

# Queue Controller

Instructions for election officials

**Your job is to make sure voters move steadily through the polling place. This is important because the polling place needs to be orderly so voters get their ballot papers quickly and vote in private.**

## What you need to do:

1. Stand near the entrance to the polling place
2. As voters enter, ask them to wait in line until an issuing officer is free.
3. Direct each person to the next available issuing officer to collect their ballot paper.

A second queue controller can direct voters from the issuing table to the voting tables.

Be sure to keep the waiting voters away from the voting tables so that voters can complete their ballot in secret.

## Tell them this:

- When you have filled in your ballot paper fold it in half
- Take it over there and put it in the ballot box

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