

**Protocol on E-Voting in the Council Chamber at Morecambe Town Hall**  
**Approved by Council 21 June 2023**

1. Each Member will have a desk unit (one unit between two Councillors at Council meetings held in the Chamber at Morecambe Town Hall) and will use their Council issued identity pass to login in and register their attendance at the start of the meeting. Councillors must log out and in again should they need to leave the room for any reason and return.
2. Each unit houses a microphone, an LCD screen and buttons on each side of the screen to allow up to two Councillors sitting either side of the unit to vote for a motion, against a motion, or abstain from voting.
3. To ensure there is a consistent approach for the operation of electronic voting, it is recommended that the following procedure will be followed:
  - a. The Mayor/Chair will confirm that all are clear about the motion to be voted upon and declare when the vote is open.
  - b. The vote will be open for 20 seconds and Members must cast their vote in this time. Members can change their vote while the vote is open. However, their vote cannot be altered once the vote has been closed.
  - c. The Mayor/Chair will announce that the vote is closing and confirm the vote is closed after 20 seconds have passed.
  - d. The outcome of the vote will be displayed on television screens in the Chamber. The clerk will check the number of votes cast does not exceed the number of Members in attendance and then the Mayor/Chair will announce the outcome of the vote.
  - e. The vote will only take effect once the outcome is confirmed by the Mayor/Chair.
4. The Mayor/Chair may decide at any time to discontinue use of the electronic voting system if satisfied that it is not working correctly. If the Mayor/Chair considers that there has been any malfunction of the equipment or any incorrect use of it, s/he may require or allow the vote to be retaken, either electronically or by show of hands.
5. If the vote is tied and the Mayor/Chair needs to make a casting vote, the casting vote shall be made verbally.