# **3. Members**

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

# **4. Officers**

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

## **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. The officers will be designated by the ASO AC members following the operating procedures.

## **4.2. Duties of the Address Council Chair**

Leading the ASO AC to carry out its established functions and ensure that it follows approved operating procedures.

Ensuring the ASO AC has an approved work plan for that year and overseeing the implementation of the same.

Ensuring the performance assessment is carried out of ASO AC appointees to different committees

Liaising with the NRO EC as appropriate

Liaising with ICANN and other bodies within ICANN as appropriate

Maintaining a consistent understanding of the scope of ASO AC

Chair ASO AC meetings and conduct deliberations during ASO AC meetings.

## **4.3. Duties of Vice Chairs**

Vice Chairs act as support and backup for the Chair and may be requested by the Chair to act on its behalf in presentations, meetings or other forums.

During extraordinary circumstances where the Chair is unable to fulfil the role, the Vice Chairs are expected to confer and agree to nominate one of the Vice Chair to act in the Chair’s capacity.

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

### **4.4.1. Chair and Vice-chair Term Limits**

The chair and vice-chairs are selected for a term of one year. The chair and vice-chairs terms will extend through the first meeting of the new year if a new chair has not been selected. The chair will be ineligible to serve as chair for one year after completing five consecutive one year terms. The Chair will be ineligible to serve as vice-chair for one year after completing one or more one year terms. The vice-chairs will be ineligible to serve as vice-chair for one year after completing five consecutive one year terms. Fractional terms of 6 months or longer will be counted a completing a one year term.

### **4.4.2. Election of Chair and Vice-Chairs**

A person who is or will be a member of the ASO AC in a particular year is:

– eligible to become Chair or Vice chair in that year provided he or she has not exceeded the term limit in section 4.4.1.

– notwithstanding the fact that the procedure for electing the Chair begins during the preceding year.

### **4.4.4. Election Procedure for Chair and Vice Chairs**

(a) The Secretary of the NRO EC shall oversee the conduct of the election.

(b) Nominations for the positions of Chair and Vice Chairs for a particular year shall be posted on a private ASO AC 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 a private ASO AC mailing list no later than 31 December at 24:00 UTC.

(c) 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 and the vice chairs 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 winners of the election will be announced. Records of how each AC member voted will be kept secret. The candidate receiving the most votes is elected Chair, the second and third most voted are elected vice chair.

(d) 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 list of candidates and the days and times of the opening and closing of the polls shall be announced. This procedure applies to Chair and Vice Chairs ‘ election.

### **4.4.5. Casual Vacancy**

If the Chair resigns or is removed from his or her position on the ASO AC at any time during the term, the Vice Chairs most voted at the time of his/her election, shall designate as the acting Chair, within 7 days.. An election to fill the position of the Chair for the remaining term shall be completed within 30 days of the casual vacancy occurring. The election shall be overseen by the NRO Secretary.