

Operating Procedures of the Address Council of the Address Supporting Organization (ASO AC OP)

1. Purpose

The Address Council of the Address Supporting Organization (ASO AC) was established under the provisions of Section 3 of the ICANN Address Supporting Organization (ASO) Memorandum of Understanding (MoU). These operating procedures establish the governing procedures of the Address Council.

2. Objective

The Address Council was established to perform the following tasks:

2.1 Undertake a role in the global policy development process as described in Attachment A of the ASO MoU.

2.2 Provide recommendations to the Board of ICANN concerning the recognition of new RIRs, according to agreed requirements and policies as currently described in ICANN Policy 2.

2.3. Define procedures for selection of individuals to serve on other ICANN bodies, in particular on the ICANN Board, and implement any roles assigned to the Address Council in such procedures.

2.4 Provide advice to the Board of ICANN on number resource allocation policy, in conjunction with the RIRs.

2.5 Develop procedures for conducting business in support of their responsibilities, in particular for the appointment of an Address Council Chair and definition of the Chair's responsibilities. The ASO MoU requires all such procedures to be submitted to the Executive Council of the Number Resource Organization for approval.

3. Members

The Address Council shall be composed of members as described and provided for in the ASO MoU.

4. Officers

4.1 Number

The officers of the Address Council shall include a Chair, two co-Chair and such other officers as the Executive Council of the Number Resource Organization may determine.

4.2. Duties of the Address Council Chair

To Be Published.

4.3. Duties of Vice Chairs

To Be Published.

4.4. Procedure for Election of ASO AC Chair and Vice Chairs

Persons who are or will be members of the ASO AC in a particular year are eligible to become Chair or Vice Chair in that year, and are eligible to participate in the election for that year's Chair, notwithstanding the fact that the procedure for electing the Chair begins during the preceding year.

4.4.1 Nominations

Nominations for the positions of Chair for a particular year must be posted on the AC-COORD mailing list no earlier than 00:00 UTC on 1 December and no later than 24:00 UTC on 14 December of the preceding year. Self-nominations are allowed. Nominations must be seconded by another eligible voter.

Confirmation of interest from nominated candidates must be posted on the AC-COORD mailing list no later than 31 December at 24:00 UTC.

4.4.2 Poll Operations

At its December meeting, the council shall establish the days and times for the opening and closing of the polls for the purpose of electing the chair of the council. The polls shall not be kept open for more than seven (7) calendar days.

Within three (3) calendar days after the polls have closed, the Secretary of the NRO EC will announce the winner of the election. Records of how each AC member voted will be kept secret. The candidate receiving the most votes is elected Chair.

4.4.3. Run-Off Procedure

In the event of a tie, there shall be a second round of electronic voting, in which the candidates are those who tied for first place during the first

round. The Secretary of the NRO EC will announce the list of candidates and the days and times of the opening and closing of the polls.

4.4.4. Appointment of Vice Chairs

The newly elected Chair shall invite two AC members to be Vice Chairs, subject to acceptance by the invitees, and subject to the requirement that the Chair and Vice Chairs must all be from different regions.

5. Meetings

5.1. Regular Meetings

The Address Council shall meet a minimum of four (4) times annually for the purpose of conducting business.

5.1.1 Schedule

The Address Council shall each year establish the schedule of date and time for the regular meetings of the council for the year. This schedule will include the following meetings:

5.1.1.1. Election of Address Council Officers

The Address Council shall meet within the month of January of each year for the purpose of electing the officers of the Council. This meeting shall not be required if the Council establishes a procedure to elect the officers by some other method.

5.1.1.2. Activity Review

The Address Council shall meet within the month of December of each year for the purpose of reviewing the activity of the Council for the year just completed and for the purpose of orienting new members to the council.

5.1.2. Notice

A reminder for all regular meetings shall be sent by email by to all AC members no later than 10 business days prior to the scheduled time of the meeting. All AC members shall respond to the notice.

5.2. Quorum.

Eight members of the council shall constitute a quorum for the transaction of business providing that there is at least one person present from each of the five (5) RIR Geographic Regions.

5.3. Special Meetings.

Special meetings of the Address Council may be called for any purpose at any time by the Chair of the Address Council or any five (5) council members providing that there are persons from at least three (3) RIR Geographic Regions.

Notice of any special meeting shall state the purpose of the meeting and shall be made no later than five (5) business days prior to the meeting.

5.4. Cancellation of a Regularly Scheduled Meeting.

If insufficient members respond to the notice or an insufficient number indicate their ability to attend the meeting for a quorum to be established the meeting will be cancelled. Such action will be taken by the Chair no earlier than 24 hours prior to the scheduled time of the meeting. If the meeting is cancelled the Chair will notify the council via email that the meeting has been cancelled. The Chair shall then immediately determine whether a special meeting shall be called to conduct business or whether the business before the council can be deferred until the next regular meeting. The Chair will notify the council by email of this decision within 24 hours of the cancellation notice. If a special meeting is to be called the procedure described in paragraph 5.3 shall be followed.

5.5. Types of Meetings

Meetings of the Address Council may be held only in person, via teleconference, or via videoconference. There shall be a minimum of two (2) physical (in person) meetings per year. One will be conducted at the meeting of one of the Regional Internet Registries; the other will be conducted at a meeting of ICANN. The council may waive the requirement to conduct the physical meetings. Such a waiver shall be approved by the Executive Council of the Number Resource Organization.

6. Global Policy Development

6.1. Authority

Under the provisions of Article VIII of the Bylaws for ICANN, the ASO is responsible advising the ICANN Board with respect to policy issues relating to the operation, assignment, and management of Internet addresses. Under the provisions of the ICANN Address Supporting Organization MoU, the Address Council is tasked to perform this task.

6.2. Overview

Attachment A of the ASO MoU describes the policy development process for global Internet number policies. Section 5 of the ASO MoU defines a global Internet number resource policy. The Address Council participates in this process during the Introductory Phase and the Ratification Phase. Between these two phases, the policy passes the RIR Discussion Phase wherein the proposal is discussed and ratified in each RIR policy forum. It is facilitated during this phase by the staff of the appropriate RIR. The Address Council will use the procedures described below to fulfil its responsibility in the global policy development process.

6.3 Global Policy Proposal Facilitators

At the beginning of each term the Address Council shall organize at least one (1) Policy Proposal Facilitator Team (PPFT) consisting of one council member from each of the regions. During the course of the year additional teams may be formed at the discretion of the council. The members of the PPFT will be responsible for the actions described in the procedures below.

6.4 Introductory Phase

A global policy may be introduced in one of three ways:

- Submitted to an RIR policy forum. The proposal is introduced into an RIR policy forum in accordance with its policy development process.
- Submitted to the Address Council. The proposal is submitted to the Address Council for consideration as global policy.
- The ICANN Board of Directors requests the Address Council to initiate a policy proposal.

6.4.1 Submitted to an RIR Forum

Within ten (10) days of the introduction of a global policy proposal in a particular region, the PPFT member of that region will notify the Chair of the Address Council of the introduction of the proposal. The Chair of the Address Council will notify the council of the proposal and will place the policy proposal on the agenda of the next regularly scheduled meeting of the Address Council as an information item. At this meeting the Address Council will examine the proposal to determine if it meets the definition of a global policy. If it does not then the PPFT member of the particular region will notify the appropriate RIR that the policy proposal that it does not meet the criteria of a policy proposal. The Address Council will take no further action. If on the other hand the proposal meets the criteria of a global policy proposal then the PPFT will within ten (10) days of the completion of the determination request to their respective RIR that the policy proposal be placed in the policy forum for their region for processing in accordance with the regional policy development process.

6.4.2 Submitted to the Address Council

Within ten (10) days of the submission of the proposal to the Address Council, the Chair of the Address Council will notify the council of the proposal and will place the policy proposal on the agenda of the next regularly scheduled meeting of the Address Council as an information item. At this meeting the Address Council will examine the proposal to determine if it meets the definition of a global policy. If it does not then the Chair will notify the proposal author that the policy proposal that it does not meet the criteria of a policy proposal. The Address Council will take no further action. If on the other hand the proposal meets the criteria of a global policy proposal then the PPFT will within ten (10) days of the completion of the determination request to their respective RIR that the policy proposal be placed in the policy forum for their

region for processing in accordance with the regional policy development process.

6.4.3 Requested by ICANN Board

The ASO MoU provides for the ICANN Board to request that the Address Council initiate a policy proposal. Any such request must include an explanation of the significant viewpoints that call for policy development and must meet the requirement of a global policy proposal. The Address Council will organize a policy proposal team consisting of one (1) member from each region. This team will work with the ICANN staff to draft such a proposal and will submit it to the ICANN board for concurrence before proceeding further. Once the language of the proposal is mutually agreed upon by the ICANN board and the Address Council the PPFT will request to their respective RIR that the policy proposal be placed in the policy forum for their region for processing in accordance with the regional policy development process.

6.5 RIR Discussion Phase

Once the global proposal has been introduced, the proposal author is expected to participate in each regional forum. Each RIR will work with the author as provided for in their respective policy development process. The Chair of the Address Council will notify by letter using the template in Annex (), the Chairs of the other ICANN Supporting Organizations and the Chairs of the ICANN Advisory Committees that a global policy proposal is being discussed in the RIR policy fora. This letter will encourage participation by the constituents of these other organizations in the RIR policy fora. The PPFT will monitor the progress of the proposal and will report on this progress at each meeting of the Address Council until such time as the proposal is remanded to the Address Council for the ratification phase. (It should be noted that the ASO MoU provides for the staffs of the individual RIRs to reconcile the language between the RIRs.)

6.6. Ratification Phase

The Ratification Phase begins when the Number Resource Organization (NRO) Executive Council (EC) transmits the final global policy proposal to the Address Council. A global policy proposal is finalized once it has been ratified in each RIR policy forum and any language reconciliation has been completed. The Ratification Phase consists of two (2) segments, the Address Council Review segment and the ICANN Board Ratification segment.

6.6.1 Address Council Review Segment

When the NRO EC transmits the policy proposal to the Address Council for ratification, it will establish a calendar start time. Within sixty (60) days of this start time the Address Council will conduct a final review the proposal and either:

- Pass it to ICANN for ratification as a global policy;
- Advise the NRO Executive Council that the Address Council has concerns as an outcome of its review and that the proposal requires further review within the public policy development process; or
- Request the NRO Executive Council for an extension of time to complete the review of the proposal.

Upon receiving a global policy proposal from the NRO EC the members of the PPFT for that proposal will produce a report using the template described in Annex (). This report will consist of a statement that the published policy development process of each of the RIRs was or was not followed. If it is determined that the published policy process was not followed, the report will provide detailed information where, when, and how the process was not followed.

Upon completion of its final review, the Address Council will, by majority vote then take one of the three actions identified earlier and described below.

6.6.1.1 Pass the proposal to ICANN for ratification as a global policy

- If the Address Council determines that the policy proposal has met the review requirements, it will authorize the Chair of the Address Council to transmit the proposal to the Secretary of ICANN for ratification by the ICANN Board of Directors. The Address Council will also establish the expected calendar start time of the ICANN ratification period. The letter of transmittal will use the template described in Annex (). The minutes of the meeting authorizing the transmittal of the proposal to ICANN will note the expected calendar start time of ICANN Board Ratification period. Upon receipt by the Chair of the acknowledgement of receipt by the ICANN Secretary, the Chair will confirm the calendar start time of the ICANN ratification period.

6.6.1.2 Advise the NRO Executive Council that the Address Council has concerns as an outcome of its review and that the proposal requires further review within the public policy development process.

- If as a result of its review of the proposed global policy, the Address Council has concerns regarding whether each region's PDP was followed, the Chair of the Address Council will so notify the Chair of the NRO EC of these concerns and if appropriate, request that the proposal be returned to the regional policy fora for further consideration.

6.6.1.3 Request the NRO Executive Council for an extension of time to complete the review of the proposal.

- If in the opinion of a majority of members of the entire Address Council, the review of the policy proposal cannot be completed in the prescribed time, the Chair of the Address Council will so notify the Chair of the NRO EC and will request an extension of time to complete its review.

6.6.2 ICANN Review and Ratification

6.6.2.1. The ICANN Board may review the policy proposal and may ask questions and otherwise consult with the ASO Address Council and/or the RIRs acting collectively through the NRO. The ICANN Board may also consult with other parties as the Board considers appropriate. Within 60 days of receipt of the proposed policy, including any consultation, the ICANN Board may either:

- Accept the proposal by a simple majority vote; or
- Reject the proposed policy by a supermajority (2/3) vote; or
- By a simple majority vote request changes to the proposed policy;
- Take no action in which case the policy will be considered ratified as it was presented to ICANN.

6.6.2.2 When the ICANN Board accepts the proposal as presented it will so notify the Address Council. The Chair of the Address Council will so notify the Chair of the NRO EC. The NRO EC will notify the RIRs who in turn will implement the policy.

6.6.2.3 If the ICANN Board rejects a proposal it will provide the Address Council with its specific concerns regarding the policy proposal. The Address Council will work with the NRO EC to examine the concerns and make an effort to resolve them with the ICANN Board. If the concerns cannot be met without changing the substance of the policy proposal, the proposal will be returned to the RIR fora with the ICANN comments. The Address Council will then await a re-transmittal of the proposal by the NRO EC.

6.6.2.4 If the ICANN board requests changes to the policy language the Address Council will provide this request to the NRO EC. The NRO EC will consult with the RIRs. If one of the RIRs objects to the proposed language change, then the proposal will be returned to the RIR PDP fora and the Address Council will await a re-transmittal of the proposal by the NRO EC. If all of the RIRs accept the proposed changes, the NRO EC will so notify the Address Council who will in turn notify ICANN who will then take the action prescribed in the ASO MoU.

6.6.2.5 In the event that the ICANN Board rejects a proposal transmitted as described in paragraph 6.6.2.4 above, the Address Council will so notify the NRO EC who will in turn take action as prescribed in the ASO MoU.

7. Selection of Individuals to the ICANN Board of Directors

7.1. Authority

Under the provisions of Article VI of the Bylaws for ICANN, the ASO is responsible for selecting persons to fill seats 9 and 10 of the ICANN Board of Directors. Under the provisions of Article VIII of the Bylaws for ICANN the Address Council is tasked to select these persons.

7.2. Overview

The ICANN bylaws establish the beginning of the terms of seats 9 and 10. In those years when the term of one of these seats is to expire, the Address Council will establish a time line in accordance with the General Selection Procedure described below to enable it to select a person to fill the projected vacancy. In the event that a seat is vacated prior to the expiration of the term, then the Address Council will exercise the Extraordinary Selection Procedure described below. In either case the procedure will consist of the four phases – Nomination, Comment, Interview, and Selection.

7.3. Eligibility Requirements

All candidates desiring to be selected to the ICANN board by the Address Council must meet the selection criteria and conflict of interest requirements as stated by ICANN in its Bylaws and other relevant documents that ICANN publishes or identifies. No candidate will be considered who does not sign a Letter of Certification attesting to compliance with the ICANN stated requirements as well as attesting to previous conduct and character. This letter will be sent via email to each applicant with a set of administrative instructions concerning its execution. Any applicant who fails to follow these instructions will not be considered as a candidate for selection.

7.4. General Selection Procedure

The General Selection Procedure (GSP) will be used to fill the ASO designated seats when those seats will be vacated by expiration of the term of service.

7.4.1. In those years when a selection is required the Council will establish a timeline in accordance with the requirements to seat the board member as stated by ICANN.

7.4.2. Nomination Phase

The period of the nomination phase is 60 calendar days. The Secretariat will post an announcement to the ASO web site and to other web sites and email lists as appropriated declaring the nomination period open. This announcement will contain instruction directing interested parties to the ASO website where they may obtain information regarding the selection process, candidate eligibility requirements, and the responsibilities upon selection. Anyone may nominate any person whom they wish.

Nominations will be sent to the Secretariat who will contact the nominee, notify them of their impending nomination, and provide them with a copy of the Letter of Certification and a general questionnaire. The nominee will complete the letter and questionnaire and return them to the Secretariat. The Secretariat will forward them to the Qualification Review Committee. This committee will consist of one member from each region. The committee will review the submittals for completeness and for compliance with the eligibility criteria and conflict of interest requirements. If it deems necessary, the committee may ask for additional clarification information from any nominee. As each person is determined to be a qualified candidate, their name will be published on the ASO web site to a running list of candidates. Persons who do not complete this activity by the close of the nomination period will not be considered as candidates. If there does not exist at least one more candidate than the number of open seats, the nomination period will be extended until such time as this number is obtained.

7.4.3. Comment Phase

The period of the comment phase is 30 calendar days plus the amount of time required to conduct the interview phase. The comment phase starts at the close of the nomination phase. A comment section will be made available on the ASO web site. Anyone may submit a comment. All comments will be displayed publicly in real time. The comment phase will conclude at the same time as the interview phase

7.4.4. Interview Phase

The period of the interview phase is a maximum of 30 calendar days and commences 30 days after the start of the comment phase. During this phase, one or more interviews will be conducted. Interviews may be conducted in writing, telephonically, or in person.

7.4.4.1. Written Interview

The written interview will be conducted for all candidates. At the beginning of the interview phase each candidate will receive a list of questions to answer in writing. The candidates will have 10 calendar days to complete the questionnaire and return it to the Secretariat.

7.4.4.2. The Address Council will meet to examine the responses to the written interview questionnaire from each candidate and determine if any candidates should be further interviewed.

Persons not considered for further interview are not removed from any final consideration for selection. All further interviews will be conducted in the same manner, either telephonically or in person.

7.4.4.3. Telephone Interview

The telephone interview can be conducted for any number of candidates. This interview will be conducted by an interview committee consisting of one person from each region. Other members of the Address Council may be present at the teleconference, but they will not be allowed to ask questions or otherwise comment during the interview. Prior to the interview, each candidate will be provided with a list of questions to assist in their preparation for the interview. The committee may ask for answers to those questions or pose questions not previously provided to the interviewees. The interview committee will present a report of each interview conducted to the Address Council.

7.4.4.4. In Person Interview

In person interviews will be conducted for no more than three candidates and by an interview committee consisting of one member from each region. Funding for the travel of the candidates and the interview committee will be provided by the NRO. If not all candidates can be present for the in person interview, the interview will be conducted for all of them telephonically. If the in person interview happens to coincide with an in person meeting of the Address Council, then the entire council may conduct the interview. Prior to the interview, each candidate will be provided with a list of questions to assist in their preparation for the interview. The committee may ask for answers to those questions or pose questions not previously provided to the interviewees. The interview committee will present a report of each interview conducted to the Address Council.

7.4.5. Selection Phase

The period of the selection phase is 14 calendar days. It will start at the close of the interview phase. At the start point, the Address Council will meet to evaluate all of the candidates. It will review all documentation accumulated for each candidate. At the conclusion of the meeting, the Address Council will have 7 calendar days to continue its deliberations regarding the candidates. At the end of this 7 day period the members of the Address Council will have 7 calendar days to vote. The vote will be conducted electronically by plurality voting with secret ballot. In the event that no candidate receives a majority of the votes cast, a second round (runoff) election will be conducted considering only the candidates that received the highest and second highest number of votes, except that if more than one candidate tied for first place, then only the first place candidates will be considered. Additional rounds will be conducted in a similar manner if necessary until a candidate receives a majority of the votes cast. The votes will be tabulated by the Secretariat. The results will be provided to the Address Council Chair who will announce the results of the election. The total number of votes that each candidate received will be posted on the ASO web site.

7.4.6. At the request of the Address Council Chair, the Secretariat will notify the Secretary of ICANN providing the name and contact information of the successful candidate.

7.5. Extraordinary Selection Procedure (ESP)

In the event a vacancy is created for one of the ASO designated seats if the ICANN Board of Directors by reason that the person in that seat is unable to complete the term; the Address Council will fill the vacancy using one of the procedures described below. The term of the person selected will be for the completion of the term of the vacated seat.

7.5.1. Selection from a previous candidate list

Consideration will be given to any candidate in the most recently conducted General Selection Procedure who received at least one-third of all votes cast. All candidates who meet this criterion will be contacted by the Address Council Chair and asked if they are willing to serve out the remaining term. If there are no persons who meet this criterion or there are no respondents to the call of the Address Council Chair, the procedure described in paragraph 7.5.2 or 7.5.3 will be followed. If there are one or more candidates who respond to this call from the chair, the Address Council will conduct the selection following the procedure described in paragraph 7.4.5. If no person receives a favorable majority of the votes cast the Address Council will decide whether to follow the procedure described in paragraph 7.5.2 or 7.5.3.

7.5.2. Selection from publicly nominated persons

At the request of the Address Council Chair, the Secretariat will issue a call for candidates. This announcement will contain instruction directing interested parties to the ASO website where they may obtain information regarding the selection process, candidate eligibility requirements, and the responsibilities upon selection. Anyone may nominate any person whom they wish. Self nominations will be accepted. Nominations will be sent to the Secretariat who will contact the nominee, notify them of their impending nomination, and provide them with a copy of the Letter of Certification and a general questionnaire. The nominee will complete the letter and questionnaire and return them to the Secretariat within 15 calendar days. The Address Council will conduct the selection following the procedure described in paragraph 7.4.5.

7.5.3. Selection from Address Council nominated persons

Members of the Address Council will nominate at least 2 candidates for the open seat. At the request of the Address Council Chair, the Secretariat will notify the potential candidates and direct them to the ASO website where they may obtain information regarding the selection process, candidate eligibility requirements, and the responsibilities upon selection. Upon acceptance of the nomination the Secretariat will provide each nominee with a copy of the Letter of Certification and a general questionnaire. The nominee will complete the letter and questionnaire and return them to the Secretariat within 15 calendar days. The Address Council will conduct the selection following the procedure described in paragraph 7.4.5.

7.5.4. At the request of the Address Council Chair, the Secretariat will notify the Secretary of ICANN providing the name and contact information of the successful candidate.

8. Rules of Order

8.1 Parliamentary Authority

The parliamentary authority of the Address Council shall be the current edition of Robert's Rules of Order Newly Revised (RONR).

8.2 Special Rules of Order

The Address Council shall adopt special rules of order that it deems necessary to conduct business. Such rules supersede the provision in RONR which conflicts with the special rule. All Special Rules of Order shall be approved by the Executive Council of the Number Resource Organization. These Special Rules shall be enumerated in Appendix A of this document.

9. Amendment of Operating Procedures

These Operating Procedures may be amended by the members of the Address Council at any regular or special meeting of the council based upon any proposed amendment receiving the vote of four-fifths of the members of the Address Council. All amendments to these Operating Procedures shall be approved by the Executive Council of the Number Resource Organization. Meeting notice and proposed amended text must be given at least 15 days in advance of a meeting called for this purpose.

Appendix A

Special Rules of Order

To Be Published