

Agenda
Electoral Management Board for Scotland

Friday 18 November 2011, 2:00pm
Boardroom, City of Edinburgh Council Headquarters
Waverley Court, East Market Street, Edinburgh ([map](#))

ADMINISTRATION

- 1.0 Apologies**
- 2.0 Note of Previous Meeting (19 October 2011) (*circulated*)**
 - 2.1 Matters Arising**

BOARD WORK PROGRAMME / POLICY & PLANNING

- 3.0 Preparation for Scottish Local Government Elections 2012**
 - 3.1 Legislation**
 - 3.1.1 Scottish Local Government Elections Order**
 - 3.1.2 Other source legislation**
 - 3.2 General approach to Guidance and Direction from the Convener / Board**
 - 3.3 EMB Work Programme / Project Plan**
 - 3.4 E Counting**
 - 3.4.1 Update from Scottish Government**
 - 3.4.2 User Agreement / EDS – review of progress, lessons learned**
 - 3.5 Electoral Commission Guidance Material**
 - 3.6 Pre Election Period – Guidance Material**
 - 3.7 Returning Officer Performance Standards - Letter from EMB (*circulated*)**

- 3.8 Joint Briefings with the Electoral Commission – *proposed agenda***
- 3.9 EC Public Awareness plans and working with others**
- 3.10 Postal Voting**
 - 3.10.1 Printing – email from the Convener (*circulated*)**
 - 3.10.2 Timetable / key milestones**
 - 3.10.3 Liaison with Royal Mail**
- 3.11 Count Timing**
- 3.12 Liaison with ACPOS**
- 4.0 EMB Administration**
 - 4.1 Appointments**
 - 4.1.1 Board Members**
 - 4.1.2 Advisers**
 - 4.2 Standing Orders**
 - 4.3 Support / Secretariat**
 - 4.4 EMB Subgroups**
 - 4.4.1 Forms Group**
 - 4.4.2 Communication Network**
- 5.0 Bulletin / Newsletter (*to follow*)**

INFORMATION

- 6.0 By-elections - *update***
- 7.0 Regional Returning Officers' Group and associated meetings**

(Papers available at <http://www.electoralcommission.org.uk/elections/elections-and-referendums-working-groups>)

7.1 Elections and Referendums Steering Group Agenda and Papers – Update
from Convener

7.2 Elections & Registrations Working Group Agenda and Papers – Update
from Secretary

8.0 Scottish Political Parties Panel

8.1 Issues for future meetings

- **8 December 2011**
- **31 January 2012**

CONSULTATIONS

9.0 Consultations

9.1 Review of UK Parliament Constituencies in Scotland - Initial Proposals

10.0 Any Other Business

11.0 Date of Next Meeting

14 December

Mary Pitcaithly,
Convener of the Electoral Management Board for Scotland