



Polling station staff training session

Combined UK Parliamentary general and local elections

6 May 2010

Objectives of the training



- To provide an overview of the election processes with particular emphasis on managing combined elections
- Ensure you are familiar with the rules and procedures described in the combined polling station handbook
- Three elections on one day:
 - different franchises
 - 3 ballot boxes
 - 3 ballot papers
 - 3 CNLs
 - 3 Ballot paper accounts
- First time for some processes at a UKPGE e.g. CNLs

Specifically about this election



- There are 650 constituencies in the UK – new constituency boundaries (except Scotland)
 - Lewisham is divided into 3 constituencies and 18 wards
- Three elections on one day:
- Parliamentary
 - The Mayoral Election
 - Borough Election



Preparation and the polling station



Preparation – You and the polling place



- Pre-planning means knowing where you are going and how long it will take you
- Polling hours 7 am – 10 pm: arrive promptly at **6 am**
- It is a long day- go prepared
- Smart casual clothes- no party badges etc
- Read through the handbook
- Be aware of relevant rules and procedures.
- This is a combined election, you must follow all the procedures carefully
- You are the customer service face of the election - be friendly and helpful to all electors, act impartially and comply with the rules
- Know what to do at the close of poll



Polling Station Opening (For POs)

- Need to show all three ballot boxes are empty to anyone entitled to be in the station.
- Seal all three
- No one else can add seals at this point



Preparation and the polling station

- Make sure the polling place/polling station is well signed.
- Make sure the route to the polling station and the polling station itself is accessible
- Make sure the layout assists easy movement of the voters – check for obstructions, particularly at a low level
- Set out the three ballot boxes correctly
- Make sure polling booths are not overlooked, are well-lit but out of direct sunlight
- The polling station should look smart and professional



People who can go into the polling station

- Voters
- Children- accompanying a voter
- Candidates and election agents
- Police officers
- Electoral commission representatives
- Observers accredited by the Electoral Commission
- Those helping disabled voters
- People cannot canvass in the polling station
- Remember to maintain the secrecy of the vote



Polling Agents

- For Parliamentary elections there is no limit on how many can attend
- Council and Mayoral- 4 per candidate per polling station
- Only 1 per candidate at any time

What they do

- Observe PO showing ballot boxes in the morning prior to sealing
- Can tell PO to ask statutory questions
- Can mark their own copy of the register



Tellers

- They assist party workers
- No legal standing
- Can ask for poll card on way **out**
- Not allowed to canvass
- Not allowed to see into the polling station
- 1 per party at any one time
- Any issues should be referred to Electoral Services



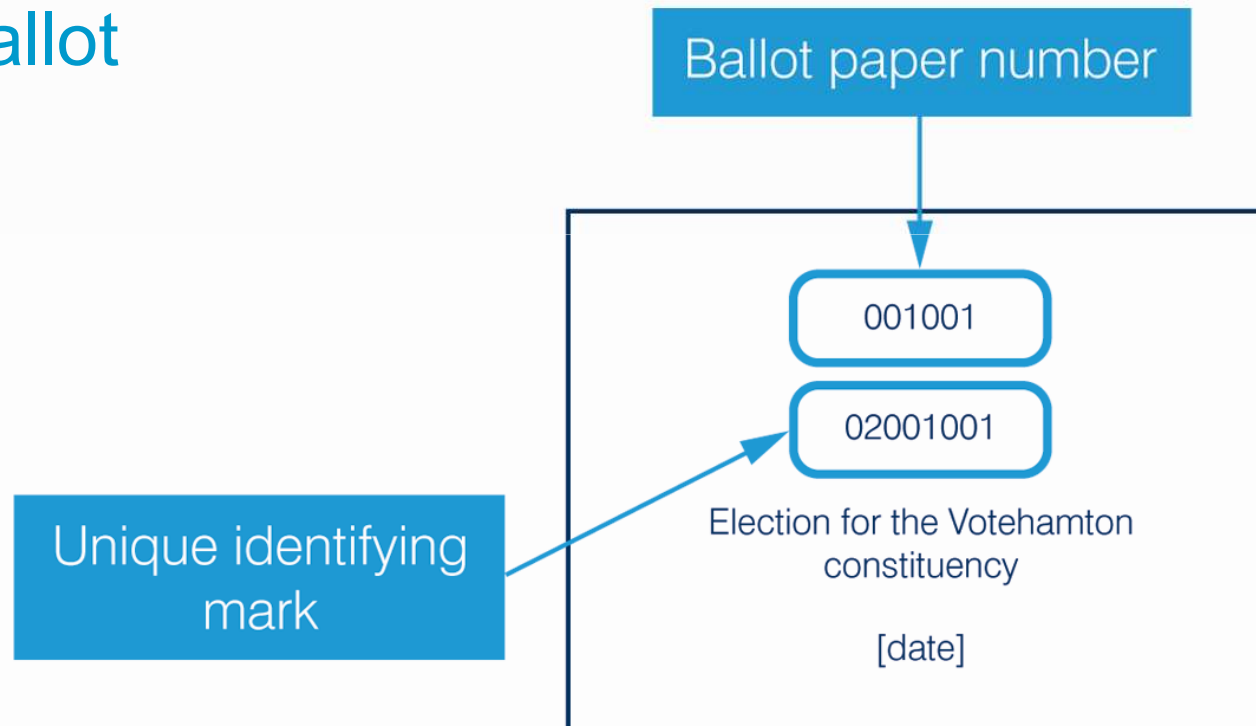
Set up

- Ballot Papers:
 - White Parliamentary
 - Peach Mayoral
 - Yellow Borough
- Colour coded:
 - CNLs
 - Ballot paper accounts
 - Ballot box labels
 - Some signage

All ballot papers must have:

- an official mark
- a ballot paper number and a
- Unique Identifying Mark (UIM)

Back of ballot
paper



The Electoral Commission

Preparation – your role

- Familiarise yourself with the register and the franchise markers
- Place the corresponding number lists (CNL) alongside the register
- Check you are using the first ballot books to be issued for each election type
- Check that you have the respective ballot papers arranged in numerical sequence according to the CNLs
- Make sure you issue the ballot papers in order
- Requirements for secrecy



Customer care

- Ensure you are able to provide assistance to all electors:
 - With disabilities
 - Who are blind
 - Who are deaf
- Give voters appropriate assistance especially as there are different voting systems.
- Refer to your handbook, Appendix 1



The voting process and special procedures

Key things to remember for this election



- Important to be prepared for and confident about your duties.
- No counterfoils
- CNLs
- Different voting systems for each election
- Different franchises for Parliamentary and local elections
- This will be the first time that certain changes will be tested against a Parliamentary election
- It is likely to be a busy day with high levels of interest from all the stakeholders
- There is no room for error – you must get



WHO CAN VOTE AT THESE ELECTIONS

	CATEGORY	LOCAL/MAYOR AL	PARLIAMENTAR Y
No Mark	Ordinary Electors	YES	YES
A	Postal Voters	NO	NO
E	Overseas Peer	NO	NO
F	Overseas Electors	NO	YES
G	Citizens Of E U State	YES	NO
L	Member Of House of Lords	YES	NO
N	Anonymously Registered Electors	YES	YES
Date of Birth	Electors Who Will Be 18 years of age on or before 06 May 2010	YES	YES

The Electoral Commission

The voting process – Getting it right

- Greet the elector and ask them to state their **name and address**
- Confirm if they are **eligible to vote in all elections** by checking the register
- Mark the register and CNLs:
- Mark the register with a straight line
- Read out the elector's name, elector number and polling district reference from the register
- Enter the elector's number on the Corresponding Number List(s) (CNL)
- **DO NOT write anything on the ballot papers!**
- You will need to divide these duties between poll clerks



Marking the register

Queen's Walk

BC

JP12 7AS

411 G		Vella, Eva	1
412 F		Vella, Tolek	1
413		Vella, Christina	1
414	-----	Brown, Robert	3
415		Evans, Gareth	5
416	-----	Hall, Peter	7
417		Myers, Martin	7
418 A		Bishop, Stephanie	13
418/1	02 Feb	Smith, Ben	13

[Click to: return to slide](#)

The
Corresponding
Number List
(CNL)

Corresponding Number List
(to be used in polling stations at a UK Parliamentary
election taken alone)

Constituency: _____

Date of Poll: _____

Polling Station: _____

Sheet No.: _____

Ballot Paper Number	Elector Number
0001	DEE-977
0002	
0003	
0004	
0005	
0006	
0007	
0008	



Remember!

Do not write the elector number or anything else on the ballot papers, it could invalidate that person's vote!



The voting process – issuing the ballot papers

- Ensure the ballot papers to be issued bear the official mark
- Ask the voter to mark their ballot papers and then -
 - fold them to maintain the secrecy of the vote and show the unique mark to the Presiding Officer before placing them in the ballot boxes
- Issuing to a proxy voter



Special procedures

- **Postal votes returned to the polling station**
 - they have to be for the Ward. Check the code on the envelope before accepting e.g. BR for Brockley Ward
- **Spoilt ballot papers** – account for the spoilt ones on the CNL and issue a replacement
- **Electors not on the register**
 - Are they in the right polling station?
 - Did they complete a canvass/rolling registration form?
 - Contact election office



Remember!

Do not issue the tendered
ballot papers

You **must** call Electoral Services if you have a query about
tendered ballot papers.



Role Play

Scenarios



Close of poll and completion of key documents



Close of poll –
those last
critical
moments

- Dealing with voters at 10pm
- Sealing the ballot box(es) – who can add their seal?
- Removing notices and clearing the polling station



Completion of
the key
documents:
For the PO

- The ballot paper accounts – do they balance?
- Be aware of the instructions for getting things to the count
 - The ballot box(es)
 - The ballot paper accounts
 - The postal votes handed in but not collected
- The sealed envelopes, sacks, etc. – correctly completed and neatly packed.



Sample ballot paper account

- Remember there will be three sets of paper work as three elections are taking place on one day.



Any questions?