

## APRALO RoP 2024 - Cover Page

# **Asian, Australasian and Pacific Islands Regional At-Large Organization Rules of Procedure (APRALO RoP)**



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This version of the APRALO Rules of Procedure was prepared by an APRALO-RoP Review Working Group (WG) during 2023; Final Draft v1.6.3 was prepared after extensive scrutiny and critique in early January 2024 and at the [January 18th 2024 Monthly APRALO call](#), was passed to APRALO for final review before a vote adoption commenced on 19 July and having reached a Supermajority 58 affirmative votes out of a possible 70 (see [Section 23](#) of this RoP) vote become the current and applicable Rules for the RALO as of 3rd August 2024

The work, of scoping and agreed purpose for this WG, including Objectives and some additional points to be addressed, was conducted in late 2019 over several calls; work was then put on hold over the Covid period, and did not resume until 2023; significant work was then conducted by a Small Team in 2023 to prepare proposed updates to and new drafting of the 2014 RoP for consideration by the APRALO General Assembly held on 12 and 13 September 2023 in Istanbul, Türkiye.

A call for new or confirmed Membership of the APRALO RoP WG after this initial review to finalise the drafting of the proposed new ‘APRALO Rules of Procedure 2024’ (this RoP). All Meeting notes and records are held on the [WG Wiki page](#).

Active Members of the WG post APRALO 2023 GA is shown as a table based on actual attendance plus where an apology sent counts towards attendance and other contributions noted. [Here](#)

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## Preamble:

In the reading of the following Asian, Australasian and Pacific Islands Regional At-Large Organization Rules of Procedure (APRALO RoP), the following should be noted: -

- ‘APRALO Community’ is a term that is applied to encompass all APRALO Members (At-Large Structures and Individuals) as defined in this APRALO RoP; those being processed after applying to become “Members”; And individuals, organizations and entities that regularly, or from time-to-time, interact with, and may contribute to, the purpose and activities of APRALO.
  - Attention is drawn to the relevant definitions section of the RoP and [Adjunct Documents](#), in particular, that of-
    - “Member in Good Standing”
      - An individual who:
        - (a) complies with and has not been sanctioned or is under review for such sanction, for behavior, anywhere, that is contrary to the [ICANN Expected Standards of Behavior](#), including the removal from activities such as (i) participation in any meeting, working group or public fora; or (ii) posting rights to any public email lists, including At-Large or RALO Approved Distribution Lists.
        - (b) potentially meets the membership criteria established in this RoP either via appropriate ALS membership or as an IM; and
        - (c) already demonstrates conformance to any listed minimum standards of engagement in the At-Large that is expected of a RALO Member.
      - Expectations are also set out in the **AP Adjunct 10** - APRALO Email Guide.
  - The ‘APRALO Community’ operates openly, equitably and inclusively that, wherever possible, allows for effective yet considerate consensus-building where all interested voices are welcome to be heard and diverse opinions considered.
  - The ‘APRALO Community’ in general and APRALO specifically act in the best interests of Internet End Users, primarily geographically within the AP Region and as a contributory part of ICANN At-Large globally.

## Article A: Introduction, Structure and Definitions

The name of this organization shall be the Asian, Australasian and Pacific Islands Regional At-Large Organization. (hereinafter referred to as “APRALO”)

### Section 1. Introduction

- 1.1 APRALO is the Asian, Australasian and Pacific Islands Geographic Regionally bound 'home' for organizational and individuals who wish to formally engage with ICANN as “At-Large’. It was established according to [Section 7.5 of Article VII: International Representation](#) of the ICANN Bylaws for residents (organizational and individual) of Asian, Australasian and Pacific Islands Countries. APRALO serves as the main forum and coordination point for public input to the ICANN At-Large Advisory Committee (ALAC) and/or ICANN in our Geographic Region and, as required in the Bylaws, is a nonprofit organization certified by ICANN according to criteria and standards that were established by the ICANN Board based on the recommendations of the At-Large Advisory Committee. It was formally created with the founding ALSes’ signing of the [Memorandum of Understanding](#) (MOU) with ICANN on the 28th of February 2007.
- 1.2 The role of the APRALO is to consider and provide advice on ICANN's activities insofar as they relate to the interests of individual Internet users in the AP Region and globally.
- 1.3 APRALO is represented on the ICANN At-Large Advisory Committee (ALAC) by three members, two (2) of whom are appointed by APRALO and one (1) by the ICANN Nominating Committee.
- 1.4 APRALO operates under these Rules of Procedure (RoP) as described in this present document.
- 1.5 Administrative and other support is provided to the APRALO and our ALSes as well as IMs by a Secretariat which may be appointed to assist with meeting support, and by designated ICANN staff members (Staff) who provide the logistics for meetings, etc.

### Section 2. Defined Terms

These Rules of Procedure contain specific defined terms and acronyms that are collected here to facilitate easy reading. Capitalized words have specific meanings as specified by their definitions.

Term / Acronym	Definition	Where Defined or Provided For
AC	Advisory Committee, for example, At-Large Advisory Committee (ALAC)	<a href="#">Para 12.2.4</a>
Adjunct Document	A document providing additional information and/or operational processes associated with specific aspects of the Rules of Procedure.	<a href="#">Para 12.2</a>
AGM	<u>ICANN's Annual General Meeting</u> : This meeting is usually held in the third quarter between October and December of each year to coincide with the Annual Meeting of the ICANN Board.	<a href="#">See ICANN About Meetings</a>
ALS	<u>At-Large Structure</u> : An ICANN-accredited grassroots organization forms the basis of the At-Large Community, and within each ICANN region, it is organized into the five RALOs.  The At-Large Advisory Committee (ALAC), in consultation with APRALO, accredits ALSes in the AP Region (and any change of that status).	<a href="#">Para 27.4</a>
ALS Leader	Any member of an accredited ALS who serves as a leader of that ALS.	<a href="#">Section 6</a>
ALS Representative	Any member of an accredited ALS who is designated by that ALS to represent that ALS in APRALO and /or the At-Large.	<a href="#">Section 6</a>
AP or AP Region	Formerly referring to Asia Pacific, it is now used to designate the full APRALO region of Asia, Australasian, and Pacific Islands.	
AP-AGM	<u>APRALO Annual General Meeting</u> , an APRALO meeting held virtually as a standalone event, OR in conjunction with an APRALO GA and can be in conjunction with the ICANN AGM meeting in any year that occurs in the AP Region.	<a href="#">Para 13.2.2</a>
AP-IM Representative	<u>The APRALO Individual Members' Representative</u> , who has the role of	<a href="#">Para 27.6</a>

Term / Acronym	Definition	Where Defined or Provided For
	'Delegate' or 'Voter' on behalf of the aggregated Unaffiliated Individual Members in APRALO when and where such representation or voting is required.	
AP-LT	<u>APRALO Leadership Team</u> : The leadership team of the APRALO is as provided in Paragraph 5.5.	<a href="#">Para 5.5</a> and <a href="#">Section 8</a>
AP-LT Member	Any of the members of the APRALO Leadership Team.	<a href="#">Para 5.5</a> and <a href="#">Section 8</a>
APRALO	<u>Asian, Australasian and Pacific Islands Regional At-Large Organization</u> : The body within the At-Large Community of ICANN representing the interests of Internet users for the AP Region.	<a href="#">Section 3</a>
APRALO Chair	The APRALO Member selected to lead the APRALO.	<a href="#">Para 5.4</a> and <a href="#">Section 7</a>
APRALO GA	<u>APRALO General Assembly</u> , a periodic APRALO Meeting held EITHER as a standalone event virtually or in hybrid or face-to-face format OR in conjunction with an appropriate ICANN activity in hybrid or face-to-face format, for the purposes of discussion and endorsement of APRALO Governance matters, Policy Development, Capacity Building, Trainings and Reviews (non-exhaustive listing). An APRALO GA may conduct the business of an AP-AGM, Special Meeting or Regular Meeting of the APRALO Membership and, as a convocation, ideally allows for representation of all active ALSes and IMs in APRALO.	<a href="#">Para 13.2.5</a>
APRALO Meetings	These may be conducted face-to-face at ICANN and other meetings but are predominantly by virtual means such as teleconference, Zoom or similar collaboration tools or email.	<a href="#">Section 13</a>

Term / Acronym	Definition	Where Defined or Provided For
APRALO Member	One of the accredited At-Large Structures (ALSes) in the AP Region deemed to have met the criteria established for ALSes, or an individual deemed to have met the criteria established for Individual Membership for the AP Region.	<a href="#">Section 6</a>
APRALO Membership	Comprises all At-Large Structures (ALSes) and Individual Members (IMs) in the AP Region.	<a href="#">Section 6</a>
Appointee	An individual appointed by the APRALO to the AP-LT or to other groups inside or outside of ICANN to either represent the APRALO or to serve on behalf of the APRALO and the At-Large Community. Some Appointees may bear the Title of Liaison based on the rules of the group to which they are appointed.	<a href="#">Section 9</a>
Approved Distribution Lists	Mailing lists or other mechanisms that are specified in the APRALO Rules of Procedure and/or any Email Guide produced and are used to distribute information as specified in these RoP.	<a href="#">Para 24.2.3</a> , and <a href="#">Article E</a>
Code of Conduct	All APRALO Members, Appointees and At-Large participants shall adhere to the ICANN Expected Standards of Behavior.	<a href="#">Section 25</a>
Consensus	An opinion or position reached by the APRALO as a whole. It is generally reached by no less than 80% of APRALO Members.	<a href="#">Para 18.2</a>
Decisions	Most decisions made by APRALO are by consensus unless a vote is required or requested.	<a href="#">Section 18</a>
Full Member	An ALS Representative, ALS Leader, or IM of the APRALO who:  (a) complies with the <u>ICANN Expected Standards of Behavior</u> ;  (b) meets the membership criteria	<a href="#">Article D</a>



Term / Acronym	Definition	Where Defined or Provided For
	<p>established in these RoP AND who has applied for and whose membership has been accepted (either via appropriate ALS membership or as an IM );</p> <p>(c) satisfies any listed minimum standards of engagement or metrics for any role or position held, or being appointed to;</p> <p>(d) continues to agree to and operate within these RoP and any associated Adjunct Document;</p> <p>(e) has not been sanctioned or removed or is under review for such sanction or removal from activities such as posting rights to any of the APRALO Approved Distribution Lists; and</p> <p>(f) continues to maintain a 'Member in Good Standing' status.</p>	
General Assembly	A periodic gathering of delegates for the purposes of discussion and endorsement of RALO Governance matters, Policy Development, Capacity Building, Training and Reviews (non-exhaustive listing). It may conduct the business of an AGM, Special Meeting or General Meeting of the RALO Membership and, as a convocation, ideally allows for representation of all active ALSes and IMs in the RALO.	<a href="#">Article C</a> , and <a href="#">Section 13</a>
ICANN	Internet Corporation for Assigned Names and Numbers	<a href="#">See ICANN Acronyms and Terms</a>
IM	<p><u>Individual Member</u>: An individual who is:</p> <p>(a) an individual member of an accredited ALS and who meets the criteria established for individual membership but is not an ALS Representative or an ALS Leader to any RALO; or</p> <p>(b) an Unaffiliated Individual Member (UIM) in any RALO.</p>	<a href="#">Para 27.5</a>

Term / Acronym	Definition	Where Defined or Provided For
Member in Good Standing	<p>An individual who:</p> <p>(a) complies with and has not been sanctioned or is not under review for such sanction, for behavior, anywhere, that is contrary to the <u>ICANN Expected Standards of Behavior</u>, including the removal from activities such as (i) participation in any meeting, working group or public fora; or (ii) posting rights to any public email lists, including At-Large or RALO Approved Distribution Lists;</p> <p>(b) potentially meets the membership criteria established in this RoP either via appropriate ALS membership or as an IM, and</p> <p>(c) already demonstrates conformance to any listed minimum standards of engagement in the At-Large that is expected of a RALO Member.</p>	<a href="#">Article D</a>
Metrics	<p>A variety of metrics will be maintained to quantify performance aspects of the work of APRALO, whose ability to represent the interest of internet users depends on strong participation from all APRALO Members and Appointees. Metrics are associated with certain minimum standards for Membership and are classed as a 'Member in Good Standing' as well as with certain Roles and Responsibilities of Appointments. Such Metrics will be found in an Adjunct Document to this RoP ('Metrics and Remedial Actions for APRALO Members and Appointees'), which will be subject to consensus- based updating from time to time, and once updated, all agreed changes will be binding.</p>	<a href="#">Section 11</a>
Motion	The mechanism by which the APRALO makes formal decisions	<a href="#">Section 16</a>
Proxy	The right to cast a vote or participate in a Consensus decision on behalf of another	<a href="#">Section 22</a>

Term / Acronym	Definition	Where Defined or Provided For
	eligible APRALO Member.	
Quorum	The quorum required for different APRALO Meetings which are as specified in Section 15.	<a href="#">Section 15</a>
RALO	<u>Regional At-Large Organization</u> : An ICANN regional organization, geographically defined, comprising accredited At-Large Structures and Individual Members. There are RALOs for five ICANN regions: Africa, Asia, Australasia & the Pacific Islands; Europe; Latin America & the Caribbean; and North America.	<a href="#">See ICANN Acronyms and Terms</a>
RALO Member	A member of any one of the RALOs.	<a href="#">See ICANN Acronyms and Terms</a>
RoP	<u>Rules of Procedure</u> : This document governs the operation of the APRALO.	Common Use acronym
Selection	The process by which APRALO leadership positions are to be filled in by election (ballot) or appointment. The Selection of all AP-LT positions is to be initiated through a Selection Call, except for (i) the NomCom- appointed regional representative to the ALAC and (ii) any appointments made pursuant to paragraph 5.5.7 in respect of an advisory capacity role.	<a href="#">Article D</a> and <a href="#">Para 5.5.7</a>
Selection Call	An email sent to specific APRALO mailing lists asking for nominations for a position to be filled.  Nominations (including self-nominations) and support (i.e. seconder) for nominations must only be made by 'Members in Good Standing' of the RALO at the time they are made and maintained in good standing through the Selection process. Nominees need NOT be a RALO Member or a Full Member at the time of the nomination, but	Paras <a href="#">29.2.6</a> , <a href="#">28.3</a> and <a href="#">28.4</a>

Term / Acronym	Definition	Where Defined or Provided For
	<p>they must be a 'Member in Good Standing' at the time of any term of appointment commences, maintain their good standing and progress into a Full Member to continue in any selected role. They should, however, be able to demonstrate a contribution and commitment to the values and goals of the APRALO community.</p> <p>All Selection Calls are to be made pursuant to Section D, paragraphs 28.3 and 28.4.</p>	
Selection Summary	A report sent to specific APRALO mailing lists giving the results of a Selection Call	
SO	<p><u>Supporting Organisation</u>, Country Code Names Supporting Organization (ccNSO) and Generic Names Supporting Organization two of the ICANN SOs that most Members will contribute time and effort into policy work; though some may also play a role within the Policy work of the Asia Pacific (Regional) Network Information Centre (APNIC) or other Regional Internet Registries.</p>	<p><a href="#">See ICANN Acronyms and Terms</a></p>
Sol	<p><u>Statement of Interest</u>: A document that includes basic professional information about an individual and which is required for anyone participating in APRALO, ALAC or ICANN SO-related leadership and activities. It is also recommended for all participants (generally through a Wiki-based tool). It is a requirement that Sols are regularly reviewed and updated when any changes occur. This is a Rule of Continuous Disclosure.</p>	<p><a href="#">Para 5.10</a></p>
Super-majority	<p>Most decisions of the APRALO are established by reaching a level of consensus; those that need polling require a simple majority of votes (&gt;50%) in favor of a motion for that motion to pass. In some cases, however, at least two-thirds of the votes must be in favor, and this is referred to as a</p>	<p><a href="#">Para 18.3.5</a></p>

Term / Acronym	Definition	Where Defined or Provided For
	'Super-majority'.	
Staff	Any ICANN staff designated to support APRALO and At-Large.	
TG	<u>Target Group</u> : An organization accepting an APRALO Liaison or other appointee.	<a href="#">Section 9</a>
UIM	<u>Unaffiliated Individual Member</u> is an individual who meets the criteria established for Individual Members AND is neither an ALS Representative nor an ALS Leader nor affiliated with any accredited ALS.	<a href="#">Para 27.5</a>
Vote	<p>Votes are cast by an ALS Representative of an accredited ALS and the IM Representative where:</p> <ul style="list-style-type: none"> <li>● In the case of appointments voting is required to appoint, such as where more candidates are successfully nominated than are required to fill positions, wherein proxies are not allowed.</li> <li>● As called for from time to time to endorse or agree on policy or organizational matters (such as to amend the RoP or endorse (or otherwise) an action, statement or policy etc., wherein proxies are allowed and pursuant to Section 22.</li> </ul>	Paras <a href="#">6.2.4</a> and <a href="#">27.6.3.4</a> , and <a href="#">Section 22</a>
WT	<u>Work Team</u> : A generic description for any APRALO group charged with a specific task. The WT may bear the description Working Group, Committee, Subcommittee, Drafting Team and other similar designations.	<a href="#">Para 24.3</a>

The ICANN Glossary (<http://www.icann.org/en/about/learning/glossary>) is a useful reference covering most of the acronyms and terms used throughout ICANN

### **Section 3. Asian, Australasian and Pacific Islands Regional At-Large Organization (APRALO)**

3.1 APRALO became the recognized/certified Regional At-Large Organization (RALO) for our Geographic Region upon executing our [Memorandum of Understanding \(MOU\)](#) with ICANN in 2007 (these original founding documents for APRALO can be found [here](#)).

This MOU addressed the respective roles and responsibilities of ICANN and the RALO regarding the process for selecting ALAC members and the requirements of openness, participatory opportunities, transparency, accountability, and diversity in the RALO's structure and procedures, as well as the criteria and standards for the RALO's constituent At-Large Structures.

3.2 As it is so certified by ICANN, APRALO shall abide by the ICANN Bylaws regarding individual users' participation and involvement.

3.3 APRALO is constituted by:

3.3.1 At-Large Structures (ALSes) accredited by the At-Large Advisory Committee (ALAC);

AND

3.3.2 The individuals who meet the requirements under Paragraph 27.5 within the AP Region, as defined by ICANN, and accepted as Individual Members by the AP-LT.

### **Section 4. APRALO Objectives**

APRALO's objectives are to:

4.1 Provide a forum and promote and encourage Asian, Australasian and Pacific Islands Internet users' participation and involvement in ICANN in an open, accountable and transparent manner.

4.2 Promote, understand and advocate for individual Internet users and provide a forum for outreach, coordination and exchange of information and knowledge for persons who live in the AP Region as defined herein.

4.3 Act as an interface between individual Internet users and ICANN and to promote skills development and information exchange related to the Internet among Members.

4.4 Support activities, within ICANN's remit, that facilitate the bridging of the digital divide within the AP Region and encourage Internet users in developing and emerging economies to participate in APRALO.

- 4.5 Select two individuals as representatives of the APRALO Members to the ICANN ALAC.

## **Section 5. APRALO's Roles and Leadership Structure Subsection on APRALO's Roles**

APRALO shall:

- 5.1 Consider and provide advice, as agreed upon, on ICANN's activities insofar as they relate to the interests of individual Internet users within the AP Region or globally. This includes policies created through ICANN's Supporting Organizations, as well as the many other issues for which community input and advice are appropriate.
- 5.2 Play an important role in ICANN's accountability mechanisms and regional outreach by:
  - 5.2.1 Assisting or coordinating some of ICANN's outreach to individual Internet users within the AP Region where practical and possible.
  - 5.2.2 Work, in conjunction with ICANN and the ALAC, to:
    - 5.2.2.1 Keep the Regional community of individual Internet users informed about significant news from ICANN.
    - 5.2.2.2 Distribute news about ICANN, and information about items in the ICANN policy development process.
    - 5.2.2.3 Promote outreach activities in the community of individual Internet users.
    - 5.2.2.4 Develop and maintain ongoing information and education programs, regarding ICANN and its work.
    - 5.2.2.5 Establish/engage with an outreach strategy about ICANN issues in the AP Region.
    - 5.2.2.6 Participate in the ICANN policy development processes and provide input and advice that accurately reflect the views and needs of individual Internet users.
    - 5.2.2.7 Make public and analyze ICANN's proposed policies and its decisions and their (potential) regional impact and (potential) effect on individuals in the region.
    - 5.2.2.8 Offer Internet-based mechanisms that enable discussions among APRALO Members and At-Large participants.

- 5.2.2.9 Work with the ALAC to best enable two-way communication between members of our At-Large Structures, Unaffiliated Individual Members, and those involved in ICANN decision-making, so that interested individuals can share their views on pending ICANN issues; and
  - 5.2.2.10 Give advice to the APRALO Chair or the appropriate AP-LT alternate regarding their vote in the selection by the At-Large Community to fill one seat on the ICANN Board.
- 5.3 The work of the APRALO is carried out through:
- 5.3.1 Meetings of the entire APRALO, both at ICANN meetings and via teleconferences throughout the year.
  - 5.3.2 A variety of Work Teams (WTs) comprising APRALO Members, RALO Leadership, and At-Large Community members and
  - 5.3.3 Electronic communications include but are not limited to, email, wikis, online conferencing tools, and telephonic discussions.

#### **Subsection on APRALO Leadership Structure**

- 5.4 The APRALO is led by an APRALO Chair selected by the APRALO.
- 5.5 The APRALO Leadership Team (AP-LT) is a leadership team comprising key appointed or selected APRALO Members/regional representatives, and selected others as follows:
- 5.5.1 The APRALO Chair, the Chairperson, shall be selected for a period of two years and shall act as Chairperson at all APRALO Meetings and represent the APRALO in its dealings with outside entities. The APRALO Chair can, from time to time, delegate some responsibilities or functions with the agreement of the AP-LT on behalf of the APRALO.
  - 5.5.2 Two (2) vice-chairpersons shall be selected. In 2009-2010, one was selected for a period of one year and another for a period of two years, with alternating 'even and odd' year start dates.
  - 5.5.3 A Secretariat for the APRALO **may** be appointed, and when appointed, will be considered a key AP-LT Member. The Secretariat, when appointed, shall be responsible for performing administration functions as requested and agreed by the AP-LT, and for providing regular reporting to the APRALO Membership on such functions.



- 5.5.4 Two (2) individuals will be selected as representatives of APRALO Members to serve on the ALAC.
  - 5.5.4.1 The APRALO Members will choose two (2) individuals to serve as representatives to the At Large Advisory Committee (ALAC), in the terms specified in the ICANN Bylaws.
  - 5.5.4.2 To the extent possible, the ALAC representatives shall be selected by consensus; if a consensus cannot be reached and where the number of successful nominations exceeds the roles to be appointed, then a vote (by ballot) shall be held.
  - 5.5.4.3 Only ALSes who were accredited prior to the election and the AP-IM Representative will be able to vote.
  - 5.5.4.4 Each accredited ALS will have one (1) vote, and all the Unaffiliated Individual Members (UIMs) will collectively have one (1) vote, which shall be exercised by the AP-IM Representative only for the UIMs (as a group).
  - 5.5.4.5 The selected representatives must be Members of different ALSes or Unaffiliated Individual Members. They must have their principal residence in different countries of the AP Region and have different citizenships.
  - 5.5.4.6 Selected representatives will have their responsibilities described in the ICANN Bylaws.
- 5.5.5 The Nominating Committee-appointed AP Regional ALAC representative is also considered a key AP-LT Member.
- 5.5.6 The AP-IM Representative may be considered a key AP-LT Member, at the sole discretion of the APRALO Chair.
- 5.5.7 Optionally, up to two (2) or three (3) APRALO Members or advisors with or without specific portfolios or responsibilities deemed to be of assistance to the AP-LT, may be appointed from time to time. It should be noted that the aforementioned AP-LT Members can be considered as acting in an 'executive capacity' within the AP-LT. These additional Members, if and when they are included in the AP-LT, (i) cannot act in any individual or joint capacity beyond the rights given to all APRALO Members; (ii) shall not count for the purpose of establishing Quorum in an APRALO Meeting; and (iii) their length of service is dependent on their task or purpose and is decided by the primary AP-LT.
- 5.6 The Selection of APRALO representatives to ALAC, APRALO Chair, Vice-Chairpersons of APRALO and the AP-IM Representative shall be concluded by June 30th of the relevant year of filling up the position. Nominations (including self-

nominations) and support for nominations (required where a nomination is not a self-nomination) must be made by Members in Good Standing of APRALO at the time they are made, and such Member in Good Standing status must be maintained through the selection process. Nominees need NOT be an existing APRALO Member or a Full Member at the time of their nomination, but they must be Members in Good Standing at the time of their appointment and must, at a minimum, maintain such status in order to assume any appointed role.

- 5.7 If a vacancy occurs, a replacement for the remainder of the term shall be selected by way of an extraordinary Selection.
- 5.8 The AP-LT has no ongoing explicit powers other than those resting with the Chair and delegated as he/she deems appropriate or assigned by the APRALO as fully described in [Section 8](#).
- 5.9 The (other) AP-LT Members shall:
  - 5.9.1 Work with the APRALO Chair to ensure that the APRALO can focus on the most appropriate issues with the minimum administrative overhead.
  - 5.9.2 Support the APRALO Chair in the overall management of the APRALO;  
and
  - 5.9.3 Help ensure that any decisions made on behalf of APRALO are made with due consideration of regional issues.
- 5.10 Leaders are required to submit a Statement of Interest (Sol), including basic professional information, in a format agreed to by the APRALO, and to keep that Sol up to date.

## **Article B: APRALO and APRALO-Associated Responsibilities**

### **Section 6. APRALO Member Requirements and Responsibilities**

- 6.1 All APRALO Members agree to abide by these RoP, any relevant Adjunct Documents, and other requirements as may be agreed to by APRALO from time to time.

#### **Subsection on ALSes**

- 6.1.1 The criteria for the accreditation of ALSes in the AP Region shall be as

described in **AP Adjunct07**- Criteria & Expectations for APRALO At-Large Structures.

- 6.1.2 All ALS Representatives of accredited ALSes are expected to understand, undertake and fulfil the expected tasks and activities described in **AP Adjunct07** - Criteria & Expectations for APRALO At-Large Structures.

#### **Subsection on IMs (which includes UIMs)**

- 6.1.3 The criteria for the acceptance of IMs in the AP Region shall be as described in **AP Adjunct08** - Criteria, Expectations, Acceptance Process and Membership Withdrawal for APRALO Individual Members.

- 6.1.4 All accredited IMs are expected to understand, undertake and fulfil the expected tasks and activities as described in **AP Adjunct08** - Criteria, Expectations, Acceptance Process and Membership Withdrawal for APRALO Individual Members.

- 6.2 Notwithstanding, all APRALO Members are expected to:

- 6.2.1 Serve in roles on behalf of the APRALO and the At-Large Community by acting for the good of the entire Community.

- 6.2.2 Attend all relevant or required APRALO meetings, and to the extent that such participation from time to time may not be possible, provide advance notice of the planned absence where practical.

- 6.2.3 Prepare for and actively participate in all APRALO discussions, including face-to-face meetings, teleconferences, Approved Distribution Lists, wikis and other means of interaction as agreed to by the APRALO.

- 6.2.4 Take part in all APRALO consensus decisions and votes except for those requiring attendance at a meeting where the APRALO Member is not present.

- 6.2.5 Play where possible and practical, a leadership role in representing the interests of Internet users within the Region, for the ALAC and in ICANN generally.

- 6.2.6 Actively participate in APRALO and ALAC WTs, and preferably in WTs sponsored by other ICANN bodies as well. Unless otherwise specified, such participation is as an individual and not formally representing the APRALO.

- 6.3 Should a situation arise where a person can no longer reasonably (currently and ongoing) carry out the obligations of an assigned Role or Appointment, they are obliged to notify the AP-LT and discuss options which may include either resignation and/or arrangement of a replacement as representative for their

function, and to otherwise ensure that the APRALO and At-Large are well-served.

- 6.4 Any member of the ICANN community may voice problems, concerns, or complaints about ICANN to the Ombudsman. (Refer to [Paragraph 11.9](#))

## **Section 7. APRALO Chair Requirements and Responsibilities**

- 7.1 A serving APRALO Chair must be an APRALO 'Member in Good Standing'. Candidates vying for the office of APRALO Chair should meet a majority, if not all, of the general and specific criteria listed for the APRALO Chair in **AP Adjunct06 - Criteria for Candidates for APRALO Leadership Team Members, Liaisons and Appointees**. They should also have demonstrated contribution and commitment to the values and goals of the APRALO community.
- 7.2 A person nominated to be APRALO Chair does not need to be an APRALO Member at the time of nomination but must become an APRALO Member when they commence the term of service for which they were selected.
- 7.3 Should the person selected as APRALO Chair not be an APRALO Member in accordance with paragraph 7.2 above, a new selection must be conducted.
- 7.4 The APRALO Chair is selected for a two-year term. The appointment may be renewed for one additional term at the end of that term. At least a period of one (1) year must pass between any second term as APRALO Chair and any subsequent reappointment. The first priority for the APRALO is to select the best person to be the APRALO Chair, regardless of their ability to serve for a second term.
- 7.5 All actions attributed to the APRALO Chair in this RoP may be delegated by the APRALO Chair to any other APRALO Member unless such delegation is explicitly not allowed.
- 7.6 When the APRALO Chair delegates the running of a meeting to another APRALO Member, all rights and responsibilities with respect to managing the meeting are vested in the acting meeting chair with the exception of those rights and responsibilities explicitly given to the "APRALO Chair".
- 7.7 It is expected that an APRALO Chair will delegate specific responsibilities (sometimes referred to as "portfolios") to other AP-LT Members, Appointees or other APRALO Members based on skills, interests and workload.
- 7.8 All such delegations are subject to the agreement of the delegate and should be a matter of public record.
- 7.9 The duties of the APRALO Chair include:

- 7.9.1 Presiding over APRALO meetings.
- 7.9.2 Determining the procedures to be followed where standard operating procedures do not cover a specific situation.
- 7.9.3 Upholding these RoP, ICANN Bylaws and other norms applicable to the APRALO.
- 7.9.4 Determining meeting agendas in advance in conjunction with the AP-LT Members and Staff.
- 7.9.5 Being the prime liaison with Staff.
- 7.9.6 Representing the APRALO and APRALO Members in meetings and in written communication. This responsibility notwithstanding, the APRALO Chair is obliged to consult with the APRALO Members, the AP-LT and the APRALO and/or other segments of At-Large as appropriate.
- 7.9.7 Ensuring that timelines and deadlines for the work of the APRALO are set and met.
- 7.9.8 Ensuring that all AP-LT Members and Appointees who are assigned specific roles or tasks by the APRALO Chair, submit their respective periodic reports or when requested by the APRALO Chair, and, with Staff assistance, that these reports be recorded and made available to APRALO Members; and
- 7.9.9 Facilitating and encouraging participation of all APRALO Members in At-Large Community activities and taking appropriate action when the participation and contributions of APRALO Members, AP-LT Members and Appointees, as specified in these RoP are unsatisfactory or do not meet expectations.
- 7.10 As a member of the AP-LT, the APRALO Chair is subject to the same obligations as all AP-LT Members.
- 7.11 The APRALO Chair may make substantive decisions on behalf of the APRALO if the matter is of such urgency that the APRALO cannot practically be consulted. To the extent possible, this must be done in consultation with the AP-LT. Any such decision must be reported to the APRALO without undue delay and must be ratified by the APRALO as soon as practical.
- 7.12 The APRALO Chair is empowered, at his/her sole discretion, to:
  - 7.12.1 Recommend to ICANN via the ALAC, the suspension or restriction of a person's right to post to any At-Large electronic communications platform provided by ICANN, including but not limited to email and wikis, if the APRALO Chair determines that the person has violated the ALAC

Code of Conduct ([Section 25](#)). If such action is necessary, and unless subject to legal constraints, the APRALO Chair will consult with the AP-LT prior to taking action if feasible, and/or after the fact, advise the AP-LT of the violation and seek AP-LT validation for the action(s) taken. The APRALO Chair is required to take into account whether the overall nature of the actions of the individual is an aberration or represents a pattern of abuse when determining the duration of the suspension or other action.

- 7.12.2 Recommend to ICANN that electronic postings to ICANN-managed communications platforms be deleted if their presence harms or prejudices any person or organization or if they are unrelated to ICANN activities.
- 7.12.3 Take direct actions equivalent to those specified in paragraphs 7.12.1 and 7.12.2 for electronic communications platforms not operated under the aegis of ICANN and
- 7.12.4 Exclude for a specified period of time any individual from any APRALO-related and At-Large-related activities if that person's actions violate the Code of Conduct ([Section 25](#)) or are deemed to be disruptive.
- 7.12.5 Should the APRALO Chair be incapable of carrying out the duties and obligations of the office, including that of delegating responsibilities to another APRALO Member, another APRALO Member will be deemed to be the Chair until such time as the original APRALO Chair can resume his/her duties or the APRALO can select a replacement as follows:
  - I. The replacement chair will be, in order of precedence:
  - II. One of the Vice-Chairs by mutual agreement of the Vice-Chairs in consultation with other AP-LT or APRALO Members, or barring such agreement, by random selection of those willing to serve as Chair with the random selection carried out by Staff.
  - III. Any other AP-LT Member by mutual agreement of the AP-LT Members, or barring such agreement, by random selection of those willing to serve with the random selection carried out by Staff.
  - IV. Any other APRALO Member by mutual agreement of the APRALO Members. Barring such agreement, Staff shall identify one APRALO Member by random selection from among all remaining APRALO Members who are both willing to serve and have the explicit support of at least seven (7) other APRALO Members and preferably, meets the relevant criteria set out in **AP Adjunct06** - Criteria for Candidates for APRALO Leadership Team Members, Liaisons and Appointees,

## **Section 8. APRALO Leadership Team (AP-LT) Requirements and Responsibilities**

- 8.1 In line with the requirement applying to the APRALO Chair in paragraph 7.1 above, all other serving AP-LT Members must be APRALO Members in Good Standing, and candidates vying for those AP-LT roles should meet a majority if not all, of the general criteria and corresponding specific criteria for their respective roles as listed in **AP Adjunct06** - Criteria for Candidates for APRALO Leadership Team Members, Liaisons and Appointees.
- 8.2 In line with [paragraph 7.2](#) above, a person nominated for an AP-LT position does not need to be an APRALO Member at the time of their nomination but must become an APRALO Member when they commence the term of service for which they were selected.
- 8.3 In line with the requirement applying to the APRALO Chair in paragraph 7.3 above, should a person selected as an AP-LT Member not be an APRALO Member in accordance with paragraph 8.2 above, a new selection must be conducted for the affected AP-LT role.
- 8.4 Any ICANN Nominating Committee Appointees to the ALAC for the AP Region are considered full 'APRALO Members' for the duration of their service.
- 8.5 AP-LT Members are expected to support and collaborate with the APRALO Chair in the overall administration and management of the APRALO.
- 8.6 The AP-LT shall have no other explicit responsibilities and is not empowered to make substantive decisions on the part of APRALO unless urgency or confidentiality precludes consulting the APRALO Membership. In such a case, the decision needs to be ratified by the APRALO Membership as soon as practical.
- 8.7 Paragraph 8.6 notwithstanding, APRALO may, from time to time, assign various specific responsibilities or tasks to the AP-LT.
- 8.8 AP-LT Members are expected to participate in all AP-LT meetings, both face-to-face and teleconferences and to the extent that such participation from time to time may not be possible, provide advance notice of the planned absence where practical.
- 8.9 An APRALO Member occupying the role of Vice-Chair agrees to take on a heavier workload than any non-key/untitled AP-LT Members.

## Section 9. APRALO Appointee Requirements and Responsibilities

- 9.1 The APRALO may, from time to time, appoint individuals to represent the interests of the APRALO and the At-Large Community, to act on behalf of the APRALO or to meet other specific obligations to various bodies within or outside of ICANN. Such individuals will be referred to in these RoP as Appointees, and the body to which they represent the APRALO is referred to as the Target Group (TG).
- 9.2 Based on the arrangement with the TG, some Appointees may bear the title of liaison.
- 9.3 Candidates for the role of Appointees should meet a majority, if not all, of the general and specific criteria corresponding to the role of Appointee as listed in **AP Adjunct06** - Criteria for Candidates for APRALO Leadership Team Members, Liaisons and Appointees.
- 9.4 Appointees are responsible for communicating APRALO positions to the TG and for reporting on TG activities, meetings, and actions that may be of interest to the APRALO to the extent that the TG's confidentiality rules allow.
- 9.5 Appointees shall generally have the same responsibilities as AP-LT Members, with the following exceptions.
  - 9.5.1 Appointees do not participate in APRALO consensus decisions or votes unless they are APRALO Members.
  - 9.5.2 Appointees may be relieved of the responsibility to attend some or all APRALO meetings by APRALO's decision.
  - 9.5.3 Appointees are expected to be active participants in the TG's activities and are, unless otherwise relieved by the decision of the APRALO, expected to participate in the APRALO and encouraged to participate in other WGs other than those related to the TG.
- 9.6 All APRALO Appointees have an obligation to ensure that it is clear whether they are speaking on behalf of themselves, the APRALO or any other organization that they are affiliated with. Moreover, Appointees must fairly represent positions of the APRALO where they exist.
- 9.7 When representing the APRALO, Appointees have an obligation to solicit APRALO and At-Large views on the matter where practical and possible. Appointees should be selected knowing that, in many instances, such consultation may not be possible or practical. Thus, the APRALO needs to select people who understand the philosophies or guiding values and principles of the APRALO and At-Large.
- 9.8 Appointees shall accept, while acting in their capacity on behalf of the APRALO, to put the collective views of the APRALO ahead of their own, to the extent that such views are known and made clear.



9.8.1 When personal views are in conflict with APRALO views, the Appointee must make clear which position is which.

9.8.2 To the extent that such APRALO views are unknown, personal views should not be misrepresented as APRALO views. Liaisons may serve in this capacity on only one TG at a time.

## **Section 10. Terms**

10.1 The term of service for all new Selections shall begin at the conclusion of one AGM and continue until the conclusion of the AGM in the year that their term of service ends unless the APRALO specifically identifies a different timeframe.

10.2 If any person leaves a selected position before the normal end of their term, the person appointed as a replacement will serve only for the remainder of the incumbent's term. This interim appointment should not negatively impact the individual's eligibility to be appointed to this position on a regular basis at a later stage.

## **Section 11. Performance, Metrics and Remediation**

11.1 The ability of the APRALO to represent the interests of Internet users depends on strong participation from all APRALO Members and Appointees. Furthermore, the APRALO can function effectively only if all APRALO Members and Appointees meet the obligations of their positions. Satisfactory performance is a complex concept that includes objective and subjective issues and must factor in the significant personal contributions made by At-Large volunteers. Moreover, the APRALO and At-Large receive significant funding from ICANN for travel and other activities, and the APRALO must be able to justify such expenses.

11.2 All APRALO Members must make regular and significant contributions to the APRALO, At-Large and ICANN.

11.3 Various metrics related to quantifiable performance aspects will be maintained to ensure that all APRALO Members and Appointees are aware of their performance and to support the APRALO Chair in the responsibility of monitoring such performance. Such metrics will include, but are not limited to:

11.3.1 Meeting attendance, which includes sending prior notice if attendance is impossible. Attendance will be based on individual APRALO sessions for meetings held during an ICANN meeting and the monthly APRALO meetings held online;

- 11.32 Participation in the decisions and votes of the APRALO; and
  - 11.33 Participation and roles played in APRALO working groups and those of other bodies within ICANN.
- 11.4 Subject to privacy and confidentiality requirements, the metrics for all APRALO Members and Appointees will be publicly available.
- 11.5 The APRALO is empowered to set thresholds that the AP-LT or APRALO Members could use to monitor performance.
- 11.6 The APRALO has the right to withdraw the appointment of APRALO Appointees.
- 11.7 The APRALO Chair is empowered to initiate or take action as agreed to by the APRALO with regard to performance and remediation. Any such actions must be done with due sensitivity and consideration to cultural differences throughout the globally diverse At-Large Community to the extent possible. Such actions may include but not be limited to:
- 11.7.1 Discussion of issue with the APRALO Member or Appointee.
  - 11.7.2 Use of an impartial third party for mediation.
  - 11.7.3 Discussion with the ALAC leadership if the APRALO Member is an appointee to the ALAC and/or
  - 11.7.4 Recommend the withdrawal of ICANN travel funding.
  - 11.7.5 Actions specified in Paragraphs 11.7.1 to 11.7.4 above do not need to be done in sequence, and none of those listed above are mandatory unless specified as so by the APRALO.
- 11.8 Although resignations are far preferable to the APRALO taking formal action, should the situation warrant it, the APRALO may vote to remove an APRALO Member following the procedures described in Paragraph 11.7.
- 11.9 The ICANN Ombuds provides an independent internal evaluation of complaints by members of the ICANN community who believe that the ICANN staff, Board or an ICANN constituent body has treated them unfairly.
- 11.10 The APRALO is empowered to publish an Adjunct Document (**AP Adjunct02 – Metrics and Remedial Actions for APRALO Members and Appointees.**) to describe in fuller detail the metrics referenced in Paragraph 11.3 and actions referenced in Paragraph 11.7.

## Article C: Meetings, Decision-Making and Work Methods

### Section 12. Rules of the APRALO

- 12.1 APRALO meetings and activities are run based on the following rule sets in decreasing priority:
- 12.1.1 ICANN Bylaws
  - 12.1.2 These APRALO Rules of Procedure.
  - 12.1.3 Decisions of the APRALO, including Rules of Procedure Adjunct Documents (Paragraph 12.2).
  - 12.1.4 Rulings of the APRALO Chair.
  - 12.1.5 The most recently available edition of [Robert's Rules of Order](#).
  - 12.1.6 Within a single rule set, there is no implicit precedence of rules based on the order within the rule set. The APRALO Chair shall decide on which specific rules take precedence if there are conflicts within any rule set.
  - 12.1.7 If a situation occurs that is not explicitly addressed by the total set of rules, the APRALO Chair shall decide on how to address the situation.
- 12.2 [Adjunct Documents](#) referenced by these Rules of Procedure, and which, if not existent, may be created and annexed by APRALO.
- 12.2.1 **AP Adjunct01** – Relating to APRALO Members, Liaisons and Appointees.
  - 12.2.2 **AP Adjunct02** – *Metrics and Remedial Actions for APRALO Members and Appointees*
  - 12.2.3 **AP Adjunct03** – Any APRALO Specific procedures regarding At-Large Board Member Selection Implementation.
  - 12.2.4 **AP Adjunct04** – the ALAC *At-Large Structure Framework*.
  - 12.2.5 ~~AP Adjunct05 – [TBC] regarding voting hierarchy within an ALS for voting purposes.~~ **Superseded NOT IN USE**
  - 12.2.6 **AP Adjunct06** – Criteria for Candidates for APRALO Leadership Team Members, Liaisons and Appointees.

- 12.2.7 **AP Adjunct07** – Criteria & Expectations for APRALO At-Large Structures
- 12.2.8 **AP Adjunct08** – Criteria, Expectations, Acceptance Process and Membership Withdrawal for APRALO Individual Members.
- 12.2.9 **AP Adjunct09** – APRALO Standard Proxy Form.
- 12.2.10 **AP Adjunct10** – APRALO Email Guide.
- 12.2.11 Any others agreed to by the APRALO Membership from time to time but always annexed to this RoP.

### **Section 13. APRALO Meetings**

- 13.1 APRALO meetings may be conducted face-to-face at an ICANN meeting or where they may occur at another event, but predominantly via teleconferences and frequently online with the use of other collaborative or communications tools. Face-to-face meetings should strive to have a teleconference or online communication capabilities for those who cannot attend in person.
- 13.2 Classification of APRALO Meetings
  - 13.2.1 Regular Meetings of the AP-LT and APRALO Members, which
    - 13.2.1.1 Are scheduled at times as agreed upon by the APRALO Membership. Usually Monthly.
    - 13.2.1.2 Requires advance notice of at least one week.
    - 13.2.1.3 Such notice may be waived by explicit concurrence of the APRALO Membership.
    - 13.2.1.4 Requires a Quorum to begin, however, the requirement for a Quorum may be waived by the APRALO Chair. Such a decision does not alter the requirement for a meeting to be quorate at the time any formal decision is taken.
    - 13.2.1.5 Face-to-face meetings (typically held in conjunction with ICANN meetings) can be temporarily halted and reconvened at a later time by agreement of the APRALO Membership. Quorum is once again required to reconvene as per Paragraph 13.2.1.4.
  - 13.2.2 APRALO Annual General Meeting (AP-AGM)
    - 13.2.2.1 This is a Regular Meeting save that it is held annually, either

immediately after the ICANN AGM; or occasionally, in conjunction with an AP-located ICANN or other suitable and related General Meeting (GM). Its purpose is the opportunity to renew or refresh various appointments and roles; to formally acknowledge and accept annual reports for APRALO, such as those of the AP-LT, Liaisons and Appointees, as well as review APRALO's periodic operating plans and/or similar business that have been circulated in advance with the notice of meeting. Only Business listed on the AP-AGM Agenda can be conducted during or at the AP-AGM.

13.2.2.2 Requires advance notice of at least one week.

13.2.2.3 Requires a Quorum to begin, however, the requirement for a Quorum may be waived by the APRALO Chair. Such a decision does not alter the requirement for a meeting to be quorate at the time any formal decision is taken.

### 13.2.3 Urgent Meetings

13.2.3.1 May be called by the APRALO Chair at any time, possibly on short notice.

13.2.3.2 Requires Quorum to begin.

13.2.3.3 All formal decisions taken at an Urgent Meeting (if any) must be ratified by the APRALO Membership as soon as feasible.

### 13.2.4 Special Meetings

13.2.4.1 May be called at the request of any 4 APRALO Members who must not represent or be affiliated to the same ALS, for the sole purpose of discussing pre-identified business.

13.2.4.2 Requires a minimum notice of one week.

13.2.4.3 Requires Quorum to begin.

13.2.4.4 Has the same status as a Regular Meeting once convened.

### 13.2.5 APRALO General Assembly

13.2.5.1 May conduct the business of an AP-AGM, Special Meeting or Regular Meeting of the APRALO Membership and as a convocation, ideally allows for representation of all active ALSes and IMs in APRALO.

13.2.5.2 Requires a minimum notice of one week.

13.2.5.3 The business to be conducted at an APRALO GA will determine any requirement for it to be quorate.

## Section 14. Agenda

- 14.1 All meetings should have an agenda, preferably published ahead of time, identifying the topics to be covered in the meeting as well as the projected time to be allowed for each item.
- 14.2 A meeting may have a “Consent Agenda” that will include Motions that are deemed to not require further discussion and may be adopted by Consensus or vote as a single item.
- 14.3 Items within the consent agenda will be deemed to have been moved by the Chair and seconded by a Vice-Chair as identified in the Consent Agenda.
- 14.4 Any APRALO Member may request that a specific item from the Consent Agenda be removed and dealt with independently.

## Section 15. Quorum

- 15.1 For a [Regular Meeting](#) or an [AP-AGM](#) to be quorate, (i) at least 4 AP-LT Members; AND (ii) more than 1/3rd or 8 (whichever is the **greater**) of all the other accredited and accepted (i.e. excluding all withdrawn or suspended) APRALO Members must be present, face-to-face, telephonically, or by other means explicitly approved by the APRALO Membership.
- 15.2 For an [Urgent Meeting](#) to be quorate, at least 4 AP-LT Members must be present, face-to-face, telephonically, or by other means explicitly approved by the APRALO Membership.
- 15.3 For a [Special Meeting](#) to be quorate, (i) at least 4 AP-LT Members; AND (ii) more than 1/3rd or 8 (whichever is the **fewer**) of all accredited and accepted (i.e. excluding all withdrawn or suspended) APRALO Members must be present face-to-face, telephonically, or by other means explicitly approved by the APRALO Membership.
- 15.4 Any requirement for an [APRALO GA](#) to be quorate will be determined by the business to be conducted at that APRALO GA.
- 15.5 For avoidance of doubt:

- 15.5.1 Quorum, where required for any APRALO Meeting, shall be established through attendance at the meeting in person or by valid proxy per [Section 22](#).
- 15.5.2 Other than AP-LT Members, the composition of APRALO Members present for the purpose of establishing Quorum must comprise at least one (1) ALS and one (1) IM; and
- 15.4.3 The presence of the AP-IM Representative may be counted for the purpose of establishing Quorum either as an AP-LT Member if so designated by the APRALO Chair pursuant to [paragraph 5.5.6](#) or as an APRALO Member but not both.

## **Section 16. Motions**

- 16.1 Any formal action of the APRALO will be in the form of a Motion. Such formal action may be initiated at an APRALO meeting or electronically.
- 16.2 Motions may be made by any APRALO Member.
- 16.3 All Motions, apart from Procedural Motions, must be seconded by another APRALO Member.
- 16.4 Motions to be decided at a meeting of the APRALO should be made and circulated well in advance of the meeting to the extent possible and practical and should be included in the meeting agenda.
- 16.5 The APRALO Chair shall allow sufficient time for discussion, which may take place at a meeting or electronically, prior to the APRALO taking a decision.

## **Section 17. Open Meetings, Speaking Rights and Speaking Order**

- 17.1 All APRALO meetings are open unless otherwise decided by the APRALO to address a specific sensitive issue. Sound recordings will be available in a timely manner where technically possible. Transcripts will be available in a timely manner where technically possible and cost-effective. Live access will be provided where practical.
- 17.2 Speaking priority is given to APRALO Members, Liaisons and Appointees, but time permitting, others may be granted speaking rights at the discretion of the APRALO Chair.
- 17.3 Participants who wish to speak should indicate their intention using whatever method is appropriate given the meeting details.

- 17.4 The APRALO Chair shall have sole control over the speaking order and may time-limit interventions.

## **Section 18. Decisions of APRALO**

- 18.1 All face-to-face and teleconference decisions of the APRALO should preferably be made by Consensus, subject to several exceptions noted in this RoP. A consensus decision is one supported by an overwhelming percentage of the APRALO, but it need not be unanimous.

### **18.2 Consensus**

- 18.2.1 The APRALO Chair shall rule as to whether or not a Consensus has been reached.

- 18.2.2 As a “rule of thumb”, Consensus is no less than 80% of the sitting APRALO Members.

- 18.2.3 Any APRALO Member who does not support a Consensus position may request that their disagreement be noted in the records of the meeting.

- 18.2.4 Any APRALO Member may request that a Consensus decision be verified by a formal vote, and the outcome of such vote will replace the Consensus decision.

- 18.2.5 Any APRALO Member may request that a formal vote be taken instead of the APRALO Chair judging whether a Consensus has been reached. If such a vote is requested, the APRALO Chair may decide whether to hold the vote immediately or after additional discussion.

### **18.3 Voting**

- 18.3.1 Where consensus is not achieved and a vote is required or called for, and where the outcome is not needed immediately for a time-sensitive reason, the APRALO Chair may decide to prolong the vote by keeping it open for no more than three days to allow for votes of those not at the meeting to be registered.

- 18.3.2 Votes held outside of formal meetings may be carried out using any method approved by the APRALO, which may include:

- 18.3.3 Specialized web-based voting systems.

- 18.3.3.1 email, via the relevant Approved Distribution List; and

- 18.3.3.2 Telephone with ICANN Staff, the APRALO Chair, or as otherwise specified by the APRALO Chair.



18.3.4 Votes must be used in lieu of Consensus for:

18.3.4.1 Election of the APRALO Chair.

18.3.4.2 Approval or removal of an ALS.

18.3.4.3 Any vote that must be held by secret ballot; and

18.3.4.4 Evaluation of Vote Outcomes.

18.3.5 Outcomes of Voting.

Subject to the terms of the Paragraph regarding Quorum for all normal APRALO decisions, a vote is deemed to be successful if at least 1/3 or 8 (whichever is the greater) of APRALO Members do not cast a non-abstaining vote, and if the number of votes in favor is higher than the number of votes against. For a vote that explicitly requires a Super-majority, the number of votes cast in favor must be at least twice the number of votes cast against.

18.3.6 Any formal action of the APRALO will be in the form of a Motion. Such formal action may be initiated at an APRALO Meeting or electronically. (Refer to [Section 16 - Motions](#))

## **Section 19. Points of Order**

- 19.1 A Point of Order is an interruption of a meeting that must be addressed before the meeting may proceed. There are three general types of Points of Order with respect to APRALO Meetings.
- 19.2 A situation where an APRALO Member believes that the ICANN Bylaws or these RoP are not being followed.
- 19.3 A situation where continuation of the meeting is impractical due to a technical or other problem. Examples of such problems include the lack of technical infrastructure and the failure of audiovisual aids.
- 19.4 A situation where an APRALO Member requires clarification related to the issue being discussed, such as the definition of a term or which of a multipart issue is being discussed.
- 19.5 The APRALO Chair shall rule if anything needs to be done to correct the situation.

## **Section 20. Procedural Motions**

- 20.1 A procedural motion is a motion to do the following (in order of precedence):
  - 20.1.1 Adjourn the meeting.
  - 20.1.2 Suspend the meeting; and
  - 20.1.3 Close debate on an issue and initiate the decision process (Consensus or vote).
- 20.2 A procedural motion may be made by any APRALO Member and does not need to be seconded.
- 20.3 The APRALO Chair may disallow a motion to close debate if he/she feels that the question has not been fully explored.
- 20.4 Once a procedural motion is made, it must immediately be decided by either Consensus or vote.
- 20.5 Multiple procedural motions will normally be addressed in the order specified in Paragraph 20.1, but the APRALO Chair may alter that order of precedence.

## **Section 21. Records of APRALO Meetings**

- 21.1 Records of APRALO meetings, whether in the form of formal “minutes” or less formal notes or meeting summaries, will at a minimum include:
  - 21.1.1 Type of meeting, date, location (if face-to-face) and start and stop times.
  - 21.1.2 Attendance including how a person joined (for instance in person or via teleconference).
  - 21.1.3 Agenda, as amended during the meeting if applicable.
  - 21.1.4 Decisions taken including method (vote or Consensus), a record of how APRALO Members voted if a vote has been taken, and records of any abstentions or other remarks requested by APRALO Members; and
  - 21.1.5 Links to any media associated with the meeting (such as recordings, presentations).

And any of the above may be omitted by decision of the APRALO if inclusion would violate confidentiality in any particular case.

- 21.2 Records of a meeting must be made available to APRALO Members by the earlier of:

- 21.2.1 Thirty (30) days from the date of the meeting; or the last date if the meeting spanned more than one (1) day; or
- 21.2.2 The posting of the final agenda for the following meeting.
- 21.3 Records of meetings are deemed to be accepted fourteen (14) days after they are first distributed, or fourteen (14) after the last correction is requested by an APRALO Member.

## **Section 22. Proxies**

- 22.1 If an APRALO Member is unable to participate in a decision of the APRALO, another APRALO Member [or a Member in Good Standing] (Proxy Holder) may hold a proxy to cast that vote on behalf of the first APRALO Member (Proxy Giver).
- 22.2 Further instructions for proxy voting, if required, can be found in the ALAC RoP.
- 22.3 A proxy for any APRALO Meeting shall only be valid if it is submitted, using the standard proxy form, to the APRALO Chair, with a copy to At-Large Staff, at least 24 hours before the APRALO Meeting for which that proxy is given. Such a standard proxy form will be found in an Adjunct Document to this RoP (**AP Adjunct09** - APRALO Standard Proxy Form), which will be subject to consensus-based updating from time to time, and once updated, all agreed changes will be binding.
- 22.4 For the avoidance of doubt:
  - 22.4.1 A proxy cannot be given for the taking of any decision of the APRALO, including Selections, undertaken by way of an electronic ballot; and
  - 22.4.2 A proxy holder is not permitted to be a proxy holder for more than one (1) proxy giver at the same APRALO Meeting.

## **Section 23. Amendment of the Rules of Procedure**

- 23.1 Approval of any modification of these RoP requires a 60% (3/5ths) Supermajority vote of the APRALO.

## Section 24. APRALO Work Methods

- 24.1 The APRALO will use a variety of work methods to accomplish its goals. These will include.
  - 24.1.1 Face-to-face meetings
  - 24.1.2 Teleconferences.
  - 24.1.3 Email.
  - 24.1.4 Wikis.
  - 24.1.5 Other methods that are deemed by the APRALO to be appropriate and generally accessible to its APRALO Members, Appointees, and members of the At-Large Community.
- 24.2 Email
  - 24.2.1 Email is a prime communication technology used by the APRALO.
  - 24.2.2 The APRALO and At-Large will have a variety of email mailing lists to allow easy communications amongst APRALO Members, Appointees, WT members, RALOs, and members of At-Large.
  - 24.2.3 The APRALO will, from time to time publish the APRALO Email Guide to ensure that these lists are used properly and have the correct membership. The Guide also specifies what email lists or other mechanisms, known as Approved Distribution Lists, are used in relation to communications required in this RoP, noting the following paragraphs.
  - 24.2.4 Most At-Large mailing lists are archived and viewable by the public. The **AP Adjunct10** - APRALO Email Guide will identify which lists are public and which are not.
  - 24.2.5 Communication by electronic mail will be considered equivalent to any communication otherwise required to be in writing. The APRALO shall take such steps as it deems appropriate under the circumstances to assure itself that communications by electronic mail are authentic.
- 24.3 Work Teams
  - 24.3.1 Much of the work of the APRALO will be carried out through Work Teams (WT). Examples of WTs include but are not limited to:
  - 24.3.2 APRALO Subcommittees, standing or ad hoc.

24.3.2.1 Drafting Teams.

24.3.2.2 Working Groups.

24.3.3 When the APRALO establishes a WT, it must set out the following:

24.3.3.1 Terms of reference or charter.

24.3.3.2 Expected outcomes if applicable.

24.3.2.3 Method of selection of membership, including whether the membership is confined to APRALO Members, is to include balanced RALO representation across the region, or is generally open.

24.3.2.4 Identification of the WT chair or how the chair is to be selected; and

24.3.2.5 Whether the WT is ongoing or established only until completion of its terms of reference.

## Section 25. Code of Conduct

(Adopted from the ALAC RoP and modified for Regional use)

- 25.1 All APRALO Members, Appointees and At-Large participants shall adhere to the [ICANN Expected Standards of Behavior](#) in all of their ICANN-related activities.
- 25.2 APRALO Members, Appointees and At-Large participants must always behave in a professional manner and treat all ICANN participants and ICANN staff with respect, whether in person, on teleconferences, via e-mail, or through other electronic work methods. Examples of inappropriate behavior include but are not limited to postings or other actions that:
- Are used to abuse, harass, stalk, or threaten others; or
  - Are libelous, knowingly false, *ad hominem*, or misrepresent another person.
- 25.3 ICANN-facilitated APRALO and At-Large meetings and electronic communications are largely to support defined and specific APRALO activities.
- 25.4 Most APRALO and At-Large meetings and electronic communications are open, archived and viewable by the public. Care must be taken so as not to violate any obligations of confidentiality or violate the privacy of others.

## Section 26. Language Services

- 26.1 All APRALO meetings are conducted in English (unless specified that a selected or 'local language' is to be used); and most documents associated with the ALAC, APRALO and ICANN are produced in English, but local language materials should be produced where practical and possible. As such, all AP-LT Members must have a suitable spoken and written English proficiency level to facilitate engagement with ALAC and ICANN.
- 26.2 Simultaneous interpretation and translation from and into other languages may be provided to the extent possible and practical where there is sufficient demand and subject to ICANN policy and funding by ICANN/ALAC on a case-by-case basis.
- 26.3 Language services to assist APRALO Members are only occasionally available. WT meetings are generally conducted only in English. Future development of local Regional Language Services guidelines and objectives may happen at some time in the future.

## Section 27. At-Large Structures and Individual Members

- 27.1 There shall be no limit as to the number of APRALO Members.
- 27.2 All APRALO Members shall be entitled to attend and participate in all APRALO Meetings and be entitled to access information on such meetings via a publicly accessed World Wide Web site maintained by APRALO.
- 27.3 All APRALO Members shall be entitled to participate in APRALO mailing lists, subject to conditions set out in **AP Adjunct10** - APRALO Email Guide.

### Subsection 27.4: At-Large Structures (ALSes)

- 27.4.1 The ALAC shall, subject to review and recommendations made by the RALOs and the ICANN Board, set procedures to confer or withdraw the accreditation of any ALS.
- 27.4.2 Detailed procedures for this are set forth in the Adjunct document "At-Large Structure Framework" in the ALAC RoP and are available online.
- 27.4.3 All ALSes accredited and whose headquarters or primary domicile is in the geographic region defined by ICANN as the AP Region shall be deemed and listed as APRALO ALS Members.
- 27.4.4 To help ensure participation by any interested individual in the AP Region, the APRALO encourages the formation and accreditation of

additional ALSes and their participation in the APRALO.

27.4.5 APRALO recognizes and adopts ICANN's established criteria and standards for the accreditation of ALSes. These are as set out in **AP Adjunct07** - Criteria for APRALO At-Large Structure (as adapted from the [2020 ALS Mobilization Working Party Report](#)). APRALO will encourage organizations to apply for accreditation and assist with the same, including by:

27.4.5.1 Reviewing applications from organizations in AP Region for ALS status, upon submission to ICANN, and recommending whether or not the organization should be accredited as an ALS:

27.4.5.2 Providing such applicants with APRALO information and, if recommended by the APRALO for accreditation, provisional membership in the APRALO whilst the application for accreditation is under consideration by the ALAC.

27.4.5.3 When ALS status is confirmed by the ALAC for AP applicants, these applicants shall be granted full membership in the APRALO.

### **Subsection 27.5: Individual Members**

27.5.1 An APRALO Individual Member may be:

27.5.1.1 An individual member who has been accepted as an individual member affiliated with APRALO (i.e. based on their residence or citizenship) regardless of any membership in an accredited ALS and who has met the criteria established for Individual Membership set out in Paragraph 27.5.2; or

27.5.1.2 An individual member who is not a member of any accredited ALS but who has been accepted as having met the criteria established for Individual Membership set out in Paragraph (each also known as an Unaffiliated Individual Member), or

27.5.1.3 Any Nominating Committee appointed representative to the ALAC for the AP Region.

27.5.2 The criteria for Individual Membership and related processes are as set out in **AP Adjunct08** - Criteria, Acceptance Process & Membership Withdrawal for APRALO Individual Members.

## **Subsection 27.6: APRALO Individual Members' Representative**

- 27.6.1 Provided always that the number of IMs exceeds ten, all the IMs will (as a group) be responsible for selecting an AP-IM' Representative who must be an individual not employed or contracted by or have a substantial financial interest in an ICANN contracted registry or accredited registrar.
- 27.6.2 The AP-IM Representative is selected for a two-year term and the selection shall take place in a year when selection of the APRALO Chair position is not called in conjunction with the selection of other AP-LT positions per Paragraphs [29](#) and [30](#) (where applicable).
- 27.6.3 The AP-IM Representative is expected to assist in carrying out the work of the AP-LT, with a particular focus on engaging all the Individual Members and will be subject to all the same AP-LT requirements and responsibilities under [Section 8](#) as well as the performance, metrics and remediation conditions under [Section 11](#). In particular, the performance expectation of the AP-IM Representative shall include but not be limited to the following:
- 27.6.3.1 Responsibility for general engagement with all the Individual Members, including re-dissemination of APRALO information or requests for input, where necessary.
- 27.6.3.2 Responsibility for reporting on any group activities of the Individual Members that may be of interest.
- 27.6.3.3 Responsibility for soliciting the views of the Individual Members on matters of concern to APRALO where feasible and communicating those to APRALO.
- In this respect, the AP-IM Representative shall, while acting in this capacity, put the collective views of the IMs ahead of her/his own views, to the extent that such collective views are known and made clear. To the extent that such IMs' views are not known, personal views should not be misrepresented as those of either APRALO or as a consensus of the IMs.
- Further, if and when expressing personal views which are in conflict with the view of the At-Large, APRALO or the IMs the AP-IM Representative must make clear which view is which.
- 27.6.3.4 Subject to paragraph 27.6.3.5, participation in APRALO consensus decisions or votes unless directed not to by a majority of the IMs.



27.6.3.5 Participation only on behalf of UIMs (as a group) as directed by a majority of the UIMs in a vote for the selection of the APRALO Chair (see [paragraph 5.5.1](#)), the two vice-chairpersons (see [paragraph 5.5.2](#)), and the two regional representatives selected by the APRALO Members to serve on the ALAC (see [paragraphs 5.5.4.3](#) and [5.5.4.4](#)).

27.6.3.6 The UIMs (as a group) will adopt a verifiable process to ensure that consensus is achieved or if required, any votes cast follow (in general) these RoP and if needs be any metrics or requirements to ensure that their selected AP-IM Representative reflects the views held among the UIMs on any votes cast by the AP-IM Representative.

## Article D: Selections - Nominations, Elections and Appointments

### Section 28. General Provisions, Eligibility and Procedure to Nominate

- 28.1 According to the ICANN Bylaws, and except otherwise provided in these RoP, the APRALO Selections should be made wherever possible by Consensus, but failing that, elections can always be used and the methodology for such is outlined in these RoP.
- 28.2 Elections can take place by online ballot or any other convenient and accurate means that are deemed to provide an appropriate degree of confidentiality.
- 28.3 Selection Calls shall be made only to the APRALO-Announce List.
- 28.4 Only APRALO Members in Good Standing (who are subscribed to the APRALO-Announce List) may self-nominate or nominate one or more candidates in response to a Selection Call, provided that if a subscriber of the APRALO-Announce List is a self-subscriber, they must meet the conditions set out in **AP Adjunct10** - APRALO Email Guide.

## **Section 29. Procedures for the Selection of Leaders and the APRALO Leadership Team**

### 29.1 Ordinary Leadership selections

29.1.1 Ordinary selections of the APRALO Chair and Vice Chair(s), and subject to paragraphs [27.6.1](#) and [27.6.2](#), the AP-IM Representative, shall be held to have the new selections before the start of the end of June each year. The selection should preferably be completed at least three weeks before the start of the June/July ICANN Meeting to facilitate travel arrangements IF the selectee is expected to attend that ICANN Meeting. They are expected, however, to attend the ICANN Meeting where the ICANN AGM is held and where they will effectively 'take their seats' for the roles that are appointed to.

29.1.2 In the case where no consensus has been reached or it is deemed necessary to hold a vote then.

29.1.3 The time schedule of the election process must take into account possible runoff election.

29.1.4 Any Vote for APRALO leaders will follow the process outlined in [Paragraph 30.2](#).

### 29.2 Extraordinary Selections, Elections and Appointments

Appointments of At-Large Appointees to various bodies both inside and outside of ICANN will be made by the APRALO. Such appointments will normally be initiated by a call for volunteers, posted by the Chair/Staff to the relevant Approved Distribution List(s) and on other lists if appropriate, allowing at least seven days for people to volunteer. The decision regarding appointments is typically made via Consensus. However, the APRALO Chair will initiate a secret ballot to determine which candidate is to be appointed if a Consensus cannot be reached or if this is requested by any APRALO Member.

29.2.1 By the decision of the APRALO, a current Appointee who is willing to continue in that role may be reconfirmed instead of initiating a new selection process.

29.2.2 In the case of selections requiring complex criteria evaluation, the AP-LT may choose to form an APRALO sub-committee to carry out the analysis and to make recommendations to the APRALO based on that analysis.

29.2.3 For situations where the APRALO is not empowered to make appointments but rather to endorse one or more candidates, essentially the same process as described here for appointments should be used, but with the outcome being an endorsement.

- 29.2.4 Extraordinary selections may be held, at the discretion of the APRALO, if for any reason, a vacancy arises outside the normal election cycle and an AP-LT position (including the Chair) becomes available.
- 29.2.5 When such an extraordinary selection occurs, the Chair/Staff shall send, via the relevant Approved Distribution List(s), a Selection Call for filling the open position for the remainder of the ordinary term, asking for nominations by a fourteen-day deadline or sooner if warranted by special circumstances. Nominations may only be made by APRALO Members. Self-Nominations are acceptable. The Selection Call should allow for nominations (where they are not self-nominations, to be accepted within seven days of the nomination).
- 29.2.6 Wherever possible, consensus should be reached for such a selection or appointment at a Regular Meeting and/or online in a manner and process agreed upon by APRALO.

### **Section 30. Procedures for Voting for Selections**

- 30.1 This section describes the process by which voting shall be carried out when the APRALO has deemed that a Vote is required such as in the case where a natural person or ALS is subject to the outcome of the vote.
- 30.2 Voting Process
  - 30.2.1 If there is only one candidate on the Final Candidate List, that candidate will be acclaimed as the winner.
  - 30.2.2 If there is more than one candidate on the Final Candidate List, a vote shall be taken.
  - 30.2.3 All votes must be by secret ballot. Votes may be cast electronically, in person, telephonically or some combination thereof. For votes cast in person or telephonically, the services of a trusted third party will ensure the secrecy of the ballot.
  - 30.2.4 Where possible and practical and wherever electronic voting methods are used, the method of voting will be ['Instant Run-Off Voting'](#)
  - 30.2.5 In the case of a vote resulting in a tied result, the APRALO will complete a subsequent round of Voting between the tied candidates to attempt to fund a clear winner with greater than 50% of the votes, (majority support) and if that results in a further tie a winner from the tied candidates, will be selected using a random selection method.

## **Section 31. Revocation of APRALO Appointments as Representative of the RALO**

- 31.1 Any APRALO appointment to a Target Group (TG) may be withdrawn by a secret ballot of the APRALO.
- 31.2 Any APRALO endorsement may be withdrawn by a secret ballot of the APRALO, but it is a decision of the TG whether to act on this withdrawal.

## **Section 32. Removal of an APRALO Member**

- 32.1 Should a situation arise that requires the removal of an APRALO Member, the following will apply:
  - 32.1.1 In the case of an accredited ALS, the ALS Representative(s) must be given an opportunity to explain to the AP-LT why the ALS should not have its accreditation withdrawn (listed as “Inactive” thereby forfeiting any and all voting rights, and then if withdrawal is desired or agreed upon, a submission with explanatory notes will be presented to the ALAC for further action and processing via the RALO’s Regional representatives).
  - 32.1.2 In the case of an Individual, the person must be given an opportunity to explain to the AP-LT why he/she should not be removed and if remedial action is not an option, then resignation is to be encouraged.
  - 32.1.3 Should a vote be necessary within the RALO regarding removal, it will be carried out with a secret ballot of all sitting APRALO Members except for the ALS Representative(s) of the ALS or IM in question. For the avoidance of doubt, if the IM in question is the AP-IM Representative, then the AP-IM Representative’s ballot shall be cast by an AP-LT Member who is also a UIM or another UIM specifically designated by the AP-LT.
  - 32.1.4 For a vote of removal to be successful, at least 2/3 of the APRALO Members eligible to vote must vote for removal.

### **Section 33. APRALO Appointments or Leadership Team Member Recall**

- 33.1 A recall of an appointed, selected or elected Member may be initiated as follows:
  - 33.1.1 The APRALO Chair, upon verification of the lack or loss of eligibility requirements, or failure to meet participation requirements set forth in these RoP.
  - 33.1.2 A request submitted by an APRALO Member, specifying the Member to be recalled and the reasons for their removal from their appointed position, which must be supported by at least five (5) APRALO Members, including the submitter, and submitted to the APRALO Chair.
  - 33.1.3 The subject of the recall should be encouraged to resign before proceeding to the formal recall process.
  - 33.1.4 If a recall is initiated, the APRALO Chair (or another AP-LT Member if it is the APRALO Chair being recalled) shall communicate with the subject of the recall, providing the rationale for the recall and the process to be followed. The matter will be discussed by the APRALO, preferably face-to-face or via teleconference, and this discussion must provide an opportunity for the subject of the recall to provide counter-arguments. The process should be carried out as quickly as possible, but at least seven (7) calendar days must be provided to allow for sufficient discussion and rebuttal.
  - 33.1.5 A recall vote must be conducted by secret ballot as described in Paragraph 30.2.1 with all of the sitting APRALO Members (those eligible to vote) except for the subject of the recall.
  - 33.1.6 At least 2/3 of the APRALO Members eligible to vote must vote in favor of recall for a vote of recall to be successful.
  - 33.1.7 The Chair/Staff shall promptly initiate the procedure defined to select a replacement if the recall vote is successful.
  - 33.1.8 In the case of a successful Chair recall, the Chair succession rules listed in these Rules apply.

## Article E: Annexed Documents

List of all Annexed Documents below relating to this AP RoP must be kept up to date in their most current form.

<b>Document ID and Title (links are to online copy, ensuring that it is the most current version)</b>	<b>Date Adopted by the APRALO (a link to the relevant meeting minutes can be added)</b>	<b>Date Revised / Replaced / Removed (specify action as well)</b>
12.2.1 <b>AP Adjunct01</b> – Relating to APRALO Members, Liaisons and Appointees.	3rd August 2024	
12.2.2 <b>AP Adjunct02</b> – Metrics and Remedial Actions for APRALO Members and Appointees.	3rd August 2024	
12.2.3 <b>AP Adjunct03</b> – Any APRALO Specific procedures regarding At-Large Board Member Selection Implementation.	3rd August 2024	
12.2.4 <b>AP Adjunct04</b> – APRALO in the ALAC At-Large Structure Framework.	3rd August 2024	
12.2.5 <b>AP Adjunct05 - Superseded</b>	<b>NOT being used in association with this 2024 version RoP</b>	<b>NO Revision - Superseded</b>
12.2.6 <b>AP Adjunct06</b> - Criteria for Candidates for APRALO Leadership Team Members, Liaisons and Appointees.	3rd August 2024	
12.2.7 <b>AP Adjunct07</b> - Criteria & Expectations for APRALO At-Large Structures	3rd August 2024	
12.2.8 <b>AP Adjunct08</b> - Criteria, Expectations, Acceptance Process and Membership Withdrawal for APRALO Individual Members.	3rd August 2024	
12.2.9 <b>AP Adjunct09</b> – APRALO Standard Proxy Form.	3rd August 2024	
12.2.10 <b>AP Adjunct10</b> - APRALO Email Guide	3rd August 2024	

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