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| 7. Procedures to Appoint Members to Various BodiesThe Address Council (AC) appoints members to various positions on committees, working groups, task forces, or other bodies. This procedure will apply to such appointments, except where a more specific procedure exists. For example, this procedure does not apply to appointment of ICANN board members, because there is a separate procedure for that.7.1. Non Time Constrained Appointment RequestsIf there is sufficient time, the AC will evaluate the request to make an appointment in an ASO AC meeting. The address council may choose, by simple majority vote of the AC members attending the meeting, to* make the appointment,
* defer until the next (planned or emergency) ASO AC meeting, or
* hold an electronic vote (eVote).

7.2. Solicitation of InterestThe AC members may decided to solicit interest from a wider group than those in attendance at the meeting, including, but not limited to:* other AC members not in attendance,
* AC members whose term is expiring at the end of the year,
* AC members elect, and
* outside individuals, such as NRO or RIR staff, or member of the NRO/ASO community.

7.3. Time Constrained Appointment RequestsThe AC Chair may decide to make the appointment by eVote after discussion on the mailing list[[1]](#footnote-1), in order to meet appointment deadline.7.4. eVotesAll eVotes must have a scheduled start and end date and time, in a specified time zone. The voting must be open for no less than seven days. Approximately one day before the scheduled end of voting time, each AC member will get an emailnoting if their individual vote has been recorded, instructions on how to vote, and the total number of votes cast. The election will close at the end of the scheduled voting time or may close early if all AC members have voted. The appointment will be based on a relative majority if more than half of the AC members have voted.7.4.1. eVotes for Multiple AppointmentsIn the event of an election for multiple appointments, members will be permitted as many votes as there are appointments to fill. Each member may vote for as many or as few candidates as they desire, up to the maximum set in terms of 7.4.1, but may not submit more than one vote per candidate. The appointments will be based on a relative majority where the candidates with the most votes will fill the available appointments, provided more than half of the AC members have voted.7.4.2. eVotes for an Unknown Number of AppointmentsIt is possible that an eVote can be held where the number of appointments is not known in advance. In this case, members will be permitted as many votes as the number of candidates, or such smaller number as may be decided prior to the start of the eVote. Each member may vote for as many or as few candidates as they desire, up to the maximum set in terms of 7.4.2, but may not submit more than one vote per candidate. The threshold for determining an appointment must be decided prior to the start of the eVote. Some examples include but are not limited to:* all candidates tied for first will be selected,
* all candidates within two votes of the the lead candidate will be selected,
* the number of votes cast for the candidate in third position will be determined, and all candidates will be selected who receive at least that many votes, or who fall short of that threshold by no more than two votes will be selected,
* all candidates with a simple majority of votes will be selected.

7.4.3. eVote ExtensionsIf half or less of the AC have voted, the election will be extended another seven days, unless the AC Chair decides otherwise due to relevant time-restrictions or requirements at a given time. In such a situation the decision of the Chair shouldbe explicitly documented and the AC should be informed.* An email will be sent to all AC members announcing the new end date of the vote, and will list the names of those who have already voted. It will also include voting instructions.
* Votes cast prior to the extension period will be counted, so there is no need to cast a vote in the extension period if the AC member has already voted prior to the extension period.
* At the conclusion of the extension period, the appointment will be based on a relative majority of those who voted.

7.4.4. eVote RunoffsIn the event that an eVote results in a tie, or similar circumstances, a runoff election will be held including all candidates who were not eliminated during the previous round. To the greatest extent practical, the runoff election will be held in the same manner as the first round, except that, if the first round was an eVote over a period longer than seven days, then the duration of the runoff election will be reduced to seven days, unless the AC Chair decides otherwise due to relevant time-restrictions or requirements at a given time. In such a situation the decision of the Chair should be explicitly documented and the AC should be informed. A runoff election may be closed early if all ASO AC members have voted. This procedure is not included for appointments made in a meeting, as anomalous results can be immediately dealt with through* discussion,
* a newly constrained vote, or
* a motion about how the results should be considered

7.5. Updates from AppointeesUpon accepting an appointment, appointees shall provide regular updates to the ASO AC on their work, and the work of the body they are appointed to.* Appointees may be invited to provide updates during ASO AC meetings.
* Updates may be provided via email in addition to, or instead of, attendance at a meeting.
* Appointees may be invited to attend ASO AC meetings as observers, even when no updates will be provided.

8. Procedure for Removal of ASO appointed membersThe Address Council (AC) appoints members to various positions on committees, working groups, task forces, or other bodies. This procedure will apply to removal of such appointees, when permitted, except where the ASO AC has a more specific removal procedure.8.1. Non Time Constrained Appointment Removal RequestsIf there is sufficient time, the AC will evaluate the request to remove an appointee in an ASO AC meeting. The AC may choose, by simple majority vote of the AC members attending the meeting, to hold a vote for appointee removal. The appointee removal vote can be conducted via an eVote. The AC may also choose to make a new appointment in parallel or contingent upon removal of a current appointee.8.3. Results* Only a unanimous vote to remove the appointee will result in removal.
* As single vote cast to not remove the appointee will result in the appointee remaining in the position.
* Abstentions and members not voting is acceptable, provided a simple majority of eligible voters vote in support of removing the appointee.
* At the conclusion of the removal eVote, if the results are inconclusive, then the vote will be extended by another 7 days. Each AC member will get an email noting if their individual vote has been recorded, instructions on how to vote, the total number of votes cast, and the new date concluding the election.

11. Amendment of Operating Procedures These Operating Procedures may be amended at any regular or special meeting of the council or through an electronic vote.  The proposed amendment must receive four-fifths majority support of all members of the Address Council whether at a council meeting or via an electronic vote. Electronic votes will be a minimum of 7 days, but can be concluded as soon as all members of the Address Council register a vote. All amendments to these Operating Procedures shall be approved by the Executive Council of the Number Resource Organization. Proposed amended text must be available for discussion on email for seven days prior to the start of a vote unless all Address Council members are available for a discussion of the amendment. | 7. Procedures to Appoint Members to Various BodiesThe Address Council (AC) appoints members to various positions on committees, working groups, task forces, or other bodies. This procedure will apply to such appointments, except where a more specific procedure exists. ~~For example, this procedure does not apply to appointment of ICANN board members, because there is a separate procedure for that.~~~~7.1. Non Time Constrained Appointment Requests~~~~If there is sufficient time, the AC will evaluate the request to make an appointment in an ASO AC meeting. The address council may choose, by simple majority vote of the AC members attending the meeting, to~~* ~~make the appointment,~~
* ~~defer until the next (planned or emergency) ASO AC meeting, or~~
* ~~hold an electronic vote (eVote).~~

~~7.2. Solicitation of Interest~~~~The AC members may decided to solicit interest from a wider group than those in attendance at the meeting, including, but not limited to:~~* ~~other AC members not in attendance,~~
* ~~AC members whose term is expiring at the end of the year,~~
* ~~AC members elect, and~~
* ~~outside individuals, such as NRO or RIR staff, or member of the NRO/ASO community.~~

~~7.3. Time Constrained Appointment Requests~~~~The AC Chair may decide to make the appointment by eVote after discussion on the mailing list[[2]](#footnote-2), in order to meet appointment deadline.~~7.1 Procedures for making the appointmentThe AC shall make the appointment by Electronic Vote (eVote) and all the ASO AC members will have the right to cast their vote, following the schedule defined for the e-voting process. In case an urgent appointment is needed, the AC may replace the eVote with a decision taken in a regular or special AC meeting.7.~~42~~. eVotesAll eVotes must have a scheduled start and end date and time, in a specified time zone. The voting must be open for no less than seven days. Approximately one day before the scheduled end of voting time, each AC member will get an email noting if their individual vote has been recorded, instructions on how to vote, and the total number of votes cast. The election will close at the end of the scheduled voting time or may close early if all AC members have voted. ~~The appointment will be based on a relative majority if more than half of the AC members have voted.~~ The successful candidate will receive a majority of votes from the ASO AC members to be appointed. In the case of a tie, the AC will gather to discuss the remaining candidates before carrying out a re-vote~~.~~7.~~4.1.~~3. eVotes for Multiple AppointmentsIn the event of an election for multiple appointments, members will be permitted as many votes as there are appointments to fill. Each member may vote for as many or as few candidates as they desire, up to the maximum of the seats to be appointed~~, set in terms of 7.4.1,~~ but may not submit more than one vote per candidate. ~~The appointments will be based on a relative majority where the candidates with the most votes will fill the available appointments, provided more than half of the AC members have voted.~~~~7.4.2. eVotes for an Unknown Number of Appointments~~~~It is possible that an eVote can be held where the number of appointments is not known in advance. In this case, members will be permitted as many votes as the number of candidates, or such smaller number as may be decided prior to the start of the eVote. Each member may vote for as many or as few candidates as they desire, up to the maximum set in terms of 7.4.2, but may not submit more than one vote per candidate. The threshold for determining an appointment must be decided prior to the start of the eVote. Some examples include but are not limited to:~~* ~~all candidates tied for first will be selected,~~
* ~~all candidates within two votes of the the lead candidate will be selected,~~
* ~~the number of votes cast for the candidate in third position will be determined, and all candidates will be selected who receive at least that many votes, or who fall short of that threshold by no more than two votes will be selected,~~
* ~~all candidates with a simple majority of votes will be selected.~~

7.4~~.~~. eVote Extensions~~If half or less of the AC have voted, the election will be extended another seven days, unless the AC Chair decides otherwise due to relevant time-restrictions or requirements at a given time. In such a situation the decision of the Chair should~~~~be explicitly documented and the AC should be informed.~~* ~~An email will be sent to all AC members announcing the new end date of the vote, and will list the names of those who have already voted. It will also include voting instructions.~~
* ~~Votes cast prior to the extension period will be counted, so there is no need to cast a vote in the extension period if the AC member has already voted prior to the extension period.~~
* ~~At the conclusion of the extension period, the appointment will be based on a relative majority of those who voted.~~

If less than half of the AC members submit their vote on time, the election will be extended by another seven days unless specific time-restrictions or requirements make the extension not possible.When the extension proceeds, an email will be sent to all AC members announcing the new end date of the vote, and will list the names of those who have already voted. It will also include voting instructions.E-Votes cast prior to the extension period will be counted, so there is no need to cast a new vote in the extension period if the AC member has already voted prior to the extension period.At the conclusion of the extension period, the appointment will be based on a majority of those who voted, no matter the final number of votes cast7.5.~~4. eVote Runoffs~~~~In the event that an eVote results in a tie, or similar circumstances, a runoff election will be held including all candidates who were not eliminated during the previous round. To the greatest extent practical, the runoff election will be held in the same manner as the first round, except that, if the first round was an eVote over a period longer than seven days, then the duration of the runoff election will be reduced to seven days, unless the AC Chair decides otherwise due to relevant time-restrictions or requirements at a given time. In such a situation the decision of the Chair should be explicitly documented and the AC should be informed. A runoff election may be closed early if all ASO AC members have voted. This procedure is not included for appointments made in a meeting, as anomalous results can be immediately dealt with through~~* ~~discussion,~~
* ~~a newly constrained vote, or~~
* ~~a motion about how the results should be considered~~

Instant Run-off voting will be the election counting mechanism used to select a candidate in a ranked preferential voting method, based on a single list of candidates, ranked in order of preference.Voters rank candidates in order of preference (i.e. first, second, third and so on). Ballots are initially counted to establish the number of votes for each candidate. If a candidate has more than half (Majority) of the first-choice votes that candidate wins. If not, then the candidate with the fewest votes is eliminated, and the voters who selected that candidate as their first choice have their votes added to the total of the candidate who was their next choice. That process continues until one candidate has more than half of the votes, and that person is declared the winner.7.6 Appointment decisions in a regular or special AC meeting. If an urgent appointment is needed to be made that cannot be carried out in the normal process, e.g. due to extreme time constraints, the appointment will be made by vote of the members of the ASO AC in a regular or special meeting. In these cases, the need to decide on the appointment must be included in the meeting agenda and notified to all ASO AC members with due anticipation.7.~~5~~7. Updates from AppointeesUpon accepting an appointment, appointees shall provide regular updates to the ASO AC on their work, and the work of the body they are appointed to.* ~~Appointees may be invited to provide updates during ASO AC meetings.~~
* ~~Updates may be provided via email in addition to, or instead of, attendance at a meeting.~~
* ~~Appointees may be invited to attend ASO AC meetings as observers, even when no updates will be provided.~~

The update should be provided at least twice annually. Appointees may be invited to provide updates during ASO AC meetings.Updates may be provided via email in addition to, or instead of, attendance at a meeting.Appointees may be invited to attend ASO AC meetings as observers, even when no updates will be provided.8. Procedure for Removal of ASO appointed members~~The Address Council (AC) appoints members to various positions on committees, working groups, task forces, or other bodies. This procedure will apply to removal of such appointees, when permitted, except where the ASO AC has a more specific removal procedure.~~~~8.1. Non Time Constrained Appointment Removal Requests~~~~If there is sufficient time, the AC will evaluate the request to remove an appointee in an ASO AC meeting. The AC may choose, by simple majority vote of the AC members attending the meeting, to hold a vote for appointee removal. The appointee removal vote can be conducted via an eVote. The AC may also choose to make a new appointment in parallel or contingent upon removal of a current appointee.~~~~8.3. Results~~* ~~Only a unanimous vote to remove the appointee will result in removal.~~
* ~~As single vote cast to not remove the appointee will result in the appointee remaining in the position.~~
* ~~Abstentions and members not voting is acceptable, provided a simple majority of eligible voters vote in support of removing the appointee.~~
* ~~At the conclusion of the removal eVote, if the results are inconclusive, then the vote will be extended by another 7 days. Each AC member will get an email noting if their individual vote has been recorded, instructions on how to vote, the total number of votes cast, and the new date concluding the election.~~

The same procedure used by the AC to appoint a person to a position on committees, working groups, task forces, or other bodies shall be used to removal of such appointees.The AC may also choose to make a new appointment in parallel or contingent upon removal of a current appointee.Following an ASO AC meeting the Secretariat will send the draft minutes in a timely fashion to the ASO AC for comment.11. Amendment of Operating Procedures ~~These Operating Procedures may be amended at any regular or special meeting of the council or through an electronic vote.  The proposed amendment must receive four-fifths majority support of all members of the Address Council whether at a council meeting or via an electronic vote. Electronic votes will be a minimum of 7 days, but can be concluded as soon as all members of the Address Council register a vote. All amendments to these Operating Procedures shall be approved by the Executive Council of the Number Resource Organization. Proposed amended text must be available for discussion on email for seven days prior to the start of a vote unless all Address Council members are available for a discussion of the amendment.~~These Operating Procedures may be amended through an eVote. The proposed amendment must receive two thirds majority support of all members of the AC to be implemented. A minimum of 7 days will be granted for AC members to submit their electronic votes, but the process can be concluded as soon as all members register a vote. All amendments to these Operating Procedures shall be approved by the Executive Council of the Number Resource Organization. Proposed amended text must be available for discussion on email at least seven days prior to the start of an eVote |

1. The “ac-discuss” mailing list. This mailing list is used for ASO AC Operations. It has public posting restrictions and it is publicly archived [↑](#footnote-ref-1)
2. The “ac-discuss” mailing list. This mailing list is used for ASO AC Operations. It has public posting restrictions and it is publicly archived [↑](#footnote-ref-2)