

This handbook describes the process for the **Empowered Community to utilize the Approval Actions Powers**. To learn more about the Empowered Community and the other Empowered Community Powers, please check out the [Empowered Community Administration web page](#), explore the public archive of the [Empowered Community Administration's mailing list](#) or contact the Empowered Community Administration at ECAdmin@icann.org.

PROCESS FOR UTILIZING THE NOMINATING COMMITTEE DIRECTOR REMOVAL POWER

The Power to Remove a Nominating Committee Director: Introduction

This procedure is outlined in the ICANN Bylaws [Annex D: 3.1](#), and applies to removing a Director holding Seats 1 through 8 on the ICANN Board.

Through this power, the Empowered Community may remove an ICANN Board Director that was selected to Seats 1 through 8 on the ICANN Board through the ICANN Nominating Committee process. The Removal process is triggered if an individual submits a petition to any Decisional Participant. Upon receipt of a petition, and prior to deciding on whether to accept the Petition, that Decisional Participant must notify the Empowered Community Administration so that notice of the petition is posted on the [Empowered Community Correspondence webpage](#), the [Empowered Community webpage](#) and the [Empowered Communication Administration's mail list](#).

Phase 1: Nominating Committee Director Removal Petition Period

The Nominating Committee Director Removal Power is initiated when an individual submits a petition requesting removal of a Director appointed through the ICANN Nominating Committee process in seats 1 through 8 on the ICANN Board. The petition may be sent to any Decisional Participant, initiating the Petition Period, lasting 21 days, ending at 11:59 pm, *local time at ICANN's principal office*.

The Decisional Participant notifies the ICANN Secretary of any petitions received, and then invites the petitioner, the Director subject to the petition, the Chair of the ICANN Board and that Decisional Participant's representative on the Empowered Community Administration, for a dialogue regarding the petition. The dialogue must occur – or at least reasonable efforts to hold the dialogue must have occurred – prior to the applicable Decisional Participant being able to accept the petition, pursuant to its internal procedures

Within the 21-day Petition Period, the Decisional Participant must notify the Empowered Community Administration and ICANN Secretary whether it determined to accept or reject the petition. If rejected, the Empowered Community Administration issues a Nominating Committee Director Removal Process Termination Notice instead.

Phase 2: Nominating Committee Director Removal Support Petition Period

If the applicable Decisional Participant accepts the petition, the Petition Support Period commences upon the expiration of the Petition Phase, and expires on the seventh day at 11:59 pm, *local time at ICANN's principal office*.

The Petitioning Decisional Participant communicates with the other Decisional Participants, either directly or through the Empowered Community Administration, to determine if there is support from at least one other Decisional Participant.

All Decisional Participants should review support-seeking petitions according to their own internal processes. With a decision to support a petition, the now "Supporting Decisional Participant" notifies the Empowered Community Administration, the ICANN Secretary and all other Decisional Participants.

If the eligible petition fails to receive support from at least one other Decisional Participant by Petition Support Period's end, the Empowered Community Administration sends a "Nominating Committee Director Removal Process Termination Notice" to the ICANN Secretary, ending the process.

All communication records are posted on the applicable icann.org webpage.

Phase 3: Nominating Committee Director Removal Community Forum Period

When the Petition Support Period expires and there is a Supported Petition, the Community Forum Period commences. This phase lasts for 21 days from the expiration of the Petition Support Period, ending at 11:59 pm, *local time at ICANN's principal office*. The Empowered Community may request that the Community Forum take place in person at the next ICANN Public Meeting. If such a request is made, then the Community Forum is extended beyond 21 days, and the phase expires at 11:59pm, *local time* of the city hosting the ICANN public meeting on the official last day of that ICANN public meeting.

Pre-Community Forum Conference Call, by Request

The Petitioning or Supporting Decisional Participants, through the Empowered Community Administrator, may request a pre-Community Forum conference call, which the ICANN org must schedule prior to the Community Forum.

The Community Forum

The Empowered Community Administration ensures that the ICANN org, and any Supporting Organizations or Advisory Committees, understand how to submit views and questions for discussion during the Community Forum.

The Empowered Community Administration coordinates with the ICANN org regarding the logistics, administration, and other meeting requests, such as presentations, moderation, and translations, for the conduct of the Community Forum. The ICANN org will confirm the Forum availability of both the petition's subject (Director from seats 1 to 8) and the Chair of the ICANN Board. The entire ICANN community is invited to participate in the Community Forum. The Director that is the subject of the petition and the Chair of the ICANN Board, are expected to attend the Community Forum to address the issues raised in the petition. There is no other required format or length for the Community Forum session; it is a discussion forum where views can be expressed and questions answered.

If time remains in the Community Forum Period, and the Empowered Community Administration, Petitioning or Supporting Decisional Participants believes one or two additional Community Forum sessions would be beneficial, additional Community Forum sessions can be held.

No Empowered Community decisions may be taken during a Community Forum. Records of the Community Forum, and any pre-forum submissions, shall be made publicly available on icann.org.

Phase 4: Nominating Committee Director Removal Decision Period

When the Community Forum Period expires, the Decisional Participants decide on the Nominating Committee Director Removal Action during the Decision Period, which lasts 21 days, expiring at 11:59 pm, *local time at ICANN's principle office*.

During this period, each Decisional Participant is expected to determine, pursuant to its internal procedures, whether it supports, objects to, or abstains from voting on the Nominating Committee Director Removal Action. The Decisional Participant must notify the Empowered Community Administration of its decision prior to the end of this period. If a Decisional Participant fails to communicate its decision to the Empowered Community Administration, the Decisional Participant is considered to have abstained from the vote.

Phase 5: Decision Notification and Conclusion

Upon the close of the Decision Period, the Empowered Community Administration tallies all decisions communicated by the Decisional Participants to identify if the Nominating Committee Director Removal Action is approved according to the Threshold for Support requirements.

The Threshold for Support

- A Nominating Committee Director Petition is approved if three or more Decisional Participants support it and not more than one Decisional Participant rejects it.

The Empowered Community Administration has 24 hours from the close of the Decision Period to tally the decisions and provide notice to the ICANN Secretary on whether the Nominating Committee Director Removal Action was approved or terminated. The Secretary posts the notice of the Empowered Community's decision on the appropriate [icann.org](https://www.icann.org) webpage.

Conclusion

If approved, the Director subject to the Nominating Committee Director Removal Notice is effectively removed from office, and the vacancy is filled in accordance with [Section 7.12](#) of the Bylaws.