

ALAC - ~~Election~~ - Internal Rules of Procedure



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- ORIGINAL: English DATE: 21st May 2007, Last Updated: 23th July, 2007
- STATUS: Open for comments.
- Original Author: Vittorio Bertola
- Incorporated comments from: ALAC Working Group, Vittorio, Wendy and others...

Version History:

- **Reintegration** of non-election related items - Sections (rules) renumbered accordingly.
- Duties of chairperson shortened so as to mention only election related matters. **ACTION REVERSED**
- Voting & procedures for candidates :
 - Instant Runoff voting is specified in section 19 as the election system to be used. This has been approved by ALAC Vote (July 07)
- ~~Added comments section (below) where comments and/revisions received will be posted.~~
- Comments related to third-part conducting the election (.81)

Purpose and scope

These draft Rules of Procedure are presented to the community as the basis for Rules of Procedure to be used for the purpose of the At-Large Advisory Committee ~~elections~~.

It shall be for the ALAC, to determine whether or not modifications will be made before adoption of these Rules, and 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.

Once adopted these rules are meant to be used as a routine matter for **ALAC related elections**, and **General Procedures**

The source of the Ordinary 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 are available in several languages and may be retrieved from <http://documents.un.org/advance.asp> by searching for the symbol 'A/520'. The version current as of the date of this document is Rev 16.

The source of the Ordinary Rules may be retrieved from <http://whc.unesco.org/en/garules/> in both English and French versions.

Definitions

AGM - ICANN's Annual General Meeting (usually held in the **fall**)

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

RALO – Regional At-Large Organization.

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

I. PARTICIPATION AND ACCREDITATION

Rule 1 - Delegates

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.
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 **[7.3.]**
3. The right to vote in the ALAC is reserved for the representatives per Rule 1.1

II. ORGANIZATION OF THE ALAC

Rule 2 - Election of **Officers**

1. The ALAC shall elect a Chairperson, at least two (2) **Vice-Chairpersons** and a Rapporteur by **the mechanism outlined in Rule 10** ~~simple majority of delegates present and voting. **[will need to be revised if rules 10, 10b, 18 & 19 (below) are adopted as-is]**~~
2. **All officers** are normally elected at an Annual General Meeting of ICANN
3. The election can take place by electronic mail, online balloting, written balloting, or any other means deemed convenient and accurate
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.
5. Officers shall be freely chosen by the ALAC, according to the following criteria:
 - a. 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;
 - b. They shall accept, while acting in their capacity as ALAC officer, to put the collective views of the Committee always in front of their own.

Comment [CLO1]: Fall could be changed to 3rd Qtr or September Qtr...so it is a non hemisphere based term.

Comment [VBOigin2]: Officers The officers of the At-Large Advisory Committee ("ALAC") are:

- * One Chair and one Vice-Chair;
- * One GNSO Liaison
- * One ccNSO Liaison
- * One Board Liaison.

Comment [VBOigin3]: Also defined the role or The Vice-Chair Now in Rule 9 The mission and responsibility of the Vice-Chair of the ALAC is to perform the functions of the Chair, on request of the Chair, if the Chair is unable to perform them.

Only standing members of the At-Large Advisory Committee are eligible to serve as Vice-Chair. If at any point in time the Vice-Chair leaves the membership of the ALAC for any reason, he / she shall immediately cease the function of Vice-Chair as well

Comment [VBOigin4]: It is forbidden for any person to serve at the same time in two different officer positions.

- All officers are normally elected at an Annual General Meeting of ICANN, except for the Board Liaison, which is normally elected at the ICANN Meeting preceding the Annual General Meeting. All officers, including the Board Liaison, 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.

-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 section x of these rules. In case of failure to do so, the Chair shall call a vote of recall according to section x of these rules.

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

-They shall accept to serve on behalf of the ALAC 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;

They shall accept, while acting in their capacity as ALAC officer, to put the collective views of the Committee always in front of their own.

Rule 3 - Qualification **Criteria for Officers**

1. All officers must be members of the ALAC;
2. A conflict of interest statement must be filed;
3. It is forbidden for any person to serve at the same time in two different officer positions;
4. The Chair shall be ineligible to serve on ICANN's Nominating Committee in any year in which they serve on the ALAC;
5. All officers can be removed before the end of their term by a vote of recall according to **section 20** of these rules;
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 **section 22** of these rules. In case of failure to do so, the Chair shall call a vote of recall according to **section 20** of these rules.

~~Rule 10 - Election of Chairperson~~

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

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
2. The Board Liaison, is normally elected at the ICANN Meeting preceding the Annual General Meeting
3. The election can take place by electronic mail, online balloting, written balloting, or any other means deemed convenient and accurate
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.
5. Liaisons shall be freely chosen by the ALAC, according to the following criteria:
 - a. 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;
 - b. 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;
 - c. They shall accept, while acting in their capacity as ALAC officer, to put the collective views of the Committee always in front of their own.

Rule 5 - Qualification **Criteria for Liaisons**

1. There is no requirement for a Liaison to be a member of the At-Large Advisory Committee;
2. A conflict of interest statement must be filed;
3. It is forbidden for any person to serve at the same time in two different liaison positions;
4. All liaisons can be removed before the end of their term by a vote of recall according to **section 20** of these rules;
5. 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 **section 22** of these rules. In case of failure to do so, the Chair shall call a vote of recall according to **section 20** of these rules;

Comment [VBOrigin5]: -Officers shall be freely chosen by the ALAC, according to the following criteria:

-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;

-All officers can be removed before the end of their term by a vote of recall according to section x of these rules.

-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 section x of these rules. In case of failure to do so, the Chair shall call a vote of recall according to section 6 of these rules.

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

Comment [VBOrigin6]:

b. 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.

Comment [VBOrigin7]: Liaisons

a. The mission and responsibilities of each Liaison of the ALAC are:

* To participate diligently in the meetings and activities of the body he/she is liaison to;

* To communicate and advocate the positions of the ALAC to such body;

* 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.

* 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.

b. There is no requirement for a Liaison to be a member of the At-Large Advisory Committee.

6. The mission and responsibilities of each Liaison of the ALAC are:
 - a. To participate diligently in the meetings and activities of the body he/she is liaison to;
 - b. To communicate and advocate the positions of the ALAC to such body;
 - c. 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;
 - d. 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

1. All liaisons have [at least] the same rights of access to information, mailing lists and documents as the ordinary ALAC members.

Rule 7 - Other appointments

1. Appointments to working groups, task forces and other bodies related to ICANN can be established by approval of the Committee;
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 18**.
3. The election can take place by electronic mail, online balloting, written balloting, or any other means deemed convenient and accurate
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.
5. Appointments shall be freely chosen by the ALAC, according to the following criteria:
 - a. 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;
 - b. They shall accept, while acting in their capacity as ALAC officer, to put the collective views of the Committee always in front of their own.

Rule 8 - Qualification Criteria for Appointments

1. There is no requirement for an appointee to be a member of the At-Large Advisory Committee.
2. A conflict of interest statement must be filed;
3. All appointees can be removed before the end of their term by a vote of recall according to **rule 20-15**
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 **section 22 rule 17. of these rules**. In case of failure to do so, the Chair shall call a vote of recall according to **rule 20 15**
5. The mission and responsibilities of each appointee of the ALAC are:
 - a. To participate diligently in the meetings and activities of the body he/she is appointed to;
 - b. To communicate and advocate the positions of the ALAC to such body;
 - c. 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;
 - d. 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.

Comment [VBOri8]: Other ALAC appointments

a. The ALAC may, from time to time:

* attribute specific tasks or responsibilities to a given individual;

* appoint a given individual as ALAC representative in working groups, task forces, or other committees and bodies different from those to which Liaisons are appointed;

* form Committees, attribute specific tasks or responsibilities to them, and appoint their members.

b. There is no requirement for these appointees to be members of the ALAC.

c. 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 section 5.

d. Such appointments can be recalled with the same procedure defined in section 6.

e. The appointments described in this section expire at the end of the ICANN Annual General Meeting for the calendar year following the one in which the appointment is made, unless, before that term, the Committee recalls them, the appointee resigns, or the need for the appointment ceases to be.

Rule 13-9 Procedures for the Presentation of Candidatures

1. No earlier than one calendar month and no later than three weeks before the beginning of an ICANN Meeting where, ~~according to the schedule of paragraph 1.e,~~ (this DOES NOT Cross Reference to this DOCUMENT) suggest delete 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.
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 position. Nominations of individuals who certainly will not be able to meet the eligibility requirements after the closure of the next Annual General Meeting are invalid.
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.
4. After the deadline for nomination acceptance and before the beginning of the ICANN Meeting, 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 such message, the Chair will also notify the day and time in which the actual vote will happen; such day and time must be comprised 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 day and time of the vote must be comprised in 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.
5. Nominations shall then be discussed on the public ALAC list and at the physical ALAC meetings during the ICANN Meeting.
6. At the day and time of the vote, staff will provide delegates with a mechanism for voting that meets the following requirements:
 - a. It allows for each delegate to cast their vote in a confidential manner, so that no other delegate or officer shall know it;
 - b. 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)
7. Each delegate can cast up to one preference for each open officer position, picking among the list of validly nominated individuals published at rule 9.4. Votes for other individuals are considered equivalent to abstention.

Rule 14- 10. Procedures for the Candidate elections

1. A quorum must exist for the election to be valid.
2. All Voting in Elections will be CONFIDENTIAL
3. 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)
 - a. Voters rank candidates in order of preference.
 - b. 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.
 - c. After votes have been collected, staff will examine them and call the result.

Comment [VBOri9]:

Other ALAC appointments

a. The ALAC may, from time to time:

- * attribute specific tasks or responsibilities to a given individual;
- * appoint a given individual as ALAC representative in working groups, task forces, or other committees and bodies different from those to which Liaisons are appointed;
- * form Committees, attribute specific tasks or responsibilities to them, and appoint their members.

b. There is no requirement for these appointees to be members of the ALAC.

c. 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 section 5.

d. Such appointments can be recalled with the same procedure defined in section 6.

e. The appointments described in this section expire at the end of the ICANN Annual General Meeting for the calendar year following the one in which the appointment is made, unless, before that term, the Committee recalls them, the appointee resigns, or the need for the appointment ceases to be.

4. The newly elected officers assume their position at the closure of the Annual General Meeting.
5. In case two or more candidates receive the same, highest number of preferences, a tiebreak vote is to be conducted.
 - a. The Chair will select a new date and time for a new vote on that position, at least 7 (seven) days later than the current vote; in such vote, only the candidates that received the same, highest number of preferences will be eligible to receive preferences. The Chair will then immediately send a new “election summary” message according to rule 13.d, and the procedure will then restart from **9.5**
6. In case no candidate could be 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 **9..6**
7. 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.
8. 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

~~Rule 15~~ 11. Recall Votes

1. A recall vote can be initiated by:
 - a. 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;
 - b. The Chair, upon verification of the lack or loss of eligibility requirements, or of the officer's failure to meet participation requirements set forth in rule **17.3**.
2. 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.
3. Staff will set up a voting instrument meeting the requirements set forth in **9.6**. Each delegate will be allowed to cast a vote picking among “in favour”, “against” or “abstain”.
4. In case that
 - a. at least nine votes are cast in favour of recall and
 - b. at least three fourths of the delegates cast a vote (including abstentions), **ALTERNATE TEXT SUGGESTED 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.
5. In case of successful recall, the Chair will promptly post an “election call” to start the procedure defined in section 13, to elect a replacement. The recalled officer will continue to serve until a replacement is elected.

III. CONDUCT OF BUSINESS

Rule 9 - Duties of the Chairperson

1. The Chairperson shall open and close each meeting.

Comment [VBOri10]: a. 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 ALAC members;
 * The Chair, upon verification of the lack or loss of eligibility requirements, or of the officer's failure to meet participation requirements set forth in 1.e.

b. 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.

c. Staff will set up a voting instrument meeting the requirements set forth in 5.j. Each ALAC member will be allowed to cast a vote picking among “in favour”, “against” or “abstain”.

d. In case at least nine votes are cast in favour of recalling the officer and at least three fourths of the ALAC members cast a vote (including abstentions), the recall is successful; in all other cases, it is not.

e. In case of successful recall, the Chair will promptly post an “election call” to start the procedure defined in section 5, to elect a replacement. The recalled officer will continue to serve until a replacement is elected.

Comment [VBOri11]: The Chair a. The mission and responsibilities of the Chair of the ALAC are:

* Chairing the meetings of the Committee;
 * Preparing and proposing the agenda for the meetings;

* Interacting with ICANN Staff for administrative and organizational matters;

* Representing the Committee in written communication, in the Public Forum and in meetings where there is no specific appointment;

* Calling for votes on different matters, and ensuring that the proper instruments are available for the vote;

* Ensuring that timelines and deadlines for the work of the Committee are set and met;

* Verifying the respect of minimum participation requirements, rules of procedure, Bylaws and other norms applicable to the Committee;

* Monitoring money expenditures and the budget situation.

2. Should the Chairperson be absent during a meeting, or any part thereof, he/she shall be replaced by the Vice-Chairperson. A Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.

3. The mission and responsibilities of the Chair of the ALAC are:

- a. Calling for votes on different matters, and ensuring that the proper instruments are available for the vote;
- b. Verifying the respect of the rules of procedure, Bylaws and other norms applicable to the Committee;
- c. Preparing and proposing the agenda for the meetings;
- d. Chairing the meetings of the Committee;
- e. Interacting with ICANN Staff for administrative and organizational matters;
- f. Representing the Committee in written communication, in the Public Forum and in meetings where there is no specific appointment;
- g. Ensuring that timelines and deadlines for the work of the Committee are set and met;
- h. Facilitating and encouraging participation of all ALAC members in AT LARGE COMMUNITY activities;
- i. Delegating tasks to ALAC members when needed (e.g. during the face-to-face meetings, etc.)

Comment [CLO12]: The following are as per (As per the earlier Rule 9 in DRAFT RPO's minus unenforceable section on monitoring funds)

Rule 10. -- Meetings (As per the earlier Rule 20 in DRAFT RPO's)

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.
2. When meeting physically or virtually, decisions on a matter of substance cannot be taken unless absent delegates are given or have been given the opportunity to express their opinion or cast their vote. **ALTERNATE to DELETE THIS Rule -> if a quorum exists matters should be able to be discussed voted on and finalised.**
3. 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.
4. 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.
5. For a 1 hr online meeting, there should be maximum 2 to 3 issues for discussion on the Agenda.
6. 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.);
7. When some delegates can not 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;
8. Everyone shall confirm at least a day prior to the meeting about his/her availability to participate in the meeting; **ALTERNATE TEXT SUGGESTED 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.**
9. Names of the delegates who confirmed their availability to participate in the online meeting shall be attached to the Agenda;
10. There shall be a tentative order of the "speakers" provided in advance – and this order shall be followed during the online meeting;
11. 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;
12. The "speakers" will not be interrupted but given the chance to use the time allocated in the best possible way;
13. All questions/issues/concerns should be addressed by the delegate after the "speaker" finished the speech;
14. 5-10 minutes shall be allocated for group discussions, questions, concerns, recommendations, etc. at the end of the online meeting.
15. Meetings shall be public unless decided otherwise by the ALAC (As per the earlier Rule 11 DRAFT RPO's)

Comment [VBOri13]: Meetings
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.
2. When meeting physically or telephonically, decisions on a matter of substance cannot be taken unless absent members are given or have been given the opportunity to express their opinion or cast their vote.
3. 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 ALAC member can request the addition of other items to the agenda of the meeting. A final agenda will then be published by the Chair.
4. 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.

Rule 11 - Quorum

1. A quorum shall consist of a simple majority of the ALAC members referred to in **Rule 1.3** present and represented at the Assembly.
2. ~~if a quorum is established at the beginning of a meeting, the quorum remains regardless of how many members leave.~~ THERE WAS A CALL TO REMOVE THIS IN EARLIER DISCUSSION

Rule 12. - *Motions* (As per the VB Original)

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.*
2. *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.*
3. *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 7 compromises that can accommodate the views of all Committee members, including minority views.*
4. *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.*
5. *If no consensus has been 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.*

(The following are as per the earlier Rule s 13 - 16 in DRAFT RPO's)

Rule 13 - Order and Time Limit of Speakers

1. The Chairperson shall call upon speakers in the order in which they signify their wish to speak.
2. For the convenience of the discussion, the Chair may limit the time to be allowed to each speaker. The chair may also, for the same purpose, limit the number of speakers on a question.
3. The consent of the Chair must be obtained whenever an observer wishes to address the ALAC.

Rule 14 - Points of Order

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.

2. An appeal may be made against the ruling of the presiding officer. Such an appeal shall be put to the vote immediately and the presiding officer's ruling shall stand, unless overruled by a majority of the delegations present and voting.

Rule 15 - Procedural Motions

1. During a discussion, any delegate may move the suspension or adjournment of the meeting or the adjournment or closure of the debate.
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:
3. Suspension of the meeting;
4. Adjournment of the meeting;
5. Adjournment of the debate on the question under discussion;
6. Closure of the debate on the question under discussion.

Rule 16 - Resolutions and Amendments

1. Draft resolutions and amendments may be proposed by the participants referred to in Rule 1 and shall be transmitted in writing to the Chairperson, which shall circulate copies to all participants.
2. Motions need to be seconded by another delegate.
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.
4. 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.
5. 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 delegate posts a formal objection to the motion to the public ALAC list in the seven days, or, even before the deadline, if all delegates express formal support for the motion, either in person (if at physical meetings) or remotely.
6. If no consensus has been 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 delegates 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 delegates have cast their vote, either in person (if at physical meetings) or remotely.

Rule 12 17 – Voting in Meetings

1. Each delegate referred to in Rule 1.3, shall have one vote in the ALAC.
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.

3. When the result of a vote ~~by show of hands~~ is in doubt, the presiding officer 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 delegations before the voting takes place.
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 Assembly shall first vote on the amendment deemed by the presiding officer 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.
5. If one or more amendments are adopted, the amended proposal shall then be voted upon as a whole.
6. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal
7. The ALAC shall endeavour, 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 delegates present and voting.

Rule 17 - Minimum Participation Requirements

1. Delegates are expected to actively participate in all aspects of the Committee's work. This includes some qualitative commitments and quantitative requirements.
2. The qualitative commitments are:
 - a. Reading and commenting in the ALAC online forums;
 - b. Following the ALS certification process and, if members, voting in accreditation votes;
 - c. Participating in ALAC conference calls;
 - d. Attending physical ALAC meetings (and/or, for liaisons, meetings of the bodies to which the person is liaison) at ICANN meetings;
 - e. Providing feedback on any ICANN vs. AT LARGE COMMUNITY matters/issues whenever asked to/needed;
 - f. Serving as a liaison to the public.
3. The quantitative requirements are:
 - a. If members, casting a vote (including abstention) in at least 3/4 of ALS accreditation votes;
AND
 - b. Participating in at least 2/3 of the ALAC conference calls in any 6 month period;
AND
 - c. Attending at least one physical ICANN meeting in any 9 month period;
AND
 - d. Completing at least one feedback survey on AT LARGE COMMUNITY issues/matters in any 6 months period.
4. The participation requirements set forth in this section shall be considered met if and only if the quantitative requirements stated in **Rule 17.3** are met.
5. 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, with a message copied to the public ALAC list, and ask that the appointment is immediately reconsidered.

Rule 18 - Code of Conduct (As per the earlier Rule 20 in DRAFT RPO's)

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.

Comment [VBOigin14]: *Minimum participation requirements*
 ALAC members and officers are expected to actively participate in all aspects of the Committee's work. This includes some qualitative commitments and quantitative requirements.

b. The qualitative commitments are:

- Reading and commenting in the ALAC online forums;
- Following the ALS certification process and, if members, voting in accreditation votes;
- Participating in ALAC conference calls;
- Attending physical ALAC meetings (and/or, for liaisons, meetings of the bodies to which the person is liaison) at ICANN meetings;
- Serving as a liaison to the public.

c. The quantitative requirements are:

- If members, casting a vote (including abstention) in at least 3/4 of ALS accreditation votes;
- Participating in at least 2/3 of the ALAC conference calls in any 6 month period;
- Attending at least one physical ICANN meeting in any 9 month period.

d. The participation requirements set forth in this section shall be considered met if and only if the quantitative requirements stated in 10.c are met.

e. 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, with a message copied to the public ALAC list, and ask that the appointment is immediately reconsidered.

11. Amendment to these rules

a. Proposals for amendment of these rules can be made by any member or officer of the ALAC. Such proposals will be voted by the ALAC, and will be approved only if at least nine votes are cast in favour of adopting the amendment and at least three-fourths of the ALAC members cast a vote (including abstentions).

2. Content that is acceptable in our online collaborative spaces is defined as:
 - a. Discussion on ICANN-related policy issues,
 - b. Discussion of ALAC administrative matters,
 - c. Announcements of conferences, events, or activities related to ICANN matters.
3. Inappropriate postings include:
 - a. Unsolicited bulk e-mail,
 - b. Discussion of subjects unrelated to ICANN policy, meetings, activities, or technical concerns,
 - c. Unprofessional commentary, regardless of the general subject,
 - d. Postings being used to abuse, harass, stalk, or threaten others,
 - e. Postings that are libellous, knowingly false, ad-hominem, or misrepresents another person,
 - f. Postings that violate an obligation of confidentiality,
 - g. Postings that violate the privacy of others,
 - h. Announcements of conferences, events, or activities that are not related to ICANN matters.
4. 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 what is 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, he will say so and explain why. When determining the duration of the suspension, the Chair is encouraged to take into account the overall nature of the postings by an individual and whether particular postings are an aberration or typical.
5. 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.

IV. ADOPTION AND AMENDMENT OF THE RULES OF PROCEDURE

Rule 17-19- Adoption of THE RULES OF PROCEDURE

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 18-20- AMENDMENT OF THE RULES OF PROCEDURE

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

V. ADDITIONAL RULES OF PROCEDURE

Rule 19 21 - Invocation of the UN General Assembly Rules of Procedure

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 19.6, any UNGA Rule may be invoked.
2. The Chair of the Assembly may likewise invoke any rule or rules from the same source for the same reasons.
3. When Rule 26.1 or 26.2 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.
4. Where the UNGA Rules of Procedure are invoked through the provisions of **Rule 19.1 or 19.2, {CHECK CROSS REFERENCE HERE}** 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.
5. 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 1.2 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”
6. The following UNGA Rules may not be invoked under either Rule 26.1 or 26.2. 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

VII. MODIFICATIONS TO THE RULES WHERE A VIRTUAL MEETING IS HELD

Rule 20 22 - Virtual Meetings

1. When a Virtual Meeting of the Assembly is held, the following Rules shall not apply: Rules 6, 12.3
2. When a Virtual Meeting of the Assembly 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 Assembly.
 - All Voting shall be conducted electronically. 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, are available to all representatives.