



# Absent Voting

## Aim

To outline the steps electoral registration officers (EROs) and returning officers (ROs) are required to take to ensure the smooth running of their absent voting process including the legislative framework and areas of good practice.

This course will cover all types of absent voting and will consider the year-round process, as well as election-specific tasks.

## Objectives

1. Clearly define the legal requirements governing the absent voting process and the duties of the ERO and RO.
2. Examine the requirements of all types of absent voting applications, including postal, proxy, proxy postal and emergency proxies.
3. Consider the process required when issuing postal votes at election time and to identify good practice. This will include the re-issue of lost and spoilt ballot papers.
4. Consider the opening of postal votes at election time and identify good practice.

## Who is this course for?

This course is designed for anyone involved with administering absent votes including processing applications, issuing and opening postal votes.

## Course overview

You will comprehensively cover all aspects of absent voting from applications, proxy voting, issuing postal votes, how to deal with cancelled, lost and spoilt postal votes, opening postal votes and post-election requirements.

The course will be delivered using a mixture of presentation material, practical exercises, with reference to example documentation and official guidance.

Group discussion will take place during the day to enable you to exchange knowledge, experience and ideas.

You will be provided with a course pack on arrival, containing notes, guidance documents and example materials.

Each course runs from 10:00 until 16:00 with breaks for lunch and for tea and coffee.

## Dates and venues

<b>29 January 2021</b>	Online – via Microsoft Teams
<b>3 February 2021</b>	Online – via Microsoft Teams
<b>8 March 2021</b>	Online – via Microsoft Teams

## Cost

<b>First delegate</b>	AEA member – £296 (plus vat) With member support fund discount <b>£200 (plus vat)</b>
<b>Second delegate from the same authority</b>	AEA member – £149 (plus vat) With member support fund discount <b>£100 (plus vat)</b>
<b>Subsequent delegates from the same authority*</b>	AEA member – £149 (plus vat) With member support fund discount <b>£50 (plus vat)</b>
<b>Non-member</b>	Non-member – <b>£386 (plus vat)</b>

Non-members who would like to join the Association can apply for membership online at [www.aea-elections.co.uk/join](http://www.aea-elections.co.uk/join)

\*If delegates from the same authority would like to attend this course on different dates/at different venues please clearly indicate this on the booking form.

## Terms and Conditions

### Cancellation

If you cannot attend, a substitute from your local authority may attend in your place. Otherwise the following charges will 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 a course is cancelled a full refund will be made. No payment for delegate costs that may have been incurred would be reimbursed.

### Non-Attendance

Non attendees are liable for full payment of the event. This includes face-to-face and online training.

If attendees have any concerns regarding connectivity they can email [training@aea-elections.co.uk](mailto:training@aea-elections.co.uk) to arrange a pre course test.

[Find out more about our full range of training courses and professional qualifications on our website](#)