

Guideline: ccNSO Council Meetings

Draft Version #1.1

Date of review: December 2015

Date of adoption by the ccNSO Council:

1 Introduction and Background

The ccNSO Council conducts its meetings face-to-face and through conference calls. Additionally, the ccNSO Council may vote via email. As the workload and frequency of meetings are increasing the ccNSO Council agreed upon guidelines for conducting its business and reporting on it in a consistent way to the community.

2 Purpose of the Guideline

The Guideline provides an orientation on how the ccNSO Council meetings are to be prepared, conducted and reported to the community. The Guideline also defines roles and responsibilities of those involved in the preparation and running the ccNSO Council meetings.

3 General Information^[KS1]

The ccNSO Council meetings are conducted at least once per month. An additional meeting will be scheduled in case of a need.

4 Quorum

I think we should put quorum info under a separate section. Your thoughts?

5 Agenda and Background Documentation

The Chair of the ccNSO Council will send out, or have the ccNSO Secretariat send out, a tentative agenda at least one week before the scheduled meeting. The agenda will contain the following items:

- Issues for discussion;
- Background documentation;
- Indication for discussion purposes or decision;
- If a decision is required, a description of the decision and possibly a draft resolution.

The definite agenda will be determined at the meeting. The minutes of the meeting will only record the definite agenda as established at the meeting.

6 Recording of Names of Councillors and Observers at the Meeting

The minutes will record the names of the Councillors present at the meeting.

Councillors not present will be recorded as absent, with additional note of apologies if the Councillor has notified the ccNSO Council, the Chair of the ccNSO or the Secretariat 24 hours in advance of the meeting of their absence.

A meeting attended by a majority of the Councillors who are eligible to vote [KS2] constitutes a quorum for the meeting. The minutes will state if such a quorum is present.

Observers will only be recorded if present.

I think this is a good time to define what we do with the attendance (i.e. we publish the info).

7 Minutes and Resolutions

7.1 Numbering of Minutes and Resolutions

The numbering of minutes and resolutions follows the numbering of the ccNSO Council meetings.

If, for instance, a ccNSO Council meeting is held where no resolutions are passed, the next resolution's number will remain the same as the number of the meeting. Sub-numbers are then given to each resolution item that is passed.

E.g. Meeting 1, resolution 1 will have the resolution number 1.1 and so on.

7.2 Adoption of Resolutions

The minutes will record the resolutions as summarised by the chair of the meeting. A ccNSO Council resolution is adopted:

- If there is a quorum (at least a majority of the voting [KS3] Councillors [KS4]),
- The motion is proposed (moved) by a Councillor, not being the chair;
- Seconded by another Councillor, not being the chair of the meeting;
- Adopted by a majority vote of the Councillors present, unless otherwise provided in the ICANN Bylaws, or by the ccNSO Council itself prior to the voting.

In the minutes the proposer and seconder of the motion are recorded.

Preferably a resolution will be prepared in advance of the meeting in writing [KS5]. If such a resolution is changed as a result of the discussion, the chair will ensure the correct recording of the resolution.

The minutes will note the vote on the resolution. In the event of abstentions or votes against, the name of the Councillor will be recorded in the minutes. The Councillor

who abstained or opposed will be given the opportunity to express her/his concerns.

7.3 Recording of Discussions

The minutes will reflect only those remarks which are considered to be relevant to understand the resolution or thread of the discussion. The minutes will refer to a verbatim recording of the proceedings of the meeting, if such a recording has been made. The recording will be made publicly available.

8 Action Items

The minutes will reflect the action items adopted at the meeting. Included will be at least a short description of the action item, who is responsible for completion of the action item and the due date.

The numbering of the action items start at **each meeting**^[KS6] and are simply numbered Action 01, Action 02 and so on.

9 Approval of the Minutes, Amendments

The Chair of the ccNSO Council or at the request of the Chair the Secretariat will send draft minutes of a meeting to the ccNSO Council email list. The Councillors will be given an opportunity to propose amendments to the minutes within one week after posting of the minutes for comments. If no comments are received the minutes will be considered to be adopted by the ccNSO Council.

In the event amendments are proposed, the Chair will indicate whether the minutes will be amended accordingly, and amended minutes will be resent again for approval. If no consensus can be reached, the Chair or two or more Councillors present at the meeting to which the minutes relate may request an email vote on the minutes.

The minutes will be published after they have been approved by the ccNSO Council.

10 ccNSO Council email list

The ccNSO Council will have a dedicated email list, which will be maintained by the Secretariat. Subscribers to the list are:

- ccNSO Councillors for the duration of their **membership**^[KS7];
- Liaisons to the ccNSO Council as defined in Article IX section 3.2 of the ICANN bylaw, for the duration of their designation;
- Observers to the ccNSO Council as defined in Article IX section 3.3 of the ICANN bylaws, for the duration of their designation;
- The Secretariat, and IANA ccTLD liaison.

- Others, at their request and after approval of the ccNSO Council, for the duration subscription is granted by the ccNSO Council.

Could we also define that the Secretariat must delete subscribers as soon as their eligibility is over? I understand that it comes without saying but I think it would be good to say that it must happen 'immediately' or ASAP.

11 Miscellaneous

11.1 ccNSO Internal Guideline

This Guideline is an internal rule of the ccNSO in accordance with Article IX section 3.11 and Article IX section 4.2 of the ICANN Bylaws.

11.2 Omission in or Unreasonable Impact of the Guideline

In the event the Guideline does not provide guidance and/or the impact is unreasonable to conduct the business of the ccNSO or the ccNSO Council, the Chair of the ccNSO will decide.

11.3 Publication and Review of the Guideline

The Guideline will be published as part of the rules and guidelines of the ccNSO after adoption by the ccNSO Council.

The Guideline will be reviewed annually at the time of review of the Work plan, or adjusted when considered necessary. In order to become effective the updated Guideline must be adopted by the ccNSO Council and published on the ccNSO website.

Before publishing the updated Guideline, the Secretariat will adjust the version number and insert the date the Guideline was reviewed and adopted by the ccNSO Council.

11.4 Responsibility Assignment Matrix

	ccNSO Council	ccNSO Chair	Secretariat	ccNSO community

R – Responsible, A – Accountable, C – Consulted, I - Informed