

LACIGF BYLAWS

(JULY 2021)

1. Introduction

This document describes the structure, bodies, responsibilities, and operation of the Latin America and Caribbean Internet Governance Forum, LACIGF, a multistakeholder initiative created in 2008.

2. Mission and Objective

LACIGF is a multistakeholder process that focuses on Internet governance and digital policy issues from a regional perspective.

Its mission is to provide a space for open policy dialogue on the issues within its scope, where all stakeholders can participate on an equal basis and without any type of discrimination, and, when possible, produce high-level, consensus-based agreements for the identification of public policy recommendations and collaboration strategies.

Discussions at LACIGF include analyses of emerging issues; identification of regional priority topics; consideration of policy options to address issues related to Internet growth and its use as a tool for human, social, and economic development; and the contribution of Latin American and Caribbean perspectives in other regional and international spaces.

3. LACIGF Structure

LACIGF may eventually be incorporated as a legal entity. The LACIGF structure comprises four bodies:

1. The Multistakeholder Committee
2. The Workshop Selection Committee
3. Intersessional Working Groups
4. The Secretariat

At the time of approval of these Bylaws, the following stakeholder groups are recognized:

- Private Sector
- Government Sector
- Civil Society
- Technical Internet Community

3.1 - Multistakeholder Committee

The Multistakeholder Committee is responsible for the strategic and operational management of the mechanisms that are part of LACIGF, as well as for ensuring the proper functioning and fulfillment of the LACIGF mission.

3.1.1 - Composition

The Multistakeholder Committee shall consist of twelve members, three of whom shall be appointed by each multistakeholder group in accordance with the mechanisms defined by the respective group, which must be transparently informed and based on openness, transparency, inclusion, diversity, and non-discrimination criteria.

Once elected by their respective groups, the main responsibility of Multistakeholder Committee members shall be to safeguard the interests of LACIGF as a whole, placing these over the interests of the specific groups they represent.

CMPI members shall each serve in their position for a two-year term. Each stakeholder group shall define mechanisms for the election, accreditation, and replacement of their representatives to the Committee.

3.1.2 - Powers of the Multistakeholder Committee

The powers of the Multistakeholder Committee include, but are not limited to, the following:

- a) Deciding on strategic issues related to the governance of the process, including the organization of the annual event and intersessional work.
- b) Approving amendments to the Bylaws, including the definitions of the interested parties.
- c) Ensuring the financial sustainability of LACIGF and the resources for its operation. The Committee is the main administrator of LACIGF resources, without prejudice to the functions specifically assigned to the Secretariat in this matter.
- d) Defining the venue and date for the annual event and selecting an organization to act as local organizer.
- e) Defining the agenda and work dynamics at the beginning of each year. To this end, the Committee shall implement appropriate mechanisms to define the annual work agenda, select priority topics, as well as its dynamics and methodologies for the effective achievement of its goals.
- f) Supervising the functions of the Secretariat. The Multistakeholder Committee shall be responsible for hiring responsible staff and/or selecting organizations or individuals who, either voluntarily, by way of collaboration, or in a paid capacity, fulfill, in part or in whole, the functions corresponding to the Secretariat, which shall be accountable and responsible for executing the guidelines provided by the Multistakeholder Committee.
- g) Selecting the working groups on specific topics that will function intersessionally.
- h) Approving the procedures that regulate the operation and work of the Multistakeholder Committee itself and of the other LACIGF bodies.

- i) Selecting scholarship recipients to participate in the annual LACIGF event and other spaces, in cases where scholarship programs are implemented.
- j) The Multistakeholder Committee shall act based on the spirit of seeking consensus, transparency, and community participation, organizing various types of consultations whenever it deems it appropriate.
- k) In consultation with and with the participation of the community, the Multistakeholder Committee shall define procedures for the production of reports and the identification of consensus in LACIGF discussions.
- l) The Multistakeholder Committee may assign specific responsibilities to its members for the purpose of fulfilling its tasks and objectives.

3.2 - Workshop Selection Committee

The Workshop Selection Committee is responsible for selecting the workshops to be held each year as part of the LACIGF annual event agenda.

3.2.1 - Composition

The Workshop Selection Committee shall consist of twelve members, three for each stakeholder group. These members may apply openly and will be selected by the Multistakeholder Committee according to mechanisms which must be based on openness, transparency, inclusion, diversity, and non-discrimination criteria, must ensure the equitable participation of all stakeholder groups, and must be publicly informed.

In the exceptional case in which there are not enough candidates to represent one of the stakeholder groups, the selection of candidates who are part of the same organization as one of the representatives on the Multistakeholder Committee may be considered.

The main responsibility of Workshop Selection Committee members is to safeguard the interests of LACIGF based on their respective responsibility, placing the interests of LACIGF above those of the specific groups they represent.

The Workshop Selection Committee shall annually renew 1/3 of its members. Members of the Workshop Selection Committee shall each serve a three-year term.

When the Workshop Selection Committee is first appointed, twelve candidates shall be selected, three from each stakeholder group. To comply with the requirement to annually renew 1/3 of Workshop Selection Committee members, the number of votes obtained by the representatives of each stakeholder group will be considered, such that the representative with the highest number of votes will serve a three-year term; the second, a two-year term; and the third, a one-year term.

3.2.2 - Specific Powers and Responsibilities of the Workshop Selection Committee

The powers of the Workshop Selection Committee include, but are not limited to, the following:

- a) Preparing the calls for workshop proposals in coordination with the Multistakeholder Committee and the Secretariat, based on the general topics included in the annual agenda defined by the Multistakeholder Committee.
- b) Preparing, with the support of the Secretariat, guides to help those interested in submitting workshop proposals.
- c) Defining mechanisms to evaluate the proposals that are received.
- d) Conducting the evaluations and selecting the workshops to be carried out, in accordance with the established criteria and in thematic coordination with the Multistakeholder Committee.
- e) Requesting adjustments to the proposals when necessary and evaluating the adjustments made by the proponents. The requirements may include the request for the combination and/or unification of different proposals.
- f) Communicating the results of the selection in coordination with the Secretariat.

3.3 - Intersessional Working Groups

Working Groups are the core of the intersessional spaces between annual LACIGF meetings.

The Multistakeholder Committee shall issue an open call for Intersessional Working Group proposals at the start of each working year.

Each Intersessional Working Group shall be presented by at least two different stakeholder groups, and its leadership shall include at least two co-coordinators representing two different stakeholder groups. Intersessional Working Groups shall be constituted using a mechanism to identify and call for volunteers from the community in relation to a specific issue identified in their proposal. Intersessional Working Groups shall be open to the participation of all stakeholder groups and shall work regularly, documenting and publishing their progress.

Intersessional Working Groups shall be selected based on the LACIGF thematic agenda and will operate based on an annual work plan that will be presented at the time of their application and must be approved by the Multistakeholder Committee. If the working group wishes to extend its activities for another year, their work plan must be updated and revised.

Intersessional Working Groups shall produce an annual report with their findings (opportunities, challenges, trends), progress of their work, and conclusions using the report format required by the Multistakeholder Committee.

3.4 - Secretariat

The need to conceptualize LACIGF as a permanent space for dialogue and for the development of a

regional agenda on the subject and not merely as an annual meeting makes the functions of the Secretariat essential to ensure the permanent coordination of the various activities under execution and facilitate the strategic leadership of the process.

The functions of the Secretariat are divided into two categories, Executive and Operational, both of which are described below. These functions will be carried out by the same person(s) and/or organization(s), without prejudice to the fact that the Multistakeholder Committee may decide that they will be carried out by different persons or organizations.

The Multistakeholder Committee will be responsible for preparing the detailed Terms of Reference (ToR) for each of these functions, as well as for selecting the individuals and/or organizations who will perform them, either by means of cooperation agreements, as voluntary work, or in a contractual capacity.

3.4.1 - Executive Functions

The executive functions of the Secretariat include defining and implementing the Multistakeholder Committee's strategic guidelines through concrete proposals; supervising operational aspects, both in relation to the annual meeting and the permanent intersessional process; and performing the responsibilities delegated to them by the Multistakeholder Committee.

3.4.2 - Operational Functions

The operational functions of the Secretariat include, among others, logistical responsibility for the organization of the annual event, assisting in financial matters and operational aspects that facilitate the permanent work of LACIGF, such as administration of LACIGF financial resources, management of contributions to the Trust Fund, management of payments to suppliers, website update and maintenance, coordination of communication platforms, mailing lists, and material repositories of LACIGF working groups and committees, convening Multistakeholder Committee meetings, publishing reminders of the processes for the renewal of representatives to the Multistakeholder Committee, coordinating calls for workshop proposals, coordinating calls for applications to scholarship programs, coordinating calls for applications to host an annual event, coordinating the logistics for the allocation of scholarships, preparing quotes for required services, and collecting and publishing the reports summarizing the most relevant aspects of the annual meeting.

4. Annual Event

The LACIGF community shall meet every year at an in-person, virtual, or hybrid event. In case of in-person events, tools will be provided to allow meaningful remote participation.

The Multistakeholder Committee shall have strategic responsibility for the annual event. The Workshop Selection Committee, the Secretariat, and the event host (if applicable) shall be responsible for the operational aspects of the annual event pertaining to their areas of competence.

Matters related to the contents of the agenda shall be defined by the Multistakeholder Committee based on the participatory processes implemented for the preparation of the agenda, among others.

Speakers and workshops shall be selected by the Workshop Selection Committee based on these same principles.

The annual event shall include spaces for workshops, main sessions, Intersessional Working Group reports, as well as spaces for exchanges with national IGFs and other similar initiatives such as those of youth groups or other categories of interest.

Workshop and Intersessional Working Group contributions shall be used as input for the main sessions.

Each main sessions shall produce a report with a summary of the most relevant aspects of the discussions, the main proposals and positions that were presented, as well as any agreements that may be verified. These reports shall be compiled and published by the Secretariat.

The procedures for the production of reports and the identification of consensus shall be defined by the Multistakeholder Committee in consultation with and with the participation of the community.

These reports shall serve as the basis for the discussions at the High-Level Representatives Event.

5. High-Level Representatives Event

The High-Level Representatives Event shall be part of the final section of the annual LACIGF meeting. It shall serve as a tool for integrating LACIGF with regional decision makers.

It shall be conducted considering effective mechanisms for integrating the results produced by the Annual Event and the intersessional work, and its task shall be to produce recommendations by consensus, where possible, based on the conclusions of LACIGF.

The event shall be organized in cooperation with and coordinated by the Multistakeholder Committee, the host of the annual event, and the different local stakeholders (if applicable) and/or international organizations. This event will provide an opportunity for regional government representatives to interact with organizations representing the various stakeholder groups.

Participation shall be by invitation issued by the Secretariat following the instructions of the Multistakeholder Committee. These invitations shall be issued to representatives of the governments of the region and organizations of the various stakeholders that are part of the regional Internet ecosystem. Any individual or organization included in the definition above interested in participating in the event may communicate their interest in being invited; the Multistakeholder Committee will consider sending an invitation, always observing the balance in the representation of the various stakeholder groups. The meetings shall be open to observers.

The High-Level Representatives Event shall operate based on mechanisms that ensure diversity and equity in the participation of all stakeholder groups.

6. Transitional Provisions

When these Bylaws are adopted, members of the Program Committee will become members of the new Multistakeholder Committee and shall have the corresponding responsibilities. They will remain on the Multistakeholder Committee until each stakeholder group appoints their new members.

The new Multistakeholder Committee shall ensure that the appointment and rotation mechanisms defined by each stakeholder group to select their representatives to the Multistakeholder Committee are published within a maximum of 180 days of the adoption of these Bylaws.