# Electronic Voting Study Committee (EVSC)

# Electronic Voting Policy and Procedure Recommendations

The Electronic Voting Study Committee can only make recommendations. The actual policies and procedures applicable to electronic voting will be determined by the Town Moderator, Select Board and/or Town Manager. However, the Town Moderator, Town IT Director, and Town Manager have reviewed and support these recommendations.

| ***Recommendation*** | ***Notes*** |
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| Whether rented or purchased, provide for a backup voting computer and backups for all vote receivers. | A vote receiver is the device connected to the voting computer that communicates with the clickers. Backups will allow electronic voting to continue in the event of an equipment failure. |
| Create a video available to the public prior to the first Electronic Voting Town Meeting to explain how Electronic Voting will work in Groton. | This allows voters to become comfortable with the system prior to the meeting. |
| Test all clickers, receivers, and voting computers before each Town Meeting | This is to ensure that they all work properly. |
| Use a stand-alone computer for voting with no internet or Wi-Fi connection. | This is to prevent interference from anyone via the internet or Wi-Fi. |
| Connect the voting computer to the Town Meeting display system via physical cable only. | This allows us to display voting countdowns and results without danger of internet or Wi-Fi interference. |
| If an additional display is used for the Town Moderator to review voting results before they are displayed to all, the display should be hard-wired to the voting computer. | This allows the Moderator to review results without danger of internet or Wi-Fi interference.  Another option is to connect the voting computer to the moderator display only, so that voters don’t see the countdown or results. |
| Prohibit use of Wi-Fi hotspots and all other forms of radio frequency use in the 2.4 GHz band | This is to prevent radio frequency interference from disrupting the communications between the clickers and the vote capture computer. Announce this prior to the Town Meeting and at the start of each day of Town Meeting. School Wi-Fi will still work, and cell phones will still be able to access the Internet. |
| Provide volunteer assistance to any voter with a disability that might interfere with their use of a clicker. | Any voter should be able to request the assistance of a volunteer who can sit with them through the meeting and help them vote electronically. |
| Clean all clickers before Town Meeting | This ensures that clickers are safe for voters to use. |
| When a clicker is given to a voter at check-in, do not associate the clicker number with the voter | This is to preserve voter anonymity and prevent the tracking of an individual vote to a voter. Other towns have found that they lose a negligible number of clickers, even when they don’t take special care to track them. |
| Plan a special introductory Electronic Voting lesson at the start of the first Town Meeting where EV is used. | Allot extra time to allow voters to test and ask questions so that they are comfortable with the mechanics of Electronic Voting. |
| Test all clickers at the start of each day of Town Meeting | This is to assure each voter that their clicker is working properly. Note that the town of Dover can do this in approximately 2.5 minutes including the time to replace suspect clickers. |
| Explain to voters at the start of each meeting day what they should do if they suspect that their clicker is not working properly. | This allows a voter to quickly replace a suspect clicker with minimal disruption to the meeting. |
| Explain proxy voting and that it is prohibited. | This will help reduce the likelihood of proxy voting, i.e., one person casting a vote for another person. |
| Require each voter to turn in their clicker whenever they leave the meeting room | This will help prevent proxy voting. The voter will receive their device back when they return to the meeting. |
| Use the same time limit for each voting period. | Consistency will reduce the likelihood that a voter misses the chance to vote. |
| Clearly announce the start of each voting period. | Use consistent terminology to call for each vote to reduce the likelihood that a voter misses a chance to vote. |
| Clearly announce the end of each voting period. | Use consistent terminology to reduce the likelihood that a voter misses a chance to vote. |
| Delete all individual voting details after the Moderator has called the result of each vote. | This is to preserve voter anonymity and prevent the tracking of an individual vote to a voter. Yes/No vote totals for each vote will be preserved for the Town Clerk’s records. |
| Create a volunteer EV Assistance Committee | This will be under the control of the Town Moderator and will assist in handing out and retrieving clickers and will provide other assistance to Town Meeting voters, as necessary. |
| Create a procedure to ensure that unused clickers will not be recognized by the voting system. | This will ensure that clickers which are not handed out to voters cannot be used. |
| Schedule a practice run under the control of the Moderator so that the Moderator can test voting procedures prior to the first Electronic Voting Town Meeting. | The Moderator is willing to open this session to the public. |