

ES11 Administer the electoral nomination process

Unit Summary

What is the unit about?

This unit covers the competences required to administer the nomination process, and emphasises the importance of accuracy and validity throughout. The unit includes the requirements to: provide guidance to candidates/agents, check nomination papers and associated documents (e.g. consent to nomination, certificate of authorisation, request to use party emblem etc), process deposit payments where relevant, publish statements of the persons nominated, and ensure that an accurate proof of the ballot paper is prepared.

Who is the unit for?

This unit is appropriate to the work of those with a responsibility for administering the nomination process e.g. Returning Officers or appointed Deputies, and other staff who assist throughout the process.

Links with other units

This unit links with the following units:

- ES5 – Provide electoral registration information to those entitled to receive it
- ES9 – Produce election/referendum documents
- ES12 – Issue, receive and open postal ballot packs
- ES19 – Establish, develop and maintain effective working relationships with stakeholders in electoral services

Scope of the unit

This unit covers administering the nomination process for the following types of election:

- UK Parliamentary elections
- European Parliamentary elections
- Local government elections
- Mayor of London and London Assembly elections
- Mayoral elections
- Welsh Assembly elections
- Scottish Parliamentary elections
- Northern Ireland Assembly elections

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Outcomes of Effective Performance

Administering the nomination process

You must be able to:

1. provide clear and accurate guidance regarding the nomination process to prospective candidates/agents
2. prepare and disseminate accurate and comprehensive nomination packs and written guidance for candidates/agents
3. arrange and facilitate meetings with candidates and their agents, and provide guidance on their duties and responsibilities
4. respond promptly and clearly to queries about the nomination process from candidates, agents and other stakeholders, referring them to other sources of information if necessary
5. prepare nomination papers on request
6. carry out informal checks of nomination papers and associated documents, providing clarification and feedback to candidates/agents where necessary
7. accept nomination papers and associated documents received in the prescribed form and within the required timescales
8. receive and process deposit payments from candidates/agents and issue receipts where relevant
9. ensure that candidates and agents are provided with information on the requirements and timescales regarding submission of returns and declarations of expenses
10. provide a copy of the electoral register upon request to those entitled to receive it
11. where part of your statutory responsibility determine whether nominations are valid
12. issue accurate and timely notices of validity
13. prepare and publish accurate and timely statements of the persons nominated
14. deal with objections to nominations at appropriate [elections](#)
15. take appropriate action where candidates withdraw from the [election](#)
16. ensure that an accurate proof of the ballot paper is prepared and, if necessary, passed onto those responsible for printing and distribution

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Knowledge and understanding

You need to know and understand the following:

Legislation, policy and practice

- K1. relevant legislation, codes of practice and guidance relating to administering the nomination process
- K2. your organisational policies and procedures relating to administering the nomination process
- K3. your role, responsibilities and authority relating to administering the nomination process
- K4. the role, responsibility and authority of others relating to administering the nomination process

Administering the nomination process

- K5. the types of guidance regarding the nomination process that may be provided to prospective candidates/agents
- K6. the importance of preparing and disseminating accurate and comprehensive nomination packs and written guidance for candidates
- K7. the value of arranging and facilitating meetings with candidates and agents; how to provide guidance on their duties and responsibilities
- K8. the importance of responding promptly and clearly to queries about the nomination process from candidates, agents and other stakeholders; the other sources of information and guidance to which they can be referred
- K9. the importance of carrying out informal checks of nomination papers and associated documents (e.g. consents to nomination, certificate of authorisation, request to use party emblem); how to identify when clarification and feedback must be provided to candidates/agents
- K10. the importance of accepting nomination papers and associated documents received in the prescribed form and within required timescales
- K11. the deposits required from candidates; how to receive and process deposit payments and issue receipts
- K12. the importance of ensuring that candidates, agents and parties are provided with information on the requirements and timescales regarding submission of returns and declarations; how to ensure that this is achieved
- K13. the importance of providing a copy of the electoral register to those entitled to receive it
- K14. how to conduct the following activities where they are part of your statutory responsibility:
 - determining whether nominations are valid
 - issuing accurate and timely notices of validity
 - preparing and publishing accurate and timely statements of the persons nominated
 - dealing with objections to nominations at appropriate elections
 - taking the appropriate action when candidates withdraw from the election
- K18. the importance of ensuring that an accurate proof of the ballot paper is prepared; to whom this should be passed on for printing and distribution