



# **Association of Electoral Administrators**

**A 4 Day Residential Training Course in**

## **Electoral Administration**

**Dates and Venue**

**29<sup>th</sup> November – 2<sup>nd</sup> December 2010**

**Barcelo Hinckley Island Hotel,**

**Leicestershire**

## The Organisers

The A.E.A. was founded in 1987 and is the leading professional body in the United Kingdom solely interested in the administration of electoral matters. It is a non-governmental and non-partisan body and has over 1,500 members, the majority of whom are employed by local authorities to provide electoral registration and election services. It has a close relationship with Government Departments, the Electoral Commission and other national bodies working in the same field. The introduction of formal qualifications has further enhanced the profile of the Association and a training strategy enables Members to become expert in their field of work.

## Course Aims

This is an intensive and comprehensive course, which will cover all aspects of election and electoral registration administration.

Whereas all areas will be covered it will not be specific to a particular type or combination of elections. It will provide the opportunity to –

- clarify the law and in particular recent changes.
- consider practical issues in the registration of electors and absent voting.
- discuss the publication, inspection and supply of registers.
- study the nomination process and examine the qualifications of candidates.
- consider forward planning in the conduct of elections, including staff arrangements.
- examine different methods of counting and look in detail at the count process.
- encourage a general exchange of ideas and good practice.

## Method

A comprehensive course booklet will be distributed to course delegates on arrival. Group work and practical exercises will be used during the course and delegates will be encouraged to participate to the full.

## Course Tutors

**Jim Stevens** and **John Owen** have over 56 years of electoral experience between them with a number of (dissimilar) local authorities. They both hold the AEA Diploma, are examiners and as accredited AEA Trainers they have tutored many AEA Conference workshops and training courses.

## The Delegates

The Association is currently developing a comprehensive training strategy to further improve and expand its current programme. **This 4 day residential course is aimed at staff with a minimum of 12 months experience who wish to develop their knowledge and understanding of electoral legislation, procedures and good practice. It is also suitable as a revision tool for people taking AEA qualifications.**

## Registration Fees

AEA Member	£795 + VAT
Non AEA Member	£875 + VAT
Member taking qualifications	£745 + VAT

## Cancellation

If you cannot attend, a substitute may attend in your place, otherwise the following charges apply:

Less than two weeks before the event 100%

Less than four week before the event 60%

More than four weeks before the event £20

If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.

## Course Programme

### Day 1

- 1.30 Registration
- 1.45 Welcome & Introductions
- 2.30 Electoral Registration/Special Category Electors
- 4.00 Tea/Coffee
- 4.15 Monthly Updates
- 5.30 End of Day 1
- 7.30 Dinner

### Day 2

- 8.45 Annual Canvass
- 10.30 Tea/Coffee
- 10.45 Publication, Inspection, Supply and Sales of Registers
- 12.30 Lunch
- 1.30 Absent Voters/Postal & Proxy voting
- 3.00 Tea/Coffee
- 3.15 Election Forward Planning
- 4.45 Election Budgeting
- 5.30 End of day 2
- 7.30 Dinner

### Day 3

- 8.45 Election Timetables/Staffing at Elections
- 10.30 Tea/Coffee
- 10.45 Candidates and Agents & Candidate's Qualifications to Stand
- 12.30 Lunch
- 1.30 The Nomination Process
- 3.00 Tea/Coffee
- 3.15 Procedures Following Nominations
- 3.45 Polling Day Organisation
- 4.30 Debating Set Questions
- 5.30 End of day 3
- 7.30 Dinner

### Day 4

- 8.45 Post Election Procedures
- 9.45 The Count
- 11.00 Tea/Coffee
- 11.15 The Count (continued)
- 12.30 Lunch
- 1.30 The Count (continued)
- 3.00 Course conclusion & departure

Course Title	<b>4DY – Electoral Administration Course</b>
--------------	--

Venue	Date
<b>Hinckley</b>	<b>Mon 29<sup>th</sup> November – Thurs 2<sup>nd</sup> December 2010</b>

Which Local Authority / Organisation do the people detailed below work at?

Local Authority	
Address	

Please list the people who are to attend the course. We confirm all bookings via email, so make sure an email address is supplied for each person. **If you do not receive an email acknowledgement from us you have not been booked onto the course.**

First Name	Surname	Experience Yrs/Mths	Email	Telephone
Anyone have special needs / dietary requirements?				

The table below lists the charges for attending the course. Please indicate how many there are of each type and calculate the total cost.

	Number	Fee ex VAT	VAT	Fee inc VAT
AEA Member		£795	£139.13	£934.13
Non-Member		£875	£153.13	£1028.13
Member taking qualifications		£745	£130.38	£875.38
			<b>Total</b>	£

Please tick to indicate your method of payment.

Cheque (Enclosed)		Cheques should be made payable to <b>'Association of Electoral Administrators'</b>
Cheque (To Follow)		
BACS		Payment by BACS: <b>The Association of Electoral Administrators</b> Bank Sort Code: <b>089001</b> Bank Account Number <b>70644001</b> Bank Name: The Cooperative Bank, 118-120 Colmore Row, BIRMINGHAM, B3 3BA
Order Number		Require Invoice?
Invoices To		

Please send this form to: AEA Bookings, Sunderland City Council, Electoral Services, Civic Centre, Sunderland SR2 7DN or **Fax 0191 553 1389**. Telephone enquiries 0191 561 1144