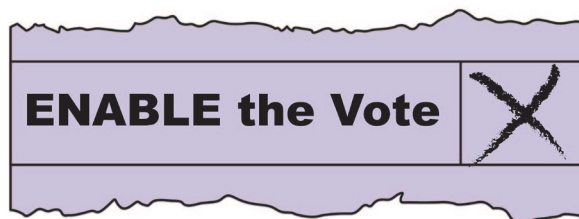


A guide to voting in the Scottish Parliamentary Election



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Easy Read



The
Electoral
Commission

What is the Scottish parliamentary election all about?

This election is where people in Scotland vote for who they want to be in the Scottish Parliament.



The Scottish Parliament makes decisions about things that affect people all over Scotland, like:

- health and social care
- housing
- council tax
- schools and colleges.
- police, courts and jails.



This election is your chance to have a say about how Scotland should be run.

In this election you get **2 votes**.



1 vote is to vote for a person to speak up for the local area where you live.



1 vote is to vote for a party or person to speak up for the bigger area where you live.



A party is a group of people who work together on the same issues.



After the election they count up how many people from each party won the vote in their area.

The party with the most people gets to make the Scottish Government.

And they choose the First Minister of Scotland.

How to vote in the election

Step 1

Put your name on the list of people who can vote.

Step 2

Decide how you want to vote.

There are 3 ways you can vote:

- Go to a voting place to vote
- Send your vote by post
- Ask someone else to vote for you

Step 3

Decide who you want to vote for.

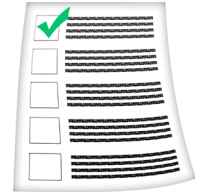
Step 4

Vote!

Step 1

Put your name on the list of people who can vote

There is a list of people who can vote. You have to put your name on the list before you can vote. This is called registering to vote.



You might already be on the list if you have voted before.

If you are not sure you should still put your name on the list.

You can't vote if you're not on the list!

How to put your name on the list

You can use the internet to add your name to the list.



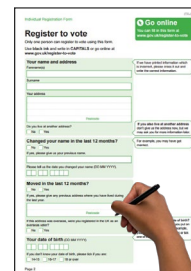
The website is **www.gov.uk/register-to-vote**

You can ask someone to help you with this.

You can also fill in a form to register to vote.

You can get the form from the website

www.gov.uk/register-to-vote

A hand holding a black pen is shown filling out a 'Register to vote' form. The form is titled 'Register to vote' and has a 'Go online' button in the top right corner. The form contains several sections with text and input fields, including 'What is your name?', 'What is your address?', 'When did you last move to this area?', and 'What is your date of birth?'. The form is partially filled out with handwritten text.

If you don't have the internet you can phone

ENABLE Direct.

They will send you the form to fill in.



0300 0200 101

You can ask someone to help you fill in the form and send it back.

Important date



You have to put your name on the list by Monday 18th April.

Step 2

Decide how you want to vote

Go to a voting place to vote

The building where you go to vote is called the polling place.

It is usually somewhere like a school or community centre.

You will get a poll card through the post.

It will look like this:

OFFICIAL POLL CARD		ROYAL MAIL
YOUR LOCAL COUNCIL		
UK PARLIAMENTARY GENERAL ELECTION		
POLLING DATE:	THURSDAY 7 MAY 2013	NUMBER ON REGISTER: KP1 491
POLLING STATION:	YOUR LOCAL VILLAGE HALL TOWN TOWNSHIP TD9 7DS	NAME & ADDRESS: SEE USE IT INSTRUCTIONS 25 THE HILL TOWNSHIP THE BGS SCOTLAND G109B 6641915
POLLING HOURS:	7am - 10pm	
<small>© public bodies, unless to: The address of the local electoral registration office goes here</small>		<small>Please Note: The closing time for postal applications is 5pm on Tuesday 20th September 2012 and for proxy applications is 5pm on Thursday 20th September 2012.</small>
SEE FURTHER INFORMATION ON THE BACK OF THIS CARD		

It will arrive a few weeks before voting day.

It will tell you where to go to vote.

Thursday 5th May is voting day!



Go to the place it says on your poll card.

It is open from 7 in the morning to 10 at night.



Tell the person at the desk your name and address.

Or you can give them your poll card.

The person at the desk will give you 2 voting papers.

They will look like this:

Regional ballot paper (Larger electoral area)	
Election of Members of the Scottish Parliament for the [XXXXXXXXXXXXXXXXXX] Region	
Vote only once by putting a cross in the box next to your choice	
A Party	<input checked="" type="checkbox"/>
B Party	<input type="checkbox"/>
C Party	<input type="checkbox"/>
Candidate D Independent	<input type="checkbox"/>
Candidate E Independent	<input type="checkbox"/>

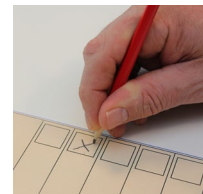
Constituency ballot paper (Local area)	
Election of Members of the Scottish Parliament for the [XXXXXXXXXXXXXXXXXX] Constituency	
Vote for only one candidate by putting a cross in the box next to your choice	
Candidate A A Party	<input type="checkbox"/>
Candidate B B Party	<input type="checkbox"/>
Candidate C Independent	<input type="checkbox"/>
Candidate D D Party	<input type="checkbox"/>
Candidate E Independent	<input type="checkbox"/>

Take your voting papers to the voting booth.

On the peach paper there is a list of parties.

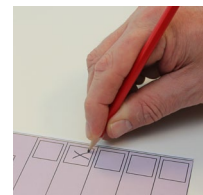
There might also be people who are not part of a party.

Write an X in 1 box to vote for the party or person you want to vote for.



The purple paper has a list of people.

Write an X in 1 box to vote for the person you want to vote for.



Fold up your voting papers.

Put them in the ballot boxes.



What support can I get at the voting place?

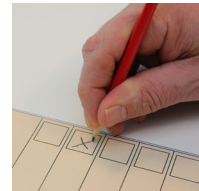


You can take someone with you to the voting place.

They can read out the voting papers and explain them to you.



They can write on your voting papers if you want them to.



The staff at the voting place might ask the person supporting you to fill in a form before they help you.

You can ask the staff at the voting place for help too.

Important date



Voting day!

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every receipt, invoice, and bill should be properly filed and dated. This not only helps in tracking expenses but also provides a clear audit trail for tax purposes.

In the second section, the author outlines the various methods for collecting and organizing financial data. This includes using spreadsheets, accounting software, and physical filing systems. The goal is to ensure that all information is easily accessible and up-to-date.

The third section focuses on the importance of regular reviews and reconciliations. It suggests that business owners should set aside time each month to compare their internal records with bank statements and other external sources. This helps in identifying discrepancies early and ensuring the accuracy of the financial statements.

Finally, the document concludes with advice on how to use the collected data for strategic decision-making. By analyzing trends and patterns in spending and revenue, business owners can make more informed choices about budgeting, investment, and overall business operations.

Step 2

Decide how you want to vote Send your vote by post

You can choose to send your vote by post instead of going to a voting place.

This is called a **postal vote**.

If you want to get a postal vote you have to ask to do this.



How to ask to send your vote by post

When you register to vote you can tick a box to ask to send your vote in a letter.

The open register
 I don't want my name and address to be on the open register

Can't vote in person?
If you can't go to the polling station, please tick the box to ask to vote by post. If you are a proxy voter, please let someone else vote for you.

By post

Declaration
To the best of my knowledge and belief, the information I have given is correct and complete.

They will send you another form to fill in. You must fill this form in and sign it.

Electoral registration form

Personal details
Name: []
Address: []
Date of birth: []

Declaration
I declare that the information I have given is correct and complete.

Signature
[]

Then post it back to the address it says on the form.

Important date



If you want to send your vote by post you have to send the form back by 5pm on 19th April.

How to send your vote in a letter

You will get 2 voting papers in the post.

They will arrive about a week before voting day.

The voting papers will look like this:



Regional ballot paper (Large electoral area)	
Election of Members of the Scottish Parliament for the [XXXXXXXXXXXXXXXXXX] Region	
Vote for only one party by putting a cross in the box next to your choice. <input checked="" type="checkbox"/>	
A Party	<input type="checkbox"/>
B Party	<input type="checkbox"/>
C Party	<input type="checkbox"/>
Candidate D Independent	<input type="checkbox"/>
Candidate E Independent	<input type="checkbox"/>

Constituency ballot paper (Local area)	
Election of Members of the Scottish Parliament for the [XXXXXXXXXXXXXXXXXX] Constituency	
Vote for only one candidate by putting a cross in the box next to your choice. <input checked="" type="checkbox"/>	
Candidate A A Party	<input type="checkbox"/>
Candidate B B Party	<input type="checkbox"/>
Candidate C Independent	<input type="checkbox"/>
Candidate D D Party	<input type="checkbox"/>
Candidate E Independent	<input type="checkbox"/>

On the peach paper there is a list of parties.

There might also be people who are not part of a party.

Write an X in 1 box to vote for the party or person you want to vote for.

The purple paper has a list of people.

Write an X in 1 box to vote for the person you want to vote for.

Post your voting papers back in the envelope.

Important date



Make sure you send your voting papers back in plenty of time.

They have to get there before 5th May.

Step 2

Decide how you want to vote

Ask someone else to vote for you

If you have a disability you can get someone else to vote for you if you want.

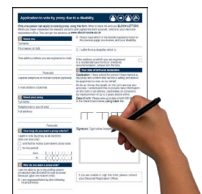


This is called a **proxy vote**.

If you want someone else to vote for you, you have to ask to do this.

How to get someone else to vote for you

You have to fill in a form if you want someone else to vote for you.



You can get the form on the internet:

www.gov.uk/apply-vote-proxy



If you don't have the internet you can phone ENABLE Direct.

They will send you the form to fill in.



0300 0200 101

How someone else votes for you



Decide which party or person you want to vote for on the peach voting paper.

Decide which person you want to vote for on the purple voting paper.

Tell the person who is voting for you who you want to vote for.

The person who is voting for you will go to the voting place.

They will vote for you.

Important dates



If you want someone to vote for you, you have to ask to do this by 5pm on 26th April.



If someone is voting for you, they go to the voting place to vote on 5th May.

Step 3

Decide who you want to vote for

It can be hard to know who you want to vote for.

Here are some things you can do to help you decide.



Read what different parties say

Parties write down what they think about issues like health and schools.

They write down what they will do about things like this if they win the election.

This is called a **manifesto**.

Look out for manifestos in April.

Some parties write an Easy Read version of their manifesto too.

You can look for these on the internet.



Ask people questions

You can ask friends, family and support workers about the election.



People might come to your door or call you on the phone to ask who you're voting for. You can ask these people questions too.



Go to a meeting

You can go to a meeting to talk to politicians. You can find out what they think about things that matter to you.



You can find out what they would do if they get voted in. This might help you decide who you want to vote for.

ENABLE Scotland is putting on meetings like this in April.



You can find more information about these meetings on our website:



www.enable.org.uk/enablethevote



Or call the Campaigns team on **01698 737 000**



What the words mean

There are lots of hard words to do with elections.

Here are some of them and what they mean.

Ballot box The box where you put your voting paper after you have voted.

Ballot paper Another word for voting paper.

Constituency The smaller area of Scotland where you live.

Election Where people vote on something.

Government The politicians in charge of the country.

Manifesto A booklet that says what a party will do if they get in government.

Party	A group of people who work together on the same issues.
Poll card	The card that says where you should go to vote.
Polling booth	The desk where you write on your voting paper.
Polling place	The building where you go to vote. It is usually somewhere like a school or community centre.
Postal vote	Sending your vote in a letter.
Proxy vote	Asking someone else to vote for you.
Region	The bigger area of Scotland where you live.
Register	When you register to vote, you put your name on the list of people who can vote.