

1. Proposal
 - a. Propose full-service "cost-per-session" pricing parameterized by the maximum number of voters that must be accommodated and the number of Check-in Stations required
 - b. Survive any single-point failure
 - c. Support multi-venue meetings (within a quarter-mile radius)
 - d. Utilize handsets that can
 - Display votes and error messages
 - Operate for at least 6 hours on a fully charged battery
 - Communicate with a transceiver within a 300 foot radius using low power
2. Security
 - a. Deploy without connection to the internet
 - b. Employ VPN to encrypt messages carried over inter-room cables
 - c. While the voting window is open, display each voter's most recent choice on the voter's handset; when the voting window closes, continue to display each voter's most recent choice until the Moderator declares the vote to be final
 - d. Provide a demonstrable means of verifying the integrity of the vote
3. Installation
 - a. Install and test all required electronic voting equipment, including each handset's batteries
 - b. Conduct a **full-dress rehearsal** the **no later than six hours** before the first session
 - c. Provision ready-to-issue replacement handsets
 - d. Enable the Moderator to specify the duration of the voting window to be 30 seconds or less
4. Check-In
 - a. Maintain a **voting roster** and **voter-handset list** by scanning each voter's Massachusetts state barcode and assigned handset code - in parallel with the Town Meeting voter check-in procedure, and without creating a backup in the check-in process
 - b. Permit voters to check-in after the meeting has started, and to check-in after having checked-out
5. Voting
 - a. In preparation for a vote, be able to update the **voting roster** in 10 seconds or less
 - b. Provide each voter with a **voting handset** having buttons for voting **Yes**, **No**, and **Clear**
 - c. While the voting window is open, display **acknowledgement of the receipt** of each voter's most recent choice on the voting handset; **specify and explain the worst-case response times for populations of 400, 800, and 1200 voters**
 - d. When the voting window closes, continue to display each voter's most recent choice until the Moderator declares the vote to be final
 - e. If during the voting window a voter presses buttons on the voting handset other than **Yes**, **No**, and **Clear**, display "invalid entry" in the voting handset display
 - f. If a voter whose voting handset is not in the **voting roster** attempts to vote, display "can't vote yet" in the voting handset display
 - g. If an error occurs when a voter attempts to vote, display "get Help N" in the voting handset display, where N is an error code; provide a list of all valid error codes and an explanation and recommended corrective action for each
 - h. Accept manually-counted votes
 - i. Generate video output that shows the final vote, including manually-counted votes (**Yes**, **No**, **Clear**) and percentages (**Yes/(Yes+No)**, **No/(Yes+No)**)
 - j. Expunge handset voting records after each vote
6. Check-out
 - a. Recover handsets from voters leaving during a session and remove them from the **voting roster** within 10 minutes
 - b. Recover handsets from voters leaving at the end of a session without creating a backup in voter departure
 - c. Provide a list of all voters that did not return their assigned handset
7. De-installation
 - a. Remove all electronic voting equipment