



Electoral Services Casual Election Staff

Presiding Officer Job Description

The Polling Station Team

Polling Stations are open from 7.00am until 10.00pm. On Election Day staff are required to arrive at the Polling Station at 6.30am to set up the equipment. Staff are not permitted to leave the premises during Polling hours in order to maintain the secrecy of the vote.

The role of the polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

The Presiding Officer

Presiding Officers are responsible for the conduct of the ballot in the polling stations and they must have a good knowledge of the voting procedures.

The Role:

- Comply with any instructions from the Returning Officer.
- To take charge of a polling station.
- To ensure that all electors are treated impartially and with respect.
- To maintain the secrecy of the ballot.
- To supervise the Poll Clerk(s).

Duties:

Before Election Day

- Where applicable, attend training sessions and briefings provided by the Electoral Services Office.
- Liaise with contact person for designated polling station before Election Day to confirm arrangements for key collection/opening and closing the building.
- In multiple polling stations, make contact with other Presiding Officer(s).
- Make contact with Poll Clerk(s) to check travel arrangements to and from polling station.
- Collect the Ballot Box and contents before the Poll and keep secure.

Election Day

- Transport Ballot Box and contents to polling station.
- Erect polling booths. This involves some lifting – the polling booths are wooden.

- Organise the layout of the polling station taking all voter needs into account
- Be aware of access issues at the polling station
- Be responsible for health and safety at the polling station for all staff and visitors
- Ensure the polling station is opened on time.
- Ensure that all signs and instructions are clear, visible and remain in place.
- Keep the polling station neat and tidy.
- Instruct and supervise the work of the Poll Clerk(s).
- Account for, and be responsible for, all ballot papers, issued and un-issued.
- Check and mark electors' electoral numbers in the register of electors and on the corresponding numbers lists.
- Issue ballot papers to voters.
- Ensure that voters cast their vote in secret and put them into the (correct) ballot box.
- Provide assistance to voters where appropriate
- Receive postal votes delivered by hand.
- Manage the attendance of those entitled to be present in the polling station, eg. Candidates, agents, representatives of the Electoral Commission and Observers, and ensure they do not interfere with the voting process.
- Be polite and professional when dealing with all visitors to the polling station and remain impartial at all times.
- Monitor the activities of tellers outside the polling places.

Close of Poll

- Ensure the polling station is closed on time.
- Supervise the dismantling of the polling station and ensure the building is returned to good order.
- Complete the ballot paper account and associated paperwork; pack in accordance with instructions given by the Returning Officer.
- Deliver the Ballot Box and associated paperwork to the Count location as designated by the Returning Officer

You will be working a 16 hour day, so you must provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness. Polling station staff are not permitted to leave the premises during the hours of poll.

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 the election.

All staff will be required to sign their agreement to maintain the secrecy of the poll.

SUPERVISING PRESIDING OFFICER

In a multiple polling station, the Returning Officer may appoint a single Supervising Presiding Officer to oversee all staff/proceedings.