

Definitions:

- ALAC Officer: The ALAC Chair, Vice-chair(s) [This definition presumes that we replace the Rapporteur and the fifth member with Vice-Chairs. If we instead make them Officers without Portfolio (or whatever), that position(s) would be included here. The choice of names is the responsibility of the main RoP WG.]
- Liaison: A person formally representing the ALAC on another body within or outside of ICANN.
- Non-Liaison Appointee: A person selected by the ALAC to represent it or act on its behalf, not bearing the title of Liaison, but otherwise having similar responsibilities. [I find this term awkward, but not having a formally defined term ended up making the rest of the text more difficult to formulate.]
- Appointee: A Liaison or Non-Liaison Appointee. [This definition is slightly redundant and can perhaps be omitted from the final document, replacing its occurrence with the full form. But it keeps this version more readable.]
- Target Group: A group within or outside of ICANN on which an ALAC Appointee sits. [Again, an awkward term – any better suggestions?]
- Staff: ICANN support staff identified to work with ALAC and At-Large.

In some formal documents, a term is defined the first time it is used. Whether the RoP does this is up to the RoP group. I have not done that here since this is just the start of defining these requirements.

Criteria and Obligations – both those subject to quantification and measurement and those that are not.

Membership requirements and prohibitions:

- All ALAC officers must be ALAC members. An officer need not be an ALAC member at the time of nomination, but there must be a reasonable expectation that they will meet the membership requirement by the time their term begins. Should that not prove to be so, the officer must be re-selected.
- Liaisons need not be ALAC members but they will normally be a current or past ALAC member, or otherwise familiar with ALAC/At-Large and the Target Group to whom they will Liaison.
- Non-Liaison Appointees need not be ALAC members but must have sufficient knowledge of ALAC/At-Large and other the group or subject related to their appointment so as to be able to properly represent the ALAC/At-Large.
- An ALAC member may not occupy more than one Officer position at a time.
- A Liaison can serve in this capacity to only one other group.
- The ALAC Chair [all Officers?] may not simultaneously serve on the Nominating Committee. [I am not sure what this rule is fixing or protecting against. Although the time constraints would be daunting, officers might be the best NomCom members. There is a NomCom rule that *might* impact this.]

Pre-requisites and co-requisites: [perhaps with a change of title, could be wrapped into the previous section]

All Officers and Appointees:

- Upon nomination, shall submit an appropriate Statement of Interest (SoI) detailing (among other things) any potential conflicts, and if selected, must keep this up to date. Should there be a situation where a public disclosure of a conflict is not advisable, a private disclosure must be made to the Chair or his/her delegate. [A draft of the ALAC SoI is being developed. Presumably by the end of the RoP process, we will incorporate what that SoI must include will be documented.]

All ALAC members:

- must submit an appropriate Statement of Interest (SoI) detailing (among other things) any potential conflicts, and if selected, must keep this up to date. Should there be a situation where a public disclosure of a conflict is not advisable, a private disclosure must be made to the Chair or his/her delegate.
- are expected to participate regularly in all ALAC meetings and formal ALAC votes.
- are expected to prepare for and participate regularly in ALAC discussions (face-to-face, teleconference, mailing lists, Wikis).
- are expected to actively participate in ALAC Work Groups, and preferably in WGs sponsored by other ICANN bodies as well. [I am reluctant to use the expression “Leadership role” because I am not sure we can define it adequately.] Unless otherwise specified, such participation is as an individual and not formally representing the ALAC.

Terms:

- All Officer and Appointee terms shall normally begin at the conclusion of an ICANN Annual General Meeting (AGM) and, with the exception of the ALAC Chair, run until the conclusion of the following AGM.
- The term of the ALAC Chair shall be two consecutive years. This notwithstanding, there need be no guarantee that the person selected as Chair will be an ALAC member during the second year of their term. Should the Chair not be an ALAC member for the second year of his/her term, a new Chair would need to be selected for a full term.
- If a vacancy is filled mid-year, the term begins upon finalization of the selection. At the discretion of the ALAC, the term could run until the following AGM, or that period plus one additional year.
- Any appointment to groups where the Target Group has internal participation qualifications is conditional on acceptance by the Target Group. To the extent possible and practical, the Target group should make their requirements known ahead of time.

Obligations:

All Officers and Appointees:

- shall accept to serve on behalf of the ALAC and the At-Large Community by acting for the good of the entire Community [this read Committee originally], working to bridge differences and build consensus, but also recognizing difference and enabling different opinions to be shared. [I have largely included the fragment starting with “working to” verbatim from the current document. I freely admit I am not sure what it means.]
- when representing the ALAC, have an obligation to solicit ALAC and At-large views on the matter where practical and possible. [Do we want a criterion that people should be picked knowing that in many instances such consultation may not be possible or practical? I think so.]
- shall accept, while acting in their capacity on behalf of the ALAC, to put the collective views of the ALAC [always – this was in original but I feel it is gratuitous] in front of their own, to the extent that such views are known. When the positions are in conflict, the person must make clear which position is which. To the extent that such ALAC views are not known, personal views should not be misrepresented as ALAC views.
- should a situation arise where a person can no longer reasonably (currently and ongoing) carry out the obligations of a role, that person is obliged to either resign or otherwise ensure that the ALAC is well-served.
- shall perform their duties with diligence. When attendance at meetings over and above ALAC meeting is a part of such duties (ExCom, meetings of the Target Group for Appointees), such attendance shall be reasonable, given the volunteer nature of At-Large activities and the relationship with the Target Group.
- regularly report to the ALAC on the activities, events and decision of all bodies where they represent the ALAC, to the extent practical and allowed by any confidentiality rules of such bodies.

Chair Responsibilities:

All responsibilities of the Chair may be delegated. Such delegations should be public. The Chair must delegate any responsibilities where he/her would be in a conflict situation by carrying out the duties. [This simple proviso means we do not have to handle the myriad conditions where the *might* be a conflict.]

- Preside over ALAC meetings, in person and telephonically.
- [Do we want to specify a specific style manual, or leave it unspoken – I prefer the latter]
- Where standard operating procedures do not cover a specific situation, the Chair has the authority to determine the procedures to be followed.
- In conjunction with the Executive Committee and Staff determine meeting agendas in advance.

- Be the prime liaison with Staff.
- Representing the ALAC and At-Large in meetings and in written communication where there is no specific appointment. This responsibility notwithstanding, the Chair is obliged to consult with the ALAC members, the ALAC and other segments of At-Large as appropriate.
- Ensuring that timelines and deadlines for the work of the Committee are set and met.
- Facilitating and encouraging participation of all ALAC members in At-Large Community activities;
- Delegating tasks to ALAC members when needed (e.g. during the face-to-face meetings, etc.) [I left this in for discussion but I object strongly, as such delegations may be suggested, but ultimately the person should agree and the Chair does not have the authority to dictate.]