



# Election Process and Voting Rules

The Civil Society Information Society Advisory Council

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# 1 Overview

This document provides a description of the process followed to elect the members of the CSISAC Steering Committee. The CSISAC Steering Committee is composed by 6 to 8 members, selected either as individuals or as organizations representatives. The selection of the Steering Committee's is performed through two phases:

- In the first phase, 5 CSISAC's members are elected through a voting process among those who entered the nomination process.
- In the second phase, the elected nominees appoint a maximum of 3 additional CSISAC's members in order to ensure regional, gender and expertise balance.

This system allows CSISAC to conduct a fair election process, while ensuring that the Steering Committee will not be dominated by members with too similar a profile. This process has been used by other international organizations in order to enhance, for example, the representation of members from developing countries.

## 2 The Election Process

The election process starts with the *Census Review*. Once the census has been revised by the membership, the Liaison announces the *Election Call* and invites *Nominations*. The provisional list of nominees is circulated to allow cancellation and better understanding of the proposal during the *Deliberation*. After that the membership proceeds to cast their ballots according to the *Voting Rules*. The results produced by the voting platform are announced, the elected nominees appoint other members to ensure gender, regional and expertise balance, and the final result is announced during the *Proclamation*. Older and newer members of the Steering Committee stays together during the *Transition Period*.

### 2.1 Census Review

The census review consists in the circulation of a the membership list to allow . The purpose of the review is to allow the membership to check the correctness of the census, and to amend any error or mismatch. The census review proceeds as follows:

1. The Steering Committee instructs the Liaison to organize the election.
2. The Liaison sends the latest census to the Steering Committee. From that point on, any new or ongoing membership requests is postponed until the new Steering Committee is constituted.

3. The Steering Committee solves any incidence and aproves the consolidated census.
4. The Liaison announces the start of the census review in the mailing list of the membership. The announcement can be made at the same time of the election announcement, and needs to include:
  - a deadline for the review, and
  - a voting list, extracted from the consolidated census, where each member of CSISAC is described with two elements:
    - (i) Name. This is the personal name in the case of individual members, or the name of the organisation otherwise,
    - (ii): e-mail. This is the e-mail to vote;
5. Each member of the CSISAC reviews the census and sends any eventual request for change to the Liaison. Only errors and updates can be committed during the census review. Any ongoing or new request for membership is postponed until the constitution of the new Steering Committee;
6. The Liaison informs the Steering Committee about any proposed change and updates the census accordingly;
7. After the deadline, the census is considered final, so no further changes can be committed. The Liaison updates the membership list in the website of the CSISAC, and uploads the final census to the voting platform<sup>1</sup>.

The reference time for the census review is two weeks.

## **2.2 Election Call**

The Election Announcement consists in a message sent to the CSISAC membership to inform about the process, and define a deadline for the nominations. This step proceeds as follows:

1. The Liaison posts in the membership mailing list an announcement of the elections in behalf of the Steering Committee. The announcement needs to include:
  - overview of the election process,
  - electing rules.
2. The Steering Committee enters an interim period where decisions should be restricted to ensure the success of the elections. The interim period finishes with the constitution of the new Steering Committee.

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<sup>1</sup>The voting platform is selected by the Steering Committee and operated by the Liaison. The NIC.br platform was used in previous election processes.

## **2.3 Nomination**

The Nomination consists in the proposal of members of CSISAC who can be voted to be part of the Steering Committee. All members of the CSISAC included in the census are eligible for the Steering Committee. The nomination proceeds as follows:

1. The Liaison announces the start of the nomination process. The announcement needs to include:
  - The deadline to nominate candidates;
  - The rules for nomination.
2. Any member of CSISAC can send a nomination proposal to the membership mailing list. Members can nominate themselves or nominate another member. The nomination proposal is a document which needs to include:
  - Indication of whether the nominee is an individual or organization;
  - full name and contact e-mail address of the nominee;
  - country/Region of the person and, if applicable, organization and gender;
  - a selection of CSISAC's goals<sup>5</sup> related to the nominee's main competences;
  - a brief biography including achievements relevant to the CSISAC steering committee (please, refer to the already sent description of the Steering Committee's composition and role, past work with CSISAC and the Public Voice Coalition and other relevant committees or processes;
  - a brief statement of what you or your organization can contribute to the coalition and the issues at the OECD Committee for the Digital Economy (CDEP).

The nomination call can be done at the same time of the Election Announcement. The reference time for the nomination is two weeks.

## **2.4 Deliberation**

The deliberation period is an optional time slot to ensure a proper understanding of the nomination proposals, enabling the members of CSISAC to address the nominees with regard to their respective statements of interest, and also allowing the nominees to cancel their nominations. This step proceeds as follows:

1. The Liaison announces the deliberation period. This announcement needs to include:
  - a deadline for the deliberation,

- the provisional list of nominees, ordered following the temporal sequence of the proposals
2. The members of CSISAC contact the nominees,
  3. The nominees asks the Liaison to apply any necessary ammendment or to cancel their nomination,
  4. After the deadline, the Liaison posts the final list of nominees in the membership mailing list. No further updates are allowed from this point.

This period is intended , allowing CSISAC’s members to address the nominees, and nominees to explain and foster their candidacy. Nominees are allowed to amend or cancel their nominations during this period.

The reference time for the deliberation is one week.

## **2.5 Voting Rules**

The voting process consists in the collection of the votes casted by the members of the CSISAC in support to the nominees of their preference. The vote is performed following rules:

- All the members of the CSISAC included in the final census can vote (see census review).
- All the members of the CSISAC included in the list of nominees can be voted (see nomination).
- Each member of the CSISAC is allowed to cast one and only one single ballot.
- Ballots are casted using the e-mail address registered in the final census. The same e-mail address could be used by different organizations to vote, so a single e-mail address could be used to cast more than one ballot.
- Each ballot allows to select a minimum of zero and a maximum of five nominees.

The voting step proceeds as follows:

1. The Liaison loads the voting platform with the voters list and the final list of nominees.
2. The Liaison announces the start of the voting (voting call). This announcement needs to include:
  - the deadline to cast the vote;
  - the instructions to cast the vote;
3. Each member of the CSISAC receives the instructions to cast their vote in the e-mail registered in the final census;

4. The Liaison retrieves and solves, together with the Steering Committee, any possible incidence during the vote.

The reference time span for the voting process is one week.

## **2.6 Proclamation**

The proclamation step consists in the announcement of the voting results and the constitution of the elected Steering Committee. The election is performed according to the following rules:

- The final size of the steering committee cannot exceed 8 members.
- The 5 nominees with the larger number of votes are selected.
- In the event of having more than 5 nominees selected due to tie votes, all these nominees will be considered as elected. A random selection will be performed among the tie votes in the case that the number of elected nominees exceeds the maximal final size of the Steering Committee.
- The elected candidates can appoint more CSISAC members up to maximal final size in order to ensure gender, regional and expertise balance of the final Steering Committee.

The proclamation process proceeds as follows:

1. The Liaison posts the result of the vote in the CSISAC membership mailing list as soon as the voting platform provides the result.
2. The Liaison asks the elected nominees to appoint, by internal deliberation and within 5 days, so much CSISAC members as needed to ensure regional, gender and expertise balance of the Steering Committee. The final size of the Steering Committee cannot exceed 8 members.
3. The Liaison forwards the proposal of the elected nominees to the appointed members, asking for confirmation in a maximum of 3 days.
4. After the deadline, the Liaison announces the final composition of the Steering committee in the membership mailing list. The composition of the Steering Committee is considered final, once announced at the membership mailing list.
5. The Liaison subscribes the new members to the mailing list of the Steering Committee. The Steering Committee is considered as formally constituted, once subscribed to the mailing list.

The proclamation period should be done as quickly as possible, and should not exceed one week.

## 2.7 Transition Period

The transition period is the final step of the election process, when new configuration is consolidated and reflected in the public site.

1. The members of the previous Steering Committee stay in the mailing list during a coexistence period up to two week, to facilitate the induction of the new members of the Steering Committee.
2. After the coexistence period is over, the Liaison unsubscribes any non elected member from the mailing list of the Steering Committee.
3. The Liaison asks the Steering Committee to appoint three members to form a Bureau in charge of the administrative and organisational duties.
4. The Liaison publishes the final composition of the Steering Committee in the website, along with the results of the vote.

## 3 Annexes

### 3.1 What is the CSISAC

The main purpose of the CSISAC is to **facilitate the participation of the civil society in the digital economy policy-making process** which is developed at the Organisation for the Economic Cooperation and Development (OECD). The OECD is among the most influential organizations in the global governance, with a solid reputation in providing the evidence-base policy which drives the social and economic development linked to the deployment of the information and communication technologies. Hence the importance of the role performed by the CSISAC in strengthening the capacity of the civil society to participate in the design and implementation of the digital policy at the global scale.

Over the last years, thanks also to the support of the Open Society Foundation, the role of the CSISAC has proved to be effective in performing that role, achieving an **enlarged engagement of experts attending the OECD meetings, and an increased capacity to effectively impact the digital economy policy making-process**. As the result, many of the most salient OECD references have improved substantially, now better reflecting the values guiding the CSISAC, as the right to privacy, freedom of expression, the protection of digital consumers, the need of balanced Intellectual Property policies, social inclusion or cultural diversity among others. This contribution can be found reflected in the most recent developments of the OECD like those on cyber security, privacy, intermediary liability or the wireless market. The strong cohesion and responsiveness of the membership, the

versatility of the collaborative platform, and the persistence over time at the OECD venue, can be accounted among the most valuable outcomes of the activity developed by the CSISAC.

## **3.2 The CSISAC Charter**

CIVIL SOCIETY INFORMATION SOCIETY ADVISORY COUNCIL (CSISAC) November 2008

*Note: This section reproduces the content of the CSISAC Charter, as originally published in November 2008. This Charter has been developed with (i) a description of the responsibilities of the CSISAC Steering Committee, (ii) a description of the elections process, (iii) a description of the Liaison and (iv) the CSISAC Travel Policy. The documents with those developments can be found included as Annexes below.*

### **3.2.1 Background**

At the OECD Ministerial Conference on the Future of the Internet Economy, the OECD Secretary General expressed support for an effort to formalize the participation of civil society in the work of the OECD concerning the future of the Internet. This recommendation follows from almost two decades of civil society participation at the OECD and the specific proposals of civil society put forward to the 1998 OECD Ministerial Conference and again in the Civil Society Declaration at the 2008 Ministerial Conference.

### **3.2.2 Mission**

The main purpose of the Civil Society Information Society Advisory Council (CSISAC) is to contribute constructively to the policy work of the OECD Committee for Information, Computer and Communications Policy (ICCP) and to promote the exchange of information between the OECD and the civil society participants most active in the information technology field. Information from the OECD will provide civil society participants with a stronger empirical basis to make policy assessments; inputs into research and policy development from civil society will provide the OECD with the essential perspective of stakeholders "at the receiving end" of policy. Strengthening the relationship between civil society and the OECD will lead to better-informed and more widely accepted policy frameworks.

### **3.2.3 Activities**

The CSISAC will undertake the following activities:

- Engage in constructive input and dialogue with the ICCP Committee about policy issues of interest to civil society;
- Pursue the agenda set out in the Civil Society Seoul Declaration of 2008;



- Report to civil society organizations about the OECD publications, events, and policy recommendations of interest to civil society;
- Identify and publicize opportunities for participation by civil society organizations in the work of the OECD;
- Maintain appropriate communications tools (e.g. content management system, mailing list, social network platform) that highlight key OECD-ICCP developments of interest to civil society and facilitate broader civil society participation;
- and Report on an annual basis the accomplishments of the past year and the goals for the next year.

### **3.2.4 Proposed Structure**

In keeping with the structure of other non-governmental stakeholders at the OECD, the CSISAC proposes a structure that seeks to facilitate the participation of interested parties in the work of the OECD and to promote effective communications between stakeholders and the OECD.

The CSISAC includes the CSISAC Membership, the CSISAC Steering Committee, and the CSISAC Liaison. The roles and structure of these entities are outlined below. The effectiveness of the proposed structure, including the working of the CSISAC Liaison and the CSISAC Steering Committee, will be evaluated after one year.

#### **1. CSISAC Membership**

CSISAC Membership will be open to civil society participants who:

- Endorse the Civil Society Seoul Declaration
- Demonstrate a commitment to the public interest; and
- Do not represent any business, technical organization, government entity or other institution that sets public policy (e.g., ICANN, RIR, WIPO staff).

All civil society participants that signed the Civil Society Seoul Declaration shall be considered founding members of the CSISAC. Particular efforts will be made to ensure that the interests of disadvantaged groups are represented within the CSISAC. CSISAC members will provide expertise in policy issues relevant to the work of the OECD-ICCP committee and its four working parties.

- #### **2. CSISAC Steering Committee**
- The CSISAC Steering Committee will represent the CSISAC Membership in the work of the OECD-ICCP. Members of the Steering Committee will have access to all OECD draft documents made available for OECD committee members with

the understanding that OECD rules regarding disclosure must be respected. The Steering Committee will also be responsible for assembling ad-hoc working groups who can review OECD policy issues.

The Steering Committee will be comprised of 6-8 individual or organizational representatives, who will serve two-year terms. The Steering Committee will be accountable to the CSISAC membership, with selection done in such a way as to account for regional and issue diversity. An interim Steering Committee, comprised of individuals and organizations that contributed to the OECD "Future of the Internet Economy" Ministerial in June 2008, will develop a formal process for selection of the Steering Committee by early 2009.

3. CSISAC Liaison The CSISAC Liaison will facilitate communication among the OECD-ICCP, the CSISAC Membership, and the CSISAC Steering Committee. The CSISAC Steering Committee will select the CSISAC Liaison. The Liaison will serve as a point of contact and primary conduit for information flow between the CSISAC and the OECD-ICCP, with decision-making capacity reserved for the Steering Committee. Additionally, the Liaison and one other member of the CSISAC Steering Committee will be expected to participate regularly in OECD-ICCP meetings. The Liaison will serve a two-year term, which coincides with the OECD-ICCP committee work cycle.

An interim Liaison will be provided by The Public Voice Project for 2009-2010 and will serve as the initial point of contact with the OECD and be responsible for facilitating CSISAC participation.

### **3.2.5 Participation of CSISAC at the OECD**

It is anticipated that the CSISAC will have the same standing at the OECD-ICCP committee as do the BIAC and the TUAC.

### **3.2.6 Evolution of CSISAC**

It is the hope of civil society that, over time, the CSISAC will evolve into the Civil Society Advisory Council (CSAC) and provide the basis for civil society input to all OECD activities, comparable to the BIAC and the TUAC.

### **3.2.7 Reference Documents**

- Civil Society Seoul Declaration, June 2008 <http://thepublicvoice.org/events/seoul08/seoul-declaration.pdf>.
- Civil Society Background Paper, June 2008 <http://thepublicvoice.org/events/seoul08/cs-paper.pdf>

- OECD, “The Future of the Internet Economy OECD Ministerial Meeting,” 17-18 June 2008, Seoul, South Korea, <http://www.oecd.org/FutureInternet>
- “Closing remarks by Angel Gurría, OECD Ministerial Meeting on the Future of the Internet Economy,” 18 June 2008. [http://www.oecd.org/document/8/0,3343,en\\_2649\\_201185\\_40863240\\_1\\_1\\_1\\_1,00.html](http://www.oecd.org/document/8/0,3343,en_2649_201185_40863240_1_1_1_1,00.html)
- OECD, Convention on the Organization for Economic Co-operation and Development (1960). [http://www.oecd.org/document/7/0,3343,en\\_2649\\_34483\\_1915847\\_1\\_1\\_1\\_1,00.html](http://www.oecd.org/document/7/0,3343,en_2649_34483_1915847_1_1_1_1,00.html)

### **3.3 The CSISAC Steering Committee**

The CSISAC Steering Committee is elected by the CSISAC members to manage and represent the coalition and represent it in the work of the OECD-ICCP for a two-year term. It is comprised of 6 to 8 individual or organisational representatives. The Steering Committee is accountable to the CSISAC membership.

In order to fulfill CSISAC’s mission and objective, the members of the Steering Committee have the following duties and responsibilities:

#### **3.3.1 Strategic policy oversight and policy input**

- Proactively influence the two-yearly work and project planning of the OECD ICCP in order to ensure civil society issues are on its work agenda.
- Agree priority issues from the ICCP and its working parties agenda that CSISAC will systematically work on,
- support the Liaison in identifying and assembling members working groups to review the priority OECD policy issues over their whole ‘life-cycle’,
- identify/ designate issue leaders as appropriate.
- support the liaison in reaching out to potential new CSISAC members,
- active and timely contribution to CSISAC policy activities according to expertise,
- representing CSISAC in committees and other meetings as appropriate,
- final say on action or policy on ‘controversial’ issues or when CSISAC endorsement is needed, considering CSISAC members inputs,
- help with identifying and approaching potential founders,

- ensure that information about OECD activities, and policy documents obtained by CSISAC are distributed to CSISAC Members in timely manner.
- ensure that CSISAC members are consulted when CSISAC develops its own position statements.

### **3.3.2 Administrative and process duties**

The elected Steering Committee will nominate a bureau of three of its members which will be responsible for organisational decisions:

- Support and oversight of the Liaison and Community Manager, including setting targets, periodic appraisals and contract renewal;
- ensuring timely reporting to founders, including activity and financial reporting;
- travel budgets review and approval;
- support the Liaison with fund raising applications.

CSISAC members who are nominated (or self-nominate) to stand for the Steering Committee undertake to fulfill these duties if elected. This includes commitment to participate in Steering Committee meetings (teleconferences) and timely responses to requests for action from the Liaison or fellow CSISAC members.