

# Foundation Course Syllabus



## Gen1

Background  
Index  
Glossary  
Introduction  
Data protection  
Dies non  
Publicity  
Use of schools and public rooms

## Electoral Registration

### **1 Electoral Registration Officer**

- 1.1 How appointed
- 1.2 Responsibilities and role
- 1.3 ERO's relationship to local authority
- 1.4 Appointment and use of staff
- 1.5 Payment of staff
- 1.6 Staff training
- 1.7 Appointment of deputy ERO
- 1.8 Incapacity of ERO

### **2 Registration and general issues**

- 2.1 Eligibility/non-eligibility to register
- 2.2 Residence
- 2.3 Relevant date
- 2.4 Other key dates
- 2.5 Declaration electors
- 2.6 Property and elector information from other sources
- 2.7 Use of IT
- 2.8 Storage of forms and data

### **3 Maintenance of the register**

- 3.1 Alteration of registers (general)
- 3.2 Opt out
- 3.3 Alteration of registers (elections)
- 3.4 Alteration of registers (elections during canvass period)
- 3.5 Alteration of registers (clerical errors, court decisions and corrections)
- 3.6 Invitations to and applications for registration
- 3.7 Solicited and unsolicited applications
- 3.8 Listing of applications

# Foundation Course Syllabus



- 3.9 Verification process
- 3.10 Exceptions process
- 3.11 Attestation process
- 3.12 Determination of applications
- 3.13 Exchange of information between EROs
- 3.14 Registration by way of declaration
- 3.15 Declaration of local connection
- 3.16 Service voters
- 3.17 HM Forces
- 3.18 Crown Servants/British Council employees
- 3.19 Overseas electors
- 3.20 Anonymous registration
- 3.21 European Union citizens
- 3.22 Peers
- 3.23 Students
- 3.24 Second homes
- 3.25 Attainers
- 3.26 Mentally disordered persons or persons with learning disabilities
- 3.27 Blind and partially sighted persons
- 3.28 Objections to registration
- 3.29 Listing of objections
- 3.30 Determination of objections
- 3.31 Hearings of applications and objections
- 3.32 Review of entitlement to registration
- 3.33 Hearings of reviews
- 3.34 Deletions
- 3.35 Change of name
- 3.36 Appeals against ERO's decision

## **4 Annual Canvass**

- 4.1 Nature and timing of annual canvass
- 4.2 The canvass process
- 4.3 National data match
- 4.4 Local data match
- 4.5 Route 1 – the matched property canvass route
- 4.6 Route 2 – the unmatched property canvass route
- 4.7 Route 3 – the defined property canvass route
- 4.8 Failure to respond to a canvass communication
- 4.9 Invitation and application to register (ITR)
- 4.10 Requirement to register
- 4.11 Notice of civil penalty

# Foundation Course Syllabus



## **5 Publication of the registers**

- 5.1 Layout of registers
- 5.2 Annually revised registers (electoral, open and overseas)
- 5.3 Other revised electoral registers
- 5.4 Notice of intention to revise register
- 5.5 Other requirements to publish
- 5.6 Public deposit of registers
- 5.7 Inspection of registers under the control of the ERO
- 5.8 Archive copies

## **6 Supply and sale**

- 6.1 Statutory supply of electoral registers
- 6.2 Other revised open registers
- 6.3 Archive copies
- 6.4 Sale of registers
- 6.5 Statutory fees

## **7 Absent voting applications**

- 7.1 Types of absent vote
- 7.2 Time periods
- 7.3 Deadlines for absent voting applications
- 7.4 Applications (generally)
- 7.5 Additional requirements for postal vote applications
- 7.6 Additional requirements for proxy vote applications
- 7.7 Confirming the outcome of an absent voting application
- 7.8 Restrictions on voting by proxies
- 7.9 Types of proxy vote applications
- 7.10 Application to vote by post by a proxy
- 7.11 Grant or refusal of absent voting applications
- 7.12 Appeals against decision of ERO
- 7.13 Refresh of signatures
- 7.14 Inquiries by the ERO of fixed period or indefinite proxies
- 7.15 Absent voter indicators in register

## **8 Absent voting records and lists**

- 8.1 Records of absent voters
- 8.2 Lists of absent voters
- 8.3 Supply of lists of absent voters
- 8.4 Inspection of lists
- 9 Other considerations
- 9.1 Supply of registers for jury purposes
- 9.2 Use of fax, e-mail, etc.
- 9.3 Retention of paper copies

## Elections Administration

### **1 Returning Officer**

- 1.1 How appointed
- 1.2 RO designations
- 1.3 Responsibilities and role
- 1.4 RO and ARO at UK Parliamentary elections
- 1.5 RO at local government elections
- 1.6 PARO and LRO at Police and Crime Commissioner elections
- 1.7 CRO and RRO at Senedd elections
- 1.8 CARO and local RO at Combined authority mayoral elections
- 1.9 Deputy Returning Officers
- 1.10 Staff and resources
- 1.11 Requirement of secrecy

### **2 Election timetables**

- 2.1 Timing of UK Parliamentary general elections
- 2.2 Timing of Senedd elections
- 2.3 Cycle of local government and Police and Crime Commissioner elections
- 2.4 Timetable for UK Parliamentary elections
- 2.5 Timetable for Senedd elections
- 2.6 Timetable for local government and Police and Crime Commissioner elections
- 2.7 Computation of time – matters other than the election timetable
- 2.8 Vacancy in a Senedd constituency or electoral region
- 2.9 Casual vacancies in local government and police areas
- 2.10 Notice of casual vacancy
- 2.11 Timing of the casual vacancy election

### **3 Nomination of candidates**

- 3.1 Qualifications and disqualifications
- 3.2 Nomination paper
- 3.3 Commonly used names
- 3.4 Candidate's description
- 3.5 Effect of registration of political parties on candidates' descriptions
- 3.6 Use of registered party emblems on ballot papers
- 3.7 Subscribers
- 3.8 Number of nomination papers submitted
- 3.9 Consent to nomination
- 3.10 Delivery of nomination papers, home address forms and consents to nomination
- 3.11 Alterations to nomination papers
- 3.12 Deposits
- 3.13 Inspection of and objections to nomination papers and home address forms
- 3.14 Decisions as to validity

# Foundation Course Syllabus



- 3.15 Withdrawal of candidate
- 3.16 Death of candidate
- 3.17 Uncontested elections

## **4 Election documents**

- 4.1 Notice of election
- 4.2 Statement as to persons nominated
- 4.3 Notice of poll
- 4.4 Notice of situation of polling stations
- 4.5 Notice of details of election agents
- 4.6 Definition of "publish"
- 4.7 Imprint on election material
- 4.8 Poll cards
- 4.9 Ballot papers

## **5 Agents**

- 5.1 Agents
- 5.2 Prohibition from acting as an agent
- 5.3 Election agents
- 5.4 Notice of appointment of election agents
- 5.5 Election agent's office
- 5.6 Death of election agent
- 5.7 Revocation of appointment
- 5.8 Candidate acting as own election agent
- 5.9 Appointment of sub-agent
- 5.10 Election expenses – duties and responsibilities of an election agent
- 5.11 Rights of election agent to attend proceedings
- 5.12 Polling agent
- 5.13 Counting agent
- 5.14 Postal vote agent

## **6 Issue of postal ballot papers**

- 6.1 Issue of postal ballot papers
- 6.2 Time of issue
- 6.3 Persons entitled to be present
- 6.4 Written procedures
- 6.5 Official mark
- 6.6 Postal voting statement
- 6.7 Envelopes
- 6.8 Statement as to Postal Ballot Papers
- 6.9 Sealing up of documents
- 6.10 Delivery
- 6.11 Other information
- 6.12 Spoilt postal ballot papers
- 6.13 Lost postal ballot papers
- 6.14 Procedure for combined polls

# Foundation Course Syllabus



## **7 Receipt and opening of postal ballots**

- 7.1 Receipt and opening of postal ballot papers
- 7.2 Postal vote ballot boxes
- 7.3 Notice of time(s) and place(s) of opening(s)
- 7.4 Persons entitled to be present
- 7.5 Number of agents
- 7.6 Means of returning postal ballot papers
- 7.7 Confirmation of receipt
- 7.8 Opening procedures
- 7.9 Dealing with provisionally rejected and rejected postal votes
- 7.10 Sealing of receptacles
- 7.11 Retrieval of cancelled ballot papers
- 7.12 Compilation of Statement as to Postal Ballot Papers
- 7.13 Notification of rejected postal voting statements
- 7.14 Marked copy of list of postal voters

## **8 Polling districts, polling places and polling stations**

- 8.1 Polling districts
- 8.2 Polling places
- 8.3 Polling stations
- 8.4 Review of polling districts and places

## **9 Polling station procedures**

- 9.1 Polling station procedures
- 9.2 Official mark
- 9.3 Furniture and equipment including ballot box
- 9.4 Statutory notices
- 9.5 Hours of poll
- 9.6 Sealing of ballot box
- 9.7 Persons entitled to be present
- 9.8 Tellers
- 9.9 Attendance by police and PCSOs
- 9.10 Polling procedures
- 9.11 Register to be conclusive
- 9.12 Prescribed questions
- 9.13 Tendered votes
- 9.14 Under age voters
- 9.15 Voters with disabilities
- 9.16 Spoilt ballot papers
- 9.17 Access for disabled people
- 9.18 Adjournment of poll
- 9.19 Close of poll
- 9.20 Ballot paper account

# Foundation Course Syllabus



## **10 Staffing arrangements**

- 10.1 General arrangements
- 10.2 Postal voting staff
- 10.3 Poll cards – sorting and delivery
- 10.4 Presiding officers
- 10.5 Poll clerks
- 10.6 Counting staff
- 10.7 Other staff assistance
- 10.8 Appointment of deputy returning officers
- 10.9 Voting arrangements for staff
- 10.10 Payments to staff
- 10.11 Travelling and other expenses
- 10.12 Income tax, national insurance and superannuation
- 10.13 Staff instructions, training and briefing
- 10.14 Other staff considerations

## **11 The count**

- 11.1 The count
- 11.2 Notice of time and place
- 11.3 Security implications
- 11.4 The media
- 11.5 Persons entitled to be present
- 11.6 Opening and verification of polling station ballot boxes
- 11.7 Verification of postal vote ballot boxes
- 11.8 Statement as to verification
- 11.9 Mix of ballot papers
- 11.10 Count of ballot papers – single member vacancy
- 11.11 Count of ballot papers – multi-member vacancy
- 11.12 Doubtful and rejected ballot papers
- 11.13 Duty to confer before declaring
- 11.14 Re-counts
- 11.15 Equality of votes
- 11.16 Declaration and public notice of result at a contested election
- 11.17 Declaration and public notice of result at an uncontested election
- 11.18 Term of office

## **12 Post count procedures**

- 12.1 Completion of the Writ
- 12.2 Sealing up and forwarding of documents
- 12.3 Retention of documents
- 12.4 Inspection of documents
- 12.5 Candidates' deposits
- 12.6 Candidate's home address form
- 12.7 Return of election expenses