



Wi-SUN Alliance

**Policy and Procedures
Voting Policy**

Phil Beecher

Version 1V02

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1 Release History

Table 1 Revision History

| Version | Date | Author | Comments |
|----------------|-----------------|---------------|---|
| 0.1 | 9 October 2012 | Phil Beecher | First Version for Comment |
| 0.2 | 2 December 2012 | Phil Beecher | Various Clarifications |
| 0.3 | 6 December 2012 | Phil Beecher | Revisions for Board Approval – Approved at Board Meeting |
| 1.0 | 8 January 2013 | Phil Beecher | Clean version posted to Members |
| 1.01 | 3 December 2013 | Phil Beecher | Added restrictions on Affiliates, changed default vote to Abstain - Approved at Board Meeting |
| 1.02 | 24 April 2014 | Phil Beecher | Clarified definition of meeting. |
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- 1 **2 Background Documents**
- 2 **2.1 References**
- 3 **2.2 Companion Documents**
- 4 Wi-SUN Alliance Promoter Member Agreement
- 5 Wi-SUN Alliance Contributor Member Agreement

1 **3 Definitions and Acronyms**

2 **3.1 Definitions**

3 Meeting Any meeting of Wi-SUN Alliance, either tele-conference, online
4 meeting or Face to Face meeting

5 Consensus Consensus for document approval is when all voting members give
6 consent to the approval of the document. Note that giving consent
7 does not necessarily mean that the proposal being considered is one's
8 first choice. Group members can vote their consent to a proposal
9 because they choose to cooperate with the direction of the group, rather
10 than insist on their personal preference.

11 Quorum The quorum level is 50% or greater of eligible voters.

12

13 **3.2 Acronyms**

1 **4 Voting Policy**

2 **4.1 Introduction**

3 Paragraph 4) of the Wi-SUN Alliance Bylaws states that Contributor Members do not have voting
4 rights, “unless determined otherwise by the Board of Directors”.

5 This document describes the policy for assigning voting rights to Contributor Members in Wi-SUN
6 Working Groups and Sub-Committees and clarifies voting policy within the Technical Working
7 Groups and Committees.

8 **4.2 Voting Rights**

9 **4.2.1 Promoter Member Companies**

10 Each Promoter member company has 1 vote in each committee or working group, regardless of
11 attendance.

12 **4.2.2 Contributor Member Companies**

13 Contributor member companies may be eligible to vote, subject to meeting the criteria described in
14 this clause.

15 **4.2.2.1 Application to Affiliates**

16 The Wi-SUN Alliance Member Agreement provides the Definition of Affiliate (8a) and the Rights
17 of Affiliate (8b).

18 The Wi-SUN Alliance permits independent membership of “affiliated” Contributor member
19 companies. However, for the purpose of voting each Contributor member company and its
20 “affiliated” company or companies shall be considered as a single voting entity. Each voting entity
21 may be eligible for a maximum of 1 vote, subject to meeting the conditions described in 4.2.2.2,
22 4.2.2.3, 4.2.2.4.

23 **4.2.2.2 Gaining Voting Rights**

24 Each Contributor member company including affiliates, as described in 4.2.2.1, may be eligible for
25 1 vote. Voting rights are gained as follows:

26 i) By attending the inaugural formal meeting (see 4.5.1.1) of a committee or working group or task
27 group or interest group, OR

28 ii) By attending 3 of 5 successive formal meetings of a committee, working group or task group or
29 interest group.

30 In each of the preceding situations, voting rights are gained at the start of the respective meeting.

31 **4.2.2.3 Losing Voting Rights**

32 Each Contributor member company will lose its eligibility to vote in a committee, working group or
33 task group if it misses 3 of 5 successive formal meetings, either remote meetings, or face to face
34 meetings.

1 4.2.2.4 Regaining Voting Rights

2 Voting rights are re-instated when the Contributor member company again meets the conditions to
3 gain voting rights.

4 4.2.3 Others

5 Other membership classes and staff are not eligible to vote.

6 **4.3 Consensus**

7 When possible, approval of documents and decisions in committees, working groups and task
8 groups shall be based on consensus (see 3.1)

9 If consensus cannot be achieved, approval of documents and decisions shall be made by conducting
10 a vote or ballot.

11 **4.4 Ballots**

12 4.4.1 Initial Ballots

13 New documents shall be balloted for a minimum of 7 days. Each eligible member company may
14 cast 1 vote per company. Valid votes are: Approve (Y) without comments, Approve (Y) with
15 comments, Disapprove (N) with comments, Abstain (A).

16 The commenter should indicate for each comment if it “Must Be Satisfied”. Comments marked as
17 “Must Be Satisfied” indicate a disapprove (N) vote.

18 If an eligible company does not cast a vote, it shall be considered to have voted Abstain (A).

19 A document is approved if it receives 2/3 (66.6%) or more Approve (Y) votes. The approval
20 ratio/percentage is calculated as (number of Approve votes)/(number of Approve + Disapprove
21 votes) i.e. $Y/(Y+N)$. Abstain votes are not used in the calculation.

22 However, it is expected that an attempt is made to resolve all comments received during a ballot to
23 the satisfaction of the commenter and the group.

24 4.4.2 Recirculation Ballots

25 Revised documents and resolved comments shall be recirculated for review by the voting pool.
26 Decisions (including approval of comment resolutions and revised documents) can be made either
27 by ballot or during a meeting. The minimum duration for a ballot is 7 days. If a member of the
28 voting pool does not vote during recirculation, their previous vote is carried forward.

29 **4.5 Meetings**

30 4.5.1 Introduction

31 Meetings may be held face to face, by conference call or Web-based conference tool, e.g. Webex, GotoMeeting.
32 Meetings may be either formal meetings or ad-hoc meetings.

1 **4.5.1.1 Formal Meetings**

2 Formal meetings shall be announced to the mailing reflector associated with the working group, task group or interest
3 group at least 7 days prior to the meeting.

4 **4.5.1.2 Other Meetings**

5 Informal meetings or ad-hoc meetings may be arranged by interested parties and shall be announced to the relevant
6 reflector as soon as practical.

7 **4.5.2 Decisions during meetings**

8 Decisions (including approval of comment resolutions and revised documents) can be made either
9 by ballot or during a formal meeting. All votes require 2/3 (66.6%) or more approval to pass, based
10 on Y/(Y+N).

11 **4.5.3 Document approval**

12 If document approval is by a vote on a conference call or online meeting, the meeting must be
13 quorate (see 3.1) and either:

14 i) the intention to vote on the document must be published 7 days prior to the call/meeting (agenda
15 or other announcement)

16 OR

17 ii) all eligible voters are present at the call/meeting and unanimously agree to hold the vote.

18 **4.5.4 Other decisions**

19 All other decisions can be made at a formal meeting providing that:

20 i) the meeting is quorate and

21 ii) the meeting has been announced 7 days prior to the meeting.

22 **4.6 Voting Pool**

23 A voting pool comprises the eligible voters at the start of the ballot. Members of the voting pool
24 remain constant from the start of the initial ballot until the completion of all recirculations of a
25 document.

26 **4.7 Final Approval**

27 All documents require final approval of the Wi-SUN Alliance Board of the Directors as described
28 in the Wi-SUN Alliance Bylaws.