



East Midlands Combined County Authority

Election of Mayor for the East Midlands - 2 May 2024
Briefing for prospective candidates

Presented by: Melbourne Barrett - Combined County Authority
Returning Officer

Topics covered today

- who's who
- the role of the Mayor
- key dates of the election timetable
- public health principles
- qualifications
- disqualifications
- nominations
- agents
- postal votes
- campaigning
- polling day
- counting and collation of votes
- candidate spending
- contacts

Who's who

- The **Combined County Authority Returning Officer (CCARO)** is the person responsible for the overall conduct of the election including managing the nomination process, producing the mayoral booklet and statutory notices and for the calculation and declaration of result. The CCARO is **Melbourne Barrett, Chief Executive Nottingham City Council**.
- The **CCARO** is also responsible for liaising with and coordinating the work of **Local Returning Officers** within the combined county authority area.
- Each of the local councils within the Combined County Authority area have a Returning Officer who becomes the **Local Returning Officer** for the mayoral election and is responsible for conducting the poll and counting the votes in their council area.
- Polls for the Police & Crime Commissioner elections in Derbyshire and Nottinghamshire will be combined with the poll for the mayoral election and the **Police Area Returning Officers (PAROs)** have responsibility for these elections. The PAROs are **Emily Feenan (Derbyshire)** and **Kath Marriott (Nottinghamshire)**
- The **Electoral Registration Officers** at the constituent councils are responsible for maintaining the register of electors and lists of absent voters in their council area.
- Contact details are provided later.

The role of the Mayor of East Midlands Combined County Authority Mayor

- The EMCCA will work with councils across Derbyshire, Nottinghamshire, Derby and Nottingham to deliver the best possible outcomes for the residents and businesses.
- As part of the devolution deal, the EMCCA must have a directly elected mayor. The Government believes a Mayor means clearer accountability over local powers, functions and funding. A key part of the role is to act as an advocate and global ambassador for the Combined County Authority area and the 2.2 million residents who live here.
- The Mayor leads the Combined County Authority, working with partner councils, business representatives and stakeholders on areas like transport, housing, regeneration, employment and skills, economic investment and the net-zero ambition.
- The Mayor's term of office will run for four years.

Statutory election timetable

Event	Date
Publish Notice of Election	26 March
Delivery of nominations	10am-4pm on any working day from 27 March until 4pm on 5 April
Close of nominations and deadline for receipt of Candidate Address and notification of Election Agent	4pm on 5 April
Publication of Statement of Persons Nominated	No later than 4pm on 8 April
Deadline for registering to vote	16 April
Deadline for new applications to vote by post and for changes to existing absent voting arrangements	5pm on 17 April
Publication of Notice of Poll	No later than 24 April
Deadline for applications to vote by proxy	5pm on 24 April
Appointment of Polling, Counting and Sub-agents	25 April
Polling Day	2 May 7am – 10pm
Deadline for emergency proxy vote applications	5 pm on 2 May

Other key dates in the election process

Event	Date
Poll cards despatched	26 March
Mayoral booklet despatched	Postal voters 12 April Polling Station Voters 16 April Late additions 22 April
Postal votes despatched (existing postal voters)	17 April
Postal votes for new postal voters (those applying to vote by post up to deadline on 17 April)	22 April
Counting of votes and declaration of results	3 May
Candidate expenses returns	7 June

Qualifications and Disqualifications

Qualifications

- To be able to stand candidates must be:
 - at least 18 years of age on the day of nomination
 - a British citizen, an eligible Commonwealth citizen or a citizen of any member state of the European Union
- and also meet at least one of the following:
 - You are, and will continue to be, registered as a local government elector within the combined county authority area from the day of your nomination onwards.
 - You have occupied as owner or tenant any land or other premises within the combined county authority area during the whole of the 12 months before the day of your nomination and the day of election
 - Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been within the combined county authority area
 - You have lived within the combined county authority area during the whole of the 12 months before the day of your nomination and the day of election

Qualifications and Disqualifications

Disqualifications

A person **cannot** be a candidate if on the day of nomination **and** on polling day they:

- are **employed by the combined county authority or a constituent council** or hold a paid office under the combined county authority or constituent council. Candidates may be 'employed by or on behalf of the combined county authority or a constituent council' if they work at certain schools, fire services or health services
- hold a **politically restricted post**
- are the subject of a **bankruptcy restrictions order or interim order**
- have been sentenced to a **term of imprisonment of three months or more** (inc. suspended sentence) without option of a fine, during 5 years before polling day
- are serving a disqualification due to being found **guilty of a corrupt or illegal practice by an election court**
- are subject to the notification requirement of or under **Part 2 of the Sexual Offences Act 2003**.
- **For polls on or after 2 May 2024** - You have been **convicted of an intimidatory criminal offence** motivated by hostility towards a candidate, future candidate or campaigner or holder of a relevant elective office.
- A person may be disqualified from being or becoming a member of certain authorities following a conviction under the Localism Act 2011

Candidates who are sitting councillors

- A person cannot sit as both a combined county authority mayor and a local councillor of a constituent council.
 - If you are already an elected councillor and are subsequently elected as combined county authority mayor, your office as councillor will become vacant.
 - A constituent council means a county council for an area within the combined county authority area, or a unitary district council for an area within the combined county authority area.

Nominations –
to be
submitted by
no later than
4pm on 5 April

Nomination Papers

Nomination papers comprise of three separate documents :

- the **nomination form**
- the **home address form**
- the **consent to nomination**

All three must be submitted by no later than **4pm – 5 April** together with the deposit of £5,000

These must be delivered by hand – original documents only

Candidates standing for a political party will also need to submit, at **the same time**

- a certificate authorising you to use a particular description and signed by (or on behalf of) the party's nominating officer
- **And** if you want to use a party emblem on the ballot paper - a written request signed by you

These can be delivered by hand or post but must be original documents only – cannot be sent electronically

The Nomination Papers

- **Good Practice**
- Take care when completing your nomination papers, as mistakes may invalidate your nomination.
- Read the Electoral Commission guidance and before arranging to deliver the papers, go through the checklist provided with the nomination paper to double-check.
- Complete nomination papers early and contact us to make an appointment for an informal check/delivery appointment. Contact details are in the nomination pack and at the end of this presentation.
- The nomination form, home address form and consent to nomination must be delivered by hand and cannot be submitted by post, fax, email or other electronic means.

The Deposit

- Each candidate must deposit £5,000 with the CCARO at the same time as submitting the nomination papers in order for them to be valid.
- This can be made using:
 - Cash (legal tender)
 - UK banker's draft
 - Bank or Building Society cheque (not a personal/business cheque)
 - Bank Transfer
 - Debit/Credit *

For more information on how to pay the deposit, please contact the CCARO's office.

- Deposits will be returned to candidate who poll at least 5% of the valid votes across the combined county authority area

* Please note a fee may be charged by the bank or credit card company for card payments

The Nomination Form (Form 1a)

- Include your **full name**
- **Commonly used name (optional) – Changes for elections on or after 2 May**

In addition to using a commonly used name different to their actual name, candidates can now use a commonly used forename or surname if they use one or more of their names in a different way to their actual name e.g supressing a first name or middle name or reordering a name
- **Candidates Description**

if you are a party candidate

 - registered party name or registered description (exactly as authorised by the certificate of authorisation)

if you are an independent

 - the description 'Independent' (or you may stand without a description)

The Nomination Form (Form 1a)

Enter **East Midlands**

Enter **surname in full**

Enter **commonly used name** (if necessary)

Wet ink Signatures from Proposer, Seconder and 98 other local government electors and print as signed

1a – Nomination paper		Office use only			
Combined county authority mayoral election		Date received	Time received	Initials	No
ELECTION OF MAYOR for the Combined County Authority of:					
Date of election:					
We, the undersigned, being local government electors for the said combined county authority area do hereby nominate the person whose name appears below as a candidate at the mayoral election.					
Candidate's Details					
Candidate's surname					Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full					
Commonly used surname (if any)					
Commonly used forenames (if any)					
Description (if any) Use no more than six words (see note 5)					
	Signature	Print name	Local authority	Electoral number	
				Polling District	Elector Number
Proposer					
Seconder					
We the undersigned being electors for the [insert name of combined county authority] county combined authority do hereby assent to the foregoing nomination					
1					
2					
3					
4					
5					
6					
7					

Enter **2 May 2024**

Enter **forename(s) in full**

Enter **party name, Independent or blank**

Enter **Local Authority name Polling District code & elector number**

To be submitted by hand

The nomination form

- Required number of subscribers is 100 - with at least 10 subscribers from each constituent council
- Must sign and print their names - check their details in the electoral registers - they must be included in the register on 1 March 2024
- The Local Authority Name and correct electoral number (including polling district letters) is required
- Only ask subscribers to sign after completing the name and description fields on the form.
- Data protection requirements – make sure subscribers know what their personal data will be used for - their names must be included in the Notice of Poll

Home Address Form (Form 1b – Part 1)

Complete the top section the same as Form 1a

1b – Home address form	Office use only			
Combined county authority mayoral election	Date received	Time received	Initials	No
ELECTION OF MAYOR for the Combined County Authority of:				
Date of election:				

You must complete Part 1

Only complete Part 2 if you do not wish your home address to be made public

Enter full home address

Part 1: To be completed by all candidates		
Full name of candidate		
Home address (in full)		
Qualifying address: Add your qualifying address or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).		
Qualifications that apply (tick those which apply)	Address	
(a) I am registered as a local government elector within the area of the combined county authority named above	<input type="checkbox"/>	
(b) I have during the whole of the preceding 12 months occupied as owner or tenant of the following land or other premises in the area named above	<input type="checkbox"/>	
(c) my principal or only place of work during the preceding 12 months has been in the combined county authority area named above	<input type="checkbox"/>	
(d) I have during the whole of the preceding 12 months resided in the combined county authority area named above	<input type="checkbox"/>	
Witness details		
Full name of the person who will witness the candidate's consent to nomination form		
Full home address of the person who will witness the candidate's consent to nomination form		

Tick the box for any of these that apply and enter the full address in each case.

Full name and address of person witnessing, same as on consent to nomination form

Enter full name
Enter full address within the combined authority where:

- a) registered to vote
- b) owner/ tenant of land/premises
- c) principal or only place of work
- d) resided in the last 12 months

To be submitted by hand

Home Address Form (Form 1b – Part 2)

Enter the name of the district your home address is situated i.e. **Nottingham City** (if your home address is in the UK)

Candidate signs and dates (wet ink signature)



Part 2: To be completed only if you do not wish your home address to be made public.	
Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.	
If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot paper.	
Statement: I require my home address not to be made public	
The relevant area my home address is situated in:	(insert name of relevant area) ²
OR	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)
Signature of candidate (only required where Part 2 above has been completed)	
Candidate's signature:	
Date:	

Deliver both Parts 1 and 2 with the nomination paper to the **Combined County Authority Returning Officer** by no later than **4pm** on the last day to deliver nominations

² the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

- **For home addresses in England:**
 - if the address is within a district for which there is a district council, that district;
 - if the address is within a county in which there are no districts with councils, that county;
 - if the address is within a London borough, that London borough;
 - if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
 - if the address is within the Isles of Scilly, the Isles of Scilly
- **For home addresses in Wales:**
 - if the address is within a county, that county;
 - if the address is within a county borough, that county borough
- **For home addresses in Scotland:**
 - the local government area in which the address is situated
- **For home addresses in Northern Ireland:**
 - the local government district in which the address is situated

Note: The relevant area should be given in the format described above and is not the ward or parish, nor should the local authority name be given in full

Or enter the name of the country in which your home address is situated (if you live outside the UK)



To be submitted by hand (even if not completed)

Consent to Nomination Form 1c

Strike through any qualifications that do not apply.

The qualifications that you use here MUST match those in part 1 on form 1b

Candidate must be over 18 on the day of submission

1c – Candidate’s consent to nomination		Office use only			
Combined County mayoral election		Date received	Time received	Initials	No
*You must declare that you meet at least one of the listed qualification(s) below and may declare more than one qualification if applicable. To do this, strike through any that do not apply. Any qualification(s) that apply must match the information given on your home address form.					
Date of election:					
I (name in full):					
hereby consent to my nomination as a candidate for election as the mayor for the:	(Insert name of the combined county authority)				
I declare that on the day of my nomination I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that:					
*a. I am registered as a local government elector within the area of the combined county authority named above; or					
*b. I have during the whole of the 12 months preceding that day or those days occupied as owner or tenant land or other premises in the area named above; or					
*c. my principal or only place of work during those 12 months has been in that combined county authority area; or					
*d. I have during the whole of those 12 months resided in the area named above.					
I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, paragraphs 8 or 9 of Schedule 2 of the Levelling-up and Regeneration Act 2023 or section 34 of the Localism Act 2011 or section 30 of the Elections Act 2022 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.					
Note 1: A candidate who is qualified by more than one qualification may complete any of those which may apply.					
Note 2: Disqualifications set out under paragraph 9 of Schedule 2 to the Levelling-up and Regeneration Act 2023 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.					
Candidate’s date of birth:		Candidate’s signature:		Date of consent:	
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.					
Witness name in full (Write clearly):					
Witness’s signature:					

Complete this section as before including full name

Sign and date. Date cannot be earlier than 1 month prior to nomination deadline

Must be same witness as on form 1b

To be submitted by hand
Legislation pages 2 -6 must also be submitted

Certificate of Authorisation (Party Candidates Only)

Registered Party Descriptions can be found at <https://search.electoralcommission.org.uk>

2 – Certificate of authorisation	Office use only			
	Date received	Time received	Initials	No
Combined county authority mayoral election				

To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the registered joint description to be used).

This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to issue it on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website:

<http://search.electoralcommission.org.uk>

Details of candidate to be authorised and the allowed description/party name			
Combined county authority name:		Date of election:	
The candidate (name in full):			
Name of political party:	Political party registered with the Electoral Commission		
I hereby certify that the candidate may include the following registered description or party name in their nomination form:			
Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			
Name of person signing this form:			
Date:			

This form must be delivered to the Combined County Authority Returning Officer by no later than **4pm** on the last day to deliver nominations

Complete this section as before including full name



Signed in wet ink by or on behalf of Nominating Officer (original form no photocopies or scanned forms)



Party name as shown on EC website



Party name or one of the registered party descriptions. Must match the description on Form 1a



To be submitted by hand or post

Request for Party Emblem Form (Party Candidates Only)

3 – Request for a party emblem	Office use only			
Combined county authority mayoral election	Date received	Time received	Initials	No

This form is for a **candidate of a political party** who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

Party emblems are listed on the Electoral Commission's website:
<http://search.electoralcommission.org.uk>

This form must be signed by the candidate.

Candidate's request for use of an emblem	
Combined county authority name:	Date of election:
Candidate name in full:	
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):	
Emblem to be used (Please use name or description as on the Electoral Commission's website):	
Candidate's signature:	
Date:	

This form is only effective if delivered for a candidate standing on behalf of a political party to the Combined County Authority Returning Officer by no later than 4pm on the last day to deliver nominations.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that you are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.

To be submitted by hand or post

Complete this section as before including full name

Signed and dated by the candidate

This should match the emblem name registered with EC

Notification of Election Agent

Enter candidates full name



Enter agents full office address



Election Agent contact details



4 – Notification of an election agent		Office use only			
Combined county authority mayoral election		Date received	Time received	Initials	No
Combined county authority name:					
Date of election:					
Candidate's notification of their election agent					
I, (Candidate name in full):					
Hereby declare that the name and address of my election agent					
Agent's name:					
Agent's address in full					
The office address of my election agent to which all claims, notices, legal process and other documents may be sent is:					
Agent's office address (in full):					
Candidate's signature (or of person authorised to act on behalf of candidate):					
Date:					
Confirmation of acceptance by election agent					
I [agent named above] confirm my acceptance as the election agent for the above named candidate.					
I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.					
Agent's signature:					
Date:					
Agent's other details in case of query (optional – will not be published)					
Home telephone:					
Work telephone:					
Mobile telephone:					
Email address:					

Return to the Combined County Authority Returning Officer by no later than **4pm** on the last day to deliver nominations.

To be submitted by hand or post

Complete top section the same as Form 1a



Enter agents name and full address



Signed and dated by the candidate



Signed and dated by the election agent



Election Agent

- Responsible for the proper management of your election campaign; particularly its financial management.
- Appointment form must reach the CCARO by **4pm 5 April 2024** – form included in nomination pack
- Form requires agent address and an office address – to which all claims, notices, legal process and other documents may be sent. Office address can be the same as home address but note:
 - Office address must be within the combined county authority area
 - Office address will be published in the Notice of Election Agents
 - Candidates acting as own agent who do not provide an office address – home address will be published in the Notice of Election Agents
- You will become your own agent by default if none is appointed.
- In addition to official documents being sent to the agent's office address, the CCARO may also correspond by email

Candidates election address

- Candidates are entitled to make a campaign statement known as an election address for publication in a booklet produced by the CCARO. The booklet is delivered to every elector in the combined county authority area.
- An election address can only contain matters relating to the election and **must**
- be delivered to the CCARO by **4pm on 5 April** with an additional payment of **£5,000** for a contribution towards the production costs.
- contain a statement confirming that it has been prepared by the election agent.
- include the name and address of the election agent.
- include the candidate's name and address or if the candidate has completed part 2 of the home address form, the relevant electoral area must be included instead of their address
- The CCARO decides on the order the campaign addresses appear in the booklet by drawing lots.
- This will be carried out at a further briefing session which will take place after the close of nominations at **6pm on 5 April**.
- Payment methods the same as for the deposit.

Candidates election address

- An election address **must not**
 - contain any advertising material (other than material promoting the candidate as a candidate at the combined authority mayoral election).
 - contain any other material appearing to the CCARO to be included with a view to commercial gain.
 - contain any material referring to any other candidate
 - contain a party description unless prepared on behalf of an authorised candidate i.e. candidate's nomination was accompanied by a valid certificate of authorisation)
- Please refer to CCARO guidance in the nomination pack and EC guidance for full details of requirements of the campaign address.
- The CCARO must consider whether all requirements have been complied with. If any requirement has not been complied with the CCARO must not include the election address in the booklet.
- Please see additional Mayoral booklet guidance for candidates.

Notification of Sub-Election Agent

Enter sub-agents name and full address

Signed and dated by election agent

Sub-election agent contact details

5 – Notification of a sub-election agent	Office use only			
Combined county authority mayoral election	Date received	Time received	Initials	No
Date of the election:				

The **election agent** may appoint one or more sub-agents to act within the combined county authority area but each must have a separate area. Sub-agent areas **must not overlap**.

Candidate name:			
Details and extent of sub-agent			
Name of sub-agent			
Sub-agents address in full to which all claims, notices, legal process and other documents may be sent is: (this may be an office or home address or could be a local party office or other office especially set up for the election)			
Extent of appointment (describe area, e.g. council name):			
Election agent signature			
I declare the above named person to be a sub-agent			
Signature of election agent:		Date:	
Confirmation of acceptance by agent signature (optional)			
I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.			
I confirm my acceptance as sub-agent for the above named candidate			
Signature of sub-agent:		Date:	
Sub-agent's other details in case of query (optional – will not be published)			
Home telephone:			
Work telephone:			
Mobile telephone:			
Email address:			

Deliver this form to the Combined County Authority Returning Officer by the fifth working day before the poll.

To be submitted by hand or post

Enter candidates name

Enter the area that the sub-agent has been appointed to

Signed and dated by sub-election agent

Sub-agents

- **The election agent** may appoint **sub-agents** to act on their behalf within the combined authority area:
 - areas of appointment must not overlap
 - can attend proceedings **instead of** the election agent – only in the area to which they have been appointed and only in place of the election agent. While the election agent is present they may not attend.
 - office of the sub-agent must be in the area within which they appointed to act
- The agent must give written notice to **the CCARO** by 25 April

Other agents

- Other agents can be appointed to attend postal vote opening, polling stations and the count on your behalf:
- Forms for appointing these agents in each area will be supplied at the next briefing after close of nominations and will specify the number that you can appoint.
- Completed forms for polling and counting agents to be returned to relevant **Local Returning Officer** by 25 April
- Completed forms for appointment of postal voting agents attending a particular opening session must be returned to relevant **Local Returning Officer** by the start of the sessions.

Access to electoral registers/lists of absent voters

- Requests for these documents can only be made once you are officially a candidate i.e. 26 March (publication of Notice of Election date) or the day you declare yourself as a candidate.
- Request forms are in the nomination pack – completed forms should be returned to the Local Electoral Services office – not to the CCARO

Only use data for permitted purposes:

- to complete the nomination form
- to help you campaign
- to check that donations / loans are permissible
- It is an offence to breach these restrictions

Postal voting

- Postal votes despatch dates: **17/18 April and 22 April**
- Mayoral booklet despatch dates:-
 - **12-15 April** (postal voters) to arrive before postal packs despatched
 - **16-22 April** (polling station voters)
 - **after 22 April** (late additions to register)
- Postal voting packs will be combined for the Combined County Authority Mayoral and the Police and Crime Commissioner elections
- Each LRO responsible for arranging opening sessions – more details will be provided to validly nominated candidates at the next briefing after the close of nominations

Postal voting – Code of Conduct and Handling Rules

Code of Conduct

- The CCARO, PARO and Chief Constables would like all candidates, agents and campaigners to follow the code of conduct, and agree to:-
 - **Never encourage a postal voter to have their ballot paper re-directed to another address**
 - **Never handle anyone else's postal voting documents***
 - **Never observe electors completing their ballot paper**

Campaigning

- do use imprints on all your campaign material, including websites, emails and social media – more advice in EC Guidance as well as a list of electoral offences that you must avoid
- do comply with planning rules relating to advertising hoardings and large banners.
- do make sure outdoor posters are removed 2 weeks after the election.
- do not produce material that looks like a poll card.
- do not pay people to display your adverts (unless they display adverts as part of their normal business).
- Ensure your campaigners and agents follow the Code of Conduct for campaigners - campaigners are an essential element of a healthy democracy, but their activities should not bring into question the integrity of the electoral process.

Campaigning/ behaviours outside polling stations:

- You are allowed to put your messages to voters on polling day, including public spaces outside polling places.
- Keep access to polling places and the pavements around polling places clear to allow voters to enter.
- No campaigning materials are allowed in the grounds of the polling place
- Tellers should remain outside the polling station unless voting themselves
- Tellers can wear rosettes with party or candidate name but no slogans
- Teller can ask voters for information before or after they leave the station
- Tellers may also remind voters as they approach that they need to provide photo ID but must not ask to see it
- For a full list of Tellers Do's and Dont's see the EC guidance

Polling day

- Situation of Polling Stations Notices will be published by **24 April**
- Polling stations open **7am – 10pm**
- All polling stations will have combined polls taking place.
- Queries about polling station issues to relevant electoral services teams
- All polling stations should be accessible for all voters
- To assist voters with disabilities a range of measures are in place including, a low level booth, a tactile template, magnifiers, pencil grips and large print ballot papers. For details of what is available in each area contact the Local Returning Officers.

Elections Act - Voter ID

- Electors will have to show an approved form of photo identification before voting in a polling station, samples below – full list available at

[Accepted forms of photo ID | Electoral Commission](#)

Photographic ID	Can it be used to vote?
Passport	✓
Driving License	✓
Work/student passes	✗
Immigration document	✓
PASS card	✓
Photocopies of ID documents	✗

The photo ID does not have to be in date but must still be a true likeness

Elections Act - Voter Authority Certificates

- Electors with no valid photo ID, can apply to the Electoral Registration Officer for a free Voter Authority Certificate (VAC) up until **5pm Wednesday 24 April**
- The application is similar to registering to vote with the addition of a photograph
- Electors can apply online, by post or in person at the Electoral Services Office
- Alternatively the elector can apply to vote by post by **5pm Wednesday 17 April**

Elections Act - Handing in Postal Packs

- The number of postal votes that can be handed in at a polling station at any one time has been restricted to an electors own and up to 5 additional packs
- Each person handing in a postal pack at a polling station must complete a form
- If the amount is exceeded, then all packs will be rejected apart from the electors own pack
- These handing rules also apply to the council offices
- For information about where postal packs can be handed in – contact LROs directly.

Counting and collation of votes

- The counting method for this election is 'First Past The Post' which replaces the supplementary vote system (SV).
- Verifications and counts will be conducted locally.
- Local Returning Officers will be verifying either overnight on Thursday 2 May or first thing on **Friday 3 May** prior to the start of the counts. Details will be supplied after close of nominations to validly nominated candidates
- Mayoral Counts will commence no later than **12noon on Friday 3 May**
- The CCARO will collate the results at the **Lexus Nottingham Tennis Centre.**
- CCARO will collate totals, calculate and declare the results at the count venue attendance in the results hub area is restricted to candidates and one person chosen by each candidate, election agents (or sub-agent if they are not present)
- no counting agents allowed

Candidate spending

- Defined as certain expenses ‘used for the purposes of the candidate's election’ during the ‘regulated period’.
- Responsibility of election agent
- The election agent is responsible in law for the return, but the candidate must also submit a declaration that the return is correct and therefore should also know the rules.
- Spending return due date – **7 June 2024**
- You must keep within the spending limit during the regulated period. You must keep a record of your spending on items and services you use during the regulated period, and donations you receive towards that spending.
- Questions on spending should be addressed to the Electoral Commission – not CCARO or LRO.

Candidate spending limit

- The spending limit that is set out in legislation and is calculated using a fixed amount of £3,040 multiplied by the total number of constituent councils plus 8p for every entry in the register of electors to be used at the election.
- $£3,040 \times 4 = £12,160$ plus 8p per elector (1,625,717) = £142,217.36
- comprehensive guidance is included in the Commission's guidance for candidates and agents.

Useful contacts

	Email	Telephone
Electoral Commission	infoengland@electoralcommission.org.uk	0333 103 192
Electoral Commission - Party and Election Finance	péf@electoralcommission.org.uk	
Elections team	elections@nottinghamcity.gov.uk	0115 876 4111