

PLANNING COMMITTEE

ELECTRONIC VOTING PROCEDURE

Members are reminded of the procedure when using the electronic voting system to cast their vote.

Unless otherwise advised by the Chair or Officers, once the display screens in the Chamber have been cleared in preparation for the vote, and the voting screen appears, Councillors have 10 seconds to record their vote as follows:

When voting on **applications**, on the voting keyboard, press

- 1 - to GRANT / APPROVE** the application
- 2 – to ABSTAIN** from voting on the application
- 3 – to REFUSE** the application

When voting on **special reports and enforcement items**, on the voting keyboard, press

- 1 - to ACCEPT THE OFFICER RECOMMENDATION**
- 2 - to ABSTAIN** from voting on the recommendation
- 3 - to NOT ACCEPT THE OFFICER RECOMMENDATION**

In the event of problems with the electronic voting system, the Chair or Officers will advise on the procedures to be followed.