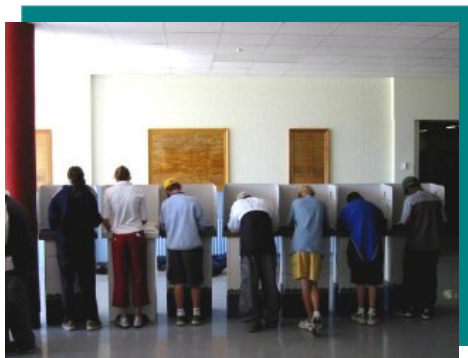


If the students at your school elect **School Captains, House Captains** or representatives to the **Student Representative Council (SRC)** why not use the election as an educational experience. This fact sheet sets out some of the things your school needs to do to hold an election.

We can help you organise an election using either the Hare-Clark or single member system. This will give your students the opportunity for a hands-on experience of voting the way they will vote as adults. You will also be contributing to the attainment of objectives of the ACT curriculum ELA 22 and the Australian Curriculum – Civics and Citizenship.



There must be time for candidates to decide to run in the election and for them to campaign. Your students may wish to form parties. These parties would choose their candidates before the election and help them to electioneer during the lead up to the election. If you do not have parties, candidates can campaign on their own behalf.

The education section of Elections ACT's website (www.elections.act.gov.au) contains a series of template documents with full instructions to assist schools to conduct elections for SRC representatives in accordance with standard rules for single-member elections, and for multi-member elections using the [Hare-Clark electoral system](#).

Formulate election rules

Your school may wish to make rules to suit your circumstances. The following are ones we recommend:

- **dates** must be set for opening and closing nominations, the campaign period and the election
- choose a **voting system** and decide on formality rules
- **parties** must register and be approved by the school
- a candidate **nomination** can be rejected by the school for defined reasons
- a candidate nomination can be **withdrawn** up to the time of the close of nominations
- no **advertising material** can be placed in a polling place or outside the door
- candidates should understand that they cannot use defamatory material, spread misleading information or disrupt other candidates' campaigns
- students and teachers must agree to abide by the **result** of an election



Designate the polling place

A **polling place** is an area used by voters to cast their vote.

We can assist you with the preparation of **ballot papers** and provide you with **voting screens**, **ballot boxes** and **seals** for the boxes.

A polling place needs:

- a **roll** of voters' names to identify those who can vote and ensure that no-one votes more than once
- **polling officials**
- **ballot papers**
- **voting screens** to ensure privacy while filling in the ballot paper
- **ballot boxes**

Organise the scrutiny

A scrutiny is the counting of the votes by officials (not including the candidates) and watched by scrutineers on behalf of the candidates.

Elections ACT can help you run election day or come at the end and assist with the count.

To conduct the scrutiny you need:

- secure space to count the votes at the end of the election
- people to count the votes and scrutineers to see that the count is fair
- a person who understands the counting procedure to calculate the quota and distribute the ballot papers until the required number of candidates is elected.

The template documents are available at www.elections.act.gov.au and include a scrutiny sheet which will calculate a Hare-Clark result.

