

Electronic Voting System System Specifications

Vendor equipment includes:

216 keypads and sufficient keypad spares (OTI OptionFinder G3 Units)
Council Voting Module Software
Personal Computer with back-up computer and printer
A/B Switch for shared access to Panasonic Display Projector
Containers to accept keypads after each session (from 5 exit doors)

Voting Support:

Vendor is to provide an onsite support person (as Voting Administrator) for all Town Meetings held during the contract period. Support for Town Meeting shall be from 30 minutes before Town Meeting begins until 30 minutes after Town Meeting adjourns (usually 7:00-11:00).

Before Town Meeting the Voting Administrator:

Ensures all keypads are in working order.

Sets up all equipment: keypads for distribution, PCs, printer, A/B Switch, Receiver, etc.

Loads Active Roster supplied by Town Clerk of all Town Meeting Members (by Precinct #, in alphabetical order: last name then first name).

Assigns a unique keypad ID to each Town Meeting Member.

Label all keypads with Precinct number and name of Town Meeting Member.

Coordinates distribution of keypads to Town Meeting Members with Keypad Administrator.

Creates voting display slides for Test Questions (to be used only at start of the first session).

Creates voting display slides for each article in the warrant with the title of article in the slide heading.

Creates voting display slide for each line item in the Capital Budget article.

Creates voting display slide for department/division budget totals in the Operating Budget article and for the unclassified line item, and for the bottom line budget total.

Creates voting display slides for 5 sample amendments.

Creates reusable voting display slides for procedural votes: Move the Question, Refer Back, Table an Article, and Quorum Call. These may be used as directed by the Moderator.

Sets up operations on or near the stage.

During Town Meeting the Voting Administrator:

Replaces any defective keypad and reassign keypad ID.

Updates Active Roster of Town Meeting Members as needed.
(New Town Meeting Members may be elected by a precinct before the start of each session.)

Displays motion, when requested by Moderator, before electronic voting begins.

Verifies that the title of the displayed slide is appropriate and that the heading relates to the motion made.

Starts and displays voting Countdown Clock with cumulative count of votes received and total Active Roster count.

Enables and locks the voting receiver and keypads when each vote has been completed.

After each vote, displays Town Meeting Member name (or Vacant), by each precinct, with the vote using a series of 6 slides, advancing through the slides in 10 second intervals.

For each vote, displays total of YES, NO, ABSTAIN votes, with Pass or Fail as determined by specific threshold requirement of the vote (majority, two-thirds, nine-tenth, etc).

Saves in an Excel file the votes taken on each motion using the Electronic Voting and Display System.

After each Town Meeting Session the Voting Administrator:

Creates and save an Excel file and copy all votes recorded for that session to an external disk.

Prepares an Excel File report for posting on the web of the votes taken during the session.

Reinventories, with Keypad Administrator, all returned keypads.

Disables any “wandering” keypads that have not been returned after each session.

Assigns a new unique keypad ID to any Town Meeting Member whose keypad “wandered” since first assigned and add label to new keypad.

Breaks down and secures all equipment.