Wireless Innovation Forum
Procedure for Electronic Ballots
Version 2.0
14 September 2010

This document specifies the Wireless Innovation Forum procedure for electronic ballots at the Committee and Plenary level. Electronic ballots use the survey tool on the group portal and are announced by an email sent to the appropriate email list. The following procedure is used to develop and deliver the ballot via email and to review the results. Steps are intended to be performed by Wireless Innovation Forum staff unless otherwise noted.

A. Construct the ballot using the Socious survey tool. In summary:
1. Log into the portal; go to 'Surveys and Polls'
2. Click 'Options', 'Survey Manager'
3. To create a new survey, Click 'Actions', 'Create Internal Survey'.
4. Enter administrative information, including title, description (include a link to the document in this description – see Page 2, Letter D for instructions), the target group (principals & alternates, technical representatives, etc.), start and end dates, response per person (should be 1) whether survey is anonymous and whether or not respondents may enter subsequent changes, then click OK. Note: General Surveys are seen by everybody in the portal, so an INTERNAL survey should be used for most surveys that are created. A separate survey will need to be created for each group involved in voting; for example, if the survey goes to the principals and alternates and the technical representatives, an identical ballot will need to be created for each group and each group should be targeted as described above.
5. Build the survey (see Attachment A)
6. Click 'Accept'
7. Follow steps 1 & 2 again to find the ballot you just created.
8. Click 'View' to see the survey. Edits can be made here.
9. When the survey is edited and ready, click 'Actions', 'Request Survey'. This will create a URL link for the survey. Note: if edits must be made after requesting a survey, click 'Actions', 'Unrelease Survey', make the changes and then click 'Request Survey' again. The URL will stay the same – it just allows you to edit, if necessary.
10. Half way down the survey page is a LINK TO RESPOND. This is the URL link voters will click on to access the ballot, so it should be included in the email that is sent out – see B below.

B. Create an email using text similar to that in Attachment B, remembering to select the appropriate intellectual property clause. The URL for the ballot is included in the description that can be found by clicking on the 'view' button in the survey library.

C. Email the ballot to the appropriate addressee list.
1. Lists of delegates from each member organization are maintained in the following announcement lists by the Forum's Office Manager (announcement lists are distinct from the group forum lists on the portal):
   Principals and Alternates (http://groups.winnforum.org/p/gr/to/gid=181); email: PrincAlt@lists.winnforum.org
   Regulatory Reps (http://groups.winnforum.org/p/gr/to/gid=243); email: regreps@lists.winnforum.org
   Technical Reps (http://groups.winnforum.org/p/gr/to/gid=236 ; email: techrep@lists.winnforum.org
   Markets Reps (http://groups.winnforum.org/p/gr/to/gid=241); email: marketrep@lists.winnforum.org
2. Send email for Plenary electronic ballots to the *Principals and Alternates* announcement list.
3. Send email for Committee electronic ballots to the *Principals and Alternates* announcement list and to the relevant committee announcement list. For example, a ballot for approval of a document at the Technical Committee level is sent to the *Principals and Alternates* announcement list and to the *Technical Representatives* announcement list. When conducting a committee ballot, construct a separate ballot and email for the *Principals and Alternates* announcement list and for the committee announcement list.

D. A file library has been created for each Committee so they can better track the active ballots. The Office Manager will add ballots to this file library at the same time ballot announcements are emailed to the various groups and include the link to the appropriate file in the ballot email. (The document link can be found after the document has been attached to the new ballot file in the library. The link appears below the attached document. This link should be included in the body of the email announcing the ballot – see Appendix B and should also be pasted into the description of the Survey Overview – see Page 1, A.4.) When the ballot is complete, the Office Manager will remove the ballot from this library. The file libraries can be accessed here:
Principals & Alternates: http://groups.winnforum.org/p/do/si/topic=380
Technical Representatives: http://groups.winnforum.org/p/do/si/topic=381
Regulatory Representatives: http://groups.winnforum.org/p/do/si/topic=382
Market Representatives: http://groups.winnforum.org/p/do/si/topic=383

E. During the ballot period, relevant chairs (Forum Chair, Committee Chair, Vice-Chairs)can view the ballot results to date by accessing the survey manager at http://groups.winnforum.org/p/su/in/req=MGR. Choose the relevant ballot and click view.

F. About 1 week before the ballot period ends, the ballot email should be re-sent with a reminder note that the voting will soon be ending.

G. Following the ballot period, send the results of the ballot to the relevant committee chair and vice-chair, and CC the CEO.

Attachment A
Building the Ballot Using the Socious Survey Tool

The Ballot should include the following elements:

A. Header – *If you receive this ballot more than one time, please only vote once.*

B. *Which organization are you representing for this ballot?* Followed by a box with about 50 characters.

C. Title, i.e., *Ballot for<Document name>"*

D. A Radio Button for each of the following in this order:
"Abstain <Document name>"
"Approve <Document name>"
"Approve with comments <Document name" (enter comments in boxes below)
"Disapprove with comments <Document name>" (enter comments in boxes below)

E. Insert a horizontal line

F. Add the following text as a Header:
If you need additional space for comments, please respond directly to <Your email address>

G. Insert 10 comment boxes, each with the following format
"Comment #"
"Page, Paragraph"
 "text box for multiline"

See sample ballot survey below:

If you Receive this Ballot more than one time, please only vote once.

Which organization are you representing for this ballot?

Ballot for WINNF-09-P-0012-V0.5.1 Quantifying the Benefits of Cognitive Radio

☐ **Abstain** WINNF-09-P-0012-V0.5.1 Quantifying the Benefits of Cognitive Radio

☐ **Approve** WINNF-09-P-0012-V0.5.1 Quantifying the Benefits of Cognitive Radio ☐ **Approve with comments**
WINNF-09-P-0012-V0.5.1 Quantifying the Benefits of Cognitive Radio (**enter comments below**)

☐ **Disapprove with comments** WINNF-09-P-0012-V0.5.1 Quantifying the Benefits of Cognitive Radio (**enter comments below**)

_____

**If you need additional space for comments, please respond directly to
lee.pucker@wirelessinnovation.org**

Comment #1

Page, Paragraph

Comment #2

Page, Paragraph

Follow this pattern to add a total of 10 comments

Appendix B
Text for Ballot Message

Below is a template for the text for an email ballot and an example of how that text has been used:

Template for email ballot
In accordance with the procedures of the Wireless Innovation Forum (SDR Forum, Version 2.0), the attached document entitled *<Name of Document> <Document Link>* (See Page 2, Letter D for instructions).. is being announced to *<Who the ballot is being sent to>* of the Forum for ballot at the *<level>*. One ballot will be allowed per member organization, but all comments will be considered.

This report, developed by the *<group>* of the Wireless Innovation Forum, is *<document summary>*.

This document has been approved by the *<approving group>*.

Please note: individuals representing their organization in multiple roles (principal, alternate, technical or markets) need only vote once on this document.

Balloting will end at *<time>* on *<date>*

You may vote at *<survey URL>*.

The choices allowed are:

Document number and title>   Abstain
<Document number and title> Approve
<Document number and title> Approve with comments (please include your comments in the appropriate block)
<Document number and title>   Disapprove with comments (please include your comments in the appropriate block)

Under The Forum's defined process, this has been deemed a consensus ballot and as such a non-response by a member organization is considered a vote to Approve.

(Select one of the following Intellectual Property Rights statements)

[Phrasing to be used when NO IPR Claims have been identified]
No intellectual property rights have been identified by any of the authors of this document.

Recipients of this document are requested to submit, with their comments, notification of any relevant patent claims or other intellectual property rights of which they may be aware that might be infringed by any implementation of the specification set forth in this document, and to provide supporting documentation, as per section 4 of the Forum's IPR Policy (http://www.wirelessinnovation.org/page/Policies_and_Procedures).

OR

[Phrasing to be used when IPR Claims have been identified]

The Wireless Innovation Forum draws attention to the fact that it is claimed that compliance with this specification may involve the use of a patent ("IPR") concerning [section of Specification]. The Forum takes no position concerning the evidence, validity or scope of this IPR.

The holder of this IPR has assured The Wireless Innovation Forum that it is willing to license all IPR it owns and any third party IPR it has the right to sublicense which might be infringed by any implementation of this specification to The Wireless Innovation Forum and those licensees (members and non-members alike) desiring to implement this specification. Information may be obtained from:

> [Name of Holder of Right]
> [Address]

Attention is also drawn to the possibility that The Wireless Innovation Forum shall not be responsible for identifying any or all such IPR.

Recipients of this document are requested to submit, with their comments, notification of any relevant patent claims or other intellectual property rights of which they may be aware that might be infringed by any implementation of the specification set forth in this document, and to provide supporting documentation, as per section 4 of the Forum's IPR Policy (http://www.wirelessinnovation.org/page/Policies_and_Procedures).

<Signature Block>

Example email ballot

Dear Principals and Alternates,

In accordance with the procedures of the Wireless Innovation Forum (SDR Forum, Version 2.0), the attached document entitled -WINNF-09-P-0012-V0.5.1 Quantifying the Benefits of Cognitive Radio (http://groups.winnforum.org/p/do/sd/sid=2385&fid=3531&req=direct is being announced to principal and alternate representatives and technical designates of the Wireless Innovation Forum for ballot at the Technical Committee level. One ballot will be allowed per member organization, but all comments will be considered.

This report, developed by the Cognitive Radio Working Group of the Wireless Innovation Forum, is intended to promote a better understanding of Software Defined Radio (SDR) and Cognitive Radio (CR) within the Wireless Innovation Forum (WInnF) and the broader technical, regulatory, and business communities, this document reports the results of an extensive survey performed by the WInnF Cognitive Radio Work Group (CRWG) on open and public CR literature. The intent is to document the "hard numbers" that researchers and developers have reported so researchers and developers can better assess the value proposition of CR.. This document has been approved for ballot by the Forum chair after completing committee ballot.. **Please note:** Individuals representing their organization in multiple roles (principal, alternate, technical or markets) need only vote once on this document.

Balloting will end at 17h00 EDT on 22 November 2010

You may vote at http://groups.winnforum.org/p/su/rd/sid=53 .

The choices allowed are:

Abstain WINNF-09-P-0012-V0.5.1 Quantifying the Benefits of Cognitive Radio

Approve WINNF-09-P-0012-V0.5.1 Quantifying the Benefits of Cognitive Radio   Approve with comments WINNF-09-P-0012-V0.5.1 Quantifying the Benefits of Cognitive Radio (please include your comments in the appropriate block) Disapprove with comments WINNF-09-P-0012-V0.5.1 Quantifying the Benefits of Cognitive Radio (please include your comments in the appropriate block)

Under The Forum's defined process, this has been deemed a consensus ballot and as such a non-response by a member organization is considered a vote to Approve.

No intellectual property rights have been identified by any of the authors of this document.

Recipients of this document are requested to submit, with their comments, notification of any relevant patent claims or other intellectual property rights of which they may be aware that might be infringed by any implementation of the specification set forth in this document, and to provide supporting documentation, as per section 4 of the Forum's IPR Policy (http://www.wirelessinnovation.org/page/Policies_and_Procedures).

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Confidential information may be contained in this message.
If you are not the addressee indicated in this message
please destroy this message and kindly notify the sender by reply email.