

**Revised instructions to be given by the Business Committee under Standing Order
38(8) for the conduct of counted votes when the Synod is meeting remotely**

In exercise of its powers under Standing Order 38(8) of the Standing Orders of the General Synod, the Business Committee of the General Synod **HEREBY ISSUES** the following instructions for the conduct of electronic votes when the General Synod is meeting and conducting business remotely:

1. There will be two types of votes:
 - a. A simple vote will be taken by Zoom poll.
 - b. A formal vote will be taken using the Crystal Interactive software platform (“the voting software”).
2. Members who, for reason of disability, are unable to participate in a Zoom poll or use the voting software, should notify the Clerk in writing no later than 4pm on the day immediately before the first day appointed for the group of sessions or, if the first day is a Monday, 4pm on the preceding Friday. The Clerk will arrange for such members to vote by telephone.
3. Members are responsible for providing their own devices to vote, and for ensuring that they have access to an adequate broadband connection.
4. In any case where the Standing Orders require the Chair to order a counted vote (whether of the whole Synod or by Houses), the Chair must require that vote to be a formal vote using the voting software.

Simple votes

5. On a simple vote, unless the Chair determines otherwise, the length of the period during which members may record a vote or abstention (“the voting period”) will be 30 seconds.
6. When a simple vote is to be taken, the Chair must announce, or cause to be announced: (a) how long the voting period will last, (b) that the voting period is starting and (c) that the voting period has ended.
7. The on-site support person will close the vote as soon as it is announced that the voting period has ended. The Chair must announce the result by stating whether the motion was carried or not carried; figures need not be announced.
8. At the end of each day’s session, the on-site support person will:
 - a. generate a report for each simple vote, showing the names of the members voting in favour of each question, the names of the members voting against and the names of the members recording an abstention from voting;
 - b. pass that report to the Registrar to make the results publicly available.

Formal votes

9. At the start of every group of sessions, each member will receive an email containing a URL link, their username (which will be their email address) and a unique 6-digit voting code. This link, username and code will enable the member to participate in every formal vote during the group of sessions.
10. Members must not divulge the 6-digit voting code to any other person.
11. Members may access the voting software using the same device on which they are accessing the session, but it is recommended that members use a separate device (such as a smartphone) for voting.
12. In order to record a vote or abstention on a formal vote, members must access the voting software and indicate their preference using the buttons on the screen (unless they have previously notified the Clerk that they cannot use the software due to disability).
13. On a formal vote, unless the Chair determines otherwise, the length of the period during which members may record a vote or abstention ('the voting period') will be three minutes.
14. The Chair must announce, or cause to be announced: (a) whether the formal vote is a counted vote of the whole synod or a counted vote by houses (and if a special majority is required, that special majority), (b) how long the voting period will last, (c) that the voting period is starting, (d) before the voting period ends, that it will end in a specified period of time and (e) that the voting period has ended.
15. On a formal vote, the Registrar will be responsible for giving instructions to the on-site support person as to the operation of the software platform. In doing so the Registrar must give effect to any directions of the Chair. The on-site support person will close the vote at the end of the time indicated, and provide the results to the Registrar.
16. At the end of the voting period the Registrar must give the Chair a written statement of the result of the vote as recorded by the voting software, which the Chair must then announce.

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