

# **Electronic Voting System Keypad Administrator Procedures (Keypad Distributors and Keypad Collectors)**

## **Before Town Meeting Begins**

The Keypad Administrator, a designated Rules Committee Member, verifies that keypads have been labeled with the name and precinct number of the Town Meeting Members. The keypads are stored in three boxes in order by precinct number.

The Keypad Administrator places empty boxes at each exit door to the room where Town Meeting Member can return their keypad.

The Keypad Administrator identifies three Town Meeting Members who will be the Keypad Distributors for each session of Town Meeting. The Keypad Distributors will distribute keypads to Town Meeting Members after they check in with the checkers.

The Keypad Administrator will also identify two Town Meeting Members to be Keypad Collectors who will collect keypads at the end of each session and file the keypad in the appropriate slot in a storage box.

The Keypad Administrator edits the roster of Town Meeting Members with any changes when notified by the Town Clerk or the Voting Administrator. The Keypad Administrator places a copy of the latest roster in the keypad boxes for each session of Town Meeting.

When the Voting Facilitator or the Town Clerk notifies the Keypad Administrator that a new Town Meeting Member has filled a vacant position, The Keypad Administrator writes the name of the new Town Meeting Member on the appropriate keypad and gives it to the new Town Meeting Member. Alternatively, using labels provided by the Voting Administrator, The Voting Administrator can replace the label of a keypad for a new Town Meeting Member or the label for a keypad for a now Vacant position.

## **Before and During a Town Meeting Session**

The Keypad Distributors will stand next to the Town Meeting Checkers and will distribute a keypad to each Town Meeting Member as a Checker records the presence of each Town Meeting Member. The keypad distributed to each Town Meeting Member will have a label with the name and precinct number of the Town Meeting Member. The Keypad Distributors mark the roster when a keypad is given out. The Keypad Distributors verify that the keypad is turned on before handing it to a Town Meeting Member.

When the Town Clerk notifies the Voting Administrator that an unfilled (Vacant) Town Meeting Member position has been filled at a precinct election the Voting Administrator notifies the Keypad Administrator who then can give the keypad labeled Vacant to the new Town Meeting Member filling the vacant position. The Voting Administrator may prepare a new label to replace the Vacant label on the keypad assigned to the new Town Meeting Member. The Keypad Administrator will edit the roster file of Town Meeting Members with assigned keypads and print copies for the Keypad Distributors to use.

## **At the End of a Town Meeting Session**

At the end of each evening of a session of Town Meeting the Keypad Collectors obtain all keypad placed in the return boxes and file the keypads into the storage boxes. Three storage boxes are used to store keypads 1-75, 76-150, and 151-216.

If all keypads have not been returned 10 minutes after the end of a town meet session, the Keypad Administrator makes an announcement using the microphone. If there are any missing keypads 15 minutes after the end of a town meeting session, the Keypad Administrator notifies the Voting Facilitator who will notify the Moderator and the Town Clerk to contact the Town Meeting Member.

When all keypads have been collected, the Keypad Administrator gives the Voting Facilitator the marked roster.

The Town Meeting Members who have not returned their keypad will be assigned a new keypad and the name and keypad number will be given to the Voting Administrator who will update the system to reflect the new keypad associated with a Town Meeting Member. The replacement keypad will be labeled with the name and precinct number of the Town Meeting Member and will indicate that it is a replacement keypad.

If the missing keypad is later return, the Keypad Administrator will remove the label on the keypad and place the keypad in the box of keypads that are not to be used.