

**Revised instructions to be given by the Business Committee under Standing Order 38(8)  
for the conduct of voting 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. All votes will be taken using the Lumi software platform (“the voting software”).
2. Members who, for reason of disability, are unable to use the voting software, should notify the Clerk 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 internet connection.
4. At the start of the group of sessions, each member will receive an email containing a URL link, their username (which will be a six-digit number) and a four-digit password. These will enable the member to participate in every vote during the group of sessions.
5. Members must not divulge the username or password to any other person.
6. In order to record a vote or abstention, members must access the voting software and vote or register an abstention using the buttons on the screen (unless they have previously notified the Clerk that they cannot use the software due to disability).
7. The effect of using the Lumi software is that all votes are counted and recorded, and therefore all votes are counted votes as defined by Standing Order 37(6). However, unless the Chair determines otherwise, the length of the period during which members may record a vote or abstention (‘the voting period’) shall be:
  - a. for all votes which, if the Synod were meeting physically, would be taken by a show of hands, 30 seconds;
  - b. for all other votes, 60 seconds.
8. In the case of a vote which, if the Synod were meeting physically, would be taken by a show of hands, the Chair must announce, or cause to be announced, that this vote is being taken in place of a show of hands. The Registrar will then conduct the vote and this will include announcing:
  - a. how long the voting period will last,
  - b. that the voting period is starting,
  - c. that the voting period has ended.
9. The on-site support person will close the vote when the Registrar announces that the voting period has ended, and provide the results to the Registrar, who will convey them

to the Chair. The Chair will announce the result by stating whether the motion was carried or not carried (figures need not be announced).

10. For all other votes, the Chair must announce, or cause to be announced, whether the 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). The Registrar will then conduct the vote and this will include announcing:
  - a. how long the voting period will last,
  - b. that the voting period is starting,
  - c. before the voting period ends, that it will end in a specified period of time,
  - d. that the voting period has ended.
11. The on-site support person will close the vote when the Registrar announces that the voting period has ended, and provide the results to the Registrar, who will convey them to the Chair. The Chair will announce the result by stating the number who voted yes, the number who voted no, the number who abstained, and whether the motion is carried or not carried.
12. At the end of each day's session, the on-site support person will:
  - a. generate a report for each 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.
13. For all votes, the Registrar is 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.

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