



# Electronic Vote Counting Scottish Local Government Elections 2017

## **Training Guide**

Version 1 January 2017





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# 1 About this training

## Introduction

This training guide is part of a set of training materials that has been produced to help you, as a member of your Local Authority's count team, learn how to use the electronic vote counting system for each of the roles involved in the electronic count.

The overall training package consists of:

- Your Council Staff training day, covering:
  - An overview of the count process
  - Role specific theory and 'hands on' training in smaller groups
  - A mock count.
- Supporting e-learning, consisting of:
  - An overview of e-counting
  - Step-by-step on-line tutorials for each of the roles in the electronic count process.
- Refresher training during the week of the count
- A training guide (this document) for post-course reference.

There is also an online training portal available from which you can access all the training materials electronically, as well as links to further information and guidance about electronic vote counting and the e-learning referred to above. You will be sent information separately on how to access this.

## Council Staff Training Day

### Aim

The aim of the day is to provide each of the 32 Local Authorities in Scotland with an opportunity to familiarise themselves with the electronic vote counting system, the process that underpins it and the different roles involved in its execution.



## Structure of the day

Your training will consist of:

- An introduction to the day
- An overview presentation covering the count process
- Theory and ‘hands-on’ practice in small, role-specific groups - practising in a realistic count centre setting
- A trial count, involving all staff, concluding with the declaration of the results.

The timetable of activities is as follows:

Time	Activity 1	Activity 2	Activity 3	Activity 4
10:00 – 10:30	Arrive			
10:30 – 10:45	Overview			
10:45 – 12:15	Election Management	Registration / Verification	Scanning	Adjudication
12:15 – 13:00	Lunch			
13:00 – 15:00	Trial Count			
15:00 – 15:30	Close			

These times, and the structure of the day, may vary slightly depending on the numbers of council staff attending.



## The trial count

- The trial count will be realistic in terms of the variety of candidate numbers, ballot sizes etc. yet entirely fictitious - so it will allow you to practice carrying out key tasks in a 'safe' environment.



You will be required to count multiple wards. This will challenge the knowledge and skills you have gained in the morning session, in the realistic scenario of a count. Your election management team will be managing the count, with assistance where required, from the team of trainers and technical support staff.

The count is made up of several wards. Each ward has a different number of candidates, so that different ballot paper sizes are used, for example:

- Normal (A4 length ballot papers)
- Short (less than A4 length ballot papers)
- Long (greater than A4 length ballot papers).

Each ward will be electing more than one candidate.

The count will conclude by the Returning Officer (RO) announcing the result of the count for **at least** one ward.

The classroom-based part of the training is designed to give you the opportunity to become familiar with the electronic count process and build confidence in performing the required roles to achieve a successful outcome:

- **The Trainer** will provide background context, theory, examples, guidance, explanations and demonstrations
- **You** will be able to practice using the system and develop an understanding of how you will be using it in the live environment of a local election count



## E-learning

This will be made available for all staff in autumn 2016, and will be available right through until the election period in May 2017.

Consider the situation after you have completed the face to face training. What if you forget how to do something? Maybe you need a demonstration? This is where the Electronic Vote Counting E-Learning comes in. It will enable you to answer your own questions after the Council Staff training day and before your next involvement with electronic vote counting, by providing you with:

- An overview of the whole process to remind you of the context in which the system has been implemented
- A series of interactive demonstrations and subsequent exercises, covering the key tasks and processes in an easily accessed menu structure – this means you can dip in and out at any time to remind yourself of specific elements
- The ability to work through the entire process as a self-paced learning tool, should you wish to consolidate what you have covered in this course at a later date.

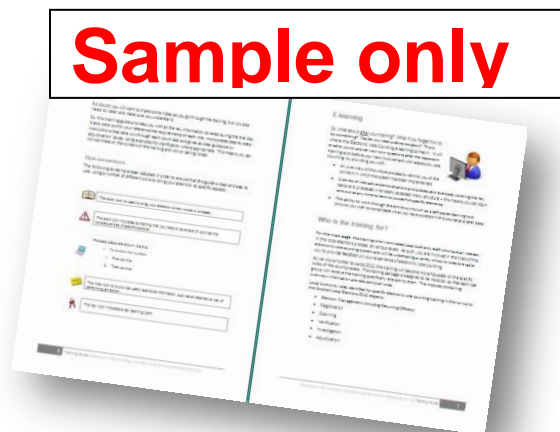


## Training guide

### Purpose

No doubt you will want to make some notes as you go through the training, but you also need to listen and make sure you understand.

So, this training guide provides you with all the key information covered during the Council Staff training day. It also sets out for your reference the requirements of each role, incorporates step-by-step instructions that take you through each count task and gives clear guidance on adjudication issues, using examples for clarification where appropriate. This means you can concentrate on the content of the training and not on taking notes!



## Style conventions

The following styles have been adopted in order to ensure that this guide is clear and easy to use, using a number of different icons to bring your attention to specific aspects:



The book icon is used to bring your attention to new words or phrases.



The alert icon indicates something that you need to be aware of, such as the consequences of specific actions.

*Process steps are shown like this:*



▶ **To access the system:**

1. First do this.
2. Then do this.



The note icon is to provide useful additional information, such as an alternative way of performing an action.



The key icon indicates a key learning point.

## Further training and help

We recognise the importance of practice when using the electronic count system and therefore, in addition to the training and support outlined above, we will also be providing:

- A 'refresher training' day during the week of the count (in effect, another trial count which also doubles up as a final test of the e-counting set up)
- Floorwalking assistance during the count.

A 'support model' has also been developed for escalating problems, which is covered in Section 12 of this guide.





## 2 Background to the Scottish Local Government Elections 2017

### Introduction

The Council Staff training day focuses on the electronic count process from the point the ballot boxes arrive at the count to the announcement of the result. Consequently, the administrative rules and regulations that underpin the setting up of an election are beyond the scope of this training.

However, there are a couple of areas which, for the purposes of understanding the operation of the electronic count, require a more detailed explanation:

- The method of preferential voting adopted for the Scottish Local Government Elections
- How to deal with doubtful ballot papers.

The adopted method for conducting Scottish Local Government Elections and issues relating with doubtful ballot papers are covered below, as well as an introduction to electronic vote counting.

### The single transferable vote (STV) system

#### What is it?

In 2004 the Scottish Parliament voted for the introduction of STV for Scottish Local Government elections.

STV is a voting system based on proportional representation and preferential voting, in multi-member wards.

Instead of casting one vote for one candidate, a voter can express a list of preferences.

Under STV, votes are initially allocated to a voter's preferred candidate and then, after candidates have been either elected or eliminated, any surplus or unused votes are transferred according to the voters' next stated preference.

Votes are made by placing a 1 beside the preferred candidate, 2 against the second preference, and so on, until the voter no longer wishes to express a preference.

Election of Council A, Z Ward  
Instead of using a cross, number the candidates in the order of your choice.  
Put the number 1 next to the name of the candidate who is your first choice, 2 next to your second choice, 3 next to your third choice, 4 next to your fourth choice and so on.  
You can mark as many or as few choices as you like.

Party C	CANDIDATE A	4
Party D	CANDIDATE D	1
Independent	CANDIDATE H	
Party A	CANDIDATE J	2
Party F	CANDIDATE Q	
Party E	CANDIDATE S	3
Party B	CANDIDATE W	
Party A	CANDIDATE Z	5

To be elected, a candidate must obtain a minimum number of votes – called a 'quota' – this is arrived at by applying a formula based on the number of votes and the number of seats.

If that candidate has surplus votes these votes are reallocated with a reduced transfer value to those with the second or next preference.

If after any stage no one reaches the quota, the candidate with the lowest number of votes is excluded and their votes are re-allocated to the second or next valid preference (at full value).

## Why STV?

There are some compelling arguments for using STV as a method of deciding elections:

- STV gives more choice than any other system – putting most power in the hands of the voters
- There are fewer wasted votes
- There are no ‘safe seats’ – so parties must campaign everywhere, and not just in marginal seats
- Voters can influence the composition of post-election coalitions
- There is no need for ‘tactical voting’.



## STV systems

There are a number of different ways the theory of the single transferable vote can be applied. The method used in Scotland is the ‘Weighted Inclusive Gregory’ (WIG) form of STV calculation.

### WIG Method - Overview

The way the vote is counted is as follows:

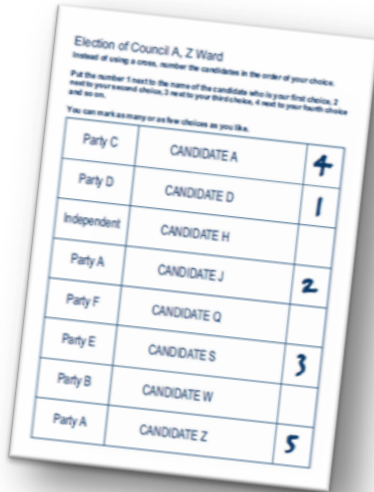
- The total number of valid ballot papers is calculated
- The ‘Droop Quota’ calculation is applied to obtain the minimum number of votes a candidate requires to be elected
- The ballot papers are sorted according to the voters’ first preferences and the total number of votes for each candidate is counted
- Any candidate whose vote equals or exceeds the quota is elected
- If any candidate has more votes than the quota, the surplus above the quota is transferred in accordance with the second and later preferences recorded on each ballot paper
- If, after the surpluses have been transferred, some places are left to be filled, the candidate with the fewest votes is excluded and that candidate’s votes are transferred in accordance with the second and later preferences recorded on the ballot papers
- The transfer of votes continues until all the places have been filled.

It’s easy to understand, given the explanation of the vote counting method, that this is a very complex process if done manually. This is one of the key reasons why the Scottish Local Government Elections are counted electronically. As we will see later, the lengthy manual process of transferring votes and calculating their value is hugely reduced in the e-counting system. In e-counting, once the initial count is done, the rest of the complicated calculations, which in a large count could quite literally take days, are done almost instantly, at the touch of a button.

# Electoral Commission guidance - dealing with doubtful ballot papers

## Introduction

In an ideal world, voters would clearly mark their preferences on the ballot paper in the manner prescribed.



However, the reality is that for a variety of reasons, there will always be a proportion of ballot papers that will, in some way, either fall foul of the regulations and thus require the ballot paper to be rejected; or be completed in a way as to cause doubt over what the voter intended.

A process of adjudication is required to make decisions as to whether such papers are to be allowed or rejected.

All staff undertaking the role of adjudication will be provided with guidance, in the form of a booklet and placemat from the **Electoral Commission** on the principles of adjudicating on doubtful ballot papers, including examples of ballot papers that should be allowed and rejected. This guidance is summarised below.

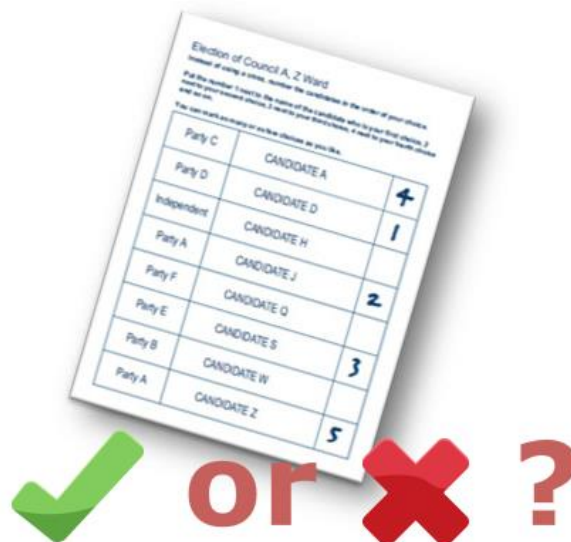


## Key principles

The following key principles are applied to adjudication at Scottish Local Government elections:

- For visibility, all adjudication should be carried out in full view of candidates, agents and observers (screens displaying each ballot paper for adjudication and the decision being made are clearly visible to candidates, agents and observers at the count)
- Adjudication should be done on an ongoing basis to avoid any unnecessary pressure on the adjudication team at the closing stages of a count
- Adjudication officers can only accept, or defer ballot papers for the Returning Officer to make a decision – the RO has the final decision to reject a ballot paper
- Decisions should always be seen to be clear, consistent and considered

When making adjudication decisions, officers should strive to allow a vote to be included wherever possible – this means making every effort to discern the voter intention based on the evidence before them.



## Rejected Ballot Papers

There are five key reasons why a ballot paper may be rejected:

- No official mark
- Mark which identifies voter
- Unmarked or void
- 1<sup>st</sup> preference vote not clearly to one candidate
- 1<sup>st</sup> preference vote for more than one candidate.

## Examples of ballot papers that should be rejected

The following are just a few examples to illustrate the rules set out above, with an explanation of how each example should be adjudicated.

Election of Council A, Z Ward  
 Instead of using a cross, number the candidates in the order of your choice.  
 Put the number 1 next to the name of the candidate who is your first choice, 2 next to your second choice, 3 next to your third choice, 4 next to your fourth choice and so on.  
 You can mark as many or as few choices as you like.

Party C	CANDIDATE A	
Party D	CANDIDATE D	1
Independent	CANDIDATE H	
Party A	CANDIDATE J	1
Party F	CANDIDATE Q	
Party E	CANDIDATE S	
Party B	CANDIDATE W	
Party A	CANDIDATE Z	1

*This ballot paper should be rejected because the voter has expressed more than one first preference*

Election of Council A, Z Ward  
 Instead of using a cross, number the candidates in the order of your choice.  
 Put the number 1 next to the name of the candidate who is your first choice, 2 next to your second choice, 3 next to your third choice, 4 next to your fourth choice and so on.  
 You can mark as many or as few choices as you like.

Party C	CANDIDATE A	
Party D	CANDIDATE D	1
Independent	CANDIDATE H <i>Smith 27 High Street</i>	4
Party A	CANDIDATE J	2
Party F	CANDIDATE Q	5
Party E	CANDIDATE S	3
Party B	CANDIDATE W	
Party A	CANDIDATE Z	

*This ballot paper should be rejected because the voter has identified themselves on the ballot paper*

Election of Council A, Z Ward  
 Instead of using a cross, number the candidates in the order of your choice.  
 Put the number 1 next to the name of the candidate who is your first choice, 2 next to your second choice, 3 next to your third choice, 4 next to your fourth choice and so on.  
 You can mark as many or as few choices as you like.

Party C	CANDIDATE A	
Party D	CANDIDATE D	2
Independent	CANDIDATE H	3
Party A	CANDIDATE J	4
Party F	CANDIDATE Q	5
Party E	CANDIDATE S	6
Party B	CANDIDATE W	
Party A	CANDIDATE Z	

*This ballot paper should be rejected because the voter has not expressed a first preference*

Election of Council A, Z Ward  
 Instead of using a cross, number the candidates in the order of your choice.  
 Put the number 1 next to the name of the candidate who is your first choice, 2 next to your second choice, 3 next to your third choice, 4 next to your fourth choice and so on.  
 You can mark as many or as few choices as you like.

Party C	CANDIDATE A	
Party D	CANDIDATE D	1
Independent	CANDIDATE H	2
Party A	CANDIDATE J	3
Party F	CANDIDATE Q	4
Party E	CANDIDATE S	
Party B	CANDIDATE W	
Party A	CANDIDATE Z	

*It is unclear who the voter's first preference is – therefore the ballot paper should be rejected*

Election of Council A, Z Ward  
 Instead of using a cross, number the candidates in the order of your choice.

Put the number 1 next to the name of the candidate who is your first choice, 2 next to your second choice, 3 next to your third choice, 4 next to your fourth choice and so on.

You can mark as many or as few choices as you like.

Party C	CANDIDATE A	
Party D	CANDIDATE D	
Independent	CANDIDATE H	
Party A	CANDIDATE J	X
Party F	CANDIDATE Q	
Party E	CANDIDATE S	
Party B	CANDIDATE W	
Party A	CANDIDATE Z	X

*This ballot paper should be rejected because the voter has not expressed a clear first preference (an 'x' is accepted, but two separate x's is unclear)*

Election of Council A, Z Ward  
 Instead of using a cross, number the candidates in the order of your choice.

Put the number 1 next to the name of the candidate who is your first choice, 2 next to your second choice, 3 next to your third choice, 4 next to your fourth choice and so on.

You can mark as many or as few choices as you like.

Party C	CANDIDATE A	
Party D	CANDIDATE D	1
Independent	CANDIDATE H	
Party A	CANDIDATE J	2
Party F	CANDIDATE Q	
Party E	CANDIDATE S	X
Party B	CANDIDATE W	
Party A	CANDIDATE Z	

*This ballot paper should be rejected because the voter has expressed a clear first preference (there is no 'first preference' distinction between the '1' and the 'x')*

## Exceptions to the rules

There are some circumstances where the ballot papers, although not strictly adhering to the rules, should still be allowed because the voter intention is clear.

If a ballot paper on which the vote is marked:

- Elsewhere than in the proper place
- Otherwise than by means of a figure indicating first or subsequent preference
- By more than one mark

It should not be rejected simply because a preference has been made using words (or any other mark) instead of figures, if in the opinion of the Returning Officer:

- The mark clearly indicates a preference, and
- The mark doesn't indicate the identity of the voter.

So, just because the ballot paper is presented for adjudication because there's not a simple set of sequential numbers in the vote marking area of the ballot paper, it doesn't automatically mean that the vote is to be rejected.

Such papers need to be examined to see whether, despite non-adherence to the rules, the voting intention is clear.

## Examples of ballot papers that should be allowed

Election of Council A, Z Ward  
Instead of using a cross, number the candidates in the order of your choice.

Put the number 1 next to the name of the candidate who is your first choice, 2 next to your second choice, 3 next to your third choice, 4 next to your fourth choice and so on.

You can mark as many or as few choices as you like.

Party C	CANDIDATE A	
Party D	CANDIDATE D	X
Independent	CANDIDATE H	
Party A	CANDIDATE J	XX
Party F	CANDIDATE Q	
Party E	CANDIDATE S	XXX
Party B	CANDIDATE W	XXXX
Party A	CANDIDATE Z	

*This ballot paper should be accepted because the voter has expressed a clear set of preferences, albeit by using markings other than numbers*

Election of Council A, Z Ward  
Instead of using a cross, number the candidates in the order of your choice.

Put the number 1 next to the name of the candidate who is your first choice, 2 next to your second choice, 3 next to your third choice, 4 next to your fourth choice and so on.

You can mark as many or as few choices as you like.

Party C	CANDIDATE A	
Party D	CANDIDATE D	ONE
Independent	CANDIDATE H	
Party A	CANDIDATE J	TWO
Party F	CANDIDATE Q	
Party E	CANDIDATE S	THREE
Party B	CANDIDATE W	FOUR
Party A	CANDIDATE Z	

*This ballot paper should be accepted because the voter has expressed a clear set of preferences*

Election of Council A, Z Ward  
Instead of using a cross, number the candidates in the order of your choice.

Put the number 1 next to the name of the candidate who is your first choice, 2 next to your second choice, 3 next to your third choice, 4 next to your fourth choice and so on.

You can mark as many or as few choices as you like.

Party C	CANDIDATE A	
Party D	CANDIDATE D	X
Independent	CANDIDATE H	
Party A	CANDIDATE J	2
Party F	CANDIDATE Q	
Party E	CANDIDATE S	4
Party B	CANDIDATE W	3
Party A	CANDIDATE Z	

*This ballot paper should be accepted because the voter has expressed a clear first preference, as 'x' can be accepted instead of '1'*

Election of Council A, Z Ward  
Instead of using a cross, number the candidates in the order of your choice.

Put the number 1 next to the name of the candidate who is your first choice, 2 next to your second choice, 3 next to your third choice, 4 next to your fourth choice and so on.

You can mark as many or as few choices as you like.

Party C	CANDIDATE A	4
Party D	CANDIDATE D	1
Independent	CANDIDATE H	
Party A	CANDIDATE J	2
Party F	CANDIDATE Q	
Party E	CANDIDATE S	3
Party B	CANDIDATE W	
Party A	CANDIDATE Z	5

*This ballot paper should be accepted because the voter has expressed a clear set of preferences, even though they are not in the right place on the ballot paper.*



## Electronic Vote Counting

The chosen method of counting votes and declaring results is via electronic vote counting – and this is what today’s training is all about.

eCounting is simply a method of counting votes and calculating the result of an election using a computer system.



The huge benefit is that all the complicated arithmetic is done in seconds. However, another benefit is transparency. The equipment that you will see in the electronic counting set-up (such as dual screen monitors and large plasma screen displays) allow any interested parties visibility of the election count process. Other benefits include:

- Improved speed of the count
- Improved accuracy of the count
- More efficient adjudication of ballot papers
- An electronic audit trail.

The eCounting software also allows candidates to see exactly how the election result was arrived at.

The eCounting system is split into stages. The sections following will explain:

- what those stages are and how the tasks of each stage are undertaken (Section 3)
- what individuals’ responsibilities are in the process (Section 4).



### 3 The eCounting Process

#### Introduction

In this section we will be looking at a high level overview of the key stages in the eCounting process, before working through the detail of each stage in the following sections.

We will be looking at:

- The high level process
- The equipment used
- A typical count centre layout.



#### The Process

You will have an electronic count centre which has been specifically designed for your council, tailored for your local needs – taking into account:

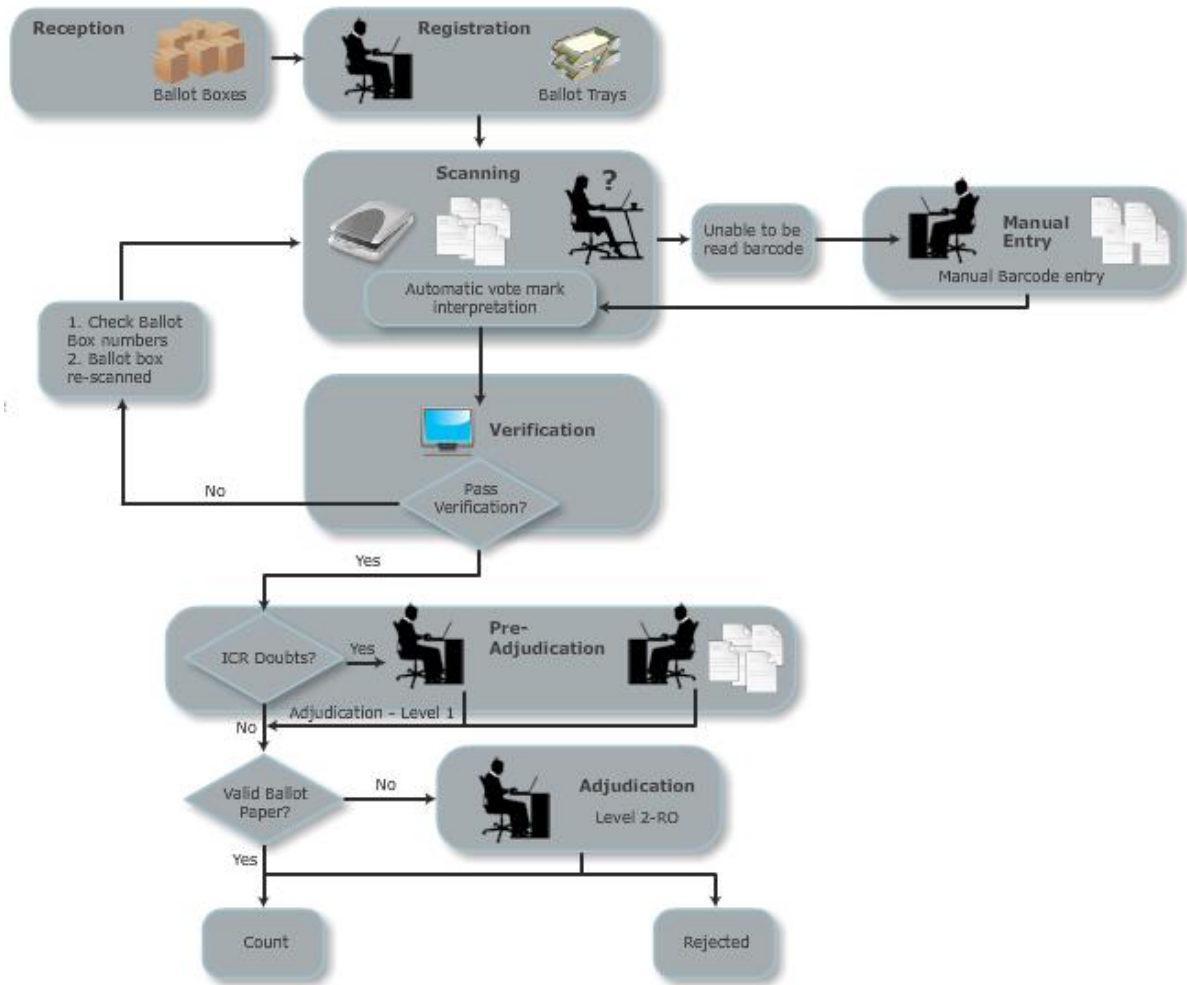
- The size and shape of the count centre location
- The number of count centre staff
- The anticipated number of ballot papers
- Other local factors.

The count centre is designed to support the eCounting process, which is essentially sequential and for which the key stages are:



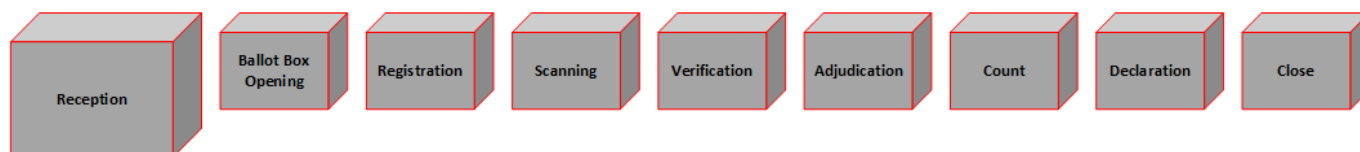
It is important to note that all stages are equally important in ensuring a successful count. Although your training will focus on your specific role, it is important that you understand the context of that role within the overall process and how what **you** do might affect other people in the process.

The process works as per the diagram on the following page. A brief description of each stage is provided. In later sections of this guide each part of the process will be explained in detail.



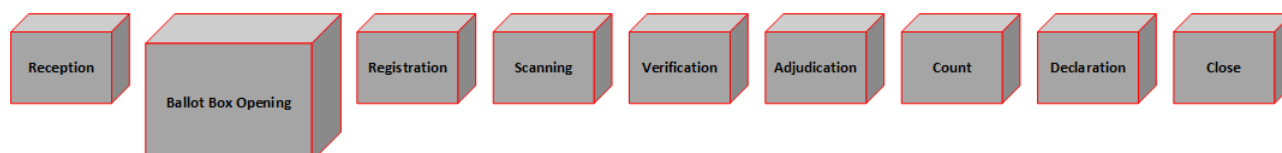
## Reception

Stage objective: To officially receive the ballot boxes:



- Each ballot box is delivered from the polling station with a unique number and ballot paper account
- The arithmetic is checked on the **ballot paper account** to ensure it is correct
- Ballot boxes are checked against a list of expected ballot boxes to ensure that all Ballot boxes are received, and that they are authentic
- This stage is purely manual by the Count Centre staff.
- ROs are required by law to undertake a full verification of all ballot papers issued, unused and spoilt paper. In addition a full arithmetic check of the ballot paper accounts will be undertaken and these tasks may be done overnight.

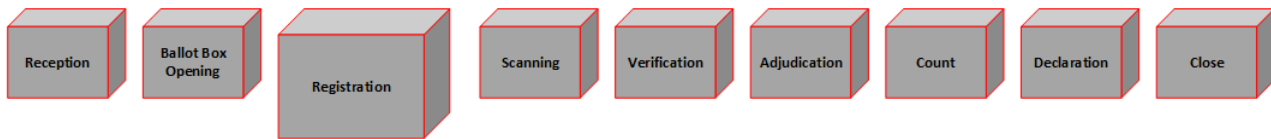
## Ballot box opening



Stage objective: To open the ballot boxes and arrange ballot papers in a tray in preparation for the count:

- Ballot boxes are opened and ballot papers removed
- Ballot papers are unfolded, flattened and sorted into bundles. They are then put into ballot paper trays
- A label carrying a unique identifying barcode will previously have been affixed to the ballot paper tray. Labels are pre-printed, one for each ballot box so care must be taken to ensure the correct label is chosen.
- The ballot paper account is placed in the ballot tray on top of the ballot papers
- The duplicate ballot paper account is filed for safe keeping
- Trays are then moved to the 'Awaiting Registration' area by a Marshall
- This stage is purely a manual stage.

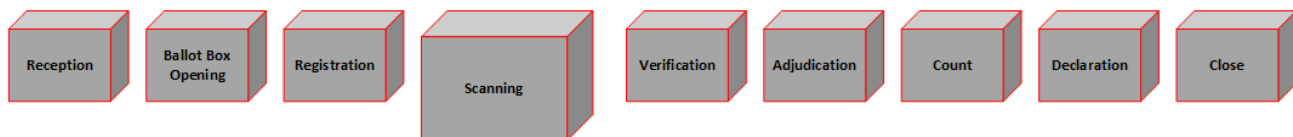
## Registration



Stage objective: To register each tray of ballot papers into the eCounting system:

- Each ballot tray is registered on the eCounting system
- The ballot tray barcode is scanned into the eCounting system and the number of ballot papers is manually entered into the system
- The ballot tray is then taken to the 'Awaiting Scanning' area by a Marshall.

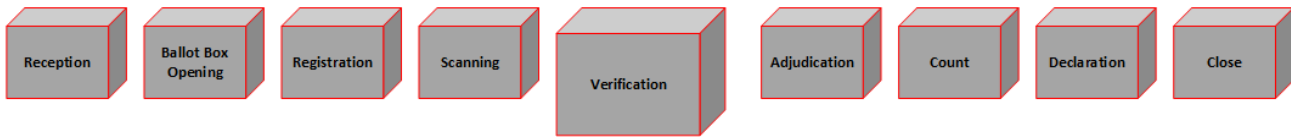
## Scanning



Stage objective: To scan the ballot papers for processing by the eCounting system:

- A Marshall takes a ballot tray from the 'Awaiting Scanning' area and places it at the scanning station 'In' box
- The operator then scans the barcode on the ballot tray allowing the system to identify the tray before scanning the ballot papers a batch at a time
- The ballot papers are scanned, processed by the Intelligent Character Recognition (ICR) software and the images saved on the server
- A Marshall then moves the ballot tray from the 'Out' area of the scanning desk to the 'Scanning Complete' area
- If there are any ballot papers that cannot be scanned they are removed and manually entered at Returning Officer station.

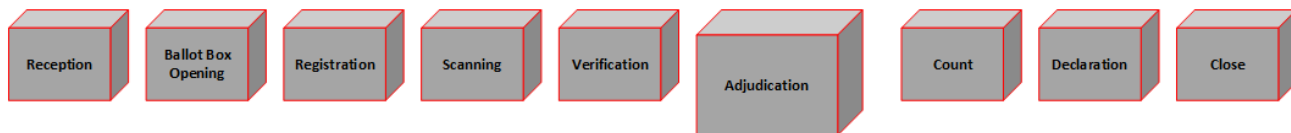
## Verification



Stage objective: To verify number of ballot papers scanned matches the number of ballot papers registered:

- The number of scanned ballot papers is checked against the number of ballot papers that were recorded at Registration
- If these numbers match, the ballot tray passes verification
- If the numbers do not match or the discrepancy is outside the agreed tolerance, the Verification Officer will request that the box be re-scanned
- If the numbers still do not agree after the rescan an investigation will be called. It is up to council staff to decide how to proceed but this may require the Count Centre Manager's advice.

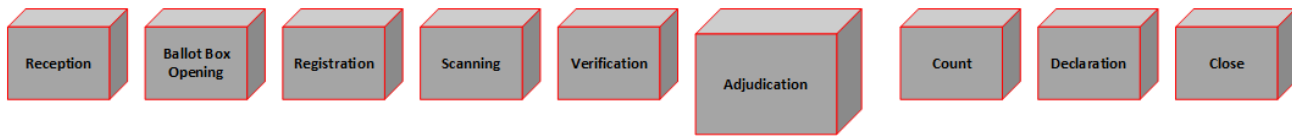
## First level Adjudication



Stage objective: To adjudicate ballot papers which cannot be processed by the ICR software:

- Ballot papers which cannot be processed by the ICR software are manually adjudicated
- The system presents an image of any ballot papers meeting the following criteria:
  - There is an uncertainty in the voter's preference
  - The ballot paper has not been marked correctly
  - A ballot paper has been marked in area where a vote mark is unexpected
- An adjudicator can accept valid ballot papers, manually enter the voter's preferences or defer the ballot papers to RO Adjudication for a decision.

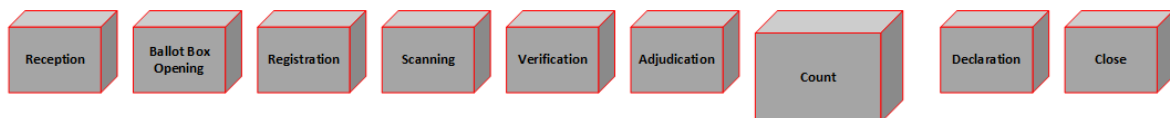
## Returning Officer (RO) Adjudication



Stage objective: For the RO to adjudicate ballot papers which cannot be processed by the ICR software and first level adjudicators:

- Ballot papers that cannot be cleared at first level adjudication are resolved by the Returning Officer (or a Depute)
- Deferred ballot papers are reviewed at the RO Adjudication Station with the option to 'accept', 'reject' or place the ballot paper 'On Hold'
- Reasons for rejecting ballot papers are captured and are used to produce a report of rejected ballot papers
- Data from any accepted ballot papers are forwarded to the count
- Any ballot papers which could not be scanned will be manually entered by RO Adjudication
- All ballot papers 'On Hold' must be completely actioned prior to the Count (see next stage)
- Adjudicated ballot papers that are objected to should be recorded.

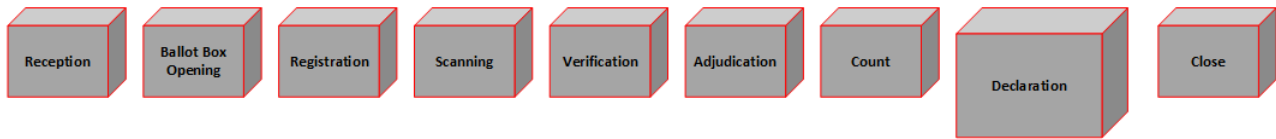
## Count



Stage objective: *To run the count:*

- Once all the ballot papers have been successfully processed, the count is ready to be undertaken
- The count process is run ward by ward. There is no need to wait for all wards to complete before running the count process
- All ballot boxes must be registered, scanned, verified and adjudicated, and manual entry completed, before starting a count
- The Election Manager and Count Centre Manager will complete the pre-count checks following the count and declaration procedure
- The Count can then be started
- The Count is undertaken by the Election Manager and Returning Officer, generating the RO's script for declaring the results.

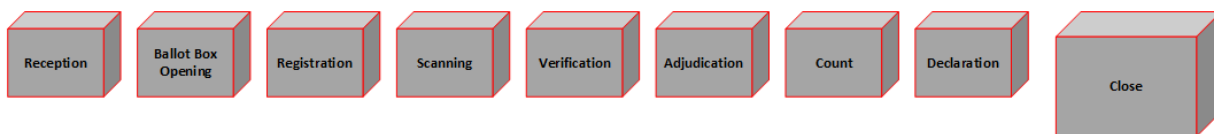
## Declaration



Stage objective: To declare the result of the election:

- Once the count process has been run the RO can declare the result of the election
- The Count Centre Manager will provide the RO with a printed result declaration script
- The RO calls the candidates together and replays the count result, using the RO script to explain the count result
- Copies of these provisional results may be printed to assist the candidates understanding
- The count is announced. The declaration and election result are made available publicly.

## Close



Stage objective: To dismantle the Count Centre:

- Following the declaration of the result of the final contest, the Count is complete and the count centre can be closed and dismantled
- Electronic and printed copies of reports will be provided by the Count Centre Manager and formally delivered to the RO or nominated Depute.
- The Technical Manager will undertake a data export, whereby count data is transferred to a secure external drive and the Count Centre Manager will formally hand over this data to the RO or a nominated person

## Equipment

You can imagine that to implement the process as set out above, a significant amount of equipment needs to be provided in order to achieve the objective of completing a successful electronic count.

You will be introduced to, and given time to practice on, all the equipment that you will be using in your specific role during the count. Below are the key pieces of equipment that the count team will be using:

### PC and monitor



The computers used to access the system are standard computers. They are used at all stages of the process.

All PCs come with a monitor. The PCs used at the adjudication stage have a dual monitor which displays the ballot paper, and decision of the adjudicator, to the observers, allowing visibility of the process.

### Barcode scanner

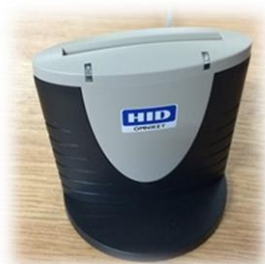
The barcode scanner is used to scan in the unique barcode given to all ballot paper trays.

Barcode scanners are used at the **Registration** and **Scanning** stages of the process.

The optimum way of scanning a 'vertical' barcode (like on the side of the ballot paper tray) is to hold the barcode scanner with the button facing up. The barcode scanner makes an audible bleep and changes its light colour from red to blue to indicate it has successfully scanned a barcode.



### Security Card reader



The security card reader is used to authenticate users of the eCounting software.

Smart cards will be issued to all staff using the eCounting software.

These cards must be put into a security reader before you can access any part of the software.



## Racks and ballot paper trays

Ballot papers are organised in batches and stored in ballot paper trays.

The trays are stored in racks. There are three racks in the count centre:

- 'Awaiting Registration'
- 'Awaiting Scanning'
- 'Scanning Complete'.

Trays move from one to another, in order, as the count progresses.



## Scanners



The scanner is used to capture an image of every ballot paper.

It is this image that is then verified, adjudicated on (if necessary) and counted on the system.

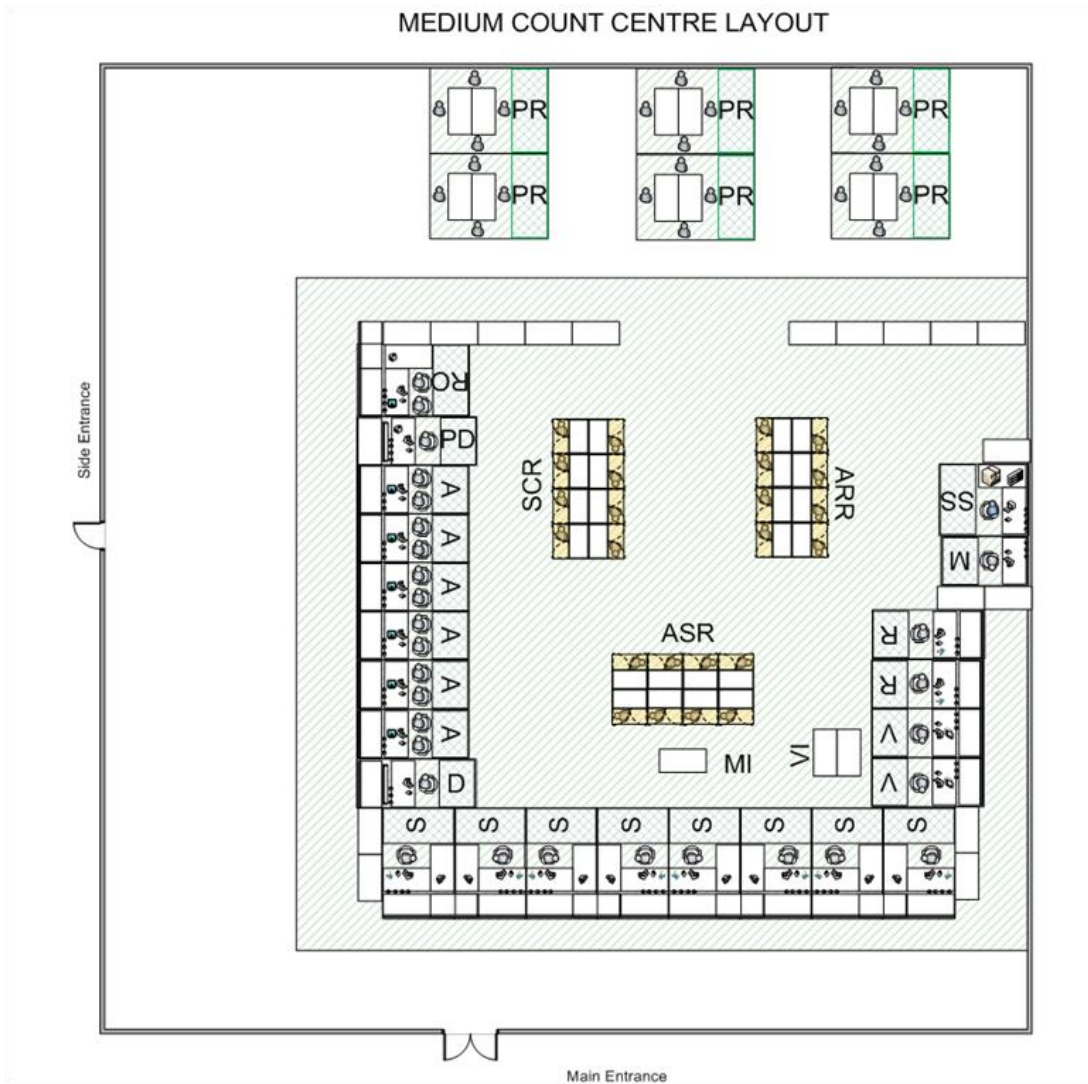
## Count Centre layout

As each count centre across the 32 councils will differ from each other due to many factors, it is impossible to include in this guide the layout for your specific count centre. However, as a guide, included on the following page is an example layout of a medium sized count centre.

You will see from the diagram that the count centre has been designed to allow the best possible flow through the end to end process.

The numbers of stations for registration, scanning, verification and adjudication will depend on the size of the council.





**Key:** PR = Pre-Registration / Ballot Box Opening area, RO = Returning Officer, PD = Print and Display Station, A = Adjudication, D = Display, S = Scanning, R = Registration, V = Verification, M = Management Station, SCR = Scanning Complete Racking, ASR = Awaiting Scanning Racking, ARR = Awaiting Registration Racking, SS = Server and Switch, MI = Manual Input Area, VI = Verification Investigation Area.

## Display screens

Display screens are a very important part of the count. They help to ensure that everyone can see how the count is progressing.

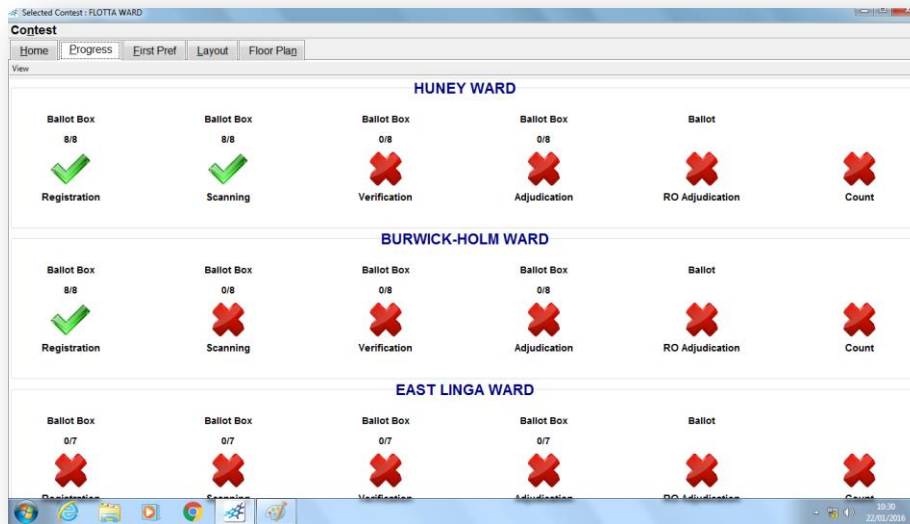
The information is dynamically updated as the count progresses, ensuring its transparency.

The screens can be set up to display a variety of pieces of information.



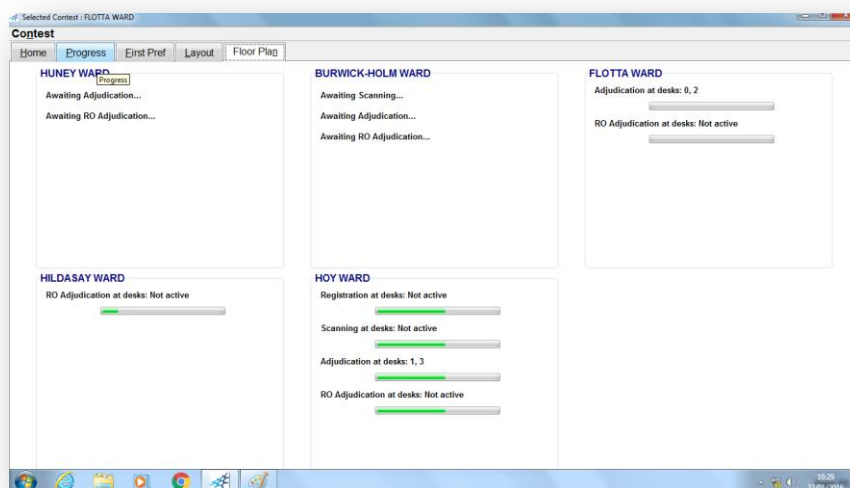
The key displays to assist observers are:

### Contest Progress screen



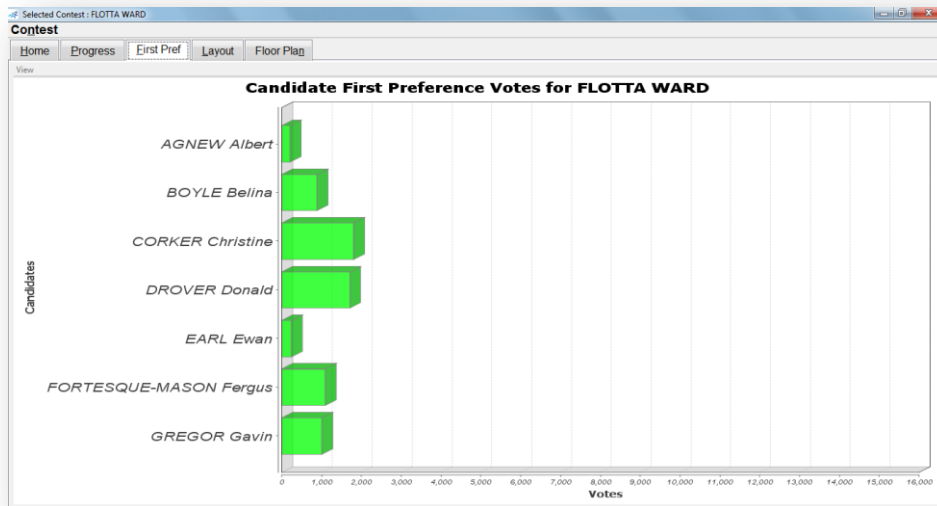
This screen shows the overall progress of the count. The wards being contested are listed across the screen. For each ward you can see what stage of the count has been completed. This can be useful in identifying any issues or potential bottlenecks in the process.

### Dynamic floor plan screen



This screen displays information on a range of contests and reports where (i.e. which desks) are involved in working on them. For example, it allows you to see which adjudicators are working on which contest. This can be very useful when candidates want to see the adjudication process being carried out on ballot papers that affect them.

## First preference screen



This screen shows the first preference votes as they are being counted. This screen is dynamically updated until 80% of the votes for the ward have been counted.

Don't forget, under STV having the most first preference votes **doesn't** mean that candidate will be elected. The progress screen doesn't take into account all the second, third (and so on) preference votes that may be transferred to each candidate.



## 4 Roles and Responsibilities

### Introduction

In the last section we saw the different stages that make up the process. In this section we are going to look at the different roles – in other words, who does what?

### Roles

#### Count Centre Team

There is a team of technical experts who will be assisting in the management of the count centre, as per the table below. You will see these people involved during the week of the count, setting up the count centre and ensuring that it is fully functional for the count:

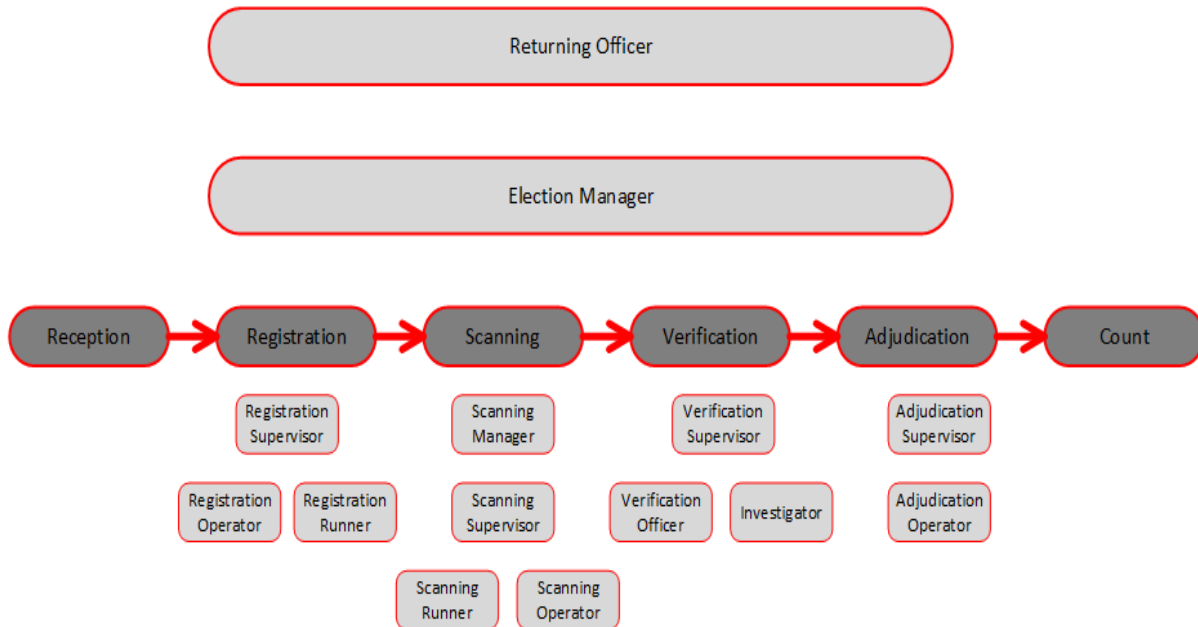
<b>Senior CGI Manager</b>	one per Local Authority
<b>Count Centre Manager (CCM)</b>	one per Local Authority reports directly to Regional Project Manager
<b>Deputy Count Centre Manager (DCCM)</b>	minimum of one per Local Authority, two for larger count centres reports directly to CCM
<b>Technical Manager</b>	one per Local Authority reports directly to CCM
<b>Hardware Engineer</b>	one per Local Authority reports directly to CCM

Their full roles and responsibilities are set out in Appendix 1



## Local Authority roles and responsibilities

The diagram on the following page shows where in the process Local Authority staff's responsibilities are:



The following table shows what is expected of each role during the count:

Role	Description
<b>Registration Supervisor</b>	To manage the team of Registration Operators and assist with the resolution of any queries
<b>Registration Operator</b>	To enter the number of registered ballot papers from the ballot paper account on to the system
<b>Registration Marshall</b>	To move ballot paper trays from awaiting registration area to registration desk and from the registration desk to the awaiting scanning area
<b>Scanning Manager</b>	(In large count centres only) – manages team of up to 3 Scanning Supervisors to maximise throughput and reduce number of issues being escalated to RO and CCM
<b>Scanning Supervisor</b>	To ensure that the scanning process is carried out efficiently and issues are identified and resolved promptly
<b>Scanning Operator</b>	To ensure an electronic copy of the ballot paper is captured by the eCounting software, paper jams are cleared and minor issues are resolved
<b>Verification Supervisor</b>	To manage a team of Verification Operators and resolve queries
<b>Verification Operator</b>	To check the number of ballot papers scanned against the number registered for that tray
<b>Investigator</b>	To retrieve ballot papers and ballot paper trays for the Verification Operator

	and conducts investigations into mismatches between numbers of ballot papers registered and numbers scanned
<b>Adjudication Supervisor</b>	To manage a team of Adjudication Operators and assist with the resolution of queries
<b>Adjudication Operator</b>	To visually adjudicate any ballot papers where the eCounting software cannot interpret the voter's intention
<b>Elections Manager</b>	Overall delivery of the electronic count, escalation management and direct interface with RO
<b>Returning Officer</b>	<p>To manually enter any ballot papers which cannot be automatically processed</p> <p>To perform RO adjudication on any deferred ballot papers</p> <p>To operate the count and then make the declaration of the election result.</p>

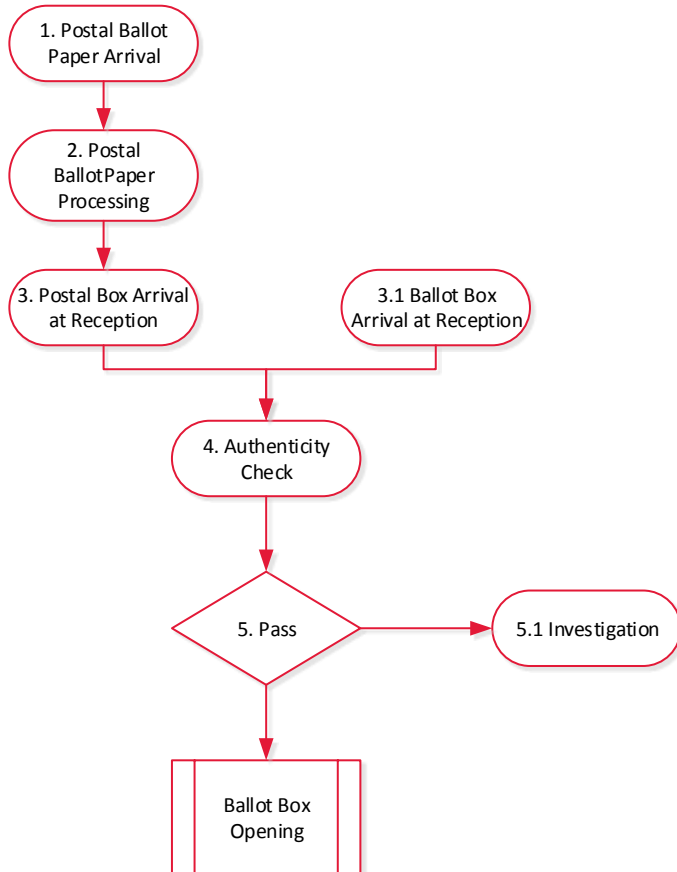
Each local authority will be responsible for the following activities:

- Providing sufficient numbers of appropriately trained staff to run the count activities
- Providing the building and associated infrastructure for the count including desks, chair and signage and equipment (i.e. trays and racking).



## 5 Reception

### Reception process at a glance



## Who will it involve?

The tasks involved in the reception process are undertaken by designated count centre staff.  
The process is entirely manual.

## What happens in this stage?

### Postal Ballot Papers

Postal ballot papers arrive at a pre-designated postal processing area – this area may or may not be in the same building as the count centre. Postal ballot papers may arrive on an ad-hoc basis throughout polling day, and need to be processed before the ballot papers can be counted. They may also be dealt with in advance.



Postal ballot papers are processed by council staff before the ballot papers can be brought into to the count.

Processing these ballot papers involves the opening of ballot envelopes and verifying the ballot papers in a process entirely separate from the count.

Postal ballot processing organises the postal ballot papers into ballot boxes.

There will be an additional postal ballot 'box' for each contest which will contain postal ballot papers returned to polling stations on the day of the count.

Postal ballot boxes are dealt with in exactly the same manner as station ballot boxes, once they pass through postal ballot paper processing.

Once processed, the postal ballot boxes are taken to the reception area of the count centre.

The postal ballot box arrives with a ballot paper account.

### Polling Station Ballot Boxes

Ballot boxes are delivered from polling stations to the count centre reception area.

The ballot box arrives with a ballot paper account sheet.

Each ballot box is checked off against a list of expected ballot boxes by council staff. This is facilitated by a unique barcode identifier found on the ballot box tray.

The ballot box passes the authenticity check if the barcode on the tray checks out, and the reception officer identifies that ballot box against the list.

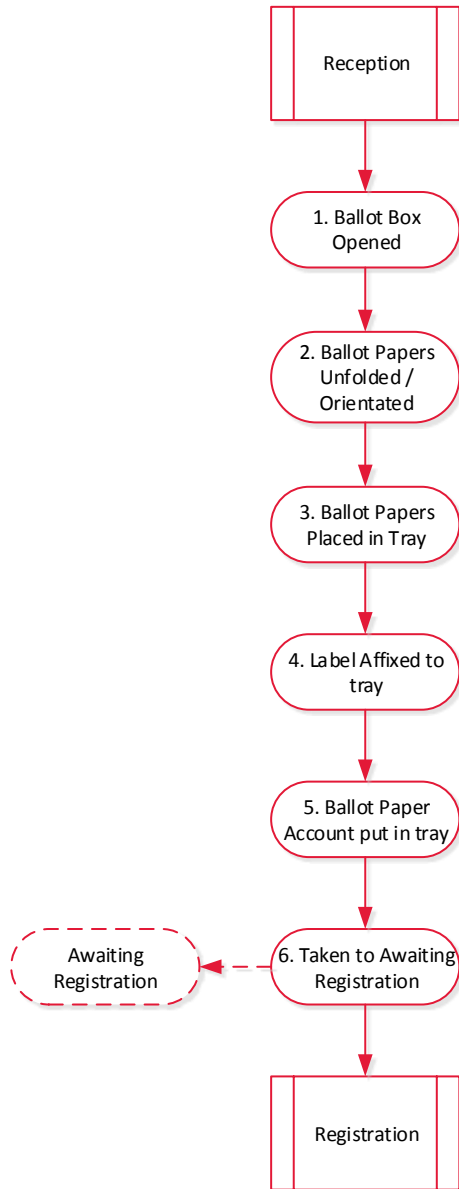
If a ballot box cannot be identified against the list, or its barcode is invalid (or both), an investigation must be carried out by council staff.

Once a ballot box has been received at Reception, a Marshall then takes the ballot box along with its ballot paper account to the ballot box opening area.

The ballot box opening process will then be carried out by Local Authority staff.

## 6 Ballot Box opening

### Ballot Box opening process at a glance



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## Who will it involve?

The tasks involved in the ballot box process are undertaken by designated count centre staff.

The process is entirely manual.

## What happens in this stage?

There are six key steps in the process of opening ballot boxes. Undertaking this process quickly and efficiently will set the tone for the count – it will enable the flow (without ballot papers to get to work on, there is nothing for the other count centre staff to do!) and if properly prepared, will enable tasks such as scanning to be done at the optimal speed. If, for example, Scanning Operators have to sort ballot papers, this could slow up the count significantly.

The steps are as follows:

- Each ballot box is opened by Local Authority staff in full view of observers. The contents are removed and placed onto a table in the opening area
- Ballot papers will arrive folded and must be unfolded and flattened to be scanned. Ballot papers should be neatly aligned, face-up and correctly orientated
- Awaiting ballot trays will have previously been labelled with a barcode and barcode number which correspond to an individual ballot box
- The correct label must be affixed to the tray. Labels will be pre-printed, with one for each ballot box
- The ballot paper account which arrives with the ballot box is placed on top of the ballot papers contained in the tray. It is recommended that a second copy of the ballot paper account be made and retained at the verification station. The information on the ballot paper account includes:
  - polling station information
  - ballot box number
  - contest information
  - date
  - number of ballot papers issued
  - number of spoiled papers
  - number of tendered ballot papers

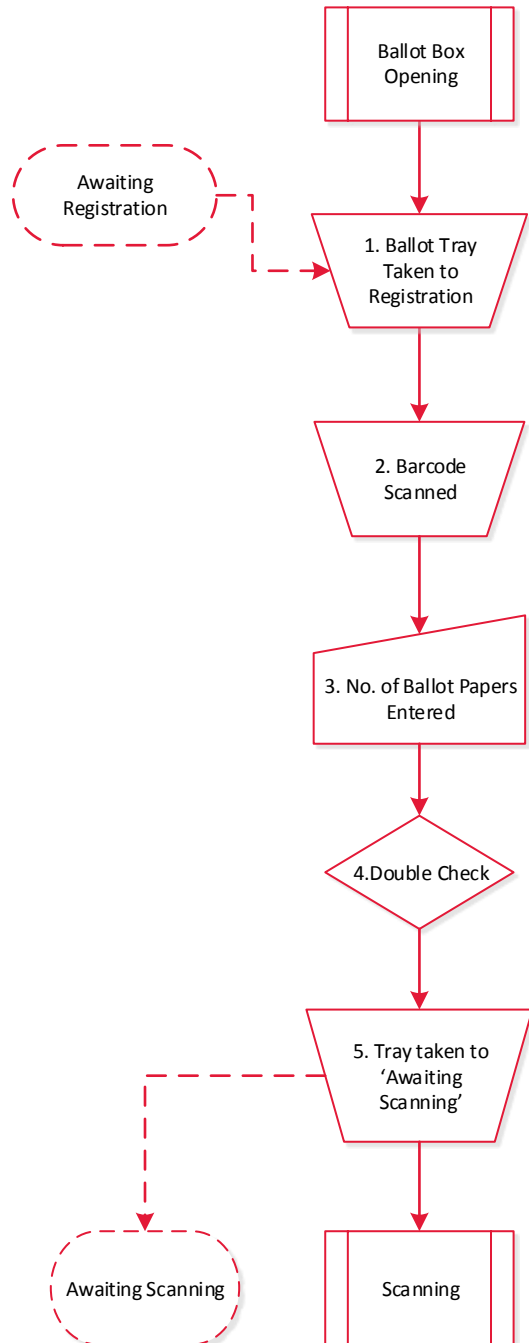


All ballot paper account arithmetic is checked in advance to ensure it is correct as ballot paper accounts arrive from polling stations. If it is incorrect, the correction must be made.

- A Marshall then takes the completed ballot tray to the awaiting registration area.

# 7 Registration

## Registration process at a glance



## Who will it involve?

The following people are involved in the registration process:

- **Registration Supervisor** – Manages a team of Registration Operators and assists with the resolution of any queries the team has
- **Registration Operator** – Registers ballot papers onto the system prior to scanning
- **Registration Marshall** – moves ballot paper trays from the ‘Awaiting Registration’ area to the registration desk and from the registration desk to the ‘Awaiting Scanning’ area.

## What happens in this stage?

When a ballot box has been received, accounted for and emptied into a ballot paper tray, registration can begin.

The Registration Officer will receive the ballot paper tray from the Registration Marshall, one tray at a time.

Assuming a layout which moves ballot papers from left to right through the process, this tray will be placed on the registration table by the Marshall, on the left hand ‘in’ side of the Registration Officer.

Once completed, this will leave through the right hand ‘out’ side of the Registration Officer.

The Registration Officer will use the hand-held barcode scanner to scan the barcode, and enter the number of ballot papers (recorded on the ballot paper account) into the system.

The Marshall will call out this number when presenting the tray.

The Registration Officer is required to confirm the number of ballot papers registered by rechecking the figure on the ballot paper account and checking that the ballot tray label matches the information displayed on the system.

If incorrect figures have been entered at this point, the operator can delete and re-enter the correct number of ballot papers for the ballot box.

The system now knows how many ballot papers there are in that tray, which is vital for checking purposes at the ‘Verification’ stage.

Once scanned and details entered, the Marshall moves the box to the ‘Awaiting Scanning’ area.

The ballot paper account is taken by the Marshall to the Verification Investigation staff for filing.

## eCounting system action

The following system tasks are required at the registration stage:

- Logging on to the system
- Registering the ballot tray.



► To access the system on the Registration PC:

1. Log on by double clicking the eCounting system icon on the desktop.



2. Enter your **user name** and **password**.

**User Login**

User name

Password

**Login**

3. Click **Login**.



The system is permission based, so the tabs you will see when you log in will depend on your role. You can only use functions of the system appropriate to your role (as set up by your administrator, on your system).



► To register the ballot paper tray on the system:

1. The **Registration** tab is enabled. Click on the **Registration** tab. The following screen displays.

Election Status		Context not selected		
Name	Registered / Total Allocated	Polling Station	Ballot Box	No. Ballots Issued
HOTEL WARD	0/25			
HUNNY WARD	0/6			
BURWICK-HOLM WARD	0/8			
EAST LINGA WARD	0/6			
FLOTTA WARD	0/6			
HILDASAY WARD	0/6			
JACOBS LADDER WARD	0/6			



- Using the hand-held barcode reader, scan the barcode of the ballot paper tray brought to you by the Marshall from the 'Awaiting Registration racking area.



- The scanned ballot box will become enabled.

Election Status		FLOTTA WARD Polling Stations			
Name	Registered / Total Allocated	Polling Station	Ballot Box	No. Ballots Issued	Registered
HOTEL WARD	0 / 25	Polling Station FLO001	BALLOT BOX FLO001		
HUNEY WARD	0 / 6	Polling Station FLO002	BALLOT BOX FLO002		
BURWICK-HOLM WARD	0 / 8	Polling Station FLO003	BALLOT BOX FLO003		
EAST LINGA WARD	0 / 6	Polling Station FLO004	BALLOT BOX FLO004		
<b>FLOTTA WARD</b>	<b>0 / 6</b>	Polling Station FLO005	BALLOT BOX FLO005		
HILDASAY WARD	0 / 6				
JACOBS LADDER WARD	0 / 6				

- Type in the correct number of ballot papers issued as recorded on the ballot paper account accompanying the ballot box (it will be the top sheet in the ballot paper tray) and press the **Enter** key to confirm. A green tick displays to show a successful registration of the ballot paper tray.

Name	Election Status	Registered / Total Allocated	FLOTTA WARD Polling Stations			
			Polling Station	Ballot Box	No. Ballots Issued	Registered
HOTEL WARD		0 / 25	Polling Station FLO001	BALLOT BOX FLO001	496	✓
HUNEY WARD		0 / 6	Polling Station FLO002	BALLOT BOX FLO002		
BURWICK-HOLM WARD		0 / 8	Polling Station FLO003	BALLOT BOX FLO003		
EASTLINGA WARD		0 / 6	Polling Station FLO004	BALLOT BOX FLO004		
<b>FLOTTA WARD</b>		<b>1 / 6</b>	Polling Station FLO005	BALLOT BOX FLO005		
MILDASKY WARD		0 / 6				
JACOBS LADDER WARD		0 / 6				

- Repeat this process for all ballot paper trays to be registered for each contest.
- Registered boxes can now be passed to the 'Awaiting Scanning' area.

## What happens if...?

### ... you have an empty box?

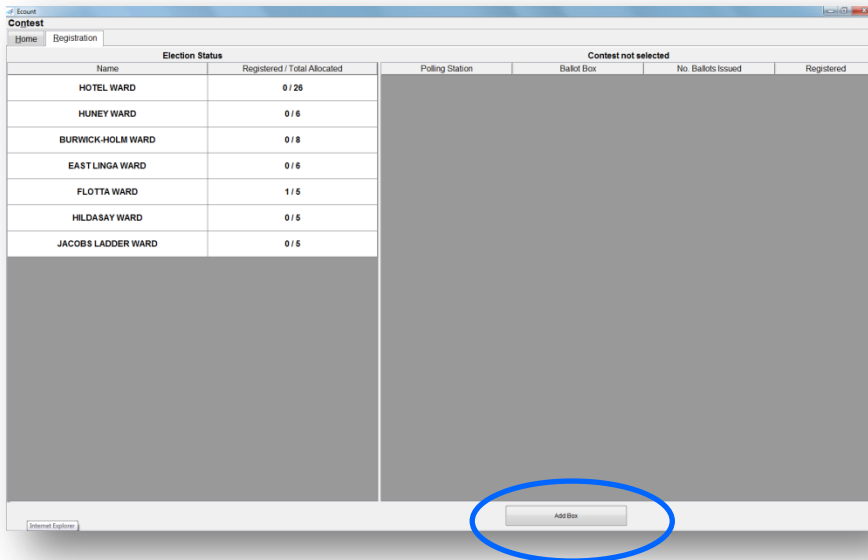
Open the box by reading the barcode on the box

Enter "0" in the **Number of ballot papers** field on the **Registration** screen.

### ... you need to add a box?

This is used when a ballot box needs to be added into the system and this is not present in the list of boxes shown at Registration

Click on **Add Box** shown on the **Registration** screen and enter the appropriate contest and details as shown below:



When the **Add Box** option is used, no barcode label will be present, hence the box number needs to be keyed in at the scanning stage to open and close the box

Enter the **Polling Station Name/Number** as advised by the Election Manager

Enter a unique name for the new ballot box and select **OK**.

Then follow the normal registration process to register the new box.

### ... there is no Ballot Paper Account?

If you encounter a situation where the ballot paper account is missing from the ballot box you must escalate the issue to your Supervisor. If you have previously made a copy of a ballot paper account sheet these will be at the Verification station.

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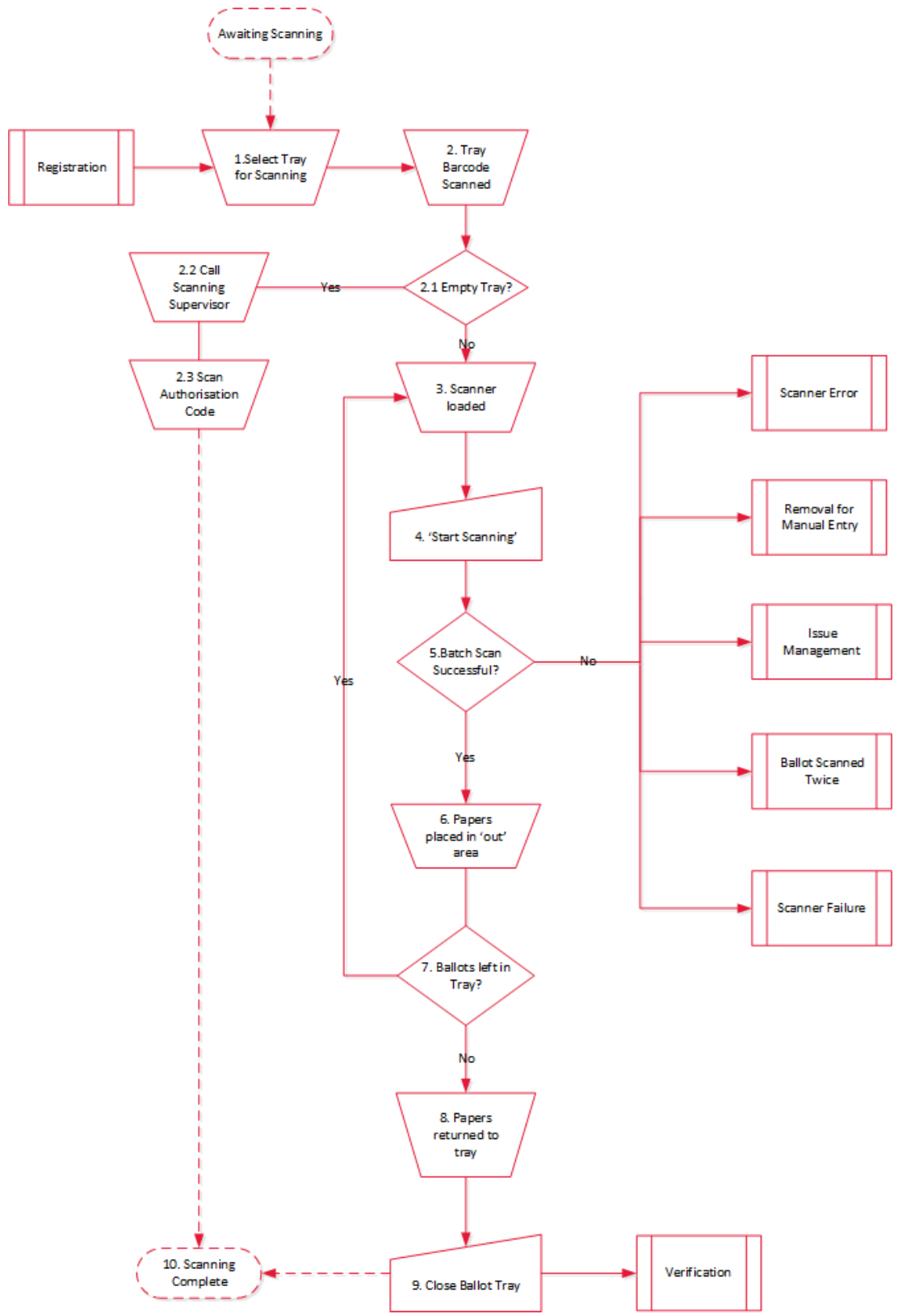
## Notes

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## Notes

# 8 Scanning

## Scanning process at a glance



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## Who will it involve?

The following people are involved in the scanning process:

- **Scanning Manager** (in larger count centres only) – Manages a team of up to three Scanning Supervisors in order to maximise throughput for scanners and reduce the number of supervisors escalating issues to the RO and Count Centre Manager
- **Scanning Supervisor** – Supervises scanning operations for their zone, ensuring efficient flow of paper to and from scanners. Manages the rapid identification and resolution of issues
- **Scanning Operator** – Scans ballot papers, clears paper jams and resolves other minor issues
- **Scanning Marshall** – Moves ballot paper trays from the ‘Awaiting Scanning’ area to the Scanning Operators for scanning. Moves ballot paper trays from the scanner operators to the ‘Scanning Complete’ area.

## What happens in this stage?

A Marshall takes a ballot paper tray from ‘Awaiting Scanning’ to the next available scanning station in the correct scanning area. The tray will be placed by the Marshall in the ‘In’ area of the scanning station. The Scanning Operator will only deal with one ballot tray at a time.

The Scanning Operator scans the ballot box number from the barcode on the front of the ballot paper tray and places the ballot papers in the scanner ready for scanning.

There should be no need for the Scanning Operator to adjust anything on the scanner, except for aligning the feed guides in the paper tray to ensure the papers are fed into the scanner correctly, and adjustment for ballot papers of a different size. Otherwise, the scanner will operate purely on the commands of the scanning PC or the barcode scanner linked to it.

Occasionally the Scanning Operator may need to remove an obstruction caused by a double-feed and then re-scan (see the ‘what if...’ section later).

Progress displays around the room will show updated information of the number of ballot paper trays scanned.

During the scanning process, any ballot papers that cannot be physically scanned are put to one side and re-scanned twice more before being set aside for Manual Entry.

If the batch is scanned successfully, the screen will present the user with an option to ‘Continue Scanning’ or to ‘Close Box’.

When the ballot papers from the tray have been scanned, the papers are wrapped in an elastic band and are placed with the barcode facing up. Subsequent bundles should be placed on top. The Scanning Marshall moves the scanned ballot paper tray from the ‘Out’ area to the ‘Scanning Complete’ storage area and places another ballot paper tray in the scanner station ‘In’ area.

When all the papers from the ballot tray are processed, the ballot tray is closed by selecting ‘Close Box’ on screen.

There are five defined issues which may delay completion of scanning. Each has a separately defined process to address the problem:



- **Scanner Error:** a paper jam, double feed, or open scanner lid error
- **Removal for Manual Entry:** when ballot papers are too damaged to pass through the scanner
- **Issue Management:** when ballot papers that have been scanned, but have an unidentifiable barcode
- **Ballot Paper Already Scanned:** accidental rescans or potentially fraudulent ballot papers
- **Scanner Failure:** when a scanner develops a mechanical failure.

If you encounter a ballot paper which has been orientated 90 degrees during issue management, you must summon the Scanning Supervisor immediately.

Depending on the circumstances, the Scanning Supervisor will follow one of the two procedures below for such a situation:

If the 90 degree orientated ballot paper occurs in the one of the first few batches of the box, the box must be closed immediately and sent to the investigation area so that all papers can be correctly orientated. The ballot box should then be sent for rescan by the verification team and the process continues as normal.

If the 90 degree orientated ballot paper occurs in the last batch of the box, the ballot paper must be 'issue managed' as necessary at the scanning station and the process continues as normally followed.

## eCounting system action

The following system tasks are required at the scanning stage:

- Logging on to the system
- Undertake the scanning process
- Dealing with paper jams
- Dealing with duplicates
- Manual entry (at scanning stage)
- Issue management.



▶ To access the system on the Scanning PC:

1. Log on by double clicking the electronic vote counting icon on the desktop.



2. Enter your **user name** and **password**.

A screenshot of a 'User Login' form. It features a title 'User Login' in blue. Below the title are two input fields: 'User name' and 'Password'. A 'Login' button is positioned below the 'Password' field.

3. Click **Login**.



▶ To undertake the scanning process:

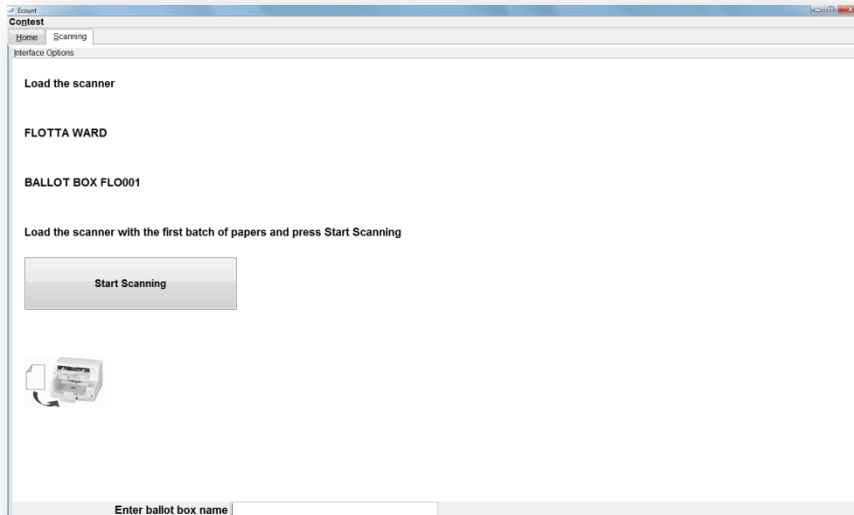
1. Select the **Scanning** tab. The following screen appears.

A screenshot of the 'Contest' application window. The 'Scanning' tab is selected. The main area displays 'Open ballot box' and 'Scan ballot box name using hand held scanner' with an icon of a scanner. At the bottom, there is a text input field labeled 'Enter ballot box name'.

2. Scan the barcode on the ballot box tray with the hand-held barcode reader.



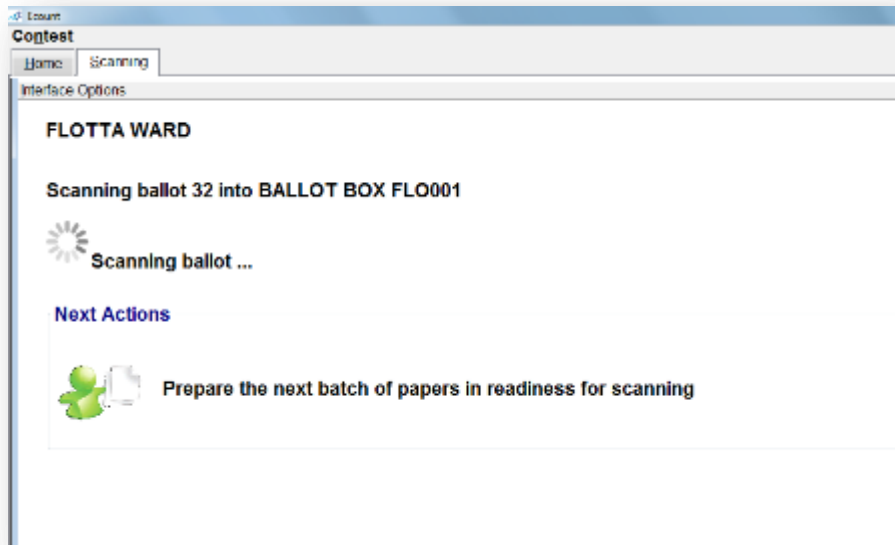
3. The screen displays the details of the ballot box.



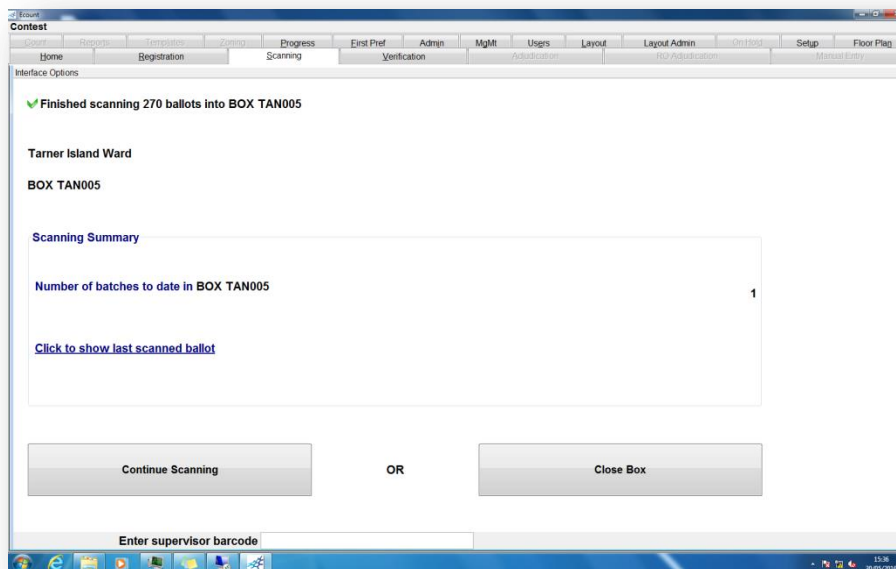
4. Load the batch of ballot papers from the tray (in bundles).



5. Click **Start Scanning**.



6. While a batch is being scanned, prepare the next batch of ballot papers for scanning. Once a batch is scanned, the scanning progress screen appears (shown below). If there are more batches to be scanned, click on **Continue Scanning**.



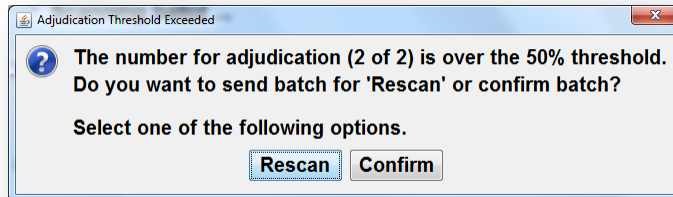
7. Place an elastic band around the batch and load into the ballot tray. Keeping batches organised with elastic bands will assist with any future investigations for Verification or Adjudication purposes.
8. Repeat steps 2 to 7 until all ballot papers in the tray have been scanned. The scanning progress screen will display during scanning. When there are no more ballot papers to scan, click **Close Box**.

9. Raise your hand as a signal for another tray to be brought to you by a Marshall.
10. The Marshall takes the scanned tray to the 'Scanning Complete' area.



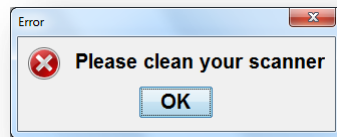
► **Detecting high adjudication rates:**

1. The eCounting software can detect a high adjudication rate (that is, a higher than acceptable percentage of ballot papers are being routed to adjudication because the system is unable to interpret the preferences with certainty). In this case, the following dialog will appear after scanning a batch:

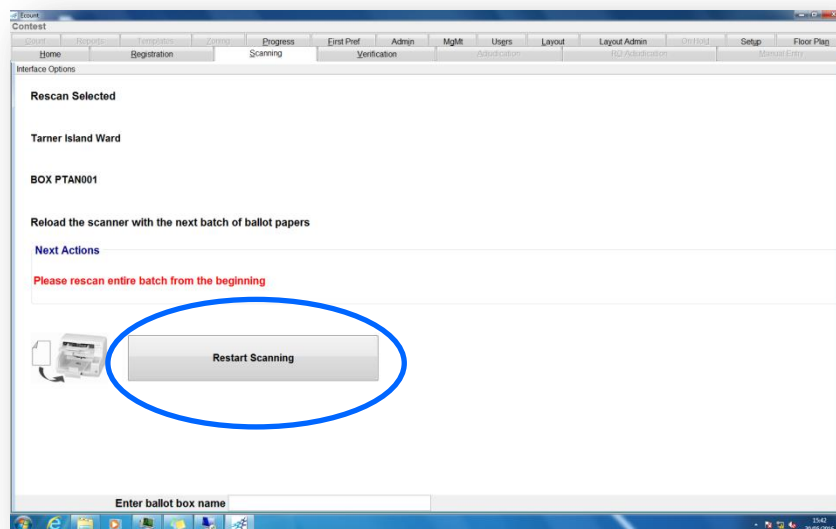


2. Choose **Rescan** to rescan the batch, or **Confirm** to continue without rescanning. If in doubt, alert your Scanning Supervisor.

The following warning will then be displayed:



3. If **Rescan** was selected above, then the following screen will be displayed to enable you to restart scanning:

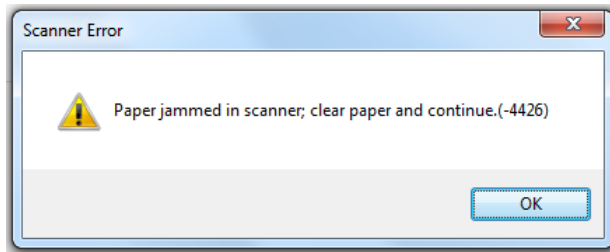


Click **Restart Scanning** to continue.

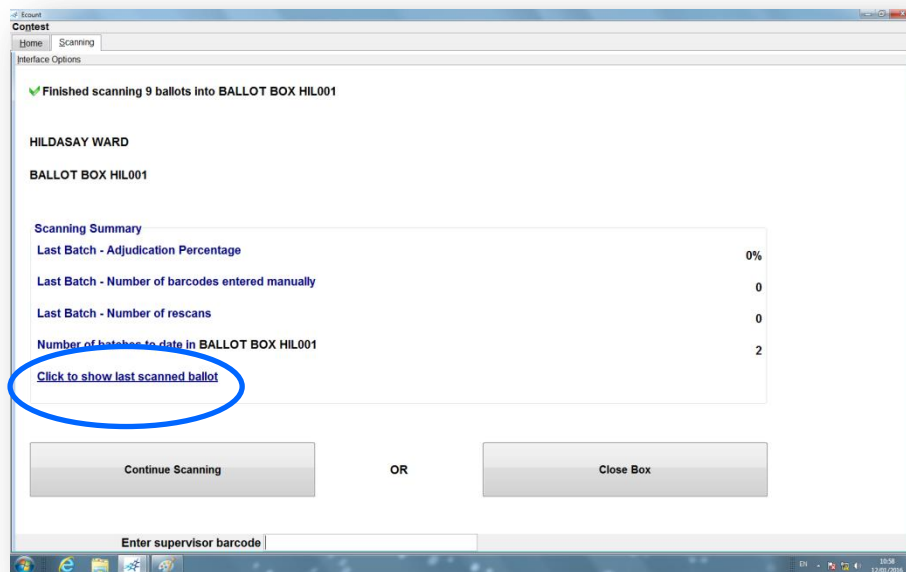


► **To deal with a paper jam:**

1. When the system detects a paper jam (or double feed) the following error message will be seen on the screen.



2. Lift the scanner tray to dislodge the paper jam.
3. Ensure that all paper is removed from the scanner.
4. Close the scanner tray.
5. Click **OK**.



6. To view the last scanned ballot paper in the batch (enabling you to restart scanning from the next ballot paper instead of reloading the entire batch), select **Click to show last scanned ballot**. Identify the ballot paper from the batch, using the barcode reference displayed:

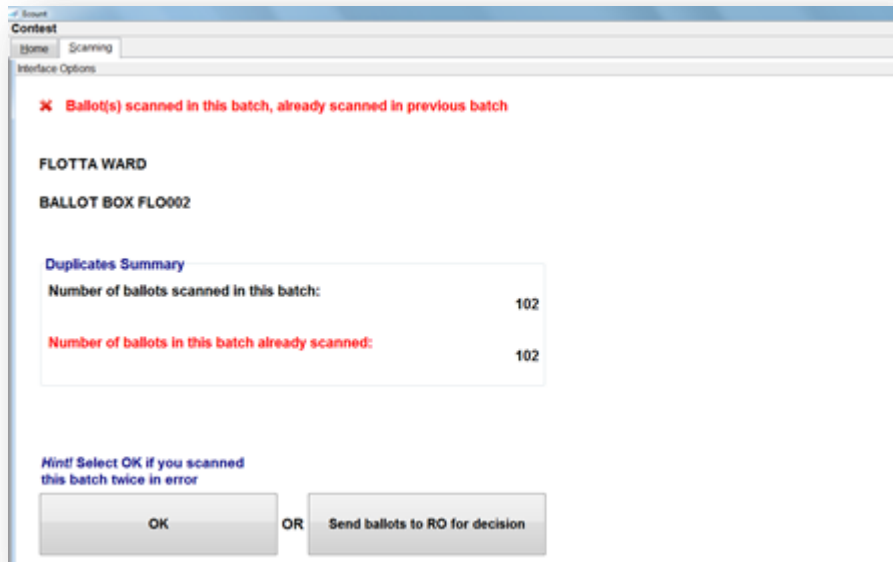


7. Reload the scanner with the remaining ballot papers from the batch and click **Continue Scanning**. The scanning of the batch will resume.



▶ **To deal with duplicates:**

1. If the system recognises that duplicates exist (for example if a scanning error occurs while scanning a batch and some of the ballot papers were captured successfully before being re-scanned) you will be prompted to allow or disallow the duplicate via a screen message.



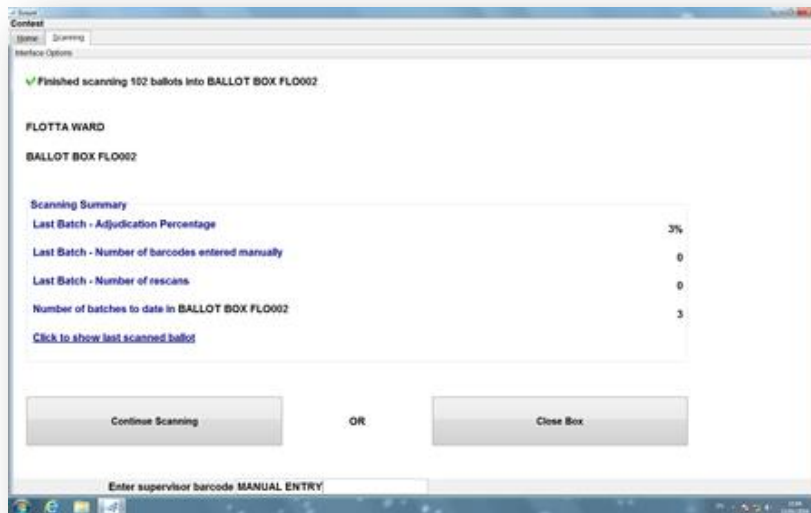
2. The message gives two options. If you are aware of the error (for example if you scanned the batch twice in error) click **OK** (and confirm the message). This will remove the previous ballot papers and retain the latest scanned batch.
3. If you are unsure of the source of the error, click **Send ballots to RO for decision** (and confirm the message).



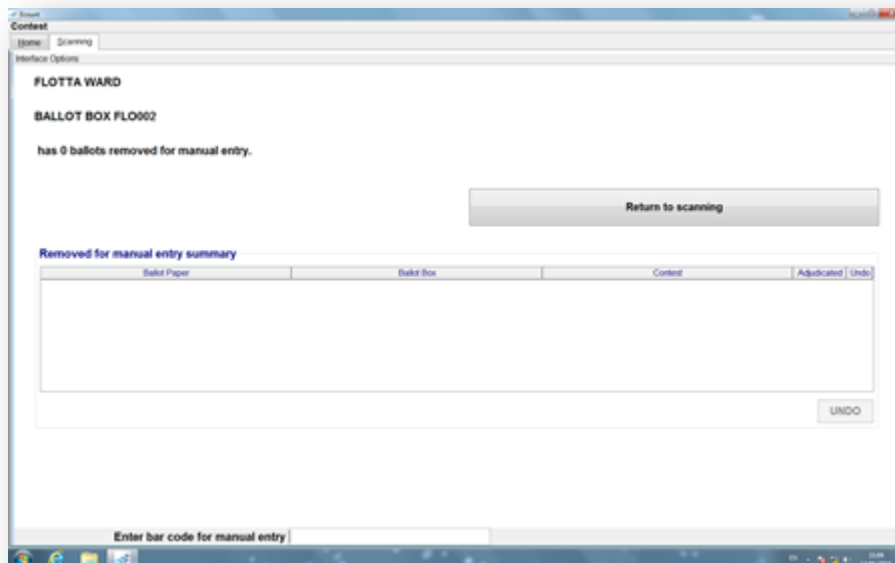
▶ **To enter a ballot paper manually at the scanning stage (readable barcode):**

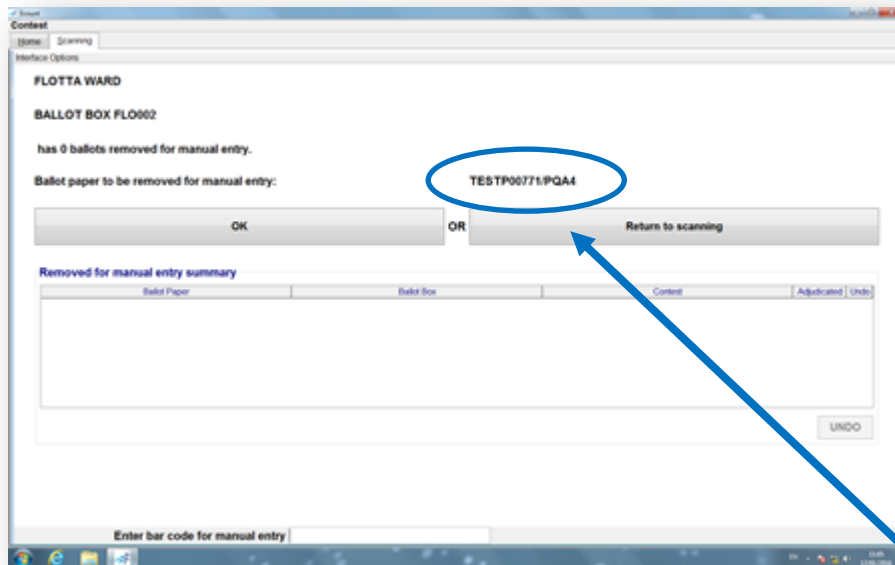
1. If a ballot paper cannot be scanned (for example, if it is torn and cannot be fed into the scanner) it may be set aside for the Returning Officer to enter it into the system manually. If this is the case, the Scanning Operator must manually extract the ballot paper from the specific ballot box Tray.
2. The Scanning Operator must call their Scanning Supervisor, and when the current batch is finished scanning, the scanning summary screen will be displayed:



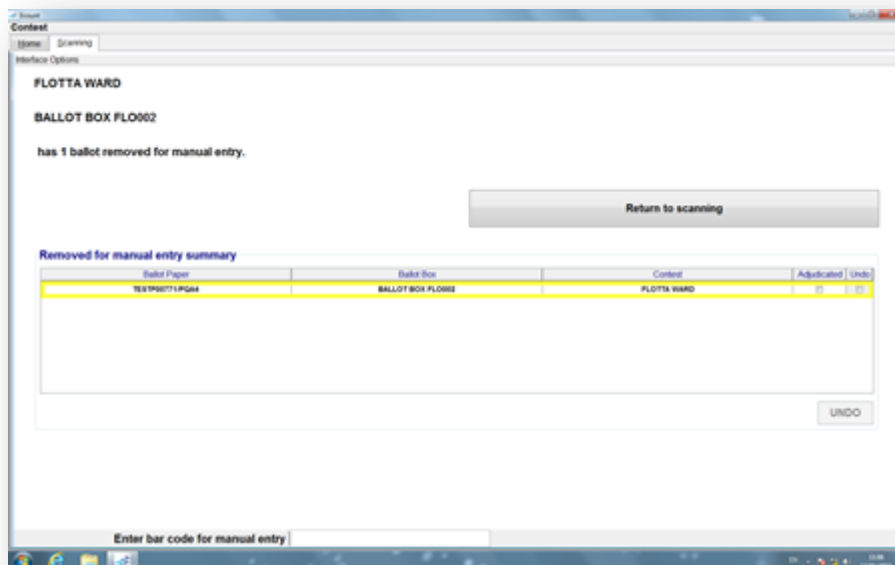


- The Scanning Supervisor will use the hand-held barcode scanner to scan the 'Manual Entry' barcode (or alternatively enter the text: 'Manual Entry' into the **Enter supervisor barcode** field). Each time this is done, the system displays the following screen:





- The supervisor then uses the barcode reader to read the barcode on the ballot paper (which appears here if successful) and clicks **OK** to accept the removal of the ballot paper. The manual entry summary screen is then displayed:



- The ballot paper (s) are then placed in a folder by the Supervisor with an appropriate label which details the ward and box it relates to and taken to the RO station for Manual Entry.
- Click **Return to scanning**.
- Scan the remainder of the batch as normal.
- Once complete click Close Box.
- The ballot paper tray should then be moved to the 'Awaiting Verification' area.

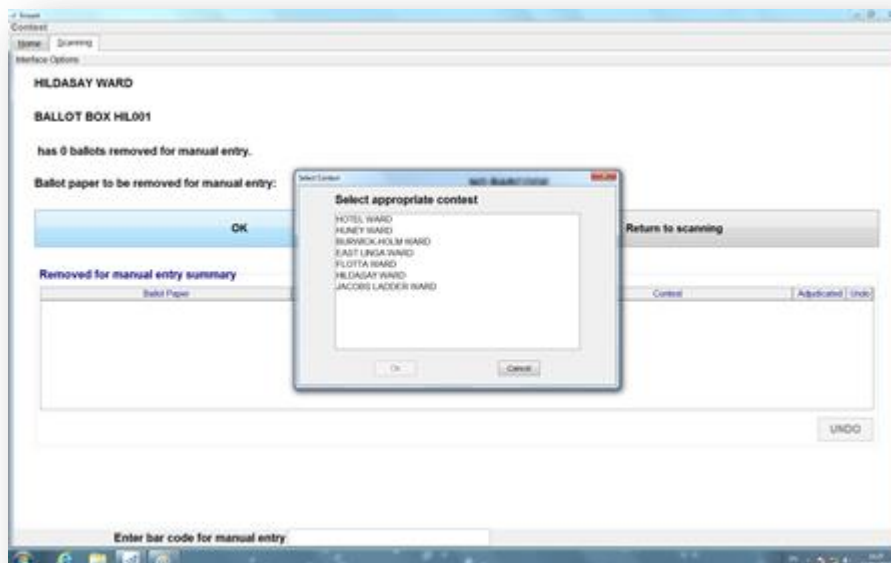


▶ To enter a ballot paper manually at the scanning stage (unreadable barcode):

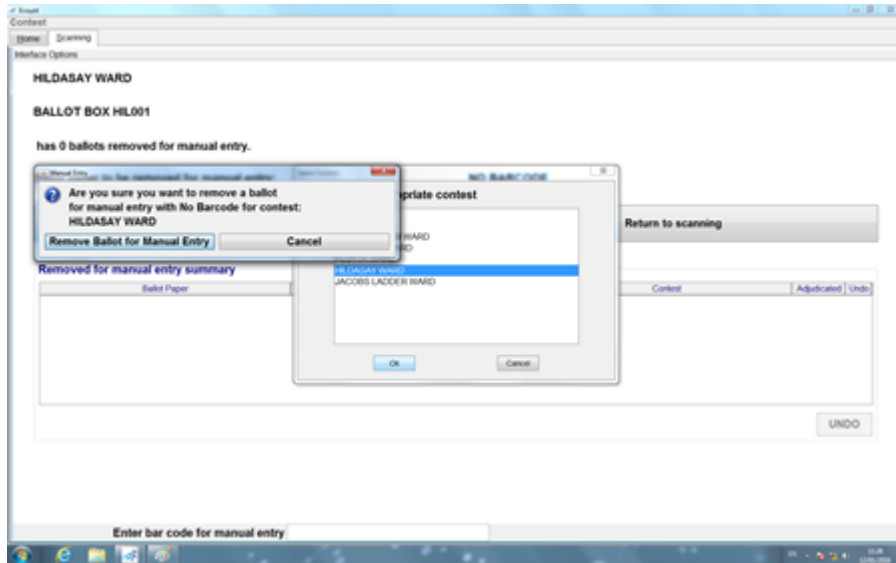
1. If a ballot paper cannot be scanned (for example if it is torn and cannot be fed into the scanner) and as a result of the damage the barcode is unreadable it may be set aside for the Returning Officer to enter it into the system manually. The Scanning Operator must manually extract the ballot paper from the specific ballot box tray.
2. The Scanning Operator must call their Scanning Supervisor who will use the hand-held barcode scanner to scan the 'manual entry' barcode (or alternatively enter the text: 'No barcode' into the **Ballot Box Number** field. Each time this is done, the system displays the following screen:



3. Click **OK** to accept the removal of the ballot paper.
4. Select the appropriate contest from the list.



5. Click **OK**. The manual entry confirmation pop-up is displayed:

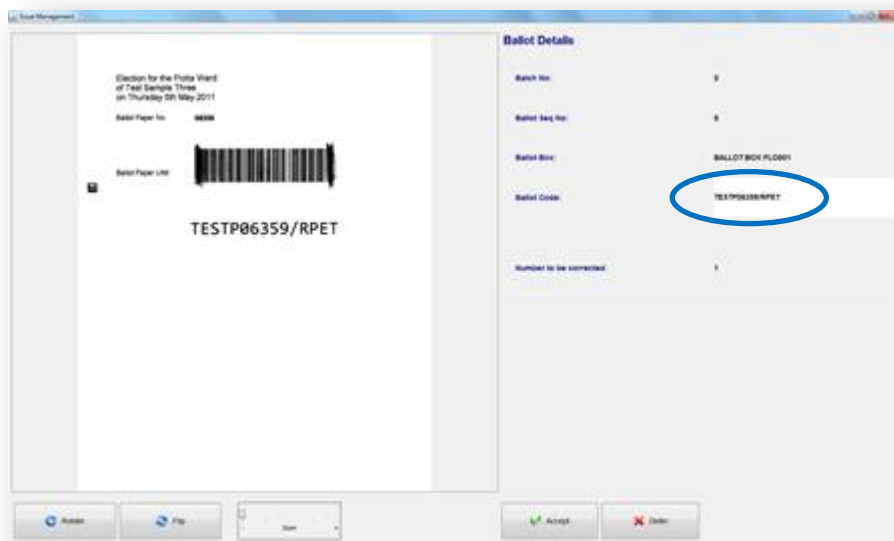


6. Select **Remove Ballot Paper for Manual Entry**.
7. The ballot papers are then placed in a folder with appropriate labels and taken to the RO station for manual entry.
8. Click **Return to Scanning** to resume ballot paper scanning.



► **To manage issues relating to reading a ballot paper barcode:**

1. If the system has a problem reading a barcode, the **Issue Management** screen will open immediately after a batch of ballot papers has been scanned:



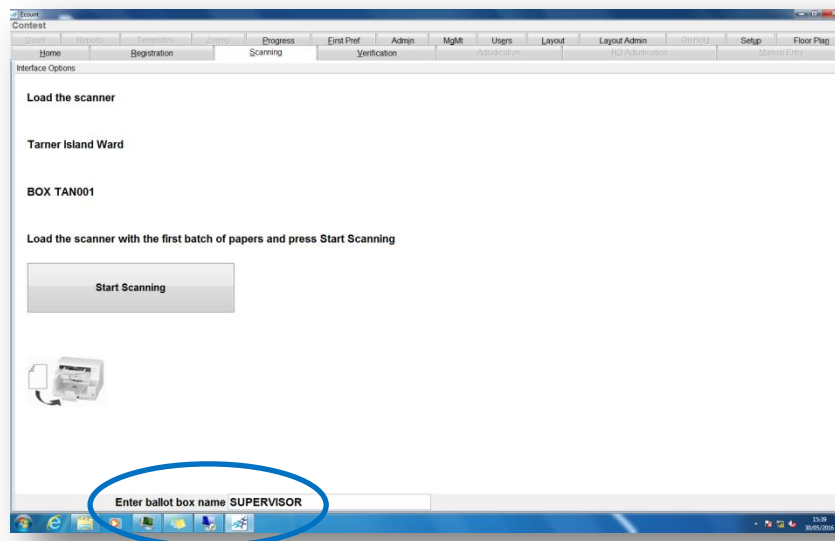
2. The ballot paper is displayed in the left-hand side of the screen.
3. The Scanning Operator can use the toggle buttons to rotate, flip and zoom in order to check the ballot paper details more clearly if needed.
4. If the barcode number can be identified from the image on the screen, enter the number in the **Ballot Code** field (circled in blue, above) and click **Accept**.
5. If the barcode number **cannot** be identified, click **Defer**. The paper will be forwarded to RO adjudication.

## What happens if...?

### ... you have an empty tray?

Open the box by reading the barcode on the box as normal.

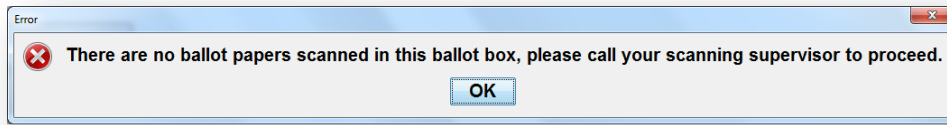
Then call the Scanning Supervisor, who will enter or scan their authorisation barcode to close the box:



You will not be able to open any other boxes until this has been done.

### ... you try to open and then immediately close a box?

The following error message will be displayed:



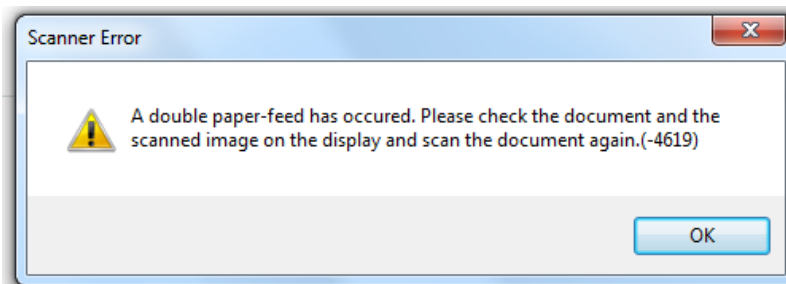
Click **OK** to acknowledge the message. Check if there are any ballot papers to be scanned. If there are, you can proceed to scan them as normal as the box is already successfully opened. If there are none in the box, then the box can be handled as an empty box (discussed above) – call for the Scanning Supervisor to enable you to close the box.

### ... there is no barcode on the tray?

Alert the Scanning Supervisor, who will investigate the problem and advise on a course of action.

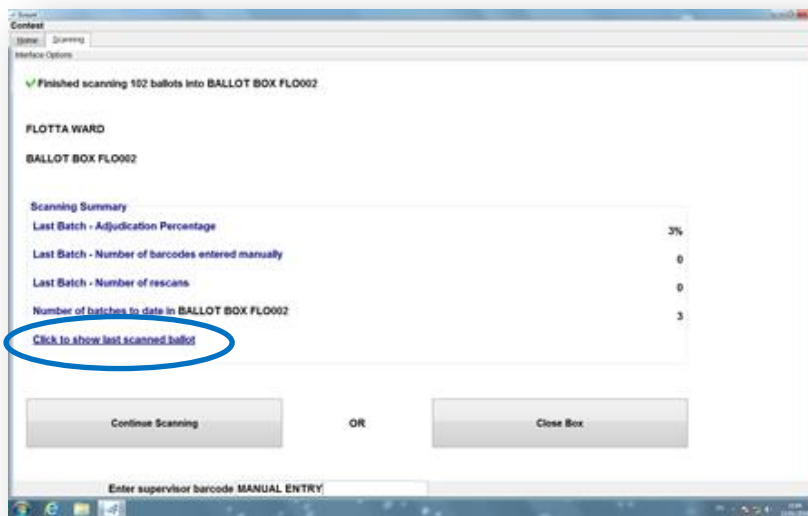
### ... there is a 'double feed' of a ballot paper into the scanner?

The following error message would appear on the screen:



Open the scanner and clear the double fed ballot papers from the scanner, then click **OK** to continue.

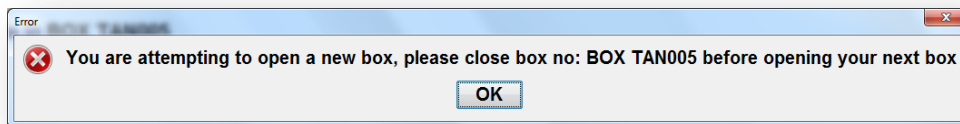
The **“Click to show last scanned ballot”** feature will be displayed (highlighted below):



After clicking, the image of the last successfully scanned ballot paper will be displayed. Locate this in the current batch, and continue scanning from the next ballot Paper.

... you try to open a new box before the current box has been closed?

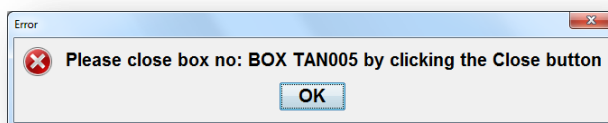
The following error message would appear on the screen:



Click **OK**, then click Close Box.

... you try to open the same box when it is already open?

If you attempt to use the barcode scanner on the box you are already working with, the following error message would appear on the screen:



Click **OK**, then either load your next batch to continue scanning, or click **Close Box**.

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## Notes

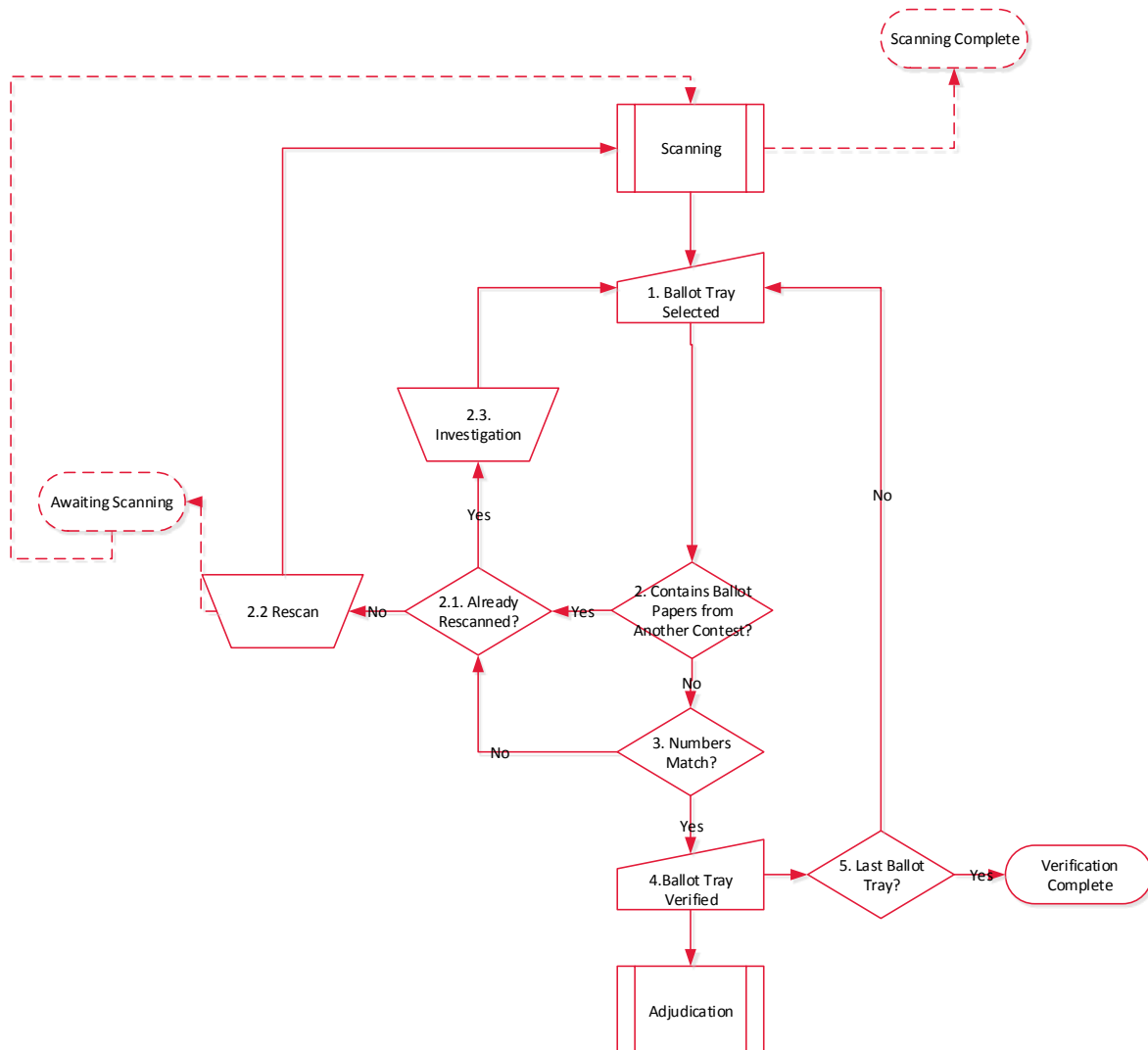


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## Notes

# 9 Verification

## Verification process at a glance



### Who will it involve?

The following people are involved in the verification process:

- **Verification Supervisor** – Manages a team of verification officers and assists with the resolution of any queries the team has
- **Verification Operator** – Checks the number of ballot papers scanned for a ballot paper tray against the number registered
- **Investigator** – Retrieves ballot papers and ballot paper trays for the Verification Operator and conducts investigation into mismatches between numbers of ballot papers registered and numbers scanned.

## What happens in this stage?

Once the ballot paper has been scanned, the system automatically checks that the number of papers scanned matches the number registered.

If the number is equal, or within the tolerance range set for the count, the ballot paper tray can be verified.

If there is a mismatch, the details must be investigated before verification can take place. This involves re-scanning the ballot tray and/or manually checking the number of ballot papers in the tray to ensure that the number of ballot papers in the system matches the number of physical ballot papers.

Once verified, the valid ballot papers are sent by the system to be counted and those where the voter's intention is unclear (or where the system needs confirmation or correction) are sent to adjudication.

## eCounting system action

The following system tasks are required at the verification stage:

- Logging on to the system
- Undertaking verification
- Flagging a ballot box for re-scanning.

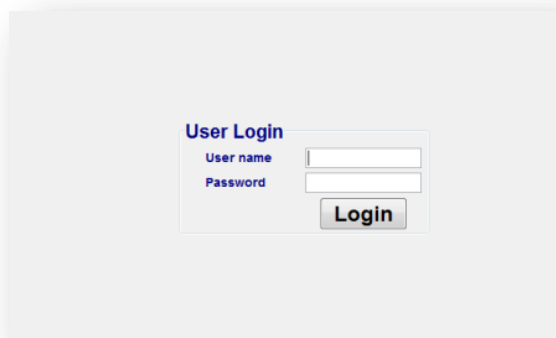


### ► To access the system on the Verification PC:

1. Log on by double clicking the electronic vote counting icon on the desktop:



2. Enter your **user name** and **password**, and click **Login**:

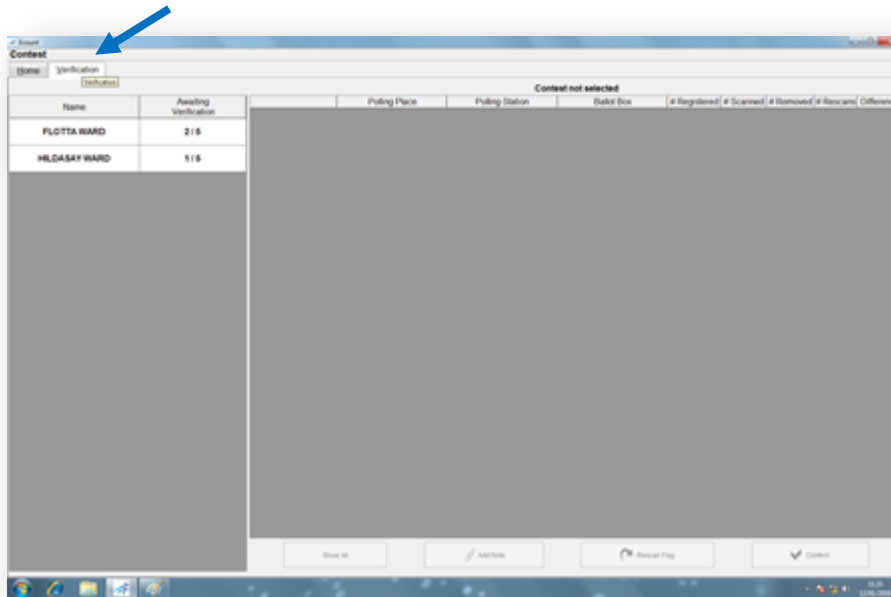


The image shows a 'User Login' dialog box with a title bar. It contains two text input fields: 'User name' and 'Password'. Below the fields is a 'Login' button.

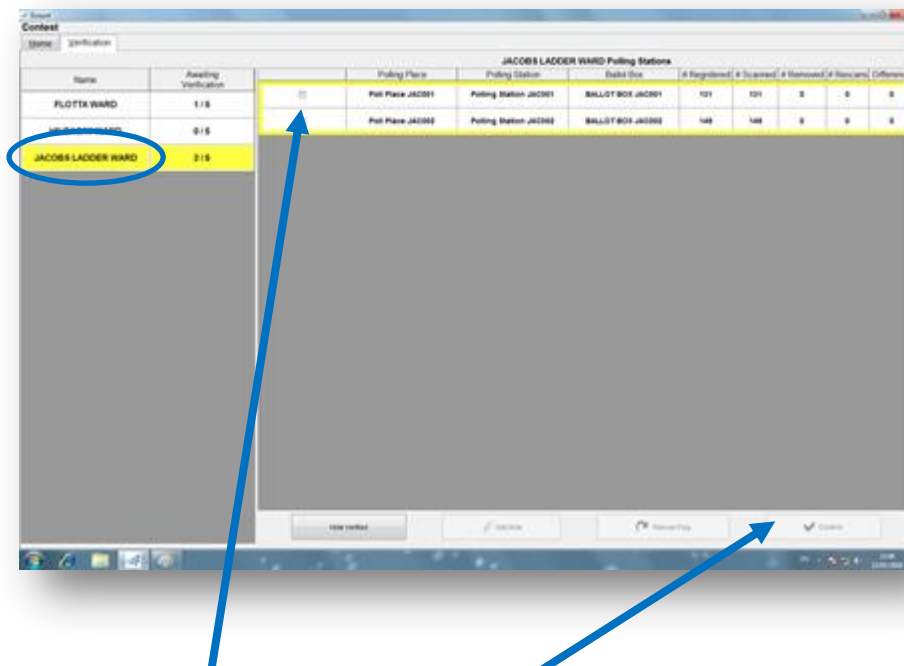


► To undertake verification:

1. Select the **Verification** tab.



2. Click on the contest name to see the details of the boxes waiting to be verified.



3. Click on the **check box** and then click on **Confirm** to verify. On clicking **Confirm**, green ticks appear against the box details, thus confirming that the box has been verified.

Name	Awaiting Verification	Polling Place	Polling Station	Ballot Box	# Registered	# Scanned	# Removed	# Rescans	Difference
FLOTTA WARD	1 / 5	Polling Place JAC081	Polling Station JAC081	BALLOT BOX JAC081	101	101	0	0	0
HILDABAY WARD	0 / 5	Polling Place JAC082	Polling Station JAC082	BALLOT BOX JAC082	108	108	0	0	0
JACOBS LADDER WARD	0 / 5								



### Other features of the Verification screen

The **Verification** screen highlights (in red) any box with a difference between the number of ballot papers registered and scanned. It also displays a range of information about each box scanned:

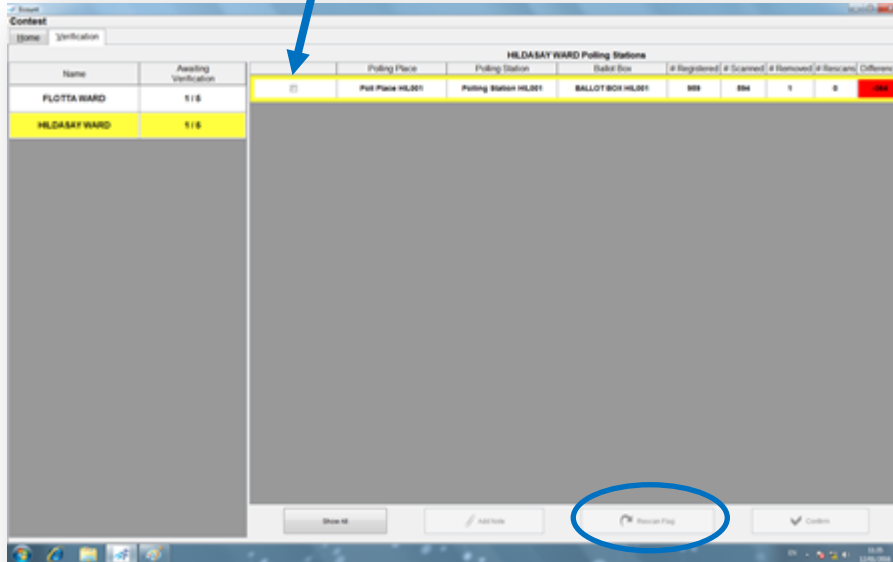
- Polling Place
- Polling Station
- Ballot box number
- Number of ballot papers registered
- Number of ballot papers scanned
- % Adjudication – monitor this and proceed as advised by the Verification Supervisor
- Number of ballot papers removed (for subsequent manual entry)
- Number of rescans completed
- The difference between the number of ballot papers registered and scanned (row will highlight in **red** if there is a difference)

Name	Awaiting Verification	Polling Place	Polling Station	Ballot Box	# Registered	# Scanned	% Adjud	# Removed	# Rescans	Difference
TARNER ISLAND WARD	4 / 6									
		POSTAL PLACE 50	POSTAL STATION 50	BOX PTAN001	2	2	100	0	0	0
		POLLING PLACE 001	STATION 1	BOX TAN001	0	0	0	0	0	0
		POLLING PLACE 002	STATION 2	BOX TAN002	15	4	0	0	0	-11
		POLLING PLACE 005	STATION 5	BOX TAN005	270	270	100	0	0	0

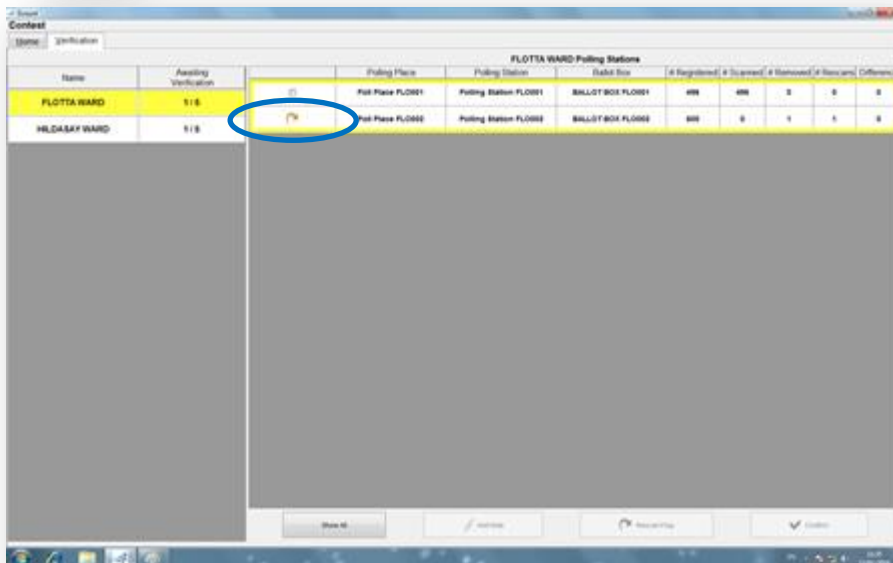


► To flag a ballot box for re-scanning:

1. You may decide to send a ballot box back for re-scanning if the figures show a discrepancy in the number of ballot papers scanned and registered.
2. To do this, click in the tick box alongside the ballot box you want to be re-scanned.
3. Click **Rescan Flag**.



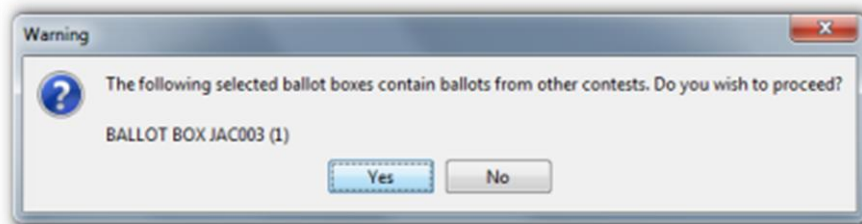
4. The ballot box will continue to display in the Verification screen, but with the amber Rescan symbol beside it at the foot of the screen. The row will highlight in grey when the box is being rescanned, once scanning is complete the rescan arrow will revert to a **check box**.



## What happens if...?

### ... there are ballot papers from a different contest?

If a ballot paper was scanned in a contest to which it does not belong, the system shows an error message at the verification stage.



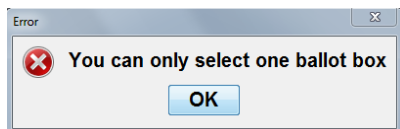
Select **No** to manually sort the issue by investigating which tray the ballot paper comes from.

The Investigator checks for ballot papers from a different contest in that box and removes those papers from the box and returns them to the correct tray.

The box is sent for re-scanning.

### ... you select more than one ballot box using the tick boxes?

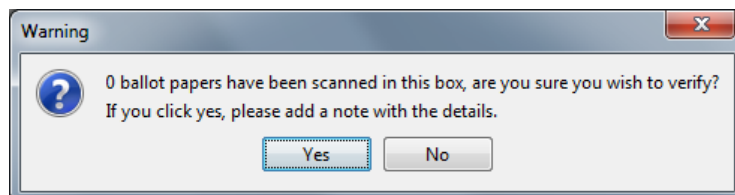
If you attempt to confirm multiple boxes, the following error will display:



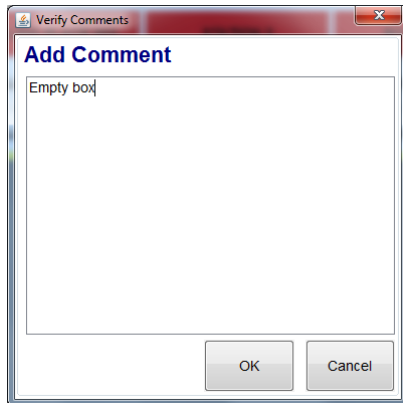
Click **OK** and select only one box at a time.

### ... you want to confirm an empty box?

If you wish to confirm a box with no ballot papers, select the tick box beside it and click **Confirm** as normal. The following confirmation message will be displayed:



Click **Yes** (and the Add Comment box will appear, shown below), or **No** (to return to the main Verification screen):



Enter some suitable notes, then click **OK** to return to the main Verification screen.

### ... you want to confirm a box even though there is a discrepancy shown?

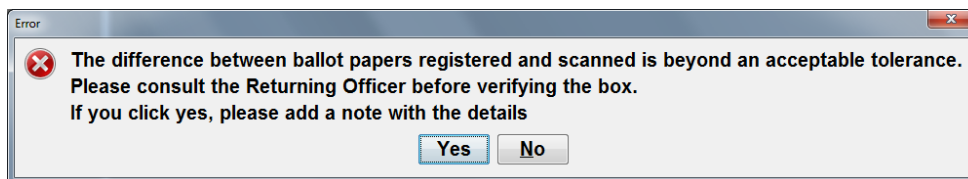
If you select a box on the Verification screen, which is highlighted in red due to a discrepancy, and click **Confirm**, the following warning will appear:



Click **Yes** to continue to verify the box, or **No** to return to the main Verification screen.

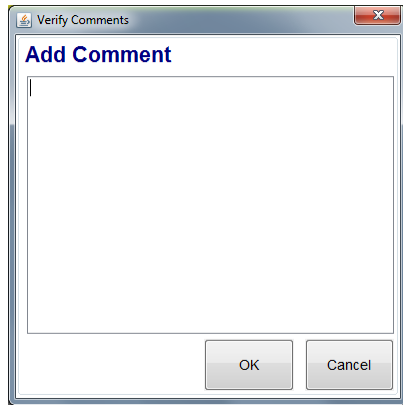
If you choose **Yes**, and the discrepancy is less than 20, the box will be successfully verified.

If however, the discrepancy is 20 or higher, the following further prompt will be displayed:



Choose **No** to return to the main Verification screen. If you choose **Yes**, the following comments box is displayed to enable a note to be added against the box:





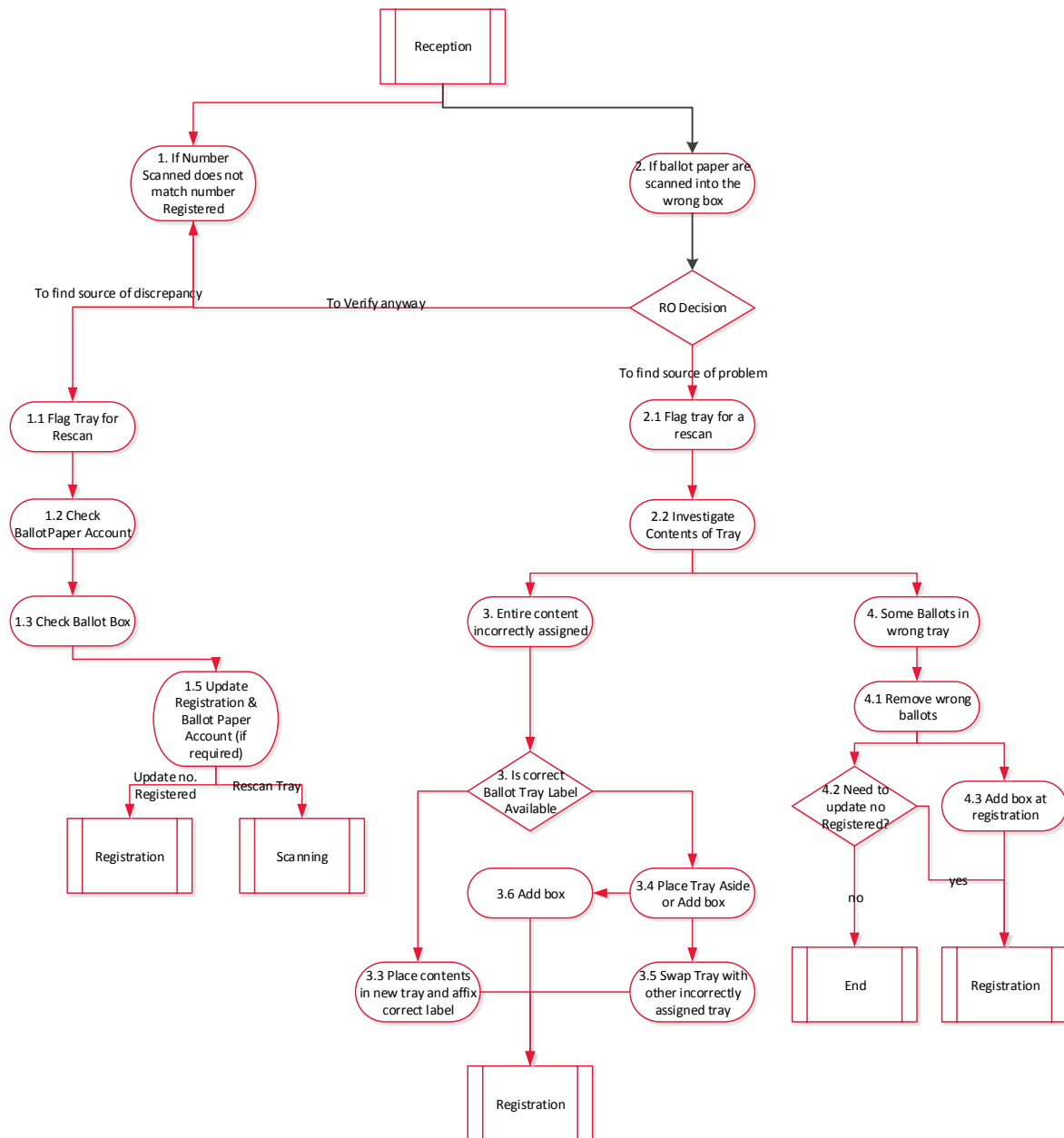
Enter notes after the conversation with the RO, and click **OK** to return to the main Verification screen.

## Verification investigation

There are two reasons why an investigation may be needed at the verification stage. These are if:

- The number of ballot papers scanned in a tray does not match the number registered (after being rescanned)
- Ballot papers are incorrectly scanned into the wrong tray.

The investigation process for verification is set out below.



**If the number scanned does not match the number registered...**

If there is a discrepancy between the number of ballot papers scanned and the number entered at registration, the verification screen will highlight this in red.

The Returning Officer must decide whether to investigate the cause of the discrepancy, or verify the ballot box anyway.

If the RO wishes to investigate the discrepancy, they must first flag the box for rescan on the verification screen.

The ballot paper account should always be double checked to ensure a mistake has not been made when registering the ballot tray.

If there has been a mistake at this point the number entered at registration can be changed.

Another check that can be performed is to find the ballot box that the tray originated from and double check it to ensure there are no ballot papers left inside.

If ballot papers are found, they can be added to the tray and the tray can be re-registered and proceed into the count as normal.

A final check that can be performed is to manually count the contents of the ballot tray.

If a manual count produces the same total as the electronic count and that total does not match the ballot paper account, the tray should re-registered with the correct amount, and the ballot account updated.

The tray can then proceed into the count as normal.

If the investigation finds that the ballot account is incorrect, the ballot tray can be re-registered with the correct amount of ballot papers, and the ballot account may also be updated at the RO's discretion.

If the ballot account was correct, and missing ballot papers are found, the tray can proceed through scanning as normal.

Record all investigation actions in the Verification notes.

### **If the ballot papers are scanned into the wrong box...**

If ballot papers are scanned into the wrong box, a message appears at verification stating 'Contains Ballot Papers from another Contest'.

The RO has the option to Verify the box anyway or to investigate the contents of the tray.

If the RO decides to investigate the contents of a ballot tray, the tray must be flagged for a rescan at Verification.

At an investigation area, the contents of the tray must be investigated to find out the cause of the error message. There are two possibilities at this point:

- the entire contents of the tray has been incorrectly assigned to that tray, or
- some of the ballot papers are incorrectly assigned to that tray.

### **If the entire contents are wrongly assigned...**

If the ballot papers in the tray are all from the same contest, a mistake has been made at pre-registration when assigning the ballot tray a label.

The Investigator must check the Pre-Registration area to ascertain the cause of the incorrectly assigned ballot tray.

The Investigator must check the remaining available ballot tray labels to find out if the correct tray label is available.

If the correct tray label is available, the ballot papers and ballot account must be placed in a new tray and the label affixed. The tray should then be registered and proceed into the count as normal.

If the correct ballot tray label is unavailable, this means that it has been affixed to the wrong tray.

The Investigator must either wait until the correct ballot tray is found in the count, or add the ballot papers to a new tray at registration.

Once the other incorrectly assigned tray is found, the contents can be swapped and both must be re-registered, entering the correct number of ballot papers from the ballot account.

If the decision is taken to add a new box for the ballot papers associated with the wrong tray, this must be done at registration, following the add box process.

The tray the ballot papers were incorrectly assigned to must be re-registered as containing zero ballot papers.

### If only some of the ballot papers are in the wrong tray...

The investigation may find that only some of the tray's contents are ballot papers from another contest.

The ballot papers from the wrong contest should be removed from the ballot tray.

If the number of ballot papers registered needs to be changed for the ballot papers remaining in the tray this is done so at Registration. (This may be more likely for postal ballot boxes, for which a human numerical count is first performed upon arrival at the count centre).

If not, the ballot papers left in and correctly assigned to the ballot tray are rescanned at Scanning.

The wrongly allocated ballot papers can be placed in a new ballot tray, without a barcode being affixed to it.

A new box must be added for the wrongly allocated ballot papers at registration, following the 'Add Box' procedure in the 'Registration' process.

### If the RO decides to verify all the ballot papers anyway...

The RO can decide to verify the ballot tray despite there being a discrepancy or containing ballot papers from another contest. A note can be entered at Verification.

When verifying a ballot tray with ballot papers from another contest, the system automatically assigns them to the correct contest. **The overall results will not be affected if this action is performed** before the result for that ward has been calculated.

### If the RO decides to verify all the ballot papers anyway...

The RO can decide to verify the ballot tray despite there being a discrepancy or containing ballot papers from another contest. A note can be entered at Verification.

## eCounting system action

For any box which has been rescanned at least once, the Verification screen allows the "rescan history" of that box to be displayed.

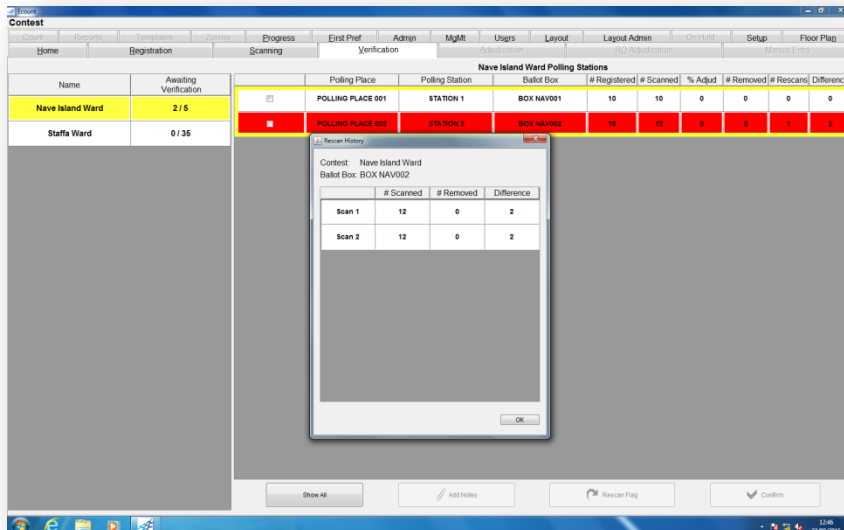


▶ To access the rescan history of a box on the Verification PC:

1. Ensure the Verification screen is displayed:



2. Click on the “# Rescans” cell for the relevant box (highlighted above). The Rescan History box is displayed, showing the details of rescans to date for that ballot box. Click **OK** to return to the Verification screen.



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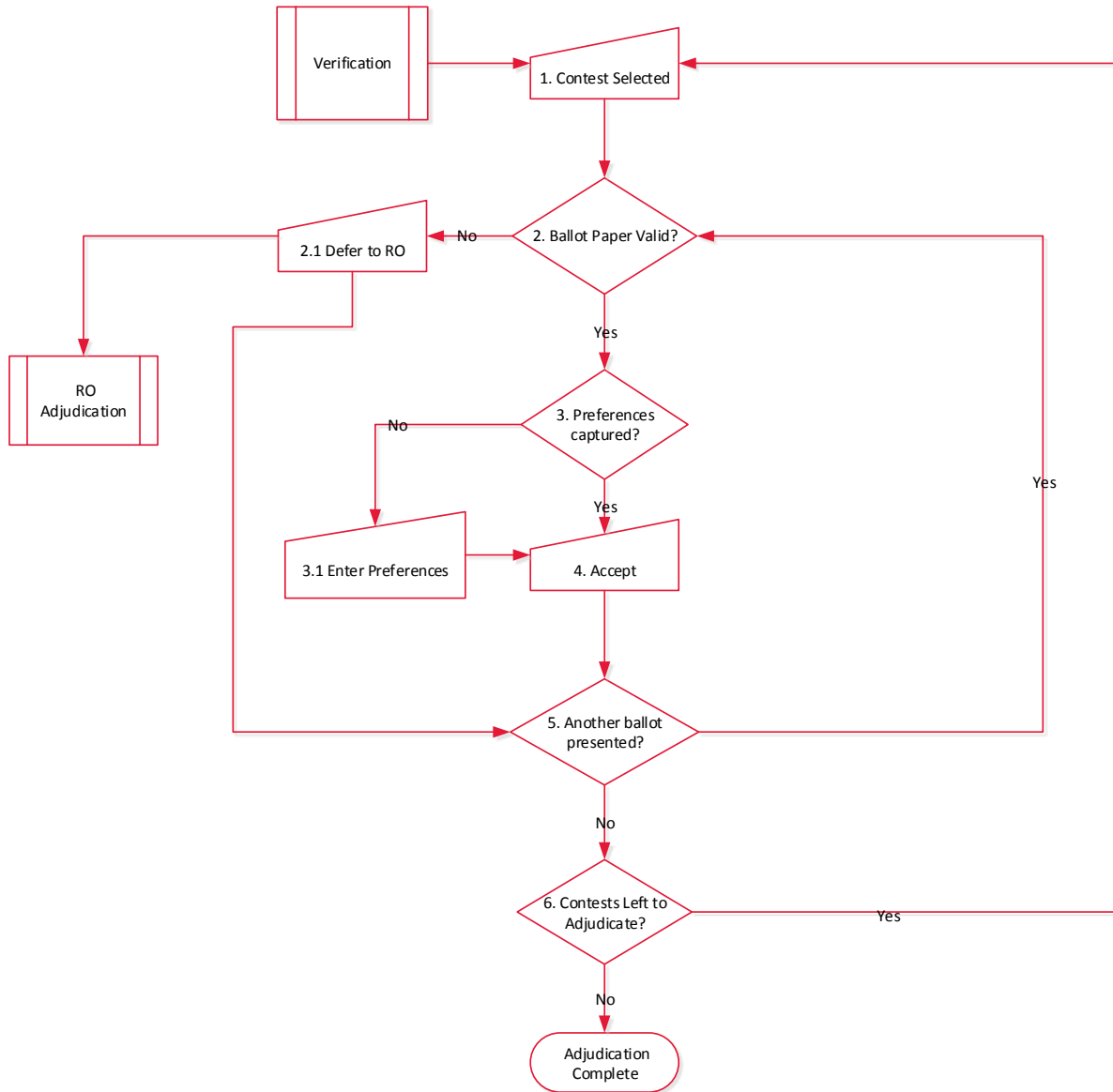
## Notes

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## Notes

# 10 Adjudication

## Adjudication process at a glance



### Who will it involve?

The following people are involved in the adjudication process:

- **Adjudication Supervisor** – Manages a team of adjudicators and assists with the resolution of any queries the team has



- **Adjudicator** – Conducts first level adjudication of ballot papers and accepts the ballot paper or defers to the RO for further investigation.
- **Returning Officer** – Responsible for the overall election count process, but within adjudication performs second level adjudication and manually enters ballot papers where required.

## What happens in this stage?

In an election count, the system is programmed to recognise characters to interpret whether or not the voter's intention is clear and whether or not what the voter has done constitutes a valid vote.

Each of the circumstances where the system raises a doubt (including where the characters written by the voter aren't fully clear) must be adjudicated upon to see if they fall into the categories set out which would invalidate a vote.

There are two levels of adjudication:

- First level adjudication
- Returning Officer (RO) - adjudication.

### First level adjudication

The Adjudicator will be presented with an image of the ballot paper that the system cannot, with confidence, accept as a valid vote.

It is for the Adjudicator to examine the scanned ballot paper that the system is unsure about. The system will indicate what it thinks is the problem.

The Adjudication Officer can either:

- Confirm that the vote is valid by indicating the correction via the software interface (as you will see in Section 5 – The Count) below, or
- Defer the decision (if they are still not clear what the voter intention is, or if they believe it may be disallowed under any of the grounds set out above).

### RO adjudication

Those ballot papers passed to RO adjudication are presented to the Returning Officer (RO) by the system for further adjudication – a final decision to allow or reject is required at this stage.

Remember, the principle should be to allow the vote where possible, but if it is clearly to be disallowed it is the RO's final decision to make.

## First level adjudication

Adjudication is the process by which ballot papers with unclear voter intent are received and interpreted by the Adjudication Officer.

Once the ballot paper has been scanned, the intelligent character recognition software (ICR) in the system reads the ballot paper and interprets the voter's intent from the marks on the ballot paper. The rules for interpretation of voter's intent for the Scottish Local Elections are embedded within the software.

Where the voter's intent is clear and compliant with election rules, adjudication is not required and the vote passes automatically to the count.

Where the voter's intent is not clear, or the marks are not compliant with the rules, an image of the ballot paper is presented for adjudication along with the current system interpretation of the marks on the ballot paper and the reason for presentation for adjudication.

An Adjudication Officer, who is presented with a full image of the ballot paper and can use the system's zoom and rotation capabilities, conducts the first stage of adjudication.

The Adjudication Officer may correct the system's interpretation of the voter's intent, if necessary, and either:

- accept the ballot paper
- defer the ballot paper for the RO to perform a second stage adjudication.

The system then automatically presents the next ballot paper for adjudication until all ballot papers are either counted or awaiting Returning Officer adjudication.

All adjudication decisions are fully visible to observers via the dual screen set-up.

Once adjudication has been completed for all ballot papers in a tray, the visual progress displays in the count centre are automatically updated accordingly.

## eCounting system action

The following system tasks are required at the first level adjudication stage:

- Logging on to the system
- First level adjudication.



▶ To access the system on the Adjudication PC:

3. Log on by double clicking the electronic vote counting icon on the desktop.



4. Enter your **user name** and **password**.

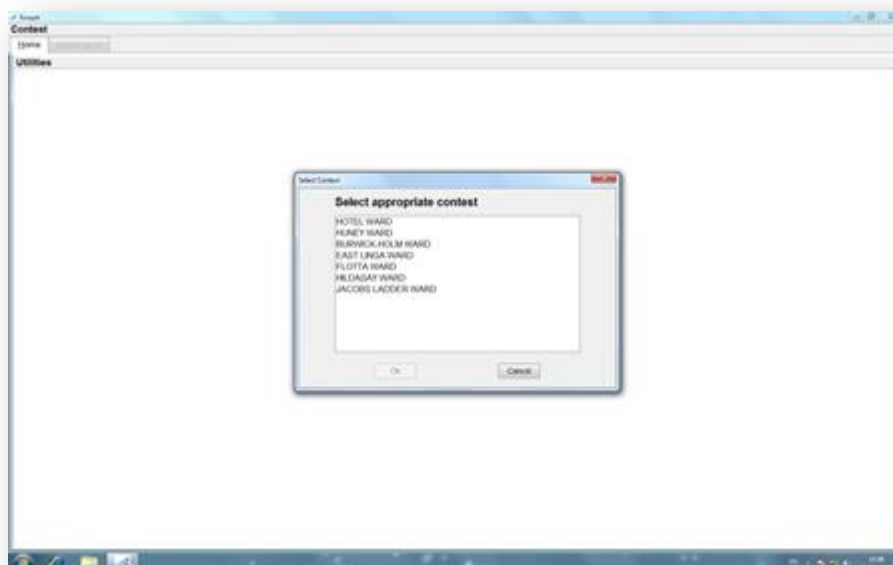
A dialog box titled "User Login" with two input fields: "User name" and "Password". Below the fields is a "Login" button.

5. Click **Login**.

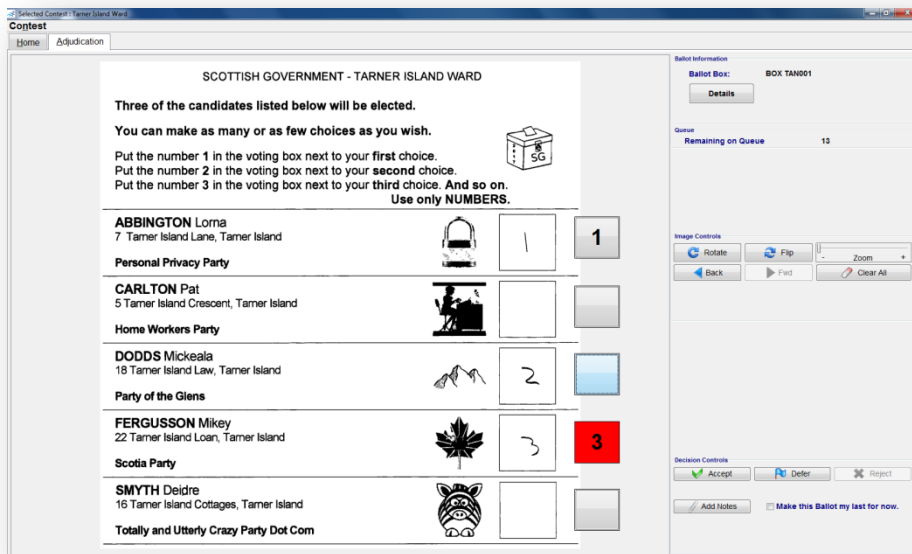


▶ To perform first stage adjudication:

1. On logging in, select the appropriate contest.



2. Click **Ok**. The first ballot paper for adjudication is displayed.



3. The main part of the screen shows the ballot paper image, with indications in red in each box to show the system interpretation of the marks. Where required, the appropriate vote preference should be selected in sequential order starting with the first vote preference.
4. If a mark is detected anywhere except within the Vote Box, **MARK DETECTED** will appear at the top of the screen
5. Once the correction is made, click **Accept**. This will move the ballot paper to the count and present the next paper for adjudication
6. You can clear all suggestions by clicking **Clear all**.
7. If you cannot make a decision on the image, it should be deferred for RO adjudication using the **Defer** button.
8. In the event you wish to make a note about the deferral you can select the **Add Notes** button.
9. You can go back through previously adjudicated ballot papers (and then forwards again) by clicking the back and forward arrow buttons as appropriate.
10. You can rotate, flip and zoom the image to see it more clearly.
11. If you wish to leave adjudication before all ballot papers are completed, select the **Make this Ballot my last for now** tick option, then adjudicate the current ballot paper as normal.
12. A message "**No more images to adjudicate**" will be displayed when all ballot papers have been adjudicated.

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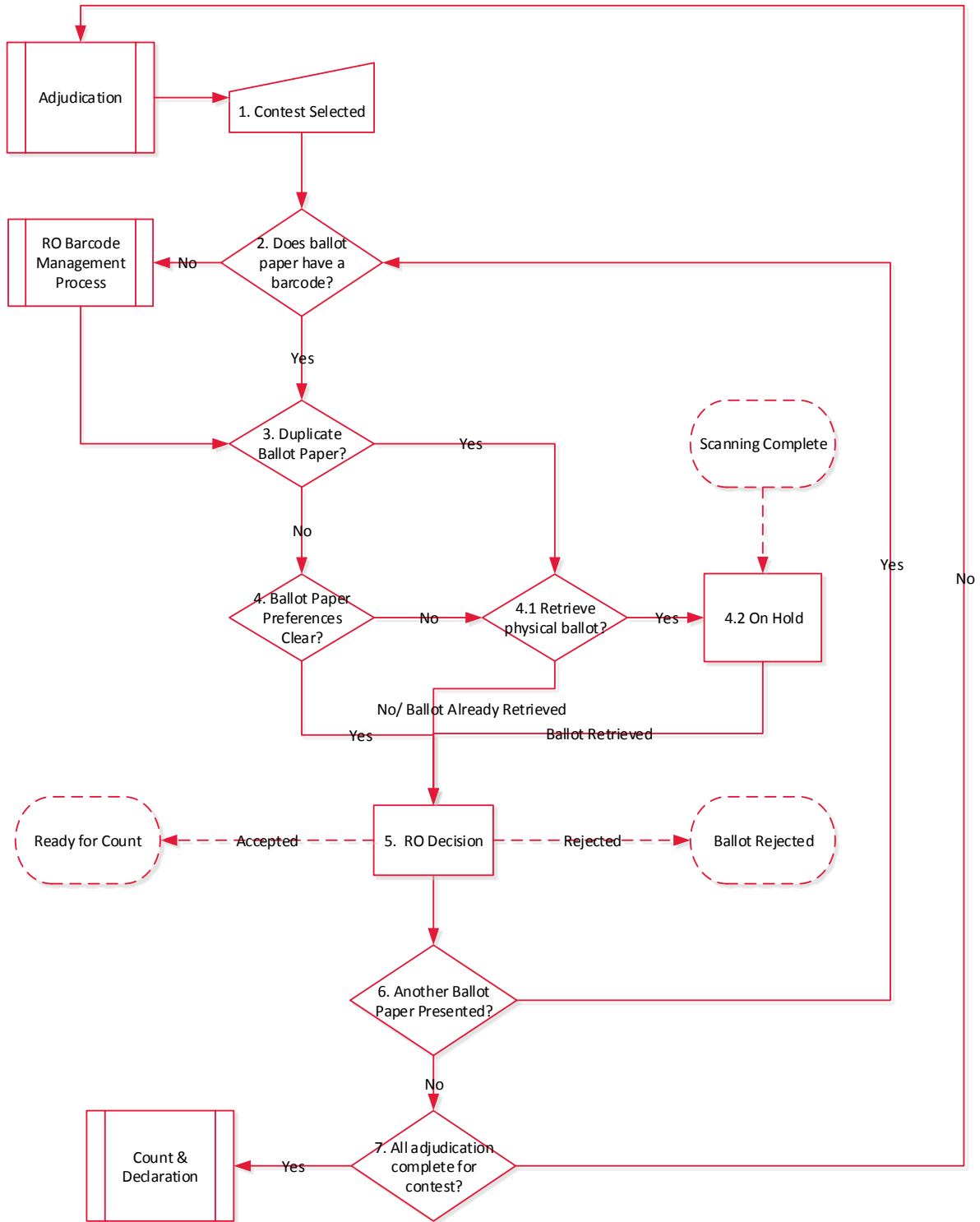
## RO Adjudication

Where the first level of adjudication has deferred the ballot paper, it goes to the Returning Officer.

The Returning Officer reviews all ballot papers that have been deferred by Adjudicators and may also correct the system interpretation of voter intent and either:

- accept the ballot paper, or
- reject the ballot paper – selecting the rejection reason from a predefined list.

The 'at a glance' process for RO adjudication for an individual ward is set out below:



---

The Returning Officer should follow the undernoted procedure:

### **Is it a duplicate ballot paper?**

The system will indicate if a duplicate has been detected and will show the ballot box number, batch ID and sequence number of the matching ballot paper.

The RO must decide how to proceed with the duplicate ballot papers and can request the ballot papers to be manually retrieved if necessary.

The images of the barcode sides of the two ballot papers with matching unique identifiers will be displayed in the RO queue. The RO will make a decision on each individual ballot paper.

### **Are the ballot paper preferences clear?**

If the preferences on the image of the ballot paper presented to the RO are unclear, they may request to see a physical copy of the ballot paper.

If they do not need to view a physical copy of the ballot paper, they can then make a decision on that ballot paper.

### **Does the physical ballot paper need to be retrieved?**

The RO can opt to see the physical copy of the ballot paper to aid their judgement and place the ballot paper 'On Hold'.

If they decide to view the physical ballot paper, you can place the ballot paper 'On Hold' by selecting the 'On Hold' option on screen.

This places the ballot paper in a virtual queue, accessible through the 'On Hold' tab on the eCounting system.

### **The RO decision**

The RO makes a final decision on the ballot paper. If they deem a ballot paper invalid, they must select a reason from the screen and select the reject button.

If the ballot paper is valid, they will enter the voter preferences (if needed) and the ballot paper is accepted and forwarded to the count.

The RO must also make a final decision on any ballot paper presented to you with no barcode. If the ballot paper barcode number is legible from the retrieved physical copy of the ballot paper, you can enter the number at this point.

If the ballot paper has no legible barcode, they must make a decision whether to accept or reject it.

Once all adjudication is complete for all ballot boxes in a contest, the count and declaration process can be followed.

## **eCounting system action**

The following system tasks are required at the second level adjudication stage:

- log in to the system
- RO adjudication.

### Does the ballot paper have a barcode?

Check to see if the barcode has been de-faced or is missing due to spoilt ballot paper. If the system cannot detect a barcode, “No barcode” will be displayed on the RO adjudication screen for that ballot paper.

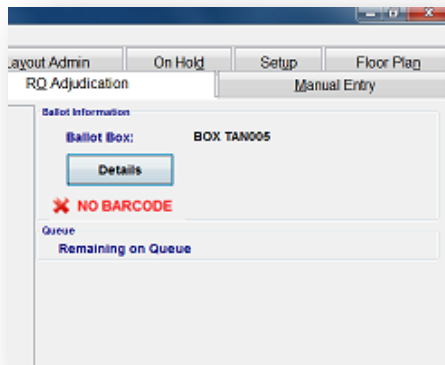
If the barcode has been incorrectly deferred from Issue Management with a legible barcode the RO must enter the barcode number, reading it from the image presented to them.

If the barcode number is illegible from the image on screen, the RO may decide to retrieve the physical copy of the ballot paper.

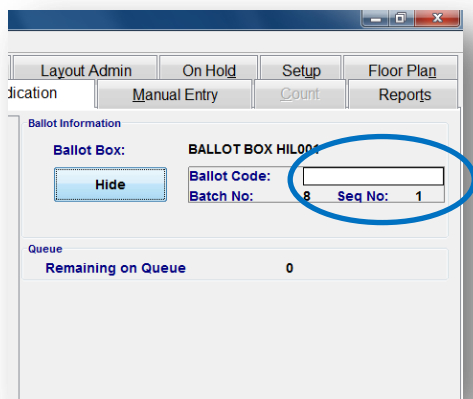


#### ► To enter a Barcode number:

1. On the RO adjudication screen, the following message will be displayed:



2. Click **Details** to reveal the scanning batch and sequence number, and a text box to enable entry of the barcode number:



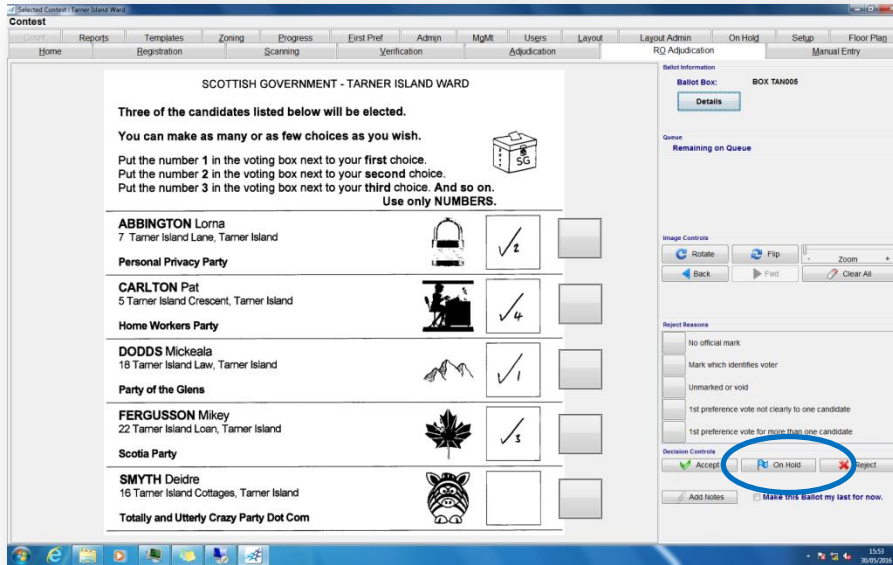
3. Click **Accept** to continue RO Adjudication as normal.



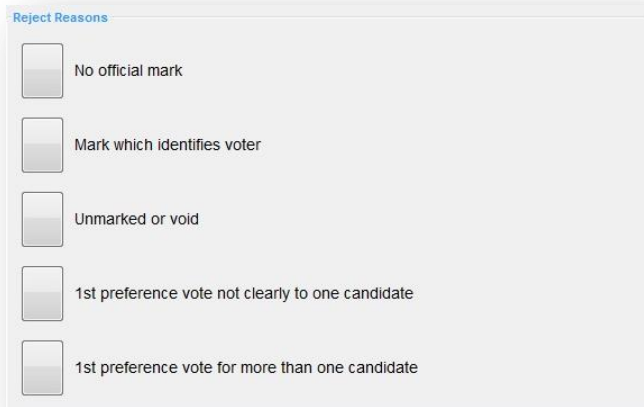


► To perform RO adjudication:

1. On logging in and selecting the appropriate contest, the RO adjudication screen appears:



2. This screen is similar to the 1<sup>st</sup> level Adjudication screen, but includes the “On Hold” function (highlighted) for use by the RO. “On Hold” enables the most challenging ballot papers to be held for review without delaying the RO adjudication process for other ballot papers.
3. You can place marks in the vote buttons or remove marks, as with first level adjudication.
4. You can make a note about the rejection by clicking the **Add Notes** button.
5. As with first level adjudication, you can flip, rotate and zoom to get a clearer view of the image, and you can move backwards and forwards through the ballot papers awaiting adjudication.
6. To validate a ballot paper, select **Accept**.
7. To reject a ballot paper, select the appropriate rejection reason and click **Reject**.



- For duplicate ballot papers, details are provided in the right-hand pane.

- Click **Details** (highlighted above) to show the ballot paper reference details.

## Retrieval of Hard Copy Ballot Paper

If the RO wishes to retrieve a hard copy ballot paper this can be done by selecting the **Details** button under ballot information and this will display the ballot paper reference details. The batch number displayed corresponds with the 'bundle' of ballot papers scanned for that ballot paper tray. It is important for scanning operators to use an elastic band to separate the 'bundles' to facilitate speedy ballot paper retrieval.

## On Hold

The eCounting system includes an "On Hold" function (highlighted below). The RO may choose to place a ballot paper "On Hold" while continuing with the other ballot papers in the RO adjudication queue. This enables the most challenging ballot papers to be held for review without delaying the RO adjudication process for other ballot papers. This function is useful when, for example:

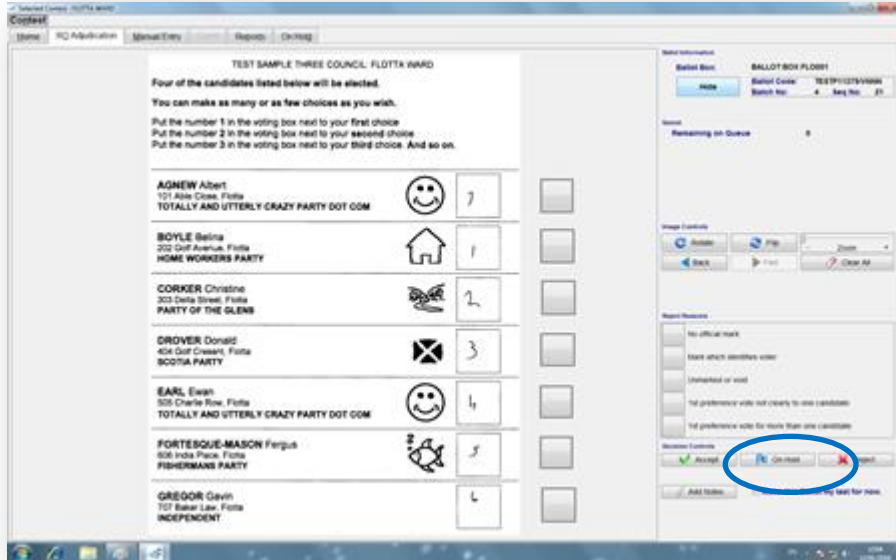
- a Depute RO Adjudicator wishes to review a doubtful ballot paper with the RO before making a final decision;
- the RO wishes to retrieve a physical ballot paper for closer inspection.

## eCounting system action



▶ To place a ballot paper On Hold:

1. Click the “On Hold” button on the RO Adjudication screen (highlighted):

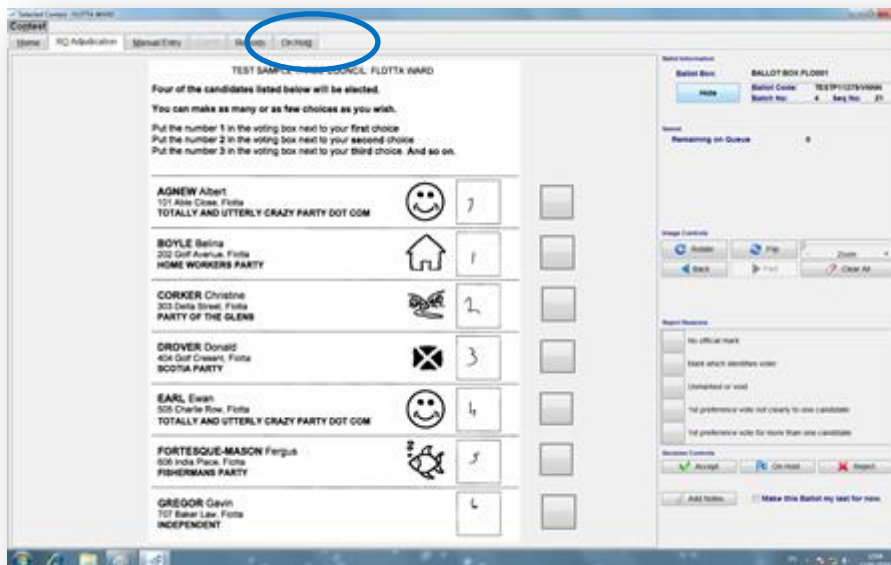


2. Continue the RO adjudication process with further ballot papers in the queue.



▶ To review the set of ballot papers already placed On Hold:

1. Click the “On Hold” tab on the top of the RO adjudication screen (highlighted):

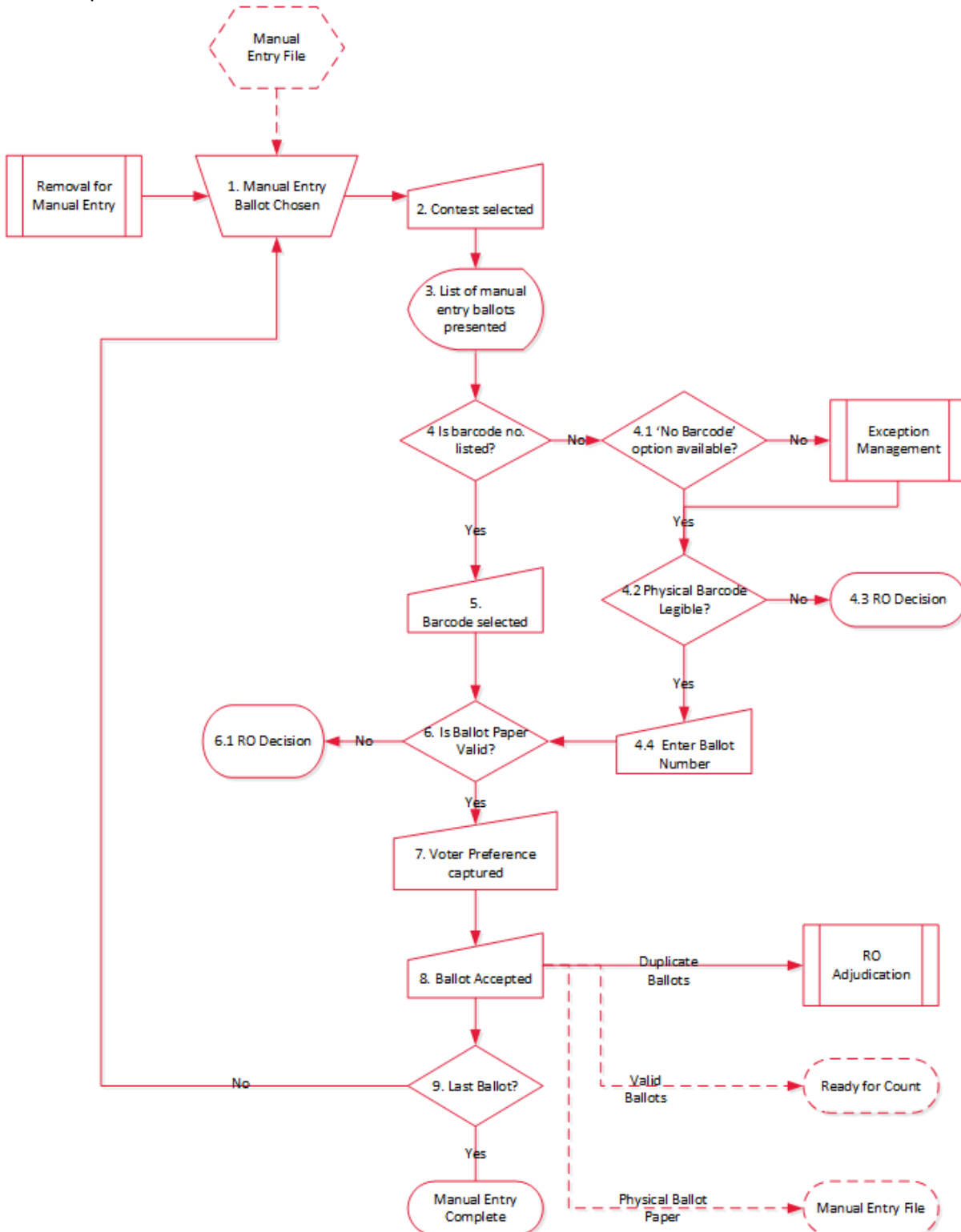


- 
2. Continue with RO adjudication for each ballot paper on hold.
  3. To return to the main RO adjudication queue, click the “RO Adjudication” tab on the top of the screen.
  4. A message “**No more images to adjudicate**” will be displayed when all ballot papers have been adjudicated.

## Manual Entry

The manual entry process is the process in which ballot papers that cannot be scanned and have been removed from the scanning process are entered manually into the eCounting system at RO Adjudication.

The process is set out below:



At the RO Adjudication terminal, manual entry ballot papers (ballot papers which could not be scanned) arrive and are filed by contest.

You select the contest from the dropdown list that corresponds to the selected manual entry ballot paper.

In the 'manual entry' tab on screen, a dropdown list of ballot papers that have been removed for manual entry at the scanning stage is available. This shows the ballot paper barcode number (if available), the ballot box and ward it originated from.

You must find the correct barcode on the list according to the barcode number on the physical ballot paper. If the ballot paper number is not listed, a 'No Barcode' ballot paper must be selected from the list.

In rare circumstances, a manual entry ballot paper with a readable barcode may be recorded as a ballot paper with no barcode by the Scanning Supervisor. In this case, the RO may still be able to enter the ballot paper's barcode at the manual entry stage.

If the barcode cannot be read from the physical ballot paper, you must make a decision how to proceed based on guidance from the Electoral Commission.

If the ballot paper number can be read from the physical ballot paper, it can be entered against the ballot paper.

The ballot paper barcode is selected from the list if available.

If the physical ballot paper is deemed valid, the preferences of the voter must be captured. You do this by entering them into the blank ballot paper presented on the Manual Entry Screen.

If the ballot paper is deemed invalid, a reason for rejection is chosen from the list and the ballot paper is rejected.



You can still accept a ballot paper without a legible barcode

When you accept a ballot paper, this sends the ballot paper information to the count.

If the ballot paper is a duplicate, it is automatically sent to RO Adjudication along with the other duplicate ballot paper. A duplicate message appears against both.

The physical ballot paper is returned to the completed section of the Manual Entry File.

You continue until all the manual entry ballot papers have been dealt with. A count cannot proceed until all ballot papers removed from scanning have been manually entered and all adjudications and other processes have been completed.

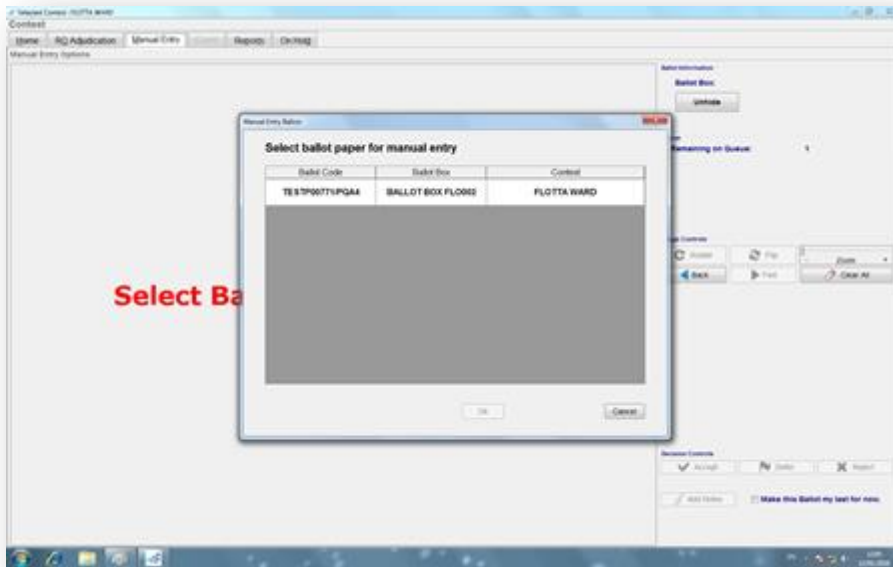
## eCounting system action



### ► To perform a manual entry:

1. You must enter any ballot papers manually that could not be processed through the scanner.

- Click on the **Manual Entry** tab. The following screen displays.



- Select the ballot paper for manual entry. An image of a blank ballot paper is displayed.



- Record the voters preferences on the image displayed on the screen.
- If you have selected a ballot paper from the list with no barcode, enter the barcode number into the barcode field, if visible on the ballot paper.
- Click **Accept** or **Reject** (with reason selected) as appropriate.

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## Notes



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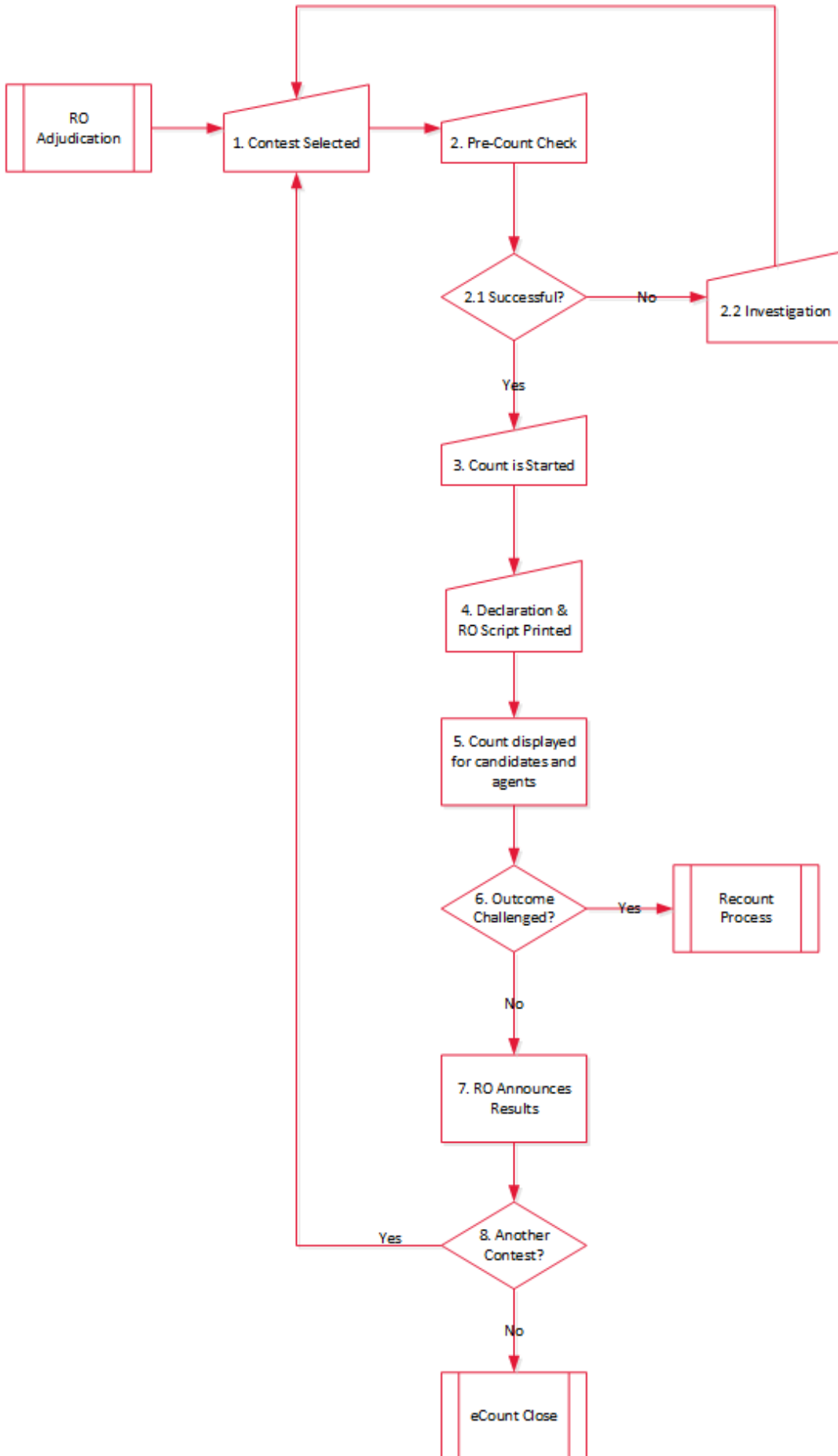
## Notes

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# 11 Count and Declaration

## Count and Declaration process at a glance

The Count and Declaration process is shown overleaf:



## Who will it involve?

The following people are involved in the count declaration process:

- **Returning Officer** – Responsible for the overall election count process, including the running of the count and declaration of the result
- **Election Manager** – Informs RO when the count is ready to be started.

## What happens in this stage?

To count an individual contest all registration, scanning, verification, adjudication, manual entry and RO adjudications must be complete for that contest before count can take place.



It is recommended that the count and declaration process be executed such that the results are declared in a staggered manner while continuing with scanning.

The Election Manager selects the contest they want to count from the dropdown menu.

The Election Manager will then select the pre-count check in the Admin tab of eCounting for the contest. This automatically checks the system to ensure that:

- All ballot boxes are verified
- All ballot papers are adjudicated
- All manual entries are complete
- All contest queues are empty

If successful, the pre-count check will display green ticks against the above checks.

If unsuccessful, a red cross will appear against the incomplete process. An investigation into the cause should be carried out (for example, checking Adjudication and RO Adjudication queues for ballot papers waiting to be adjudicated).

The Election Manager will inform the RO when a count is ready to be started.

Once pre-count checks are successful, the Election Manager selects the **Count** tab to progress through the count stages, until the count is complete.

The declaration report provides the following details:

- A list of candidates that have been elected
- The number of votes each candidate received
- The stage at which they were elected
- The number of ballot papers rejected

The RO script is then printed – this shows the result of the contest along with the details of what the RO will say. The report can be printed in a long and short version.



3. Click **Start**. When the count displays, each stage will be able to be displayed on a separate tab.
4. Click the **Next** button to display each stage as necessary. The final tab will display the result of the contest, at which point the “Next” button will be deactivated and greyed out.

The screenshot shows the 'Contest' application window for the Tamer Island Ward election. The 'Candidate Details' table is displayed, showing the results for two stages of the election.

Status	Candidates	Affiliation	1st Stage		Stage No. 2	
			First Preference	Transfer surplus of Lorna ABBINGTON	First Preference	Transfer surplus of Lorna ABBINGTON
Elected at stage 1	Lorna ABBINGTON	Personal Privacy Party	188.00000	-78.00000	110.00000	
Elected at stage 2	Pat CARLTON	Home Workers Party	104.00000	13.69137	117.69137	
	Mickeala DODDS	Party of the Glens	70.00000	13.27648	83.27648	
	Mikey FERGUSSON	Scottia Party	46.00000	9.54247	55.54247	
	Deidre SMYTH	Totally and Utterly Crazy Party Dot Com	29.00000	7.46802	36.46802	
		Non-transferable	0.00000	34.02166	34.02166	
		<b>TOTALS</b>	<b>437.00000</b>		<b>437.00000</b>	

5. Click the **Reports** tab to run the reports (see Appendix 3 for details):





## 12 Where to go for help

As we have seen elsewhere in this guide, there is a Count Centre Team dedicated to ensuring the count centre is set up correctly and in full working order and that the electronic count is enabled successfully.

We have also seen that there are management levels within the Local Authority who have responsibilities in respect of LA issues in the run up to, and during, the count.

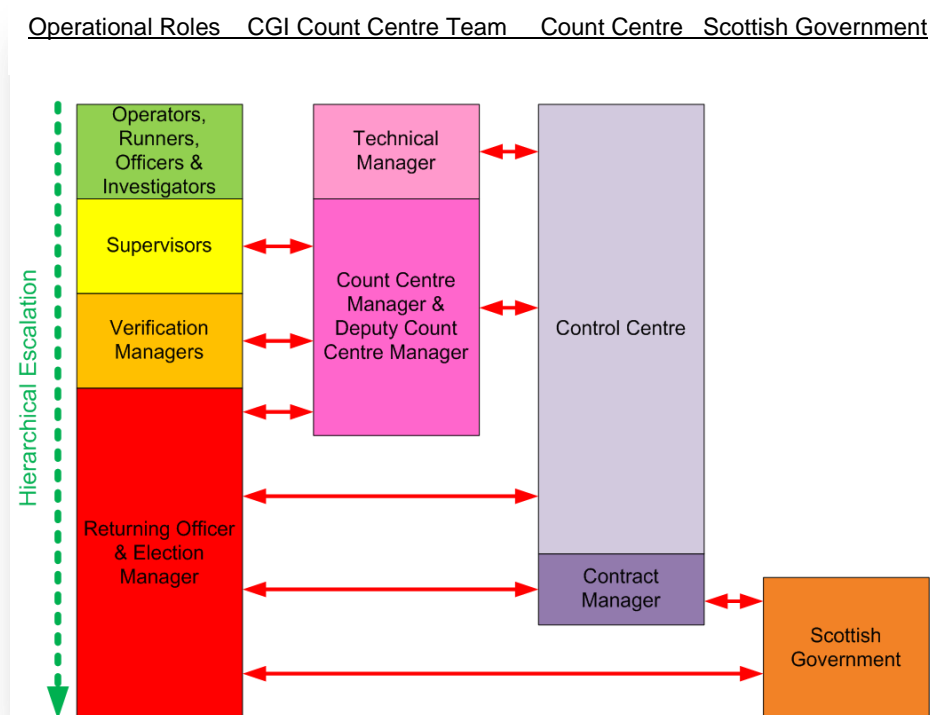
In addition to this, there is a Control Centre which is responsible for following up issues that need to be escalated and passing back a quick resolution directly to the count centre during the week of the count.

### Escalation

The basic principle is that whenever you come across an issue that you are not sure about (whether it is an apparent fault, or an error in the system, or something you've forgotten how to do) you should raise your concern immediately to the person who is directly responsible for your role. For example, if you are a Scanning Operator and you come across a problem with your scanner, you should contact your Scanning Supervisor in the first instance. They will seek to resolve the problem there and then, but if that is not possible they will escalate the issue to the next level (and so on).

Ideally all issues should be dealt with at the count centre, but should this not be possible the appropriate member of the Election Management Team (depending on the nature of the issue) will raise any issues irresolvable locally to the Control Centre.

The following diagram sets out the escalation routes.







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## 13 APPENDIX 1 – Count Centre Team – Roles and Responsibilities

The roles and responsibilities of the Count Centre Team are as set out below:

### **CGI Senior Manager at the count**

- Be the public face of CGI at the count
- Provide localised account management responsibilities and allow rest of the count centre team to focus on their roles
- Engage with the Returning Officer
- Liaise with CCM to ensure up to date knowledge of how the count is progressing and any issues encountered
- Understand and follow the Disaster Recovery (DR) plan.

### **Count Centre Manager (CCM)**

- Responsible for all aspects of the local authority count centre supplied by CGI, supported by DCCM and TM
- Supporting the Returning Officer and the Elections Team in running a smooth election count
- Ensuring refresher training is provided to council staff in the week of the count
- Liaising with Senior CGI Manager on site on the day of the count
- Invoking Business Continuity Plan in the event of a failure or disaster
- Getting Acceptance of the Count from the RO
- Handover of election data to the satisfaction of the Returning Officer
- Close down of the count centre once all counts have been successfully completed
- Providing Management Information back to the Control Centre
- Meeting the KPIs for the count.

### **Deputy Count Centre Manager (DCCM)**

- Assisting the CCM for the Local Authority count centre
- Understanding the complete process flow of the count and count set up process
- Assisting with the refresher training of local authority staff
- Assisting the CCM with monitoring the process flow of the count
- Understanding the Business Continuity Plan and assisting the CCM and TM should a DR event occur.

### Technical Manager (TM)

- Assisting the CCM with IT service and equipment issues
- Responsible for all elements of computing equipment in the count centre
- Ensure that the count centre has been built to requirements
- Ensure that a commissioning test has been completed before the installation engineers leave site
- Ensure that the eCounting system is configured and tested, and through the CCM, evidence this to the Elections Manager and the Returning Officer to their satisfaction
- Monitoring the ongoing health of the count centre network, and for resolving all technical issues arising
- Recovering the count in the event of a failure or disaster event
- Exporting elections data to an encrypted hard drive
- Securely deleting elections data from the count centre computers once data extraction has been confirmed
- Assisting the Hardware Engineer as appropriate
- Meeting the KPIs for the count.

### Hardware Engineer (HE)

- Delivering and setting up the correct specification of hardware at each count centre
- Successfully completing commissioning tests to the satisfaction of the Count Centre Manager
- Resolving any hardware problems throughout the project, in particular on count day
- Assisting the CCM in assessing the options for hardware in the event of a failure or disaster
- Tear down and uplift of the hardware at each count centre once the count has been successfully completed and the data removed from the hardware
- Assisting the Technical Manager as appropriate.

## 14 APPENDIX 2 – Election Management

### Introduction

As part of your Council Staff Training day you will, as a member of the Election Management team, attend a workshop which will facilitate discussions around the following:

- the key responsibilities of your role in eCounting and those of your colleagues
- the high level count process
- the support structure and escalation procedures in place during the count week
- workflow management practices during a count
- the use of appropriate reports to elicit a range of count-based management information.

An output from this workshop will be a personal action plan relating to your preparation for the count.

The notes in this appendix summarise the key points relating to election management, including:

- Count preparation
- Workflow management
- Use of information from management reports (see also Appendix 3) and display screens.

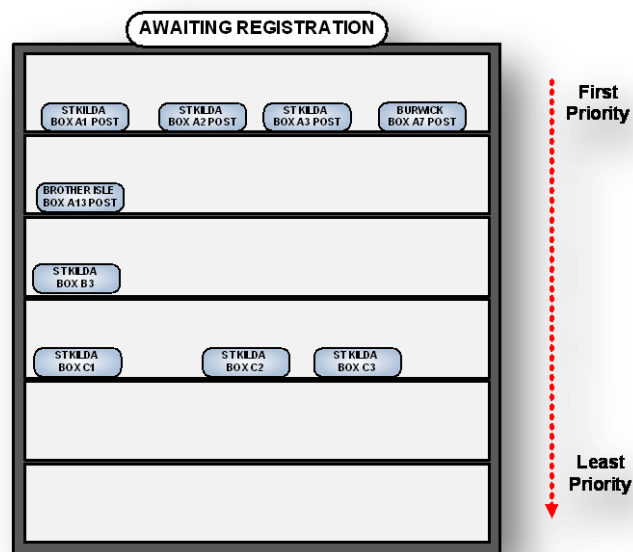
### Count Preparation

#### Pre-election

- Count Centre Manager (CCM) communicates with the Election Manager (EM) at all times
- The CCM will inform the EM when the system is ready, they will then inform the RO
- In advance of election day, the CCM should clarify with the EM the tolerance level for verification, i.e. if the ballot paper count is +/- 1 they may decide to accept ballot papers. This needs to be communicated to the Verification Officer.
- The EM should call all team together and ensure everyone understands their role
- Decide when RO adjudication will commence
- Decide when results will be given to Candidates and Agents.

## Prioritisation of Ballot Papers

- A ballot paper prioritisation scheme should be worked out ahead of time between the RPM and each Council running a next day count. This will be communicated to CCM at handover. The CCM should discuss this with EM when on site
- Some contests will have longer ballot papers, they will have more candidates than others, so ensure there is a balanced number of ballot papers across all zones
- Agree scanning of postal ballot papers before station ballot papers
- Organise ballot paper Trays with ballot boxes - ballot trays will arrive at Awaiting Registration in the order they are opened at ballot box opening and should be racked from the top down.



## Workflow management

### Why is it important?

- There are certain KPIs which need to be met
- Priorities may change during the count
- Operational staff need a balanced workload
- Management of candidates and agents.

### How can you manage workflow?

There are three sets of information which will equip you with the knowledge to be able to change the workflow to reach the desired outcome:

- Reports and system management information
- The system and process constraints
- Parameters in the process that you can change.

You can respond to any conceivable workflow management change by combining one or more of each of the above.

## Reports and system management information

A full list of reports, and how to access them, is set out in Appendix 3 – but below is a summary of the key reports and what they can tell you:

Report Name	Tells you...
Management Screen	% boxes Registered % boxes Scanned % boxes Verified % boxes Adjudicated % boxes RO Adjudicated
Management Screen - contest drill down	No. of ballots registered No. of ballots to be registered No. of ballots scanned No. of ballots to be scanned No. of ballots verified No. of manual entries No. of ballots adjudicated No. of ballots to be adjudicated No. of ballots to be RO adjudicated
Registration	No. of registered ballot boxes Names of the ballot boxes No. of ballots registered in each box
Verification	No. of verified ballot boxes Names of the verified ballot boxes No. of ballots registered and verified in each box Total removed for manual entry
Adjudication	Total number of ballots for adjudication Total number of ballots requiring adjudication (current queue) Total number of ballots accepted Total number of ballots deferred Total Number of ballots accepted by the Returning Officer Total number of votes rejected by the Returning Officer Adjudication Reject Reason (summary totals)

No. 4

## System and process constraints

- Longer ballot papers take longer to scan than shorter ones
- Longer ballot papers tend to have a higher rate of adjudication than shorter ones
- There are more folds in longer ballot papers
- Postal ballot papers normally have a higher rate of adjudication
- All ballot papers will be laid out flat, in correct orientation and unfolded
- Poorly sorted ballot papers will take longer to scan

- You can't scan ballot papers until they have been registered
- The more staff you focus on scanning a contest the quicker that contest will be scanned, although this will be influenced by the number of scanners available.
- The more staff you focus on adjudicating a contest the quicker that contest will be adjudicated, although this will be influenced by the number of adjudication stations available.
- By deputising the RO function, this role will be completed quicker
- You can delegate more Manual Entry privileges if there is a large backlog
- The more Marshalls servicing a stage the more efficient that stage will run
- A registration station can become an adjudication station.

### Process parameters that you can influence or change

- The order in which you register ballot papers
- The order in which you scan ballot papers
- Which contests the scanners are scanning
- How many Marshalls you have at each stage
- Which contests the adjudicators are focusing on
- Who has rights to enter manually enter ballot papers
- What contests the verification staff are focusing on
- How many people have DRO responsibilities.

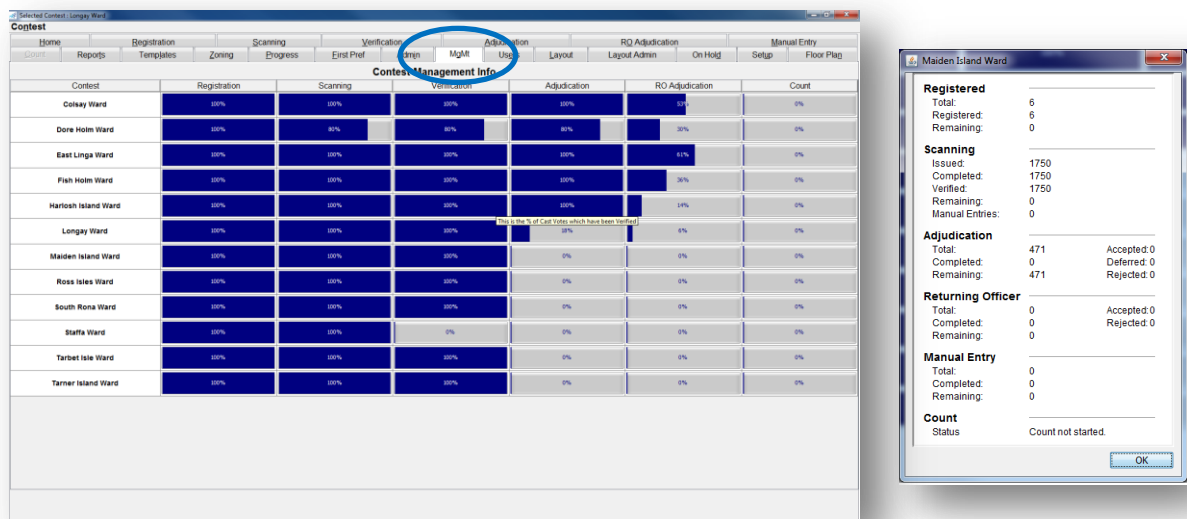
### Approach to workflow management

When you receive a request for a change to the current situation, or from your own observation you need to make a change, review the appropriate report or management information screen to confirm the requirement, apply your knowledge of the system and known constraints (as per the above lists) and decide which variables to change.

# 14.1 APPENDIX 3 – System Reports

## Introduction

There are 17 different reports that can be provided by the system (plus the Master Cleardown report, and the live Management Screen). The Management Screen is shown below, and is accessed via the highlighted tab:



Contest	Registration	Scanning	Verification	Adjudication	RO Adjudication	Count
Coleby Ward	100%	100%	100%	100%	100%	0%
Dore Holm Ward	100%	100%	100%	100%	100%	0%
East Linga Ward	100%	100%	100%	100%	100%	0%
Fish Holm Ward	100%	100%	100%	100%	100%	0%
Hartness Island Ward	100%	100%	100%	100%	100%	0%
Longay Ward	100%	100%	100%	100%	100%	0%
Maiden Island Ward	100%	100%	100%	100%	100%	0%
Ross Isles Ward	100%	100%	100%	100%	100%	0%
South Rona Ward	100%	100%	100%	100%	100%	0%
Staffa Ward	100%	100%	100%	100%	100%	0%
Tarbet Isle Ward	100%	100%	100%	100%	100%	0%
Turner Island Ward	100%	100%	100%	100%	100%	0%

**Maiden Island Ward**

**Registered**

- Total: 6
- Registered: 6
- Remaining: 0

**Scanning**

- Issued: 1750
- Completed: 1750
- Verified: 1750
- Remaining: 0
- Manual Entries: 0

**Adjudication**

- Total: 471
- Completed: 0
- Remaining: 471
- Accepted: 0
- Deferred: 0
- Rejected: 0

**Returning Officer**

- Total: 0
- Completed: 0
- Remaining: 0
- Accepted: 0
- Rejected: 0

**Manual Entry**

- Total: 0
- Completed: 0
- Remaining: 0

**Count**

- Status: Count not started.

OK

Double-clicking on any of the contests on the Management Screen will reveal a dialog box with total ballot papers processed for each stage of that contest (shown above right).

All other reports are accessible via the Reports tab (highlighted below). A number of these reports will only become enabled when a count has completed:



The screenshot shows the 'Contest' management interface with the 'Reports' tab highlighted in blue. The interface contains several buttons for different report types:

- Master Clear Down
- Registration
- Terminal
- Scanning
- Verification
- Adjudication
- Adjudication Timings
- Audit
- Ballot Audit
- Print Performance By Ballot Box
- Print Performance
- Performance Summary
- Transfers
- Election Results
- Declaration
- RO Script (short)
- RO Script (long)





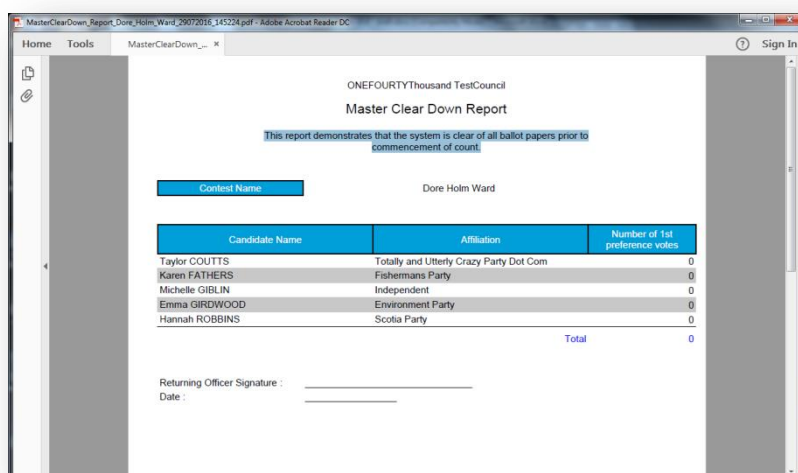
▶ To run a report on the system:

1. Select the appropriate contest and then click on the Reports tab.
2. Select the required report.
3. The report will open in the Adobe PDF Reader application.
4. Print the report by selecting **Print** from the **File** menu in the Adobe PDF Reader.
5. The reports are also stored in a folder which can be accessed by the Technical Manager, and the names follow the convention **report name\_contest name\_date\_time**.

The key reports are summarised below.

## Master Clear Down Report

This report demonstrates that the system is clear of all ballot papers prior to commencement of any count process for a contest.



The Master Clear Down Report is unusual in that it is produced before any count process commences, whereas most other reports are produced after counting has been completed.

## Registration Report

This report provides details of the:

- Polling station name
- Ballot tray barcode
- Total number of ballot papers registered.

Contest Name	Polling Station Name	Ballot Tray Barcode	Total Number of Ballot Papers Registered	
Dore Holm Ward	STATION 1	BOX DOR001	300	
	STATION 2	BOX DOR002	280	
	STATION 3	BOX DOR003	334	
	STATION 4	BOX DOR004	254	
	STATION 5	BOX DOR005	333	
	STATION 6	BOX DOR006	289	
	STATION 7	BOX DOR007	310	
	STATION 8	BOX DOR008	380	
	POSTAL STATION 14	BOX PDOR001	480	
	POSTAL STATION 14	BOX PDOR002	140	
	<b>Total</b>			<b>3,100</b>

## Percentage Turnout Report

This report provides the:

- Percentage turnout for each contest, once that contest has had all its ballot boxes verified
- Overall turnout for all contests once all contests have had all their ballot boxes registered.

Contest Name	Total Electorate	Total Ballot Papers Verified	Percentage Turnout
Colsay Ward	20,000	953	4.8
<b>Overall Totals</b>	<b>20,000</b>	<b>953</b>	<b>4.8</b>

## Adjudication Report

This report provides details of the:

- Total number of ballot papers which required adjudication
- Total number of ballot papers accepted/deferred after first stage adjudication
- Total number of ballot papers that have been accepted/rejected by the Returning Officer

Contest Name	Total Number of Ballot Papers Verified	Total Number of Ballot Papers for Adjudication	Remaining Number of Ballot Papers Requiring Adjudication	Percentage Adjudication	Total Number of Ballot Papers Accepted	Total Number of Ballot Papers Deferred to RO	Total Number of Ballot Papers Accepted by the RO	Total Number of Ballot Papers Rejected by RO
Cotsay Ward	8,000	1,242	0	15.5	1,073	169	4	165
Dore Holm Ward	3,100	505	0	16.3	443	62	4	58
East Linga Ward	4,002	471	0	11.8	387	84	2	82
Fish Holm Ward	3,300	405	0	12.3	333	72	4	68
Harlosh Island Ward	2,000	330	0	16.5	288	42	0	42
Longay Ward	5,000	753	0	15.1	638	115	4	111
Maiden Island Ward	1,750	582	0	33.3	545	37	1	36
Ross Isles Ward	4,000	738	0	18.4	638	100	1	99
South Rona Ward	2,004	294	0	14.7	253	41	1	40
Stafis Ward	2,500	343	0	13.7	330	4	4	0
Tarbet Isle Ward	5,000	787	0	15.3	656	111	6	105
Turner Island Ward	1,850	282	0	14.2	229	33	1	32
<b>Overall Totals</b>	<b>42,506</b>	<b>8,892</b>	<b>0</b>	<b>15.7</b>	<b>5,822</b>	<b>870</b>	<b>32</b>	<b>838</b>

## Preferences by Ballot Box Report

This report provides:

- A list of all ballot box numbers
- The names of the candidates
- The number of first preference votes received for the candidates from each ballot box
- This report may need to be amended before being published if any ballot box contains less than 200 papers.

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### Preferences by Ballot Box Report

This report shows voters' preferences by ballot box. Ballot boxes with fewer than 200 ballot papers are highlighted.

Contest Name: Colsay Ward

BOX COL001 (340)	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
Andy ANTIMONY	123	30	15	17	0	2	1	0	0
Brenda BARKER	83	18	8	2	0	1	2	1	0
Carl CLARKSON	11	33	16	10	5	0	0	0	0
Dee DRUMMOND	102	29	13	9	0	1	1	0	0
Eleanor EULER	6	37	21	10	5	0	0	1	0
Frazer FORBER	0	31	26	16	3	1	2	0	0
Gordon GARDENER	14	25	16	20	3	0	1	1	0
Harriet IFANS	1	24	18	15	1	0	0	1	0
Reece MICHAELSON	0	20	9	9	5	2	0	0	0
<b>Total</b>	<b>340</b>	<b>247</b>	<b>142</b>	<b>108</b>	<b>22</b>	<b>7</b>	<b>7</b>	<b>4</b>	<b>0</b>

N.B. The STV election results cannot be calculated from these numbers.

This report is also produced in CSV file format for the Local Authorities to upload to EasyPrint to complete the Box Amalgamation process (where there are fewer than 200 ballots papers in a box).

## First Preference Report

This report provides:

- The size of the electorate
- Total number of ballot papers returned
- The percentage turnout
- The number of papers rejected
- The total number of valid votes
- The quota
- Total number of first preference votes recorded for each candidate.

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### First Preference Report

This report details the electorate, the turnout, the quota and the number of first preference votes for each candidate.

Contest Name	Total Electorate	Total Number of Ballot Papers Received	Percentage Turnout	Total Number of Ballot Papers Rejected	Total Number of Valid Votes	Quota
Colsay Ward	0	8,000	0.0	165	7,835	1,568

Candidate Name	Affiliation	Total Number of First Preference Votes
Andy ANTIMONY	Personal Privacy Party	2,546
Brenda BARKER	Home Workers Party	1,680
Carl CLARKSON	Party of the Glens	1,163
Dee DRUMMOND	Scotia Party	848
Eleanor EULER	Totally and Utterly Crazy Party Dot Com	544
Frazer FORBER	Fishermans Party	354
Gordon GARDENER	Independent	271
Harriet IFANS	Environment Party	265
Reece MICHAELSON	Scotia Party	164
<b>Total</b>		<b>7,835</b>

## Preference Summary Report

This report provides:

- A list of all candidates in the election
- The number of first, second, third (etc.) preference votes received by each candidate
- The quota
- Total number of valid ballot papers
- The percentage turnout.

The screenshot shows a PDF report for the ONEFOURTYThousand TestCouncil. The report title is 'Preference Summary Report'. It states: 'This report details all candidates preferences over count stages.'

Contest Name	Colsay Ward
Total Number of Valid Votes	7,835
Quota	1,568
Percentage Turnout	0.0

Candidate Name	Affiliation	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
Andy ANTIMONY	Personal Privacy Party	2,546	445	281	927	112	83	42	14	8
Brenda BARKER	Home Workers Party	1,680	608	441	236	151	99	46	19	5
Carl CLARKSON	Party of the Glens	1,163	783	560	275	165	98	53	20	4
Dee DRUMMOND	Scotia Party	848	931	653	310	181	107	70	15	4
Eleanor EULER	Totally and Utterly Crazy Party Dot Com	544	920	799	376	190	85	54	18	2
Frazer FORBER	Fishermans Party	354	833	789	382	247	114	55	22	5
Gordon GARDENER	Independent	271	708	683	353	253	137	78	41	7
Harnet IFANS	Environment Party	265	624	518	307	167	93	68	34	8
Reece MICHAELSON	Scotia Party	164	617	404	202	136	62	53	37	32
<b>Totals</b>		<b>7,835</b>	<b>6,469</b>	<b>5,128</b>	<b>3,368</b>	<b>1,602</b>	<b>878</b>	<b>519</b>	<b>220</b>	<b>75</b>

N.B. The STV election results cannot be calculated from these numbers.

## Transfers Report

This report provides:

- Calculations at each stage of a count
- The number of ballot papers transferred
- The value of those transferred ballot papers
- Whether the votes transferred were due to a surplus or an exclusion.

Transfers\_Report\_Dore\_Holm\_Ward\_27072016\_160601.pdf - Adobe Acrobat Reader DC

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### Transfers Report

This report contains the transfers results.

Contest Name	Dore Holm Ward
Valid Votes	3,042
Positions to be Filled	3
Quota	761

Stage 1

Candidate Name	Affiliation	No. of Ballot Papers
Taylor COUTTS	Totally and Utterly Crazy Party Dot Com	1,264
Karen FATHERS	Fishermans Party	630
Michelle GIBLIN	Independent	405
Emma GIRDWOOD	Environment Party	482
Hannah ROBBINS	Scotia Party	261
		<b>Total</b>

Candidate Taylor COUTTS Elected with 1,264 votes, being in excess of the quota of 761

## Votes per Stage Report

This report provides:

- Total number of ballot papers received
- Total number of valid votes
- Positions to be filled
- Quota
- Votes per candidates at each stage.

CandidateVotesPerStage\_Report\_Colsay\_Ward\_14122016\_141222.pdf - Adobe Reader

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### Candidate Votes Per Stage Report

This report describes votes attained by candidates at each stage.

Contest Name	Colsay Ward
Total number of Ballot Papers Received	953
Total Number of Valid Votes	953
Positions to be Filled	4
Quota	191

Stage 1

Candidate Name	Affiliation	Transfer Value	Votes	Status
Andy ANTIMONY	Personal Privacy Party	0.00000	265.00000	Elected
Brenda BARKER	Home Workers Party	0.00000	320.00000	Elected
Carl CLARKSON	Party of the Glens	0.00000	64.00000	
Dee DRUMMOND	Scotia Party	0.00000	102.00000	

# Elections Result Report

This report provides:

- A list of all the registered candidates
- The quota for the contest.
- The total number of valid ballot papers
- The number of rejected ballot papers
- The number of first preference votes received by each candidate
- The stage at that candidates were elected
- An analysis for the reasons for rejection

ONEFOURTYThousand TestCouncil  
Election Results

This report contains the election results.

Contest Name: Colsay Ward

I declare that the result of the election in the Colsay Ward is as follows.  
There are 4 councillor(s) to be elected.  
The percentage poll was 40.0%. There were 7,835 valid ballot papers and 165 rejected ballot papers.  
The quota of votes for a candidate to be elected is 1,508.  
The first preference votes received by each of the candidates and the stage at which any candidate was elected is as follows:

Candidate Name	Affiliation	Number of First Preference Votes	Stage at Which Candidate Has Been Elected
Andy ANTIMONY	Personal Privacy Party	2,548	1
Brenda BARKER	Home Workers Party	1,680	8
Carl CLARKSON	Party of the Glens	1,163	8
Dee DRUMMOND	Scotia Party	848	8
Eleanor EULER	Totally and Utterly Crazy Party Dot Com	544	0
Frazer FORBER	Fishermans Party	354	0
Gordon GARDENER	Independent	271	0
Hamlet IFANS	Environment Party	265	0
Reece MICHAELSON	Scotia Party	164	0
Total		7,835	

Of the total ballot papers, the following were rejected and not counted on account of:

Adjudication Rejection Reason	Number	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0	
On which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	115	
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	21	
On which anything is written or marked by which the voter can be identified except the printed number and other unique identifying mark on the back	0	
Which is unmarked or void for uncertainty	29	
Total		165

# Declaration of Results Report

This report provides:

- Percentage poll, number of rejected papers and electoral quota
- A list of all candidates and the number of first preference votes received
- The stage at which each successful candidate was elected

**Declaration of Results**

This report is the Declaration of Results script for Returning Officer.

**Context Name:** Colsay Ward

Here is the result of the election in the Colsay Ward. There are 4 councillors to be elected.

- The percentage poll was 40.0%.
- There were 195 rejected papers. The quota of votes for a candidate to be elected is 1,508.
- The first preference votes received by each of the candidates was:

Candidate Name	Affiliation	Number of 1st Preferences
Andy ANTIMONY	Personal Privacy Party	2,548
Brenda BARKER	Home Workers Party	1,680
Carl CLARKSON	Party of the Glens	1,163
Dee DRUMMOND	Scotia Party	848
Eleanor EULER	Totally and Utterly Crazy Party Dot Com	544
Frazer FORBER	Fishermans Party	354
Gordon GARDENER	Independent	271
Hamel IFANS	Environment Party	265
Reece MICHAELSON	Scotia Party	164
<b>Total</b>		<b>7,835</b>

After application of the election rules I declare that the following are deemed to be elected as councillors for the Colsay Ward

Candidate Name	Affiliation	Stage at which Candidate was Elected
Andy ANTIMONY	Personal Privacy Party	1
Brenda BARKER	Home Workers Party	1
Carl CLARKSON	Party of the Glens	8
Dee DRUMMOND	Scotia Party	8

Returning Officer Signature : \_\_\_\_\_  
Date : \_\_\_\_\_



## Reconciliation Report

This report provides an overview of:

- Ballot box number and ballot tray barcode details
- number of registered ballot papers
- total number of ballot papers verified
- difference between the number registered and the number scanned

If the Verification Officer enters any notes while verifying a ballot box these notes can be viewed in this report.

Contest Name	Polling Station Name	Ballot Tray Barcode	Total Number of Ballot Papers Registered	Total Number of Ballot Papers Removed for Manual Entry	Total Number of Ballot Papers Verified (inc. Manual Entries)	Difference Between Number Registered and Number Verified (inc. Manual Entries)	Notes
Colsay Ward	STATION 1	BOX COL001	340	0	340	0	
	STATION 2	BOX COL002	328	0	328	0	
	STATION 3	BOX COL003	276	0	276	0	
	STATION 4	BOX COL004	333	0	333	0	
	STATION 5	BOX COL005	345	0	345	0	
	STATION 6	BOX COL006	300	0	300	0	
	STATION 7	BOX COL007	290	0	290	0	
	STATION 8	BOX COL008	285	0	285	0	
	STATION 9	BOX COL009	335	0	335	0	
	STATION 10	BOX COL010	300	0	300	0	
	STATION 11	BOX COL011	278	0	278	0	
	STATION 12	BOX COL012	325	0	325	0	
	STATION 13	BOX COL013	310	0	310	0	
	STATION 14	BOX COL014	328	0	328	0	
	STATION 15	BOX COL015	285	0	285	0	
	STATION 16	BOX COL016	288	0	288	0	
	STATION 17	BOX COL017	260	0	260	0	
	STATION 18	BOX COL018	275	0	275	0	
	STATION 19	BOX COL019	300	0	490	-190	Reconciled with BOX PCOL003
	STATION 20	BOX COL020	285	0	285	0	
	STATION 21	BOX COL021	200	0	200	0	
	STATION 22	BOX COL022	109	0	109	0	

## Results Script Report

This report contains the results script for the returning officer.

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### Results Script for Returning Officer

This report contains the results script for the Returning Officer.

**Contest Name** Colsay Ward

I now have the provisional result for the election in Colsay Ward.

Before I take you through the result stage by stage I would like to give you a quick overview what happens when a candidate achieves the quota or where no candidate does so.

At any Stage, where one or more Candidates have achieved the quota those candidates will be declared elected when the formal announcement is made. Where there are still further councillors to be elected the next stages of process will involve the transfer, one stage at a time, of the surplus votes from the successful Candidates to the other candidates based on the preferences expressed by the voters. These votes, of course, transfer at less than full value.

At any stage where no candidate has achieved the quota the next stage of the process means that the candidate with the lowest number of votes is excluded. This candidate's votes will be transferred to the remaining candidates based on the preferences expressed by the voters. All votes will transfer at full value as they have not yet been used to elect anyone.

Full details of the votes to be transferred, the transfer value of each vote and who they transferred to is given in the Transfers report that I have handed out/will be handed out shortly and will be published on the Council's website as