



## EUROPEAN PARLIAMENTARY ELECTION

### INFORMATION PACK FOR ELECTION AGENTS



If you have any questions please contact:

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## **This Guide Contains. . .**

- ❖ Contact details for Dudley Metropolitan Borough
- ❖ General information in relation to the election
- ❖ Notice of time and place for opening of postal votes
- ❖ Notice of time and place for Verification of Votes
- ❖ Notice of time and place for Verification of the Unused Ballot Papers
- ❖ Notice of time and place for Counting of Votes
- ❖ Requirement of Secrecy
- ❖ Notice of Appointment of Agents to attend postal vote opening
- ❖ Notice of Appointment of Agents to attend the Verification of Votes
- ❖ Notice of Appointment of Agents to attend the Counting of Votes

# **CONTACT DETAILS FOR DUDLEY METROPOLITAN BOROUGH**

## **Regional Returning Officer**

Kate Charlton  
Council House, Birmingham, B1 1BB

## **Local Returning Officer**

Sarah Norman  
Council House, Priory Road, Dudley, DY1 1HF  
Email: [sarah.norman@dudley.gov.uk](mailto:sarah.norman@dudley.gov.uk)

## **Elections Manager**

Alison Malkin  
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Email: [alison.malkin@dudley.gov.uk](mailto:alison.malkin@dudley.gov.uk)

## **Electoral Services Team**

01384 81  
Email: [elections.cexec@dudley.gov.uk](mailto:elections.cexec@dudley.gov.uk)

## GENERAL INFORMATION

### 1. Polling Stations

There are a total of 182 polling stations in Dudley Metropolitan Borough, the enclosed listing gives details of locations.

### 2. Absent vote applications

- The deadline for receipt of postal vote applications was 5pm on Wednesday 8<sup>th</sup> May 2019.
- Postal votes were issued by first class post, to all electors who had applied for a postal vote by Thursday 25<sup>th</sup> April, on Tuesday 7<sup>th</sup> May 2019.
- A final issue of postal votes was sent by first class post, to all electors who applied to vote by between 26<sup>th</sup> April and 8<sup>th</sup> May 2019 on Friday 10<sup>th</sup> May 2019.
- Any elector who wishes to appoint a proxy to vote on their behalf must do so in writing by 5pm on Wednesday 15<sup>th</sup> May. Proxy voting application forms are available from the Electoral Services Office, forms can also be downloaded from [www.dudley.gov.uk](http://www.dudley.gov.uk) or [www.yourvotematters.co.uk](http://www.yourvotematters.co.uk)
- Anyone taken ill or finds that they are working away after 5pm on Wednesday 15<sup>th</sup> May 2019 may be eligible to apply to appoint a proxy to vote on their behalf – details available from Electoral Services
- The code of conduct for political parties, candidates and canvassers about handling postal vote applications and postal ballot papers. This has been agreed at national level by the three main political parties and has been issued jointly by the Association of Chief Police Officers and the Electoral Commission a copy of the guide can be downloaded from [www.electoral.commission.org.uk](http://www.electoral.commission.org.uk)

### 4. Polling Stations, Postal Vote Opening, The Verification and the Count

Every person attending the above proceedings must be given a copy of the provisions of the requirement of secrecy. I include a copy for your information.

### 5. Tellers

I enclose a summary of the guidance issued by the Electoral Commission for Tellers, the full copy can be found at [www.electoral.commission.org.uk](http://www.electoral.commission.org.uk)

## 6.Verification Venue

Verification of the Votes will commence at 10:15pm on Thursday 23<sup>rd</sup> May 2019 at the following venue:

Crystal Leisure Centre, Bell Street, Stourbridge, DY8 1AE

The verification process entails counting the number of ballot Papers in each ballot box to compare with the figure given in the Presiding Officer's Ballot Paper Account. Rule 51 (4) of the EPE Rules requires the ballot papers to be FACE DOWNWARDS during the procedure.

The following persons are entitled to be present:-

- Each Registered Party listed Candidate plus one guest
- Election Agents; and
- **One** Verification Agent per ward, per party. Dudley Metropolitan is comprised of 24 Wards.

After the verification all ballot papers are stored securely until the Counting of Votes on Sunday 26<sup>th</sup> May 2019.

## 7. Privacy Notice

Further details on your information will be processed can be found on our Privacy Notice at <https://www.dudley.gov.uk/council-community/elections/>

## **DUDLEY METROPOLITAN BOROUGH COUNCIL**

### **NOTICE OF TIME AND PLACE:**

#### **1. FOR THE OPENING OF POSTAL VOTERS BALLOT BOX**

NOTICE is hereby given that the first opening of postal voters ballot boxes will take place at 2:00pm on Wednesday 15<sup>th</sup> May 2019 in the Banqueting Suite, Town Hall, St James's Road, Dudley.

A second opening will take place at 10:00am on Thursday 16<sup>th</sup> May 2019 in the Banqueting Suite, Town Hall, St James's Road, Dudley, DY1 1HP.

A third opening will take place at 10:00am on Friday 17<sup>th</sup> May 2019 in the Banqueting Suite, Town Hall, St James's Road, Dudley, DY1 1HP.

A fourth opening will take place at 10:00am on Monday 20<sup>th</sup> May 2019 in the Banqueting Suite, Town Hall, St James's Road, Dudley, DY1 1HP.

A fifth opening will take place at 10:00am on Tuesday 21<sup>st</sup> May 2019 in the Banqueting Suite, Town Hall, St James's Road, Dudley, DY1 1HP.

A sixth opening will take place at 10:00am on Wednesday 22<sup>nd</sup> May 2019 in the Banqueting Suite, Town Hall, St James's Road, Dudley, DY1 1HP.

A seventh opening will take place at 10:00am on Thursday 23<sup>rd</sup> May 2019 in the Banqueting Suite, Town Hall, St James's Road, Dudley, DY1 1HP.

An eighth opening will take place at 10:15pm on Thursday 22<sup>nd</sup> May 2014 at  
Crystal Leisure Centre, Bell Street, Stourbridge, DY8 1AE

Candidates, Election Agents or a nominated representative are entitled to be present.

#### **2. FOR THE VERIFICATION OF THE UNUSED BALLOT PAPERS**

NOTICE is hereby given that the verification of the unused ballot papers will take place at 10:15pm on Thursday 22<sup>nd</sup> May 2014 at Crystal Leisure Centre, Bell Street, Stourbridge, DY8 1AE

Candidates and Elections may be present in addition you may appoint 1 agent to attend these proceedings

### 3. **FOR THE VERIFICATION OF VOTES**

NOTICE is hereby given that the Verification of Votes will take place at 10:15pm on Thursday 23<sup>rd</sup> May 2019 at Crystal Leisure Centre, Bell Street, Stourbridge, DY8 1AE

The following persons are entitled to be present:-

- Each Registered Party listed Candidate plus one guest
- Election Agents; and
- **One** Verification Agent per ward, per party. Dudley Metropolitan is comprised of 24 Wards.

After the verification all ballot papers are stored securely until the Counting of Votes on Sunday 26<sup>th</sup> May 2019.

### 4. **FOR THE COUNTING OF VOTES**

NOTICE is hereby given that the Counting of Votes will take place at 5:00pm on Sunday 26<sup>th</sup> May 2019 at **Crystal Leisure Centre, Bell Street, Stourbridge, DY8 1AE.**

Candidates and Election Agents are entitled to be present, in addition you may appoint 24 Counting Agents (one of which must be a recount agent) to attend.

On completion of the Local Count (but not before 10:00pm the Local Returning Officer will inform all Candidates, Election Agents and "Re-Count" Agents present of the provisional number of votes given for each Registered Party together with the number of "rejected" ballot papers. A re-count may be requested at this stage. However, the Local Returning Officer may refuse to recount the votes if in his/her opinion the request is unreasonable.

The local result will be transferred to the Regional Returning Officer in Birmingham, where the results for the West Midlands Region will be collated.







**Dudley Metropolitan Borough Council**  
**European Parliamentary Election**

Opening of Postal Votes – if you wish to appoint different people to attend opening sessions please give names below:

I Dean Perks, Election Agent for The Brexit Party wish to appoint the following people as Agents to attend the opening of Postal Votes

Name of Agent to attend Postal Vote Opening		
	Name	Address
1 <sup>st</sup> opening		
2 <sup>nd</sup> opening		
3 <sup>rd</sup> opening		
4 <sup>th</sup> opening		
5 <sup>th</sup> opening		
6 <sup>th</sup> opening		
7 <sup>th</sup> opening		
8 <sup>th</sup> opening		

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 2019

Signed \_\_\_\_\_  
Election Agent

**Note.** – This notice must be delivered to Local Returning Officer, Electoral Services, Old Crown Court, Priory Street, Dudley, West Midlands, DY1 1EY not later than **Thursday 16<sup>th</sup> May 2019**

*Requirement of Secrecy*

*To persons attending at the taking of the poll or the counting of votes at this election*

Your attention is drawn to the provisions of Regulation 29, sub-section (1), (2), (3), (4), (5), (6) and (7) of the European Parliamentary Elections Regulations 2004, which are set out below.

These provisions concern the maintaining of secrecy of the voting and should be read carefully before you attend at any polling station, at the verification of the ballot paper accounts or at the counting of the votes.

**EUROPEAN PARLIAMENTARY ELECTIONS REGULATIONS 2004**  
**Regulation 29, sub-sections (1), (2), (3), (4), (5), (6) and (7)**

1. The following persons:-
  - (a) every Local Returning Officer and every Presiding Officer or clerk attending at a polling station,
  - (b) every candidate or election agent or polling agent so attending,
  - (c) every person so attending by virtue of any of sections 6A to 6D of the 2000 Act,shall maintain and aid in maintaining the secrecy of voting and shall not, except for some purpose authorised by law, communicate to any person before the poll is closed any information as to -
  - (i) the name of any elector or proxy for an elector who has or has not applied for a ballot paper or voted at a polling station;
  - (ii) the number on the register of electors of any elector who, or whose proxy, has or has not applied for a ballot paper or voted at a polling station; or
  - (iii) the official mark.
2. Every person attending at the verification of the ballot paper accounts or the counting of the votes shall maintain and aid in maintaining the secrecy of voting and shall not -
  - (a) ascertain or attempt to ascertain at the counting of the votes the number [or other unique identifying mark] on the back of any ballot paper;
  - (b) communicate any information obtained at the verification of the ballot paper accounts or the counting of the votes as to the way in which any vote is given on any particular ballot paper.
3. No person attending at the verification of the ballot paper accounts shall express to any person an opinion based on information obtained at that verification as to the likely result of the election.
4. No person shall -
  - (a) interfere with or attempt to interfere with a voter when recording his vote;
  - (b) otherwise obtain or attempt to obtain in a polling station information as to the way in which a voter in that station is about to vote or has voted;
  - (c) communicate at any time to any person any information obtained in a polling station as to the way in which a voter in that station is about to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given to a voter at that station;
  - (d) directly or indirectly induce a voter to display his ballot paper after he has marked it so as to make known to any person the name of the way in which he has voted.
5. Every person attending the proceedings in connection with the issue or the receipt of ballot papers for persons voting by post shall maintain and aid in maintaining the secrecy of the voting and shall not -
  - (a) except for some purpose authorised by law, communicate, before the poll is closed, to any person any information obtained at those proceedings as to the official mark; or
  - (b) except for some purpose authorised by law, communicate to any person at any time any information obtained at those proceedings as to the number or other unique identifying mark on the back of the ballot paper sent to any person; or

- (c) except for some purpose authorised by law, attempt to ascertain at the proceedings in connection with the receipt of ballot papers the number or other unique identifying mark on the back of any ballot paper; or
  - (d) attempt to ascertain at the proceedings in connection with the receipt of the ballot papers the way in which any vote is given in any particular ballot paper or communicate any information with respect thereto obtained at those proceedings.
6. No person having undertaken to assist a voter with disabilities to vote shall communicate at any time to any person any information as to the way in which that voter intends to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given for the use of that voter.
  7. If any person acts in contravention of this regulation he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or imprisonment for a term not exceeding six months.

## **GUIDANCE FOR TELLERS AT ELECTIONS**

This is a summary of guidance issued by the Electoral Commission, drawn up following consultation with the main political parties.

Tellers have no legal status and voters have the right to refuse to give them any information

### **Tellers must:**

- Always remain outside the polling station
- Only enter the polling station to cast their own vote, to vote as a proxy or to accompany a voter with disabilities
- Always comply with the instructions of the Returning Officer and Presiding Officer

### **Tellers must not:**

- Be able to see or hear what is happening inside the polling station
- Impede, obstruct or intimidate voters on their way in or out of the polling station
- Demand any information relating to a voter's electoral number, name or address
- Ask voters to re-enter the polling station to ascertain their electoral number
- Have discussions with voters that may give rise to allegations of undue influence (e.g. voting intentions, party affiliations or party campaigns)
- Display any campaign material in support or against any particular political party or individual candidate other than a rosette

### **Tellers may:**

- Approach voters for information as they enter/leave the polling station
- Display a coloured rosette displaying the name of the candidate and/or a registered political party. While the rosette must not be oversized, it may carry a registered party description/emblem.