

a guide for
**polling place
officials**

DUE TO BE UPDATED
EFFECTIVE JANUARY 1 2013
WATCH FOR UPDATES



chief electoral office

TO BE UPDATED
DUE TO LEGISLATIVE CHANGES
EFFECTIVE JANUARY 1 2013
WATCH FOR UPDATES

Table of Contents

TOPIC	PAGE
Part 1 - Polling Place Guide	1-1
Abbreviations	1-1
Persons Ineligible to be Polling Place Officials	1-1
Polling Place Officials	1-2
Election Supplies and Materials	1-2
Opening of the Polling Place	1-2
Polling Place Hours	1-3
Persons Entitled to Remain in the Polling Place	1-3
No Disruptions	1-3
Persons Eligible to Vote	1-4
Persons Ineligible to Vote	1-4
Voting Procedure	1-4
Declaration Procedure	1-5
Elector's Declaration	1-6
Corrections to the Register of Electors	1-7
Record of the Vote	1-7
Spoiled Ballots	1-7
Voter Assistance	1-8
Interpretation Assistance	1-8
Prohibited Conduct	1-8
Secrecy of the Vote	1-9
Removing a Ballot from the Polling Place/Declining to Vote	1-9
Alleged Impersonation of an Elector	1-9
Deemed to Have Voted/One Vote Only	1-10
Advance Poll Voting	1-10
Mobile Poll Voting	1-11
Unofficial Count	1-12
Unofficial Count of the Special Ballot Poll	1-13
Conclusion of the Unofficial Count	1-14
Completion of Deputy Returning Officer's Duties	1-14
Part 2 - Election Supplies	2-1
Additional Supplies for Advance or Mobile Polls	2-2

Part 3 - Polling Place Checklist

3-1

Abbreviations	3-1
Prior to Election Day	3-1
General	3-2
Prior to Opening Polls	3-2
Normal Voting Procedure	3-3
Declaration Procedure (Adding Electors to the List of Electors)	3-4
Authorized Identification	3-5
Voter Assistance	3-7
Interpretation Assistance	3-7
Spoiled Ballots	3-7
Advance Poll Voting	3-8
Advance Poll Closing	3-8
Mobile Polls	3-9
General	3-9
Treatment Centre Voting	3-9
Supportive Living Facility Voting	3-9
Unofficial Count	3-9
Conclusion of the Unofficial Count	3-11
Completion of Duties	3-11

TO BE UPDATED
DUE TO LEGISLATIVE CHANGES
EFFECTIVE JANUARY 1 2013
WATCH FOR UPDATES

PART ONE - POLLING PLACE GUIDE

Provincial elections are conducted under rules set by legislation. The returning officer in each electoral division is in charge of the election in that electoral division. A deputy returning officer is in charge of each polling station and is assisted by a poll clerk. The duties of all polling place officials must be carried out in a fair, impartial, apolitical manner in strict accordance with the Election Act.

This Guide presents the polling place officials with a summary of the Election Act requirements. It contains information that you must be familiar with prior to polling day. The content is a summary of information contained in the Election Act and each topic includes a reference to the section from which it is taken.

ABBREVIATIONS

Returning Officer	RO
Supervisory Deputy Returning Officer	SDRO
Registration Officer	RGO
Deputy Returning Officer	DRO
Poll Clerk	PC
Section of Election Act	SEC.

SENATE NOMINEE ELECTION

The Senatorial Selection Act allows for a Senate Nominee Election to be held in conjunction with a provincial election. If a Senate Nominee Election (SNE) is held, most of the same procedures and directions apply. Text boxes throughout this Guide provide direction on necessary changes to forms and/or procedures.

PERSONS INELIGIBLE TO BE POLLING PLACE OFFICIALS (SEC. 46)

The following persons shall not be appointed or act as polling place officials:

- persons who are not electors;
- Members of the Parliament of Canada;
- Members of the Legislative Assembly;
- candidates and official agents;
- judges of federal or provincial courts; or
- persons who have within the immediately preceding 10 years been convicted of an indictable offence where the penalty that may be imposed for that offence is greater than 2 years' imprisonment.

POLLING PLACE OFFICIALS (SEC. 1(i))

All election officers who serve as polling place officials are required to take the Appointment and Oath of Election Officer and the Oath of Secrecy. It is the responsibility of the DRO to ensure that these forms and oaths are completed by the PC.

ELECTION SUPPLIES AND MATERIALS

Page 2-1 of this Guide contains a list of the election supplies and materials required at polling stations. Prior to polling day, DROs shall:

- ensure that all the required items have been received;
- count the ballots;
- ensure that all of the pages of the List of Electors are complete, including Additions to the List of Electors; and
- study the contents of this Guide carefully.

NOTE: Advance poll DROs must receive copies of the Lists of Electors for all the polling subdivisions in their electoral division.

SENATE NOMINEE ELECTION

Additional supplies will be provided to DROs, as required.

OPENING OF THE POLLING PLACE (SECS. 89-91)

Each SDRO shall arrive at the polling place one hour prior to the opening to ensure access and to begin set up. Each RGO, DRO and PC shall arrive at the polling place at least 30 minutes prior to the opening to set up and to allow candidates, official agents and scrutineers to inspect the ballots and examine all documents, materials and ballot boxes to be used in the taking of the vote.

The plastic-coated sign is to be placed outdoors in a location that is visible to passersby. Ensure it is secured with the chain and is located in a spot that won't interfere with pedestrians.

Signs directing electors to the polling place shall be posted along with the following posters:

- Notice as to Secrecy of Voting;
- Directions for Guidance of Voters;
- Authorized Identification; and
- Elector Eligibility.

Each polling station in the polling place shall contain:

- a suitable table, desk or shelf;
- one or more polling booths arranged so that the voter is screened from observation; and
- suitable marking instruments which shall be properly maintained during polling hours.

POLLING PLACE HOURS (SECS. 88, 89)

Polling places shall be open on polling day and at the advance poll(s) from 9 a.m. to 8 p.m. Mobile poll(s) shall be conducted during hours fixed by the RO. No voting shall be permitted before the opening of a polling place. A poll shall commence in the absence of the DRO or PC and the RO is to be notified immediately if this occurs. At closing time, the entrance to each polling place shall be closed, and only those persons who are present at the polling place at that time shall be permitted to vote.

PERSONS ENTITLED TO REMAIN IN THE POLLING PLACE (SEC. 92)

Only the following persons may remain in a polling place during polling hours:

- SDRO, RGO, DRO, and PC;
- the RO or election clerk;
- the Chief Electoral Officer (CEO), and representatives and visiting officials authorized by the CEO;
- the official agents of the candidates;
- one scrutineer per candidate for each ballot box and each RGO station; and
- interpreters and special constables.

NOTE: Nothing in the Election Act restricts a candidate from briefly visiting a polling place during polling hours.

Students may briefly visit a polling place in their school.

Media representatives may briefly visit. An SDRO or DRO must first confirm that all electors present agree to the visit if photographs are to be taken.

NO DISRUPTIONS (SEC. 94)

No one is allowed to create a disturbance or disrupt proceedings. For this reason, no cell phone calls are allowed in the polling place. Sending and receiving text messages is permitted.

PERSONS ELIGIBLE TO VOTE (SECS. 1(j), 43, 44, 95)

An elector is a person who, on polling day:

- is a Canadian Citizen;
- is 18 years of age or older; and
- has been ordinarily resident in Alberta for at least the immediately preceding 6 months.

An elector must be ordinarily resident on polling day in the polling subdivision in which that person seeks to vote. (The Act defines ordinary residence as “the place where the person lives and sleeps and to which, when the person is absent from it, the person intends to return”). The elector’s name must appear on the List of Electors for the polling subdivision or the elector must take a declaration at the polling place by following the declaration procedure described in this guide.

PERSONS INELIGIBLE TO VOTE (SEC. 45, 178, 181)

Candidates or persons who have been convicted of a corrupt practice are ineligible to vote.

VOTING PROCEDURE (SECS. 100, 101, 103)

After the DRO requests the elector’s name, the PC must confirm his or her name and address. If the name of the elector appears on the List of Electors for the polling subdivision, or the elector complies with the declaration procedure, the PC shall ensure the elector’s name and address are entered opposite a consecutive number on the List of Electors in the poll book. The PC shall provide the elector’s number to the DRO and draw a line through the elector’s name on the List of Electors.

The DRO shall provide each elector recorded in the poll book with a prefolded ballot displaying the DRO’s initials, such that when the ballot is folded the initials can be seen without unfolding it. The prefolded ballot shall have a counterfoil attached to it on which the DRO has written the number that appears next to the elector’s name in the poll book.

The DRO shall, without enquiring for whom the voter intends to vote, instruct the voter to:

- proceed to one of the polling booths and with the marker provided, mark the ballot by placing an “X” in the circle opposite the name of the selected candidate;
- refold the ballot such that the initials and the number on the back of the counterfoil can be seen without unfolding it; and
- hand the folded ballot back to the DRO.

Without unfolding the ballot, the DRO shall, in full view of the voter and all present, examine the initials and the number on the counterfoil. Having ensured that it is the same ballot provided to the voter, the DRO shall remove, destroy and dispose of the counterfoil and return the ballot to the voter who may place the ballot in the ballot box. The DRO shall advise the PC that the voter has voted, and the PC shall mark the poll book, and the Record of Electors who Voted form.

A voter shall vote without unnecessary delay, and leave the polling place as soon as the marked ballot has been placed in the ballot box.

SENATE NOMINEE ELECTION

The poll book has been adjusted to accommodate both elections, if required. As a standard procedure, both ballots shall be provided to the elector along with appropriate instruction from the DRO. When completed, both are placed into one ballot box.

DECLARATION PROCEDURE (SEC. 95)

An elector who is otherwise eligible to vote but whose name does not appear on the List of Electors for the applicable polling subdivision, may vote after completing the declaration procedure, which includes presenting authorized identification to the RGO or DRO.

Authorized identification includes:

- one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and his or her name and current address (a typical example of this is a driver's license or Alberta identification card); or
- if appropriate government issued identification is unavailable, two pieces of identification authorized by the CEO: each piece of identification must establish the elector's name and one must establish the elector's current address.

It is important to note that some electors' identification may only contain a mailing address, which is acceptable. Ensure the elector provides a physical address on the Declaration of Elector, to confirm residency in the polling subdivision.

A listing of authorized identification is provided in this Guide and appears in poster form at the polling place.

The elector must sign a declaration before the RGO or DRO, stating that he or she qualifies as an elector and ordinarily resides in that polling subdivision. The RGO or DRO shall indicate on the declaration the type of identification provided. The elector who completes the declaration before the RGO shall take the completed

declaration to the appropriate polling station and provide it to the DRO.

After the declaration is administered by the RGO or DRO, the PC shall add the elector's name to the Polling Day Declarations page of the List of Electors (printed on coloured paper) and mark the poll book to reflect the declaration administered.

If an elector is unable to provide identification, another elector whose name is on the List of Electors for the same polling subdivision may vouch for him or her. The vouching elector must complete the Vouching Declaration and produce authorized identification. The vouching elector may be added to the List of Electors by completing a Declaration of Elector prior to vouching for another elector in the same polling subdivision. Provide each vouching elector with a Vouching Guidelines and Penalties card along with the Vouching Declaration. An elector who has been vouched for cannot vouch for another elector.

After the Declaration of Elector and Vouching Declarations are administered by the RGO or DRO, the PC shall add the elector's name to the Polling Day Declarations page of the List of Electors (printed on coloured paper) and mark the poll book to reflect the declarations administered.

In all cases, encourage electors to provide Register information including both a physical and mailing address. Advise them that it will simplify their voting experience at the next election.

SENATE NOMINEE ELECTION

When a declaration is administered, it applies to both the provincial general election and the SNE, and both ballots shall be provided to the elector.

ELECTOR'S DECLARATION (SEC. 104)

A DRO shall also administer the Declaration of Elector to a person if:

- the DRO doubts the eligibility of that person to vote; or
- the DRO is requested to do so by a candidate, official agent or scrutineer and the DRO is of the opinion that the request is made in good faith.

If a voter has refused to take a declaration for the purpose of voting, the PC shall mark the appropriate column in the poll book to indicate the elector refused to take the declaration.

A person who refuses to take the declaration when requested to do so:

- shall not be provided with a ballot or permitted to vote;
- forfeits the right to vote in the election; and
- shall immediately leave the polling place.

A voter who has taken the declaration before the RGO cannot be required to take another declaration before the DRO.

CORRECTIONS TO THE REGISTER OF ELECTORS

If an elector indicates that his or her name, address, or telephone number appears incorrectly on the List of Electors, the PC shall record the necessary correction(s) on the “Corrections to the Register of Electors” form appended to the back of the List of Electors. Record the elector’s sequential number from the List and only the information being corrected (as it appears and the correction). If a person appears on the List in error, simply record their surname, sequential number and the word “delete” or “deceased”, as appropriate. These changes will be reflected on future Lists of Electors.

RECORD OF THE VOTE (SEC. 103)

After the voter’s ballot is deposited in the ballot box, the PC shall enter a checkmark in the poll book in the appropriate column to indicate that the voter has voted. The PC shall circle the elector’s number on the Record of Electors who Voted form and call out the elector’s number to any scrutineers who are present.

SENATE NOMINEE ELECTION

The poll book has been adjusted to accommodate both elections, if required. The PC shall enter a checkmark in both of the appropriate columns to indicate that the voter has voted in both elections.

SPOILED BALLOTS (SEC. 102)

If a voter has spoiled a ballot, another may be obtained after returning the spoiled ballot to the DRO.

The DRO shall write the word “Spoiled” on the original ballot and place it in the Spoiled Ballot Envelope. The PC shall mark the Remarks column of the poll book appropriately. The elector’s name must not be added to the poll book a second time.

SENATE NOMINEE ELECTION

The poll book has been adjusted to accommodate both elections, if required. The PC shall mark the Remarks column of the poll book appropriately, to indicate that one or both ballots have been spoiled.

VOTER ASSISTANCE (SEC. 96)

The DRO, at the request of a voter who is unable to read the ballot or who is incapacitated by a physical cause which prevents voting in the usual manner, shall:

- administer the Oath of Inability to Read the Ballot or Physical Incapacity, then assist the voter by marking the ballot in the manner directed by the voter in the presence of the PC; and
- return the ballot to the elector for deposit into the ballot box, unless requested to deposit the ballot by the elector.

If the voter who is unable to read the ballot or is physically incapacitated is accompanied by a friend, the DRO shall administer the Oath of Inability to Read the Ballot or Physical Incapacity to the voter, and the Oath of Friend of Voter to the friend. The friend then accompanies the voter into a polling booth to mark the ballot in the manner directed by the voter.

If a blind voter is not accompanied by a friend and does not request assistance from the DRO, the DRO shall provide the voter with a Blind Voter Template and instruct the voter in its use.

When a ballot has been marked by the DRO, a friend, or by the use of a Blind Voter Template, the PC shall enter in the Remarks column of the poll book either "Voter Assistance" or "Template" as appropriate.

A magnifying sheet and large pencil is available at each polling place to assist electors with limited vision and dexterity.

INTERPRETATION ASSISTANCE (SEC. 78)

A DRO shall allow a person to interpret directions on the voting process for an elector who requires that assistance. A person providing interpretation assistance for one or more electors shall first take the Oath of Interpreter.

A DRO shall provide written instructions on the voting process if no interpreter is available.

PROHIBITED CONDUCT (SEC. 105, 135)

No person may:

- interfere or attempt to interfere with a voter who is attempting to mark the voter's ballot;
- attempt to obtain any information at a polling place regarding which candidate a voter has voted for, is voting for or is about to vote for; or
- prevent or attempt to prevent a person from exercising the person's right to vote.

No person may communicate any information obtained at a polling place regarding which candidate a voter has voted for, is voting for or is about to vote for.

Campaign material is prohibited within the polling place.

SECURITY OF THE VOTE (SEC. 106)

While a voter is in a polling booth, no other person may, except when voter assistance is requested, enter the polling booth or be in a position from which the marking of the ballot can be seen. No person may directly, or indirectly, induce or attempt to induce a voter to show a marked ballot.

REMOVING A BALLOT FROM THE POLLING PLACE/DECLINING TO VOTE (SEC. 107, 107.1)

An elector who receives a ballot shall not take it out of the polling place. If an elector removes a ballot from the polling place or returns a ballot declining to vote:

- the PC shall mark the Remarks column of the poll book appropriately; and
- if the person declined to vote, the DRO shall write the word "Declined" on the ballot and place it in the Declined Ballot Envelope.

A person who removes a ballot from the polling place forfeits the right to vote in the election. A person who returns a ballot declining to vote forfeits the right to vote in the election and shall immediately leave the polling place.

SENATE NOMINEE ELECTION

The poll book has been adjusted to accommodate both elections, if required. The PC shall mark the Remarks column of the poll book appropriately, to indicate that one or both ballots have been removed from the polling place or declined.

ALLEGED IMPERSONATION OF AN ELECTOR (SEC. 108)

If a person claiming to be an elector applies for a ballot, after another person has voted in the name of that elector, the person is entitled to receive a ballot and to vote after providing satisfactory identification to the DRO and taking the Oath of Elector (Alleged Impersonation).

The PC shall enter the elector's name in the poll book and mark the poll book to reflect the oath administered.

DEEMED TO HAVE VOTED/ONE VOTE ONLY (SECS. 109, 110)

A person who has caused a ballot to be placed in the ballot box shall be deemed to have voted. An elector shall have one vote only.

ADVANCE POLL VOTING (SECS. 97, 98, 99)

The normal voting procedure is to be followed at the advance poll, which will be held from 9 a.m. to 8 p.m. on the Thursday, Friday and Saturday prior to polling day.

Only one additional step must occur:

- the PC shall enter the word "Advance", in red pen, in the "Voted" column of the poll book.

Daily, at the close of the polling place for an advance poll, the ballot box slot:

- shall be paper-sealed by the DRO and PC; and
- may also be paper-sealed by any candidate, official agent and/or scrutineer.

The paper seal must be placed over the slot in the lid of the ballot box such that ballots cannot be deposited without breaking the seal. Paper seals placed on advance poll ballot boxes shall not be removed until the opening of the polling place on the next advance polling day or until the commencement of the unofficial count.

On the final day, at the close of the polling place for the advance poll, the DRO shall:

- after the seals have been affixed, safely store the ballot box until the close of polls on polling day, when the ballots shall be counted; and
- advise the RO of the electors who voted at the advance poll, which has been recorded, by electors' numbers, on the Record of Electors who Voted at the Advance Poll forms.

The advance poll count is to commence following the close of the regular polls on polling day at a location designated by the RO. The RO may appoint additional electors to assist, if necessary.

SENATE NOMINEE ELECTION

As a standard procedure, both ballots shall be provided to the elector which, when completed, are both placed into one ballot box. However, the RO may direct that two ballot boxes are used to accommodate high volumes at the advance polls. In that case, ballots for the provincial general election and SNE would be placed into separate ballot boxes.

MOBILE POLL VOTING (SECS. 120-125)

Mobile poll hours are established by the RO. Electors who are in-patients of a treatment centre, or residents of a supportive living facility on polling day, shall be deemed to be ordinarily resident in the electoral division in which the treatment centre or supportive living facility is located.

Only the following persons may remain at a mobile polling station during polling hours:

- the DRO and the PC;
- the RO or election clerk;
- an interpreter;
- the treatment centre or supportive living facility representative; and
- each candidate or official agent or scrutineer.

If it is considered advisable by a member of the treatment centre staff, the DRO may limit the persons present at a treatment centre mobile polling station to:

- the DRO and the PC;
- an interpreter; and
- the treatment centre representative.

An elector eligible to vote and considered by an official of the treatment centre to be well enough to vote shall take the Mobile Poll Oath. No List of Electors is used at a treatment centre mobile poll. A blank Mobile Poll Book is used to record voter information of electors who were sworn in using the Mobile Poll Oath.

An elector eligible to vote who is resident in a supportive living facility shall take the Mobile Poll Oath if his or her name does not appear on the List of Electors. Voters who have taken the Mobile Poll Oath are added to the poll book. A blank Mobile Poll Book is used to record voter information of electors who were on the List of Electors, as well as those who were sworn in using the Mobile Poll Oath.

On the close of the poll, the representative of the treatment centre or supportive living facility shall endorse the poll book by signing immediately under the last name in the poll book. This certifies that the persons named are in-patients or residents.

The mobile poll DRO shall seal the slot in the lid of the ballot box with the paper seal provided for transport between mobile poll locations, and at the closing of the mobile poll. The ballot box shall remain in the custody of the mobile poll DRO at all times. The mobile poll count is to commence following the close of the regular polls on polling day at a location designated by the RO.

SENATE NOMINEE ELECTION

The poll book has been adjusted to accommodate both elections, if required. As a standard procedure, both ballots shall be provided to the elector which, when completed, are both placed into one ballot box.

UNOFFICIAL COUNT (SEC. 111)

The following persons may be present during the unofficial count of ballots provided they have taken the Oath of Secrecy:

- the SDRO, RGO, DRO, and PC;
- the RO or election clerk;
- the CEO and representatives and visiting officials authorized by the CEO;
- the candidates and the official agents; and
- one scrutineer per candidate, for each polling station.

After closing the poll, the DRO shall:

- count the number of spoiled ballots, place the ballots inside the Spoiled Ballot Envelope, record the total on the outside of the envelope and seal it;
- count the number of declined ballots, place the ballots inside the Declined Ballot Envelope, record the total on the outside of the envelope and seal it;
- count the number of unused ballots, place the unused ballots inside the Unused Ballot Envelope, record the total on the outside of the envelope and seal it;
- count the number of electors whose names appear on the List of Electors contained in the poll book, record that on the Statement of Poll, then draw a line immediately under the last name, and date and sign below the line;
- count the number of electors in the poll book who have voted on polling day, and record that number on the Statement of Poll;
- provide Tally Sheets to the PC and any other person(s) present who wish to keep a tally;
- open the ballot box and proceed with a count of votes; and
- reject and place in the Rejected Ballot Envelope any ballot that:
 - does not have the name of the electoral division and year of the election on the reverse side,
 - does not indicate a vote for any candidate,
 - contains votes for more than one candidate,
 - is so marked that it is uncertain for which candidate the vote was cast,
 - contains a vote for a candidate who has withdrawn, or

- contains any writing or mark enabling the voter to be identified, and
- record the total on the Rejected Ballot Envelope and seal it.

A ballot shall not be rejected:

- by reason of any writing, number or mark made or omitted by the DRO;
- when marked with a writing instrument other than the pencil provided; or
- when the vote clearly indicates the voter's intention to vote for one particular candidate.

When any ballot is found with the counterfoil still attached, the DRO, without examining it, shall remove and destroy the counterfoil. The ballot shall not be rejected because the counterfoil was attached.

A candidate, official agent or scrutineer may object to the DRO's decision on counting or rejecting a ballot. The DRO shall instruct the PC to make a note in the poll book of every objection to a ballot, the nature of the objection and how decided, and on whose behalf the objection was made. Each objection shall be numbered and a corresponding number placed on the back of the ballot and initialled by the DRO. The DRO shall decide any question arising out of an objection.

The DRO shall complete the Statement of Poll and, when it balances, seal all ballot envelopes after recording the total number of ballots cast for each candidate on the Ballots Counted for Candidate Envelopes. In addition to the DRO, any scrutineer present may sign across a ballot envelope and its flap.

SENATE NOMINEE ELECTION

The DRO/PC shall conduct the provincial general election count first, and communicate results to the RO, as directed, prior to conducting the SNE count. The DRO shall use the SNE ballot envelopes, and SNE Statement of Poll, in the conduct of the SNE count. Valid SNE ballots may contain votes for more than one candidate; detailed instructions will be provided for counting and rejecting ballots. The RGO may be directed to assist in the SNE count by organizing the ballots in advance of the count.

UNOFFICIAL COUNT OF THE SPECIAL BALLOT POLL (SEC. 118)

The RO shall assign the counting of the Special Ballot poll to a DRO and PC in the electoral division.

SENATE NOMINEE ELECTION

The RO may assign the counting of the SNE Special Ballot poll to the same DRO and PC, or may assign additional polling place officials to conduct the count.

CONCLUSION OF THE UNOFFICIAL COUNT (SEC. 112)

At the conclusion of the count, the DRO shall:

- complete sufficient copies of the Statement of Poll signed by the DRO, the PC, and any person present who wishes to sign. Copies are to be supplied as follows:
 - the original copy in the ballot box for the RO,
 - one copy for each candidate or official agent or scrutineer present,
 - one copy outside the ballot box for the RO, and
 - one copy to be retained by the DRO until the official count is completed;
- immediately communicate the unofficial results as directed by the RO;
- administer the Poll Clerk's Oath After Conclusion of the Count and take the Deputy Returning Officer's Oath After Conclusion of the Count (on the last page of the poll book);
- place the Ballots Counted for Candidate Envelopes inside the Valid Ballot Envelope, then seal and indicate its contents; any scrutineer present may sign across the envelope and its flap.

SENATE NOMINEE ELECTION

The DRO/PC shall communicate the provincial general election results to the RO, as directed, prior to conducting the SNE count. The DRO shall complete the SNE Valid Ballot Envelope by recording the number of votes cast for each candidate, prior to placing the valid ballots inside the envelope and sealing it. Ballots Counted for Candidate Envelopes are not provided for the SNE, since each ballot may contain votes for more than one candidate. The DRO shall follow the same process for distributing copies of the SNE Statement of Poll, as for the provincial general election Statement of Poll. At the conclusion, the DRO/PC shall immediately communicate the unofficial results in the same manner as for the provincial general election.

COMPLETION OF DEPUTY RETURNING OFFICER'S DUTIES (SECS. 112, 114)

Before leaving the polling place, the DRO shall ensure that the following documents are placed in the ballot box:

- the poll book containing the List of Electors;
- all envelopes containing ballots;
- the original copy of the Statement of Poll; and
- all other documents relating to the operation of the poll.

The ballot box shall then be sealed with the plastic seal provided and with the seals of those candidates or their official representatives who also wish to seal the ballot box. The DRO shall return the sealed ballot box as directed by the RO and retain a copy of the Statement of Poll.

The SDRO shall ensure that all fee and expense claims for the polling place officials are properly completed, signed and delivered as directed by the RO.

PART TWO - ELECTION SUPPLIES

Item	Form Number
<input type="checkbox"/> Appropriate Map(s)	-
<input type="checkbox"/> Ballot Box Seals (plastic)	-
<input type="checkbox"/> Ballot Box (numbered)	-
<input type="checkbox"/> Ballots - 100% of the number of electors	CEO-EL-11-46
<input type="checkbox"/> Blind Voter Template*	CEO-EL-11-10
<input type="checkbox"/> Declaration of Elector	CEO-EL-11-64
<input type="checkbox"/> Election officers identification tags (SDRO, RGO, DRO and poll clerk)	-
<input type="checkbox"/> Guide for Polling Place Officials*	CEO-EL-11-106
<input type="checkbox"/> Guide for Scrutineers (including appointment*)	CEO-EL-11-109
<input type="checkbox"/> Instructional Placemat - DRO/poll clerk*	CEO-EL-11-85
<input type="checkbox"/> Instructional Placemat - RGO*	CEO-EL-11-86
<input type="checkbox"/> Instructional Placemat - SDRO*	CEO-EL-11-87
<input type="checkbox"/> Instructional Placemat - duties upon closing the poll for all election officers*	CEO-EL-11-88
<input type="checkbox"/> Magnifier sheet	-
<input type="checkbox"/> Markers (black)	-
<input type="checkbox"/> Oath of Inability to Read the Ballot or Physical Incapacity/Oath of Friend of Voter (dbl-sided)	CEO-EL-11-30
<input type="checkbox"/> Oath of Secrecy/Oath of Interpreter (dbl-sided)	CEO-EL-11-28
<input type="checkbox"/> Pencil sharpener	-
<input type="checkbox"/> Pencils (golf and over-sized)	-
<input type="checkbox"/> Pens (blue)	-
<input type="checkbox"/> Poll book (with preprinted List of Electors enclosed)	CEO-EL-11-33
<input type="checkbox"/> Record of Electors Who Voted on Polling Day	CEO-EL-11-84
<input type="checkbox"/> Rulers	-
<input type="checkbox"/> Scrutineers identification tags	-
<input type="checkbox"/> Statement of Poll*	CEO-EL-11-58
<input type="checkbox"/> Tally sheet	CEO-EL-11-59
<input type="checkbox"/> Tape (clear and masking)	-
<input type="checkbox"/> Translation of Voting Instructions*	-
<input type="checkbox"/> Voting Screens	-
<input type="checkbox"/> Vouching Declaration/Oath of Elector (Alleged Impersonation) - (dbl-sided)	CEO-EL-11-65
<input type="checkbox"/> Vouching Guidelines and Penalties cards	CEO-EL-11-89

Envelopes

<input type="checkbox"/> Ballots Counted for Candidate Envelope*	CEO-EL-11-09
<input type="checkbox"/> Batch envelopes (for counterfoils and fee and expense claim forms)	-
<input type="checkbox"/> Declined Ballot Envelope*	CEO-EL-11-15
<input type="checkbox"/> Rejected Ballot Envelope*	CEO-EL-11-42
<input type="checkbox"/> Spoiled Ballot Envelope*	CEO-EL-11-56
<input type="checkbox"/> Unused Ballot Envelope*	CEO-EL-11-60
<input type="checkbox"/> Valid Ballot Envelope*	

Signs and Posters

<input type="checkbox"/> Appropriate maps (showing PSDs)	-
<input type="checkbox"/> Authorized Identification poster	CEO-EL-11-81
<input type="checkbox"/> Direction for Guidance of Voters poster*	CEO-EL-11-16
<input type="checkbox"/> Elector Eligibility poster - translated	CEO-EL-11-80
<input type="checkbox"/> Expanded Ballot poster*	-
<input type="checkbox"/> No cell phone sign	-
<input type="checkbox"/> No smoking sign, if necessary	-
<input type="checkbox"/> Notice as to Secrecy of Voting posters*	CEO-EL-11-24
<input type="checkbox"/> Polling place signs (plastic sandwich board) with chains	-
<input type="checkbox"/> Polling place signs and arrows (Vote Here)	CEO-EL-11-38
<input type="checkbox"/> Registration officer sign	-
<input type="checkbox"/> Wheelchair sign	-

ADDITIONAL SUPPLIES FOR ADVANCE OR MOBILE POLLS

Advance Polls only

<input type="checkbox"/> List of Electors	-
<input type="checkbox"/> Paper ballot box seals	CEO-EL-11-07
<input type="checkbox"/> Preprinted poll books for all polls	CEO-EL-11-33
<input type="checkbox"/> Record of Electors Who Voted at Advance Polls	CEO-EL-11-83
<input type="checkbox"/> Red pen	-

Mobile Polls only

<input type="checkbox"/> List of Electors (in supportive living facilities only)	-
<input type="checkbox"/> Mobile Poll Oath	CEO-EL-11-69
<input type="checkbox"/> Mobile Poll Book (blank)	CEO-EL-11-79
<input type="checkbox"/> Paper Ballot Box Seals	CEO-EL-11-07
<input type="checkbox"/> Mobile Poll Poster	CEO-EL-11-23

SENATE NOMINEE ELECTION

Forms and supplies noted with an asterisk (*) will be revised for Senate Nominee Election use.

PART THREE - POLLING PLACE CHECKLIST

ABBREVIATIONS

Returning Officer	RO
Supervisory Deputy Returning Officer	SDRO
Registration Officer	RGO
Deputy Returning Officer	DRO
Poll Clerk	PC
Section of Election Act	SEC.

PRIOR TO ELECTION DAY

SDRO

- Phone DROs and RGO to ensure attendance at 8:30 a.m. on election day

DRO

- Check contents of supplies
- Count individual ballots to confirm quantity received
- Ensure that Special Ballot and advance poll voters have been marked in the poll book
- Phone PC to ensure attendance at 8:30 a.m. on election day

SDRO/DRO

- Visit polling place to confirm access, space, heating, furniture, washrooms and telephone number, and prepare appropriate signs and arrows

RGO

- Review supplies and procedures for administering declarations to electors. Prepare to assist other election officers, as required

The "Checklist" that follows is a simplified list of action items from the Election Act. It is designed solely as an aid or memory-jogger to assist polling place officials in the performance of their duties. The Election Act is the only authoritative document and, for this reason, references to the Act have been included.

ABBREVIATIONS / PRIOR TO ELECTION DAY

TO BE UPDATED
DUE TO LEGISLATIVE CHANGES
EFFECTIVE JANUARY 1 2013
WATCH FOR UPDATES

GENERAL (SEC. 88, 89)

- polling place hours: 9 a.m. to 8 p.m.,
- mobile poll polling hours - fixed by RO, and
- election staff to arrive at least 30 minutes prior to opening.

PRIOR TO OPENING POLLS (SEC. 89, 90, 91, 93)

SDRO/RGO/DRO

- Place signs in logical locations to direct electors to the polling station
- Post polling subdivision maps at polling place entrance and at RGO station
- Post posters:
 - Notice as to Secrecy to Voting
 - Directions for Guidance of Voters
 - Elector Eligibility
 - Authorized Identification
 - No Cell Phone
 - Registration Officer
 - Arrange furniture; including:
 - Table, desk or shelf for DRO/PC and for RGO
 - Polling booths screened from observation
 - Seats for scrutineers

DRO/PC

- Organize polling place officials' table, including:
 - Ballot box with poll number attached
 - Poll Book containing the List of Electors
 - This Guide & instructional placemats
 - Declarations and oaths
 - Pens and ruler
 - Other applicable forms & materials

DRO

- Present the ballot box for inspection (show that it is empty just prior to opening the poll):
 - Seal the ballot box (plastic seal)
 - Place this Guide over the slot
 - Accommodate scrutineers

NORMAL VOTING PROCEDURE (SECS. 100, 101, 103)

SDRO

- Direct electors to polling stations or RGO station, as appropriate

DRO

- Obtain the name and address from elector

PC

- Confirm the name and address against the List of Electors
- Draw a line through name, address and phone number only
- Record "Corrections to the Register of Electors" on the appropriate form if asked to do so by the elector
- Provide the elector's number to the DRO

DRO

- Provide a prefolded, initialed, numbered ballot (counterfoil attached)
- Instruct the voter to mark the ballot and refold it such that the counterfoil number and initials are showing and return it to the DRO
- Accept the marked ballot, check for initial and correct number
- Advise the PC of the elector number on counterfoil
- Remove and destroy counterfoil
- Return marked ballot to voter for deposit into the ballot box

PC

- Enter a checkmark in the appropriate column of the poll book to indicate the elector has voted
- Call the List of Electors number to scrutineers, once the elector has voted
- Circle the elector's number on the Record of Electors Who Voted on Polling Day form

**DECLARATION/OATH PROCEDURE
(ADDING ELECTORS TO THE LIST
OF ELECTORS)
(SECS. 95, 104, 108)**

RGO

- Administer a Declaration of Elector if an elector's name is not on the List of Electors
- Direct elector to the appropriate polling station

DRO

- Administer a Declaration of Elector if an elector's name is on the List of Electors and the DRO questions the electors' eligibility (unless a Declaration of Elector was already taken before the RGO)
- Administer a Declaration of Elector if an elector's name is on the List of Electors and a candidate, official agent or scrutineer, in good faith, questions the elector's eligibility (unless a Declaration of Elector was already taken before the RGO)
- Administer a Declaration of Elector if an elector's name is not on the List of Electors and if no other electors are waiting to vote
- Administer an Oath of Elector (Alleged Impersonation) if an elector's name has already been crossed off the List of Electors

RGO/DRO

- Ask the elector for permission to include Register information, which will ensure that his or her name will appear on future Lists of Electors
- Advise that date of birth and gender information will not appear on Lists of Electors (for administrative use only)
- Advise that information may be used to prepare federal and municipal Lists

RGO/DRO

- Accept authorized identification including:
 - one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and his or her name and current address (a typical example of this is a driver's license or Alberta identification card); or

- ❑ if appropriate government issued identification is unavailable, two pieces of identification authorized by the CEO are required: each piece of identification must establish the elector's name and one must establish the elector's current address
- ❑ Some electors' identification may only contain a mailing address, which is acceptable: ensure the elector provides a physical address on the Declaration of Elector, to confirm residency in the polling subdivision

Examples of Identification with Elector's Name:

- ❑ Alberta Assured Income for the Severely Handicapped (AISH) card
- ❑ Alberta Forestry Identification card
- ❑ Alberta Health Care Insurance Plan (AHCIP) card
- ❑ Alberta Health Services Identification Band (patient wrist identification band)
- ❑ Alberta Natural Resources (conservation) ID card
- ❑ Alberta Service Dog Team ID card
- ❑ Alberta Wildlife (WIN) ID card
- ❑ Baptismal Certificate
- ❑ Birth Certificate
- ❑ Canadian Air Transportation Security Agency (CATSA) ID card
- ❑ Canadian Blood Services card
- ❑ Canadian Border Services Agency Canadian Passenger Accelerated Service System (CANPASS) card
- ❑ Canadian Border Services Agency Free and Secure Trade (FAST) card
- ❑ Canadian Border Services Agency Nexus card
- ❑ Canadian Forces Civilian ID card
- ❑ Canadian Forces Health card
- ❑ Canadian Forces Identity card
- ❑ Canadian Passport
- ❑ Citizenship card
- ❑ Canadian National Institute for the Blind (CNIB) ID card
- ❑ Confirmation Certificate
- ❑ Credit/Debit card
- ❑ Employee/Staff card
- ❑ Firearm Possession and Acquisition Licence or Possession Only Licence
- ❑ Fishing, Trapping or Hunting Licence
- ❑ Hospital/Medical card
- ❑ Library card
- ❑ Marriage Certificate

- Membership card: E.g. service club, community organization, fitness/health club, political party or retail outlet
- Old Age Security card
- Outdoors or Wildlife card/licence
- Pleasure Craft Operator (PCOC) card - Government of Canada
- Public Transportation card
- Secure Certificate of Indian Status (SCIS) card
- Social Insurance Number card
- Student ID card
- Veteran's Affairs Canada Health card

Examples of Identification with Elector's Name and Address:

- Attestation of Residence issued by the responsible authority of First Nations band or reserve
- Bank/credit card statement or personal cheque
- Correspondence issued by a school, college or university
- Government cheque or cheque stub
- Income/property tax assessment notice
- Insurance policy or coverage card
- Letter from a public curator, public guardian or public trustee
- One of the following, issued by the responsible authority of a shelter or soup kitchen: E.g. Attestation of residence, letter of stay, admission form or statement of benefits.
- Pension Plan statement of benefits, contributions or participation
- Prescription bottle insert
- Residential lease or mortgage statement
- Statement of government benefits: E.g. Employment insurance, old-age security, social assistance, disability support, or child tax benefit
- Utility bill: E.g. Telephone, public utilities commission, television, hydro, gas or water
- Vehicle ownership or Insurance certificate

RGO/DRO

- Administer a Vouching Declaration if an elector does not have authorized identification; and
- Another elector in the same polling subdivision, whose name is on the List of Electors, is willing to vouch for the elector

PC

- Add the name and address to the Polling Day Declarations page of the List of Electors contained in the poll book and mark the poll book to reflect the declaration or oath administered

VOTER ASSISTANCE (SEC. 96)

DRO

- On request of a voter who cannot read the ballot or a physically incapacitated voter:
 - Administer the Oath of Inability to Read the Ballot or Physical Incapacity
 - Mark the ballot in the presence of the PC
 - Complete the normal voting procedure

DRO

- On request of a voter who cannot read the ballot or a physically incapacitated voter, if accompanied by a friend, administer the Oath of Inability to Read the Ballot or Physical Incapacity and Oath of Friend of Voter:
 - Permit the friend to assist
 - Complete the normal voting procedure

DRO

- On request of a blind voter who does not wish to be assisted,
 - Provide a Blind Voter Template and instruct the voter on its use (no oath required)
 - Complete the normal voting procedure

PC

- Enter "Voter Assistance" or "Template" in the Remarks column of the poll book

INTERPRETATION ASSISTANCE (SEC. 78)

DRO

- Allow a person to interpret directions on the voting process for an elector, on request, and after completion of an Oath of Interpreter
- Provide written instructions on the voting process

SPOILED BALLOTS (SEC. 102)

DRO

- Voter returns the spoiled ballot to DRO:
 - Write "Spoiled" on the returned ballot
 - Place in the Spoiled Ballot Envelope
 - Provide a replacement ballot with the same consecutive voter number from the Poll Book

PC

- Mark the Remarks column in the poll book:
 - Do not enter the voter's name in the Poll Book twice

ADVANCE POLL VOTING (SECS. 97, 98, 99)

DRO

- If name is on the List of Electors:
 - Complete the normal voting procedure

PC

- Ensure name and address are entered on the List of Electors in the poll book against a consecutive number
- Enter "Advance" on the List of Electors, in the "Voted" column, in red pen

DRO

- If name is not on the List of Electors:
 - Complete the normal voting procedure after administering the Declaration of Elector (and Vouching Declaration, if required)

PC

- Add the name and address to the List of Electors contained in the Poll Book
- Mark the poll book to reflect the declaration administered
- Enter "Advance" on the List of Electors, in the "Voted" column, in red pen
- Circle the elector's number on the Record of Electors who Voted at the Advance Poll form

ADVANCE POLL CLOSING (SECS. 98, 99)

DRO

- At daily close of the advance poll:
 - Seal the ballot box slot (may also be sealed by candidate, official agent and/or scrutineer)
 - Advise the RO of electors who voted at the advance poll, using the Record of Electors who voted at the Advance Poll
 - On the third day (Saturday), seal and safely store the ballot box, the declined, unused and spoiled ballots and the poll book until the unofficial count

MOBILE POLLS (SECS. 121-124)

GENERAL

DRO

- Confirm mobile poll hours established by the RO

TREATMENT CENTRE VOTING

DRO

- Persons eligible to be present may be limited to a minimum of the DRO, PC, treatment centre representative, and, if required, an interpreter
- Administer the Mobile Poll Oath
- Complete the normal voting procedure
- At close of the poll:
 - Ensure the treatment centre official endorses the poll book by signing below the last name entered
 - Seal the ballot box slot and safely store the ballot box for the unofficial count

SUPPORTIVE LIVING FACILITY VOTING

DRO

- If name is on the List of Electors, complete the normal voting procedure
- If name is not on the List of Electors, complete the normal procedure after administering the Mobile Poll Oath
- At close of the poll:
 - Ensure the supportive living facility official endorses the poll book by signing below the last name entered
 - Seal the ballot box slot and safely store the ballot box for the unofficial count

UNOFFICIAL COUNT (SECS. 111, 112)

DRO

- Count and record the number of spoiled ballots, place them in the Spoiled Ballot Envelope and seal it
- Count and record the number of declined ballots, place them in the Declined Ballot Envelope and seal it
- Count and record the number of unused ballots, place them in the Unused Ballot Envelope and seal it
- Count names on the List of Electors and record on the Statement of Poll
- Draw a line immediately under the last name on the List of Electors contained in the poll book

- Date and sign below the line
- Count names in the poll book of electors who have voted on polling day and record on the Statement of Poll
- Provide tally sheets
- Open the ballot box
- Count the votes
- Reject ballots as necessary and place into the Rejected Ballot Envelope, as appropriate
- Place valid ballots into the Ballots Counted for Candidate Envelope

PC

- Tally the votes
- Annotate the poll book with objections as necessary

DRO

- Complete the Statement of Poll
- Seal all ballot envelopes
- Any scrutineer present may sign across an envelope and its flap
- Place Ballots Counted for Candidate Envelopes in the Valid Ballot Envelope:
 - Seal and endorse the envelope
 - Indicate contents
 - Any scrutineer present may sign across the envelope and its flap

RGO

- Assist the polling place officials with their duties as directed by the RO or SDRO, or as required by the polling place officials during the unofficial count
- Remove posters and flatten voting screens

SENATE NOMINEE ELECTION

DRO/PC: Conduct the provincial general election count first

CONCLUSION OF THE UNOFFICIAL COUNT (SEC. 112)

DRO/PC

- Provide sufficient copies of the Statement of Poll as follows:
 - Put the original copy in the ballot box for the RO
 - One copy for each candidate or official agent or scrutineer present
 - One copy to the RO (outside the ballot box)
 - One copy to be retained by the DRO until the official count is completed
- Immediately communicate unofficial results as directed by the RO**
- Administer the Poll Clerk's Oath After Conclusion of the Count (on last page of the poll book)
- Take the Deputy Returning Officer's Oath After Conclusion of the Count (on last page of the poll book)

SDRO/RGO

- Administer the Deputy Returning Officer's Oath After Conclusion of the Count (on last page of the poll book)

SENATE NOMINEE ELECTION

DRO/PC: Communicate the provincial general election results prior to conducting the SNE count

COMPLETION OF DUTIES (SECS. 112, 114)

DRO/PC

- Place the following documents in the ballot box:
 - Poll Book containing the List of Electors
 - All ballot envelopes
 - Original copy of the Statement of Poll
 - All other documents relating to the Poll

SDRO

- Sign and collect all fee and expense claim forms

SDRO/DRO

- Seal the ballot box with the plastic seal and record the seal number
- Return as directed by RO:
 - Ballot box for each polling station
 - One copy of the Statement of Poll for each polling station
 - Payment Envelope containing fee and expense claim forms for the polling place
 - All supplies for the polling place

NOTES

TO BE UPDATED
DUE TO LEGISLATIVE CHANGES
EFFECTIVE JANUARY 1 2013
WATCH FOR UPDATES

NOTES

TO BE UPDATED
DUE TO LEGISLATIVE CHANGES
EFFECTIVE JANUARY 1 2013
WATCH FOR UPDATES

TO BE UPDATED
DUE TO LEGISLATIVE CHANGES
EFFECTIVE JANUARY 1 2013
WATCH FOR UPDATES

TO BE UPDATED
DUE TO LEGISLATIVE CHANGES
EFFECTIVE JANUARY 1 2013
WATCH FOR UPDATES

Office of the Chief Electoral Officer
(Elections Alberta)

Suite 100, 11510 Kingsway NW
Edmonton, Alberta, Canada T5G 2Y5

Tel 780. 427-7191 Fax: (780) 422-2900
Toll Free 310-0000, (780) 427-7191 Outside Edmonton

E-mail: info@elections.ab.ca