



TOWN OF WESTON - ELECTRONIC VOTING HANDHELD DEVICE USER GUIDE

VOTING ELECTRONICALLY

During the May 2017 Annual Town Meeting, Weston citizens approved an article to amend Article I of the General By-laws to allow the use of electronic, hand-held devices for voting at town meetings. Instead of using placards or standing to be counted, voters will use electronic handsets to register their votes, quickly, accurately, and privately.

The handset looks similar to a TV remote control. When the time is announced to cast your vote, you will press the **"1" button for YES**, or the **"2" button for NO**. Your vote will be displayed on your handset's screen and then wirelessly transmitted to a computer that will count all of the votes. The results are then displayed for the Moderator to announce. Only the vote totals will be permanently recorded, so your vote will remain private.



VOTER CHECK-IN

As with previous Town Meetings, voters will check-in to be confirmed, but any check-in station can be used rather than lining up by last name. At check-in, voters will be issued a handset registered to them for their exclusive use during Town Meeting. All handsets will be tested earlier in the day and will be turned on when received.

It is important that Town Meeting participants allow enough time to check-in before the start of Town Meeting. The handset requires approximately 10 minutes to sync-up before it is able to cast a vote.

EXCLUSIVE-USE HANDSETS

The handset that is given to you at check-in is for your use only. Voting with a handset that has been issued to another individual is strictly forbidden.

If you need to temporarily leave your seat during Town Meeting, please keep your handset with you – never leave your handset unattended in the auditorium or hand it to another person for safe keeping. If you need to use the restroom, please leave your handset with a staff member at the Exit Desk. This is to preserve the validity of the vote.

TEST VOTES

Each town meeting session will start off with one or more "test votes" to get everyone comfortable with the voting procedures. The Moderator will pose a simple question not appearing on the warrant and everyone can participate in the test by following the voting process outlined below.

VOTING PROCESS

Before each vote, the Moderator will summarize the motion or amendment being decided. He will then announce the beginning of the 30-second voting period.



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A “voting light” near the Moderator will be illuminated to visually indicate the voting period. This is when the handsets will be utilized:

- To vote YES, press the “1” button
- To vote NO, press the “2” button
- If you accidentally press the wrong button, you can change your vote just by pressing the correct button. The system only counts the last button pressed
- If you do not want to participate in a particular vote, but accidentally pressed the “1” or “2” button, you can clear your unintentional vote by pressing the “3” button
- If you do not want to participate in a particular vote, do not use your handset during that voting period

When the 30-second voting period is over, the Moderator will announce that the vote is complete and the “voting light” will turn off; shortly thereafter the Moderator will announce the result.

If you inadvertently turn your handset off, press the power button in the lower-right corner of the device to turn it back on.

If you press any other buttons on your handset during the voting period, it will not change your vote, but for your peace of mind, your handset will encourage you to “re-vote” by pressing “1” or “2” again.

If you temporarily need to leave your seat during the town meeting session, please keep your handset with you. If you need to use the restroom, please leave your handset with a staff member at the Exit Desk.

HANDSET RETURN

When you leave the High School Auditorium, either during the town meeting session or at adjournment, please give your handset to a staff member at the Exit Desk. If you leave it in the auditorium, you will be asked to get it.

ELECTRONIC VOTING HELP DESK - TROUBLES DURING VOTING

Every handset will be tested before each session of Town Meeting, so the probability of a handset failing is very low; however, if pressing the “1” button or “2” button during a vote does not register a “Yes” or “No” on your handset’s display, please go to the Help Desk at the back of the room. You will be given a paper ballot to record your vote and you will be issued a new handset.

If you are physically unable to use a handset to vote, please inform the person who checks you in. You will be seated in an area where your votes will be manually counted by Tellers.

The radio energy used by a handset to convey your vote wirelessly is less than 1% than that of a typical cell phone and is only for a brief moment. It employs the same frequencies used for WiFi wireless internet access.