

Presiding Supervisor (PS)

I am the team lead of the polling station and ensure all processes are followed appropriately by elections staff, including proper setup and closure of the polling station.

As team leader, I bring my leadership skills to maintain peace and order; and conduct the polling place in accordance with The Local Government Election Act.

I also ensure all voters entitled to vote may do so, and I handle all situations that may arise.

My duties include:

- ✓ Supervise voting procedures and other election workers at the assigned voting place
- ✓ Screen and act as the liaison between election officials, candidates and other representatives
- ✓ Operate the automatic vote tabulator at the assigned voting place
- ✓ Assist with setup and takedown of the tabulator machine
- ✓ Balance distribution of ballots (tabulator)
- ✓ Insert ballots in the vote tabulator
- ✓ Assist voters as required
- ✓ Complete and process forms, where required
- ✓ Administer oath or affirm, either verbally or in writing, for voters when necessary
- ✓ Assist with voting location closing procedures
- ✓ Pack up supplies
- ✓ Remain at the location until all closing procedures have been completed

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