

SD-48

POLICY AND PROCEDURE

Service User Voting

Approved by:

Pat O'Shaughnessy

Date Effective From:

18-4-2017

Review Date:

April 2020

CARRIGLEA CAIRDE SERVICES

Procedures Manual

Title: SERVICE USERS VOTING

1.0 Scope

1.1 Service users' access to participating in the political process by voting and by seeking public office.

2.0 Aims and Values

2.1 To ensure that there is a procedure in place that enables service users to exercise their right to vote.

2.2 To ensure that proper procedures are following in assisting service users to participate in the political process.

3.0 Contents

6.0 General Principles

7.0 Guidelines for staff

4.0 Referenced Documents

Person Centred Plan

5.0 Responsibilities

5.1 The manager and all staff.

Procedure No: SD-48		Manual Section No:
Issue No: 1	Revision No: 0	Page 2 of 3
Issue Date:	Authorised By: Vincent O'Flynn, Chief Executive	

6.0 GENERAL PRINCIPLES

- 6.1 Each service user has a right to exercise his/her civic and political rights in accordance with his/her wishes and the Services should facilitate and support them to do so.
- 6.2 Where service users require assistance in understanding the procedures involved in casting a vote, they should receive guidance via their day services on how to inform themselves regarding political issues and the procedure involved in casting a vote in elections and referenda.
- 6.3 The individual's key worker and the manager in each residential area are responsible to ensure that any resident who wishes to be on the register of electors is facilitated to register.
- 6.4 Staff in residential areas are responsible to ensure that service users who wish to vote are facilitated to attend at polling stations to cast their vote.
- 6.5 Individual's wishes in relation to being registered to vote should be recorded in their *Person Centred Plan*.

7.0 GUIDELINES FOR STAFF

- 7.1 In the event of a service user expressing a wish to cast a vote in an election or referendum, staff should accompany him/her to the polling station, if he/she needs assistance to do so.
- 7.2 Staff should explain to service users the process involved in casting their vote but should not in any way influence them in who to vote for or which option to take in a referendum
- 7.3 If the voter requires assistance in voting due to a physical disability, a companion can assist them, with the permission of the presiding officer at the polling station. The companion cannot be a candidate or an agent of a candidate running in the election. The companion cannot help more than 2 voters to vote.
- 7.4 As an alternative to assistance by a companion the voter can request the assistance of the presiding officer to cast his/her vote.

Procedure No: SD-48		Manual Section No:
Issue No: 1	Revision No: 0	Page 3 of 3
Issue Date:	Authorised By: Vincent O'Flynn, Chief Executive	

