

## NomCom Activities and Responsibilities

The timing of the NomCom activities generally works backwards from the ICANN’s Annual Meeting because of a Bylaws requirement that the successful candidates selected by the NomCom be announced one month before the Annual Meeting.

In order to provide candidates with an understanding of the responsibilities and time commitments required of the NomCom Chair, below is a list of tasks relating to the work of the NomCom, starting with the appointment of the NomCom Chair through the announcement of NomCom selected candidates. While specific dates are not included below, this chart should provide a picture of the various NomCom activities and, where applicable, the length of time generally allotted for each activity. For reference, the actual dates and timing for completing the NomCom tasks for late 2010 through completion in 2011, where available, is set forth below the chart.

No.	Timing	Task
1		Appointment of Chair by ICANN Board (note that the Chair of the previous NomCom remains as a special advisor to the new Chair).
2		At his or her sole discretion, the Chair may appoint a non-voting Associate Chair to serve during all or part of the Chair’s term. The Associate Chair may not be a person who is otherwise a member of the same NomCom. The Associate Chair shall assist the Chair in carrying out the duties of the Chair, but shall not serve, temporarily or otherwise, in the place of the Chair.
3	Allow 6 – 8 weeks	Chair writes to constituencies to seat NomCom members, follow up done by Chair and Associate Chair.
4		NomCom established.
5		Administrative Teleconferences—these are held throughout the term of the NomCom and are generally called by the Chair on an as needed basis to finalize documents, discuss process, clarify information, etc.
6	Optimal is to have this meeting after the Annual Meeting, typically immediately after close of AGM	First face to face meeting—historically this has been a two day meeting and its purpose is to begin outreach to the ICANN community, to inform and involve NomCom members who had previously not attended an ICANN meeting or served on the NomCom, for NomCom members to become acquainted with each other, to clarify objectives and roles, and to prepare for the launch of the main part of the committee’s work.
7	Up to 3 months	Review of documents—the NomCom has developed a number of documents over time and these documents are reviewed and

		updated annually to reflect the positions being filled. The primary document of the NomCom is the <i>Formal Call for Statement of Interest (SOI)s</i> , other documents include Committee Procedures, Code of Ethics, Conflict of Interest policy, FAQs and flyers
8		Announcement of Invitation for Statement of Interests—this is done via the ICANN website and various mailing lists
9	From the date of formal call to closing date for SOIs	Outreach—NomCom members are expected to do their best to find the highest qualified candidates for consideration by the NomCom and to do their best to encourage those individuals to serve. This commitment to outreach is part of the Code of Ethics agreed by all members. NomCom members use their own networks and attendance at conferences, etc., to conduct outreach. This is done from the time the Formal Call for SOIs is announced to the closing date for submissions.
10	From receipt of SOIs to second face-to-face meeting	Request for references—all candidates are asked to identify up to four references. Following receipt of each SOI reference requests are sent by staff to all those identified by the candidates and posted for NomCom only review upon receipt.
11		Closing date for Statements of Interest
12	From closing date of submissions to second face to face meeting	Depending on NomCom procedures, each NomCom member will review the SOIs and references received. NomCom members are responsible for collecting all information about their candidates, including chasing references, and generally becoming familiar with the candidates they have been allocated. The 2010-2011 NomCom is also using the services of Odgers Berndston Unternehmensberatung GmbH, a Frankfurt, Germany-based executive search firm, to interview and assess candidates referred by the NomCom. Odgers Berndston’s assessments are an additional tool for the committee, and do not replace the determination of the NomCom on individual candidates.
13	Three to four weeks prior to second face to face meeting	The NomCom reviews SOIs received, references, and other information available on the candidates in advance of the selection meeting. The goal is to steadily build knowledge of all candidates and to be able to attend the selection meeting with a good knowledge of all candidates.
14	Two to Three days, may occur immediately following ICANN meeting	Second face-to-face or Selection meeting—the purpose of this meeting is to select a slate of candidates to fill the positions available. A number of alternative candidates are also identified in case the selected nominee’s circumstances had changed.
15	Over two to three	Depending on NomCom procedures, telephone interviews.

	days	The purpose of the calls is to elicit additional information about the candidates and ask clarifying questions.
16	Up to four weeks	Due diligence—a firm is selected by the NomCom in cooperation with staff, to conduct due diligence of the candidates. This process is commenced within days of the completion of the second face-to-face meeting.
17	At least one month prior to Annual Meeting, if not earlier	Selections announced—in accordance with the Bylaws requirement the selections are announced one month prior to the Annual Meeting.
18		Selectors take their positions at end of Annual Meeting.

For further reference, the dates below are from the 2010-2011 schedule:

- 25 September 2010 – Chair of NomCom appointed by Board.
- 10-11 December 2010 - First face-to-face meeting in Cartagena de Indias, Colombia.
- 17 December 2010 - Nominating Committee issues Invitations Expressions of Interest in ICANN Leadership Positions
- 4 April 2011 – Nomination period closed for 2010-2011.
- 24-26 June 2011 – NomCom face-to-face meeting in Singapore
- late July-August 2011 – due diligence report to NomCom, NomCom confirms selections
- August-September 2011 – announcement of selections for 2011-2012 terms
- Selectees take seats at end of 2011 AGM, 28 October 2011 in Dakar, Senegal

## **Bylaws Criteria for Nominating Committee Members**

### **ARTICLE VII, Section 4. CRITERIA FOR SELECTION OF NOMINATING COMMITTEE DELEGATES**

Delegates to the ICANN Nominating Committee shall be:

1. Accomplished persons of integrity, objectivity, and intelligence, with reputations for sound judgment and open minds, and with experience and competence with collegial large group decision-making;
2. Persons with wide contacts, broad experience in the Internet community, and a commitment to the success of ICANN;
3. Persons whom the selecting body is confident will consult widely and accept input in carrying out their responsibilities;
4. Persons who are neutral and objective, without any fixed personal commitments to particular individuals, organizations, or commercial objectives in carrying out their Nominating Committee responsibilities;
5. Persons with an understanding of ICANN's mission and the potential impact of ICANN's activities on the broader Internet community who are willing to serve as volunteers, without compensation other than the reimbursement of certain expenses; and
6. Persons who are able to work and communicate in written and spoken English.