

Guidance for (Acting) Returning Officers administering a UK Parliamentary election in Great Britain | Electoral Commission

Guidance for (Acting)

Returning Officers administering a UK Parliamentary election in Great Britain View

the navigation tree Go to main guidance section: Guidance for (Acting) Returning

Officers administering a UK Parliamentary election in Great Britain Returning Officer

and (Acting) Returning Officer Planning for the election Voter Materials Starting the

election timetable Nominations Agents Absent Voting Polling station voting

Verification and Count After the election Resources for (Acting) Returning Officers

Guidance for (Acting) Returning Officers administering a UK Parliamentary election in

Great Britain The following guidance has been produced to support (Acting) Returning

Officers ((A)ROs) in Great Britain in planning for and delivering a UK Parliamentary

election. It has been written to cover both general and by-elections. It has been

developed in close consultation with colleagues across the electoral community

including the Society of Local Authority Chief Executives (SOLACE), the Association

of s (AEA), the UK Electoral Coordination and Advisory Board (ECAB), the Elections,

Registration and Referendums Working Group (ERRWG), the Electoral Management Board of

Scotland (EMB), and the Welsh Electoral Practitioners Working Group (WEPWG). It

reflects the (A)RO's legal obligations and what we, and colleagues across the

electoral community, believe that (A)ROs should expect of their staff in preparing

for and delivering UK Parliamentary elections. At a UK Parliamentary election in

England and Wales the administration of the election is the responsibility of the

(A)RO, who is normally a senior officer of the local authority. 1 In Scotland, there

is no office of (A)RO. Instead, the election is administered by the RO, who is the

local government RO or, in the case of a constituency that crosses local authority

boundaries, the local government RO listed in an Order made by the Secretary of

State. 2 Throughout our guidance for elections across Great Britain we use the term

(Acting) Returning Officer or (A)RO to refer to the duties normally undertaken by the

Acting Returning Officer in England and Wales, and by the Returning Officer in

Scotland. How to use the guidance The guidance is directed towards the (A)RO and the

duties they carry out. As these duties may, in practice, be carried out by deputies

and/or appointed staff, we use the term 'you' throughout this guidance to mean the

(A)RO and whoever is carrying out the (A)RO's functions on their behalf. Throughout

this guidance we use 'must' to refer to a specific legal requirement and 'may /

should' for recommended practice. Where the guidance is different for by-elections or

where the (A)RO needs to consider cross-boundary scenarios, the information will be

contained in an expanding section. This means that next to the relevant heading there

is an icon with a + which will expand to show the relevant guidance. Guidance to

support ROs with other types of election is also available. You can also access

Guidance for Candidates and Agents . To help you use this guidance we have produced a

Q&A document that should answer any initial queries you may have. Questions and

answers document for the new style RO guidance Book traversal links for Guidance for

(Acting) Returning Officers administering a UK Parliamentary election in Great

Britain Returning Officer and (Acting) Returning Officer 1. Section 28 Representation

of the People Act 1983 ■ Back to content at footnote 1 2. S. 25 RPA 1983 ■ Back to

content at footnote 2