

## **Information for Polling Station Staff**

Polling stations are open from 7am until 10pm. On election day staff must arrive at the polling station at 6.30am to set up the equipment. Staff are not permitted to leave the premises during polling hours.

The Returning Officer is not permitted to employ anyone who is or has carried out duties on behalf of any political party or candidate at an election or referendum.

## **Job Description for Polling Station Staff**

### **Duties of the Presiding Officer**

Presiding Officers are responsible for the conduct of the ballot in the polling station and they should have a sound knowledge of the voting procedures (this will be covered in training).

The Presiding Officer's main duties are to:

- comply with any instructions issued by the Counting Officer
- ensure the secrecy and security of the ballot
- organise the layout of the polling station and liaise, if required, with the key-holder of the building
- instruct and supervise the work of Poll Clerks
- open and close the polling station on time
- maintain order in the polling station
- be polite and professional in dealing with electors, agents and others entitled to be present in the polling station
- act impartially at all times
- account and be responsible for all the ballot papers, paperwork and ballot boxes
- ask the prescribed questions of voters when necessary, including when asked to do so by referendum or polling agents or before the issue of a tendered ballot paper
- ensure that the proper procedure for voting is followed, ensuring that the corresponding number list is marked correctly
- ensure that when either they or their Poll Clerk issues a ballot paper, it bears the official mark and is issued correctly to eligible electors
- deal with special voting procedures as required
- receive any postal votes handed in by electors
- manage the attendance of those entitled to be present in the polling station, e.g. polling and referendum agents, representatives of the Electoral Commission, accredited observers and others, and ensure that they do not interfere with the voting process
- monitor the activities of tellers outside polling places and ensure that they do not interfere with the voting process
- keep the polling station neat and tidy
- ensure that all signs and notices are clear, visible and remain in place

throughout the day

Where there is more than one polling station in a building, the Counting Officer or referendum staff may designate one of the Presiding Officers to take an overall responsibility for the polling place.

## **Duties of the Poll Clerk**

Poll Clerks do not have all of the responsibilities of the Presiding Officer, but they should know all of the procedures for voting and how to deal with any problems (this will be covered in training).

The Poll Clerk's main duties are to:

- comply with the instructions of the Counting Officer and the Presiding Officer
- assist with the layout of the polling station and prepare for the opening of the poll
- be polite and professional in dealing with voters, polling and referendum agents, representatives of the Electoral Commission, accredited observers and others entitled to attend the polling station
- act impartially at all times
- check that electors are eligible to vote in the referendum and at this polling station
- check and mark voters' elector numbers in the Polling List
- on the corresponding number list, write the voter's elector number against the number of the ballot paper issued
- issue ballot papers to voters when directed to do so by the Presiding Officer, ensuring that they bear the official mark
- ensure that voters cast their votes in secret
- maintain the secrecy of the ballot at all times
- answer voters' questions, where appropriate, in a friendly and professional way
- help with any other polling station duties on the instruction of the Presiding Officer
- assist the Presiding Officer to complete necessary procedures after the close of poll.

Asylum and Immigration Act - Only individuals who have a right to work in the United Kingdom are eligible for public appointments, including appointments made by the Returning Officer for elections. Please note that if there is any doubt regarding your status, we may require to check your details with other agencies. If appointed, you would be required to provide proof of your eligibility (for example, passport or work permit)