



# Instructions for counting

## First-past-the-post

### Setting up

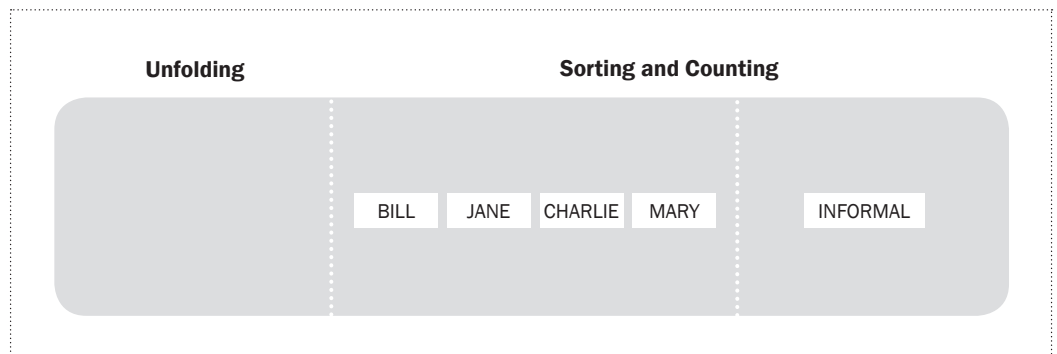
Use a clear space, such as a large table, for sorting and counting ballot papers. Open the ballot box and empty it of all ballot papers. If the ballot box contains a mix of ballot papers for different elections, they will need to be separated first as each will have its own counting process.

Unfold and check that each ballot is 'formal' i.e. it can be counted. As a general rule a vote is formal when:

- The voter has followed the instructions on the ballot paper and the intention of their vote is clear
- There is no identifying mark on the ballot paper that means the vote is not secret.

Count the total number of ballot papers and the number of formal and informal (votes that cannot be counted) votes. Record these on the **Tally sheet – first-past-the-post**. Put any informal votes to one side as they are no longer involved in the count.

Place a name card for each candidate on the table to assist with the count. Record the name of each candidate on the Tally sheet.



### Counting

Sort the formal ballot papers into piles according to which candidate was chosen by each voter. Count the number of votes each candidate received and record this on the Tally sheet.

The candidate with the highest number of votes is elected.

#### In case of a tie

If you have a tied result, decide the outcome in one of the following ways:

- Run the election again
- Students can share the position being elected
- Place the names in a hat and draw at random
- Ask a suitable person to have a casting vote.