

IAOC Administrative Procedures

Adopted by the IAOC on 15 February 2016.

The IAOC was created by RFC 4071, which provides specific guidance for its role and operation. RFC 4071 was updated by RFC 4371 and RFC 7691 and, together, these three RFCs make up BCP 101. These Administrative Procedures specify how the IAOC operates in adherence to the requirements in BCP 101.

1. Meetings and Notice

1.1 Regular IAOC meetings: The IAOC holds a regular meeting during each regular IETF meeting during a calendar year. Additional regular meetings are held as needed, which usually includes monthly teleconferences. A regular meeting has proper notice, minutes that are posted, and may be held face-to-face, via teleconference, or as a combination of the two.

1.2 Open office hours: The IAOC holds open office hours during each IETF meeting. Unless the IESG, as part of its scheduling function, determines otherwise, the IAOC also participates in an open plenary at these meetings. The IAOC will publish any relevant materials on its web site and may include them in the proceedings of an IETF meeting and/or send them to the IETF mailing list.

1.3 Meeting notice: Notice of the time of teleconference meetings of the IAOC shall be provided to each IAOC member at least 10 days before the meeting. Time and location of face-to-face meetings will be announced 30 days before the meeting. Notice of all meetings will be distributed to the IAOC members and posted on the IAOC web site. Meetings may be rescheduled with the consent of all IAOC members.

1.4 Special IAOC meetings: If an urgent matter arises, a special meeting may be proposed at any time by the chair or by a majority of voting members of the IAOC. If such a request is made, the IAD and/or the Chair will contact the members by phone or email to agree on the earliest possible date. All IAOC current members must agree to such a special meeting if it is held without notice as provided in section 1.3.

1.5 Minutes of IAOC meetings: Draft minutes of IAOC meetings, including special and ad hoc meetings, shall be prepared in time for review and discussion on the IAOC mailing list such that they can be approved during next IAOC regular meeting. Minutes must be made available to the IETF community within five weeks after the meeting that they describe is held. If it is not possible to post approved minutes within that time, preliminary minutes must be posted and appropriately identified. Information judged to be confidential by the IAOC (e.g., salaries) shall not be included in the published minutes.

2. Members

2.1 IAOC Members: Regular IAOC Members consist of two members appointed by the IETF Nominations Committee, one member appointed by the IAB, one member

appointed by the IESG, and one member appointed by the Internet Society Board of Trustees. Ex-officio IAOC Members consist of the IETF and IAB Chairs, the Internet Society CEO, and the IAD. All IAOC Members are Voting Members except for the IAD. Regular IAOC Members, with the exception of the IAOC member appointed by the Internet Society Board, are eligible to serve as the IAOC Chair.

2.2 Member Terms: The terms of individual Regular IAOC Members begin or end at the start of the IAOC meeting held during the first IETF meeting of the year in which each term was designated by the appointing body to begin or end unless the appointing body determines a different start or end date and time. Terms of the ex-officio IAOC Members are coincident with their having the roles that qualified them to be IAOC Members.

3. Chair

3.1 Chair selection: A temporary chair shall be selected to open the IAOC meeting held during the first IETF meeting of the year. The temporary chair shall be one of the Voting Members of the IAOC that is not eligible to serve as the IAOC Chair (see section 2.1) and shall be selected by approval of a majority of the members of the new IAOC. The first order of business in the meeting shall be a call for nominations for IAOC Chair. After whatever discussion the IAOC feels is needed, the IAOC elects a Chair by a majority vote. Voting is repeated, if needed, until a chair is elected. Once elected, the Chair assumes management of the meeting.

3.2 Acting Chair: If the Chair is not available then the IETF Trust Chair shall act as Chair to manage the activities and meetings of the IAOC. If neither the IAOC Chair nor the IETF Trust Chair are 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.

3.3 Removal of the Chair: The IAOC Chair may be removed by 2/3 vote of the current voting IAOC members at any IAOC Meeting for which such action was included in the notice of the meeting.

4. Decision making

4.1 Quorum: A quorum for a meeting of the IAOC shall be a majority of the current voting IAOC members. Except for removal of the Chair, all decisions of the members must be approved by majority vote of the current IAOC members.

4.2 E-votes: Except for removal of the Chair, any action of the IAOC may be taken by electronic means upon the request of the Chair, a committee chair or by consensus of the members. Any member can veto an electronic vote if he or she wants the motion to be deferred to a regular meeting of the IAOC. Actions of the IAOC taken by electronic means shall be duly recorded in the minutes of the next regular IAOC meeting.

5. Appointments

5.1 Secretary: The IAOC may from time to time appoint a Secretary to assist in the

recording and publication of the minutes of IAOC meetings. The Secretary shall serve at the pleasure of the IAOC.

5.2 Legal Counsel: The IAOC may from time to time appoint a Legal Counsel to advise the IAOC. The Legal Counsel shall serve at the pleasure of the IAOC.

6. Compensation and Expenses

6.1 Expenses for members of the IAOC for their IAOC-related services may be reimbursed upon approval of the IAOC Chair, or by a consensus of the IAOC, but only in exceptional cases. The details of any such reimbursement shall be reported in the minutes of the next regular IAOC meeting.

7. Conflicts of Interest

7.1 Disclosure and recusal: IAOC members shall promptly disclose any material conflict of interest of which they are aware or, because of the other roles the individual holds, would reasonably be expected to know of, and shall recuse themselves from discussions and decisions where such conflict is present.

8. Amendments

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

References:

Section 1.1	- RFC 4071 Section 3.2 - RFC 7691 Section 2.1 - Section 2.3 paragraph 2
Section 1.2	- RFC 4071 Section 4, paragraph 10
Section 1.5	- RFC 7691 Section 3.4, paragraph 3
Section 2.2	- RFC 7691 Section 2.3 paragraph 1
Sections 3.1 & 3.2	- RFC 4071 Section 4, paragraph 5 - paragraph 7 - RFC 7691 Section 2.2
Section 3.3	- RFC 4071 Section 4 paragraph 6
Sections 4 & 7	- RFC 4071 Section 3.4
Section 6	- RFC 4071 Section 4, paragraph 13 - paragraph 14