Request for Recognition (RFR) as a New GNSO Constituency and Charter Template

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Important Notices:
(1) The purpose of this document is for a Candidate Constituency to request the applicable Stakeholder Group and ICANN Board for formal recognition as a new GNSO Constituency. The proponents will have successfully completed Step 1-Applicant Phase of the "Process for Recognition as a New GNSO Constituency" (hereinafter Process) [==Link TBD==].
(2) This request and associated documents will be provided to the Board, all Stakeholder Groups and Constituencies, and the GNSO Council. It will also be publicly posted with phone and fax numbers redacted.

Submit to: new-constituency@icann.org *[Note: If you do not receive a confirmation after submittal or have questions, please contact policy-staff@icann.org].*

Constituency Name:	
Your Name:	
Your Company/Organization:	
Tel. Number:	
Fax Number:	
Email Address:	
Submission Date:	

Instructions:

Within 6 months[1] of a Board resolution approving an Applicant Constituency to enter the Candidate Phase, the Constituency proponent(s) will submit this request along with the following:

1) An Activity Report containing:

   a) A summary of the Candidate Constituency's participation in the Stakeholder Group's activities as described in Appendix 2 of the Process, and

   b) The Candidate Constituency's membership growth to reach the goals described in Appendix 2 of the Process.

2) A proposed charter for the Constituency developed in accordance with the criteria in Appendix 3 of the Process. A charter development template is provided below and ICANN Staff is available to provide additional guidance and assistance to the Candidate Constituency.

3) An indication of the proposed resources that will be needed by the Constituency to participate in the SG (and the GNSO and ICANN) as a fully recognized Constituency.

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[1] If the Candidate Constituency needs more time to complete Step 2, it may initiate a one-time automatic six-month extension by sending a request to new-constituency@icann.org.

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Constituency Charter Template

Purpose and Guidance

This template was assembled by ICANN Policy Staff to assist a Candidate Constituency construct a comprehensive charter document. It was distilled from a detailed analysis of existing GNSO Constituency charters and a selection of common structures, topics, and relevant components. It is organized into major thematic headings with individual sections containing keywords/phrases intended to suggest specific content that, when completed, would describe the constituency's rules, procedures, and/or practices for that element. To clarify the intended substance of each title/heading, Staff has added guiding questions, explanatory notes, and suggested content/topics. In a few instances, language extracted from an existing Constituency charter has been inserted for illustrative purposes and to stimulate other useful ideas.

At first review of this template and its exhaustive array of topics, the prospect of constructing one may appear to be a daunting challenge. Two points should be kept in mind when working with this template: (1) the Board recognizes that, as a practical matter, charter documents often evolve over extended time periods as membership expands, leaders change, and experiences are gained; and (2) it is not required that every sub-section be completely addressed before requesting Constituency recognition; however, it is important that the minimum required charter criteria be satisfied as documented in Appendix 3 of the "Process for Recognition of New GNSO Constituencies."

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1.0   Mission, Structure, and Principles

1.1   Reference to ICANN Bylaws

Ex. from IPC Charter: "The Intellectual Property Interests Constituency (hereinafter to be referred to as the IPC) is a part of the Generic Names Supporting Organization (GNSO) according to Article X (5) of the ICANN bylaws, which became effective on December 15, 2002."

1.2   Mission

Ex. from NCUC Charter: "The purposes of the Noncommercial Users Constituency are to represent the views and interests of those who engage in noncommercial speech and activity on the Internet. It is further created to provide a voice and representation in ICANN processes to non-profit organizations that serve non-commercial interests and provide services such as education, community organizing, promotion of the arts, public interest policy advocacy, children's welfare, religion, scientific research, human rights and the advancement of the Internet as a global communications system for all segments of society."

1.3   Structure
Suggestion: How will the constituency be organized into governance, committee/councils (e.g. policy development, credentials), and membership?

1.4   Guiding Principles for Leaders, Representatives, and Members
Suggestion: This sub-section could include (a) important overarching principles, consistent with ICANN Board direction, emphasizing fairness, openness, and transparency in all constituency policies, practices, and operations; (b) service standards for leadership positions including impartiality, accountability, and conflicts of interest declarations; and (c) behavioral expectations of all constituency members and participants including adhering to ICANN Bylaws/Policies; supporting the consensus model; treating others with dignity, respect, courtesy, and civility; listening attentively to understand others; acting with honesty, sincerity, and integrity; and maintaining community good standing.

1.5   Discipline
Suggestion: This sub-section could be used to outline the constituency's rules and mechanisms for handling any member's failure to comply with the behavioral principles including warnings, suspension, termination, appeals, reinstatement, etc.

2.0   Executive Leadership

2.1   Composition, Eligibility, and Terms of Office
Suggestion: What officers and positions comprise the constituency's leadership structure (e.g. Executive Committee); what are the relevant eligibility criteria; and what terms of

office apply including limits, staggered terms, resignation, suspension, removal, and vacation?

2.2   Responsibilities
Suggestion: This sub-section describes the roles, duties, and responsibilities of each position identified in 2.1 above including delegated powers and authorities (e.g. facilities, budgets, operating plan, meetings/conferences, web site).

2.3   Decision-Making Processes
Suggestion: What methodologies will the constituency's leadership team utilize in its decision-making processes and in what ways can/does the membership participate? Optionally, voting mechanisms/rules may be described here or referenced only and explained in §8.0.

3.0   Committee(s)

3.1   Purpose and Function
Suggestion: For each <u>permanent</u> committee (or council) envisioned (e.g. policy development, credentials), what is the purpose of that entity and what are its principal functions?

3.2   Officers, Eligibility, and Terms of Office
Suggestion: What officers and positions comprise the committee's (or council's) leadership structure; how are they appointed or elected; what are the relevant eligibility criteria; and what terms of office apply including limits, staggered terms, resignation, suspension, removal, and vacation?

3.3   Responsibilities
Suggestion: This sub-section describes the roles, duties, and responsibilities of each position identified in §3.2 above including delegated powers and authorities.

3.4   Advisory Structures
Suggestion: This sub-section addresses the various types of <u>temporary</u> advisory entities (e.g. working groups, sub-committees, task forces) that might be constituted for each committee (or council); how they are chartered, organized, and populated; and, depending upon each one's function, might define additional roles such as author, rapporteur, secretary, et al.

3.5   Decision-Making Processes
Suggestion: What methodologies (e.g. consensus, voting) will the committee (or council) and advisory structures utilize in their decision-making processes and in what ways can/does the membership participate? What procedures or processes will be engaged to resolve disagreements?

4.0 Membership

4.1 Definition
Suggestion: This sub-section addresses how the constituency defines its membership (e.g. organizations, communities, businesses, profit/non-profit) including factors such as representation, diversity, member expertise/knowledge, markets or interest areas served, et al.; what entities are eligible and, if applicable, ineligible to join this constituency; and what membership states are recognized including active, inactive, registered, non-registered, et al.

4.2 Publication Policies/Practices
Suggestion: How will membership in this constituency be publicized internally and within the ICANN community as well as the general public?

4.3 Recruitment and Outreach
Suggestion: What are the policies, practices, and values with respect to expansion and growth of the constituency and what steps would a new member follow to join? Optionally, fees might be explained in this section or referenced generally and deferred to §9.0 Finances.

4.4 Appointed Representatives
Suggestion: This sub-section describes the constituency's requirements and standards for appointed representatives including services to be performed, credentials/qualifications, knowledge/expertise, time/interest requirements, and participation/involvement expectations.

4.5 Member Rights and Responsibilities
Suggestion: This sub-section discusses the rights, privileges, and responsibilities of constituency membership including voting, participation, involvement, and recruitment.

5.0 Communications

5.1 Meetings/Conferences
Suggestion: What types of meetings will the constituency hold including frequency/duration and for what general or specific purposes? How will notifications and agendas be handled and what protocols will be employed to guide the sessions (e.g. Robert's Rules of Order)? What attendance options are supported (e.g. remote teleconference)? Are observers permitted? How will sessions be recorded (e.g. audio, minutes), published, and archived? Will translation/interpretation services be offered or available?

5.2 Distribution/Communication Lists
Suggestion: What email, discussion, announce, listserv, web site, or other mechanisms will be utilized for membership communications? What categories of member information will be collected and included? What publication/privacy policies pertain to these lists?

6.0 GNSO Council Representation

6.1 Composition, Eligibility, and Terms of Office
Suggestion: This sub-section identifies the representatives/seats/positions that the constituency elects to the GNSO Council; the relevant eligibility and diversity criteria (e.g. regional or geographic representation); and terms of office (per ICANN Bylaws) including limits, staggered terms, vacancies, resignation, suspension, removal, and vacation.

6.2 Responsibilities
Suggestion: This sub-section describes the roles, duties, and responsibilities of each position identified in §6.1 above as well as specific service expectations such as constituency representation, attendance/participation, liaison, and communications.

7.0 Elections

7.1 Eligibility for Elected Office
Suggestion: This sub-section might include any general eligibility criteria pertaining to elected positions not elsewhere covered under a particular title (e.g. access to proprietary/confidential information)

7.2 Procedures
Suggestion: This sub-section describes the constituency's roles, responsibilities, processes, rules, and associated timelines for handling nominations, circulations, candidates formal acceptance, and submission of resumes/bios/qualifications; elections (method, use of proxies); and determination of outcome(s) including ties, eliminations, etc.

8.0 Voting

8.1 Applicability
Suggestion: Under what decision-making situations are voting methodologies applied (e.g. failure to reach consensus, dispute resolution, elections)?

8.2 Rights, Privileges, and Limitations
Suggestion: Which members are permitted to vote and under what circumstances, if any, might a member's voting privileges be revoked or suspended (e.g. fee delinquency, conflict of interest, suspension)?

8.3 Quorum
Ex. from RrC Charter: "Unless specified otherwise within these Bylaws, a meeting or teleconference with a majority of the Executive Committee, Elected Representatives or any

committee of the Constituency in attendance shall constitute a quorum. An affirmative vote of at least one half plus one of all ballots cast, provided the total number of those voting is not less than ten percent of the total number of voting Members to a minimum of ten Members, in favor of an amendment is necessary for adoption."

8.4   Processes
Suggestion: This sub-section specifies how motions are made; the balloting sequence; applicable time periods; acceptable or allowable voting mechanisms (e.g. email, online); proxies; outcome(s) determination including how ties are resolved, publication/announcement; and confidentiality provisions.

9.0   Finances

9.1   Revenue/Expense Categories
Suggestion: This sub-section itemizes the constituency's dues, fees, and/or subscriptions including provisions for payment, non-payment, settlements, and waivers.

9.2   Policies/Practices
Suggestion: What is the constituency's accounting period (e.g. fiscal, calendar), financial reporting/publication policy including transparency, and process for independent review?

10.0   Glossary and Terminology

11.0   Amendments (Illustrative)

Version	Date	Name	Description
1.0	10/1/08		First draft
1.1	10/15/08		Editing and comments
1.2	10/31/08		Restructuring suggestions
1.3	11/15/08		Rewrite of Section X