

## EXHIBIT 9A

Guidelines for Actions Taken By the Advisory Council Without a Meeting - to be included in the Advisory Council Information Center within the AC Meetings section.

[https://ac.arin.net/ac\\_handbook.html#meetings](https://ac.arin.net/ac_handbook.html#meetings)

1. An Advisory Council member makes a motion by sending an e-mail to the Council mailing list. This e-mail must include:
  - A subject indicating the motion.
  - A brief history.
  - The statement: “As an action without a meeting, I move:” followed by the motion.
  - The statement: “All members must vote and all must vote aye for this motion to carry.”
  - Deadline for voting, including date and time.
  - The statement: “By making this motion, I am also casting an aye vote to be counted when another Council member seconds this motion.”
  - A closing that includes the Council member’s name.
2. Another Council member must second the motion, by replying to the e-mail to the Council mailing list. This e-mail must include:
  - The statement: “I second the motion:” followed by the motion.
  - The statement: “By seconding this motion, I am also casting an aye vote.”
  - A closing that includes the Council member’s name.
3. Advisory Council members vote by replying to the e-mail to the Council mailing list. The e-mail must:
  - State whether the member is speaking for the motion (aye), in opposition to the motion (nay), or asking for information (point of information).
  - Include a closing that contains the Council member’s name.
4. After all Council members have voted, or the deadline for voting passes, the Advisory Council Chair replies to the Council mailing list with the original e-mail containing the motion and declares the result.
  - If all Council members vote affirmatively, the Chair states that the motion carries.
  - If any Council member dissents or does not vote, the Chair states that the motion is lost.
5. For motions that carry, the Advisory Council must confirm the action taken at its next Council meeting.
6. Motions that are lost are placed on the agenda for discussion at the next Advisory Council meeting.