



**FUNCTIONS  
OF  
PRESIDING OFFICERS  
AND  
POLL CLERKS  
AT THE POLL**

**2011  
GENERAL ELECTIONS**

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**Functions of Presiding Officers and Poll Clerks at the Poll**

1. Arrive at 5:00 a.m.
2. At 5:30 a.m., open ballot boxes and remove all material enclosed. Prepare work stations.
3. Administer oaths to candidates or agents.
4. Allow agents and voters present to see that the boxes are empty.
5. Presiding Officer opens packets of Advance ballots and places in ballot boxes.
6. Presiding Officer to see that agents are seated where they can see the voters as they enter the polling station and hear them declare their names.
7. Presiding Officer locks ballot boxes and keep keys on their person. At 6:00 a.m. call on persons to vote.
8. As voter declares his/her name:
  - a) the Poll Clerk checks the list to ensure that the name is listed and, if it is,
  - b) writes the voter's name, address and occupation in the poll book for the local electoral district.
9. The Presiding Officer:
  - a) initials the ballot paper
  - b) places a number on the counterfoil corresponding to the consecutive number on the official list of voters.  
**Very Important Note:** Ballot must have two (2) numbers.
  - c) shows the voter how to mark his ballot, then,
  - d) folds the ballot paper and gives it to the voter instructing him/her to return it folded in the same way
10. The next voter is treated in the same way.

11. The first voter returns with his/her ballot paper, gives it to the Presiding Officer who removes the counterfoil and places it in the envelope provided, then places the ballot in the box in the presence of the voter.
12. The Poll Clerk writes "voted" in the space provided in the poll book.
13. The voter then goes to the Territorial Poll Clerk, declares his name, address and occupation. The Poll Clerk writes these particulars in the poll book.
14. The Presiding Officer gives the voter a Territorial ballot paper which he/she has initialled, and on the counterfoil of which he/she has placed a number corresponding to the consecutive number on the voter's list.
15. As with the Local district ballot, the voter goes into the Territorial booth, marks his ballot, then returns the marked ballot paper to the Presiding Officer who removes the counterfoil and places the ballot paper in the Territorial ballot box.
16. The Presiding Officer shall, where a voter returns his/her ballot paper because he/she has spoiled it, mark the word "spoiled" across the face of the ballot paper, and issue a fresh paper. The spoiled ballot paper must be placed in the envelope for spoiled ballot papers.
17. The Presiding Officer shall assist a voter who applies for help because of physical incapacity, after first having such voter make an oath in **Form No. 22**. The Presiding Officer together with the Poll Clerk and Agents present, shall accompany the voter into the booth and shall mark the ballot paper as directed by the voter.
18. The Presiding Officer shall deal with a blind or illiterate in the same way, or allow such person to be accompanied by a friend who will mark the ballot for the blind or illiterate person. Such blind or illiterate voter shall be sworn in **Form No. 23** and the friend shall be sworn in **Form No. 24**.
19. In such cases, the Poll Clerk shall enter in the remarks column, the reason why the voter has voted in this way, eg. "blindness" or "illiteracy" or "physical incapacity".
20. If a voter comes to vote after and other has voted in the same name, he shall be allowed to vote after being sworn in **Form No. 21** after otherwise establishing his identity to the satisfaction of the Presiding Officer.
21. If there is on the voters' list a name, address and occupation which is closely related to the name, address and occupation of a person who comes to vote, as to suggest that it might be the same person, the Presiding Officer shall have him/her sworn in **Form No. 25**, then give him/her a ballot paper.
22. The Presiding Officer is responsible for keeping order at the polling station. He/She shall ask the Police Officer on duty to assist, if necessary.

23. The only persons allowed at the polling station other than the Presiding Officer and Poll Clerks are the Supervisor of Elections, the Returning Officer, Candidates or their agents. A Candidate and his/her agent are not to be allowed at the station together for more than five minutes.
24. At 6:00 p.m., if there are voters waiting to vote, the Presiding Officer shall allow them to vote. No one who arrives after 6:00 p.m. is to be allowed.
25. At the close of poll, the Presiding Officer shall observe the requirements in section 51 of the Elections Act. The Poll Clerk helps with these activities.