



# **FUNCTIONS OF POLL CLERKS**

**2011  
GENERAL ELECTIONS**

## GENERAL ELECTONS

### Functions of Poll Clerks

A Poll Clerk shall be appointed by the Supervisor of Elections subject to the approval of the Governor in Council, Section 31 (1). He shall thereafter perform the following duties as required by the Elections Act, 1994 & Amendments.

1. Take and subscribe an oath in Form No. 17 and return it to the Supervisor of Elections. Sec. 31 (2).
2. Attend at the polling station to which he is assigned between the hours of 6:00 a.m. and 6:00 p.m. Sec. 29 (3)
3. Assume duties as Presiding Officer if the Presiding Officer should die or become incapacitated and appoint some other person as poll clerk. Sec. 31 (3)
4. Immediately report any such appointment to the Supervisor of Elections. Sec. 31 (5)
5. Together with the Presiding Officer and in the presence of candidates, agents and voters present, open the ballot box, proving that it is empty. Sec. 41 (1)
6. Place in the ballot box any ballots cast at the Advance Poll. Sec. 49 (3)
7. As each person presents himself for voting, check to see that the name given by such voter, appears on the official list of voters. If so, enter his name in the poll book in accordance with Sec. 41 (4).
8. Make entries in the Remarks column in accordance with Sec. 41 (5)
9. At the close of poll, assist the Presiding Officer to do all things required under Sec. 51 (1).
10. If the Poll Clerk serves as a Tally Clerk during the count of votes, he shall remain at the polling/counting station until all work is completed.
11. Pay attention to the penalties stated in Sec. 66 for any offense committed by an elections officer.