Revised instructions to be given by the Business Committee under Standing Order 38(8) for the conduct of counted votes conducted by electronic means at the Group of Sessions 8-10 February 2022

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 counted votes conducted by electronic means at the Group of Sessions 8-10 February 2022:

1. All votes conducted by electronic means will be taken using a software platform ("the voting software") provided by Lumi AGM UK Ltd ("Lumi"). Members who are present in the Assembly Hall (including the Gallery) must vote using the handset as explained in paragraphs 4-7, and members who are attending remotely must vote remotely, as explained in paragraphs 8 and 9.

2. At the start of the group of sessions, all members will receive an email containing a URL link, their username and password. These will enable the member to vote remotely during the group of sessions. Members who are attending in person should disregard this email. Members must not divulge the username or password to any other person.

3. Members who are attending remotely and, for reason of disability, are unable to vote remotely, should notify the Clerk no later than 12pm on Monday 7 February. The Clerk will arrange for such members to vote by telephone.

Handset voting

4. Lumi will provide a voting card for each member, identifiable by that member's Synod number. Members wishing to record a vote or abstention must collect a voting card from the information stand in Bishop Partridge Hall, and return it at the end of the group of sessions. The handsets are located at the landing outside the Bishop Partridge Hall, the exit from the Hoare Memorial Hall to the ambulatory, and outside door T to the Assembly Hall. Members must collect their handset from one of those locations, and return it there at the end of each session.

5. In order to record a vote or abstention on a motion, members must insert their voting card into their handset and record their vote. Subject to paragraph 7, members not in possession of a valid voting card may not record a vote or abstention on a counted vote conducted by electronic means.

6. Members must not allow their voting card to be used by any other member for the purposes of recording a vote or abstention in a counted vote conducted by electronic means. If a member finds that their handset is defective, they may use their card in another member's handset.

7. If satisfied that the voting card issued to a member is defective, with the result that the member would not be able to record a vote or abstention by electronic means, the Registrar shall allow that member to record a vote or abstention with him or her, which shall be treated as having been recorded by electronic means.

Remote voting

8. Members who are attending remotely are responsible for providing their own devices to vote, and for ensuring that they have access to an adequate internet connection.

9. 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).

The conduct of an electronic vote

10. Unless the Chair determines otherwise, the length of the period during which members may record a vote or abstention ("the voting period") will be one minute.
11. The Chair must announce, or cause to be announced:
    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, and
    d) that the voting period has ended.
12. There will be an on-site technician provided by Lumi. The technician 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.
13. At the end of each day's session, the technician will 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, and pass that report to the Registrar to make the results publicly available.
14. For all electronic votes, the Registrar is responsible for giving instructions to the technician as to the operation of the software platform. In doing so the Registrar must give effect to any directions of the Chair.

February 2022