Scottish Parliamentary elections | Electoral Commission Search Scottish Parliamentary elections You are in the Returning Officer section Home Returning Officer Guidance and resources for Returning Officers administering a Scottish Parliamentary election We have published supplementary guidance to support administrators with preparing for and delivering polls against the backdrop of the coronavirus pandemic. 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) If you want to download emblems for political parties, visit our online database. If you have any questions, please contact your local Commission team . 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 guidance - Scottish Parliamentary election (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 Returning Officer guidance - Scottish Parliamentary election (PDF) Planning considerations for 2021 polls - S (DOC) Click here to view resources for Part B: Planning and organisation Election timetable for Scottish Parliamentary elections (DOC) Project Plan for elections (generic) (XLS) Risk register for elections (generic) (XLS) FAQs for frontline staff Scottish Parliamentary election 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 Returning Officer guidance - Scottish Parliamentary election (PDF) Nominations considerations for 2021 polls - S (DOC) Polling station considerations for 2021 polls - S (DOC) Click here to view resources for Part C: Administering the poll Briefing for candidates and agents - Scottish Parliamentary election - constituency contest (PPT) Briefing for candidates and agents - Scottish Parliamentary election - regional contest (PPT) Code of Conduct for s - devolved Scottish and Welsh elections from January 2023 Nomination pack - constituency - Scottish Parliamentary election (DOC) Nomination pack - region party list candidates - Scottish Parliamentary election (DOC) Nomination pack - region individual candidates - Scottish Parliamentary election (DOC) Nomination checklist Scottish Parliamentary election - constituency nominations DOC) Nomination checklist Scottish Parliamentary election - regional nominations (DOC) Withdrawal form - constituency - Scottish Parliamentary election (DOC) Withdrawal form - region - region - candidates included on a party list - for use either by the party's NO, or by the candidates themselves- Scottish Parliamentary election (DOC) Withdrawal form - region - individual candidates not on a regional party list - Scottish Parliamentary election (DOC) Register request form (DOC) Absent voters' list request form (DOC) Polling agent appointment form (DOC) Notice of election - Scottish Parliamentary election - constituency (DOC) Notice of election -Scottish Parliamentary election - region Design criteria for forms and notices (DOC) Proof checking fact sheet (DOC) Notice of poll, statement of persons nominated and situation of polling stations - Scottish Parliamentary election - constituency (DOC) Notice of poll and statement of persons and parties nominated -Scottish Parliamentary

election - region (DOC) Polling station handbook for Scottish Parliamentary election (PDF) Polling station quick guide for Scottish Parliamentary election (PDF) Polling station scenarios - Scottish Parliamentary election (DOC) Polling station guiz -Scottish Parliamentary election (DOC) Polling station accessibility checklist (DOC) Checklist for polling station inspectors (DOC) Polling agent appointment form (DOC) Declaration for the companion of a voter with disabilities Log to record details of postal voters who claim not to have applied for a postal vote (DOC) Personation advice for Presiding Officers (DOC) Close of poll packing instructions (DOC) Polling station staff briefing - Scottish Parliamentary election 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 Returning Officer guidance - Scottish Parliamentary election (PDF) Absent voting considerations for 2021 polls - S (DOC) 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) 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) Code of conduct for campaigners - reserved elections in GB from January 2023 FAQs for postal vote rejection notices (DOC) 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 Returning Officer guidance - Scottish Parliamentary election (PDF) Verification and count considerations for 2021 polls - S (DOC) Click here to view resources for Part E: Verifying and counting the votes Doubtful ballot paper booklet - Scottish Parliamentary contest (PDF) Doubtful ballot paper placemat - constituency - Scottish Parliamentary election (PDF) Doubtful ballot paper placemat - region - Scottish Parliamentary election Counting the votes at the Scottish Parliament election (PDF) Counting agent appointment form (DOC) Secrecy requirements - the count - Scottish Parliamentary Election (DOC) Verification and Count Toolkit (PDF) Part F After the declaration of result This part covers: Storage and disposal of documents Postelection activities Challenges to the result Review of election procedures Part F Returning Officer guidance - Scottish Parliamentary election (PDF) Click here to view resources for Part F: After the declaration of result Guidance on the retention and inspection of election documents - Scottish Parliamentary elections (DOC) Access, supply and inspection checklist (DOC) Electoral data May 2021 SP elections Fields to be collected by the electoral commission (XLS)