



Pelham Election Team: Vote Tabulator Guide



Election Team

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Election Position Roles and Responsibilities

Your role as a Vote Tabulator Operator (“VTO”) 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 guide 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 Vote Tabulator Operator

Further to the above noted responsibilities, the VTO is responsible for feeding the ballots into the vote tabulator. The vote tabulator scans a specified area on the ballot to read the votes and tabulate the results onto a memory card.

Additional responsibilities include:

- Turn on the tabulator and print tapes that indicate a zero balance
- Inserting ballot into the machine;
- Assist voters in the automated voting process;
- Educate voters on the status of their ballot if the vote tabulator gives a message;
- Close the poll, initiating the “ender card” process and generate the printing of the results tapes and power down the vote tabulator machine; and

- Pack up the equipment to be delivered back to Town Hall. The Poll Supervisor will call in the results to Town Hall.

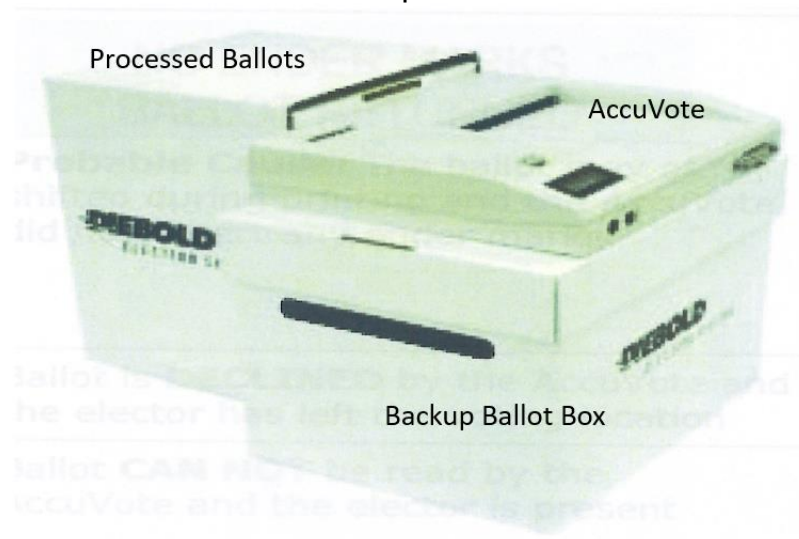
Before Advance Poll(s)/ Voting Day

- Before any advanced poll or voting day, pick up assigned AccuVote Tabulator from Town Hall between 8:30 am and 4:30 pm. The tabulator will have been set to “election mode” and must remain in a secure location with the tabulator seal intact;
 - Appointments recommended for pick-up;
- You may make arrangements with the Clerk to retrieve your assigned tabulator on voting day (October 24, 2022) between 8:30 a.m. and 9:00 a.m. if this is preferred;
- Verify that the label contained on the vote tabulator and ballot box(es) identify your voting location. If not, contact the Clerk immediately: Holly Willford, 905-658-2865;
- You are responsible for the safekeeping of the tabulator at all times, once you have retrieved it from Town Hall.

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; obtain name tag identification;
- Set up the vote tabulator station near the exit door. A suggested layout will be provided to your Poll Supervisor.

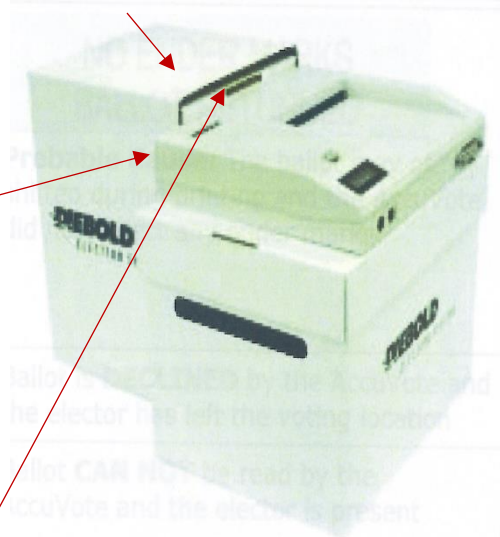
The final AccuVote set up looks like this:



Preparing the Vote Tabulator to Receive Ballots

- Again, verify that the label contained on the vote tabulator and the ballot box(es) identify your voting location. If not, contact the Clerk immediately;
- Remove the AccuVote tabulator from the carrying case and ensure that the memory card is in place and is secured with a lock – cross reference the serial number on the lock with the serial number noted on the back of your name tag;
- Fifteen (15) minutes prior to opening the poll, in the presence of Poll Supervisor, election officials and any scrutineers, unlock the printer cover and turn on the AccuVote;
- Ensure a “zero totals report” prints automatically;
- Check tape for the following:
 - Time on zero tape coordinates with visible clock (advise Poll Supervisor and DRO’s to sync their computer clock);
 - Correct ward number;
 - All appropriate races appear on tape;
 - Zeros are printed beside each candidate’s name;
- Sign the zero totals report and obtain signatures of the Poll Supervisor and any scrutineers or candidates present;
- Affix the zero totals report to the AccuVote tabulator – visible to voters. This must be left posted throughout the entire day;
- Print a second copy of the zero tape and without removing it from the AccuVote tabulator, sign the back and allow anyone authorized to be present to sign it as well;
- Roll the tape up. It must remain attached to the roll and remain in the paper compartment of the AccuVote tabulator;
- Replace and lock the printer cover;
- If the totals do not show zero for all races, or if the location noted on the tape is incorrect, alert the Poll Supervisor who will contact the Clerk immediately;
- In the event that the Clerk has not resolved this matter prior to 10:00 a.m. when the polls open, the VTO shall feed the ballots into the auxiliary compartment of the ballot box until the AccuVote tabulator is made operational. Do not feed ballots into the vote tabulator until the issue has been resolved;
- Ballots that have been placed in the auxiliary compartment will be fed through the machine at the close of the Poll, under the supervision of the Poll Supervisor, who will document this event.

- In the presence of at least one witness, verify that there are no ballots in the ballot box and show to those persons present, including scrutineers and/or candidates at the polling location, that the ballot box is empty;
- Place the AccuVote tabulator atop the auxiliary compartment;
- Affix the appropriate seals (**Ballot Box Seal during Voting Hours**) to the ballot box, visible to electors. The seal may be initialed by anyone authorized to be present. Note the time on the seal;
- Insert the ballot box at the rear of the AccuVote tabulator ensuring that the metal ballot guide is aligned with the box opening;
- Ensure that the public counter located on the front of the AccuVote tabulator registers zero and that the ward location is correct. You are now ready to accept voted ballots;
- Familiarize yourself with the initials of each DRO to ensure that the marked ballot contains the initials of one of the DROs in your polling station prior to insertion into the AccuVote tabulator;
- Poll Supervisor will provide you with a sample of the DRO initials that will be located on the back of each ballot;
- Always keep at least one spare secrecy folder in your possession to use if an elector presents their completed ballot to you without one;
- Establish a queuing line where people will line up. Mark a line with masking tape on the floor, six feet in front of the AccuVote tabulator for voters to line up behind.



Processing Electors


- It is important to maintain the secrecy of a ballot. Always ensure that a ballot is not exposed from its secrecy folder. Keep everyone but the voter whose ballot you are placing in the tabulator away from the tabulator and behind the queuing line you have established;
- Receive a ballot contained in a secrecy folder from the voter. If the voter does not have a secrecy folder, provide them with one. If a voter has not placed their ballot correctly in the secrecy folder, request that they do so. Please avoid doing this yourself. If it is placed in the secrecy folder and you can't see the DRO initials, you might just need to "flip" it over;
- Request the voter to remain with you until the ballot has been successfully received by AccuVote tabulator;

- Without removing the ballot from the secrecy folder, verify the initials of the DRO then insert the secrecy folder containing the ballot into the feed area of the vote tabulator while holding the sleeve firmly with your thumbs and index fingers. When you place a ballot in the tabulator feeder, allow the machine to freely accept it (do not hold onto the ballot once the tabulator accepts it);
- It is important to maintain the secrecy of a ballot. Always ensure that a ballot is face down in the secrecy folder. Note: A feeder jam will occur if the vote tabulator is unable to draw the ballot out of the secrecy folder;
- Retain the secrecy folder – the Poll Supervisor or Information Clerk will retrieve a stack from you and disburse back to the DROs periodically;
- Ensure that the AccuVote counter has increased by one (1) as an indication that the ballot has been accepted and counted. (It is important to keep track of the number of ballots);
- Retain at least one secrecy sleeve so that it can be issued to a new voter if necessary.


Ballot

- The Town of Pelham uses a 'composite' ballot;
- The 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 AccuVote tabulator, which means:
 - Instead of an X the elector completely fills in an oval to the right of candidate's name;
 - DRO should explain to elector how and where to complete ballot;
 - DRO should also point out to elector to refer to explanations on ballot and in voter booth.

Sample Ballot Front:

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

Sample Ballot Back:

<p align="center">DRO's Initials</p> <p align="center"><i>Sl</i></p>


Note: the marks surrounding the ballot are important to the AccuVote. They are called “ender marks”.

Periodic Procedures throughout the Day

- Periodic balancing of the number of ballots processed by AccuVote against ballots issued by DROs is important. The ballot count should equal ballots issued by DROs minus any cancelled, declined or defective ballots the DROs have replaced. This frequent balancing will save time at the end of the day. A good time to perform this task is during “lull” periods or once every two (2) hours;
- Replace ballot box after every 500 ballots or so. This prevents ballots inside ballot box from jamming with ballots feeding through the AccuVote. Place a seal over feeding slot of the full ballot box (use the ballot box seal during voting hours, form 1264 and place it over the hole where ballots are fed). Ensure and demonstrate that the new ballot box is empty, seal it (“during voting hours” seal) and align it with the AccuVote machine. Resume processing ballots;
- Store the full and sealed ballot box under your table and ensure it is not moved or touched by anyone but you.
- Pre-fill some of the ballot box seals – they are difficult to write on once applied to the ballot box. This will help you transition to a new ballot box smoothly.
- Before 8:00 p.m., pre-fill the number of ballot box seal at “close of vote” forms 1264/1 as you have ballot boxes used, to prepare for closing process.

AccuVote Messages, Problems and Solutions

Ballot Rejection

The Vote Tabulator is programmed to give a warning message for:

- Blank Ballot Warning;
- Overvote Warning;
- Ambiguous Marks Warning;
- Undervote Warning;

If the tabulator rejects a ballot, check the operator screen which will explain what happened. Tabulators are programmed to accept blank and under-voted ballots. Tabulators are programmed to decline over-voted ballots.

In the event the AccuVote fails to operate: remain calm! Immediately notify Poll Supervisor who will contact the Clerk.

Use the back-up ballot box/ auxiliary compartment until the issue is

resolved. Process these ballots at the close of poll.

Below is a chart showing messages, probable cause and solutions!

Message	Probable Cause	Solution
BALLOT NOT READ PLEASE RE-INSERT	Unit could not orient ballot due to difficulty reading timing marks; or Ballot identification information incorrect	Re-feed ballot into AccuVote unit. If ballot cannot be successfully read, voter should be provided a new ballot.
BLANK VOTED CARD SEE OFFICIAL	No votes were read on the ballot card.	Tabulator will return blank voted card when all races are blank. Ask voter to return to voting booth and re-mark.* If elector is confused or concerned, ask Poll Supervisor to assist.
OVER VOTED RACE RACE #	Elector has intentionally or mistakenly over-voted on one or more races (i.e. voted twice for Mayor). (Note: AccuVote only displays the first race it reads as over-voted). Note: Tabulator will not count the over-voted race, but will count the others.	Explain message to voter, and ask the Elector if it was their intention to over-vote. <ul style="list-style-type: none"> ▪ If not: direct them to DRO where a new ballot will be issued; ▪ If yes: process the ballot as it has been marked by the Elector, using the AccuVote Override feature: <ul style="list-style-type: none"> ▪ Hold the "YES" Key and feed the ballot.
UNDEFINED MARK RACE #	A ballot has one or more voting ovals filled with a check, X, or some other mark which fills less than 15% of the voting oval.	The ballot should be returned to the voter for proper remarking, so that all voting ovals are completely filled in.
NO ENDER MARKS BALLOT RETURNED	The ballot may have shifted during printing and the AccuVote did not detect ender marks (they are on the corners of the ballots).	Insert the ballot again or try feeding it from the opposite end. If not: direct elector to the DRO where a new ballot will be issued. Take note if the problem continues from one

		DRO, who should then replace the bad batch of ballots.**
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Electors are encouraged to stay with the VTO until their ballot has been successfully accepted. If the ballot is declined and the elector has left, the ballot shall be returned to the appropriate DRPO to be marked appropriately.

If the ballot cannot be read and elector is present, direct the elector to the appropriate DRO for issuance of a replacement ballot.

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.

Closing the Polling Station

It is important to note that any elector's that are inside the voting location at closing time, have the right to vote. DROs shall process all electors and their ballots shall be tabulated by the VTO.

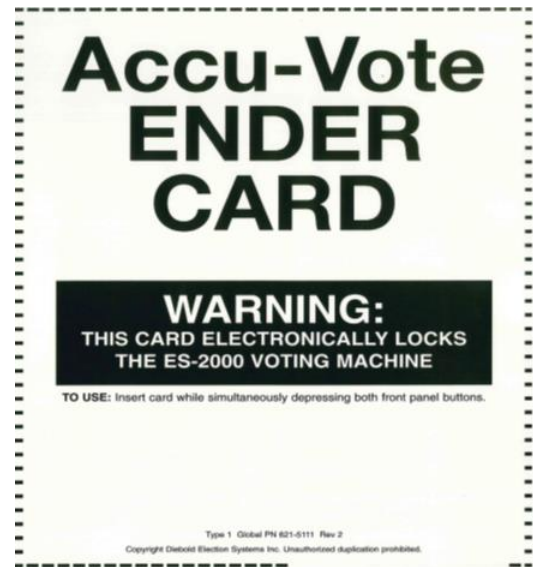
Candidates or scrutineers not present in the poll by 8:00 p.m. are not permitted entry. The Poll Supervisor is responsible to lock the polling location. Poll Supervisor and Vote Tabulator Operator will be responsible for tabulation of the results, after all balancing of ballots is final.

Ender Card Process – Printing the Results Tape

1. Permit all eligible electors who are present in the Polling Station before 8 p.m. to cast their vote;
2. Inspect the interior of the back-up ballot box to ensure it is completely empty;
 - a. If **yes**: Proceed to step 3;
 - b. If **no**: Contact the Poll Supervisor immediately and process in their presence (scrutineers and additional election staff may

witness if desired). The VTO shall maintain the secrecy of the vote will feeding through the vote tabulation machine. The VTO shall ensure the ballot count on the machine is increased by one with every ballot feed.

3. Once certain all ballots have been processed, apply the ballot box seal labelled "at close of vote" and place the seal over the slot where the ballot have been fed.
4. Before beginning the ender card process, confirm with the Poll Supervisor that all ballots are accounted for (ensuring that the ballot counts balance).
5. Begin the **ender card** process noted below:
 - a. Record number of ballots identified by the vote tabulation machine counter and tell the Poll Supervisor;
 - b. Unlock and remove the cover on the vote tabulation machine;
 - c. Unroll the zero tape to avoid jamming;
 - d. Secure against receiving more ballots by holding "yes" and "no" simultaneously and insert the **ender card** (it doesn't matter if it is face up or down);
 - e. Election report will begin printing immediately on the zero tape in the compartment;
 - f. Sign the first copy along with the Poll Supervisor and any scrutineer and/or election staff present;
 - g. Cut this tape and after printing the second copy, roll the full report – with zero tape and results intact on one tape and place it back in compartment;
 - h. Print a second copy and sign;
 - i. Provide results to the Poll Supervisor to telephone to the Clerk;
 - j. **Do not remove** the memory card – it should remain in the vote tabulation machine with the deal intact; and
 - k. Secure the ballot box to ensure no ballots can be removed or fall out during transport using the seal.



Cleaning Up

Please do not begin cleaning up/packing until you have completed running the results tape and reported results

- Once you have generated the results tape and reported the results to the Poll Supervisor, you will begin to clean up your station;
- All ballot boxes are to be properly sealed before transport back to Town Hall;
- Place the AccuVote in the carrying case and ensure all extension and power cords as well as the keys are secured in the bag. DO NOT remove the Memory Card;
- The Poll Supervisor will administer your final oath;
- The Poll Supervisor and VTO will return all election supplies to Town Hall.