

**Teachers' guide for the conduct of a  
PREFERENTIAL BALLOT**

**RETURNING OFFICER'S  
INSTRUCTION MANUAL**



**This Manual has been designed to assist schools conduct a preferential ballot with their students. If you have any suggestions as to how to improve its content, please let us know.**

The **ELECTORAL COMMISSION SA** can provide an election kit containing:

- a Returning Officer's Manual
- a ballot-box
- ballot-box seals
- official results' certificates
- polling booth sign.

Information is also available on State electoral processes and procedures, voting systems, House of Assembly electorates and results of previous elections.

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# INTRODUCTION

**This Manual is designed to provide teachers with sufficient information to enable them to confidently conduct a ballot in the school environment using the preferential system of voting and counting.**

**Involving students in the conduct of a formal ballot for the election of delegates or representatives to the Student Representative Council or other school committees presents them with the opportunity to learn about the electoral process and have hands-on experience participating in a 'real' election.**

**The voting system described on page 4 of this manual allows for the election of more than one candidate in a 'Bottoms Up Preferential' ballot. Instructions are given for procedures to elect either one or more candidates.**

**The essential steps in the election process are the:**

- **appointment of a Returning Officer responsible for advertising the details of the election and ensuring its conduct in a fair and impartial manner**
- **preparation of a "roll" of students (electors) who are eligible to vote in the election**
- **appointment and training of polling officials**
- **setting up the booth**
- **ballot (election)**
- **sorting and counting the ballot papers (the scrutiny)**
- **declaration of the winning candidate(s)**

**To add weight to their candidature, the students (or candidates) may wish to form campaign committees, hand out candidate profiles and how-to-vote material and rally support to their cause. They may participate in the campaign process but should not be present in the polling booth during the voting or counting processes except to cast their own vote. They may appoint 1 or 2 scrutineers - the number to be determined by the Returning Officer - to observe proceedings on their behalf. Scrutineers must have written authorisation from a candidate to act in that capacity and should not touch any ballot material apart from casting their own vote.**

**The boxed shaded headings in the text indicate some of the key procedures to be followed in the conduct of the ballot.**

# THE BALLOT PROCESS

## APPOINTMENT OF RETURNING OFFICER

Prior to the election process commencing, a teacher (or student) should be appointed who will be responsible for the proper conduct of the election. This person is known as the 'Returning Officer'.

The Returning Officer must be, and be seen to be, impartial, enthusiastic and display a great deal of accuracy when compiling voters' rolls, preparing and issuing ballot papers to students and conducting the count.

## WHO IS ELIGIBLE TO VOTE?

The Returning Officer must determine who is eligible to vote.

The number of students and their knowledge of the electoral process and political systems will obviously vary depending on the year levels participating. In parliamentary elections you must be 18, an Australian citizen and have lived at your present address for one month to be eligible to vote. The school eligibility criteria might be belonging to a certain home group, year level or all 15 year olds.

## VOTERS' ROLL

When the voting eligibility has been decided, the Returning Officer needs to compile a list (roll) of all persons eligible to vote in the election.

The voters roll may be one alphabetical roll of students or it may be several lists which are broken down by class or year level.

The lists must be accurate and are required when issuing ballot papers to students.

## DATE OF ELECTION

The Returning Officer determines the date or dates when the roll closes, nominations must be received by and when voting is to take place. The length and number of voting periods will depend on the number of students participating in the election.

For schools with small numbers of students one lunch time period may be sufficient. In larger schools it may be necessary to hold the election over more than one day and/or provide for more than one voting period in a day.

\* If voting is conducted over an extended period, the ballot-box must be secure at all times.

## ADVERTISING

The Returning Officer must determine the most appropriate and effective form of advertising to ensure that each student able to participate in the election knows:

- why it is being held
  - the issues involved
  - who the candidates are
  - when and where voting will take place
- and
- understands the vote counting system and procedures associated with casting a formal vote.

The Returning Officer may decide that the easiest method of advertising is by distributing a hand-out to each classroom.

Note:

1. The candidates are responsible for their own campaigns, campaign material and how-to-vote cards which should be vetted by the Returning Officer.
2. Only 'official' (vetted) electoral material is allowed in the polling booth.

## PREPARATION OF BALLOT PAPERS

The Returning Officer must prepare ballot papers similar to those shown on pages 15-18 of this booklet. You may prepare your own or adapt the one for the number of candidates in your election, add the names to the pro-forma in the book and photocopy sufficient numbers to hand out to the electors.

The position of candidate names appearing on the ballot paper must be as determined by lot (ie. drawn out of a box or hat). Candidates should be given the opportunity to witness the draw.

After photocopying sufficient supplies of ballot papers, you must record the number of ballot papers printed. This will enable you to reconcile the number of ballot papers issued and unused at the completion of the election.

**No. of ballot papers printed = No. of ballot papers issued + No. of unused ballot papers**

*(including spoilt)*

## APPOINTMENT OF ASSISTANTS

It will be necessary for the Returning Officer to appoint polling booth assistants (including a ballot-box monitor) to help with the issuing and counting of ballot papers. The number required will depend on the number of students voting in the elections.

All those assisting should be aware of the procedures associated with: issuing ballot papers, marking names off the voters' roll, determining formality, sorting and counting the ballot papers.

## SETTING UP THE BOOTH

Prior to the commencement of polling, the Returning Officer must set up an area for voting known as the 'polling booth'. This may be in a classroom or hall.

The following equipment and materials will be required:

- tables/chairs for staff crossing names off the roll and issuing ballot papers
- tables/chairs for electors marking ballot papers
- ballot box (and table for the ballot box)
- pens and rulers to mark the roll
- pencils or pens to mark the ballot papers
- counting equipment (candidate name cards, finger stalls, rubber bands, tally sheet)
- roll(s) of eligible voters
- ballot papers
- polling booth sign.

If the roll of electors is produced in alphabetical order A-Z, you may wish to split the roll in halves or thirds (depending on the number of assistants you have engaged). In this case you will require appropriate signage (eg. A-K, L-Z).

Alternatively if the roll is broken down by class or home group, you will again need relevant signage (eg. classes 1-4, classes 5-8 or you may prefer to list the names of the class or home group teachers).

The polling booth should be set up in a similar manner to the layout shown on page 12.

## METHOD OF VOTING

As already stated, the method of voting described in this booklet is full preferential and vote counting '**Bottoms Up Preferential**'. That is, **candidates with the least number of votes are excluded from the count until the number of candidates remaining in the count equals the number of vacancies to be filled.**

In the election, an elector **must** mark the ballot paper by placing the number **1** in the square opposite the name of the most preferred candidate and the numbers **2, 3, 4** and so on in the squares opposite the names of the remaining candidates so as to indicate a preference for each of them. It should be stressed that **only numbers** are to be used.

## VOTING PROCEDURES

The voting procedure is as follows:

- check the ballot box is empty before polling starts, then seal
- electors enter the polling booth, queue and proceed one at a time to appropriate issuing table
- elector's name is crossed off the roll and a ballot paper issued (ballot papers **must be initialled** by either the Returning Officer or issuing officer)
- elector moves to a voting table and marks the ballot paper (in private)
- folded ballot paper is placed in the ballot box
- elector exits the polling booth.

Note:

1. If an elector 'spoils' a ballot paper, the spoiled paper should be handed to the Returning Officer and set aside for reconciliation before a replacement is issued.
2. An elector is permitted to vote only once in the election.
3. Scrutineers may be asked to observe the sealing of the ballot box and, at the end of polling, the breaking of the seals prior to the count commencing.

### FORMALITY OF BALLOT PAPERS

A ballot paper is informal if:

- it is not an authentic ballot paper initialled by, or with the authorised mark of, the Returning Officer or issuing officer
- it is blank (has no vote indicated on it)
- marked with a tick (✓) or a cross (X) - **not** acceptable as an expression of a first preference
- it is signed by the elector (secrecy lost through identification)
- it does not indicate the order of the voter's preference for **all** candidates in the election.

Notes:

1. Where a voter indicates by consecutive numbers commencing with the number 1 an order of preference for all candidates **except one**, it is presumed that the candidate for whom no preference is expressed is the least preferred and that the voter has accordingly indicated an order of preference for all candidates. The ballot paper is therefore accepted as formal.
2. The Returning Officer has the final decision on whether a ballot paper is formal or informal. Examples of formal and informal ballot papers are shown on page 13.

### SORTING THE BALLOT PAPERS

Sorting of ballot papers should commence as soon as possible after voting has closed. The Returning Officer should advise the candidates when and where voting and counting will take place and must give any scrutineer(s) appointed by a candidate the opportunity to 'witness' proceedings on their behalf.

At the close of voting, the ballot-box is opened and all ballot papers are removed. The polling booth staff must check each ballot paper carefully to ascertain whether it is **formal** or **informal**. The formality check should not be rushed, as it is critical that only formal ballot papers are included in the count. All informal ballot papers are then counted, bundled together with a total recorded on top and set aside as finally dealt with.

**Informal ballot papers are not included further in the count (scrutiny).**

### COUNTING THE FORMAL BALLOT PAPERS

#### STEP 1

The first step of the count is for polling staff to arrange all **formal** ballot papers (b.p's) in bundles according to the name of the candidate shown as first preference. Each bundle is:

- counted to establish a first preference (primary vote) total for each candidate
- re-checked to confirm that no error has been made.

These figures are entered on the tally sheet under the names of each candidate (see example below - line 1).

The totals for each candidate are then added together to obtain the total number of formal ballot papers in the count. This figure is entered in the 'Total' column on the right of the tally sheet.

## STEP 2

Step 2 is to eliminate or '**exclude**' the candidate who has received the least number of first preference votes. All ballot papers of the excluded candidate are re-examined and distributed to the candidate next preferred by the voter in the list of preferences. That is, ballot papers are passed on to the remaining candidates according to the **2nd** preference indicated on the ballot paper.

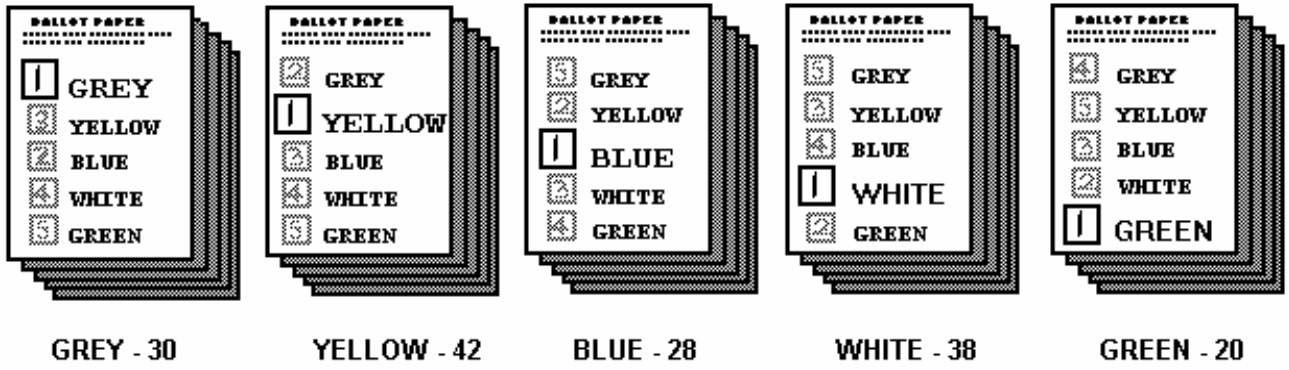
In our example below (line 2), candidate Green has the least number of first preference votes (20) and is excluded. Green's 20 ballot papers are passed on to the remaining candidates according to the number **2** on the ballot paper. This is illustrated on the opposite page.

## TALLY SHEET (example)

Line	Distribution process	CANDIDATES					TOTAL
		Grey	Yellow	Blue	White	Green	
1	No. of 1 <sup>st</sup> Preference Votes	30	42	28	38	20	158
2	20 b.p's of excluded candidate <b>Green</b>	5	8	5	2	<i>Excluded</i>	
3	Progressive Total	35	50	33	40	-	158
4	33 b.p's of excluded candidate <b>Blue</b>	16	9	<i>Excluded</i>	8	-	
5	Progressive Total	51	59	-	48	-	158
6	48 b.p's of excluded candidate <b>White</b>	18	30	-	<i>Excluded</i>	-	
7	<b>TOTAL</b>	69	89	-	-	-	158

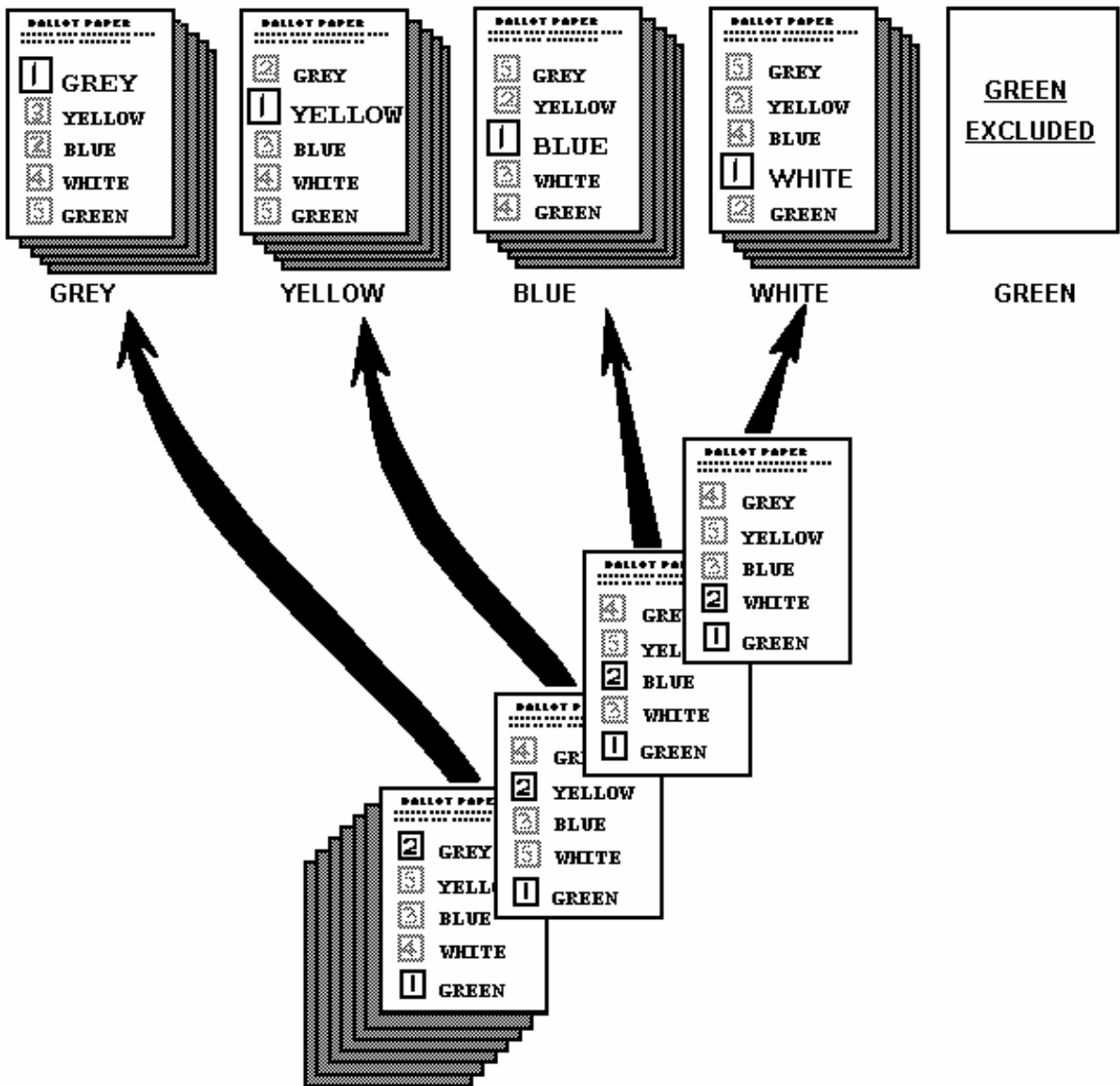
# STEP 1

(COUNT 1ST PREFERENCE VOTES)



# STEP 2

(GREEN TO BE EXCLUDED)



### STEP 3

Step 3 is to ascertain a progressive total for the remaining candidates by adding the number of votes gained from the excluded candidate to the original number of first preference votes received.

In our example from the tally sheet, candidate Grey received 5 votes from the excluded candidate, (Green), Yellow received 8, Blue received 5 and White received 2.

The progressive totals are now Grey 35, Yellow 50, Blue 33 and White 40.  
The total votes remain at 158 (line 3 on the tally sheet).

### STEP 4

Step 4 is to again eliminate the candidate with the least amount of votes.

Ballot papers of the excluded candidate are distributed to the remaining candidates according to the **next available preference**.

If the excluded candidate has a number 1 in the square alongside their name, the ballot paper is allocated to the candidate shown as the 2nd preference.

If the candidate being excluded has a number 2 in the square alongside their name, the ballot paper is distributed to the candidate shown as the 3rd preference.

In our example, candidate Blue has the least amount of votes (33) and is excluded (line 4 on the tally sheet). Ballot papers containing a 1st preference for Blue are distributed to the 2nd preference. **No ballot papers can be distributed to candidate Green as this candidate has been excluded.** Ballot papers with a 2nd preference for Green are therefore distributed to the candidate with the 3rd preference.

Remember that 5 ballot papers in candidate Blue's pile will contain a 1st preference for Green and a 2nd preference for Blue (Blue received these ballot papers at Step 2). In these cases the ballot paper is distributed to the 3rd preference, this being the next available preference.

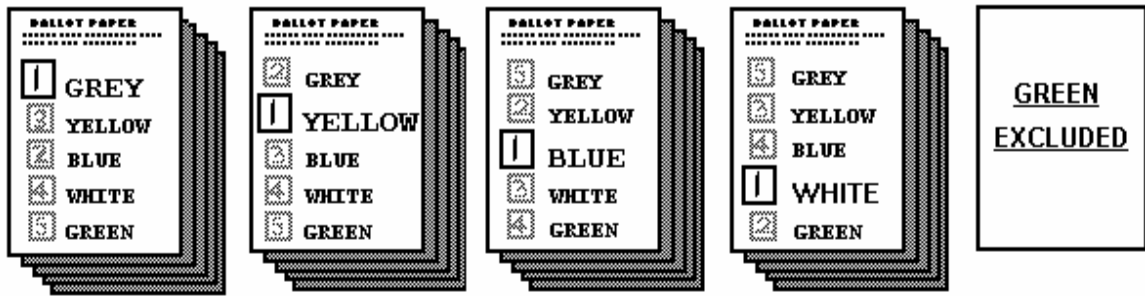
Step 4 is illustrated on the opposite page.

#### Notes:

- Preferences can not be distributed to candidates who are **excluded** from the count.
- If at any stage of the count, two or more candidates have the same number of votes, the Returning Officer shall determine by lot which candidate should be excluded or elected.

### STEP 3

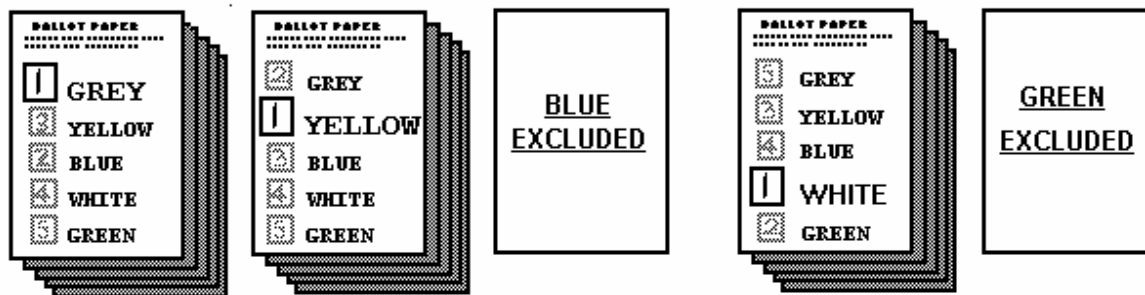
(ASCERTAIN PROGRESSIVE TOTAL)



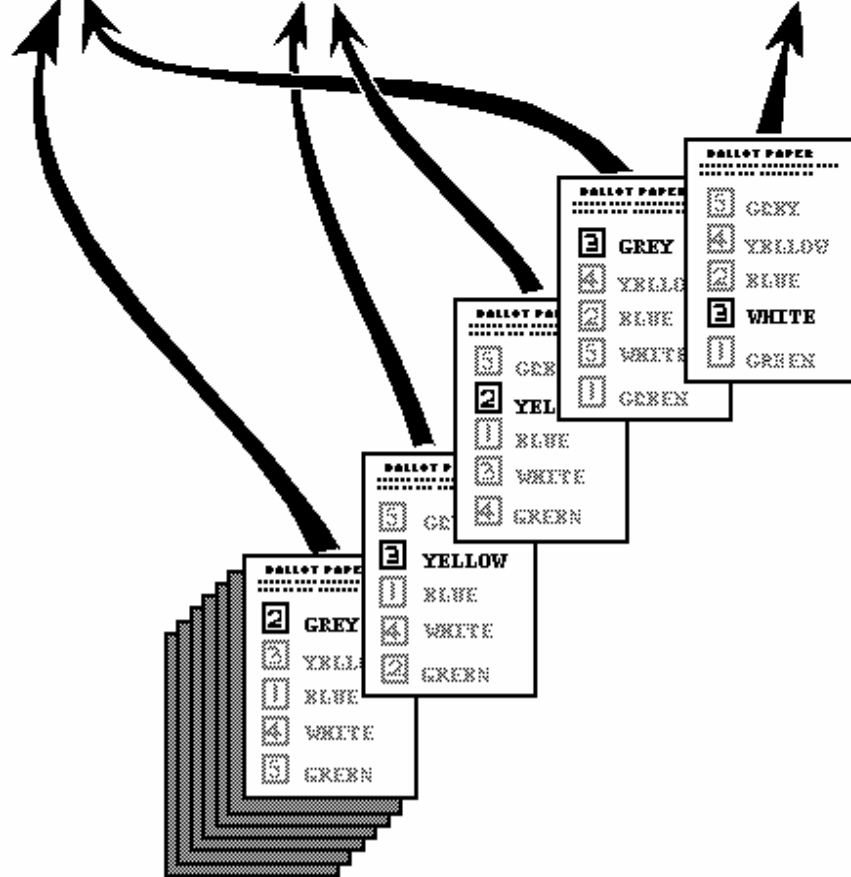
GREEN	GREY	YELLOW	BLUE	WHITE	GREEN
EXCLUDED	30	42	28	38	20
20 B.P'S	+ 5	+ 8	+ 5	+ 2	- 20
	35	50	33	40	-

### STEP 4

(BLUE TO BE EXCLUDED)



GREY                      YELLOW                      BLUE                      WHITE                      GREEN



## STEP 5

Step 5 is to once again ascertain a progressive total for the remaining candidates - line 5 on the tally sheet.

In our example, three candidates remain. Candidate Grey now has 51 votes (30 first preference votes, 5 ballot papers gained from excluded candidate Green, 16 ballot papers gained from excluded candidate Blue). Candidate Yellow has 59 votes (42 first preference votes plus 8 from Green, 9 from Blue) and candidate White 48 votes (38 first preference votes, 2 from Green and 8 from Blue).

At this stage of the count, candidates Grey and Yellow are elected as only three candidates remain in the count and one needs to be excluded. This of course will be candidate White who has the lowest number of votes.

## STEP 6

Although the two elected candidates are known at this stage of the count, Step 6 must be completed to obtain the final figures for the elected candidates.

The candidate with the least amount of votes is now excluded - line 6 on the tally sheet. Ballot papers from the excluded candidate (in this case White) are distributed to the remaining candidates (Grey and Yellow) according to the next available preference (after White). If candidate White has been allocated a second preference, the ballot paper is distributed to the third preference. If that candidate has already been excluded, the ballot paper is passed on to the 4th preference.

Examples of this distribution are illustrated on the opposite page.

**Note:** Where more than five candidates contest an election, the process of excluding the candidate with the lowest number of votes is continued until the required number of candidates remain in the count.

### Modifications

The above steps can also be used in a poll to determine the election of one candidate only. The distribution of preferences is carried out until there are 2 candidates remaining in the count. To be elected the successful candidate would need 50% + 1 of the total formal votes - an '**absolute majority**'.

In this instance that is  $158 \div 2 + 1 = 80$  votes.

Referring to the tally sheet example on Page 6, Yellow - with 89 votes - would be elected.

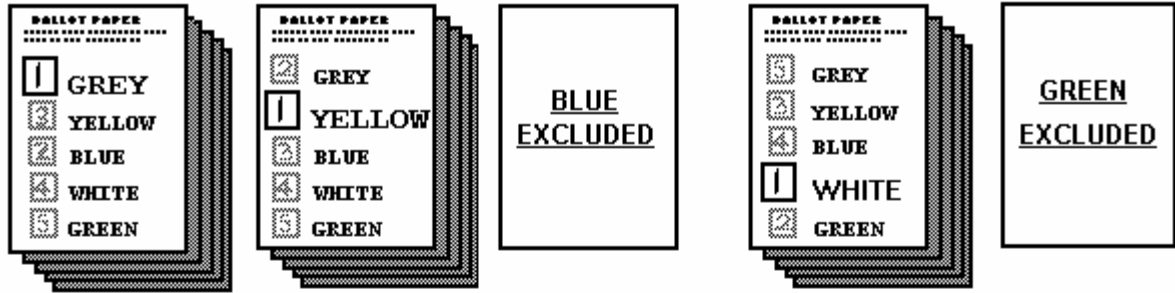
In an election for one candidate, if any candidate receives more than 50% of the votes on the primary count, then that candidate is elected. If three or more candidates are to be elected, then preferences are distributed for excluded candidates until the required number of candidates remain in the count.

## RESULTS OF ELECTION

At the conclusion of the poll, the Returning Officer must declare the name(s) of the candidate(s) elected and advise the voters of the result of the election. This may be done either by announcement or by distributing a result notice to all classes/home groups who participated in the election.

## STEP 5

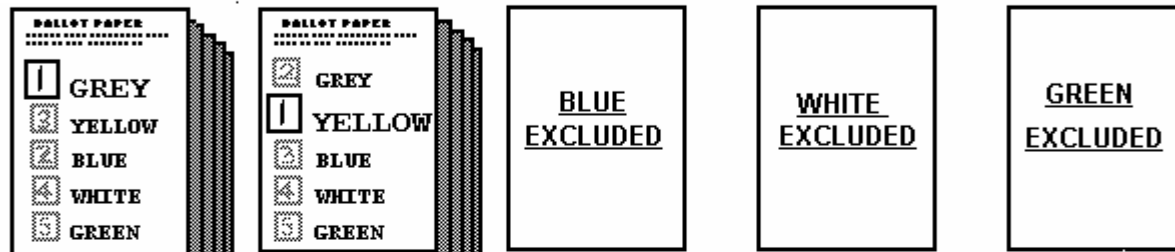
(ASCERTAIN PROGRESSIVE TOTAL)



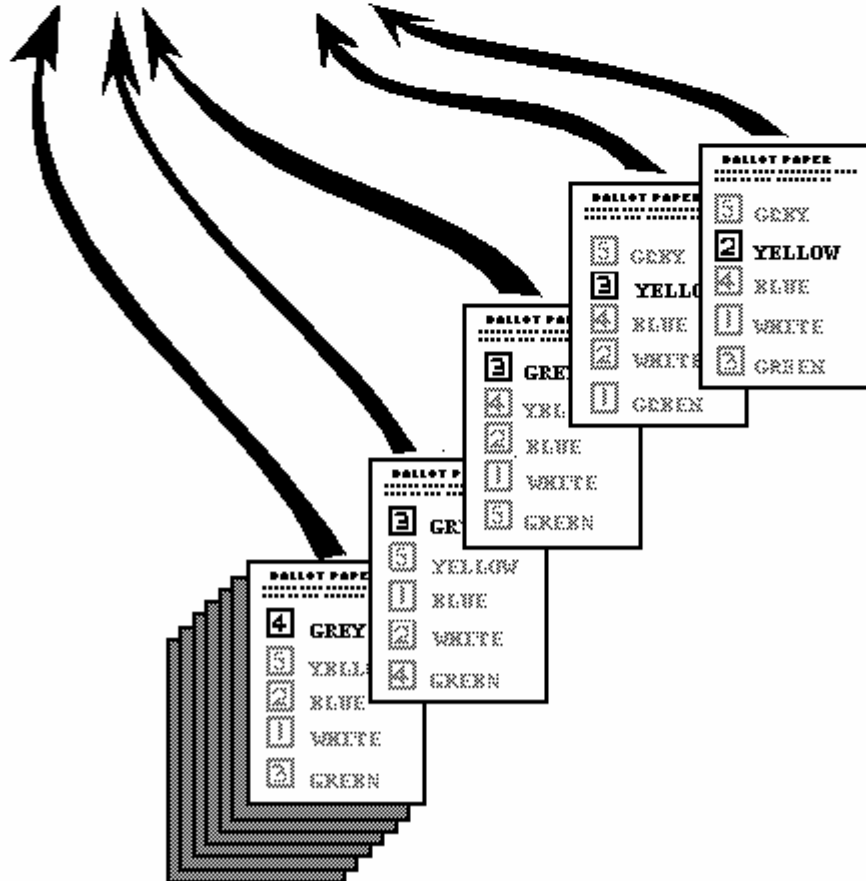
BLUE EXCLUDED	GREY 35	YELLOW 50	BLUE 33	WHITE 40	GREEN -
33 B.P'S	+16	+ 9	- 33	+ 8	-
	51	59	-	48	-

## STEP 6

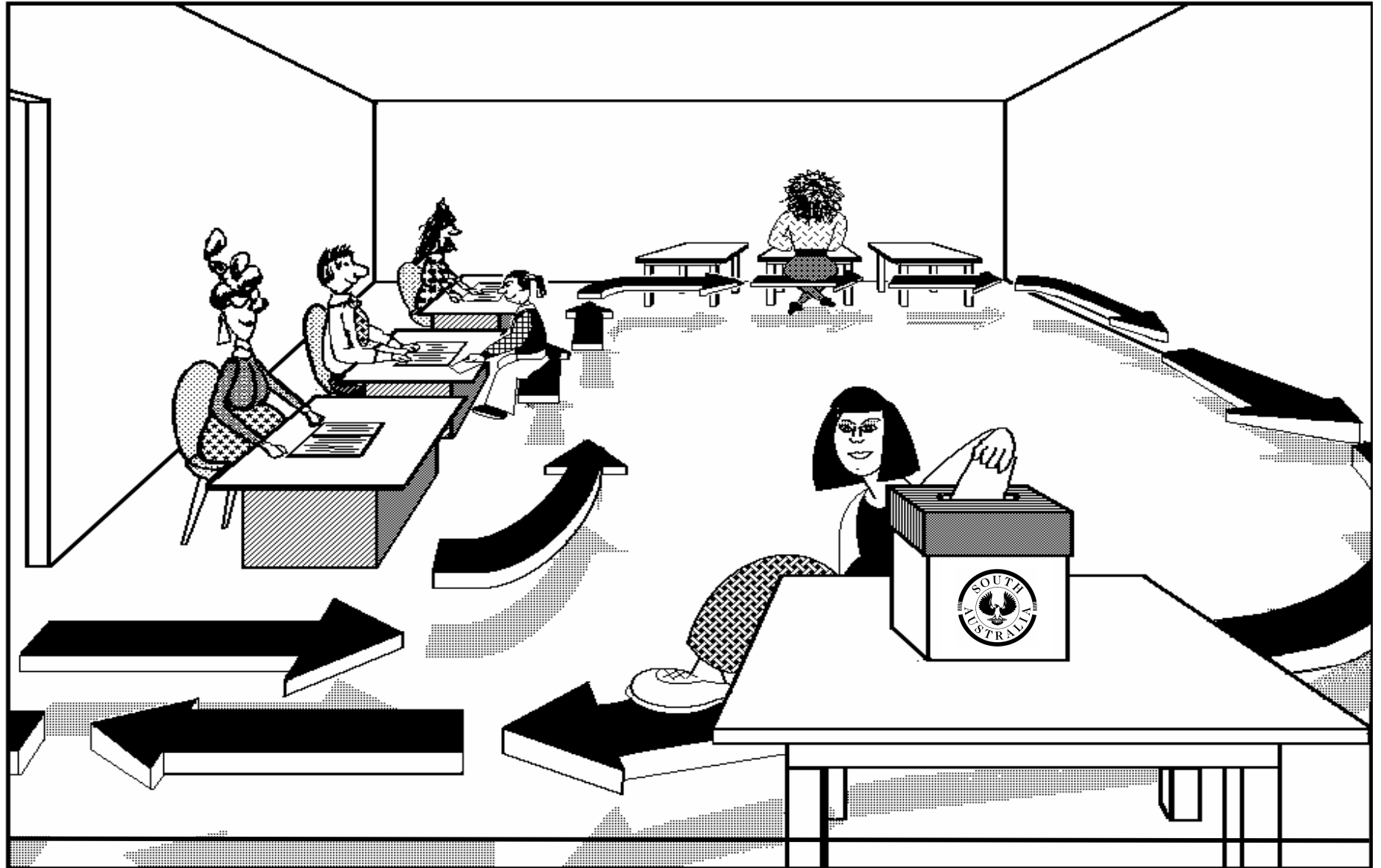
(WHITE TO BE EXCLUDED)



GREY                      YELLOW                      BLUE                      WHITE                      GREEN



# EXAMPLE OF POLLING BOOTH LAYOUT



## EXAMPLES OF FORMAL AND INFORMAL BALLOT PAPERS

Ballot papers are Formal and admitted to the Count as long as the voter's intention is clear

BALLOT PAPER  
PLEASE OBSERVE THE INSTRUCTIONS ABOVE  
 BEFORE YOU FOLD THIS BALLOT PAPER.....

3 GREY  
 1 YELLOW  
 2 BLUE  
 4 WHITE  
 5 GREEN

**FORMAL**

BALLOT PAPER  
PLEASE OBSERVE THE INSTRUCTIONS ABOVE  
 BEFORE YOU FOLD THIS BALLOT PAPER.....

4 GREY  
 1 YELLOW  
 2 BLUE  
 3 WHITE  
 GREEN

**FORMAL**

BALLOT PAPER  
PLEASE OBSERVE THE INSTRUCTIONS ABOVE  
 BEFORE YOU FOLD THIS BALLOT PAPER.....

1 GREY  
 2 YELLOW  
 4 BLUE  
 3 WHITE  
 5 GREEN

**FORMAL**

BALLOT PAPER  
PLEASE OBSERVE THE INSTRUCTIONS ABOVE  
 BEFORE YOU FOLD THIS BALLOT PAPER.....

GREY  
 YELLOW  
 BLUE  
 WHITE  
 GREEN

**INFORMAL**

BALLOT PAPER  
PLEASE OBSERVE THE INSTRUCTIONS ABOVE  
 BEFORE YOU FOLD THIS BALLOT PAPER.....

GREY  
 YELLOW  
 3 BLUE  
 WHITE  
 5 GREEN

**INFORMAL**

BALLOT PAPER  
PLEASE OBSERVE THE INSTRUCTIONS ABOVE  
 BEFORE YOU FOLD THIS BALLOT PAPER.....

GREY  
 3 YELLOW  
 1 BLUE  
 2 WHITE  
 GREEN

**INFORMAL**

BALLOT PAPER  
PLEASE OBSERVE THE INSTRUCTIONS ABOVE  
 BEFORE YOU FOLD THIS BALLOT PAPER.....

6 GREY  
 3 YELLOW  
 5 BLUE  
 1 WHITE  
 2 GREEN

**INFORMAL**

BALLOT PAPER  
PLEASE OBSERVE THE INSTRUCTIONS ABOVE  
 BEFORE YOU FOLD THIS BALLOT PAPER.....

GREY  
 1 YELLOW  
 2 BLUE  
 WHITE  
 GREEN

**INFORMAL**

BALLOT PAPER  
PLEASE OBSERVE THE INSTRUCTIONS ABOVE  
 BEFORE YOU FOLD THIS BALLOT PAPER.....

GREY  
 2 YELLOW  
 3 BLUE  
 4 WHITE  
 5 GREEN

**INFORMAL**

## **GUIDANCE ON THE ISSUE OF BALLOT PAPERS**

**The following pages contain a number of sample ballot papers designed for a minimum of three up to a maximum of ten candidates.**

**The appropriate ballot paper can be copied, names of the candidates added and further copies run off according to the number of electors expected to vote. Allow some extra for 'spoilt' votes.**

**Note: You can customise the ballot papers by amending the wording to reflect:**

- ♦ **the number of delegates to be elected**
- ♦ **the type of ballot being conducted eg. an election for members to the Students' Representative Council.**

ELECTION OF TWO STUDENTS TO THE .....

**BALLOT PAPER**

Please read the directions carefully.

**DIRECTIONS:**

The method of voting in this election is Preferential.  
You **must** mark your vote on this ballot paper by placing the number **1** in the square opposite the name of the candidate for whom you vote as your first preference and the numbers **2** and **3** opposite the names of the remaining candidates so as to indicate a preference for **all** of them.

**CANDIDATES**

-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>

**FURTHER DIRECTIONS:**

**After voting:**

- Fold the ballot paper and place it in the ballot-box.

ELECTION OF TWO STUDENTS TO THE .....

**BALLOT PAPER**

Please read the directions carefully.

**DIRECTIONS:**

The method of voting in this election is Preferential.  
You **must** mark your vote on this ballot paper by placing the number **1** in the square opposite the name of the candidate for whom you vote as your first preference and the numbers **2**, **3** and **4** opposite the names of the remaining candidates so as to indicate a preference for **all** of them.

**CANDIDATES**

-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>

**FURTHER DIRECTIONS:**

**After voting:**

- Fold the ballot paper and place it in the ballot-box.



ELECTION OF TWO STUDENTS TO THE .....

BALLOT PAPER

Please read the directions carefully.

DIRECTIONS:

The method of voting in this election is Preferential.

You **must** mark your vote on this ballot paper by placing the number **1** in the square opposite the name of the candidate for whom you vote as your first preference and the numbers **2, 3, 4** and **5** opposite the names of the remaining candidates so as to indicate a preference for **all** of them.

CANDIDATES

-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>

FURTHER DIRECTIONS:

After voting:

- Fold the ballot paper and place it in the ballot-box.

ELECTION OF TWO STUDENTS TO THE .....

BALLOT PAPER

Please read the directions carefully.

DIRECTIONS:

The method of voting in this election is Preferential.

You **must** mark your vote on this ballot paper by placing the number **1** in the square opposite the name of the candidate for whom you vote as your first preference and the numbers **2, 3, 4, 5** and **6** opposite the names of the remaining candidates so as to indicate a preference for **all** of them.

CANDIDATES

-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>

FURTHER DIRECTIONS:

After voting:

- Fold the ballot paper and place it in the ballot-box.



ELECTION OF TWO STUDENTS TO THE .....

**BALLOT PAPER**

Please read the directions carefully.

**DIRECTIONS:**

The method of voting in this election is Preferential.

You **must** mark your vote on this ballot paper by placing the number **1** in the square opposite the name of the candidate for whom you vote as your first preference and the numbers **2, 3, 4, 5, 6** and **7** opposite the names of the remaining candidates so as to indicate a preference for **all** of them.

**CANDIDATES**

-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>

**FURTHER DIRECTIONS:**

**After voting:**

- Fold the ballot paper and place it in the ballot-box.

ELECTION OF TWO STUDENTS TO THE .....

**BALLOT PAPER**

Please read the directions carefully.

**DIRECTIONS:**

The method of voting in this election is Preferential.

You **must** mark your vote on this ballot paper by placing the number **1** in the square opposite the name of the candidate for whom you vote as your first preference and the numbers **2, 3, 4, 5, 6, 7** and **8** opposite the names of the remaining candidates so as to indicate a preference for **all** of them.

**CANDIDATES**

-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>

**FURTHER DIRECTIONS:**

**After voting:**

- Fold the ballot paper and place it in the ballot-box.



# ELECTION OF TWO STUDENTS TO THE ..... BALLOT PAPER

Please read the directions carefully.

## DIRECTIONS:

The method of voting in this election is Preferential.

You **must** mark your vote on this ballot paper by placing the number **1** in the square opposite the name of the candidate for whom you vote as your first preference and the numbers **2, 3, 4, 5, 6, 7, 8** and **9** opposite the names of the remaining candidates so as to indicate a preference for **all** of them.

## CANDIDATES

-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>

## FURTHER DIRECTIONS:

### After voting:

- Fold the ballot paper and place it in the ballot-box.

# ELECTION OF TWO STUDENTS TO THE ..... BALLOT PAPER

Please read the directions carefully.

## DIRECTIONS:

The method of voting in this election is Preferential.

You **must** mark your vote on this ballot paper by placing the number **1** in the square opposite the name of the candidate for whom you vote as your first preference and the numbers **2, 3, 4, 5, 6, 7, 8, 9** and **10** opposite the names of the remaining candidates so as to indicate a preference for **all** of them.

## CANDIDATES

-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>
-----	<input type="checkbox"/>

## FURTHER DIRECTIONS:

### After voting:

- Fold the ballot paper and place it in the ballot-box



