POLLING STATION STAFF ONLINE REFRESHER SESSION

EU REFERENDUM JUNE 23RD 2016

Narrated By Dave Senior



HEALTH WARNING

- This information is being provided to you in good faith and has been produced prior to final release of Electoral Commission direction.
- It is subject to amendment you will be told if anything changes!



IT IS ESSENTIAL...

- That you act impartially at all times.
- That you comply with any instructions issued by the Local Returning Officer.
- That you don't get into conversations with voters about the referendum, the European Union, the council or anything other than how to vote.
- That you ensure the secrecy and security of the ballot.



PRE-POLLING DAY

- Presiding Officers:
 - Please re-visit the polling place and re-check contact and access arrangements.
 - Collect the ballot box etc on Tuesday 21st June between 4pm – 8pm from the Anglia Room, Breckland Council. Check contents as soon as possible (ideally before you leave the room).
- · All:
- Check your instructions paperwork carefully as team members may be different (and some of you may be working at a different station than previous elections)
- Make contact with each other to confirm contact details are correct.



POLLING DAY

- Once the polling station opens you can't leave until it closes.
- Take sufficient tea, coffee, milk, sugar, kettle etc....
-and enough food to sustain youself for 15 hours.
- and any medication you may need to take through the day.
- Mobile phone charger.



POLLING DAY

- Dress Code.
 - Be sure clothing reflects professionalism and impartiality but is also comfortable and suitable for the weather conditions.
- Arrival Time.
- Presiding Officer's decision (we suggest 6.30am latest) <u>but</u> you must be ready to open the doors 7am sharp!



POLLING STATION LAYOUT

- Must work for the voter and be accessible to all.
- If a hearing loop is in use make sure this is clear to voters.
- Provide seats for electors who may need to rest...but don't make it too cosy!
- The more notices and signposts the better.



SETTING UP THE POLLING STATION

- Prepare the stationery.
 - · Arrange the ballot papers in numerical order.
 - Prepare register, corresponding number list, proxy and postal voter lists.
 - Keep tendered ballot papers in packet away from the main desk.
 - Ensure pencils (both yours and polling booths) are sharpened!



SETTING UP THE POLLING STATION

- Ballot Box.
- Keep ballot box accessible and secure.
- Show the ballot box is empty just before 7am
- Don't allow other seals to be attached at this time.
- Open the doors at 7am sharp!

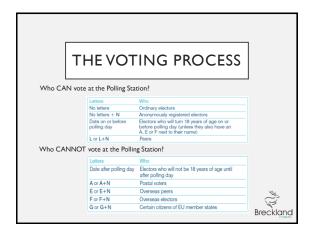


ACCESS TO THE POLLING STATION

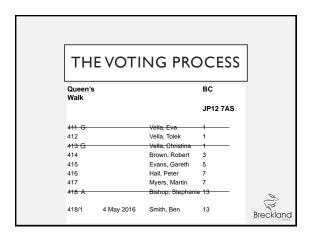
- Voters.
- Under 18s accompanying voters.
- Companions of voters with disabilities.
- Returning Officer and staff.
- Candidates and election agents.
- Polling agents
- Police officers and Community Support Officers on duty at the polling station.
- Representatives of the Electoral Commission and accredited observers.

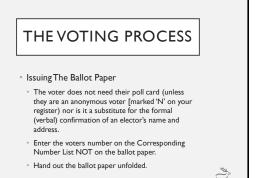


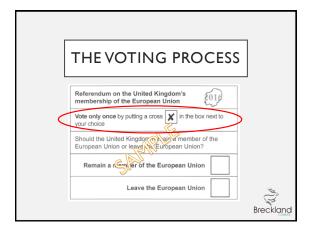


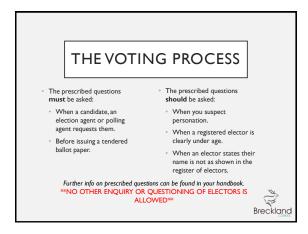


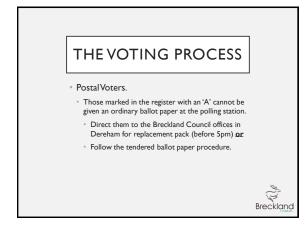
Breckland

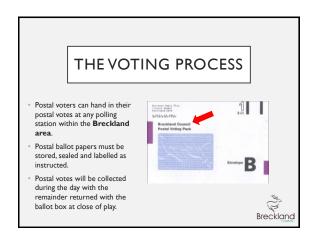












THE VOTING PROCESS

- Tendered Ballot Paper.
- · Procedures in the handbook.
- If the tendered ballot paper is posted into the ballot box place a pink sticker on the box.
- If asked....Refer to Handbook for polling station staff.



CLOSE OF POLL

- Just before 10pm:
 - Check that anyone waiting to vote is at the correct polling station for their address.
- At I0pm:
 - Bring all the waiting electors into the room/building and close the door OR
- Issue all those in front of you a wristband.
- Continue to issue ballot papers to all those displaying a wristband.



CLOSE OF POLL

- Once the last voter has voted, seal the ballot box.
- Candidates/agents are entitled to affix seals to the ballot box at this point.



CLOSE OF POLL

- · Presiding Officer.
 - Ensure the ballot paper account is completed accurately and kept with the ballot box.
 - Ensure all documents placed in correct packets and signed as appropriate (guidance will be provided).
- · Poll Clerks.
- Assist with packing up station. Take down all notices, signage etc. Dismantle polling booths.
 Dispose of all non-returnables in as environmentally friendly as possible. Return room to original state.



CLOSE OF POLL

- Presiding Officer:
- Deliver ballot box and paperwork to Dereham Leisure Centre.
- Follow instructions at Ballot Box check point.
 Do not leave until cleared to do so.



THANK YOU FOR YOUR
ATTENTION.
IF YOU HAVE ANY QUESTIONS
PLEASE DIRECT THEM TO THE
ELECTIONS TEAM AT
BRECKLAND COUNCIL

Narrated By Dave Senior Breckland Training Service

