

IAOC Administrative Procedures

Adopted by the IAOC on 16 September 2010.

RFC 4071 (BCP 101) is the governing authority for IASA, the IAOC and the IAD. It contains clear direction and guidance, but not all the details required for the day-to-day operation of the IETF Administrative Support Activity. BCP 101 section 3.4 specifically tasks the IAOC to decide the details about its decision-making rules and making them public. These Procedures are in response to that requirement, and are further intended to provide clarity for the IAOC and IAD in the execution of operational responsibilities. Further, these procedures are not intended to change BCP 101; that would require another BCP in accordance with section 2.4.

1. Meetings and Notice.

1.1 BCP 101 Section 3.2, paragraph 9 states:

"The IAOC's role is to direct and review, not to perform, the work of the IAD and IASA. The IAOC holds periodic teleconferences and face-to-face meetings as needed to carry out the IAOC's duties efficiently and effectively."

In furtherance of this requirement the IAOC currently conducts two calls per month, three face-to-face meetings at IETF meetings and attends one two-day retreat per year. This schedule is subject to change as needed.

1.2 BCP 101 section 4, paragraph 10 states:

"To receive direct feedback from the community, the IAOC holds an open meeting at least once per year at an IETF meeting. This may take the form of an open IAOC plenary or a working meeting held during an IETF meeting slot. The form and contents of this meeting are left to the discretion of the IAOC Chair. The IAOC should also consider open mailing lists or other means to establish open communication with the community."

In furtherance of this requirement at the direction of the IAOC chair, the IAOC shall report to the community at each IETF meeting in an open plenary. Moreover the IAOC conducts office hours at each IETF meeting to obtain community input. Presentation material will be included in the meeting proceedings. Information on relevant items in between IETF meetings will be sent to the IETF list.

1.3 Notice of the time of teleconference meetings of the IAOC shall be provided to each member at least 10 days before the meeting. Time and location of face-to-face meetings will be announced 30 days before the meeting.

1.4 Special meetings may be called at any time by the chair or by a majority of members of the IAOC then in office, if an urgent matter arises. If this is needed, the IAD and/or the Chair will contact the members to agree on a date by phone or email with receipt to agree on the earliest possible date.

1.5 If ALL members in office are present in a certain location, a meeting can be held with no advance notice.

1.6 BCP101 section 3.4, paragraph 3 states:

“All IAOC decisions shall be recorded in minutes, and IAOC minutes shall be published in a timely fashion.”

This is currently implemented as follows:

- The IAOC appoints one or more volunteer scribes.
- The scribe(s) attend the meeting and take notes. The target is to produce draft minutes within 2 weeks of the meeting.
- The IAOC will review the minutes and approve them within 4 weeks of the meeting.
- Target for publication is 35 days (5 weeks) after the meeting.
- Minutes are expected to summarize the discussion and record any decisions and actions. They are not a literal transcription of the meeting. Resolutions are done in the whereas-resolved style and will be added to the minutes.
- Confidential information (names, salaries and the like) is removed from the minutes.

2. Chair.

2.1 BCP 101 Section 4, paragraph 5 and 7 state:

“The members of the IAOC shall select one of its appointed voting members to serve as the chair of the IAOC. The term of the IAOC chair shall be one year from the time of selection or the remaining time of his or her tenure on the IAOC, whichever is less. An individual may serve any number of terms as chair, if selected by the IAOC.”

“The chair of the IAOC shall have the authority to manage the activities and meetings of the IAOC.”

In furtherance of this requirement, if the Chair is not available then the IETF Trust Chair shall have the authority as Acting Chair to manage the activities and meetings of the IAOC. If both the IAOC Chair and the IETF Trust Chair are not available, then any member who is eligible to serve as Chair may convene or preside over meetings of the IAOC upon his or her selection by the available voting members of the IAOC.

2.2 BCP 101 Section 4, paragraph 6 states:

“The Chair serves at the pleasure of the IAOC and may be removed from that position at any time by a vote of 2/3 of the voting IAOC members, not counting the IAOC chair.”

In furtherance of this requirement, the removal of a Chair must be at a meeting or Special Meeting at which such action was in the notice of the meeting.

3. Decision Making.

3.1 BCP 101 section 3.4 states:

“The IAOC attempts to reach consensus on all decisions. If the IAOC cannot achieve a consensus decision, then the IAOC may decide by voting.

The IAOC decides the details about its decision-making rules, including its rules for quorum, conflict of interest, and breaking of ties. These rules shall be made public.

All IAOC decisions shall be recorded in IAOC minutes, and IAOC minutes shall be published in a timely fashion.”

In furtherance of these requirements:

A quorum for a meeting of the IAOC shall be a majority of the IAOC then in office. All decisions of the members must be approved by majority vote of the members then in office.

Except for removal of the Chair, any action of the IAOC may be taken by e-vote upon the request of the Chair, or by consensus of the members.

Actions of the IAOC taken by e-vote shall be duly recorded in minutes and retained in the IAOC's records.

4. Appointments.

The IAOC and IAD need assistance to fulfill their responsibilities assigned by BCP 101, such as producing minutes and contracting for services. In furtherance of these needs:

a. The IAOC shall from time to time appoint a Secretary, who shall record and publish minutes of the meetings.

b. The IAOC shall from time to time appoint a Legal Counsel to the IAOC.

5. Compensation and Expenses.

5.1 BCP 101 section 4, paragraphs 13 and 14 state:

“The IAOC members shall not receive any compensation from the IASA, ISOC, or IETF for their services as members of the IAOC.

The IAOC shall set and publish rules covering reimbursement of expenses, and such reimbursement shall generally be for exceptional cases only.”

In furtherance of this requirement expenses for members of the IAOC may be reimbursed upon approval of the IAOC Chair, or by a consensus of the IAOC, for exceptional cases only. Any reimbursement of expenses to IAOC members for IAOC expenses will be reported in the minutes.

6. Conflicts of Interest.

6.1 BCP 101 section 3.4, paragraph 2 states:

“The IAOC decides the details about its decision-making rules, including its rules for quorum, conflict of interest, and breaking of ties. These rules shall be made public.”

In furtherance of this requirement regarding conflict of interest, members shall promptly

disclose any material conflict of interest, and recuse themselves from decisions where such conflict is present.

7. Amendments.

These procedures may be amended by the IAOC. Substantive amendments will be posted in advance for at least a two-week period for comments from the IETF community.