Supporting Scottish council elections

The Electoral Commission

A quick guide for polling station staff

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?



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

Letters	Who
No letters	Ordinary electors
No letters + N	Anonymously registered electors
G or G+N	Certain citizens of EU member states
K or K+N	Certain citizens of EU member states
L or L+N	Peers

Who cannot vote at the polling station?

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

Letters	Who
A or A+N	Postal voters
E or E+N	Overseas peers
F or F+N	Overseas electors
U or U+N	Certain citizens of EU member states

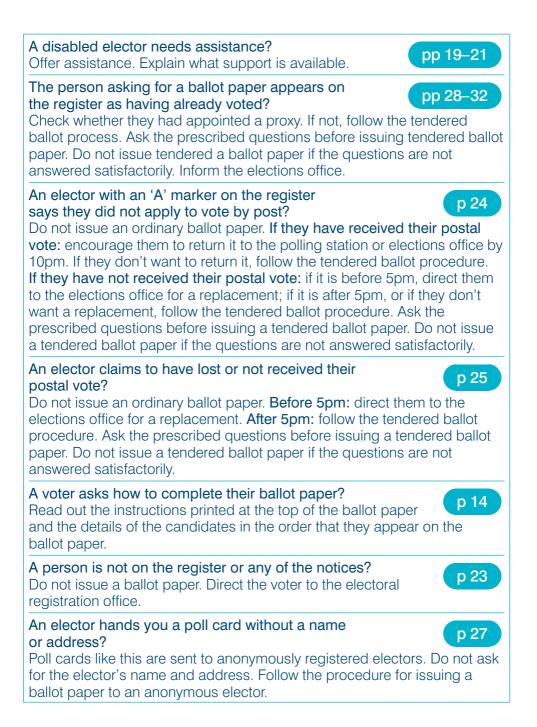
Stage 1 – checking the voter	Greet the elector and ask them to state their name and address.
	Confirm that they are eligible to vote at the election by checking their register entry.
	Draw a straight line against (but not through) the voter's entry in the register.
	Read out their name and elector number (which includes the polling district reference) from the register.
Stage 2 – issuing the ballot paper	Write the elector number on the corresponding number list alongside the relevant ballot paper number.
	Ensure that the ballot paper to be issued bears the official mark.
	Fold the ballot paper along the pre-scored line, then hand it to the voter unfolded . Ask them to re-fold it along the pre-scored line once they've marked their ballot paper in the polling booth.
Stage 3 – voting	The voter marks the ballot paper in the privacy of the polling booth.
	Ask the voter to show you the ballot paper number and unique identifying mark on the back of the ballot paper before they place it in the ballot box.

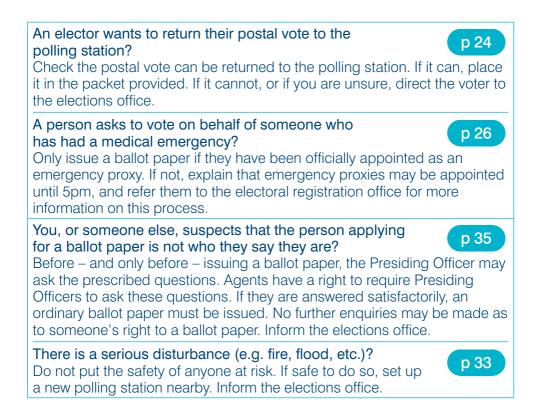
What if...

The key-holder has not arrived? p 6 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. Polling must begin at 7am. An elector spoils a ballot paper? p 14 Cancel the spoilt ballot paper. Place it in the appropriate envelope, write 'cancelled' on the corresponding number list and issue the elector with another ballot paper. An elector cannot gain access to the polling station?

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

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Contact details

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