

[Prologue: Introducing the Empowered Community goes here]

This handbook describes the process for the **Empowered Community to utilize the Approval Actions Powers**. To learn more about the Empowered Community and the other Empowered Community Powers, please check out the [Empowered Community Administration web page](#), explore the public archive of the [Empowered Community Administration's mailing list](#) or contact the Empowered Community Administration at ECAdmin@icann.org.

PROCESS FOR UTILIZING THE APPROVE APPROVAL ACTIONS POWER

Approval Action Power: Introduction

This power initiates when the ICANN Secretary delivers a “Board Notice for an Approval Action” to the EC Administration and Decisional Participants.

The procedure is outlined in the [ICANN Bylaws Annex D](#), Article 1, Section 1.1 Approval Actions for the Empowered Community to approve:

- a. Fundamental Bylaw Amendments, as contemplated by [Section 25.2](#) of the Bylaws;
- b. Articles Amendments, as contemplated by [Section 25.2](#) of the Bylaws; and
- c. Asset Sales, as contemplated by [Article 26](#) of the Bylaws.

These Notices are also posted on the Empowered Community Correspondence webpage.

Phase 1: Approval Action Community Forum Period

The ICANN Secretary's delivery of a "Board Notice for an Approval Action" to the Empowered Community Administration and Decisional Participants initiates the Approval Action Power, and the Community Forum Phase commences. This Phase lasts for 30 days, ending at 11:59 pm, *local time at ICANN's principal office*. The Empowered Community may request that the Community Forum take place in person at the next ICANN Public Meeting. If such a request is made, then the Community Forum is extended beyond 30 days, and the phase expires at 11:59pm, *local time* of the city hosting the ICANN public meeting on the official last day of that ICANN public meeting.

Pre-Community Forum Conference Call, by Request

The Empowered Community Administration, on behalf of the Empowered Community, may request a pre-Community Forum conference call, which the ICANN org must schedule prior to the Community Forum

The Community Forum

The Empowered Community Administration ensures that the ICANN org, and any Supporting Organizations or Advisory Committees, understand how to submit views and questions for discussion during the Community Forum.

The entire ICANN community is invited to participate in the Community Forum. The ICANN org and the ICANN Board are expected to send representatives to address any community questions or concerns regarding the Approval Action. There is no other required format or length for the Community Forum session; it is a discussion forum where views can be expressed and questions answered.

If time remains in the Community Forum phase, and the Board or the Empowered Community Administration believes one or two additional Community Forum sessions would be beneficial, additional Community Forum sessions may be held.

No Empowered Community Decisions may be taken during a Community Forum. Records of the Community Forum and any pre-forum submissions, shall be made publicly available on icann.org.

Phase 2: Approval Action Decision Period

When the Community Forum Period expires, the Decisional Participants decide on the Approval Action during the Decision Phase, which lasts 21 days, from the close of the Community Forum phase, expiring at 11:59 pm, *local time at ICANN's principal office*.

During this Phase, each Decisional Participant is expected to determine, pursuant to its internal procedures, whether it supports, objects to, or abstains from voting on the Approval Action. The Decisional Participant then must notify the Empowered Community Administration of its decision prior to the end of this Phase. If a Decisional Participant fails to communicate its decision to the Empowered Community Administration, the Decisional Participant is considered to abstain from the vote.

Phase 3: Decision Notification and Conclusion

Upon the close of the Decisional Period, the Empowered Community Administration tallies all decisions communicated by the Decisional Participants to identify if the Approval Action is approved according to the Threshold for Support requirements.

The Threshold for Support

- The Action is approved if three Decisional Participants vote in support, and no more than one objects.

The Empowered Community Administration has 24 hours from the close of the Decision Phase to tally the decisions and provide notice to the ICANN Secretary on whether the Approval Action was approved or terminated. The Secretary posts the notice of the Empowered Community's decision on the appropriate icann.org webpage.

The Fundamental Bylaws Amendment, Articles Amendment or Asset Sale will be implemented only if Approval was obtained. If the Empowered Community did not achieve approval, the Approval Action is terminated.