Middle East DNS Forum Program Committee Governance Structure

Last Revision: August 18, 2014

Executive Summary

This document details the governance framework determining how the Program Committee (referred to as "PC") for the Middle East DNS Forum will be structured and regulated. It consists of a description of the relevant governance structure, the composition of PC members, their duties and bylaws, in order to meet the strategic objectives of the ME DNS Forum Project. The outlining of the specific governance policies and procedures should help determine their effective ongoing operation.

Objective and Mandate

The objective and mandate of the Middle East DNS Forum PC is to:

- Finalize topics of relevance and develop the agenda for future Middle East DNS Forums;
- Secure speakers and panelists for future Middle East DNS Forums; and
- May solicit feedback from previous ME DNS Forum's to be considered in developing later agendas.

Structure

At its inception, the structure of the ME DNS Forum will be simple – One ICANN support staff, One Chairperson (a CP Member with a more formal representative position), and five other PC Members. This will provide an opportunity for efficient operation and the evolution of an organization structured in the most suitable manner to meet the future demands of the Forum's activity. The three types of members will be:

- **Chairperson** - Tasked with formal representational tasks (has equal vote to all other members).
- **PC Members** – Please refer to the "PC Members Duties" section.
- **ICANN support staff** - Appointed to assist the PC members in all activities.

Other Details include:

1. A Chairperson to be appointed by the PC membership via a voting mechanism at initial establishment. The appointment of Chair will last for one year, the PC will appoint the following Chair and so on.
2. Serving PC members will be able to serve only for three terms (two year terms), and will be able to run for further terms after a two year gap. This can be overruled by a unanimous vote from all serving members. The member in question will not be able to take part in the voting process, and neither will the ICANN support staff member.

3. Over 50% of the current PC membership is required to approve the appointment of all new PC members.
4. The Chairperson of the PC will then communicate the appointment of the new member(s).

PC Members Duties

All PC membership has a relatively flat structure with all Members having equal status. A chairperson is elected to represent the group in formal settings, and is required to open and conclude meetings.

PC members must be willing to contribute to the discussions on the PC mailing list. PC members must also be willing to attend conference calls when needed. PC members are expected to allot some extra time prior to upcoming ME DNS Forum's as means to finalize the agenda and list of speakers. Duties include:

1. Ensure the Forum's mission, vision and values are followed
2. Approve changes to long-term objectives and Forum's mission, vision and values.
3. Ensure continuity of the ME DNS Forum's.
4. Ensure and monitor compliance with policy, legal and ethical standards of Host Country.
5. Provide the ME DNS Forum with access to intellectual capital and best practices through individual relationships and leverage all stakeholder contacts.
6. Develop thorough understanding of issues as well as strategic implications and resulting requirements.
7. Provide feedback and recommendations on operations performance, where necessary.
8. Provide feedback and fill-in self-assessment forms and other PC members' assessment-forms.
9. Evaluate assessment forms and select new members according to bylaws within this governance document.
10. A vote will take place to suspend a PC member on the basis of undeclared conflict of interest.
11. As a last resort, handle complaints that have been escalated to the PC.

Membership

A. Who can apply for Membership?

Anyone interested in the DNS industry and is willing to volunteer some time and expertise to the cause of the Middle East DNS Forum can apply. There are no restrictions whether be it age, geography, stakeholder group, affiliation... etc. The only exception is that the PC will not exceed 6 members in total excluding the ICANN support coordinator [1]. A PC member will also serve according to what has been stated earlier in terms of duration of a term and number of terms.

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[1] ICANN's role in the PC is to provide logistical support and any advice when asked upon

B. Compensation

Membership in the PC is on voluntary basis, and thus no financial compensation is incurred.

C. Term of Membership

The term of any PC member is for 2 years starting July 1 of any given year and ends on June 30 two years later. An exception here is for the inaugural PC where half the current members can serve for 2 years after which their term concludes, while the other half serve for three years. Choosing the members whose term ends after the second year can be decided by the PC members themselves. A PC member whose term ends can reapply according to what has been stated earlier. At any given year, 50% of the PC members would have their term concluded, paving the way for the same number of members to be chosen for the next PC.

Members of the PC for any given term are announced online at http://mednsf.org/en/program-committee/

D. How to Apply for Membership?

When the term of some PC members approaches conclusion, a call will go out announcing the need for new PC members to serve on the PC for a term of 2 years. The call will be accompanied with an application form that must be duly filled out and sent back as instructed in the call. Members of the PC serving for the next 1 year will evaluate the applications received and decide accordingly.

The call is expected to go out in early April to give enough time for interested parties to apply, and for PC members to evaluate and make the final decision. Once the call is closed, no new applications will be accepted, and no special status will be given to any applicant beyond the application close date.

E. Stepping down from the PC

If a PC member decides to step down from the PC for any reason before his/her term concludes, this must be conveyed to the other PC members in writing via the PC dedicated mailing list.

The PC will then decide on appointing a replacement by choosing the most relevant candidate from the pool of applicants that had applied for the most recent call but were not successful in making it to the PC. The newly installed replacement PC member will serve until the end of the stepped-down member's term.

F. Conflicts of Interest

Members of the PC will serve to the best interests of the Middle East DNS Forum; which aims to strengthen the DNS industry in the Middle East. Members of the PC will serve away from any personal interests or perks.

Revision of the PC Governance Structure

Any member of the PC can request for a revision and/or change to the PC governance structure document. For such a change to happen, PC members must discuss amongst themselves, and a majority vote (more than 50% of the PC members) must be undertaken for the change to happen.[2]

Modus Operandi

1. Members of the PC will conduct their work over a dedicated closed mailing list, and will hold teleconference calls when the need arises.
2. Members to hold annual meeting a day post the conclusion of the Forum in person.

Communications

1. Discussions, motions and decisions which take place will be recorded by the ICANN staff member.
2. Minutes of the meetings will be circulated by the ICANN staff member to all PC members within ten working days from the meeting date.
3. Minutes of the meetings will be deemed approved by all PC members unless remarks are provided in writing to the ICANN staff member within a period of five working days after the date of circulation.
4. Minutes and call recordings will be posted online at http://mednsf.org/en/.

Chairperson Selection Process

1. The PC will select from a shortlist of interested parties for the position, taking into account the fact that the ideal candidate must:

   - Have had demonstrable, meaningful exposure to general management responsibilities;
   - Have exhibited a specific ability to deal with the key general management challenges that the Forum's requires during the establishment phase or expected to face in the future;
   - Have a strong functional understanding of the business areas that Forum operates in; and
   - Have a track record of unequivocal accomplishments in prior positions.

2. The PC will vote on the shortlist candidates, and select a candidate. This process will take place annually after the Forum has taken place.

PC Member Evaluations

1. Establish and implement an assessment form to evaluate PC member performances including individual self-assessment performance, performance of other PC member and support;

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[2] The ICANN coordination officer will not be part of the voting process

2. Consider the results of the evaluations in connection with renewal of the terms of existing PC members; and

3. Review and make recommendations to the PC: PC composition, PC size, PC structures, PC policies and procedures, By-law amendments, and other relevant matters.

External Communications

1. The PC will establish an open communication channel between the ICANN and the ME DNS Forum Committee.

2. The PC will ensure information dissemination of the ME DNS Forums PC decisions to all relevant stakeholders.

3. Initiate and/or endorse strategic partnerships.

4. Create awareness of new outreach opportunities for ME DNS Forum.

5. Use the ME DNS Forum mailing list to send out relevant messages.