

Elections 6th May 2010

Postal Vote Opening Process

Stage One – Verification and Checking

Count the number of sealed envelopes and enter number on paperwork.

Open envelope to reveal Postal Voting Statement (PVS) and Envelope A
If both present check:

- (a) that the ballot paper numbers on the PVS matches the ballot paper numbers on envelope A; and
- (b) that the PVS has a signature and date of birth on it.

If the PVS is fully completed, detach it from envelope A and place it in the 'PVS(team number)' basket.

Place envelope A in the basket marked 'Ballot Papers(team number)'.

If the PVS is not signed, does not have a date of birth, the envelope does not contain a PVS or you are unsure, place all the documents in the 'For Adjudication(team number)' basket.

Your supervisor will adjudicate these papers during the process, as the PVS may have been detached and placed in envelope A.

The papers for adjudication in each team's basket remain with the team until all stages are complete.

Teams will then count the PVS's into batches of 50 and attach a PVS header sheet.

The odds are then counted and a PVS header sheet is completed and attached.

The teams will then count the number of Envelope A's into 50's and attach the Envelope A header sheets. The odds are then counted and an Envelope A header sheet is completed and attached.

The teams will then add the bundles and complete the paperwork.

The PVS's are then taken to the scanner table to be scanned and verified.

Stage 2 – Scanning

When a signature or date of birth is highlighted on screen for verification the RO will:

- (a) assess whether the date of birth or signature match the original application on screen;
- (b) where there is doubt they match, the RO will refer to the original postal vote application to assess the date of birth or signature against the personal identifiers supplied;
- (c) if the date of birth or signature do not match, the RO will reject the ballot paper;
- (d) you will take the PVS back to your table and remove the corresponding Envelope A from the 'Ballot Paper' basket, then place all the documents in the 'For Adjudication' basket, marking on the documents with the reason for rejection.
- (e) You will then complete section B on the team's paperwork indicating the number of rejections.

It is important that the team's paperwork and 'For Adjudication' basket remain together

Upon completion of scanning the team's PVS's, a batch report will be printed

Place the PVS's and batch report into the PVS scanned container for storage.

Stage 3 – Ballot Paper Opening

Teams to open Envelope A containing the Ballot Papers;

Team to check that the Ballot Paper numbers match the numbers on Envelope A;

If the numbers match, place the Ballot Papers **face down** in the relevant 'Ballot Paper' baskets.

If the numbers do not match, put the ballot papers back into Envelope A and place the envelope in the 'For Adjudication' basket;

The team will then count the number of ballot papers into 50's and Odds placing count slips on top;

The team will then complete the paperwork and indicate to the supervisor they have finished.

The supervisor will then mark the items in the For Adjudication basket and inform The team of the number of items Rejected/Provisionally Rejected to allow Completion of the paperwork.

The team's paperwork must then be placed in the For Adjudication basket.

The 'For Adjudication' basket will then be placed on the main Adjudication table, ready for the final decision of the RO, with agents present.

The supervisor will then place the valid Ballot Papers in the Ballot Box identified for the count.

Stage 4 – Final Adjudication

Supervisors will then from each For Adjudication basket:

- (a) Note the numbers of all PVS's and Ballot Papers which were rejected during Stage 2 – Scanning and mark them 'Rejected' on the Adjudication Monitoring Form (AMF), including the reasons for rejection.
- (b) The rest of the PVS's and Ballot Papers from each 'For Adjudication' basket are then recorded on the AMF and cross-checked against any Provisionally Rejected PVS's and Ballot Papers recorded to identify any matches. Where there are matches, these are noted on the AMF and the Ballot Paper placed in a 'Matched Ballot Paper' basket. It is essential that the matched ballot paper(s) are included on the paperwork for that session. Any matched ballot papers with PVS's must be placed in the 'PVS's For Scanning' basket with a header sheet marked 'Matched';
- (c) Where no matches are made, the relevant Ballot Papers and PVS's will be stamped 'provisionally rejected'. The ballot papers will be placed in the provisionally rejected basket and the PVS's will be placed in the PVS's For Scanning basket to go forward for scanning;
- (d) When all the verified PVS's are scanned, the Matched PVS's will then be placed in the PVS container for storage.
- (e) The Provisionally Rejected verified scanned PVS's will then be placed in the Provisionally Rejected basket.
- (f) The supervisor will then complete the final adjudication paperwork and enter the total number of Ballot Papers placed in the ballot box, forwarded to the count.

The Ballot Box is then sealed and the session's PV box front placed on the box.