

# How to Vote Electronically

Special Town Meeting, Wayland High School Football Field

Saturday May 14, 12:30 PM EDT

During the May 2021 Annual Town Meeting, Wayland's citizens approved a resolution endorsing the use of wireless electronic voting for all sessions of all town meetings through fiscal year 2027. Instead of shouting out *Aye* or *No*, raising our hands, or standing to be counted, we'll use electronic handsets to register our votes quickly, accurately, and privately during the upcoming Special Town Meeting.

The handsets look a bit like a TV remote control, but instead of pushing buttons to change channels, we push buttons to vote: the 1 button for *Yes*, or the 2 button for *No*. Your vote is displayed on your handset's screen and wirelessly transmitted to a computer that counts votes and displays results for the Moderator to announce. Nothing but these totals is permanently recorded, so your vote will remain private.

## Safety Precautions

To provide the safest experience given the presence of Covid-19, Town Meeting will be held outdoors on the High School Football Field. Consider bringing water, sunscreen, and insect repellent.

## Arrival

To allow time for check-in and seating, please arrive by 12 noon. On arriving at the High School parking lot, follow the signs to the Football Field. Ushers will guide you to the check-in line; please maintain a 6 foot distance from those ahead of you and behind you in this line.

When you reach the head of the check-in line, an usher will guide you to the next available check-in station. After stating your name and address, you will be issued a handset for your **exclusive** use during the Sunday session. Voting with a handset issued to anyone else is **strictly forbidden**. Safely-spaced seating on the football field is divided into four color-coded sections, and your handset will work best in only one section. After you receive your handset, an usher will guide you to the correct section for your handset.

If your phone, tablet, or laptop supports Wi-Fi, please disable this feature, as doing so will enhance performance of the electronic voting system.



## Voting

Before each vote, the Moderator will summarize the motion or amendment being decided. He'll then announce the beginning of a 30 second interval during which you can convey your vote, and a "voting light" near the Moderator will be illuminated. To vote *Yes*, push your handset's 1 button while the "voting light" is illuminated. To vote *No*, push your handset's 2 button while the "voting light" is illuminated. If you accidentally push the wrong button, you can change your vote by pushing the correct button while the "voting light" is illuminated. If you don't want to participate in a particular vote, don't push any buttons while the "voting light" is illuminated; if you don't want to participate but accidentally push the 1 button or the 2 button, you can clear your unintentional vote by pushing the 3 button while the "voting light" is illuminated. When the 30 second interval is over, the "voting light" will be extinguished, and the Moderator will announce that the vote is complete; shortly thereafter, the Moderator will announce the results.



At the beginning of each session, and occasionally during a session the Moderator will conduct a test vote to confirm that all handsets are working correctly. During the test vote, please push your handset's 1 button or its 2 button, and confirm that in response your handset displays "yes rcvd" or "no rcvd" respectively. If the correct response does not appear within 15 seconds, please raise your hand.

If you inadvertently turn your handset off by pushing the power button in its lower-right corner, its display will be blank; push the power button briefly to turn your handset back on. Pushing any of your handset's other buttons during the voting interval will not change your vote, but for peace of mind, your handset will encourage you to *Re-Vote*; push the 1 button for *Yes* or the 2 button for *No*.

## Departure

If you temporarily leave your seat during the meeting, please keep your handset with you. If you're visiting the restroom, you can leave your handset with the Exit Desk staff. When you leave the Football Field – either during a session or at the close of the session – please place your handset in one of the bins at the Exit Desk. If you forget to turn in your handset, we'll give you a call and ask you to return it.

## Getting Help

Every handset will be tested before each Town Meeting session, so the probability of a handset failing is low. That said, if pushing your handset's 1 button or 2 button during a vote does not produce an *Yes* or *No* on its display, please alert the Moderator, and then go to the Help Desk, where you'll be provided with a paper ballot to record your vote, and you'll be issued a new handset. We don't expect this to happen, but we'll be prepared.

If you're physically unable to use a handset to vote, inform the person who checks you in, and you'll be seated in an area where your votes will be manually counted by Help Desk personnel. If you're wondering how much radio energy is used by a handset to convey your vote wirelessly, it's less than 1% that of a typical cell phone and only for brief instants, employing the same frequencies used for Wi-Fi wireless internet access.

## ELVIS: Wayland's Electronic Voting Implementation Subcommittee