

# IANA Review Committee Operating Procedures

v2.0 - 10 October, 2019

*Replaces v1.0 - 30 April 2018*

---

## Preamble

The Review Committee's function is to advise and assist the NRO EC in its periodic review of the service level of the IANA Numbering Services provided to the Internet Number Community.

The Review Committee is a tool for the Internet Number Community to evaluate and review performance of the IANA Numbering Services provided. Review Committee will ensure community involvement and will support and enhance the multistakeholder model in a transparent, open, and bottom up process to ensure that the number resources component of the IANA operations meets the needs and expectations of its customers, namely the Internet numbers community.

---

## 1. Members

The Review Committee will comprise 15 members, constituted by: (a) two community appointees from each RIR region (who must not be RIR staff); and (b) one RIR staff from the region (who will be a non-voting member).

### 1.1. Member Selection

Each RIR shall appoint its Review Committee members by a published method of its own choosing. The two community appointees should be of the community and have the support of the community.

### 1.2. Member Term

The Review Committee members each serve for a term determined and published by its respective RIR.

### 1.3. Member Removal

Each RIR may, from time to time, remove and/or replace any of its appointed Review Committee members, by a published method of its own choosing by giving 30 days notice to the NRO EC. The replacement member will serve as a Review Committee member for the remaining term of the original member replaced.

## 2. Governance

The Review Committee shall, select a chair and a vice-chair at its first meeting of the year. The chair and vice-chair must be community appointees (and not RIR staff) from different regions.

### 2.1. Procedures for Chair and Vice-Chair Selection

#### 2.1.1. Chair Nominations

Persons who are or will be community appointee Review Committee members in a particular year are eligible to become chair or vice chair in that year, and are eligible to participate in the election for that year's chair.

Nominations for the chair will close during the first meeting of the year. All nominations must be accepted. Self nominations are considered to be accepted.

#### 2.1.2. Chair Election

Voting Review Committee members will select a chair from the accepted nominations. The chair will be selected by relative majority. The candidate with the most votes will be selected as chair.

##### 2.1.2.1. Run-off Election

In the event of a tie, candidates who are tied will only be considered going forward. One or more run-off elections will be held if the number of candidates has been reduced from the previous election. If the tie cannot be broken, and the voting Review Committee members cannot agree on an alternate method to select a chair from the remaining candidates, then the chair will be randomly selected from the remaining candidates.

#### 2.1.3. Appointment of Vice-Chair

The chair will solicit interest for a vice-chair, and will select a vice-chair. The vice-chair must be a non-RIR staff committee member, and from a different RIR region to the chair.

#### 2.1.4. Term

The term for the chair and the vice-chair is one year. The chair and vice-chair will serve until the conclusion of the next chair election.

#### 2.1.5. Chair Vacancy

In the event that the chair position is vacated before the end of their term, the vice-chair will assume the chair position for the balance of that term.

#### 2.1.6. Vice-Chair Vacancy

In the event that the vice-chair position is vacated, the chair will choose a new vice-chair per section 2.1.3, for the balance of the term.

#### 2.1.7. Chair and Vice-Chair Vacancy

In the event that the chair and vice-chair positions are both vacated, new chairs will be elected in accordance with the procedure outlined above.

### 3. Transparency

The Review Committee must conduct all its activities in an open and transparent manner to the maximum extent possible, except where circumstances require otherwise for confidentiality reasons.

The Review Committee shall work through a public mailing list, and the archive of such mailing list must be publicly available (except as contemplated in the previous paragraph).

#### 3.1. Posting of Minutes

The records and minutes of each public Review Committee meeting must be published on the public mailing list, and additionally, on the NRO website.

### 4. Proceedings

The Review Committee will meet entirely via teleconference for its activities. Except as contemplated in section 3, the teleconferences must be open to the public who wish to listen to the Review Committee discussions, and will be facilitated by the RIRs.

Meetings must be held at least twice each year, and more often as required

#### 4.1. Quorum

Quorum will consist of 8 Review Committee members, of whom there must be at least one member from each region and five voting members.

### 5. Review Process

At a time of the NRO EC's choosing, the RIRs will publish an IANA Numbering Services Review Matrix in January every year, summarizing the RIRs' review of the performance of the IANA numbering services in the last year. This review matrix gets submitted to the

Review Committee who passes it on to the five RIR communities for a comment period of 30 days.

### 5.1. Expedited Performance Report

In the event there is a requirement to complete an expedited review, the NRO EC chair will advise the Review Committee chairs of the requirement.

### 5.2. Community Feedback

The Review Committee members are expected to be engaged with their respective RIR communities during their term. They should communicate relevant developments relating to the Committee to their respective community, and collect feedback relevant to the IANA Numbering Services Operations from their respective community. This input will be provided to the RIRs as advice when appropriate. These comments will be reviewed and summarized by the Review Committee and included in the IANA Numbering Services Operations Performance Report.

## 6. Rules of Order

### 6.1. Rough Consensus

The Review Committee shall endeavour to work via “rough consensus” method as understood by the RIR community. If rough consensus cannot be readily achieved, then the Review Committee may proceed with any outcome given a supermajority approval of 80% of eligible community members excluding abstentions.

### 6.2. Voting Procedures

#### 6.2.1. In Meeting Votes

When rough consensus is in doubt, voting shall be by whichever of the following methods, as determined by the chairperson of the meeting: vote by voice; show of hands; paper ballot; electronic system.

#### 6.2.2. Electronic Votes

In the case of electronic voting, voting will be allotted a minimum of 7 days period, but can be concluded as soon as all voting members of the Review Committee register a vote.

### 6.3. Amending Operating Procedure

These Operating Procedures may be amended by the Review Committee at any of its meetings. The proposed amendment must receive a majority vote of 80% of all eligible voting members of the Review Committee excluding abstentions. Proposed amendments must be published with a minimum of two weeks prior to the meeting so that every RC member has enough time to review the proposed amendments.