



Information for prospective candidates

Guidance notes

August 2020
Version 2

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Introduction

Islanders will go to the polls in October 2020 to elect 38 People's Deputies to sit in the States of Deliberation for the 2020-2025 political term. This document provides information for individuals who are considering standing as a People's Deputy in the General Election, setting out the requirements surrounding eligibility, practical considerations associated with the electoral process, and other relevant information.

In the 2020 General Election, everyone who wants to be a People's Deputy will ask people from across the whole Island to vote for them. People vote for the Deputies they want and the 38 people with the most votes get elected, which means that they become Guernsey's government from 16th October 2020.

Every voter will be able to choose up to 38 people to represent them in the States. This is a big change from previous years, when Guernsey was divided up into districts, and voters were able to vote for only 5 or 6 people, depending on what Parish they lived in. It's the first time Guernsey will have full Island-wide voting for all Deputies.

Purpose of the Guidance Note

This guidance note is primarily for candidates who want to know about the rules and key dates relating to the General Election (Section 1) and information about the role of a People's Deputy (Section 2).

This guidance note does not constitute legal advice. Its contents are believed to be accurate, but for the avoidance of doubt, in any case of disparity between this guidance note and the relevant statutory provisions, the relevant statutory provisions will prevail.

Appendix II provides links to the relevant statutory provisions that should be read in conjunction with this guidance, all of which can be viewed on the [Guernsey Legal Resources website](#) or obtained from the Greffe at the Royal Court House.

If you have any questions, you should contact the Registrar-General of Electors:

Address The Election 2020 Office,
Sir Charles Frossard House,
La Charroterie,
St Peter Port,

Telephone 01481 747579

Email elections@gov.gg

Website www.election2020.gg

Elections website

The Elections 2020 website contains up-to-date information on matters relating to the General Election and can be accessed here: www.election2020.gg

Briefing for candidates

All candidates are invited to a brief presentation at **6:00 p.m.** in the **Cambridge & Delancey Rooms of Beau Sejour** on:

- **Wednesday 19th August** or
- **Wednesday 26th August**

The Registrar-General of Electors and other relevant officials will be available to answer questions on the Election process.

The Electoral Roll

(a) Am I eligible to be inscribed on the Electoral Roll?

To be registered on the Electoral Roll you must:

- be 15 years of age or older (you won't be able to vote until you're 16)
- have been ordinarily resident in Guernsey for the last two years consecutively or for a total of five years at any time
- be ordinarily resident in Guernsey

There are no nationality restrictions surrounding registration on the Electoral Roll.

(b) Do I need to be on the Electoral Roll to stand as a People's Deputy?

Yes. To be able to stand as a candidate at the 2020 General Election, you must be registered on the Electoral Roll.

(c) If I have been on the Electoral Roll before, do I have to sign up again?

The Electoral Roll opened on the 2nd December, 2019. If you have signed up since this date, you do not have to sign up again. If you have not signed up since 2nd December, you will need to sign up as it is a brand new Roll so even if you have been registered for previous Elections or the 2018 Referendum, you must re-register to vote.

(d) How do I register on the Electoral Roll?

If you have not yet registered on the Electoral Roll, you can register online at www.election2020.gg or by completing a paper copy of the household registration form.

You can pick up a paper copy of the form at Sir Charles Frossard House or the various Constables' and Douzaine Offices or by calling the Election 2020 Office on 01481 747579 or e-mailing elections@gov.gg.

(e) How long is the Electoral Roll open for?

The Electoral Roll opened on the 2nd December, 2019 and will close on 21st August, 2020 at midnight.

(f) I've moved house since I registered to vote – do I have to do anything?

If you have moved house, you can use the 'My Details' page on the States of Guernsey website at <https://mydetails.gov.gg/> to inform all States departments of a change of address.

The timetable for the General Election

Briefing session for all prospective candidates from the Registrar-General of Electors at the Cambridge & Delancey Rooms of Beau Sejour	Wednesday 19th August at 6:00p.m. or Wednesday 26th August at 6:00 p.m.
Closure of the Electoral Roll	Friday 21st August at midnight
Nomination period	Tuesday 1st September at 9:00 a.m. to Friday 4th September at 4:00 p.m.
Deadline for submission of the two-page manifesto for the candidate manifesto booklet	Friday 4th September at 5:00 p.m.
Candidate films and photography produced by the agency TPA for use on candidate's pages on the Election website	Saturday 5th September to Tuesday 8th September (by appointment only)
Meet the candidate event at Beau Sejour	Sunday 20th September
Date the candidate manifesto booklet will be distributed by	Thursday 24th September
Deadline for postal vote applications	Friday 25th September
Deadline for candidates to notify the Central Returning Officer that they wish to be present, or for their representative to be present, at the vote count	Thursday 1st October at 4:00 p.m.
Advance Polling: • St Sampson's High School and • Performing Arts Centre	Saturday 3rd October and Sunday 4th October
Advance Polling: • Parish Polling Stations (see Section 7) • Super Polling Station (Performing Arts Centre)	Tuesday 6th October
Election Day Voting at: • Parish Polling Stations (see Section 7) • Super Polling Station (Performing Arts Centre)	Wednesday 7th October
Vote Count at Beau Sejour	Thursday 8th October
Swearing in of People's Deputies	Friday 16th October

Who can stand as a candidate in the 2020 Election?

(a) What are the criteria to stand as a candidate?

To be able to stand as a candidate at the 2020 General Election, you must:-

- be 18 years or over;
- be registered on the Electoral Roll;
- be ordinarily resident in Guernsey on the date of nomination as a candidate;
- have been ordinarily resident in Guernsey for two years immediately before the date of nomination, or for five years in total at any time before the date of nomination; and
- have not been sentenced by a court in the UK, Channel Islands or Isle of Man to imprisonment for a period of six months or more, whether suspended or not, without the option of a fine, in the last five years.

(b) What does 'ordinarily resident' mean?

A person is "ordinarily resident" in Guernsey during any period if throughout that period they were living lawfully in, and had their home in, Guernsey; and for these purposes a person may be ordinarily resident in Guernsey if they have no fixed or permanent address.

(c) I'm currently a States' employee/public officer – can I stand as a candidate?

Yes, but if you are successful in the General Election, before taking the oath of office and oath of allegiance which every Member of the States of Deliberation is required to take before the Royal Court, you must cease to be a States' employee or public officer.

A **States employee** means a person employed by the States of Guernsey – whether on a full-time or part-time basis – in such circumstances that the States of Guernsey has the right to require that the employee shall devote the whole of their services to such employment during all hours of work normally applicable.

Continued...

A **public officer** means:

- the holder of any judicial office in any court in the Island of Guernsey;
- a member of the regular armed forces;
- a member of the Guernsey Financial Services Commission;
- the Director-General of the Guernsey Financial Services Commission;
- the Director-General of Utility Regulation;
- the Data Protection Commissioner;
- the Public Trustee.
- the holder of any other office specified by Ordinance of the States

(d) I'm not sure if I am eligible to stand as a candidate in the 2020 Election

If you are in any doubt as to whether you are eligible to stand as a candidate, you should contact the Registrar-General of Electors for advice.

Address The Election 2020 Office,
Sir Charles Frossard House,
La Charroterie,
St Peter Port,

Telephone 01481 747579

Email elections@gov.gg

Website www.election2020.gg

How can I be nominated as a candidate in the 2020 Election?

In order to stand as a candidate at the General Election, you need to complete and return a nomination form with the relevant signatures and declarations to the Presiding Officer (the Bailiff) at the Bailiff's Chambers, The Royal Court House, St Peter Port, GY1 2NZ **between 9.00 a.m. on Tuesday 1st September and 4.00 p.m. on Friday 4th September, 2020.**

(a) How and when can I get a copy of the nomination form?

This form will be available from Monday 3rd August, 2020. Copies of the form will be available to download at www.election2020.gg or in paper copy from the Bailiff's Chambers at the Royal Court House and the various Constables' and Douzaine Offices.

(b) What information will the nomination form require?

The following information must be provided on the form:

The full name and address of the candidate	If you commonly use a different name from your actual name, you can ask for this to be used on the ballot paper instead of your actual name.
Any political party affiliation	You will need to make a declaration that you are: <ul style="list-style-type: none"> • NOT endorsed by any political party OR • Endorsed by a political party and the name of the registered political party. <p>If candidacy is endorsed by a political party the form must be signed by two persons who are registered officeholders of the registered political party.</p>
The candidate's signed and dated declaration	You must sign and date a declaration: <ul style="list-style-type: none"> (a) of your willingness to serve in the office of People's Deputy, if elected; and (b) that you are eligible to hold that office; and (c) whether you have any unspent convictions to declare.
Proposer and seconder of the nomination	The full names, addresses and signatures of the proposer and seconder of the candidate. Both proposer and seconder must be enrolled on the Electoral Roll. The proposer and seconder must each include the date they sign the document.

Any information that a candidate provides on your nomination form must be true to the best of your knowledge.

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(c) When can I submit my nomination form?

The original version of the completed nomination form should be **delivered in person** to the Secretary to the Bailiff between **9.00 a.m. on Tuesday 1st September and 4.00 p.m. on Friday 4th September**. The Secretary to the Bailiff or someone else nominated by him will check the information on the nomination form prior to accepting the form.

****Please note that forms will not be accepted before or after that period****

The Presiding Officer will accept only the first valid nomination form delivered to the Secretary to the Bailiff.

(d) I am unable to personally submit my nomination form – what shall I do?

The nomination form may only be delivered by you or someone you have specifically authorised for this purpose. The Secretary to the Bailiff can advise on the process that will need to be followed should you be unable personally to deliver the form. You can contact him by:

Telephone 01481 726161

Email bailiff@gov.gg

If you will be off-Island, or unable personally to deliver the form because of ill-health or shielding, it will be possible for the form to be submitted electronically. Please contact the Secretary to the Bailiff to discuss this further.

(e) What happens after the nomination period closes?

The Presiding Officer will publish a notice listing all persons validly nominated during the nomination period (the candidates). This notice will include the full or commonly used names, as the case may be, of all the candidates.

Canvassing and campaigning

Between the submission of nominations and the date of the General Election, candidates canvass for votes. The methods adopted by candidates are a matter of personal preference for the individual and anyone considering standing needs to give consideration on how to communicate their key messages to the electorate.

This section covers several different elements relating to canvassing and campaigning including:

- (a) What assistance is the States of Guernsey offering candidates?
 - Grants to candidates
 - The combined manifesto booklet
 - Candidate pages on the www.election2020.gg website
- (b) Are the States offering an alternative to traditional hustings?
- (c) Meet the candidates event on Sunday 20th September
- (d) How much candidates and parties can spend on campaigning
- (e) Rules about displaying campaign materials
- (f) Door to Door canvassing
- (g) Data Protection requirements on candidates and People's Deputies

Please note that the services provided by the States of Guernsey do not prohibit candidates producing, uploading, printing and distributing a different or longer manifesto or creating your own websites, blogs, social media accounts etc. No candidate is obliged to take up the assistance of the States of Guernsey, as detailed in the following pages, if you do not wish to.

Provision of candidate contact details to the Registrar-General of Electors

On submission of your nomination, you will be requested to complete and return a 'Contact Details' form which will be held by the Registrar-General of Electors.

In the period leading up to the Election and immediately afterwards there may be occasions when information needs to be provided to candidates. The quickest and most efficient method is by e-mail and candidates are asked, in particular, to provide an e-mail address.

(a) What assistance is the States of Guernsey offering candidates.

In December 2019, the States agreed the assistance that it would provide candidates:

- that there shall be made available by the States of Guernsey a grant of up to £500 which may be claimed by a candidate for the production and distribution of campaign materials and which shall count for the purpose of the candidate's permitted electoral expenditure.
- that a candidate manifesto booklet containing a maximum of two sides of A4 sized paper per candidate will be produced by the States of Guernsey and delivered to all homes on the Electoral Roll.
- The website www.election2020.gg will contain individual pages for each candidate with a copy of your full manifesto, picture and contact details, and a short video clip of the candidate.

Further information on the above is set out in the next section:

(i) Grants to candidates

On 12th December, 2019, the States agreed that:

... there shall be made available by the States of Guernsey a grant of up to £500 which may be claimed by a candidate for the production and distribution of campaign materials and which shall count for the purpose of the candidate's permitted electoral expenditure.

As a candidate, you will be required to declare the actual sums spent on the production, publication and distribution of your campaign materials (in whatever form) on the Return of Expenditure (see Section 9) which you are required to send to the Central Returning Officer.

The Registrar-General of Electors will reimburse candidates following confirmation from the Central Returning Officer that an acceptable Return of Expenditure has been received.

Please note that this grant shall be treated as expenditure of money by that candidate in that sum in respect of that election i.e. it is not in addition to the candidate's expenditure allowance limit.

(ii) The combined manifesto booklet

Traditionally, the majority of candidates have produced manifestos and delivered or posted them to homes on the Electoral Roll in their district. Such manifestos often set out what issues you care about, what you plan to do in your time in office, and what changes you would seek to make.

The States of Guernsey appreciated that, in an Island-wide election, some candidates might struggle to produce and distribute a manifesto to every property on the Electoral Roll, and voters might struggle to deal with a number of separate manifestos being delivered to their home in the lead up to the General Election.

In order to address this, the States agreed that a **candidate manifesto booklet** containing a maximum of two sides of A4 sized paper per candidate will be produced by the States of Guernsey and delivered to all homes on the Electoral Roll.

Appendix I provides the information a candidate needs regarding creating and submitting your two sides of A4 paper for the booklet, the timeframes that will need to be met to guarantee inclusion in the booklet and the submission information.

Please note that the provision of the combined manifesto booklet provided by the States of Guernsey does not stop candidates producing, uploading, printing and circulating a different or longer manifesto separately.

(iii) Candidate pages on the www.election2020.gg website

Each candidate will be allocated an individual page on the election website www.election2020.gg where your full manifesto, picture and contact details will be held.

Appendix I provides the information a candidate needs regarding what will appear on the website, how information needs to be submitted and further information regarding the videos that will be organised by TPA for the candidates. There will be the opportunity for users of the website to be able to sort candidates by different categories e.g. Parish; whether they are a current deputy, former deputy or new deputy; party affiliation.

Please note that the provision of a page on the Election website provided by the States of Guernsey does not stop candidates creating your own websites, blogs, social media accounts etc. Links to such sites can be added to the candidate's individual page.

(b) Are the States offering an alternative to traditional hustings?

Hustings have always been organised by the Parishes historically, not the States of Guernsey. In previous General Elections, district-based hustings have provided a useful means of providing two-way communication between the voter and the candidate, in seeing how candidates answer questions under pressure and to hear your views on various issues.

The States of Guernsey is not setting up any hustings. It may be possible that candidates may organise their own hustings e.g. candidates grouping together to set out their views on certain policy areas in a hustings style setting.

As an alternative, members of the public will have the opportunity to submit questions to all candidates and for candidates to be able to answer questions and have these Q&As published on the Election website www.election2020.gg. Further information on this will be provided shortly and the opportunity for members of the public to submit questions will be promoted throughout August.

(c) Meet the candidates event on Sunday 20th September

The States is organising an event at Beau Sejour on Sunday 20th September to provide a space for candidates and voters to meet and talk. Further details on this event will be provided in due course.

(d) How much can candidates and parties spend on campaigning?

Electoral expenditure is controlled by Article 44 of the [Reform \(Guernsey\) Law, 1948](#) ('the Reform Law') and [The Electoral Expenditure Ordinance, 2020](#), which are available to download from the Guernsey Legal Resources website.

This guidance provides a lay summary of the main provisions of the law on election expenditure. It is not a substitute for reading and understanding Article 44 of the [Reform \(Guernsey\) Law, 1948](#), or [The Electoral Expenditure Ordinance, 2020](#). It is strongly advised that all candidates and representatives of political parties familiarise themselves with this legislation.

Important features of the law include permitted maximum levels of expenditure for candidates and political parties, and the transfer of permitted expenditure from candidates to parties; the value of assistance given in kind ("in money's worth"); the need to maintain financial records; and the way in which spending before the Election period is counted towards a candidate's or party's permitted expenditure. These are outlined further below.

(i) What is the regulated period?

The run-up to the election is called the 'regulated period'. This runs from the first day on which a nomination of candidate may be delivered to the Presiding Officer, i.e. 1st September, 2020 and ends on the date of the General Election, i.e. the 7th October, 2020.

Any money spent, and any materials used, during this period to promote a candidate's election (or to promote a party and its policies) – regardless of when those materials were originally bought or created – must be recorded and counted towards a candidate's (or party's) permitted expenditure.

(ii) What are a candidate's 'election expenses'?

Anything that is used for the purposes of the candidate's election, during the regulated period (see above) must be counted as election expenditure. This includes items, services and facilities which are:

- used during the regulated period, but bought before the period begins, and/or
- bought and used during the regulated period, and/or
- used during the regulated period, but paid for afterwards.

Election expenses include “**money and money’s worth**” – that is, goods, services and facilities which have a market value, but which may be provided to the candidate free of charge, or at a discounted rate. Candidates must keep a record of any such items, and must include a fair value for each one in their statement of election expenditure, even if no cash has changed hands. These goods, services and facilities are counted towards a candidate’s total permitted expenditure.

(iii) What is the limit on candidate spending in the lead up to the Election?

During the regulated period, a candidate may spend up to £6,000 in money or money’s worth in respect of that Election. This is known as the candidate’s **expenditure allowance**.

A candidate who is supported or endorsed by a political party may transfer **up to £3,000** of his or her expenditure allowance to that political party, to be available for that party to spend on the promotion of the party and its policies. This can only be done by notifying the Registrar-General. Information on how to notify the Registrar-General will be included in the candidate pack which will be provided on the submission of nominations.

**** Please note that if a candidate transfers part of their allowance to their affiliated political party to spend on party promotion, the candidate’s own expenditure allowance will reduce by the amount that has been transferred to the political party**.**

(iv) When can a candidate start spending money preparing for an Election?

[The Electoral Expenditure Ordinance, 2020](#) provides that expenditure on goods and services procured before the regulated period, but used during the regulated period, must not exceed the Candidate’s expenditure allowance.

A person may spend money on goods or services that are used before the regulated period to promote his or her prospective candidacy. He or she may also use goods or services during the regulated period that are procured before the regulated period, so long as such expenditure does not exceed his or her expenditure allowance.

(v) Can anyone other than a candidate spend money promoting that candidate’s election?

No. No one other than the candidate him- or herself is permitted to spend any sum of money (or money’s worth) on promoting the election of that candidate. This is set out in [Article 45A of the Reform Law](#).

However, candidates can be assisted by volunteers (see below) and, in certain limited circumstances, candidates can receive donations towards their campaign expenses (see below). The candidate is responsible for ensuring that this support is declared in accordance with the rules on election expenditure; that any prohibited donations are returned appropriately; and that the total amount spent (in money or money’s worth) does not exceed the candidate’s expenditure allowance.

Article 45A does not restrict the media from publishing or broadcasting the views of a candidate (although sponsored adverts would count as part of the candidate's election expenses, and must be recorded appropriately). It also does not include the assistance offered by the States of Guernsey to all candidates.

Anyone who contravenes the provisions of Article 45A shall be guilty of an offence and liable on conviction to a fine.

(vi) Do candidates or parties need to treat time spent by volunteers as an election expense?

No. Time spent by a person providing services or otherwise working for a candidate or political party on an unpaid and voluntary basis in respect of the General Election has no value in money or money's worth. This is set out in section 1(8) of [The Electoral Expenditure Ordinance, 2020](#).

This means that friends and/or supporters can assist candidates on a voluntary basis and the value does not need to be calculated or declared.

However, this assistance is different to, for example, assistance given by a website design company which provides free website design services to a candidate where the work is undertaken by a company as a normal business activity (but free of charge). This kind of assistance will need to be valued as "money's worth" and counted towards a candidate's expenditure allowance.

(vii) What is the limit on political party spending in the lead up to the Election?

With the emergence of political parties, new rules have been introduced to manage political party spending during the regulated period.

Political parties can spend money or give value in money's worth on the promotion of the party and its policies at the General Election during the regulated period. The cost of this promotion must be counted towards the party's total permitted expenditure.

A party's expenditure allowance is made up of the amounts transferred to it by its candidates, up to a total cap of £9,000. For example:

- Party A has 5 candidates. Each candidate transfers £1,000 of their own expenditure allowance to the party. Party A's total allowance is therefore £5,000.
- Party B has 10 candidates. Each candidate transfers £1,000 of their own expenditure allowance to the party. This exceeds the cap of £9,000. Party B's total allowance is capped at £9,000.

A candidate can transfer up to £3,000 of their expenditure allowance to their political party by notifying the Registrar General (see above). The maximum total allowance that may be transferred to a political party by candidates in the General Election to spend on the promotion of the party and its policies at that election is **£9,000**.

A political party may **not**, in a sum greater than the total allowance transferred to it by candidates,

- (a) expend money or give value in money's worth on the promotion of the party and its policies, or
- (b) use goods and services for the purpose of promoting the party and its policies that were procured before the regulated period by the expenditure of money, or the giving of value in money's worth,

This is set out in Section 1(6) of [The Electoral Expenditure Ordinance, 2020](#)

(viii) Electoral expenditure offences

Any candidate who contravenes any provision of Article 44 of the [Reform \(Guernsey\) Law, 1948](#) ('the Reform Law') and/or [The Electoral Expenditure Ordinance, 2020](#), will be guilty of an offence. The candidate is also responsible for the actions of any person working for them (their 'servant or agent' in the law). Any candidate who is convicted of an offence will face a fine and the Royal Court may also order that they forfeit their seat.

If the Royal Court finds that the contravention was not in bad faith (for example, if there was an accidental miscalculation or some other reasonable cause), it can make an order relieving the candidate from the consequences of the contravention. However, candidates are encouraged not to rely on this provision. Candidates should carefully familiarise themselves with the Law and the Ordinance, and should maintain a clear financial record of all election-related expenditure.

If a political party contravenes the provision as set out in Section 1(6) of [The Electoral Expenditure Ordinance, 2020](#) the leader and treasurer of that political party will be guilty of an offence and liable on conviction to a fine. It is a defence for a person charged with such an offence to prove that he or she has taken all reasonable precautions to avoid the commission of an offence.

(ix) Are there rules regarding candidates and political parties receiving donations?

Yes. Candidates and parties can only accept donations in certain limited circumstances. These are set out in Section 44A. 'Donations' in the [Reform Law](#) and in the [third schedule](#) to that Law. It is strongly advised that all candidates familiarise themselves with these sections of the legislation.

The schedule defines:

- (a) When gifts, loans and the supply of goods and services are donations
- (b) The value to be attributed to a donation; and
- (c) Related matters

Candidates and political parties are not allowed to keep an anonymous donation.

Candidates and parties are only permitted to receive donations from individuals who are eligible to be inscribed on the Electoral Roll in Guernsey (whether or not they are actually signed up on the Roll) or from a legal person, unincorporated association or other body which is based in Guernsey.

A candidate, or the treasurer of a political party, who fails to comply with the prohibition or requirements of the relevant sections of the Reform Law is liable on conviction to a fine.

(e) Rules about displaying campaign materials

There is an exemption in relation to election signs under the [Land Planning and Development \(Exemptions\) Ordinance, 2007](#) which means that candidates are not required to obtain planning permission to display temporarily promotional signs in the period immediately preceding an election.

Candidates are not permitted to display any campaign material whatsoever on or in any premises, land or equipment owned or occupied by the States (other than domestic accommodation and other premises let or sub-let by the States). This is in line with a Resolution of the States on the 26th July, 1995.

For the avoidance of doubt this prohibition includes electricity boxes, traffic signs, and post boxes. Candidates should ensure that campaign materials are removed promptly after the election.

(f) Door to Door Canvassing

The Electoral Roll that will be used in the General Election is currently being compiled. The Electoral Roll opened on 2nd December, 2019 and will close on 21st August, 2020.

Printed and digital copies of Electoral Rolls and walk order maps will be available to candidates. Further information regarding candidates obtaining such documents - and any costs that may be associated with this - will be published shortly.

Candidates may order printed copies of the Electoral Roll (by parish) and walk order maps (by parish) from the Election 2020 Office. Printed candidate materials will only be made available on receipt of printed confirmation from a candidate that you have registered as a data controller with the Office of the Data Protection Authority (please see the following section).

Please contact the Election Team for further information by phone on 01481 747579 and by email at elections@gov.gg.

(g) Data Protection requirements on candidates and People’s Deputies

As an individual who is interested in standing for election as a People’s Deputy, you should be aware that if successfully elected, you will assume the role of data controller and the legal responsibilities that this attracts in accordance with the [Data Protection \(Bailiwick of Guernsey\) Law, 2017](#).

As a data controller, you will have significant responsibilities under the Law that you should be aware of when considering standing for election. Further information about the responsibilities of data controllers can be found at www.odpa.gg and additional guidance and advice will be provided in the candidate pack and sessions organised for candidates prior to the nomination period.

As an Election candidate, if you choose to apply to the Registrar-General of Electors to receive information from the Electoral Roll you will be considered a data controller and the rules relating to the availability of the Electoral Roll for 2020, and the Data Protection Law, will require that all data controllers are registered with the Office of the Data Protection Authority (ODPA).

Registration with the ODPA will be free of charge and can be done as soon as your nomination is accepted from the 1st September, 2020. You will need to have registered with the ODPA in order to receive access to electoral roll information.

Any candidate who would like further advice on data protection can look on the website www.odpa.gg or contact the Commissioner’s Office:

Address The Office of the Data
Protection Authority
St Martin’s House
Le Bordage
St. Peter Port
Guernsey
GY1 1BR

Telephone 01481 742074

Email enquiries@odpa.gg

Website www.odpa.gg

Making your campaign accessible to all

When preparing campaign material, you are encouraged to think about making it accessible. The local charity 'Access for All' has a useful website www.access.gg providing information about improving accessibility. The website has several areas providing information about producing copy for websites, printed materials and signage. The website www.accessible.co.uk/organisations/guernsey provides information about activities such as holding events, and information about accessible locations in the Island.

These websites provide comprehensive information however some of the key considerations are listed in this section.

(a) Printed materials

Making your documents as clear and readable as possible will allow you to reach a wider audience and not disadvantage any of the electorate. The hints and tips detailed below are a guide on how to make your digital and printed documents more accessible and are taken from www.access.gg.

Typeface/Fonts	Your choice of typeface/font is important. Arial and Helvetica are clean and easy to read. Ideally your text would be: <ul style="list-style-type: none">• At least 12 pt in height (2.5 mm in lowercase)• Line height, 20%-30% of font size• Justified left• Without bold, italics and vertical type• In sentence case (not capitals).
Design and Content	A good layout and simple content can help to make printed matter more easy to read and understand. <ul style="list-style-type: none">• Split information into short sections.• Use lots of headings.• Avoid using all-capital letters.• Use plenty of white space in margins, around headings and between sections.

Large Print	A 16 pt version of your document might be needed by some visually impaired readers. Text can be increased to this larger size or you can simply print the document double the size i.e. A4 to A3.
Pictures	Placing text on top of pictures can make it difficult to read. Where possible place text below images.
Colours	A good contrast between foreground and background colours in your documents can really help.
Language	Where possible use clear language. Refrain from using jargon and complex statements.
Some helpful links	www.gov.uk/service-manual/helping-people-to-use-your-service/making-your-service-accessible-an-introduction www.cnib.ca/en?region=gta www.rnib.org.uk www.mencap.org.uk

(a) Websites

There are hints and tips on making websites accessible to all on the www.access.gg website on the page www.access.gg/information/making-websites-accessible-to-all/

(b) Events

If you are planning any events to meet with voters, consideration should be given as to the accessibility of any venues you choose. The AccessAble website provides useful information regarding the accessibility of various venues in the Island and can be found at the following link: www.accessible.co.uk/organisations/guernsey

There are a number of Access Guides for many venues across the Island. These guides provide information on the location (e.g. how far the nearest bus stop is), what parking is available, information regarding the accessibility of the building, whether there are accessible toilets etc.

(c) Free Disability Awareness Training

There is a free bespoke training tool available for anyone in Guernsey to undertake Disability Awareness online training. The training comprises six short modules which take about one hour to complete in total.

If you are interested in undertaking this training, please visit the [website www.signpost.gg/improvingislandlife](http://www.signpost.gg/improvingislandlife) and click on the heading 'Disability Awareness Online Training' for more information.

Voting at the General Election

The General Election of People's Deputies will be held on Wednesday 7th October, 2020. This is provided for in [The Elections Ordinance, 2020](#).

Whilst 7th October is 'Election Day', voters will have several choices on how they can cast their vote in the General Election leading up to, and including, 7th October, 2020.

Voters have the choice to cast their votes:

- (a) At a polling station; or
- (b) By using a Postal Vote.

(a) Voting at a polling station

For the first Island-wide Election, it was agreed to introduce 'advance' and 'super' polling stations for the first time, as well as having polling stations on Election Day, to increase the number of days that people on the Electoral Roll can cast their votes in polling stations, and to enable voters to choose from voting in their Parish polling station or at a 'super' polling station.

- A **super polling** station is a polling station where anyone on the Electoral Roll (regardless of which Parish they live in) may cast their vote in the General Election.
- It is also possible for a voter to cast their vote at their **Parish polling station** on 6th and 7th October. It is important to note that only individuals on the Electoral Roll for the Parish can vote at those Parish Polling Stations.

**** All the Polling Stations will be open from 8:00 a.m. to 8:00 p.m.****

(i) Advance and super polling stations

The dates, times and locations of the advance and super polling stations are as follows:

Saturday 3rd October 8:00 a.m. to 8:00 p.m.	Advance super polling stations <ul style="list-style-type: none">• St Sampson's High School OR• The Princess Royal Performing Arts Centre
Sunday 4th October 8:00 a.m. to 8:00 p.m.	Advance super polling stations <ul style="list-style-type: none">• St Sampson's High School OR• The Princess Royal Performing Arts Centre
Tuesday 6th October 8:00 a.m. to 8:00 p.m.	• The voters' Parish polling station (details below) OR <ul style="list-style-type: none">• The Princess Royal Performing Arts Centre (advance super polling station)
Wednesday 7th October 8:00 a.m. to 8:00 p.m.	• The voters' Parish polling station (details below) OR <ul style="list-style-type: none">• The Princess Royal Performing Arts Centre (super polling station)

(ii) The Parish Polling Stations

The Parish polling stations are open on 6th and 7th October to voters who are on the Electoral Roll for that Parish only. You can only vote at your Parish's polling station or a super polling station.

Parish	Polling station
Castel	1. La Chambre de la Douzaine, Les Beaucamps 2. KGV, Rue Cohu
Forest	1. La Chambre de la Douzaine, Rue des Landes
St. Andrew	1. The Douzaine Room, Route de St. André
St. Martin	1. La Salle Paroissiale, Grande Rue
St. Peter Port	1. The Constables' Office, Lefebvre Street 2. Performing Arts Centre, Les Ozouets
St. Pierre du Bois	1. Community Hall, Rue des Brehauts
St. Sampson	1. La Chambre de la Douzaine, Le Mûrier 2. St Sampson Community Centre, Potters Corner, Grandes Maisons Road
St. Saviour	1. St Saviour's Community Centre, Neuf Chemin
Torteval	1. Church Hall, Rue du Belle
Vale	1. The Douzaine Room, Rue Maraitaine

(iii) Accessibility at the polling stations

There is detailed information regarding the accessibility of the polling states on www.election2020.gg under www.election2020.gg/voting/where-to-vote/ by clicking on the '+' drop down option against each polling station.

(iv) Conduct at polling stations

The polling station officials will be responsible for the conduct of the election at their respective polling stations. Candidates are reminded that political activities (e.g. display of posters, soliciting of votes) are not permitted inside any polling stations. Posters may not be hung on the railings, walls or gates of polling stations.

Candidates are not permitted to check during the period of the poll to ascertain who has actually voted.

(b) Voting by post

Voting by post enables voters to take part in the Election without needing to attend a Polling Station to cast their vote. It is available to all registered voters – not just people who may be away at the time of the Election.

Individuals may find it an easier and more convenient way of voting. Opting for a postal vote means people can vote at a time that is convenient to them, they can take as much as time as they want to fill in the ballot paper from the comfort of their home, and they can safely return their vote in the post (or to a polling station if they wish). It removes the need to attend a polling station to cast a vote.

Given the emergence of COVID-19 in 2020, the Director of Public Health has advised that those who remain vulnerable or at risk and need to continue to shield should be encouraged to use postal voting.

You can apply for a postal vote at the same time you register for the Electoral Roll. If you register/registered for the Electoral Roll using the household registration form, you need to request a postal vote separately.

You can do this online <https://registration.gov.gg/ER/> or by filling in an application form available to download from the website or by requesting an application form from the Election 2020 Office. The deadline to apply for a postal vote is **Friday 25th September, 2020**.

****Applications received after Friday 25th September, 2020 will not be processed****

Postal vote packs will begin to be posted out a short time after nominations close in September 2020 and the candidates' names have been added to the ballot paper. The postal vote pack will contain instructions on how voters complete and return their postal vote.

The Vote Count

Historically, under the multi-district system, the Parishes carried out the manual vote count in each district, with the Returning Officer for each district causing the votes cast to be counted, including the postal votes received; and communicating the result of the vote count to the Presiding Officer of the States, and exhibiting the result at each polling station in the District.

In 2020, the vote count will be carried out under the supervision of a Central Returning Officer at Beau Sejour on the day following Election Day i.e. **Thursday 8th October**. Arrangements will be put in place to ensure the secure overnight storage and transport of the ballot boxes to Beau Sejour.

The States agreed to introduce an electronic count solution ('e-count') for the 2020 General Election. An optical scanner will be used to read marked ballot papers and tally the results. The e-count system which will be used can scan up to a 100 ballots per minute; it can identify ballot papers where there are 'over votes' or votes which are not clear and will need adjudication from the Central Returning Officer; it is auditable and the system has been tested in a number of elections.

(a) Presence of candidates at the vote count

Candidates are allowed to be present throughout the time the votes are being counted, under Article 38A of the Reform Law, if you comply with [The Elections \(Presence of Candidates at Count\) Rules, 2020](#).

If as a candidate you wish to be present, or wish to nominate a person to be present in your place, when the votes cast at the Election are being counted, you must notify the Central Returning Officer by **4:00 p.m. on Thursday 1st October**.

This must be done using one of the forms that will be included in the candidate packs provided when candidates submit their nomination forms. The forms are attached as the First Schedule (Form A) and Second Schedule (Form C) of [The Elections \(Presence of Candidates at Count\) Rules, 2020](#).

Candidates' representatives must be aged 18 years or over and must not be detained in prison on the day of the count.

A candidate who has applied, or a representative who has been appointed, is entitled to be present at the count subject to the following:

- the Central Returning Officer and any Scrutineer may refuse any candidate or his or her representative entry to the place where the count is taking place if he or she arrives at that place after the ballot boxes have been opened.

- a candidate or his or her representative who leaves the place where the count is taking place before the result has been declared may be refused admission by the Central Returning Officer.
- a candidate or his or her representative shall not have in his or her possession any telephone or other means of telecommunication at any place where the count is being held.
- a candidate or his or her representative shall not communicate with, or otherwise distract, any Scrutineer assisting at the count; any communication shall solely be with the Central Returning Officer or such other person as he may appoint.
- any candidate or representative who fails to comply with an instruction from the Central Returning Officer may be required by the Central Returning Officer to leave the place where the count is being held.

(b) Declaration of the result

At the conclusion of the count, the Central Returning Officer, having previously advised the Presiding Officer of the result, will announce the result of the Election.

(c) Official request for a recount

If the total of the votes cast for any successful candidate does not exceed by more than 2% of the total number of persons voting the total of the votes cast for any unsuccessful candidate, such unsuccessful candidate may, by notice in writing delivered to the Presiding Officer not later than twenty-four hours after the public declaration of the poll by the Central Returning Officer, demand a recount.

Such recount shall be carried out in such place as the Presiding Officer shall direct as soon as practicable thereafter by independent scrutineers appointed by the Presiding Officer.

The candidate demanding the recount and any other candidate at that election may be present during the recount, and such recount shall be final and conclusive as to the result of the poll.

Returns of Expenditure and donations by candidates and parties

(a) Return of Expenditure

Every candidate is required during the fourteen days following the 7th October 2020, to submit to the Central Returning Officer a return showing full particulars of all moneys or money's worth expended or given by them in respect of such an election, and shall attach to the return vouchers/receipts supporting such disbursements and a signed declaration in writing that the particulars shown in such return are to the best of your knowledge and belief correct.

Every political party which supported or endorsed candidates at any election is required during the fourteen days following the 7th October 2020, to submit to the Central Returning Officer a return showing full particulars of all moneys or money's worth expended or given by that party in respect of its promotion of the party or its policies at such election, and shall attach to the return vouchers supporting such disbursements and a declaration in writing signed by two office-holders of the party that the particulars shown in such return are to the best of their knowledge and belief correct.

The forms for the return of expenditure will be included in the candidate pack.

(b) Return of donations

Every candidate at any election, and every political party which supported or endorsed candidates at any election, shall during the fourteen days next following the date of such election submit to the Central Returning Officer a return showing the donations received by that candidate or party in respect of the election of a value equal to or greater than £50 or, if no such donations have been received, a nil return, and shall submit a declaration in writing signed by the candidate, or two office-holders of the party (as the case may be), that the particulars shown in such return are to the best of your knowledge and belief correct.

The forms for the return of donations will be included in the candidate pack.

Any candidate or any leader or treasurer of a political party, who supplies particulars which you know or ought to have known to be false, or otherwise contravenes the requirements of Article 45(1) of the Reform Law shall be guilty of an offence and shall be liable on conviction to a fine.

Contacting current Deputies

Whilst this document seeks to provide a broad overview of some of the areas that a prospective candidate may wish to consider, it is no substitute for talking to existing and former States Members about their practical experiences and advice.

You can find the individual pages and contact details for all current people's Deputies under 'Individual Deputies listed A-Z' at www.gov.gg/yourdeputies. These pages provide the telephone and e-mail contact details for each sitting Deputy, who they were proposed and seconded by, the positions they hold in the States of Guernsey and a link to their 2016 manifesto. A single PDF document listing all current Deputies, their contact details and positions can be found in the 'Members of the States of Deliberation and their Committees' section of the '[The Red Book](#)'.

If you are elected as a People's Deputy, a similar page will be created for you.

Useful Contacts

Election Team Claire Miles Emma Cunningham Haylee Smith	Address The Election 2020 Office, Sir Charles Frossard House, La Charroterie, St Peter Port, GY1 1FH E-mail elections@gov.gg Telephone 01481 747579
Registrar-General of Electors Colette Falla	E-mail Colette.Falla@gov.gg Telephone 01481 717000
Communication Team Mary Putra	E-mail comms@gov.gg Telephone 01481 717000
TPA Tony Tostevin	Address TPA, Bordage House, Le Bordage, St Peter Port, GY1 1BU E-mail tony.tostevin@tpagency.com Telephone 01481 748036
States' Assembly & Constitution Committee Principal Officer Christine Foster	E-mail Christine.Foster@gov.gg Telephone 01481 749526

Being a People's Deputy

This section of the guidance seeks to provide an overview on the role of a Deputy however it must be noted that this guidance is not exhaustive and further information will be provided if a candidate is elected as a Deputy.

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There is a page called 'Your Deputies' on the States of Guernsey website www.gov.gg/yourdeputies which provides the contact details for all current Deputies and has further information about the Declarations that you would be required to make annually, how Deputies process personal data, Deputies' pay, the Code of Conduct for Members of the States, and the Rules of Procedure for States Meetings and Committees.

What is the role of a Deputy?

There are broadly three roles undertaken by a People's Deputy:

- a) Member of the States of Deliberation
- b) Member of States' Committees
- c) Working with members of the Community

This section provides a brief overview of what the above entails albeit it is ultimately up to each individual Deputy how they undertake this role.

a) Member of the States of Deliberation

The most public aspect of being a Deputy is making decisions in the States of Deliberation, Guernsey's Parliament. The activities of the States of Deliberation include making legislation, debating policy and scrutinising committees.

States' Meetings will generally begin on a Wednesday. They typically last two or three days depending on the number of items contained within the Billet d'État. The full schedule of Meeting dates will be available on the www.gov.gg/StatesMeetings once agreed by the States. Meetings do not usually fall within school holidays.

Sitting hours are normally 09:30-12:30 and 14:30-17:30. Members do not need permission to be absent. However, unlike most other parliaments, there is a general expectation that, other than short comfort breaks, Members will attend all of every day that the States sit.

Transcripts of the States' Meetings are recorded in a document called the Official Report or "Hansard" which provides a written record of the Meeting.

It is possible for members of the public to watch States' Meetings from the public gallery or to listen online via Microsoft Teams from the relevant States' Meeting page on www.gov.gg/StatesMeetings. BBC Guernsey also broadcast the audio of the meeting live through their [website here](#) and via BBC Radio Guernsey's 1116 MW frequency.

In addition to the consideration of both legislation and policy letters originating from States' Committees, States Meetings also provide an opportunity for Members to ask questions to Committee Presidents and for Presidents to make [statements](#) in accordance with the Rules of Procedure. There is also the opportunity for seven States' Members to prompt debate on a particular matter by submitting a Requête.

Legislation (called projets de loi, ordinances and statutory instruments) and policy proposals (policy letters) are normally circulated to States' Members around five weeks before the date of the States' meeting at which they are to be considered. Most months Members can expect to

receive legislation and policy letters running to the equivalent of around 300 to 400 pages of A4. Amendments to the proposals, of which there are often several each Meeting, are circulated closer to the date of the Meeting. There are few restrictions on speaking in the States and some Members contribute to several debates each month – some give prepared speeches and others prefer to speak without notes. Substantial matters are almost always settled by recorded votes, which are published soon after.

Preparation time for a States' meeting is dependent upon the complexity of the proposals before the States, how many items the Member wishes to speak on and whether the Member is proposing or seconding amendments. In any event preparation time frequently includes attending briefings organised by States' Committees whose proposals are about to be debated and stakeholders and interest groups who are affected by the proposals. It is unlikely that a Member could be properly informed on every matter before a busy States' Meeting without at least 20 hours' preparation time; and for some the preparation time will be double that.

b) Member of States' Committees

Committees are effectively agents of the States of Guernsey, responsible for the majority of policy-making, regulatory and public service functions and accountable to the States of Deliberation. The mandates and operational functions of the Committees are set out in [The Rules of Procedure of the States of Deliberation and their Committees](#).

States' committees develop policy, advise the States on policy, carry out or arrange to be carried out operational functions for which the States have made them responsible, and review performance and budgets with a view to securing improved outcomes for the community. Members of scrutiny committees concentrate on examining and challenging policy-making committees.

Workload varies greatly depending upon the number of committee memberships held, the portfolio of the committee and the number and activity of its sub-committees. Committees with broad portfolios typically meet at least once a fortnight – sometimes weekly – for half-a-day and there can be several sub-committee meetings each month. Papers, which can run to well over 100 pages of A4, are typically circulated a few days' before meetings.

Attendance at committee meetings is usually in excess of 90%. Excluding presidents of committees, membership of a committee could take up anything from around 10 hours to around 60 hours a month.

Notwithstanding the political system, a committee president inevitably carries additional responsibilities, not least because he or she is seen as the public face of the committee.

The [States' Review Committee's second policy letter](#) stated:

"Constitutionally all members of a committee are equal but it is widely recognised that the quality of a President can make or break a committee. Presidents of Principal Committees will inevitably be required to speak for a committee without it being practicable on every occasion to consult with every other member. Examples might include when speaking in the States, handling media inquiries, attending scrutiny hearings, replying to correspondence and setting meeting agendas."

The additional responsibilities of a committee president are often time-consuming, although this can vary considerably between presidents of different committees.

In practice it is the presidents of committees who have to take the greatest responsibility for the most difficult political judgements. This is especially true for committees with a high public profile, e.g. in the areas of education, health care, fiscal policy, policing and transport.

c) Working with members of the Community

This element of a Deputy's workload varies considerably depending upon his or her profile, interests and time available. Some Deputies investigate issues on behalf of people who are predominantly inside the parish they live; others often undertake such work across the Island. Issues raised may relate to a broad area of strategy or policy, or to a particular area of public administration which is affecting the individual. Questions may be able to be resolved quickly or may require ongoing attention for a period of time.

Members of the public in need of advice or support may approach a Deputy face to face or by phone, e mail, social media, etc. This work can range from asking questions in the States about matters raised by members of the public to advising parishioners on dealing with States' committees to representing parishioners' interests in quite complex cases regarding, say, access to social security benefits, housing, health care or education.

In some parishes there are surgeries, typically once a month, at which members of the public can raise matters of interest with their Deputies. A Deputy's workload working directly with members of the Community may range from a few hours a month to ten or more hours a week.

Other considerations

A few Deputies travel off-island frequently. They tend to fall into two groups: those holding the most senior posts, who lead the States' external relations activities, and those who play the most active roles in the Guernsey branch of the Commonwealth Parliamentary Association.

Deputies are also expected to attend certain civic events. These duties are much greater for holders of the most senior posts than they are for other Deputies.

The ease of electronic communication has undoubtedly placed additional demands on the time of States' Members. It is now easier for civil servants and members of the public to contact their Deputies and many who do expect a prompt response. A growing number of Deputies are active participants on various social media forums and some of those who are not can face criticism for a perceived failure to engage by modern means.

A few Deputies, most often those who lead high-profile committees, are often in demand for interviews by the conventional media, although even for the busiest it is doubtful that these commitments take up more than an hour or two a week. What has perhaps changed in recent years is the amount of time spent, including sometimes by Deputies, contributing to media releases, the publication of consultation documents, etc.

The [States' Review Committee's second policy letter](#) set out some general changes to the role of States' Member:

"It is evident that the prevailing approach of Deputies to their work has also changed considerably over the past two or three decades. This has been influenced by several developments: society's expectations have changed; the economy is markedly different; there tends to be greater scrutiny of decisions and in some respects the volume of work may have increased and may also have become more complex.

"This has been reflected in changes to remuneration. Generally what was at one time regarded primarily as compensation for time lost in employment outside of the States has become more akin to a salary (although for social insurance purposes Deputies are classed as self-employed) and many more Deputies than was the case until relatively recently are attending to States' work on something at least approaching a full-time basis and in some cases more than that."

It may be that this trend is also related to the uncertainty of a Deputy's workload. The hours are not fixed or even very predictable. There are none of the defined boundaries common to an employee.

Part of a Deputy's role is to scrutinise the decisions being made both within their own Committees and more broadly by the States. This may be through challenge and debate within Committee meetings and States' Meetings, formal mechanisms such as the oral or written questions permitted under the Rules of Procedure of the States of Deliberation and their Committees or informal discussion and questioning of other States' Members.

The Political Term

The term of office for People’s Deputy usually lasts four years. Given the decision to postpone the General Election from June to October 2020, because of the impact of COVID-19, the term of office for those elected in October 2020 will last until 30th June 2025 i.e. a period of four years and eight months. This will enable the General Election to be held in June 2025.

Swearing in of successful candidates

Members, before entering office, take an oath or affirm allegiance to be faithful and bear true allegiance to Her Majesty the Queen, her heirs and successors, according to law. You also take an oath of office or make an affirmation in which you promise that “well and faithfully” you will perform the duties attaching to membership of the States of Deliberation.

Successful candidates will be sworn in as a Member of the States at a special sitting of the Royal Court on **Friday 16th October**. Members will have their photographs taken on this day and will be provided with the relevant security passes etc.

Committee Elections

Immediately after being sworn in, there will be a States’ Meeting to elect the President of the Policy & Resources Committee.

Elections to all Committee positions will take place in the following week:

States’ Meeting to elect the President, Policy & Resources Committee	Friday 16th October
States’ Meeting to elect the Members of the Policy & Resources Committee	Saturday 17th October
States’ Meeting to elect the Presidents of other Committees	Monday 19th October
States’ Meeting to elect the Members of other Committees and the Presidents and Members of non-governmental bodies	Wednesday 21st October

Information regarding the procedures governing elections is included in the Rules of Procedure of the States of Deliberation.

On boarding and development of People's Deputies

A comprehensive on boarding and development programme is being developed to support Members further to their Election. Further details of this will be provided in due course.

States' Meetings

The schedule of States' Meeting for the next term will be considered by the States of Deliberation at the August Meeting and published on the States' Meeting Information page www.gov.gg/StatesMeetings shortly afterwards. This will be included in the candidate pack provided during the nomination period.

Payments to States' Members

The payments made to States Members are set by the States of Deliberation, according to the '[Rules for Payments to States' Members](#)'. The payments to States' Members at the current time are as follows:

	Total
President Policy & Resources Committee	£71,248
Member Policy & Resources Committee	£54,744
President of: A Principal Committee* Scrutiny Management Committee* States' Assembly & Constitution Committee *	£54,744
All other Deputies	£40,521

* The uplift for Social Security (i.e. the difference between the contribution rates of employed and self-employed persons) is deducted for Members aged 65 and over.

Code of Conduct for Members of the States of Deliberation

The purpose of the [Code of Conduct for Members of the States of Deliberation](#) is to assist elected Members of the States of Deliberation in the discharge of your obligations to the States, your constituents and the public. All Members are required to comply with the provisions of the Code in all aspects of your public life. Whilst it does not seek to regulate what Members do in your purely private and personal lives you must, however, be aware that some private and personal matters may impinge on your public role.

The [Code of Conduct for Members of the States of Deliberation](#) is available to read online. A printed copy of the Code can be provided on request from the States' Greffe via e-mail at StatesGreffier@gov.gg or by calling on 01481 749520.

Please note that the States will be considering the propositions and policy letter entitled [Review of the Code of Conduct for Members of the States of Deliberation](#) at its August Meeting which may result in changes to the Code of Conduct as set out in that report.

Declarations of Interest and Declaration of Unspent Convictions

The States' Greffe maintains the **Register of Members' Interests**. All persons elected shall within seven days of being elected or re-elected and subsequently during the month of July annually make and lodge with the States' Greffier a Declaration of Interest. The form to be completed is attached as Schedule 2 to [The Rules of Procedure of the States of Deliberation and their Committees](#).

Every Member is required to complete a Declaration of Interest annually which is available for public inspection at the States' Greffe in normal opening hours, and on the States of Guernsey website (the current Declarations of Interest are available to view at www.gov.gg/article/170948/Declarations-of-Interest).

The States' Greffe also maintains the **Register of Members' Unspent Convictions**. All persons elected shall within seven days of being elected or re-elected and subsequently during the month of July annually make and lodge with the States' Greffier a Declaration of Unspent Convictions.

The unspent convictions which must be declared are any criminal convictions in a court in any jurisdiction which resulted in sentences of imprisonment which are not to be treated as spent pursuant to the provisions of the [Rehabilitation of Offenders \(Bailiwick of Guernsey\) Law, 2002](#), unless they were in respect of conduct which would not constitute an offence if committed in Guernsey at the time the declaration is made.

The Rules of Procedure of the States of Deliberation and their Committees

[The Rules of Procedure of the States of Deliberation and their Committees](#) contains the following rules relation to the operation of the States of Deliberation and its Committees:

- **Section 1: Rules of Procedure of the States of Deliberation**

The procedures to be followed before and during States' Meetings.

- **Section 2: Committees of the States and Rules of Committees**

The rules which govern the operation of Committees of the States.

- **Appendix A – The mandates of all the Committees of the States**

The mandates of each Committee of the States, including their constitution and duties & powers.

- **Annex Two: Operational functions of each Committee of the States**

The operational functions the Committee shall deliver or oversee the delivery of.

There will be comprehensive sessions on the Rules of Procedure as part of the Members' on boarding and ongoing development programme.

IT and Cyber Security

Elected Members are considered to be at a higher risk than the general public in relation to cyber security and some Committee appointments may carry an elevated threat, which may include state actors, cyber-criminals, hacktivists and user error. Elected Members will have regular access to confidential and sensitive information covering a wide range of commercial, personal and security issues.

Elected Members and the Civil Service have a duty to protect the information provided to them. This is codified in Members Code of Conduct (section 18 and 19), [The Data Protection \(Bailiwick of Guernsey\) Law 2017](#) and States of Guernsey Security Policies (training will be provided on these during the onboarding and development programme).

Members are provided with the registration, equipment, training and advice to help them manage information safely and securely. These include:

- Members must, by Law, register as Data Protection Controllers with the Office of the Data Protection Authority. The registration fee is waived for elected Members.
- Members will be issued with States of Guernsey secure IT devices (laptop and mobile phone) that have additional security measures. Only these devices can be used for States of Guernsey information not personal computers etc.
- Members will be issued with a States of Guernsey email address that also has additional security measures: firstname.familyname@deputies.gov.gg. Officers will only email sensitive data to @deputies.gov.gg email addresses NOT personal email accounts.

IT Security and Data Protection awareness training, including lone-worker safety, will be provided. This includes group briefings, on-line training packages and 1-2-1 training as required.

Additional or specific security and data protection advice can be provided on a confidential basis by the States of Guernsey Chief Information Officer and his teams.

How Deputies process personal data

Deputies may process individual's personal data to carry out functions as elected representatives, and as necessary to respond to and meet requests from the public. You may also process personal data to deal with queries or communications from other elected representatives, relevant to a request made. Deputies only process individual's personal data if it is necessary and reasonable to meet that individual's requests.

For further details regarding how Deputies process personal data that you would receive, please read the '[Fair Processing Notice – Deputies](#)', a copy of which can be provided in hard copy on request from the Elections Team.

There is information on '[Data Protection](#)' page of the States of Guernsey website regarding how each of the States of Guernsey Committee areas processes personal data.

Appendix I: Manifesto booklet guidance and www.election2020.gg guidance



2020 General Election Candidate Guide



Overview

The States of Guernsey is designing and producing a printed, combined manifesto for all candidates standing in the 2020 General Election. This publication will be delivered to all homes registered on the Electoral Roll. There is no charge to candidates for inclusion in this publication.

Each standing candidate is allocated two pages. These pages will be created by our design team using a template of your choice from a selection we have provided for you and including pictures and words that you supply to us. In addition we will be creating for you, a dedicated web page on www.election2020.gg.

Traditionally, the majority of candidates have produced manifestos and delivered or posted them to homes on the Electoral Roll in their parish. These manifestos often set out what issues they care about, what they plan to do in their time in office, and what changes they would seek to make.

The States of Guernsey appreciated that, in an Island-wide election, some candidates might struggle to produce and distribute a manifesto to every property on the Electoral Roll. This is why we are producing one combined manifesto. This does not aim to replace individual manifestos. All standing candidates can, of course, still produce their own individual manifesto to their own design.

Our design team have only four days to produce this publication. This is to ensure that the combined manifesto is in the hands of the voters for as long as possible.

This is a tall order for a publication of this size and it is for this reason that we have given you a limited number of templates to choose from. We also ask that you submit your information as early as possible between 1 - 4th September, indicating clearly your choice of template.

You will be sent a visual of your two page entry to approve, which you must confirm by **Tuesday 8 September** at the latest. If a signed proof or email confirmation is not returned by this date we cannot include your entry.

Manifesto and website timeline

1 - 4 September Submit text as a Microsoft Word document and pictures to TPA by email and book filming & photography appointment.	4 - 8 September Approve your manifesto template.	5 - 8 September Filming and photography at Sir Charles Frossard House by appointment only.	11 September Your dedicated page will be available to view on www.election2020.gg . Please check your information.	16 September Your video interview will be added to the website.
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2020 General Election Candidate Guide



Supplying your content

The information you supply will be used to produce your two page entry in the combined manifesto and for your dedicated website page on www.election2020.gg. There are five templates available for you to choose from for the printed publication. These 5 different templates mean you can choose something that works best for you. Limiting to 5 templates means we can make our deadlines. The templates can be found on the following pages.

Please send your manifesto content as a Microsoft Word document by email to tony.tostevin@tpagency.com. Please format your text as you would like it to appear e.g. bold, italic, underlined and with headings or with bullet points. We are unable to accept handwritten information. Submissions must be received between Tuesday 1 September 9am and **NO LATER THAN 5PM ON FRIDAY 4 SEPTEMBER 2020**. If your information is not supplied by Friday 4th September 2020 it will not be possible to include your entry in the printed publication.

Candidates must make themselves available to check their pages, via email or in person, between Friday 4 September and Tuesday 8 September 2020.

Dates for your diary

Candidate information evenings

We will be holding two 'candidate information evenings', on 19 & 26 August. This will be your opportunity to meet representatives of the States of Guernsey and ask questions about the electoral process.

Meet the candidates event

We will be holding a 'meet the candidates' event on 20 September at Beau Sejour for the public to attend and ask you questions.

Candidate films and photography

Each candidate has the opportunity to produce a short 3 minute film to appear on their page on the website, we will produce this for you. To arrange your appointment, please contact Tony Tostevin at TPA on 01481 748036 or email tony.tostevin@tpagency.com. Please book your appointment slot when you submit your manifesto. All filming and photography will be between 8am on Saturday 5 September - 6pm Tuesday 8 September by appointment only.

Your video interview will be loaded on to the website from 16 September.

Questions from the public

We will give the public the opportunity to submit a question to the candidates and the most popular questions will be sent to you for you to consider and answer. More details about this will be shared with you at a later date.

2020 General Election Candidate Guide



Video

You can speak for a maximum of 3 minutes.

When you come in we will talk you through how it works and give you a chance to do a practice run. You will be in front of a 'green screen' so we can add a graphic in behind you in editing. You can stand or sit. If possible we would recommend standing.

When recording, keep it simple, it's a good idea not to go into lots of detail or facts as these are hard to remember and say. Your written manifesto can include the details. The video is your opportunity to introduce yourself and for the voters to get an overview of what your views are and why you are standing.

Tips

- Arrive 15 minutes before your time in order to relax and be prepared
- Avoid reading from a piece of paper
- Keep it simple
- Avoid including lots of facts
- Speak slowly, slower than you would normally
- Introduce yourself and explain why you are standing, what you hope to achieve
- Prepare and practice
- Avoid clothes with lots of pattern as these can make the image distort
- Avoid green clothes
- Bring some water with you so you can have a drink

Once recorded your video will be uploaded to the Election 2020 YouTube channel and made available through the website.

Location

Filming and photography will be at Sir Charles Frossard House. Please arrive 15 minutes early. You can park in the white visitor spaces and come in through the back door of the building on level 2. An Election Team member will greet you. You will have a 15 minute slot - due to the number of people we will be filming we cannot run over time. If you arrive late you will have less time or miss your time slot altogether.

Inclusion of personal manifestos

If you are producing your own manifesto, designed and produced by yourself (or an agency if you are working with one), you can, of course, supply it to us, and we will add this as a PDF to your web page on www.election2020.gg.

All candidate submissions in our combined manifesto will be set in the templated style.

Manifesto template one



Key

- 1** Full page photograph/image or graphic.
- 2** Party logo. If applicable.
- 3** Candidate full name.
- 4** Candidate details. Parish, Experience (can be current deputy, former deputy, or new candidate) and Party affiliation if applicable.
- 5** Email address (optional). Website address (optional). Candidates social media channels (all optional). Twitter, Facebook, LinkedIn, YouTube & other.
- 6** **Bullet point info.** Space for approximately 6 double-line bullet points (text may be spaced to fit).
- 7** **Personal statement text.** **Maximum of 70 words.**
- 8** **Manifesto text.** **Maximum of 370 words.**

Supplying your content

Photograph

Please supply a high resolution image, at A5 size, 2MB or larger, in one of the following digital formats - JPG, image or graphic EPS or TIFF. If you do not have a suitable photograph, we can take one for you. Please contact Tony Tostevin at TPA on 01481 748036 or email tony.tostevin@tpagency.com. N.B if you decide to supply a graphic for this page please remember to supply your photograph for the website.

Party Logo

If candidates have a logo, associated with a political party, this can be displayed next to their name at the front of the manifesto, and as part of the candidates two pages, in the position indicated above.

Wording

Approximate word counts are detailed above. Please ensure all text is spell-checked, grammatically correct and supplied in a word document.

Candidates must make themselves available to check their pages, via email or in person, between Friday 4 September and Tuesday 8 September 2020.

Manifesto template two



Key

- 1** Space for four photographs/images or graphics.
- 2** Party logo. If applicable.
- 3** Candidate full name.
- 4** Candidate details. Parish, Experience (can be current deputy, former deputy, or new candidate) and Party affiliation if applicable.
- 5** Email address (optional). Website address (optional). Candidates social media channels (all optional). Twitter, Facebook, LinkedIn, YouTube & other.
- 6** Bullet point info. Space for approximately 6 double-line bullet points (text may be spaced to fit).
- 7** Personal statement text. **Maximum of 70 words.**
- 8** Manifesto text. **Maximum of 370 words.**

Supplying your content

Photograph

Please supply a high resolution image, at A5 size, 2MB or larger, in one of the following digital formats - JPG, image or graphic EPS or TIFF. If you do not have a suitable photograph, we can take one for you. Please contact Tony Tostevin at TPA on 01481 748036 or email tony.tostevin@tpagency.com. N.B if you decide to supply a graphic for this page please remember to supply your photograph for the website.

Party Logo

If candidates have a logo, associated with a political party, this can be displayed next to their name at the front of the manifesto, and as part of the candidates two pages, in the position indicated above.

Wording

Approximate word counts are detailed above. Please ensure all text is spell-checked, grammatically correct and supplied in a word document.

Candidates must make themselves available to check their pages, via email or in person, between Friday 4 September and Tuesday 8 September 2020.

Manifesto template three



Key

- 1** Space for one photograph/image or graphic.
- 2** Party logo. If applicable.
- 3** Candidate full name.
- 4** Candidate details. Parish, Experience (can be current deputy, former deputy, or new candidate) and Party affiliation if applicable.
- 5** Email address (optional). Website address (optional). Candidates social media channels (all optional). Twitter, Facebook, LinkedIn, YouTube & other.
- 6** Bullet point info. Space for approximately 5 double-line bullet points (text may be spaced to fit).
- 7** Personal statement text. **Maximum of 70 words.**
- 8** Manifesto text. **Maximum of 910 words.**

Supplying your content

Photograph

Please supply a high resolution image, at A5 size, 2MB or larger, in one of the following digital formats - JPG, image or graphic EPS or TIFF. If you do not have a suitable photograph, we can take one for you. Please contact Tony Tostevin at TPA on 01481 748036 or email tony.tostevin@tpagency.com. N.B if you decide to supply a graphic for this page please remember to supply your photograph for the website.

Party Logo

If candidates have a logo, associated with a political party, this can be displayed next to their name at the front of the manifesto, and as part of the candidates two pages, in the position indicated above.

Wording

Approximate word counts are detailed above. Please ensure all text is spell-checked, grammatically correct and supplied in a word document.

Candidates must make themselves available to check their pages, via email or in person, between Friday 4 September and Tuesday 8 September 2020.

Manifesto template four



Key

- 1 Space for three photographs/images or graphics.
- 2 Party logo. If applicable.
- 3 Candidate full name.
- 4 Candidate details. Parish, Experience (can be current deputy, former deputy, or new candidate) and Party affiliation if applicable.
- 5 Email address (optional). Website address (optional). Candidates social media channels (all optional). Twitter, Facebook, LinkedIn, YouTube & other.
- 6 Bullet point info. Space for approximately 5 double-line bullet points (text may be spaced to fit).
- 7 Personal statement text. **Maximum of 70 words.**
- 8 Manifesto text. **Maximum of 730 words.**

Supplying your content

Photograph

Please supply a high resolution image, at A5 size, 2MB or larger, in one of the following digital formats - JPG, image or graphic EPS or TIFF. If you do not have a suitable photograph, we can take one for you. Please contact Tony Tostevin at TPA on 01481 748036 or email tony.tostevin@tpagency.com. N.B if you decide to supply a graphic for this page please remember to supply your photograph for the website.

Party Logo

If candidates have a logo, associated with a political party, this can be displayed next to their name at the front of the manifesto, and as part of the candidates two pages, in the position indicated above.

Wording

Approximate word counts are detailed above. Please ensure all text is spell-checked, grammatically correct and supplied in a word document.

Candidates must make themselves available to check their pages, via email or in person, between Friday 4 September and Tuesday 8 September 2020.

Manifesto template five



Key

- 1** Space for five photographs/images or graphics.
- 2** Party logo. If applicable.
- 3** Candidate full name.
- 4** Candidate details. Parish, Experience (can be current deputy, former deputy, or new candidate) and Party affiliation if applicable.
- 5** Email address (optional). Website address (optional). Candidates social media channels (all optional). Twitter, Facebook, LinkedIn, YouTube & other.
- 6** Bullet point info. Space for approximately 5 double-line bullet points (text may be spaced to fit).
- 7** Personal statement text. **Maximum of 70 words.**
- 8** Manifesto text. **Maximum of 560 words.**

Supplying your content

Photograph

Please supply a high resolution image, at A5 size, 2MB or larger, in one of the following digital formats - JPG, image or graphic EPS or TIFF. If you do not have a suitable photograph, we can take one for you. Please contact Tony Tostevin at TPA on 01481 748036 or email tony.tostevin@tpagency.com. N.B if you decide to supply a graphic for this page please remember to supply your photograph for the website.

Party Logo

If candidates have a logo, associated with a political party, this can be displayed next to their name at the front of the manifesto, and as part of the candidates two pages, in the position indicated above.

Wording

Approximate word counts are detailed above. Please ensure all text is spell-checked, grammatically correct and supplied in a word document.

Candidates must make themselves available to check their pages, via email or in person, between Friday 4 September and Tuesday 8 September 2020.

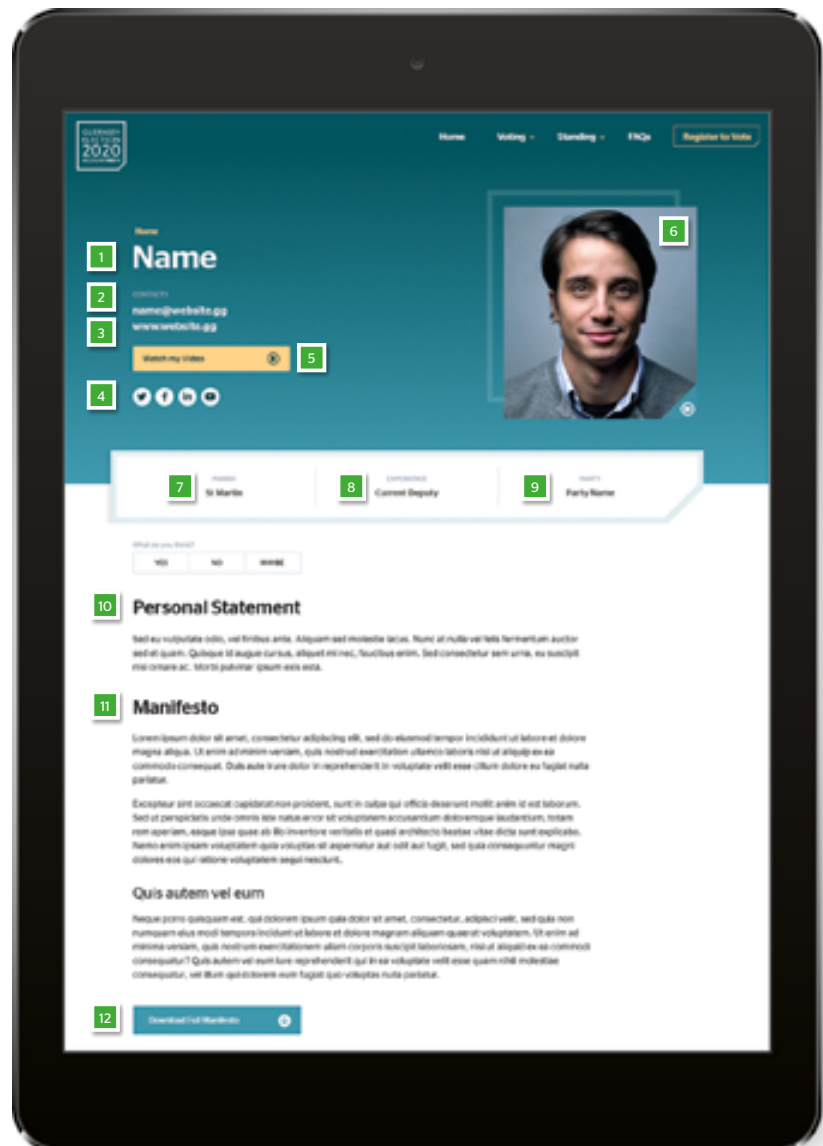
Dedicated website page

We will use the information supplied by you for your manifesto to create your dedicated page on www.election2020.gg. If you choose not to be part of the combined manifesto, please supply your information to TPA for them to create your webpage.

All of the content for the website including your manifesto will be available to view from 11 September. If you choose to create a video this will be loaded on to the website from 16 September.

If you have any comments about your web page, please get in touch with tony.tostevin@tpagency.com

Image is for indicative purpose only.



For your dedicated web page, we will need the following from you

- 1 **Full Name.**
- 2 **Email address** (optional).
- 3 **Website address** (optional).
- 4 **Candidates social media channels** (all optional).
 - **Twitter, Facebook, LinkedIn, YouTube**
 - **Other**
- 5 **Video.** YouTube or Vimeo link.
- 6 **Photograph.** JPEG format, minimum resolution 480 x 360.
- 7 **Parish** (required).
- 8 **Experience.** Can be current deputy, former deputy, or new candidate.
- 9 **Party affiliation** (if applicable).
- 10 **Personal statement text.**
- 11 **Manifesto text.**
- 12 **Full manifesto.** Downloadable in PDF format.

Appendix II: Legislation relevant to the General Election of People’s Deputies

Primary Legislation	
Reform (Guernsey) Law, 1948 (Consolidated text)	www.guernseylegalresources.gg/CHttpHandler.ashx?id=71775&p=0
Ordinances	
Elections Ordinance, 2020	www.guernseylegalresources.gg/CHttpHandler.ashx?id=127749&p=0
Advance and Super Polling Station Ordinance, 2020	www.guernseylegalresources.gg/CHttpHandler.ashx?id=127695&p=0
Electoral Expenditure Ordinance, 2020	www.guernseylegalresources.gg/CHttpHandler.ashx?id=127697&p=0
Elections (Nominations and Ballot Papers for People’s Deputies) Ordinance, 2020	www.guernseylegalresources.gg/CHttpHandler.ashx?id=127696&p=0
Postal Voting (Amendment) Ordinance, 2020	www.guernseylegalresources.gg/CHttpHandler.ashx?id=127698&p=0
Reform (Guernsey) (Amendment) (No. 2) Law, 2019 (Commencement) Ordinance, 2020	www.guernseylegalresources.gg/CHttpHandler.ashx?id=124612&p=0
Regulations	
No. 7: The Registration of Political Parties (Fees) Regulations, 2020	www.guernseylegalresources.gg/CHttpHandler.ashx?id=123203&p=0
No. 9: The Elections (Presence of Candidates at Count) Rules, 2020	www.guernseylegalresources.gg/CHttpHandler.ashx?id=123222&p=0
No. 13: The Electoral Roll (Public Inspection) Rules, 2020	www.guernseylegalresources.gg/CHttpHandler.ashx?id=123268&p=0
No. 67 - The Polling Stations (Hours of Opening) (No. 2) Regulations, 2020	www.guernseylegalresources.gg/CHttpHandler.ashx?id=128661&p=0
No. 70. The Electoral Roll (Availability) Rules 2020	www.guernseylegalresources.gg/CHttpHandler.ashx?id=129181&p=0
No. 73. The Postal Voting Regulations, 2020	www.guernseylegalresources.gg/CHttpHandler.ashx?id=129279&p=0
No 76. The Criminal Conviction Declarations of Candidates (Public Inspection) Rules, 2020	www.guernseylegalresources.gg/CHttpHandler.ashx?id=129678&p=0

Addendum: 'Information for prospective candidates' guidance notes

The document was published on the www.election2020.gg website on 3rd August, 2020 and since publication, it has come to light that there are three erroneous statements in the document which need to be corrected. These are on pages 15, 16 and 17. In the interests of transparency, this addendum details the changes that have been made.

Appendix II: Legislation relevant to the General Election of People's Deputies has also been updated to reflect the regulations made further the publication of the original document.

The version online has now been replaced with a revised version marked 'August 2020 – Version 2'. Any original versions of the guidance notes should be read in conjunction with this addendum.

A more detailed guidance note has been drafted entitled 'Election expenditure and donations' which it is advised that Candidates and Parties read.

Page 15: (iv) When can a candidate start spending money preparing for an Election?

Wording in the original 'Information for prospective candidates' guidance notes:

(iv) When can a candidate start spending money preparing for an Election?

A candidate can start preparing for the General Election at any time. However, the amount spent (in money or money's worth) must not exceed the candidate's total expenditure allowance, and any materials which are bought or prepared before the start of the regulated period must not be used to promote the candidate's election until the regulated period begins. This is set out in section 1(8) of [The Electoral Expenditure Ordinance, 2020](#).

The above statement is unhelpful in that it states that any materials which are bought or prepared before the start of the regulated period must not be used to promote the candidate's election until the regulated period begins. The guidance note entitled 'Election expenditure and donations' addresses this issue as follows:

[The Electoral Expenditure Ordinance, 2020](#) provides that expenditure on goods and services procured before the regulated period, but used during the regulated period, must not exceed the Candidate's expenditure allowance.

A person may spend money on goods or services that are used before the regulated period to promote his or her prospective candidacy. He or she may also use goods or services during the regulated period that are procured before the regulated period, so long as such expenditure does not exceed his or her expenditure allowance.

The wording under **(iv) When can a candidate start spending money preparing for an Election?** has therefore been amended to match the above.

Page 16: (vii) What is the limit on political party spending in the lead up to the Election?

Wording in the original 'Information for prospective candidates' guidance notes:

(vii) What is the limit on political party spending in the lead up to the Election?

With the emergence of political parties, new rules have been introduced to manage political party spending during the regulated period.

Political parties can spend money or give value in money's worth on the promotion of the party and its policies at the General Election during the regulated period. As with candidates, parties can spend money (or money's worth) on promotional material before the regulated period, but this must not be used until the regulated period begins, and the cost must be counted towards the party's total permitted expenditure.

It was incorrect for the guidance to state that 'As with candidates, parties can spend money (or money's worth) on promotional material before the regulated period, but this must not be used until the regulated period begins'. The wording has therefore been amended to read as follows:

Political parties can spend money or give value in money's worth on the promotion of the party and its policies at the General Election during the regulated period. The cost of this promotion must be counted towards the party's total permitted expenditure.

Page 17: (vii) What is the limit on political party spending in the lead up to the Election?

Wording in the original 'Information for prospective candidates' guidance notes:

A candidate can transfer up to £3,000 of their expenditure allowance to their political party by notifying the Registrar General (see above). The maximum total allowance that may be transferred to a political party by candidates in the General Election to spend on the promotion of the party and its policies at that election is **£9,000**. It is the responsibility of candidates for a political party to ensure that the total amount they transfer does not exceed £9,000.

It is incorrect to state that "It is the responsibility of candidates for a political party to ensure that the total amount they transfer does not exceed £9,000". This is a matter for the candidates and political party to manage between themselves as they see fit. This sentence has therefore been removed from the guidance notes.

26.08.2020