



# ALAC Internal Rules of Procedure

## Version History:

This version is a modified version of AL/2007/1/1.Rev9.2, the version adopted by the ALAC on 24<sup>th</sup> September 2007.

This text was produced by request of the Chair of the ALAC in order to provide for the handling of elections where a vacancy arises during a normal term. Certain typographic and other non-substantive corrections have also been made.

This version of the Rules was adopted unanimously by the ALAC on 8<sup>th</sup> April 2008.

---

AL/2007/1/1.Rev 10

ORIGINAL: English

DATE: 31<sup>st</sup> March 2008

STATUS: FINAL

# TABLE OF CONTENTS.

Purpose and scope .....	3
Definitions .....	3
<b>PARTICIPATION AND ACCREDITATION</b> .....	4
Rule 1 - Delegates .....	4
<b>ORGANIZATION OF THE ALAC</b> .....	4
Rule 2 - Election of Officers.....	4
Rule 3 - Qualification Criteria for Officers.....	4
Rule 4 - Election of Liaisons .....	5
Rule 5 - Qualification Criteria for Liaisons .....	5
Rule 6 - Privileges of Liaisons .....	6
Rule 7 - Other appointments.....	6
Rule 8 - Qualification Criteria for Appointments .....	7
Rule -9 Procedures for the Presentation of Candidatures.....	7
Rule 10. Procedures for the Candidate elections.....	9
Rule 11. Recall Votes.....	10
<b>CONDUCT OF BUSINESS</b> .....	11
Rule 12 - Duties of the Chair .....	11
Rule 13. - Meetings .....	11
Rule 14 - Quorum.....	12
Rule 15. - Motions.....	12
Rule 16 - Order and Time Limit of Speakers .....	13
Rule 17 - Points of Order .....	14
Rule 18 - Procedural Motions.....	14
Rule 19 - Resolutions and Amendments.....	14
Rule 20 – Voting in Meetings .....	15
Rule 21 - Minimum Participation Requirements.....	16
Rule 22 - Code of Conduct.....	16
<b>ADOPTION AND AMENDMENT OF THE RULES OF PROCEDURE</b> .....	18
Rule 23- Adoption of THE RULES OF PROCEDURE.....	18
Rule 24- AMENDMENT OF THE RULES OF PROCEDURE .....	18
<b>ADDITIONAL RULES OF PROCEDURE</b> .....	18
Rule 25 - Invocation of the UN General Assembly Rules of Procedure .....	18
<b>MODIFICATIONS TO THE RULES WHERE A VIRTUAL MEETING IS HELD</b> .....	19
Rule 26 - Virtual Meetings.....	19

## PURPOSE AND SCOPE

These Rules of Procedure are those that shall be used for the purpose of the At-Large Advisory Committee (ALAC) these rules are meant to be used as a routine matter for ALAC related elections, and General Procedures. ALAC may amend the rules for their use as they shall see fit; it is not necessary for the community as a whole to adopt rules which are identical.

The primary source of these Rules is the 'Rules of Procedure' used by the General Assembly of States Parties to the Convention Concerning the Protection of the World Cultural and Natural Heritage and closely follows the Rules of Procedure of the UN agency UNESCO.

The drafters have provided, however, that the full Rules of Procedure of the UN General Assembly may be invoked by participants of any meeting, or the Chair of any meeting, which is using these Ordinary Rules, as needed, to allow complex situations or difficult negotiations to be facilitated in a rules-based framework.

The UNGA Rules of Procedure version current as of the date of this document is Rev 16. And copies (in English, Spanish and French) can be found at [https://sticann.org/euralo/index.cgi?rules\\_of\\_procedure](https://sticann.org/euralo/index.cgi?rules_of_procedure)

## DEFINITIONS

**ASSEMBLY**- means any meeting or conference, or standing constituent body of the ALAC, as well as any General Assembly sessions of a Regional At-Large Organisation;

**AGM** - ICANN's Annual General Meeting (usually held in the 3rd Quarter – Oct to Dec)

**ALAC** – ICANN At-Large Advisory Committee

**AT-LARGE STRUCTURE (ALS)** – An organization certified by the ALAC according to published criteria and standards

**ccNSO** - Country Code Names Supporting Organization

**GNSO** - Generic Names Supporting Organization

**ICANN** - Internet Corporation for Assigned Names and Numbers.

**NOMCOM** - ICANN's Nominating Committee

**MOTION** - A formal proposal made in a deliberative assembly, for example a Motion to adjourn

**DELEGATE** - Member of the At-Large Advisory Committee.

**MEMBER** – Member of the At-Large Advisory Committee

**RALO** – Regional At-Large Organization.

**RAPPORTEUR** –In reference to the following Rules of Procedure and whilst some reporting or collation and preparation of information and notes role may be part of the job description, the following broad definition applies "An independent critical friend; a person acting as a monitor to processes, who is responsible on behalf of the committee to ensure correct process have been carried out."

**RESOLUTION**- An outcome of decision making; a course of action determined or decided upon.

**ROUGH CONSENSUS** - A term used in [consensus decision-making](#) to indicate the "sense of the group" concerning a particular matter under consideration. It has been defined as the "dominant view" of a group as determined by its [chairperson](#). The term was first used by the [Internet Engineering Task Force](#) (IETF) in [RFC2418](#) in describing its procedures for [working groups](#).

**SSAC** - ICANN Security and Stability Advisory Committee

## **PARTICIPATION AND ACCREDITATION**

### **RULE 1 - DELEGATES**

- 1.1 The ALAC shall be comprised of two individuals elected by each of the RALOs as well as one individual per region as selected by the NomCom.
- 1.2 Individuals representing themselves or other organizations who have participated in the work of an accredited ALS may participate in the work of the ALAC as observers subject to Rule 16
- 1.3 The right to vote in the ALAC is reserved for the representatives per Rule 1.1

## **ORGANIZATION OF THE ALAC**

### **RULE 2 - ELECTION OF OFFICERS**

- 2.1 The ALAC shall elect a Chair, at least two (2) Vice-Chairs and a Rapporteur by the mechanism outlined in Rule 10.
- 2.2 All officers are normally elected at an Annual General Meeting of ICANN.
- 2.3 The election can take place by electronic mail, online balloting, written balloting, or any other means deemed convenient and accurate
- 2.4 All officers serve for a term of one year starting from the closure of an AGM and ending at the closure of the following AGM.
- 2.5 Officers shall be freely chosen by the ALAC, according to the following criteria:
- 2.6 They shall accept to serve on behalf of the AT LARGE COMMUNITY by acting for the good of the entire Committee, working to bridge differences and build consensus, but also recognizing difference and enabling different opinions to be shared;
- 2.7 They shall accept, while acting in their capacity as an ALAC officer, to put the collective views of the Committee always in front of their own.

### **RULE 3 - QUALIFICATION CRITERIA FOR OFFICERS**

- 3.1 All officers must be members of the ALAC.
- 3.2 A conflict of interest statement must be filed;
- 3.3 A person shall not serve, at the same time, in two different officer positions;

- 3.4 The Chair shall be ineligible to serve on ICANN's Nominating Committee in any year in which they serve on the ALAC;
- 3.5 All officers can be removed before the end of their term by a vote of recall according to rule 11.
- 3.6 All officers have a duty of performing their roles with diligence and loyalty to the Committee, and are bound to meet the minimum participation requirements set forth in rule 21. In case of failure to do so, the Chair shall call a vote of recall.
- 3.7 Only standing members of the At-Large Advisory Committee are eligible to serve as Chair. If at any point in time the Chair leaves the membership of the ALAC for any reason, he / she shall immediately cease the function of Chair as well.

#### **RULE 4 - ELECTION OF LIAISONS**

- 4.1 Liaisons to ICANN's Advisory Committees, Supporting Organizations and Constituencies can be established by approval of the Committee; in that case, they will follow the rules established for the appointment and functioning of the GNSO Liaison
- 4.2 The Board Liaison, is normally elected at the ICANN Meeting preceding the Annual General Meeting
- 4.3 The election can take place by electronic mail, online balloting, written balloting, or any other means deemed convenient and accurate
- 4.4 All liaisons serve for a term of one year starting from the closure of an Annual General Meeting and ending at the closure of the following Annual General Meeting.
- 4.5 Liaisons shall be freely chosen by the ALAC, according to the following criteria:
- 4.6 They shall normally be persons who are current or former members of the ALAC, or are anyway familiar with the activities and functioning of ICANN and of the ALAC;
- 4.7 They shall accept to serve on behalf of the At-Large Community by acting for the good of the entire Committee, working to bridge differences and build consensus, but also recognizing difference and enabling different opinions to be shared;
- 4.8 They shall accept, while acting in their capacity as an ALAC representative, to put the collective views of the ALAC, always, in front of their own.

#### **RULE 5 - QUALIFICATION CRITERIA FOR LIAISONS**

- 5.1 There is no requirement for a Liaison to be a member of the At-Large Advisory Committee;
- 5.2 A conflict of interest statement must be filed;
- 5.3 A person may not serve two different liaison positions at the same time in;

- 5.4 All liaisons can be removed before the end of their term by a vote of recall according to rule 11;
- 5.5 All liaisons have a duty of performing their roles with diligence and loyalty to the Committee, and are bound to meet the minimum participation requirements set forth in Rule 21. In case of failure to do so, the Chair shall call a vote of recall.

**The mission and responsibilities of each Liaison of the ALAC are:**

- 5.6 To participate diligently in the meetings and activities of the body he/she is liaison to;
- 5.7 To communicate and advocate the positions of the ALAC to such body;
- 5.8 To report to the ALAC the current and upcoming activities of the body he/she is liaison to, as far as this is possible under the timing and confidentiality constraints of such body;
- 5.9 When this is possible under such constraints, ask to the ALAC for advance instructions on matters that are going to be discussed by such body.

## **RULE 6 - PRIVILEGES OF LIAISONS**

- 6.1 All liaisons have the same rights of access to information, mailing lists and documents as the ordinary ALAC members.

## **RULE 7 - OTHER APPOINTMENTS**

- 7.1 Appointments to working groups, task forces and other bodies related to ICANN may be filled by approval of the Committee;
- 7.2 Such appointments shall normally be done through an informal call for volunteers, posted by the Chair to the public ALAC list, allowing at least 7 (seven) days for people to volunteer, and trying to reach consensus on the appointment. However, in case that consensus cannot be reached, or in case that this is requested by at least 3 (three) ALAC members, the Chair will start a formal election procedure as set forth in rule 10.
- 7.3 The election can take place by electronic mail, online balloting, written balloting, or any other means deemed convenient and accurate
- 7.4 All appointments will require reaffirmation or (reassignment if appropriate) at the Annual General Meeting Following their appointment.
- 7.5 Appointments shall be freely chosen by the ALAC, according to the following criteria:
- 7.6 They shall accept to serve on behalf of the At-Large Community by acting for the good of the entire Committee, working to bridge differences and build consensus, but also recognizing difference and enabling different opinions to be shared;
- 7.7 They shall accept, while acting in their capacity as an ALAC representative, to put the collective views of the Committee always in front of their own.

## **RULE 8 - QUALIFICATION CRITERIA FOR APPOINTMENTS**

- 8.1 There is no requirement for an appointee to be a member of the At-Large Advisory Committee.
- 8.2 A conflict of interest statement must be filed;
- 8.3 All appointees can be removed before the end of their term by a vote of recall according to rule 11.
- 8.4 All appointees have a duty of performing their roles with diligence and loyalty to the Committee, and are bound to meet the minimum participation requirements set forth in rule 21. In case of failure to do so, the Chair shall call a vote of recall according to rule 11.

### **The mission and responsibilities of each appointee of the ALAC are:**

- 8.5 To participate diligently in the meetings and activities of the body he/she is appointed to;
- 8.6 To communicate and advocate the positions of the ALAC to such body;
- 8.7 To report to the ALAC the current and upcoming activities of the body he/she is liaison to, as far as this is possible under the timing and confidentiality constraints of such body;
- 8.8 When this is possible under such constraints, ask to the ALAC for advance instructions on matters that are going to be discussed by such body.

## **RULE 9 - PROCEDURES FOR THE PRESENTATION OF CANDIDATURES**

- 9.1 No earlier than one calendar month and no later than three weeks before the beginning of an ICANN Meeting where an ALAC officer has to be elected, the current Chair of the ALAC will send to the public ALAC list an “election call” message, listing the officers that are to be elected at that ICANN Meeting, asking for nominations, and stating the deadline according to the following paragraph 9.2.
  - 9.1.1 Where a vacancy arises either through recall or resignation, the Chair will send to the public ALAC list an “election call” message, listing the officer position that has become vacant, announcing that nominations are open, and stating the deadline according to the following paragraph 9.2.9.2 The deadline for nominations for all open officer positions shall be 14 (fourteen) days after the date of the “election call”. Only delegates can nominate or self-nominate, by posting a message to the public ALAC list. Anyone who will or has a chance to meet eligibility requirements after the next ICANN Annual General Meeting can be nominated; it is not necessary for nominees to meet eligibility requirements at the moment of the nomination, but, if elected, they will have to meet them before taking their seat. Nominations of individuals who will not meet the eligibility requirements after the closure of the next Annual General Meeting are invalid.

- 9.2.2 Where an election is being held to fill a vacancy for the remainder of an ordinary term of office, the eligibility requirements of the above paragraph 9.2 shall be amended as follows: Only those eligible to serve as from the date of conclusion of the voting shall be eligible.
- 9.3 Nominations must be accepted by the nominee by sending a message of acceptance to the public ALAC list (or to the person who nominated them, who will then forward it to the public ALAC list, if they do not have posting privileges to the public ALAC list at the time) by the deadline of 7 (seven) days after the deadline for nominations. Nominations that are not accepted are invalid.
- 9.4 After the deadline for nomination acceptance has passed and either:
- 9.4.1 not less than seven (7) days before the opening of the ICANN Meeting, if a regular election, or;
- 9.4.2 within seven (7) days from the end of the nomination acceptance period, if a vacancy is being filled between Annual General Meetings the Chair will post to the public ALAC list an "election summary" message. This message will contain a summary of all valid nominations for any open position. In the message, the Chair will also notify the day and time in which the actual vote will happen; such day and time must be either:
- 9.4.3 For regular elections: between the beginning and the closure of the ICANN Meeting, except when the Meeting is also the Annual General Meeting. In this latter case, the date and time of the vote shall be within the first 48 (forty-eight) hours after the closure of the Annual General Meeting; thus, the electorate will include the delegates whose term starts at the closure of that Annual General Meeting, and will not include the former ALAC members whose term ends at the closure of that Annual General Meeting, or;
- 9.4.4 Where a vacancy arises in mid-year: the electorate shall consist of those delegates who are currently serving ALAC Members
- 9.5 Nominations shall then be discussed on the public ALAC list, via instant messaging services or by telephone, and/or at the physical ALAC meetings during the ICANN Meetings, as applicable.
- 9.6 At the day and time of the vote, delegates will be provided (by staff or a delegated disinterested third party) with a mechanism for voting that meets the following requirements:
- 9.6.1 It allows for each delegate to cast their vote in a confidential manner, so that no other delegate or officer shall know it;
- 9.6.2 It allows for delegates who are not physically present to cast their vote remotely (also in advance of the day and time of the vote, if they are unavailable at that moment



- 9.6.3 Each delegate can cast up to one preference for each open position, picking among the list of validly nominated individuals published at rule 9.4. Votes for other individuals are considered equivalent to abstention.

## **RULE 10 - PROCEDURES FOR THE CANDIDATE ELECTIONS**

- 10.1 A quorum must exist for the election to be valid.
- 10.2 All Voting in Elections will be CONFIDENTIAL
- 10.3 The ALAC can designate an independent third party to conduct the mechanics of an electoral vote.
- 10.4 [Instant-runoff voting](#) (IRV) will be used as the voting system to determine the winner. (ref - Wikipedia - [http://en.wikipedia.org/wiki/Instant-runoff\\_voting](http://en.wikipedia.org/wiki/Instant-runoff_voting) )
- 10.5 Voters rank all candidates in order of preference.
- 10.6 If no candidate receives an overall majority of first preferences the candidates with fewest votes are eliminated one by one, and their votes transferred according to their second and third preferences (and so on), until one candidate achieves a majority.
- 10.7 After votes have been collected, a 'disinterested person' will examine them and call the result.
- 10.8 The newly elected officers assume their position at the closure of the Annual General Meeting. Where an election is held between Annual General Meetings, the term of office shall begin from the date of the results being announced.
- 10.9 Where a vacancy arises amongst the officers, and an election is held between Annual General Meetings, the term of office shall last until the next regular election is concluded.
- 10.10 If two or more candidates receive the same, highest number of preferences, a runoff election is to be conducted.
- 10.10.1 The Chair will select a new date and time for the runoff election, at least 7 (seven) days after the previous vote has concluded. In this vote, only the candidates that received the same, highest number of preferences will be eligible. The Chair will then immediately send a new "election summary" message according to rule 9.4, and the procedure will then restart from rule 9.5
- 10.11 In case no candidate is elected for any other reason (lack of valid nominations, lack of five valid preferences...), the Chair will immediately post a new "election call", thus reopening nominations. The procedure will then restart from rule 9.6. The Chair and the serving officers may jointly appoint a Member to fill the vacancy who may serve until the elections process concludes, or until the term of office ends and a successor is elected, whichever shall come first.
- 10.12 Incumbent officers shall continue to serve in their position in full standing until a valid result is obtained for the election and a new officer is elected.

10.13 If for any reason whatsoever (including lack of quorum, lack or loss of eligibility requirements, resignation, or recall) an officer position becomes vacant before the end of the term, the Chair will promptly start an election to fill it, by sending an “election call” message and starting the procedure from rule 9.1, as applicable.

## **RULE 11. - RECALL VOTES**

A recall vote can be initiated by:

- A request, specifying the officer to be recalled and the reasons for such proposal, posted to the public ALAC list and supported by at least five delegates;
- The Chair, upon verification of the lack or loss of eligibility requirements, or failure to meet participation requirements set forth in rule 21.

11.1 In case a recall vote is initiated, the Chair will send a message to the public ALAC list, announcing such vote, and including the date and time for the vote, selected by the Chair and situated no earlier than 7 (seven) and no later than 14 (fourteen) days after the date of the announcement. Between the announcement and the vote, the matter will be discussed on the public ALAC list, including counter-arguments by the officer under recall.

11.2 A voting instrument meeting the requirements set forth in 9.6 will be set up by staff or disinterested third party. Each delegate will be allowed to cast a vote picking among “in favour”, “against” or “abstain”.

11.3 In case that at least nine votes are cast in favour of recall and not less than 11 delegates participate in the vote (for the purpose of this article, a vote Yea, Nay or Abstain shall count as participation) and the recall is successful; in all other cases, it is not.

11.4 In case of successful recall, the Chair will promptly post an “election call” to start the procedure defined in Rule 9, to elect a replacement. The recalled officer or representative will continue to serve until a replacement is elected, or if unable to serve or to serve .in the best interests of the ALAC and At Large, then an interim representative or officer can be appointed by the ALAC.

## **CONDUCT OF BUSINESS**

### **RULE 12 - DUTIES OF THE CHAIR**

- 12.1 The Chair shall open and close each meeting.
- 12.2 Should the Chair be absent during a meeting, or any part thereof, or due to specific conflict be unable to act as Chair at any point in time shall be replaced by a Vice-Chair. (Or designated delegate in the absence of any Vice-Chair being available) A person acting as Chair shall have the same powers and duties as the Chair.
- 12.3 The mission and responsibilities of the Chair of the ALAC are:
- 12.4 Calling for votes on different matters, and ensuring that the proper instruments are available for the vote;
- 12.5 Verifying the respect of the rules of procedure, Bylaws and other norms applicable to the Committee;
- 12.6 Preparing and proposing the agenda for the meetings;
- 12.7 Chairing the meetings of the ALAC;
- 12.8 Interacting with ICANN Staff for administrative and organizational matters;
- 12.9 Representing the Committee in written communication, in the Public Forum and in meetings where there is no specific appointment;
- 12.10 Ensuring that timelines and deadlines for the work of the Committee are set and met;
- 12.12 Facilitating and encouraging participation of all ALAC members in At-Large Community activities;
- 12.13 Delegating tasks to ALAC members when needed (e.g. during the face-to-face meetings, etc.)

### **RULE 13 - MEETINGS**

- 13.1 The ALAC shall meet physically at all ICANN meetings, and virtually by mailing lists and conference calls. Ordinarily, at least one conference call per month will be held.
- 13.2 At least 7 (seven) days before each meeting or conference call, the Chair will post a proposal for the agenda of the meeting. In the following 4 (four) days, any delegate can request the addition of other items to the agenda of the meeting. A final agenda will then be published by the Chair.
- 13.3 If the duration of the meeting is insufficient to deal with all agenda items, the remaining ones will be deferred to on-list discussion or to future meetings.
- 13.4 For a 1 hr online meeting, there should be maximum 2 to 3 issues for discussion on the Agenda.

- 13.5 The Agenda shall be clear and task based, so that delegates could prepare in advance for the online meeting (e.g. have some ready notes made, etc.);
- 13.6 When some delegates cannot attend the online meeting, they will share in advance in a written form, their position/views on the Agenda issues/problems: e.g. via the emailing list, ALAC web page;
- 13.7 Apologies need to be forwarded if unable to attend a Meeting or leave of absence sort if unable to be available for a future date of planned meeting.
- 13.8 Names of the delegates who confirmed their availability to participate in the online meeting shall be attached to the Agenda;
- 13.9 There shall be a tentative order of the “speakers” provided in advance – and this order shall be followed during the online meeting;
- 13.10 During the teleconference, the time shall be strictly monitored and each delegate shall take the maximum advantage of the 2-3 minutes allocated for him/her for the certain issue on the Agenda;
- 13.10 The “speakers” will not be interrupted but given the chance to use the time allocated in the best possible way;
- 13.11 All questions/issues/concerns should be addressed by the delegate after the “speaker” finished the speech;
- 13.12 5-10 minutes shall be allocated for group discussions, questions, concerns, recommendations, etc. at the end of the online meeting.
- 13.13 Meetings shall be public unless decided otherwise by the ALAC

## **RULE 14 - QUORUM**

- 14.1 A quorum shall consist of a simple majority of the ALAC members referred to in Rule 1.1 present and represented at the Meeting.

## **RULE 15 - MOTIONS**

- 15.1 Any member of the ALAC can present a motion for discussion and decision by the Committee, on any matter under the purview of the Committee. Motions need to be seconded by another member of the ALAC.

**This section applies to the discussion and vote of all motions, except for matters where more specific rules are defined in other sections of this document.**

- 15.2 Whenever a motion is presented, the Chair will allocate appropriate time for discussion, and the Committee will try to debate and reach full consensus on the matter approached by the motion. The Chair will try to facilitate consensus by proposing possible compromises that can accommodate the views of all Committee members, including minority views.
- 15.3 If the Chair deems that consensus has been reached, he/she can propose to the Committee to approve the consensus by a “no objections call”. To this effect, the Chair will post a “no objections call” message to the public ALAC list, stating the text of the motion being proposed – which shall reflect the consensus reached during the discussion, and thus might be different from the original motion, according to the Chair's own judgement – and giving 7 (seven) calendar days for objections. The motion will be approved if no ALAC member posts a formal objection to the motion to the public ALAC list in the seven days, or, even before the deadline, if all ALAC members express formal support for the motion, either in person (if at physical meetings) or remotely.
- 15.4 If consensus is not reached, or if the “no objections call” does not result in the approval of a motion, the original motion and any other counter-motions presented during the discussion shall be put to votes in the order of presentation. A motion shall be considered approved if at least five ALAC members cast a non-abstaining vote, and if the number of votes in favour of the motion is higher than the number of votes against. The vote will be open for 7 (seven) days, but the Chair may close it before the deadline if all ALAC members have cast their vote, either in person (if at physical meetings) or remotely.

## **RULE 16 - ORDER AND TIME LIMIT OF SPEAKERS**

- 16.1 The Chairperson shall call upon speakers in the order in which they signify their wish to speak.
- 16.2 The Chair may limit the time to be allowed to each speaker. The chair may also limit the number of speakers on a question.
- 16.3 The consent of the Chair must be obtained whenever an observer wishes to address the ALAC.
- 16.4 In a time constrained environment ALAC Members shall have precedence in the right to speak, over any observers.

## **RULE 17 - POINTS OF ORDER**

- 17.1 During a discussion, an ALAC Member may raise a point of order; such a point of order shall be immediately decided upon by the presiding officer.
- 17.2 An appeal may be made against the ruling of the Chair. Such an appeal shall be put to the vote immediately and the Chair's ruling shall stand, unless overruled by a majority of the ALAC Members present and voting.

## **RULE 18 - PROCEDURAL MOTIONS**

- 18.1 During a discussion, any delegate may move the suspension or adjournment of the meeting or the adjournment or closure of the debate.
- 18.2 Such a motion shall be put to the vote immediately. Subject to Rule 14.1, such motions shall have precedence in the following order over all other proposals or motions before the meeting:
  - 18.3 Suspension of the meeting;
  - 18.4 Adjournment of the meeting;
  - 18.5 Adjournment of the debate on the question under discussion;
  - 18.6 Closure of the debate on the question under discussion.

## **RULE 19 - RESOLUTIONS AND AMENDMENTS**

- 19.1 Draft resolutions and amendments may be proposed by the ALAC Members referred to in Rule 1 and shall be transmitted in writing to the Chair, who shall circulate copies to all participants.
- 19.2 Draft Resolutions need to be seconded by another ALAC Member.
- 19.3 As a general rule, no draft resolution or amendment shall be discussed or put to the vote unless it has been circulated sufficiently in advance to all participants.
- 19.4 Whenever a draft resolution is presented, the Chair will allocate appropriate time for discussion, and the ALAC will try to debate and reach full consensus on the matter approached by the draft resolution. The Chair will try to facilitate consensus by proposing possible compromises that can accommodate the views of all ALAC members, including minority views.
- 19.5 If the Chair deems that consensus has been reached, he/she can propose to the ALAC to approve the consensus by a "no objections call". To this effect, the Chair will post a

“no objections call” message to the public ALAC list, stating the text of the resolution being proposed – which shall reflect the consensus reached during the discussion, and thus might be different from the original, according to the Chair's own judgement – and giving 7 (seven) calendar days for objections. The resolution will be approved if no ALAC Member posts a formal objection to the resolution to the public ALAC list in the seven days, or, even before the deadline, if the ALAC express formal support for the motion, either in person (if at physical meetings) or remotely.

- 19.6 If no consensus has been reached, or if the “no objections call” does not result in the approval of a draft resolution, the original and any other counter-draft resolutions presented during the discussion shall be put to votes in the order of presentation. A draft resolution shall be considered approved if at least five delegates cast a non-abstaining vote, and if the number of votes in favour is higher than the number of votes against. The vote will be open for 7 (seven) days, but the Chair may close it before the deadline if all delegates have cast their vote, either in person (if at physical meetings) or remotely.

## **RULE 20 – VOTING IN MEETINGS**

- 20.1 Each delegate referred to in Rule 1 shall have one vote in the ALAC.
- 20.2 Voting shall normally be by a show of hands. Or Call of Aye or Nay (For or Against) in a teleconference. Electronic voting shall also be permitted where the Chair indicates that this manner of voting shall be used.
- 20.3 When the result of a vote is in doubt, the Chair may take a second vote by a roll-call. A vote by roll-call shall also be taken if it is requested by not less than two ALAC Members before the voting takes place.
- 20.4 When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Meeting shall first vote on the amendment deemed by the Chair to be furthest removed in substance from the original proposal, and then on the amendment next furthest removed there from and so on, until all the amendments have been put to the vote.
- 20.5 If one or more amendments are adopted, the amended proposal shall then be voted upon as a whole.
- 20.6 A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal
- 20.7 The ALAC shall endeavor, when discussing any non-procedural question, to decide issues before it by general agreement. Voting shall be relied upon only to the extent that is necessary in cases where general agreement cannot be reached. Where a vote on a non-procedural question shall be required, the measure shall be carried if it receives a two-thirds vote of those ALAC Members present and voting.

## **RULE 21 - MINIMUM PARTICIPATION REQUIREMENTS**

- 21.1 Delegates are expected to actively participate in all aspects of the Committee's work. This includes some qualitative commitments and quantitative requirements.
- 21.2 The qualitative commitments are:
- 21.3 Reading and commenting in the ALAC online forums;
- 21.4 Following the ALS certification process and, if members, voting in accreditation votes;
- 21.5 Participating in ALAC conference calls;
- 21.6 Attending physical ALAC meetings (and/or, for liaisons, meetings of the bodies to which the person is liaison) at ICANN meetings;
- 21.7 Providing feedback on any ICANN vs. At-Large CommunityAt-Large CommunityAt-Large Community matters/issues whenever asked to/needed;
- 21.8 Serving as a liaison to the public.
- 21.9 The quantitative requirements are:
- If members, casting a vote (including abstention) in at least 3/4 of ALS accreditation votes; AND
  - Participating in at least 2/3 of the ALAC conference calls in any 6 month period; AND
  - Attending at least one physical ICANN meeting in any 9 month period; AND
  - Completing at least one feedback survey on At-Large CommunityAt-Large CommunityAt-Large Community issues/matters in any 6 months period.

**The participation requirements set forth in this section shall be considered met if and only if the quantitative requirements stated in Rule 21.3 are met.**

- 21.10 For ordinary ALAC members, in case of failure to meet the requirements, the Chair will privately encourage the member to resign. If this does not happen by 14 (fourteen) days from that communication, the Chair will formally notify the entity responsible for appointing the member, and a message MAY be copied to the public ALAC list, and ask that the appointment is immediately reconsidered.

## **RULE 22 - CODE OF CONDUCT**

- 22.1 The ALAC discussion lists and its other online collaborative spaces serve two purposes. They are where we discuss ICANN-related policy issues and attend to administrative tasks related to the management of ALAC.



- 22.2 Content that is acceptable in our online collaborative spaces is defined as:
- 22.3 Discussion on ICANN-related policy issues,
- 22.4 Discussion of ALAC administrative matters,
- 22.5 Announcements of conferences, events, or activities related to ICANN matters.
- 22.6 Inappropriate postings include:
- 22.7 Unsolicited bulk e-mail,
- 22.8 Discussion of subjects unrelated to ICANN policy, meetings, activities, or technical concerns,
- 22.9 Unprofessional commentary, regardless of the general subject,
- 22.10 Postings libellous being used to abuse, harass, stalk, or threaten others,
- 22.11 Postings that are, knowingly false, ad-hominem, or misrepresents another person,
- 22.12 Postings that violate an obligation of confidentiality,
- 22.13 Postings that violate the privacy of others,
- 22.14 Announcements of conferences, events, or activities that are not related to ICANN matters.
- 22.15 The ALAC Chair is empowered to suspend or restrict a person's posting rights when the content that person has posted is inappropriate and represents a pattern of abuse. The Chair defines and determines inappropriate content on a case-by-case basis. Our definitions are not limited to this list. If the Chair suspends posting rights or deletes a comment or link, they will say so and explain why. When determining the duration of the suspension, the Chair is required to take into account the overall nature of the postings by an individual and whether particular postings are an aberration or typical.
- 22.16 Occasionally, a participant may engage in what amounts to a "denial-of-service" attack to disrupt the consensus-driven process. Typically, these attacks are made by repeatedly posting messages that are off-topic, inflammatory, or otherwise counter-productive, and the Chair may choose to revoke the participant's posting rights. In contrast, good faith disagreement is a healthy part of the consensus-driven process. For example, if the group is unable to reach consensus, this is an acceptable, albeit unfortunate, outcome; however, if that group fails to achieve consensus because it is being continuously disrupted, then the disruption constitutes an abuse of the consensus-driven process. Interactions of this type are fundamentally different from "the lone voice of dissent" in which a participant expresses a view that is discussed but does not achieve consensus. In other words, individual bad faith should not trump community goodwill.

## **ADOPTION AND AMENDMENT OF THE RULES OF PROCEDURE**

### **RULE 23 - ADOPTION OF THE RULES OF PROCEDURE**

- 23.1 The ALAC shall adopt its Rules of Procedure by a decision taken in plenary meeting by a simple majority of the delegates present and voting

### **RULE 24 - AMENDMENT OF THE RULES OF PROCEDURE**

- 24.1 The ALAC may amend these Rules of Procedure by a decision taken in plenary meeting by a two-thirds majority of the delegates present and voting.

## **ADDITIONAL RULES OF PROCEDURE**

### **RULE 25 - INVOCATION OF THE UN GENERAL ASSEMBLY RULES OF PROCEDURE**

- 25.1 Any delegate may, on a point of order, invoke any rule or rules of the then-current United Nations General Assembly Rules of Procedure where certain of those Rules would, in their view, facilitate the work of the Assembly. Subject to Rule 25.5, any UNGA Rule may be invoked.
- 25.2 The Chair of the Assembly may likewise invoke any rule or rules from the same source for the same reasons.
- 25.3 When Rule 25.1 or 25.2 is invoked, the Chair may terminate the operation of the rules so invoked at a time of his or her choosing, or, if he believes that the invocation is not in the interests of the Assembly, may refuse to allow the invocation.
- 25.4 Where the UNGA Rules of Procedure are invoked through the provisions of Rule 25.1 or 25.2, should a conflict arise between the rule or rules invoked and these rules, these Rules shall take precedence, except where the combination of these Rules and those invoked would result in an impractical or unworkable process in the judgment of the Chair.

**The following terms in the UNGA Rules of Procedure shall have the following meanings when invoked under this Rule:**

- "President" shall mean "Chair"
- Vice-President" shall mean "Vice-Chair"
- "Member" "Members", or "Members of the United Nations" shall mean that class of delegate referred to in Rule 1.1 of these Rules

- “Secretary-General” shall indicate the senior person responsible for the operations of the Secretariat.
  - “United Nations” shall mean “Regional At-Large Organizations” or the relevant other process or body of the At-Large community, including the entire community where that would be the logical intent in the context of the rule, which is availing itself of these Rules of Procedure.
  - “Important Questions” shall mean “matters of substance”
  - “Security Council” shall mean “ICANN Board of directors”
- 25.5 The following UNGA Rules may not be invoked under either Rule 25.1 or 25.2. Where a range of rules is indicated, that range shall be inclusive of the indicated beginning and ending Rules:
- Rules 4, 49, 51, 52, 55, 98(a), 98(b), 94 – 138, 142 – 151

## **MODIFICATIONS TO THE RULES WHERE A VIRTUAL MEETING IS HELD**

### **RULE 26 - VIRTUAL MEETINGS**

- 26.1 When a Virtual Meeting of the ALAC is held, the following Rules shall replace the original:
- The Chair shall communicate the beginning and the ending of the debate upon a given topic.
  - Members shall be out of order if they continue to communicate to the meeting on a question after the Chair has communicated the ending of debate and out of order communications shall not form a part of the record of the Meeting.
- 26.2 Electronic Voting: The Chair shall declare the length of time during which votes shall be cast, and the date and time of the closing of the vote. The Secretariat shall ensure that the results of the vote, including the votes cast and by which voter (unless agreed to be a **confidential** vote), are available to all representatives.