

APPENDIX

Voting

This document allows you to easily print the different elements you will need to organize the activity, including:

- Methodology for the drawing up an electoral register.
- Polling card template
- Step by Step guide to voting
- Vote counting sheet

Methodology for the drawing up an electoral register.

- **What is an electoral register?**

An **electoral register** is a register containing the names of all the citizens of a voting district who are permitted to vote.

In France polling stations check a **copy of the electoral register** when voters cast their vote. This allows the polling station to be sure that the voter is registered to vote. After voting, the voter signs the electoral register next to their name, in order to limit the risks of voter fraud.

The electoral register and polling cards are parts of a country's electoral process aimed at reducing the risk of voter fraud. The electoral register allows authorities to verify before the election that only those who have the right to vote participate in the vote. It also allows authorities to ensure that voters only vote in one district, to prevent voters casting multiple votes in the same election.

Source: https://fr.wikipedia.org/wiki/Liste_%C3%A9lectorale (in French)

- **In France**

Only voters who are listed on the electoral register of their polling station, or who have a court order adding them to the list, may cast a vote on polling day.

In France, there are officially two lists: the **electoral register** which lists the names of those **French nationals** who are over 18 and are registered to vote, and the **additional register** which lists **citizens of member states of the European Union** who may vote in certain French elections, such as the **European and local municipal elections**.

- **For 'Voters in Training'**

For 'Voters in Training', we chose to allow **all participants to vote** during the simulated election: There are no exclusionary criteria (such as age or nationality as in real elections).

In the simulated elections, the electoral register is drawn up to include all participants, for example the whole class, organisation, or youth group depending on the situation this simulation is being used in.

However, it's still important to draw up an electoral register, so that we can:

- Make the polling cards (see appendix *Polling card template*)
- Make voter lists for participants to sign when they vote

Remember, when participants vote, only their polling card will be required to be shown – no other form of ID is needed – in order to simulate as closely as possible a real voting situation, and so as to make voting as easy as possible.

Polling card template

<p><i>Liberté – Égalité – Fraternité</i></p>  <p>électeurs en herbe</p> <p><small>Décoder, débattre, s'engager</small></p> <p>POLLING CARD</p> <p>First name: Last name: Date of Birth:</p>	<p>Polling station:</p> <table border="1"><tr><td>Vote 1</td><td>Vote 2</td></tr><tr><td>Vote 3</td><td>Vote 4</td></tr></table>	Vote 1	Vote 2	Vote 3	Vote 4
Vote 1	Vote 2				
Vote 3	Vote 4				

Voting Step-by-Step

1. The voter comes to the table where the ballots and envelopes are laid out. A voting supervisor checks that the voter is on the electoral register, and the voter takes an envelope and one ballot for each list or candidate. It is important that they take multiple ballots so that their final choice remain confidential.

2. The voter goes into the voting booth. Going into the voting booth is always mandatory, so that the voter's final choice remains secret. They slip the ballot of their chosen candidate into the envelope.

3. The voter brings their closed envelope to the table with the ballot box, where the chairperson or another official checks the voter's identity, by asking for their polling card and reading their name aloud.

Note: In a real election in many European countries (including in large towns and cities in France), voters must present official identification confirming their nationality, such as a national ID card or passport in order to vote. In this case, the polling card is not compulsory. For 'Voters in Training' we decided to only use the polling card, as is the case in some European countries, and in small towns in France.

4. The chairperson of the polling station checks that the voter has only one envelope, but may not under any circumstances touch or open it: the voter slides their closed envelope into the slot in the ballot box.

5. The voter signs next to their name on the voter list. The person in charge of the voter list is generally positioned next to the ballot box, in order to facilitate the voting process. If a voter is not able to sign themselves, then another voter of their choice can sign for them, and writes next to the signature "The voter is unable to sign him/herself". If a voter has voted but then refuses to sign, the person in charge of the voter list signs for them. The name of the voter and their refusal to sign will be recorded in the official report.

6. The assessor stamps the date of the vote in the relevant space on the polling card, and returns the card to the voter.

Note: In a real election, if an ID card had been required, it would be returned at this time.

Vote Counting Sheet

Counting the votes

The counting begins as soon as the poll closes. In a real election it takes place publicly and is carried out by tellers who are chosen at random from voters throughout the day. The tellers check that the count proceeds correctly.

The count is composed of several steps:

- The polling station staff count the signatures on the voter list. The ballot box is opened, and the envelopes and any ballots without an envelope are counted and compared to the number of signatures.
- The envelopes which contain ballots are grouped into groups of 10 (100 in a real election in France) and each group is put into a larger envelope. These envelopes are signed (and stamped in a real ballot) by the chairperson and at least 2 assessors.
- These envelopes are shared out among the counting tables and are opened by the tellers.
- The first teller opens each ballot envelope. They unfold the ballot and pass it to a second teller who reads the name out loud. The last two tellers note the number of votes on counting sheets.
- The tellers sign the counting sheets. They return any questionable ballots or envelopes to the polling officers. The polling station decides upon the validity of any questionable ballots or envelopes.

Warning:

In France a 'blank vote' (where no candidate is named) or a 'spoiled ballot' (where the ballot was written on, torn, or two votes were cast), is counted in the number of voters but not in the number of votes cast.

Official Record

The official record is written by the secretary of the polling place immediately after the count and with voters present.

It includes the number of votes cast, the number of blank and spoiled ballots, and the number of votes obtained by each candidate or list.

The record must contain an account of the day's operations, and (if applicable) any complaints raised by voters or by delegates.

Announcement of results

Once the official record has been completed, the result is announced publicly by the chairperson of the polling station, and is displayed in the voting area.

It shows the number of registered voters, the number of actual voters, the number of votes cast and the votes cast for each candidate or list.

Source: <https://www.service-public.fr/particuliers/vosdroits/F16828>

Results sheet

You will find below an example of a result sheet that you can use for your vote.

	Number	Percentage (If applicable)
Registered voters		
Signatures		
Voters (number of envelopes + ballots without an envelope in the ballot box)		
Votes cast		
Blank or spoiled votes		
Votes cast for candidate or list 1		
Votes cast for candidate or list 2		
...		

Warning: The total number of votes obtained by each candidate should be equal to the number of votes cast.