



As approved by the CENTR General Assembly at the 67th CENTR GA - 2022 CENTR Annual General Meeting on 16 March 2022.

CENTR Position Development Rules

| CENTR Board of Directors Statement [Fast Track] | |
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| Definition | <p>A CENTR BoD Statement is a paper developed by the CENTR BoD in a short timeframe.</p> <p>This document is non-binding for the CENTR membership, but shows the general position and interest of the CENTR community to the best of the BoD's knowledge.</p> |
| Status | Not binding for the CENTR membership. |
| Aim | To provide a prompt response to a request, an international statement or a document that foresees a precise deadline to submit input under circumstances where a physical meeting may not be possible, and the standard CENTR position procedures are too time-consuming. |
| Authorisation to start document | <p>Either</p> <ol style="list-style-type: none">1. The BoD agrees unanimously, (Directors who are out of the office are assumed to abstain from this vote) and minutes a formal action. The initiation must be in writing, and must set out the issue, or2. Full Members agree by simple majority and instruct the BoD to develop a Statement. |
| Editor | Decided by the Executive Director based on the advice of the BoD or Full Members. The Editor will provide a first draft position. The Editor can be a single person from the staff or an ad hoc group of Full Members. |

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| Timeframe from beginning to end | 5 working days |
| Procedure | <ol style="list-style-type: none">1. The BoD immediately communicates to the GA its intention to draft a Statement along with its reasons and motivations or Full Members agree by simple majority and instruct the BoD to develop a Statement.2. All communication on the lists regarding the Statement need to be identified in the subject line as [FAST TRACK].3. The Executive Director appoints the Editor.4. The Editor sets a time frame to complete the drafting and releasing the Statement. The procedure should last no more than 5 days.5. Full Members receive a pre-release draft of the Statement at least 2 days before intended publication to allow them to opt-out.6. Members have the opportunity to “opt-out” from the comment before its publication and can indicate if they want to be identified in the document as abstaining or dissenting.7. The document is subject to unanimous approval of the BoD before final publication as a CENTR BoD Statement. A BoD member who is out of the office is assumed to abstain from this vote but a minimum of four (4) Directors need to cast a vote. |
| Authorisation to publish document | The Board of Directors authorises the publication of the statement on the CENTR website and via other channels as deemed appropriate. |

| CENTR Comment | |
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| Definition | <p>A CENTR Comment is a paper developed by CENTR members in a short timeframe. It could be the result of the work of a CENTR working group.</p> <p>This document is non-binding to CENTR members, but reflects to the best of our knowledge the general position of the CENTR community.</p> |
| Status | Not binding on CENTR membership. |
| Aim | To provide a prompt response to a request of CENTR opinion or to an international statement or document, in circumstances where a physical meeting may not be possible. |
| Authorisation to start document | <p>Either:</p> <ol style="list-style-type: none">1. Members agree on the mailing list.2. Members agree at a meeting (by minuting a formal action).3. The Board of Directors agrees, and minutes a formal action. <p>The initiation must be in writing, and must set out the issue.</p> |
| Editor | Decided by the Executive Director based on the advice of the BoD or full members. The Editor will provide a first draft position. The Editor can be a single person from the staff or an ad hoc group of full members. |
| Timeframe from beginning to end | Up to 4 weeks |
| Procedure | <ol style="list-style-type: none">1. Authorisation is received.2. The Editor sets a time frame to complete the drafting and releasing of the document.3. If the Editor believes that a working group is necessary, the Editor sends out a message to ask for volunteers to participate in a WG. The email details the requirements and timeframe. |

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| | <ol style="list-style-type: none">4. The procedure should last no more than three weeks. See Appendix 1: Suggested timeline for collecting comments.5. Members receive a pre-release draft of the document at least 5 days before intended publication.6. The document is subject to a simple majority approval by the CENTR Membership with a minimum of 15 members casting their vote through an online voting system or unanimous approval by the Board of Directors before final publication as a CENTR Comment.7. Members have the opportunity to “opt-out” from the comment before its publication.8. Comments received after the last deadline set by the Editor will not be accepted. |
| Authorisation to publish document | The Board of Directors authorises the publication of the comment on the CENTR website and via other channels as deemed appropriate. |

| CENTR Position | |
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| Definition | <p>A CENTR Position is a paper developed by CENTR and CENTR members.</p> <p>This document is non-binding to CENTR members but has been subject to a formal vote during a CENTR general Assembly.</p> |
| Status | Not binding on CENTR membership. |
| Aim | To provide a stable definition and position papers for ccTLD relevant issues including (but not limited to) best practices for ccTLDs related to administrative, legal and technical work; ICANN related policy; position papers describing IANA functions, funding models, technical best practices. |
| Authorisation to start document | <p>Either:</p> <ol style="list-style-type: none">1. Members agree on the mailing list by general consensus.2. Members agree at a meeting (by minuting a formal action). <p>The initiation must be in writing, and must set out the issue.</p> |
| Editor | Decided by the CENTR membership. Usually, either an ad hoc working group, or the Secretariat. |
| Timeframe from beginning to end | Up to 6 months |
| Procedure | <p>Process 1</p> <ol style="list-style-type: none">1. Authorisation is received.2. The Editor sets a time frame to complete the drafting and releasing of the document.3. If the Editor believes that a working group is necessary, the Editor sends out a message to ask for volunteers to participate in a WG. The email details the requirements and timeframe. |

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| | <ol style="list-style-type: none">4. 4. The procedures should last no more than the cycle between two GAs. See Appendix 1: Suggested timeline for collecting comments.5. Members receive a pre-release draft of the document at least 2 weeks before intended publication.6. The document is passed by a simple majority of a quorate meeting or through online voting before its release as a CENTR Position.7. Members have the opportunity to “opt-out” from the comment before its publication.8. Comments received after the last deadline set by the Editor will not be accepted. <p>Process 2</p> <ol style="list-style-type: none">1. A previously agreed CENTR Comment is tabled for ratification at a CENTR General Assembly at least 2 weeks prior to voting.2. The position paper is voted upon before its release as a CENTR Position. |
| Authorisation to publish document | CENTR Membership |