

Office Use only	Date received	Time received	Initials

3b

Local Council Elections

Appointment of polling agents

District	
District Electoral Area	
Date of poll	Thursday 2 May 2019

Polling agents can be appointed by the candidate or their election agent.

**Only one polling agent** per candidate may be present at any ballot box at any one time.

Polling agents will have to produce photographic identification of a type that can be used by a voter to gain access to the polling station.

A separate form must be used for **each** ballot box. Incomplete, illegible or incorrectly completed forms will be invalid.

Please return this form plus any additional sheets in ballot box number order within the District Electoral Area to the Deputy Returning Officer **by 5pm on Thursday 25 April 2019. The original form plus ONE COPY must be returned.**

Candidate's name	
Election agent's name	
Candidate or election agent's signature	

<b>Polling Place</b>		<b>Ballot Box No.</b>	
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I appoint the following people as polling agents:

Full Name (CAPITAL LETTERS) in alphabetical order	Full address including post code (CAPITAL LETTERS)

Candidate's name			
<b>Polling Place</b>		<b>Ballot Box No.</b>	
<b>Full Name (CAPITAL LETTERS) in alphabetical order</b>	<b>Full address including post code (CAPITAL LETTERS)</b>		

Continue on a separate sheet if necessary

# POLLING AGENT INSTRUCTIONS

These notes are provided for your guidance. You are advised to read them carefully. **Contravening them is likely to result in your being excluded from the polling station and/or reported to the police for investigation and possible prosecution.**

## **A: Your Role**

The only statutory duties of a polling agent are to:

1. Guard against personation (i.e. elector pretending to be someone else).
2. Inspect the ballot box to which you have been appointed before the poll opens to ensure it is empty.
3. Affix a seal to the ballot box at the close of poll if you wish.
4. Be present when the Presiding Officer marks a ballot paper for a voter with disabilities.

## **B: You must**

1. Obey the lawful instructions of the Presiding Officer and their staff.
2. Report to the Presiding Officer on every occasion that you enter or leave the polling station (i.e. the room where the poll is taking place).
3. Produce photographic identification (of a type used by electors) to the Presiding Officer or their staff when first entering the polling station and thereafter on request.
4. Sit at the table provided except when carrying out your duties (see section A above).
5. Conduct yourself in an orderly manner.

## **C: You must not**

1. Before 10pm pass information on who has voted to anyone inside or outside the polling station.
2. Before 10pm remove from the polling station a register or other document showing who has voted.
3. Try to persuade any person to vote in a particular way.
4. Use a mobile phone or other electronic equipment (e.g. iPad) for speech, text, photographs, video or any other purpose.
5. Make written notes (other than marking a copy of the electoral register) and take information out of the polling station.
6. Speak to the Presiding Officer or their staff except as required by your duties (see section A above).

7. Ask the Presiding Officer or their staff for confirmation on the number of ballot papers issued (this will be available on the Notice at the prescribed times).
8. Speak to any elector except as required by your duties (see section A above).
9. Enter any polling booth other than to inspect it – you can do this only when the booth is not in use – or when watching the presiding officer assisting an elector.
10. Place any notice in any polling booth or deface any notice displayed.
11. Give a dummy ballot paper or other document to any elector.
12. Loiter anywhere within the premises used for the polling station – if you are not on duty at the ballot box to which you have been appointed you must leave the premises immediately.
13. Consume alcohol on the premises used for the polling station.
14. Smoke tobacco anywhere within the premises used for the polling station or in any playground or yard attached to the premises.
15. Eat food, other than sweets or similar items, anywhere on the premises used for the polling station.
16. Do anything which hinders the presiding officer or their staff in the performance of their duties or otherwise disrupt the smooth running of the polling station.

**D: You may**

1. Wear a party rosette, it should be plain and not refer to a specific candidate or party.
2. Mark a copy of the electoral register to indicate the electors to whom a ballot paper has been issued but you must not take the marked copy out of the polling station before 10pm.
3. Ask the presiding officer or their staff to repeat the name and electoral number of any elector if you did not hear it.
4. Ask the presiding officer to ask the statutory questions if you believe that an elector is attempting personation.
5. Leave the polling station whenever you wish after first having reported to the presiding officer or their staff.
6. Re-enter the polling station provided no other polling agent for the same candidate is present. You must report to the presiding officer or their staff whenever you re-enter the polling station.

