



Pelham Election Team: Deputy Returning Officer Guide



Election Team

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Election Position Roles and Responsibilities

Your role as a Deputy Returning Officer (“DRO”) or a Revisions DRO is an important one, and it is imperative that you become familiar with all of the details of this position before you begin your posting, as election rules and procedures change from election to election. Please read this handbook carefully as it will assist you to know what to do under the current rules and in various situations.

Poll Supervisor

The Poll Supervisor is in charge of overseeing the Polling Location.

Responsibilities include:

- In conjunction with each DRO, deliver of all supplies to the facility, i.e. all ballots, supplies, voting screens, etc.;
- Maintain order at the polling station throughout the day;
- Canvas the interior and exterior of the polling station to ensure no campaign material is visible;
- Administer oaths to election staff;
- Sign-in each scrutineer or candidate present at the polling station;
- Answer any questions from the media and scrutineers;
- Assist in guiding electors;
- Ensure the proper opening and closing of the poll;
- Accompany the VTO from the polling location to be in charge of the prompt delivery of the ballot boxes, memory card, vote tabulator and all printouts to Town Hall, and ensure this is done as soon as possible after the poll closes at 8:00 p.m.; and
- Ensure the delivery of all remaining materials to Town Hall after the polling location has closed and packed up.

Please note, each Poll Supervisor will be appointed as a Deputy Returning Officer.

Deputy Returning Officer (“DRO”)

The DRO is responsible for confirming voter’s information and issuing the correct ballot type to electors and providing instruction on how to vote for each race. The DRO is responsible to ensure the ballots they issued balance at all times.

Responsibilities include:

- Deliver supplies and ballots to the polling station;
- Assist polling station team with setup;
- Count and verify that the correct number of ballots have been received and sign the applicable form provided by the Clerk;

- Process electors within a specific voting poll by scanning the voter cards;
- If the elector does not have voter card, manually search the elector;
- Verify the elector's identification and ensure the elector's name and address are correct;
- If changes are required, send directly to the Revisions Deputy Returning Officer;
- If no changes are required, automatically strike voter off the voters' list;
- Initial the back of the ballots in the appropriate space;
- Distribute the correct ballot to the voter and instruct the voter on the applicable races and how to mark ballot;
- Place ballot into secrecy sleeve;
- Maintain the tally sheet and periodically balance ballots issued; and
- Assist with closing of polling station procedures.

Note: a Floating DRO will be provided busy polling station locations to provide assistance where necessary.

Revisions Deputy Returning Officer

The Revisions DRO is responsible to update the voters' list for electors not on the list, or to make corrections to voter information, and then issue the correct ballot to the elector.

Responsibilities include:

- Assist polling station team with setup;
- Make changes to elector information as required;
- Add electors to the voters' list and required;
- Issue the correct ballot to the elector;
- Assist DRO's with periodic balance processes; and
- Assist with closing of polling station procedures.

Vote Tabulator Operator ("VTO")

The VTO's role is input the complete ballot into the vote tabulation machine to read the vote and tabulate the results onto a memory card, while protecting the secrecy of the ballot at all times.

Responsibilities include:

- Assist polling station team with setup;
- Produce tabulation tapes before the poll opens to indicate a zero balance on the machine;
- Allow scrutineers to observe and place their initials on all tape copies;

- Insert ballots into the vote tabulation machine using the secrecy sleeve;
- Ensure the secrecy of the voter's ballot at all times;
- If the ballot is rejected, the VTO will discreetly direct the elector to the DRO in order to receive a new ballot (the Poll Supervisor can help in cases such as this);
- Initiate the "ender card" process and produce the tabulation tapes at the close of voting;
- Assist with closing of polling station procedures;
- Accompany Poll Supervisor to return Tabulator and supplies to Town Hall.

Information Clerk

The Information Officer is the first person the elector sees when entering the polling location. A positive greeting will set the tone for the elector's voting experience.

Responsibilities include:

- Assist polling station team with setup;
- Kindly greet each elector;
- Canvas the interior and exterior of the polling station to ensure no campaign material is visible;
- Ensure information on voter card matches the voter's identification;
- Direct the voter to the appropriate DRO;
- If changes to the elector's information are required, or the voter is not on the voters' list, send the voter to the Revisions DRO;
- keep the line moving in an organized manner;
- Answer questions as needed;
- Assist with closing of polling station procedures.

The Role of a Deputy Returning Officer

Pursuant to the *Municipal Elections Act, 1996* (the "Act") the following general duties and responsibilities shall be carried out by the DRO as appointed by the Clerk, who is the Returning Officer for the purposes of this municipal and school board election. Training and instructions will be provided by the Clerk, and the required tasks shall be performed in accordance with the Act.

The DRO shall familiarize themselves with the designations for the school support:

- (EP) English Public (white)
- (ES) English Separate (yellow header)

- (FP) French Public (blue header)
- (FS) French Separate (blue header)
- (N) No School Support (blue header)

It is also important that the DRO is familiar with the qualifications of electors. A person is entitled to vote in a local municipality if, on voting day, they are:

- A resident of the local municipality;
- The owner and/or tenant of land and/or property in the local municipality;
- The spouse of such owner or tenant;
- A Canadian citizen; and
- At least 18 years of age.

Persons prohibited from voting include:

- A person who is serving a sentence of imprisonment in a correctional institution;
- A corporation; or
- A person acting as executor or trustee.

Revisions Deputy Returning Officer

Each polling station shall be staffed with a Revisions DRO. In addition to the role outlined above, the Revision DRO is responsible to update voters' information on the voters' list or add new electors that are not currently on the voters' list. The Revisions DRO will then issue the correct ballot to the elector.

The Revision DRO will be reserved for corrections, additions and accessible voters as they will be located at the entrance of the polling station.

Before Voting Day

- Pick up your ballots and DRO supply box from Town Hall. You will be notified by the Clerk's department when this is ready for you;
- Count the ballots to verify that the correct number has been provided (assume unopened bundles are 100); and
- Sign for the ballots and they will then remain in your custody until the close of voting. You are responsible for the safekeeping of the ballots.

Set Up and Opening the Polling Station

- Arrive at your assigned location no later than 9:00 a.m. and upon arrival, immediately identify yourself to the Poll Supervisor for attendance purposes;

- Assist the Poll Supervisor by unloading Election supplies and setting up the location (suggested layout to be provided);
- Ensure all ballots assigned to you are present and arranged carefully for quick access – you will be provided accordion folders to assist;
- Pre-initial a supply of ballots to streamline voter processing especially during peak times;
- Note: you may keep packaged ballots bundled and assume they are in 100s; count them when you open the packaging;
- Assist the Poll Supervisor to ensure there is no campaign material in the polling station;
- Ensure the laptop and scan wand is operational;
- Click on VoterView icon, enter assigned password to access the electronic voter's list;
- Once all DRO's have their computers signed in, make sure to synchronize them for the time stamp. The time on each computer should match the time on the AccuVote Tabulator, which has been pre-set by the Clerk. If some of the computer times do not match, reset the time.
- Do not process any electors prior to 10 a.m.

Processing Electors

Below are the steps to process an elector:

1. If the elector presents you with a voter notification card, using the handheld scanning gun (plugged into the laptop), scan the voter card;
2. If the elector does not have a voter notification card, you may type their name into the search box and the information will appear on your screen if they are on the list (See **Figure 1.0**);

The screenshot displays the VoterView web application interface. At the top, there is a navigation bar with the 'VoterView' logo and a search bar. Below this is a secondary navigation bar with links: Home, Search, Add, Record Electors (highlighted), Reports, Manage, Tools, Data Cleansing, and Administration. The main content area is titled 'Record Electors' and features a sidebar on the left with links: Recorded Electors (showing 0), Voters' List (Entire Voters' List), and Voting Location (Meridian Community Centre - Election Day, Foothill). The main area contains a 'Search Electors By Name and/or Address' section with input fields for Name (Last Name, First Name), Property Address (Street Number, Street Name, Unit), and a 'Record Elector using Barcode' section with a barcode input field. Search and Reset buttons are located at the bottom right of the search section.

Figure 1.0

3. If the electors name does not appear, direct them to the Revisions DRO to add their name to the list;
4. Verify voter name and address using the identification provided;
5. Double check the school support and verify with the elector (See **Figure 1.1**);

Home / Record Electors Setup / Record Electors

Setup

Record Electors

Recorded Electors: 0

Voters' List: Entire Voters' List

Voting Location: Meridian Community Centre - Election Day Fonthill

Search Electors By Name and/or Address

Name: Leach S

Property Address: Street Number Street Name Unit

Record Elector using Barcode

Barcode

Search Reset

Name ↑	Property	SB	RS	Ward	Poll	Strike-Off	Comments
Leach, Sarah	0 SPRUCESIDE CRES N	P	Y	03	025	In Person	

Showing 1 to 1 of 1

School Support Residency Status

Figure 1.1

6. Electronically strike off the elector from the voters list and enter the ballot number, matching it to your Tally Sheet. To do this, click on "In Person" and you will get a new screen (**Figure 1.2**);

Strike Off

LEACH, SARAH

0 SPRUCESIDE CRES. N

ELECTOR ID: 44448

Ward: 03

Poll: 025

School Support: English Public

Comments: #02

Figure 1.2

7. Check the information on the screen and match it to the ballot you are about to issue. Using a pen, initial the appropriate box located at the top right-hand corner of the ballot, on the back. It is recommended a batch of ballots be pre-initially to expedite this step;

8. Press the blue button: "Record Vote". When you record the vote, your "Recorded Electors" number will increase by one, the name will be crossed off and this elector will have a yellow "X" beside their name (See **Figure 1.3**);

Record Electors Increases By 1 Name Stricken Yellow X

Home / Record Electors Setup / Record Electors

Setup **Record Electors**

Recorded Electors
1

Voters' List
Entire Voters' List

Voting Location
Pelham Fire Station
#2 - Election Day
Fenwick

Voting Date
October 22, 2018

Search Electors By Name and/or Address

Name
Leach S

Property Address
Street Number Street Name Unit

Record Elector using Barcode

Barcode

Search Reset

Name	Property	SB	RS	Ward	Poll	Strike-Off	Comments
Leach, Sarah	0 SPRUCESIDE-CRES-N	P	¥	00	025	X	

Showing 1 to 1 of 1

Figure 1.3

9. Give the elector the secrecy folder (with the ballot inside), direct them to a voting screen, instruct how to complete the ballot, and advise them to take their ballot to the VTO when completed;
10. Periodically and when called upon by the Poll Supervisor, you will need to balance your ballots with other DROs to ensure they match the ballot number processed by the vote tabulation machine. The Poll Supervisor has forms for this purpose. Use your tally sheet to match the number of ballots issued;
11. Throughout the day, ensure accessibility by assisting the elderly and persons with challenges with their specific needs (i.e. speaking clearly and taking appropriate time necessary with those electors that require extra assistance). You may call upon the assistance of the Poll Supervisor for this purpose as ballots are not to be left unattended;
12. Remember that your ballots are your responsibility. When you need to excuse yourself from your station, i.e. to use the washroom, for example, please ensure your ballots are safeguarded. If your workstation has a Floating DRO, use them, or ask the Poll Supervisor to cover;

The Electronic Voters' List

For this Municipal and School Board Election, DRO's will utilize an electronic voters' list to record electors. Using this method will assist you with

processing voters more efficiently, help in balancing your ballots at the end of day, and provide the Clerk with valuable voter information for statistical reporting.

Each voter must be registered on the voters' list in order to receive a ballot. Electors who live in Town & own or rent other properties in Pelham may only vote once, at the poll designated for their place of residence.

Determining School Support

School support information is included on the voters' list. Please note the following with regard to school support eligibility:

English Public	"EP"	White Ballot
English Separate	"ES" (1)	Yellow Header Ballot
French Public	"FP" (2)	Blue Header Ballot
French Separate	"FS" (1,2)	Blue Header Ballot

- Separate School support electors must be Roman, Greek or Ukrainian Catholic, regardless of where elector's children go to school. Use the Yellow Header Ballot for ES school support;
- In 2018, the French Public and French Separate School Trustees were acclaimed. There is no separate ballot for FP, FS or NR Electors. Use the BLUE one (Non-Resident);
- French language school supporter, electors must satisfy one of the following:
 - Elector's first language learned & still understood is French; or
 - Elector received primary instruction in French language in Canada; or
 - Elector's child has received primary or secondary instruction in French in Canada as a first language (French Immersion is not a French as a first language program).

Non-Resident Electors

Non-Resident (N) Electors are electors who own or rent property in Town but live outside Pelham.

Changes in *Education Act* have resulted in 2 types of non-resident electors:

- Non-resident elector who owns or rents residential property is eligible to a ballot containing all municipal & applicable education races;
- Non-resident elector who owns or rents commercial or industrial property is entitled to ballot containing only municipal races (not school board races);

- Blue ballots will be for FS, FP and NR Electors;

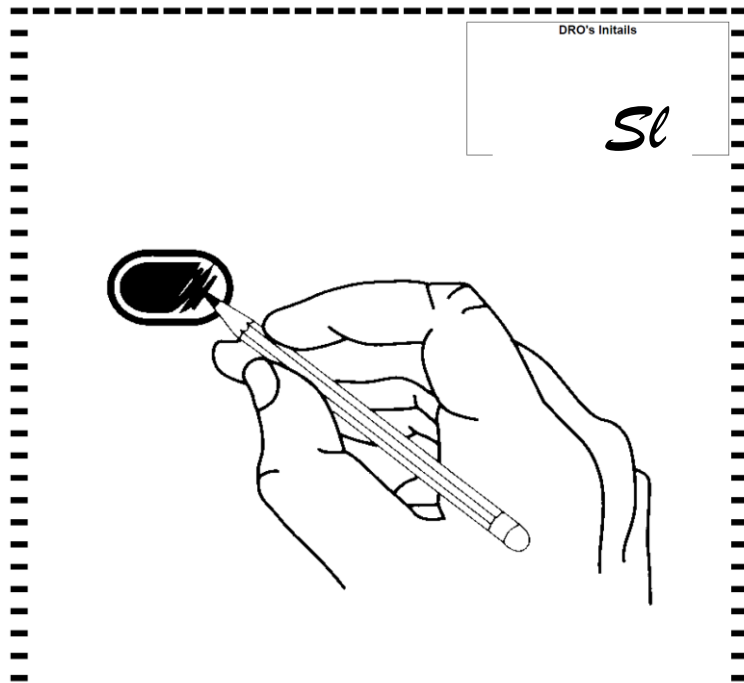
The Ballots

- The Town of Pelham uses a 'composite' ballot;
- Elector is entitled to only one ballot which contains all races for which elector is eligible to vote;
- Ballots have the ability to be counted by the vote tabulation machine, which means instead of an **X** the elector completely fills in the oval to the right of the candidates name;
- The vote tabulation machine will reject the ballot if there is any marking on the back;

Sample Ballot Front:

WARD 1		English Public School Elector	
TOWN OF PELHAM Municipal Elections Act, 1996 (Section 41) October 22, 2018			
To Vote: Completely fill in the oval <input type="radio"/> beside the name(s) of the candidate(s) of your choice.			
MAYOR You are entitled to vote for ONE (1) candidate		Regional Councillor You are entitled to vote for ONE (1) candidate	
Gary Edward ACCURSI <input type="radio"/> Carla BAXTER <input type="radio"/> Marvin JUNKIN <input type="radio"/>		Dave AUGUSTYN <input type="radio"/> Brian BATY <input type="radio"/> Jim HAGAR <input type="radio"/> Diana HUSON <input type="radio"/>	
COUNCILLOR, WARD 1 You are entitled to vote for TWO (2) candidates		SCHOOL BOARD TRUSTEE English Language Public District School Board of Niagara You are entitled to vote for ONE (1) candidate	
Mark BAY <input type="radio"/> Sidney BEAMER <input type="radio"/> Mike CIOLFI <input type="radio"/> James LANE <input type="radio"/> Richard RYBIAK <input type="radio"/> Marianne STEWART <input type="radio"/>		Nancy BEAMER <input type="radio"/> Mike BROUSSEAU <input type="radio"/> Dale Anne ROBINSON <input type="radio"/>	

Sample Ballot Back:



Helping You Stay Balanced

DROs will be maintaining the electronic voters' list as well as a manual count, using a tally sheet. DROs are encouraged to also record the elector number on the collected voter notification card.

Here is a sample of the tally sheet:

Polling Place:	Date:
-----------------------	--------------

Before issuing a ballot, the DRO must take the next available number from the chronological list of numbers below and insert that number in the VoterView electronic list relating to the elector's name. The DRO will then make a diagonal line through the number on the list below. This record will indicate the number of ballots you have issued during voting hours.

This form was marked by:

Signature of DRO

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120

Exceptions

Incorrect Information on the Voters' List

This situation will likely be identified by the Information Clerk once the elector arrives. However, if the elector presents an Application to Amend Voters List or indicates they wish to amend their information (school support, last time etc.), the DRO should refer this elector to the Revisions DRO as to not hold up the line. The Revisions DRO will enter the elector on the list and issue the correct ballot.

If elector refuses to make the change, issue the ballot noted on the voters' list – it is the only ballot the elector is entitled to.

If name or address of elector is listed incorrectly due to a minor typing error, the DRO may amend Voters' List to reflect correct information and issue a ballot. However, if the error is such that it would affect voter eligibility, elector shall be referred to Revisions DRO.

Voter Error in Marking Ballot; Declined Ballot

If the elector realizes they have made an error in marking ballot or if the ballot is returned by the AccuVote Tabulator because it is defective, the voter may request a replacement ballot.

To issue a replacement ballot, the DRO shall:

1. Locate Elector on VoterView system. Voter will appear with the Yellow X. In the "Comments" column, click and enter the comment that a new ballot was issued; record the number as on the tally sheet.
2. Remember that your counts will now be "off" by 1 when you conduct your periodic balancing process.
3. The secrecy of the original ballot must be maintained. Accept the ballot from the elector upside down and mark it "Cancelled". Record this on the manual list next to the person's name, as well as the new "ballot number" issued.
4. This voter will have two ballot numbers.
5. Place the cancelled ballot in Envelope "A" (cancelled ballots). Put a "tick" mark on the outside of the envelope to help you keep track throughout the day.
6. Issue a new ballot to the elector.
7. If a voter is present, and after being registered declines to accept the ballot (or a replacement ballot in the case of an error), mark the ballot "declined" and place the ballot in the "Declined Ballots" envelope.
8. Although rare, this is not uncommon. This is a democratic right of an elector.
9. Note: If the elector returns and makes an attempt to vote later in the day, the voter must be refused. Do-overs are not permitted in this case.

Ballots Rejected by AccuVote Tabulator

If a ballot is rejected by the tabulator, proceed with the "cancelled ballot" process. Monitor to look for "trends" if you get a number of rejected ballots; there may be an issue with your bundle.

Elector's Right to Vote is Challenged

- If an elector's eligibility is challenged by the DRO or by a candidate or scrutineer, the DRO shall require the elector to perform a verbal oath or affirmation of qualification;
- Each DRO will be provided this oath. Hand it to the elector and ask them to read it;

- After elector reads the oath, enter this fact on the voters' list (computer) in the comments section; enter fact of objection and by whom;
- Issue appropriate ballot;
- If elector refuses to perform oath, deny the ballot and note "Refused to Swear" in comment section of the elector's name;
- If the elector refuses, the elector will not be permitted to vote – even if the elector returns later and agrees to take the oath at that time;
- Report unusual occurrences to your Poll Supervisor to enter in incident log.

Voters' Requiring Assistance

- There may be electors attending your DRO station who require assistance to cast their vote;
- DRO shall require elector to perform oral oath of incapacity to vote without assistance;
- Each DRO will be provided with this form of oath;
- Once oath is taken, in the presence of the Poll Supervisor (and NO other person) either in the voting booth or at the DRO table (when no line-up) the DRO may mark the person's vote on the ballot paper and return the ballot to the secrecy folder;
- Voter and DRO will then deliver ballot to Vote Tabulator Operator;
- If there is a long line, the Poll Supervisor or a Floating DRO may assist the elector;
- For a voter who is visually impaired, a friend may accompany the voter into the voting booth and mark the voter's ballot, after taking the oral oath or affirmation of friend of elector;
- Offer magnifier sheet;
- Enter information in comment section of electronic voters' lists (i.e. "visually impaired; ballot marked by friend");
- No person other than who took the Oath of Secrecy shall be present during the marking of the ballot for a person unable to do so for themselves.

Can a Ballot be removed from the Polling Station?

- A ballot shall only leave the polling station if the elector cannot leave their vehicle to vote;
- A Poll Supervisor and DRO may attend on a elector in their vehicle to assist;
- Two election officials must accompany the ballot at all times;

- DRO should make a record of this on the voters' list and the Poll Supervisor make a record in incident log;
- Under no circumstance shall a candidate or scrutineer be present at the marking of a ballot, other than their own;
- No person shall act as a friend for more than one voter.

Language Barriers

- If DRO does not understand the language of the voter, an interpreter may be used;
- Voter is responsible to provide their own interpreter;
- DRO must administer Oral Oath of Interpreter.

Proxy Voting

Proxy voting does not apply to the 2022 Municipal and School Board Election.

Ballot Issued to Wrong Person

- If it appears that the elector has already voted, the person applying for ballot is entitled to vote provided they establish to the DRO satisfaction that they are the person whose name is on List of Electors and that their name was incorrectly crossed out;
- Issue the Oath or Affirmation of Qualification;
- Record information on comment section of the voters' list for that person;
- Issue the ballot according to instructions.

Extraordinary Circumstances

Record all extraordinary circumstance in the comment section on the voters' list. This is internal. Only the Clerk's department will see the comments. Extraordinary circumstances may include, but are not limited to the following:

- Cancelled ballot: spoiled or defective ballot returned by the elector;
- Declined ballot: the elector declined to vote by returning the ballot to the DRO;
- Oath: anytime an elector or assistor is required to take an oath;
- Refusal of oath: anytime an elector refused to swear an oath;

Special on Demand Vote by Mail

The alternative voting method Special on Demand Vote by Mail is offered to all electors during the 2022 Municipal and School Board Election. This

process is facilitated through the Clerk's department and should not directly effect in-person voting at a polling station.

However, DRO's may encounter the following two (2) situations:

Scenario One (1): Elector brings a completed Vote by Mail Kit to the Polling Station to deposit.

Response: The DRO or Poll Supervisor shall direct the elector to drop-off the completed kit at a ballot return station. During the advanced polls, the ballot return stations consist of: the Meridian Community Centre (business hours), Pelham Town Hall (in-office or drop-box) and Lincoln Pelham Union Maple Acres Branch (business hours).

On voting day, October 24, 2022 the elector may only deposit a completed kit to Pelham Town Hall. Completed kits shall not be left at a polling station.

Scenario Two (2): Elector attends a polling station to vote and while processing the elector, the DRO notices the yellow X next to the electors name with the comment "VBM".

Response: This means the elector has registered to receive or has deposited a completed ballot using the Special on Demand Vote by Mail system. The DRO is not to issue a second ballot. The DRO shall contact the Poll Supervisor who will confirm with the Clerk if a ballot has been received.

Closing the Voting Location:

It is important to note that any elector's that are **inside the voting location** at closing time (8 p.m.), have the right to vote. DROs shall process all electors.

Candidates or scrutineers not present in the poll by 8:00 p.m. are not permitted entry. The Poll Supervisor is responsible to lock the polling location. The Poll Supervisor and Vote Tabulator Operator will be responsible for tabulation of the results, after all balancing of ballots is final.

DROs are asked not to begin packing up materials until they have balanced their ballots and completed the Statement of Ballot Account (see **Figure 2.0** and example of completed Statement of Ballot Account in **Figure 2.1**).



DEPUTY RETURNING OFFICER STATEMENT OF BALLOT ACCOUNT 2018

WARD 1 POLL _____

Total Ballots Issued by Clerk as verified by

Mayor, Regional, Ward (blue)	_____	Total
Mayor, Regional, Ward, English Trustee (white)	_____	
Mayor, Regional, Ward, French Separate Trustee (yellow)	_____	A

ORIGINAL STATEMENT TO BE RETURNED TO THE CLERK

(Do not fill in shaded areas)		Total	TOTAL
Ballots issued by DRO to electors as per voter tally sheet and as noted on Voters' List			B
"Cancelled" Ballots returned by electors for replacement (Envelope A)		C	
"Declined" Ballots returned by elector - not voted/not replaced (Envelope B)		D	
"Defective" Ballots returned by AccuVote Official -not voted/not replaced (Envelope C)		E	
Total of Cancelled, Declined, and Defective Ballots	C + D + E	F	
Unused Ballots (Envelope D)			G
Total Ballots	B + G		H

Note: B - F = I (Number of Votes Cast in Accu-Vote)

(H SHOULD EQUAL A)

Box B _____ B
minus Box F _____ -FDeputy Returning Officer (print name) _____ Signature _____ Date _____
= No. of votes at poll _____ I

Poll Supervisor (print name) _____ Signature _____ Date _____

Figure 2.0

A. Received From Clerk

B. Ballots You Issued (Tally Sheet #)

C. Over voted (cancelled)

D. Declined

E. Defective

F. Total of C, D, E

G. Unused

H. B + G = H

DO NOT PLACE IN BALLOT BOX – ORIGINAL STATEMENT TO BE RETURNED TO THE CLERK
WARD 3 POLL Advance

DEPUTY RETURNING OFFICER
STATEMENT OF BALLOT ACCOUNT

Ballots Issued by Clerk as verified by DRO (Total is transferred from Form EL25 (A) – Certificate & Receipt for Ballots)	Mayor & Ward Councillor Mayor, Ward Councillor & English Trustee Mayor, Ward Councillor & Separate Trustee Mayor, Ward Councillor & French Separate Trustee
	A 520

(Do not fill in shaded areas)		TOTAL
Ballots issued by DRO to electors	This is the number on your ballot count sheet that equals the # shown on the voter's list	B 326
"Cancelled" Ballots returned by electors for replacement	Envelope "A" – i.e. overvoted	C 2
"Declined" Ballots returned by elector not voted - not replaced	Envelope "B" – i.e. protest	D 0
"Defective" Ballots returned by Vote Tabulator Operator	Envelope "C" – i.e. not voter, not replaced, cut wrong, rejected ballot & voter not present	E 0
Total of Cancelled, Declined, and Defective Ballots (C+D+E)	Transfer this amount "F" to line below **	F 2
Unused Ballots	Total of Envelope "D" and any batches unopened	G 194
Total # of Ballots (B+G)	"H" should be equal to "A"	H 520

Deputy Returning Officer (print name) _____ Signature _____ Date _____

Poll Supervisor (print name) _____ Signature _____ Date _____

Note: B - F = I (Number of Ballots Processed through AV Machine, issued by this DRO) =

Box B 326 B

minus Box F 2 -F**

324 I

Figure 2.1

The number you report to the Poll Supervisor, to balance with the Vote Tabulator, is "I" – the blue arrow. Each DRO will report and once the total balances with the Tabulator, you may begin packing up.

Completing the Statement of Ballot Account

Box A: Ballots Received from Clerk: Refer to your "Certificate and Receipt for Ballots" form that was previously signed and transfer the number of ballots noted on certificate to section of the DRO Statement "Number of Ballots Received from Clerk."

Box B: This is the number of ballots that you issued. You can get this number from your Tally Sheet. Hopefully you have been successful in the periodic balancing done throughout the day. This is a total of all of the ballots you issued. Do not worry about cancelled, declined, defective, etc.

Box C: Ballots returned when elector requested a new ballot. Count the number of cancelled ballots and enter this number in Box C (these will be the ballots that you earlier placed in Envelope "A").

Box D: Did you have any electors who declined a ballot? Enter the number in Box D. Count the number of declined ballots from Envelope "B" and enter in Box D.

Box E: Were there any ballots that did not feed properly into the Vote Tabulator? I.e. cut wrong by the printer? These will have been placed in Envelope "C". Please count them and insert number in Box E. If none, enter 0.

Box F: Total Boxes C + D + E

Box G: This is a total of ballots that you did not issue. They are unused and include those still in unopened cello-wrap packaging. Assume those to be 100 and count the loose ballots. Include all three ballot faces. Bind these ballots together as best you can.

Box H: Add boxes B + G to total H. This MUST be the same as BOX A.

Box I: Transfer the total from Boxes B and F.

Box I: $B - F = I$

"I" is the total number of ballots that were processed through the Vote Tabulator. All DRO totals are to be provided to Poll Supervisor who will add them together. This should match the final total of ballots counted by the vote tabulating machine.

Closing the Polling Station

1. Assist with the close of the polling location at 8:00 p.m. and the take down and packing up of all supplies.

2. All laptops must be closed down, dismantled and packed into their carrying case. Unplug handheld scanner gun, power bars and internet hubs. Neatly place these items in the supply bag.
3. Follow the "Materials to Return" checklist carefully.
4. The Poll Supervisor will administer your Final Oath.
5. If the Poll Supervisor and Vote Tabulator require assistance, please help return supplies to Town Hall.

Note: Payment will be initiated by the Clerk's department and follow shortly after the election.

Deputy Returning Officer Master Checklist

Remove from guide and utilize on Voting Day

Opening the Poll

- ☐ Arrive by 9:00 a.m. and assist with setting up the polling station.
- ☐ Organize work station.
- ☐ State Oral Oath to Poll Supervisor.
- ☐ Provide your DRO initials on form from Poll Supervisor.
- ☐ You may witness the zero (0) totals by Vote Tabulator Operator.
- ☐ Synchronize your Laptop with time on Vote Tabulator.
- ☐ At 10:00 a.m.: begin ballot issuance.

Process Electors

- ☐ View elector identification.
- ☐ Scan Voter Card. Press button on scanner wand; it works best using a "zoom" rather than "scan" (in/out not up/down).
- ☐ Compare voter card to screen and confirm with identification. Collect voter notification card.
- ☐ Electronically strike off voter.
- ☐ DRO enters ballot number on screen (box under "comment").
- ☐ DRO strikes through ballot number on tally sheet.
- ☐ Issue the Ballot according to DRO Manual instructions.
- ☐ Record unusual circumstances (i.e. Oath, Proxy, etc.).
- ☐ If voter does not have identification, issue Form 9 Oath of Identification.

Balancing Tips

- ☐ Remember if you cancel a ballot, circle or highlight the ballot number on your tally sheet. Cross off the new number (this elector has two

numbers but only one ballot goes through the Tabulator – the other stays with the DRO in the appropriate envelope).

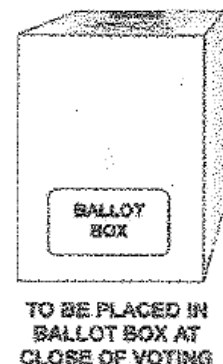
- ❑ If you have consistently written the ballot number on the voter card, in the computer system and crossed off the tally sheet, you should be able to balance throughout the day.
- ❑ Remember: total *issued* may not equal total *voted* (through Tabulator).
- ❑ Subtract cancelled, declined, defective from tally sheet (they should be circled). This should be number *voted* and reported to Supervisor periodically. Count the ballots in the envelopes provided for this purpose as a way to double check. Place a “tick” mark on outside of envelope for cancelled, declined, etc.
- ❑ The computer screen will have a number on it – top right corner. This number should be the number of voters processed and the number you are balancing to, therefore the number to give to Supervisor (see above).
- ❑ If numbers don’t jive, review voter notification cards and cross-reference with tally sheet and computer.

Close of Poll

- ❑ **8:00 p.m.:** Process any electors who are present.
- ❑ **Poll Supervisor will lock the polling station.**
- ❑ Prepare the Statement of Ballot Account. Refer to your Manual.
- ❑ Complete two-part “Entry as to Number of Electors Who Voted”. The number written should match Box “I” on the Statement of Ballot Account form.
- ❑ Compile tally sheet, Statement of Ballot Account and Entry as to Number of Electors form copies for Poll Supervisor.
- ❑ Check all materials to be placed in the ballot box and give to Supervisor.

DRO Material for Ballot Box

- ❑ One copy of “Certificate of Ballots Received” EL25A
- ❑ Form 9 – Declaration of Identity - envelope
- ❑ Cancelled Ballots – seal envelope; “tick” label count
- ❑ Declined Ballots – seal envelope; “tick” label count
- ❑ Unused Ballots (LOOSE ONLY at Advance Poll)
 - – seal envelope; enter #
- ❑ Statement of Ballot Account (black ink)



- ❑ Attach Entry as to Number of Electors Who Voted to DRO copy of Statement form (above)- Form 1282 (black ink)

Provide your Poll Supervisor with:

- ❑ Statement of Ballot Account (red ink)
- ❑ Ballot Tally Sheet (blue)
- ❑ Form 1282 - Entry as to number of electors who voted (red ink copy)
- ❑ Form 1272 - Final oath (receive from Poll Supervisor for signature)
- ❑ Application to Amend the Voters' List (to be returned to Clerk)

Please the following in the ballot box with your Poll Supervisor:

- ❑ Statement of Ballot Account (black ink)
- ❑ Form 1282 – Entry as to number of electors who voted (black ink copy)
- ❑ Form EL25A – Certificate and Receipt for Ballots (ballot box copy)
- ❑ Ballots in Envelopes A, B, C and D (ALL Cancelled, Declined, Defective and Unused Ballots – loose only)