

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](mailto:ECAdmin@icann.org).

# PROCESS FOR UTILIZING THE SO/AC APPOINTED DIRECTOR REMOVAL POWER

## The Power to Remove a SO/AC Appointed Director: Introduction

This procedure is outlined in the ICANN Bylaws [Annex D: Section 3.2](#), and applies to removing a Director nominated by a Decisional Participant.

Through this power, the Empowered Community may remove an ICANN Board Director that was appointed through the GNSO, the ASO, the ccNSO or the At-Large Community. The Removal process is triggered if an individual submits a petition to the relevant appointing SO or AC to remove their appointed Director. Upon receipt of a petition, and prior to deciding on whether to accept the Petition, that Decisional Participant must notify the Empowered Community Administration so that notice of the petition is posted on the [Empowered Community Correspondence webpage](#), the [Empowered Community webpage](#) and the [Empowered Communication Administration's mail list](#).

## Phase 1: SO/AC Appointed Director Removal Petition Period

The SO/AC Appointed Director Removal Power is initiated when an individual submits a petition requesting removal of a Director. The petition must be submitted to the Applicable Decisional Participant that nominated the Director, and this initiates the Petition Period, lasting 21 days, ending at 11:59 pm, *local time at ICANN's principal office*.

The Applicable Decisional Participant notifies the ICANN Secretary of the received petition, then invites the petitioner, the Director subject to the petition, the Chair of the ICANN Board and the applicable Decisional Participant's representative on the Empowered Community Administration to discuss the petition. The dialogue must occur – or at least reasonable efforts to hold the dialogue must have occurred – prior to the Applicable Decisional Participant being able to accept the petition, pursuant to its internal procedures.

Within the 21-day Petition Period, the Applicable Decisional Participant must notify the Empowered Community Administration and ICANN Secretary whether it determined to accept or reject the petition. If rejected, the Empowered Community Administration issues a SO/AC Director Removal Process Termination Notice instead.

## Phase 2: SO/AC Appointed Director Removal Community Forum Period

The Community Forum Period lasts 21 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. 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 21 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 Applicable Decisional Participants, through the Empowered Community Administrator, 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 Empowered Community Administration coordinates with the ICANN org on the logistics, administration, and other meeting requests, such as presentations, moderation, and translations, for the conduct of the Community Forum.

The ICANN org will confirm the Forum availability of both the petition's subject and the Chair of the ICANN Board. The entire ICANN community is invited to participate in the Community Forum. 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 Period, and the Applicable Decisional Participant or the Empowered Community Administration believes one or two additional Community Forum sessions would be beneficial, additional Community Forum sessions can 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](http://icann.org).

### Phase 3: Comment Period

After the expiration of the Community Forum Period, there must be a seven-day period where the community can provide comments and recommendations on the pending Removal Petition. The ICANN org is responsible for issuing the request for comments/recommendations and for making sure that all comments/recommendations are posted on ICANN's website.

### Phase 4: SO/AC Appointed Director Removal Decision Period

When the Comment Period expires, the Applicable Decisional Participant decides on the SO/AC Appointed Director Removal Action during the Decision Period, which lasts 21 days, expiring at 11:59 pm, *local time at ICANN's principle office*.

During this period, the Applicable Decisional Participant is expected to determine, pursuant to its internal procedures whether to accept or reject the Removal Petition. There must be a three-quarter majority support for removal to occur. A decision to remove the Director must include an explanation as to why the decision was taken.

## Phase 4: Decision Notification and Conclusion

The Empowered Community Administration notifies the ICANN Secretary if the SO/AC Appointed Director Removal petition was approved or terminated by the Applicable Decisional Participant, within 24 hours of the Decision Period's expiration. The ICANN Secretary posts the notification on the appropriate icann.org webpage.

If approved, the Director subject to the SO/AC Appointed Director Removal Notice is effectively removed from office, and the vacancy is filled in accordance with [Section 7.12](#) of the Bylaws.