

## Appendix 3

### Terminology used in the Report

**Ward:** the 32 wards into which the Manchester City Council area is sub divided.

**Polling district:** the area created by the division of a constituency or ward into smaller parts, within which a polling place can be determined, which is convenient to electors. In Manchester, each ward is divided into a number of polling districts. Each polling district starts with a number (denoting the parliamentary constituency) followed by a three letter code (the first two letters of which indicate the ward in which the polling district is located). It should be noted that Ringway Parish must have its own polling district currently 5WPF.

**Polling place:** is the building or area in which the polling station(s) will be sited by the Returning Officer.

**Polling station:** the room where the poll takes place (e.g. community room), which must be located within the polling place. The polling station is chosen by the Returning Officer.

Where possible, every polling district should have its own dedicated polling place and all electors in that polling district are assigned to vote at the polling station located in that place. However, it is possible to have a polling place based in an adjacent polling district where circumstances determine this is the best option.

It should be noted that the terms 'polling place' and 'polling station' are often used interchangeably and most people consider the polling place (such as a community centre) to be the polling station. However, it is possible to have a double polling station in a polling place (e.g. two sets of staff, two ballot boxes, and two electors' registers). Double stations exist where electors may be coming from two different polling districts/wards, in polling districts where there are a large number of electors in person or where there is high turnout expected. For example, there were 195 polling places and 231 polling stations in the city, at the Local Elections in May this year (2019)