TOWN MEETING ELECTRONIC VOTING PROCEDURES

(insert your town's name) approved Meridia electronic voting keypads ("clickers") to be used by the Town Moderator (as one of the options) for in-person voting at our Town Meetings. Electronic voting provides anonymity, accurate vote tabulation, removes time-consuming manual vote counts, and eliminates 'herd mentality', providing a more honest and representative voting experience.

(TO BE REMOVED BY THE TOWN) FEEL FREE TO MODIFY INSTRUCTIONS BELOW TO FIT YOUR TOWN'S NEEDS (TO BE REMOVED BY THE TOWN).

KEYPAD REGISTRATION/CHECK-IN

Voters are strongly encouraged to arrive to the town meeting earlier than usual because of the added step in the check-in (registration) process. The meeting will start promptly at (insert time).

As usual, residents will check-in with Town Clerk's Office staff. As voters confirm their voter registration, they will be given an electronic voting keypad (clicker) to use during the voting periods.

Keypads may be in power-saving mode (sleeping), so before use, just press any button to wake them up.

This is what each keypad looks like (on the right) (replace the image with the image of your own, customized keypad).

If multiple rooms are used during a town meeting (primary + overflow), you will be given instructions on how to use your clicker in each room, possibly needing to turn the clicker in before changing the room you want to vote in.

PROPER VOTING PROCESS

After all debate is concluded, the Moderator will announce the beginning of a vote. While the vote is open:

- Only 'valid' votes will be registered. Valid vote means that if the motion allows only for Yes and No votes, the Abstain or any other votes will not be registered and the corresponding buttons will not work.

- Votes will only be submitted when the vote is open. Otherwise, voter will see "A", "B" or other LETTERS shown on their keypad display.

- When the vote is open, the display will show "1", "2" (NUMBERS) instead.

- The green button (1) means "Yes"

- The red button (2) button means "No"

- Keypad will provide a vote confirmation on their private display (i.e., "OK")

- Voter may change their vote by pushing a different button. Each subsequent vote overwrites the previous. Only the last vote is counted.

- If the voter wants to 'abstain' from the vote, they simply do not push any buttons.

- Any other buttons (e.g., 3, 4, 5) will not register a new vote, or change the previous one. In other words, nothing will happen if an invalid button is pushed. An invalid button/vote is one outside of the current scope of voting (e.g., Yes/No vote)

The Moderator will announce when the voting period is nearing the end, encourage those who haven't voted yet, and finally announce that the voting period is closed. After that, the Moderator will announce the results and "call" the vote (passed/failed), and if available, show the results to the audience via a projection screen.

Every voter only has one vote. There is no way multiple votes can be received from a single keypad in a Yes/No vote. No proxy voting is allowed. Each voter can only handle one keypad. No voter may vote on a keypad of another person even with that person's permission.
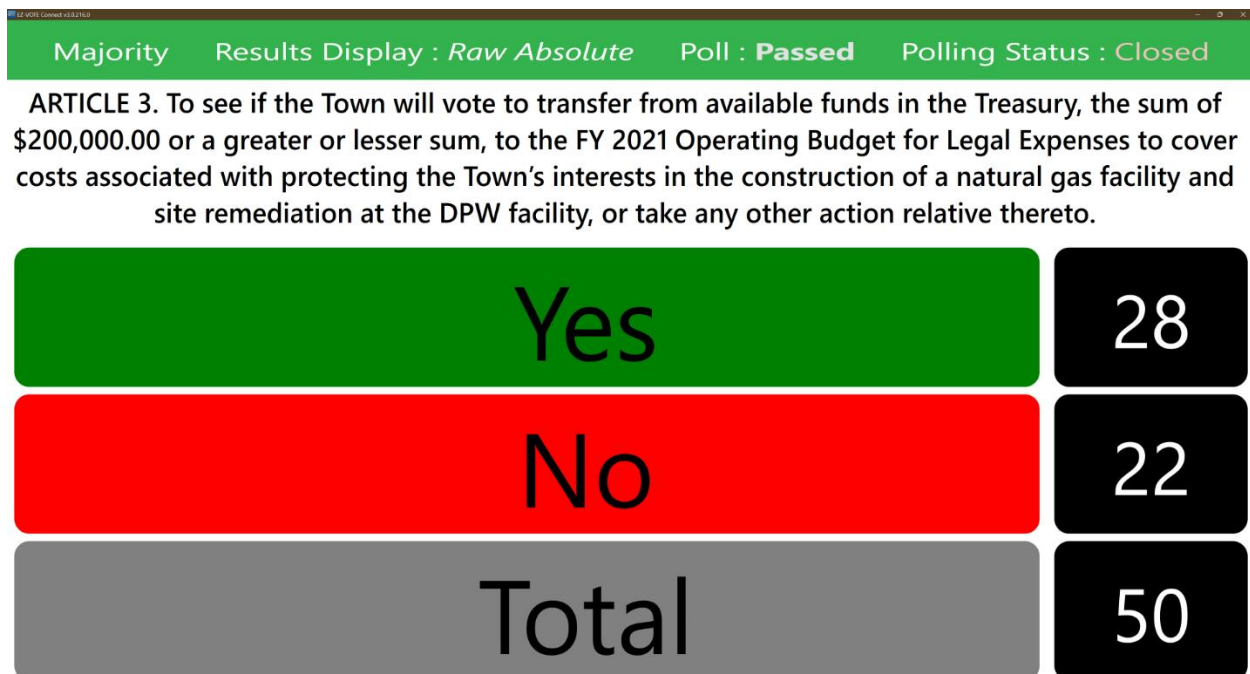
TESTING THE VOTING SYSTEM

MERIDIA STRONGLY RECOMMENDS USING A TEST VOTE BEFORE EVERY TOWN MEETING, AS IT INCREASES FAITH IN THE VOTING SYSTEM AND ALLOWS FOR EARLY TROUBLESHOOTING AND POSSIBLE CLICKER REPLACEMENT DURING A NON-BUSINESS/NON-BINDING VOTE.

Town Meeting should begin with a "test vote" that doesn't pertain to the business of the Town Meeting to ensure that all voters are comfortable using the keypads and the voting procedures. It's up to town's discretion to use more than one test vote and decide when to use it.

The Moderator will pose a "Yes/No" question of their choosing and give voters time to vote. The green button (1) is for Yes, and the red button (2) is for No.

Voters can change their vote while the vote is open; only the last vote is counted. The Moderator will announce the vote is coming to a close and that the vote has been closed. At that point, the result may be called by the Moderator and/or shown on the projection screen publicly.

Majority	Results Display : *Raw Absolute*	Poll : **Passed**	Polling Status : Closed

ARTICLE 3. To see if the Town will vote to transfer from available funds in the Treasury, the sum of $200,000.00 or a greater or lesser sum, to the FY 2021 Operating Budget for Legal Expenses to cover costs associated with protecting the Town's interests in the construction of a natural gas facility and site remediation at the DPW facility, or take any other action relative thereto.

Yes	28
No	22
Total	50

ELECTRONIC VOTING HELP DESK

Keypads have been tested before the session. However, if a problem arises, the voters should go back to the Registration/Check-in and exchange their keypad.

VOTING SYSTEM AND VOTING AREA SECURITY

Voting shall be allowed only in designated "Voting Areas". This could be a single room (primary), or multiple rooms (overflow) and appropriate, designated keypads may be distributed for each location.

MERIDIA DOES NOT RECOMMEND ALLOWING VOTING FROM VOTING AREAS THAT DO NOT HAVE AN AUDIO-VISUAL FEED IN THEM, SO AS TO MAKE SURE THAT ALL VOTERS KNOW WHEN TO VOTE AND WHAT TO VOTE ON.

Voters are to keep their keypads securely on their person while in the voting area at Town Meeting. If a voter needs to leave (to use the restroom, make a phone call, or leave permanently), they will be asked to leave their keypad with Town Clerk's Office staff. If the voter returns to the voting area, they may retrieve their keypad, or receive a new one.

If a voter forgets to return their keypad, please return it to the Town Clerk's Office as soon as possible. Keypads that are not returned to the Town Clerk's Office will be a significant loss to the Town and ultimately cost the taxpayers money.

The keypads used in the town meeting voting process in one town are useless anywhere else. They don't open a garage, change channels on a TV or work in another town meeting. A 'lost' keypad is removed from the roster, thus disabled for future use in a town meeting session.

The voting system (keypads, computer, and the software) are not connected to the internet. The radio frequency (RF) signal is protected by proprietary algorithms, Dynamic Session ID that changes every 30ms, and each device has a unique ID which must be entered into the software Roster to work.

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ANNIVERSARY

FAQ

More FAQ can be found on meridiaars.com/masstowns and meridiaars.com/kb.

Q: How much radio energy is used by a handset?

A: Keypad uses about half the power of a typical cell phone (and only for a brief moment during the button press)

Q: What frequency is being used to transmit the signal?

A: While the voting system uses the same 2.4GHz frequency your Wi-Fi uses, it's only because it's the publicly available frequency to use. However, Meridia uses the frequency to create a close-circuit network that only the keypads programmed to work with the specific receiver can utilize. The voting system is **NOT** connected to the internet. Learn more about security at: meridiaars.com/security

Q: Is the collected data transmitted anywhere?

A: No, all data collected in the voting system is stored locally, in a proprietary format. Town Clerk's Office can export the data in an anonymous report to be sent to the Attorney General if necessary.

Q: Is the tradition of the Town Meeting affected by using the voting system?

A: No. The tradition of a debate managed by the Moderator and use of a voice vote is not affected. The electronic voting system can be used wholly, or partially during the town meeting, at a discretion of the Moderator.

Q: Will everyone vote all the time?

A: Most likely not. Live audiences rarely pay attention 100% of the time, so expect a few participants to be out of the room, talking to a friend/neighbor, or distracted by their phone. Other voters may be confused or undecided about the voting topic and opt not to vote as they don't feel strongly one way or the other.