

Deputy Returning Officer & Poll Clerk Guidebook

Two horizontal bars, one blue and one green, positioned above the text.

Advance Poll – Election Night

RO	CPS	DRO	PC	Reg. O	IO
Returning Officer	Central Poll Supervisor	Deputy Returning Officer	Poll Clerk	Registration Officer	Information Officer

Important information



Electoral District Name and Number



Emergency Phone Numbers



RO Office Address



RO Name & Phone Number



Advance Polling Days

Friday _____

Saturday _____

Sunday _____

Monday _____



Election Day

Monday _____



Voting Hours on Advance Polling Days

9 a.m. to 9 p.m.



Voting Hours on Election Day

_____ a.m. to _____ p.m.



First day of Revision (only needed for a By-election)



Time to Arrive at Polling Place

_____ a.m.



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If you are facing a situation that isn't described in this guidebook, or you need additional help, see your **CPS**.

How do I get ready the night before?

Make sure you:

- know where the counting location is
- arrive at the time written in the front of this guidebook
- bring with you the full *Transport Bag* **EC 50253**
- review *What ballot marks are acceptable?* – **p. 15**

COUNTING

p. 6-15

This section explains the steps to take before and during the count, and how to complete the *Statement of the Vote*.

What should be on my desk to count ballots?

Start with a clear table. Gather the following items and organize them using them the diagram on **p. 7**

- **EC 50250** Ballot Box
- This guidebook
- Blue pen

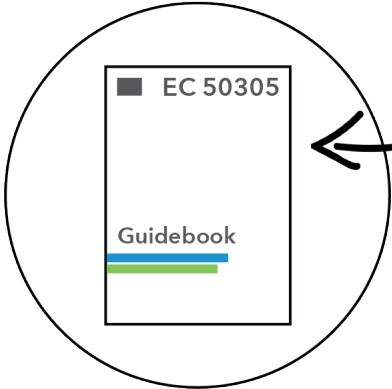
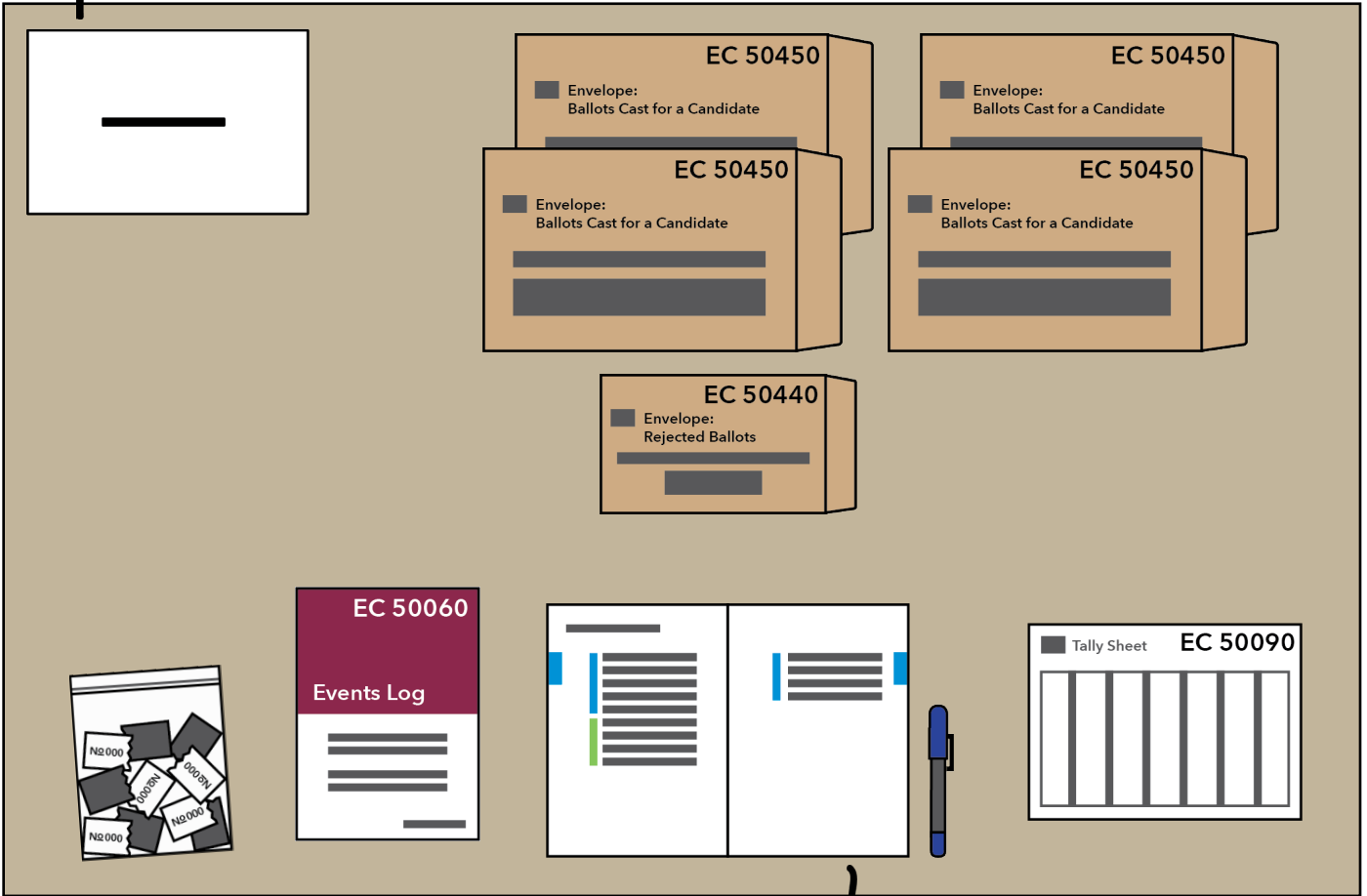
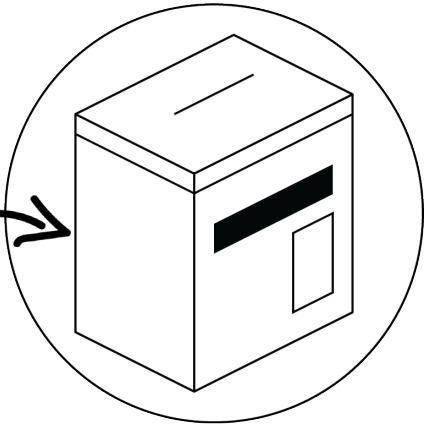
Unseal *Advance Poll Secure Bag* **EC 50485**. You will need these items from it

- **EC 50060** Events Log
- Plastic bag with counterfoils

You will need these items from *Counting Supplies Kit - Advance Poll* **EC 50476** (found inside *Advance Poll Bag* **EC 50480**)

- **EC 50090** Tally Sheet
- **EC 50440** Envelope: Rejected Ballots
- **EC 50450** Envelope: Ballots Cast for a Candidate - *one for each candidate*

Put all other materials aside.



Counting

Deputy Returning Officer

Poll Clerk

Both

Get ready to count the ballots

Before you do this, make sure you have completed the steps for:

What should be on my desk to count ballots? – p. 6-7

1 Pre-fill ED, polling station number and candidate names on


- **EC 50440** Envelope: Rejected Ballots
- **EC 50450** Envelope: Ballots Cast for a Candidate
- **EC 50090** Tally Sheet

Note on your copy only, write the names of each candidate in the order that they appear on the *Statement of the Vote* **EC 50100**. Use the last column for tallying rejected ballots

2 Get either candidates, or their representatives, or 2 electors, or 2 election officers to witness you count the ballots

Note election officers who act as witnesses must be 18 years or older

3 Give a blank *Tally Sheet* **EC 50090** to any candidate or representative



1 If space allows, lay out each envelope below. During the count, you will place each marked ballot on it

- **EC 50450** Envelope: Ballots Cast for a Candidate – *one for each candidate*
- **EC 50440** Envelope: Rejected Ballots – *for rejected ballots*

2 Review

- *What ballot marks are acceptable?* – **p. 13**
- **DRO's** initials in *Log of poll workers - Events Log (page 2-3)*
EC 50060

3 Follow steps to count the ballots on **p. 10-11**

Count the ballots

NOTE

Candidates or representatives may not handle the ballots

Before you do this make sure you have completed the steps for:

- Get ready to count the ballots – p. 8-9

Review steps 1-6 together before you start

- 1 Unseal top of ballot box
- 2 Take one ballot out of the ballot box and make sure **DRO** initials and APD of the polling station are on the back

Note if initials are not yours, compare initials on ballots with the initials of previous **DROs** on *Log of poll workers - Events Log* (page 2-3) **EC 50060**

- 3 Unfold the ballot and say out loud which candidate is marked. Show it to everyone present
- 4 Put the ballot in its appropriate pile
- 5 On *Tally Sheet EC 50090*, each time the **DRO** calls out a candidate's name, put a mark under that name. If the **DRO** rejects a ballot, put a mark in the rejected column

- 6 Repeat steps 2-5 until every ballot has been placed in a pile
- 7 Make sure there are no ballots left in the box (check under flaps). Show it to everyone present. Set the box aside
- 8 Write the totals in each column of the *Tally Sheet* **EC 50090**
- 9 Sum the totals, and verify that it matches the **Total** from line 3 of the *Last Page of the List* (the number of **Voted** ticks)

If the totals do not match:

- review your *Log of Notable Events - Events Log* (page 8-11) **EC 50060** for any notes that may explain the difference
- count each candidate's pile again and compare each total to the **PC's Tally Sheet** **EC 50090**
- count the rejected ballots again and compare total to the **PC's Tally Sheet** **EC 50090**

If they still do not match, refer to **p. 12** to see if you can explain the difference, and inform your **CPS**

- 10 On each envelope, write the total number of ballots inside or "NIL" if none
- 11 Put each pile of ballots inside its appropriate envelope. Leave the envelopes open
- 12 Complete *Statement of the Vote* **EC 50100** – p. 14-15

NOTE

For situations during the count – p. 12-13

The counterfoil is still attached

- 1 Don't unfold the ballot
- 2 Hide serial number
- 3 Remove counterfoil, tear it up and put inside *Plastic bag for counterfoils*
- 4 Put the ballot back in the ballot box

The initials and /or the APD on the back of the ballot are missing or are incorrect

It is up to the **DRO** to determine and be satisfied that this ballot was issued at your polling station, either by yourself, or in the case where another election officer issued ballots, by them.

You may accept the ballot, if you think:

- the APD or initials were forgotten by mistake. Complete the missing section (APD number or initials) before you accept the ballot
- the PD number of the elector was written on the ballot instead of the APD

You should reject the ballot, if you are not satisfied that it was a ballot issued at your polling station. You should reject the ballot, if:

- the initials are not yours (or those of another election officer at your APD) and the APD number is not yours
- you have too many ballots that have been cast, and you do not think that the ballot was one issued at your polling station

Note refer to *Log of poll workers – Events Log (page 2-3)* **EC 50060** to review the different initials of workers that could have issued the ballot

A witness objects to your decision about any ballot

- 1 Hear their explanation, and then make your final decision
- 2 Record the objection in *Log of objections to ballots – Events Log (page 12-13)* **EC 50060**
- 3 Write the number of the log entry on the back of the ballot concerned

Situations During the Count

What ballot marks are acceptable?

Use these guidelines to determine whether to accept or reject a marked ballot paper.

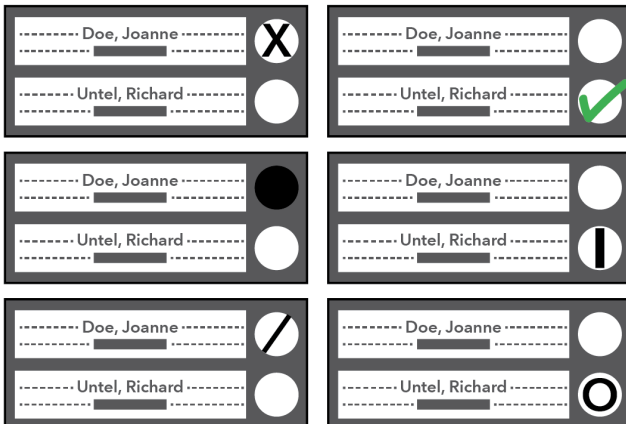
The **DRO** must **accept** a ballot paper if it is marked:

- in one (and only one) circular space to the right of the name of the candidate
- with an "X" or other mark made with any writing instrument as long as the **DRO** is satisfied the mark or writing instrument is not so distinctive that it could be used to identify an elector

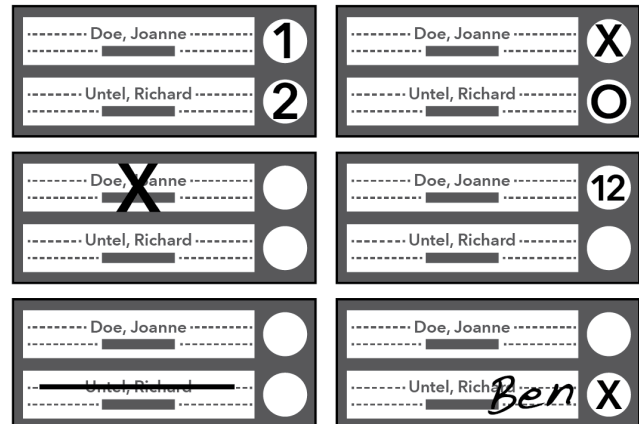
The **DRO** must **reject** a ballot if:

- it is marked in more than one of the circular spaces
- it is not marked in any of the circular spaces
- it contains a mark that the **DRO** considers could be used to identify an elector

Samples of Marked Ballot Papers Which Should be Accepted and Counted



Samples of Marked Ballot Papers Which Should be Rejected



How do I complete *Statement of the Vote*?

Before you complete this document, you must have completed the steps for:

- How do I count the ballots? – p. 10-11

You will need

- **EC 10002** Record of Ballots
- **EC 50090** Tally Sheet
- **EC 50100** Statement of the Vote
- **EC 50110** Copy of Results for Candidates
- **EC 50420** Envelope: Stubs and Unused Ballots
- **EC 50430** Envelope: Spoiled Ballots
- **EC 50440** Envelope: Rejected Ballots
- **EC 50450** Envelope: Ballots Cast for a Candidate - *one for each candidate*
- Blue pen
- List of Electors

- 1 Use diagram on p. 15 to complete the *Statement of the Vote* **EC 50100**
- 2 Ask **CPS** to call in the results to the **office**
- 3 If there are candidates or representatives present, complete *Copy of Results for Candidates* **EC 50110**. The form makes three carbon copies. Give a copy to a representative for each candidate



Statement of the Vote
Purpose: To record information about the ballots and results at the polling station at the end of election day.

Relevé du scrutin
Objectif : Consigner des informations sur les bulletins de vote et les résultats au bureau de scrutin à la fin du jour de l'élection.

EC 50100
(03/2019)

Electoral district / Circonscription: Orville Dominion 15434
 Polling station no. / N° du bureau de scrutin: 606
 Date: Oct 21/2019

Ballots counted for each candidate
 Bulletins de vote comptés en faveur de chaque candidat

<u>John Doe</u>	<u>35</u>
<u>Sandra Doe</u>	<u>75</u>
<u>Pierre Untel</u>	<u>14</u>
<u>Anne Untelle</u>	<u>43</u>

Reporting telephone no.
 N° de téléphone pour communiquer les résultats

Total ballots supplied
 Total des bulletins de vote fournis

Valid votes cast
 Votes valides déposés **Total**

Rejected ballots
 Bulletins rejetés

Total votes cast
 Total des votes déposés **(B) + (C) Total**

Voted on the list
 Ont voté sur la liste

These values should be identical
 Ces chiffres devraient être identiques

Spoiled ballots
 Bulletins annulés

Unused ballots
 Bulletins inutilisés

(D) + (E) + (F) Total

DRO / Scrutateur _____ Poll Clerk / Greffier du scrutin _____
Witness signatures / Signatures des témoins

Print name / Nom (en lettres moulées) _____

Signature _____

Distribution ▶ White – Enveloppe EC 50370 / Blanche – Enveloppe EC 50370 Yellow – In the ballot box / Jaune – Dans l'urne Pink – For DRO / Rose – Pour le scrutateur

Sign

Copy from each Envelope: Ballots Cast for a Candidate **EC 50450** next to that candidate's name

Sum of all numbers in **A**

Copy from Envelope: Rejected Ballots **EC 50440**

Copy from Envelope: Spoiled Ballots **EC 50430**
 For advance polls, add all 4 envelopes

Copy from Envelope: Stubs and Unused Ballots **EC 50420**

If you have more than one Record of Ballots, add **Total number of ballots** from each sheet together

Copy **Total** from line **3** of Last Page of the List

NOTE
 If the numbers don't match, ask **CPS** for help. Write a note somewhere on Statement of the Vote explaining why you think the numbers don't match

RETURNING MATERIAL

p. 18-27

This section explains how to pack up your materials at the end of the day. You will end up with a *Transport Bag* containing the official voting documents, ballots etc., and a second *Transport Bag* with extra supplies and items not needed again.

Tips

- The **CPS** Spot Check shows when to call your **CPS** before doing the next steps. Do not move forward without review from your **CPS**

How do I organize and return my material?

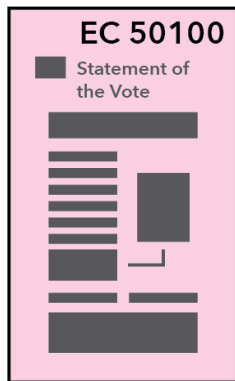
Before you organize your material, you must have completed the steps for:

- How do I complete Statement of the Vote? – p. 14-15

1. Once **CPS** has reported the results to the **office**, do the following to *Statement of the Vote* **EC 50100**:

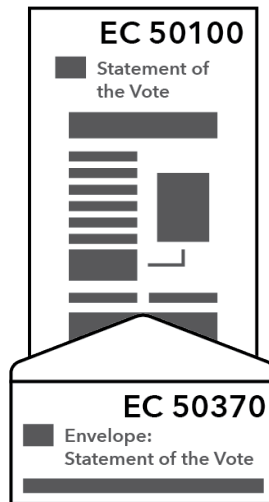
Separate the white, yellow, and pink copies

Returning



↓

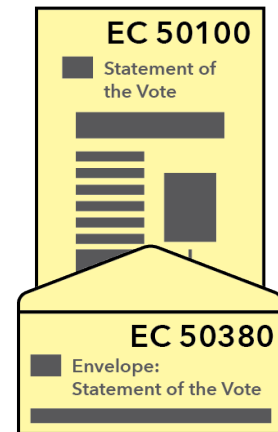
DRO take the pink copy home. Destroy it after **60** days



↓

Put the white copy in the white *Envelope: Statement of the Vote* **EC 50370**

Don't seal it yet. Fill out the information on the envelope and set it aside

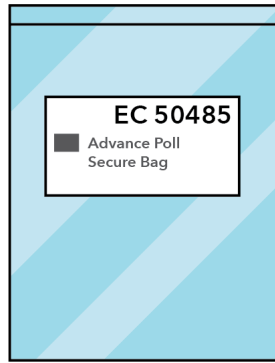
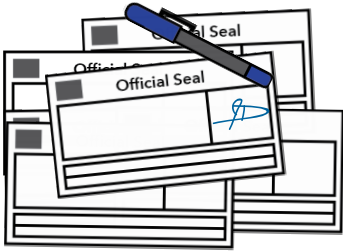


↓

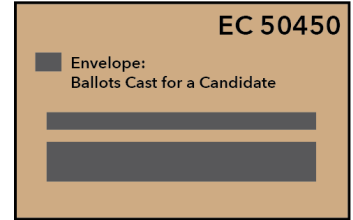
Put the yellow copy in the yellow *Envelope: Statement of the Vote* **EC 50380**.

Don't seal it yet. Fill out the information on the envelope and set it aside.

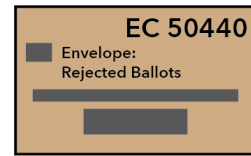
2. Use *Official Seal* **EC 50180** to seal the rest of the following **full and completed** items:



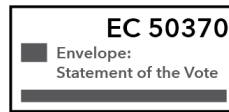
Advance Poll Secure Bag



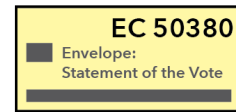
Envelope: Ballots Cast for a Candidate



Envelope: Rejected Ballots



Envelope: Statement of the Vote

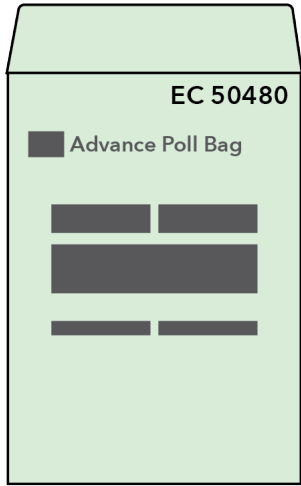


Envelope: Statement of the Vote

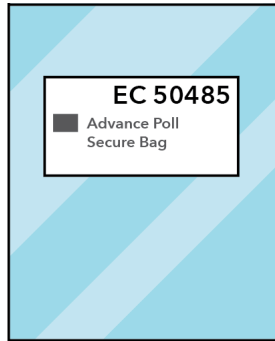
Returning

3. Empty *Advance Poll Bag EC 50480*.

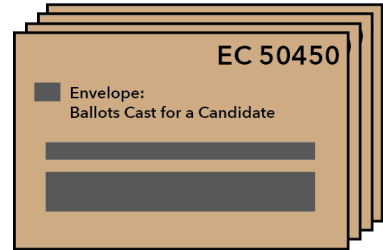
4. Put the following **used or completed** items on top of *Advance Poll Bag EC 50480*. Leave it open:



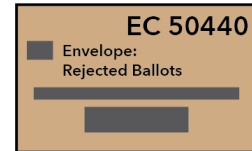
Advance Poll Bag - *make sure it is empty*



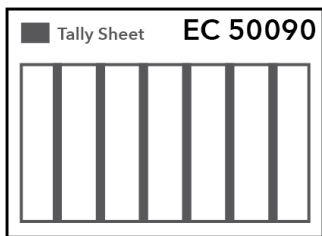
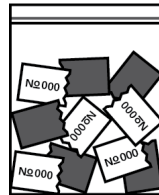
Sealed Advance Poll Secure Bag



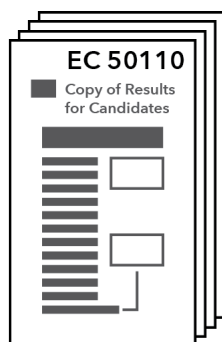
Sealed Envelope: Ballots Cast for a Candidate - *one for each candidate*



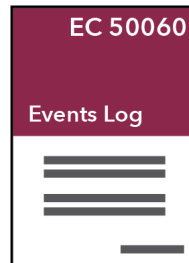
Sealed Envelope: Rejected Ballots



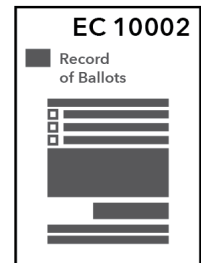
Tally Sheet - *only completed ones*



Copy of Results for Candidates - *only completed ones*



Events Log



Record of Ballots

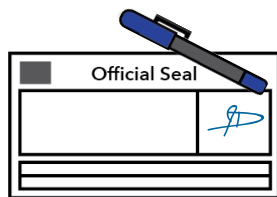


CPS SPOT CHECK

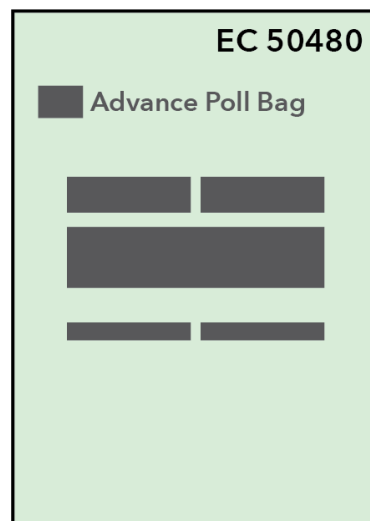
11

5. Have the **CPS** check the items, then put them into *Advance Poll Bag EC 50480*.

6. Peel the strip off the back of *Advance Poll Bag EC 50480* and close it.
Use *Official Seal EC 50180* to seal the bag. Sign the seal and set the bag aside.



Official Seal



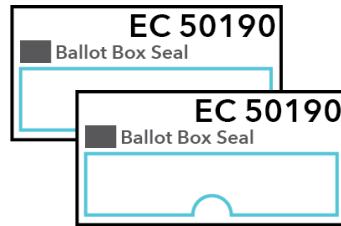
Advance Poll Bag

Returning

7. Set aside the following seals for later:

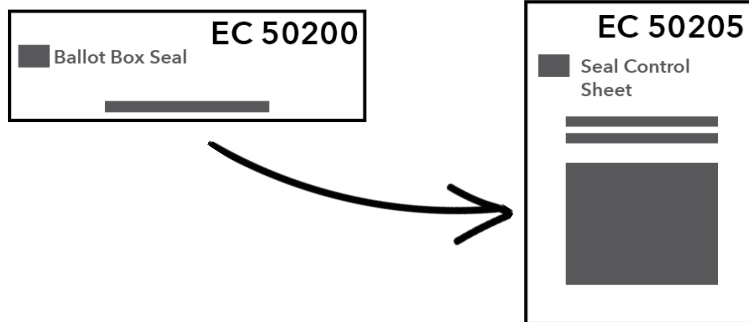


1 Long Ballot Box Seal



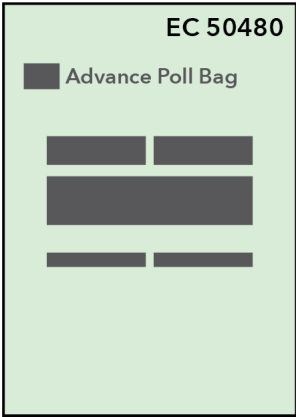
2 Short Ballot Box Seals

8. Record the *Long Ballot Box Seal* **EC 50200** number on *Seal Control Sheet* **EC 50205**.

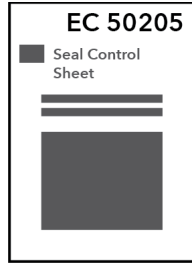


Returning

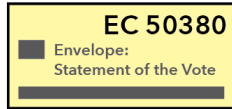
9. Put the following inside *Ballot Box EC 50250*:



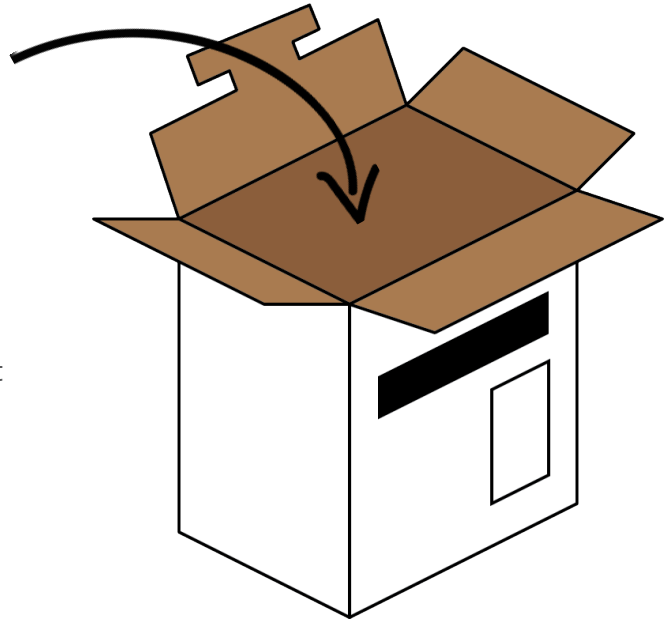
Advance Poll Bag



Seal Control Sheet

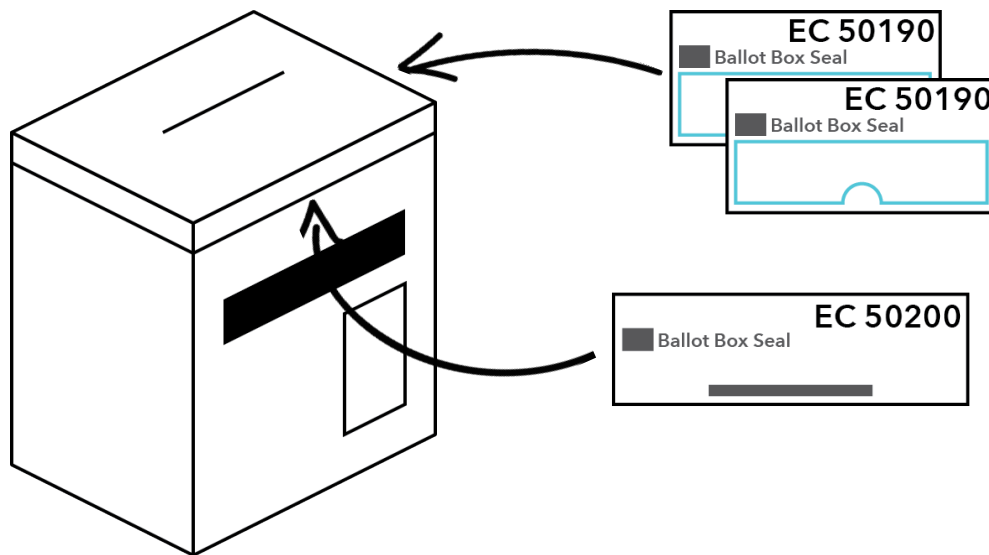


Envelope: Statement of the Vote



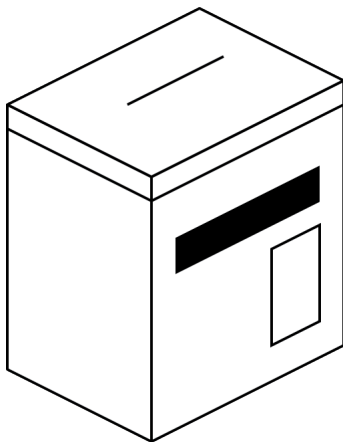
Returning

10. Seal *Ballot Box* EC 50250 (using the seals you set aside in step 7).



Returning

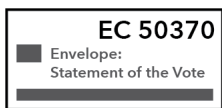
11. Put the following items, previously set aside, inside one *Transport Bag EC 50253*:



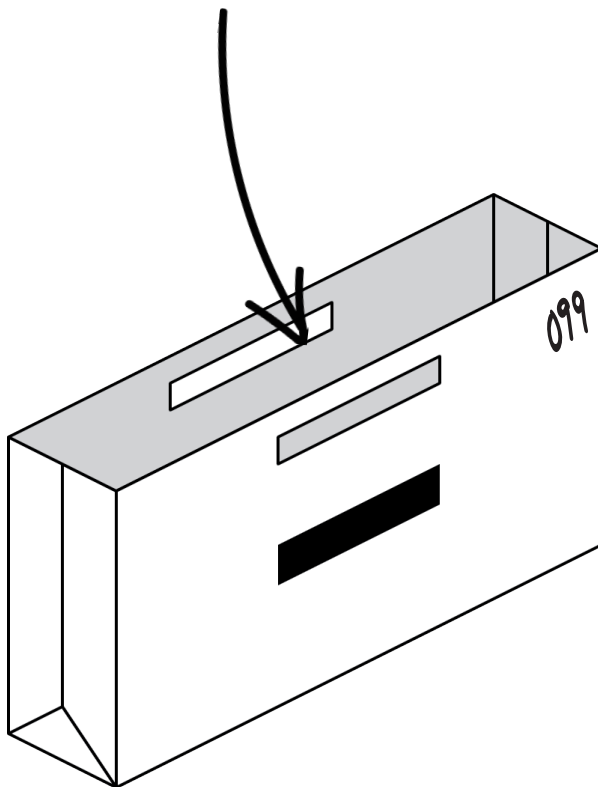
Ballot Box



your name tag



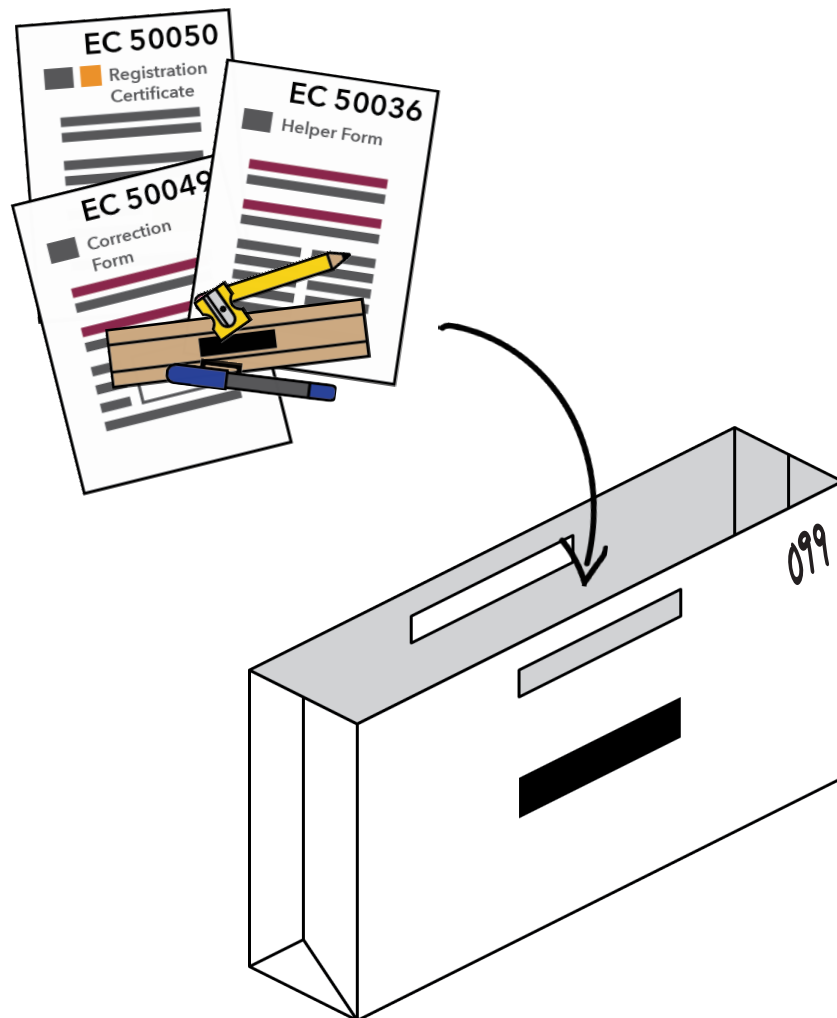
Envelope:
Statement of
the Vote

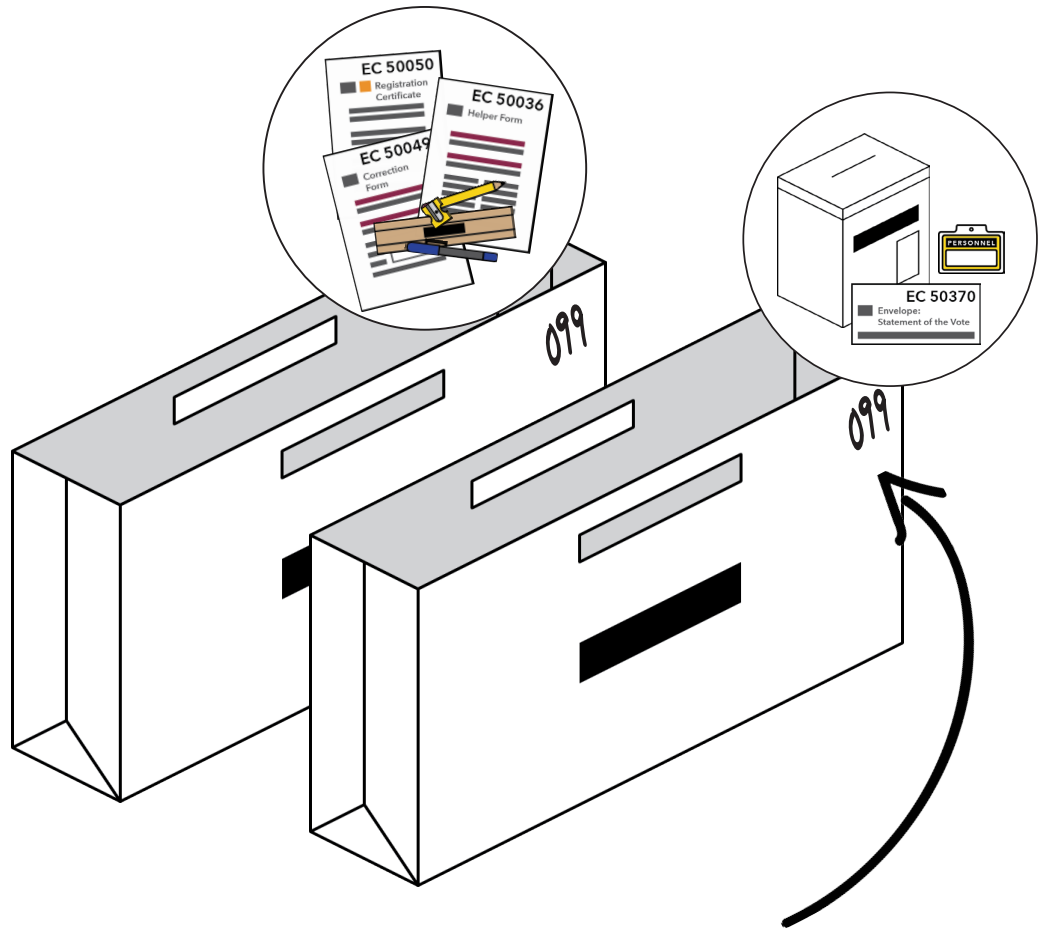


Returning

12. Throw away the used *Floor Marking Strip* **EC 50163** and any other garbage such as the backing sheet of used seals.

13. Put all remaining items inside a second *Transport Bag* **EC 50253**.





Make sure your polling station number is written on both transport bags

14. Give both transport bags to **CPS** who will take them to the **office**. See the **CPS** to complete *Time sheet for the Election Worker EC 11655* before you leave.



