

## IGF-USA Organizational Structure

Adopted 22-Mar-2017

This document describes the organizational structure for IGF-USA 2017, building on the structure that worked well in 2015-16, and reflecting public comments received between Oct-2016 and Mar-2017.

Activities of the Steering Committee, Secretariat, and IGF-USA volunteers are guided by these [Principles](#):

**Openness.** *The IGF-USA is open, participative, and accessible to all without fee.*

**Bottom-up.** *The activities of the IGF-USA are based on ideas developed through open consultation.*

**Multistakeholder Participation.** *The IGF-USA is built upon open, inclusive and democratic processes, with the meaningful participation of all stakeholders.*

**Decision-making.** *Decisions are made by broad consensus, where all opinions expressed are considered, discussed, and understood.*

**Transparency.** *Participants, decisions, and activities of IGF-USA, including finances, should be publicly documented.*

**Accountability.** *As stewards for the IGF-USA community, IGF-USA leadership is accountable to that community.*

**Diversity and Inclusion.** *The IGF-USA strives for diverse and inclusive participation, including people regardless of their gender, color, age, sexual preference, gender expression, disability or specific needs, stakeholder perspective, or location.*

IGF-USA volunteers also adhere to the codes of conduct of the [Internet Governance Forum](#) (IGF) and the [Internet Engineering Task Force](#) (IETF).

**Steering Committee.** The Steering Committee is open to anyone in order to enable participation by all stakeholders, both individual and organizational.

- The Steering Committee solicits inputs, ideas, and resources from the multi-stakeholder community.
- The Steering Committee should meet at least once per month during active planning periods, and periodically between IGF-USA event planning periods.
- The Steering Committee may create functional working groups and subcommittees at any time.
- Leadership of the Steering Committee is determined each year by Steering Committee members. (David Vyorst and Shane Tews volunteered to continue as co-chairs, and are supported by the Steering Committee for 2017)
- Steering Committee chair(s) should be limited to two consecutive 1-year terms, unless no other interested and capable candidate volunteers to serve.

### Secretariat.

- The Steering Committee chair(s) should nominate a Secretariat, subject to approval by the Steering Committee. Steering committee members would recuse themselves from nominating or approving a Secretariat if they are closely affiliated with a nominated individual or organization. The Washington DC chapter of ISOC volunteered to continue as Secretariat, subject to approval by Steering Committee.
- The Secretariat schedules calls and meetings and distributes documents before and after meetings.
- The Secretariat makes IGF-USA activities transparent and accessible on the IGF-USA website.
- The Secretariat should publish a draft budget at the beginning of each planning cycle for IGF-USA, subject to approval by the steering committee. After the annual event cycle, the Secretariat should publish actual financial results versus budget, as reconciled to bank records.