

Electoral Services

Job Description

Role and Responsibilities of the Polling Station Team

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

Fee

Venue	Fee
Polling Building	£250 (inclusive of training fee attendance)
Portacabin	£275 (inclusive of training fee attendance)

Duties of the Presiding Officer

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

The Presiding Officer's main duties are to:

- arrive by 6.00am at the polling station
- comply with any instructions issued by the Returning 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 the Poll Clerk
- open and close the polling station on time
- maintain order in the polling station
- be polite and professional in dealing with voters, candidates and 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 candidates or agents or before the issue of a tendered ballot paper
- ensure 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 voters
- deal with special voting procedures as required
- receive any postal votes handed in by voters
- manage the attendance of those entitled to be present in the polling station, eg candidates and agents, representatives of the Electoral Commission and accredited observers 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.

After the close of poll, the Presiding Officer must seal the slot of the ballot box and any candidate, election agent or polling agent present may also affix their seal to it.

The ballot paper account is a most important of all the paperwork and should be filled in first, with care. The ballot paper account reconciles the number of ballot papers dealt with by the Presiding Officer.

Remember to complete all the paperwork even if there is nothing to report. There may be occasions when, for example, no tendered ballot papers have been issues and in those cases you still need to fill in the relevant sections of the ballot paper account with '0'.

Remember to keep the ballot paper account with the ballot box and also any postal votes that have been handed in separately.

Finally, before leaving the polling station, make sure that any waste material is disposed of appropriately and the premises are left tidy. Ensure that any keys are returned to the appropriate person.

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This information is provided for guidance only and may be subject to change without notice.