

Pass reader division system: guidance for Members

When a division is called

- **If you are already in the Chamber**, you should exit the Chamber behind Speaker's Chair and go to Westminster Hall to join a queue. (If you are one of the Frontbenchers for the current item of business, you can join the start of the queue in Members' Lobby.) There are two queues in Westminster Hall—you can join either. You should not attempt to go through the division lobbies to get to the queue.
- **If you are not in the Chamber**, you should go to Westminster Hall to join the back of one of the two queues.
- Doorkeepers will ensure the division lobbies are empty and locked before voting can begin. This is to ensure Members do not attempt to vote before the division officially starts - if you attempt to register a vote too early, your name may not be included on the division list.
- Once you reach Members' Lobby, you should go into the 'Aye' or 'No' Lobby. Queues in both Lobbies will move in the same direction: the entrance doors will be from Members' Lobby and the exit doors behind the Speaker's Chair. There are two pass readers in each Lobby – once you are in the correct Lobby, it does not matter which pass reader you use. You should use the next one available.

Using the pass reader

- Tap the photograph on your pass on the square on the bottom of the pass reader. The pass reader will beep, flash green and display your name.
- If the pass reader says "Read error", you must tap your pass again, ensuring that you are tapping the photograph on your pass onto the reader.
- Your vote will only be counted once even if you tap your pass more than once.
- Once you have tapped your pass, continue through the Lobby and walk past the Tellers who will be stationed behind the Division Lobby doors behind the Speaker's chair.



If there are any problems recording your name

- If there are any problems recording your name (for example, you do not think the pass reader has registered your pass), continue through the Lobby and walk past the Tellers. This will ensure that your vote is included in the Teller's count.
- Email the Public Bill Office (PBOHOC@parliament.uk) immediately to let them know that you do not think your name has registered. You also need to tell them which way you voted and make clear which division you are referring to.

If you do not have your pass

- If you are aware that you do not have your pass, you should visit the Derby Gate Pass Office (open 08.00-13.00) or the Customer Hub in Portcullis House (open for the first three days of a new system, 12.00-16.00) where you will be given a temporary pass which can be used on the pass readers.
- You should not keep an Oyster or contactless card in the same lanyard as your parliamentary pass. If Members have multiple passes, they will need to take their parliamentary pass out of their lanyard to tap the pass reader. If the pass reader recognises



any other card or pass, it will display “Read error” and the Member’s name will not be recorded.