

1	Introduction	2
2	Nomination and Election Committee	2
3	Elections Timeline.....	2
4	Board of Directors Election.....	2
4.1	Election Time line	4
4.2	How To Nominate	4
4.3	Nomination Verification	4
4.4	Finalising the Slate of Candidates	5
4.5	Notification of Candidates.....	5
4.6	Voting.....	5
4.7	Vote Counting and Announcement of Election Results.....	5
5	PDP-MG Election	6
5.1	PDP-MG Election time lines:.....	7
5.2	How to Nominate:	7
5.3	Nomination Verification	7
5.4	Finalising the Slate of Candidates	8
5.5	Notification of Candidates.....	8
5.6	Voting.....	8
5.7	Vote Counting and Announcement of Election Results.....	8
6	NRO-NC Election.....	9
6.1	NRO-NC Election time lines:.....	10
6.2	How to Nominate:	10
6.3	Nomination Verification	11
6.4	Finalising the Slate of Candidates	11
6.5	Notification of Candidates.....	11
6.6	Voting.....	11
6.7	Vote Counting and Announcement of Election Results.....	12

Version	Date	Author	Remarks
1	23.04.2004	Adiel A. Akplogan	First Attempt to formalized Election Process (only for Board Election).
2	23.04.2010	Adiel A. Akplogan	Improve the guideline and formalise the process (input from past Elections)
2.1	30.04.2010	Adiel A. Akplogan	Added PDP-MG Election Process
2.2	08.09.2010	Adiel A. Akplogan	Added NRO-NC Elecion process

1 Introduction

This document defines the process to be followed by AfriNIC to conduct a renewal of its elected Board of Directors. It doesn't supersede the Bylaws and should be consistent with the bylaws in all aspects.

2 Nomination and Election Committee

Prior to the election, the Board should appoint a Nomination and Election Committee composed of volunteers selected from the community. The committee will be formed as followed:

- 1 Member appointed by the board (From a non-open seat)
- 3 Member volunteers from the community (from non-open regions).

The committee will serve on a voluntary basis and will be supported by AfriNIC staff appointed by the CEO. The committee will essentially work via mailing list and teleconferences. The Chair of the committee - appointed by its members - will be responsible of communicating election related information announcements to the community. The committee will report to the Board. It is expected that the Nomination and Election committee will oversee all open elections conducted by AfriNIC during a given year, namely Board Seats, PDP-MG and NRO-NC representatives.

3 Elections Timeline

Once the dates for the two Public Policy Meetings of the year are set, the Member Services Department develops timelines for each election of the given year. The timeline should incorporate specific dates for the following activities:

- Call for volunteers to seat on the Nomination Election and Committee
- Selection and announcement of NomCom
- Opening and closing of Nomination Period
- Review of Nominees
- Publication of slate of candidates by the Nomination and election Committee
- Start of Public comment
- Election Day

4 Board of Directors Election

According to Section 11.4 and 11.5 of AfriNIC bylaws, each year, two seats of the Board will be open for election according to regional seat numbers (Section XX).

E.g. In 2010 Election, both Primary and Alternate board member seats from Western and Northern Region (seats 1 and 2) will be open for renewal for a three-year term (2010-2013).

The Board election usually takes place during the first AfriNIC Public Policy meeting of each year (in May/June).

It is envisaged to extend this face-to-face voting mechanism to postal and e-voting system. The Board will decide which method will be applied to a vote according to resources available with the objective of ensuring fair participation of members-at-large to the process.

Who is elected?

All regular open positions in the board are for the primary and alternate position (Section 11.1 and 11.2 of AfriNIC Bylaws).

The board seats are numbered from 1 to 6 and terms are set and the election will be conducted according to the following sequence:

- (i) Election for Directors representing Northern Africa and Western Africa;*
- (ii) Election for Directors representing the Indian Ocean and Central Africa; and*
- (iii) Election for Directors representing Southern Africa and Eastern Africa.*

The candidate must be a natural person *Residing in a country from the AfriNIC service region*

A person may only nominate one candidate. In case of multiple nominations by the same person, only the last nomination will be considered valid. AfriNIC or other RIRs staff cannot nominate candidates nor be nominated. Self-nominations will be allowed but in such case the nomination must be backed by at least two AfriNIC members in good standing.

Who can vote?

Only organisations meeting the following criteria are able to vote:

- (i) Any valid¹ member of AfriNIC*
- (ii) Candidates for opened positions²*
- (iii) Proxies duly approved at least 48 hours prior to election day by the CEO and transmitted to the Chair of the Nomination and Election committee³*

Information about AfriNIC membership should be available online at least 7 days before the Annual General Meeting (AGM).

Proxy

If an organisation is not able to send a representative to attend an AGM, it can give its rights to vote to a Proxy according to the AfriNIC bylaws (Sections 10.31 to 10.37), by filling the proxy form that can be found at:

<http://www.afrinic.org/docs/aflgl-pxy2008.pdf>.

¹ *Valid members: Members who are active. Active in this context means member who has signed the AfriNIC Registration Service Agreement and is financially up to date in AfriNIC accounting books 7 days prior to the election date.*

² *Candidates are entitled to one vote in their capacity of candidate.*

³ *Candidate for an open position can not carry other Organisation Proxy.*

4.1 Election Time line

The Board election will be run with the following time-lines:

When?	What?	Date
-36 days	Opening of the candidacy/nomination period.	28/04/10
-21 days	Close of Nomination period	13/05/10
-21 days	Start Review of nomination, contacting nominees for more details if needed	13/05/10
-18 days	Official announcement of Slate of Candidates by the Election Committee Chair and opening of Public comment period	16/05/10
-2 days	Close of public comments	31/05/10
Election Day	Election supervised by the Election committee	03/06/10
Election Day	Announcement of election Result	03/06/10
1 st July of current year	Elected candidates take seats	

4.2 How To Nominate

Nomination must be submitted to nomcom2010@afriNIC.net with the following information:

Nominated by (Full Name):
Nominee (Full Name):
Organisation (or Affiliation):
Current Position:
Physical address:
E-mail address:
Phone number:
Fax number:
Country of Residence:
Sub-region nominated for:
Reference: 1. (Name, e-mail address, Organisation)
2. (Name, e-mail address, Organisation)
<i>(Candidate must provide two valid references that the NomCom could contact for further information and background check)</i>
Brief statement explaining the candidate's background and motivation (Not more than 400 words):
<i>[A copy of candidate's Resume and a picture will be requested and used for publication]</i>

4.3 Nomination Verification

AfriNIC Staff liaison to the NomCom verifies that all nominations were submitted within the given period and includes all the required information. The Chair of the NomCom should notify nominees and the nominator of the reception of the nomination. The Nominee should at the same time ask for

confirmation of intent to run for the seat. Ineligible nominations are rejected and the nominator and nominee are notified separately.

4.4 Finalising the Slate of Candidates

The NomCom reviews all completed nominations to verify that the nomination process is followed and reviews nomination forms to determine that all nominees meet the general criteria for a member of the Board of Director. The NomCom may decide to conduct interviews or further background checks on candidates. The Chair of the NomCom decides the means to be used for such further evaluation, however a report must be provided to the Staff and the NomCom. The Chairman of the NomCom then forwards the slate of candidates to the AfriNIC Staff for publication.

4.5 Notification of Candidates

The CEO of AfriNIC sends the final slate of candidates, via e-mail to announce@afriNIC.net, members@afriNIC.net and members-discuss@afriNIC.net. The candidate list and biographical information is simultaneously posted on the Election section of the AfriNIC website. The website will provide an online channel for anyone to voice support for any candidate during the open comment period.

All candidates are given the opportunity to present themselves to the general membership in a brief speech during the face-to-face meeting. The community may also direct questions to the candidate during the open comment period. These questions must be addressed to the NomCom and discussed on the members-discuss mailing list.

4.6 Voting

The Board of Director election opens in the afternoon of the last day of the first public policy meeting of the year and is carried out via paper ballot containing a list of candidate name per region. [Electronic vote is under evaluation]

Voters may mark two (2) candidates for each seat on the ballot paper. Each mark will be equal to one vote. A ballot with more than two marks will not be count and be considered nil.

The vote will be anonymous.

Elections will be closed as soon as the last member or proxy present in the meeting room has casted his/her vote. The candidates with the two higher number of vote for each region will be proclaim winners respectively as Primary and Alternate.

In the case the vote is tied for any of the open position, then it will be cast again. Only the candidates who tied will participate on the second round of voting until either one of the candidates gets more votes.

4.7 Vote Counting and Announcement of Election Results

The CEO, Chair, and Co-Chair of the NomCom present during the face-to-face meeting and two (2) or three (3) volunteers from the other RIRs present

in cooperation with AfriNIC Legal Counsel, shall compile the votes to determine the winners.

The Chair of the NomCom announces the election results after the vote count with the vote detail for only the elected candidates.

The CEO shall send the final result via e-mail to announce@afriNIC.net, members@afriNIC.net, rpdc@afriNIC.net and members-discuss@afriNIC.net. The result is simultaneously posted on the AfriNIC website.

5 PDP-MG Election

According to the AfriNIC bylaws, and in line with an AfriNIC Board resolution, three (3) co-chairs for the AfriNIC Policy Development Process Moderator Group (PDP-MG) shall be elected. What follows is the elections procedure for the AfriNIC PDP-MG:

Who is elected

Every year one member of the PDP-MG is elected for a term of three (3) years. The candidate must be a natural person *Residing in a country from the AfriNIC service region*

A person may only nominate one candidate. In case of multiple nominations by the same person, only the last nomination will be considered valid.

AfriNIC or other RIRs staff cannot nominate candidates nor be nominated.

Self-nominations will be allowed but in such case the nomination must be backed by at least two AfriNIC members in good standing.

Who can vote

Any one from the AfriNIC community present at the face-to-face meeting who met the following criteria:

- *have registered to the meeting (Meeting Badge as proof),*
- *reside in a country within AfriNIC service region and*
- *is not an AfriNIC staff.*

Ballot for the vote will be distributed at Registration desk.

Proxy

Proxy is not allowed for the PDP-MG election

5.1 PDP-MG Election time lines:

The PDP-MG co-chairs election will be run with the following time-lines:

When?	What?	Date
-34 days	Opening of the candidacy/nomination period.	30/04/10
-20 days	Close of Nomination period	14/05/10
-20 days	Start Review of nomination, contacting nominees for more details if needed	14/05/10
-15 days	Official announcement of Slate of Candidates by the Nomination and Election Committee Chair and opening of Public comment period	18/05/10
Election Day	Election supervised by the Election committee	03/06/10
Election Day	Announcement of election Result	03/06/10

5.2 How to Nominate:

Nomination must be submitted to nomcom2010@afriNIC.net with the following information:

<p>Nominator (Full Name):</p> <p>Nominee (Full Name):</p> <p>Organisation (or Affiliation):</p> <p>Current Position:</p> <p>Physical address:</p> <p>E-mail address:</p> <p>Phone number:</p> <p>Fax number:</p> <p>Country of Residence:</p> <p>Secondment: 1. (Name, e-mail address, Organisation)</p> <p>2. (Name, e-mail address, Organisation)</p> <p><i>(Candidate must provide two valid references that the NomCom could contact for further information and background check)</i></p>
<p>Brief statement explaining the candidate's background and motivation (Not more than 400 words):</p> <p><i>[A copy of candidate's Resume and a picture will be requested and used for publication]</i></p>

5.3 Nomination Verification

AfriNIC Staff liaison to the NomCom verifies that all nominations were submitted within the given period and includes all the required information. The Chair of the NomCom should notify nominees and the nominator of the reception of the nomination. The Nominee should at the same time ask for

confirmation of intent to run for the seat. Ineligible nominations are rejected and the nominator and nominee are notified separately.

5.4 Finalising the Slate of Candidates

The NomCom reviews all completed nominations to verify that the nomination process is followed and reviews nomination forms to determine that all nominees meet the general criteria for a member of the Board of Director. The NomCom may decide to conduct interviews or further background checks on candidates. The Chair of the NomCom decides the means to be used for such further evaluation, however a report must be provided to the Staff and the NomCom. The Chairman of the NomCom then forwards the slate of candidates to the AfriNIC Staff for publication.

5.5 Notification of Candidates

The CEO of AfriNIC sends the final slate of candidates, via e-mail to announce@afriNIC.net, members@afriNIC.net and members-discuss@afriNIC.net. The candidate list and biographical information is simultaneously posted on the Election section of the AfriNIC website. The website will provide an online channel for anyone to voice support for any candidate during the open comment period.

All candidates are given the opportunity to present themselves to the general membership in a brief speech during the face-to-face meeting. The community may also direct questions to the candidate during the open comment period. These questions must be addressed to the NomCom and discussed on the members-discuss mailing list.

5.6 Voting

The PDP-MG election opens in the afternoon of the first day of the first public policy meeting of the year and is carried out via paper ballot containing a list of candidates name.

Voters may mark one (1) candidate in the ballot paper. Each mark will be equal to one vote. A ballot with more than one mark will not be count and be considered nil.

The vote will be anonymous.

Elections will be closed as soon as the last participant present in the meeting room has casted his/her vote.

In the case the vote is tied for any of the open position, then it will be cast again. Only the candidates who tied will participate on the second round of voting until either one of the candidates gets more votes.

5.7 Vote Counting and Announcement of Election Results

The Chair, and Co-Chair of the NomCom present during the face-to-face meeting and two (2) or three (3) volunteers from the other RIRs present in cooperation with AfriNIC Legal Counsel, shall compile the votes to determine the winners.

The Chair of the NomCom announces the election results after the vote count with the vote detail for only the elected candidates.

The CEO shall send the final result via e-mail to announce@afriNIC.net, members@afriNIC.net, rpdc@afriNIC.net and members-discuss@afriNIC.net no later than 1 week after the election. The result is simultaneously posted on the AfriNIC website.

6 NRO-NC Election

In order to appoint representatives from AfriNIC service Region to the NRO-NC (Number Resource Organisation's Name Council), the community will elect individuals through an open and transparent election process.

The NRO-NC election will take place during the second Public Policy Meeting of AfriNIC (Generally taking place the last week of November of each year). The appointed candidates will also serve, according to the ASO MoU⁴, on the ASO-AC (Address Supporting Organisation Advisory Council).

The Open seat for election will be based on the terms of the elected NRO-NC/ASO-AC representatives as published on:

<http://www.nro.net/about/number-council.html>
<http://aso.icann.org/people/address-council/address-council-members/>

What follows is the election procedure for the AfriNIC NRO-NC/ASO-AC representatives:

Who is elected

Every year one member of the NRO-NC is elected for a term of three (3) years. The candidate must be a natural person *Residing in a country from the AfriNIC service region*

A person may only nominate one candidate. In case of multiple nominations by the same person, only the last nomination will be considered valid.

AfriNIC or other RIRs staff cannot nominate candidates nor be nominated.

Self-nominations will be allowed but in such case the nomination must be formally backed/supported by at least two AfriNIC members in good standing.

Who can vote

AfriNIC member and any participants from the AfriNIC community present at the face-to-face meeting who met the following criteria:

- have registered to the meeting (Meeting Badge as proof),

⁴ <http://www.nro.net/documents/aso-mou.html>

- reside in a country within AfriNIC service region and
- is not an AfriNIC staff.

Ballot for the vote will be distributed at Registration desk prior to the election.

Proxy

Proxy is not allowed for the NRO-NC election

6.1 NRO-NC Election time lines:

The The PDP-MG co-chairs election will be run with the following time-lines:

When?	What?	Date
-60 days	Opening of the candidacy/nomination period.	
-45 days	Close of Nomination period	
-44 days	Start Review of nomination, contacting nominees for more details if needed	
-35 days	Official announcement of Slate of Candidates by the Nomination and Election Committee's Chair and opening of Public comment period	
-5 days	Closure of Comment Period	
Election Day	Election supervised by the Election committee	25/11/10
Election Day	Announcement of election Result	25/11/10

6.2 How to Nominate:

Nomination must be submitted to nomcom2010@afriNIC.net with the following information:

<p>Nominator (Full Name):</p> <p>Nominee (Full Name):</p> <p>Organisation (or Affiliation):</p> <p>Current Position:</p> <p>Physical address:</p> <p>E-mail address:</p> <p>Phone number:</p> <p>Fax number:</p> <p>Country of Residence:</p> <p>Secondment: 1. (Name, e-mail address, Organisation Name and ORG-HDL) 2. (Name, e-mail address, Organisation Name and ORG-HDL)</p> <p><i>(Candidate must provide two valid references that the NomCom could contact for further information and background check)</i></p> <p>Brief statement explaining the candidate's background and motivation (Not more than 400 words):</p> <p><i>[A copy of candidate's Resume and a picture will be requested and used for publication]</i></p>
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6.3 Nomination Verification

AfriNIC Staff liaison to the NomCom verifies that all nominations were submitted within the given period and includes all the required information. The Chair of the NomCom should notify nominees and the nominator of the reception of the nomination as soon as they are received. The Nominee should at the same time be asked for confirmation of intent to run for the open seat. Ineligible nominations are rejected and the nominator and nominee are notified separately.

6.4 Finalising the Slate of Candidates

The NomCom reviews all completed nominations to verify that the nomination process is followed and reviews nomination forms to determine that all nominees meet the general criteria for an NRO-NC members. The NomCom may decide to conduct interviews or further background checks on candidates/Nominees. The Chair of the NomCom will decide the means to be used for such further Interview, however a report must be provided to the Staff and the NomCom and available online. The Chairman of the NomCom then forwards the slate of candidates to the AfriNIC Staff for publication online.

6.5 Notification of Candidates

The CEO of AfriNIC sends the final slate of candidates, via e-mail to generic announcements mailing list such as: announce@afritic.net, members@afritic.net and members-discuss@afritic.net, afriann@afritic.net. The candidate list and biographical information are simultaneously posted on the Election section of the AfriNIC meeting website. The website will provide an online channel for anyone to voice support for any candidate during the open comment period.

All candidates are given the opportunity to present themselves to the general membership in a brief speech (5 mins) during the face-to-face meeting. The community may also direct questions to the candidate during the open comment period. These questions must be addressed to the NomCom and discussed on the members-discuss mailing list.

6.6 Voting

The NRO-NC election opens in the afternoon of the last day of the second Public Policy Meeting of the year and is carried out via paper ballot containing a list of candidates name. **Electronic vote will be available for AfriNIC Valid member only.**

Voters may mark one (1) candidate in the ballot paper. Each mark will be equal to one vote. A ballot with more than one mark will not be count and be considered nil.

The vote will be anonymous.

Elections will be closed as soon as the last participant present in the meeting room has casted his/her vote.

In the case the vote is tied for any of the open position, then it will be cast again. Only the candidates who tied will participate on the second round of voting until either one of the candidates gets more votes.

6.7 Vote Counting and Announcement of Election Results

The Chair or the Co-Chair of the NomCom present during the face-to-face meeting and three (3) volunteers from the other RIRs, ICANN or ISOC staff present in cooperation with AfriNIC Legal Counsel, shall compile the votes to determine the winners.

The Chair of the NomCom announces the election results after the vote count with the vote detail for only the elected candidates.

The CEO shall send the final result via e-mail to announce@afriNIC.net, members@afriNIC.net, rpdc@afriNIC.net and members-discuss@afriNIC.net no later than 1 week after the election. The result is simultaneously posted on the AfriNIC website.