Draft Operational Procedures Proposed Edits
20 and 31 July 2014

Notes: Throughout this document text deletions are designated by strikeout and additions are in brackets. The document is broken into two sections. Section 1 lists the proposals agreed to on 20 and 31 July. The agreed-upon proposals are highlighted in bold green text. Section 2 lists the proposals that have not yet been discussed.

SECTION 1: Proposals That Were Agreed to on 20 and 31 July

General Comments:

Tripti Sinha: 1) Use "Caucus Membership Committee" consistently. 2) Define the words "secondaries" and "alternates." Pick one, define it, and use it consistently. – See proposal from Liman in Section 2 below.

Elise Gerich: For stylistic consistency, please decide if we will use "RSSAC" or "the RSSAC". Sometimes in the document we use the article "the" and other times we do not use it. Julie Hedlund: We should use "the RSSAC" because "RSSAC" is an acronym for "Root Server System Advisory Committee" and we would place the article in front of Root Server System Advisory Committee if we were spelling it out. Thus, we should use the article in front of the acronym.

Kevin Jones: Several of Kevin's changes relate to the reintroduction of the distinction between RSSAC-Exec and the Caucus. There was one typo in the document where "Executive" was accidentally retained. I had endeavored to remove all references to this term in the document as I thought it was agreed in London to eliminate it.

20 July:
1. **Use "Caucus Membership Committee" throughout the document.**
2. **Use "alternates."**
3. **Use "The RSSAC."**

31 July:
1. **Omit all references to "Exec" or "Executive" and to only use "the RSSAC" and "the RSSAC Caucus."**
2. **Retire the "rssac-exec" list and replace it with an "rssac" list.**
3. **Delete references to "RSSAC members" or "RSSAC voting members."**

Comments by Section:

Section 1.1 Relationship to ICANN

op01 – Daniel Karrenberg and Lars-Johan Liman; op02 – Kevin Jones (re: RSSAC-Exec and voting members); op03 – Elise Gerich (changes to section 1.1)

Completely remove section 1.1 on page 4. We agreed on this already. It is redundant to 1.3.

20 July: Remove section 1.1. On "voting members" see above.

Section 1.3.1 RSSAC

op04 – Suzanne Woolf and Elise Gerich

The RSSAC is composed of appointed representatives of the root server operators. The ICANN Board of Directors appoints the members who form the RSSAC. The root server operators will designate one representative from each of their respective organizations to be appointed to the RSSAC by the ICANN Board. ~~Normally the Board appoints people recommended by the Committee.~~ ~~However, formally the Board can also decide to appoint whomever it wants since the RSSAC is an Advisory Committee to the Board.~~ The RSSAC appointed members are the people who can take formal action as the "RSSAC".

…The Board shall also have to power to ~~remove~~ [replace] RSSAC appointees as recommended by or in consultation with the RSSAC.

31 July:
1. **Delete the stricken text above, "Normally…Board."**
2. **Retain the text "RSSAC is composed…operators."**
3. **Delete the paragraph beginning, "The Board appoints RSSAC members…"**

op05 – Kevin Martin

Change to Section 1.3.1 RSSAC-Exec

The Board appoints RSSAC members to three-year terms, commencing on 1 January and ending the second year thereafter on 31 December. Members may be re-appointed, and there are no limits to the number of terms the members may serve. The RSSAC Co-Chairs shall provide recommendations to the Board regarding appointments to the RSSAC. The RSSAC Co-Chairs shall stagger appointment recommendations so that approximately one-third of the membership of the RSSAC is considered for appointment or re-appointment each year. The Board shall also have to power to remove RSSAC appointees as recommended by or in consultation with the RSSAC.

Question: Is this process really being fully followed? When Tripti and I were officially appointed recently, we were definitely approved for a defined period (through 12/31/2016). I am just trying to understand if what is being stated above is one necessary and if so is actually being practiced. Is someone keeping track of which members have to

Julie Hedlund 7/14/14 4:36 PM
Comment [1]: Per Elise's comment above – If section 1.1 is eliminated then this sentence should be retained.

Suzanne Woolf 7/14/14 4:36 PM
Comment [2]: RSSAC "recommends" and the Board has to give a reason for declining; there's no provision for the Board to add a person except that they're recommended by RSSAC. This should probably be cut—it's not informative.

Elise Gerich 7/14/14 4:36 PM
Comment [3]: The membership of RSSAC is determined by the organization who operate the root servers and the Board accepts and confirms the nominated representatives. The Board cannot and should not decline to accept the designated representatives nominated by the root server operators.

renew each year? Is there really an effort to stagger the appointment recommendations or are people simply renewed when they expire. Also, I think there needs to be some consideration of establishing the RSSAC Exec term in this section. The thinking is that it more clearly defines the RSSAC core members as being the RSSAC Exec vs. the RSSAC Caucus. It also aligns with what is listed on the RSSAC website. So this section should be called RSSAC Exec.

31 July: Agreed that this process is being followed and not to change the current text.

1.3.2 RSSAC Co-Chairs

op06 – Elise Gerich

~~Normally the Board appoints people suggested by the Committee. However, formally the Board can also decide to appoint whomever it wants as Co-Chairs of the RSSAC.~~ The Board ~~appoints~~ [will confirm the appointment of the] Co-Chairs [that are selected by] the RSSAC. The RSSAC shall recommend the appointment of the Co-Chairs to the Board following a nomination process that it devises and documents. The RSSAC chairs may invite persons to participate in the RSSAC meetings or to observe the meetings. These may be liaisons, secondaries, or other regular participants.

31 July: Agreed to the above text changes as proposed by Elise.

1.3.3 RSSAC Caucus

op07 – Elise Gerich

The RSSAC Caucus is comprised of ~~people~~ [individuals] who have expressed willingness to work on RSSAC documents[.] ~~and who~~ [RSSAC Caucus members] are [recommended to the RSSAC by the RSSAC Membership Committee and] appointed by RSSAC to [join] the Caucus. RSSAC may ask the [RSSAC] Caucus to produce documents according to the [RSSAC] Caucus procedures. ~~The RSSAC formally may appoint anyone to the Caucus since the Caucus is a group formed by the RSSAC.~~ RSSAC may also ask the [RSSAC] Caucus for advice before taking actions.

31 July: Agreed to the above text changes as proposed by Elise.

op08 – Kevin Martin

The RSSAC Caucus is comprised of people who have expressed willingness to work on RSSAC documents. [The membership of the RSSAC Caucus consists of union of the appointed RSSAC Caucus members and all RSSAC-Exec members.]

31 July: Insert the text suggested by Kevin but without the addition of "Exec."

Section 1.3.4 RSSAC Liaisons

op09 – Kevin Martin

The RSSAC may have liaisons with other bodies. Some of these are specified by the ICANN Bylaws. All liaisons ~~are published are~~ [are specified] on the RSSAC public website and reviewed periodically.

31 July: Agreed to the above text changes as proposed by Kevin.

1.4 Voting

op10 – Elise Gerich, op 11 – Tripti Sinha, and op12 Kevin Jones

The RSSAC is formed as described in Section 1.3 above. The voting members of the RSSAC determine what work the RSSAC takes on, keeping that work moving, and determining that a work item has been completed. Completed work is to be sent as correspondence, posted publicly, or otherwise finalized as RSSAC work product as described in Section 3 below.

Prior to all official decisions a quorum must be established. A quorum is a simple majority of [the RSSAC] ~~voting members~~ (half plus one). ~~In the event of a tie, the senior Co-Chair will cast the tiebreaker vote.~~ 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 Co-Chair cannot vote twice: He or she cannot vote first to make a tie and then give the casting vote.~~ [The Co-Chair who is chairing the meeting gets a normal vote and if the votes are tied the motion does not pass.]

Tripti's Comment: Add voting via email and reference Robert's Rules

31 July:
 1. **Delete the text shown as stricken above and add the sentence in brackets.**
 2. **Accept the current text referencing Roberts Rules.**

SECTION 2: Proposals That Have Not Been Discussed:

Section 1.5

op13 – Daniel Karrenberg, Lars-Johan Liman, and Kevin Jones

Completely delete. It is a duplicate of section 2.7.1.1

1.6 Meetings

Elise Gerich 7/14/14 5:15 PM
Comment [4]: If section 1.1 is deleted, then numbering within the document will change. It is probably obvious that we will need to do a final scrub to find references that have changed due to the renumbering of the document.

Julie Hedlund 8/7/14 3:26 PM
Comment [5]: From Kevin Jones: "voting members of the RSSAC" has not been defined in the document prior to this point unless my earlier comment is addressed (see section 1.1). The voting members can be explicitly identified in this section as well and if not, it may be useful to refer to section where they are specified.

Elise Gerich 7/14/14 5:15 PM
Comment [6]: Need a definition for "senior Co-Chair". Another option is to have a "Chair" and "vice-chair". Those designations define a hierarchy of chairmanship.

op14 – Suzanne Woolf and Elise Gerich

The RSSAC holds both closed and public meetings. Closed meetings are used to conduct the work of the RSSAC. Public meetings are used both to present the work of the RSSAC and to engage the community. The RSSAC may elect to hold multiple public meetings when the RSSAC is studying a topic of particular interest over a long period of time. Meetings will be held at the following locations:

- At ICANN meetings;
- ~~At IETF meetings~~ [Ad hoc in-person meetings as determined by the Co-Chairs and on an as-needed basis.]

1.6.1 RSSAC Closed Meetings

op15 – Suzanne Woolf and Elise Gerich

General Edit: Add "closed" in front of "meetings" throughout this section.

RSSAC closed meetings are open to all RSSAC members as appointed by the Board and to participants as invited by the Co-Chairs or by formal resolution. These meetings are held periodically via teleconference ~~with a supporting Adobe Connect chat room~~[, with appropriate supporting technology for recording and managing the meeting,] when an issue or issues are identified for discussion. Emergency meetings may be called as needed.

In-person [closed] meetings are scheduled ~~when a reasonable number of RSSAC members are present at other meeting venus~~ [by the Co-Chairs on an as-needed basis.] An RSSAC member may ~~select~~ [nominate] an alternate [representative] in the event he or she is unable to attend the [closed] meeting. ~~Alternates will not be considered or treated as members outside the specific tasks that they are deputized for.~~ [Alternates may perform only the specific tasks for which they are deputized.]

The purpose of these [closed] meetings is to discuss in detail issues before the RSSAC and determine an appropriate action and publication of that action. ~~RSSAC teleconference information is confidential and is maintained and distributed by the support staff.~~ The Co-chairs will provide oversight for the RSSAC mailing lists.

op16 – Daniel Karrenberg

Remove the words "from support staff" from rule 1. This is overly specific.

Rules for Meetings:

1. Meetings (with the exception of emergency meetings) should be announced at least one week before they occur with an email to the RSSAC ~~from Support Staff~~ with a draft agenda and the teleconference information;

Suzanne Woolf 7/14/14 5:19 PM
Comment [7]: This seems excessively prescriptive, suppose we wanted to meet at the next RIPE or NANOG?

Elise Gerich 7/14/14 7:35 PM
Comment [8]: My expectation is that RSSAC, since it is an ICANN advisory committee, will hold meetings at ICANN meetings. As Suzanne notes in her comment, perhaps instead of specifying IETF, the second bullet should read "ad hoc in-person meetings as determined by the Co-chairs and on an as needed basis."

Julie Hedlund 8/7/14 3:35 PM
Comment [9]: I suggest this based on earlier agreements to avoid the use of the term "members."

Elise Gerich 7/14/14 5:21 PM
Comment [10]: We publish minutes of our teleconference meetings as well as minutes for our face-to-face meetings. I am unclear about the purpose of this sentence.

op17 – Kevin Jones

The discussion on alternates as stated infers that alternates can only attend an RSSAC meeting if the primary is not in attendance and it leaves the alternate responsibilities and functions quite vague. I do not sure but, I don't think this is what is actually being done now and probably not what is intended. I recommend that there be a new separate alternate section that specifies what is truly meant. I think this is further necessitated by the fact that the alternates are expected to be Caucus members so it is more likely that alternates might be present at an RSSAC closed meeting.

Alternate Thoughts
• Alternates are unable to vote if the primary representative is in attendance
• Others?

From Suzanne: * On "alternates": I think experience to date suggests that limiting this too much is not helpful, including having rules that the alternate can only attend meetings if the primary is unavailable or that an alternate has to be explicitly invited by the chair to the mailing list. As long as it's clear which person is the official "member" for the organization and which is holding the vote for any specific issue or meeting, I have no problem with a member and an alternate both participating in discussions, caucus work parties, etc.

1.6.2 RSSAC Public Meetings

op18 – Daniel Karrenberg

Remove the words "These meetings are held as an integral part of the regular ICANN meetings and supported by real-time transcription and streaming of the audio." This is overly specific. we should not limit ourselves to hold open meetings only at ICANN meetings.

op19 – Suzanne Woolf and Elise Gerich

These meetings are held as an integral part of the regular ICANN meetings and supported by real-time transcription and streaming of the audio. [Suzanne: Such sessions may also occur in other venues as may be useful] Elise: [and agreed upon by RSSAC.]

Section 2.0 RSSAC Membership

op20 – Lars-Johan Liman

Comment: The first paragraph contains the following text: "The Root Zone Managers each nominate a representative for participation in the RSSAC. These names are then submitted to the ICANN Board for approval." Question: How well does that align with the liaison role?

Proposal:

The ICANN Board of Directors appoints the RSSAC Co-Chairs and the members. The root server operators of the lettered root servers each nominate a representative for participation in the RSSAC. ~~The Root Zone Managers each nominate a representative for participation in the RSSAC. These names are then submitted to the ICANN Board for approval.~~

Comment: The last paragraph of Section 2 reads "RSSAC members may add alternates (fine), liaisons (???) and work parties (???) as needed. None of these parties are considered voting members of RSSAC." This sounds as *any* single RSSAC member may add a work party (etc) on his/her own. Propose:

~~RSSAC members may add alternates, liaisons and work parties as needed. None of these parties are considered voting members of RSSAC.~~ Every RSSAC member may appoint an alternate non-voting representative. ~~Voting~~ [The] RSSAC ~~members~~ may temporarily delegate [its] ~~their~~ voting authority to ~~their respective~~ alternates. [The] RSSAC may appoint liaisons and work parties as needed. Liaisons and work party members are not considered ~~voting~~ members of [the] RSSAC.

op21 and op22 – Suzanne Woolf, Elise Gerich, and Kevin Jones

Suzanne and Elise: Change title to "RSSAC Membership Eligibility"
Kevin: Change the title to "RSSAC Exec Membership"

~~The ICANN Board of Directors appoints the RSSAC Co-Chairs and the members~~ [Kevin]. The root server operators of the lettered root servers each nominate a representative for participation in the RSSAC. The Root Zone Managers each nominate a representative for participation in the RSSAC. These names are then submitted to the ICANN Board for approval.

The RSSAC ~~members~~ may add [invite] alternates, liaisons and work parties as needed. ~~None of these parties are considered voting members of RSSAC.~~ [Kevin]

Kevin's Comments : 1) This first sentence is confusing b/c it appears to contradict the voting section. With the last sentence, I do not believe it adds any clarity and therefore find it unnecessary. 2) Voting members should be explicitly defined else where so this sentence should be removed.

2.1 The RSSAC Caucus

op23 – Kevin Jones

Change the title to "RSSAC Caucus Operating Procedures."

Julie Hedlund 8/7/14 3:38 PM
Comment [11]: I suggest these changes based on earlier agreements to avoid use of the term "members."

Julie Hedlund 8/7/14 2:49 PM
Comment [12]: This is superseded by changes agreed to on 31 July that "Exec" shall not be used in the document.

Elise Gerich 7/14/14 5:36 PM
Comment [13]: How is this different from the sentence that says: " root server operators of the lettered root servers each nominate a representative…"?

Julie Hedlund 8/7/14 2:47 PM
Comment [14]: This change is consistent with changes agreed to on 31 July to refrain from referencing "voting members."

Comment: This section and all sections where the Caucus is discussed is where I believe the term RSSAC-Exec really needs to be used instead of RSSAC for clarity. Propose:

"The RSSAC Caucus consists of all members of the RSSAC[-Exec] as well as other persons appointed by the RSSAC[-Exec.]"

2.1.3.1 Caucus Selection

op24 – Elise Gerich and Jim Martin

Word "motivates" is unclear. Propose:

The RSSAC periodically issues calls for participation in the [RSSAC] Caucus, normally in January of each year. The RSSAC periodically reviews the composition of the Caucus and adds or removes members, normally once each quarter. On request of the person concerned the RSSAC publicly ~~motivates~~ [explains] its decision to refuse to add a person to the Caucus or to remove a person from the [RSSAC] Caucus. The RSSAC delegates the task of communicating with people about joining or leaving the [RSSAC] Caucus to ~~a~~ the [RSSAC Caucus] Membership Committee.

op25 – Kevin Jones

"On request of the person concerned the RSSAC publicly motivates its decision to refuse to add a person to the Caucus or to remove a person from the Caucus. The RSSAC delegates the task of communicating with people about joining or leaving the Caucus to a Membership Committee."

Comment: I might be misunderstanding what is intended by motivate as Jim Martin commented but why is this being done publicly, especially if the RSSAC-Exec minutes are not even public? This attempt at openness here may come across as character assassination. Actually upon further reading, this section provides no value should be removed completely as it contradicts 2.3. Propose striking it:

~~2.1.3.1 Caucus Selection~~
~~The RSSAC periodically issues calls for participation in the Caucus, normally in January of each year. The RSSAC periodically reviews the composition of the Caucus and adds or removes members, normally once each quarter. On request of the person concerned the RSSAC publicly motivates its decision to refuse to add a person to the Caucus or to remove a person from the Caucus. The RSSAC delegates the task of communicating with people about joining or leaving the Caucus to a Membership Committee.~~

Section 2.1.3.2 Caucus Work

op26 – Kevin Jones

Julie Hedlund 8/7/14 2:49 PM
Comment [15]: These changes are superseded by changes agreed to on 31 July that "Exec" should not be used in the document.

Julie Hedlund 8/7/14 3:40 PM
Comment [16]: The change to "explains" is purely editorial and the addition of "RSSAC" is consistent with earlier agreements on terminology.

~~Caucus members will receive credit for their work on specific documents.~~ [Completed RSSAC-Exec documents will be appropriately list the caucus members that were involved as authors.]

2.1.3.3 Bootstrapping

op27 – Suzanne Woolf

The RSSAC ~~will~~ [has] invite [invited] people who participated in the previous RSSAC to join the Caucus, specifically those subscribed to the previous RSSAC mailing list. The RSSAC ~~will notify~~ [has also recruited additional members by notifying] the ICANN Supporting Organizations ~~will notify~~ [and various groups of Internet and DNS experts] about the Caucus. RSSAC members will publish their preferred work areas, their relevant expertise and their formal interests in the work area of the RSSAC.

Section 2.2 Caucus Membership Committee

op28 – Daniel Karrenberg

~~The Caucus Membership Committee is comprised of three members of the RSSAC including at least one voting member. If more than three participants volunteer to be on the Membership Committee a vote will be conducted along the procedures outlined for electing the Co-Chairs.~~ [The Caucus Membership Committee is appointed by the RSSAC. It is comprised of three persons including at least one RSSAC member."]

This has old "voting member" language and is overly specific.

op29 – Kevin Jones

"The Caucus Membership Committee meets ~~every other week~~ via teleconference and at ICANN meetings as demand warrants."

2.3 New Caucus Member Selection

op30 – Suzanne Woolf and Elise Gerich

~~For pre-existing participants in RSSAC prior to 2013, the Caucus Membership Committee will contact them via email to the~~ rssac@icann.org ~~list requesting~~ [Candidates are asked for] submissions of interest for joining the Caucus.

--
RSSAC Staff Support will send a message to the RSSAC voting members, describing the Membership Committee's recommendation, including the statement of interest and asking for a decision in one week. The message should make it clear that if no objections are received the candidate will be considered as a member of the RSSAC Caucus.

For candidates that receive objections from any RSSAC member the Membership Committee Chair will notify the RSSAC that the candidate has not been recommended for membership. Only one objection is sufficient to reject a candidate. This objection should be made on the RSSAC voting member list. The Membership Committee Chair then will contact the candidates and thank them for their interest in the RSSAC, but indicate that the RSSAC is not recommending their addition to the Caucus at this time. If a candidate appeals the membership decision, the RSSAC Co-Chairs shall determine how to address the appeal on a case-by-case basis.

2.5.1 Co-Chair

op31 – Elise Gerich

A Co-Chair of the RSSAC is a volunteer position elected by the RSSAC members and appointed by the ICANN Board of Directors at the recommendation of the RSSAC. The Co-Chairs are responsible for working with the RSSAC members to suggest priorities, conducting all meetings and gatherings of the RSSAC. The Co-Chairs also represent the RSSAC to the public.

Julie Hedlund: The reference to "Senior Co-Chair" has been omitted per the agreement on 31 July.

2.7.1.1 Co-chair Election

op32 – Lars-Johan Liman

Question: Is it really useful to (almost?) duplicate this text? Do we want to limit the number of times a co-chair can be re-elected in a row? I suggest we do.
The first paragraph, and list item no. 1 seem inconsistent. The former says "end of the three-year term", the latter says "for a two-year term". I note that the board appoints the chairs (see ICANN bylaws), so the election process is for _candidates_. I also propose adding a limit on the number of consecutive terms a person may serve as co-chair.

Propose striking the current language:

~~The RSSAC Chair election is held in January of the year following the end of the three-year term. The process begins during the first week of January as follows:~~

1. ~~The voting members of the RSSAC will select two co-chairs for a two-year term from the RSSAC members.~~
2. ~~The terms of the Co-Chairs are staggered. Initially both Co-Chairs will be elected together, one for a one-year term and the other for a two-year term. Thereafter each year a co-chair's term will expire and a new Co-Chair will be elected.~~
3. ~~One month prior to each election, nominees will be accepted for the Co-Chair~~

position from the voting members.

4. ~~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.~~

Replacing it with this section:

2.6.1.1 Co-Chair Candidate Election

The voting members of the RSSAC will elect Co-Chair candidates from the membership. The term for Co-Chairs shall be two-years. A person may only serve for two consecutive terms. The eligibility status for a previous Co-Chair is reset one year after having stepped down.

The terms of the Co-Chairs are staggered. Initially both Co-Chairs candidates will be elected together, one for a one-year term and the other for a two-year term. Thereafter each year a Co-Chair's term will expire and a new Co-Chair candidate will be elected.

One month prior to each election, nominees will be accepted for the Co-Chair position from the members. During the meeting, additional nominations will be accepted from members, and all nominees will indicate their intentions - accept or withdraw their nomination.

The standing Co-Chair will conduct a roll call. Members will verbally indicate their selection. A simple majority (half plus one) of the voting members will establish the new Co-Chair.

In the event of more than two nominees, the nominee with the least number of votes is eliminated and the voting is repeated with the reduced slate of names. The process is repeated until only one name remains. If this name receives a majority of the votes (as above), that person is elected.

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.

The standing Co-Chair will forward the name of the elected nominee to the ICANN Board of Directors as the RSSAC's candidate for the appointment."

op33 – Kevin Jones

~~The RSSAC Chair election is held in January of the year following the end of the three-year term. The process begins during the first week of January as follows:~~

Comment: I do not know what is intended by the first sentence but I am pretty sure it can be removed since we are talking about the Co-Chairs serving two-year terms and the second sentence is not specific enough. As written, we are specific about the start and end of periods for the members but not the Co-Chairs. I would presume that should require the same specificity.   The two sentences to be removed and replaced with the specific terms of the Co-Chairs which I presume would be January 1 to December 31 on the first year thereafter. If so, this implies that Co-Chair elections take place in December unless flexibility is desired in which case it should say at least one month. Are there any issues with a member seeking to be a Co-chair in the third year of their membership period?

~~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.~~ [The Standing Co-Chair abstains from voting for the new Co-Chair and only cast tie-breaker votes for the new Co-Chair when necessary.]

Comment: The language recommended above in section 1.4 about the Co-Chair being the tie-breaker vote should also be applicable here. Simple majority was not considered acceptable for the nominations that were just made to the special committee but we are saying that simple majority is acceptable for Co-Chair elections.

Section 2.7.2 RSSAC Liaisons

op34 – Kevin Jones

Strike this section. This is a repeat of section 1.3.4

2.7.4 Invited Guests

op35 – Suzanne Woolf

The RSSAC may choose to invite individuals to participate when they have expertise or experience desired by the RSSAC, e.g. during the development of a specific work product. Unless otherwise established by the mutual agreement of the RSSAC and the invited guest, he or she is expected to affirm their commitment to the obligations of membership as previously specified. At the completion of the activity the membership of the Invited Guests ends. Invited Guests may submit a request to be considered for membership in RSSAC Caucus.

op36 – Kevin Jones

"RSSAC Executive member candidates whom the ICANN Board of Directors…"

Comment: Unless the recommendation to use RSSAC-Exec through the document is established, that this is the first and only time it is used in this document.

Section 3. RSSAC Publication Procedures

op37 – Kevin Jones

The RSSAC may produce various publications ~~from time to time.~~

3.1.1 Developing Final Drafts

op38 and op39 – Suzanne Woolf and Elise Gerich, and Kevin Jones

- leaders have considered and accommodated all RSSAC Caucus comments, the document leaders re-circulate the final draft work product to the RSSAC [Elise: Caucus?] via the list.

- RSSAC [Elise: Caucus?] members who do not wish to review a work product are encouraged to advise the document leaders to assist in determining the final draft work product.

- When the document leaders have ~~considered and accommodated~~ accommodated or considered [(we must enable the document leaders to have the option omit information for the good the document)] all RSSAC Caucus comments, the document leaders re-circulate the final draft work product to the RSSAC[-exec] via the list. [Kevin]

- ~~RSSAC members who do not wish to review a work product are encouraged to advise the document leaders to assist in determining the final draft work product.~~ [Kevin]

Kevin's Comment: I believe this bullet means to status those who wish but even, stated that I way would consider dropping the entire bullet as it does not provide any specific clarity for how achieve final work product status.

- If ~~a final draft work product is developed~~ additional comments are received from RSSAC[-Exec], the document leaders incorporate the final comments and provide the final work product to the RSSAC[-Exec] for consideration before a formal action is implemented. [Kevin]

- [If there are no objections or if they have been addressed] ~~as in number 7 above~~, the RSSAC Co-Chair will determine the work product is final and may be published as a formal action of the RSSAC[-Exec].[Kevin]

Section 3.1.2 Review by ICANN Legal Staff

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op40 – Kevin Jones

"If RSSAC finalizes a document, the RSSAC [Co-Chair] may…"