



## Poll Clerk (Chairman) Duties

Ensure Polling stations are open from 7.00 a.m. until 7.00 p.m. On Election Day staff are required to arrive at the polling station at 6.00 a.m. to assist set up the equipment, and prepare for voting at 7 am, this may be completed the day prior, provided the location is secure overnight.

### In order to be a poll Clerk, YOU MUST:

- Be a registered voter in Lexington County or an adjoining county (Richland, Aiken Orangeburg, Newberry, Saluda, and Calhoun).
- Be willing and able to work the ENTIRE Election Day, from approximately 6:00 AM until approximately 9:00PM, Polling locations are open from 7am to 7 pm, but set-up and closing pack up after voting require extra time.
- Be non-partisan and neutral when working an election
- Not be related to or work for any candidate or Political party on the ballot.

### Before Election Day

- Attend required training sessions and briefings provided by Election Commission, ensure polling location scheduled, hire poll workers, and ensure each worker has completed required training.
- Pick up voting equipment.
- Detail Check the precinct “pack-up” for polling location signs, ballots, envelopes, and needed equipment.

### Election Day

- Ensure completion of Precinct paperwork, all are given and sign the oath
- Set up and organize the layout of polling location (this includes lifting of polling booths)
- Keep the polling station neat and tidy
- Ensure Poll Workers are correctly marking Voters on the Voter Registration list and signing of voter’s oath
- Ensure correct ballot style is issued to Voters
- Ensure that Voters cast their votes in secret, and answer questions on qualification as necessary
- Handle all Voter ID, Provisional, and Failsafe Ballots according to current directives
- Complying with any instructions according to Title 7
- Ensuring that all Electors are treated impartially and with respect
- Maintaining the secrecy of the ballot
- Any other polling station duties as assigned by Election Commission

### Close of the poll

- Ensure voting after 7 pm accordance with State Law, allow Voters ‘In Line’ at 7 pm to Vote
- Dismantling of the polling station and ensuring the room is returned to good order
- Return Voting equipment, supplies, and the unofficial tally to Election Central

You will be working a 16 hour day, so you must provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness. Staff are not permitted to leave the premises during polling hours in order to maintain the secrecy of the Vote, and control and flow during Election times.

The Clerk is not permitted to employ anyone who is/or has carried out duties on behalf of any Political Party or Candidate at the Election.