

**Proposed Procedure for Recommending the NCSG Representative
to the Public Interest Registry (PIR) Advisory Council**

1. The NCSG Policy Committee (PC) Chair is to issue a call for nominations on the NCSG-Discuss mailing list. Candidates shall self-nominate by emailing a candidate statement to the PC Chair with NCSG Support Staff in cc (this statement is not to be shared on the public mailing list), and candidates may not be nominated by third parties. All candidate statements shall be posted publicly on the NCSG wiki page.
2. The candidate statement must demonstrate how the candidate has:
 - Either presently, or in the past, served in a leadership position within the NCSG or an NCSG constituency (former or current NCSG members of the GNSO Council, Chairs of the NCSG/NCUC/NPOC, NCSG/NCUC/NPOC Executive Committee members, NCSG/NCUC/NPOC-appointed Policy Committee members);
 - Contributed and initiated meaningful discussion on the NCUC, NPOC, and/or NCSG mailing lists; and
 - Demonstrated knowledge of, or interest in the work of, the Public Interest Registry, and is willing to be an active participant in Public Interest Registry discussions and debates.
3. In addition, all candidates must provide a recommendation letter (not to be published publicly on the NCSG wiki page) from an experienced member who understands the role of the PIR Advisory Council Representative.
4. The NCSG PC is to review the candidates and to evaluate all based on their qualifications, as listed in the candidate statement, and verified as appropriate. Contact is to be made by the NCSG PC Chair (or his or her delegate) with the author of the recommendation letter to verify its authenticity.
5. The NCSG PC selection committee is to be comprised of all PC members. If not all PC members can be in the selection committee, because of a conflict of interest (i.e. a PC member has applied for appointment to the PIR Advisory Council) or unavailability, the PC members with no conflicts should select the nominees
6. Each member of the PC will provide a justification as to why one candidate is more qualified than other applicants. The PC is to select up to 3 candidate statements to be sent through to the PIR Board for their selection, numbered by their preference, including a comment justifying their ranking. The PC shall organize a meeting in due course to discuss and deliberate the candidates' applications when needed.

7. Timeline: The call for applications shall take place annually and members shall be given two weeks to apply for the position. The PCs deliberations should not take more than two weeks and results should be announced no later than one month from the date when the call for candidates was initially issued. If the process has to be prolonged due to unforeseen circumstances, it should not be prolonged overall by more than two months.
8. In case the PIR Advisory Council Representative holding the NCSG seat resigns or is removed from the position, if the remainder of his or her term is more than six months, the PC must re-issue the call for candidates and begin this process from Step 1. If there is less than six months remaining on his or her term, the PC Chair or a PC member can put forward the name of an interim representative. If more than 1 candidate is put forward, the PC will start deliberation and decide on a candidate within two weeks. It is preferable that the candidates who have already been put forward to the PIR Board be considered again.
9. Any deliberations about the candidates shall be held confidentially but a record will be taken by NCSG Support Staff and this will be retained by the NCSG PC Chair (or his or her delegate). The notes, recording, and the transcript shall be kept for two years.