Proposed Rules of Engagement

ccNSO Study Group on Use Emoji as Second Level Domains
xx/xx/2018

Status of this document:
As a first working item, the Study Group agrees on its working methods and rules of engagement that will guide how the Study Group intends to conduct its business. This document is publicly available.

1. Operations of the Study Group ("SG")

The Working Methods of the SG are guided by the following principles:

- The meetings will rotate from a timing perspective to share the burden, as the membership is distributed over different time zones.
- The SG will consider public comments and other input as appropriate, and at its reasonable discretion.
- Meetings would usually be held telephonically ("calls").
- During meetings and calls, the Adobe Connect tool, or an alternative tool as made available by ICANN Org, shall be used for remote participation.
- The ccNSO Secretariat will set up conference calls, maintain mailing lists etc at the discretion of the chair and vice-chair of the WG. At the request of the chair the Secretariat or other ICANN Staff will provide other forms of assistance, for example providing advice or an expert opinion.
- The Study Group will seek to hold a face-to-face meeting ("F2F meeting") at ICANN public meetings, if deemed necessary.
- Frequency of the calls: every 2 weeks.
- Calls and F2F meetings will start on time. Group members are invited to arrive or dial in promptly. Calls and F2F meetings will finish on time.
- At least one-week notice will be given if the scheduled duration is to be extended.
- A proposed extension will not occur if more than one member objects.
- A decision to cancel a call is at the chair's discretion.

2. Rules of Order

- The chair of a meeting or call ("Meeting chair") will ensure that those that are participating via a phone bridge only, can participate on an equal footing with those that attend a meeting or call in person or via Adobe Connect.
- Those participating via Adobe Connect should use the "raise hand" feature when requesting the floor. The Meeting Chair will manage the queue.
- The number of interventions for each participant is unlimited, unless the Meeting Chair decides otherwise – in exceptional circumstances. Advance notification will be given by the Meeting Chair. For instance:
  - One intervention per member/participant/topic, of unlimited duration
  - Unlimited number of interventions per member/participant, for a limited duration
  - Limited number of interventions per member/participant/topic, for a limited duration

- The agenda should only advance to the next item after the current item has been fully explored, as per the discretion of the Meeting Chair.
- The agenda item under discussion should be adhered to. Reopening of previous agenda items should be avoided. The Meeting Chair will exercise discretion in this regard.

3. Standards of behavior

The persons on the SG are expected to behave in a mature and professional way when conducting its business. This includes, but is not limited to, communicating with the fellow membership professionally and ensuring that the SG remains inclusive and productive. All calls and meetings follow the ICANN Expected Standards of Behavior: http://www.icann.org/en/news/in-focus/accountability/expected-standards

4. Internal decision making

- No firm decisions are taken during any single meeting without the substance of those decisions having been discussed and open for review/consideration by those that may not have been present during the meeting.
- As per its Terms of Reference, the Study Group may advise on a course of action, if any.
- In developing its output – guideline for operations, working method, work plan and any reports or papers – the Study Group shall seek to act by consensus. The Chair may make a call for consensus. In making such a call, the chair should always make reasonable efforts to involve at a minimum all members of the WG. The chair shall be responsible for designating each position as having one of the following designations:
  - o Full Consensus - a position where no minority disagrees; identified by an absence of objection
  - o Consensus - a position where a small minority disagrees, but most agree

In the absence of Full Consensus, the Chair should allow for the submission of minority viewpoint(s) and these, along with the consensus view, shall be included in the report, paper or other relevant deliverable. In rare cases, the Chair may decide to use of a poll to assess the level of support for a recommendation. However, care should be taken in using polls: they should not become votes, as there are often disagreements about the meanings of the poll questions or of the poll results. Such a poll shall be limited to the members, unless the chair decides otherwise. Any person on the SG who disagrees with the consensus-level designated by the Chair or believes that her/his contributions have systematically been ignored or discounted, should first discuss the circumstances with the Chair. If the matter cannot be resolved satisfactorily, the person should discuss the situation with the Chair of the ccNSO or a person designated by the Chair of the ccNSO.

5. Terms of Reference

- The Study Group may amend these Rules of Engagement. Changes will come into effect on the first call or meeting after the second reading.
- For the purposes of this document, the Study Group Chair will interpret the miscellaneous section of the Terms of Reference[1] to include these rules of engagement.
- In case of conflict of these rules, the Terms of Reference prevail.

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[1] https://ccnso.icann.org/sites/default/files/field-attached/emoji-sld-purpose-scope-activities-26feb18-en.pdf