

Handbook for polling station staff

Supporting the Scottish Independence
Referendum
Thursday 18th September 2014

Translations and other formats

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1 Introduction

This handbook is designed to assist polling station staff working at the Scottish Independence Referendum on 18th September 2014. It describes the procedures to be followed and how to deal with any issues that may arise.

As members of the polling station team, you play a central role in the referendum. Your role is vital in ensuring that voters and agents have confidence in the referendum process.

You will receive training on your role, but you should still read this handbook carefully in advance of referendum day to ensure that you are familiar with all the processes that are described in it

References are made throughout this handbook to the Counting Officer. This is because most arrangements related to the conduct of the poll are the responsibility of the Counting Officer. In practice, however, it is the referendum office at your council that is responsible for the day-to-day running of the referendum. Polling station staff will be given local contact details before referendum day and this will most likely be, in the first instance, the referendum office.

2 The Referendum and the polling station team

The Scottish Independence Referendum

On 18th September 2014, the people of Scotland will be asked to vote on independence. The referendum question is “Should Scotland be an independent country?” and voters will be asked to place their cross in either the Yes or No box.

The successful option will be the one that gains a majority of votes.

Roles and responsibilities of the polling station team

The role of polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

Both the Presiding Officer and the Poll Clerk should be able to carry out each other’s duties if required. However, Presiding Officers have an overall responsibility for the polling station and carry out an additional supervisory role. Also, in law, there are a number of duties that only Presiding Officers can carry out. These are:

- requesting that a police officer remove someone from a polling station (see Appendix 6)
- asking the prescribed questions (see Appendix 5a)
- limiting the number of accredited observers present at any one time (see Chapter 4)

Duties of the Presiding Officer

Presiding Officers are responsible for the conduct of the ballot in the polling station and they should have a sound knowledge of the voting procedures.

The Presiding Officer’s main duties are to:

- comply with any instructions issued by the Counting Officer
- ensure the secrecy and security of the ballot
- organise the layout of the polling station and liaise, if required, with the key-holder of the building
- instruct and supervise the work of Poll Clerks
- open and close the polling station on time
- maintain order in the polling station
- be polite and professional in dealing with electors, agents and others entitled to be present in the polling station
- act impartially at all times
- account and be responsible for all the ballot papers, paperwork and ballot boxes

- ask the prescribed questions of voters when necessary, including when asked to do so by referendum or polling agents or before the issue of a tendered ballot paper
- ensure that the proper procedure for voting is followed, ensuring that the corresponding number list is marked correctly
- ensure that when either they or their Poll Clerk issues a ballot paper, it bears the official mark and is issued correctly to eligible electors
- deal with special voting procedures as required
- receive any postal votes handed in by electors
- manage the attendance of those entitled to be present in the polling station, e.g. polling and referendum agents, representatives of the Electoral Commission, accredited observers and others, and ensure that they do not interfere with the voting process
- monitor the activities of tellers outside polling places and ensure that they do not interfere with the voting process
- keep the polling station neat and tidy
- ensure that all signs and notices are clear, visible and remain in place throughout the day

Where there is more than one polling station in a building, the Counting Officer or referendum staff may designate one of the Presiding Officers to take an overall responsibility for the polling place.

Duties of the Poll Clerk

Poll Clerks do not have the responsibilities of the Presiding Officer, but they should know all of the procedures for voting and how to deal with any problems.

The Poll Clerk's main duties are to:

- comply with the instructions of the Counting Officer and the Presiding Officer
- assist with the layout of the polling station and prepare for the opening of the poll
- be polite and professional in dealing with voters, polling and referendum agents, representatives of the Electoral Commission, accredited observers and others entitled to attend the polling station
- act impartially at all times
- check that electors are eligible to vote in the referendum and at this polling station
- check and mark voters' elector numbers in the Polling List
- on the corresponding number list, write the voter's elector number against the number of the ballot paper issued
- issue ballot papers to voters when directed to do so by the Presiding Officer, ensuring that they bear the official mark
- ensure that voters cast their votes in secret
- maintain the secrecy of the ballot at all times
- answer voters' questions, where appropriate, in a friendly and professional

- way
- help with any other polling station duties on the instruction of the Presiding Officer
- assist the Presiding Officer to complete necessary procedures after the close of poll

3 Before referendum day

Training for polling station staff

Polling station staff will need to be fully briefed about the referendum and cannot rely solely on past experience. Neither should polling station staff rely only on this handbook. Counting Officers should have scheduled training or briefing sessions in advance of the referendum which polling station staff must attend.

Locating the polling station

Counting Officers are appointed to conduct the referendum within their local authority area. They decide how many polling stations are needed, where they should be situated and how many Presiding Officers and Poll Clerks are required to staff them.

Do not assume that a polling station will be in the same place as it has been for previous electoral events. The Counting Officer will provide information on the location of the polling station when staff appointments are made. All members of the polling station team should know the location of the polling station before referendum day.

The Counting Officer may ask Presiding Officers to visit the polling station in advance of referendum day. Where this is the case, they should arrange a mutually convenient time with the key-holder. At all times, access to a polling station before referendum day should only be with the permission of the key-holder. Be aware of the sensitivities around visiting local authority premises during working hours (particularly educational and social care establishments). If possible, it may also be useful to meet up at the polling station with other members of the team before referendum day to find out what facilities are available and to discuss what supplies and refreshments may be needed.

Some premises may contain two or more polling stations. If so, Presiding Officers, where instructed to do so by the referendum team, should co-ordinate any visit to the premises before referendum day with the other Presiding Officers. The key-holder may find this useful and it will enable colleagues to discuss entrance, exit and layout for each of the polling stations.

On referendum day, the key-holder should open the building not **later than 6.30am**. If the appropriate person will not be available to open the building, Presiding Officers should make arrangements to collect the keys in advance of referendum day. If this is the case, Presiding Officers should ensure that they have all the relevant keys, including any gate keys, and any alarm details, and make sure that the key-holder's telephone number and address are readily available in case anything goes wrong.

Polling station staff should consider how long it will take to get to the polling place on the morning of the referendum and factor this into their plans for the day. Arriving in good time will enable staff to ensure that the polling station is set up in an appropriate manner before the polls open at 7am.

Polling station staff should ensure that they take sufficient food and drink to last for the whole of referendum day, as they will not be able to leave the polling place while the polls are open.

Contacting other members of the team

Counting Officers may provide the Presiding Officer with the contact details for any Poll Clerk(s) on duty at the same polling station. If this is done, the Presiding Officer should contact the Poll Clerk(s) before referendum day to ensure that they know the location of the polling station and what time to arrive.

Delivery or collection of the ballot box

Unless the ballot box is being delivered directly to the polling station, the Counting Officer will notify Presiding Officers of the arrangements for the collection of the box and all other relevant referendum materials. Where the ballot box and other referendum materials are to be collected by the Presiding Officer and then kept at the Presiding Officer's home, great care must be taken to ensure their security at all times. In particular, no referendum materials should be left unattended in a car.

4 Referendum day: before the poll opens

The polling station must open at 7am. Do not be late. You must inform the referendum office as soon as possible if you encounter any problems that may prevent you from opening at 7am.

Arriving at the polling station

Presiding Officers and Poll Clerks must arrive at the polling station by 6.30am. Make sure sufficient time is allowed to get to the polling station – do not be late. Polling station staff unavoidably detained or unable to attend the polling station must contact the Counting Officer immediately.

Presiding Officers must check that watches or clocks are accurate to ensure that the polling station is open on time.

Take your appointment notification, this guide, the list of emergency contact numbers and other relevant information issued by the Counting Officer with you to the polling station on referendum day.

Presiding Officers should check the Poll Clerk's appointment notification and check that they are aware of the requirements of secrecy.

What happens if the key-holder does not attend?

First, try to make contact, either by telephone or by sending a member of the polling station team to their home. If access cannot be gained, contact the Counting Officer to advise them of the situation and to ask for further instructions. If necessary, set up a temporary polling station. There may be sufficient space at the entrance to the building, or even outside it. In some cases, Presiding Officers have used the back of a car. Whatever the situation, voters must be able to vote in secret from 7am onwards.

Keep the Counting Officer and any, agents and observers in attendance informed of whatever arrangements you make.

Checking supplies and materials

Some Counting Officers will supply the ballot box and other polling materials directly to polling stations. If this is not the case in your particular area, Presiding Officers will be responsible for the transportation of the boxes and associated materials. The larger items, such as the polling booths, will normally have been delivered to the premises beforehand. The Counting Officer will advise Presiding Officers of the arrangements.

Presiding Officers may have to assemble the ballot boxes themselves. Sufficient time will need to be set aside for doing this before the poll opens. The Counting Officer will provide instructions on any assembly that will be required.

A checklist of polling station supplies will be provided with the ballot box and other polling station materials. If, on checking the contents, any items of equipment or materials listed on the inventory are missing, contact the Counting Officer immediately. Materials should be checked on receipt. Take care when lifting the materials or equipment; they may be heavy (see Appendix 9 for information on health and safety).

The Presiding Officer should check that the ballot papers are in numerical order; that they are the correct ones for the polling station and that there are no obvious errors in the numbering of the papers.

The numbers on the back of the ballot papers should be checked against the ballot paper numbers printed on the corresponding number list. This should be checked before polling begins. The ballot papers should be issued in the same order as printed on the corresponding number list. If the numbers do not match, contact the Counting Officer immediately.

Do not issue ballot papers on which there are errors or where the printing is indistinct or unclear.

Standards of appearance

The atmosphere in the polling station should be businesslike and friendly, and polling station staff should dress accordingly. However, staff will be present at the polling station all day and should also consider their personal comfort.

Remember that polling station staff are representatives of the Counting Officer and should act impartially at all times. Any badges, slogans, or colours that might bring the impartiality of the polling station staff into question must not be worn.

Polling station layout

The first job on arrival will be to set up the polling station, unless this has already been done for you. The layout of the room is important. Poor layout could cause unnecessary confusion and access difficulties. Appendix 11 provides a checklist covering polling station set-up and the display of notices. Even if the polling station has already been set up for you, you should still check that it has been set up properly using the checklist in Appendix 11.

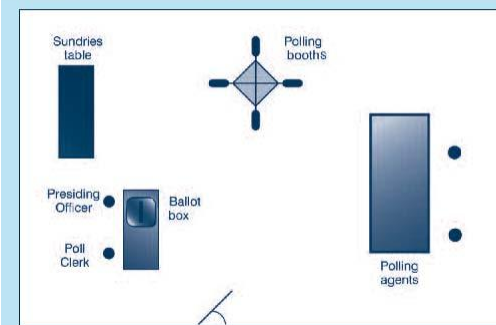
Caretakers may already have arranged the room, particularly if the Counting Officer or Presiding Officer has given them instructions on the layout of the polling station in advance. However, it is possible that the polling station staff will have to set up the room or rearrange the furniture. Some polling booths are heavy; be careful when erecting or moving them (see Appendix 9 for advice on health and safety issues).

Examples of layouts for both a room where there is one polling station and a room where there is more than one polling station are set out below. These are shown as a guide and may have to be adapted to meet local circumstances.

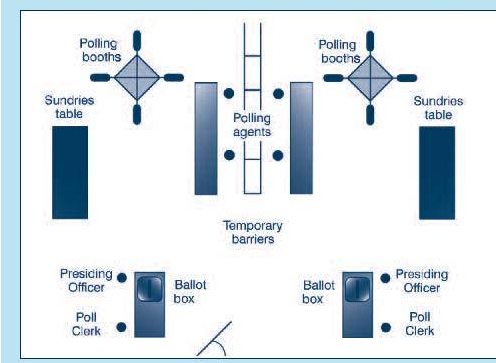
The layout must work for the voter and contribute to the smooth running of the

polling station. In particular, the needs of voters with a range of disabilities must be considered.

Example of a single polling station layout



Example of a double polling station layout



For example:

- Is the ballot box accessible for all voters?
- Can a wheelchair user easily get around the polling station and its surrounding areas?
- Are all the polling booths set up in such a way to maintain the privacy of voting for all voters?
- Is the low-level polling booth in the most appropriate position for wheelchair access, with sufficient space for a wheelchair to be manoeuvred comfortably?
- Are the notices accessible for all voters?
- Are the polling booths positioned to make best use of the available light?
- Are the polling agents and observers positioned so that they do not interfere with the proceedings, but can still observe them?
- Are there chairs available in the polling station for electors who cannot stand for long periods?

In all cases:

- Use the checklist in Appendix 11 when setting up the polling station or checking that it has been set up correctly.
- Make sure that the polling booths are not placed so that people outside can see how voters are marking their ballot papers.
- Arrange the ballot box and polling booths to ensure that they are accessible to all voters, yet fully visible to polling station staff.
- Position the issuing table and the ballot box in such a way that prevents any voter from leaving the polling station without passing you and the ballot box.
- Consider what arrangements you would need to make to be able to accommodate and deal with voters during busy periods.
- Have at hand the referendum office contact details and follow any enquiry procedures as instructed by the Counting Officer should any issues arise during referendum day.

Remember that in a room where there is more than one polling station, the ballot boxes must be kept separate. Otherwise, voters from one polling station may mistakenly put their ballot paper in the wrong ballot box and the ballot paper accounts for each of the two polling stations will not tally.

Even with the ballot boxes kept separate, staff should remain vigilant as voters may still get confused as to which ballot box they should be using.

Signs and notices

Think what each sign and notice is for when putting it up. Walk the route the voter is expected to follow, checking all signs and notices. Some signs and notices are directional whilst others provide information for voters. Ensure that they are positioned so that they can be read by all voters, including those in wheelchairs.

The 'Guidance for voters' notice is to be displayed within each polling booth, as well as inside and outside the polling station. It provides information on how to vote.

If the Counting Officer has provided any notices in alternative languages and formats, e.g. in Braille, in languages other than English, or in pictorial formats, these must also be displayed as instructed.

A large sample copy of the ballot paper should be displayed inside the polling station, ideally in a well-lit location where electors can easily see it before being issued with their ballot paper.

An enlarged hand-held copy of the ballot paper, marked 'sample', will also be supplied by the Counting Officer. This can be given to electors who are partially sighted to take into the polling booth for reference when marking their ballot paper.

Make sure that there is no material that might be construed as supporting the views of either campaign involved in the referendum displayed in or on the premises. If any such materials are found, they must be removed or covered up.

Who may be present in the polling station?

The law specifically provides for certain persons to be present in polling stations (in addition to polling station staff and voters). These are:

- persons under the age of 16 accompanying voters
- the companions of voters with disabilities
- the Member of Parliament for the constituency in which the polling station is situated
- the Member of the Scottish Parliament for the constituency in which the polling station is situated
- the Members of the Scottish Parliament for the region in which the constituency is situated
- the councillors for the electoral ward in which the polling station is situated
- the Members of the European Parliament for the electoral region of Scotland
- the Counting Officer and members of the Counting Officer's staff
- police officers on duty at the polling station
- referendum agents
- polling agents appointed to attend at the polling station
- representatives of the Electoral Commission
- accredited observers; and
- any other person the Presiding Officer permits to attend

Persons under the age of 16 who accompany voters

Persons under the age of 16 may accompany voters into the polling station to observe the voting procedure. Presiding Officers can limit the number of those under 16 allowed in the polling station at any one time if they consider their attendance to be impeding the proceedings in any way.

Companions of disabled voters

Although many disabled voters will be able to vote without assistance, some will not, and those who cannot are entitled to bring someone with them to cast their vote. When dealing with disabled voters who need the assistance of a companion, make sure that you directly address and respond to the voter and not only the companion.

See Appendix 1 for further details, including information on what assistance the Presiding Officer may provide.

Councillors, MPs, MSPs and MEPs

By law, councillors for the ward in which the polling station is situated, the MP for its Westminster constituency, the MSP for its Scottish Parliament Constituency, MSPs for its Scottish Parliamentary region and MEPs for the electoral region of Scotland are permitted to attend at the polling place. However, they should not disrupt voting or attempt to canvass voters. The Counting Officer will have supplied these persons with passes entitling them to visit polling stations.

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The Counting Officer and staff

Counting Officers and their staff may visit during the course of the day. This may be to carry out duties such as delivering additional equipment, carrying out an inspection of the polling station or collecting postal ballot papers that have been handed in at the polling station by voters. These officers will be provided with identification allowing them access to the polling station.

Referendum agents and polling agents

Referendum agents are appointed to act on behalf of permitted participants at the referendum. (Permitted participants are campaigners or campaign groups registered with the Electoral Commission.) Referendum agents have the right to enter and to remain in a polling station but they must not disrupt voting or attempt to canvass voters.

Referendum agents may appoint polling agents to work on their behalf in polling stations on referendum day. Polling agents have the right to enter and to remain in the polling station and to observe voting. The main purpose of their appointment is to detect personation – that is, people voting illegally in the name of another voter. Not more than one polling agent may be admitted at the same time to a polling station on behalf of the same permitted participant. The Counting Officer will have notified Presiding Officers in advance if polling agents have been appointed to attend at the polling station. Referendum agents and polling agents will have passes issued by the Counting Officer.

Polling agents may wish to note on their own copy of the Polling List who has voted, but they cannot take this marked copy of the list out of the polling station until after the close of poll. They must not interfere with the voting process and must not campaign or canvass voters in the polling station. They have the right to observe the preparation and opening of the polling station and its closure and may add their seal to the ballot box at the close of poll (though not at poll opening). During polling hours, polling agents in attendance should be placed at a separate table that is close enough to observe the proceedings, but not in a position that would compromise the secrecy of the ballot. Polling agents are not normally permitted to wear rosettes in the polling station although they may be permitted to wear rosettes in the polling place when outwith the polling station. The Counting Officer will have notified you of the rules to apply for this purpose.

Police officers on duty at the polling station

Police officers on duty may be present in the polling station at any time, although it is the Presiding Officer's duty to maintain order in the polling station (see Appendix 6 for information on security at the polling station).

Representatives of the Electoral Commission and accredited observers

Representatives of the Electoral Commission and other individuals accredited through the Commission's official observer scheme are entitled to attend all polling station proceedings. They do not need to give advance notification of where they intend to observe, but every observer must carry photographic identification and should not be allowed to observe proceedings without this (see examples below).

ID badge images

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The status of individuals seeking to gain entry to polling stations as observers can always be checked with the Counting Officer.

Both Commission representatives and accredited observers agree to abide by a Code of Conduct, which includes an agreement that they will not interfere with any proceedings. Presiding Officers may ask observers (but not Commission representatives) to leave the polling station, but only if they are:

- breaching or attempting to breach the secrecy of the ballot
- knowingly obstructing the polling process
- asking voters about their voting preference

If an observer is removed from the polling station, the Presiding Officer must provide a note to the observer stating the reasons why they have been removed.

Presiding Officers should also record any such incidents and notify the Counting Officer as soon as possible.

Any observer removed in the circumstances above is not entitled to re-enter the polling station for the remainder of the poll.

In the case of overcrowding, Presiding Officers are entitled to limit the number of

accredited observers (but not Commission representatives) present inside a polling station at the same time. Where it proves necessary to limit the number of observers, it is suggested that this should be for a specified time, such as for 30 or 60 minutes. However, it is important to note that no officer is entitled to bar all observers from the entire process, only to limit the number of observers present at any one time. When such action is taken, this should be recorded in a polling station log.

Presiding Officers should record the details of any accredited observers or Commission representatives who attend at their polling station.

Electoral observation is a legitimate and valuable part of the electoral process, and care should be taken not to hinder or obstruct the conduct of the observation.

Any other person the Presiding Officer permits to attend

This discretion is to be used with care and only in circumstances where the attendance of such persons is necessary for the efficient conduct of the poll.

Sealing the ballot box

The Presiding Officer should close and seal the ballot box a few minutes before 7am, after having shown to all present that it is empty. In the event that more than one ballot box has been issued to the Presiding Officer (because of the number of ballot papers likely to be issued), each ballot box must be sealed before polling commences. However, only one ballot box should be in use at any one time, and additional boxes should be stored securely out of sight until they are required.

Ballot boxes vary in design, as does the method of sealing them. Whatever method is used, make sure that the ballot box is properly secured. At this stage, polling agents must **not** be allowed to affix their seals to the ballot box. Their seals may only be attached at the close of poll.

Some last-minute checks

Just before the polling station is opened, take a few moments to double check that everything is ready. Make sure that the ballot papers, corresponding number list, tendered ballot papers and other official documentation are safely out of reach of voters. Tendered ballot papers should be kept separate to ensure that they are not issued in error. Tendered ballot papers are easily identified as they are a different colour to the ordinary ballot papers. At the referendum, tendered ballot papers will be pink while ordinary ballot papers will be white. Tendered ballot papers will often be supplied in a sealed and labelled packet to identify them as being different from the ordinary ballot papers.

Information on the circumstances in which tendered ballot papers should be issued can be found in Appendix 5b.

Ballot papers may be provided loose leaf but will most likely be supplied in books where they can be detached as they are issued. Check that the ballot papers are in the correct numerical sequence and that the numbers match those pre-printed on the corresponding number list. This will save accounting problems at the close of poll.

Check that the ballot papers bear the unique identifying number on the back and that a pre-printed official mark is also present on the front of the ballot paper.

Check that the ballot pencils are sharpened and fixed securely to the polling booths.

5 Referendum day: opening and conducting the poll

The hours of the poll are from 7am until 10pm.

Opening the polling station

There may be a number of electors waiting for the polling station to open. Greet them and invite them inside as soon as it is 7am. **Do not issue ballot papers before 7am.**

Summary of the voting procedure

For the majority of voters who come to the polling station, the process for voting will be straightforward. The following procedure should be followed in those circumstances:

Stage one – checking the voter

- Greet electors, ask them to confirm their name and address, and make sure that they are eligible to vote.
- Mark the Polling List against (but not through) the elector number of the elector by placing a straight line against the voter's entry on the Polling List
- Call out the number and name of the elector.

Stage two – issuing the ballot paper

- Write the elector number (including the polling district reference letter(s) if not pre-printed) on the corresponding number list next to the ballot paper number to be issued. **Do not write anything on the ballot paper.**
- Ensure that the ballot paper includes the pre-printed official mark on the front and the unique identifying number on the back.
- Hand the unfolded ballot paper to the voter.

Stage three – voting

- The voter marks the ballot paper in the privacy of the polling booth.
- Before placing the ballot paper in the ballot box, the voter should show the unique identifying number on the back of the ballot paper to the Presiding Officer.
- Say 'goodbye' and thank the voter as they leave the polling station.

The appendices in this handbook show what to do when something out of the ordinary occurs, such as establishing entitlement to vote and dealing with

anonymous voters, proxy voters and emergency proxy voters. Presiding Officers should read these sections prior to referendum day in order to be prepared.

Remember to follow all stages of the process carefully or the voter may inadvertently be disenfranchised.

Stage one – checking the voter

In a polling station with a Presiding Officer and only one Poll Clerk, one person should be responsible for the Polling List and the ballot papers and the other should be responsible for ensuring that the elector number is entered correctly in the corresponding number list. The Counting Officer may give guidance on how this work should be allocated, which must then be followed.

If there are two Poll Clerks, the Presiding Officer may wish to oversee the process, dealing with electors and any special circumstances. In this case, the two Poll Clerks should share duties and could swap over every so often, on the instruction of the Presiding Officer.

Greet electors as they approach the table. If there are two or more polling stations in the room, make sure that electors attend the correct one. There should be signs displayed listing the streets or addresses for each station and polling station staff should be on hand to guide electors.

Most electors bring their poll card with them to show to the Poll Clerk even though this is not a requirement for most voters. Offer the poll card back to the elector: it will help them to give information to tellers outside if this is their wish. If the elector declines the poll card, the Poll Clerk should dispose of the card securely.

Unless an elector has an anonymous entry, the Poll Clerk must:

- confirm the elector's name and address and check that they are on the Polling List and eligible to vote
- draw a straight line against (but not through) their entry on the Polling List
- read out the elector's name, elector number and polling district reference from the Polling List (this is a safeguard against personation)

Only electors with anonymous entries on the Polling List and their proxies must produce their poll card, or proxy poll card, in order to vote.

This is because electors with an anonymous entry are registered without a reference to their name or address in order to protect them from harm. Return the poll card to any such electors once you have marked their entry on the Polling List. For an explanation of the voting procedure for anonymous electors, please see Appendix 4.

Whose names are on the Polling List?

The Polling List will be in alphabetical and numerical order by street, although odd numbers will frequently appear separately from even numbers. You should note that

elector numbers may occasionally occur out of sequence.

In most cases, the Polling List will contain the names of all electors allocated to the polling station. A few electors may have registered anonymously and will appear without reference to their name or address. Their entry on the Polling List will consist of their elector number and the letter 'N', and will be found at the end of the Polling List under the 'other electors' section. Similarly, persons who have made a service declaration will also be found at the end of the Polling List in the same section.

Together with their name, most electors just have their elector number and address. These electors are eligible to vote at any election or referendum. However, some electors will also have a letter preceding their name. These letters indicate their eligibility to vote in certain elections or referendums.

At the referendum, there will be no dates against names on the Polling List as only voters who have attained the age of 16 on or before referendum day are included on the list.

Who can vote at the Scottish Independence Referendum?

- Electors who are 16 years of age or over. All electors appearing on the Polling List will have attained voting age by the day of the referendum. No dates of birth will be shown.
- Electors with no letters before their name.
- Electors with an anonymous entry who have the letter 'N' in place of their names.
- Electors with a 'K' or a 'G' before their names* – these are EU citizens (other than from the UK, the Republic of Ireland, Cyprus and Malta) who are eligible to vote in the referendum.
- Electors with an 'L' before their name* – these are electors who can sit in the House of Lords.
- Electors with a 'P' beside their name – these are electors who have appointed a proxy to vote for them. They may vote if they arrive to cast their vote before the proxy has voted on their behalf.

Who cannot vote at the Scottish Independence referendum?

- Electors with an 'A' before their names* – these are voters who have chosen to vote by post and are therefore not able to vote in person at the polling station.
- Electors with an 'E' before their names* – these are overseas electors who

are registered as peers of the realm and who are eligible to vote only in European Parliamentary elections.

- Electors with an 'F' before their name* these are overseas electors who can vote only in UK Parliamentary and European Parliamentary elections
- Electors with a 'U' before their name – these are citizens of EU member states (other than the UK, the Republic of Ireland, Cyprus or Malta) who have made a declaration for registration only in respect of European Parliamentary elections

Stage two – issuing the ballot paper

Ballot papers are numbered and should match the numbers pre-printed on the corresponding number list. Ballot papers must be issued in strict numerical order commencing with the lowest number in the batch. Otherwise, problems will be experienced at the close of poll when completing the ballot paper account.

If the elector is shown on the Polling List as being eligible to vote and has, if necessary, answered the prescribed questions satisfactorily (see Appendix 5a for the prescribed questions), then the voter must be issued with a ballot paper.

The Poll Clerk (or Presiding Officer) with the ballot papers must:

- allocate the ballot paper
- read out the ballot paper number
- ensure that the ballot paper bears the official mark
- hand the ballot paper, **unfolded**, to the voter and read out the instructions on the top of the ballot paper to the voter

The Poll Clerk (or Presiding Officer) with the corresponding number list must write the voter's elector number against the number of the ballot paper being issued on the corresponding number list.

Always enter the elector number on the corresponding number list. **Do not write anything on the ballot paper itself.**

What happens if the ballot paper does not bear the unique identifying number?

All ballot papers must bear a unique identifying number on the back of the ballot paper. The Counting Officer, or their staff, should notify Presiding Officers at the training session as to the format of the unique identifying number.

* For an anonymously registered elector, any other letters would appear before the letter 'N', as the names of such electors are not contained on the Polling List

If all the ballot papers are missing the unique identifying number the Presiding Officer should notify the referendum office immediately. If only some papers are missing the number, the Presiding Officer should only issue those ballot papers that contain the unique identifying number and should also notify the referendum office of the situation.

What happens if the ballot paper does not contain the official mark?

The official mark will be pre-printed on the ballot papers. The Counting Officer, or their staff, will indicate what the official mark will be at the training session. Every ballot paper **must** bear an official mark. Any ballot paper that is lacking the official mark will be rejected at the count.

If the ballot papers do not contain the pre-printed official mark as indicated by the Counting Officer, the Presiding Officer should contact the referendum office immediately for advice on how to proceed.

Stage three – voting

Voters must mark the ballot paper in the privacy of the polling booth and then place the ballot paper, unfolded, face down in the ballot box so that no one may see the way they have voted. Voters should show the unique identifying number on the back of the ballot paper to the Presiding Officer or Poll Clerk before placing it in the ballot box.

What is the procedure if a voter makes a mistake and spoils the ballot paper?

Do not issue a tendered ballot paper.

Sometimes voters do make mistakes, e.g. by marking the wrong option. The Presiding Officer must take the spoiled ballot paper and write 'cancelled' on it before placing it in the envelope provided. **Do not place the spoiled ballot paper in the ballot box.** Once a spoiled ballot paper has been placed in the ballot box, a replacement ballot paper cannot be issued.

Issue the voter with another ballot paper. Do not forget to write the elector number against the new ballot paper number on the corresponding number list and to write 'cancelled' by the elector number for the cancelled ballot paper. The Presiding Officer must also remember to ensure that the replacement ballot paper bears the official mark.

At the close of poll, the Presiding Officer must count and then record the number of spoiled ballot papers on the ballot paper account.

Providing general assistance to voters

Polling staff have a duty to assist voters in the voting process. Remember, voters are customers: greet them with a smile and take into account any special needs they may have.

Never be off-hand, prejudiced or patronising. Do not become angry or agitated, even when under pressure.

Listen carefully if you are asked a question. If you are unable to answer a voter's questions or concerns, refer them to the referendum office.

When giving general assistance, polling station staff must be careful not to lead voters to cast their votes for either answer to the referendum question, nor to offer an opinion about either outcome.

There are a number of written instructions available for voters in the polling station. First of all, there are the instructions on the ballot paper itself. There is also the 'Guidance for voters' notice. If any voter asks for assistance it may, in some circumstances, be helpful to read out these instructions to them.

Additionally, the Counting Officer may have provided instructions or guidance in alternative languages or formats depending on requirements within the community. The Presiding Officer should be familiar with what resources are available and provide these as and when appropriate.

Some voters may still find the instructions unclear. They may ask, for example, to have their favoured option pointed out to them. In these circumstances, the Presiding Officer should read out the instructions printed at the top of the ballot paper and the options in the order that they appear on the ballot paper.

There are special procedures to follow when assisting disabled voters and these are described in Appendix 1.

Certificates of employment

Some polling station staff may have been issued with a certificate of employment for the referendum. Such certificates are signed by the Counting Officer, allowing staff to vote at another polling station within the council area, rather than at their prescribed one. Similarly, a police officer may present such a certificate, signed by an inspector (or higher rank). In such a case, the Presiding Officer will issue a ballot paper and then cancel the certificate and place it in the envelope provided.

Postal votes

Presiding Officers are responsible for receiving any postal votes (or any part of a postal vote, i.e. the postal ballot paper or postal voting statement) handed in at the polling station. For further details on the postal vote procedure, see Appendix 3.

Maintenance of the polling place

The Presiding Officer should check the polling place regularly, including checking for any build-up of electors waiting to vote, and ensure that voters have unhindered access at all times:

- Check signs and notices and replace or repair any that have been defaced or damaged.
- Ensure that the entrance to the polling station, including any ramps, is not blocked.
- Where temporary ramps are being used, ensure that they are firmly in place and check to ensure that they have not become dislodged during the day.
- Instruct anyone who is campaigning in or around the polling station to stop.
- Remove any campaign literature that may have been left in the polling station.
- Make sure that there is sufficient light for voters in the polling booths.
- Make sure that the pencils are still in the booths and sharpen them if necessary.
- Ensure that nothing has been left in the booths, including ballot papers or information on any referendum campaign.
- Check the ballot box seals.
- Give the ballot box a shake or use a ruler or ballot box compactor to push the ballot papers down if the box seems full.
- Keep the polling station, including any passageways leading into the polling station, clean, tidy and free from any hazards.
- If you notice any queues forming, take steps as instructed by the Counting Officer for dealing with them.

6 The close of poll

Polls close at 10pm, but any eligible electors in the queue to vote at their polling station at 10pm must be allowed to vote.

Any postal votes being handed in at the polling station can only be accepted until 10pm.

Procedures

- Check the polling place in the lead-up to the close of poll and take steps to ensure that as far as possible all waiting electors will be able to be issued with a ballot paper by 10pm or will be in the queue at their polling station by that time. Inform the referendum office immediately in the event of a queue existing or building up in the lead-up to the close of poll.
- If there is more than one polling station in the building, check that anyone waiting to vote is at the correct polling station for their address.
- If there is a queue shortly before 10pm, find out if anyone waiting is delivering a postal vote so that they can hand it in before the 10pm deadline.
- Make sure that nobody joins the queue after 10pm.
 - If there is a queue at 10pm and if the polling station can accommodate all the electors in the queue, ask electors to move inside the polling station and close the doors behind the last elector in the queue.
 - If the polling station is too small to accommodate all the electors in the queue, a member of the polling station team should mark the end of the queue by positioning themselves behind the last elector in the queue.
 - Explain to anyone who arrives after 10pm and tries to join the queue that the poll has closed and that, by law, they cannot now join the queue to be issued with a ballot paper.
- Anyone who was not in the queue at 10pm must not be allowed to vote.
- Anyone who has been issued with a ballot paper by 10pm must be allowed to vote.

The following are permitted to be present at the close of poll:

- the Counting Officer and their staff
- polling agents
- police officers on duty at the polling station
- representatives of the Electoral Commission; and
- accredited observers

After the close of poll and the last person has voted, the Presiding Officer must seal the slot of the ballot box, and any polling agent present may also affix their seal to it.

The Poll Clerk, in the meantime, should take down all the signs and tidy the room. If instructed to do so, polling station staff may also be required to dismantle the polling station furniture and return the room to its original state. Take care when moving heavy items (see Appendix 9 for guidance on health and safety).

Polling agents are also entitled to be present when the paperwork is being completed and when the various packets of documents are sealed as described below.

Completing the paperwork

The Presiding Officer must complete all official forms. **Take care when filling in the paperwork. It is far more important to be accurate than fast.**

It is quite possible that some of the official forms have not been needed during the day; no tendered ballot papers may have been issued and no ballot papers may have been spoilt. If this is the case, still complete the forms, entering a 'nil' return where necessary.

Checklist of official forms to be completed by the Presiding Officer

- the ballot paper account
- the list of voters with disabilities assisted by companions
- the list of votes marked by the Presiding Officer
- the statement of the number of voters whose votes were marked by the Presiding Officer
- the statement of the number of postal votes delivered to the polling station
- the list of tendered votes

Completion of the paperwork is easier if all the official forms are laid out with their corresponding envelopes. The front of each of the official envelopes lists the contents. Complete as many of the forms and envelopes as possible during the day, well before the close of poll. Remember to complete all of the paperwork even if it seems that there is nothing to report. There may be occasions when, for example, no tendered ballot papers have been issued or electors have not spoilt any ballot papers. In those cases, the Presiding Officer should still fill in the relevant sections of the ballot paper account.

Checklist of official packets and envelopes and their contents

- the ballot paper account – keep this with the ballot box
- the packet containing the postal votes handed in at the polling station – keep these with the ballot box
- unused and spoilt ballot papers (both ordinary and tendered) – if they do not fit, wrap the envelope around them and secure with string or elastic bands
- the tendered ballot papers
- the marked copy of the Polling List (including any marked notices as described in Appendix 2) and list of proxies
- the completed corresponding number list and the certificates of employment
- the tendered votes list, the list of voters with disabilities assisted by companions, the list of votes marked by the Presiding Officer, the statement of the number of voters whose votes are marked by the Presiding Officer and the declarations made by the companions of voters with disabilities.
-

The ballot paper account

The ballot paper account is the most important of all the paperwork and should be filled in first, with care. In many instances, the first section of the ballot paper account will have been completed in advance by the Counting Officer's staff. It is the Presiding Officer's duty to complete the remainder of the form.

The ballot paper account reconciles the number of ballot papers dealt with by the Presiding Officer. Remember to count the number of ballot papers issued according to the corresponding number list and include this on the ballot paper account. The form relies on the serial numbering of the ballot papers and this is why it is so important to issue ballot papers in numerical order as pre-printed on the corresponding number list.

The ballot paper account and the packet containing the postal votes must be delivered with the ballot box and other documentation to the count centre as directed – do not lose them or place them by mistake in another envelope or with other referendum materials as this may cause problems and delays at the count.

Example of a ballot paper account filled in

Ballot Paper Account			
Anytown			
Date of Poll	Polling Place	Polling Station	Local counting area
XX.XX.XXXX	XA	GUILDHALL ANYTOWN	16
1. Ordinary Ballot Papers received by Presiding Officers (May be completed by Electoral Services Staff)			
Form No.	Iss No.	Total Received	
72351	73800	1450	
2. Ordinary Ballot Papers issued to Electors (To be completed by the Presiding Officer where marked 'Nil')			
Number on NEXT ballot to be issued			73601
DEDUCT number of FIRST ballot Paper issued			72351
Total (A)			1250
3. How many spoilt Ballot Paper did you issue replacements for?			
Total (B)			3
4. Number of Ballot Papers in Ballot Box			
Total (C)			1247
5. Tolerated Ballot Papers received and issues (To be completed by the Presiding Officer where marked 'Nil')			
RECEIVED		ISSUED	
Form No.	To No.	Form No.	To No.
0010	0020	0010	0020
TOTAL 10		TOTAL 10	
Signed [Signature]		Date XX.XX.XXXX	

Comment [AL6]: Insert Forms Group ballot paper account.

The rest of the paperwork

Presiding Officers should then attend to the rest of the paperwork. Complete and sign the other forms on the checklist (see above). Do not forget to fill in the forms with 'nil' returns if they have not been needed during the day.

Packing materials at the polling station

In order, pack the materials into their official envelopes and packets. The corresponding number list and the unused ballot papers must be placed separately in the appropriate envelopes. Postal votes (or parts of postal votes) handed in at the polling station should also be kept separate as these will be needed quickly at the count centre.

A number of sacks, bags or crates will have been supplied to transport the paperwork and other referendum materials back to the count centre. Make sure that the items go in the appropriate container.

Transporting referendum materials to the count centre

The ballot box, ballot paper account, postal votes envelope, sacks or bags containing the official envelopes, and other referendum stationery and materials must be delivered to the count centre.

The Counting Officer will have given instructions regarding the transportation of ballot boxes and polling station materials to the count centre.

If the items are to be delivered by the Presiding Officer, the Counting Officer will have given instructions on the location of the count centre and the entrance to be used. One of the Poll Clerks may be asked to assist the Presiding Officer if there is too much for one person to carry. **Go to the count centre directly and without delay.** Presiding Officers should contact the Counting Officer immediately if any problems occur that may cause a delay in getting to the count centre.

Sometimes, other arrangements may be made for the delivery of ballot boxes and referendum materials to the count centre. It may be that the Counting Officer arranges for the materials to be collected from the polling station and taken to the count centre. **Do not leave the ballot boxes unattended at any time and ensure that ballot boxes are handed only to authorised members of the Counting Officer's staff.**

Finally, before leaving the polling station, make sure that any waste material is disposed of appropriately and the premises are left tidy. Ensure that any keys are returned to the appropriate person.

Appendix 1 – Equality issues

Disabled electors

The following guidance is designed to help to ensure that there is equal access to voting for all.

Polling station staff must ensure that disabled voters are not offered a lower standard of service than other voters. Reasonable adjustments to practices and procedures must be made so that people with a range of disabilities are not disadvantaged in any way.

The Counting Officer will make arrangements to ensure that disabled voters have, as far as possible, the same access to the electoral process as anyone else. However, practices adopted by Presiding Officers on referendum day can also help to make a difference:

- If car parking spaces are provided for disabled people, make sure that they are available for that purpose throughout the poll.
- In any event, if possible, keep parking spaces close to the polling station entrance free for disabled people.
- Ensure that there is good signage for any alternative disabled access and make sure that this is not obstructed throughout the day.
- Use a purpose built ramp if available, but make sure that it is suitable. Ensure that ramps remain in place and secure throughout the day.
- Propping double doors open can help to ensure good access for all; however, make sure that these are not fire doors.
- Are doormats level with the floor? If not, can they be removed if potentially dangerous?
- Have a seat available for any elector who may need to rest - ideally there should be a mix of chairs with and without armrests.

Assistance to electors unable to gain access to the polling station

Ideally your polling station will be located in a fully accessible building. Unfortunately, in practice, this may not be the case as in some areas there may not be accessible buildings available for use as polling stations

If a physically disabled elector is unable to enter the polling station, the Presiding Officer, after informing any agents present, may take the ballot paper to the elector. After the ballot paper has been marked, the Presiding Officer must place the ballot paper into the ballot box immediately. It is essential that the secrecy of the vote is maintained in all circumstances. The ballot box must not be left unattended or removed from the polling station at any time.

Assistance for Disabled electors

Some disabled electors may request the assistance of the Presiding Officer to mark the ballot paper for them. If the voter knows how they wish to vote, they must instruct the Presiding Officer, in the privacy of the polling booth, to mark the ballot paper on their behalf accordingly. Ensure that no other voter can overhear the choice expressed by the disabled voter you are assisting. If possible, choose a part of the polling station where a conversation in normal tones cannot be overheard. You may have to clear the polling station except for staff and any referendum or polling agents present. Any such agents present should be invited to listen to and to observe the Presiding Officer, so that they can confirm that the ballot paper is marked in accordance with the wishes of the elector.

On occasion, the voter may be unsure of how they wish to vote. In that case, the Presiding Officer should read out the instructions on the top of the ballot paper, the referendum question and the options in the order they appear on the ballot paper. Once the elector has made a decision, the Presiding Officer must mark the ballot paper accordingly. If the Presiding Officer has to mark a ballot paper for an elector, the name of the voter must be noted on the official form 'List of votes marked by the Presiding Officer'. At the close of poll, the Presiding Officer must also fill out the 'Statement of the number of voters whose votes are marked by the Presiding Officer'.

Alternatively, a disabled voter may be assisted by a companion, with the permission of the Presiding Officer, who must be satisfied that the voter's disabilities would prevent them from voting unaided.

The disabled voter's companion must be either a qualified elector or a close relative (spouse, civil partner, parent, grandparent, brother, sister, child or grandchild) aged 16 or over. The voter should ask the permission of the Presiding Officer to be assisted by their companion.

The companion, not the voter, is required by law to complete a simple declaration, 'Declaration to be made by the companion of a voter with disabilities'. It is helpful for the Presiding Officer to fill out the declaration on the companion's behalf and to ask them to check the information and sign the document.

The Presiding Officer must ensure that they explain the process clearly to both the elector and their companion.

The Presiding Officer must record the voter's name and elector number, as well as the companion's name and address, on the form 'List of voters with disabilities assisted by companions'.

Blind or partially sighted people

A blind or partially sighted elector can vote with minimal assistance using the tactile voting template provided. All polling station staff **must** know how to use this template and be able to explain its use to blind or partially sighted voters. Make sure

that the template is securely attached to the ballot paper and that the voter is confident about using it. The voter should:

- lift the selected window for their preferred option
- mark their preferred option with a cross
- close the window
- separate the template from the ballot paper
- place the ballot paper in the ballot box (the Presiding Officer may assist if requested)
- return the template to the Presiding Officer

Ensure that the large-print version of the ballot paper is displayed in a well-lit area where electors can easily see it before being issued with their ballot paper. The enlarged hand-held copy of the ballot paper, marked 'sample', should also be made available to voters.

Blind or partially sighted voters may request assistance from the Presiding Officer or qualified companions.

Do:

- give precise instructions to help such voters find their way
- guide the voter on their instruction (most blind or partially sighted people prefer to take the arm of the helper)

Do not:

- assume that help is needed – always ask first
- distract guide dogs by fussing or petting them and do not take hold of the lead
- touch the voter without first asking if they wish to be guided

Deaf blind people

Red bands on a white cane or a red and white harness on a guide dog indicate that the person has both impaired sight and impaired hearing.

Deaf people

Hearing loss can range from mild to profound. Some people with hearing loss will use spoken English and may rely on lip-reading to communicate. Others may have British Sign Language as their first language, although they may also use lip-reading. A person with hearing loss may wear hearing aids, although these do not restore their full hearing.

Do:

- get the deaf person's attention before speaking
- tap them gently on the shoulder or wave at them
- face the person being spoken to
- speak clearly, not too slowly, and use normal lip movements – use natural facial expressions and gestures
- remain patient and repeat if necessary
- use plain language
- if someone does not understand what you have said, try saying it in a different way
- maintain eye contact
- be prepared to write something down if the person continues to not understand what you are saying
- find a suitable place to talk, with good lighting, and away from noise and distractions

Do not:

- shout – it distorts your face and voice and it looks aggressive
- place anything in your mouth
- cover your mouth
- speak too fast
- speak too slowly or exaggerate lip patterns
- turn away or look down
- speak with bright light behind – this will shadow your face
- have anything in your hand if gesturing
- give up if the deaf person does not understand immediately

Mental capacity, disability and voting

It is possible that a person who applies for a ballot paper might appear to the Presiding Officer to have some form of mental health problem or to have a learning disability.

A person who is registered as an elector or entered on the list of proxies cannot be refused a ballot paper, or in other words be excluded from voting, on the grounds of mental incapacity.

In all cases, the Presiding Officer should try to ensure that a person is given appropriate assistance in order to be able to cast their vote. For example, the elector may need the voting process explained to them by the Presiding Officer, or the elector may request the assistance of a companion.

Appendix 2 – Dealing with problems on the Polling List

Age – entitlement to vote

It is an offence for persons under 16 years of age to vote in this referendum, whether alone or accompanied. If someone is obviously under 16, they should be warned that they will be guilty of an offence if they vote in this referendum. The Presiding Officer must ask the prescribed questions and the person must answer them unaided (see Appendix 5a for the prescribed questions). If the person answers the questions satisfactorily, they must be issued with a ballot paper. No other questioning may be made. A note should be made of the voter's name, address and any other particulars, including the time of the incident and details of any person accompanying the voter. The Counting Officer should subsequently be informed.

Misspelled names and voters who have changed their name

Sometimes an elector's name has been misspelled or the name has legally changed since the completion of a registration form, e.g. by marriage.

Ask the elector the prescribed questions (see Appendix 5a). If the voter answers satisfactorily, they must be allowed to vote, and the Presiding Officer should make a note of the inaccuracy and pass it on to the Electoral Registration Officer.

If the elector is insistent that they wish the error to be amended before they vote, the Presiding Officer should contact the referendum office for advice or alternatively direct the voter to the Electoral Registration Officer.

Other electors

At the end of some Polling Lists is a heading 'Other electors'. Electors appearing here, which include anonymous, service and overseas electors, and those who have registered by declaration of local connection, no longer have a residential qualification but are still able to vote (subject to entitlement). It is unlikely that service or overseas electors will have been issued with a poll card. However, poll cards will have been posted to all anonymous electors who, unlike ordinary electors, will need to produce their poll card in order to vote in the polling station (see Appendix 4).

A person who is not on the Polling List

Usually, the Polling List will contain all those entitled to vote at that polling station. If a person's name does not appear in the Polling List this may be because the person has not returned a registration form. However, it is possible that an error has occurred.

Clerical errors on the Polling List

If the Electoral Registration Officer discovers that a correctly completed application form has been received and the person was only omitted from the Polling List as a result of a clerical error, the Electoral Registration Officer can correct this error up until 9pm on referendum day and make provision for the person to be able to vote up until the close of poll at 10pm. The error may be discovered by the Electoral Registration Officer either before or on referendum day or by a voter or a proxy in the polling station.

Clerical errors identified by the Electoral Registration Officer before referendum day

If an error is identified before referendum day but after the Polling List has been produced for the polling station, the Electoral Registration Officer will have provided a separate 'notice', including any additions or amendments, in addition to the normal Polling List. The Poll Clerk (or Presiding Officer) must mark this notice instead of the Polling List, but all other procedures are the same, including sealing up such a notice with the Polling List at the close of poll.

Clerical errors identified by the Presiding Officer on referendum day

If someone who presents themselves at the polling station is not on the Polling List (or the notice) and is insistent that they made an application to register, the Presiding Officer should refer this immediately to the Electoral Registration Officer.

Clerical errors identified by the Electoral Registration Officer on referendum day

If it is determined that a correctly completed application form was received and the person was only omitted from the Polling List as a result of a clerical error, the error will be corrected and the Electoral Registration Officer will give notice to the Presiding Officer (either in writing or orally, e.g. by telephone).

Procedure to allow a person to vote following the correction of a clerical error on referendum day

Instructions as to how the information will be communicated to the Presiding Officer will be given at the training session.

If the notice is communicated verbally, the Presiding Officer must make a written record of the elector's name and number and mark this record when issuing a ballot paper in the usual manner. Presiding Officers may have been provided with a special form for this purpose.

If the notice is communicated in writing, either that notice must be marked in the same way as if it were part of the Polling List, or the Presiding Officer must write and mark the elector's name and number on a special form provided for this purpose. Presiding Officers will have received specific instructions at their briefing session. Once the elector's name and number have been marked, a ballot paper must be issued in the usual manner.

The marked notice or marked written record must be sealed up with the Polling List at the close of poll.

Any other person who is not on the Polling List

Anyone else who is not on the Polling List (or the notice) for that polling station must not be allowed to vote. Do not send any elector away before checking the Polling List thoroughly, including the other electors listed at the end of the Polling List. The person may be registered to vote in a different polling district. If the elector requires more help, refer them to the referendum office or to the Electoral Registration Office.

Appendix 3 – Procedure for postal and proxy voters

Postal voters

Some electors will have applied to vote by post at the referendum. To show that they are postal voters, those who have chosen to vote by post will have the letter 'A' against their names in the Polling List to be used at the polling station. The names and the addresses where the postal ballot papers have been sent will be shown on the list of postal voters. Such electors are not allowed to vote in person at the polling station, even if they state that they have not received their postal ballot paper.

However, completed postal votes may be handed in, by the voter or someone on their behalf, at any polling station within the council area. The postal vote should be in a sealed envelope and the Presiding Officer must place it, unopened, in the packet provided. The packet must be kept secure at all times.

Postal votes must not be placed in the ballot box.

Collection of postal votes from polling stations

The Counting Officer may arrange for collection of postal votes from polling stations during referendum day. If postal votes are collected from the polling station, they should be placed into a packet, which should be sealed. Polling agents can also add their seals to the packet if they wish. Any postal vote packets not collected by close of poll must be delivered to the count centre in accordance with the Counting Officer's instructions.

What happens if someone is listed as a postal voter (or postal proxy voter) but claims not to have applied for a postal vote?

There are occasions when an elector or an appointed proxy asks for a ballot paper only to find that they are marked on the Polling List as being a postal voter.

The Presiding Officer should check the entry on the Polling List to confirm that the elector or proxy is marked as a postal voter. The Presiding Officer should explain the circumstances to the elector or proxy and if they insist that they have not applied for a postal vote then the following procedures should be followed.

If the elector or proxy is in possession of their postal vote, they should be advised that the vote cannot be placed in the ballot box, but that the postal vote pack, duly completed, can be handed in to the polling station, the referendum office, or any other polling station in the council area for delivery to the Counting Officer, so long as it is received before 10pm.

Electors or proxies marked as having been issued with a postal vote cannot be given an ordinary ballot paper in the polling station. However, an elector or proxy who claims never to have applied for a postal vote but who is listed as a postal voter, is

entitled to receive a tendered ballot paper at the polling station at any time.

Alternatively, up until 5pm on referendum day, they may be issued with a replacement postal ballot pack by the Counting Officer. The Presiding Officer should refer the elector or proxy to the referendum office for advice on this procedure.

If it is before 5pm but the elector or proxy cannot or does not want to make arrangements for a replacement postal vote to be issued, the Presiding Officer should follow the procedure for issuing a tendered ballot paper instead (see Appendix 5b). After 5pm, the elector or proxy cannot be issued with a replacement postal vote, so the Presiding Officer can only issue a tendered ballot paper.

Before issuing a tendered ballot paper, the Presiding Officer must ask the appropriate prescribed questions (see Appendix 5a).

If the elector or proxy answers the prescribed questions satisfactorily, the Presiding Officer must issue a tendered ballot paper – the elector or proxy must not be given an ordinary ballot paper.

In all instances, the Presiding Officer should make a record of the elector's details as instructed by the Counting Officer. They should also advise the elector to contact the Electoral Registration Officer, particularly if they wish to cancel their postal voting arrangements for future elections and referendums.

What happens if an elector (or postal proxy) has not received, has lost or has spoilt their postal ballot paper?

A postal ballot paper cannot be replaced at the polling station. If an elector (or postal proxy) states that they have applied to vote by post but have not received or have lost or spoilt their postal ballot paper, they should be advised to apply to the Counting Officer for a replacement, as long as this application is made before 5pm on referendum day. The Counting Officer can issue replacements up until that time.

If an elector (or postal proxy) arrives after 5pm on referendum day and states that they have lost, spoilt or not received their postal ballot paper, they can be issued with a tendered ballot paper if they answer the prescribed questions satisfactorily (see Appendix 5a). Tendered ballot papers **cannot** be issued to such an elector (or postal proxy) before 5pm.

Proxy voters

Some electors will have appointed a proxy to vote on their behalf. Even so, electors may vote in person provided that they do so before the proxy and that the proxy has not applied to vote by post. Check the Polling List to see if the elector has already voted before commencing with the following procedure. Any elector who has applied to vote by proxy will have the letter 'P' against their name on the Polling List.

If the proxy is also voting themselves, they should do so before voting as a proxy.

Firstly, ask for the elector's name and address and see if they are included on the list of proxies. Ask for the proxy's name and address and draw a line on the list of proxies to indicate that the proxy has voted.

The elector's entry in the Polling List must then be marked in the usual manner and the elector's name and number read aloud.

The Presiding Officer or Poll Clerk responsible for issuing ballot papers must write the elector's elector number (not the proxy's) on the corresponding number list beside the appropriate ballot paper number to record that the ballot paper has been issued.

Remember that a ballot paper may only be issued to electors who are eligible to vote in the referendum. If the elector's entry in the Polling List is prefixed with a letter that does not entitle them to vote in the referendum, the proxy is unable to cast a vote on their behalf.

Procedure for issuing ballot papers to proxies voting on behalf of electors with anonymous Polling List entries

To protect them from harm, some electors will be registered without reference to their name or address – they will have an anonymous Polling List entry (see Appendix 4). Electors who have an anonymous entry may have appointed a proxy to vote on their behalf. In that case, ask for their poll card: proxies wishing to vote on behalf of an anonymous elector must produce their official proxy poll card and will not be able to vote as a proxy without one. Instead of asking for the elector's name and address and calling out the elector's name, only their elector number should be asked for and called out.

Remember that a ballot paper may only be issued to electors who are eligible to vote in the referendum. If the elector's anonymous entry in the Polling List is prefixed with a letter that does not entitle them to vote in the referendum, the proxy is unable to cast a vote on their behalf.

Eligibility for voting as a proxy

At the referendum, a person is not entitled to vote as a proxy on behalf of more than two electors who are not close relatives. The only circumstances in which a person can act as a proxy for more than two electors is if they are immediate members of their family (i.e. spouse, civil partner, parent, grandparent, brother, sister, child or grandchild). Where a person who has been appointed to act as proxy for more than one elector applies to exercise the electors' votes, the proxy should only be given the ballot paper for one elector at a time.

Proxies may also be challenged in the same way that an ordinary voter may be if they are suspected of personation. If this happens, ask the relevant prescribed questions (see Appendix 5a).

What if the elector turns up to vote instead of their proxy?

An elector who has appointed a proxy is entitled to receive their ballot paper if they apply for it in person, but only if the request is made before a ballot paper has been

issued on their behalf to the proxy. The list of proxies must not be marked if this happens, but the elector's entry on the Polling List must be marked instead. If the proxy then turns up later, they should not be allowed to vote as a proxy for the voter, but, if they insist that the elector has not yet voted and the prescribed questions are answered satisfactorily (see Appendix 5a), a tendered ballot paper may be issued.

If the proxy has requested to vote by post, the elector cannot be issued with a ballot paper. An 'A' marker will appear against the elector's name in the Polling List and the name of the proxy and the address to which the postal vote has been sent will appear on the list of postal proxies.

What happens if someone else appears to have voted as a proxy?

The Presiding Officer should follow the procedure for issuing tendered ballot papers for proxies if a proxy's entry on the list of proxies and the entry of the elector on the Polling List have already been marked (see Appendix 5b)

The Presiding Officer should only issue a tendered ballot paper after asking the prescribed questions for proxies (see Appendix 5b)

Proxies on grounds of **medical emergencies**

Electors can appoint a proxy up to 5pm on referendum day in instances of a medical emergency. If anyone does apply on referendum day, the Electoral Registration Officer and Counting Officer will make sure that polling station staff are informed of the appropriate procedure to follow.

If the Electoral Registration Officer grants an emergency proxy application on referendum day, the decision will be communicated to the relevant Presiding Officer either in writing or by telephone.

The Presiding Officer should then make a note of the elector's name, address and elector number and attach this information to the list of proxies. There may have been a blank form included at the end of the list of proxies for that purpose.

Once the Electoral Registration Officer's decision to grant an emergency proxy application has been notified, the Presiding Officer must issue a ballot paper in the usual manner. The Electoral Registration Officer's written record (if available) or the Presiding Officer's note should be marked to show that the proxy has voted on the elector's behalf.

Comment [AL7]: Emergency Proxy requirements still under review for legislation

Appendix 4 – Electors with an anonymous Polling List entry

To protect them from harm, some electors will be registered without reference to their name or address. They will have what is called an anonymous entry in the Polling List, which will consist of their elector number and the letter 'N'. Some of these electors may also have further letters that qualify their eligibility to vote at certain elections or referendums. (See Chapter 5 for details).

If a Polling List contains anonymous entries, these will be found at the end of the Polling List under the 'other electors' section. It is important to remember that in a split polling station their entry may appear on the Polling List for the other polling station.

The procedure for issuing a ballot paper to an anonymous elector is different from ordinary electors.

Procedure for issuing ballot papers to electors with an anonymous entry

Unlike ordinary electors, anonymous electors **must** have a poll card and will not be able to vote without one.

- ask for their poll card – it will not contain their name or address but will have their elector number
- check the Polling List – the entry for that elector number should be an 'N', rather than a name and address
- place a straight line against the elector's entry in the Polling List
- do not ask for the name or address of the elector – call out only their elector number
- enter the elector number in the corresponding number list
- issue the ballot paper and return their poll card to them

The prescribed questions may also be put to a voter with an anonymous Polling List entry, but they are different from those put to ordinary electors (see Appendix 5a).

What if an elector with an anonymous entry appears at the polling station without a poll card?

If they have simply forgotten to bring their poll card with them, ask them to come back to the polling station at a later time with their poll card. If they claim that they never received one or that they have lost it, ask them to contact the Counting Officer immediately. If a replacement poll card is issued and the elector later returns to the polling station with it, a ballot paper must then be issued in the manner described above.

Appendix 5a – The prescribed questions

The prescribed questions can be asked of any elector or proxy. However, the Presiding Officer must put the prescribed questions precisely and calmly in the following circumstances:

- An elector (who has not appointed a proxy) applies for a ballot paper but the Polling List shows that they have already voted. In this circumstance, even if the questions are answered satisfactorily, the elector is only entitled to a tendered ballot paper.
- A proxy voter's entry on the list of proxies has already been marked and the entry of the elector on the Polling List has also been marked. Upon satisfactorily answering the questions, the elector or proxy is only entitled to a tendered ballot paper.
- A proxy voter returns to the polling station after their application to cast a vote as a proxy has been rejected because the Polling List indicates that the voter has voted in person (the list of proxies in this case would not be marked), and insists that the elector has not voted. If they answer the questions satisfactorily, they will be entitled to a tendered ballot paper.
- An elector states that their name is not as shown in the Polling List. If, in response to the prescribed questions, the elector can confirm that the Polling List entry refers to them, an ordinary ballot paper must be issued.
- Polling station staff suspect an elector or a proxy of personation. If, in response to the prescribed questions, the elector can confirm that the Polling List entry refers to them, an ordinary ballot paper must be issued.
- A referendum agent or polling agent requires the questions to be asked. If the prescribed questions are answered satisfactorily, an ordinary ballot paper must be issued.
- The elector is registered as eligible to vote but is clearly under age. If the prescribed questions are answered satisfactorily, an ordinary ballot paper must be issued. (However, the voter and any accompanying adult should be advised that it is an offence for a person to vote at the referendum before the age of 16 years. If the voter insists on casting their vote, the matter should be referred to the referendum office and the Electoral Registration Office.)
- An elector's (or a proxy's) name appears on the postal voters list (or proxy postal voters list) but they state that they did not apply to vote by post. If the elector (or proxy) answers the questions satisfactorily, they should be issued with a tendered ballot paper.
- An elector (or proxy) whose name appears on the postal voters list (or proxy postal voters list), arrives at the polling station after 5pm on referendum day and claims to have lost, spoilt or not received their postal ballot paper. If the questions are answered satisfactorily, the elector (or proxy) will be entitled to a tendered ballot paper only.

No inquiry may be made as to the right of any person to vote, other than the statutory questions shown below.

The Presiding Officer, regardless of any doubt they may have, must issue an ordinary or tendered ballot paper, as appropriate, to anyone who has answered the questions correctly. If a person refuses to answer the questions, then **neither** an ordinary **nor** a tendered ballot paper can be issued. If that person returns later, then the Presiding Officer must again ask them the prescribed questions.

The prescribed questions to be asked of a person applying to vote as an elector

'Are you the person named in the Polling List as follows (you must then read out loud the whole entry from the Polling List)?'

If the answer is 'no', do not issue a ballot paper. If the answer is 'yes', then ask:

'Have you already voted in this referendum otherwise than as proxy for some other person?'

If the answer is 'yes' to this question, do not issue a ballot paper. If the person has answered 'yes' to the first question and 'no' to the second question, an ordinary or tendered ballot paper must be issued as appropriate.

The prescribed questions to be asked of a person applying to vote as a proxy (but not on behalf of an elector with an anonymous entry)

The prescribed questions for proxies have a different wording:

'Are you the person whose name appears as (read out the name that appears in the list of proxies) in the list of proxies for this referendum as entitled to vote as proxy on behalf of (the name of the elector on the Polling List)?'

If the answer is 'no', do not issue a ballot paper. If the answer is 'yes', then ask:

'Have you already voted in this referendum as proxy on behalf of (the name of the elector on the Polling List)?'

If the answer is 'yes' to this question, a ballot paper must not be issued. If the answer is 'no', then ask:

'Are you the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of (the name of the elector on the Polling List)?'

If the answer to this question is 'yes' (and the questions above have been answered satisfactorily), an ordinary or tendered ballot paper must be issued as appropriate.

If, however, the answer is 'no', then ask:

'Have you already at this referendum on behalf of two persons of whom you are not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild?'

If the answer to this question is 'yes', do not issue a ballot paper. If the answer is 'no' (and the questions above have been answered satisfactorily), an ordinary or tendered ballot paper must be issued, as appropriate.

The prescribed questions to be asked of a person applying to vote as a proxy for an elector with an anonymous entry

'Are you the person entitled to vote as proxy on behalf of the elector whose number on the Polling List is (read out the **number** from the Polling List)?'

If the answer is 'no', do not issue a ballot paper. If the answer is 'yes', then ask:

'Have you already voted in this referendum as proxy on behalf of the voter whose number on the Polling List is (read out the number of the elector on Polling List)?'

If the answer is 'yes' to this question, a ballot paper must not be issued. If the answer is 'no', you must also ask:

'Are you the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the person whose number on the Polling List is (read out the number of the elector on the Polling List)?'

If the answer to this question is 'yes' (and the questions above have been answered satisfactorily), an ordinary or tendered ballot paper must be issued as appropriate.

If, however, the answer is 'no', then ask:

'Have you already voted at this referendum on behalf of two persons of whom you are not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild?'

If the answer to this question is 'yes', do not issue a ballot paper. If the answer to this question is 'no' (and all of the above questions have been answered satisfactorily), then an ordinary or tendered ballot paper must be issued as appropriate.

The prescribed questions to be asked of a person applying to vote in person when they are shown on the Polling List as a postal voter

The following prescribed questions are for electors shown on the Polling List as postal voters but who:

- claim either to have not applied to vote by post or
- present themselves at the polling station after 5pm on referendum day and claim to have lost or not received their postal ballot papers

'Did you apply to vote by post?'

If the answer is 'no', a tendered ballot paper must be issued.

If the answer to this question is 'yes', then ask:

'Why have you not voted by post?'

If the question is answered satisfactorily, the Presiding Officer should record the reason and issue a tendered ballot paper.

If, however, the elector says that they have not voted by post because they have lost or not received (all or any part of) their postal ballot pack, a tendered ballot paper can be issued only after 5pm.

The prescribed questions to be asked of a person applying to vote as a proxy when they are shown as having been issued with a postal proxy ballot paper

The prescribed questions for proxies named on the proxy postal voters list but who claim either to have not applied to vote by post or who present themselves at the polling station after 5pm on referendum day and claim to have lost or not received their postal ballot papers are as follows:

'Did you apply to vote by post as proxy?'

If the answer is 'no', a tendered ballot paper must be issued.

If the answer to this question is 'yes', then ask:

'Why have you not voted by post as proxy?'

If the question is answered satisfactorily, the Presiding Officer should record the reason and issue a tendered ballot paper.

If, however, the proxy says that they have not voted by post because they have lost or not received (all or any part of) their postal ballot pack, a tendered ballot paper can be issued only after 5pm.

Appendix 5b – Tendered ballot papers

Circumstances in which to issue tendered ballot papers

Please read these instructions carefully before issuing any tendered ballot paper.

The Presiding Officer must make sure that tendered ballot papers are issued only in the prescribed circumstances. Tendered ballot papers should only be issued if:

- an elector appears on the Polling List (or notice) as having already voted
- a proxy's entry on the list of proxies has already been marked and/or the entry of the elector who appointed them as a proxy has been marked
- an elector (or proxy) who appears on the list of postal voters claims not to have applied for a postal vote. They are entitled to request a replacement postal ballot pack from the Counting Officer up until 5pm, but can be issued with a tendered ballot paper at any time if they so wish
- it is after 5pm and an elector (or proxy) who appears on the list of postal voters claims to have lost, spoiled or not received their postal vote

If tendered ballot papers are issued in error, the Presiding Officer must make a note of the serial numbers of the tendered ballots that have been issued by mistake and inform the Counting Officer as soon as possible.

Before issuing a tendered ballot paper, the Presiding Officer should explain the circumstances to the elector (or proxy) and must then ask the prescribed questions relevant to their situation (see Appendix 5a).

If the prescribed questions are answered satisfactorily, then the Presiding Officer must issue a tendered ballot paper. The Presiding Officer should then explain the tendered vote procedure to the elector (or proxy).

Procedure for issue

Following satisfactory answer of the prescribed questions, the elector's elector number (including the polling district reference) must be written against the number of the tendered ballot paper being issued on the tendered votes list.

Ensure that the tendered ballot paper bears the official mark, fold it, then unfold it and hand it to the voter or proxy so that they can see both options on the ballot paper. They must then vote in secret, fold the tendered ballot paper and return it to the Presiding Officer.

The tendered ballot paper must not be placed in the ballot box. To make sure this does not happen, the Presiding Officer should stand by the ballot box and cover the slot.

The Presiding Officer must take the tendered ballot paper, without unfolding it, and endorse it on the back with the name of the voter together with their elector number (including the polling district reference) and place it in the official envelope provided.

They must then enter the voter's elector number and name on the 'List of tendered votes'.

If a proxy votes on behalf of an elector, endorse the tendered ballot paper with the proxy's name, but with the elector's elector number. Enter the elector number, together with the name of the proxy, on the 'List of tendered votes'.

Reasons for completing a tendered ballot paper

On occasion, voters may ask why they are being offered a tendered ballot paper. Even though tendered ballot papers are not included in the count, a tendered ballot paper provides evidence that a voter was concerned about the conduct of the referendum at the time of voting, rather than after the result was declared. As such, tendered ballot papers are the first step in pursuing a complaint about the electoral process. If a voter does not take this step it could mean that there is no formal record that they tried, but were unable, to cast their vote.

In addition, whenever a tendered ballot paper is issued, the name of the voter and their elector number are entered on the list of tendered votes. This list then enables the Counting Officer to establish whether there are any patterns of possible personation across their area. For example, a significant number of entries on the list might hint at organised and wide-scale malpractice.

Appendix 6 – Security at the polling station

The Presiding Officer is responsible for the security of the polling station. It is important that polling stations are run in a calm and orderly manner.

Keeping order

Presiding Officers must maintain order in the polling station. They have the power to order a person's removal from the polling station. Eligible voters must nevertheless be allowed to vote before they are removed. A Presiding Officer who orders the removal of a person should record the details of the incident and pass them on to the Counting Officer.

A person who has been removed from the polling station and has not voted may only be re-admitted on the authority of the Presiding Officer. If the person returns and conducts themselves in an orderly manner, they must be given the opportunity to vote.

There is no legal definition of the extent of the polling station but, at a minimum, it is the room in which voting takes place.

Polling clerks are not empowered to order a person's removal from the polling station. Only the Presiding Officer can do this.

Serious disturbances or incidents and the adjournment of the poll

The Counting Officer will have informed the police of the location of polling stations. Police officers may be assigned polling station duties and may visit them during the day. If there is disorder at the polling station during the day, contact the referendum office and inform them of the situation. If necessary, call the police to deal with the problem.

In the event of a serious disturbance or incident e.g. bomb scare, fire, flood, etc., the Presiding Officer may be asked to vacate the premises or may decide to do so. If the emergency services ask for the building to be evacuated, it must be done. Inform the referendum office immediately and seek guidance on further actions that should be taken.

Never put the personal safety of voters or the rest of the polling station team at risk, or risk any injury to any person. If it is possible to do so without putting personal safety at risk, then all the sensitive referendum materials (the ballot box, ballot papers, Polling List, etc.) may be removed from the building and kept under the care of the polling station staff.

If forced to leave the premises, establish a temporary polling station at a safe distance from the serious disturbance or incident. Regardless of whether there has been an interruption in polling, the polling station must still close at 10pm.

However, a note should be made of the time during which the polling station was unable to operate.

In the most extreme cases, the Counting Officer will permit the Presiding Officer to adjourn the poll until the following day. If the poll is adjourned, then the Counting Officer will arrange for the referendum materials to be collected.

Presiding Officers must not adjourn the poll without the Counting Officer's consent.

Dealing with difficult situations

It is possible that during the course of referendum day polling station staff will encounter difficult situations or be faced with confrontational behaviour.

The following steps may assist polling station staff with potentially difficult or challenging situations:

- Listen to the voter – it is good practice to look at the person while they speak, demonstrating interest.
- Understand – let the person know that every effort is being made to understand the problem from their perspective. This emphasises that an informed decision is being considered.
- Explore – ask the person if there is any further relevant information that they can give that might help the process along.
- Summarise – give the response and the reason for it. Do not become engaged in an argument.

Appendix 7 – Procedure for dealing with personation

What happens if polling station staff suspect a person of personating an elector or proxy?

There may be rare occasions when a member of the polling station team, another referendum agent or a polling agent suspects that the person requesting a ballot paper is not who they claim to be. This is called personation and it is a serious offence.

Remember that a person, other than a proxy, is not guilty of personation if they apply for a ballot paper by a name which is not their own, as long as it is the name under which they have been registered.

Presiding Officers must not interrogate a person if they suspect personation. Only the prescribed questions may be asked. The questions must be put to the person before they are issued with a ballot paper, and not afterwards (see Appendix 5a).

The prescribed questions determine whether the voter is the person who appears on the Polling List (or the list of proxies if they are voting as a proxy for someone else), and if they have voted before in the referendum (or on behalf of that elector if they are the proxy).

If the person answers the questions satisfactorily, an ordinary ballot paper must be issued. The Presiding Officer should, however, report their suspicions to the Counting Officer as soon as possible.

If there is a confrontation, or a reasonable expectation of confrontation, the Presiding Officer should consider their own safety and the safety of all other people present as a priority. Consideration may be given to other ways of supporting a future investigation, such as recording registration numbers of vehicles and preserving items touched by a person involved in an incident, if it is safe to do so, until the arrival of a police officer.

If a person has been arrested on the grounds that they are suspected of committing or being about to commit personation, that person must not be prevented from voting as long as they answer the prescribed questions satisfactorily.

What happens if a referendum agent or a polling agent challenges a voter?

If a referendum agent or a polling agent challenges a voter (through the Presiding Officer), the voter must not be prevented from voting as long as they answer the prescribed questions correctly.

What happens if someone else (apart from a proxy) appears to have voted on behalf of the voter?

There are rare occasions when a person asks for a ballot paper only to find that their name on the Polling List is marked as already having voted. If it appears that someone other than their appointed proxy has voted on behalf of an elector, the tendered ballot process outlined in Appendix 5b should be followed.

Appendix 8 – Guidance on tellers, the media and exit polls

Tellers

Tellers volunteer for campaign organisations. They stand outside polling places and record the elector numbers of voters who have voted. By identifying electors who have not voted and by relaying this information to their campaign organisations, tellers play an important role for the campaigns. The campaigners or their supporters may then contact the electors who have not yet been to vote and encourage them to do so. In this way, tellers may help to boost turnout at the referendum.

Unlike polling agents, who will have accreditation from the Counting Officer and who are entitled to remain within the polling station if they so wish, tellers are not allowed inside the polling station except to vote either on their own behalf, as proxy for another voter, or as a companion for a voter with disabilities.

It is for Counting Officers and Presiding Officers to determine where tellers are permitted to stand. Where the layout of the polling place permits and particularly in inclement weather, they may instruct Presiding Officers to allow tellers to stand at a convenient location within the polling place. However, tellers may be required to stand outside the polling place if the Counting Officer or the Presiding Officer believes that their presence inside the building will compromise the secrecy of the ballot or will impede or obstruct the voters. Where the polling place consists of one room only, tellers must not be permitted to carry out their activities within that room.

There should be no more than one teller at a polling place for each permitted participant at any time. (A permitted participant is a campaigner or campaign organisation which is registered with the Electoral Commission.) Where a polling place has separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per permitted participant at each.

Tellers have no legal status and voters have the right to refuse to give them any information.

Tellers must:

- always remain outside the polling place to carry out their activities unless permitted to do otherwise by the Counting Officer and the Presiding Officer
- only enter the polling station to cast their own vote, to vote as a proxy or to accompany a disabled voter
- always comply with the instructions of the Counting Officer and Presiding Officer

Tellers must not:

- be able to see or hear what is happening inside the polling station
- impede, obstruct or intimidate voters on their way in or out of the polling station

- demand any information relating to a voter's elector number, name or address
- ask voters to re-enter the polling station to ascertain their elector number or to retrieve their poll cards
- have discussions with voters that may give rise to allegations of undue influence (e.g. voting intentions or campaign affiliations)
- display any campaign material in support of or against any particular campaign other than a rosette or badge

Tellers may:

- approach voters for information as they enter or leave the polling station. (Note that some Counting Officers may permit tellers to speak to electors only as they are leaving the polling place, having already voted. The Counting Officer will advise Presiding Officers of the policy in their Council area.)
- display a coloured rosette or badge displaying the name of the candidate or political party; the rosette/badge should not bear a slogan and must not be oversized

The Presiding Officer has a responsibility for ensuring that electors can cast their votes in a free and fair manner. They should check on tellers' activities from time to time and make sure that they do not block the entrance or hinder voters from entering the polling station.

Presiding Officers should always have regard to the instructions of the Counting Officer in relation to tellers. If there are problems with tellers' activities during referendum day, the Presiding Officer should contact the referendum office for further instructions.

The media

Representatives of the media have no right to enter a polling station except as voters or accredited observers. They must not be allowed to film or interview voters in the polling station. If a film crew is filming or interviews are taking place outside the polling station, make sure that voters are not hindered or harassed on their way to vote and that the entrance to the polling station is not obstructed.

Exit polls

Public opinion poll companies may be commissioned to organise an exit poll for the referendum. Presiding Officers may have been informed by the Counting Officer if a polling company intends to conduct an exit poll outside the polling station. If that is the case, make sure that the interviewers neither enter nor block the access to the polling station.

Appendix 9 – Health and safety

Health and safety of polling station staff and electors

Presiding Officers and Poll Clerks must be aware of any potential risks to safety throughout referendum day. This requires an inspection of the premises as a whole and of the immediate area outside. If hazards are encountered, some remedy needs to be considered. Liaise with the key-holder first, if appropriate and where possible.

If an accident occurs to any person at the polling station, a record must be made of the incident and the following information recorded:

- full name and address of person involved
- time of accident
- location of accident
- brief details of accident
- evidence of injury or damage
- name and address of any witnesses
- conditions prevailing at the time
- action taken by polling station staff
- name of doctor or paramedic called
- details of any hospital admission

The Counting Officer should be informed immediately.

Lifting heavy objects

Listed below are some points that, if observed, may help to reduce the risk of injury to those who are involved with manual handling operations:

- Before attempting to lift or move any object, test the weight by tilting to determine how heavy the load is and the position of its centre of gravity.
- Before commencing the lifting or moving of objects, ensure that the area in which you are working is clear and free from obstructions.
- Ensure that you have a firm, comfortable grip before lifting.
- Ensure that you have a firm footing before lifting.
- When lifting, keep your head up, your back straight, your feet slightly apart and, wherever possible, lift from the knees using your leg muscles.
- Keep the object you are lifting as close to your body as possible.
- Do not pile objects so high that you or your load might overbalance.
- Do not pile objects so high that you cannot see where you are going.
- If you cannot lift or move the load on your own, ask for assistance.
- Help others to lift or move a load if you are asked.

Appendix 10 – Frequently asked questions for polling station staff on referendum day

Q. Why do you need to write my elector number beside my ballot paper number? Does this mean my vote is not secret?

A. The requirement that the elector number is recorded on this list against the number of the ballot paper issued to you is included in the referendum rules. This system is essentially an updated version of a system that dates from the Ballot Act 1872, which was introduced to avoid the possibility of counterfeit ballot papers being used and to assist with the detection of alleged fraud.

Clearly, if the ballot papers are numbered, it is far more difficult for an unscrupulous person to introduce copies of official ballot papers into the ballot box. If a fraudulent act has occurred, it would be possible to detect the offence by reference to the corresponding number list.

There is a safeguard to prevent the ballot paper numbers on the corresponding number list being linked with the marked ballot papers. At the close of poll, the corresponding number list is placed in a sealed envelope by the Presiding Officer at the polling station. The sealed envelope is then taken to the Counting Officer. After the count has taken place, the used ballot papers are also sealed. The only occasion when the sealed packets can be opened is on the order of a sheriff principal as a result of a petition for judicial review or in furtherance of an investigation into an alleged referendum offence. Even then, it is very rare for the documents to be examined except in cases where fraud or personation (i.e. someone voting illegally on someone else's behalf) are being investigated.

Because of the above safeguards, it is virtually impossible for any person to be in a position to marry up a voter to a particular ballot paper.

For that reason, voters can be confident that the ballot remains secret. Voters have no grounds to fear that the way in which they voted could be detected, except under the very special circumstances outlined above.

Q. I've forgotten to post my postal vote. Can I vote in person here at the polling station?

A. We can't give you an ordinary ballot paper here at the polling station. However, you don't need to post your postal vote in order to vote: you can deliver your postal vote by hand to any polling station in the council area or you can get someone else to do this for you. Polling stations close at 10pm. Alternatively, you can take your postal vote to the referendum office at the local council.

Q. My postal vote hasn't arrived yet – what can I do?

A. Before 5pm: A replacement can be issued if you can get to the referendum office before 5pm today. You will need to take along some form of identification. Staff in

the referendum office will be able to provide more information on this procedure and can tell you what sort of identification is acceptable.

After 5pm: You are entitled to receive a tendered ballot paper. If you are on the Polling List for this polling station and you answer the prescribed questions satisfactorily, we will be able to issue you with one.

Q. My postal vote has arrived, but now I've lost my ballot paper. What can I do?

A. Before 5pm: A replacement can be issued if you can get to the referendum office before 5pm today. You will need to bring along any pieces of your postal ballot pack that you still have and some form of identification. Staff in the referendum office will be able to provide more information on this procedure and can tell you what sort of identification is acceptable.

After 5pm: You are entitled to receive a tendered ballot paper. If you are on the Polling List for this polling station and you answer the prescribed questions satisfactorily, we will be able to issue you with one.

Q. I've received my postal vote but now I've changed my mind and want to vote in person at the polling station. Can I cancel my postal vote?

A. No – once you have been issued with a postal vote, you have to use it if you want to vote in this referendum. You cannot be issued with a ballot paper at a polling station. However, you can deliver your completed postal vote, sealed in the envelopes provided, by hand to this or any other polling station in the council area or to the referendum office before 10pm today. If you are unable to deliver it yourself, you can have someone else deliver it for you so long as it is received before 10pm today.

If you want to cancel your postal vote for future elections and referendums, please contact the Electoral Registration Officer.

Q. What do you mean I'm not registered – I thought that everyone could vote?

A. You need to be on the electoral Polling List to vote at this referendum. In order to be included on the electoral register and to be able to vote at future elections and referendums, you will need to apply to the Electoral Registration Officer.

If you are sure you returned a registration form, please contact the Electoral Registration Office.

Q. My husband has had an accident at work and has been rushed to hospital. He's desperate to vote – is there anything that can be done?

A. Yes, but only if the medical emergency has occurred after 5pm six working days before the poll and he can apply to appoint a proxy to vote on his behalf before 5pm today. Staff in the referendum office will be able to give you more details on this procedure.

Comment [AL8]: Check legislation for final wording

Q. My husband has been called away suddenly for work purposes and cannot come in person to the polling station. Is there anything that can be done?

A. Insert response when legislation is finalised

Q. Insert further question in relation to being unexpectedly elsewhere on referendum day

A. Insert response when legislation is finalised

A. Appendix 11 – Polling station set-up checklist

- B. This checklist should be used prior to the poll opening to ensure that the polling station is set up correctly.

Outside the polling station

Entrance, exit and approaches

Checked

Is the approach signage clear and are electors able to easily identify where the polling station is?

Are there parking spaces reserved for disabled people?

Check there are no hazards between the car parking spaces and the entrance to the polling station.

Signage

Have you ensured good signage for any alternative disabled access, and can it be read by someone in a wheelchair?

Is the 'Guidance for voters' notice (including any supplied in alternative languages and formats) displayed outside the polling station and accessible to all voters?

Level Access

Is there a suitable ramp clear of obstructions?

Is the ramp stable? If not, contact the referendum office immediately.

Are doormats flush with the floor? If not, remove them.

Entrances

Have double doors been checked to ensure good access for all?

Is the door for any separate disabled access properly signed?

Inside the polling station

Checked

Is the polling station set up to make best use of space?

Walk through the route the voter will be expected to follow, and check that the layout will work for voters, taking into account how they will move through the voting process from entering to exiting the polling station.

Would the layout work if there was a build-up of electors waiting to cast their ballots?

Is best use being made of the lights and natural light available?

Is there a seat available if an elector needs to sit down?

Official notices

Is the 'Guidance for voters' notice (including any supplied in alternative languages and formats) displayed inside the polling station, inside all polling booths and accessible to all voters?

As you walk through the route that the voter will expect to follow, are the posters and notices clearly visible, including for wheelchair users?

Ensure that the notice is not displayed among other posters where electors would find it difficult to see it.

Polling booths/ballot box

Is the ballot box placed immediately adjacent to the Presiding Officer?

Is the ballot box correctly sealed?

Can a wheelchair user gain easy access to the ballot box?

Can a wheelchair user gain easy access to the polling booth?

Are polling booths correctly erected and in such a position so as to make best use of the lights and natural light?

Can the Presiding Officer and Poll Clerk observe them clearly?

Are the pencils in each booth sharpened and available for use?

Is the string attached to the pencils long enough for the size of ballot papers and to accommodate both right-handed and left-handed voters?

Large-print and hand-held sample ballot paper

Checked

Are the large-print ballot papers clearly visible to all voters?

Are the hand-held samples available and visible to all voters?

Tactile voting template

Is the tactile voting template available and in full view?

Do all staff know how to use it?

Ballot papers

Are the ballot papers the correct ones for the polling station and are they numbered correctly and stacked in order?

Corresponding number list

Are the ballot paper numbers on the corresponding list printed in numerical order?

Do the ballot paper numbers printed on the corresponding number list match those on the ballot papers?

Polling List

Do you have the correct polling list for your polling station?

C. Office of the Chief Counting Officer
Lothian Chambers
59-63 George IV Bridge
Edinburgh EH1 1RN

Comment [AL9]: Insert appropriate
Contact details