Council elections in Scotland   You are in the Returning Officer section Home Returning Officer Guidance and resources for Returning Officers administering council elections in Scotland held on 5 May 2022 If you want to download emblems for political parties, visit our online database . If you have questions about the guidance, or changes in legislation, please contact the Commission team at the Scotland Office. We published supplementary guidance in 2021 to support administrators with preparing for and delivering polls against the backdrop of the coronavirus pandemic. This remains available for your reference: Planning considerations for 2021 polls - S (DOC) Nominations considerations for 2021 polls - S (DOC) Polling station considerations for 2021 polls - S (DOC) Absent voting considerations for 2021 polls - S (DOC) Verification and count considerations for 2021 polls - S (DOC) Part A Returning Officer role and responsibilities This part covers: How to use this guidance The Returning Officer's role, responsibilities, skills and knowledge Our performance standards for Returning Officers Part A: Returning Officer role and responsibilities (PDF) Click here to view resources for Part A: Returning Officer role and responsibilities Data protection resource for EROs and ROs (DOC) Part B Planning and organisation This part covers: Planning (including the identification and training of staff, the selection and booking of venues and management of contractors and suppliers) How to maintain the integrity of the election Raising awareness Access to proceedings by electoral observers and Commission representatives Part B: Planning and organisation (PDF) Click here to view resources for Part B: Planning and organisation Election timetable (DOC) Project Plan (XLS) Risk register (XLS) Contract development checklist (DOC) FAQs for frontline staff Scottish Council elections (DOC) Quality Assurance Guidance for ROs (PDF) Part C Administering the poll This part covers: The nomination period (including access to the register by candidates, spending limits and the nominations process) The production of notices, poll cards and ballot papers Polling station voting Part C: Administering the poll (PDF) Click here to view resources for Part C: Administering the poll Briefing for candidates and agents SLG (PTT) Nomination checklist for Scottish Local Government elections (DOC) Nomination papers - Scottish Local Government Elections - must be printed off (DOC) Withdrawal form SLG (DOC) Register request form (DOC) Code of Conduct for s - devolved Scottish and Welsh elections from January 2023 Absent voters' list request form (DOC) Polling agent appointment form (DOC) Design criteria for forms and notices (DOC) Proof checking fact sheet (DOC) Notice of election - local government elections in Scotland Notice of poll and situation of polling stations SLG (DOC) Polling station handbook SLG (PDF) Polling station quick guide (PDF) Polling station scenarios (DOC) Polling station quiz (DOC) Polling station accessibility checklist (DOC) Checklist for polling station inspectors (DOC) Log to record details of postal voters who claim not to have applied for a postal vote (DOC) Personation advice for Presiding Officers (DOC) Tellers' dos and don'ts (PDF) Close of poll packing instructions (DOC) Declaration for the companion of a voter with disabilities SLG (DOC) Secrecy requirements the poll local government election in Scotland Tellers guidance Part D Absent voting This part covers: The absent voting timetable Proxy voting Preparations for absent voting processes and the production of stationery Procedures for the issue, receipt and opening of postal votes Part D: Absent voting (PDF) Click here to view resources for Part D: Absent voting Postal vote issuing flowchart (DOC) Postal vote opening flowchart (DOC) Postal vote retrieval flowchart (DOC) Re-issuing of lost/spoilt postal votes flowchart (PDF) Forensic Science Service guidance on signature checking

(PDF) Postal voting ballot paper account (DOC) Postal vote matching spreadsheet (XLS) Postal voting agent appointment form (DOC) Secrecy requirements - postal voting SLG (DOC) Code of conduct for campaigners - reserved elections in GB from January 2023

Part E Verifying and counting the votes This part covers: The principles for an effective verification and count Preparations for the count Managing the verification and count Verification and count procedures Part E: Verifying and counting the votes (PDF) Click here to view resources for Part E: Verifying and counting the votes Doubtful ballot paper booklet SLG (PDF) Doubtful ballot paper placemat SLG (PDF) Secrecy requirements - the count SLG (DOC) Tips on managing the media at the count (DOC) A guide to counting the votes at a Scottish local government election (PDF)

Part F After the declaration of result This part covers: Storage and disposal of documents Post-election activities Challenges to the result Review of election procedures Part F: After the declaration of result (PDF) Click here to view resources for Part F: After the declaration of result Guidance on the retention and inspection of election documents (SLG) (DOC) Access, supply and inspection checklist (DOC) Electoral data post election for Scotland (xls) Scotland Ward Upload for the Electoral commission data portal