## TOWN OF ARLINGTON TOWN MEETING ELECTRONIC VOTING STUDY COMMITTEE

December 5, 2012

Call to Order The regular meeting of the Town Meeting Electronic

Voting Study Committee was called to order by Committee Chair Eric Helmuth in the Second Floor

Meeting Room of the Town Hall Annex on Wednesday, December 5, 2012, at 7:30 PM.

Quorum A quorum was present: Elizabeth Patton, Steve Storch,

Alan Jones, Wes Beal, Adam Auster, and Eric

Helmuth.

**Approval of Minutes** 

**Minutes** 

MOTION Elizabeth Patton moved that the minutes of the

Correction of November 28, 2012, meeting be corrected by adding

voting methods to the committee-report outline

proposed by Alan Jones on page 2.

The motion passed.

MOTION Wes Beal moved that the minutes of the November 28,

Approval of 2012, meeting be approved.

Minutes The motion passed.

Reports

Chair: Committee Chair Eric Helmuth distributed a report

Work Plan outline and work plan for the Committee based in part

on the discussion at the last meeting. A copy is

attached to these minutes.

Benefits Steve Storch distributed a draft of "Electronic Voting:

and Costs Benefits and Costs."

Discussion of issues raised in this draft occupied most

of the Committee's time at this meeting.

**New Business** 

MOTION: Adam Auster moved to adjourn.

Adjournment The motion passed.

**Adjournment** The meeting adjourned at 9:10 PM.

Adam Auster, Secretary

**Correction** The phrase "a copy of which is appended to these

minutes" was deleted from the sentence about the draft

of "Electronic Voting: Benefits and Costs."

APPROVED

as corrected

November 28, 2012 Adam Auster, Secretary

## **Electronic Voting Study Committee**

Updated report outline and work plan as of 12/5/12

Substantive suggested additions to the consensus at last meeting are <u>underlined</u>

- 1. Introduction
  - a. Members
  - b. Background (history, count or list of other towns using)
  - c. Brief outline of our work (NEW more detail in XXX)
  - d. Summary of recommendations
- 2. Benefits & Concerns of Electronic Voting STEVE
- 3. Methods of Voting and Legal Issues: A Review **ADAM**; **JOHN**I suggest moving this ahead of EV 101. Based on Adam's prior writeup.
- 4. Primer on Electronic Voting (EV 101) VARIOUS
  - a. Why a commercial system vs. homegrown (smartphones, etc)
  - b. Handsets
  - c. Computer/Server
  - d. Communications/networking method (wireless)
  - e. <u>Available voting features and options</u>
     e.g., count only, individual recorded votes, 2/3 calculation, voting period, displaying or not displaying running results during voting, etc
  - f. Display (projection, Cable TV, results display options, etc)
  - g. Recording and publishing of votes (legal requirements, likely procedures)
  - h. Accuracy and security, data governance LIZ
  - i. Costs, acquisition options RAY?
    - i. purchase vs. lease (cost for each as of early 2013)
    - ii. total cost of ownership considerations
  - j. <u>Personnel involved and affected, staffing implications</u> **ERIC**Clerk, IT director/staff, Moderator, potential volunteer group. Does this warrant its own section?)
  - k. Procedures (handset distribution and collection....)
- 5. Selection Methodology (our basis for the recommendations how we evaluated pros/cons, options, vendors, implementation options, etc)
- 6. Vendors RAY

Discussion of principle vendors, contact info, which towns use which vendors, <u>vendor/features</u> matrix, more?

## 7. Committee Recommendations VARIOUS

- a. Enumeration of warrant articles submitted
- b. By-law changes JOHN
- c. Procedures JOHN
- d. Vendor and equipment, lease vs. buy
- e. Appropriation (capital and annual) ALAN

## 8. Appendices

- a. <u>Technical and functional requirements list</u>
- b. Other towns using EV (list, summary of major styles of adoption; observation reports)
- c. Electronic voting methods scorecard
- d. Vendor recommendation scorecard
- e. Requested appropriation (detail) ALAN
- f. Questions and Answers (FAQ) if needed
- g. Glossary, if needed