

An elector hands you a poll card without a name or address? p 32

Poll cards like this are sent to anonymously registered electors. Do not ask for the elector's name and address. Follow the procedure for issuing ballot papers to anonymous electors.

An elector wants to return their postal vote to the polling station? pp 16; 26

Check the postal vote is for the local counting area. If it is not, or you are unsure, direct the voter to the elections office. If it is, place it in the receptacle provided.

A person asks to vote for someone who has suffered a medical emergency? p 28

Only issue a ballot paper if they have been officially appointed as an emergency proxy. If not, explain that emergency proxies can be appointed until 5pm, and refer them to the Electoral Registration Officer for more details on this process.

You, or someone else, suspects that the person applying for a ballot paper is not who they say they are? pp 30–31

Before – and only before – issuing a ballot paper, the Presiding Officer may ask the prescribed questions. Agents have a right to require Presiding Officers to ask these questions. If they are answered satisfactorily, a ballot paper must be issued. No further enquiries may be made as to someone's right to a ballot paper.

There is a serious disturbance (e.g. fire, flood, etc)? p 39

Do not put the safety of anyone at risk. If safe to do so, set up a new polling station nearby. Inform the elections office.



Contact details

If you are unsure about any of the procedures described in the handbook, or need to contact the elections office for any other reason, please contact:

Supporting a European Parliamentary election in Great Britain

The Electoral Commission

A quick guide for polling station staff

4 June 2009

This guide should be used alongside the Commission's *Handbook for polling station staff*. Page references given in this guide show where more detailed information can be found in the handbook.



Who can vote at the polling station?

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Letters next to an elector's entry on the register determine whether or not they are entitled to vote at the election. Only the following electors should be given a ballot paper in the polling station:

Letters	Who
No letters	Ordinary electors
Date on or before 4 June 2009	Electors who will turn 18 years of age on or before 4 June 2009
No letters + N	Anonymously registered electors
L or L+N	Peers
E or E+N	Overseas peers
F or F+N	Overseas electors
K or K+N	Citizens of EU member states who applied to vote in the UK



Who cannot vote at the polling station?

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The following electors should not be given a ballot paper in the polling station:

Letters	Who
Date after 4 June 2009	Electors who will not be 18 years of age until after 4 June 2009
A or A+N	Postal voters
G or G+N	Citizens of EU member states who did not apply to vote in the UK



What is the usual voting process?

pp 12–16

Stage 1 – Checking the voter	<p>Greet the elector and ask them to confirm their name and address.</p> <hr/> <p>Confirm they are eligible to vote by checking their register entry.</p> <hr/> <p>Draw a line against (but not through) the voter's entry in the register.</p> <hr/> <p>Read out their name, elector number and polling district reference from the register of electors.</p>
Stage 2 – Issuing the ballot paper	<p>Write the elector number on the corresponding number list (CNL) alongside the relevant ballot paper number.</p> <hr/> <p>Ensure the ballot paper to be issued bears the official mark.</p> <hr/> <p>Fold the ballot paper and hand it to the voter.</p>
Stage 3 – Voting	<p>The voter marks the ballot paper in the privacy of the polling booth.</p> <hr/> <p>Ask the voter to show the ballot paper number and unique identifying mark on the back of the ballot paper before they place it in the ballot box.</p>



What if...

It is 7am and the key-holder has not arrived?

Try to make contact with the key-holder. If necessary, make alternative arrangements, e.g. set up a temporary polling station in the back of a car. Inform the elections office.

p 6

An elector spoils their ballot paper?

Cancel the spoiled ballot paper. Place it in the appropriate envelope, write cancelled on the CNL and issue the elector with another ballot paper.

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An elector cannot gain access to the polling station?

Take ballot paper outside to the elector after informing any agents present. Ensure ballot secrecy at all times.

p 21

A disabled elector needs assistance?

Offer assistance. Explain what support is available.

pp 21–23

The person asking for a ballot paper appears on the register as having already voted?

Check whether they had appointed a proxy. If not, follow the tendered ballot process. Ask the prescribed questions before issuing a tendered ballot paper. Do not issue a tendered ballot paper if the questions are not answered satisfactorily.

pp 31; 37

An elector with an 'A' marker on the register says they did not apply to vote by post?

Do not issue an ordinary ballot paper. If they have received their postal vote, encourage them to return it to the polling station or Local Returning Officer by 10pm. If not, or if they don't want to return it, follow the tendered ballot procedure. Ask the prescribed questions before issuing a tendered ballot paper. Do not issue a tendered ballot paper if the questions are not answered satisfactorily.

pp 26–27; 37

An elector claims to have lost or not received their postal vote?

Before 5pm: direct them to the Local Returning Officer for a replacement. After 5pm: follow the tendered ballot procedure. Ask the prescribed questions before issuing a tendered ballot paper. Do not issue a tendered ballot paper if the questions are not answered satisfactorily.

pp 30; 37

A voter asks how MEPs are elected?

Voters can cast one vote using an 'X' for either a party list or an individual candidate. MEPs are elected using a form of proportional representation, with a mathematical formula used for the allocation of seats.

pp 46–47

A person is not on the register or any of the notices?

Do not issue a ballot paper. Direct the voter to the electoral registration office if they insist they have registered.

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