

Polling station handbook insert: combined authority mayoral election, local authority mayoral election, local elections, and Police and Crime Commissioner elections

How to use this document

Where local elections in England are combined with a combined authority election and a local authority mayoral election, as well as a Police and Crime Commissioner election, most of the polling station procedures will be the same. However, there are a number of procedures that will be different from those described in the ['Handbook for polling station staff: Supporting local government and Police and Crime Commissioner elections'](#).

The polling station handbook should therefore be read alongside this document. Any references to 'elections' in the polling station handbook should be taken to include a combined authority mayoral election and a local authority mayoral election and any references to 'local government election' should be read as also applying to a combined authority mayoral election and a local authority mayoral election, unless otherwise stated in this document.

We have included the changes / additions on individual sheets in this document, so that they can be printed off and inserted into the relevant parts of the handbook for ease of reference.

Summary of changes

Section headings affected	Replacement or addition	Pages in local government / PCC election handbook
Local government elections Police and Crime Commissioner elections	Addition: Combined authority mayoral elections; local authority mayoral elections	2
The prescribed questions	Replacement	Appendix 5a (pp 37-40)

Combined authority mayoral elections (Addition page 2)

At a combined authority mayoral election where there are more than two candidates, the supplementary vote electoral system is used.

Under this system voters can vote for a first and second choice candidate they want to elect. The ballot paper will list all the candidates standing in the combined authority area and voters will vote for their first choice candidate by marking an 'X' in the first choice column and for their second choice by marking an 'X' in the second choice column.

As long as they put an 'X' in the first choice column, their vote will be counted. Voters can choose not to mark a second choice. If they only mark a second choice, their vote won't be counted.

If, however, there are only two candidates standing, the combined authority mayor will be elected under the first-past-the-post electoral system. In this case, voters will be asked to place an 'X' in the box next to the candidate of their choice on the ballot paper.

Local authority mayoral elections (Addition page 2)

At a local authority mayoral election where there are more than two candidates, the supplementary vote electoral system is used.

Under this system voters can vote for a first and second choice candidate they want to elect. The ballot paper will list all the candidates standing in the local authority area and voters will vote for their first choice candidate by marking an 'X' in the first choice column and for their second choice by marking an 'X' in the second choice column.

As long as they put an 'X' in the first choice column, their vote will be counted. Voters can choose not to mark a second choice. If they only mark a second choice, their vote won't be counted.

If, however, there are only two candidates standing, the local authority mayor will be elected under the first-past-the-post electoral system. In this case, voters will be asked to place an 'X' in the box next to the candidate of their choice on the ballot paper.

The prescribed questions (Replacement; Appendix 5a, pp 37-40)

When asking the questions for the local government, the Police and Crime Commissioner, the combined authority mayoral election and the local authority mayoral election, the Presiding Officer should be clear which question relates to which contest.

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

For each election (read out four times – once in respect of each contest):

‘Are you the person registered in the register of local government electors for this election as follows (you must then read out loud the whole entry from the register)?’

If the answer is ‘no’, do not issue ballot papers.

If the answer is ‘yes’, then ask:

For the local election:

‘Have you already voted, here or elsewhere at this election for this *(district), *(county), *(London borough), *(county borough) otherwise than as proxy for some other person?’ (*read out whichever is applicable, adding, in the case of an election for several electoral areas ‘in this or any other electoral area’)

AND

For the Police and Crime Commissioner election: **‘Have you already voted in this election of a police and crime commissioner, here or elsewhere, otherwise than as a proxy for some other person?’**

AND

For the combined authority mayoral election:

‘Have you already voted here or elsewhere at this election for a combined authority mayor, otherwise than as proxy for some other person?’

AND

For the local authority mayoral election:

‘Have you already voted here or elsewhere at this election, otherwise than as proxy for some other person?’

If the answer is ‘yes’ to these questions, do not issue ballot papers.

If the person has answered 'yes' to the first questions and 'no' to the second questions, ordinary or tendered ballot papers must be issued as appropriate.

2. 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:

For each election (read out four times— once in respect of each contest):

'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 election as entitled to vote as proxy on behalf of (read out the name of the elector on the register of electors)?'

If the answer is 'no', do not issue ballot papers.

If the answer is 'yes', then ask:

For the local election:

'Have you already voted here or elsewhere at this election for this *(district), *(county), *(London borough), *(county borough) (*read out whichever is applicable, adding, in the case of an election for several electoral areas 'in this or any other electoral area'), as proxy on behalf of (read out the name of the elector on the register)?'

AND

For the Police and Crime Commissioner election:

'Have you already voted in this election of a police and crime commissioner, here or elsewhere, as the person entitled to vote as proxy on behalf of (read out the name of the elector on the register)?'

AND

For the combined authority mayoral election:

'Have you already voted here or elsewhere for a combined authority mayor, as the person entitled to vote as proxy on behalf of (read out the name of the elector on the register)?'

AND

For the local authority mayoral election:

'Have you already voted here or elsewhere at this election, as proxy on behalf of (the name of the elector on the register)?'

If the answer is 'yes', ballot papers 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 register)?'

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

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

For the local election:

'Have you already voted at this election for this *(district), *(county), *(London borough), *(county borough), on behalf of two persons of whom you are not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild?' (*read out whichever is applicable, adding, in the case of an election for several areas 'in this or any other electoral area')

AND

For the Police and Crime Commissioner election: **'Have you already voted in this election of a police and crime commissioner, here or elsewhere, on behalf of two persons of whom you are not the spouse, civil partner, parent, grandparent, brother / sister, child or grandchild?'**

AND

For the combined authority mayoral election:

'Have you already voted at this election for a combined authority mayor, here or elsewhere, on behalf of two persons of whom you are not the spouse, civil partner, parent, grandparent, brother / sister, child or grandchild?'

AND

For the local authority mayoral election:

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

If the answer is 'yes', do not issue ballot papers.

If the answer is 'no' (and the questions above have been answered satisfactorily), ordinary or tendered ballot papers must be issued, as appropriate.

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

For each election (read out four times – once in respect of each contest):

‘Are you the person entitled to vote as proxy on behalf of the elector whose number on the register of electors is (read out the number from the register)?’

If the answer is ‘no’, do not issue ballot papers.

If the answer is ‘yes’, then ask:

For each election (read out four times – once in respect of each contest):

‘Have you already voted here or elsewhere as proxy on behalf of the elector whose number on the register of electors is (read out the number of the elector on the register)?’

If the answer is ‘yes’, ballot papers 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 register of electors is (read out the number of the elector on the register)?’

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:

For the local election:

‘Have you already voted at this election for this *(district), *(county), *(London borough), *(county borough), on behalf of two persons of whom you are not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild?’ (*read out whichever is applicable, adding, in the case of an election for several areas ‘in this or any other electoral area’)

AND

For the Police and Crime Commissioner election:

‘Have you already voted in this election of a police and crime commissioner, here or elsewhere, on behalf of two persons of whom you are not the spouse, civil partner, parent, grandparent, brother / sister, child, or grandchild?’

AND

For the combined authority mayoral election:

‘Have you already voted at this election of a combined authority mayoral election, here or elsewhere, on behalf of two persons of whom you are not the spouse, civil partner, parent, grandparent, brother / sister, child or grandchild?’

AND

For the local authority mayoral election:

‘Have you already voted at this election 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 ballot papers.

If the answer to these questions is ‘no’ (and all of the above questions have been answered satisfactorily), then an ordinary or tendered ballot paper must be issued as appropriate.

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

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

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

‘Did you apply to vote by post?’ (read out four times – once in respect of each contest)

If the answer is ‘no’, tendered ballot papers must be issued.

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

‘Why have you not voted by post?’ (read out four times – once in respect of each contest)

If the question is answered satisfactorily, the Presiding Officer should record the reason and issue tendered ballot papers. 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, tendered ballot papers can only be issued after 5pm.

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

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

‘Did you apply to vote by post as proxy?’ (read out four times – once in respect of each contest)

If the answer is ‘no’, tendered ballot papers must be issued.

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

‘Why have you not voted by post as proxy?’ (read out four times – once in respect of each contest)

If the question is answered satisfactorily, the Presiding Officer should record the reason and issue tendered ballot papers. 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, tendered ballot papers can only be issued after 5pm.