

# Electronic Voting Reminders for Town Meeting Members

**Every device is tested at least three times prior to each Town Meeting, including in the auditorium one hour prior to Town Meeting. We are confident that every device works.**

## **Quorum Check**

Your device only works when polling is open – that is why we do the quorum check at the beginning of each session. During the quorum check, press 1 or 2 while polling is open. On the large stage screen we will show a list of Town Meeting Members present followed by a list of those absent. Each list will be in alphabetical order by last name and will be slowly scrolled through a few times. If you pressed your device while polling was open and your name is on the absent list, stand up, call to the Moderator, and come down front to the staff table.

## **When Polling is Open**

Polling is open only when we are using electronic devices for Quorum Check or to vote on a motion and the Moderator has announced that “Polling is open”. When polling is open and you push a button to vote, watch your hand held device for green light to flash and watch for your vote confirmation (1 or 2) in the small LED display on your device. This only happens when polling is open.

When polling is open there are three ways for you to confirm that your vote was transmitted – any one of them is sufficient:

- Your hand held device flashes a green light when you push button
- LED display on your hand held device momentarily shows your vote of 1 or 2 as you push button
- Large screen on stage shows name color change from charcoal to lavender, indicating your vote was counted.

If polling is open and your device is not working, please immediately raise your hand and call out “Mr. Moderator”. Mike will acknowledge you – you inform him that “my device is not working”. He will stop the voting. You must come to the front staff table. They will test your device and replace it. The vote will be retaken once your new device is attributed to you.

## **When Polling is Closed**

If you push a button on your device when polling is not open, there will not be any green light. Your small LED display will show a circle with a horizontal line through it. This tells you that polling is closed (not open).

## **There is NO proxy voting.**

Place your device in collection boxes in the hallway whenever you leave the building.

Do NOT give your device to anyone else. If you return to Town Meeting later, a Town Clerk staff member will return your device to you. If you notice a fellow Town Meeting Member giving her/his device to another Town Meeting Member, please call it to the attention of a staff member in the hallway outside the room.

## **Return device when leaving Town Meeting**

Place your device in collection boxes in the hallway when you leave.

If you get home after Town Meeting and realize that you still have your device, please bring it to the Town Clerk’s Office in Town Hall the following morning (office opens 8:00am).

Thank you for serving Belmont as a Town Meeting Member!