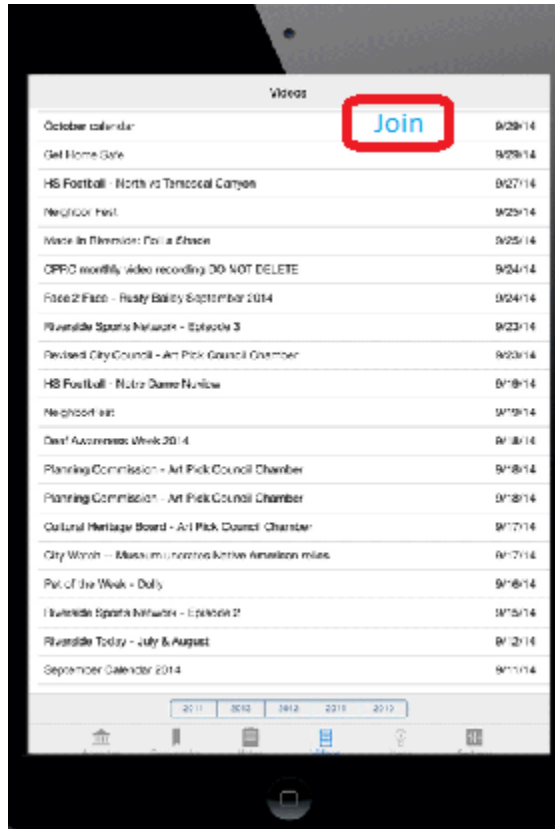


iLegislate Voting Reference Guide

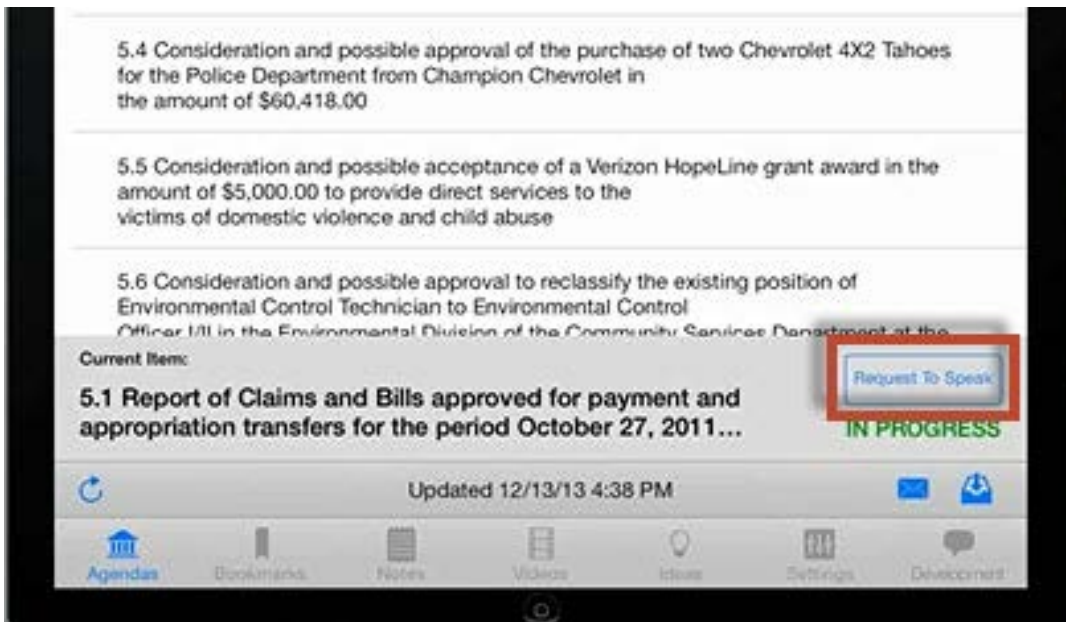
Join the meeting

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



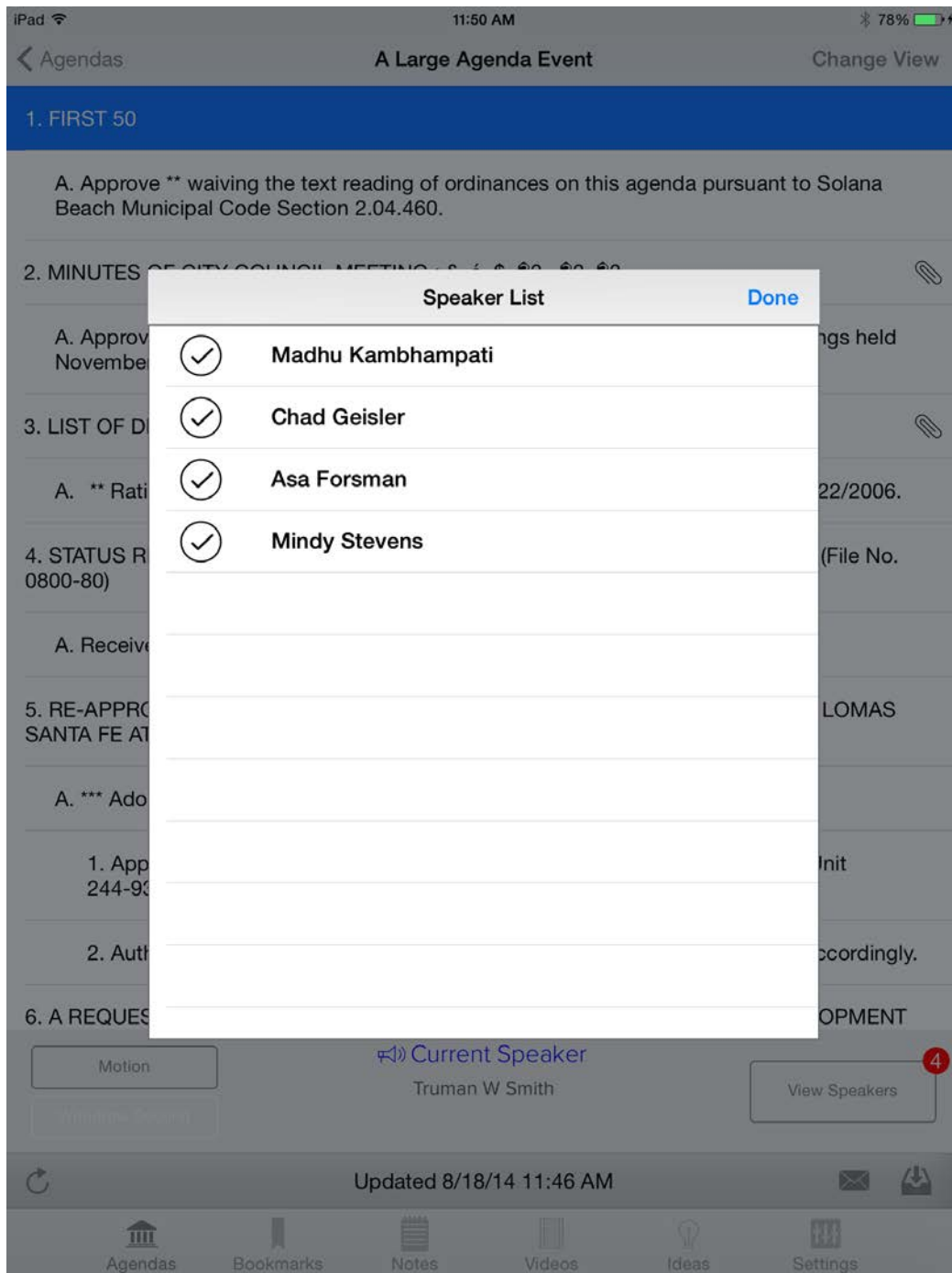
Request to speak on an agenda item

2. **Council Members** may request to speak using iLegislate by tapping the **“Request to Speak”** button in the bottom right corner of an agenda. Each time a meeting member requests to speak, they are added to the Speaker list. The Speaker list includes members of the public as well as the Council Members that requested to speak.



Meeting Chair's iPad View

4. 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 shown below.



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 to select: Yes, No, or Abstain. After the selection is made, the projector screen will display the vote summary, a list of voting members, the voting results, and the motion text.

