

School Election Pack

This pack has been designed by Electoral Services as part of its commitment to encouraging participation in the democratic process. It is hoped that schools may be able to conduct an election of school council representatives, house captains, etc by following a similar process used to run all local and national elections.

The information can be used as a starting point to 'getting involved in the election process' from becoming a candidate to being elected. To stimulate discussion, participation and understanding of how the voting process works.

We hope your school will have an enjoyable and exciting election for both staff and pupils.

If you require any further information, guidance or would like to enquire about the possibility of borrowing polling booths, ballot boxes or election stationery, please do not hesitate to contact Electoral Services.

Enclosed documents

Teachers Guidance Notes
Notice of Election
Nomination Paper
Statement of Persons Nominated and Notice of Poll
Guidance for Voters
Example of Ballot Paper
Setting up the Polling Station
Roles of the Polling Station Team
The Voting Procedure
The Close of the Poll and the Count Procedure
Declaration of Result of Poll
Voting Booklet – easy to read

Related websites www.mockelections.co.uk
www.dopolitics.org.uk

Teachers Guidance Notes

- Appoint a Returning Officer, this is the person who oversees the election and announces the result.
- Decide how many representatives are to be elected in each class. If there is one representative, each pupil will have one vote, if there are two representatives to be elected each pupil will have two votes.

- If electing 1 representative and a deputy, pupils will have one vote, the pupil with the most votes will be elected representative and the pupil with the next highest number of votes will be deputy.
- In local and national elections there is no limit as to how many candidates may stand. It may be more practical for you to limit the number of candidates in each class.
- Decide how the candidates are to be nominated, will interested children let their teacher know or will you follow a nomination process with children having a proposer and seconder?
- Decide on a closing date for nominations for candidates.
- Encourage all candidates to display posters and other campaign material, allocate a time when they can talk to their class about why they are the best person to be the representative.
- A suitable location will need to be found for your polling station, usually the school hall, and a room for counting the votes.
- A separate team of staff will be required for the polling station and counting the votes. Once a class has finished voting the ballot box can be taken to the count room and be counted, the next class can then go to the polling station to cast their votes.
- The ballot box should be labelled with the class name.
- To ensure all pupils only vote once, use the class register. Will teaching staff be voting?
- Ensure the secrecy of voting by allowing pupils access to a private area.
- Candidates can vote for themselves.
- Pupils can help with the counting under supervision of an adult.
- The Returning Officer can announce the results in a school assembly at the conclusion of the counting of all of the votes. Will you issue certificates/badges?
- You could invite the Mayor of Southampton to the results assembly who would be happy to present the certificates/badges.

ELECTION OF REPRESENTATIVES FOR

(enter name of school)

SCHOOL COUNCIL

NOTICE OF ELECTION

1. Notice is hereby given that an election of school council representatives for (enter school name) School is to take place.
2. Representatives will be elected from each (enter class or year group).
3. Nomination papers or names of interested pupils must be given to the class teacher by (enter date).
4. Candidates can vote for themselves.

RETURNING OFFICER

ELECTION OF A REPRESENTATIVE FOR (enter school name)

SCHOOL COUNCIL

(enter date)

NOMINATION PAPER

Candidate's surname	
Other names in full	

Class	
Proposer*	
Secunder*	

CONSENT TO NOMINATION

I hereby confirm my nomination as a candidate for election as a representative for (enter school name) School Council.

Signed Date

*The proposer and seunder must be students currently learning in the same class.

Nomination papers must be returned by (enter date)

ELECTION OF A REPRESENTATIVE

FOR

(enter school name)

SCHOOL COUNCIL

(enter date)

**STATEMENT OF PERSONS NOMINATED AND NOTICE
OF POLL**

The following is a statement of the persons nominated for election as a Representative to the School Council in (enter class name)

Name of Candidate

The persons named above stand validly nominated.

A POLL WILL BE TAKEN on (enter date) between the hours of (enter times)

GUIDANCE FOR VOTERS

1. Make sure the ballot paper has been stamped with the official mark.
2. Vote for (enter the number of candidates pupils are voting for) candidate only. Put no other mark on the ballot paper, or your vote may not count.
3. Mark a cross (x) in the box on the right hand side of the ballot paper opposite the name of the candidate(s) you are voting for.

4. If by mistake you spoil a ballot paper, show it to the presiding officer and ask for another one.
5. Fold the ballot paper in two. Show the official mark to the presiding officer, but do not let anyone see your vote. Put the ballot paper in the ballot box and leave the area.

Vote for (enter the number) Candidate(s) only.

Put no other mark on the ballot paper,
or your vote may not be counted.

VOTE FOR ONE CANDIDATE ONLY

Mark a cross (x) in the right hand box next to the name of the candidate you wish to vote for.

1	SURNAME Forename	Picture of candidate	
2	SURNAME Forename	Picture of candidate	
3	SURNAME Forename	Picture of candidate	
4	SURNAME Forename	Picture of candidate	
5	SURNAME Forename	Picture of candidate	

6	SURNAME Forename	Picture of candidate	
7	SURNAME Forename	Picture of candidate	
8	SURNAME Forename	Picture of candidate	

**Notes for teacher: The names should be shown alphabetically by surname
The picture of candidate is optional**

SETTING UP THE POLLING STATION

YOU REQUIRE:-

- Table and chairs
- Polling booth
- Ballot pencils/string
- Statutory notices – for polling booth, guidance on voting
- Signs – polling station, way in, way out
- Register of electors (register of pupils)
- Stamping Instrument
- Stationery – pencil, ruler
- Ballot papers
- Ballot box
- Seals for securing ballot box

PREPARING THE POLLING STATION:-

- When setting out the polling station, the needs of voters with a range of disabilities must be considered, i.e. can a wheel chair user gain access and move easily around the polling station.
- The polling staff should position their table and the ballot box in a way that prevents any voter leaving the polling station without passing them

- The polling booth and ballot box should be arranged to ensure they are accessible to voters, and fully visible to polling station staff
- The notices should be accessible for all voters, including voters who may have a disability.
- Position polling booths to make best use of the available light, ensure ballot pencils are sharpened and fixed securely to the polling booth
- The notice 'guidance for voters' is to be displayed inside the polling station
- The notice 'guidance for voters' is the only notice to be displayed in the polling booth
- No posters or materials supporting any candidate should be displayed in the polling station
- The presiding officer should seal the ballot box before the voting begins, after having shown to all present that it is empty

ROLES OF THE POLLING STATION TEAM

ROLE OF THE PRESIDING OFFICER:-

- Responsible for the conduct of the ballot in the polling station
- Organise the layout of the polling station
- Seal the ballot box
- Supervise the work of the poll clerk
- Open the polling station
- Be polite and professional in dealing with voters
- Act impartially at all times
- Be responsible for ballot papers and the ballot box
- Ensure the proper procedure for voting is followed
- Issue ballot papers to voters
- Stamp the ballot paper with the official mark
- Keep the polling station neat and tidy
- Ensure that all signs and notices are clear, visible and remain in place

ROLE OF THE POLL CLERK:-

- Assist with the layout of the polling station and prepare for the opening of the poll
- Be polite and professional in dealing with voters
- Act impartially at all times
- Check and mark electors in the register of electors (class register)
- Ensure that voters cast their votes in secret
- Maintain the secrecy of the ballot at all times

THE VOTING PROCEDURE

STAGE 1:-

- Poll clerk will call out name from register and greet elector
- Mark the register of electors against the electors name by placing a straight line against their entry
- The Presiding Officer will stamp the ballot paper with the official mark in the top left hand corner so as to be visible on both sides of the paper, fold and hand the ballot paper to the voter

STAGE 2:-

- The voter marks the ballot paper in the privacy of the polling booth

STAGE 3:-

- The elector places the ballot paper into the ballot box
- Polling staff thank the voter as they leave

THE CLOSE OF THE POLL AND THE COUNT PROCEDURE

THE CLOSE OF THE POLL:-

- The Presiding Officer must seal the slot of the ballot box in front of an elector
- The Presiding Officer or appointed person should take the ballot box to the count location
- Do not leave the ballot box unattended at any time

THE COUNT PROCEDURE:- (SINGLE VACANCY)

FIRST STAGE:-

- The appointed person will break the seals on the ballot box, unlock the padlock and empty contents onto the table
- Counting staff will unfold the ballot papers keeping ballot papers face upwards and the same way round, and count how many papers are in the ballot box

SECOND STAGE:-

- Sort ballot papers for each candidate into piles according to the vote given
- If the vote has not been marked with a 'X', as long as the intention of the voter is clear it can be accepted
- If the voter has voted for more candidates than they are entitled to then the ballot paper would be rejected and would not be counted
- Once all papers have been sorted into separate candidate piles the ballot papers can be counted for each candidate, keep ballot papers face upwards
- When all the papers have been counted, the total number of votes and rejected papers should equal the number you started with at the first stage, record the information on the result document
- If there is an equality of votes, the names of those candidates should be placed into a receptacle and the Returning Officer shall draw out the additional vote

FINAL STAGE:-

- Announce the result

THE COUNT PROCEDURE – (ALTERNATIVE METHOD)

Counting Sheet Method

This is an alternative method if there are many candidates
The process of recording votes will be conducted by the use of counting sheets.

Counting Sheet Instructions

The appointed person will break the seals on the ballot box, unlock the padlock and empty contents onto the table.

Unfold the ballot papers keeping ballot papers face upwards and the same way round. Count how many ballot papers are in the ballot box.

Staff will work in teams of two.

One member of staff (Counter 1) will be responsible for the ballot papers and the other member of staff (Counter 2) for the counting sheet.

Counter 1 will look at each ballot paper and call out the name(s) for whom the vote(s) have been cast.

Counter 2 will mark a diagonal line (/) in a section of the appropriate column next to the name of the candidate working horizontally across the sections.

The ballot papers are to be worked through with counter 1 ensuring that each paper remains face upwards after the vote has been called (i.e. – do not turn it over).

Once all votes have been recorded, total the votes for each candidate, the total number of votes should equal the number you started with. If there is an equality of votes, the names of those candidates should be placed into a receptacle and the Returning Officer shall draw out the additional vote.

(Enter Returning Officers name)
Returning Officer