

Duties of Presiding Officers and Poll Clerks

Hours of Poll – 7.00am to 10.00pm

Presiding Officers

- Act impartially at all times
- Observe the requirements for secrecy and security
- Account, and be responsible for all the ballot papers, paperwork and ballot boxes
- Provide assistance to voters where appropriate
- Maintain order in the polling station
- Ensure the proper procedure for voting is followed
- Deal with special procedures for voting
- Instruct and supervise the work of Poll Clerks
- Organise the lay out of the polling station
- Issue ballot papers to voters
- Deal with Tellers of the Political Parties and individual Candidates, and ensure that they do not interfere with the election process
- Provide assistance, where required by law, to Polling Agents (if any), Candidates and their Election Agents
- Keep the polling station neat and tidy at all times and ensure that all signs and notices are clearly visible and remain in place
- Open and close the polling station on time
- Collect the ballot papers, stationery and empty ballot box as instructed
- Transport the ballot box containing the marked ballot papers and any unused stationery to the place of the count

Poll Clerks

- Assist with the lay out of the polling station and prepare for the opening of the poll
- Check if voters are eligible to vote in your polling station at this election
- Check and mark each voters' name and number in the Register of Electors
- Ensure that voters cast their votes in secret
- Maintain the secrecy of the ballot at all times
- Answer voters' question, where appropriate, in a friendly and business-like way
- Help with any other polling station duties on the instruction of the Presiding Officer

Duties of Counting Assistants and Postal Vote Openers

Count Assistants

- Require to verify, sort and count ballot papers
- The Count will take place at Hambleton Leisure Centre, Stone Cross, Northallerton
- Starting times have not yet been decided, it may be 10pm on election day or the early hours of the following morning.

Postal Vote Openers

- Are required daily the week before the election to sort and open postal votes
- Postal Vote opening will take place at Civic Centre, Stone Cross, Northallerton.

**Application for
Presiding Officer / Poll Clerk / Counting Assistant / Postal Vote Opener**

Please complete in block capitals

Name in full: Mr/Mrs/Miss/Ms		
Home Address:		
Home telephone number:		
Mobile phone number:		
Home email address:		
Place of Work:		
Telephone Number:		
Work email address:		
National Insurance Number		
Do you pay Income Tax?	Yes	No

Would you like to be a Presiding Officer?	Yes	No
Have you been a Presiding Officer before?	Yes	No
Would you like to be a Poll Clerk?	Yes	No
Would you like to be a Counting Assistant?	Yes	No
Would you like to be a Postal Vote Opener?	Yes	No

I can confirm that I am eligible to work in the UK and that I have no criminal convictions.	
Signature:	Date:

NOTE: completing the application form, does not guarantee a position for this Election – but your details will be kept on the Staffing Register for consideration in future Elections.

Please hand this completed application form along with your **passport** or **full birth certificate** to a member of the Electoral Services Team at Hambleton District Council, Civic Centre, Stone Cross, Northallerton DL6 2UU. To check your availability a further letter will be sent to you.