

**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 6 – 9 February 2023**

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 6 – 9 February 2023

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 Central Hall 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 Friday 3<sup>rd</sup> 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 and surname. Members must collect a voting card from the information desk in the Central Hall Concourse at the group of sessions. **A card issued at a previous group of sessions cannot be used.** Members must return their cards at the end of the group of sessions or, if they leave before the end, before departure. The handsets are located on the stairs as members go into the main Central Hall auditorium, and adjacent to the top of the stairs inside the auditorium. Members must collect their handset from these locations, and return it there at the end of each sitting.
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. Where a member’s voting card is defective, the member must approach the registrar to record their vote or abstention in person, before the end of the voting period.

## **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 Registrar must announce:
  - 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 motion, 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.

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