

Guideline: ccNSO Appointment Procedures

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1 Introduction

In some cases the number of ccNSO appointed volunteers is limited either through the ICANN Bylaws, the Charter or Terms of Reference or by Council decision. This guideline describes the process and responsibilities of the volunteers, candidates, appointed members, and ccNSO Council members regarding the selection and appointment of members (including liaisons and observers) to different groups, e.g. working groups, committees, review teams, cross-community working groups and ad-hoc groups with a limited number of seats.

2 Scope

The process starts whenever there is a need to appoint members/liaisons/observers to a working group or committee, cross community working group, review team, SO/AC Council or other body (hereinafter – Group) and the ccNSO Council decides to participate in the work of the Group.

Appointments covered by this Guideline are listed in table 1 below. The table also includes the expected role of the ccNSO appointee, who initiates the start of the process, and which section in this Guideline is relevant:

Table 1: Appointments covered

Appointment to	Role	Initiator	Section Guideline
Cross-community working groups	As specified in the charter	ccNSO Council	Section 7 and 8
Liaisons to other SO/ACs	Liaison/Observer	ccNSO Council	Section 3 and 8
Nominating Committee	Member	Nominating Committee	Section 4 and 8
Customer Standing Committee	Member	ICANN	Section 5.1 and 8
Root Zone Evolution Review Committee	Member	ICANN	Section 5.2 and 8
IANA Function Review	Member	ICANN Board	Section 6.1 and 8
Special IANA Function Review	Member	ICANN Board	Section 6.1 and 8
Specific Reviews	Member	ICANN Board	Section 6.2 and 8
New Group			Section 7 and 8

The following appointments are NOT covered by this Guideline:

- Appointments to ccNSO WG and Committees
- Council Election
- Nomination ICANN Board Seat 11 and 12
- Member of the Empowered Community Administration

For ease of reference the term, term limits and frequency of appointment are listed in table 2.

Table 2: Term, Term Limits and Frequency of appointments

Appointment	Term	Term limits	Frequency of appointment
Cross-community working groups	As specified in the Charter	As specified in the Charter	When the group is formed In case of a vacancy
Liaisons to other SO/ACs	Two years	Maximum 3 terms	Every two years In case of a vacancy
Nominating Committee	One year	Maximum 2 terms	Every year
Customer Standing Committee	Two years	Maximum 2 terms	Every year one seat In case of a vacancy
Root Zone Evolution Review Committee	Three years	Maximum 3 terms	In case of a vacancy
IANA Function Review	N/A	N/A	Every five years
Special IANA Function Review	N/A	N/A	Under special circumstances
Specific Reviews	N/A	N/A	As specified in the Bylaws

Sections 3 through 6 list the current groups and specific requirements per group. In section 7 the launch for a call for expression of interest for a new group is described. Section 8 details the call for nominations or expression of Interest and procedures for selection & removal. Finally, section 9 includes the change mechanism of the Guideline and other miscellaneous topics.

3. Liaisons

3.1 Introduction and Background

According to the relevant articles in the Bylaws as adopted on 27 May 2016, liaisons and observers may be appointed to the ccNSO Council, and the ccNSO may appoint observers to other Supporting Organisations and Advisory Committees.

3.2 Liaisons & Observers

According to the Bylaws Article 10 Sections 10.3.(b) (i) the Governmental Advisory Committee; (ii) the At-Large Advisory Committee; and (iii) each of the Regional Organizations may appoint a liaison to the ccNSO Council. Only Regional Organizations who

have been recognized as such by the ccNSO Council may appoint liaisons (Article 10 Section 10.5.).

According to Article 10 Section 10.3.(c) the ccNSO Council may agree with the Council of any other ICANN Supporting Organization to exchange observers.

The Liaisons and observers shall not be members of or entitled to vote on the ccNSO Council, but otherwise shall be entitled to participate on equal footing with ccNSO Councillors.

For purposes of this Guideline and internal use of the ccNSO, Liaisons and Observers as defined above under section 3.1, shall be called Liaisons.

3.3 Appointment of Liaisons to the ccNSO Council

Appointments of Liaisons to the ccNSO Council are made as described in the internal procedure of the appointing SO or AC.

The appointed Liaison may participate in the work of the ccNSO Council for the term designated by the appointing organization after the Chair of the respective appointing organization has provided written notice to the ICANN Secretary, with a notification copy to the Chair of the ccNSO Council.

The appointing organization may recall from office or replace its liaison at any time by providing written notice of the recall or replacement to the ICANN Secretary, with a notification copy to the Chair of the ccNSO Council.

3.4 Appointment of Liaisons by the ccNSO

The ccNSO may agree with the Council of any other Supporting Organization or Advising Committee to exchange liaisons.

The ccNSO Council appoints Liaisons to other organizations in accordance with these procedures, unless the ccNSO has agreed with the relevant organization about another, specific procedure.

3.4.1 Term of appointment by the ccNSO

A ccNSO appointed Liaison serves for a term of two (2) years and no more than three (3) consecutive terms. At the end of each two-year term, a call for volunteers will be issued and candidates will be evaluated against the criteria.

3.4.2 Criteria for appointment

A Liaison should be directly linked to a ccTLD manager, or to a ccTLD Regional Organisation. The Liaison and the employing organisation should agree in writing to commit the anticipated time to work as a liaison and fulfill the expectations.

ccNSO Liaisons are expected to:

- participate diligently and actively on an ongoing and long term basis in the meetings and activities of the Supporting Organization or Advisory Committee (SO/AC) that they are appointed to
- communicate and advocate the positions of the ccNSO to the SO/AC
- report to the ccNSO on current and upcoming activities of the SO/AC that may be of relevance to the ccNSO and broader ccTLD community
- if feasible and considered relevant ask the ccNSO for advance guidance on matters that are going to be discussed by SO/AC
- actively prepare and participate in bilateral meetings between the SO/AC and ccNSO Council.

3.5 Role of ccNSO Liaisons

The ccNSO Liaisons to other organizations shall not be members of or entitled to vote on the Councils of other organizations, but otherwise shall be entitled to participate on equal footing as other Liaisons. Any view they share with the organization they have been appointed is their personal view. ccNSO Liaisons do not represent the ccNSO, unless specifically instructed by the ccNSO Council to the contrary.

ccNSO appointed Liaisons to other organizations shall report to the ccNSO Council regularly (monthly) on the activities of the respective organization they have been appointed to. A Liaison shall represent ccNSO values in these efforts, shall pursue specific direction from the ccNSO Council as and when given, and shall seek ccNSO Council advice as and when needed.

4. NomCom

4.1 NOMCOM Introduction & Background

Each year the ccNSO has to appoint one (1) delegate to the Nominating Committee (NomCom) of ICANN. The Nominating Committee is responsible for selecting individuals to serve in leadership positions within the ICANN structure. This includes all ICANN Directors except the President and those Directors selected by ICANN's Supporting Organizations, and members to the Councils of the GNSO and ccNSO, and seats in the ALAC.

For further background on the NomCom and what is expected from a NomCom delegate see <http://nomcom.icann.org/faqs.htm>.

4.2 Term and appointment

NomCom delegates serve for a one year term. According to the ICANN bylaws section 8.3 a delegate can only be appointed for two (2) consecutive terms.

In order for the NomCom to be constituted at the end of the ICANN Annual General Meeting, constituencies, SOs and ACs must select their delegates in sufficient enough time for ICANN to arrange travel to the meeting etc. For planning purposes the NomCom will start informing the ccNSO of the upcoming selection of delegates just after the June ICANN meeting.

4.3 Councillor as NomCom delegate

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According to section 8.8 of the ICANN Bylaws, a person who serves on the Nomcom as a (ccNSO appointed) delegate is not eligible to be elected or nominated to the ccNSO Council or on any other body to which the NomCom appoints persons during the period of serving on the NomCom. If such a situation may arise, the person has either to step down from the NomCom, or accepts she or he cannot be elected or nominated for the duration of the term serving on the NomCom. The delegate will inform the chair of the ccNSO accordingly (of either stepping down from the NomCom or declining to be elected or nominated)

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5. Committees (CSC, RZERC)

5.1.CSC

5.1.1 Introduction and Background CSC

ICANN has established a Customer Standing Committee (“CSC”) (Article 17 of the ICANN Bylaws) to monitor the performance of the Post Transition IANA (PTI) entity under the IANA Naming Function Contract and IANA Naming Function Statement of Work (SOW).

The mission of the CSC is to ensure continued satisfactory performance of the IANA naming function for the direct customers of the naming services. The primary customers of the naming services are top-level domain registry operators, but also include root server operators and other non-root zone functions.

The CSC will achieve this mission through regular monitoring of the performance of the IANA naming function against the IANA Naming Function Contract and IANA Naming Function SOW and through mechanisms to engage with PTI to remedy identified areas of concern.

According to Article 17, the ccNSO shall appoint two (2) members of the CSC to represent ccTLD operators. In addition, under Article 17 the ccNSO and the GNSO together may, but need not, appoint one (1) additional member of the CSC representing top-level domain registry operators that are considered neither a ccTLD nor a GTLD.

5.1.2 Term of Appointment

In accordance with the charter of the CSC, the regular term of appointment shall be two (2) years. A member may be re-appointed for two additional terms (in total 3 terms).

5.1.3 Conflict of Interest

If a Councillor intends to become a member of the CSC, then this Councillor shall not be involved in the appointment process due to a direct conflict of interest. A Councillor may also declare a conflict of interest at any stage for other reasons, for example, a Councillor and nominee may be working for the same ccTLD manager. After such a declaration this Councillor ceases to be involved in the appointment process.

5.1.4 TLD Registry Operator

In addition, and in accordance with the charter of the CSC, representatives for a TLD registry operator not associated with a ccTLD or gTLD registry, will be required to submit an Expression of Interest to either the ccNSO and GNSO Council.

This Expression of Interest will include a letter of support from the registry operator. This provision is intended to ensure orderly formal arrangements, and is not intended to imply those other registries are subordinate to either the ccNSO or the GNSO. If more than one representative as mentioned in this paragraph submits an Expression of Interest, the selection method as described in this Guideline will be applied and in coordination with the GNSO a member to the CSC will be selected.

5.1.5 Specific requirement with respect to selection process of members of CSC

Criteria. CSC members will be selected based on how well they meet the following set of skills and experience:

- Direct experience and knowledge of the IANA naming function
- Analytical skills, ability to interpret quantitative and qualitative evidence, and capacity to draw conclusions purely based on evidence.
- Experience in managing and/or participating in committees (e.g. meeting coordination, reporting, and escalation) in order to contribute meaningfully to CSC processes
- Demonstrated ability in relationship management to support diplomatic discussion, consensus driven decision making, and productive negotiation
- excellent communication skills in order to represent ccTLD interests and to keep the ccNSO and broader ccTLD community informed on progress
- Ability to work and communicate in written and spoken English.

Further a candidate:

- Should commit to actively participate in the activities of the CSC on an on-going basis
- Should be employed or have active backing by a ccTLD manager and should demonstrate the support by the ccTLD manager in respect to the required time commitment to participate actively in the CSC.

In addition, and in accordance with the charter of the CSC, only if a candidate is considered to meet the above criteria the following diversity criteria should be taken into account:

- Geographic regions;
- Gender diversity;

- Type, experience and size of ccTLD manager.

5.1.6 Consultation and approval of full slate

5.1.6.1 Consultation with the GNSO Registry Stakeholder group (RySG) GNSO

In accordance with the charter of the CSC and prior to making the final selection based on the ranking, the ccNSO Council, or a designated group of Councillors, shall consult with the RySG and GNSO, or their designees, to provide a slate of members and liaisons that has, to the extent possible, diversity in terms of geography and skills.

If the ccNSO Council intends to designate a group to coordinate the selection and approval of members and liaisons on the CSC (Selection Committee), it is suggested that the ccNSO Council appoints the following 6 Councillors:

- One Councillor from each of the five Geographic Regions appointed by the members of the ccNSO
- One NomCom appointed Councillor.

If the ccNSO Council decides to appoint the Selection Committee it has to clearly state the mandate of the Selection Committee i.e one of the following options:

- 1) Consultations Only - the Selection Committee is authorised to run consultations with the RySG and GNSO in order to select a slate of members and liaisons that has, to the extent possible, diversity in terms of geography and skills;
- 2) Consultations and Approval - the Selection Committee is authorised to run consultations with the RySG and GNSO in order to select a slate of members and liaisons that has, to the extent possible, diversity in terms of geography and skills and to approve the full slate of the CSC on behalf of the ccNSO Council.

5.1.6.2 Joint ccNSO-GNSO Councils Approval of Full Membership Slate

The GNSO Council and the ccNSO Council shall approve the initial proposed members and liaisons of the CSC, and thereafter, the ccNSO and GNSO shall approve each annual slate of members and liaisons being recommended for a new term.

The ccNSO Council or a Selection Committee appointed by the ccNSO Council in consultation with the GNSO or their designees will review the candidates, agree on the full slate and approve the full slate.

5.2 RZERC

The purpose of this section 5.2 is to document processes and procedures pertaining to the selection and appointment of the ccNSO selected representative on the RZERC. This section is limited to describing the ccNSO's responsibilities with respect to its representative on the RZERC.

5.2.1 Introduction and Background RZERC

ICANN has established a Root Zone Evaluation Review Committee ("RZERC") to review and provide input regarding proposed architectural and operational changes to the root zone

and as determined necessary by the RZERC, propose architectural and operational changes to the root zone for consideration by the ICANN Board.

The RZERC will consider issues raised to the RZERC to identify any potential security, stability or resiliency risks to the architecture and operation of the root zone.

The RZERC will coordinate with the committee's respective organizations and communities, and if appropriate, external experts, to ensure that relevant bodies were involved in decision-making and ensure that relevant expertise was available.

The RZERC will coordinate a public consultation process for operational and architectural changes that impose potential risk to the security, stability, or resiliency of the root system (as identified by one or more committee members and agreed by a simple majority of members). This public consultation process regarding the proposed changes, including the identified risks, will be organized via the ICANN public comment forum.

The RZERC will act as a consultation body for ICANN during the issuance and consideration of an RFP for the Root Zone Maintainer, if needed.

The RZERC will coordinate with the Customer Standing Committee (CSC) as needed.

5.2.2 General Information

5.2.2.1 Eligibility of ccNSO Appointed Member

Membership of the RZERC shall be open to individuals from all ccTLDs, independent of membership of the ccNSO (members and non-members of the ccNSO).

5.2.2.2 Term of Appointment

The term of appointment shall be three (3) years. A member may be re-appointed for two additional terms (in total 3 terms).

5.2.2.3 Appointment

According to the charter of the RZERC the ccNSO Council will have to select and appoint one (1) member to the RZERC.

6. Review Teams

6.1 IFRT

The purpose of this section 6.1 is to document processes and procedures pertaining to the ccNSO Council's responsibilities with respect to the appointment of members to the IFRT.

6.1.1 Introduction and Background

According to section 18.1 of ICANN Bylaws, the Board, or an appropriate committee thereof, shall cause periodic reviews of PTI's performance of the IANA naming function against the contractual requirements set forth in the IANA Naming Function Contract and the IANA Naming Function SOW (IANA Function Review or IFR) and to be carried out by an IANA Function Review Team ("IFRT"). Each IFRT shall include among others (see Section 18.7 include):

Three representatives who are associated with ccTLD managers, appointed by the ccNSO Council. Representatives need not be associated with a ccNSO member. The ccNSO Council should use an inclusive process, which is open to all ccTLD managers, independent of their membership to the ccNSO. It is strongly recommended that the ccNSO Council reaches out to all ccTLD managers directly and or through regional ccTLD organizations (i.e., AfTLD, APTLD, LACTLD, and CENTR) in seeking volunteers

These three ccNSO appointed members are to be appointed in accordance with the rules and procedures of this Guideline and the members must be from different ICANN regions.

6.1.2 Launch of Selection Process

After ICANN has initiated the process and asked SO/ACs to appoint members and liaisons to the IFRT, the ccNSO Council instructs the ccNSO Secretariat to issue the call for Expression of Interest for membership of the IFRT, in accordance with and to meet the procedures defined under this Guideline.

6.1.3. General Information

6.1.3.1 Eligibility of ccNSO Appointed Members

Membership of the IFRT shall be open to individuals from all ccTLDs, members and non-members of the ccNSO. The members must be from three different ICANN Regions.

If a Councillor intends to become a member of the IFRT, then this Councillor shall not be involved in the appointment process due to a direct conflict of interest. A Councillor may also declare a conflict of interest at any stage for other reasons, for example, a Councillor and nominee may be working for the same ccTLD manager. After such a declaration of a Councillor, this Councillor shall not be involved in the appointment process anymore.

6.1.3.2 Term of Appointment

In accordance with section 18 of the ICANN Bylaws, each appointed member of the IFRT is appointed for the term of one (1) review.

6.1.3.3 Membership Criteria

IFRT members will be selected based on how well they meet the following set of skills and experience:

- Direct experience and knowledge of the IANA naming functions.
 - Understanding the purpose of the IFR.
 - Analytical skills, ability to interpret quantitative and qualitative evidence, and the capacity to draw conclusions purely based on evidence.
 - Experience in managing and/or participating in committees (e.g. meeting coordination, reporting, and escalation) to contribute meaningfully to IFR processes.
 - Demonstrated ability in relationship management to support discussion, consensus-driven decision making, and productive negotiation.
 - Excellent communication skills to represent ccTLD interests and to keep the ccNSO Council and broader ccTLD community informed on progress.
 - Ability to work and communicate in written and spoken English. Further a candidate:
 - Should indicate why she or he is interested in becoming involved in the IFR.
 - Indicate the ccTLD manager with whom the candidate is associated.
 - Should be employed or have active backing by the ccTLD manager with whom the candidate is associated.
 - Demonstrate the support by the ccTLD manager in respect to the required time commitment to participate actively in the IFR.
 - Indicate whether willing to stand as co-chair
 - Commit to abide by the rules of the IFRT and this Guideline.
- In addition, and in accordance with the requirements with respect to the composition of an IFRT, only if a candidate is considered to meet the above criteria, functional and cultural diversity criteria should be taken into account.

6.2 Specific Review Teams

The purpose of this section 6.2 of the Guideline is to document processes and procedures pertaining to the role and responsibilities of the ccNSO, in particular the ccNSO Council and the Chair of the ccNSO with respect to the nomination and selection of members from the ccNSO on the Specific Reviews listed in the ICANN Bylaws:

- Accountability and Transparency Review (Section 4.6.b),
- Security, Stability, and Resiliency Review (Section 4.6.c),
- Competition, Consumer Trust and Consumer Choice Review (Section 4.6.d) and
- Registration Directory Service Review (Section 4.6.e).

6.2.1 Introduction and Background

According to Article 4, section 6 of the Bylaws as adopted on 27 May 2016, Review teams will be established for each applicable review, which will include both a limited number of members and an open number of observers. The chairs of the Supporting Organizations and Advisory Committees participating in the applicable review shall select a group of up to 21 review team members from among the nominees by the Supporting Organizations and Advisory Committees, balanced for diversity and skill.

Specific guidance on the selection process will be provided within the operating standards developed for the conduct of reviews under Section 4.6 (the “Operating Standards”). However, the Operating Standards still need to be developed and must be aligned with basic guidelines included in Section 4.6 (a). Until these Operating Standards have been developed and adopted, the ccNSO Council will use a nomination process and instructions for its Chair based on Section 4.6 of the Bylaws. This Guideline will be reviewed once the forementioned Operating Standards have become effective.

6.2.2 General Information

6.2.2.1 Eligibility of ccNSO Appointed Members

Membership of the Specific Review Teams shall be open to individuals from all ccTLDs, independent of membership of the ccNSO.

6.2.2.2 Requirements

As the requirements for nominees will vary across the different reviews, nominees should meet any applicable criteria for service on a specific review team as these will be defined in the announcement to initiate a specific review.

6.2.2.3 Conflict of Interest of Members .

By accepting their nomination potential ccNSO appointed members agree that if selected they shall disclose to ICANN and their applicable review team any conflicts of interest with a specific matter or issue under review in accordance with the most recent ICANN Board of Directors approved practices and Operating Standards. The applicable review team may exclude from the discussion of a specific complaint or issue any member deemed by the majority of review team members to have a conflict of interest. Further details on the conflict of interest practices are included in the Operating Standards.

6.2.2.4 Conflict of Interest of ccNSO appointed Members

If a ccNSO appointed member to the Specific Review Team has a conflict of interest that may have an impact on the ccNSO or any ccTLD, the member has an obligation to inform the ccNSO Council about the conflict and potential impact. The ccNSO Council will decide if the member is allowed to continue on the Specific Review Team as a ccNSO nominee.

6.2.2.5 Feedback

The ccNSO appointed members to Specific Review Teams will provide regular updates on their work to the ccNSO Council, and broader ccTLD community, and at a minimum at the ccNSO meeting days.

6.2.3 Nomination and Selection Process

6.2.3.1 Initiation of Nomination process

After the ICANN Board of Directors has caused a specific review (Accountability and Transparency Review – Section 4.6(b)(i); SSR Review – Section 4.6(c)(i); CCT Review – Section 4.6(d)(ii); or Directory Service Review – Section 4.6(e)(ii)), the ccNSO Council shall decide whether or not the ccNSO will participate in that review.

If the ccNSO Council has decided to participate in the review, the ccNSO Council will (instruct the Secretariat to) prepare a call for volunteers, including a description of the required skills, and after adoption by Council, the Secretariat will publish the call etc. according to section 8 of this Guideline.

6.2.3.2 Nomination with limited pool of candidates

If one (1), two (2) or three (3) candidates put their name forward, the nomination will be confirmed by a Council decision of the Councillors eligible to vote, either by email or at a phone call.

6.2.3.3 Nomination with 4 or more candidates

If four (4) or more candidates apply, section 8 of this Guideline will guide the selection of the Nominees.

6.2.4 Selection of ccNSO nominated members

If the ccNSO is eligible to fill only three (3) slots on the membership slate, the first three (3) nominees as nominated through the procedure described in section 8 of this Guideline, will be entitled to be selected as members to the relevant review team, so long as they meet any applicable criteria for service on the relevant team.

If any participating Supporting Organization or Advisory Committee has not nominated at least three (3) prospective review team members, the Chairs of the Supporting Organizations and Advisory Committees shall be responsible for the determination of whether all 21 SO/AC member seats shall be filled and, if so, how the seats should be allocated from among those nominated. In the case one or more of those seats will be allocated to the ccNSO, the Chair of the ccNSO will suggest to the Chairs of other participating SO/ACs that ccNSO nominees should be selected in order of preference of the selection process as described in section 8 of this Guideline. However, if the Chairs agree upon other criteria, these criteria will take precedence over the order of preference.

7 New Group

7.1 Applicability of Request for Appointment

The selection process starts whenever the ccNSO receives a request to appoint members to a committee, cross community working group, or other body (hereinafter – Group), which is not included above in section 3, 4 or 5 above. The request may contain general requirements, e.g. skill set, experience, and specific requirements, e.g. gender, geographic diversity.

The first decision the ccNSO Council MUST take is to decide to participate in the Group.

7.2 Eligibility of Candidates for New Group

Membership of the Group shall be open to individuals from all ccTLDs, members and non-members of the ccNSO unless specified otherwise in the initial request or other documents, e.g. the Bylaws.

If a Councillor intends to become a member of the group, then this Councillor shall not be involved in the selection process due to a direct conflict of interest. A Councillor may also declare a conflict of interest at any stage for other reasons, for example, a Councillor and candidate may be working for the same ccTLD manager. After such a declaration of a Councillor, this Councillor shall not be involved in the selection process anymore.

8 Selection Process

8.1 Process Management & Timelines

To initiate a process i.e. whenever a position needs to be filled, the ccNSO Council shall appoint a member of the secretariat to manage the process (the Process Manager) and adopt a timeline, which includes the major milestones.

After the process is initiated, the ccNSO Council instructs the ccNSO Secretariat to issue the call for Expression of Interest for membership, in accordance with and to meet the procedures defined under this Guideline.

8.2 Call for Expression of Interest

The Secretariat will send the call for Expression of Interest within two business days following the instruction by the ccNSO Council to the relevant ccTLD managers mailing list (ccNSO members and non-ccNSO members). If deemed appropriate by the ccNSO Council, the Regional ccTLD Organisations will be requested to distribute the call for Expression of Interest on their respective email lists and encouraged to actively approach non-ccNSO members in their Region.

The call for Expression of Interest shall include all relevant information, including general and specific requirements, i.e. Selection Criteria. The call for Expression should close at least two weeks after it has been issued. The closing time shall be set at 23.59 UTC on the day of closure.

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

8.3 Information Received from Candidates

On the first working day after the closure of the call for Expression of Interest, the Secretariat will send the information received from the interested community members to non-conflicted Councillors individually.

If, at the time of closure of the Expression of Interest, the Secretariat has not received all required documents, the interested community member and ccNSO Council will be informed accordingly and the Expression of Interest will no longer be processed or considered.

If the ccNSO Council is of the view that a candidate does not meet the *Selection Criteria* as defined in the call for Expression of Interest, the candidate will be informed accordingly, and the Expressions of Interest will not be taken into consideration .

The names of the candidates will be listed on the ccNSO website. An Expressions of Interest received after the closing date will not be valid, and the names shall not be included in the list of candidates. By submitting its application, the applicant is required to agree to have its application publicly archived, and agrees that personal data will be processed in accordance with the ICANN Privacy Policy

(<https://www.icann.org/privacy/policy>), as well as agrees to abide by the website Terms of Service (<https://www.icann.org/privacy/tos>).

8.4 Selection Process

If the ccNSO Council is expected to select and/or appoint a limited number of candidates, the selection process shall proceed in two steps:

- **Step 1.** The ccNSO Council evaluates the application of all the candidates according to the applicable Selection Criteria as set in the call for expression of Interest.
- **Step 2.** The Chair and Vice-Chairs of the ccNSO Council select members to ensure specific requirements are met. If no specific requirements are defined the overall ranking of the candidates following Step 1 determines the selection.

8.4.1 Conflict of Interest

If a Councillor has accepted a nomination, then this Councillor shall not be involved in the selection process due to a direct conflict of interest. A Councillor may also declare a conflict of interest at any stage for other reasons. For example, if a Councillor and a nominee may be working for the same ccTLD manager. After such a declaration this Councillor ceases to be involved in the selection process.

8.4.2 Selection by Councillors

The Councillors eligible to select will review applications and select members based on how well the candidates meet general requirements, as listed in the Call for Expression of Interest.

Each Councillor will compile a list of candidates, in order of preference and with the most preferred candidate on the top listed first. If, in the view of a Councillor, a candidate does not meet the criteria, the candidate should not be included in that Councillor's list of preference.

After receiving the list of candidates each of the selecting Councillors will send their list of preferred candidates to the ccNSO Secretariat (email address: ccnsossecretariat@icann.org, or other email address designated by the ccNSO Council), within 7 days or sooner if required by the original request. Note that the Chair and Vice-Chairs of the ccNSO also receive the emails sent to the ccNSO Secretariat's email.

Following each of the individual Councillor's rankings, the Secretariat will prepare the overall ranking of candidates by assigning the highest number to the most preferred candidate, and lowest to the least preferred, and zero (0) to a candidate that is not included in the list. The highest number will be the same as the number of candidates. For example, if 7 candidates apply, the candidate who is most preferred by a Councillor will be assigned 7, the next candidate 6, etc. The candidate(s) receiving the highest total of assigned numbers, is the most preferred overall candidate.

The Secretariat will report the ranking to the ccNSO Council one (1) business day after the day the eligible Councillors could submit their list of preferences.

8.5 Selection of Members

After compiling of the overall ranking and only if so required to ensure specific requirements are met, for example geographic diversity of a cross community group, the Chair and Vice-chairs of the ccNSO Council, will select the members for a Group, according to the number of seats and specific requirements, based on and taking into account the outcome of the Council vote as much as possible

8.6 Reporting on the ccNSO Selection Process

Within two business days after the closure of the selection process appointment procedures the Process Manager will report the results to the ccNSO Council. The ccNSO Council will then formally close the selection process by adopting the report at its next regular meeting or by an email vote. The Chair of the ccNSO informs the ICANN and/or other organisations about the ccNSO Council selection. After adoption of the report by the ccNSO Council, it shall be published on the ccNSO website.

8.7 Removal of a ccNSO Appointed Members

Any member selected and appointed by the ccNSO Council may be removed and replaced at any time by the ccNSO Council. By accepting the appointment, the interested community member accepts that she or he may be deselected from the position to which she or he was appointed. The ccNSO Council will notify the member of reason(s) for deselection. The ccNSO Council and the affected member will discuss whether the ccNSO Council will publish the reason(s) for the action. In all cases, the ccNSO Council's decision will be final.

The chair or co-chair(s) of the Group to which a member is appointed by the ccNSO Council may request the removal of a member selected and appointed by the ccNSO Council.

In the event the chair or co-chair(s) requests such a removal, the following consultation mechanism will apply:

- Any concerns regarding the behaviour or non-attendance of a ccNSO appointed Member should firstly be raised with that Member.
- If the issue is not satisfactorily resolved, a formal complaint should be raised with the Chair of the ccNSO or a designated Vice-Chair in case the member is the Chair of the ccNSO, who will attempt to mediate a resolution.
- If that is not possible, or if the complaint is sufficiently serious in nature, the Chair of the ccNSO or the designated Vice-Chair is empowered to temporarily restrict the participation of the Member with a view to resolve the issues. However, if in the view of the Chair or designated Vice-Chair the continued participation of the Member would not be appropriate and/or would seriously disrupt the activities of the group, the Chair of the ccNSO or designated Vice-Chair shall raise the issue with the Vice-Chairs of the ccNSO Council or their designate(s), if the relevant member is a Vice-Chair of the ccNSO, who will review the matter and then decide. The Chair of the ccNSO or his or her designee shall accordingly inform the ccNSO Council, co-chair(s) of the group, and the appointed Member and other person(s) deemed relevant by the Chair of the ccNSO or his or her designee.

8.8 Vacancy

For purposes of this procedure, a vacancy shall be deemed to exist in the event of the death, resignation, or removal of a ccNSO Council appointed member. This vacancy shall be filled by the ccNSO Council using the selection procedure as described above.

A temporary replacement may be appointed by the ccNSO Council for the duration of the selection procedure and until the replacement has been appointed. The Chair of the ccNSO Council shall notify the group and others who are deemed relevant of such a temporary replacement. Such notification should include the expected date of appointment of the replacement to fill the vacancy.

9 Miscellaneous

9.1 ccNSO Internal Guideline

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

9.2 Omission in or Unreasonable Impact of the procedure

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

9.3 Publication and Review of the Guideline

After adoption by the ccNSO Council, the Guideline will be published as part of the rules and guidelines of the ccNSO

The Guideline should be reviewed annually starting one year of adoption, or adjusted when considered necessary. To become effective, the updated Guideline MUST be adopted by the ccNSO Council and published on the ccNSO website.

Before publishing the updated Guideline, the ccNSO Secretariat will adjust the version number and insert the date the Guideline was adopted by the ccNSO Council.