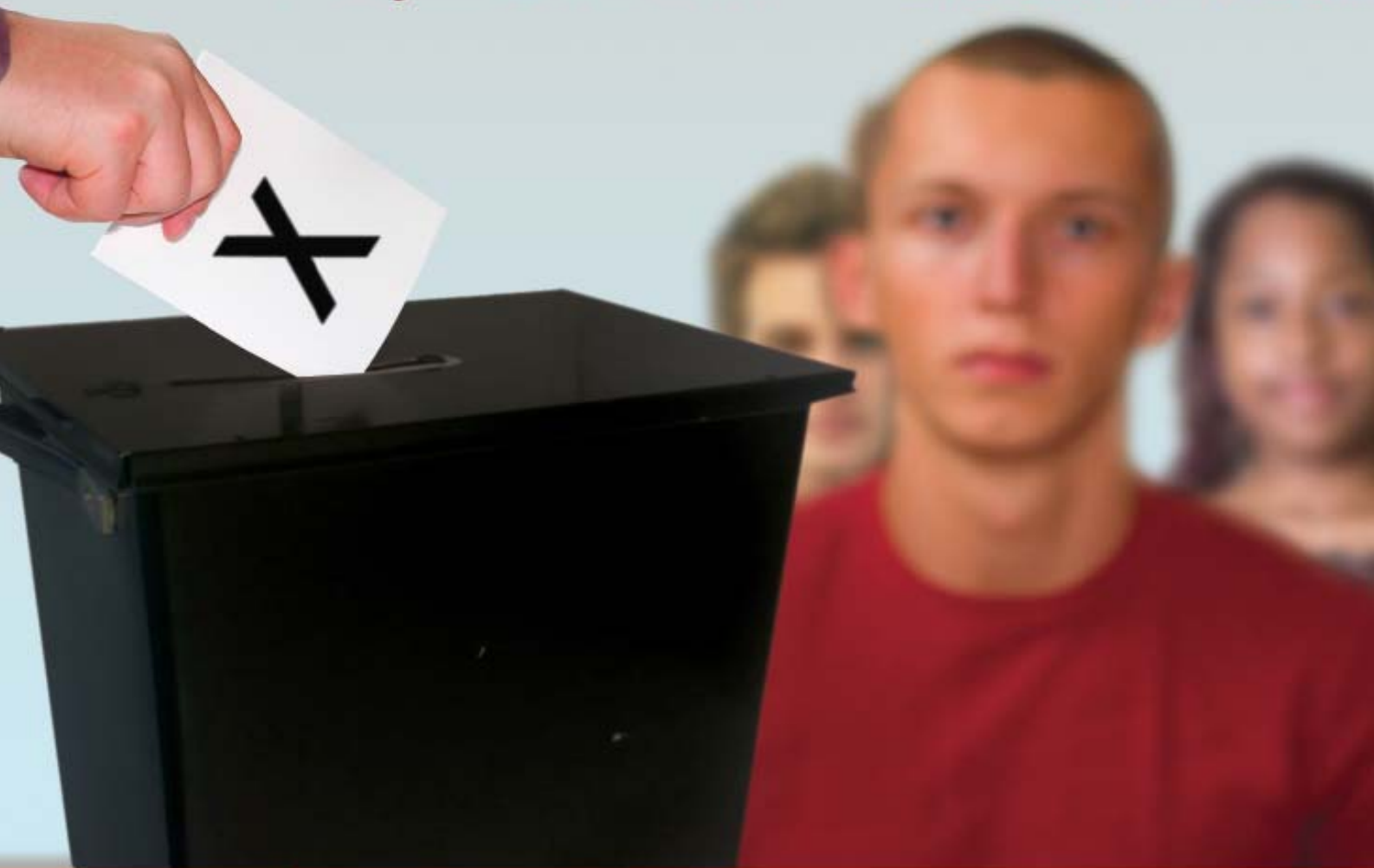




Cynulliad National
Cenedlaethol Assembly for
Cymru Wales

**Cynulliad
Cenedlaethol Cymru**
Adnoddau Addysg
Pecyn Etholiad

**National Assembly
for Wales**
Education Resources
Election Pack



Teachers' Guide

Teacher Aims :

To provide teachers with classroom activities and teaching materials based around the National Assembly for Wales and the electoral system.

Teacher Objectives :

To enable teachers to

- Explain the electoral system of the National Assembly for Wales
- Plan and present classroom activities based on the voting system
- Organise and hold a school election
- Fulfil the following aspects of the PSE framework :

Attitudes and Values

- Take responsibility for actions and decisions
- Be committed to practical involvement in the community

Skills

- Make decisions and choices effectively
- Take part in debates and vote on issues
- Critically evaluate others' viewpoints

Knowledge and Understanding

- Know how Assembly Members are elected and what their roles are

Common Requirements :



Pupil Aims :

To enhance the pupils' debating skills and encourage their participation in the democratic process in the context of the National Assembly for Wales elections.

Pupil Objectives :

- To understand the essential features of the democratic process
- To engage in meaningful debates
- To understand the electoral system of the National Assembly for Wales and why voting is important
- To organise and take part in a mock election

Activities:

[1 The electoral system of the National Assembly for Wales](#)

[2 How to vote for an Assembly Member](#)

[3 How to hold a school election](#)

Activity 1

Voting and the electoral system of the National Assembly for Wales

Aim:

To provide background information for KS4 pupils about the electoral system of the National Assembly for Wales.

Resources:

Information about the Assembly (www.assemblywales.org)

Assembly Members' details (www.assemblywales.org)

[Worksheet 1.1 True or False?](#)

[Worksheet 1.1 \(answers \)](#)

Lesson 1:

Divide the classroom into three sections: Agree, Disagree and Abstain. Ask the pupils to consider the following statements in turn and move to the corresponding area of the room that best fits their opinion on the issue being discussed.

“Voting should be open to people of all ages”

“Voting should be made compulsory”

“The National Assembly makes a difference to the people of Wales”

“Making voting more accessible will encourage more young people to vote”

Pupils must consider the arguments either for or against and justify their decisions.

Lesson 2:

Ask the pupils to complete Worksheet 1.1 to test their election knowledge.

Answers:

- a) **True;** but you are only entitled to use your vote in one area. Students in particular may be registered at their place of study and where their parents live, but they can only vote in one of those places in an election.
- b) **True;** You must register with the Electoral Commission (www.electoralcommission.org.uk) 179 parties registered for the 2001 general election!
- c) **False;** Individual candidates are chosen by the party groups in each constituency.
- d) **False;** councillors can stand as AMs.
- e) **False;** candidates only lose their deposit if they gain less than 5% of the votes.
- f) **True;** to have your name added to the electoral register it is necessary to obtain application form RPF34 from the Electoral Registration Officer for your Local Authority and return it, completed, with proof of your address. Alternatively, you can register to vote throughout the year at www.rollingregistration.co.uk. Completing the electoral registration form is compulsory, and failure to register is a criminal offence.
- g) **True;** One ballot paper to choose the constituency candidate and the second ballot paper to choose the regional Member.
- h) **False;** get your application for a postal vote at www.postalvotes.co.uk.
- i) **False;** AMS stands for Additional Member System.
- j) **False;** only 40 Assembly Members are elected through the FPTP system.
- k) **True;** political parties decide the ranking order of prospective 'regional' candidates
- l) **True;** The Chair (Secretary of State for Wales or the Clerk) invites nominations. A nomination will only be valid if seconded by a Member who is not a member of the political group to which the nominating Member belongs.
- m) **False;** The Presiding Officer, who chairs the full meeting of the Assembly (Plenary) must be from a different political group to the Deputy Presiding Officer.
- n) **False;** Elections for the National Assembly are held every four years unlike the general election that could be held every 5 years or whenever the Prime Minister decides to call an election.

Lesson 3 and 4:

Divide the class into groups representing political parties. The political parties must write their own party manifesto which will sum up their ideas to improve the community and the reasons why people should vote for their party. Their ideas could be presented in the form of a poster.

Each group must then choose a candidate by a method of voting who will represent the party in a class *Question Time*. Party officials must brief the candidates so that they can answer any awkward questions that might be asked.

Lesson 5:

Pupils to read 'Your Guide to the Assembly' from the Assembly's website- www.assemblywales.org . Teacher to test the pupils' knowledge.

- When are the full sessions of the Assembly held in the Siambr?
- When was the first Assembly election held?
- When will the next Assembly election be held?
- In what year will you be able to vote for the first time? (Assembly elections are always held every 4 years)
- List 17 key areas of the Assembly's responsibilities.
- Name the constituency where you live.
- Who is your constituency Assembly Member?
- Name all 4 Regional Members for your region.

Further research/Homework:

- What happens when I go to a polling station?
- Is there an alternative to going to the polling station?
- Are there any special provisions for people with disabilities, and those who cannot read or write? What are they?
- What if I'm ill, or on holiday on election day and cannot get to the polling station?
- What are the advantages and disadvantages of the Additional Member System?
- What is a returning officer?
- What happens after the polling stations close?

The following website will answer most of the pupils' questions:
www.electoralcommission.org.uk

WORKSHEET 1.1

	True	False
a) It is possible to be registered to vote in more than one district		
b) You can set up your own political party with a deposit of £150		
c) Individual candidates are chosen by the party leader		
d) County Councillors cannot stand as Assembly Members		
e) Candidates will lose their £500 deposit if they gain less than 25% of the votes cast		
f) Each person will get a polling card shortly before an election reminding them when and where to vote		
g) Voters in elections for the National Assembly for Wales are given two ballot papers		
h) People in Wales are not allowed to cast their votes by post for the National Assembly for Wales		
i) The AMS voting system means the "Assembly Members Score"		
j) 60 Members are elected through the 'First Past the Post System'		
k) Political parties decide the ranking order of prospective 'regional' candidates		
l) At its first meeting after an election, the Assembly elects a Presiding Officer and a Deputy before the First Minister		
m) A Member may be nominated to be the Deputy if he or she is a member of the same political group as that of the Presiding Officer		
n) Elections for the National Assembly are held every 5 years		

Activity 2

How to vote for an Assembly Member

Aim:

Learn how to vote in an Assembly election

Resources:

[Worksheet 2.1](#)

[Worksheet 2.1 \(answers\)](#)

Lesson 1:

Explain the Additional Member System. Complete worksheet 2.1.

Unlike General Elections which operate entirely through the 'First Past the Post System' (FPTP), the 60 members of the National Assembly of Wales are elected by a combination of FPTP and the Additional Member System (AMS). This is a more proportional system and will mean that each party's representation in the Assembly will reflect its share of the vote better than under FPTP.

- There are 2 ballot papers in Assembly elections.
- Each voter has 2 votes, one for a constituency candidate, and one for a party.
- A candidate can **either** stand as a constituency candidate **or** as a regional candidate.

Ballot Paper 1

- The candidate with the highest number of votes in each constituency will win that seat on a majority vote (as in the General Election).

Ballot Paper 2

- An additional 4 Members will be elected from each of the 5 regions in Wales by using the AMS formula.
- Each party must supply a list of candidates for the Additional Member seats in rank order.

The Additional Member System (AMS)

The 4 additional Members from each of the 5 regions are elected by the following system:

- The number of votes cast for each party on the electors' second ballot paper per region is counted.
- This total is divided by the number of constituency seats won by that party under FPTP **plus one**.
- For example, using the statistics below, Party A won 116 votes under the party choice votes of the electorate but had 4 constituency members elected. Therefore you must divide 116 by 5 (4 **plus one**) giving a total of 23.2.
- The party with the highest number after this calculation gains the first additional Member. In this case it is Party B.
- Repeat the calculation for the second to fourth additional members, in each case dividing the party list vote by the number of constituency seats **plus one, and any additional member seats allocated in previous rounds**.

	Party A	Party B	Party C	Party D
Total party votes cast(2nd ballot)	116	63	61	56
1 st Additional seat	÷ 5 = 23.2	÷ 1 = 63 elected	÷ 3 = 20.3	÷ 3 = 18.7
2 nd Additional seat	÷ 5 = 23.2	÷ 2 = 31.5 elected	÷ 3 = 20.3	÷ 3 = 18.7
3 rd Additional seat	÷ 5 = 23.2 elected	÷ 3 = 21	÷ 3 = 20.3	÷ 3 = 18.7
4 th Additional seat	÷ 6 = 19.3	÷ 3 = 21 elected	÷ 3 = 20.3	÷ 3 = 18.7
FPTP seats won	4	0	2	2
Additional members	1	3	0	0
Total AMs	5	3	2	2

WORKSHEET 2.1

How to calculate the Additional Member System

Complete the table

	Party A	Party B	Party C	Party D
Total party votes cast	79,564	58,080	34,944	30,911
Additional Seat 1	$\div 7 =$ 11,366	$\div 2 =$		
Additional Seat 2			17,472	
Additional Seat 3		19,360		
Additional Seat 4				
FPTP seats won	6	1	0	1
Additional Members			2	
Total AMs for the region		3		

1. Divide the total number of regional votes by the First Past the Post results plus one.
2. The party with the highest number gains the first Additional Member.
3. Repeat this calculation 3 more times, in each case dividing the party votes with the FPTP result plus one, and any additional seats allocated in previous rounds.
4. Which party gained the most number of seats?
5. What are the advantages and disadvantages of this system?

WORKSHEET 2.1 answers

How to calculate the Additional Member System

Answer sheet

	Party A	Party B	Party C	Party D
Total party votes cast	79,564	58,080	34,944	30,911
Additional Seat 1	$\div 7 =$ 11,366	$\div 2 =$ 29,040	Divide by 1=34,944	Divided by 2=15,455
Additional Seat 2	11,366	29,040	17,472	15,455
Additional Seat 3	11,366	Divide by 2=19,360	17,472	15,455
Additional Seat 4	11,366	Divided by 4=14,250	17,472	15,455
FPTP seats won	6	1	0	1
Additional Members	0	2	2	0
Total AMs for the region	6	3	2	1

Activity 3

How to organise a school election

Aim:

To organise a school election based on the electoral system of the National Assembly for Wales

Method:

Schools might wish to choose from the following three options.

1. The First Past the Post System
2. A combination of the First Past the Post System and Additional Member System using one year group.
3. A combination of First Past the Post System and Additional Member System using 4 to 7 year groups.

Resources:

Ballot Paper 1

Ballot Paper 2

Option 1. The First Past the Post System

This method follows the first ballot vote of the National Assembly for Wales election.

The school should receive nominations for each of the main political parties. Each selected candidate must organise a campaign team and write a manifesto to outline their ideas. A Question Time could be arranged to allow other pupils to hear the views of each candidate prior to the election. An election can then be held and the results announced in the school assembly.

Option 2. A combination of First Past the Post System and Additional Member System using one year group.

This method uses two ballot papers as for the National Assembly for Wales election. This is a simpler version of the method outlined in option 3.

The aim is to elect both 'constituency' candidates and 'regional' candidates in the school election; the 'constituency' would represent each class within a year group and the 'regional' would represent the whole year group in this case. The end result will see the election of 4-8 constituency candidates for the year, depending on the number of classes, and 4 Additional Members. The constituency candidates will each represent a class and the Additional Members will represent the whole year group.

- Each class to choose one candidate for each of the main political parties and hold a mini election using the first ballot paper i.e. the pupil who gains the most number of votes in the class election will become the constituency member for the class. The school must decide on the role and responsibilities that this person will have within the school over the next 12 months.
- During this period, year tutors will also ask for nominations for pupils across the year group to campaign for a 'regional' seat i.e. 4 nominated pupils, using the 2nd ballot vote will represent the whole year group. Year tutors must have at least 4 names from each political party. These can be added to ballot paper 2. No pupil should be allowed to stand in both the 'constituency' and 'regional' elections.
- An election to be held for the 'regional' or 'year group' members. Each pupil from the year will receive a ballot paper on which they will vote for the party of their choice. Each pupil will only have one vote. This could be done at the end of assembly for that year.
- Staff to calculate the result using the Additional Member System as outlined in Activity 2.
- All results to be announced at the next school assembly.

Option 3. A combination of First Past the Post System and Additional Member System using 4 to 7 year groups.

This method uses two ballot papers as for the National Assembly for Wales election.

Work should begin a few weeks in advance and could include activities about the Assembly and the voting process from this pack. Classroom activities can be adapted as necessary. The aim is to elect both 'constituency' candidates and 'regional' candidates in the school election; the 'constituency' representing the year group and 'regional' representing the whole school in this case. No pupil should be allowed to stand in both elections. The end result will see the election of one constituency candidate from each year i.e. if there are 7 year groups taking part, 7 candidates will be elected using the 'First Past The Post' system to represent each year group. Four additional Members, representing the entire school will be elected using the Additional Member System (refer to Activity 2).

Stage 1

- Announce the date of the election in the school assembly.
- Appoint an election committee, made up of teachers, representatives from the school council and/or year 12/13 to organise and prioritise tasks.

The election committee will be responsible for:

- Ranking the “Regional/Top-up” candidates
- Choosing “Constituency” candidates if necessary
- Compiling a register of all candidates
- Compiling a list of all parties, their officers and a copy of their manifesto
- Organising an open debate with representatives from each party
- Preparing the ballot papers once all the candidates have been chosen
- Organising polling booths and volunteers to staff each booth
- Publicising the date and time of the election
- Preparing and distributing voting cards for all pupils
- Counting all votes cast and declaring the results

Stage 2

- Form teachers/ PSE to explain in detail how the election will work.

Stage 3

- Year tutors to ask for nominations to represent the four main political parties from their year group. Year tutors must have at least one name for each party for the first vote. If there is more than one nomination, then all names must be forwarded for final selection to the election committee to choose the constituency candidates.
- All other nominations will be submitted for the second (regional/top-up) vote.

Stage 4

- Under the supervision of a teacher, each political group must arrange a meeting with the constituency candidates for each year group. The constituency region will be the year group in this case.
- The names of the constituency candidates will be issued on the first ballot paper for their particular year group.
- The names of all the other prospective candidates across the school will be submitted to the election committee, who will decide on the ranking for the second ballot paper.
- Prospective candidates will stand as **either** constituency **or** regional members.

Stage 5

- Party campaign managers to register the names of all candidates with the election committee.
- To choose the candidates for the second or ‘regional’ vote (the region being the school in this case), all submitted names will be placed in a box. They will be drawn at random with the first chosen name put in first position on the list for their particular party. This must be repeated four times. Ideally, four candidates are

required for each party, but a minimum of eight names between all parties will work.

Stage 6

- Following registration with the election committee, each party must be responsible for organising meetings and canvassing support for their policies.

Stage 7

- In the run-up to the election, representatives from the main political parties will be invited to speak to fellow pupils in an open debate on what they would do if they were elected.
- During this same period, the school could invite prospective Assembly Candidates to talk to pupils about their roles as potential Assembly Members.

Stage 8

- Before the election, each pupil will be given a voting card to register their vote.

Stage 9

- Election day: Polling booths for different year groups will have been set up by the election committee.
- Two people, staffing each polling station, are required to tick the name of each pupil as they vote. Pupils in year 8 must vote in polling station number 8, those in Year 9 in polling station 9, etc.
- Pupils will not be allowed to vote for a candidate from another year group on the first ballot paper. The second ballot paper will be the same for each polling station.
- Each voter must place a cross by the name of their chosen constituency candidate on the first ballot paper and place a cross by the party of their choice on the second ballot paper.

Stage 10

- The election committee must collect all the ballot papers and calculate the results. Any spoiled papers must be disregarded.
- The result of the first (constituency) ballot for each year must be calculated first.
- The 'First Past the Post System' will decide the winner of the first vote. If 7 year groups take part then 7 FPTP representatives will be elected.
- The FPTP seats for each party must be totalled across the school.
- The votes for each party across the school on the second ballot must then be counted.
- The Additional Member System must be used to calculate the other party representatives. The total number of votes for each party is divided by the number of constituency seats that the party has won, plus one. For example, if Party A has won 260 votes in the school and has secured 3 seats, 260 must be divided by 4 to give 65. If 65 is the highest score out of the 4 parties, then party A gains the first additional seat. The calculation is re-done to allocate the second seat etc. until the fourth seat has been allocated.
- Once all the papers have been counted, the turnout percentage can be calculated.

- The 'constituency' representatives will represent each year group and the 4 'regional' or 'top up' representatives will represent the entire school.
- The 'First Past the Post' and the 'Additional Member System' results should be announced at the school assembly before the National Assembly election results.

Guidance for Parties

Once candidates have been chosen, the parties will meet individually under the supervision of a teacher. During the first meeting, members of the party should nominate a campaign manager and press officer. The team must write a manifesto for the official registration date, design publicity posters and/or an information page for the school's web-site to attract potential voters.

Following registration with the Election Committee, each party must be responsible for organising meetings and canvassing support for their policies. Parties should also send one candidate to an open debate (which will be organised by the Election Committee).

Guidance Notes for the Election Committee

A member of staff will be nominated to be the chief returning officer for the school election and shall form a committee of volunteers from across the school to organise the mock election.

The chief returning officer, at the first meeting of the committee, must answer the following questions:

When will the school election take place?

This date is usually the day before the National Assembly for Wales election. Polling opening and closing times, and the time for announcing the results must be agreed.

How will the 'constituency' candidates be elected?

Year tutors to submit the nominations to the committee i.e. if there are 4 parties contesting the election, each year tutor must submit 4 names to be included in the first ballot paper. There will be a different 1st ballot paper for each year group taking part in the election. Two members of the committee could be chosen to ensure that the correct names are put on the first ballot papers for every year. Pupils will only be allowed to vote for the candidates in their year for their first vote.

How will the 'regional' candidates be elected?

Each party group must submit between 2-4 names from any year for inclusion on the 2nd ballot paper. Volunteers from the committee must collect these names, rank them in order for each party and include them on the 2nd ballot paper. All pupils will vote for the party of their choice in the 2nd ballot.

How will the polling booths work?

The name of each pupil voting in the election will be ticked off on a list as they vote. Each pupil will be given a registration card by their form tutors on the morning of the election, which they must present to be eligible to vote. The committee might decide that the best way to organise this is to have a polling station for each year.

What background activities can the pupils take part in to engage them in the process?

The National Assembly for Wales Election Pack provides PSE classroom activities and discussion work which can be completed prior to the school election.

How to calculate the results of a school election using the AMS System

	Party A	Party B	Party C	Party D
Total party votes cast(add all the 2 nd ballot votes for each party across the school)				
FPTP seats won (add all the 1 st ballot votes for each party across the school)				
Additional Seat 1(divide the first row of numbers with the FPTP result for each party plus 1)				
Additional Seat 2 (repeat the division above)				
Additional Seat 3(repeat the division above)				
Additional Seat 4(repeat the division above)				
Additional Members (add the additional seats gained in each column)				
Total AMs for the region (add the additional seats with the FPTP result to gain the overall total)				

Results:

The constituency seats for each year are:

	Name	Party
Year 7		
Year 8		
Year 9		
Year 10		
Year 11		
Year 12		
Year 13		

The regional seats are:

	Name	Party
1.		
2.		
3.		
4.		

The party that gained the most seats is: _____

NATIONAL ASSEMBLY FOR WALES

CONSTITUENCY BALLOT

Vote for one candidate only




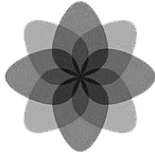
CYNULLIAD CENEDLAETHOL CYMRU

PLEIDLAIS ETHOLAETH

**Pleidleisiwch dros un ymgeisydd yn
unig**

Mark an **✗** in one box.

Marciwch ✗ mewn un blwch

1			
2			
3			
4			
5		INDEPENDENT ANNIBYNNOL	

NATIONAL ASSEMBLY FOR WALES

CONSTITUENCY BALLOT

Vote for one candidate only

Mark an **X** in one box.

CYNULLIAD CENEDLAETHOL CYMRU

PLEIDLAIS RANBARTHOL

Pleidleisiwch dros un ymgeisydd yn unig

Marciwch **X mewn un blwch**



Labour Party/
Y Blaid Lafur

- 1.
- 2.
- 3.
- 4.



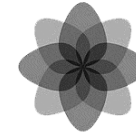
Democratiaid
Rhyddfrydol Cymru/
Welsh Liberal
Democrats

- 1.
- 2.
- 3.
- 4.



Conservative Party/
Y Blaid Geidwadol

- 1.
- 2.
- 3.
- 4.



Plaid Cymru / The Party
of Wales

- 1.
- 2.
- 3.
- 4.

Independent Party /
Plaid Annibynnol