



# Association of Electoral Administrators

Providers of quality ballot services

Make the **right**  
choice for your  
organisation



## Who are we?



We are election experts who provide a balloting and electoral consultancy service.

The Association was founded in 1987 and has since made rapid progress in establishing itself as the professional body to represent the interests of electoral administrators in the United Kingdom. The Association now has over 1600 members, primarily being election experts with some affiliate members.

The Association has forged relationships with other international organisations which has allowed further areas of growth, expertise and experience to develop and flourish.

The organisation is now heavily involved in consultation on an electoral modernisation programme. Commercial activities providing training, ballot and consultancy services are a rapid growth area.

Over the last ten years the Association has built a comprehensive client list for ballot services and is able to provide services for all aspects of your ballot, ranging from advice on election rules, pitfalls in the election process, design of election paperwork and all with experienced staff who have extensive electoral backgrounds.

The Association is a not for profit organisation, which has been built on a foundation of seeking excellence for electoral service practices. We have no beneficial shareholders and all funds raised are used to develop the business and service that we provide to our members and customers.

## Why use our services?

The Association has sought to raise the standards of the conduct of ballots and has built a reputation with the major players in the electoral field, of impartiality and integrity, experience and honesty.

The Association is unrivalled in the number of election experts that we can call upon to conduct ballots. Our staff and consultants have experience of conducting municipal, parliamentary and European parliamentary elections, along with referenda and by-elections at all levels. Our staff and consultants have experience in conducting, supervising and monitoring overseas elections. They have extensive experience in drafting rules and regulations and are used to interpreting legislation and working to the strict deadlines that electoral timetables command.

As an example of our expertise, we have developed a specialist knowledge of NHS Foundation Trust elections and have considerable expertise in developing election rules for both the NHS and other private, charitable and commercial organisations.

No other organisation can call upon so many greatly experienced people to conduct your ballot.

## We can guarantee:-

- Expertise
- Impartiality
- Accuracy
- Security
- Value for money
- Success
- Efficiency
- Effectiveness
- Integrity
- And importantly we will provide the level of independence that your ballot needs.



## And offer you:-

- Expert advice on the whole electoral process including electoral systems, ballot procedures, good practice and all issues relating to an election including the prevention of election fraud
- Calculation of election timetables
- Design of all electoral documents from nomination papers to ballot papers
- Advice and assistance with drafting election rules
- Compliance with relevant legislation
- Management of the whole electoral process, taking away any concerns
- Expert advice for you, candidates and voters with the provision of an election telephone and email helpline
- Secure storage and counting of the ballots and return of the result.

Other services can be provided at the request of the client.

Our staff and consultants have the expertise to organise and conduct elections, manage electoral registration, review procedures and develop and manage training programmes. They regularly consult on postal voting procedures and all electoral matters. No other organisation has this level of electoral expertise available for your business.

Our experts will work alongside your staff but are able to provide the independence required for your ballot and the level of confidentiality that you should expect from your ballot service provider.

We take pride in the level of personal service that we offer and in the fact that all work is conducted at the highest level of professionalism and integrity, to a high degree of satisfaction of all our clients.

## The Association's basic ballot service includes:-



- Full administration service for the delivery of your ballot
- Provision of advice and guidance throughout the electoral process
- Preparation of election timetable
- Preparation of Notice of Election for publication by you
- Provision of an email and telephone helpline for candidates and voters
- Preparation and issue of nomination packs on request in partnership with you
- Receipt of nomination papers and checking of membership with you
- Administration and validation of nomination papers
- Liaison with candidates
- Production of statement of persons nominated for publication by you
- Production of declaration of candidates elected without contest (if appropriate) for publication by you
- Preparation of Notice of Poll for publication by you
- Secure handling of Membership data for the issue of postal votes via a web based data upload facility
- Provision and printing of all associated paperwork
  - Ballot papers with security feature and unique identifier
  - Ballot paper envelopes
  - Declaration of identity
  - Return envelopes
  - Covering envelopes
  - Candidates election address
- Preparation and despatch of ballot packs
- Receipt and secure storage of ballot papers until the count
- Opening, verification and counting of ballot papers
- Notification of result to you by an agreed deadline for publication by you
- Delivery of election report to you
- Notification of the result to all candidates
- Delivery of all sealed packages to you by courier.

Additional services are available on request.

## Frequently asked questions



### 1. How long has the Association provided ballot services?

The Association as a company is growing dynamically, providing ballot services for 10 years. Our staff and consultants have a wealth of experience, some of them over 30 years organising and conducting ballots.

### 2. How widely recognised is the Association within the UK?

The Association is a key player in the electoral field being recognised by the Electoral Commission and Cabinet Office as experts in all electoral matters. We are fast becoming known to the wider public sector and also the private sector through our continued success in organising ballots and providing consultancy services. All of the Association's staff have electoral backgrounds and are very experienced and knowledgeable in this field.

### 3. Legislative and individual requirements vary from one ballot to another. Can the Association provide the expertise to interpret the individual needs of each organisation?

The Association has experience of ballots from Trade Unions to the NHS to private companies. It is our ability to be able to interpret the needs of each individual client that make us the company of choice.

### 4. How does the Association conduct its ballots?

All ballots are project managed by Association staff, who all have many years election experience under the direct supervision of the Association's appointed Returning Officer, who is responsible for the conduct of all ballots organised by the Association.

The Association is developing partnership working arrangements, drawing on the experience of our members throughout the UK so that we can continue to offer a level of expertise to our clients, that cannot be matched in the electoral arena.

We believe that partnership working helps to enhance the service we provide by drawing on the experiences of our partners in the field, so that we can apply this to our working practices and also the advice and services that we offer.

### 5. Do you have control of the whole balloting process?

Yes, the whole process from artwork to the count is managed by our team in Sunderland. This ensures the security and integrity of the process and guarantees that all deadlines are met.

## 6. How are ballot papers issued?

All ballot papers are issued and mailed by our team in Sunderland.

## 7. How is counting conducted?

Counting is conducted by our team in Sunderland and they are responsible for the receipt and secure storage of all returned ballot papers to be processed at the count. A manual counting process is undertaken with the result being verified by our own certified software.

## 8. Who are your staff and consultants?

Our consultants are drawn from people who have vast experience in the electoral field. Many of them are ex employees of local government electoral offices. Many of them are still active officers. All have many years experience with reputations for being highly effective and knowledgeable. All of the Association's staff have election backgrounds. This adds to our suitability to conduct ballots and provide the services we do at a level that no one else can.

## 9. How much do you charge for your services?

The charges will depend on each individual enquiry but we are happy to provide a comprehensive no obligation quote on demand. We offer very competitive rates and all can be negotiated.

## 10. Why should we use the Association to conduct our election?

Any election must not only be conducted fairly, it must be seen to be fair. This perception can be enhanced by the appointment of an independent scrutineer or returning officer.

The Association has been recognised as such and is specified in Acts of Parliament as an independent scrutineer for conducting statutory trade union elections.



## Who are our clients?

Our client list is diverse and as an example it includes:-

- **Commercial organisations including:**

Honda (UK)  
Amazon.co.uk

- **Central organisations including:**

Central Arbitration Committee  
The Industrial Court  
The Electoral Commission

- **Independent Organisations including:**

Guru Badwara Temple, Leicester  
Coventry Muslim Association  
Bristol Sikh Temple  
Birmingham Sikh Temple  
Royal Sunset Beach Club

- **Numerous NHS Trusts including:**

Basildon and Thurrock NHS  
Foundation Trust  
Royal Devon and Exeter NHS  
Foundation Trust  
Moorfields Eye Hospital NHS  
Foundation Trust  
Suffolk Mental Health NHS Trust  
Poole Hospital NHS Foundation Trust  
Colchester General Hospital NHS  
Foundation Trust  
Leeds Partnership NHS Foundation Trust  
Northampton General Hospital NHS Trust  
Mid Staffordshire NHS Foundation Trust  
Liverpool Heart and Chest Hospital  
NHS Foundation Trust  
Kettering General Hospital NHS  
Foundation Trust  
Walsall NHS Trust  
Surrey and Borders NHS Partnership  
Foundation Trust  
North Lincolnshire and Goole NHS  
Foundation Trust

Lancashire NHS Foundation Trust  
North Tees and Hartlepool NHS  
Foundation Trust  
Frimley Park NHS Foundation Trust  
Pennine Care NHS Foundation Trust  
South London and Maudsley NHS  
Foundation Trust Trust

- **And numerous Local Authorities including:-**

Arun District Council  
Birmingham City Council  
Bournemouth Borough Council  
Brighton and Hove City Council  
Broadland District Council  
Bury Metropolitan Borough Council  
Cambridge City Council  
Carmarthenshire County Council  
Corby Borough Council  
Crawley Borough Council  
Dartford Borough Council  
Dudley Metropolitan Borough Council  
East Staffordshire Borough Council  
Gloucester City Council  
Hackney Borough Council  
Harlow District Council  
Hart District Council  
Hastings Borough Council  
Medway Council  
North Dorset District Council  
Peterborough City Council  
Reading Borough Council  
Reigate & Banstead Borough Council  
Richmond upon Thames Borough Council  
Rochford District Council  
Runnymede Borough Council  
South Hams District Council  
South Kesteven District Council  
Stoke on Trent City Council  
Stroud District Council  
Surrey Heath Borough Council  
Tamworth Borough Council

## What do our clients say about us?

We have high standards and value the comments and feedback we get from our clients. They have said:-

### **Moorfields Eye Hospital NHS Foundation Trust:**

"We have worked with the AEA on a number of ballots now and have continued to be impressed with their professional approach and efficiency. I have also found them to offer good value for money for what can be quite a costly process."

### **Suffolk Mental Health Partnership NHS Trust:**

"As this was our first election we very much valued the advice and support which AEA gave us at every step of the process. We're delighted that every aspect went smoothly and we now have our full Council of Governors."

### **Northampton General Hospital NHS Foundation Trust:**

"Working with AEA took the pressure out of running our FT elections. They provided an efficient and professional service that allowed us to focus on our FT application, rather than the detail of running elections. I would wholeheartedly recommend them for any FT or aspirant trust."

### **Colchester Hospital University NHS Foundation Trust:**

"AEA provided us with a professional and seamless service - everything was delivered on time and to a high standard with no exception. Their support and advice was invaluable and they are a pleasure to work with."

All our clients are always very satisfied with the service we provide and we continuously develop and improve what we do taking account of the very valuable feedback we receive.



## **Association of Electoral Administrators**

**For further information on our services, please contact:-**

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