

Guideline: ccNSO Council Roles and Responsibilities

Draft Version #45

Date of review: ~~December~~ April 2017~~5~~

Date of adoption by the ccNSO Council:

1 Introduction

This guideline describes how roles and responsibilities are identified and assigned among ccNSO Councillors. It applies to all internal ccNSO Council working and administration processes. It also details the current assignment of responsibilities.

The ~~Chair of the ccNSO Council~~, ~~Vice-chairs~~ and ~~Councillors~~ are responsible for identifying, allocating and agreeing the workload among ~~Councillors~~ equitably, in order to ensure sustainability.

This allocation takes place annually, at the same meeting that the Chair and vice-chairs of the ccNSO are elected.

2 Purpose of the Guideline

The purpose of this Guideline is to assist ~~members of the ccTLD community and~~ the ccNSO Council in identifying and allocating ccNSO Council work between ~~C~~councillors.

3 Identifying and Assigning Roles and Responsibilities at the ccNSO Council

3.1 Current List of Roles

Councillors on the ccNSO Council may perform one or more of the following roles:

- ccNSO Council Leadership
- A member of the Travel Funding Committee
- A member of the Triage Committee
- Overseer of Membership Applications

The ccNSO Council will review the roles annually. The ccNSO Council may add additional roles at any time to ensure efficiency of the work.

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Commented [KS1]: The guideline speaks only about R&R within the Council. Hence the clarification. But then there's a question why didn't we add this to the Council Practices guideline?

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3.2 Responsibilities of the ccNSO Councillors

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Based on experience and taking into account the guiding documents for the ccNSO,¹ the following responsibilities apply:

1. Representation and Engagement:
 - a. Councillors may be assigned representational roles, where they represent the ccNSO (i.e., ccNSO Council and/or membership) in both institutional and informal settings.
 - b. Councillors may be assigned roles, where they engage and encourage the involvement of others on behalf of the ccNSO (Council and/or membership) in ccNSO or ccNSO related activities.

2. Administration of the ccNSO:
 - a. Councillors may perform management and oversight of activities related to the ccNSO (Council, membership, working groups).
 - b. Councillors may perform coordination of activities.

3.3 ccNSO Council Leadership

The ccNSO Council will be governed by one Chair and two Vice-chairs. There is no ranking of the Vice-chairs. Each ccNSO Council leader must represent a different ICANN Geographic Region. The term of ccNSO Council leaders is one year. The term commences at the end of the first ICANN meeting of the year.

The ccNSO Council may change the leaders any time with a simple majority vote.

3.3.1 Election of the Chair of the ccNSO Council

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Each candidate must be nominated by a Councillor. The nomination of a candidate must be seconded by another Councillor for the candidacy to proceed. The candidate must accept the nomination.

If a single candidate is nominated, the vote shall be by a poll of the Councillors.

If more than one candidate has been nominated, the vote will be carried out as follows:

1. The vote will be conducted by secret (paper) ballot and will be supervised by the ccNSO Secretariat.
2. The vote tally will be carried out in the presence of the ccNSO Council.
3. The vote tally may be observed by a recognized Regional Organization representative(s).
4. The candidate receiving the most votes shall be considered to have prevailed, and thus becomes the Chair of the ccNSO Council.

In the event of a tie vote, the winner will be determined by a coin toss conducted by the

¹ Article 10 of the ICANN Bylaws and Rules and Guidelines for the ccNSO.

ccNSO Secretariat in the presence of the ccNSO Council and any Regional Organization Managers present.

3.3.2 Election of the Vice-chairs of the ccNSO Council

Each candidate must be nominated by a Councillor. The nomination of a candidate must be seconded by another Councillor for the candidacy to proceed. The candidate must accept nomination.

If candidates are the sole representatives from their ICANN Geographic Regions and there are no more than two candidates, the vote shall be by a poll of the Councillors.

If more than one candidate has been nominated from the same ICANN Geographic Region or more than two candidates have been nominated, the vote shall be carried out as follows:

1. The vote will be conducted by secret (paper) ballot and will be supervised by the ccNSO Secretariat.
2. The vote tally will be carried out in the presence of the ccNSO Council.
3. The vote tally may be observed by a recognized Regional Organization representative(s).
4. The candidate(s) receiving the most votes shall be considered to have prevailed, and thus become the Vice-chair(s) of the ccNSO Council.

In the event of a tie vote, the winner will be determined by a coin toss conducted by the ccNSO Secretariat in the presence of the ccNSO Council and any Regional Organization Managers present.

3.4 Members of Committees

Members to the ccNSO Council committees will be selected according to the principles outlined in the charters of the respective committees.

3.5 Overseer of Membership applications

The duty of the overseer of membership applications is to ensure that the applicant is eligible to become a ccNSO member, i.e.:

- It is a manager of a ccTLD
- There are no outstanding issues with IANA.

The overseer of membership applications inform the ccNSO Council about new membership applications.

~~The ccNSO Chair, vice chairs and councillors are responsible for identifying, allocating and agreeing the workload among councillors equitably, in order to ensure sustainability.~~

~~This allocation takes place annually, at the same meeting that the Chair and vice chairs~~

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~~of the ccNSO are elected. At this meeting, the ccNSO Council will review the list of ccNSO roles and responsibilities. This review will:~~

~~—— Discuss and determine if any new roles or responsibilities need to be added to the schedule or whether existing roles or responsibilities can be deleted. Additions or deletions can be proposed by any Councillor or the ccNSO Secretariat, but must be agreed by a majority of the Council at that meeting.~~

~~—— Discuss and determine whether the current assignments to named roles in the ccNSO (i.e. to the Chair or vice-chairs) should remain or be changed.~~

~~—— Where roles and responsibilities are allocated to a ‘Councillor’, discuss and determine which Councillor will be assigned to them.~~

~~The schedule will then be agreed by the ccNSO Council at that meeting.~~

~~Based on experience and taking into account the guiding documents for the ccNSO,² the following responsibilities apply:~~

~~1. Representation and Engagement:~~

~~a. Councillors may be assigned representational roles, where they represent the ccNSO (i.e., ccNSO Council and/or membership) in both institutional and informal settings.~~

~~b.a. Councillors may be assigned roles, where they engage and encourage the involvement of others on behalf of the ccNSO (Council and/or membership) in ccNSO or ccNSO related activities.~~

~~2.1. Administration of the ccNSO:~~

~~a. Councillors may perform management & oversight of activities related to the ccNSO (Council, membership, working groups).~~

~~b.a. Councillors may perform coordination of activities.~~

4 Miscellaneous

4.1 ccNSO Internal Guideline

~~This Guideline is an internal rule of the ccNSO in accordance with Article 10 section 3.11 and Article 10 section 4.2 of the ICANN Bylaws.~~

4.2 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.~~

² ~~Article IX of the ICANN Bylaws and Rules and Guidelines for the ccNSO.~~

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4.3 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.

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The Guideline will be reviewed every 2 years at the time of review of the annual 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.

4.1 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.

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4.2 Omission in or unreasonable impact of the Guideline

In the event this guideline does not provide guidance and/or the impact is unreasonable, the Chair of the ccNSO will decide upon any questions or issues.

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4.3 Review of Guidelines

This guideline will be reviewed each year at the same meeting the Chair and vice chairs of the ccNSO are elected.

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5 Roles and Responsibilities Assignments

Task	Chair	Vice Chair	Councillor or WG Member
Chair Council meetings	X	X - if the Chair is not present	
Chair ccNSO meetings	X	X - if the Chair is not present	X - if the Chair, vice-chairs are not present
Formal liaison with staff on members'		X	Meeting Programme WG

meeting agendas and logistics			
Formal liaison with staff on council meeting agendas and logistics	X	X	
Formal liaison with staff on meeting minutes	X		
Managing formal approval of new membership applications			Councillor
Liaison with staff on general management issues	X	X	
Management of ccNSO framework of roles and responsibilities	X		
Manage/oversight ccNSO 2-3 year workplan	X		
Formal oversight of ccPDPs	X		Relevant PDP WG
Formal oversight and management of working groups			WG Chairs
Formal oversight of Board selection and Council election process	x		