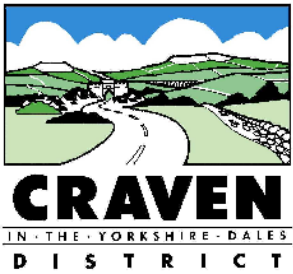


# Candidates and Agents Briefing

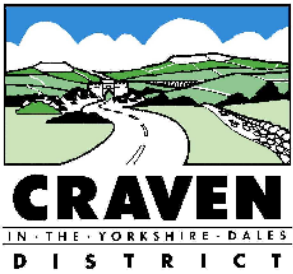
District and Parish Elections

3 May 2018



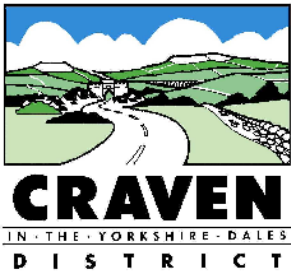
# Topics

- who's who
- election timetable
- qualifications
- disqualifications
- nominations
- agents
- postal votes
- day of poll
- counting of votes
- candidates expenses
- contacts



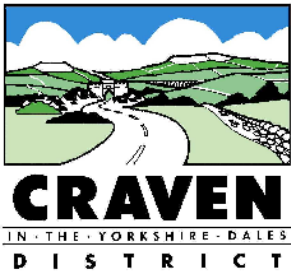
# Who's who

- The Returning Officer is the person responsible for running the elections. The Returning Officer is **Paul Shevlin**.
- The Deputy Returning Officers are **Ben Natrass 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)



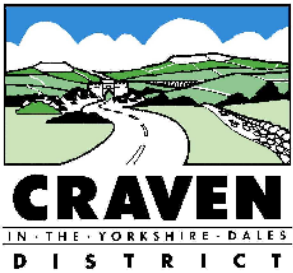
# Election Timetable

Publication of Notice of Election	Tuesday 27 March
Nominations commence	Tuesday 27 March
Close of nominations/ Close of Withdrawals	4pm – Friday 6 April
Notification of appointment of election agents	4pm – Friday 6 April
Publication of statement of persons nominated	4pm – Monday 9 April
Deadline for applications to register to vote	Midnight – Tuesday 17 April
Deadline for new postal vote applications /changes to existing postal or proxy vote applications	5pm – Wednesday 18 April



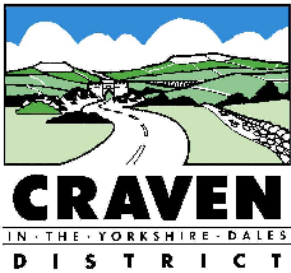
# Election Timetable (cont'd)

Deadline for applications for new proxy votes	5pm – Wednesday 25 April
Publication of notice of poll/situation of polling stations	Wednesday 25 April
Appointment of counting and polling agents	Thursday 26 April
Polling day	Thursday 3 May – 7am to 10pm
Deadline to apply for new applications to vote by proxy on grounds of medical emergency	5pm – polling day
Replacement for lost/spoilt postal votes ends	5pm – polling day
Alterations to register to correct clerical error	9pm – polling day
Return of election expenses	+ 35 days from result (28 for parish)



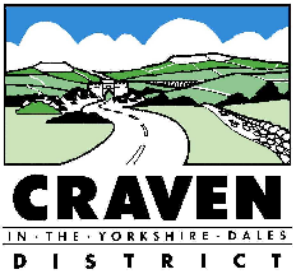
# Qualifications

- 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

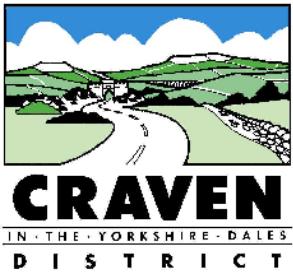
- A person **cannot** be a candidate if they:
  - are employed by the local authority or hold a paid office under the authority (including joint boards or committees). Candidates may be 'employed by the local authority' if they work at certain schools, fire services, police or health services
  - are 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

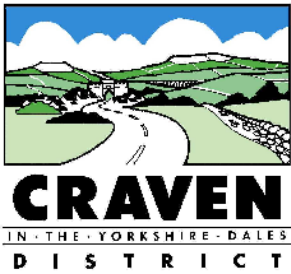
- Two documents must be submitted by all candidates by 4pm – **Friday 6<sup>th</sup> April:**
  - the nomination form
  - the consent to nomination
- Party candidates will also need to submit, by 4pm – **Friday 6<sup>th</sup> April:**
  - A certificate authorising the use of a party name/ registered description on the ballot paper
  - A written request to use one of the party's emblems on the ballot paper (optional)





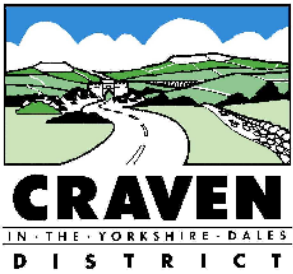
# Submitting Nomination Papers

- 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.



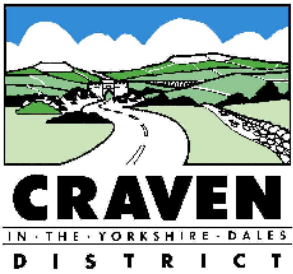
# Nomination Form

- 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



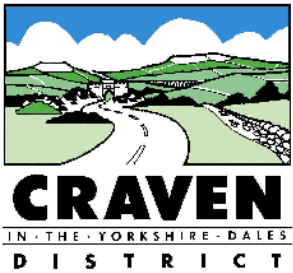
# Nomination Form

- 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.



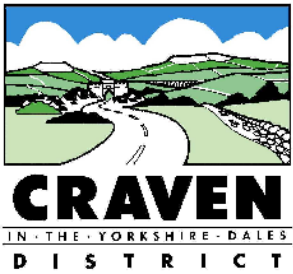
# Consent to Nomination Form

- 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



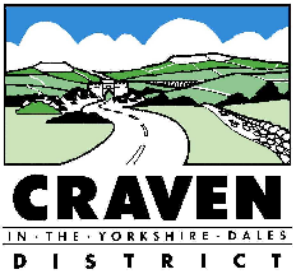
# Certificate of Authorisation

- 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 6<sup>th</sup> April**



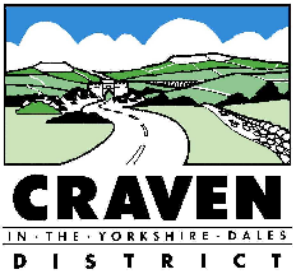
# Emblem Request Form

- Party candidates can ask for an emblem to be printed on the ballot paper
- Emblem request form must be submitted by 4pm **Friday 6<sup>th</sup> April**



# Election Agent (District only)

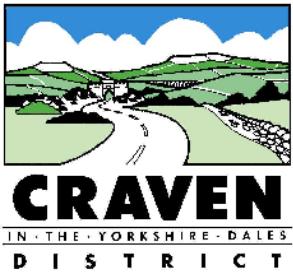
- Responsible for the proper management of your election campaign; particularly its financial management.
- Notification of appointment must reach the RO by 4pm – **Friday 6<sup>th</sup> April**. Form is included in nomination pack.
- You will become your own agent by default if none is appointed.



# Other Agents

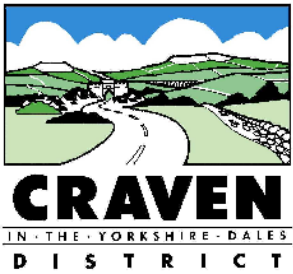
- Other agents can be appointed to attend postal vote openings, polling stations and the count on your behalf:
  - You must give notice in writing of any people appointed as polling and counting agents by **Thursday 26<sup>th</sup> April.**
  - The appointment of postal voting agents attending a particular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





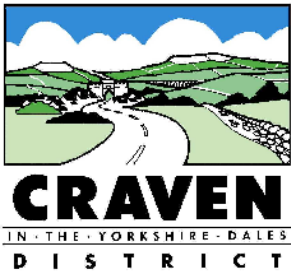
# Access to Electoral Register/Absent Voting Lists

- Access by candidates – once you **officially** become a candidate:
  - earliest, on **Tuesday 27<sup>th</sup> 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.



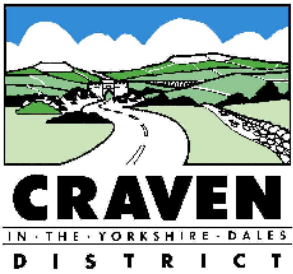
# Campaigning

- 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).



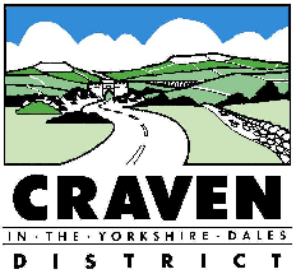
# Polling Day

- 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.



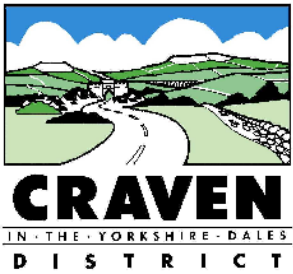
# Counting of Votes

- 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)



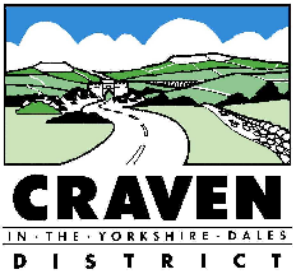
# Candidate Spending

- 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 27<sup>th</sup> March**
  - reduced for joint candidates
- Must get and keep receipts (over £20)



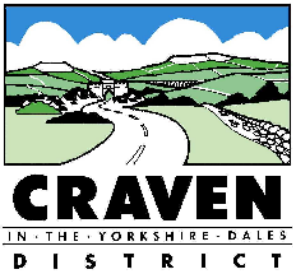
# Candidates' Spending Returns

- 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



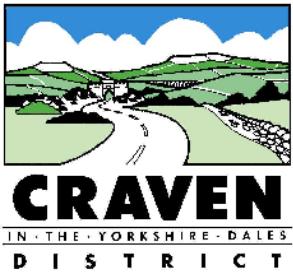
# Contacts

- 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