



Internet Society
Chapters

20 July, 2021

Chapters Advisory Council (ChAC) Rules & Procedures as amended and approved by the ChAC Steering Committee on 20 July 2021

ChAC-SC Subcommittee ITEM (SC) 057 Reform of the ChAC

Pierre-Jean Darres – Chair ChAC-SC

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Internet
Society

Chapters Advisory Council Rules and Procedures

These rules and procedures are established pursuant to the Chapters Advisory Council (ChAC) Charter.

1. Definitions

"Chapters AC" is the Chapters Advisory Council of the Internet Society representing its Chapters, as authorized in Article VIII, Section 2 of the ISOC By-Laws.

"Chair" is the Chair of the Steering Committee of the Chapters Advisory Council.

"Chapter Delegates" are the officers of the Chapters of the Internet Society, as defined by the Internet Society.

"Chapter Advisory Council Representatives" are the individuals appointed by the Chapters in good standing to the Chapters AC as provided in Section 3 of the Chapters AC Charter. The names of the Chapters AC Representatives shall be confirmed every year by each of the Chapters.

"Members of the Chapters AC Steering Committee" are either the individuals or the Representatives of the Chapters AC who have been elected to the Chapters AC Steering Committee (**ChAC-SC**).

"Officers" are the Chair, the Vice-Chair, and the Secretary of the Chapters AC Steering Committee. The duties of the officers are specified in Section 4 of the Chapters AC Charter.

"SIG Observers to the Chapters AC" are the individual representatives of Special Interest Groups (SIGs) appointed by the SIGs. The names of the SIG Observers to the Chapters AC shall be confirmed every year by each of the SIGs. SIG Observers shall have speaking rights, but not voting rights. SIG Observers shall not be elected to the Chapters AC Steering Committee and shall not be officers; however, if an individual is a Chapters AC Representative, as well as a SIG Observer, then that individual shall be eligible both to be an officer and to be elected to the Chapters AC Steering Committee. SIG Observers shall be invited to participate in ChAC meetings and may be invited to participate in the work of Subcommittees, groups, and subgroups.

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2. Election of the Chapters AC Steering Committee (ChAC-SC) Members

The Chapters AC Steering Committee Members should be elected annually by electronic vote of the Chapters Advisory Council Representatives as authorized in Section 5 of the Charter. A Member of the Chapters AC Steering Committee may serve up to five consecutive one-year terms.

The Chair shall send a call for nominations to the Chapters AC Representatives two months prior to the expiration of the term of the seated Steering Committee, with a deadline for response of one month prior to the expiration of the said term.

The election of the Chapters AC Steering Committee Members shall be carried out by the ISOC Staff liaison using appropriate electronic voting software. The ISOC Staff liaison will be responsible for establishing, supervising, and overseeing the entire election process, posting a call for an electronic vote and monitoring the transparency of the scrutiny.

Following the call for an electronic vote and for a time limit of seven (7) days, during which votes will be accepted, the Chapters Advisory Council Representatives of those Chapters in good standing shall have the right to vote.

The voting process, the scrutiny and the outcome of the voting process should be transparent. The ISOC Staff liaison will announce the outcome of the electronic vote for information to the subsequent Annual Meeting and shall be noted in the minutes of the meeting.

3. Call for nominations and selection procedures of Chapters AC Steering Committee Officers

The Officers of the Chapters AC Steering Committee are selected by the members of such Steering Committee, after a call for nominations and the correspondent decision-making by consensus among its members. The selected Officers may serve for a one-year term and may serve up to five consecutive one-year terms, as authorized in Section 4 of the Chapters AC Charter.

The newly selected Chapters AC Steering Committee should hold its initial meeting within two weeks of its election in person and/or by any means of inclusive and accessible electronic communications, by which all persons participating in the meeting are able to communicate simultaneously and interactively. Participation via electronic communication shall constitute presence in person at the meeting.

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The retiring Chair of the Chapters AC Steering Committee shall organize and open the meeting and preside over the selection of new Officers. If the retiring Chair has been re-selected and has been nominated for an Officer position, a retiring Member of the Chapters AC Steering Committee who is not a nominee for an Officer position shall chair the initial meeting. If all Members of the Chapters AC Steering Committee are nominees for an Officer position, or if the Chapters AC Steering Committee fails to agree on a Chair for the initial meeting, then the initial meeting shall be chaired by the ISOC Staff liaison who supports the Chapters AC Steering Committee.

During the call for nominations time frame, the newly selected Members of the Chapters AC Steering Committee may submit nominations, including self-nominations for the selection of Officers. At the initial meeting, there shall be an opportunity for nominees to present themselves. If there remains more than one nomination, the ISOC Staff liaison shall conduct a transparent vote process and announce the results. The vote may be conducted by any means of electronic communication.

4. Annual Meeting

The Annual meeting of the Chapters AC shall normally be held in the fourth quarter of the year, at a date and time to be determined by the Chapters AC Steering Committee.

5. Meetings of the Chapters AC and of the Chapters AC Steering Committee

Meetings of the Chapters AC shall be organized in accordance with Section 7 of the Chapters AC Charter. The Chair shall consult the Chapters AC Steering Committee Members when developing agendas.

At all meetings of the Chapters AC Steering Committee and Subcommittees, a simple majority of the total number of Members then in office shall constitute a quorum, according to Section 7 of the Chapters AC Charter.

For all meetings of the Chapters AC, the quorum shall be fifteen per cent (15%) of the total number of Chapters AC Representatives with voting rights as the time the quorum is determined. In order to have geographical diversity in all meetings, this quorum must be made up of at least one (1) Chapters Advisory Council Representative of each of the six (6) ISOC Global regions.

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6. Other decisions

The Chapters AC Steering Committee duties are authorized in Section 5 of the Chapters AC Charter.

Based on Section 7 of the said Charter, decisions of the Chapters AC, of the Chapters AC Steering Committee and the Subcommittees shall normally be made by consensus among Representatives and Members, respectively.

Formal electronic votes, which shall be by a majority of those with rights to vote, are only to be used if rough consensus cannot be achieved after reasonable effort. In the latter case the Chair of the Chapters AC Steering Committee shall organize a formal electronic vote. In the formal votes with tie cases the matter will be resubmitted for discussion and a new vote. The whole electronic voting process and scrutiny shall be open and transparent. The tally of votes (for, against, abstain, did not vote) will be published. Abstentions will be counted towards determining the quorum defined in Section 5.

Advice and recommendations to the President & CEO and Board of Trustees of the Internet Society and other substantive decisions, in particular disputes, complaints, status changes related to Chapters and significant policy matters, shall be made by the Chapters AC, in accordance to Sections 2 and 5 of the Chapters AC Charter. These decisions may be made in person and/or by any means of electronic communication (e.g. email, text messages applications, electronic voting systems, remote audio/video conferencing platforms, among others).

7. Developing advice and recommendations

The Chapters AC Steering Committee may delegate part of its duties to any of its Members or more than one Chapters AC Representatives willing to participate as volunteer to investigate or report on a specific topic, and also may establish and discontinue Subcommittees, conformed by those volunteers for such activities.

In such cases the Chapters AC Steering Committee shall take into consideration the specific expertise of the person or persons identified as volunteers, with the previous consent of the person or persons in question.

The Steering Committee, through its Chair, may consult the Chapters AC Representatives to determine the topics for which advice and recommendations should be developed. For each specific topic, the Chapters AC Steering Committee will appoint one or more of its Members to act as facilitator of a discussion within the Chapters AC and editor of a draft text.

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When the facilitator(s) is/are of the view that the text of the report or investigation has sufficient support, it will be submitted for formal approval to the Chapters AC Steering Committee and furthermore to the Chapters AC in case it is mandatory or required for its formal approval. Any decision for approval on these matters shall follow the procedures established in Section 6. Any Chapters AC Representative shall be entitled to attach comments to an approved text and such comments can underline or contradict portions of the approved text.

8. Removal of Chapters AC Representatives and Members of the Chapters AC Steering Committee

A Chapters AC Steering Committee Officer, a Member of such Steering Committee Member, a Chapters AC Representative, and a Member of any Subcommittee of the Chapters AC may be removed pursuant to Sections 3, 4, 5 and 6 of the Chapters AC Charter.

The period of notice shall be at least 30 days prior to the vote. Such a vote shall be conducted either during a regular or special Chapters AC meeting, or through a specific electronic vote organized by the ISOC Staff liaison.

If a Chapters AC Representative who is removed is a Member of the Chapters AC Steering Committee, the removed Representative shall be deemed to have resigned from the Chapters AC Steering Committee and shall be replaced accordingly.

9. Resignations and replacements

A Member of the Chapters AC Steering Committee may resign from the Steering Committee without resigning as a Chapters AC Representative.

When a Member of the Chapters AC Steering Committee resigns (or is deemed to have resigned), then the Chair will invite the ISOC Staff liaison that supports the Chapters AC Steering Committee to organize the call for nominations and election process of a replacement Member. The procedure for nomination and election process will be the same as that used for elections of the entire Steering Committee, which is described in Section 2, except that the number of people to be elected will be smaller.

The replacement Member will serve the same term as the member that is replaced.

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An Officer of the Chapters AC Steering Committee either may resign from the Steering Committee without resigning as a Chapters AC Representative or may resign as an Officer without resigning as a Member of the Steering Committee.

When an Officer of the Chapters AC Steering Committee resigns (or is deemed to have resigned) from the Steering Committee, then the Chair will organize the selection of a replacement Officer, following the procedure established in Section 3.

If the Chair resigns (or is deemed to have resigned), the Chapters AC Steering Committee will appoint by consensus a replacement who will act as Chair on a temporary basis. If the Chapters AC Steering Committee is unable to agree on a temporary Chair, then the Vice-Chair will act as temporary Chair.

The temporary Chair will organize the selection of a replacement Chair of the Chapters AC Steering Committee in accordance with the procedures defined in Section 3. Any vacancies of other Officers also will be filled in accordance with the procedures established in Section 3.

10. General rule of interpretation

This Chapters AC Rules and Procedures shall be interpreted and implemented in good faith in accordance with the ordinary meaning to be given to the terms of this document, in their context and in the light of its object and purpose.

In any case of ambiguity, unwritten rules and procedures and in the interpretation of the Chapters AC Rules and Procedures and the Chapters AC Charter, the provision of the latter shall prevail.

11. Amendment

Subject to final decision of the Chapters AC Steering Committee either by consensus or by formal vote, if rough consensus cannot be achieved after a reasonable effort, the Chapters AC Rules and Procedures may be amended, complemented, and updated as necessary for the correct operation of the Chapters AC as authorized in section 5 and 8 of the Chapters AC Charter.

