

**NOTES FOR GUIDANCE OF CANDIDATES AND ELECTION AGENTS:
TELLERS AT POLLING STATIONS AND OTHER PROCEDURAL ISSUES**

GENERAL PRINCIPLES

1. As hirer of a building, including the car park attached to a building, the Returning Officer will not allow the display of any matter on the premises which could, however remotely, suggest her support or otherwise for a particular candidate.
2. Neither tellers, candidates, agents nor any other person should undertake any activity particularly associated with one party or another, such as the collection of forms, the handing out of leaflets or the display of publicity material within the grounds of the polling station.
3. Where a station opens directly onto the public highway the Returning Officer reserves the right to direct the removal of any activity particularly associated with one candidate or party to a distance away from the entrance.
4. The Returning Officer also reserves the right to take such action as is deemed to be necessary where any infringement is, in her opinion, likely to cause any disruption to the proper conduct of the election.
5. Cars emblazoned with party favours should not be parked immediately outside polling stations; cars being used to transport voters must necessarily wait for the voter, but this should not be unduly prolonged.
6. Loudspeaker cars/vans should not be sited at the entrance to the polling station.
7. Any decision of the Returning Officer or the Presiding Officer with regard to the Polling Station and its precincts is final.

Please read the details on the back.

DETAILED APPLICATION

1. Although having no statutory function and not to be confused with Polling Agents (whose appointment and duties are laid down in the Representation of the People Acts), tellers do play a helpful part in the democratic process. These notes are issued as guidance to assist in the proper conduct of elections.
2. There should be only one teller per candidate at each station at any time.
3. The polling station is the area containing the polling booths, ballot box and the Presiding Officer's table. It is usually a room within a building or it may be in some areas a mobile caravan, a tent, or even a garage. It is a self-contained area which only those allowed by law may enter.

4. **Tellers must**
 - (a) be outside the room or rooms used as a polling station.
 - (b) comply with the Returning Officer's or Presiding Officer's instructions as to their location in relation to the polling station. This may be within the building if access for voters is not impeded, or outside the building.

- Tellers must not**
- (a) impede or obstruct voters on their way in or out of the polling station.
 - (b) approach voters until after they have left the polling station.
 - (c) demand in an officious manner any information concerning a voter's name, electoral number or address.
 - (d) be allowed inside polling stations under any circumstances except for the lawful purpose of casting their vote, voting as a proxy or accompanying a blind voter.
 - (e) request the Presiding Officer/Poll Clerk to hand over poll cards which have been left with them.
 - (f) display any publicity material in support of candidates (e.g. election addresses).
 - (g) undertake any activity particularly associated with one party or another, such as the collection of names for petitions, the collection of forms or the handing out of leaflets.

- Tellers may**
- (a) request a voter's name and electoral number or address, but the voter is within his rights to refuse to give any information.
 - (b) display a coloured rosette.
 - (c) be provided with chairs to be positioned where the Returning Officer or Presiding Officer instructs.

PLEASE BRING THE CONTENTS OF THIS DOCUMENT TO THE ATTENTION OF ALL PERSONS ACTING AS TELLERS