# 9. Selection of Individuals to the ICANN Board of Directors

## 9.1. Authority

Under the provisions of Section 7.2 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 Section 9.2 of the Bylaws for ICANN the Address Council is tasked to select these persons.

## 9.2. Overview

The ICANN bylaws establish the beginning of the terms of seats 9 and 10. In those years preceding the expiration term of those seats, the Address Council will establish a timeline in accordance with the General Selection Procedure described below to enable it to select a person to fill the projected vacancy. In case, a seat is vacated before 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 four phases – Nomination, Comment, Interview, and Selection.

## 9.3. 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 a candidate for selection. Candidates will be subject to an independent and reasonable investigation, managed by ICANN, and consistent with those performed on all Nominating Committee selected Board members. This process is further outlined below in section 9.4.9.

## 9.4. General Selection Procedure

The General Selection Procedure (GSP) will be used to fill the ASO designated seats when those seats are vacated by the expiration of the term of service. Any ASO AC member who accepts a nomination to be considered for selection by the ASO as an ICANN Director shall not participate in any discussion or vote relating to the ASO AC selection of Directors until the ASO has selected its full complement of Directors.

### 9.4.1. Procedures for Selection Process

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. This timeline and procedures will be announced on the ASO website, other websites, and email lists as agreed by the Council. Appropriate messages will be posted at the beginning of each phase, as outlined below, and as agreed by the Council.

Before the beginning of the Selection Process, the ASO AC will conduct a series of activities to prepare itself for the process. Those activities will be mentioned in the ASO AC work plan for that given year.

These activities include:

* Set interview time and dates according to the interview processes outlined below, to be offered to candidates when appropriate.
* Set time and dates for the required meetings for the ASO AC and Interview Committee members as outlined below.
* Elaborate on all the questions to be presented to candidates in the interviews to be conducted
* Elaborate on the framework for the reports expected by the end of each interview process outlined below. The framework should take into consideration the qualities and general profile ASO AC would need to better evaluate candidates.

### 9.4.2. Qualification Review Committee

A Qualification Review Committee (QRC) will be created to establish a qualified slate of candidates for the interview phase. This committee will consist of a minimum of five members from the ASO AC. Any given region might have up to two members.

### 9.4.3. Nomination Phase

The period of the nomination phase must be at least 60 calendar days. The Secretariat will post an announcement to the ASO website, other websites, and email lists as appropriate declaring the nomination period open and specifying the deadline for presenting nominations. This announcement will contain instructions directing interested parties to the ASO website where they may obtain information regarding the selection process, candidate eligibility requirements, the responsibilities upon selection and the application mechanism. Anyone may nominate any person whom they wish. Nominations will be received by the Secretariat which 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 questionnaire will also secure the written consent of the candidate to permit the independent provider, managed by ICANN, to complete the reasonable investigation as required. The nominee will complete the letter and questionnaire and return them to the Secretariat. The Secretariat will forward them to the QRC.

### 9.4.4. Candidate Evaluation Phase

The QRC will review the submissions for completeness and compliance with the eligibility criteria and conflict of interest requirements. If it deems necessary, the QRC 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 website as a running list of candidates. Persons who do not complete this activity by the close of the nomination period will not be considered. If there is not at least one more candidate than the number of open seats, the nomination period will be extended until this number is obtained.

### 9.4.5. Comment Phase

The period of the comment phase will be at least 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 website. Anyone may submit a comment. All comments will be moderated before display. The comment phase will conclude at the same time as the interview phase.

### 9.4.6. Interview Phase

The period of the interview phase is a maximum of 60 calendar days and commences 30 days after the start of the comment phase. During this phase, up to three rounds of interviews will be conducted in this order: Round (1) will be a written interview, Round (2) will be conducted via videoconference, and round (3) via videoconference at the ASO AC discretion if necessary. A minimum of two rounds of interviews will be conducted and a maximum of three. Candidates should be aware that they will need to be available for up to three interviews.

Round 2 or Round 3 interviews might be conducted in person if the situation allows. Like for instance, all candidates and IC members would be present in the same meeting/event.

At the beginning of this phase, IC will meet to define possible dates for the interviews, Candidates will have a maximum of **5 days** to confirm availability. At the same time, IC will coordinate internally with ASO AC members the availability for all the meetings that might be required during this period.

#### 9.4.6.1. Interview Committee

An Interview Committee (IC) will be established to conduct interviews with candidates. This committee will consist of a minimum of five members from the ASO AC. Any given region might have up to two members. Members of the QRC are eligible to participate on the committee. If a committee member indicates to the committee that they are unable to fulfil their responsibility, another member might be indicated in a manner the committee determines. The IC may enlist the support of additional ASO AC members to aid in conducting interviews including assisting in asking questions to candidates, preparing, and presenting written reports. These volunteers will be considered auxiliary IC members. The committee members may ask different candidates, different questions in an interview but are collectively responsible for the questions asked during all interview rounds. Subsequently, after each interview, the committee will produce a qualitative report. It is expected that such a report would include information about each candidate's qualities and capabilities according to the expected profile set in advance and a summary of the questions and answers.

#### 9.4.6.2. Interview Round 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, prepared by the Address Council, to answer in writing. The candidates will have 10 calendar days to complete the questionnaire and return it to the Secretariat. 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 a further interview will be removed from final consideration for selection.

#### 9.4.6.3. Interview Round 2: Video Conference Interview

This interview phase will be conducted for those candidates that advanced from the previous round. This interview will be conducted by the IC. 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. Before the interview, at IC discretion, each candidate might receive a list of questions or topics that will be discussed. The interview committee will present a report of each interview conducted to the Address Council. The Address Council will meet to examine the report of each candidate’s second-round interview and determine if any candidates should be interviewed further. Persons not considered for a further interview will be removed from final consideration for selection.

#### 9.4.6.4. Interview Round 3: Video Conference Interview

This interview phase will be conducted, preferably, for a small set of candidates that ASO AC might decide to advance from the previous round and for whom more information is beneficial.

These interviews will be conducted by the IC. 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. Before the interview, at IC discretion, each candidate might receive a list of questions or topics that will be discussed. 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.