



## **PRESIDING ELECTION OFFICIAL**

### **DEFINITION:**

Presiding Election Officials (PEO) are responsible for overseeing the conduct of voting and supervising staff for an assigned voting place. The PEO is responsible for ensuring voting procedures are followed correctly, voting places are safe and accessible, and voting results are reported to the Chief Election Officer at the end of the initial count. The PEO is responsible for problem solving and managing issues related to voters, media, scrutineers and election officials in their assigned voting location. The PEO receives guidance and direction from, and reports to the Chief Election Officer or the Deputy Chief Election Officer.

### **ILLUSTRATIVE DUTIES & RESPONSIBILITIES:**

- Visiting the voting place prior to Advance Voting or Election Day to plan for required access and review election start up;
- Leads the set up and closure of the voting place;
- Maintains the integrity of the voting place and voting process;
- Administers solemn oaths and declarations – ensures that all election officials have completed forms accurately;
- Supervises overall conduct of election staff with respect to breaks, rotation of duties and assignment of tasks;
- Manages media, scrutineer and voters' issues;
- Ensures that voters are greeted as they enter the voting place, and that each voter is properly registered before receiving a ballot;
- Assist voters with marking ballots upon request;
- Oversees registration process for non-resident property electors;
- Reports voting results to Chief Election Officer.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Basic English literacy and language skills; fluency in a second language may be beneficial;
- Knowledge of the election provisions of the Local Government Act;
- Demonstrated ability to deal tactfully and courteously with the public;
- Excellent interpersonal skills and patience when interacting with a variety of people throughout a long workday;
- Able to follow directions and adhere to procedures.

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Minimum of 18 years of age and legally entitled to work in BC;
- Previous experience as a Managing Election Official in a municipal, provincial or federal election;
- Strong managerial and organizational skills;
- Demonstrated understanding of the voting process for local government.

**SPECIAL WORKING CONDITIONS:**

- Hours of work are long. PEO's must be prepared to work a long day and for multiple days if working at an Advance Voting place.
- Election officials (EO's) must bring their own meals and beverages. EO's will not be able to leave the polling station for meal breaks and may not have access to microwaves or refrigerators.
- May be sitting for long periods of time during the workday – please dress appropriately in comfortable neat and warm clothing and bring a cushion if required for comfort.