



**26 FEB 2008**  
**Version 1.1**

## **North American Network Operators Group**

### **Mailing List Committee Operational Procedure**

---

#### **Acceptable Use Policy and Procedures**

This document details the NANOG mailing list Acceptable Use Policy management procedures for the NANOG Community.

<b>ORGANIZATION.....</b>	<b>1</b>
Physical and Virtual Location of the List	1
Law Enforcement and DMCA Designated Agent	1
MLC Members	1
Current Members	1
<b>ACCEPTABLE USE POLICY .....</b>	<b>2</b>
Discussion will focus on Internet operational and technical issues as described in the charter of NANOG.	2
Postings of issues inconsistent with the charter are prohibited.	2
Cross posting is prohibited.	2
Postings that include foul language, character assassination, and lack of respect for other participants are prohibited.	2
Product marketing is prohibited.	2
Postings of political, philosophical, and legal nature are prohibited.	2
Using list as source for private marketing initiatives is prohibited.	2
<b>PROCEDURES .....</b>	<b>3</b>
Regular Meetings and Minutes	3
Quorum	3
Voting	3
Group Chair	3
No Differentiation	3
MLC Operational List	4
Emergencies	4
Posting of List Filtering Policies	4
List Reports	4
Contacting List Posters regarding AUP Matters	4
Formal Warnings of Participants	5
Revocation of Participant Posting Privileges	5
Permanent Revocation of Participant Posting Privileges	5
Appeals Process for Revocations and Warnings	5
<b>REVISION HISTORY .....</b>	<b>6</b>

---

## ORGANIZATION

NANOG operates a mailing list that supports discussions of a technical nature as related to Internet network operational functions. That list is hosted by Merit Network, Inc. "Merit". Merit is the convener of the NANOG conference and operator of the NANOG mailing list and is assisted by volunteers known as the Mailing List Committee "MLC".

### Physical and Virtual Location of the List

The list is physically housed in Ann Arbor, MI in facilities and equipment operated and under the supervision and control of Merit.

The list is virtually reachable at [insert-mailman-addr-here](#).

### Law Enforcement and DMCA Designated Agent

NANOG Mailing List Committee

c/o Merit Network, Inc.

1000 Oakbrook Drive

Suite 200

Ann Arbor, Michigan 48104-6794

Telephone: (734)764-9430

Email: [admins@nanog.org](mailto:admins@nanog.org)

### MLC Members

The NANOG MLC is comprised of individuals appointed to the MLC by the NANOG Steering Committee "SC" for a two year period. Merit appoints one staff member as a participant and observer.

### Current Members

David Barak	Volunteer
Martin Hannigan	Volunteer
Sue Joiner	Merit Staff
Alex Pilosov	Volunteer
Brett Watson	Volunteer
Tim Yocum	Volunteer



---

## ACCEPTABLE USE POLICY

### **Discussion will focus on Internet operational and technical issues as described in the charter of NANOG.**

Topics include routing, switching, security, DNS, mail, and other activities required to operate an Internet connected network.

### **Postings of issues inconsistent with the charter are prohibited.**

Postings that are not consistent with operating an Internet connected network are not allowed. These are described additionally other sections of the AUP as well.

### **Cross posting is prohibited.**

Cross posting generally expands discussions out of the initial scope, typically outside of the area of network operations, and quite often into other regions of the world. Some operational issues are global in nature. Many of the participants in NANOG also participate in other regional operator groups or RIR lists and colonization of other lists is usually not required.

### **Postings that include foul language, character assassination, and lack of respect for other participants are prohibited.**

NANOG strives to offer a professional environment where participants treat each other with dignity and respect.

### **Product marketing is prohibited.**

The role of vendors and entities selling goods and services is to support, observe, and learn how to make products that provide interconnectivity. Vendor participation is sought in the form of sponsorships of the organization.

### **Postings of political, philosophical, and legal nature are prohibited.**

NANOG is neutral in matters of politics, is not a place to wax philosophic and is not a legal body that can provide advice in matters that normally require lawyers.

### **Using list as source for private marketing initiatives is prohibited.**

Utilizing the NANOG list as a source to solicit fellow subscribers to inquire about their interest in purchasing goods or services is prohibited.

---

## PROCEDURES

NANOG MLC procedures are an open and transparent guide of basic procedures that govern the MLC. The MLC will act in accordance with these procedures and publicly post the procedures as they evolve. Actions taken outside of the scope of the procedures are frowned upon and subject to review by the MLC. From time to time, the MLC will update the procedures as needed. Recognizing that not every situation can be foreseen in a procedures document, NANOG MLC Members are expected to respond in the interest of the NANOG Community at-large. When in doubt about proper response to activities related to the NANOG list, the Members will consult on the [admins@nanog.org](mailto:admins@nanog.org) list or in public on the [nanog-futures@nanog.org](mailto:nanog-futures@nanog.org) list.

### **Regular Meetings and Minutes**

The MLC uses Robert's Rules of Order to conduct their business in an orderly and predictable fashion. The NANOG MLC will meet on the last Thursday of every month and will keep minutes related to those meetings. Official meetings are those that quorum has been achieved. If quorum is not achieved, the meeting will cease and no formal actions of the MLC will occur for official calls, minutes will be submitted for review, edits, and approval to all attendees within 72 hours of the meeting. Minutes will be posted within two weeks of each meeting and will be located on the MLC website at:

<http://www.nanog.org/mlc-minutes/>

### **Quorum**

Meeting quorum is established when at least half plus one member of the voting MLC members is present. Observers and others are not required to conduct meetings.

### **Voting**

From time to time, the MLC will be required to vote on certain matters related to the AUP. Votes will be conducted electronically or telephonically. In the case of unsecure electronic votes, those votes will be reviewed and if needed, re-affirmed, at the monthly telephonic meeting. The voting period for electronic voting will last 72 business hours.

### **Group Chair**

The Chair of the MLC is appointed from within the MLC. The Chair will be up for replacement at the conclusion of the last NANOG meeting of each year.

### **No Differentiation**

The MLC will consider all policies equal.



---

### **MLC Operational List**

The MLC operates its own internal list called “admins”. That list will be considered private and admins will not share communications from the list unless required to do so by law.

### **Timeliness of Actions and Emergencies**

There are no policies that require unilateral intervention by any single member. All official activities may take place in the prescribed time frames noted within the NANOG MLC procedures document. In the event that the list is being harmed by a deliberate, automated, or accidental event, Merit may take any action necessary to insure that the list is operating within operational norms. That action should be temporary and reviewed by the MLC as soon as practical, generally within the next business day via the mailing list. If there is some problem using the admins list, the telephone will be used to communicate.

### **Posting of List Filtering Policies**

The MLC and Merit may employ technical measures to insure that the list is not disrupted by undesired email such as spam. The MLC will insure that all filters are posted publicly. They can be found on the MLC website at:

<http://www.nanog.org/listfilters.html>

### **List Reports**

The MLC and Merit will post a report relevant to the operation of the NANOG mailing list on a monthly basis. The MLC will insure that the report is posted publicly on the MLC website at:

<http://www.nanog.org/liststats.html>

### **Contacting List Posters regarding AUP Matters**

MLC Members may contact participants related to the content of the participants posting to the NANOG list when deemed to be clearly outside of the bounds set by the AUP. The member will cc the [admins@nanog.org](mailto:admins@nanog.org) list so that the rest of the MLC is kept informed and that a record is kept for reporting and historical purposes. Members should attempt to avoid debating informal requests and those requests should be specific enough to enable a participant to understand and voluntarily cooperate with the MLC.

---

## **Formal Warnings of Participants**

Participants that violate the AUP may be issued a formal warning. A “warning” is a communication advising the participants that they have violated the NANOG AUP. All warnings will be voted on by the MLC prior to being issued. Warnings are not issued to participants unless there is a majority vote in favor of issuing the warning. All warnings that are pass by a majority vote will be acted upon no earlier than 72 hours prior to executing the notification to the participant in order to give all MLC members and Merit staff sufficient time to review.

## **Revocation of Participant Posting Privileges**

Participants that violate the NANOG List AUP may be banned from posting to the NANOG list. This power lies solely with the NANOG Steering Committee. The MLC, prior to recommending that posting privileges be removed for any participant, will confirm that the participant has received at least 3 formal warnings. After confirming that at least 3 formal warnings have been issued to the participant, a vote on recommending the revocation will be held. Upon a majority vote to ban a participant, the NANOG list Merit employee designee will notify the Merit and the Steering committee of the revocation recommendation.

The recommendation will include the reason, a tally of the MLC roll call vote in favor of the suspension, a recommended time period, and a record of formal communications, the warnings, with the participant. If the recommendation does not pass by a majority, no recommendation will be forwarded and the participants will not lose their privileges.

## **Permanent Revocation of Participant Posting Privileges**

The NANOG SC, after a recommendation and justification may opt to permanently ban a participant. The MLC will follow the procedures for temporary bans and instead of recommending a temporary ban, will recommend a permanent ban.

## **Appeals Process for Revocations and Warnings**

There are only two formal actions the MLC can take with respect to a participant. One is warning a participant for a violation of the NANOG List AUP, and the other is revoking that participants posting privileges. Both must be related to only AUP violations that have followed agreed upon and publicly reviewed process.

The appeals process for all punitive actions is simple. Send a complaint directly to the NANOG SC and they will follow their own internal procedure. If the SC fails to act related to a participant appeal, the action will become automatically ratified within 30 days.



---

**REVISION HISTORY**

<b>Version</b>	<b>Date</b>	<b>Editor</b>	<b>Reason</b>
1.0	1 DEC 2007	HANNIGAN	Creation
1.1	26 FEB 2008	HANNIGAN	Feedback Edits