



# Elections 2022

## Aim

To focus on key points to consider to ensure efficient and effective organisation of scheduled elections in May 2022.

## Objectives

1. Define the legal requirements that govern election administration and the duties of the different types of Returning Officer.
2. Outline the framework governing both by-elections and scheduled polls, including timetables, nominations, poll cards and absent votes.
3. Consider aspects including polling day organisation, the count(s) and post-election procedures.
4. Explore good practice relating to all aspects of election management.

## Who is this course for?

This course is designed for experienced administrators who want to refresh their knowledge and exchange good practice. It is also suitable for inexperienced staff, including managers, who would benefit from a good overview of election organisation.

## Course overview

You will cover all main election procedures in addition to any new or topical arrangements. The course provides guidance across all election elements, allowing new staff an overview and providing a refresher for experienced staff. It will help you to identify efficient and effective organisation and exchange good practice examples.

The course will be delivered using a mixture of presentation material, exercises, and 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 course notes, including guidance documents and example materials.

Each course runs from 10:00 until 16:00 with suitable breaks, including for lunch.

## Dates and venues

**Thursday 27 January 2022**

Online – Microsoft Teams

**Friday 4 March 2022**

Online – Microsoft Teams

## Cost

**First delegate**

AEA member – £296 (plus vat)  
With member support fund discount **£200 (plus vat)**

**Second delegate from the same authority**

AEA member – £149 (plus vat)  
With member support fund discount **£100 (plus vat)**

**Subsequent delegates from the same authority\***

AEA member – £149 (plus vat)  
With member support fund discount **£50 (plus vat)**

**Non-member**

Non-member – **£386 (plus vat)**

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 wish to attend this course on different dates/at different venues please indicate clearly on the booking form.

## Terms and conditions

The AEA reserves the right to move any course online if face-to-face delivery becomes impractical.

### Cancellation

If you cannot attend, a substitute 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](#)