

## Excerpt from [RSSAC000v4](#)

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### 1.2.8.5. Outgoing RSSAC Liaison to the ICANN Board of Directors

The outgoing RSSAC Liaison to the ICANN Board of Directors is specified in the ICANN Bylaws.<sup>1</sup> The term for the outgoing RSSAC Liaison to the ICANN Board of Directors shall be three years. A person may only serve for two consecutive terms. The eligibility status for a previous liaison is reset one year after having stepped down. The RSSAC must elect the outgoing RSSAC Liaison to the ICANN Board of Directors according to the outgoing RSSAC liaisons election procedure (Section 1.2.8.9) from the primary and alternate representatives of the RSSAC. Representatives from the ICANN organization are not eligible to be elected as an RSSAC Liaison to the ICANN Board of Directors.

The outgoing RSSAC Liaison to the ICANN Board of Directors acts as a conduit between the RSSAC and the ICANN Board of Directors reporting on matters that need to be coordinated or communicated between the two bodies. The role requires exceptional discretion, proven management skills, significant time commitment, and broad political awareness. It is desirable that candidates possess leadership experience in the RSSAC, at ICANN, or the broader Internet community. A specific list of responsibilities will be maintained on the RSSAC website.

### 1.2.8.6. Outgoing RSSAC Liaison to the ICANN Nominating Committee

The outgoing RSSAC Liaison to the ICANN Nominating Committee is specified in the ICANN Bylaws.<sup>2</sup> The term for the outgoing RSSAC Liaison to the ICANN Nominating Committee shall be one year. A person may only serve for three consecutive terms unless there are no other candidates for the position. The eligibility status for a previous liaison is reset one year after having stepped down. The RSSAC must elect the outgoing RSSAC Liaison to the ICANN Nominating Committee according to the outgoing RSSAC liaisons election procedure (Section 1.2.8.9) from the members of the RSSAC Caucus.

The outgoing RSSAC Liaison to the ICANN Nominating Committee acts as a conduit between the RSSAC and the ICANN Nominating Committee reporting on matters that need to be coordinated or communicated between the two bodies. The role requires discretion, management skills, and considerable time commitment.

<sup>1</sup> See ICANN bylaws 7.9(a)(ii), <https://www.icann.org/resources/pages/governance/bylaws-en/>

<sup>2</sup> See ICANN bylaws 8.2(c), <https://www.icann.org/resources/pages/governance/bylaws-en/>

#### 1.2.8.7. Outgoing RSSAC Liaison to the ICANN CSC

The outgoing RSSAC Liaison to the ICANN Customer Standing Committee is specified in the ICANN Bylaws.<sup>3</sup> The term for the outgoing RSSAC Liaison to the Customer Standing Committee shall be two years. A person may only serve for two consecutive terms unless there are no other candidates for the position. The eligibility status for a previous liaison is reset one year after having stepped down. The RSSAC must elect the outgoing RSSAC Liaison to the Customer Standing Committee according to the outgoing RSSAC liaisons election procedure (Section 1.2.8.9) from the members of the RSSAC.

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The outgoing RSSAC Liaison to the Customer Standing Committee acts as a conduit between the RSSAC and the Customer Standing Committee reporting on matters that need to be coordinated or communicated between the two bodies. The role requires discretion, management skills, and considerable time commitment.

#### 1.2.8.8 Outgoing RSSAC Liaison to the ICANN RZERC

The outgoing RSSAC Liaison to the ICANN Root Zone Evolution Review Committee is specified in the Root Zone Evolution Review Committee charter.<sup>4</sup> The term for the outgoing RSSAC Liaison to the Root Zone Evolution Review Committee shall be two years. A person may only serve for two consecutive terms unless there are no other candidates for the position. The eligibility status for a previous liaison is reset one year after having stepped down. The RSSAC must elect the outgoing RSSAC Liaison to the Root Zone Evolution Review Committee according to the outgoing RSSAC liaisons election procedure (Section 1.2.8.9) from the members of the RSSAC.

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The outgoing RSSAC Liaison to the Root Zone Evolution Review Committee acts as a conduit between the RSSAC and the Root Zone Evolution Review Committee reporting on matters that need to be coordinated or communicated between the two bodies. The role requires discretion, management skills, and considerable time commitment.

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<sup>3</sup> See ICANN bylaws 17.2(c), <https://www.icann.org/resources/pages/governance/bylaws-en/>

<sup>4</sup> See Root Zone Evolution Review Committee Charter, <https://www.icann.org/en/system/files/files/revised-rzerc-charter-08aug16-en.pdf>

## 1.6. Meetings

The RSSAC holds regular, emergency, and **informational** meetings. Regular meetings are held to conduct the work of the RSSAC. Emergency meetings are closed to the public and enable RSSAC to respond to extraordinary circumstances. Public **Informational** meetings are used both to present the work of the RSSAC and to engage the broader Internet community.

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Formal action by the RSSAC may be taken as long as a quorum is established and voting procedures are followed as outlined in Section 1.4. The following process applies as well:

1. The support staff takes notes during the meeting in the appropriate supporting technology and posts them to the RSSAC workspace and website;
2. The support staff produces minutes (see details in Section 1.6.5); and
3. After each meeting support staff sends an email to the RSSAC including the draft minutes for review.

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### 1.6.1. Regular Meetings

Regular meetings are held to conduct the work of the RSSAC. **Regular meetings are either open for observation or closed to the public, depending on communication medium and the agenda items.** Regular meetings are held **both at ICANN conferences and** periodically via teleconference with appropriate supporting technology for recording and managing the meeting.

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The RSSAC Chair may call regular meetings by sending an email to the RSSAC with a draft agenda that includes expected formal action (if any) and participation information. Additional participants may be invited by the RSSAC Chair or by formal resolution.

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**Regular meetings should be scheduled at least one week in advance, and must not be scheduled less than 72 hours in advance.**

**Deleted:** On an as-needed basis, the RSSAC Chair may schedule in-person regular meetings of the RSSAC. The purpose of these in-person regular meetings is to discuss in detail issues before the RSSAC. In-person regular meetings will typically be held at ICANN public meetings or other venues as deemed appropriate.

### 1.6.2. Emergency Meetings

Emergency meetings enable RSSAC to respond to extraordinary circumstances. The purpose of an emergency meeting is to gather information and enable discussion that may be required for feedback to the extraordinary circumstances. The RSSAC Chair may call emergency meetings by sending an email to the RSSAC with a draft agenda that includes the extraordinary circumstances prompting the emergency meeting, expected formal action (if any) and participation information. **Emergency meetings should be scheduled at least 72 hours in advance, but must not be scheduled less than 24 hours in advance.**

### 1.6.3. Informational Meetings

The RSSAC produces publications in part for the broader Internet community. In support of this mission, the RSSAC holds informational meetings for two principal purposes:

- To report to the community on its activities and other significant issues; and
- To receive from the community questions, comments, and suggestions.

The RSSAC Chair may decide to hold multiple public meetings when the RSSAC is studying a topic of particular interest over a long period of time.

### 1.6.4. Call for Meetings

At least one week, prior to a Regular or Informational Meeting, the support staff will distribute a draft agenda including potential items that will require a vote to the RSSAC and issue a call for other agenda items from the RSSAC. The support staff may also request materials such as documents or presentations from liaisons, work party leaders, or invited guests. One week prior to a Regular Informational Meeting, the support staff will provide all materials necessary, especially for potential items that will require a vote such as documents or presentations. A call for an Emergency meeting may upend this process, but the RSSAC Chair and support staff will strive to keep these interventions to a minimum and adhere to the aforementioned process as practically and as timely as possible given the extraordinary circumstances.

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### 2.5.2. Project Workspace

The RSSAC Caucus maintains a project workspace for software and data projects relevant to the work of the RSSAC Caucus. Any software or datasets developed in RSSAC Caucus work parties should be hosted here. Other projects not developed in RSSAC Caucus work parties may also be hosted here if they are relevant to the work of the RSSAC or RSSAC Caucus. The workspace is open to anyone for reading. RSSAC caucus members that wish to host a project here should contact the project workspace administrators. Protected or proprietary information should not be stored here.

## 2.6. RSSAC and RSSAC Caucus Work Parties

The RSSAC may call for an RSSAC work party consisting only of RSSAC members to undertake a specific work assignment within the RSSAC. The RSSAC may also call for an RSSAC Caucus work party consisting of RSSAC and RSSAC Caucus members to undertake a specific work assignment within the RSSAC Caucus. Support staff resources will be available to

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all work parties to conduct business. All work parties follow the quorum, voting, and meeting practices of the RSSAC.

### 2.6.1. Confidentiality

An RSSAC work party may decide to keep any part of its deliberations and draft documents confidential within the work party for a specific period during ongoing work. This confidentiality does not prohibit the work party leader from providing requested updates to the RSSAC. An RSSAC work party must resolve confidentiality issues related to the draft work party document before it is shared outside of the RSSAC, unless required to do so by law.

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The RSSAC Caucus mailing list is open to the public. Therefore RSSAC Caucus work party activities and working drafts are not strictly confidential. However, RSSAC Caucus members must obtain concurrence from the work party leader before publicly publishing, forwarding, or presenting any work party information.

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## 3. RSSAC Publication Procedures

The RSSAC determines its work, tracks its progress, and finalizes work products. A finalized work product is sent as correspondence, posted publicly, or otherwise finalized as an RSSAC work product as described in this section. The working language for RSSAC publications is English. When translations of RSSAC publications are made, the original English language publication remains authoritative.