Requirements for the Support of On-Premises and Remote Participation at Wayland's Open Town Meetings

Version 3   2024-05-09

Objective: Enable registered Wayland Voters to remotely participate in Town Meeting sessions

1. Supported devices: smartphones and tablets with a web browser; no additional application software can be required

2. Supported connectivity: internet and cellular networks using appropriate encryption

3. Functionality
   a. for Town Staff, the ability to easily
      i. check-in each on-premises participant
      ii. check-in each Remote Participant via a bidirectional audio-video connection, capturing each Remote Participant's image for later reference
      iii. deter proxy voting by re-checking-in randomly-selected remote participants at appropriate times during a Session via a bidirectional audio-video connection, displaying the image of the Remote Participant captured at initial check-in
         • not while voting is in progress
         • not while the remote participant is addressing Town Meeting
      iv. delete all captured images at the end of each Session
      v. generate participation documentation for submission to the State of Massachusetts
   b. for the Moderator, the ability to easily
      i. view the list of all Warrant Articles
      ii. view the queue of Remote Participants who have requested to speak and the intended purpose of their speech (pro, con, question, amendment, terminate debate)
      iii. enable a Remote Participant to speak to Town Meeting
      iv. terminate a Remote Participant's ability to speak to Town Meeting
      v. initiate a vote
      vi. view the results of a vote
      vii. initiate an on-premises audit
         • be immediately informed if the number of discrepancies in the most recent vote reported by Remote Participants exceeds a specified value
         • be immediately informed if the number of discrepancies in the most recent vote reported by Designated Auditors exceeds a specified value
      viii. be immediately informed if the connection to a specified percentage of Remote Participants has been lost within a specified interval of time
   c. for Remote Participants, the ability to easily
      i. check in
      ii. hear Town Meeting audio
      iii. view the queue of Remote Participants who have requested to speak and the intended purpose of their speech (pro, con, question, amendment, terminate debate)
      iv. cast a secret vote
      v. audit their most recent vote (e.g. by viewing their most recent vote on a public web page without compromising the secrecy of that vote)
      vi. view a realtime transcription of Town Meeting audio
      vii. leave the Session

d. for On-premises Participants, the ability to easily
   i. check in and be issued a voting handset
   ii. view the queue of Remote Participants who have requested to speak and the intended purpose of their speech (pro, con, question, amendment, terminate debate)
   iii. cast a secret vote
   iv. return a voting handset and leave the Session

4. Security

   a. On-premises
      i. Encrypt all messages among on-premises system components; such messages may not traverse the internet or cellular networks
      ii. Continuously send "Received Yes" or "Received No" or "Received Abstain" messages to each handset from the point in time within a Voting Window at which a voter strikes their handset's 1, 2, or 3 buttons respectively until the Moderator declares the vote to be final
      iii. Support an audit, in which the Town Clerk specifies a handset identifier to the Voting System operator who then immediately displays the last vote ("yes", "no", or abstain") received from that handset on a voting system display visible to the Town Clerk
      iv. Prevent a voter from checking-in on-premises if they are checked-in remotely

   b. Remote
      i. Encrypt all messages among remote participation components
      ii. Maintain a table on a public-accessible web page, the entries of which display the secret Audit Codes issued to each checked-in remote participant and the last vote ("yes", "no", or "abstain") received from that participant, and a running count of "yes", "no", and "abstain" votes
      iii. Prevent a voter from checking-in remotely if they have checked-in on-premises but not subsequently surrendered their handset

Reference: "2022 Requirements for Wayland's Electronic Voting System" (included in 2022 Electronic Voting RFP)