ALAC Rules of Procedure

ALAC E-mail Guide

Revision 2: Draft

Primary ALAC and At-Large E-mail Lists

The ALAC and At-Large use e-mail as a primary communications vehicle. This document describes the primary e-mail lists and specifies their use for particular applications. It does not cover work group lists or others setup up to address specific topics or purposes

List name: ALAC

Purpose	Primary mailing list for conducting ALAC business
Members	- ALAC Members - RALO Leaders ~~ALAC appointed Liaisons to other groups~~Advisors to the ALT as defined in the ALAC Rules of Procedure Paragraph 3.5 - ALAC Liaisons from other ICANN groups - Incumbent in ICANN Board Seat 15 (Board member selected by At-Large) - Chairs of key ALAC Work Teams on the recommendation of the ALAC Leadership team - ICANN staff working with ALAC/At-Large - Past ALAC Members, at their choice, and ~~regularly~~ periodically re-affirmed ~~(nominally annually)~~ - Past RALO Leadership, at their choice, and ~~regularly~~ periodically re-affirmed ~~(nominally annually)~~ - Past occupants of ICANN Board Seat 15 at his/her choice - Others by the explicit decision of the ALAC
Who may send	Any list member
Subscription Method	Staff subscribed
De-subscription	Staff intervention required
Archived	Yes, and publicly viewable
Comments	There has been discussions regarding allowing others to be able to receive e-mails instead of looking at the archive, but neither the concept nor the implementation has been approved.

11   List name: ALAC-INTERNAL

Purpose	Primarily for use of the ALAC for matters which must either remain reasonably confidential or are related to ALAC social events or travel plans.
Members	- ALAC Members - RALO Leader ~~ALAC Liaisons to the ccNSO, GNSO and SSAC~~ Advisors to the ALT as defined in the ALAC Rules of Procedure Paragraph 3.5 - Incumbent in ICANN Board 15 (Board member selected by At-Large) - ICANN staff working with ALAC/At-Large - Others by the explicit decision of the ALAC
Who may send	Any list member
Subscription Method	Staff subscribed
De-subscription	Staff intervention required
Archived	Yes, but viewable only by list members. NOTE: new list members will have access to the entire history of posting.
Comments	

12   List name: ALAC-ExCom

Purpose	Primarily for use of the ALAC Leadership Team and ALAC-appointed liaisons to other ICANN.
Members	- ALAC Leadership Team ~~ALAC Liaisons to the ccNSO, GNSO and SSAC~~ Advisors to the ALT as defined in the ALAC Rules of Procedure Paragraph 3.5 - Incumbent in ICANN Board 15 (Board member selected by At-Large) - ICANN staff working with ALAC/At-Large - Others by the explicit decision of the ALAC
Who may send	No restriction, but non-members are moderated. This was done to allow other ALAC members and RALO leaders to send without having to explicitly list them as allowed senders. It has rarely been used for that purpose and there has been no known abuse.
Subscription Method	Staff subscribed
De-subscription	Staff intervention required
Archived	Yes, and publicly viewable
Comments	~~This list will need to be renamed due to the change from Executive Committee to ALAC Leadership Team.~~ The list name reflects the former name of the ALT but remains unchanged to ensure that mailing list archives are preserved.

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15 ## List name: ALAC-Announce

Purpose	Mailing list used for formal announcements related to the ALAC and At-Large.
Members	Subscribed by Staff • ALAC • RALO Leaders • Formal representatives of each certified ALS • ICANN staff working with ALAC/At-Large Anyone else may self-subscribe
Who may send	• ALAC Staff • ALAC Chair
Subscription Method	See Members
De-subscription	Anyone may de-subscribe without staff intervention. ALAC Members, RALO Leaders and ALS representatives must maintain subscriptions.
Archived	Yes, and publicly viewable
Comments	

16 ## List name: AT-LARGE

Purpose	Primary discussion list for members for those interested in At-Large
Members	• Anyone may self-subscribe to this • ICANN staff working with ALAC/At-Large
Who may send	Any list member
Subscription Method	See Members
De-subscription	Anyone my de-subscribe without staff intervention
Archived	Yes, and publicly viewable
Comments	Level to which subject matter is strictly limited to ICANN matters is at the discretion of the ALAC, but few controls are exhibited have been put in place in the past. Topics typically include ICANN and Internet governance in general

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19   ### List name: AFRI-DISCUSS

Purpose	Primary discussion list for members or those interested in AFRALO.
Members	Subscribed by Staff • ALAC from the region • RALO Leaders from the region • Formal representatives of each certified ALS from the region • ICANN staff working with ALAC/At-Large Anyone else may self-subscribe
Who may send	Any list member. Messages from non-list members are held for administrator action.
Subscription Method	See Members
De-subscription	Anyone my de-subscribe without staff intervention. ALAC Members, RALO Leaders and ALS representatives from the region must maintain subscriptions.
Archived	Yes, and publicly viewable
Comments	Level to which subject matter is strictly limited to ICANN matters is at the discretion of the RALO. Posts are often varyingly in ~~E~~ English or French.

20   ### List name: APAC-DISCUSS

Purpose	Primary discussion list for members or those interested in APRALO.
Members	Subscribed by Staff • ALAC members from the region • RALO Leaders from the region • Formal representatives of each certified ALS from the region • ICANN staff working with ALAC/At-Large Anyone else may self-subscribe
Who may send	Any list member. Messages from non-list members are held for administrator action.
Subscription Method	See Members
De-subscription	Anyone my de-subscribe without staff intervention. ALAC Members, RALO Leaders and ALS representatives from the region must maintain subscriptions.
Archived	Yes, and publicly viewable
Comments	Level to which subject matter is strictly limited to ICANN matters is at the discretion of the RALO.

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23 **List name: EURO-DISCUSS**

Purpose	Primary discussion list for members or those interested in EURALO.
Members	Subscribed by Staff ● ALAC members from the region ● RALO Leaders from the region ● Formal representatives of each certified ALS from the region ● ICANN staff working with ALAC/At-Large Anyone else may self-subscribe
Who may send	Any list member. Messages from non-list members are held for administrator action.
Subscription Method	See Members
De-subscription	Anyone my de-subscribe without staff intervention. ALAC Members, RALO Leaders and ALS representatives from the region must maintain subscriptions.
Archived	Yes, and publicly viewable
Comments	Level to which subject matter is strictly limited to ICANN matters is at the discretion of the RALO.

24 **List name: LAC-DISCUSS-en**

Purpose	Primary discussion list for members or those interested in LACRALO.
Members	Subscribed by Staff ● ALAC members from the region ● RALO Leaders from the region based ● Formal representatives of each certified ALS from the region ● ICANN staff working with ALAC/At-Large Anyone else may self-subscribe
Who may send	Any list member. Messages from non-list members are held for administrator action.
Subscription Method	See Members
De-subscription	Anyone my de-subscribe without staff intervention. ALAC Members, RALO Leaders and ALS representatives from the region must maintain subscriptions.
Archived	Yes, and publicly viewable
Comments	Level to which subject matter is strictly limited to ICANN matters is at the discretion of the RALO. Language: ● Posts to this list are generally in English ● English posts are automatically translated into Spanish and posted to the LAC-DISCUSS-es list

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27 **List name: LAC-DISCUSS-es**

Purpose	Primary discussion list for members or those interested in LACRALO.
Members	Subscribed by Staff • ALAC members from the region • RALO Leaders from the region • Formal representatives of each certified ALS from the region • ICANN staff working with ALAC/At-Large Anyone else may self-subscribe
Who may send	Any list member. Messages from non-list members are held for administrator action.
Subscription Method	See Members
De-subscription	Anyone my de-subscribe without staff intervention. ALAC Members, RALO Leaders and ALS representatives from the region must maintain subscriptions.
Archived	Yes, and publicly viewable
Comments	Level to which subject matter is strictly limited to ICANN matters is at the discretion of the RALO. Language: • Posts to this list are generally in Spanish • English posts are automatically translated into English and posted to the LAC-DISCUSS-~~es~~ en list.

28 **List name: NA-DISCUSS**

Purpose	Primary discussion list for members or those interested in NARALO
Members	Subscribed by Staff • ALAC members from the region • RALO Leaders from the region • Formal representatives of each certified ALS from the region • ICANN staff working with ALAC/At-Large Anyone else may self-subscribe
Who may send	Any list member. Messages from non-list members are held for administrator action.
Subscription Method	See Members
De-subscription	Anyone my de-subscribe without staff intervention. ALAC Members, RALO Leaders and ALS representatives from the region must maintain subscriptions.
Archived	Yes, and publicly viewable
Comments	Level to which subject matter is strictly limited to ICANN matters is at the discretion of the RALO.

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General Terms

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- All list members may have alternate address(es) in the list from which they can send and/or receive e-mails

- All lists are generally carried out in English unless otherwise noted

- Incoming ALAC Members, RALO Leadership, Liaisons and Seat 15 Board members should be subscribed to the appropriate lists once their selections are publicly announced.

- Subscription ~~by staff~~ to the one or both LAC-Discuss lists based on personal language preference.

Approved Distribution Lists

The ALAC Rules of Procedure refers to the mechanisms used to distribute certain type of e-mail as Approved Distribution Lists. The mechanisms reference may be ~~ALAL~~ ALAC mailing lists or individual user communications.

Message related to:	Sent via
ALAC votes taken via e-mail	• ALAC ~~for full votes~~ unless confidentiality requires ALAC-INTERNAL or e-mail to a trusted third party. • For the collection of delayed votes following a vote in a meeting, the votes should be solicited by private e-mail or other communications methods and later reported based on the level on confidentiality via ALAC or ALAC-Internal.
ALAC Consensus Calls via e-mail	• ALAC unless confidentiality requires ALAC.
Selection of ALAC Chair and ALAC Leadership Team (Ordinary and Extraordinary)	• ALAC • ALAC-ANNOUNCE
ALAC Appointees	• ALAC • ALAC-ANNOUNCE • Other lists or direct personal e-mails may be used as appropriate to the specifics of the position to be filled.
ALAC Leadership Team Member Recall	ALAC-INTERNAL or Personal e-mails as appropriate. If the recall is successful, a summary outcome will be distributed on the ALAC and ALAC-ANNOUNCE lists. For an unsuccessful Recall, the ALAC shall decide if a public statement of the attempted Recall is made.
Removal of an ALAC member	ALAC-INTERNAL or Personal e-mails as appropriate. For an unsuccessful Removal, the ALAC shall decide if a public statement of the attempted ~~Recall~~ Removal is made.

43

44 ~~For ALAC Approval – 2013-08-19~~