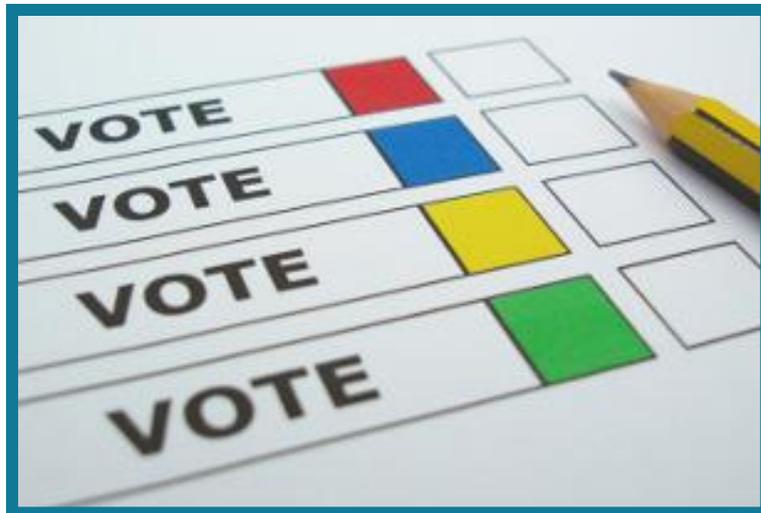




# Elections 2019



<b>Aim</b>	To focus on the key points to be considered to ensure the efficient and effective organisation of elections in May 2019.
<b>Objectives</b>	<ol style="list-style-type: none"><li>1. To define the legal requirements that govern election administration and the duties of the Returning Officer.</li><li>2. To outline the framework governing both by-elections and scheduled polls, including timetables, nominations, poll cards and absent votes.</li><li>3. To consider other aspects of an election such as polling day organisation, the count and post-election procedures.</li><li>4. To explore good practice relating to all aspects of election management.</li></ol>
<b>Audience</b>	This course is designed for experienced administrators who want to refresh their knowledge and exchange good practice and inexperienced staff, including managers, who would benefit from a good overview of election organisation.

<b>Course Overview</b>	<p>All main election procedures will be covered in addition to any new or topical arrangements. The course provides guidance across all election elements allowing new staff an overview and provide a refresher for experienced staff to identify efficient and effective organisation and exchange good practise examples.</p> <p>The Course will be delivered using a mixture of presentational material, practical exercises and reference to example documentation and official guidance.</p> <p>Group discussion will also take place during the day to enable the exchange of knowledge, experience and ideas.</p> <p>Attendees will be provided with a pack on arrival at the course, containing course notes, guidance documents and example materials.</p> <p>Each course runs from 10.00 until 16.00 with breaks for lunch as well as tea and coffee.</p>	
<b>Dates and Venues</b>	<b>12 February 2019</b>	<a href="#">York</a>
	<b>18 February 2019</b>	<a href="#">Camden – Crowndale Centre</a>
	<b>26 February 2019</b>	<a href="#">Cambourne</a>
<b>Cost of Attendance</b>	<b>First delegate</b>	AEA member – <b>£275 (plus vat)</b>
		Non-member – <b>£358 (plus vat)</b>
	<b>Second and subsequent delegates from the same Authority*</b>	AEA member – <b>£138 (plus vat)</b>
		Non-member – <b>£179 (plus vat)</b>
<p>Non-members wishing to join the Association may download a membership application at <a href="http://www.aea-elections.co.uk/join">www.aea-elections.co.uk/join</a></p>		
<p>*If delegates from the same Authority wish to attend this course on different dates/at different venues please indicate clearly on the booking form.</p>		
<p>If you cannot attend a substitute may attend in your place, otherwise the following cancellation charges apply:</p> <ul style="list-style-type: none"> <li>• Less than two weeks before the event 100%.</li> <li>• Less than four weeks before the event 60%</li> <li>• More than four weeks before the event £20.</li> </ul> <p>If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.</p>		