

Responsibilities of the Poll Clerk

Role

To help and support the Presiding officer. To maintain the secrecy and security of the ballot and to be the face of an efficient and democratic election process.

Duties

- Assist with the layout of the polling station and prepare for the opening of the poll.
- Remain at the polling station for the entire day and assist the Presiding Officer to open and close the poll on time.
- Be polite and professional in dealing with voters, candidates and agents, maintaining high Standards of customer service at all times.
- Act impartially at all times.
- Check that voters are eligible to vote at that particular election and that particular polling station.
- Check and mark voters' names in the register of electors.
- Issue ballot papers to voters included on the relevant register for that polling station.
- Ensure that voters cast their vote in secret.
- Maintain the secrecy and security of the ballot at all times.
- Answer voters' questions, where appropriate in a friendly and professional way.
- Ensure the proper procedure for voting is followed, as per instructions.
- Deal with special procedures for voting such as providing assistance to voters who cannot read the ballot paper, providing assistance to people unable to vote unaided and voters assisted by a companion.
- Help with any other polling station duties on the instruction of the Presiding Officer.
- Be responsible for Health and Safety at the station for yourself and others.