

**FINAL VERSION FOR ALAC APPROVAL**

**AT-LARGE 2017 BOARD CANDIDATE EVALUATION COMMITTEE (BCEC)  
OPERATIONAL PROCEDURES AND GUIDELINES**

**Introduction**

1. These BCEC Operational Procedures and Guidelines are intended to be a public document and will be published on the BCEC wiki after they have been approved by the ALAC in accordance with ALAC Operational Procedures.

**BCEC Roles and Responsibilities**

2. The role of the BCEC is to compile an initial slate of candidates for ICANN Board Seat 15.

3. The responsibilities of the BCEC are to:

- agree candidate requirements
- agree confidentiality arrangements
- agree a process for evaluation
- draft a Call for Expressions of Interest (EOIs)
- solicit EOIs
- solicit references
- evaluate and identify suitable applicants
- decide final slate of candidates

**BCEC Meetings**

4. The BCEC will agree on a regular time to conduct weekly meetings by web conference. Unless otherwise advised, weekly meetings will be attended by Members only. The BCEC will consider that a quorum is achieved if at least one Member from each of the five RALOs is present. BCEC work may also be progressed by email between meetings where that is appropriate. In its meetings, in email communications, and in the sharing of information on the BCEC wiki, the BCEC will protect the confidentiality of information in a similar manner to the ICANN Nominating Committee. ICANN staff will set up confidential wiki pages with restricted access where necessary.

**BCEC Code of Conduct**

5. The BCEC will draft and agree a Code of Conduct and this will be published on the BCEC wiki. Members and Alternates of the BCEC will formally acknowledge by email that they agree and commit to the finalized Code of Conduct.

**Work Practice**

6. BCEC Members are expected to attend meetings, to undertake adequate preparation for meetings, and to complete work required outside meetings

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professionally, thoroughly, and within requested time frames. Both BCEC Members and Alternates will participate in training sessions for the tools that will be utilized to support the Candidate Selection process.

### **Alternates**

7. The BCEC will invoke Alternates under the following circumstances:
  - 7.1 A BCEC Member advises that they are unable to continue participating in the BCEC;
  - 7.2 A RALO Chair advises that a BCEC Member from their RALO is unable to continue participating in the BCEC; or
  - 7.3 A BCEC Member has not attended 2 meetings and is deemed by the majority of other BCEC Members to be unable to fulfill their responsibilities.
8. Should such circumstances arise, it is the responsibility of the Chair to advise a BCEC Member and the relevant RALO Chair of the decision to invoke their Alternate. It is also the responsibility of the Chair, with the assistance of the other Member from that RALO, to brief the Alternate and bring them up to date on the status of the Candidate Selection process, and guide them as to what is required of them.

### **Decision Making**

9. The intent of the BCEC is to make all decisions by consensus. Most importantly, the BCEC will strive to agree by consensus a final slate of candidates to submit to the BMSPC. Where consensus cannot be achieved, decisions will be reached by majority voting of Members, with the Chair casting a deciding vote in the case of a tied outcome.

### **Candidate Requirements**

10. The BCEC will draft and agree the Candidate Requirements and publish these on the BCEC wiki as soon as they are finalized. The BCEC will ensure that the Candidate Requirements are compatible with ICANN Bylaws, and include additional qualifications used by the ICANN Nominating Committee as well as any specific At-Large criteria.

### **Candidate Evaluation Methodology**

11. The BCEC will agree a methodology for evaluating candidates and where relevant, that methodology will be reflected in the EOI Proforma. The methodology is summarized as follows:

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- a) The confidentiality of material will be assured by security measures implemented on the BCEC wiki, as well as commitments made by Members to abide by the BCEC Code of Conduct.
  - b) Candidate eligibility will be checked and confirmed by staff, before making the Candidate EOIs available online to the Committee.
  - c) The BCEC Wiki will incorporate tools that allow for the scoring and assessment of Candidate EOIs.
  - d) The initial evaluation of EOIs will be undertaken, as far as possible within the limitations of the wiki tools, as a “blind” process where all identifying information is blocked. The BCEC understands that, in some cases, information contained within the application is likely to identify the Candidate to some BCEC Members.
  - e) The BCEC will agree by consensus a threshold level for the production of a Candidate Shortlist for further consideration.
  - f) As soon as possible after the deadline for submission of EOIs, the Referees nominated by Candidates will be contacted directly by the BCEC for submission of their written References. Referees may subsequently be approached to answer questions or provide clarification.
  - g) Detailed scoring and evaluation of shortlisted Candidates will be based on EOIs and References.
  - h) The BCEC may decide to engage with shortlisted Candidates via email and webinars.
  - i) The BCEC intent is to agree the final slate of candidates by consensus.
12. Confidentiality requirements for BCEC Members are contained in the Code of Conduct. The BCEC will determine whether any specific aspects of the evaluation process, in addition to candidate information, need to remain confidential.

**Expressions of Interest**

13. The BCEC will seek staff action to call for Expressions of Interest (EOIs). All EOIs are to be submitted electronically and logged by ICANN Staff as soon as they are received. Candidate eligibility will be checked and confirmed by staff, before making the Candidate EOIs available online to the Committee. Candidates will be informed (via the EOI Proforma) that their EOI submissions may be shared with the Referees.

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14. Where a Candidate is the incumbent Board Member, the BCEC Chair may seek, through the ALAC Chair, to be provided a copy of the most recent 360° Board Evaluation.

**Process Review**

15. Following the completion of the Candidate Selection Process, the BCEC will review its activities and the Chair will produce a report with comments and recommendations for subsequent selection rounds.