

UK PARLIAMENTARY GENERAL ELECTION – JUNE 8TH, 2017

..... CONSTITUENCY

Guidance for Candidates and Election Agents

	<i>Document enclosed</i>
1 Summary Timetable	
1.1 A summary is attached showing when the main stages of the election occur.	<i>Summary timetable</i>
2 Nominations	
2.1 Nominations should be delivered to the Returning Officer between 10.00 a.m. and 4.00 p.m. on any weekday (except public holidays) from Monday, 8 th May, 2017, but no later than 4.00 p.m. on Thursday, 11th May, 2017 , at the constituency election office at St. Leonard's, Sandyhill Road, Banff . It is extremely helpful to have advance notice of when the paper is likely to be delivered and I would therefore urge you to make an appointment for this purpose with the relevant Constituency Officer/ Assistant Constituency Officer or the Depute Returning Officer. Candidates and agents should note, however, that it is highly advisable not to leave the lodging of nomination papers until the last day in case changes may be required and to help avoid the possibility of disqualification due to uncorrected errors or discrepancies.	
2.2 Apart from a person delivering the nomination and the Returning Officer's staff, the legislation provides that the following may attend:	
<ul style="list-style-type: none">• the candidate• the proposer and seconder of the first paper delivered for the candidate• the election agent, if appointed at or before that time (see 4.1)• one person chosen by the candidate• one other person, if the candidate is acting as his or her own agent• a candidate who has already been nominated in the same constituency• Representatives of the Electoral Commission	
2.3 The nomination should be in the correct format. It is not	<i>Nomination form</i>

essential to use the attached form, but any other form used must comply with the wording laid down in the legislation.

(2 copies)

2.4 Nominations should be completed in the following way:

- except for signatures, write legibly in capitals
- do not use correction fluid or cross out/ initial any deletions
- insert address in full (e.g. Road, not Rd.) but leave out postcode (except for London addresses)
- use electors' numbers from the current register (not the draft)

2.5 To be accepted, a nomination requires:

- the signatures of a proposer and a seconder, and of eight people who assent to the proposed nomination, none of these ten having signed another valid nomination which has already been received, and all being registered for this election in the constituency
- the correct information in the nomination paper
- the candidate's consent to be nominated
- the home address form indicating the candidate's home address but on which he or she may, if desired, request instead that their home constituency appears on the Notice of Poll and ballot paper
- the candidate's declaration that he or she is not disqualified under the House of Commons Disqualification Act
- a **deposit of £500** in cash or a banker's draft (no other form of deposit will be accepted)

Consent form

Home Address form

House of Commons Disqualification Act form

and these conditions must be satisfied by the closing time for nominations.

2.6 It should be noted that a nomination paper may not include a description of a candidate which is likely to lead voters to associate the candidate with a registered political party, unless the description is authorised by a certificate issued by, or on behalf of, the registered nominating officer of the party. A certificate authorising the description must be lodged with the Returning Officer **not later than 4.00 p.m. on Thursday, 11th May, 2017**. If the certificate is issued by someone else on behalf of the registered nominating officer, evidence of direct delegated authority must also be provided **not later than 4.00 p.m. on Thursday, 11th May, 2017**.

Certificate of Authorisation

2.7 Any candidate who wishes to place next to their particulars on the ballot paper an emblem of a registered political party must produce a certificate indicating entitlement to

Request for Use of Emblem form

use that emblem. **A request to use such an emblem must be signed by the candidate**, NOT the election agent.

- 2.8 Nominations will be checked when they are delivered and, if correctly completed, an acknowledgement and receipt for the deposit will be issued.
- 2.9 The people listed in paragraph 2.2 (with the exception of the person chosen by the candidate) have a right to attend at the election office any time during the time for delivery of nominations. They may inspect any nomination papers submitted. They may make objections by noon on Thursday, 11th May, 2017, or, in the case of papers delivered on that day, by 5.00 p.m.
- 2.10 If a candidate wishes to withdraw, this should be done by **written notice by 4.00 p.m. on Thursday, 11th May, 2017**. The notice should be signed by the candidate and attested by a witness. Different arrangements apply under Parliamentary Election Rule 13(2) if the candidate is outside the U.K. and advice can be given on this.
- 2.11 Nominations will be made public after 5pm on Thursday, 11th May, 2015.

Withdrawal form

3 Electoral Registers

- 3.1 A prospective candidate, or somebody acting on his or her behalf, may obtain one copy of the electoral register for the appropriate constituency by returning the enclosed register and AV list request form to the Electoral Registration Officer (ERO) at Woodhill House, Westburn Road, Aberdeen (telephone 01224 664848).
- 3.2 No further copies of the register will be issued to the candidate or election agent.
- 3.3 Lists of postal and proxy voters will be ready when the ERO has finalised them following the closing date for new applications, which is **5.00 p.m. on Tuesday, 23rd May, 2017, for postal votes and Wednesday, 31st May, 2017, for proxy votes**. The incomplete lists can be inspected by arrangement before then, if required.

Register and AV List Request form

4 Appointment of Election Agent

- 4.1 The election agent's appointment and office address, and his or her consent to the appointment, must be delivered to St. Leonard's, Sandyhill Road, Banff, by **4.00 p.m. on Thursday, 11th May, 2017**.

Election Agent's appointment

- 4.2 If no appointment and consent is delivered by that time, the candidate will be deemed to be acting as his or her own agent.
- 4.3 The Returning Officer and his staff will contact the election agent for most purposes. The election agent is responsible for running the election campaign on behalf of the candidate. The candidate, unless acting as his or her own agent, may not discharge the functions of the election agent, but does have a general duty to supervise the way the campaign is run.

5 Arrangements for Election Day

Polling

- 5.1 A list showing the locations and numbers of polling stations is enclosed, to assist preparations for polling day. *Notice of Situation of Polling Places*
- 5.2 You may appoint polling agents to attend the poll. There is no restriction on numbers, provided there is never more than one polling agent for a given candidate within a polling station at any one time. Agents can be appointed for particular polling places or more generally.
- 5.3 **The Returning Officer must receive notice, on or before 4pm on Thursday, 1st June, 2017, of the polling agents you have appointed.** Attendance cards will be issued directly to you for onward distribution to polling agents; it will clearly help to have early notice of at least some of the agents. *Notification of Appointment of Polling Agents*
- 5.4 The candidate and election agent may also enter a polling station.
- 5.5 All those attending at polling places, either within the station or as tellers or drivers, should be aware of the rules which the presiding officer will be enforcing. Copies of the “Arrangements in Force at the Poll” are enclosed and should be read in conjunction with the Electoral Commission’s Guidance for Candidates and Agents. *Arrangements in Force*
- 5.6 While it is acknowledged that you or your party (if appropriate) may appoint polling station tellers, it is worth highlighting that they have no legal status in elections and may not enter a polling place except to cast a vote themselves or as a proxy. Please note that tellers must not obstruct voters’ access to the polling place, ask voters for their registration number or address *before* they have cast their votes, ask an elector how they have voted, *Guidance for Tellers*

distribute any material within a polling place designed to affect support for a candidate or party, nor canvass or wear any item encouraging electors to vote in a particular way.

Counting

5.7 The count starts after 10.00 p.m. on the day of election, at Aberdeen Exhibition & Conference Centre.

5.8 You are entitled to appoint counting agents to attend on the floor of the count. The number of agents permitted will depend on the number of candidates, and will be notified to you after the close of nominations. **Please note that you should notify the Returning Officer of the proposed attendance of the candidate, election agent and any guest of the candidate. A form is provided for the attendance of a guest and this should be completed and returned as soon as possible after confirmation of the acceptance of your nomination.** Separate authorisations will be provided for the candidate and election agent to attend the count and any polling stations within the constituency.

Request for Attendance of Candidate's Guest at the Count

5.9 **The Returning Officer must receive notice on or before 4pm on Thursday, 1st June, 2017, of the counting agents you have appointed.** Attendance cards will be issued directly to you for onward distribution to counting agents; it will clearly help to have early notice of at least some of the agents. .

Notification of Appointment of Counting Agents

6 Postal Votes

6.1 Any applications for postal and proxy votes should go to the Electoral Registration Officer, who is quite separate from the Returning Officer. The Electoral Registration Officer prepares the lists of those entitled to vote by post or proxy.

6.2 The first, main issue of postal votes will take place on or around Tuesday, 23rd May, 2017, by the service provider appointed by the Returning Officer. A further issue will take place on or around 31st May. Only observers accredited by the Electoral Commission may attend.

6.3 Postal Voters' Ballot Boxes and the envelopes contained therein will be opened on a daily basis from Monday, 29th May, 2017, starting at around 9.30 a.m. at **(name of venue)**. Formal notification will be issued to appointed election agents. You may appoint, before each opening session starts, one agent to attend. The candidate and election agent (or a substitute appointed for

the purpose by the candidate) may also attend. **The Returning Officer must receive notice in advance of any given postal vote opening session the name of the agent you have appointed for that day.**

7 Secrecy - Attendance of Candidate and Guest

7.1 All those attending any of the proceedings as, or on behalf of, a candidate must observe the secrecy of the ballot. The election agent should give them a copy of section 66 of the Representation of the People Act 1983 (as amended). A copy is enclosed for this purpose.

*Section 66,
ROTP Act 1983*

7.2 The candidate's guest is permitted at various proceedings as noted above. Any request to this effect should be made to the Returning Officer as soon as possible.

7.3 Authorisation for the candidate's guest should be requested to avoid any difficulty in accessing the various proceedings he or she may attend, particularly at the count venue where a strict admissions policy will be in force to ensure an appropriate level of security.

*Request for
Attendance of
Candidate's
Guest form*

8 Return of Election Expenses

8.1 The election agent must account for all relevant expenses.

8.2 The election agent, or the candidate where no agent has been appointed, must deliver a return of election expenses to the Returning Officer within thirty-five days after the day on which the result was declared. Therefore, **the last date for the receipt of returns is Friday, 14th July, 2017. Where an election agent has been appointed, both the candidate and the agent must make a declaration.**

The expenses limit for the regulated period is:

- ◆ County Constituency - £8,700 plus 9p per elector

The applicable electorate figure for the constituency is the one on the last date for the publication of the Notice of Election (Friday, 5th May, 2017).

Where a candidate has incurred no expenses, a return to this effect must still be made.

9 Deposit

9.1 The deposit for any candidate polling more than 5% of the total number of votes cast will be returned to the person who made the deposit. It will be returned or posted no

later than Monday, 12th June, 2017. .

10 Flyposting

- 10.1 It has been our practice for a number of years to prohibit the posting of election material promoting any candidate or party on Council land or property (including roadside verges and lampposts or other street furniture). Should any instruction to remove material result eventually in a cost being incurred, we will require this to be borne by the appropriate candidate or party. *Flyposting Note*

11 Guidance Relating to the Pre-Election period

- 11.1 The attention of candidates and agents is drawn to the guidance note on restrictions applying to the activities of the Council, its staff and elected members during the pre-election period. *Guidance Note for Staff etc*

Jim Savege, Returning Officer for the Banff and Buchan Constituency