

ARIN Advisory Council
Standing Rules & Special Rules of Order

Standing Rules:

1. The ARIN Advisory Council holds a meeting by teleconference on the Third Thursday of each month, unless there is a regularly scheduled in person meeting during the month.
2. The ARIN Advisory Council holds a meeting in person during the afternoon following a morning Members Meeting.
3. The ARIN Advisory Council holds a meeting in person during the month of January that includes AC training, and time for an AC workshop.
4. In order to create a smooth transition between AC terms newly elected candidates will be added to the AC mailing list as soon as official election results are published by ARIN. Between the time when they are added and January 1st when the new terms take effect the candidates-elect may only observe the AC's functions under the policy development process. In particular, candidates-elect may not participate in the discussion of policy proposals or in any parliamentary procedures. Candidates-elect may post to the list for administrative purposes, including asking questions about the policy development process or Parliamentary procedure, or administrative functions such as AC meeting planning.
5. In the event that one of the elected positions on the ARIN Advisory Council is vacated before the end of the term of that position, the current AC may leave the position empty, or fill that position until the next election. If the position is to be filled, it shall be done using the following procedure:
 - The AC will approach the runner-up candidate from the previous AC election that received the most votes and at least 5% of the total votes cast. The AC will ask this runner-up with the highest number of votes if he/she is willing to serve until the next regular election. In the event that the first runner-up is not willing or able to serve, the AC will iterate down the list of candidates, in descending order of number of votes received and still greater than 5%, until a replacement is found.
 - When there are no eligible candidates from the prior election, the AC will, by simple majority vote, appoint an interim representative, or leave the position empty.
6. The ARIN Advisory Council hereby resolves that any final action on draft Internet Number Resource Policy shall be made by the affirmative vote of the majority of the members of the full Advisory Council.

7. The ARIN Advisory Council approves the following process for choosing which AC members will attend Internet Meetings:
 - The names of AC members in their 3rd year of term will first be selected randomly by ARIN staff and appointed numbers (i.e. 1-5) based on the order in which the names are selected. First name selected is assigned number 1.
 - The names of AC members in their 2nd year of term will then be selected randomly by ARIN staff and appointed subsequent numbers (i.e. 6-10) based on the order in which the names are selected.
 - The names of AC members in their 1st year of term will then be selected randomly by ARIN staff and appointed numbers (i.e. 11-15) based on the order in which the names are selected.
8. Procedure for Approval of the ARIN Advisory Council Meeting Minutes.
 1. Within three (3) business days after an AC meeting, ARIN staff will send Draft Minutes in the body of an e-mail to the ARIN AC for any comments/revisions.
 2. Within five (5) business days the AC will respond to staff and the AC's list with any suggested changes. No response within the five (5) business days will be taken as acceptance of the Minutes as written. Staff will incorporate changes into the Minutes, and send them back to AC for final acceptance.
 3. The AC's final acceptance is required within an additional three (3) business days, if substantive changes are required. No response will be taken as final acceptance of the Minutes by the end of the 3rd day.
 4. The Minutes will be posted to the ARIN website as Draft within two (2) business days after AC review.
 5. At the next regularly scheduled AC meeting, the AC will officially approve the Minutes, and staff will request removal of the draft header.

Special Rules of Order:

1. After the Call to Order and customary Welcome, the first item of business for each regular meeting is the discussion of the Draft Agenda for the meeting that, upon adoption, becomes the order of business for the meeting.
2. Rules for the Members.
 - a) Members may remain seated while making motions or participating in debate.
 - b) There is no limit to the number of times a member may speak on a motion.
 - c) Members may speak against ones own motion.

3. Rules for the Chairman.

- a) The Chairman need not rise while putting questions to vote.
- b) The Chairman can speak in discussions without rising or leaving the chair, and usually votes on all questions.
- c) The Chairman calls specifically for abstentions during each vote and the abstention will be identified in the record of votes, unless otherwise requested by the member.

4. Votes on Internet resource policy matters are conducted by roll call vote.

5. Informal discussion of any subject not on the Draft Agenda is permitted while no motion is pending.