

The Council House, Burcot Lane  
Bromsgrove, Worcestershire, B60 1AA  
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DX: 17279 Bromsgrove  
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## **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 hours of poll 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.

