

## **Electronic Voting System Voting Administrator Procedures**

### **A Week Before Town Meeting**

From an Excel file provided by the Voting Facilitator, the Voting Administrator enters the names of the Town Meeting Members into the voting system roster together with the ID of the keypad assigned to each Town Meeting Member. The names of Town Meeting Member are prefixed with their precinct number. The Voting Administrator makes an entry into the system with VACANT for each unfilled Town Meeting Member position

The Voting Administrator creates 216 keypad labels for each keypad assigned to a Town Meeting Member or for a keypad indicated for a VACANT position.

The Voting Administrator creates a presentation file for a motion under each article in the warrant,(from a file provided by the Voting Facilitator, with the file labeled according to the article number. In addition, the Voting Administrator creates a presentation file for procedural motions (Table the article, Move the Question, Quorum Count). The Voting Administrator also creates 5 amendment presentation files which can later be used as needed. The Voting Administrator also enters into the system the percent of yes votes, obtained from the file provided by the Voting Facilitator, required for a motion to pass.

### **Before Town Meeting Begins**

When the Town Clerk or Voting Facilitator notifies the Voting Administrator that an unfilled (VACANT) Town Meeting Member position is filled at a precinct election the Voting Administrator edits the entry in the system to record the name of the Town Meeting Member filling the vacant position by replacing the word VACANT for the assigned keypad with the name of the new Town Meeting Member. The Voting Administrator also prepares a new label for the assigned keypad.

When the Town Clerk or Voting Facilitator notifies the Voting Administrator that a Town Meeting Member has resigned, the Voting Administrators edits the entry in the system to replace the name of the Town Meeting Member with an entry for VACANT.

## **During a Session of Town Meeting**

As the main motion is made under an article the Voting Administrator selects a presentation file from the files stored on the system.

If an unplanned motion is made (for an amendment or resolution), the sponsor of the motion gives a Motion Information Form to the Moderator who gives it to the Voting Administrator. The Voting Administrator then enters into the system the motion title and the percent of Yes votes required to pass. If no title is provided, the title can be 'Article number, Last name of the maker of the motion, Amendment/Resolution'. The percent to pass for an amendment or resolution is 50%.

When the Moderator indicates that an electronic vote will be taken the Voting Administrator loads the appropriate presentation slide (and sets the system to display the screen with the vote title).

When the Moderator says:

Will the Voting Administrator please display the motion title and enable voting. The Voting Administrator switches the projector from the presentation computer to the voting computer, and enables the system for voting. The screen should display the vote title and a 20 second count down clock.

The Voting Administrator should verify that the title of the displayed slide is appropriate (relates to the motion made).

At the end of the voting period (20 seconds) the Voting Administrator locks the voting receiver and keypads, and displays the 6 screens of names and votes (without vote totals).

If requested by the Moderator, the Voting Administrator verifies that a vote by a Town Meeting Member was not recorded.

When requested by the Moderator, the Voting Administrator displays the total of the votes.

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

At the end of each session of Town Meeting the Voting Administrator generates a report file of the votes taken during the session and copies this Excel file to a flash drive. He gives the flash drive to the Voting Facilitator who will give it to the Town Clerk to have the report posted on the web.

If at the end of each Town Meeting a keypad is missing (not returned by the Town Meeting Member), the Voting Administrator disables the keypad number corresponding to the missing keypad and assigns a spare keypad to replace the missing keypad. He also prepares a label for this spare keypad and indicates on the label that it is a replacement. If the missing keypad is later returned, it is not reused.

The Voting Administrator stores the 3 boxes of keypads and computers in a locked area provided by the town.