

Elections - Presiding Officer

The Polling Station Team

Each of our 80 polling stations will have one Presiding Officer and at least one Poll Clerk. There may be more than one polling station at a venue.

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

The hours of poll are from 7:00a.m until 10:00p.m and Presiding Officers manage the conduct of the poll in the Polling Station they are assigned to. You must arrive at your polling station no later than 6:30 a.m to allow enough time to set up your station.

Presiding Officer Role:

Presiding Officers are responsible for:

- Collect and transport the ballot box and contents to the Polling Station keeping it secure at all times
- Complying with any instructions issued by the Returning Officer and the Polling Station Inspector
- Instruct and supervise the work of the Poll Clerk(s)
- Ensure that all electors are able to cast their vote in a calm atmosphere while experiencing a high level of customer service
- Maintaining the secrecy of the ballot
- Ensure the eligibility of all voters prior to issuing a 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
- Provide assistance to voters where appropriate
- Managing the attendance of those entitled to be present in the Polling Station e.g. candidates, agents, Electoral Commission representatives and observers, and ensure they do not interfere with the voting process
- Answer voters' questions, when appropriate, in a friendly and professional way while remaining impartial at all times
- Report any issues immediately to the Polling Station Inspector or Elections Office in line with reporting procedures
- Accurately complete the ballot paper account and associated paperwork and pack it in accordance with instructions at the close of poll
- Deliver the ballot box and associated paperwork to the count venue as soon as practicable after the close of poll

Skills and Experience:

- Experience of working in a Polling Station – you must have previously acted as a Poll Clerk and have knowledge of the electoral process
- Ability to work independently under pressure
- Excellent face to face interpersonal skills and customer service skills
- Planning and organisational skills including the allocating of tasks to others
- Experience of working as part of a team
- Political awareness
- Good timekeeping
- Full UK Driving Licence and access to a car on polling day

Once appointed, all Presiding Officers will be expected to carry out online training and attend a briefing session at the Council Offices.

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