

RSSAC Operational Procedures v1.4 *Draft*

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Background

The ICANN board has accepted the proposal for RSSAC to restructure.. This document defines the Operational Procedures for the RSSAC Executive to support the restructured RSSAC.

Executive

Membership

The RSSAC executive, as the core of the RSSAC leadership, is comprised of committed representatives from the following entities:

- 1 Nominated Representative from each of the operators of the 13 root servers as voting members.
- 1 Nominated Representative from the entity that performs the IANA function as a non-voting member.
- 1 Nominated Representative from the entity that edits the root zone as a non-voting member.
- 1 Nominated Representative from the entity that authorizes root zone changes as a non-voting member.

The membership of the voting members will stagger on a three-year term with one-third rotating in and out each year. Non-voting members will be appointed annually. In the event of a vacancy, the sponsoring organization must provide a replacement representative. Selection/succession of EC members follows each organizations internal selection criteria

RSSAC is responsible for outreach to a few other ICANN organizations and other entities. These outreach roles function as liaisons from or to RSSAC. Liaisons from RSSAC will be appointed annually by the RSSAC executive and will not be selected from standing members of the executive. Liaisons will be considered non-voting members of the executive. Organizations requesting a liaison relationship with RSSAC will be accredited annually. On accreditation, the organization may appoint a liaison to the RSSAC Executive, which will be considered as a non-voting member.

Roles and Responsibilities

The Executive has three primary roles:

- Co-chair Election Process
- Work Product Creation Process
- Fiscal Policy - Budget

Prior to all official decisions a quorum must be established. A quorum is a simple majority of voting members. In the event of a tie, the tie-breaker vote will be cast by the senior co-chair. Voting may be in person or via telephonic means. When a quorum is present, a majority vote, that is a majority of the votes cast, ignoring blanks, is sufficient for the adoption of any motion that is in order. The chair cannot, however, vote twice, first to make a tie and then give the casting vote. In case of an appeal, though the question is, "Shall the decision of the chair stand as the judgment of the assembly?" a tie vote, even though his vote made it a tie, sustains the chair, upon the principle that the decision of the chair can be reversed only by a majority, including the chair if a member of the assembly.

Vote adjudication will be determined by the Representative of the entity which authorizes changes to the root zone.

Co-chair Election Process

The voting members of the Executive will select two (2) co-chairs for a 2-year term from the executive members.

The terms of the co-chairs are staggered. Initially both co-chairs will be elected together, one for a 1-year term and the other for a 2-year term. Thereafter each year a co-chair's term will expire and a new co-chair will be elected.

One month prior to each election, nominees will be accepted for the co-chair position from the voting members.

During the meeting, additional nominations will be accepted from voting members, and all nominees will indicate their intentions – accept or withdraw their nomination.

The standing co-chair will conduct a roll call. Voting members will verbally indicate their selection. A simple majority will establish the new co-chair. In the event of a tie, a run-off will occur with members verbally indicating their selection. In the event of a second tie, the floor will be opened for discussion followed by a new vote with the simple majority designating the new co-chair.

Work Product Management Process

The Executive will create work parties based on two workflows. Either a work party will be created in response to a request from the ICANN board of trustees or will be self-generated.

The criteria by which to accept the request from these workflows will be based on the Executive's ability to deliver products, reports or publications at a level consistent with the request. Co-chairs will present the request to the voting members and, if necessary, a vote will ensue with a simple major required for acceptance.

Fiscal Policy - Budget

The ICANN board of trustees will provide the RSSAC a budget. The Executive will provide oversight of the budget. We expect three main line items of the budget will be:

- travel support
- staff support – secretarial, logistical and editorial assistance
- website presence - creation and maintenance

Each year the Executive will create a budget and submit to the ICANN board of trustees for approval. At the first Executive meeting of the year the approved budget will be shared with the members and reported in minutes.

Meetings

Meetings will be opened only to the Executive members or designated alternates. An alternate may be selected by the Representative in the event they are unable to attend the meeting themselves. These meetings will be held at the following locations:

- Hold a meeting at every ICANN meeting
- Hold a meeting once a year at IETF
- Ad hoc conference calls as determined by Co-chairs
 - ICANN support establishes Doodle poll or similar accommodations
 - Calls – audio and adobe connect or similar accommodations

The minutes of the meetings will report a summary of the discussion and all decisions. Minutes will be publicly available on the RSSAC web site.

The Co-chairs will provide oversight for the RSSAC Executive mailing-list.

Past Obligations

All ongoing prior work product commitments listed in Table 1 of the former RSSAC body will be honored.

Appendix – RSSAC Executive Membership

IANA Functions Administrator: NTIA

Vernita Harris

[Ashley Heineman](#)

IANA Functions Operator: IANA, Elise Gerich

Root Zone Maintainer: Verisign, Dewayne Wessels

RSO-A and J: Verisign, Brad Verd

RSO-B: USC/ISI, Bill Manning

RSO-C: Cogent, Paul Vixie

RSO-D: UMD, Tim Shortall

RSO-E: NASA, David Swager

RSO-F: ISC, Susanne Woolf

RSO-G: DOD, Jim Cassel

RSO-H: ARL, Howard Kash

RSO-I: Netnod, Lars-Johan Liman

RSO-K: RIPE, Daniel Karrenberg

RSO-L: ICANN, John Crain

RSO-M: WIDE, Jun Murai

ICANN:

Barbara Roseman

Carlos Reyes

David Olive

Steve Sheng