

Annex A

Part E10: Protocol for Electronic Voting

Electronic Voting, where available, will be used when votes are taken on resolutions at meetings of Cabinet, Council, and the Planning and Licensing Committee and at any other meetings of Committees or Sub Committees that have agreed to utilise electronic voting. Should the technology fail to enable members to vote electronically, the meeting will revert to voting by a show of hands (or roll call for recorded votes).

Moving to a vote

When a recommendation or motion is put to the vote, the Chair will clarify what the meeting is being asked to vote on.

Democratic Services will then activate the vote on the system and the vote will remain open for 20 seconds. The Chair may declare the vote closed within 20 seconds if it is clear that all members have cast a vote, in which case Democratic Services will close the vote at that point.

Voting

Members vote using the delegate units and may vote "for", "against" or "abstain" on a proposal. Members may cast one vote. Proxy voting is not allowed.

Instructions on how to vote will be available in the meeting room from Democratic Services. Any member who wishes to vote and is unable to is advised to alert Democratic Services.

Format of votes

Prior to the meeting Democratic Services will set up the votes in the system based on the recommendations listed on the agenda, identifying the agenda item number, its title (or a shortened title) and what the recommendation is seeking the meeting to resolve. Generally a single vote will be taken on the recommendations for each agenda item unless the meeting decides to vote on some recommendations separately. Examples of the format are below:

Item 10b - Recovery Investment Strategy: Rescind

Item 11 - Rural England Prosperity Fund: Approve, Delegate authority.

Item 14 - Motion 1: Provision of Community Public Access Defibrillators on New Developments: Agree

The above wording will appear on members' delegate units and the "votes" tab on the Public-I webcast page (subject to any character limits).

Voting on amendments

Where applicable, amendments will be circulated to members electronically and/or in paper form. Where an amendment is tabled during a meeting the Chair will clarify the proposal that the meeting is asked to vote on and Democratic Services will set up the vote at that time in the following format:

Item 11 – Amended Motion 1: Provision of Community Public Access
Defibrillators on New Developments: Agree

Confirming the outcome of an electronic vote

The outcome of votes will be displayed on delegate units and the display screens in the Council Chamber. The view on the display screens will normally alternate between the overall voting numbers and the list of how each member voted.

The Chair will confirm the outcome of the vote and whether the proposal has been passed.

Recording electronic votes in minutes

Where possible the minutes will identify how each member voted, as well as stating the overall numbers voting for, against and abstaining on a proposal.