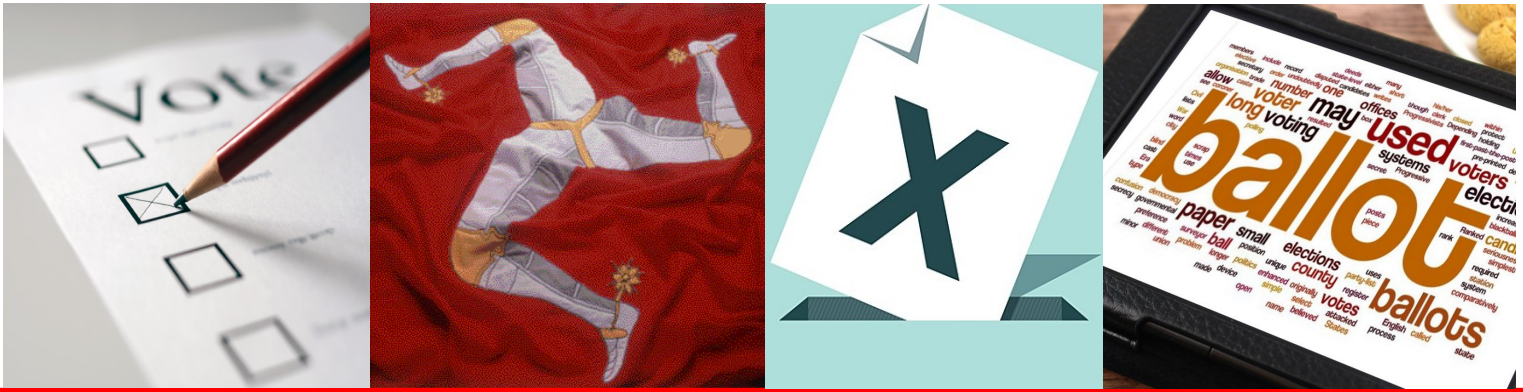




**Isle of Man
Government**

Reiltys Ellan Vannin



General Election to the House of Keys

A Guide to Voting

22 September 2016

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Make Your Vote Count

The House of Keys is the Lower Branch of Tynwald, which consists of 24 members who represent 12 constituencies. The members of the House of Keys are directly elected by the people of the Isle of Man. Every five years the House of Keys is dissolved by His Excellency the Lieutenant Governor and a General Election is held to elect members of the House of Keys. The General Election will be held on **22 September 2016**.

There are three methods of voting in House of Keys elections.

This guide will assist you if you need to register to vote and explain how to:

- 1) place your vote at a polling station
- 2) apply for an advance vote
- 3) apply, in exceptional circumstances only, for the appointment of a proxy who will be able to vote on your behalf.

All relevant contact details can be found in the [Useful Contacts](#) Section

Registering to Vote

In order to vote at a House of Keys election your name must appear on the Electoral Register.

The electoral register is a list of all people entitled to vote at a House of Keys election. It is updated every three months. The electoral register includes your name, address and an electoral number that is unique to you. **Your vote is important – you should ensure your registration is always kept up to date.**

If you are not registered to vote, you may apply for a registration form by

- telephoning the Electoral Registration Unit on 685754,
- through a request on the website www.gov.im/elections
- or by visiting the Electoral Registration Office at Government Offices, Bucks Road, Douglas.

Full electoral registers can be viewed at the following locations:

- Local Authority Offices
- General Registry
- Crown and Elections Unit, Cabinet Office
- Tynwald Library
- The Manx Museum, Kingswood Grove, Douglas

The last opportunity to register in order to vote in the 2016 General Election to the House of Keys is **1 September 2016**. Your vote is important and you should ensure your registration is always kept up to date.

Methods of Voting

1 - Voting in person at the Polling Station on 22 September

The Notice of Poll appears in a local newspaper during August 2016 and will give the location of the polling station for your area. The poll card which you should receive during the week before the election will also give the location of your polling station.

If you are registered to vote but have not received your poll card, you are still entitled to vote

If you have not been able to find out the location of your polling station a list is available online at www.gov.im/elections. Alternatively, you can contact the returning officer for your constituency. Details of returning officers are also available at www.gov.im/elections.

The polling station will be clearly marked with sign(s) outside. When you reach the polling station you will be directed to a poll clerk. You will be required to provide your name and address to the clerk, who will check that your name is on the electoral register.



You will be given a ballot paper and you should mark your vote on the ballot paper secretly in one of the voting compartments.

Put one X in the space to the right opposite the name of the candidate or candidates you wish to vote for.

You may vote for not more than two candidates. If you put any other mark on the ballot paper, your vote may not be counted.

Then fold the ballot paper in two to conceal your vote, show the official mark on the back to the presiding officer and put the paper into the ballot box.

If you spoil the ballot paper by mistake do not destroy it; give it back to the presiding officer and ask for another.

If you have difficulty marking your ballot paper and need help, please ask to speak to the presiding officer as soon as you arrive at the polling station. The presiding officer is there to help you and if required may mark the ballot paper on your behalf.

The polling station is open between 8.00am to 8.00pm.

2 Voting by Advance Vote

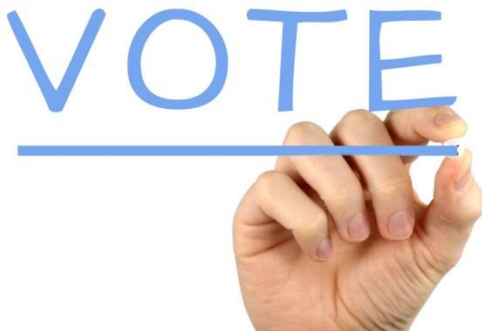
Applying for an Advance Vote

You may wish to apply for an advance vote whether you are on or off the Island on polling day.

An advance vote allows you to cast your vote on a day prior to polling day, at a time and venue agreed with the Returning Officer for your constituency

An application form for an advance vote is available from:

- The returning officer for your constituency
- Cabinet Office website at www.gov.im/elections
- Cabinet Office, Third Floor, Government Office, Bucks Road, Douglas, IM1 3PN.



You must complete and sign the application form, and forward it to the returning officer for your constituency by the following dates:

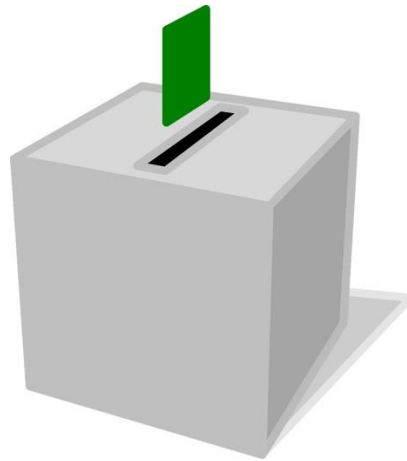
- if the advance voter's ballot paper is to be marked **in** the Isle of Man, **by Friday 16 September 2016**; or,
- if the advance voter's ballot paper is to be marked **outside** the Isle of Man, but within the British Islands, **by Monday 12 September 2016**.

If you are intending to vote off the Island your ballot paper and documentation will be sent to you by post.

The documentation will include:

- a ballot paper
- a declaration of identity
- a small envelope marked 'A'
- a larger envelope marked 'B'.

Check your pack contains all of the above.



How to cast an Advance Vote

Your ballot paper must be completed in the presence of the certifying officer

If you will be in the Isle of Man you can deliver your ballot paper directly to the returning officer, at a prearranged time and venue, or, in certain circumstances, you can ask the returning officer to make arrangements for your ballot paper to be collected from you.

- 1) If you choose to deliver your ballot paper you must ask for a certifying officer who has the authority to receive your vote.
- 2) If you have made arrangements for your ballot paper to be collected, you must ensure the person who has called to collect the ballot is a certifying officer.

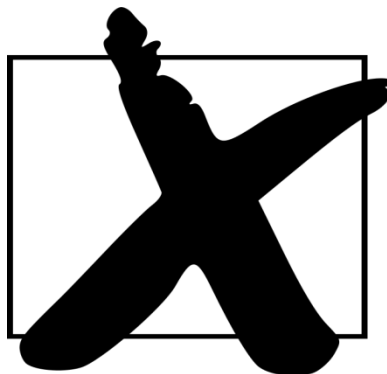
In either case the certifying officer will be the returning officer for your constituency, or a person appointed by him or her to act in this capacity. You should ask the person to show that they have been appointed for this purpose and are allowed to receive your vote. You will be required to produce to the certifying officer:

- 3) your ballot paper; **and**
- 4) the declaration of identity and form of instruction.

The certifying officer may ask you to produce evidence of your identity.

In order to cast your vote you must:

- 1) sign the declaration of identity in the presence of the certifying officer;
- 2) vote in the presence of the certifying officer, but they must not be able to see how you mark your ballot paper;
- 3) insert the ballot paper into the smaller envelope (marked A) and seal the envelope;
- 4) place the sealed smaller envelope and the declaration of identify into the larger envelope (marked B) and seal the envelope; and then;
- 5) pass the sealed envelope to the certifying officer, who will ensure it is included in the official count.



If you are unable to sign the declaration of identity, the certifying officer, on being satisfied as to your identity, will mark the ballot paper as you direct and insert the ballot paper into the smaller envelope and seal the envelope.

If you will be off Island when you mark your ballot paper the arrangement will be as above except that you will take the following to a person who may act as a certifying officer (see Certifying Officers for more detail):

- 1) the ballot paper
- 2) the declaration of identity and form of instructions and
- 3) satisfactory evidence of identity.



If the ballot paper has been marked **outside** the Isle of Man, you must send the envelope to the Returning Officer ensuring it arrives not later than 8pm on polling day, Thursday 22 September 2016.

For a list of persons outside the Isle of Man who may act as a certifying officer see **Certifying Persons**.

Once your application to be treated as an advance voter has been approved by the Returning Officer, you will NOT be able to vote at the polling station on the day of the election

Option 3 - Apply for the appointment of a Proxy to vote on your behalf

Only if you are unable to vote in person at your polling station or as an advance voter, you may apply to appoint a proxy to vote on your behalf on 22 September 2016

An application form for the appointment of a proxy is available from:

- The returning officer for your constituency
- Cabinet Office website at www.gov.im/elections
- Cabinet Office, Third Floor, Government Offices, Bucks Road, Douglas.

Please note an application for the appointment of a proxy must be received by the Electoral Registration Officer on or before **Friday 16 September 2016**.

A person who is appointed as a proxy voter must:

- 1) be aged 16 or over; and
- 2) not be appointed proxy to vote on behalf of more than 2 individuals; except where the proxy is the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of those individuals. A proxy may be appointed for any number of these family members.

A proxy voter may be required to produce satisfactory photographic evidence of identity before being permitted to vote at a polling station.

Please note that when a proxy has been appointed to vote on your behalf you may still vote in person, provided you apply at the polling station for a ballot paper for the purpose of voting in person BEFORE a ballot paper has been issued to your proxy

Useful Contacts

Please see below useful contact details:

Crown and Elections Unit
Cabinet Office
Third Floor
Government Offices
Bucks Road
Douglas
IM1 3PN

Website: www.gov.im/elections
Tel: (01624) 685211
Email: elections@gov.im

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

Website: www.gov.im/elections
Tel: (01624) 685754
Email: elections@gov.im

A contact list of all **returning officers** can be obtained from the Cabinet Office website www.gov.im/elections or by visiting the Cabinet Office at the address above.

Contacts for all **Local Authority and Commissioners Offices** can be obtained from the Cabinet Office website at www.gov.im/elections and also on page 37 of the Manx Telecom 2016 Telephone Book and Business Directory.

Certifying Persons

(people who may certify advance votes)

Certifying Persons

A certifying person must be –

If you will be in the Isle of Man:

- the returning officer for your constituency; or
- a person appointed by the returning officer for your constituency to act as Certifying Officer

If you will be off Island – one of the following persons:

- Consular official
- Justice of the Peace
- Minister of Religion authorised to solemnise marriages
- An advocate, barrister, solicitor or notary public
- Physician, surgeon or dental surgeon
- Accountant
- Commissioned officer in HM Armed Forces
- Master of a British ship
- Manager of a commercial bank or of any branch of such a bank
- Member of academic staff of an institution of further or higher education
- Civil servant of the grade Executive Officer or above
- Police officer
- Manager of a hospital, nursing home or residential care home

Even if otherwise qualified, the following people may not act as certifying officer:

- a candidate
- the spouse or civil partner of a candidate; or
- a polling agent or counting agent appointed by a candidate.

A candidate, the spouse or civil partner of a candidate, or a polling agent or counting agent appointed by a candidate may not act as a certifying person.

