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a guide for  
candidates  
on the *Election Act*





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## PART ONE – ELECTION PROCEDURES

This Guide has been produced to assist in the understanding of the *Election Act* as it applies to candidates. To ensure compliance with the legislation, please refer to the *Election Act*.

### Abbreviations

In order to reduce the size of entries, especially with respect to cross references to the *Election Act*, the following abbreviations will be used throughout this Guide:

Chief Electoral Officer	CEO
Returning officer	RO
Registration officer	RGO
Supervisory deputy returning officer	SDRO
Deputy returning officer	DRO
Section of the Election Act	sec.

### Definitions

Section (sec.) 1 of the *Election Act* defines important terms used throughout the election process. This section should be consulted to determine the specific definition of a word or phrase used in the statute.

### Writ of Election (sec. 39)

Each election is officially commenced by the passing of an Order in Council by the Lieutenant Governor and the issuance of a Writ of Election by the CEO to each RO.

The campaign period begins February 1, 2019 and every 4 years thereafter (within the fixed election period); or the date on which the Writ of Election is issued (if the election occurs outside the fixed period). If the election is conducted within the fixed election period, the election must be held between March 1 and May 31.

The election period is a total of 28 days after the issuance of the Writ of Election. Nomination day is the 10th day after the issuance of the Writ of Election, or if the 10th day is a holiday, the next following day not being a holiday. Polling day is the 28th day after the issuance of the Writ of Election.

### Election Proclamation (sec. 55)

The Proclamation contains the following information:

- the place and times fixed for nomination of candidates, and the date fixed for the closing of nominations,
- the locations, dates and times for voting at the advance polls,
- the date and times for voting,
- the date and time for the announcement of the official results, and
- the name and contact information for the RO.

As soon as possible following the issuance of the Writ of Election, Elections Alberta will publish on the CEO's website the information on the Proclamation and a map of the electoral division(s), including the polling subdivisions.

#### List of Electors (sec. 18, 19.1, 63)

Elections Alberta subscribes to the principles that limit the use and disclosure of personal information that is contained in the List of Electors. Therefore, copies of the List of Electors and polling subdivision maps will be provided by the CEO to each registered party to meet party and candidate requirements.

The same material will be provided by the RO to independent candidates when the Candidate Nomination Paper is filed.

Candidates must read and comply with the "Guidelines on Access to and Disclosure of Alberta's List of Electors" available on the CEOs website.

- If the List of Electors is lost, the candidate must report it to the CEO immediately. All efforts should be made to retrieve the List. Procedures to follow are included in the "Guidelines on Access to and Disclosure of Alberta's List of Electors."  
<http://www.elections.ab.ca/parties-and-candidates/forms-and-guides/>

#### Revisions to the Lists of Electors (sec. 50, 51)

The RO will accept revisions to the Lists of Electors commencing upon the issuance of the Writ of Election and continuing each day, except Sundays and holidays, until 4:00 p.m. on the Saturday of the week preceding the opening of the advance polls.

Revisions will also be made by electors who have registered online using Voterlink ([www.voterlink.ab.ca](http://www.voterlink.ab.ca)).

The revisions will include names of electors who:

- were not included on the List of Electors,
- moved since the List of Electors was prepared, or
- recently became eligible electors.

Lists of Electors and a separate list of additions are available for examination in the office of the RO following the issuance of the Writ of Election. A candidate or official agent may view the List of Electors, or may request a copy of the Additions to the List of Electors, after completing a declaration.

Candidates and their campaign staff should encourage persons who are eligible to vote but whose names are not on the List of Electors, to contact their RO during the revision period so that their names will be included on the List of Electors for polling day. This will reduce congestion at the polls by eliminating the need for electors to take a declaration and produce identification to the DRO or RGO.

### Electors (sec. 1)

An elector is a person who is a Canadian citizen, is 18 years of age or older and is ordinarily resident in Alberta.

### Persons Not Eligible to Vote (sec. 178, 181)

Persons who have been convicted of a corrupt practice are ineligible to vote.

### Candidate Qualifications (sec. 56, 57, 58, 61, 178, 181)

To qualify for nomination, a candidate must be a Canadian citizen, 18 years of age or older on polling day, ordinarily resident in Alberta for the 6 months preceding polling day, and who is not prohibited from being nominated or not disqualified as a candidate in accordance with any other Act. A person does not have to be ordinarily resident in an electoral division in order to be a candidate in that electoral division.

A candidate supported by a registered party must first participate in the party's nomination contest process and be endorsed by the party as the official candidate. Once endorsed, the candidate is automatically registered with Elections Alberta under the *Election Finances and Contributions Disclosure Act* (EFCDA), and is qualified to be nominated as a candidate under the *Election Act*.

A candidate with no party affiliation must first register as an "independent candidate" by filing a Registration of a Candidate form with Elections Alberta, to qualify to be nominated as a candidate under the *Election Act*. Independent candidate registration applications are only accepted by Elections Alberta once the campaign period has started.

Additional information is available on the CEO's website (under Parties, Candidates & Contests - Forms & Guides). By legislation, the RO cannot accept a Candidate Nomination Paper before a candidate has been registered with Elections Alberta and a \$500 candidate deposit is provided.

Once the campaign period begins the registered candidate may begin to collect and spend funds on the candidate's campaign. (sec. 17(3) of the EFCDA)

Prospective candidates should consult all applicable Acts in conjunction with the *Election Act* to verify their status prior to completing the required declaration on their Candidate Nomination Paper.

### Candidate's Official Agent (sec. 60, 67)

Each candidate is required to appoint an elector as an official agent. The name and contact information of the appointee must be on the Candidate Nomination Paper and will be published by Elections Alberta on the CEO's website.

The official agent shall not perform the duties of the chief financial officer unless so appointed. Persons appointed as official agents must be electors, but need not be ordinarily resident in the electoral division where their candidate is seeking office. The official agent must consent to the appointment by signing the appropriate section of the Candidate Nomination Paper.

If a change in appointment is made, the candidate shall immediately notify the RO in writing of the name and contact information of the new official agent.

**A candidate cannot act as an official agent.**

**Candidate's Nomination** (sec. 39, 59, 61)

The Candidate Nomination Paper may be obtained from the CEO's website (under parties, Candidates & Contests – Forms & Guides) or from RO within the campaign period and must be filed with the RO before 2:00 p.m. of the day fixed for the closing of nominations (on the 10th day after the issuance of the Writ of Election). All forms must contain original signatures; **faxed or photocopied signatures will not be accepted.**

The names and signatures of a minimum of 25 qualified electors from the electoral division in which the candidate seeks to be nominated are required on the Candidate Nomination Paper. Because residency within the electoral division is a requirement, physical (residential) addresses should be collected (vs. post office boxes and other mailing addresses). **Candidates are encouraged to collect more than 25 signatures to ensure the validity of the Candidate Nomination Paper should any signatures belong to unqualified electors.** The nominators' signatures must be witnessed by an elector. The witness(es) must complete the required oath on the appropriate paper(s) containing the signatures they witnessed.

Registered political parties can provide the Candidate Nomination Endorsement on Election Alberta's Online Financial System. Candidates must indicate whether they have a Candidate Nomination Endorsement from a registered political party, or if they are running as an independent candidate. Where applicable, the returning officer will verify that the endorsement has been completed when the Candidate Nomination Paper is filed.

The candidate must complete the required affidavit to consent to their nomination, to swear to their eligibility for nomination, confirm the appointment of their official agent and that they are either the officially endorsed candidate of a registered political party or that they are an independent candidate. The candidate must also provide the returning officer with authorized identification to confirm their identity.

An elector residing in the electoral division may inspect the nomination papers, any time after nomination day and ending on polling day, on application to the RO.

**Candidate's Nomination Deposit** (sec. 61, 62)

The candidate's deposit shall be cash, a certified cheque and/or a bank or postal money order made payable to "Government of Alberta". The RO will provide the candidate with a receipt for the \$500 nomination deposit. The receipt constitutes formal acceptance of the Candidate Nomination Paper by the RO. This deposit will be refunded to the chief financial officer if the Candidate Campaign Return is filed within four months after polling day (the time period prescribed by sec. 43(2) of the EFCDA). Nomination deposit refund cheques are issued after the financial filing deadline.



### Material Provided to the Candidate (sec. 63)

The RO, on filing of the Candidate Nomination Paper, and as soon as possible after the issuance of the Writ, shall provide the candidate with:

- a copy of the Proclamation,
- a list of polling place locations,
- Guides for Scrutineers, containing Appointment of Scrutineer forms and the Code of Conduct for Scrutineers,
- campaign worker identification cards, and
- campaign worker access procedure information.

For an independent candidate, the RO will, in addition, provide:

- a polling subdivision map of the electoral division, and
- one printed and/or one electronic copy of the List of Electors for the electoral division.

### Canvassing in Multiple Dwelling Sites (sec. 133, 133.1)

The candidate, upon receipt of the endorsement from a registered political party, can canvass in multiple dwelling sites in the electoral division in which they are a candidate. The candidate can identify one campaign worker to accompany them when canvassing. The candidate may request from Elections Alberta a campaign worker identification card that can be used until the start of the campaign period.

Once the campaign period has commenced, the candidate can obtain campaign worker identification cards for the canvassing of multiple dwelling sites from the returning officer.

### Ballots (sec. 83)

Candidates' names will be listed on the ballots in alphabetical order by surname. A candidate may include a given name, a middle name, a nickname and/or initials, in addition to his or her surname. No titles, degrees, prefixes or suffixes may be included. The CEO may disallow the use of a name that is not their legal name or a nickname provided by the candidate having regard to the integrity of the election. The name of the registered political party, in the form requested by the political party, will appear immediately below the name of the endorsed candidate. For a candidate who has not been endorsed by a registered political party, the word "Independent" will be printed beneath the candidate's name.

### Scrutineers (sec. 79, 92, 93)

A candidate may have electors appointed as scrutineers in attendance at polling stations and RGO stations to observe election procedures. Scrutineers must be electors and must be appointed in writing by the candidate.

Up to four scrutineers may be appointed per polling station and RGO's station. Not more than one scrutineer per candidate per polling station or RGO's station may be present at any one time. A scrutineer may be appointed to more than one polling station or RGO's station.

Scrutineers shall take the Oath of Secrecy at each polling station or RGO's station before performing their duties.

Scrutineers may represent the candidate at each polling station during the unofficial count after the polling station is closed.

Each must have read and signed the Code of Conduct for Scrutineers and shall comply with the code of conduct. A scrutineer may be removed from the polling place if, in the opinion of the SDRO or DRO, the scrutineer fails to comply with that code after receiving one written warning.

All scrutineers should be familiar with the contents of "A Guide for Scrutineers" which is available from the RO and political party. An online training video is also available for scrutineers at [www.elections.ab.ca](http://www.elections.ab.ca) (candidates tab).

## Polls

There are five types of polls used to conduct voting in each electoral division; Special Ballot poll, advance poll, special mobile poll, mobile poll and polling day.

### 1. Special Ballot Poll (sec. 116-119)

Commencing with the issuance of the Writ of Election, a Special Ballot may be used by electors who are unable to vote at an advance poll or on polling day due to:

- a) physical incapacity,
- b) absence from the electoral division,
- c) being an inmate,
- d) being an election officer,
- e) being a candidate, official agent or scrutineer,
- f) being a resident of a designated remote area, or
- g) for a reason specified by the CEO.

Electors may request a Special Ballot commencing January first of an election year through Elections Alberta website ([www.elections.ab.ca](http://www.elections.ab.ca)) or by phone at 1-877-422-8683. Electors must apply directly to Elections Alberta or the RO for the ballot. Special Ballots cannot be sent out prior to the issuance of the Writ of Election. The ballot will normally be sent by Xpresspost mail in Canada, unless the elector makes other arrangements. The elector is responsible for the return of the ballot and documentation to the RO office prior to the close of polls on polling day.

### 2. Advance Poll (sec. 97, 98, 99)

ROs must establish a minimum of one and generally not more than four advance polling places. These polls will allow electors to vote in advance of polling day. The normal voting procedure is followed for electors that reside within the electoral division in which the poll is located. Electors resident outside of the electoral division, will be provided with the ballot for their electoral division through a ballot-on-demand process that are printed for

the elector. They will be kept in a separate ballot box at the advance poll location and will be transported to Elections Alberta for sorting and counting upon the close of polls.

Advance polls will be open from 9:00 a.m. to 8:00 p.m. on the Tuesday, Wednesday, Thursday, Friday and Saturday of the full week preceding polling day. The dates and locations will be published by the RO in the Proclamation and on the CEO's website.

### 3. Special Mobile Poll (sec. 125.1)

ROs may establish a polling station in facilities on campuses or public post-secondary institutions, facilities on Indian reserves or Metis Settlements, work camps, correctional institutions or public buildings. Special mobile polls must meet safety and security guidelines of the CEO and are established only on days of the advance polls. The times of operation of the special mobile polls can be determined in consultation with the official of each facility. Electors at each special mobile poll can receive a ballot and vote for the candidate in the electoral division of their ordinary residence using the ballot-on-demand process.

### 4. Mobile Poll (sec. 120-125)

ROs may establish one or more polling stations in treatment centres, supportive living facilities, emergency shelters and community support centres, which have 10 or more electors who are in-patients, residents or individuals who are receiving supports and services. The hours of conducting mobile poll voting on polling day are set by the RO in consultation with the facility representatives. Treatment centre and emergency shelter staff may limit the persons allowed to be present at a mobile poll to the DRO, poll clerk, interpreter and a facility staff member.

Electors in treatment centres, emergency shelters and community support centres will not appear on the List of Electors and must sign the required declaration prior to voting. Electors who are in-patients at a treatment centre, resident at an emergency shelter, or who are receiving support and services at a community support centre on polling day, and who have not already voted at the advance poll or by Special Ballot, are deemed to be ordinarily resident in the electoral division where the facility is located.

Electors in supportive living facilities must appear on the List of Electors or sign the required declaration prior to voting. Electors who are resident in a supportive living facility on polling day and who have not already voted at the advance poll or by Special Ballot, are deemed to be ordinarily resident in the electoral division where the supportive living facility is located.

Electors in treatment centres, supportive living facilities, emergency shelters and community support centres do not have to produce identification when they complete their declarations.

#### 5. Polling Day Polls (sec. 52, 53, 54, 70, 92)

Polling hours are 9:00 a.m. to 8:00 p.m., on the date published in the Proclamation. The location of each polling place will be advertised on the CEO's website and in one or more newspaper(s) of general circulation in the RO's electoral division, during the 7 days preceding polling day.

Normally, one polling station will be established for each polling subdivision. Several polling stations may be located at one polling place.

The *Election Act* permits a candidate to briefly visit polling places during polling hours, but campaigning is prohibited. Students and members of the media are also permitted to briefly visit, with permission of an election officer and cannot interfere with the voting process.

Cell phone calls are prohibited within a polling place to avoid disruptions.

The votes cast at all types of polls are counted after the close of polls on polling day.

#### Employees' Time for Voting (sec. 132)

An employee who is eligible to vote must be allowed three consecutive hours during the time polls are open for the purpose of casting a ballot on polling day.

#### Spoiled Ballots (sec. 102)

If a voter mistakenly marks the ballot, another ballot may be obtained from the DRO upon returning the spoiled ballot.

#### Voter Assistance (sec. 78, 96)

The DRO may appoint an interpreter to translate questions and answers concerning voting procedures for persons not conversant in the English language. An interpreter must take the applicable oath.

Assistance in marking a ballot may be provided by a friend or an election officer at the request of the voter, if the voter is unable to vote in the usual manner due to a physical disability or inability to read the ballot.

If the voter requests assistance from a friend, both must take the appropriate oath before the friend accompanies the voter into a polling booth to assist in marking the ballot, as directed by the voter.

If the voter requests assistance from an election officer, the DRO accompanies the voter into the polling booth and, in the presence of the poll clerk, assists in marking the ballot as directed by the voter.

In each case, the voter or the person assisting the voter returns the marked ballot to the DRO to verify it was the one issued before it is deposited into the ballot box by the voter, or the election officer, upon request.

A vision impaired voter may use the Voter Template to vote if the voter does not wish to be assisted by a friend or election officer.

If a voter is unable to access the polling place because of a physical disability, the DRO, poll clerk and any other election officer that the DRO deems necessary, may, after advising the scrutineer, take the ballot box to some other place on the site on which the polling place is located. The scrutineer may accompany the election officers.

#### Unofficial Count (sec. 4.11, 111, 112)

The unofficial count of ballots is conducted for all polling stations immediately following the close of polls on polling day.

The procedures involved in the unofficial count of polling day ballots are detailed in sec. 111 and 112. Each candidate, official agent and/or one of their scrutineers may attend the count. Disputes on ballots will be recorded and decided by the DRO.

Mobile poll, Special Ballot and advance poll (from electors in the electoral division) ballots are counted at a location determined by the Returning Officer.

Advance poll (from electors voting outside the electoral division) and special mobile poll ballots are counted at the Edmonton office of Elections Alberta. Unofficial count timelines and processes for the counting of these ballots are identified in the published directives on the CEO's website.

Each candidate, official agent and/or one of their scrutineers may attend all the unofficial count locations.

The election officers at all locations where the unofficial count is taking place will provide one copy of the Statement of Poll to the candidate or the official agent or the scrutineer, provided that one of them is present at the conclusion of the unofficial count.

#### Campaign Printing and Advertising (sec. 134, 135.5)

Subject to sec. 134, every printed or electronic election advertisement shall include the name and contact information of the sponsor, and shall indicate whether the sponsor authorizes the advertisement. This information must be stated at the beginning of any advertisement with audio or video content, whether transmitted by television, radio, online or otherwise. The Guidelines will appear on the CEO's website.

If an advertisement is transmitted to a telephone, whether it is live or automated, the phone number of the sponsor must not be blocked so that it can be displayed on call display to those who subscribe to that service. At the beginning of the advertisement it must state the name and party affiliation of the sponsor, as well as whether the sponsor has authorized the advertisement. The telephone number of the sponsor or sponsor's campaign office must be stated at the end of the advertisement.

If the advertisements are not compliant with the Act, the CEO may have the advertising removed or discontinued. The CEO or any person acting for the CEO is not liable for trespass or damage resulting from the removal.

No landlord, condominium corporation or owner, can prohibit tenants from displaying election material on the premises of their units, but may set reasonable conditions as to the size or type of advertising that is displayed. The landlord may prohibit advertising in common areas.

There is a prohibition against distributing election material within the polling place or displaying election or other advertising material within a polling place, on the outside of a building used for a polling place, or within the boundaries of the land on which the building used as a polling place is located, except those posted by election officers as required by the *Election Act*.

Candidates should check municipal or local by-laws concerning prohibitions against posting election campaign material on public property.

### Conducting Election Surveys (sec. 135)

Subject to sec. 135.11, every printed or electronic survey shall include prior to the start of the survey:

- the name and contact information of the person or organization on whose behalf the survey is being conducted and whether the person or organization has approved the content of the survey, and
- the name and contact information of the person or organization conducting the survey if different than the person or organization on whose behalf the survey is being conducted.

In addition, if a survey is transmitted to a telephone, whether it is live or automated, the phone number of the sponsor must not be blocked so that it can be displayed on call display to those who subscribe to that service.

Guidelines will appear on the CEO website.

### Transmitting Election Surveys (sec. 135)

Surveys transmitted to the public for the first time, and within 24 hours of the first transmission, must provide detailed information including:

- name of the sponsor,
- name of the person or organization that conducted the survey,
- the date(s) on which the survey was conducted,
- the population from which the sample of respondents was drawn,
- the number of people contacted to participate, and
- if applicable, any margin of error.

In addition, surveys that are transmitted by a means other than broadcasting must also include:

- the wording of the survey questions, and
- the means by which a detailed report of the survey may be obtained.

A previously unpublished survey must not be transmitted to the public on polling day before the close of polls.

Additional requirements appear in the *Election Act* and guidelines are posted on the CEO website.

#### Official Count (sec. 136-138)

The official count must be completed not later than the 10th day after polling day. The official count will be completed by the returning officer for all ballots cast in the electoral division, as well as by EA for all ballots cast outside the electoral division.

Each candidate or official agent will receive written notice from the RO concerning the place, date and hours for conducting the official counts of the ballots from each polling station. The ballots counted at the Edmonton office of Elections Alberta in the unofficial count, will remain at Elections Alberta to be recounted for the official count as per the directive issued by the CEO under the authority of sec. 4.11(1). The candidate, official agent and/or electors of the electoral division appointed, in writing, by the candidate, may be present at the official count in either or both locations.

Any election officer authorized by the CEO or the RO, and under the supervision of the CEO or the RO, may conduct the official count of valid votes, and the official count and reconciliation of spoiled and declined ballots. The RO shall review each Statement of Poll, number and record every objection and decide whether to count or reject each ballot. In addition, the RO must inspect all rejected ballots from the unofficial count and decide on the validity of the rejection.

Disputes on ballots will be recorded and decided by the RO. The RO will provide each candidate or the official agent with a completed Returning Officer's Certificate and Return, indicating the number of votes counted for each candidate and the name of the candidate declared elected at the conclusion of the official count.

#### Appeals (sec. 144-148)

A candidate or official agent may appeal any decision of the CEO or the RO concerning a ballot or may appeal to the Court for a recount of the votes. The application must be made not later than 8 days after the announcement of the official count.

#### Administrative Penalties and Offences (Parts 5 & 6)

The *Election Act* includes lengthy lists of offences and corrupt practices for which varying penalties are provided.

#### Inspection of Election Documents (sec. 152)

Within 30 days of the publication of elected candidates in the Alberta Gazette, a candidate or official agent may inspect all election documentation from their electoral division, on request,

with the exception of the ballots. Any candidate, official agent or party may request, in writing to the CEO, a copy of the poll book for the relevant electoral division(s), at a cost determined by the CEO, during the same 30 day period. Upon receipt, all reasonable steps must be taken to protect the poll book and all information in it from loss and unauthorized use and, if lost, the candidate, official agent or party shall immediately notify the CEO. The CEO shall direct them to take any action deemed necessary.

### Controverted Election

The procedure for petitioning against the undue return or undue election of a candidate is contained at Part 7 of the *Election Act*.

### Non-Compliance

Any non-compliance with the CEO Guidelines on Election Advertising or Surveys and provisions of the *Election Act* will be referred to the Election Commissioner, who may enter into a compliance agreement, issue a letter of reprimand or administrative penalty, or may refer the matter for prosecution.



## PART TWO – PAMPHLETS AND GUIDES

The following pamphlets and guides are available from the Elections Alberta or online at <http://www.elections.ab.ca/parties-and-candidates/forms-and-guides/>.

Relating to the *Election Act* (available from Elections Alberta)

- A Guide for the Use of the Special Ballot Poll
- A Guide for the Conduct of Mobile Polls
- Information for Students on Provincial Elections

Relating to the *Election Act* (available online – under ‘guides’ at the above link)

- Guidelines on Access to and Disclosure of Alberta’s List of Electors
- CEO Guidelines for Election Surveys
- CEO Guidelines for Election Advertising
- A Guide for Scrutineers (including Code of Conduct for Scrutineers and Appointment of Scrutineer)

Relating to the *Election Finances and Contributions Disclosure Act* (available online – under ‘guides’ at the above link)

- Political Party, Constituency Association and Candidate Guide to the EFCDA
- Candidate Guide for Preparation of Financial Disclosure Forms
- A Guide for Contributors
- Nomination Contestant Guide to the EFCDA
- Nomination Contestant Guide for Preparation of Financial Disclosure Forms

The following forms will be used during the election process (available online – under ‘forms’ at the above link)

- Registration of a Nomination Contestant
- Registration of a Candidate
- Candidate Nomination Paper (*Election Act*)

Copies of the *Election Act* and the *Election Finances and Contributions Disclosure Act* may be obtained from the Queen’s Printer Bookstores by ordering online or by calling the Edmonton office at 1-780-427-4952 (310-0000 Toll-free in Alberta).

## PART THREE – ELECTION FORMS

### Registration of a Nomination Contestant

*Additional information on this process can be found in the 'Nomination Contestant Guide to the EFCDA'*

- A registered party, or registered constituency association of a registered party must hold a Nomination Contest to select a candidate to endorse in an election
- A Nomination Contest Statement form must be filed with Elections Alberta or use Elections Alberta's Online Financial System (OFS) to inform Elections Alberta of the nomination contest
- A Nomination Contest Endorsement Authorization form must be completed and filed with the CEO to advise who, within the party, has authorization to endorse a candidate for election
- A Registration of a Nomination Contestant form must be filed by each person who intends to seek endorsement as the official candidate of a registered party in an electoral division. OFS may also be used to inform Elections Alberta of the registration of the nomination contestant.
- The nomination contestant registration application must be accurately and fully completed using the paper form or using OFS, and must contain the appropriate signatures, that is:
  - the chief financial officer must consent to the appointment in writing, or consent electronically using OFS; and
  - the nomination contestant must confirm the contestant's eligibility by signing the form, or confirm electronically using OFS.
- A Nomination Contest Results form must be filed (paper or through OFS) to notify the CEO of the results of the Nomination Contest and who the endorsed candidate is, within 10 days of the contest selection date
- The endorsed candidate is automatically registered as a candidate in the next election
- A candidate cannot be a chief financial officer for any campaign including his or her own
- Elections Alberta must be notified within forty-eight (48) hours of any changes to the nomination contestant's, candidate's or chief financial officer's information.

### Registration of a Candidate

- Prospective independent candidates may obtain an information package from the RO that includes the Registration of Candidate form and other related information
- The independent candidate registration application must be accurately and fully completed and must contain the appropriate signatures, that is:
  - The chief financial officer must consent to the appointment in writing; and
  - The candidate must confirm the candidate's eligibility by signing the form.
- A candidate cannot be a chief financial officer for any campaign including his or her own

- Elections Alberta must be notified within forty-eight (48) hours of any changes to the candidate's or chief financial officer's information.

#### Candidate Nomination Paper (sec. 56, 61)

- Can be obtained from the RO within the campaign period, or is available on the CEO's website
- Must be filed with the RO before 2:00 p.m. on nomination day (day 10 of the election period)
- Cannot be filed before the candidate has been registered with Elections Alberta pursuant to the *Election Finances and Contributions Disclosure Act*
- Nominating electors must be ordinarily resident within the electoral division
- A candidate is advised to collect information from more than 25 electors, in case some entries are incomplete or invalid
- A candidate is not required to be ordinarily resident within the electoral division, but must be eligible under sec. 56
- The witness is not required to be ordinarily resident within the electoral division, but must be an elector
- Two or more pages may be submitted, with witnesses to the signatures included on each page, as long as they are properly completed
- The official agent must consent to the appointment in writing
- The official agent is not required to be ordinarily resident within the electoral division, but must be an elector
- No candidate shall act as an official agent
- The candidate must consent to their nomination, to their eligibility for nomination, the appointment of their official agent and that they are either the officially endorsed candidate of a registered political party or that they are an independent candidate
- The candidate must provide authorized identification to the RO when filing their nomination papers

#### Candidate Nomination Deposit (sec. 61)

- Must provide a \$500 nomination deposit in the form of:
  - cash
  - certified cheque and/or
  - bank or postal money order payable to "Government of Alberta"

#### Receipt for Deposit and Filing of Candidate Nomination Papers (sec. 61)

- Provision of the completed receipt to the candidate indicates formal acceptance of the nomination by the RO

#### Appointment of Scrutineer (sec. 79)

- Scrutineers may be appointed from electors to observe polling day proceedings

- Up to four scrutineers may be appointed to observe at a polling station, or RGO's station, during different time periods
- Only one scrutineer per candidate may be present at a polling station, or RGO's station, at one time
- A scrutineer may be appointed to observe proceedings at more than one station

#### Code of Conduct for Scrutineers

- A scrutineer must read, sign and abide by the Code of Conduct for Scrutineers
- A scrutineer who does not abide by the Code of Conduct for Scrutineers will be removed from the polling place after receiving a written warning if the behaviour continues



## Candidate Nomination Paper

**P-18-03**  
Election Act  
Sections 59, 61

We, the undersigned electors, resident in the Electoral Division of \_\_\_\_\_,  
nominate \_\_\_\_\_, representing \_\_\_\_\_,  
(printed name of candidate) (political party, if applicable)  
as a candidate for this election.

<u>Printed Name of Elector</u>	<u>Residential Address in the Electoral Division</u>	<u>Signature of Elector</u>
1		
2		
3		
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24		
25		



# Candidate Nomination Paper

**P-18-03**  
Election Act  
Sections 59, 61

We, the undersigned electors, resident in the Electoral Division of \_\_\_\_\_,  
nominate \_\_\_\_\_, representing \_\_\_\_\_  
(printed name of candidate) (political party, if applicable)  
as a candidate for this election.

<u>Printed Name of Elector</u>	<u>Residential Address in the Electoral Division</u>	<u>Signature of Elector</u>
26		
27		
28		
29		
30		

I, \_\_\_\_\_, swear (or affirm) that I witnessed the signatures of the electors  
(printed name of witness) recorded on this Candidate Nomination Paper.

Sworn (or affirmed) before me at the  
\_\_\_\_\_ of \_\_\_\_\_

in the Province of Alberta, this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(signature of witness)

\_\_\_\_\_  
(signature of authorized person)

Print name: \_\_\_\_\_

Authority to administer oath: \_\_\_\_\_

**A person who takes a false oath under the *Election Act* commits an offense and is liable to a fine of not more than \$10,000 or to imprisonment for not more than 1 year or to both a fine and imprisonment.**

- (1) Each elector must be ordinarily resident in the named electoral division
- (2) Elections Alberta will verify each address to ensure the elector's residence is within the electoral division.
- (3) To be signed by 25 or more electors in the presence of the witness



**Candidate Address for Service**

Documents may be served and notices given respecting the candidate at:

\_\_\_\_\_  
(complete address including postal code)  
\_\_\_\_\_  
(mailing address, if the above is not a mailing address)  
\_\_\_\_\_ (telephone number) \_\_\_\_\_ (email)

**Candidate Nomination Endorsement**

**Complete A or B, whichever applies**

(A) The Candidate Nomination Endorsement from \_\_\_\_\_  
(political party)  
confirms that I am the officially endorsed candidate for the Electoral Division of \_\_\_\_\_.

- OR -

(B) I am an independent candidate for the Electoral Division of \_\_\_\_\_.

**Appointment of Official Agent**

In accordance with section 60 and 67(2)(b) of the *Election Act*  
The contact information provided will be published on the Elections Alberta website  
(agent name, campaign address, and telephone number will be published; email is for Elections Alberta use only)

I appoint \_\_\_\_\_ of  
(print name of official agent)

FOR PUBLICATION: \_\_\_\_\_  
(complete campaign address including postal code)

FOR PUBLICATION: \_\_\_\_\_  
(campaign telephone number)

NOT FOR PUBLICATION: \_\_\_\_\_ as my official agent.  
(email address)

OFFICIAL AGENT: I confirm that I am not a candidate and that I consent to my appointment as the official agent.

\_\_\_\_\_ (signature of official agent) \_\_\_\_\_ (date)

**A person who takes a false oath under the *Election Act* commits an offense and is liable to a fine of not more than \$10,000 or to imprisonment for not more than 1 year or to both a fine and imprisonment.**



**Affidavit of Candidate**  
In accordance with section 61 of the *Election Act*

I, \_\_\_\_\_  
(print name of candidate)

swear (or affirm) that I am eligible to be a candidate, that I consent to my nomination, that I confirm the appointment of my official agent, and that I am the officially endorsed candidate of a registered political party or that I am an independent candidate.

Sworn (or affirmed) before me at the  
\_\_\_\_\_ of \_\_\_\_\_,  
in the Province of Alberta, this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(signature of candidate)

\_\_\_\_\_  
(signature of authorized person)

Print name: \_\_\_\_\_

Authority to administer oath: \_\_\_\_\_

INITIAL

I understand that prior to my nomination being accepted, I must be registered with the Office of the Chief Electoral Officer pursuant to section 9 of the *Election Finances and Contributions Disclosure Act*.

INITIAL

I wish for my name to appear on the ballot paper as:

\_\_\_\_\_  
(print any combination of given name, middle name, initials, or nickname)

\_\_\_\_\_  
(print surname)

**Returning Officer Only:**

INITIAL

Identification confirmed by returning officer

\_\_\_\_\_  
(type of identification provided)

Official Receipt Number: \_\_\_\_\_

**An official receipt is issued when a completed Candidate Nomination Paper and \$500 is received.**





### Receipt for Deposit and Filing of Candidate Nomination Paper

E-16-404  
Election Act  
Section 61(3)

Received on behalf of: \_\_\_\_\_  
(print name of candidate)

\_\_\_\_\_  
(political party, if applicable)

the sum of **Five Hundred Dollars** ..... **\$ 500.00**,  
the Candidate Nomination Paper and the Candidate Nomination Endorsement, if applicable.

Issued by \_\_\_\_\_ the returning officer for the Electoral Division of

\_\_\_\_\_  
(electoral division)

\_\_\_\_\_  
(signature of returning officer)

\_\_\_\_\_  
(mm/dd/yyyy)

**000000**



### Appointment of Scrutineer

E-16-205  
Elections Act  
Section 79

Electoral Division of \_\_\_\_\_

I hereby appoint \_\_\_\_\_  
(print name of scrutineer)

of \_\_\_\_\_  
(complete address)

as a scrutineer for \_\_\_\_\_  
(print name of candidate) (political party, if applicable)

at polling station number(s) \_\_\_\_\_

and/or registration officer station location \_\_\_\_\_

\_\_\_\_\_  
(date)

- (1) The scrutineer must be an elector.
- (2) The scrutineer must comply with the Code of Conduct for Scrutineers.
- (3) Scrutineers must present their Appointment of Scrutineers form to the deputy returning officer or registration officer and take the Oath of Secrecy
- (4) Only one scrutineer per candidate may be present for each ballot box or registration officer's station at any one time.

2018

## Code of Conduct for Scrutineers

*Election Act, Section 79*

### **As a scrutineer I shall:**

- comply with the legislation and the Code of Conduct,
- present a properly completed Appointment of Scrutineer identifying all polling stations and registration officer stations I will attend,
- complete an Oath of Secrecy before each deputy returning officer or registration officer in charge of the stations to which I have been assigned,
- familiarize myself with my rights and responsibilities under the law and act accordingly, after reading "A Guide for Scrutineers,"
- perform my duties with honesty and integrity and in a manner that is helpful, respectful and courteous, and
- be guided by the values of respect, integrity and professionalism when dealing with members of the public, electors, election officers, colleagues and all election stakeholders at all times.

### **As a scrutineer, I shall not:**

- engage in any political campaigning or promotion for or against a candidate or political party while performing my duties at a polling place,
- unduly interrupt the voting process or the orderly conduct of the election,
- make or accept cell phone calls in the polling place,
- engage in discriminatory or harassing behaviour, or
- make abusive, derisive, threatening, insulting, offensive or provocative statements or gestures to or about another person.

Harassment is any conduct by an individual that is directed at and offensive to another person in the polling place, and that the individual knows or ought reasonably to know would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment, or any act of intimidation or threat.

Discrimination involves treating someone differently or unfairly because of a personal characteristic or distinction.

A scrutineer who fails to comply with this Code of Conduct will receive a written warning concerning his or her actions.

A scrutineer will be removed from the polling place if, in the opinion of the supervisory deputy returning officer or deputy returning officer, the scrutineer fails to comply with the Code of Conduct after receiving such a warning.

I agree to abide by the Code of Conduct.

\_\_\_\_\_  
Name of Scrutineer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





Suite 100, 11510 Kingsway NW  
Edmonton, Alberta, Canada T5G 2Y5  
Tel: 1.877.422.8683 Fax: 780.422.2900  
E-mail: [info@elections.ab.ca](mailto:info@elections.ab.ca)