



## ***IEEE 802.16 Working Group Officer Election Process***

This document details the procedures for the election of the elected IEEE 802.16 Working Group Officers (Chair and Vice Chair).

- The procedures regarding Working Group Officers shall be in accordance with all relevant clauses of the 802 LMSC rules (including the IEEE 802 Policies and Procedures, IEEE 802 Operations Manual, and IEEE 802 Working Group (WG) Policies And Procedures).
- Any individual who will be a Member of the 802.16 Working Group at the time of the election shall be eligible for candidacy and election.
- Working Group elections shall take place in the first plenary session of each even-numbered year, in accordance with LMSC rules.
- Sometimes, such as in the case of unexpired vacancies, special elections may be required. These shall be scheduled for an 802.16 LMSC Plenary Session but may be deferred there to a future 802.16 Session. The special election shall be announced to the Working Group as soon as possible after the need to hold one is identified.
- Candidates are encouraged to declare their candidacy, in a Working Group meeting or via the Working Group email reflector, as soon as possible before the election. The names of those eligible who declare their candidacy at least eight days before the scheduled election shall be included on the paper ballot.
- The election shall be held at the Working Group Opening Plenary meeting.
- Paper ballots shall be distributed. These shall indicate the declared candidates for Chair and Vice Chair, with room for write-in candidates. Each Working Group Member will receive a single paper ballot upon presentation of voting token, after which the Member's name shall be marked on a membership roster to indicate that the ballot has been received.
- The Vice Chair, as Acting Chair, shall introduce the candidates for Chair and request additional nominations. The candidates shall each be given a short time (nominally, three minutes) for a statement, typically to (1) summarize their qualifications; (2) state their commitment to participate and accept duties and responsibilities; (3) state their vision for the Working Group.
- The candidates shall leave the room. The floor shall be opened for discussion (nominally for five minutes). The Acting Chair should attempt to ensure an emphasis on positive, rather than negative, statements about candidates. However, negative statements about the past performance of candidates in Working Group assignments is acceptable. The Acting Chair should limit the duration of comments to allow broad participation. If only one candidate is nominated, the Vice Chair may choose to sharply limit the debate. Afterwards, the candidates shall be invited back into the room.
- The situation shall be repeated, with the Chair leading the process for the election of the Vice Chair.

- Afterwards, each Working Group Member may bring a completed, anonymous ballot to the Secretary, or a designated alternate. No proxy voting is permitted. This process shall take place in plain sight of the assembly.
- The Chair, Vice Chair, and Secretary, or as many of these as are present, shall immediately count the ballots, in plain sight of the assembly (or, if a recess is called, in the presence of any Members who wish to observe). The full numerical results shall be announced and included in the minutes.
- In order to be elected, any candidate must receive a majority (over 50%) of the votes cast in the election for the respective position.
- Should no candidate receive a majority in either election, a runoff election shall be held at the Working Group Closing Plenary meeting. The process shall be similar to the initial election, except that:
  - Write-in candidates and new nominations shall not be permitted.
  - In the runoff election, the nominated candidate having received the fewest votes in the previous election round shall be not be an eligible candidate (in case a tie prevents this possibility, all the nominated candidates shall remain eligible).
  - Each Working Group Member present shall be entitled to receive a paper ballot for each election round.
  - Ballots shall be counted immediately. If the process is inconclusive, additional runoffs shall be held to narrow the list of candidates.
  - If the runoff process proves inconclusive, the Chair has the discretion to re-open the election to the candidacy to all Working Group members. Should the runoff process not lead to the election of a Vice Chair, the election may be deferred to the next Working Group session, at the Chair's discretion.
- At the next available meeting opportunity, the Working Group Chair shall bring a motion before the LMSC Sponsor Executive Committee requesting confirmation, in accordance with the LMSC rules, of the elections.