iLegislate Voting Reference Guide

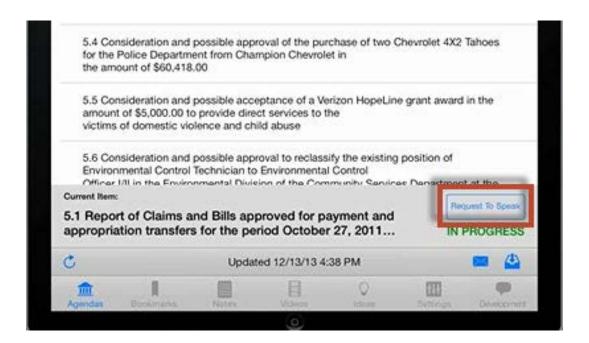
Join the meeting

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



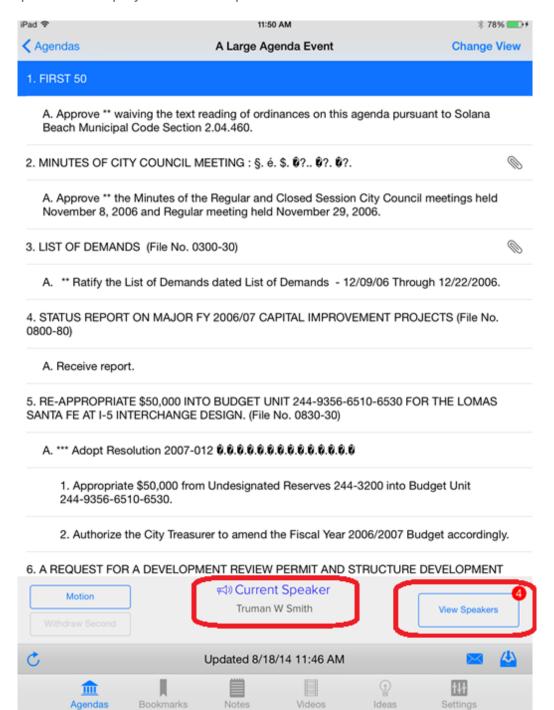
Request to speak on an agenda item

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.



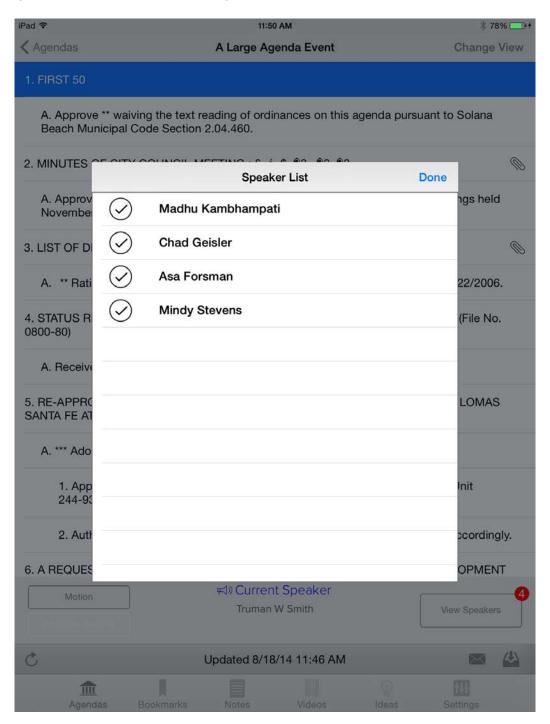
Council Members' iPad View

 Council Members cannot view the speakers list but can view the number of speakers that requested to speak. Council Members will also be able to view the name of the current speaker on their iPads. The Clerk will activate the speaker to display the current speaker.



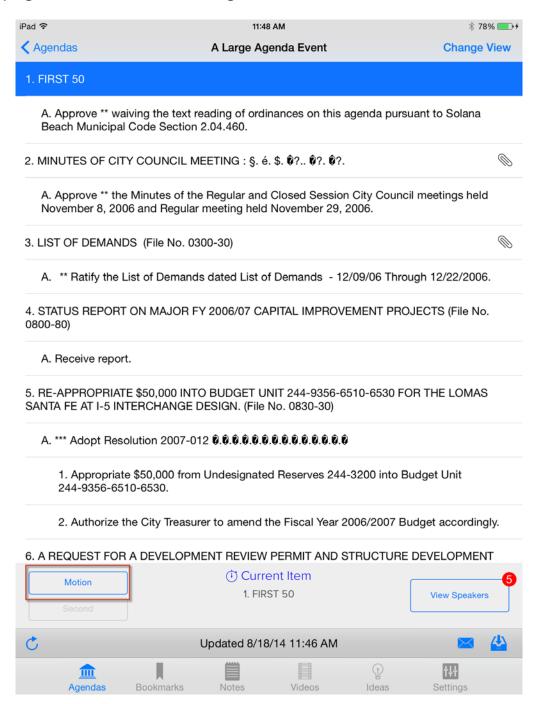
Meeting Chair's iPad View

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.



Create a Motion for an Agenda Item and Call for a Vote for the Motion

5. Council Members can use iLegislate to 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 also withdraw by tapping the motion or the seconding of the motion from the iPads.



Cast a Vote

6. 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.

