Draft Procedure for Electronic Voting at Council meeting

1. The Council will take an electronic recorded vote on all items at a council meeting that require a vote to be taken (ie. where the meeting has not agreed an item).

2. Democratic Service officers will first activate the electronic vote on the software.

3. The Head of Constitutional Services will address the chamber outlining the item that councillors are voting on and will then confirm the vote is active and that councillors may place their votes.

4. If the lights on any councillor's microphone is not flashing blue, they will be asked to inform the Mayor at this point.

5. The Head of Constitutional Services will notify Council if there are councillors registered who have not yet voted and check again if there are any problems with councillors placing their votes, and if so allowing anyone who has not yet voted another 5 second extension to enable all councillors to cast their vote.

6. If before the vote is closed a councillor believes they have pressed the wrong voting button in error they can override this by pressing the correct voting button before the vote is closed.

7. The Head of Constitutional Services will then announce that the vote is closed. At this point there will be no opportunity to challenge the vote if a councillor has voted incorrectly.

8. The results will then appear on the screen.

9. The results will remain on screen until all councillors have observed that their vote has been registered. If there is no challenge at this stage to the vote (see paragraph 10 below), then the Head of Constitution Services will declare the vote.

10. The only opportunity for a councillor to challenge the electronic voting system at this point will be on the basis that the voting system has failed to record their votes. In this case the Mayor will adjourn Council for the system to be checked. The results of that check will be conveyed to Council by the Mayor on the reconvening of Council who will inform Council that either the vote will be taken again as the system was faulty or that the vote will stand. The Mayor will then instruct the Head of Constitutional Services to declare the vote.

11. No further challenges can be made to the voting at this stage.

12. If the electronic voting system fails to work completely such as during a power outage or wi-fi failure then the council will revert to the voting procedures at standing orders 23.4 or 23.5.

This page is intentionally left blank