

POLLING STATION STAFF ONLINE REFRESHER SESSION EU REFERENDUM JUNE 23RD 2016

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Breckland Training Services



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 yourself 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) **but** 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 and seal.
 - 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.



ACCESS TO THE POLLING STATION



THE VOTING PROCESS

Who CAN vote at the Polling Station?

Letters	Who
No letters	Ordinary electors
No letters + N	Anonymously registered electors
Date on or before polling day	Electors who will turn 18 years of age on or before polling day (unless they also have an A, E or F next to their name)
L or L+N	Peers

Who CANNOT vote at the Polling Station?

Letters	Who
Date after polling day	Electors who will not be 18 years of age until after polling day
A or A+N	Postal voters
E or E+N	Overseas peers
F or F+N	Overseas electors
G or G+N	Certain citizens of EU member states



THE VOTING PROCESS

Queen's
Walk

BC

JP12 7AS

411-G	Vella, Eva	1
412	Vella, Tolek	1
413-G	Vella, Christina	1
414	Brown, Robert	3
415	Evans, Gareth	5
416	Hall, Peter	7
417	Myers, Martin	7
418-A	Bishop, Stephanie	13
418/1	4 May 2016	Smith, Ben 13





THE VOTING PROCESS

- Issuing The Ballot Paper
 - The voter does not need their poll card (unless they are an anonymous voter [marked 'N' on your register] nor is it a substitute for the formal (verbal) confirmation of an elector's name and address.
 - Enter the voters number on the Corresponding Number List **NOT** on the ballot paper.
 - Hand out the ballot paper unfolded.



THE VOTING PROCESS

Referendum on the United Kingdom's membership of the European Union 

Vote only once by putting a cross  in the box next to your choice

Should the United Kingdom remain a member of the European Union or leave the European Union?

Remain a member of the European Union ☐

Leave the European Union ☐



THE VOTING PROCESS

- The prescribed questions **must** be asked:
 - When a candidate, an election agent or polling agent requests them.
 - Before issuing a tendered ballot paper.
- The prescribed questions **should** be asked:
 - When you suspect personation.
 - When a registered elector is clearly under age.
 - When an elector states their name is not as shown in the register of electors.

Further info on prescribed questions can be found in your handbook.
****NO OTHER ENQUIRY OR QUESTIONING OF ELECTORS IS ALLOWED****



THE VOTING PROCESS

- Postal Voters.
 - Those marked in the register with an 'A' cannot be given an ordinary ballot paper at the polling station.
 - Direct them to the Breckland Council offices in Dereham for replacement pack (before 5pm) **or**
 - Follow the tendered ballot paper procedure.



THE VOTING PROCESS

- Postal voters can hand in their postal votes at any polling station within the **Breckland area**.
- Postal ballot papers must be stored, sealed and labelled as instructed.
- Postal votes will be collected during the day with the remainder returned with the ballot box at close of play.



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 10pm:
 - 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

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