

## Final guidance for Members on Chamber divisions

### What happens when the division starts?

- **Tellers:** There are two tellers for each side of the question who will stand in the Officials Box (Tellers for the Ayes) and the under gallery (Tellers for the Noes) behind the Speaker's Chair during divisions. Tellers should be in or very near the Chamber. At the start of the division, one Teller from each side moves into position in the Officials Box or the under gallery. The other Tellers sit on the Bench and give the Tellers' names to the Chair. Once this has been done, they can join their fellow Teller in the Officials Box or the under gallery.
- **Members who are in the Chamber:** The Front Benchers present in the Chamber (i.e. Minister, Official Opposition spokesperson, SNP spokesperson for the relevant item of business) start to form the division queue, stretching back from the Table, at two metre intervals. Otherwise if you are in the Chamber, the Chair will ask you to leave the Chamber before the division starts and go to Westminster Hall to join the back of the queue.
- **Members who are not in the Chamber:** You should go to Westminster Hall to join the back of the queue, which goes out through Members' Lobby, down Members' Staircase and into Westminster Hall, at two metre intervals.
- Rehearsals suggest that 30 minutes will be required for this type of division, but this timing will be adjusted in the light of experience. The doors of Members' Lobby will be locked after a minimum interval of 28 minutes, but the Speaker retains the right to extend this period if the circumstances demand this.

### What happens when you are in the Chamber?

- Once all four Tellers are in place behind the Speaker's Chair, the Speaker signals to the first Member in the queue to start moving forward.
- Members enter the Chamber via the doors from Members' Lobby, in a single-file queue two metres apart.
- **You file down the left-hand side of the Table if you are voting Aye, and the right if you are voting No. You pause at the Despatch Box and say both your name and how you are voting (e.g. "Karen Jones. Aye").** There is black tape to mark the spot where you need to stand. You should face the Speaker as you speak; you don't need to lean into the microphone. **It is crucial that you say your name and vote clearly.** The Speaker controls the flow of Members and will ask you to repeat your name if it's not clear.
- The Tellers behind the Chair count the Ayes and Noes as Members pass them.
- **Nominated proxy voters must declare at the Despatch Box if they are also voting on behalf of their proxy and state their proxy's name and vote. They are also responsible for letting the Tellers know as they pass them. If the Member for whom they are proxy voting is voting a different way, the nominated proxy will need to join the queue twice.**
- **The same arrangements apply to nodding through: a Whip who is nodding a Member through must announce this clearly at the Despatch Box and then inform the Tellers as they pass them.**
- The process whereby Members state their names and say "Aye" or "No" at the relevant Despatch Box is a proceeding, and like swearing in will be broadcast. You should not say anything else, and when you are near the front of the queue you should be aware that what you say may be audible.

### **What happens when you leave the Chamber?**

- Once you've voted, you leave the Chamber by the door behind the Speaker's Chair. The doors to the division lobbies are locked so you can't go back that way. Instead, you can leave by going along the officials' corridor or down the stairs to the colonnades. Please don't congregate outside the Chamber.
- If another division is expected immediately afterwards, the House will suspend for five minutes in between divisions to avoid the risk of accidental double voting.

### **How is the result announced?**

- One Teller from each side will come to the Despatch Boxes to announce the result.
- The queue moves too fast for the names to be recorded in real time, so the list of names will be compiled afterwards from the broadcast and will be published when it is available on the Votes in Parliament website and in Hansard.

### **What happens if I'm unable to queue?**

- If you are unable to stand in the queue for a long period, please talk to your Whips about joining the queue in Members' Lobby.
- There will be Doorkeepers and Associate Serjeants in attendance in Westminster Hall, the Welsh Room and Members' Lobby to assist and support Members.