

.nz Policy Committee

TERMS OF REFERENCE : .nz Policy Committee

VERSION: 1.0

DATE IN FORCE: October 2022

PLANNED REVIEW: October 2023

1. Purpose

The purpose of the .nz Policy Committee is to:

- Provide guidance and direction to InternetNZ staff on the policies for the registration and use of a .nz domain. This includes
 - The high level policy framework by which InternetNZ and DNCL fulfils the policy-making requirements of their role as designated manager for the .nz domain name space
 - The principles under which the .nz domain name space is run and the roles and responsibilities of the parties involved
 - Associated policies, operational rules and requirements for owning a .nz domain name
 - processes that InternetNZ follow when creating or amending .nz policies
- Make recommendations to Council for decisions relating to the policies for the registration and use of a .nz domain as per 5(b) of this document.

2. Membership

- a. Committee shall consist of no fewer than three and no more than five Council members who have, between them, relevant skills and experience, and general due diligence experience.
- b. Council may decide to co-opt other Council members, or appoint an external independent advisor to the Committee should it wish, to ensure the appropriate skills are represented.
- c. Council shall appoint the Chair and members of the Committee and review these appointments annually at its first ordinary meeting after the Annual General Meeting.

3. Operating Principles

- a. The Tumuwhanake / General Manager Customer & Product will be the principal advisor to the Committee on behalf of InternetNZ staff.
- b. The Committee shall, in consultation with the Tumu Whakarae/ CEO, nominate a member or members of staff to act as the Secretariat. The Tumuwhanake / General Manager Customer & Product and Secretariat shall normally attend meetings of the Committee but shall not be members of the Committee.
- c. The Chief Executive will participate in the Committee on an as-required basis.

4. Meetings

- a. All meetings will be chaired by Chair or delegate.
- b. A meeting quorum will be three members of the Committee.
- c. Where no consensus can be reached in the Committee the matter will be brought to the Council.
- d. The Committee shall meet 3-4 times per year or as required for the effective operation and discharge of the Committee's responsibilities. Ordinarily, it is intended that four meetings per year are held.
- e. Council members who are not members of the Committee may attend any meeting either remotely or in person (except in the case of a conflict of interest, as determined by the Committee).
- f. InternetNZ or DNCL Group staff may be invited to attend meetings at the discretion of the Committee (except in the case of a conflict of interest, as determined by the Committee).
- g. The Chair and the Secretariat shall agree to and distribute an agenda and any related papers one week prior to the meeting to members of the Committee and invited members of staff.

5. Responsibilities

- a. The Chair shall report to the Council after each Committee meeting or as specified or requested by the Council.
- b. The Committee is responsible for making recommendations to Council relating to the .nz Rules (specifically the Principles and

Policies sections) (in accordance with clause 6(a)), unless Council have delegated authority to the Committee to make a decision on any such matters.

- c. The Committee shall also provide feedback to staff in respect to any amendments, additions or deletions made to the .nz Rules (specific to the Operational Rules and the Procedures and Requirements sections) and decide whether they should be presented to Council for their information.

6. Authority

- a. The Committee is an advisory committee and does not have power or authority. Unless explicitly empowered by the Council, committees or working parties cannot make binding Council decisions or speak for the Council. For the most part the function of committees and working parties, in fulfilling their role, is to make recommendations to the Council.
- b. Please see the Governance [Charter](#) for further guidance on Committees Page 11.

7. Reporting

- a. After each Committee meeting, the Chair shall report the Committee's findings and recommendations to Council.
- b. The Committee will normally send the minutes of their meetings to Council, but can advise Council to keep some sections confidential.