



# **Douglas South by-election 2020 Guidance for candidates**

The advice in this document is provided as a **guide** to the requirements for candidates during an election. It should not be relied on as legally definitive and the Cabinet Office cannot accept responsibility for any errors or omissions or any act arising from them. If candidates have any doubts about a particular point they are strongly recommended to consult the appropriate legislation and seek their own legal advice.

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#### Introduction

This guidance document aims to provide practical advice to anyone who wishes to stand as a candidate in the **2020 House of Keys by-election in the constituency of Douglas South.** 

It covers each of the main steps during the election process, including nominations, the election timetable, the campaign and candidate spending, polling day and the declaration of the result.

This guidance is intended to complement rather than replace or replicate other sources of information.

Candidates should also refer to -

- The Representation of the People Act 1995
- The Representation of the People Regulations 2015
- The Registration of Electors Act 2006
- The Registration of Electors Regulations 2006

Further resources are accessible on the 'Candidate' section of the Elections and Voting area of the Isle of Man Government website, including:

- Guidance on election funding
- Advice from the Information Commissioner
- Guidance on election materials
- Constituency map

Election forms are also available to download from the Government website, including:

- Nomination paper for election to the House of Keys
- Application for registration of a political party
- Declaration of donations received

This document should be read in conjunction with any guidance or instructions given by the Returning Officer or Deputy Returning Officer. It is recommended that candidates and their agents should liaise at an early stage with the Returning Officer.

Returning Officer – Douglas South Mr James Brian Quinn Quinn Legal 30 Ridgeway Street Douglas IM1 1EL

Telephone: 665522

Email: james@quinnlegal.im

#### **Qualification for membership of the House of Keys**

Under Section 1 of the Representation of the People Act 1995, a person may stand as a candidate for, and be elected a Member of the House of Keys for a constituency, if at the time of nomination as a candidate the person -

- (a) has reached the age of 18 years,
- (b) is either a British citizen or has the right to remain in the Island,
- (c) is ordinarily resident in the Island and has been so for a period of, or for periods amounting in the aggregate to, 5 years or more; and
- (d) is registered on the register of electors for any electoral area in the Island.

For the purpose of (b) a person has the right to remain in the Island if the person –

- (a) has indefinite leave to remain in the Island, within the meaning of the Immigration Act 1971 (of Parliament), as it has effect in the Island (the 1971 Act); or
- (b) does not under the 1971 Act require leave to enter or remain in the Island, by virtue of section 7(1) of the Immigration Act 1988 (of Parliament), as it has effect in the Island; and, in either case, is not liable to deportation under section 3(5) or (6) of the said Act of 1971.

However, a person is disqualified for being a candidate if at the time of nomination the person-

- (a) is the holder of an office of profit under the government of any country or territory outside the Island;
- (b) has been convicted of a relevant offence, unless the conviction is spent for the purposes of the Rehabilitation of Offenders Act 2001;
- (c) is incapable of being elected to and sitting in the Keys by virtue of section 124 (incapacities on report or conviction of corrupt or illegal practice);
- (d) is serving a custodial sentence following conviction for any offence;
- (e) is an undischarged bankrupt;
- (f) is subject to any incapacity by virtue of this or any other Act; or

For the purpose of (b) a relevant offence is an offence (wherever committed) involving corruption, bribery or dishonesty or an offence (of any kind) under the Representation of the People Act 1995, or under the equivalent Act in any other territory or country.

#### **Useful information**

#### **Election rules**

The rules of conduct for elections in the Isle of Man are set out in the Representation of the People Act 1995 and the Representation of the People Regulations 2015.

Candidates should familiarise themselves with the contents of the Act and the Regulations, which can be downloaded from the Isle of Man Government website at <a href="https://www.gov.im/elections">www.gov.im/elections</a>

Alternatively, a printed copy of both documents is available from the Tynwald Library on Finch Road in Douglas. This will incur a charge.

#### **Copy of Electoral Register**

A copy of the register of electors for the constituency of Douglas South is available from the General Registry, Isle of Man Courts of Justice, free of charge upon application to the Chief Registrar.

The Chief Registrar will require the candidate to complete a form of declaration that it is his or her intention to seek nomination as a candidate in the forthcoming House of Keys by-election.

The register will be available either as a hard copy or electronic copy (CD: Word or Excel) in accordance with the candidate's request.

Candidates are permitted to make use of the information contained in the register only for the purpose of conducting their election campaign and should ensure the data is stored securely and not misused.

An advice note from the Information Commissioner is available on the Government website. This sets out guidance for candidates in respect of the Data Protection Act and how it applies to elections.

#### Local plan of the constituency

A copy of a constituency plan is available from the Mapping Section, Department of Infrastructure, Murray House, Mount Havelock, Douglas.

Please note there will be a small charge for a detailed copy of the constituency plan.

Candidates should contact the Mapping Section in order to arrange for a plan of the constituency to be produced before they visit the office. Call 685924 or email <a href="mapping@gov.im">mapping@gov.im</a>

#### Registration and conduct of political parties

Political parties supporting or endorsing candidates for election are required to be formally registered. Part 1A of the Representation of the People Act 1995 details the requirements for the registration and conduct of political parties.

The document 'Guidance for political parties in the Isle of Man' is available on the Government website and includes further information for candidates affiliated with registered political parties.

A candidate who accepts support or endorsement from a political party that is not registered is guilty of an offence under section 44A of the 1995 Act.

#### **Election timetable**

Polling day, 8am to 8pm

In the event of a contest, the date for the Douglas South by-election is **Thursday 27 August 2020.** The timeline below outlines key dates prior to polling day.

## Writs of election to be issued by His Excellency the Lieutenant Governor and delivered to the **Returning Officer** Publish Notice of Election First day for receipt of nomination papers (from 10am) Last day for receipt of nomination papers 'Nomination Day' (until 1pm). Objection period 1pm-2pm **Publish Notice of Poll** Returning Officer to issue Chief Secretary with the list of advance voters Last day for receipt of advance voter applications from outside the Isle of Man First day for replacement of lost advance voter ballot paper Last day for receipt of advance voter applications within the Isle of Man. Last day for issue of advance voter ballot papers outside the Isle of Man Last day for issue of advance voter ballot papers within the Isle of Man. Last day for receipt of proxy applications/ revocations Electoral Registration Officer to issue a copy of the list of proxies to the Returning Officer Friday 27 August 2020

Last day for notification of appointment of

polling/counting agents

#### **Nomination process**

A person must be registered on the register of electors in order to stand as a candidate for election in the Isle of Man.

A copy of the nomination form is available to download from the Elections and Voting area of the Isle of Man Government website.

To become nominated as a candidate in the House of Keys by-election for the constituency of Douglas South in 2020, a completed set of nomination papers must be submitted to the Returning Officer **between 10am on Wednesday 22 July 2020 and 1pm on Wednesday 29 July 2020** at the agreed place.

The nomination paper must be subscribed by two electors as proposer and seconder and by no fewer than 20 other electors as assenting to the nomination.

All assenters must be on the electoral register for the constituency in which the candidate is standing and their elector number must be given on the nomination paper.

Nomination papers must be delivered to the Returning Officer in person by the candidate or by his or her proposer or seconder.

There are various reasons why an assenter's name may be removed from a nomination form.

Therefore, candidates are advised to include **more than 20 assenters** on their nomination form to avoid their nomination being rejected.

#### **Description of candidate**

The nomination paper requires the candidate to provide his or her full name, address, telephone number, email address and political party (if any) and constituency.

Candidates must produce their passport, a certified copy of their passport or other evidence to the satisfaction of the Returning Officer as proof that they are a British citizen or have the right to remain in the Isle of Man.

#### **Delivery of nomination paper**

The Returning Officer for the constituency will confirm the arrangements for the delivery of the nomination paper with each candidate.

Except for the purpose of delivering a nomination paper or assisting the Returning Officer, the only persons entitled to attend the proceedings during the time for delivery of nomination papers are the candidate being nominated, the proposer or seconder of the candidate, and one other person selected by the candidate.

#### Withdrawal of candidate

A candidate may, at any time before **2pm on Wednesday 29 July 2020**, withdraw from his or her candidature by giving a notice in writing to the Returning Officer, in accordance with Regulation 16 of the Representation of the People Regulations 2015.

#### **Contested / uncontested elections**

If at 2pm on Nomination Day, **Wednesday 29 July 2020**, more candidates stand nominated than there are vacancies to be filled for the constituency, a poll shall be taken in accordance with Part 3 of the 2015 Regulations.

If at that time no more candidates stand nominated than there are vacancies to be filled, the candidates nominated shall immediately be declared to be elected in accordance with Regulation 51 of the 2015 Regulations.

#### **Election campaign**

You do not have to wait until you are validly nominated to declare that you will run for election to the House of Keys, ask people to support you or publish campaign material.

Election spending limits apply for elections in the Isle of Man. The period that candidates must log their expenses and donations for the 2020 Douglas South by-election commences from the date when they become a prospective candidate. Further information is provided in this guidance document and online.

Candidates can help voters with information about advance and proxy voting. Further information is available in the Guidance for Voters publication on the Government website.

During the campaign candidates must not knowingly make a false statement about the personal character of another candidate.

On polling day candidates should:

- Comply with requests by the Returning Officer and polling station staff about campaigning near polling stations
- Ensure that any Tellers and campaign volunteers acting on their behalf do not engage in any behaviour that may intimidate voters
- Make sure any agents who are attending polling stations, advance vote opening sessions or the count understand and comply with the rules about the secrecy of the ballot

#### Candidates should not:

- Campaign near polling stations in a way that could be seen by voters as aggressive or intimidating
- Publish or distribute material that is considered by the Returning Officer to be threatening, abusive or insulting
- Breach the requirements on the secrecy of the ballot
- Before the close of poll, publish any data based on information given by people about how they voted

#### **Expenses and donations**

Electoral law provides for the regulation and control of election spending by candidates.

In order to be fully informed of the requirements in this area, candidates are encouraged to read the Guidance on Election Funding. This document is available on the Government website at <a href="https://www.gov.im/elections">www.gov.im/elections</a>

Setting a limit on campaign spending is intended to support openness and transparency and to establish a level playing field for all candidates.

The maximum amount that can be spent by a candidate on an election campaign is £2,000 plus 50p for each registered elector in the relevant constituency.

The limit for the Douglas South by-election will be based on the total number of registered electors in the constituency on the publication of the electoral register dated 1 July 2020.

Election expenses include any spending incurred by a candidate to promote the chances of his or her election, or to prejudice the chance of another.

Examples of election spending include the costs of:

- Production of manifestos, leaflets or calling cards
- Posters or banners
- Car stickers, rosettes or balloons
- Creation of a website
- Newspaper adverts
- Hire of venue for candidate requisition meeting

Expenses can be either direct (costs paid directly by the candidate), or notional (costs covered by another individual or company).

#### **Donations**

Donations can be used to assist with campaign expenditure.

Every candidate must submit a Declaration of Donations Received to the Electoral Registration Officer on or before Thursday 20 August 2020.

This applies even if a candidate does not receive any donations.

Donations fall within the scope of the law if:

- They are made during the relevant period i.e. from the date of becoming a prospective candidate
- The donor specifies, expressly or by implication, that the money is for election purposes
- The donation is worth £50 or more. This also applies to aggregated donations which total £50 or more.

A person becomes a prospective candidate for this election when –

- (a) that person ("C") declares C's intention to be a candidate: or
- (b) another person, with C's consent, declares C's intention to be such a candidate.

Any anonymous donations received by a candidate must be forwarded to the Chief Financial Officer and included on the Declaration of Donations Received form.

#### **Manifestos**

House of Keys candidates are entitled to have one copy of their manifesto delivered by the Isle of Man Post Office to each household containing one or more persons on the electoral register for the constituency in which they are standing for election.

The cost of postage will be paid out of money provided by Tynwald, up to the cost of the minimum charge for a standard letter, and should be disregarded from the declaration of election expenses and donations.

Should a candidate supply to the Isle of Man Post Office a manifesto which will exceed the cost of a standard letter, or supply more than one manifesto per household, the Isle of Man Post Office may refuse delivery unless the candidate pays for the increase in postage. The increase would have to be declared as an election expense.

If the candidate chooses to use a delivery service other than the Isle of Man Post Office, the funding of delivery is payable by Treasury up to the amount that would be incurred using the Isle of Man Post Office, and can likewise be disregarded when computing election expenses and donations.

Candidates may also forward an electronic version of their manifesto to the Chief Secretary who will arrange for it to be displayed on an appropriate website.

Candidates wishing to provide their manifesto to electors living in care homes or sheltered housing are advised to hand-deliver copies to the premises and ask the manager of the property or members of staff to distribute them.

The Isle of Man Post Office categorises a standard letter as a C5+ envelope or smaller – weighing up to 100g and up to 5mm thickness.

#### **Election materials**

A Code of Practice in respect of election materials is accessible on the Government website <a href="www.gov.im/elections">www.gov.im/elections</a>

An imprint must be added to all printed and electronic campaign material to show who is responsible for its production – usually the candidate or the candidate's agent. This includes items such as manifestos, leaflets, posters, banners, newspaper advertisements and social media images and infographics. It helps to ensure that a candidate's election campaign is transparent.

It is also necessary to include the printer's details on any printed or electronic election publication.

Banners and posters can be displayed from the date six weeks prior to polling day and must be removed promptly after the election and not later than two weeks after the close of poll, Thursday 10 September 2020.

Any campaign materials located at sites deemed to be hazardous to the public will be removed without reference to the candidate involved.

Manx Utilities or the appropriate local authority should be approached for permission to display election material on any property or land in their ownership.

Permission must be sought from the owner prior to the placing of election material on private property.

#### **Election meetings**

Pre-election meetings provide an opportunity for voters to gauge the performance of candidates, side by side. Such events can be an important factor for voters in making their decision who to support on polling day.

These meetings are arranged on receipt of a petition signed by a specified number of electors.

Campaign meetings can also arranged by one or more candidates. The costs of such meetings, for example the hire of the venue, should be included as an election expense in a candidate's statutory return.

#### **Broadcast media**

The <u>Programme Code published by Communications Commission</u> sets out the editorial standards that audiences are entitled to expect from broadcasting services in the Isle of Man.

It aims to ensure that requirements are met in respect of the programme content stipulated by Tynwald in the Broadcasting Act 1993.

Programme Code: Programmes at the time of elections

There is no expectation that the time devoted to all candidates in an election will be exactly equal.

Licensees must exercise their judgment, based on factors such as the number of candidates. However, new and unknown candidates may also be among those with significant views and perspectives, to which appropriate coverage may need to be given.

Discussion and analysis of election issues should finish when the polls open.

A licensee may not publish the results of any poll it has commissioned or undertaken on polling day itself, until the polls have closed.

Appearances by candidates in Isle of Man elections as newsreaders, interviewers or presenters of any type of programme should cease for the election period.

Programme Code - Coverage of constituencies at House of Keys and Local Government Elections in the Isle of Man

It is not necessary to secure the agreement of all candidates before any candidate can take part in an item about the relevant constituency. Also, likely candidates are not prevented from taking part in the period before the close of nominations.

Nevertheless, due impartiality must be strictly maintained in coverage of the campaign in any constituency. If any candidate takes part in an item about a particular constituency then all candidates should be offered the opportunity to take part.

Any constituency report or discussion after the close of nominations must include a list of all candidates standing, giving first names and surnames. This should be conveyed in caption and/or voice.

When a politician is appearing on a programme to speak about policy issues, case should be taken to avoid allowing him or her to make constituency points when no other candidate will have a similar opportunity.

The election period, during which the requirements in this sub-section of the Code must be applied, is defined as the period from the close of nominations to the close of poll on Election Day.

#### Social media

It has become increasingly common for election candidates to use social media channels such as Facebook and Twitter to support their election campaign.

News articles, campaign press releases, endorsements, website updates, blog posts and event alerts are useful to help keep voters informed.

However, in line with other election publications, candidates should not print, publish, post or distribute any material aimed at promoting or discouraging the election of a candidate, unless the name and address of the publisher is included. This includes electronic distribution and publishing.

In the interests of transparency it is also recommended that candidates make their identity clear where possible when using online forums.

#### **Voting**

A Guide To Voting is available on the Government, which explains the three methods of voting in a House of Keys election:

- 1) Casting your vote at a polling station
- 2) Applying for an advance vote
- 3) Applying for the appointment of a proxy who will be able to vote on your behalf

#### **Voting in person**

Registered electors can attend the polling station for their polling district **between 8am and 8pm on Thursday 27 August 2020** in order to cast their vote. The notice of poll and the poll card will indicate which polling station the elector should attend.

It is not necessary to have a poll card in order to vote at a polling station.

#### **Advance voting**

Registered electors can apply for an advance vote under Schedule 2 of the Representation of the People Regulations 2015.

The application for an advance vote must be received by the Returning Officer by 5pm on **Friday 21 August 2020** (if the ballot paper is to be marked in the Island), or by 5pm on **Monday 24 August 2020** (if the ballot paper is to be marked elsewhere in the British Islands).

An application form for an advance vote can be obtained from –

Returning Officer – Douglas South Mr James Brian Quinn Quinn Legal 30 Ridgeway Street Douglas IM1 1EL

Telephone: 665522

Email: james@quinnlegal.im

Crown & Elections Cabinet Office Government Office Bucks Road Douglas IM1 3PN

Telephone: 685754 Email: <u>elections@gov.im</u>

Website: www.gov.im/elections

The application form for an absent vote must be returned to the Returning Officer.

The voter will be asked to bring the ballot paper directly to a place specified by the Returning Officer where a Certifying Officer will issue directions as to the casting of the vote. If the voter is incapacitated and cannot attend the specified place, then arrangements will be made for the Certifying Officer to pay a home visit. The advance voter is required to produce to the certifying person (a) the ballot paper showing the number,

(b) the declaration of identity and (c) satisfactory evidence of identity.

The advance voter must sign the declaration of identity before the certifying person then vote secretly in the presence but not in the sight of the certifying person. The voter must then insert the ballot paper into Envelope A and seal the envelope.

If the advance voter is unable to sign the declaration of identity the Certifying Officer, on being satisfied as to the identity of the advance voter, will mark the ballot paper 'Advance Voter unable to sign' and insert the ballot paper into Envelope A. Envelope A and the declaration of identity are then placed into Envelope B and the envelope is sealed.

The B envelope must then be delivered to the Returning Officer before the 8pm on Thursday 27 August 2020.

Should the voter be elsewhere in the British Islands, then the arrangement will be as above except that the advance voter will take (a) the ballot paper, (b) the declaration of identity and (c) satisfactory evidence of identity to a person who is of 'reasonable standing in the community' or who has been approved by the Returning Officer.

For a list of persons who are of 'reasonable standing in the community' see the Cabinet Office website at www.gov.im/election or paragraph 6 of Schedule 2 to the 2015 Regulations.

#### **Voting by proxy**

Registered electors can apply to appoint a person to vote on their behalf, known as a proxy, if they are unable to vote in person at a polling station or cannot complete an advance vote.

An application form for the appointment of a proxy can be obtained from -

Returning Officer – Douglas South Mr James Brian Quinn Quinn Legal 30 Ridgeway Street Douglas IM1 1EL

Telephone: 665522

Email: james@quinnlegal.im

The Electoral Registration Officer Cabinet Office Government Office Bucks Road Douglas IM1 3PN

Telephone: 685754 Email: <u>elections@gov.im</u>

Website: www.gov.im/elections

The elector must complete the application form and return it to the Electoral Registration Officer.

A person who is aged 16 years or over and is not subject to any incapacity to vote, may be appointed proxy to vote on behalf of an elector in any constituency.

A person may not be appointed proxy to vote on behalf of more than two electors in any constituency unless that person is the husband, wife, civil partner, parent, grandparent, brother, sister, child or grandchild of each of those electors.

#### **Candidates' representatives – Polling and Count Agents**

#### Each candidate may appoint:

- Polling agents to attend each polling station in the constituency for the purpose of detecting personation. No more than two polling agents per candidate may be present at any one polling station at the same time.
- Counting agents to attend the counting of the votes, up to the maximum number allowed by the Returning Officer for each candidate.

A candidate must give notice in writing to the Returning Officer of the appointment of election, polling and count agents before 5pm on Monday 24 August 2020.

The appointment forms are available on the Government website or from the Returning Officer.

All candidates and their agents must sign a declaration of secrecy in the presence of the Returning Officer, a justice of the peace or a commissioner for oaths.

#### **Tellers**

Tellers are candidates' representatives who stand outside polling stations and record the elector numbers of individuals who have voted. By identifying electors who have not voted and relaying this information to the candidates, tellers play an important role in elections. Voters who have not yet been to vote during polling day can then be contacted and potentially persuaded to vote, thereby increasing turnout.

Voters have the right to refuse to give tellers any information.

Tellers must refrain from behaving in such a way that electors may feel uncomfortable or intimidated when they approach a polling station.

Tellers must not impede or interfere with the efficient and secure administration of the election and must comply with any instructions issued by the Returning Officer or Presiding Officer.

#### Quick guide for Tellers:

#### 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 assist a disabled voter
- Always comply with the instructions of the Deputy 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 elector number, name or address
- Ask voters to re-enter the polling station to ascertain their elector number
- Have discussions with voters that may give rise to allegations of undue influence, for example, voting intentions or party affiliations
- Display any campaign material in support of or against any particular political party or candidate other than a rosette or badge

#### Tellers may:

- Approach voters for information as they enter or leave the polling station
- Display a coloured rosette or badge displaying the name of the candidate, party and/or emblem or description. The rosette/badge should not bear a slogan and must not be oversized.

#### Successful candidates

Successful candidates will be contacted by the Clerk of Tynwald's Office and will be given detailed instructions regarding the arrangements for them to be sworn in as a Member of the House of Keys.

#### **Useful contacts**

Chief Registrar

General Registry, Isle of Man Courts of Justice, Deemsters' Walk, Douglas, IM1 3AR. Tel: (01624) 687505

Email: Alison.kelly2@gov.im

**Chief Secretary** 

Cabinet Office, Third Floor, Government Office, Bucks Road, Douglas, IM1 3PN.

Tel: (01624) 685211 Email: <u>elections@gov.im</u>

Clerk of the Rolls

Isle of Man Courts of Justice, Deemsters' Walk, Douglas, IM1 3AR.

Tel: (01624) 685247 Email: <u>civil@courts.im</u>

**Electoral Registration Officer** 

Electoral Registration Unit, Cabinet Office, Third Floor, Government Office, Bucks Road, Douglas, IM1 3PN.

Tel: (01624) 685754 Email: <u>elections@gov.im</u>

Tynwald Library

Legislative Buildings, Finch Road, Douglas, IM1 3PW

Tel: (01624) 685520

Email: <a href="mailto:library@tynwald.org.im">library@tynwald.org.im</a>

**Returning Officer** 

A contact list of all Returning Officers can be obtained from <a href="https://www.gov.im/elections">www.gov.im/elections</a>

#### **Glossary of election terms**

**Advance vote:** A person may choose to complete an advance voter form rather than attend the polling station.

**Ballot:** Another term for vote.

**Ballot box:** Sealed box with a slit in the lid, into which voters place their ballot papers.

**Ballot paper:** Paper containing a list of all candidates standing in a constituency. Voters mark their choice with a cross.

**Budget:** The Government's tax and spending plans, outlined once a year in February by the Treasury Minister.

**By-election:** An election held between general elections, usually because the sitting MHK has been elected to the Legislative Council or resigned.

**Candidate:** Someone who is standing for election, either as an independent or representing a political party.

**Canvassing:** In the run up to polling day candidates will mount an election campaign. They will go door to door to speak to people in their constituency and publish a manifesto to try to drum up support.

**Constituency:** The geographical unit which elects a Member of the House of Keys. There are 12 constituencies in the Isle of Man, each electing two MHKs.

**Count:** The process of add all the votes cast in a constituency in order to declare a result.

**Election expenses:** Candidates are only allowed to spend a limited amount of money on their election campaign. Accounts must be submitted as evidence they did not exceed this limit.

**Electoral register:** A list of all members of the public in a constituency who are entitled to vote. Also known as electoral roll.

**Exit poll:** A poll carried out by researchers or media outlets asking people how they have voted as they leave the polling station on Election Day.

**First past the post:** Term used to describe the Isle of Man's election system.

**Franchise:** The right to vote. Available to those aged 16 or over who are on the electoral register.

**General election:** Election at which all seats in the House of Keys are contested.

**Legislative Council:** The upper branch of Tynwald. Members are not directly elected.

**Manifesto:** A public declaration of a candidate's ideas and policies, usually printed during the campaign. Once elected, MHKs are often judged by how many of their manifesto promises they manage to deliver.

**MHK:** Member of the House of Keys, the popularly-elected branch of Tynwald, the Isle of Man parliament.

**Nomination papers:** A candidate must be nominated on these documents by xx registered electors living in the constituency.

**Personation:** The offence of impersonating someone else in order to use their vote.

Poll: Another term for vote or election.

**Polling clerk:** The person in the polling station who checks the electoral register to verify that the voter is eligible to cast their vote.

Polling day: The day of the election.

**Polling station:** the place where people go to cast their votes.

**Presiding officer:** The person responsible for ensuring the conduct of the ballot in polling stations. Presiding officers have to ensure that ballot boxes are kept secure and are responsible for transferring them safely to the count.

**Proxy vote:** In exceptional circumstances, such as a medical emergency, people unable to get to a polling station are allowed to appoint someone to vote on their behalf.

**Recount:** If a result is close, any candidate may ask for a recount. The process can be repeated several times if necessary until the candidates are satisfied. The Returning Officer has the final say on whether a recount takes place.

**Returning Officer:** The official in charge of elections in each of the constituencies.

**Speaker:** An MHK elected by other Members of the House of Keys to chair debates and deal with the running of the Keys.

**Spoiled ballots:** Ballot papers which have been filled in incorrectly. The returning officer has the final say over whether any paper not marked with a single cross is valid.

**Tellers:** Representatives of candidates who wait outside polling stations and ask people for their number on the electoral roll. This is to help candidates ensure all their supporters have voted. Tellers have no official status and no-one is obliged to give them any information.

**Turnout:** The number or percentage of people eligible to vote in a constituency who actually turn out to the polling station to do so or send in their postal vote.

**Tynwald:** The Isle of Man parliament, comprising the two branches – the House of Keys and Legislative Council.

**Voter:** An individual who is entitled to vote in an election by virtue of being on the electoral register, having attained the age of 16 years and having lived in the Island for the preceding 12 months.



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**July 2020**