

The Operational Procedures of the ICANN  
Root Server System Advisory Committee (RSSAC)

30 June 2016

## **Preface**

These are the Operational Procedures of the Root Server System Advisory Committee (RSSAC). The role of the RSSAC is to advise the ICANN community and Board of Directors on matters relating to the operation, administration, security, and integrity of the Internet's Root Server System. The RSSAC's responsibilities are defined in the Bylaws for ICANN, Article XI, Section 2.3.

These Operational Procedures document how the RSSAC will carry out its work, with the rationale for processes where it seems helpful. In case of conflict with the ICANN Bylaws, the ICANN Bylaws take precedence.

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# 1. The RSSAC

The Root Server System Advisory Committee (RSSAC) consists of root server operators and root zone managers who provide advice and information to the ICANN Board of Directors and community on topics that are broadly related to the root server system of the Internet. The RSSAC is chartered as an Advisory Committee under the ICANN Bylaws, Article XI, Section 2.3. The RSSAC is one of several ICANN Advisory Committees that, together with the several Supporting Organizations, represent the stakeholders in ICANN's multistakeholder model of operation.

The RSSAC produces various documents in direct response to requests from the ICANN Board of Directors or at its own initiative.

The RSSAC advises the Internet community and ICANN Board of Directors on matters relating to the root server system and root zone management as it impinges on the root servers (i.e., DNSSEC implementation). This may include operational matters (e.g., matters pertaining to the correct and reliable operation of the root server system), and registration matters (e.g., matters pertaining to registry and registrar services involved in managing the root zone).

The RSSAC generally prepares its publications for use by ICANN Board of Directors and staff, Domain Name System (DNS) experts, the Internet community, and the public. Most of the RSSAC's work is for unrestricted distribution, but when circumstances require it (e.g. disclosure of sensitive information might interfere with a study or put a service or individual in jeopardy), the RSSAC or the Co-Chairs may restrict access.

RSSAC will accept questions about the root server system from ICANN, the ICANN community, or other Internet stakeholders. If the chairs determine that the question is well formed and answerable by the advisory committee or by the root server operators, RSSAC will consult its root server representatives about the question and collect, aggregate and/or anonymize the results, as appropriate, based on the response from the root server representatives. The crafted response will be given back to the requester. The RSSAC designates the current RSSAC chairs to act on the questions and take these actions as appropriate.

The RSSAC has no formal authority. Its effectiveness comes from the quality of the advice it provides and whether others accept and follow that advice.

## 1.1 Purpose of This Document

This document describes the RSSAC Operational Procedures. Article XI of the ICANN Bylaws establishes the Charter of the RSSAC, but the RSSAC develops its own Operational Procedures. The RSSAC will review these Operational Procedures each year to ensure they are current.

## 1.2 Formal Structure

### 1.2.1 The RSSAC

The RSSAC consists of:

- Voting primary representatives appointed by the root server operators and confirmed by the ICANN Board of Directors.

- Alternate representatives appointed by the root server operators.
- Nonvoting representatives appointed by the root zone management partners and confirmed by the ICANN Board of Directors.
- Nonvoting liaisons appointed by the RSSAC or by a reciprocal body.

All RSSAC representatives assume their roles upon appointment regardless of required confirmation procedures.

The RSSAC is the only entity that can take formal action as the “RSSAC.”

## **1.2.2 Co-Chairs**

A Co-Chair of the RSSAC is a volunteer position elected by the RSSAC from the voting primary representatives and confirmed by the ICANN Board of Directors. The RSSAC shall recommend the confirmation of two Co-Chairs to the ICANN Board of Directors following the Co-Chair election procedure described below.

The RSSAC Co-Chairs are responsible for working with the RSSAC to suggest priorities, manage the general administration and budget of the RSSAC, and conduct all meetings of the RSSAC. The RSSAC Co-Chairs also represent the RSSAC to the public. The Co-Chairs will provide oversight for all RSSAC activities.

### **1.2.2.1 Co-Chair Election Procedure**

The RSSAC shall elect two Co-Chairs. The term for Co-Chairs shall be two years. A person may only serve for two consecutive terms. The eligibility status for a previous Co-Chair is reset one year after having stepped down.

The terms of the Co-Chairs are staggered. Initially both Co-Chairs will be elected together, one for a one-year term and the other for a two-year term. Thereafter each year a Co-Chair’s term will expire and a new election will be held.

One month prior to each election, nominees will be accepted for the Co-Chair position from the voting representatives and announced on the RSSAC distribution list. During the meeting that includes election of a Co-Chair on its announced agenda, additional nominations will be accepted, and all nominees will indicate their intentions: to accept or to decline their nomination.

In the event that only one candidate is standing for election, the RSSAC may elect the new Co-Chair by acclamation.

In the event that two or more candidates are standing for election, the standing Co-Chair will call for a vote. Members will indicate their selection. A simple majority (half plus one) of the voting members will establish the new Co-Chair.

In the event a simple majority is not achieved due to having more than two nominees, the nominee with the least number of votes is eliminated and the voting is repeated with the reduced slate of names. The process is repeated until a nominee achieves a simple majority.

In the event of a tie, a run-off election will occur with members indicating their selection. In the event of a second tie, the floor will be opened for discussion followed by a new vote with the

simple majority designating the new Co-Chair.

The standing Co-Chair will forward the name of the Co-Chair-elect to the ICANN Board of Directors for confirmation.

If a vacancy exists in a Co-Chair role, the RSSAC will elect a new Co-Chair through this process.

### **1.2.3 Primary Representatives**

A root server operator appoints a primary representative to participate in RSSAC meetings. Primary representatives are voting participants of the RSSAC. Primary representatives serve at the pleasure of their appointing organization.

#### **1.2.3.1 Appointment and Participation**

An executive point of contact from a root server operator will notify the Co-Chairs via email about the appointment of a primary representative. The Co-Chairs will then notify the RSSAC via email and instruct the support staff to add the primary representative to the RSSAC distribution list. The Co-Chairs and support staff will then coordinate the process by which the Board of Directors confirms the primary representative as a member of RSSAC.

The following outlines the process by which the primary representatives integrate into the RSSAC:

- Primary representatives will be able to access RSSAC resources (e.g., distribution list, internal website, etc.) and can participate in meetings.
- Primary representatives are invited to all meetings.
- A primary representative may vote in any procedure, official decision, or formal action of the RSSAC unless the authority is designated to the alternate representative.

#### **1.2.3.2 Removal and Replacement**

After the replacement of a primary representative has been completed by a root server operator and the Co-Chairs have notified the RSSAC of the new replacement, the support staff shall remove the replaced primary representative from the RSSAC distribution list and restrict access to RSSAC resources

### **1.2.4 Alternate Representatives**

A root server operator may appoint an alternate representative to participate in RSSAC meetings. The authority to appoint an alternate representative is utilized to improve the functionality of the RSSAC meetings by making it easier to establish a quorum, facilitating the ability for each root server operator to maintain continuity and stay current on the business of the RSSAC, and to expand the depth of expertise discussing RSSAC business. Alternate representatives serve at the pleasure of their appointing organization.

#### **1.2.4.1 Appointment and Participation**

An executive point of contact from a root server operator will notify the Co-Chairs via email about

the appointment of an alternate representative. The Co-Chairs will then notify the RSSAC via email and instruct the support staff to add the alternate representative to the RSSAC distribution list.

The following outlines the process by which the alternate representatives integrate into the RSSAC:

- Alternate representatives will be able to access RSSAC resources (e.g., distribution list, internal website, etc.) and can participate in meetings.
- Alternate representatives are invited to all meetings so that they can keep abreast of RSSAC activities.
- An alternate representative is only authorized to vote in the absence of the primary voting representative they were appointed to support.

#### **1.2.4.2 Removal and Replacement**

After the replacement of an alternate representative has been completed by a root server operator and the Co-Chairs have notified the RSSAC of the new replacement, the support staff shall remove the replaced alternate representative from the RSSAC distribution list and restrict access to RSSAC resources.

### **1.2.5 Root Zone Management Partner Representatives**

The RSSAC also consists of nonvoting representatives from the organizations responsible for the maintenance of the authoritative root zone. Root zone management partner representatives are nonvoting participants in the RSSAC. Root zone management partner representatives serve at the pleasure of their appointing organization.

#### **1.2.5.1 IANA Functions Operator**

The IANA Functions Operator may appoint a nonvoting representative to the RSSAC. The authority to appoint a nonvoting representative is utilized to provide a direct relationship between the RSSAC and the IANA Functions Operator, and to expand the depth of expertise discussing RSSAC business.

#### **1.2.5.2 Root Zone Administrator**

The Root Zone Administrator may appoint a nonvoting representative to the RSSAC. The authority to appoint a nonvoting representative is utilized to provide a direct relationship between the RSSAC and the Root Zone Administrator, and to expand the depth of expertise discussing RSSAC business.

#### **1.2.5.3 Root Zone Maintainer**

The Root Zone Maintainer may appoint a nonvoting representative to the RSSAC. The authority to appoint a nonvoting representative is utilized to provide a direct relationship between the RSSAC and the Root Zone Maintainer, and to expand the depth of expertise discussing RSSAC business.

#### **1.2.5.4 Appointment and Participation**

An executive point of contact from a root zone management partner will notify the Co-Chairs via email about the appointment of a nonvoting representative. The Co-Chairs will then notify the RSSAC via email and instruct the support staff to add the nonvoting representative to the RSSAC distribution list.

The following outlines the process by which the root zone management partner representatives integrate into the RSSAC:

- Root zone management partner representatives will be able to access RSSAC resources (e.g., distribution list, internal website, etc.) and can participate in meetings, but are not authorized to vote.
- Root zone management partner representatives are invited to all meetings so that they can keep abreast of RSSAC activities

### **1.2.5.5 Removal and Replacement**

After the replacement of a root zone management partner has been completed by the appointing organization and the Co-Chairs have notified the RSSAC of the new replacement, the support staff shall remove the replaced root zone management partner from the RSSAC distribution list and restrict access to RSSAC resources.

### **1.2.6 Liaisons**

The RSSAC may have outgoing and incoming liaisons with other bodies. Outgoing liaisons are elected by the RSSAC per the outgoing liaison election procedure. Incoming liaisons are appointed by the reciprocal body and confirmed by a majority vote of the RSSAC. All liaisons are volunteer positions and are specified on the RSSAC public website. All liaisons are nonvoting participants in the RSSAC.

The following outlines the process by which the liaisons integrate into the RSSAC:

- Liaisons will be able to access RSSAC resources (e.g., distribution list, internal website, etc.) and can participate in meetings, but are not authorized to vote.
- Liaisons are invited to all meetings so that they can keep abreast of RSSAC activities.

#### **1.2.6.1 Removal and Replacement**

After the replacement of a liaison has been completed by an RSSAC election or an appointment by a reciprocal body and the Co-Chairs have notified the RSSAC of the new replacement, the support staff shall remove the liaison from the RSSAC distribution list and restrict access to RSSAC resources for incoming liaisons and as appropriate for outgoing liaisons.

#### **1.2.6.2 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

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<sup>1</sup> See: <https://www.icann.org/resources/pages/governance/bylaws-en/#VI-9>

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 1.2.3.5) from the voting primary and alternate representatives of the RSSAC. L-root operator representatives 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.

### **1.2.6.3 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. 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 1.2.3.5) 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.

### **1.2.6.4 Incoming Internet Architecture Board Liaison to the RSSAC**

The incoming IAB Liaison to the RSSAC is specified through a mutual agreement between the IAB and the RSSAC.<sup>3</sup> This liaison is nominated by IAB using its own procedures and confirmed by a majority vote of the RSSAC. The liaison acts a conduit between the two bodies reporting on matters that need to be coordinated or communicated between the two bodies.

### **1.2.6.5 Incoming SSAC Liaison to the RSSAC**

The incoming SSAC Liaison to the RSSAC is specified through a mutual agreement between the SSAC and the RSSAC. This liaison is nominated by the SSAC using its own procedures and confirmed by a majority vote of the RSSAC. The liaison acts as a conduit between the two bodies reporting on matters that need to be coordinated or communicated between the two bodies.

### **1.2.6.6 Outgoing Liaisons Election Procedure**

One month prior to each election, qualified nominees will be accepted for the outgoing liaison position and announced on the RSSAC distribution list. During the meeting that includes election

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<sup>2</sup> See: <https://www.icann.org/resources/pages/governance/bylaws-en/#VII>

<sup>3</sup> See: <https://www.icann.org/en/system/files/files/iab-liaison-rssac-16feb15-en.pdf>

of an outgoing liaison position on its announced agenda, additional nominations will be accepted, and all nominees will indicate their intentions: to accept or to decline their nomination.

In the event that only one candidate is standing for election, the RSSAC may elect the new outgoing liaison by acclamation.

In the event that two or more candidates are standing for election, the presiding Co-Chair will call for a vote. Members will indicate their selection. A simple majority (half plus one) of the voting members will establish the new liaison.

In the event a simple majority is not achieved due to having more than two nominees, the nominee with the least number of votes is eliminated and the voting is repeated with the reduced slate of names. The process is repeated until a nominee achieves a simple majority.

In the event of a tie, a run-off election will occur with members indicating their selection. In the event of a second tie, the floor will be opened for discussion followed by a new vote with the simple majority designating the new liaison.

The Co-Chairs will forward the name of the outgoing liaison-elect to the reciprocating body.

If a vacancy exists in an outgoing liaison role, the RSSAC will elect a new outgoing liaison through this process.

#### **1.2.6.7 Liaison Review Process**

The RSSAC will establish and execute an annual review process for each liaison role. For outgoing liaisons, the RSSAC will consider the review for reelection purposes. For incoming liaisons, the RSSAC will consider the review for reconfirmation purposes. Additionally, the annual review will be an opportunity to replace any non-performing outgoing liaison.

#### **1.2.6.8 New Liaison Roles**

As circumstances dictate, the RSSAC may establish new outgoing liaison roles or accept new incoming liaison roles that are not specifically stipulated in its operational procedures. These liaison roles may be established from time to time through mutual agreements between the RSSAC and the reciprocal body until the operational procedures are updated accordingly. All aforementioned processes and provisions shall apply.

#### **1.2.7 Support Staff**

ICANN provides staff support for the RSSAC. The staff members are designated by ICANN and report to ICANN.

### **1.3 Quorum and Voting**

Formal action of the RSSAC is taken by vote of the primary representatives. Prior to all procedures, official decisions or formal action, a quorum must be established. A quorum is a simple majority of the RSSAC (half plus one).

The RSSAC adopts Roberts Rules of Order for voting. Voting may be in person or via appropriate supporting technology as approved by the RSSAC.

When a quorum is present during a regular or public meeting, a simple majority (half plus one) of the votes cast (ignoring abstentions) is sufficient for the adoption of any motion that is in order. When a quorum is present during an emergency meeting, a supermajority (75%) of the votes cast (ignoring abstentions) is sufficient for the adoption of any motion that is in order.

The presiding Co-Chair has a normal vote, and if a vote is tied, the motion does not pass.

## **1.4 Access to Proprietary Information**

On occasion the RSSAC may need to access certain technical data or information that is commercially valuable and not generally known in its industry of principal use (collectively referred to as “Proprietary Information”) pursuant to the RSSAC’s performance of its tasks. If necessary the RSSAC members may be asked to sign applicable Non-Disclosure Agreements to access Proprietary Information.

## **1.5 Meetings**

The RSSAC holds regular, emergency, and public meetings. Regular meetings are closed to the public and are held to conduct the work of the RSSAC. The Co-Chairs may schedule a public regular meeting at their discretion. Emergency meetings are closed to the public and enable RSSAC to respond to extraordinary circumstances. Public meetings are used both to present the work of the RSSAC and to engage the broader Internet community.

Formal action by the RSSAC may be taken as long as a quorum is established and voting procedures are followed as outlined in Section 1.3. 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 Wiki Workspaces;
2. The support staff produces minutes (see details below in Section 1.5.3); and
3. After each meeting support staff sends an email to the RSSAC including the draft minutes for review.

### **1.5.1 Regular Meetings**

Regular meetings are closed to the public and are held to conduct the work of the RSSAC. Regular meetings are held periodically via teleconference with appropriate supporting technology for recording and managing the meeting.

The Co-Chairs may call regular meetings by sending an email to the RSSAC at least one week before the meeting is scheduled to occur with a draft agenda that includes expected formal action (if any) and participation information. Additional participants may be invited by the Co-Chairs or by formal resolution. The Co-Chairs may schedule a public regular meeting at their discretion.

On an as-needed basis, the Co-Chairs 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 meetings or other venues as deemed appropriate.

### **1.5.2 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 Co-Chairs 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.

### **1.5.3 Public Meetings**

The RSSAC produces publications in part for the broader Internet community. In support of this mission, the RSSAC holds public 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 may elect to hold multiple public meetings when the RSSAC is studying a topic of particular interest over a long period of time.

### **1.5.3 Minutes**

The minutes of meetings include a summary of the discussion and all decisions. Minutes will be publicly available on the RSSAC website. The support staff may record meetings to assist in the preparation of the minutes, but these recordings will be deleted immediately after use. The minutes will contain at least the following elements:

- participants (with apologies);
- date and time;
- meeting venue;
- agenda;
- resolutions; and
- action items.

The RSSAC normally prepares informal notes of its meetings. Support staff provides these notes to the RSSAC as quickly as possible after the meeting. These notes are not published and have no formal status.

## **2. The RSSAC Caucus**

The RSSAC Caucus consists of individuals who have expressed willingness to work on RSSAC documents. The membership of the RSSAC Caucus consists of appointed RSSAC Caucus members and the RSSAC. The RSSAC Caucus members are recommended by the RSSAC Caucus Membership Committee and appointed by the RSSAC to join the RSSAC Caucus.

The RSSAC may ask the RSSAC Caucus to produce documents according to the RSSAC Caucus procedures as described in Section 2.3.2. The RSSAC may also ask the RSSAC Caucus for advice before taking action.

## **2.1 Purpose**

The purpose of the RSSAC Caucus is:

- to provide a well-defined pool of motivated experts to whom the RSSAC can turn for accomplishing work;
- to provide transparency to the community at large about the people doing the work; and
- to provide a framework for the RSSAC Caucus members to formalize their availability and to execute the work.

## **2.2 Principles**

The RSSAC Caucus produces the RSSAC documents, such as reports and advisories. The RSSAC Caucus consists of the RSSAC as well as other persons appointed by the RSSAC. Each member of the RSSAC Caucus maintains a public description of his or her willingness and motivation to help produce the RSSAC documents, relevant expertise, and formal interests in the work area of the RSSAC. The RSSAC Caucus Membership Committee will consider all seriously motivated offers to participate in the RSSAC Caucus (see RSSAC Caucus Membership Committee charter below). Once the RSSAC decides to work on a document, it may ask the RSSAC Caucus to produce the document and submit it to the RSSAC for action. The RSSAC maintains a record of the RSSAC Caucus members and their contributions to the RSSAC documents.

## **2.3 RSSAC Caucus Work Procedures**

The RSSAC involves the RSSAC Caucus in the production of substantial documents. The RSSAC may also ask RSSAC Caucus members for advice and opinions about RSSAC business. The RSSAC defines and publishes the initial scope of the document to be produced and the date by which it has to be submitted to the RSSAC for action.

RSSAC Caucus members may submit personal opinions about documents to the RSSAC at any time, specifically once the document has been passed to the RSSAC for action. Completed documents will appropriately acknowledge the RSSAC Caucus members that were involved.

Most of the RSSAC Caucus' work is for unrestricted distribution, but when circumstances require it (e.g. disclosure of sensitive information might interfere with a study or put a service or individual in jeopardy), the RSSAC, Co-Chairs, or Document Leader may restrict access.

### **2.3.1 RSSAC Caucus Work Parties**

The RSSAC may call for a Work Party to undertake a specific work assignment. Work Parties consist of RSSAC Caucus members. Support staff resources will be available to RSSAC Caucus Work Parties to conduct business. Work Parties follow the quorum, voting, and meeting practices of the RSSAC.

### **2.3.2 Document Leaders**

The RSSAC requests one or more RSSAC Caucus members to lead the production of a document. Document leaders actively involve other RSSAC Caucus members, specifically any RSSAC Caucus members that volunteer to serve on the Work Party. Document Leaders coordinate the work of all Work Party members including Contributors, Reviewers, and Observers. Document Leaders may also serve as Contributors and/or Reviewers.

Document Leaders report to the RSSAC about progress at regular intervals and on specific request. If it considers progress insufficient, the RSSAC may appoint new Document Leaders or take other action to advance the document. Once the Document Leaders consider the document ready, they pass it to the RSSAC for formal action.

### **2.3.3 Contributors**

RSSAC Caucus members may participate in a Work Party as Contributors. Contributors provide relevant and substantive subject matter expertise during meetings and volunteer to draft versions of the document. Contributors may also serve as Document Leaders and/or Reviewers.

### **2.3.4 Reviewers**

RSSAC Caucus members may participate in a Work Party as Reviewers. Reviewers provide relevant and substantive subject matter expertise during meetings and volunteer to review versions of the document. Reviewers may also serve as Document Leaders and/or Contributors.

### **2.3.5 Observers**

RSSAC Caucus members may participate in a Work Party as Observers. Observers provide general subject matter knowledge during meetings but do not volunteer to draft or review versions of the document.

## **2.4 RSSAC Caucus Membership Committee**

### **2.4.1 Purpose**

The purpose of the RSSAC Caucus Membership Committee is to ensure that the RSSAC Caucus has a high-functioning and healthy body of subject matter technical experts in DNS root name service.

### **2.4.2 Composition and Terms**

The RSSAC Caucus Membership Committee consists of four individuals, at least one of whom is a member of the RSSAC. One of the RSSAC Co-Chairs serves as an ex officio member of the RSSAC Caucus Membership Committee as well. The RSSAC Caucus Membership Committee is appointed by the RSSAC. Each member of the RSSAC Caucus Membership Committee serves a term of one year.

### **2.4.3 Chair**

The RSSAC Caucus Membership Committee will select one of its members to serve as the RSSAC Caucus Membership Committee Chair. The RSSAC Caucus Membership Committee Chair will ensure that:

- Meetings occur according to the committee charter;
- Meetings have appropriate agendas;
- Minutes of the RSSAC Caucus Membership Committee meetings are compiled and maintained; and
- The RSSAC Caucus Membership Committee reports its work regularly to the RSSAC.

#### **2.4.4 Meetings**

Meetings will be scheduled as needed based on the work that should be handled by the RSSAC Caucus Membership Committee.

#### **2.4.5 Duties**

The RSSAC Caucus Membership Committee will:

- Solicit RSSAC Caucus membership interest from a broad community of experts;
- Forward to the RSSAC names of recommended RSSAC Caucus members for appointment;
- Manage the on-boarding and off-boarding of RSSAC Caucus members;
- Collect public statements of interest from RSSAC Caucus members and work with the support staff to publish them; and
- Regularly check if RSSAC Caucus members are still active and interested in RSSAC Caucus work and report back to the RSSAC.

#### **2.4.6 Resources**

Support staff resources will be available to the RSSAC Caucus Membership Committee to conduct its business.

### **2.5 RSSAC Caucus Management**

#### **2.5.1 Applicant Selection and Rejection**

The RSSAC periodically issues calls for participation in the RSSAC Caucus. The RSSAC delegates the task of communicating with people about joining or leaving the RSSAC Caucus to the RSSAC Caucus Membership Committee.

The RSSAC Caucus Membership Committee may consider and recommend to the RSSAC new RSSAC Caucus members at any time during the calendar year. The RSSAC Caucus Membership Committee evaluates these candidates individually, rather than collectively. The RSSAC Caucus Membership Committee may learn of interested candidates because of recommendation by the RSSAC, or a candidate may contact the committee directly. In every case, the following procedure applies.

Candidates are asked for a statement of interest for joining the RSSAC Caucus. These statements

of interest should include a brief statement describing why they are interested in becoming involved in the RSSAC Caucus and what particular skills and experience they would bring to the RSSAC Caucus, along with a stated commitment to participate in working groups on an active basis.

On the basis of the candidate's statement of interest, the RSSAC Caucus Membership Committee will evaluate the following:

1. Is the candidate sufficiently familiar with the RSSAC and its work?
2. Can the candidate devote time to participation in the RSSAC, including participating in regular meetings, work groups, and in the development of work products?
3. Does the candidate bring to the RSSAC skills and experiences that will add value to the RSSAC Caucus?

The RSSAC Caucus Membership Committee Chair will contact via email those candidates that the RSSAC Caucus Membership Committee decides are not currently suitable for RSSAC Caucus membership and thank them for their interest in the RSSAC, but indicating that the RSSAC Caucus Membership Committee is not recommending their addition to the RSSAC Caucus at this time. It is important to note that the names of candidates who are not recommended for membership are not revealed to the RSSAC. If a candidate appeals the decision, the RSSAC Caucus Membership Committee Chair shall address the appeal on a case-by-case basis.

Candidates who have not been recommended for membership may not re-apply within the same 12-month period as their initial application.

For those candidates that the RSSAC Caucus Membership Committee decides to recommend to the RSSAC, the following procedures will apply:

Support staff will send a message to the RSSAC describing the recommendation of the RSSAC Caucus Membership Committee, including the statement of interest and asking for a decision in one week. The message should make it clear that if no objections are received the candidate will be considered as a member of the RSSAC Caucus.

For candidates that receive objections from the RSSAC the RSSAC Caucus Membership Committee Chair will notify the RSSAC that the candidate has not been recommended for membership. Only one objection is sufficient to reject a candidate. This objection should be made on the RSSAC distribution list. The RSSAC Caucus Membership Committee Chair then will contact the candidates and thank them for their interest in the RSSAC, but indicate that the RSSAC is not recommending their addition to the RSSAC Caucus at this time. On request of the person concerned the RSSAC explains its decision to refuse to add a person to the RSSAC Caucus. If a candidate appeals the membership decision, the Co-Chairs shall determine how to address the appeal on a case-by-case basis.

## **2.5.2 Caucus Member Review and Removal**

The RSSAC Caucus Membership Committee periodically reviews the composition of the RSSAC Caucus and may remove members in consultation with RSSAC. On request of the person concerned, the RSSAC Caucus Membership Committee explains its decision to remove a person from the RSSAC Caucus.

### **2.5.3 Departing RSSAC Caucus Members**

Individual members may leave the RSSAC Caucus at any time for any reason.

## **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 RSSAC may produce various publications. The following is a description of the procedures for finalizing RSSAC publications.

### **3.1 Developing Final Drafts and Previewing Recommendations**

#### **3.1.1 Developing Final Drafts**

As noted in Section 2.2, the RSSAC involves the RSSAC Caucus in the production of substantial documents. Once the document leaders consider the document ready, they pass it to the RSSAC for formal action. The RSSAC will take formal action as soon as practical. The following are guidelines for developing a final draft work product:

1. The document leaders circulate the revised draft work product to RSSAC Caucus members via the RSSAC Caucus distribution list.
2. The document leaders collect and review comments from RSSAC Caucus members, assisted by support staff as appropriate, and either accommodate them directly or start a discussion thread to resolve the comments.
3. When the document leaders have accommodated or considered all RSSAC Caucus comments, the document leaders re-circulate the final draft work product to the RSSAC Caucus distribution list.
4. If additional comments are received from the RSSAC Caucus, the document leaders incorporate final comments and provide the final work product to the RSSAC for consideration before a formal action is implemented.
5. The Co-Chairs will post the final draft work product to the RSSAC distribution list and ask if there are any objections.
6. RSSAC objections to or withdrawals from a document should be indicated in the appropriate section of the document.
7. If there are no objections or if they have been addressed the Co-Chairs will determine the work product is final and may be published as a formal action of the RSSAC.

#### **3.1.2 Review by ICANN Legal Staff**

If the RSSAC finalizes a document, the Co-Chairs may send the document to ICANN Legal staff for review. The document leaders review any suggested edits that may be received from ICANN Legal staff and with the RSSAC to determine the appropriate disposition.

### **3.1.3 Previewing Recommendations**

The document leaders or the RSSAC or RSSAC Caucus members may recommend previewing proposed recommendations to affected ICANN parties. The following are guidelines for sending the final work product to the affected ICANN parties prior to publication:

1. The document leaders determine which parties in the ICANN community could be affected by the findings and recommendations in the final work product;
2. The document leaders alert the Co-Chairs concerning which parties could be affected;
3. The Co-Chairs send a message with the final work product to the chairs of the affected ICANN organizations to alert them to the fact that the RSSAC will shortly publish the document and requests a response in two weeks;
4. The Co-Chairs also may decide that it is beneficial to post the draft work product for a period of public comment to solicit input from the community;
5. The document leaders address any questions or concerns from the affected parties and consults with them to determine whether these require changes to the final work product; and
6. If the RSSAC determines that the questions or concerns of the affected parties may require changes to the final work product, the document leaders incorporate the changes, with assistance from the support staff as appropriate.

## **3.2 Publication and Community Outreach**

The support staff is responsible for the production of all RSSAC publications. This is to ensure that the publication has followed the RSSAC process (i.e. it has been reviewed by the RSSAC and is appropriately archived) and is consistent with the quality of publications produced by the RSSAC. A work product is assigned an index when the RSSAC consensus has been reached and the RSSAC agrees to publish the work product.

When there are no further changes to a final work product and it is ready to be published, the support staff will publish the document to the RSSAC website.

## **3.3 Tracking, Review, and Follow-Up**

A goal of the RSSAC is to ensure that its work products result in specific actions whenever possible. In order to measure progress towards this goal, the RSSAC will track any effects of each recommendation. Tracking may include a determination of a metric or series of metrics and may include a survey at the end of each work product. The RSSAC will periodically report progress towards its goals, and the support staff shall track any specific outcomes that are identified. The RSSAC also may organize public sessions to present and discuss the document. These may be coordinated with ICANN meetings or as teleconferences or webinars with the ICANN community.

### **3.3.1 Work Product Numbering**

All public and confidential work products of the RSSAC are assigned a unique number from a monotonically increasing sequence. This number always appears on the cover or title page of the published work product. Once a work product has been published, either publicly or

confidentially, it is referred to as a publication. The number of a publication does not change.

A version number is also specified for each publication and it always appears on the cover or title page of a publication. This number starts at "1" the first time a publication is released to the public, in the case of a public publication, or to the requester, in the case of a private publication. It is incremented each time the document is revised and released.