**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 coming 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. If all three ASO AC representatives from a particular region are unable to attend an ASO AC meeting, they can specifically request that the meeting is rescheduled, at least 24hrs before the start of the meeting. Unless such a rescheduling request has been received, a quorum of 4 regions will be accepted for the ASO AC meeting to proceed.

**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. Posting of Minutes**

Following an ASO AC meeting the Secretariat will send the draft minutes in a timely fashion to the ASO AC for comment. The comment period will last no longer than 1 week. After the review period the Secretariat will then post the Draft Minutes to the ASO website with a header explaining the minutes will be approved during the next regularly scheduled ASO AC meeting.

**5.5. 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.

**5.6. Types of Meetings**

Meetings of the Address Council may be held in-person, via teleconference or via video conference. The council may waive conducting the in-person meetings. Such a waiver shall be approved by the Executive Council of the Number Resource Organization. The in-person meeting will be conducted at an ICANN Community Forum, or, if necessary, at another relevant ICANN or RIR meeting.

All ASO AC meetings, in-person or tele/video conference, will start with an open session followed by a closed session (if required). Observers are welcome at the ASO AC open session but they will not be provided speaking time or standing. ICANN Board Members, ICANN Support Staff, RIR Staff or individuals specifically invited by the ASO AC Chair will be given standing as required. Where ever possible remote participation facility will be provided for the in-person meeting.

Meeting details, including the draft agenda, will be published on the ASO AC website and will be announced prior to the meetings at the relevant RIR mailing lists too.

If any meeting requires discussion about the selection of individuals to the ICANN Board of Directors, this will be done during the closed session.