Candidates and Agents Briefing

District and Parish Elections

3 May 2018
Topics

• who’s who
• election timetable
• qualifications
• disqualifications
• nominations
• agents
• postal votes
• day of poll
• counting of votes
• candidates expenses
• contacts
Who’s who

- The Returning Officer is the person responsible for running the elections. The Returning Officer is Paul Shevlin.
- The Deputy Returning Officers are Ben Nattrass and Annette Moppett.
- The Electoral Registration Officer is responsible for maintaining the register of electors and absent voters’ lists. The Electoral Registration Officer is Paul Shevlin.
- You can contact both through the elections office (details provided later)
## Election Timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Publication of Notice of Election</td>
<td>Tuesday 27 March</td>
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<tr>
<td>Nominations commence</td>
<td>Tuesday 27 March</td>
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<tr>
<td>Close of nominations/ Close of Withdrawals</td>
<td>4pm – Friday 6 April</td>
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<td>Notification of appointment of election agents</td>
<td>4pm – Friday 6 April</td>
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<tr>
<td>Publication of statement of persons nominated</td>
<td>4pm – Monday 9 April</td>
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<td>Deadline for applications to register to vote</td>
<td>Midnight – Tuesday 17 April</td>
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<tr>
<td>Deadline for new postal vote applications /changes to existing postal or proxy vote applications</td>
<td>5pm – Wednesday 18 April</td>
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<td>Event</td>
<td>Date/Time</td>
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<tr>
<td>Deadline for applications for new proxy votes</td>
<td>5pm – Wednesday 25 April</td>
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<tr>
<td>Publication of notice of poll/situation of polling stations</td>
<td>Wednesday 25 April</td>
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<tr>
<td>Appointment of counting and polling agents</td>
<td>Thursday 26 April</td>
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<tr>
<td>Polling day</td>
<td>Thursday 3 May – 7am to 10pm</td>
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<tr>
<td>Deadline to apply for new applications to vote by proxy on grounds of medical emergency</td>
<td>5pm – polling day</td>
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<tr>
<td>Replacement for lost/spoilt postal votes ends</td>
<td>5pm – polling day</td>
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<td>Alterations to register to correct clerical error</td>
<td>9pm – polling day</td>
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<tr>
<td>Return of election expenses</td>
<td>+ 35 days from result (28 for parish)</td>
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Qualifications

- Candidates must satisfy criteria on the day they are nominated and on polling day:
  - at least 18 years of age
  - British, qualifying Commonwealth citizen (with indefinite leave to remain), national of an EU member state.
  - Also at least one of the following:
    - Registered local govt elector for local authority area
    - Occupied as owner or tenant any land or premises in the local authority area during the whole 12 months preceding nomination
    - Principal or only place of work (including unpaid) during last 12 months in local authority area
    - Lived in the local authority area during the last 12 months
Disqualifications

- A person **cannot** be a candidate if they:
  - are employed by the local authority or hold a paid office under the authority (including joint boards or committees). Candidates may be ‘employed by the local authority’ if they work at certain schools, fire services, police or health services.
  - are subject of a Bankruptcy Restrictions Order (or interim order) in England or Wales.
  - have been sentenced to a term of imprisonment of three months or more (inc suspended sentence) without option of a fine, during the 5 years before polling day.
  - have been disqualified under Audit Commission Act 1998.
  - are serving a disqualification due to being found guilty of a corrupt or illegal practice by an election court.
  - hold a politically restricted post.
Submitting Nomination Papers

• Two documents must be submitted by all candidates by 4pm – Friday 6th April:
  – the nomination form
  – the consent to nomination

• Party candidates will also need to submit, by 4pm – Friday 6th April:
  – A certificate authorising the use of a party name/registered description on the ballot paper
  – A written request to use one of the party’s emblems on the ballot paper (optional)
Submitting Nomination Papers

• Take care when completing your nomination papers, as mistakes may invalidate your nomination

• Complete nomination papers early and arrange for us to provide an informal check

• The nomination form and consent to nomination must be delivered by hand and cannot be submitted by post, fax, email or other electronic means.
Nomination Form

• Include your full name & home address
• Optional: use commonly used name box(es) if commonly known by a name other than full name and wish to use it instead.
• Description field – 3 options:
  • leave blank
  • Independent
  • party candidates can use party name or description authorised by a certificate issued by or on behalf of the Nominating Officer
Nomination Form

• Subscribers: 10 subscribers are required (2 for parishes).

• Must sign & print their names. Check details of subscribers against electoral register.

• Only ask subscribers to sign after completing the name, address and description fields on the form.
Consent to Nomination Form

• Must include:
  • name and address
  • which area standing in
  • confirmation of qualification(s) that apply (at least 1, but select all that apply)
  • date of birth & signature
  • witness’ name, address and signature
Certificate of Authorisation

• Party candidates must have written permission to use the party name/description from the Nominating Officer (or a person authorised to act on their behalf)

• The certificate may:
  – allow the use of the party name or a particular description
  – allow candidate to choose whether to use the party name or any of the descriptions registered with the Electoral Commission

• Must be submitted by 4pm Friday 6th April
Emblem Request Form

• Party candidates can ask for an emblem to be printed on the ballot paper

• Emblem request form must be submitted by 4pm Friday 6th April
Election Agent (District only)

- Responsible for the proper management of your election campaign; particularly its financial management.

- Notification of appointment must reach the RO by 4pm – Friday 6th April. Form is included in nomination pack.

- You will become your own agent by default if none is appointed.
Other Agents

- Other agents can be appointed to attend postal vote openings, polling stations and the count on your behalf:
  - You must give notice in writing of any people appointed as polling and counting agents by Thursday 26th April.
  - The appointment of postal voting agents attending a particular opening session must be made before the start of the session. We will give 48 hours’ notice.
Access to Electoral
Register/Absent Voting Lists

• Access by candidates – once you **officially** become a candidate:
  – earliest, on **Tuesday 27th March** if you, or others declared yourself a candidate
  – once you or others have declared yourself a candidate after this date / date you submit your nomination papers

• Make **written** request to the ERO – forms are available from the office / are included in your nomination pack.
Campaigning

• Do use imprints on all your campaign material, including websites. ([See this handy guide](#))
• Do comply with planning rules relating to advertising hoardings and large banners.
• Do make sure outdoor posters are removed 2 weeks after the election.
• Do not produce material that looks like a poll card.
• Do not pay people to display your adverts (unless they display adverts as part of their normal business).
Polling Day

- Polling stations open from 7am to 10pm

- Office open 6.30am to 10pm for queries or problems relating to the administration of the election
  - for queries relating to election finance issues, contact the Electoral Commission (contact details shown later)

- Tellers

- Postal Votes – can be handed into polling stations within division or delivered to the elections office until 10pm.
Counting of Votes

• 10am on Friday 4th May

• Count centre will open to candidates agents from 9.45am

• The count will be held at:
  Skipton Town Hall, High Street, Skipton

• Candidates, election agents, counting agents and one other person appointed by the candidate are entitled to attend.
  - limits to counting agents: (either 1 or 2 depending on the number of candidates)
Candidate Spending

- Defined as certain expenses ‘used for the purposes of the candidate’s election’ during the regulated period.

- Responsibility of election agent

- Limit on expenses:
  - £740 + 6 pence per elector in ward/division on register in force on Tuesday 27th March
  - reduced for joint candidates

- Must get and keep receipts (over £20)
Candidates’ Spending Returns

- Returns due 35 calendar days after result of election (28 days for parishes)
- Returns made public by Returning Officer
- Sample of returns may be reviewed by the Electoral Commission
- Failure to submit a spending return is a criminal offence enforceable by police
- No spending will be reimbursed
Contacts

- Elections office –
  01756 706241/706226

- Electoral Commission contacts
  - North of England Office 01904 567990
  - Party and Election Finance 020 7271 0616
Questions
Thank you

Please ensure you take your candidate’s pack for guidance