

IANA Review Committee Operating Procedures [DRAFT]

1. Members

The Review Committee will comprise 15 members, constituted by: (a) two community appointees from each RIR region (who must not be RIR staff); and (b) one RIR staff from the region (who will be a non-voting member).

1.1. Member Selection

Each RIR shall appoint its Review Committee members by a published method of its own choosing. The two community appointees should be of the community and have the support of the community.

1.2. Member Term

The Review Committee members each serve for a term of three years.

1.3. Member Removal

Each RIR may, from time to time, remove and/or replace any of its appointed Review Committee members, by a published method of its own choosing by giving 30 days notice to the NRO EC. The replacement member will serve as a Review Committee member for the remaining term of the original member replaced.

2. Governance

The Review Committee shall, select a chair and a vice-chair at its first meeting of the year. The chair and vice-chair must be community appointees (and not RIR staff) from different regions.

2.1. Procedures for chair and vice-chair Selection

2.1.1. Chair Nominations

Persons who are or will be community appointee Review Committee members in a particular year are eligible to become chair or vice chair in that year, and are eligible to participate in the election for that year's chair.

Nominations for the chair will close during the first meeting of the year. All nominations must be accepted. Self nominations are considered to be accepted.

2.1.2. Chair Election

Voting Review Committee members will select a chair from the accepted nominations. The chair will be selected by relative majority. The candidate with the most votes will be selected as chair.

2.1.2.1. Run-off Election

In the event of a tie, candidates who are tied will only be considered going forward. One or more run-off elections will be held if the number of candidates has been reduced from the previous election. If the tie cannot be broken, and the voting Review Committee members cannot agree on an alternate method to select a chair from the remaining candidates, then the chair will be randomly selected from the remaining candidates.

2.1.3. Appointment of vice-chair

The chair will solicit suggestions for a vice-chair, and will select a vice-chair. The vice-chair must be a non-RIR staff committee member, and from a different RIR region to the chair.

2.1.4. Term

The term for the chair and the vice-chair is one year. The chair and vice-chair will serve until the conclusion of the next chair election.

2.1.5. Chair Vacancy

In the event that the chair position is vacated before the end of their term, the vice-chair will assume the chair position.

2.1.6. Vice-chair Vacancy

In the event that the vice-chair position is vacated, the chair will choose a new vice-chair.

2.1.7. Chair and vice-chair Vacancy

In the event that the chair and vice-chair positions are both vacated, new chairs will be elected in accordance with the procedure outlined above.

3. Transparency

The Review Committee must conduct all its activities in an open and transparent manner to the maximum extent possible, except where circumstances require otherwise for confidentiality reasons.

The Review Committee shall work through a public mailing list, and the archive of such mailing list must be publicly available (except as contemplated in the previous paragraph).

3.1. Posting of Minutes

The records and minutes of each public Review Committee meeting must be published on the public mailing list, and additionally, on the NRO website.

4. Proceedings

The Review Committee will meet entirely via teleconference for its activities. Except as contemplated in section 3, the teleconferences must be open to the public who wish to listen to the Review Committee discussions, and will be facilitated by the RIRs.

Meetings must be held at least twice each year, and more often as required

4.1. Quorum

Quorum will consist of 8 Review Committee members, of whom there must be at least one member from each region and five voting members.

5. Review Process

The RIRs will publish an IANA Numbering Services Review Matrix in September every year, summarising the RIRs' review of the performance of the IANA numbering services in the last year. This review matrix gets submitted to the Review Committee who passes it on to the five respective RIR communities for a comment period of 30 days. The Review Committee gathers input and comments from the five RIR communities, which it reviews and summarises. The Review Committee compiles a final report on the review matrix, with the summarised input appended, which it publishes and submits to the NRO EC as advice.

6. Rules of Order

6.1. Rough Consensus

The Review Committee shall endeavour to work via “rough consensus” method as understood by the RIR community. If rough consensus cannot be readily achieved, then the Review Committee may proceed with any outcome given a supermajority approval of 80% of eligible community members excluding abstentions.

6.2. Voting Procedures

6.2.1. In Meeting Votes

When rough consensus is in doubt a roll call vote will be required. In meeting votes may be conducted by a simply call for all in favour, and all opposed or by a roll call vote.

The secretariat will re-read the motion, and request a vote for every voting member. Votes may be registered orally, via group chat, or by email to the Review Committee prior to the completion of the roll call. Members who have emailed apologies, may also designate how they desire to vote on any expected motions.

6.2.2. Electronic Votes

In the case of electronic voting, voting will be allotted a minimum of 7 days period, but can be concluded as soon as all voting members of the Review Committee register a vote.

6.3. Amending Operating Procedure

These Operating Procedures may be amended by the Review Committee at any time, through the Rules of Order as described above.