Guidance for elections during TSG-RAN3#128

# 1. Important links

* Candidates:
	+ 3GU:
		- RAN3 chair election: <https://portal.3gpp.org/VotingTool/Vote/DetailList/1167>
		- RAN3 Vice chair election: <https://portal.3gpp.org/VotingTool/Vote/DetailList/1168>
* Voting list
3gpp website: [Votes](https://portal.3gpp.org/VotingTool/)
* Then click “voting rights” button
* 3GPP working procedures: [Working Procedures of 3GPP](https://www.3gpp.org/delegates-corner/3gpp-working-procedures)
* RAN3 email reflector: 3GPP\_TSG\_RAN\_WG3@LIST.ETSI.ORG
* RAN3#128 participants list: [3GPP Portal > Home](https://portal.3gpp.org/Home.aspx#/participantslist?MtgId=60595)
(requires that you are logged in into 3GU with your EOL account)

# 2. Schedule

The election in RAN3#128 will run on Wednesday 21th May and Thursday 22th May.

May 20th Wed. 23:59 UTC: All chair and vice-chair candidates should be included in the voting tool (note: Cases where a chair candidate wants to become a vice-chair candidate will be covered after the chair election is completed).

## 2.1 RAN3 Chair Election Timeline(Local time)

May 21th Wed 09:00h: Announcement of 1st ballot candidates

May 21th Wed 09:00-10:00h: MCC prepares 1st ballot for RAN3 chair elections.

**May 21th Wed 10:00h: Start of the 1st ballot for RAN3 chair elections.**

**May 21th Wed 12:00h: Close of the 1st ballot for RAN3 chair elections.**
 Announcement of the results of the 1st ballot on the RAN3

reflector.

May 21th Wed 12:00-14:00h: Time reserved for candidates to consider their intentions going forward/participating in next ballot.

If a 2nd round of RAN3 chair election is necessary:

May 21th Wed 14:00h: Announcement of 2nd ballot candidates

May 21th Wed 14:00-15:00h: MCC to set up 2nd ballot for RAN3 chair.

**May 21th Wed 15:00h: Start of 2nd ballot for RAN3 chair.**

**May 21th Wed 17:00h: Close of the 2nd ballot for RAN3 chair elections.**

 Announcement of the results of the 2nd ballot on the RAN3

reflector.

## 2.2 One RAN3 Vice Chair (VC) Election Timeline

May 22th Thu 09:00h: Announcement of 1st ballot candidates

May 22th Thu 09:00-10:00h: MCC prepares 1st ballot for RAN3 chair elections.

**May 22th Thu 10:00h: Start of the 1st ballot for RAN3 vice chair elections.**

**May 22th Thu 12:00h: Close of the 1st ballot for RAN3 vice chair elections.**
 Announcement of the results of the 1st ballot on the RAN3

reflector.

May 22th Wed 12:00-14:00h: Time reserved for candidates to consider their intentions going forward/participating in next ballot.

If a 2nd round of RAN3 chair election is necessary:

May 22th Thu 14:00h: Announcement of 2nd ballot candidates

May 22th Thu 14:00-15:00h: MCC to set up 2nd ballot for RAN3 chair.

**May 22th Thu 15:00h: Start of 2nd ballot for RAN3 vice chair.**

**May 22th Thu 17:00h: Close of the 2nd ballot for RAN3 vice chair elections.**

 Announcement of the results of the 2nd ballot on the RAN3

reflector.

# 3. Additional recommendations

* RAN3#128 participants:
	+ **Do not miss the registration deadline 12 May 07:00h UTC**
		- Even if it is clear that you cannot take part in the beginning of the RAN3#128 meeting or for the whole RAN3 meeting, it is recommended that you register before the deadline.
	+ **Do not miss Check-in at least 1 hour before elections**
	(otherwise you will not be able to take part in the voting)
	+ Remember that **one person is only allowed to represent one company**, registrations of one person representing multiple companies is considered as fraud and has the consequence that all registrations of this person will be deleted.
	+ Every official contact of a company is requested to double-check who is registered under its company and report to MCC before 19th May Mon 12:00h if any discrepancy is found.
	+ For the actual voting: Remember that each company that is allowed to vote (see voting list) can only vote once per ballot, i.e. if your colleague of the same company has voted already for this company, you will not be able to vote anymore. The first vote cast for a company stands.
* Candidates for chair or vice-chair:
	+ Please submit your candidature via the 3GPP voting tool by May 12th Mon. 23:59 UTC\*\*
	(\*\*: this deadline does not apply to chair candidates who want to submit a vice-chair candidature; these cases will be handled after the chair elections are completed; but do not forget that such a vice-chair candidature requires a new letter of support)
		- log in into 3GU with your EOL account
		- click on the "Voting" tab
		- select the election for which you want to submit your candidature
		- click on Details and then on "Submit your candidature for this election"
		- you will need a letter of support from your company and a CV file
	+ Please note that the candidature will only be published once MCC has confirmed the candidature (i.e. the letter of support is ok).
	+ You may find a "withdraw" button in the voting tool; however as this will withdraw the whole candidature completely, it is recommended to only use this button before RAN3 Chair election or RAN3 VC election. This button shall not be used to withdraw from a certain ballot. Withdrawal from a given ballot will be administered by MCC as per the outcome of the consideration period ahead of each ballot.