



Introduction to Electoral Services



Aim	To provide an overview of the work of Electoral Services teams including both elections and electoral registration.
Objectives	<ol style="list-style-type: none"> 1. To enable delegates to have a broad understanding of the responsibilities of the Electoral Registration Officer, the Returning Officer and the Council 2. To examine the electoral registration process, including the annual canvass and rolling registration 3. To explore the key events in an election timetable and the work involved in running successful polls 4. To ensure delegates know key terms that apply to elections and electoral registration to help their broader understanding
Audience	<ul style="list-style-type: none"> ▪ Those who have just joined the profession and require a broad overview ▪ Staff supporting the Electoral Registration Officer in electoral registration during the canvass or on the lead up to an election ▪ Staff supporting the Returning Officer in various aspects of the delivery of an election ▪ Senior Council staff responsible for the electoral services team ▪ Those wanting to increase their understanding of the role of electoral services

Course Overview

Content:

- What do electoral services do the other 364 days a year?
- What governs the work electoral services does?
- The role of the ERO and RO
- Electoral Registration – including overview, registration deadlines, registration throughout the year, the annual canvass and publishing the register
- Elections – including cycles of elections, nominations and ballot papers, polling stations and staffing, different methods of voting, postal votes, polling day, the count and post-election responsibilities
- The benefits of a whole Council event approach
- Other work electoral services must complete

Each course runs from 10am until 4pm with breaks for lunch as well as tea and coffee.

It will be delivered using presentational material, handouts and example documentation.

Group discussion will take place to enable the sharing of knowledge, experience and ideas.

A practical exercise will be undertaken to draw out and reinforce key points.

Dates and Venues

11 December 2018

[Crowndale Centre – Camden](#)

22 February 2019

[Preston](#)

5 March 2019

[Crowndale Centre – Camden](#)

29 May 2019

[York](#)

2 July 2019

[Crowndale Centre - Camden](#)

Cost of Attendance

First delegate

AEA member – **£275 (plus vat)**

Non-member – **£358 (plus vat)**

Second and subsequent delegates from the same Authority*

AEA member – **£138 (plus vat)**

Non-member – **£179 (plus vat)**

Non-members wishing to join the Association may download a membership application at www.aea-elections.co.uk/join

*If delegates from the same Authority wish to attend this course on different dates/at different venues please indicate clearly on the booking form.

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

- Less than two weeks before the event 100%.
- Less than four weeks 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.