

# ALAC Rules of Procedure

## ALAC E-mail Guide

### Primary ALAC and At-Large E-mail Lists

The ALAC and At-Large use e-mail as a primary communications vehicle. This document describes the primary e-mail lists and specifies their use for particular applications. It does not cover work group lists or others setup up to address specific topics or purposes

#### List name: ALAC

<b>Purpose</b>	Primary mailing list for conducting ALAC business
<b>Members</b>	<ul style="list-style-type: none"><li>• ALAC Members</li><li>• RALO Leaders</li><li>• ALAC appointed Liaisons to other groups</li><li>• ALAC Liaisons from other groups</li><li>• Incumbent in ICANN Board 15 (Board member selected by At-Large)</li><li>• ICANN staff working with ALAC/At-Large</li><li>• Past ALAC Members, at their choice, and regularly re-affirmed (nominally annually)</li><li>• Past RALO Leadership, at their choice, and regularly re-affirmed (nominally annually)</li><li>• Others by the explicit decision of the ALAC</li></ul>
<b>Who may send</b>	Any list member
<b>Subscription Method</b>	Staff subscribed
<b>De-subscription</b>	Staff intervention required
<b>Archived</b>	Yes, and publicly viewable
<b>Comments</b>	There has been discussions regarding allowing others to be able to receive e-mails instead of looking at the archive, but neither the concept nor the implementation has been approved.

**List name: ALAC-INTERNAL**

<b>Purpose</b>	Primarily for use of the ALAC for matters which must either remain reasonably confidential or are related to ALAC social events or travel plans.
<b>Members</b>	<ul style="list-style-type: none"><li>• ALAC Members</li><li>• RALO Leader</li><li>• ALAC Liaisons to the ccNSO, GNSO and SSAC</li><li>• Incumbent in ICANN Board 15 (Board member selected by At-Large)</li><li>• ICANN staff working with ALAC/At-Large</li><li>• Others by the explicit decision of the ALAC</li></ul>
<b>Who may send</b>	Any list member
<b>Subscription Method</b>	Staff subscribed
<b>De-subscription</b>	Staff intervention required
<b>Archived</b>	Yes, but viewable only by list members. NOTE: new list members will have access to the entire history of posting.
<b>Comments</b>	

**List name: ALAC-ExCom**

<b>Purpose</b>	Primarily for use of the ALAC Leadership Team and ALAC-appointed liaisons to other ICANN.
<b>Members</b>	<ul style="list-style-type: none"><li>• ALAC Leadership Team</li><li>• ALAC Liaisons to the ccNSO, GNSO and SSAC</li><li>• Incumbent in ICANN Board 15 (Board member selected by At-Large)</li><li>• ICANN staff working with ALAC/At-Large</li><li>• Others by the explicit decision of the ALAC</li></ul>
<b>Who may send</b>	No restriction, but non-members are moderated. This was done to allow other ALAC members and RALO leaders to send without having to explicitly list them as allowed senders. It has rarely been used for that purpose and there has been no known abuse.
<b>Subscription Method</b>	Staff subscribed
<b>De-subscription</b>	Staff intervention required
<b>Archived</b>	Yes, and publicly viewable
<b>Comments</b>	This list will need to be renamed due to the change from Executive Committee to ALAC Leadership Team.

### List name: ALAC-Announce

<b>Purpose</b>	Mailing list used for formal announcements related to the ALAC and At-Large.
<b>Members</b>	Subscribed by Staff <ul style="list-style-type: none"><li>• ALAC</li><li>• RALO Leaders</li><li>• Formal representatives of each certified ALS</li><li>• ICANN staff working with ALAC/At-Large</li></ul> Anyone else may self-subscribe
<b>Who may send</b>	<ul style="list-style-type: none"><li>• ALAC Staff</li><li>• ALAC Chair</li></ul>
<b>Subscription Method</b>	See Members
<b>De-subscription</b>	Anyone may de-subscribe without staff intervention. ALAC Members, RALO Leaders and ALS representatives must maintain subscriptions.
<b>Archived</b>	Yes, and publicly viewable
<b>Comments</b>	

### List name: AT-LARGE

<b>Purpose</b>	Primary discussion list for members for those interested in At-Large
<b>Members</b>	<ul style="list-style-type: none"><li>• Anyone may self-subscribe to this</li><li>• ICANN staff working with ALAC/At-Large</li></ul>
<b>Who may send</b>	Any list member
<b>Subscription Method</b>	See Members
<b>De-subscription</b>	Anyone may de-subscribe without staff intervention
<b>Archived</b>	Yes, and publicly viewable
<b>Comments</b>	Level to which subject matter is strictly limited to ICANN matters is at the discretion of the ALAC, but few controls are exhibited. Topics typically include ICANN and Internet governance in general

**List name: AFRI-DISCUSS**

<b>Purpose</b>	Primary discussion list for members or those interested in AFRALO.
<b>Members</b>	<p>Subscribed by Staff</p> <ul style="list-style-type: none"> <li>• ALAC from the region</li> <li>• RALO Leaders from the region</li> <li>• Formal representatives of each certified ALS from the region</li> <li>• ICANN staff working with ALAC/At-Large</li> </ul> <p>Anyone else may self-subscribe</p>
<b>Who may send</b>	Any list member. Messages from non-list members are held for administrator action.
<b>Subscription Method</b>	See Members
<b>De-subscription</b>	Anyone may de-subscribe without staff intervention. ALAC Members, RALO Leaders and ALS representatives from the region must maintain subscriptions.
<b>Archived</b>	Yes, and publicly viewable
<b>Comments</b>	<p>Level to which subject matter is strictly limited to ICANN matters is at the discretion of the RALO.</p> <p>Posts are often varyingly in E or French.</p>

**List name: APAC-DISCUSS**

<b>Purpose</b>	Primary discussion list for members or those interested in APRALO.
<b>Members</b>	<p>Subscribed by Staff</p> <ul style="list-style-type: none"> <li>• ALAC members from the region</li> <li>• RALO Leaders from the region</li> <li>• Formal representatives of each certified ALS from the region</li> <li>• ICANN staff working with ALAC/At-Large</li> </ul> <p>Anyone else may self-subscribe</p>
<b>Who may send</b>	Any list member. Messages from non-list members are held for administrator action.
<b>Subscription Method</b>	See Members
<b>De-subscription</b>	Anyone may de-subscribe without staff intervention. ALAC Members, RALO Leaders and ALS representatives from the region must maintain subscriptions.
<b>Archived</b>	Yes, and publicly viewable
<b>Comments</b>	Level to which subject matter is strictly limited to ICANN matters is at the discretion of the RALO.

### List name: EURO-DISCUSS

<b>Purpose</b>	Primary discussion list for members or those interested in EURALO.
<b>Members</b>	Subscribed by Staff <ul style="list-style-type: none"><li>• ALAC members from the region</li><li>• RALO Leaders from the region</li><li>• Formal representatives of each certified ALS from the region</li><li>• ICANN staff working with ALAC/At-Large</li></ul> Anyone else may self-subscribe
<b>Who may send</b>	Any list member. Messages from non-list members are held for administrator action.
<b>Subscription Method</b>	See Members
<b>De-subscription</b>	Anyone may de-subscribe without staff intervention. ALAC Members, RALO Leaders and ALS representatives from the region must maintain subscriptions.
<b>Archived</b>	Yes, and publicly viewable
<b>Comments</b>	Level to which subject matter is strictly limited to ICANN matters is at the discretion of the RALO.

### List name: LAC-DISCUSS-en

<b>Purpose</b>	Primary discussion list for members or those interested in LACRALO.
<b>Members</b>	Subscribed by Staff <ul style="list-style-type: none"><li>• ALAC members from the region</li><li>• RALO Leaders from the region based</li><li>• Formal representatives of each certified ALS from the region</li><li>• ICANN staff working with ALAC/At-Large</li></ul> Anyone else may self-subscribe
<b>Who may send</b>	Any list member. Messages from non-list members are held for administrator action.
<b>Subscription Method</b>	See Members
<b>De-subscription</b>	Anyone may de-subscribe without staff intervention. ALAC Members, RALO Leaders and ALS representatives from the region must maintain subscriptions.
<b>Archived</b>	Yes, and publicly viewable
<b>Comments</b>	Level to which subject matter is strictly limited to ICANN matters is at the discretion of the RALO.  Language: <ul style="list-style-type: none"><li>• Posts to this list are generally in English</li><li>• English posts are automatically translated into Spanish and posted to the LAC-DISCUSS-es list</li></ul>

**List name: LAC-DISCUSS-es**

<b>Purpose</b>	Primary discussion list for members or those interested in LACRALO.
<b>Members</b>	Subscribed by Staff <ul style="list-style-type: none"> <li>• ALAC members from the region</li> <li>• RALO Leaders from the region</li> <li>• Formal representatives of each certified ALS from the region</li> <li>• ICANN staff working with ALAC/At-Large</li> </ul> <p>Anyone else may self-subscribe</p>
<b>Who may send</b>	Any list member. Messages from non-list members are held for administrator action.
<b>Subscription Method</b>	See Members
<b>De-subscription</b>	Anyone may de-subscribe without staff intervention. ALAC Members, RALO Leaders and ALS representatives from the region must maintain subscriptions.
<b>Archived</b>	Yes, and publicly viewable
<b>Comments</b>	Level to which subject matter is strictly limited to ICANN matters is at the discretion of the RALO. <p>Language:</p> <ul style="list-style-type: none"> <li>• Posts to this list are generally in Spanish</li> <li>• English posts are automatically translated into English and posted to the LAC-DISCUSS-es list.</li> </ul>

**List name: NA-DISCUSS**

<b>Purpose</b>	Primary discussion list for members or those interested in NARALO
<b>Members</b>	Subscribed by Staff <ul style="list-style-type: none"> <li>• ALAC members from the region</li> <li>• RALO Leaders from the region</li> <li>• Formal representatives of each certified ALS from the region</li> <li>• ICANN staff working with ALAC/At-Large</li> </ul> <p>Anyone else may self-subscribe</p>
<b>Who may send</b>	Any list member. Messages from non-list members are held for administrator action.
<b>Subscription Method</b>	See Members
<b>De-subscription</b>	Anyone may de-subscribe without staff intervention. ALAC Members, RALO Leaders and ALS representatives from the region must maintain subscriptions.
<b>Archived</b>	Yes, and publicly viewable
<b>Comments</b>	Level to which subject matter is strictly limited to ICANN matters is at the discretion of the RALO.

## General Terms

- All list members may have alternate address in the list from which they can send and/or receive e-mails
- All lists are generally carried out in English unless otherwise noted
- Incoming ALAC Members, RALO Leadership, Liaisons and Seat 15 Board members should be subscribed to the appropriate lists once their selections are publicly announced.
- Subscription by staff to the one or both LAC-Discuss lists based on personal language preference.

## Approved Distribution Lists

The ALAC Rules of Procedure refers to the mechanisms used to distribute certain type of e-mail as Approved Distribution Lists. The mechanisms reference may be ALAL mailing lists or individual user communications.

Message related to:	Sent via
ALAC votes taken via e-mail	<ul style="list-style-type: none"> <li>• ALAC for full votes unless confidentiality requires ALAC-INTERNAL or e-mail to a trusted third party.</li> <li>• For the collection of delayed votes following a vote in a meeting, the votes should be solicited by private e-mail and later reported based on the level on confidentiality via ALAC or ALAC-Internal.</li> </ul>
Selection of ALAC Chair and ALAC Leadership Team (Ordinary and Extraordinary)	<ul style="list-style-type: none"> <li>• ALAC</li> <li>• ALAC-ANNOUNCE</li> </ul>
ALAC Appointees	<ul style="list-style-type: none"> <li>• ALAC</li> <li>• ALAC-ANNOUNCE</li> <li>• Other lists or direct personal e-mails may be used as appropriate to the specifics of the position to be filled.</li> </ul>
ALAC Leadership Team Member Recall	ALAC-INTERNAL or Personal e-mails as appropriate. If the recall is successful, a summary outcome will be distributed on the ALAC and ALAC-ANNOUNCE lists. For an unsuccessful Recall, the ALAC shall decide if a public statement of the attempted Recall is made.
Removal of an ALAC member	ALAC-INTERNAL or Personal e-mails as appropriate. For an unsuccessful Removal, the ALAC shall decide if a public statement of the attempted Recall is made.

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