

99128008104000

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/30126/L100042>

Modul	Sachverhalt
Leistungsschlüssel	99128008104000
Leistungsbezeichnung I	
Leistungsbezeichnung II	Election assistant; appointment
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Bayern
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	13.05.2025

Modul	Sachverhalt
Fachlich freigegeben durch	Bayerisches Staatsministerium des Innern und für Integration (Bavarian State Ministry of the Interior, for Sport and Integration)
Handlungsgrundlage	http://www.gesetze-im-internet.de/euwg/ http://www.gesetze-im-internet.de/euwg/ http://www.gesetze-im-internet.de/euwo_1988/ http://www.gesetze-im-internet.de/euwo_1988/ http://www.gesetze-im-internet.de/bwahlg/ http://www.gesetze-im-internet.de/bwahlg/ http://www.gesetze-im-internet.de/bwo_1985/ http://www.gesetze-im-internet.de/bwo_1985/ https://www.gesetze-bayern.de/Content/Document/BayLWG-G2_2 https://www.gesetze-bayern.de/Content/Document/BayLWG-G2_2 https://www.gesetze-bayern.de/Content/Document/BayLWO https://www.gesetze-bayern.de/Content/Document/BayLWO https://www.gesetze-bayern.de/Content/Document/BayBezWG https://www.gesetze-bayern.de/Content/Document/BayBezWG https://www.gesetze-bayern.de/Content/Document/BayGLKrWG https://www.gesetze-bayern.de/Content/Document/BayGLKrWG https://www.gesetze-bayern.de/Content/Document/BayGLKrWO https://www.gesetze-bayern.de/Content/Document/BayGLKrWO https://www.gesetze-bayern.de/Content/Document/BayGO-9 https://www.gesetze-bayern.de/Content/Document/BayGO-9 https://www.gesetze-bayern.de/Content/Document/BayV_2021_I_14793 https://www.gesetze-bayern.de/Content/Document/BayV_2021_I_14793
Teaser	As honorary members of the electoral and postal ballot boards, electoral assistants are responsible for the proper conduct of elections and votes and for determining and establishing the results.

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Volltext

Without a large number of volunteer electoral assistants, it would not be possible to hold elections and referendums (European, Bundestag, state and local elections, referendums at state level and referendums at local level). It is therefore an honorable task for all citizens who are entitled to vote to take on an electoral office.

Between 100,000 and 150,000 volunteer electoral assistants are needed for nationwide elections and referendums. These are members of the electoral bodies (electoral boards or postal ballot boards) that are formed in the municipalities for each voting district (polling station). Each electoral board or postal ballot board usually consists of five to nine members; there are various functions (chairperson, deputy chairperson, secretary and other assessors).

They have the following tasks:

- Ensuring that the election is conducted properly
- Checking eligibility to vote on the basis of the electoral roll
- Issuing the ballot papers
- Making a note of participation in the electoral roll
- Releasing the ballot box for the ballot paper to be inserted
- Determination of the election result, which is reported to the municipality
- Preparation of a record of the conduct of the election and the determination of the election result

The electoral boards must make preparations before the polling stations open at 8:00 am. The polling stations are open until 18:00. This is followed by the count. Depending on the size of the election, this can last until after midnight. In the case of municipal and district elections, the count continues on the Monday after the election if necessary.

The electoral boards and thus the electoral assistants are appointed by the municipalities. They receive a

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letter of appointment with information material in good time before the election or vote. Training courses are usually held for election officers, secretaries and their deputies.

Working as an election assistant is a voluntary activity. If there are not enough volunteers, anyone who is eligible to vote can be required to take on an honorary electoral office. This can only be refused for good cause.

Important reasons include

- urgent professional or family reasons
- illness or physical impairment
- another important reason that prevents the person entitled to vote from properly exercising
- of the office.

The decision as to whether an important reason exists is made by the competent electoral authority. The person entitled to vote is obliged to provide evidence for this. Poll workers may be granted a refreshment allowance as compensation for expenses. The amount is determined by the respective municipality.

If you are interested in working as an election assistant, please contact your municipality in good time before an election or vote.

Erforderliche Unterlagen

Voraussetzungen

Electoral assistants must always be eligible to vote in the respective election; as a rule, only those eligible to vote in the respective municipality are appointed as electoral assistants, even for supra-local (state-wide) elections.

To be eligible to vote, the following requirements must be met:

- Minimum age on election day: 18 years
- for European elections (from 2024): 16 years of age

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	<ul style="list-style-type: none"> • for European, Bundestag, state and district elections as well as referendums: generally registered for at least 3 months with main residence in the respective electoral area • for municipal and district elections and referendums: residence for at least 2 months with the focus of living relations in the electoral district • for European elections, municipal and district elections: Germans and EU nationals (EU citizens) • for Bundestag, Landtag and district elections and referendums: Germans
Kosten	
Verfahrensablauf	
Bearbeitungsdauer	
Frist	
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	BayernPortal, BayernPortal