

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 underlined

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. Available voting features and options
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. Personnel involved and affected, staffing implications **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, vendor/features 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. Technical and functional requirements list
- 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