

IGF-USA Organizational Structure

Adopted 14-Feb-2018

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, race, religion, language, national origin, 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.
- 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.