

## Responsibilities of the Poll Clerk Role

Poll Clerks do not have the responsibilities of the Presiding Officer, but they must know all 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 Deputy 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, campaigners, candidates and agents, representatives of the Electoral Commission and accredited observers
- act impartially at all times
- check the photographic identification of electors and refer any doubtful cases to the Presiding Officer for decision
- check that electors are eligible to vote at the referendum and elections and at this polling station check and mark voters' elector numbers in the register of electors
- write electors' elector numbers against the numbers of the ballot papers issued in the corresponding number lists
- issue ballot papers to voters as directed 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
- keep the polling station neat and tidy
- ensure that all signs and notices are clear, visible and remain in place throughout the day
- 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