

# electoral administration bulletin

The  
Electoral  
Commission

## Contents

### **Electoral registration: publication of monthly notices prior to publication of the revised register**

Guidance on the publication of monthly notices of alteration in October and November and on managing the impact of any unscheduled polls during the canvass.

EA Bulletins are issued on a regular basis. They are one of our key channels for communicating with Returning Officers, Electoral Registration Officers and their staff. Past issues of Bulletins for England, Scotland and Wales are available [here](#). You can also [subscribe to the EA Bulletins](#).

Please [keep us informed](#) of any staff changes within your team. This will help us to keep our mailing lists up-to-date.

We are sending you this newsletter as it contains important information about the Electoral Commission's work which is relevant to you. The newsletter forms part of the Electoral Commission's public task which has its basis in the Political Parties, Elections and Referendums Act 2000. We will manage your personal information and contact details in line with the General Data Protection Regulation and UK data protection legislation as outlined in our privacy notice (<https://www.electoralcommission.org.uk/privacy-notice>)

If you no longer wish to receive



Issue 257 (England) – 18 September 2019

### **Electoral registration: publication of monthly notices prior to publication of the revised register**

We have recently received a number of queries relating to the publication of monthly notices of alteration in October and November in advance of the planned publication of the revised register.

As you know, EROs are required to publish the revised register by 1 December 2019, unless there has been an election during the canvass, in which case publication of the register may be postponed until up to 1 February 2020. For these purposes, an election is deemed to be during the canvass if polling day falls between 1 July and 1 December (inclusive).

Monthly notices of alteration to the register must be published on the first working day of each month, apart from the month you are publishing the revised register and in the two months prior. However, while you are not required to publish monthly notices of alteration in the two months prior to the publication of your revised register, you may decide to publish monthly updates during this period.

Publishing monthly notices of alteration in advance of the publication of the revised register are likely to have a positive impact on the management of any poll that occurs during this period.

For example, it would help to ensure that your electoral register is as up to date as possible and would subsequently maximise the number of electors who are included in your first data cut for the production of poll cards.

If you do decide to publish an update in October or November, you should ensure that those who are entitled to receive the register are aware of your plans and are able to receive the updates.

We have updated our [rolling registration dates resource](#) to include the relevant dates for October and November updates.

this newsletter, you may [unsubscribe](#) at any time.

### **Managing the impact of an election during the canvass**

More generally, we have received a number of queries relating to proactive steps that administrators can take now to ensure they are best prepared for any unscheduled polls during the canvass.

The impact of a poll during the canvass would depend on its timing, and would also vary locally depending on where you are in your canvass process. There are, however, a number of general actions that can be undertaken now to help preparedness for any unscheduled poll during the canvass:

- Prioritise the review of all returned HEFs to ascertain whether there are potential new electors that should be issued with an ITR to ensure they have the opportunity to apply to register in advance of any poll. To help avoid potential confusion, you should ensure that the messaging you provide with ITRs makes clear the need to complete an application as part of the registration process, even although they may have recently responded to the HEF
- Wherever possible, you should proactively contact overseas electors to ensure they are aware of the risks of them being able to receive, complete and return postal votes in time for them to be counted and of the option to apply to vote by proxy, to enable them to make an informed decision on what voting method is best for them. Information to help overseas electors understand their options can be found on [our website](#)

In the event of an unscheduled poll during the canvass, or in early December, we will provide further guidance to help support you with the decisions you will need to take in relation to the management of the rest of the canvass and the publication of the revised register following the canvass.

.....  
The Electoral Commission  
3 Bunhill Row, London EC1Y 8YZ  
Tel England: 0333 103 1928  
Textphone: 18001 020 7271 0500  
[infoengland@electoralcommission.org.uk](mailto:infoengland@electoralcommission.org.uk)  
[www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

© The Electoral Commission 2019