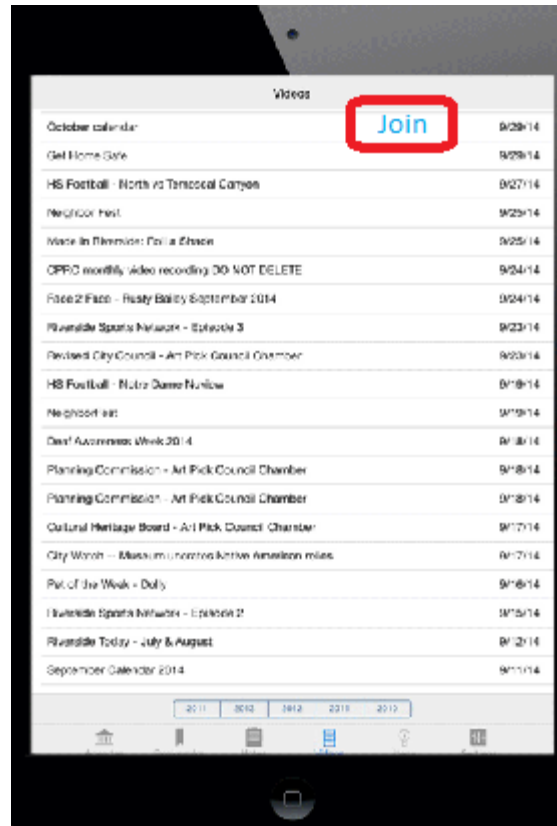# Training To Use iLegislate Voting

City Council Meeting
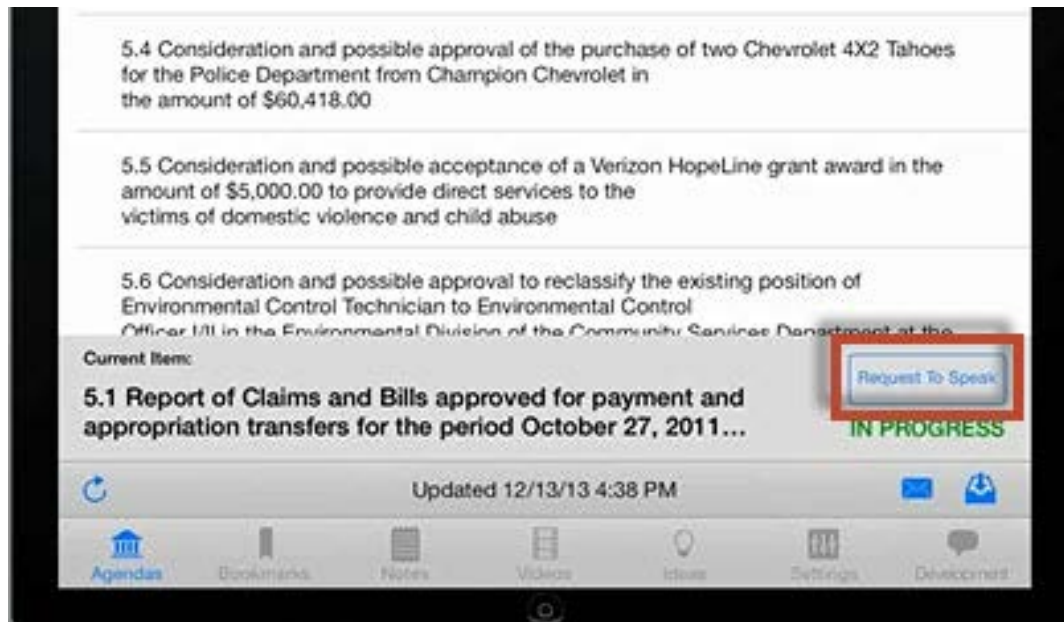January 24, 2017

Daisy Gomez
City Clerk

# Join The Meeting

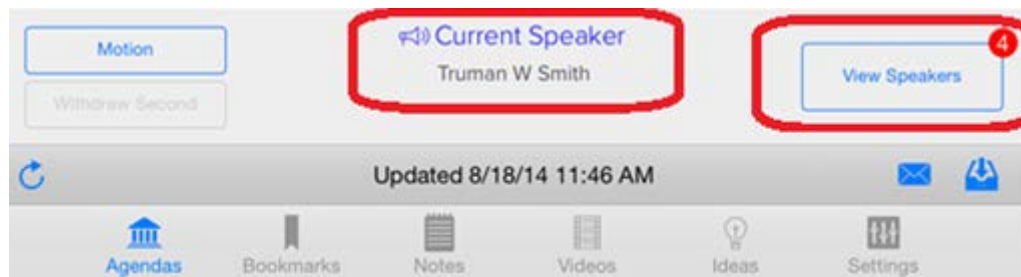**Clerk** will load the meeting and **Council Members** will then be able to **Join**.

# Request to Speak

**Council Members** may request to speak using iLegislate by tapping the "Request to Speak" button in the bottom right corner of an agenda.
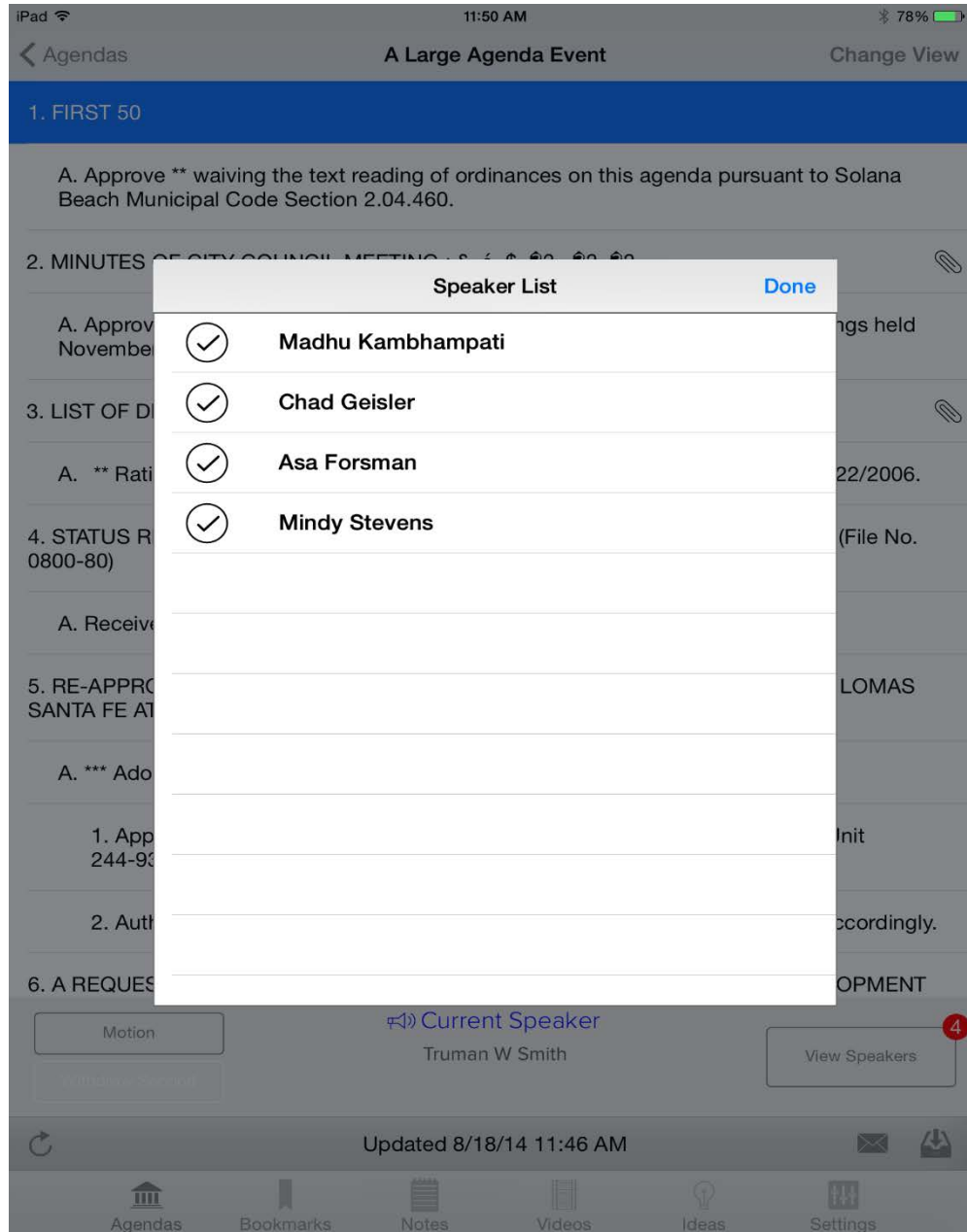
# Council Members' iPad View

**Council Members** cannot view the speakers list but can view the number of speakers that have requested to speak. **Council Members** will also be able to view the name of the current speaker on their iPads when activated by the **Clerk**.

# Meeting Chair's iPad View

Only the **meeting chair** can view the speakers list on their iPad who have requested to speak. This number increases as new requests to speak are made. Each time a person is called to speak, this number reduces by one. **Meeting chair** may decide to call on Council Members or the public to speak.  All speakers will be listed in the Speakers List as shown on the next slide.

# Meeting Chair's iPad View



6

# Create Motion and Call for Vote

Council Members can make and second motions on the current agenda item. These buttons are highlighted based on the state of the meeting. Council Members can tap the "**Motion**" button to make a motion, or if another Council Member has already made the motion, the next Council Member can tap the "**Second**" button to second the motion. Council Members can withdraw either motion by tapping the button once more.
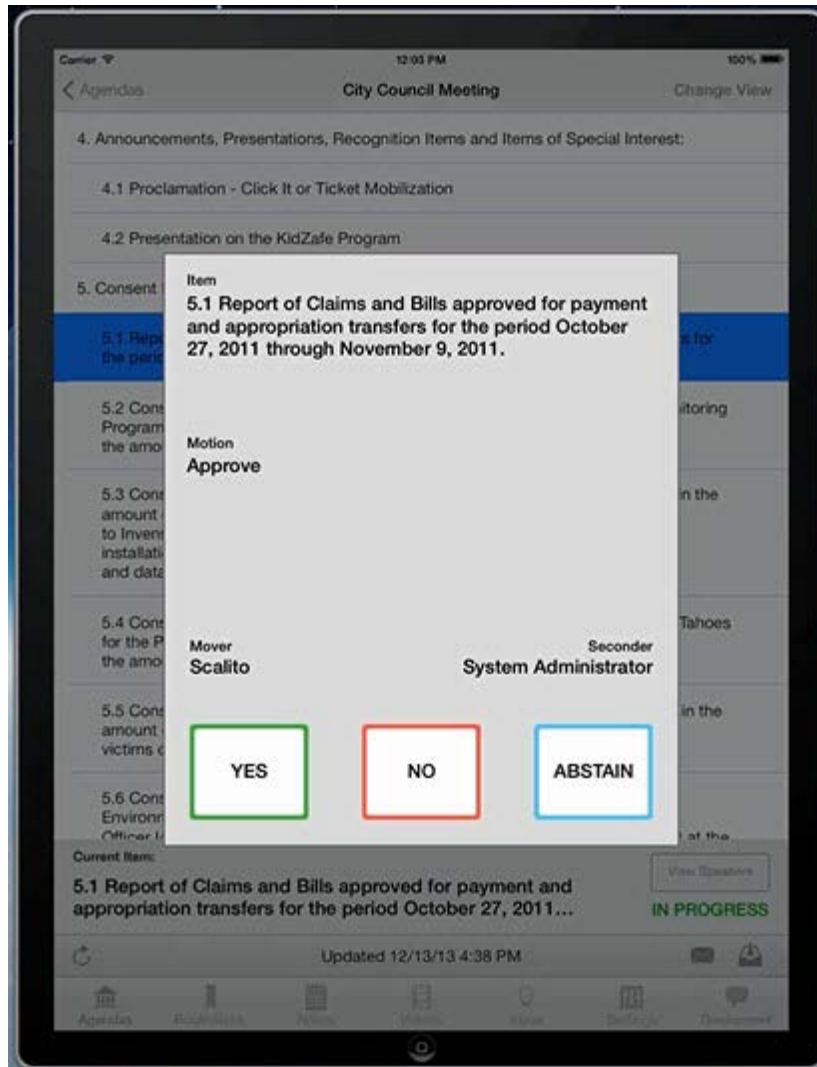
# Create a Motion and Second

# Cast a Vote

When the Mayor, or meeting chair, calls for a vote, the Voting Menu will appear on the iPad.  Three options will be available:

- Yes
- No
- Abstain

# Cast a Vote

# Voting Results and Motion Text

After all votes are cast, the projector screen will display the vote summary, a list of voting members, the voting results, and the motion text.