

IEEE 802.16
Working Group Officer Election Process

This document details the procedures for the election of the IEEE 802.16 Working Group Officers (Chair and Vice Chair) in March of each even-numbered year.

- 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.
- 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 incumbent candidates 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, and exchange the ballot for the member's custom voting token. No proxy voting is permitted.
- Following the Opening Plenary, the Chair, Vice Chair, and Secretary shall count the ballots and notify the membership of the results.
- 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).
 - Ballots shall be counted during the session. If the process is inconclusive, another runoff shall be held, as in the point above.
 - Should a 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. However, every effort should be made to conclude the election of the Chair.