

For Welsh text version, please flip this brochure over

Democracy Cookbook

National Assembly for Wales special



The
Electoral
Commission



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Introduction

Welcome to the Democracy Cookbook National Assembly for Wales Special

This special edition of the Democracy Cookbook has been produced specifically for Wales in response to the demand from teachers and youth workers for an accessible resource which can be used to explain the National Assembly for Wales to young people.

Divided into two main sections, this resource aims to provide you with both the ingredients (information, facts and explanations) and the recipes (activities, games and discussion points) to explain to young people how our democracy and voting systems work.

The ingredients are written as fact sheets that speak directly to young people.

The recipes outline how an activity works, what utensils you will need and how long it will take to prepare and serve.

Mix and match the ingredients and recipes to create an exciting menu of delectable democracy dishes!

Further information about the National Assembly for Wales, elections and voting can be found from the following websites:

www.wales.gov.uk

www.aboutmyvote.co.uk

You can find more of our resources and download or order a hard copy of the complete Democracy Cookbook from

www.dopolitics.org.uk.

Ingredients

Do you do politics?

Introducing you to politics and democracy

What's it all about?

All about the National Assembly for Wales and the people that represent you.

Elections and voting

How to vote and why it matters

Recipes

To help you work out which recipes to use for your democracy menu, our recipes have been rated by difficulty:

easy



medium



difficult



- Political problem page
- Voting timeline
- How politics affects...
- Democracy tree
- How Additional Member System works

What it boils down to

Simmer down to the basics with this jargon buster

I don't do politics

When you think of the word 'politics' what comes into your mind?

Elections, voting, decisions, power, parties, MPs, councils, Westminster, the Senedd, Europe, Assembly Members, laws, rights, citizens, Lords, democracy, taxes, First Minister, boring, arguing, ceremony...

Have you ever thought about how politics affects you?

Fancy a day out at the National Museum of Wales?

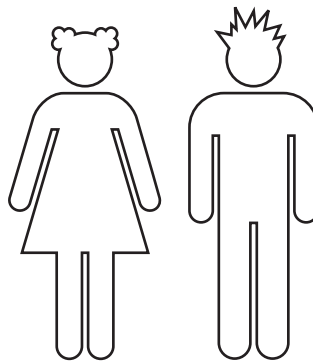
The National Assembly for Wales is responsible for promoting and funding tourist attractions in Wales.

Visiting a relative in hospital?

The National Assembly for Wales is responsible for the health service in Wales.

Want to recycle more?

Your local council has a responsibility to provide facilities for recycling household items such as glass and old newspapers.



Learning Welsh?

The National Assembly for Wales is responsible for the promotion of the Welsh language in Wales.

Want to take up a new sport?

The National Assembly for Wales is responsible for the administration and promotion of sport in Wales.

Thinking of going to college or university?

The National Assembly for Wales is responsible for providing further and higher education in Wales.

Used your mobile phone?

The UK Government sells the licences that networks use to provide your service. They also regulate and investigate potential health risks associated with phone technology. The European Union says what should happen to your mobile phone when you throw it away.

All of these things are affected by politics. Every day people involved in politics are making decisions that affect you, your family and your friends.

So even if you think you don't do politics... you do!



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Who makes decisions for Wales?

The National Assembly for Wales

Who does it affect?

All people living in Wales.

How old is it and how did it come about?

The National Assembly for Wales was established after people in Wales voted yes in a referendum on 18 September 1997. After this the UK Parliament went on to pass a law called the Government of Wales Act 1998, which set up the National Assembly for Wales. The first elections to the National Assembly for Wales were held in 1999.

Where is it based?


The Assembly buildings are based in Cardiff Bay, but Assembly Members hold regular meetings across Wales and have offices in their local areas. A new Assembly building, the Senedd, was opened by the Queen on 1 March 2006 in Cardiff Bay.

What is it responsible for?

It covers a range of issues that affect Wales. Under the Government of Wales Act 2006, the Welsh Assembly can make laws in certain areas. These laws are called "Assembly Measures". To make laws the Assembly must get approval from the UK Parliament first. The Assembly can make laws on a variety of issues including health, education and tourism. It can also make decisions about:

- promoting agricultural schemes and rural development;
 - developing schemes to promote the culture and heritage of Wales, including the Welsh language; and
 - developing information and communication technology in Wales.
- funding from the European Union;
 - funding for local authorities in Wales;
 - housing policy, including tackling homelessness;
 - sponsoring bodies that protect the environment and conserve wildlife and natural habitats;
 - developing transport in Wales;

Stir it up



Under the Government of Wales Act 2006 elected representatives in Wales can choose to hold a referendum on full law-making powers. Do you think the Assembly should have full power to create new laws without the approval of the UK Parliament?

Who is in the National Assembly for Wales?

AMs elect a **Presiding Officer** who chairs the Assembly. The Presiding Officer is impartial, which means that they have to treat all political parties in the Assembly fairly.

This room is called the **Siambwr**. This is where all Assembly Members (AMs) come together to debate issues and make decisions.

AMs give **executive power** to the **First Minister** who is elected by the whole Assembly. They usually come from the political party with the most Assembly Members.



The First Minister chooses individual **Assembly Ministers** who form the **Cabinet**.

These Ministers form the Welsh Assembly Government and make many of the Assembly's day-to-day decisions. They are responsible for developing all **policies** and programmes for areas that have been **devolved** to the National Assembly for Wales.

AMs sit in the debating chamber according to their party grouping. Unlike the UK Parliament they have access to computers to view Assembly documents while they are debating issues. There are 60 AMs in the Assembly.

How are decisions made?

The Assembly makes decisions through committee meetings and plenary sessions.

A **committee** is made up of a small group of AMs who look at a particular issue in detail. They might get input from the community and experts working on the issues they are looking at.

A **plenary session** is a meeting of all AMs. These meetings give AMs a chance to question the First Minister and other Assembly Ministers on the work they have been doing.

AMs can also propose a **motion** for a short debate at the very end of a session or even propose that the Assembly should immediately consider a matter of urgent public importance.

Other things discussed in a plenary session include:

- what the Assembly spends its budget on
- motions proposed by political groups who are not in the Assembly
- reports written by committees
- issues relating to the European Union

The Welsh Assembly Government

The National Assembly for Wales has given many of its powers to its First Minister. The First Minister leads a Cabinet which forms the Welsh Assembly Government. The Welsh Assembly Government is responsible for developing and putting into practice the policies and programmes for all issues that have been devolved to Wales. The Ministers have responsibility for different areas of the Assembly's work, including:

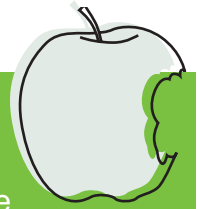
- Business and economy
- Children and young people
- Culture and sport
- Education and skills
- Environment and countryside
- Equality and diversity
- Health and social care
- Housing and community
- International
- Local government
- Older people
- Planning
- Social justice
- Statistics
- Sustainable development
- Tourism
- Transport
- Welsh language

Snack break

The National Assembly for Wales' logo is based on the dragon – a traditional symbol of Wales.



Cynulliad National
Cenedlaethol Assembly for
Cymru Wales



All Ministers are accountable to the Assembly and its committees for all that they do. The Ministers are answerable to the National Assembly for Wales as a whole and have to answer questions from Assembly members about their policies and activities.

Key events

Plenary meetings happen on Tuesday and Wednesday afternoons.

How can I see it?

You can book a guided tour of the Assembly building or book a seat to watch any of the Assembly's public meetings. To make a booking call 0845 010 5500, textphone 029 2089 8261 or email assembly.bookings@wales.gsi.gov.uk.

You can also watch the Assembly on your TV. All public committee meetings and plenary sessions are broadcast live on S4C2 and BBC Parliament or through www.webcasting.wales.gov.uk where you can also catch up on some archived meetings.

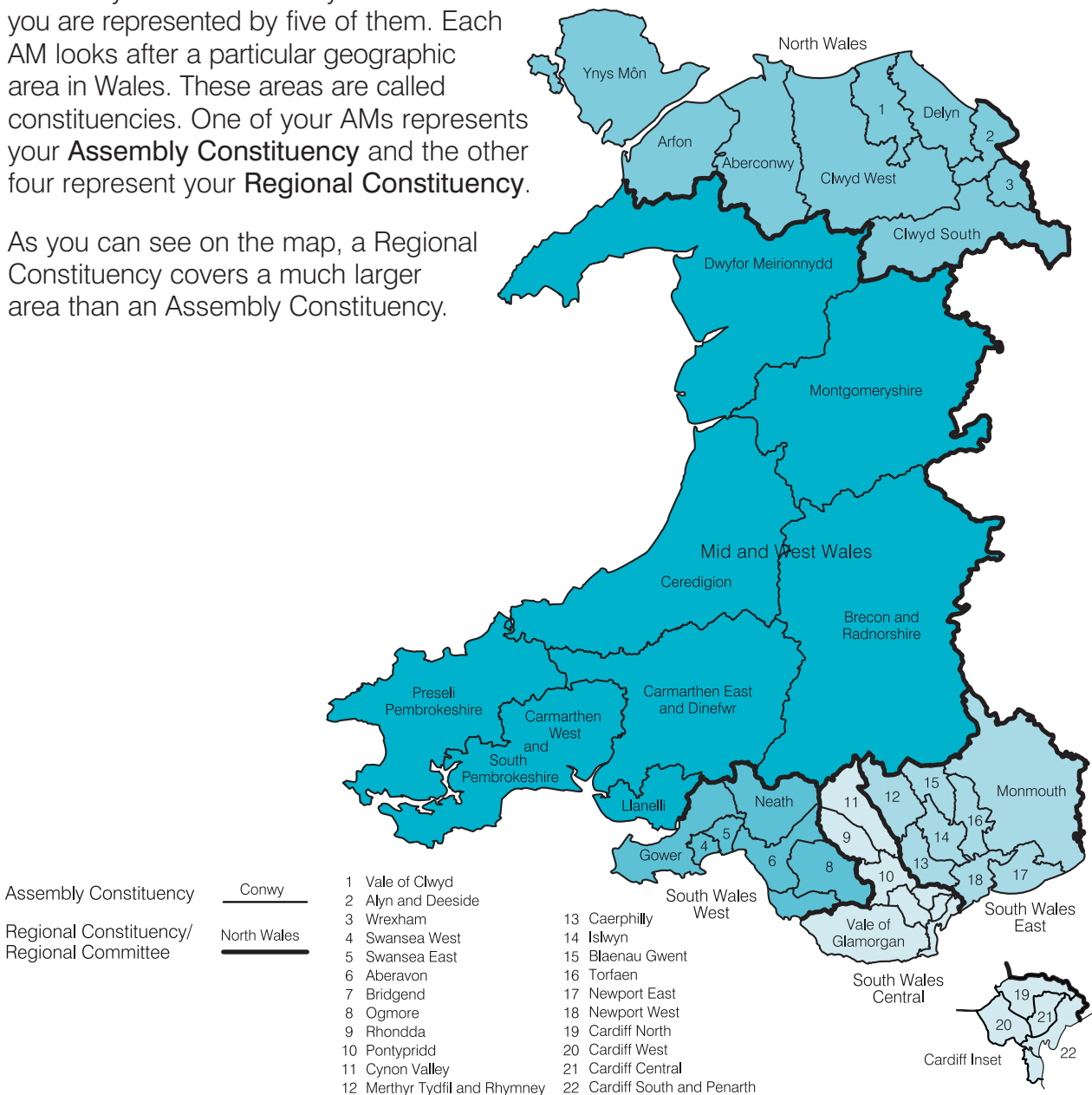
Your Assembly Members for Wales

The National Assembly for Wales represents all of the people in Wales. The people who represent you in the National Assembly for Wales are called Assembly Members, or **AMs** for short. You elect your Assembly Members every four years.

How big is their patch?

There are 60 elected AMs in the National Assembly for Wales and if you live in Wales you are represented by five of them. Each AM looks after a particular geographic area in Wales. These areas are called constituencies. One of your AMs represents your **Assembly Constituency** and the other four represent your **Regional Constituency**.

As you can see on the map, a Regional Constituency covers a much larger area than an Assembly Constituency.



Voting

Imagine going into a restaurant and letting a stranger across the other side of the room place your order for you. You wouldn't have any say in what you are about to eat! It's the same if you don't vote – you are letting other people decide for you and you might not find the outcome very appetising.

Why is voting important?

The people who are voted in at **elections** make decisions that affect you every day – from what is happening in local schools and what recreational facilities you have, to national issues like healthcare and education, to global issues like the environment.

In some countries such as Australia, voting is compulsory. This means that it is illegal not to vote. In Wales, it is your choice whether or not to vote. If you don't vote however, you are letting other people, who you might not agree with, make decisions about issues that affect you.

Who can vote?

To vote in elections in Wales you have to be:

- aged 18 or over
- a citizen of the UK, a Commonwealth country or the Republic of Ireland
- a citizen of another EU country (although they cannot vote in UK Parliamentary elections)
- on the electoral register
- not in a category barred from voting
See Snack break.

You can only vote in an election if you are registered to vote in that area. For example, someone registered in Birmingham cannot vote in the elections to the **National Assembly for Wales**.

If you are a student living away from home, you can be registered where you live at home and at university. However you can only vote once in any single election.

To find out who can vote in an election visit www.aboutmyvote.co.uk

Snack break

You have to be on the electoral register to be able to vote in elections or referendums in the UK. There are certain people who are not allowed to vote. They are:

- anyone under 18 years old
- citizens of any country apart from the European Union and Commonwealth countries
- convicted prisoners who are serving a sentence (though remand prisoners, unconvicted prisoners and civil prisoners who haven't paid their fines can vote)
- anyone found guilty within the previous five years of corrupt or illegal practices in connection with an election

European Union citizens and members of the House of Lords cannot vote in UK Parliamentary elections.



Registering to vote

What is the electoral register?

The **electoral register** is a list of everyone who is registered to vote. You need to be on the register before you can vote in an election or referendum. You are not automatically registered, even if you pay council tax.

Who can look at the electoral register?

There are two versions of the register – the full version and the edited version. Your details must always appear on the full version, but you can choose whether or not your details appear on the edited register.

- The full register is used for elections, preventing and detecting crime, and checking applications for credit.
- The edited register is for general sale and can be used for commercial activities, such as marketing.
- Anyone can look at the electoral register by going into their local electoral office.
- The electoral register is not linked to council tax.

How do I register to vote?

You need to fill in an **electoral registration form**. You will receive an 'annual canvass' form each autumn, when you are required to re-register your details. You can register at any time of the year by downloading a registration form from **www.aboutmyvote.co.uk** or contacting the Electoral Registration Officer at your local authority.

Find out where your local electoral registration office is by visiting **www.aboutmyvote.co.uk**.

If you are homeless or living in temporary accommodation

Homeless people or people living in temporary or long-term hostel accommodation may be entitled to register to vote. If you have lived and will be living in relatively stable accommodation for three months or longer it is possible to register in the normal way. If your situation is less stable, for example if you are sleeping rough or in short-term accommodation then you should contact your local electoral registration office for further information.

If you are on remand or are a patient in a mental health secure hospital

Remand prisoners and patients in mental health secure hospitals can also register to vote in this way, but can obviously only vote by proxy or by postal vote. See How do you vote? on the next page for more information on different ways of voting.

Stir it up

Why do you think young people are among the least likely to vote in an election? What do you think should or could be done to encourage more young people to vote?



How do you vote?

There are a number of different ways you can vote in an election.

These are:

- in person;
- by post; or
- by proxy.

Your poll card

If you are on the electoral register you will be sent a card just before an election. This is called a poll card and tells you what the arrangements are for voting. For instance, it will detail what you need to do if you have applied to vote by post or, if you are voting in person, where your polling station is and when you can vote. 'Polling' is another word for voting.

Voting in person

The polling station

On election day go to the **polling station**. This is where you cast your vote in person. The polling station is often a school or local hall near to where you live. Polling stations are open from 7am until 10pm.

Tell the staff inside the polling station your name and address so they can check that you're on the register. You can show them your poll card but you do not need it to vote.

If you are disabled and need assistance getting to the polling station, your local electoral office should be able to help you. Contact your local authority for more information.

Collect your ballot paper

The staff at the polling station will give you a list of the people or parties you can vote for. This is called a **ballot paper**. It will be stamped with an official mark.

You may be given more than one ballot paper if there is more than one election or referendum on the same day.

Go into a polling booth

Take your ballot papers into a **polling booth** so that no one can see how you vote.

Mark who or what you want to vote for. Different elections and referendums work in different ways so it is important that you understand how to fill in your ballot paper correctly. Ask a polling clerk if you are unsure.

Do not write anything else on the paper or your vote may not be counted.

Cast your vote

Place your ballot paper in the ballot box. If you are not clear on what to do, ask the staff at the polling station to help you.

Do not let anyone see your vote.

Elections

Elections are the way we decide who we want or who we don't want to represent us.

In an election, people who are able to vote (the 'electorate'), select one or more options set out on a ballot paper. These are a person or a political party.

In Wales we have elections for the National Assembly for Wales, local councils, the UK Parliament and the European Parliament.

Voting in an election is one of the simplest ways to participate in our democracy. It is the system we use to choose people to represent us. These representatives are then allowed to make decisions on our behalf.

How often do we have elections?

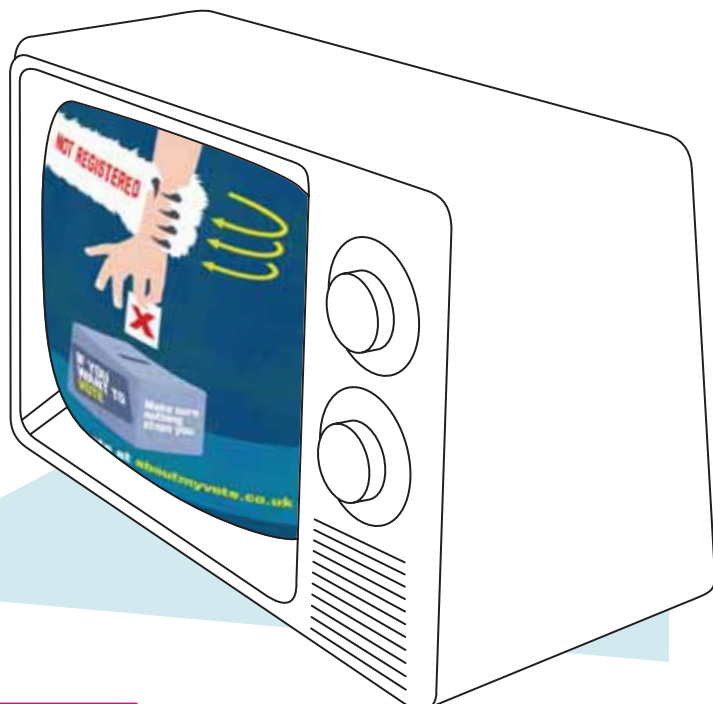
Where you live will determine how often you have elections in your area.

Sometimes elections to different institutions are held on the same day, but often they are not. This means that you may have elections in your area several years in a row.

Some institutions, such as the National Assembly for Wales, have **fixed terms**. This means that we all know when the next election will be held. The UK Parliament does not have fixed term elections. It is up to the Prime Minister to decide when an election will be called. However, a UK Parliamentary general election must be called within five years of the last one.

Snack break

Forty-four per cent of people voted in the 2007 elections to the National Assembly for Wales.



How do we elect the National Assembly for Wales?

There are 60 Members of the National Assembly for Wales: 40 constituency members and 20 regional members. The Assembly is elected using the additional member system.

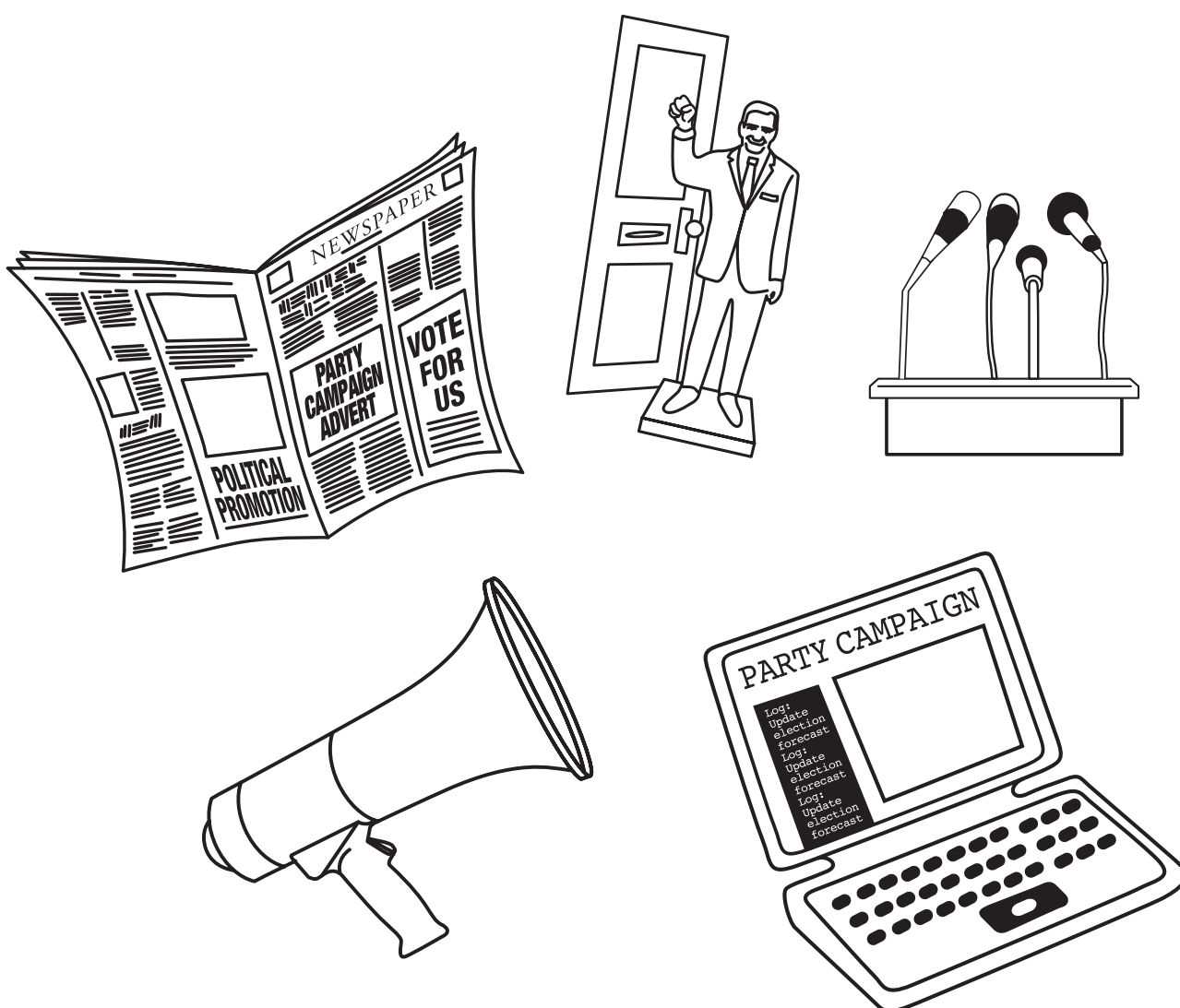
When you vote in a National Assembly for Wales election you have **two** votes.

With the **first vote** you choose between candidates standing in your Assembly constituency. The candidate who receives more votes than any other candidate will be elected to represent you.

Your **second vote** is to choose a political party or individual candidate to represent your regional constituency.

There are four regional members for each of the five electoral regions in Wales.

The additional member system is quite tricky and uses a special formula. See the activity Electing the National Assembly for Wales in the Recipes section for a more detailed explanation of how this works.





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Recipes

Step by step activity guides



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Political problem page

Overview This activity helps young people understand the different roles and responsibilities of our democratic institutions.

Different levels of our democracy make decisions about how our society is run. This is because some issues need to be dealt with at a local level and other issues need a regional, UK-wide or European point of view.

Each of the issues highlighted in this activity are linked to a particular democratic institution. If you have concerns about any of the issues raised you should contact your representative for the relevant institution.

Materials

- One problem page per group
- pencils

Timing Ten minutes.

Instructions Divide young people into groups and hand out dilemma pages.

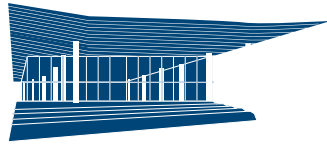
Ask them to discuss the issues that concern each of the characters. Do their concerns differ due to where they live? How? Which issues concern them the most?

Now ask young people to identify the democratic institution they think has most responsibility for the issue and draw a line to the correct icon.

Now you can get creative. Ask participants to produce a similar poster for themselves based on the issues that matter to them.



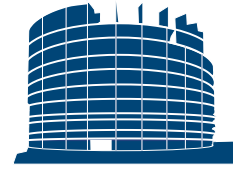
UK Parliament



National Assembly for Wales



Local Council



European Parliament



There are loads of signs in my area saying that it has received money from the European Union. What's that all about?



I've got to travel to the next town in the area to visit the dentist. Who can I talk to to find out why there isn't a dentist near to where I live?



My little brother gets the bus to school every day but not all buses have been installed with seat belts. Who is responsible for sorting this out?



I feel that we need more police officers in my area at night. Who can I talk to about this?



www.dopolitics.org.uk

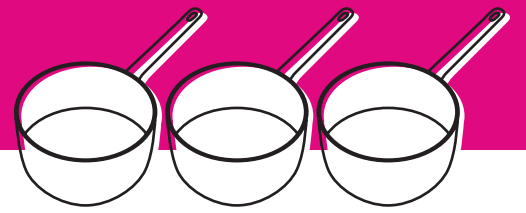
The Electoral Commission

Katie is 16 and lives in Wales...

Problem	Who is responsible?	Why are they responsible?
My little brother gets the bus in to school every day but not all have been installed with seat belts. Who is responsible for sorting this out?	Local council	Seat belts must be fitted in coaches and minibuses on organised school trips. Home-to-school buses are often buses which are used for regular services, which are not fitted with seatbelts. They are not required to be fitted with seatbelts for home-to-school trips. Schools or education authorities can choose to hire buses that have seat belts, but it is not compulsory.
I feel that we need more police officers in my area at night. Who can I talk to about this?	UK Parliament	The police service is responsible for ensuring we all have a safe environment in which to live and work. There are 43 police forces in England and Wales comprising more than 143,000 police officers, 13,000 volunteer special constables and 7000 community support officers. Katie can speak to her MP about her concerns. For more information on how the Home Office manages police forces visit www.homeoffice.gov.uk
There are loads of signs in my area saying that it has received money from the European Union. What's that all about?	European Parliament	The European Union has a programme which provides support to less prosperous regions across the EU. Large parts of North and West Wales, plus the Valley areas, qualify for funds. For more information on projects funded by the EU in Wales visit the Welsh Assembly Government's website: www.wales.gov.uk
I've got to travel to the next town in the area to visit the dentist. Who can I talk to to find out why there isn't a dentist near to where I live?	National Assembly for Wales	Since April 2006 NHS dentists in Wales have been working to a new contract to include a new style of working, new payment system, greater focus on prevention and extra money for dental services. Katie should contact her Assembly Member (AM) to find out what improvements are being made to the dentist service in her area. For more information visit the National Assembly for Wales online at www.wales.gov.uk



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Voting timeline

Overview This activity is designed to highlight key events in the history of democracy in Wales.

Materials Worksheets provided.

Timing Fifteen minutes.

Instructions You can use this resource in two ways:

1. Print each date on an A4 page and lay the pages out chronologically on the floor. Print out the events on separate pieces of paper and hand out. Ask young people to guess which date each event belongs to by placing it on the correct date.
2. Break the group into pairs and hand out the timeline worksheet provided. Hand out one set of events per pair and ask young people to guess which date each event belongs to by placing it on the correct date.



Timeline

Hand out a copy to each group.

1404	1536	1964
1979	1997	1998
1999	2003	2007



Event sheet

Cut this sheet up and place the right event on the right year.

<p>Wales' first Parliament is set up by Owain Glyndwr in Machynlleth.</p>	<p>The Act of Union, a series of laws, formally unites England and Wales. Counties and boroughs in Wales are given representation in the English Parliament and English, not Welsh, becomes the first language.</p>	<p>The Wales Office and the post of the Secretary of State for Wales is created by the Government.</p>
<p>In a referendum the people of Wales vote against establishing an Assembly for Wales.</p>	<p>A second referendum on devolution is held in Wales. The majority of voters support the establishment of an Assembly for Wales.</p>	<p>The Government of Wales Act is officially passed setting up a National Assembly for Wales.</p>
<p>The first elections are held to choose the members of the Assembly for Wales.</p>	<p>The Assembly holds its second set of elections.</p>	<p>The Assembly holds its third set of elections.</p>



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How politics affects...

Overview This activity is designed to help young people identify how politics impacts on just about every aspect of their life.

Materials

- Flip chart paper
- pens

Timing Twenty minutes.

Instructions Option A

Divide participants into small groups and ask them to think about how politics affects our everyday lives. You could download the Do Politics posters from www.dopolitics.org.uk for inspiration. These posters cover how politics affects sport, the food you eat, music, where you live, how you get about and your night out.

Ask participants to pick one of these themes and draw how it is affected by politics on flip chart paper. Alternatively, you could get them to map a typical night out.

Option B

Divide participants into small groups and ask them to outline an average day in their life. They should be encouraged to use pictures to illustrate the various parts of their day.

Participants should then decide what parts of their day are affected by politics and how.

Example:

- 7.30am – I woke up and had breakfast.

The time that school starts and therefore the time I have to get up is affected by politics and the quality, cost and labelling of the food I eat is affected by politics.

Once everyone has finished get them to feed back to the wider group.

You can take this activity a step further by identifying which level of democracy is responsible for each issue.



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Democracy tree

Overview The democracy tree is a visual representation of some of the democratic institutions which we elect to represent us. It provides an opportunity to discuss who is responsible for making decisions which impact on our lives.

Materials

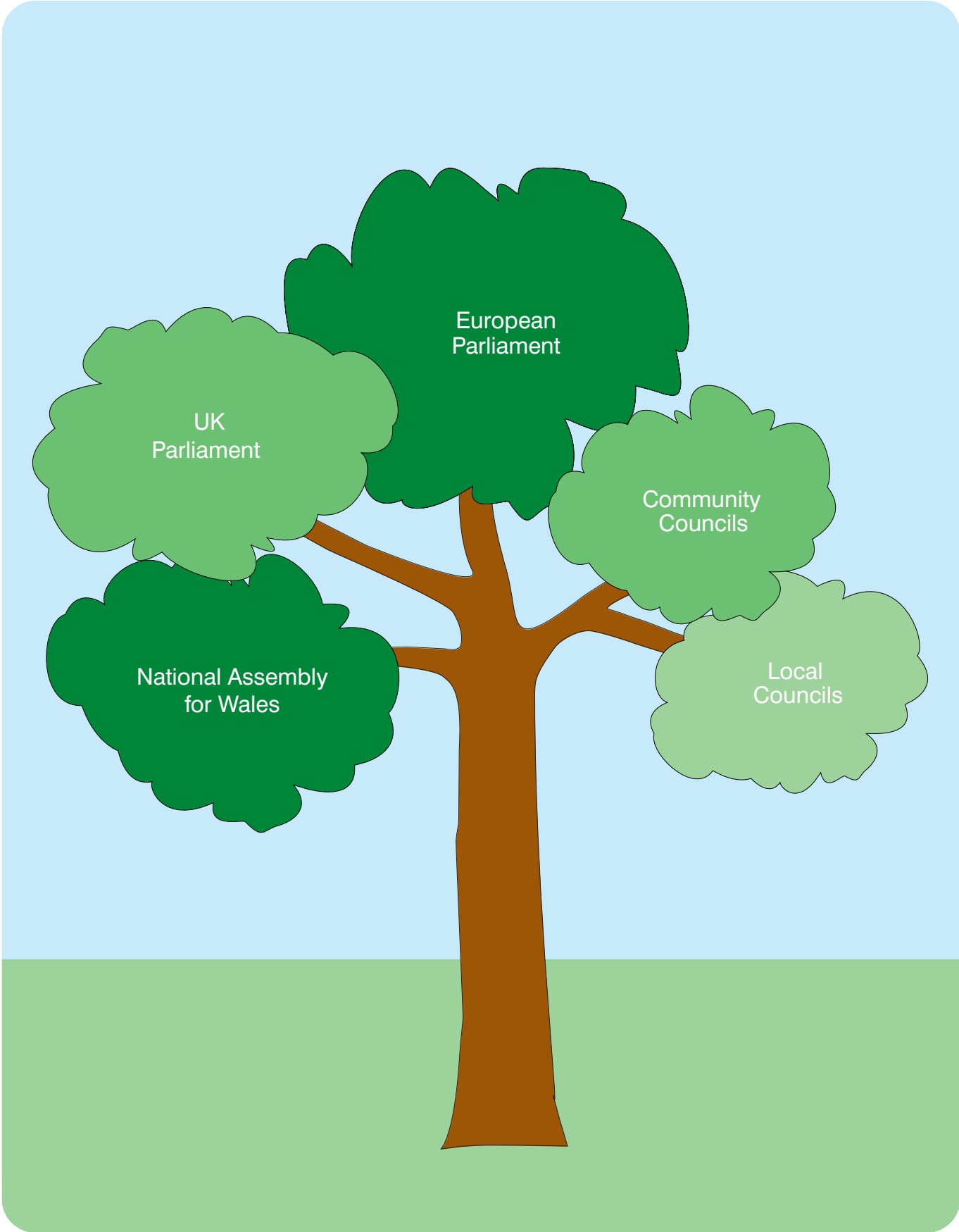
- Democracy tree poster
- post-it-notes
- pens

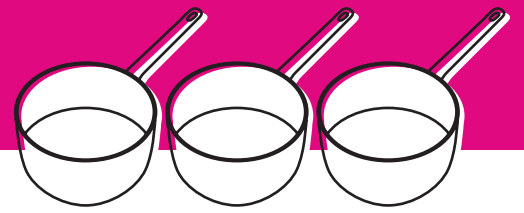
Timing About 20 minutes.

Instructions Distribute post-it-notes to the group. Ask them to write down issues that they think are important, such as health care, local leisure facilities, defence, etc. Encourage participants to think of local, UK-wide and European issues.

Get participants to stick their post-it-notes on the branch of the democracy tree that they think is responsible for that issue. There may be some cross over between the different institutions. Alternatively use the flash cards provided to spark the discussion.

Thanks to Shoreditch Youth Forum for coming up with the idea for this activity.





Electing the National Assembly for Wales

Overview To elect the National Assembly for Wales we use a voting system called the additional member system. This activity aims to increase young people's understanding of how it all works.

Materials

- Ballot papers (samples supplied)
- pens
- calculators
- ballot box
- worksheets
- a prize

Timing 60 minutes.

Instructions

1. Prepare participants by explaining what the National Assembly for Wales does and the voting system they use – the additional member system (see explanation overleaf).
2. Split participants into groups and ask them to imagine they are taking part in an election for the National Assembly for Wales.
3. Ask for some volunteers to act as election official (returning officers). They will get to count the votes and announce the results.
4. Hand out two ballot papers, one for a constituency election and one for a regional election (samples provided). These should be on different coloured paper.
5. Explain how to mark the ballot paper – by putting an 'X' next to the candidate of their choice on the constituency ballot paper; and party or independent candidate on the regional ballot paper.
6. Ask participants to cast their votes.
7. Get the returning officer to count up the votes for the constituency and regional votes. The winner of the constituency seat is simply the candidate with the most votes. To work out who gets the regional seats is more complicated...
8. Now comes the tricky part – working out which party has won regional 'additional member' seats. We've provided an explanation of how this works overleaf. In a real election this would be the job of the returning officer, but to explain the additional member system you can get everyone involved. Ask participants to form small groups to work out the results. They will need calculators, pencils and a blank results table. The first group to finish gets a prize!

How the additional member system works

When you vote in an election for the National Assembly for Wales you have two votes. The first vote is for a constituency member and the second vote is for regional members.

The constituency member is elected using a simple majority system called first past the post, meaning the candidate with the most votes wins. This is the same system used to elect members to the UK Parliament.

Working out who wins the regional seats is a bit more complicated and this is where the additional member system comes in. In Wales there are five regions. Each region is represented by four Assembly Members (AMs).

On the ballot paper for the regional members you will see a list of political parties and some independent candidates.

To work out how many regional seats each party wins you divide the number of votes each party gets in the regional ballot by the number of constituency seats the party has won, then add one. You add one so that parties which have not won any constituencies can be included in the calculation for the regional seats.

After you have done this calculation the party that ends up with the highest result wins the first regional seat.

To work out which parties win the remaining seats you have to redo this calculation, but each time add in any additional seats won. Remember that in Wales there are four seats per region, which means you have to do the calculation four times.

The regional seats each political party wins are filled by the candidates in the order they appear on the regional ballot paper. This order is decided by the political party.

We've provided a sample results sheet and ballot paper to show you how it works.

Sample results table

	Franz Ferdinand	The Zutons	Scissor Sisters	Girls Aloud
Constituency seats won (first vote)*	4	0	2	2
Total regional votes received (second vote)	116	63	61	56
1st regional seat	$\div 5 = 23.2$	$\div 1 = 63$ <i>elected</i>	$\div 3 = 20.3$	$\div 3 = 18.7$
2nd regional seat	$\div 5 = 23.2$	$\div 2 = 31.5^{**}$ <i>elected</i>	$\div 3 = 20.3$	$\div 3 = 18.7$
3rd regional seat	$\div 5 = 23.2$ <i>elected</i>	$\div 3 = 21$	$\div 3 = 20.3$	$\div 3 = 18.7$
4th regional seat	$\div 6 = 19.3$	$\div 3 = 21$ <i>elected</i>	$\div 3 = 20.3$	$\div 3 = 18.7$
Number of regional seats won	1	3	0	0
Total number of representatives (AMs)	5	3	2	2
<p>*If your mock election is for just one area or constituency you will need to make up the number of constituency seats a party has won so you can complete this calculation. If you have enough young people (say 50-100) participating you might want to break them up into different constituencies (you will need a different ballot box for each constituency) to get a real result.</p> <p>** You add an extra 'one' for each regional seat won in previous rounds.</p>				

In our sample calculation The Zutons won the most regional seats. To work this out we divided the number of regional votes each party received by the number of constituency seats won by each party, **plus one**.

For example Franz Ferdinand won 116 regional votes in your area and had four constituency members elected over the country as a whole. So to get the result for the first calculation we divided 116 by 4 **plus one** giving a total of 23.2.

After doing this calculation for each party The Zutons got the highest result so they win the first regional seat. To work out the rest of the seats we repeated this calculation **adding any regional seats won in previous rounds**.

Sample constituency ballot paper

VOTE FOR ONE CANDIDATE ONLY MARK YOUR X IN A BOX	
Campbell, Niki Scissor Sisters	
Deeley, Cat Girls Aloud	
Finnegan, Judy Franz Ferdinand	
Nadia The Zutons	

Sample regional ballot paper

MARK YOUR X IN A BOX	
Paul, Robert, Nicolas, Alexander Franz Ferdinand	
David, Abi, Boyan, Sean, Russell The Zutons	
Nadine, Cheryl, Kimberley, Sarah, Nicola Girls Aloud	
Jake, Baby Daddy, Ana Matronic, Del Marquis, Patrick Scissor Sisters	

What it boils down to



- **AMs** are Assembly Members. They are elected by people in Wales to represent them in the National Assembly for Wales.
- An **Assembly Constituency** is a geographical area that your AM represents directly.
- A **Regional Constituency** is a larger regional area represented by a number of AMs rather than the smaller Assembly Constituency.
- A **surgery** is where you can go and discuss problems or issues with your AM.
- **Elections** are the process that is used to vote our representatives into power.
- The **electoral register** is a list of everyone who is registered to vote. You need to be on the register before you can vote in an election or referendum.
- An **electoral registration form** is what you fill in to get on the register.
- A **declaration of local connection** form allows people who are homeless or in temporary accommodation to register to vote. You can pick up one of these forms at your local electoral registration office.
- A **polling booth** is the private area that you stand in when casting your vote.
- **Ballot papers** are forms that allow you to cast your vote.
- A **polling station** is where you can go to cast your vote.

- The **Cabinet** is made up of Assembly Ministers who are the most senior AMs.
- **Devolved** means that power to make some decisions has been transferred.
- **Executive power** means that the First Minister manages the work of the Assembly. It is a bit like the role of a chief executive of a company.
- The **First Minister** is the head of the Welsh Assembly Government.
- **Motions** are proposals for a debate
- A **policy** is a plan of action.
- The **Presiding Officer** is the chairperson of the Assembly.
- A **referendum** is a public vote on a question about a particular issue or policy.
- The **campaign** is the period before an election when there is a heightened degree of political activity, as political parties and candidates try to get you to vote for them.
- A **manifesto** outlines the policies of a political party.
- A **Party Political Broadcast** is a short television slot that enables political parties to broadcast their ideas.
- **Turnout** describes the number of people that vote out of the number that are eligible to vote in the particular election.

Produced by the Electoral Commission, an independent body established by Parliament.

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