

Duties of the Issuing / Opening Postal Vote Supervisor

The Issuing / Opening Postal Vote Supervisor has delegated responsibilities from the Returning Officer, they must have a sound knowledge of electoral processes and procedures for the job they have been asked to undertake.

The Issuing / Opening Postal Vote Supervisor main duties are to:

- ❑ have read and understood the statement of secrecy;
- ❑ must attend training/briefing session as and when required;

Issuing

- ❑ ensure there is appropriate equipment available for the task, such as;
 - absent voter list;
 - ruler/pencil/eraser;
 - stamping instrument (optional);
 - how to vote by post leaflets;
 - ballot books for each electoral ward;
 - postal voting statement;
 - envelope A;
 - envelope B;
 - outgoing envelope addressed to voter; and
 - royal mail boxes for completed ballot packs.
- ❑ must be able to highlight the requirements for the issuing sessions;
- ❑ must be able to describe the issuing procedure;
- ❑ organise the 'issue' in polling district order, or alternative as appropriate;
- ❑ ensure the absent voter list is marked to prove ballot papers have been issued;
- ❑ ensure that all stationery including ballot paper must bear the same number;
- ❑ ensure the outgoing envelopes are not sealed until issue for each particular polling district is complete.

Opening

- ❑ ensure there is appropriate equipment available for the task, such as;
 - letter openers;
 - recycle bags;
 - laptop;
 - printer;
 - scanner;

- trays for ballot papers, postal voting statements, provisionally rejected ballots etc.;
- ❑ assist with the planning arrangements;
- ❑ be able to describe the receipt and opening procedure;
- ❑ be familiar with the matching and 'provisionally rejected' process;
- ❑ after each opening, list any unmatched postal voting statements and ballot papers and attempt to match any provisionally rejected;
- ❑ place valid postal voting statements in appropriate envelope(s) and seal ballot papers in ballot box;
- ❑ ensure the ballot papers are kept face down to avoid the vote selection being seen;
- ❑ complete statement for each opening for the purpose of final verification;
- ❑ ensure that all ballot papers are accurately counted and sealed in a ballot box after every session and securely transported to the count.
- ❑ follow the same processes and procedures at the count; and
- ❑ ensure that the count control officer and count supervisors have the postal voting figures for their relevant wards.