - a. distribute targeted ICANN At-Large updates to its members; or
  - b. provide an e-mail address for direct distribution by At-Large.

Details of such “updates” can be found in Exhibit 1, Section 2. 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 ALAC Chair with the support of the ALAC Leadership Team.

2. Each ALS shall report biennially (every two years) on its status employing a method and content as determined by the ALAC and potentially augmented by NARALO. Additional details of the report can be found in Exhibit 1, Section 3.
3. An ALS must 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). See Exhibit 1, Section 4 for details. The At-Large logo (<https://community.icann.org/download/attachments/2265510/at-large-logo-3.png>) may be used in this context.

4. 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.
5. 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.

## APPENDIX B

### NARALO MINIMUM INDIVIDUAL MEMBER STANDARDS

The following criteria will be applied in order to accept an applicant for Individual Membership. An accepted Individual Member will continue to be a NARALO individual member until they resign or cease to meet the criteria below. These standards are in support of the ALAC Individual Member Mobilization Working Party Report approved by the ALAC on 25 March 2021.

1. An understanding of, and interest in, supporting the needs of non-technical and non-industry individual Internet users related to ICANN's mandate.
2. An Individual Member (as defined in the NARALO Rules of Procedure) must agree to follow all the NARALO rules;
3. An Individual Member must subscribe to their respective public NARALO mailing list;
4. An Individual Member must submit a Statement of Interest (Sol) – see <https://community.icann.org/display/atlarge/At-Large+New+SOIs+Workspace> for reference
5. An Individual Member must affirm their interest in learning about and/or participating in ICANN's policy processes
6. An Individual Member must not be a Representative or a leader of an ALS within any RALO

Individual Members, at the time these Rules of Procedure are adopted, will be required to confirm that they meet these same criteria and will be given a grace period to comply.

To meaningfully contribute to this goal, Individual Members must:

1. Keep their subscription to the NARALO mailing list;
2. Keep their Statement of Interest (Sol) up-to-date;
3. Declare any potential conflict of interest, such as membership of another constituent part of ICANN;
4. Agree to and abide by the ICANN Expected Standards of Behavior.

In addition to the points listed above, each NARALO Individual Member is encouraged to proactively take initiatives to increase the ability of the At-Large Community to bring forward the issues that are important for Individual Internet Users including, for instance:

1. Engage in and support the discussions of At-Large positions on the policy development process, including participation in working groups or taking up a leadership position in them;
2. Disseminate information about ICANN and At-Large in their networks as applicable;
3. Keep NARALO informed and updated about their activities as well as their experience and expertise, according to procedures to be set by NARALO;
4. Provide advice to NARALO and/or the ALAC on topics related to their area(s) of expertise.

## EXHIBIT 1

### NARALO MEMBERSHIP STANDARDS INTERPRETATION

The NARALO membership standards were primarily developed as part of the 2<sup>nd</sup> At-Large Review Implementation. The NARALO Rules of Procedure (RoP) provide a summary of these requirements, and this Exhibit more fully describes them.

**The following are explanatory notes related to specific sections of the NARALO RoP and should be read in conjunction with those sections.**

#### 1. ALS Representatives (Clarification of RoP section 3.2)

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.

- a) Member of another constituent part of ICANN (AC/SO, sub-constituency)
- b) Leadership role in any of the above
- c) Member of a non-At-Large working group (such as GNSO PDP, CCWG, etc.)
- d) Formally appointed representative of a non-At-Large ICANN group to a PDP, CCWG, Specific Review, etc.)
- e) Leader of a non-At-Large working group (such as GNSO PDP, CCWG, Specific Review)

#### 2. Clarification of Appendix A, Section 1

These messages sent to ALS members will be 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.

#### 3. Clarification of Appendix A, Section 2

The report will include (among other things):

- ALS leadership (with confirmation that leadership is aware of ICANN/At-Large affiliation);
- Formal ALS representatives,

- 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.)
- "linkages" with ICANN (i.e. why they are an ALS);
- ALS activities related to ICANN (if any);
- details of how information distribution to its members is carried out (see #2 above);
- Details of organizational membership in any other part of ICANN (if applicable);
- 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.

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.

[Implementation notes: Probably an online form. Implementation may be carried out on a rotating basis to spread staff effort throughout the year.]

#### 4. Clarification of Appendix A, Section 3

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.

If a Member ALS does not have a functioning website (or Facebook presence or comparable) with basic information about the organization, At-Large will provide a basic Wiki space populated with information originally from their application. The Member ALS will have the option of being able to update this space if they wish.

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.