

HOW-TO-VOTE CARDS

How-to-Vote (HTV) cards must be approved by the ECQ for distribution on polling day. However, not all printed material is defined as a HTV card by the *Electoral Act 1992*. This factsheet will help you determine if your printed material is a HTV card that ECQ must approve before you distribute it on polling day, or if it is 'other' election material that does not require ECQ approval.

If, after reading this factsheet you determine that your printed material is not a HTV card, then you can make it available on election day without ECQ approval as long as it meets electoral advertising and authorisation requirements. For further information about electoral advertising for all election material (printed or otherwise) please see [Fact Sheet 16](#).

Definition of 'how-to-vote card'

Schedule 1 of the *Electoral Act 1992* defines how-to-vote (HTV) cards for State elections.

For full-preferential voting in a State election (where voters must number every box on the ballot paper in their preferred order), a HTV card is a card, handbill or pamphlet, for distribution on polling day, that is or includes:

- a representation of a ballot paper or part of a ballot paper; or
- something apparently intended to represent a ballot paper or part of a ballot paper; or
- lists the names of any or all of the candidates for an election with a number indicating an order of voting preference against the names of any or all of the candidates; or
- otherwise directs or encourages the making of a preference vote, (other than a first preference vote).

Printed material that does not indicate an order of voting preference may be election material, but not a HTV card. It is important to note the differences, as the rules for HTV cards differ from other election material. Election material does not require approval by the ECQ and can still be distributed at a polling booth. Note that a HTV card will still be required to carry an authorisation.

Authorisation

An authorisation must appear on each printed face of a HTV card and this must contain the name and street address of the person who authorised the card. Note that the address of the authoriser **must be the street address where the authoriser can be contacted and cannot be a PO box**.

The authorisation must appear in prominent and legible characters, in print no smaller than:

- if the card is not larger than A6 - 10 point font;
- if the card is larger than A6 but not larger than A3 - 14 point font; or
- if the card is larger than A3 - 20 point font.

Examples:

- For a registered political party or a candidate endorsed by the political party - the party's name - e.g. **'Authorised P. Smith, 100 Green Street Brisbane for [name of political party]**.
- For a candidate who is not endorsed - the candidate's name and the word 'candidate' - e.g. **'Authorised R. Jones, 1 Green Street Brisbane for R. Jones (candidate)'**.

The authoriser named on the HTV card is responsible for ensuring the HTV card is compliant with the legislated requirements under the Act and will be the ECQ's point of contact in relation to all HTV cards carrying their authorisation.

More information

For more information relating to how-to-vote cards, please visit the ECQ's website at www.ecq.qld.gov.au, call 1300 881 665, or email ecq@ecq.qld.gov.au.

Approval of HTV cards by the ECQ and distribution

HTV cards that are authorised for a registered political party, an endorsed candidate or an independent candidate for distribution on polling day must be lodged with the ECQ for approval no later than 5pm on the Friday that is seven days before the polling day.

While a HTV card must be approved by the ECQ for distribution on polling day, any political participant seeking to distribute HTV cards prior to polling day is also encouraged to lodge their HTV card with the ECQ as soon as practicable.

The authoriser of a HTV card for a candidate must lodge copies of their HTV cards with the ECQ, or with the Returning Officer in their electoral district. Registered political parties must lodge the HTV cards for their endorsed candidates at the ECQ head office in Brisbane.

Lodgement of HTV cards must include:

- The HTV lodgement form - **Form 53** for cards for a registered political party or for a candidate endorsed by a registered political party; and **Form 53B** for independent candidates' cards.
- The **required number of HTV cards** (i.e. 12 cards, plus one for each polling place in the electoral district in which they are to be distributed); and
- A **statutory declaration**, stating:
 - if related to a political party, any financial contributions received from another registered political party or another candidate, whether directly or from someone else on behalf of the party or candidate in relation to the production of the HTV card, stating who the financial contribution was received from and the nature and amount of the financial contribution;¹ or
 - if other than a candidate endorsed by a registered political party, any financial contribution received from a registered political party or another candidate, whether directly or from someone else on behalf of

the party or candidate in relation to the production of the HTV card, stating who the financial contribution was received from and the nature and amount of the financial contribution.²

A **high-quality electronic copy** of each HTV card (preferably in PDF format) should also be provided to the Returning Officer or the ECQ. This should be provided by email, memory stick or similar. The electronic proof supplied by a commercial printer will usually meet this requirement. It is in the interests of the candidate to provide a high-quality electronic copy as it will be published on the ECQ website.

Once a HTV card has been lodged with the Returning Officer for the electoral district or the ECQ head office, each HTV card will undergo a multi-step scrutiny process during which it will be assessed by the ECQ for compliance with the legislation.

The ECQ may reject the HTV card if it does not comply with the above requirements, or if it is otherwise likely to mislead or deceive voters due to its content in the way or manner of voting. The authoriser of the HTV card will receive advice that the HTV card has been accepted or rejected, and the reasons for the rejection.

Accepted cards will be made available for public inspection prior to election day at the office of the Returning Officer for the electoral district and on the ECQ's website.

If on polling day a member of the ECQ's staff reasonably suspects a HTV card being distributed has not been approved, they may require the HTV card to be produced for inspection and verification.

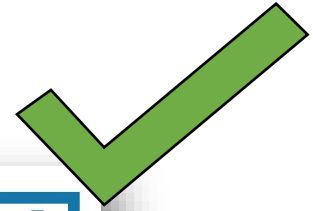
Penalties may also apply for non-compliance with the regulations governing the authorisation, display and distribution of HTV cards and other election material.

¹ See section 183(1)(b) of the *Electoral Act 1992*

² See section 183(2)(b) of the *Electoral Act 1992*

Example 1: All boxes numbered consecutively

- requires ECQ approval



HOW TO VOTE 1

BILL BLUE

Example District

Place the number one ('1') in the square opposite the candidate of your choice.

You must number every square in the order of your preference.

- 4 GREEN, Graham
- 9 RED, Roy
- 8 YELLOW, Yasmin
- 1 BLUE, Bill
- 3 PINK, Paula
- 5 LILAC, Lou
- 7 PURPLE, Paul
- 6 GREY, Greg
- 2 BLACK, Bianca

All boxes numbered consecutively



This is a HOW TO VOTE card that requires approval by ECQ.

Authorised by B Blue, 123 Example St, Brisbane for Bill Blue (Candidate)

Example 2: Some boxes numbered consecutively

- requires ECQ approval



HOW TO VOTE **1**

BILL BLUE

Example District

Place the number one ('1') in the square opposite the candidate of your choice.

You must number every square in the order of your preference.

- GREEN, Graham
- RED, Roy
- YELLOW, Yasmin
- 1** **BLUE, Bill**
- 3** **PINK, Paula**
- LILAC, Lou
- PURPLE, Paul
- GREY, Greg
- 2** **BLACK, Bianca**

Mark all preferences in the order of your choice

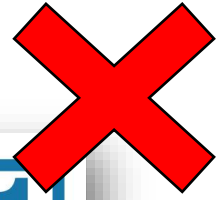
Some boxes numbered consecutively

This is a HOW TO VOTE card that requires approval by ECQ.

Authorised by B Blue, 123 Example St, Brisbane for Bill Blue (Candidate)

Example 3: Only one box numbered

- does NOT require ECQ approval



HOW TO VOTE 1

BILL BLUE

Example District

Place the number one ('1') in the square opposite the candidate of your choice.

You must number every square in the order of your preference.

- GREEN, Graham
- RED, Roy
- YELLOW, Yasmin
- 1 BLUE, Bill**
- PINK, Paula
- LILAC, Lou
- PURPLE, Paul
- GREY, Greg
- BLACK, Bianca

Mark all preferences in the order of your choice.

Only one box numbered

This is ELECTION MATERIAL that does NOT require approval by ECQ.

Authorised by B Blue, 123 Example St, Brisbane for Bill Blue (Candidate)