

# DIGITAL VOTING – A GUIDE FOR MEMBERS

## Introduction

This guide has been produced to assist Members in using the digital voting system. The system has been put into effect as the Presiding Officer, in consultation with the Parliamentary Bureau, is satisfied that the system is sufficiently secure and reliable.

It is intended that this guidance will be an evolving document. Any revised version of this guide will be sent to Members and the guide will also be available on the Parliament's website at—

<https://www.parliament.scot/parliamentarybusiness/chamber.aspx>.

## Accessing the digital voting system

The digital voting system can be accessed at—

<https://vote.parliament.scot>

It is recommended that Members add a shortcut to the system on the device they will use for voting. Instructions on creating a shortcut is provided as the annex to this guidance. Members who would like assistance with creating a shortcut should contact the BIT Helpdesk.

## Participation

Only Members who are present at a meeting are entitled to vote. A Member is considered to be present at a meeting if they are in the Chamber or on the BlueJeans videoconference. Members will be emailed prior to Decision Time (or the first vote at a meeting) to alert them to the point at which they should join. Those in the Parliament will also be alerted in the normal manner by the Division Bell.

**All Members who are present at a meeting will vote using the same system. Therefore, if the digital voting system is being used the Chamber voting system will not be used.**

**For the avoidance of doubt, Members who are present in the Chamber do not need to be on the BlueJeans videoconference at the same time.**

**It is recommended that Members accept the meeting request issued by the Business Team for each business day to ensure they have access to the BlueJeans videoconference for each day.**

**Members who have any concerns about connectivity may wish to consider whether they have any access to an alternative location from which they could take part in the meeting by videoconference.**

## Voting

Prior to Decision Time (or the first vote at a meeting) there will be a short technical break to ensure that Members who are present are logged into the voting system.

Members who are present will be provided with a PIN to access the system for that meeting during the technical break. There is a unique PIN for each meeting.

After entering the PIN, Members will be asked to select either 'Chamber' or 'Remote' to indicate whether they are taking part in the meeting in the Parliament or through BlueJeans videoconference.

After clicking 'Submit', Members should see a screen with the message "There are no votes currently open."

**Members should not share the PIN.**

## Management of Votes

At each meeting, before any votes are conducted using the system there will be a short technical break which will include a test vote. The purpose of this break is to ensure that all Members present are able to access the system and are ready to vote.

Once a vote is open, the vote screen should appear automatically on Members' devices. Members should select either 'Yes', 'No' or 'Abstain'. Members can change their vote selection during the voting period. A countdown at the bottom of the screen will indicate how much time remains in the voting period.

If any Member experiences a difficulty during a vote they should bring this to the attention of the Presiding Officer by way of a point of order. Members taking part via BlueJeans should indicate any difficulties via the chat function. Such indications should be made before the Presiding Officer declares the result of the relevant vote.

If a Member is present in the meeting but is unable to access the digital voting system, the Presiding Officer may ask the Member to indicate their voting intention and may direct the Clerk to record that Member's vote.

## Contacts

The table below sets out the contact details of the offices to which any queries should be directed and indicates the types of queries that the office can assist Members with.

Procedural advice	<a href="mailto:business.team@parliament.scot">business.team@parliament.scot</a>
Electronic voting system	<a href="mailto:bithelpdesk@parliament.scot">bithelpdesk@parliament.scot</a>

## ANNEX: Adding a shortcut to the Digital Voting System

Next week your parliamentary vote will be cast using <https://vote.parliament.scot>. If you would like to set this up on your phone as an **App Shortcut**. Please do the following.

Click <https://vote.parliament.scot> on your phone (this will open the vote page in Safari)

1. Tap the **Share** button at the bottom of the page. It looks like a square with an arrow pointing out of the top .
2. In the list of options that appears, scroll down until you see **Add to Home Screen**. Tap this.
3. On the next screen type **SP Vote**. Click **Add** when you're done.
4. Now just tap the new "**App**" (shortcut to the page) on your home screen (you might need to scroll to the end of your apps), and it will open the voting page

