

#### 9.4. General Selection Procedure

The General Selection Procedure (GSP) will be used to fill the ASO designated seats when those seats are vacated by expiration of the term of service. Any ASO AC member who accepts a nomination to be considered for selection by the ASO as an ICANN Director shall not participate in any discussion or vote relating to the ASO AC selection of Directors, until the ASO has selected its full complement of Directors.

##### 9.4.1. Procedures for Selection Process

In those years when a selection is required, the Council will establish a timeline in accordance with the requirements to seat the board member as stated by ICANN. This timeline and procedures will be announced on the ASO website, other websites, and email lists as agreed by the Council. Appropriate messages will be posted at the beginning of each phase, as outlined below, and as agreed by the Council.

##### 9.4.2. Qualification Review Committee

A Qualification Review Committee (QRC) will be established for the purposes of establishing a qualified slate of candidates for the interview phase. This committee will consist of one member from each region. In the event that a committee member indicates to the committee that they are unable to fulfill their responsibility, another member from the same region will be designated to fill that role as soon as possible and in a manner that the committee determines.

##### 9.4.3. Nomination Phase

The period of the nomination phase must be at least 60 calendar days. The Secretariat will post an announcement to the ASO web site, other web sites, and email lists as appropriate declaring the nomination period open and specifying the deadline for presenting nominations. This announcement will contain instruction directing interested parties to the ASO website where they may obtain information regarding the selection process, candidate eligibility requirements, and the responsibilities upon selection. Anyone may nominate any person whom they wish. Nominations will be sent to the Secretariat who will contact the nominee, notify them of their impending nomination, and provide them with a copy of the Letter of Certification and a general questionnaire. The questionnaire will also secure written consent of the candidate to permit the due diligence provider to complete the due diligence review **as required**. The nominee will complete the letter and questionnaire and return them to the Secretariat. The Secretariat will forward them to the QRC.

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##### 9.4.4. Candidate Evaluation Phase

The QRC will review the submissions for completeness and for compliance with the eligibility criteria and conflict of interest requirements. If it deems necessary, the QRC may ask for additional clarification information from any nominee. As each person is determined to be a qualified candidate, their name will be published on the ASO web site to a running list of candidates. Persons who do not complete this activity by the close of the nomination

period will not be considered as candidates. If there is not at least one more candidate than the number of open seats, the nomination period will be extended until such time as this number is obtained.

#### 9.4.5. Comment Phase

The period of the comment phase will be at least 30 calendar days plus the amount of time required to conduct the interview phase. The comment phase starts at the close of the nomination phase. A comment section will be made available on the ASO web site. Anyone may submit a comment. All comments will be moderated prior to display. The comment phase will conclude at the same time as the interview phase.

#### 9.4.6. Interview Phase

The period of the interview phase is a maximum of 60 calendar days and commences 30 days after the start of the comment phase. During this phase, up to three rounds of interviews will be conducted: Round (1) will be in written, Round (2) will be conducted via video conference (with audio conference as an option if video is not feasible), and round (3) in person, in that order. The round (1) written interview is compulsory. The round (2) interview may be skipped in the event that an in-person interview is conducted. However, if an in-person interview is not possible, a video conference (with audio conference as an option if video is not feasible) interview will be conducted.

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##### 9.4.6.1. Interview Committee

An Interview Committee (IC) will be established for the purposes of conducting interviews with candidates. This committee will consist of one member from each region. Members of the QRC are eligible to participate on the committee. In the event that a committee member indicates to the committee that they are unable to fulfill their responsibility, another member from the same region will be designated to fill that role as soon as possible and in a manner the committee determines. The IC may enlist the support of additional ASO AC members to aid in the conducting interviews including assisting in asking questions to candidates, preparing, and presenting written reports. These volunteers will be considered auxiliary IC members. The committee members may ask different candidates, different questions in an interview but are collectively responsible for the questions asked during all interview rounds. Subsequently, the committee will produce a comparative report. It is expected that such a report would include a ranking of the candidates, description of how the ranking was derived, and a summary of the questions and answers.

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##### 9.4.6.2. Interview Round 1: Written Interview

The written interview will be conducted for all candidates. At the beginning of the interview phase each candidate will receive a list of questions, developed by the Address Council, to answer in writing. The candidates will have 10 calendar days to complete the questionnaire and return it to the Secretariat. The Address Council will meet to examine the responses to the written interview questionnaire from each candidate and determine if any candidates

should be further interviewed. Persons not considered for further interview will be removed from final consideration for selection.

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#### 9.4.6.3. Interview Round 2: Video Conference Interview

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The interview can be conducted for any number of candidates. This interview will be conducted by the IC. Other members of the Address Council may be present at the teleconference, but they will not be allowed to ask questions or otherwise comment during the interview. Prior to the interview, each candidate will be provided with a list of questions to assist in their preparation for the interview. The committee may ask for answers to those questions or pose questions not previously provided to the interviewees. The interview committee will present a report of each interview conducted to the Address Council. The Address Council will meet to examine the report of each candidate's round 2 interview and determine if any candidates should be interviewed further. Persons not considered for further interview will be removed from final consideration for selection.

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#### 9.4.6.4. Interview Round 3: In-Person Interview

In-person interviews can be conducted for preferably three candidates, or less, per vacancy. In-person interviews will be conducted by the IC. Other members of the Address Council that may be present at the in-person interview may observe, but they will not be allowed to ask questions or otherwise comment during the interview. In the event there are more than three qualified candidates, the AC should seek approval from the Number Resource Organization Executive Council for the additional cost.

These interviews will be conducted by the IC. Funding for travel for the candidates and the interview committee will be provided by the NRO. If the in-person interview happens to coincide with an in-person meeting of the Address Council, then the entire council may conduct the interview, Prior to the interview, each candidate will be provided with a list of questions to assist in their preparation for the interview. The committee may ask for answers to those questions or pose questions not previously provided to the interviewees. The interview committee will present a report of each interview conducted to the Address Council.

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