Voting Rights P-CR to Annex I

The following changes shall be made to the clauses within Annex I that are listed below (Note ALL the proposed changes are additions or modifications to sections of Annex I):

The following changes are made to the introductory 2 paragraphs of Annex I:

3GPP working procedures are designed around the concept of periodic face to face meetings. This is not always possible. This annex implements modifications to the working procedures intended to allow 3GPP to function in the absence of face to face meetings. The PCG has the responsibility of activating and deactivating this annex.

The following new clause is added to Annex I

# Article 14: PCG tasks

The following item shall be added to the list of PCG tasks:

1. maintenance of the voting and voting rights process integrity, to include disciplinary action if required.

The following new clause is added to Annex I

# Article 22: TSG and WG election of Chair and Vice Chairs

The following paragraph is removed from section 22.2

If a WG does not meet physically with enough frequency to maintain an up to date voting list, the working group may elect to escalate the voting for officers to the parent TSG.

The following change is made of article 26 of Annex I

# Article 26: TSG and WG voting during a meeting

*If voting occurs in the context of an Electronic Meeting, then:*

* *The list of Voting Members (IMs that are eligible to vote) is as defined in article 35. Delegates vote on behalf of the IM under which they have registered, and only delegates checked in to the meeting may vote.*

The following new clause is added to Annex I

# Article 30: TSG and WG meetings

The following new paragraph is added after the 2nd paragraph of this article:

Electronic meetings are encouraged where appropriate.

The following new clause is added to Annex I

# Article 30A: TSG and WG participation

The text in article 30A shall be replaced with:

IMs wishing to progress work on topics in 3GPP are expected to participate in both face to face meetings and electronic meetings.

If a 3GPP IM is materially interested in a specific topic but is unable to participate in a meeting by sending a delegate, the IM is urged to engage the support of other IMs whose delegates will be present at the meeting to present its views.  If this is not possible for any reason, the IM may advise the Chair of the situation and may provide documents supporting their position. The Chair may facilitate the introduction of these documents during the meeting and the record of the meeting can include the discussion and outcome. The option to engage the Chair is intended for exceptional situations. The Chair has the right to decline the request.

The following new clause is added to Annex I

# Article 32: TSG and WG meeting agenda

The following paragraph is added:The draft agenda shall indicate the start and end dates and times of the meeting. The draft agenda shall indicate if the meeting counts toward maintenance of voting rights.

The following new clause is added to Annex I

# Article 33: TSG and WG meeting registration

The sentence:

Every delegate shall register on arrival at each TSG or WG meeting.

is amended to:

Every delegate shall register on or before arrival at each face to face meeting. Every delegate shall register on or before participating at each electronic meeting.

The following new clause is added to Annex I

# Article 35: TSG and WG Voting Membership List

35.3 Established TSGs and WGs

The text in section 35.3 shall be replaced with:

To qualify for the voting list it is necessary for at least one delegate of an Individual Member to fulfill the voting rights establishment provisions of article 35.4 for the group concerned, without being removed according to the provisions of article 35.4.

An individual member having attained voting rights according to clause 35.4 has the right to cast a vote by proxy (see article 26). Thus, an Individual Member may not cast a vote by proxy during a meeting at which it is not represented unless it had already attained voting rights as described in clause 35.4.

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35.4 Removal from and instatement to voting list

The word reinstatement in the title of section 35.4 shall be replaced by instatement

The text in section 35.4 shall be replaced with:

*An Individual Member shall be removed from the voting list when either of the following happens:*

1. *The Individual Member is not represented at three consecutive face to face ordinary meetings of the group (TSG or WG),*
2. *The Individual Member is not represented in two consecutive ordinary meetings of the group (TSG or WG) of which at least one is electronic*

*The right to vote shall be instated or reinstated for an Individual Member at either of the following events:*

1. *the second face to face ordinary meeting which a delegate of the Individual Member attends without missing the number of consecutive face to face ordinary meetings mentioned in the previous paragraph,*
2. *the third consecutive ordinary meeting which a delegate of the Individual Member attends*

Note: See article 35.3 for eligibility to cast a proxy vote.

EXAMPLE 1: If Individual Member Z is represented at face to face ordinary meeting K and K+3 (and is thus eligible to vote) but is not represented at face to face ordinary meetings K+4, K+5 and K+6, it is removed from the voting list.

EXAMPLE 2: If Individual Member X, not previously having been represented at an face to face ordinary meeting of the group, is represented at face to face ordinary meetings N and N+3, it may cast a vote at face to face ordinary meeting N+3.

NOTE: Individual Member X might choose to cast a vote by proxy at face to face ordinary meeting N+3, even though its delegate is physically present. This is sometimes useful for coordinating company positions where one large company has several Individual Memberships, possibly via several different Organizational Partners.

EXAMPLE 3: If Individual Member Y, not previously having been represented at a meeting of the group, is represented at ordinary meeting N only, it may not cast a vote by proxy at ordinary meeting N+2.

EXAMPLE 4: If Individual Member A is represented at electronic ordinary meetings N, N+1, and N+2 (and is thus eligible to vote) but is not represented at electronic ordinary meetings N+3 and N+4, it is removed from the voting list.

EXAMPLE 5: If Individual Member B, not previously having been represented at an ordinary meetings of the group, is represented at electronic ordinary meetings N, N+1, and N+2, it may cast a vote at electronic ordinary meeting N+2.

35.5 (VOID)

The contents of this section shall be struck and the heading replaced with VOID.

The following new clause is added to Annex I

Annex A: Definitions

The following 4 definitions are added:

Ad hoc Meeting A meeting called to address one or more particular topics that is not an ordinary meeting (see F.3)

Electronic meeting: A electronic meeting is one where all the participants connect to the meeting using electronic means such as audio/video conference, email, etc.

Face to face meeting: A face to face meeting, also referred to as a physical meeting, is one held at a designated physical location where participants are invited to attend in person.

Ordinary Meeting A meeting where the ordinary business of a group is conducted (see F.2)

The following Annex F clause in Annex I shall be updated as follows:

Annex F:       Guidance on meeting organization

The title of Annex F shall be changed to Guidance on TSG and WG meeting Organization

The following clause shall be added to Annex I:

## F.2 Ordinary meetings

The contents of clause F.2 shall be replaced with the following:

Ordinary meetings are ones where the regular business of the TSG or WG is conducted. Such meetings are normally chaired by the Group's Chair or, if unavailable, a Vice Chair. Ordinary meetings should be announced at least six months prior to the opening day of the meeting. An ordinary meeting may be held as a face to face meeting or as an electronic meeting.

TSG and WG ordinary meetings shall follow an incrementing number sequence. If an additional ordinary meeting is required between two ordinary meetings, the sequence may be preserved, even though this means renumbering subsequent meetings, or the additional meeting may be numbered using the ‘bis’ suffix as a numbering scheme. Ordinary meetings that are held electronically shall be designated with an ‘e’ suffix.

Attendance at an ordinary meeting counts towards an Individual Member's eligibility to cast a vote in the Group (see articles 26 and 27). The Support Team shall record the participation in an ordinary meeting (each person and organization represented) and the attendance list shall be included in the meeting report.

If a meeting is designated as face to face, provisions to support remote participation (e.g. by using additional audio/video capabilities) would be at the discretion of the host and leadership. In a meeting designated as face to face, those participating remotely are not to be counted toward quorum or attendance, and are not allowed to vote.

Following each ordinary meeting, the Support Team shall publish a list of IMs that have gained or lost voting rights at that meeting.

Clause F.3 of Annex I shall be replaced with the following:

F.3        Ad hoc meetings

The contents of clause F.3 shall be replaced with the following:

An ad hoc meeting of a WG or a TSG is one called to address one or more particular topics. An ad hoc meeting may be held as a face to face or as an electronic meeting. The ad hoc meeting shall be called by decision of the WG (or its parent TSG) or TSG concerned; the decision to hold any subsequent ad hoc meetings on the same topic may be made by the ad hoc meeting participants themselves without reference to the parent WG or TSG, although the parent WG or TSG shall review any ad hoc activity at every Ordinary meeting and determine to either continue or to close the ad hoc activity, even if the previous ad hoc meeting suggested a further meeting. The scope of each subsequent ad hoc meeting shall be indicated by the Chair at least 21 days before the meeting. The ad hoc meeting shall not expand or change the scope originally determined by the parent group. An ad hoc meeting is allowed to make decisions only within its pre-defined remit, and any such decisions shall be ratified by the parent WG or TSG unless, in the case of a WG, a decision was previously explicitly delegated by the WG to the ad hoc meeting.

An ad hoc meeting may be chaired as described for an ordinary meeting above, or, with the agreement of the WG or TSG concerned, by a Work Item rapporteur, or other appropriate person. Although open to all 3GPP Individual Members, ad hoc meetings may attract only a subset of Individual Member representatives who would normally participate in ordinary meetings.

Ad hoc meetings shall not be considered when calculating voting rights. That is, attendance at (or absence from) an ad hoc meeting shall not influence voting rights, which are determined solely by attendance at "ordinary" meetings.

No voting shall occur at ad hoc meetings.

The following clause shall be added to Annex I:

F.4        Attendance Register

The contents of clause F.4 (and subclauses) shall be replaced with the following:

A delegate is deemed to have attended a given meeting if the individual confirms their participation by checking in.  If a delegate does not check in during the meeting, the secretary shall assume that the individual did not attend.  Checking in must be performed between the start and end of the meeting.  In addition, the check in process shall clearly inform the delegate that ‘Checking in carries the responsibility for participating in relevant parts of the meeting’.

A delegate, having registered and checked in to a meeting, is not allowed to change their represented organization during the course of that meeting. An individual delegate is not allowed to simultaneously represent two or more Individual Members at a meeting.

### **F.4.1 (void)**

### **F.4.2 (void)**

The following change shall be made to Clause G of Annex I:

Annex G:     Working agreements

The following changes to Annex G are in effect:

*Challenge votes may be conducted at Electronic meetings provided they are Ordinary meetings.*