

electoral administration bulletin

The
Electoral
Commission

Contents

UKPGE: Public awareness update – voter resources

Campaign overview and online resources available

Webinars and advice surgeries with our Regulatory Support team

Booking and attendance forms and dates provided

Update on party names, descriptions and emblems

Overview of recent decisions and emblem images.

UKPGE: Call for polling station data

Information for voters about local polling stations

Out of hours contact details

The Electoral Commission is available for urgent queries outside of normal office hours during the election period

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](#).



Issue 350 (Scotland) – 5 June 2024

UKPGE: public awareness update - voter information resources

Our voter registration and voter ID campaigns have now launched across a number of channels. Channels we are using for the campaigns include out of home, digital, print, social media, and cinema. TV and radio advertising will launch next week.

Partner resources

To complement our campaigns, we have produced date-specific resources that local authorities, electoral registration offices and civil society partners can use to promote voter registration and raise awareness of the need for photo ID when voting in person. These resources include information tailored to groups we know are less likely to have an accepted form of photo ID and/or who face other barriers to voting. They include:

- Voter ID booklet
- Voter ID guide for staff
- A5 insert leaflet summarising the voter ID requirement
- Posters
- Social media graphics and template social copy
- Information in various languages and accessible formats
- Template press releases

Resources for working with young people

We have published new [resources](#) to help local authorities, schools, colleges and other youth organisations to support young people to learn about their right to vote ahead of the UKPGE.

These include:

- A lesson plan
- Activities
- School assembly presentation

Reaching British citizens overseas

Our campaign to encourage UK citizens living overseas to register to vote launched earlier this year.

We've created resources to raise awareness amongst people living [overseas](#). These include images for Facebook, Twitter and Instagram, along with suggested social media posts and a template blog.

Our messaging directs people to [gov.uk/register to vote](https://www.gov.uk/register-to-vote). The registration website advises them about voting by proxy (including postal proxy) and postal voting.

We are grateful for your support in sharing the various resources through your channels and networks to amplify our campaigns. If you have any questions about our public awareness plans or resources, please get in touch.

Upcoming webinars and advice surgeries with our Regulatory Support Team

The Electoral Commission will host a webinar for candidates standing at the UK Parliamentary General Election (UKPGE) on 13 June from 1-2 pm. This session will cover candidate spending, donations, and reporting rules for the UKPGE. If you are interested in attending, please register using the form [here](#).

In addition, the Electoral Commission is hosting Advice Surgeries on 18, 19, and 20 June. These 15-minute slots are available for candidates, agents, political party members, and non-party campaigners to ask questions about our guidance for the upcoming UK Parliamentary General Election. If you'd like to book a slot, please fill out the registration form [here](#).

Update on party names, descriptions, and emblems

As per our approach to providing updates on changes made to party names, descriptions and emblems set out in Bulletin 349, below is a summary of the updates we have made since then:

- [Gloucestershire Independents](#) [New Descriptions and Emblem]
- [Newham Independents Party](#) [New Party]
- [Workers Party of Britain](#) [New Descriptions]

No parties have been deregistered since the previous Bulletin.

You can find full details of what amendments have been made in our [list of recent decisions to approve or reject applied-for party names, descriptions and emblems](#).

When receiving nominations, Returning Officers must check that the party name or any description given on a nomination form, as well as the requested emblem, is registered on [the Commission's register of political parties](#) and that the details provided match the registration.

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

To ensure that you are viewing the most up-to-date information, you may need to delete your browser history or refresh the page. If you are unsure how to do this, your IT team should be able to advise you.

Emblem Zip file

A [Zip file](#) of emblem images is available on our website and was last updated on 5 June. You should not use any Zip files downloaded before this date for any purpose. **To ensure that you are using the correct Zip file version, we strongly recommend that you delete all previous versions of the Zip file and download the version that is currently on our website.**

While the Zip file should be used by your printer to prepare ballot papers, it is the information on the Commission's register of political parties that should be used for confirming which emblem and description to print on the ballot papers. You should therefore ensure that you and your printers only download and use the Zip file once nominations have closed.

Please [contact us](#) if you have any queries about the information contained on the registers.

UK Parliamentary general election: call for polling place data

For the UKPGE, we'll be running our election information tool, in partnership with Democracy Club, to help make sure voters have access to accurate and timely information about how and where they can vote.

We need your updated polling place information to make sure voters head to the right polling place. By having this information easily available online, it should help to reduce the number of calls you'll get from voters looking for this information.

Providing your data is straightforward. You can export the data from your EMS, and then upload it using Democracy Club's [easy-to-use tool](#). Alternatively, you can still email it to pollingstations@democracyclub.org.uk.

[Detailed instructions are available for each supplier](#), if needed.

To make sure we have time to add the information, we ask that you send your polling place data as soon as possible, if you've not done so already.

If you'd like to see the polling place finder on your own website, you can embed [our election widget](#).

Out-of-hours advice during the election period

We are once again providing an out-of-hours telephone advice service to deal with urgent electoral administration queries in the run up to and immediately following the UKPGE, and we thought it would be helpful to remind you of how you can contact us.

Contacting us during normal office hours

Our Scotland team will be available between the hours of 08:30 and 17:30 throughout the election period to support you as usual. If you are contacting us during normal office hours, please contact the Scotland team: 0131 225 0200.

Alternatively, you can email us at:
infoscotland@electoralcommission.org.uk.

Contacting us outside of normal working hours

Our out-of-hours urgent advice service is now operational and includes weekends throughout the election period. Evening cover will be from 17:30 until 21:00 and weekend cover from 10:00 until 16:00.

Additionally, there will be 24-hour cover available on polling day, and weekend cover over Saturday 6 July and Sunday 7 July.

We can be contacted out-of-hours by calling: 07917 038549.

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