NARALO OPERATING  
PRINCIPLES AND PROCEDURES

1. GENERAL

The North American Regional ALO (“NARALO”) is a supportive body of ICANN, authorized by \_\_\_\_\_\_\_\_\_\_\_\_\_ of the ICANN Bylaws. The NARALO’s territory consists of Canada, Puerto Rico, and the United States of America (“North America”).

2. PURPOSE AND PRINCIPLES

2.1 The primary purposes of the NARALO shall be to promote and assure participation by North American users in the ICANN policy development process and to channel and facilitate policy advice and recommendations to ICANN.

2.2 The NARALO shall stimulate and facilitate enhanced communications and collaboration among its members, At-Large Staff, and other members of the North American Internet community.

2.3 The NARALO, its General Assembly, working groups, task forces, and online meetings shall normally make decisions by consensus among participants. Except in the case of elections, formal votes, which shall be by a majority of those present at the meeting or involved in the online discussion, are only to be used if rough consensus cannot be reached after reasonable effort, as determined by the Chair or person presiding over the meeting or involved in the process. A "rough consensus" process (a definition substantially similar to that found in paragraph 3.3 of [RFC 2418](http://www.ietf.org/rfc/rfc2418.txt)) does not require that all participants agree. In general, the dominant view, or general sense of agreement of the NARALO or the Task Force, working committee, or online discussion should prevail.

2.3.1 Consensus can be determined by electronic mail, online balloting, written balloting, or any other means deemed convenient and accurate by the Secretariat.

2.4 Participation in the NARALO discussions and meetings through ALS’s and individual members is open to every North American user and group of users and their participation will be promoted.

2.5 Participation in the NARALO and the conduct of its operations shall be based on the ICANN Code of Conduct, as amended from time to time, which is incorporated in these Operating Rules and Procedures by reference.

2.6 The NARALO shall be multi-lingual. The official languages of the NARALO shall be English, French and Spanish. The primary language for meetings and documents is English. However, in order to maximize accessibility and participation, the NARALO shall make every effort to provide appropriate translations, interpreters and accessibility tools. In particular, Spanish and French translations shall be provided for any online or in person meeting upon the timely request of more than one participant. Public documents will be produced in English, French and Spanish, as appropriate.

2.7 The purpose of these Operating Principles and Procedures is to provide a structure for the operations of the NARALO consistent with the By-Laws of ICANN and the ICANN Code of Conduct and to set forth performance standards for membership in the NARALO, including in particular the At-Large Structures, and a procedure for decertifying or revoking membership.

3. MEMBERSHIP

3.1 There shall be two classes of Members in the NARALO – (i) unaffiliated individual members (an “Unaffiliated Member”), who must be legally resident in North America (as defined above), registered on an NA-Discuss list, and not a member of an ALS, and (ii) At-Large Structures (an “ALS Member”), which shall apply to and have been accredited by the At-Large Advisory Committee (the “ALAC”) of ICANN. All NARALO Members in good standing are eligible to participate in the activities, workshops and projects of the NARALO.

3.2 Each ALS Member in good standing shall appoint one (1) voting representative in accordance with its own selection procedures.

3.3 The Unaffiliated Members shall appoint one (1) voting representative pursuant to a verifiable process ensuring that votes cast via their elected representative reflect the views held among their membership. A voting representative must not be employed or contracted by, or have a substantive financial interest in, an ICANN contracted registry or accredited registrar. Appointment of a new voting representative of the Unaffiliated Members shall take place whenever a new member for the ALAC is selected by the General Assembly.

3.4 All voting representatives shall have the right (i) to attend and vote at the annual General Assembly and at any special meetings of the General Assembly, (ii) to vote in elections for officers and for the NARALO’s ALAC and NomCom representatives, and (iii) to vote in other NARALO matters, as appropriate.

3.5 A voting representative may be removed by the ALS that appointed the voting representative, or by a two­thirds (2/3) vote of the voting representatives of the General Assembly, after notice and an opportunity to respond.

3.6 Any individual filling a position with the NARALO fills either as a member of an ALS in good standing or as an Unaffiliated Member.

4. GENERAL ASSEMBLY

4.1 The governance of the NARALO shall be exercised by the General Assembly, which consists of one (1) voting representative from each ALS Member in good standing and one (1) voting representative of the Unaffiliated Members.

4.2 The General Assembly’s shall elect annually a Chair and Secretariat from among the ALSs and the Unaffiliated Members.

4.3 The General Assembly shall elect two (2) persons on a staggered basis to serve as members of the ALAC under the terms specified in the ICANN By-Laws. Candidates may be an Unaffiliated Member, an ALS Member, and must live in the North American region.

4.4 The NARALO’s ALAC members shall have the responsibilities described in the ICANN Bylaws, ALAC Rules of Procedure, and the RALO documents.

4.5 The NARALO’s ALAC members shall serve a two-year term, but may not serve more than two (2) full consecutive full terms (totaling more than 40 months). The term of an ALAC member filing a vacancy shall not be counted against the term limit. Each new ALAC member selected by the NARALO shall be seated at the close of ICANN's annual meeting. ALAC members filling a vacancy will be seated immediately following their nomination and election.

4.6 The NARALO shall elect one (1) representative to the Nominating Committee (“NomCom”) of ICANN. The NARALO’s NomCom representative shall have the responsibilities described in the ICANN By-Laws and other applicable rules and procedures. NomCom representatives are limited to two (2) consecutive terms.

4.6 The General Assembly may set up ad-hoc Task Forces to deal with specific issues.

5. OFFICERS

5.1 The officers of the NARALO shall consist of a Chair and a Secretariat.

5.1.1 The term of the officers shall be for one (1) year or until a successor officer takes office or the officer resigns or is unable to continue in office.

5.1.2 The NARALO may remove an officer for cause by vote of seventy percent (70%) of the General Assembly Members eligible to vote in a process overseen by At-Large Staff.

5.2 The Chair shall act as moderator and facilitator of the work of the NARALO, including but not limited to:

5.2.1 The Chair shall issue Calls for Statements of Interest for service on the ALAC, NomCOM, or NARALO officer positions and to sign and receive any official correspondence to and from ICANN or the ALSs.

5.2.2 The Chair shall preside over the General Assembly and other meetings of the NARALO.

5.2.3 The Chair shall appoint Task Forces and working committees in consultation with the General Assembly.

5.2.3 The Chair shall be responsible for enforcing the provisions of these Operating Principles and Procedures.

5.2.4 The Chair shall oversee the implementation and enforcement of the standards of membership, in particular working with the ALSs to meet the standards, or where remediation has not worked, to decertify the offending ALS.

5.2.5 The Chair shall be responsible for monitoring the activities and performance of individuals appointed to various duties and to positions on Task Forces and working committees.

5.3 The Secretariat shall be responsible for maintaining a working communications system, obtaining regional advice from NARALO members about new ALSes interested in joining NARALO, and for ensuring the flow of information about NARALO and NARALO Task Force issues under discussion or development. The Secretariat shall work with At-Large Staff to ensure support for the NARALO’s activities, including elections and communications.

5.4 The Chair and Secretariat shall be ineligible to serve on the ALAC or ICANN's Nominating Committee during their terms of office.

6. ELECTIONS

6.1 Elections shall be held annually on or before July 1 -- timed to permit the seating of the persons elected at the ICANN annual meeting. Sixty (60) days in advance of the date of the election, the Chair shall issue a call for nominations (including self-nominations) for members of the NARALO to serve on the ALAC and, if there is an opening for that year, the NomCom and to fill the Chair and the Secretariat positions. The nomination and acceptance period shall be open for at least thirty (30) days.

6.2 After the close of the nomination period, the General Assembly shall issue a formal vote managed by At-Large Staff to elect the one NARALO member on the ALAC and of the NomCom, if any, and the positions of Chair and Secretariat.

6.2.1 In the event of a tie vote for an ALAC or NomCom member, the Chair shall cast the tie-breaking vote.

6.2.2 In the event of a tie vote for the Chair or Secretariat position, the determination of the winner shall be made by a secret ballot of three (3) NARALO individuals. The three individuals shall be selected from the current occupants of the following positions, in order (excluding the tied candidates): the two current ALAC members, the Chair, and the Secretariat. To the extent that three (3) individuals who meet these requirements are not available, the At-Large Staff shall oversee a selection by random choice from among active members of the ALS Members and Unaffiliated Members.

6.2.3 If there is only one candidate for a position, the Chair may ask for a consensus election by acclamation without a formal vote.

6.3 Whenever there is a vacancy in any of the elected offices, an election to fill the remaining term of the office shall be conducted in accordance with the proceeding provisions, except for the timing with the ICANN annual meeting.

**7. STANDARDS FOR ACTIVE MEMBERSHIP**

7.1 Participation in the NARALO’s operations, communications, discussions, and elections implies consent to comply with the ICANN Code of Conduct. (ADD LINK)

7.2 The ability of the NARALO to represent the interests of North American Internet users in the ICANN policy development process and to channel and facilitate policy advice and recommendations to ICANN depends on strong participation from all NARALO Members. All Members must make regular and significant contributions to the NARALO, At-Large, and ICANN. Contributions can include posting comments, making suggestions on the mailing list, participating in At-Large working groups or Task Forces, and participating in RALO and ALAC meetings.

7.3 At-Large Staff shall maintain performance data for all Members to ensure that Members are aware of their performance and status as Members in good standing. The Chair shall make use of such performance data in overseeing Members’ status. Subject to privacy and confidentiality requirements, the metrics for Members will be publicly available. Such metrics will include, but are not limited to:

7.3.1 Meeting attendance, which includes sending prior notice, if attendance is not possible. Attendance will be based on individual NARALO sessions for meetings held during an ICANN meeting and the monthly NARALO meetings held online. Minimum requirement is participation in two (2) RALO or ALAC calls/meetings in a twelve (12) month period.

7.3.2 Participation in the decisions and votes of the NARALO. Minimum requirement is participation in three (3) consecutive NARALO elections.

7.3.3 Participation and the roles played in the NARALO working groups and Task Forces as well as those of other bodies within ICANN.

7.4 The Chair shall keep the ALSs fully informed on an ongoing basis concerning their performance, in particular whether they are in danger of having their good standing status changed and voting rights removed or risk of decertification as an ALS.

7.5 The Chair is empowered to initiate or take actions with regard to Member performance and status. Such actions may include but are not limited to:

7.4.1 Discussion of issue with the Member.

7.4.2 Use of an impartial third-party for mediation.

7.4.3 Discussion with the ALAC leadership, if the Member’s representative or member is an appointee to the ALAC.

7.4.4 Recommendation to ICANN for withdrawal of travel funding.

7.5 Although resignations are far preferable to the NARALO taking formal action, should the situation warrant it, the NARALO may vote to decertify or revoke a NARALO Member following the procedures set forth in Rule 8.

7.6 The ICANN Ombudsman 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, such as the NARALO, has treated them unfairly.

**8. PROCESS FOR ALS DECERTIFICATION AND LOSS OF UNAFFILIATED MEMBER STATUS**

8.1 In the case of an ALS’s failure to meet the minimum performance standards set forth below, the Chair shall change the status of an ALS to “Inactive Status” (without voting rights or access to ALS benefits), after thirty (30) days’ advance written notice and an opportunity for appeal. The ALS must meet at least one (1) of the following performance standards during a twelve (12) consecutive month period:

* Participation in three (3) consecutive NARALO elections; or
* Contribution of a comment on ICANN policy through collaboration on the At-Large discussion lists; or
* Participation in at least two (2) RALO or ALAC calls/meetings.

8.2 Prior to a change of status to Inactive Status, the ALS through its voting representative or authorized member shall have the opportunity to explain to the NARALO leadership why it should not be placed on Inactive Status. The Chair shall make the final determination on a change in status in consultation with the General Assembly membership.

8.2 The ALS may regain its active status and its voting rights, as soon as within the next twelve (12) month period, the ALS participates in two (2) RALO or ALAC calls/meetings.

8.3 If the ALS on Inactive Status takes no steps to restore its status to active within the following twelve (12) month period, the Chair shall provide advance notice of the proposed decertification request to the ALS. The ALS through its voting representative or authorized member shall have the opportunity to explain to the NARALO leadership why it should not be decertified. The Chair with the consensus of the General Assembly, shall submit to the ALAC a request, with supporting explanation, for de-certification of that ALS.

8.3.1 If the General Assembly has not reached a rough consensus concerning the proposed request for decertification to the ALAC, the General Assembly shall conduct a secret ballot of all eligible voting representatives, excluding the voting representative of the affected ALS.

8.4 In the case of an apparently dormant or non-existent ALS, the Chair may submit to the ALAC, together with a notice to the General Assembly, a request that the ALS be decertified, providing the basis for decertification.

8.5 In the case of an Unaffiliated Member’s failure to meet performance standards, the Chair shall send a notice to the Unaffiliated Member requesting confirmation of the following:

* subscription to and active participation in the NA-Discuss list,
* permanent residency in one of the countries/territories in the North American region as defined by ICANN, and
* non-membership in any certified ALS.

Failure to confirm all three (3) of the above requirements is a basis for termination of Unaffiliated Membership.

8.6 The Unaffiliated Member shall have the right to explain why the Member’s membership in the NARALO should not be revoked and what remedial action the Unaffiliated Member proposes to take. If the Unaffiliated Member cannot or, within the subsequent twelve (12) consecutive month period, does not take remedial action, revocation of Unaffiliated Membership shall be automatic.

8.7 In general, resignation of ALS Membership or Unaffiliated Membership should be the preferred option in the case of decertification or revocation, respectively.

9. AMENDMENT

These Operating Principles and Procedures will take effect when adopted by not less than seventy percent (70%) of eligible voting representatives of the General Assembly. These Operating Principles and Procedures may be amended at any time by an affirmative vote of not less than seventy percent (70%) of the eligible voting representatives of the General Assembly at the Annual Meeting or a special meeting called for that purpose by the Chair, upon thirty (30) days’ advance notice in writing of the proposed amendment or amendments.

**DOCUMENT HISTORY**

* 2013-08-20 - For NARALO Approval (Previous version: NA-2007-1-1 Revision 1)
* 2016-05-14 - For NARALO Approval (Previous version: N-2013-1-1-Revision 1)
* 2017-07-20 - DRAFT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Operating Principles of the North American Regional At-Large Organization were certified as having been adopted on 12th June 2007 by the Interim Chair of the NARALO.

The first revision of the Operating Principles was [adopted on 3rd October 2010](https://www.bigpulse.com/pollresults?code=13397rzzDz5wIhc5uFISixHr)by the NARALO ALS representatives.

The second revision of the Operating Principles and Procedures was adopted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   the NARALO General Assembly.