



## Moderator's Handbook

Best Practices for Running a Successful Town Meeting with Electronic Voting System

Primary goal of using the electronic voting system is to enhance the speed and accuracy of vote collection while maintaining confidence in the representation and fairness of the voting process.

Electronic voting in its most basic function simply digitizes a classic hand raise and makes voice voting clear, accountable and verifiable.

Consider the following best practices when running a Town Meeting to increase your chances of supporting those goals.

The rules can be applied to open and representative Town Meetings slightly differently, but all are a good advice to follow.

## Contents

)O'S	2
)ON'TS	5



Ns Phone: 610-260-6800, Fax: 610-260-6810, Email: rsvp@meridiaars.com



## DO'S

Always do a test before the 'business' (real) voting begins to:

- eliminate any doubt in the system.
- identify any hardware (clicker) issues.
- gauge how long the vote needs to stay open.

With voters getting used to the voting period, you may find yourself shortening the time as the time goes by and everyone votes quickly right from the beginning.

However, if you previously required ALL votes to be counted (e.g., via collecting paper ballots, or counting raised hands, one by one), there's no reason to stop that practice.

Create a Participant Grid topic/item that only serves the purpose of testing. This could be a Yes/No sports trivia or simply a "Test Your Clickers" item.

Enter Agenda Item	Session Name					
	Annual Town Meeting Agenda					
Add Item	Edit					
E C C III Item List	Actions Total: 23 Polled: 0 Unpolled: 23					
✓ 1 🛊 Ŧ TEST	Participant Grid [Session Rule]					
2 ↑ ↓ ARTICLE 2023/4 1-1Election of Officers	No Grid [Session Rule] 💬 💽 🖪 💼					

Set the Grid Size to fit all your participants on a single screen, or if that's not possible, make your best effort to find the size that works and scroll through pages by using the right and left arrows on the keyboard.

Voting Grid			201	221	Voting Rule	201	201	
Avatar: 103 Keypad ID:		Truncate Text:	<b>0</b> (i)		<ul> <li>Session F</li> <li>Simple N</li> </ul>		282	30. 30.
Show Names: 124	0	Font Color: 184	- 4		O 2/3 Majo	rity264		
Show Votes:	Rows Cols	Delay Results: 8 9	0 🥧		Custom 51.0 %	265	Change 🕧	
Grid:6 120	20 X 20	Apply Same Grid Size			Ignore Non-	-Voters:		30
Show Chart: 127		Decimal Places:	2 🜩 🥖					
Answer Grouping:		High Contrast:	0		Hardware			
Sort Participants:		View No Grid	1		Connected B	ases: 19	289	30
Status Bar 130	) 150	170 190	210		R	econnect Ba	ises	31
Vote Status:		Topic Text: 191 St	nort ~					
Total:2 132	2	Results Display: Ray	w A ~ 🪺					
Subtotals: 133	3 📕 👔	Delay Subtotals: 📃	1					

Moderator's Handbook – Do's and Don'ts of Electronic Voting (v032923)





With Delay Results set to ON, you can show the voter IF/THAT they voted, but they would not be able to identify their vote value.

Set Delay Results to OFF, so that each voter can see how they voted in real time. Green means "Yes" and red means "No". If enabled, yellow means "Abstain". Grey means that the vote from that clicker has not been recorded.

Voting Grid				Voting Rule		
Avatar:	0	Truncate Text:	222	Session Rule	282	
Keypad ID:		List Direction: Top to •		Simple Majority		
Show Names: 124	0 (	Font Color: 18	224	O_2/3 Majority 264		
Show Votes: 125	ws Cols	Delay Results: 🗧 🔍 🤇	225	O Custom 51.0%	Change 🕧	
Grid: 6 126 20	) X 20	Apply Same Grid Size To All	226	Ignore Non-Voters:		2
Show Chart: 127	0 1	Decimal Places: 2 🗧 🥑	227			
Answer Grouping:	0	High Contrast:	228	Hardware 268		
Sort Participants:	0	View No Grid 🧾	229	Connected Bases: 1 9		

То	otal	4		То	tal	4	
Rul	e: M	ajorit	ty	Rul	e: M	ajorit	y
1	21	41	61	1	21	41	61
2	22	42	62	2	22	42	62
3	23	43	63	3	23	43	63
4	24	44	64	4	24	44	64
5	25	45	65	5	25	45	65
6	26	46	66	6	26	46	66
7	27	47	67	7	27	47	67
8	28	48	68	8	28	48	68
9	29	49	69	9	29	49	69
10	30	50	70	10	30	50	70
11	31	51	71	11	31	51	71
12	32	52	72	12	32	52	72

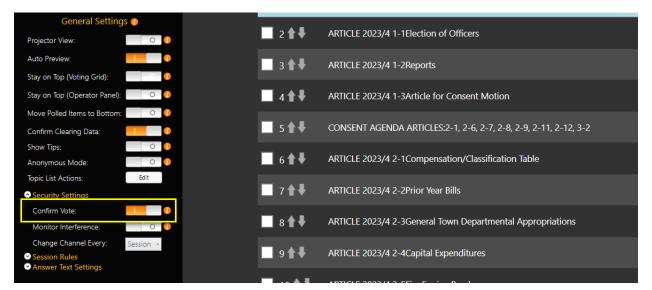




Keep the vote open until you see that majority of voters have cast their vote (compare the number to the information from the registration desk).

Call on those who didn't vote and let them know their vote has not been counted yet (either by name or number, depending on whether the participants are associated with the clicker by name, or not)

If needed, turn on the Visual Vote Confirmation feature to allow the voters to review their votes before closing the vote (thus finalizing the results).



When the vote is ready to be closed, but needs to be visually reviewed by the voting body, Pause the vote and in the next step, either Resume or Close it.

164	184	204	224	164	184	204	224
165 🧲	lose	Vot	<b>2</b> 25	165 C	lose	Vote	?25
166	186	206	226	166	186	206	226
167	Pause	e Vote	227	167	Resum	ne Vote	227
168	Close	e Vote	228	168	Close	Vote	228
169	189 Tip: press Enter	209 to Close the v	229 rote	169	189	209	229
170	190	210	230	170	p: press Enter 1 190	210	230
171	19 Car	ncel	231	171	19 Car	ncel	231
172	192	212	232	172	192	212	232
170	102	212	222				



TIONS Phone: 610-260-6800, Fax: 610-260-6810, Email: rsvp@meridiaars.com



## DON'TS

If your previous voting method (e.g., hand, paper or voice) was not limited to a specific period of time, there's no reason to limit the electronic voting period either.

The electronic voting method is inherently faster than hand or paper ballot counting, but if EVERY vote needs to be counted, then the vote needs to stay open until EVERYONE has confirmed their vote is shown on the Voting Grid.

Do not omit the test vote, or deny visually confirming the vote (even anonymously) if that help avoid undermining confidence in the voting system.

Primary goal of using the electronic voting system is to enhance the speed and accuracy of vote collection while maintaining confidence in the voting process and its fairness.