



COUNCIL OF THE ISLES OF SCILLY

ROLES AND RESPONSIBILITIES OF 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. Both the Presiding Officer and Poll Clerks should be able to carry out each other's duties if required. Presiding Officers, however, have an overall responsibility for the polling station and carry out an additional supervisory role.

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.

The Presiding Officer's main duties are to:

- comply with any instructions issued by the Returning Officer
- ensure the secrecy and security of the ballot
- organise the layout of the polling station
- 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, 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 box(es)
- ask the prescribed questions of voters when necessary, including when asked to do so by candidates or agents or before the issue of tendered ballot papers
- ensure that the proper procedure for voting is followed, ensuring that the corresponding number list(s) are marked correctly
- ensure that when either they or their Poll Clerk issues ballot papers, they bear the official mark and are 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. 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

Duties of the Poll Clerk

Poll Clerks do not have the responsibilities of the Presiding Officer but they should know all of the procedures for voting and how to deal with any problems.

The Poll Clerk's main duties are to:

- comply with the instructions of the Returning 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, candidates and agents, representatives of the Electoral Commission and accredited observers
- act impartially at all times
- check that electors are eligible to vote in the elections and at this polling station
- check and mark voters' elector numbers in the register of electors
- on the corresponding number list(s), write the voter's elector number against the numbers of the ballot papers 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