



# UASG Leadership Election Process

Ver.: 2023-01-11

## Purpose

This document lays out the election process for UASG chair and vice-chair positions, which is to be held every two years (e.g. in 2023, 2025, etc.) in March, as per the [charter](#) of UASG.

## UASG Structure

The Universal Acceptance Steering Group (UASG) is overseen by one Chair and two to three Vice-Chairs, who are appointed to two-year terms with the possibility of one reappointment. So that Chairs and Vice-Chairs may serve for a period of no less than two years and no more than four. The goal of the Steering Group is primarily to oversee and participate in the work of the UASG, lead the budget process, maintain the Charter, and coordinate the creation and dissolution of projects.

The UASG charter can be found at this link: <https://uasg.tech/uasg-charter/> and the [Chair](#) and [Vice-Chairs](#) roles and responsibilities can be found at this link: <https://uasg.tech/information/members/operational-documents/>.

**Important Note:** The Chair and Vice Chairs are volunteer roles and will receive no remuneration. In addition, the following Conflict of Interest Statement for UASG applies: *To help avoid any perceived or actual conflict of interest (COI), UASG leaders, UASG Ambassadors, members holding working group's leadership positions in the UASG, and any organization(s) affiliated with individuals in these UASG roles, are prohibited from participating in the UA related Statements or Works (SOW). In addition, ICANN org COI applies.*

## Overview

The UASG elections will go through the following steps, each announced publicly:

1. Announcement of elections and call for nominations of UASG Chair and Vice Chairs positions. The announcement should include a timeline of the UASG elections.



2. Announcement of nominees for UASG elections and publication of their Statements of Interest (SOI).
3. Emails sent out to members to cast their vote.
4. Announcement of results of the UASG elections.

## UASG Election Process

The following items describe some relevant details of the UASG election process.

1. The subscribers of the UA-Discuss mailing list (with their registered email IDs) are considered the electorate eligible to vote in the UASG elections.
2. The eligible voters will be the subscribers of the UA-Discuss mailing list 48 hours before the announcing the call for nominations for the election, any new subscribers joining after the election announcement date will not participate in the voting process.
3. Only self-nomination will be accepted for the chair and vice-chair positions and must include receipt of the position applying for and a Statement of Interest (SOI) within the nomination period to be considered complete. Nominees are responsible for providing accurate and complete information in their SOI including the organizations they work for.
4. In the interest of diversity, no more than one candidate from the same organization may be part of the UASG Admin Team. For this purpose, after the chair election only candidates from organizations that are different from the elected chair's may qualify the nomination process. Further only the first candidate will be shortlisted for nomination if more than one candidate apply from the same organization for the vice chair position. Nominees that applied from the same organizations will be notified right after the nomination is closed in case one of them would like to withdraw within two days. Otherwise, the first applicant from the same organization will be considered as a nominee.
5. UASG will announce the nominees after the two-day period has ended for those nominees. The SOI of the candidates will be published on the UA-Discuss mailing list before starting the voting process.
6. The election process will be managed by a specialized elections service provider (third party). The elections will be coordinated by ICANN org.
7. An electronic voting system will be used for casting the ballots which will be sent to the eligible voters' email addresses.



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## Voting Method

Each individual has a single vote for this election from any of the email addresses of his or her choice, in case he or she has registered to UA-Discuss mailing list with more than one email address. Any other votes, if found, will be considered void.

For the chair position, each voter will vote for one candidate. For the vice chair positions, each voter will be asked to cast their vote for their top three choices. For the chair position, election will be done using a simple majority. For the Vice-Chair position, election will be done using a simple majority, and top three candidates will be elected. In the event of a tie, the winner will be selected by a toss of a coin.

In case the number of candidates for chair and/or vice chair positions are the same as the number of seats, the candidates will be selected without going through the election process.

## Expected Standards of Behavior

[UASG's](#) and [ICANN's](#) Standards of Behavior apply.

## Template for Announcement for Nominations

### **202x UASG Elections for Chair and Vice Chairs Call for Nominations**

<Date>

Universal Acceptance Working Group (UASG) is announcing the call for nominations for its leadership positions. Interested candidates should send a self-nomination with a Statement of Interest (SOI) to the email: [UAsprogram@icann.org](mailto:UAsprogram@icann.org) before 23:00 UTC on <Date>.

The SOI should include the following information:

1. Name of the nominee
2. The position contesting for (UASG Chair or UASG Vice-Chair)
3. A short bio of the nominee, covering current position and the company being worked for, relevant UA experience, motivation, expression of interest and any other relevant information.

The final list of candidates and their Statements of Interests (SOI) will be published on <Date>.

## **Open Positions for Election**

Universal Acceptance Steering Group  
visit/ [www.uasg.tech](http://www.uasg.tech) /  
email/ [info@uasg.tech](mailto:info@uasg.tech) /



- One Chair of the UASG
- Vice-Chairs of the UASG (up to three positions)

### **The UASG Structure**

The Universal Acceptance Steering Group (UASG) is overseen by one chair and two to three vice-Chairs, called the UASG leadership team. The UASG leadership team will be appointed for a two-year term with the possibility of one reappointment, i.e., the chair and vice-chairs can serve for a period of two years and no more than four in each position.

### **Timeline of the Elections**

#### *Instructions*

*From Date – To Date (two weeks): Accepting the self-nominations with the Statements of Interests (SOI) against Chair and Vice Chair positions.*

*Date: Announcing the final list of chair candidates and their Statements of Interests (SOI)*

*From Date – To Date (10 Days): Announcing the starting of the voting for UASG chair elections.*

*Date (within one week of the last date of voting): Announcing the result of the chair election.*

*Date: Closing the self-nominations for vice chairs (After announcing the result of the chair election.)*

*Date: Announcing the final list of vice chair candidates and their Statements of Interests (SOI)*

*From Date – To Date (10 Days): Announcing the starting of the voting for UASG vice-chair elections.*

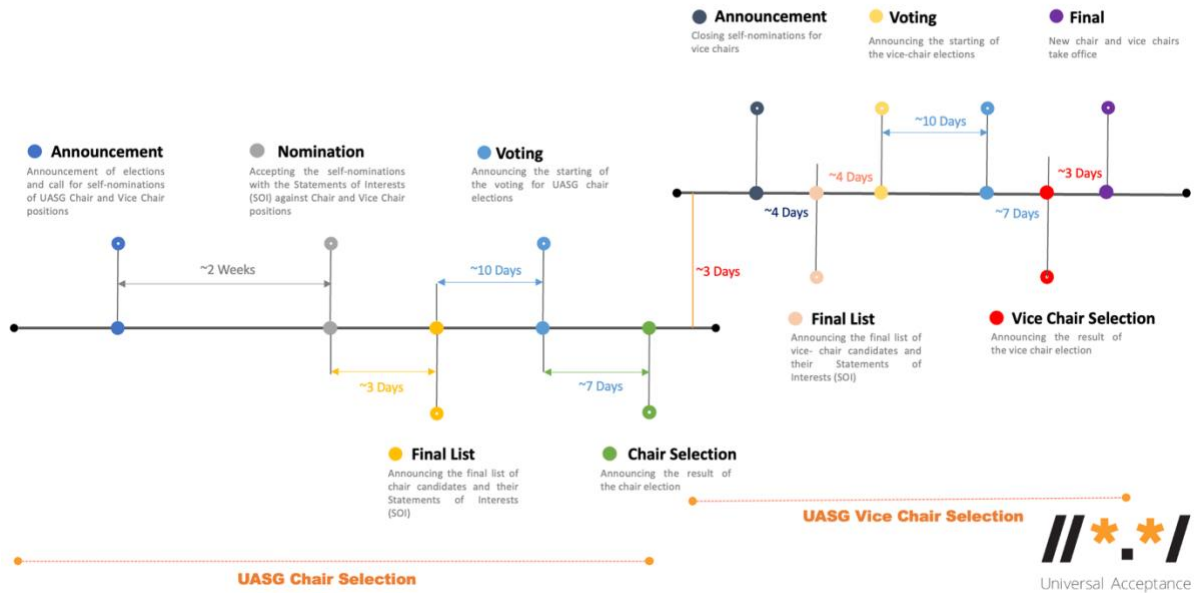
*Date (within one week of the last date of voting): Announcing the result of the vice-chair election.*

*Date (within one day of announcing the results): New chair and vice chairs take office.*



The figure is the representation of the election timeline, and may subject to change by  $\pm 3$  days.

## UASG Elections Timeline



### 2023 UASG Election Timeline

- 20 February 2023: Accepting the self-nominations with the Statements of Interests (SOI) against Chair and Vice Chair positions.

#### Chair Election

- 3 March 2023: Closing self-nominations for chair.
- 6 March 2023: Announcing the final list of chair candidates and their Statements of Interests (SOI)
- 14 March until 26 March 2023 (10 Days voting period): Announcing the starting of the chair elections.
- 30 March 2023: Announcing the result of the chair election.

#### Vice Chair Election

- 31 March 2023: Closing self-nominations for vice chairs.
- 4 April 2023: Announcing the final list of vice-chair candidates and their Statements of Interests (SOI)
- 7 April until 17 April 2023 (10 Days voting period): Announcing the starting of the vice-chair elections.
- 24 April 2023: Announcing the result of the vice-chair election.
- 25 April 2023: New chair and vice chairs take office.



## The UASG Leadership Team Role

The UASG leadership team will be tasked with undertaking activities that will effectively promote the Universal Acceptance of all valid domain names and email addresses. These efforts target Universal Acceptance (UA) of all ASCII domain names, ASCII email addresses, Internationalized Domain Names (IDN) and email using Email Address Internationalization (EAI).

The role and responsibilities of UASG Leadership team includes at least the following:

- Oversee and conduct the administrative work of UASG.
- Coordinate and approve the annual plans for the UASG.
- Review and approve Statements of Works (SOWs) by WGs for the UASG.
- Review and approve UA Local Initiative proposals.
- Review and approve UA Ambassador applications and re-appointments.
- (Re-)Appoint UASG WG Chairs and Vice-Chairs based on WG nominations.
- Review technical reports developed by SOWs.
- Monitor progress of UASG work and operations.
- Outreach to the community on behalf of the UASG and report at ICANN meetings.

For detailed role of each position, please see [the Chair responsibilities](#), [the Vice-Chair responsibilities](#), and [the UASG Charter](#).

The Chair and Vice Chairs are volunteer roles and will receive no remuneration. In addition, the following Conflict of Interest statement for UASG applies:

*To help avoid any perceived or actual conflict of interest (COI), UASG leaders, UASG ambassadors, members holding working group's leadership positions in the UASG, and any organization(s) affiliated with individuals in these UASG roles, are prohibited from participating in UASG Statements of Work. In addition, ICANN org COI applies.*

The positions will require the following commitments:

- Two hours per week for admin work online, including fortnightly calls.
- Attend an annual two-day F2F meeting for planning.
- Attend 1-2 ICANN meetings annually to present and engage with the community.
- Participate in additional outreach on behalf of UASG.



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## Template for Announcement for Election Results

### 202x UASG Chair Election Results

Dear Universal Acceptance Steering Group (UASG) Community,

On behalf of the Universal Acceptance Steering Group (UASG), we are pleased to announce the results of the 202x UASG chair election. As the [UASG charter](#) indicates, the UASG will be *“overseen by one Chair and two to three Vice-Chairs who will be appointed to two-year terms.”*

Interested candidates for the Chair position were asked to submit self-nominations and Statements of Interest by <date> through the announcement <link>. The UASG received <number> nominations for Chair. Based on the nominations and the following elections, following are the election results.

#### UASG Chair for 202x-202x (two years)

A total of <number> UASG members cast their vote. Based on these votes, the following has been elected:

- UASG Chair: <name>

The SOI of the elected chair is attached. We congratulate the new UASG Chair. The successor chair will take office once the vice chair elections are completed on <Date>.

Thank you.

UASG Election Coordination Team

### 202x UASG Vice Chair Election Results

Dear Universal Acceptance Steering Group (UASG) Community,

On behalf of the Universal Acceptance Steering Group (UASG), we are pleased to announce the results of the 202x UASG vice-chair election. As the [UASG charter](#) indicates, the UASG will be *“overseen by one Chair and two to three Vice-Chairs who will be appointed to two-year terms.”*

Interested candidates for the Vice-Chair positions were asked to submit self-nominations and Statements of Interest by <date> through the announcement <link>. The UASG received



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<number> nominations for Vice-Chair. Based on the nominations and the following elections, following are the election results.

UASG Vice-Chairs for 202x-202x (two years)

A total of <number> UASG members cast their vote. Based on these votes, the following have been elected:

- UASG Vice-Chair: <name>
- UASG Vice-Chair: <name>
- UASG Vice-Chair: <name>

The SOIs of these elected members are attached. We congratulate the new UASG Leadership team.

Thank you.

UASG Election Coordination Team