

London Mayor and Assembly elections  
1 May 2008

# Supplementary Notes for Presiding Officers



## Equipment for your polling station

**Tuesday** onwards – polling station signs put on lamp posts, etc

**Tuesday** – delivery of booths and noticeboards (plus ramps, tables, etc where needed)

**Wednesday** – delivery of kit and ballot boxes, and “how to vote” pop-ups.

The ballot boxes contain the ballot papers. The boxes will be labelled and numbered. They will be in sealed, clear plastic bags. These bags will be reused at close of poll.

Most stations will have 2 ballot boxes made up.

**Make sure you have the correct kit and ballot box(es) for your polling station.**

## Preparing ballot papers for issuing

Remove all of the ballot papers from the box(es). If you have 2 boxes, the Mayor papers should be split across both of them.

All ballot papers are “live” – the official mark is printed on them. So store them securely out of reach of voters.

The ballot paper account shows you the range of ballot paper numbers at your station. Check you have them all.

Remember – you need a matching set of ballot papers for each contest, and this must match the Corresponding Numbers List.

During the day you should prepare matching sets ready for issue. It will help if you rubber-band the ballot paper books with their CNL.

Every book should be checked for numbering and correct printing before it is given to the issuing table.

Make sure all your books are for West Central constituency.

The 3 sets of Tendered ballot papers should be put aside in a secure place during the day.

**Never issue a Tendered paper unless you speak to Electoral Services.**

## Sealing the ballot box

The bottom of the box(es) has already been sealed.

Firstly, fold down the back of the box. Then fold down the top and fix in the tab.

Place a purple security seal over this tab. Seals are in section 12 of the concertina.

Add the chute to the front of the box. Chutes will be in the Kit Box.

Remember – record the “sealing moment” on page 2 of the Log Book.

**Do NOT seal all the boxes before 7am.** You should only prepare the first box. If you need to use another box during the day, only seal it just before you need to. **This overrides the instruction on page 16 of the Handbook.** Remember to record the second “sealing moment” in the Log Book.

The ballot box should take 2,100 ballot papers – this is 700 voters. So not panic and close down a box too early!

When you close a box, remove the chute. Fold down the front of the lid and slot the tab in. Place a purple security seal over this tab.

Obviously, store any full boxes in a secure place during the day.

## Script for issuing ballot papers

This worked well at poll clerk training – but obviously poll clerks should be a bit more knowledgeable!

### **What No.1 does/says**

Greet with smile

“Good morning, etc”

**If poll card is handed over**, take it to look up voter in register.

Place card FACE DOWN (this should catch any impersonation!)

“Please confirm your name and address”

*If voter refuses to confirm – call PO to put the official questions*

### **If voter does not have poll card**

Greet with smile

“Good morning, etc”

“Do you have your poll card?”

“No, you don’t need it to vote”

“What’s your address?”

Look it up

“Please confirm your name”

Write elector number on CNL  
Tell No.2 the ballot paper number(s)

While No.2 getting papers out of book....  
Offer card back  
“Thank you”

“The tellers will ask for your number when you go out” or,  
“It has your personal details – best for you to take it away”

### **What No.2 does/says**

Hears the ballot paper number(s) from No.1

Carefully takes papers from book checking all 3 have correct number  
“Please take your ballot papers to the booth over there” – points  
“Please DON’T FOLD the papers”  
“Post them FACE DOWN in the ballot box here” – points/touches

*What if they want explanation?*

“The ballot papers/booth notice/”how to vote” pop-up tells you how to mark your papers”, or

“Ask my colleague over there” – point to Presiding Officer/Deputy/spare clerk

### **Corresponding Numbers List**

Remember – each voter should get a set of ballot papers with the same ballot paper number.

If you get a spoilt paper, someone only wants the Mayor paper, etc **and you are unsure** don’t hesitate to phone Electoral Services.

Remember – ALL spoilts/cancelleds/declineds go into the single Envelope 2A. This envelope is in section 2 of the concertina.

The CNL is a “live” document – as they are finished put them in Envelope 9 in a secure place.

### **Clerical errors**

A clerical error is when the Office has received registration information, but has not processed it. A clerical error is not a matter of the resident failing to fill in a registration form.

**A misspelling of a voter's name is not a clerical error.** You can still issue ballot papers if it is clearly the same person. You could put the Official Questions.

Is the resident at the right issuing table (in the bigger stations)?  
Is the resident in the right polling station? – use your Polling Station Finder to redirect them.

Always give the resident a voter registration form. If they complete it in the station you can return it in the Log Book.

If someone is adamant they should be registered give them a direct phone number for the Office – don't use 020 8753 4466.

The list for clerical errors is at the back of the register (on the second or third issuing table in bigger stations). This is part of the register and needs to be returned in the same way at close of poll.

If there is a genuine clerical error we will phone you with the new elector number. **You will NEVER add someone to this list unless told to by Electoral Services.**

## **Close of Poll**

**No ballot paper is to be issued after 10pm. "Issued" means there is a line in the register against the voter's name.** Complete the last page of the Log Book.

Seal the ballot box.

Collapse any unused ballot box so it is flat – we do not want a sealed ballot box of fresh air!

Using a marker pen number the used ballot box label(s)

Eg    1 of 1            1 of 2            1 of 3  
                          2 of 2            2 of 3  
    3 of 3

Seal the bag for handed-in postal votes and tape it to the side of ballot box 1.

**During the day you should have put the ballot paper stubs in Envelope 5 – writing on "100", "101", "99" etc**

Remove the stubs from the last partially used ballot paper books.

Take all the spoilt/cancelled/declined papers from Envelope 2A. Sort them by contest and count them for the ballot paper accounts. Replace the papers and seal Envelope 2A.

Using the ballot paper stubs complete the ballot paper accounts.  
There is an account for each contest, and they are colour-coded.

Place ALL the accounts in a single Envelope 7 (discard the other two No 7s) and tape it to the top of ballot box 1.

The unused ballot papers (ordinary and tendered) go in Packet 2. This is the large white paper bag. Use the label from you "Pakflatt" pack. There is one Packet 2 for each contest.

Remove all the register pages from the folder(s) plus the Clerical Error list and seal in Envelope 4.

Other official papers go in the appropriate Envelopes.

**At the end you should have the following to return to Hammersmith Town Hall.**

Sealed ballot box(es) with Envelope 7 taped on top, and handed in postal votes bag taped on side.

Collapsed unused ballot box(es)

Clear plastic sack of Official Envelopes 2 to 10

Clear plastic sack of stationery eg concertina, register folder, etc

Empty Kit Box

Orange sack of rubbish

Any mobile phone/keys provided by Electoral Services.

NB – there is no need to remove the 8'x4' banners from the noticeboards. These will be collected with the booths, ramps etc by the Removals Team on Friday.