

## Electoral registration officer and returning officer

(Elections and Electoral Registration)

ELECTORAL REGISTRATION OFFICER AND RETURNING OFFICER		
Ref	Function	Consultation (where applicable)
1.0	ELECTIONS AND ELECTORAL REGISTRATION	
1.1	To take such action and make such decisions as are necessary as the <b>council's electoral registration officer and returning officer</b> in respect of all related electoral, poll or referendum duties, including in relation to county council elections, and national, regional and local polls or referendums.	
1.2	<b>Assigning officers</b> in relation to requisitions of the electoral registration officer.	
1.3	As returning officer to designate an <b>alternative polling place</b> if the designated polling place becomes unavailable for a particular election, referendum or poll.	
1.4	To <b>make changes to polling districts and polling places</b> where circumstances dictate that this is desirable.	Members of the Community Governance and Electoral Issues Committee and the relevant ward councillor(s)
1.5	Providing assistance at <b>European parliamentary elections</b> .	
1.6	Power to fill vacancies in office and giving <b>notice of casual vacancies</b> .	
1.7	Duties relating to <b>providing notice to the Electoral Commission and relating to publicity</b> .	