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**Title:**             **Elections: a practical guide**

**Document for:**    **information**

The election of TSG officials is governed by the TSG Working Procedures (extracts annexed to present contribution), in particular, articles 22, 25, 26, 28 and 35. Article 2 has recently been slightly changed as a result of the PCG decision in October 2004 to increase the maximum number of TSG vice-chairman from two to three.

The candidatures as they stood at 2005-03-08 are available on the 3GPP web, as are the brief curricula vitarum and supporting letters. These are also available in separate contributions to the present meeting.

The elections for CT and RAN will take place in parallel, with the position of chairmen being decided before starting the elections for vice-chairmen. Note that each of the three vice-chairman positions requires a separate vote (and each vote might potentially require up to three ballots!).

Depending on the number of candidates who ultimately present themselves and the willingness of candidates receiving relatively few votes to withdraw voluntarily, each vote may run to as many as three ballots. However, it is thought that few votes will go that far. Timing has been allowed for in the meeting schedules to allow a reasonable number of ballots, should they be necessary; this is why voting begins on day 1 of the meetings.

Ballots are scheduled to take place in coffee and lunch breaks, and after close of the days' business, so that they do not disrupt the normal TSG business. Voting will take place in the Secretariat room on floor 4.

Each ballot will last for 30 minutes. Before each ballot, the individual who will cast the vote on behalf of an eligible Individual Member organization of 3GPP will need to collect a ballot paper from the Support Team, and to sign for it. Within the limit laid down by the 3GPP Working Procedures, a person casting proxy votes on behalf of an Individual Member not represented at the current meeting will collect and sign for a ballot paper for each proxy vote he will cast.

The ballot papers for each round of each vote will clearly show which position is being voted on and which ballot is concerned. It will list the candidates by name. Voters should clearly mark their choice of ONE individual candidate (or the ABSTAIN option); then fold the ballot paper in half so that his choice is not visible to a casual observer, and insert it into the urn.

For CT and RAN elections running in parallel, there will be two sets of ballot papers, two signing sheets, and two urns. (Voters are requested to put the completed ballot forms into the correct urn!)

Each ballot for each position will use different coloured paper, and this will help avoid confusion. (Yes, really, it will!)

Although the voting process is conducted by the Support Team, it is the responsibility of the current TSG Chairmen to ensure that the votes are conducted in a fair manner. For this reason, each TSG is requested to select a volunteer from amongst the delegate throng to oversee the process of each ballot. These individuals may volunteer to act just for one ballot, or for all the ballots necessary to elect a single official, or for all votes for the given TSG. **Chairmen are asked to make this call early on in their meeting.**

At the end of the voting period, the urns will be removed to a counting table, and the Support Team, plus the delegate volunteers, will count the votes. The necessary percentages will be worked out, and the results delivered directly to the TSG Chairmen. The Chairmen are asked to announce the results at the earliest convenient moment. For the sake of good order, CT and RAN election results will all be announced in CN, T and RAN meeting rooms.

To recapitulate the Working Procedures:

- Each position requires a separate vote.

- If, on the first ballot, a candidate receives at least 71% of the votes cast, he is immediately elected to the position.
- However, if no candidate receives 71% on the first ballot, a second ballot is held; all the original candidates may continue to present themselves.
- If, on the second ballot, a candidate receives at least 71% of the votes cast, he is elected to the position.
- However, if no candidates receives 71% on the second ballot, a third ballot is held, with all but the two highest-scoring candidates eliminated.
- On the third round, the candidate having a simple majority of the votes cast is elected to the position.
- If, at the second ballot, only two candidates are presented, the candidate having a simple majority is elected to the position.

Of course, candidates may forshorten the procedure by voluntarily withdrawing from the contest at any time.

Where only one candidate is presented for a given position, that candidate may be elected by acclamation, i.e. without the need for a vote. In the absence of further candidates, this will be the case for the chairmen of RAN and of SA.

Given the number of declared candidates, the anticipated schedule is as follows, though Chairmen can be expected to adapt this timetable to fit the circumstances of the moment.

### **Week 1**

Wednesday	08h00	election of RAN chairman by acclamation
	10h30 – 11h00	CT chairman, ballot 1
	13h00 – 13h30	CT chairman, ballot 2 [if necessary]
	16h00 – 16h30	CT and RAN vice-chairman 1, ballot 1
	18h00 – 18h30	CT and RAN vice-chairman 1, ballot 2
Thursday	08h30 – 09h00	CT and RAN vice-chairman 1, ballot 3
	10h30 – 11h00	CT and RAN vice-chairman 2, ballot 1
	13h00 – 13h30	CT and RAN vice-chairman 2, ballot 2
	16h00 – 16h30	CT and RAN vice-chairman 3, ballot 1

If there is a need for further ballots, the above pattern may be continued, if necessary until Friday.

### **Week 2**

Wednesday	09h00	election of SA chairman by acclamation
	10h30 – 11h00	SA vice-chairman 1, ballot 1
	13h00 – 13h30	SA vice-chairman 1, ballot 2
	16h00 – 16h30	SA vice-chairman 2, ballot 1
	18h00 – 18h30	SA vice-chairman 2, ballot 2
Thursday	08h30 – 09h00	SA vice-chairman 3, ballot 1

Similarly, this pattern may be repeated if need be.

# Third Generation Partnership Project

# 3GPP

## Working Procedures

~~25 April 2002~~

01 March 2005

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## Article 20: TSG tasks

[...]

The TSGs shall also perform the following tasks:

- Propose to the PCG for appointment TSG Chairman and Vice Chairmen based on election results;

[...]

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## Article 22: TSG and WG election of Chairman and Vice Chairman

The TSG Chairman and Vice Chairmen, to be proposed to the PCG for appointment, shall be elected by the Technical Specification Group from amongst the Individual Member representatives. Each TSG shall elect a maximum of ~~two~~ three Vice Chairmen.

[...]

A candidate for TSG [...] election shall provide a letter of support from the Individual Member that he/she represents. Nominations may be made up to the point when an election takes place.

The TSG Chairman and Vice Chairmen shall be appointed by the PCG on the proposal of the TSG.

The Chairman and the Vice Chairmen shall be appointed for a two year term of office. The Chairman and Vice Chairmen may be appointed for a second consecutive term. If no other candidates are available, the Chairman or Vice Chairmen may be appointed for a further term. Regular TSG elections shall be held every two years in the March time frame in odd numbered years.

Should the office of Chairman or Vice Chairman, of a TSG, become vacant for reasons other than expiration of term of office, a special election shall be conducted to fill the unexpired term. This special election shall be conducted at a regularly scheduled meeting of the TSG, and shall be announced in writing, at least 21 days in advance of the meeting.

When a special election is held to fill the office of Chairman, the announcement shall also indicate that there will be an election to fill the position of Vice Chairman in the case where the Vice Chairman may be elected to the office of Chairman. If at the special election the Vice Chairman is elected to the office of Chairman, that individual, to be proposed to the PCG for appointment, shall become Chairman immediately, the position of Vice Chairman shall be assumed vacant, and an election shall be held for the office of Vice Chairman.

A partial term of office does not count towards the two consecutive term limit.

Chairman and Vice Chairmen should not be from the same region, Organizational Partner, or from the same group of companies, unless no other candidate is available.

Successive Chairmen should not be from the same Organizational Partner, the same region or from the same group of companies, unless no other candidate is available. This does not apply to special/regular successive elections.

When a new TSG is established, the Organizational Partners shall appoint a convenor for the first two TSG meetings. The initial special election for TSG Chairman and Vice Chairmen shall take place at the second TSG meeting. The elected Chairman and Vice Chairman shall serve until the next regular TSG election. A partial term of office does not count towards the two consecutive term limit. When a new TSG Working Group is established, the TSG shall appoint a Convenor for the first two Working Group meetings. The initial election for Working Group Chairman and Vice Chairmen shall take place at the second Working Group meeting. The provisions of this paragraph may be overridden by consensus of the PCG where a new TSG is formed by the merger of existing TSGs; under these circumstances, the PCG shall establish a set of ad hoc rules for the creation of the new TSG.

If a TSG [...] Chairman or Vice Chairman changes the Individual Member that he/she represents (e.g., job change, merger or acquisition) during their term of office, a new letter of support shall be provided. If the change of company affiliation is due to a move to another company, then the decision for the Chairman or Vice Chairman to continue in

office shall be made by consensus of the affected group. If consensus cannot be achieved, an election shall be held for the office.

[...] At the TSG level the special election is for the unexpired term. A partial term of office does not count towards the two consecutive term limit. If the incumbent is elected, at the TSG [...] level, it is for the unexpired term and that term does count toward the term limit. If the change of affiliation is that of the Chairman, he shall select a Vice Chairman to determine consensus and if necessary to manage the election. If there is an election, the Vice Chairman managing the election should not be a candidate. [...]

[...]

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## Article 25: TSG [...] decision making

TSGs [...] shall endeavour to reach consensus on all issues, including decisions on Technical Specifications and Technical Reports. Informal methods of reaching consensus are encouraged (e.g., a show of hands). If consensus cannot be achieved, the Chairman can decide to take a vote. The vote may exceptionally be performed by a secret ballot if decided by the TSG [...]. A vote may be conducted during a TSG [...] meeting or by correspondence.

A proposal shall be deemed to be approved if 71% of the votes cast are in favour. Abstentions or failure to submit a vote shall not be included in determining the number of votes cast.

It is the responsibility of the Chairman to ensure that questions to be voted upon are phrased in a positive yes/no manner, with 71% required to approve the question. Questions should not be phrased as the TSG shall not do something. Examples of appropriate questions are; Shall the TSG approve the Specification and send it to the SDOs? Shall the liaison be approved? Shall the new WI be approved? Shall the existing WI be stopped? If the issue is to choose option A or B, the question should be split into two questions, with the Chairman selecting the order. First, shall the TSG take option A as the way forward? If this question fails the second question is, shall the TSG take option B as the way forward?

Contributions on which decisions will be based should be made available in good time before each meeting. TSGs may establish informal guidelines for dealing with late contributions.

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## Article 26: TSG [...] voting during a meeting

The following procedures apply for voting during a TSG [...] meeting:

- before voting, a clear definition of the issues shall be provided by the Chairman;
- Voting Members shall only be entitled to one vote;
- if a Voting Member has more than one representative present, only one representative may vote;
- each Voting Member may only cast the vote once;
- each Voting Member may carry proxy votes for up to five other Voting Members. All proxy votes shall be accompanied by a letter of authority from the authorising Voting Member. Proxies will not be taken into account when determining the quorum;
- the quorum required for voting during a TSG or WG meeting shall be 30% of the total number of Voting Member companies on the TSG or WG membership list;
- the result of the vote shall be recorded in the meeting report.

[...]

## Article 28: TSG [...] voting for the election of TSG [...] Chairman and Vice Chairman

In the case where there is more than one candidate for TSG or WG Chairman or Vice Chairman, a secret ballot shall be used. For interpreting the result of the secret ballot the following procedure shall apply:

When, in the first ballot, no candidate has obtained 71% of the votes cast, a second ballot shall be held. In the second ballot, in cases where there are only two candidates, the candidate obtaining the higher number of votes is elected. In cases where there are more than two candidates, if none of them has obtained 71% of the votes, a third and final ballot shall be held among the two candidates who have obtained the highest number of votes in the second ballot. The candidate obtaining the higher number of votes in the third ballot is then elected.

The TSG or WG Chairman shall be responsible for the voting process and shall ensure that confidentiality is maintained.

[...]

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## Article 35: TSG [...] Voting Membership List

Each TSG [...] shall maintain a list of voting Individual Members (company or agency). To qualify for the list it is necessary for Individual Members to be represented at the TSG [...] meetings. An Individual Member which is absent from three consecutive meetings of the TSG or WG shall be removed from the voting membership list. Those removed shall be restored after being represented at one meeting, but the right to vote is reinstated at the next (second) meeting at which the Individual Member is represented.

When a new TSG or WG is formed an Individual Member is added to the voting membership list at the first meeting that they are represented, and can vote at the second meeting where they are represented. Exceptionally, if inadequate notice (less than 21 days) is given for the first meeting of the new group, an Individual Member may be added to the voting membership list and vote at the group's second meeting (the election meeting) even if they were not represented at the group's first meeting. Only an Individual Member that was represented at the group's first meeting may provide a proxy for the second meeting.

The voting membership list shall be used to establish quorum and for determining those eligible to take part in a vote.

Any group that wants to call an electronic meeting (audio, video, document distribution by posting or e-mail, etc) may do so, although this works best with smaller groups. Therefore, all electronic meetings are allowed and count towards attendance. However, if a meeting is designated as face-to-face, provision of bridge and speakerphone capabilities for those requesting it would be at the discretion of the host. Also, in this case for those only participating by speakerphone they would not be counted toward quorum, attendance or allowed to vote (TSG[...]).

[...]