

Municipal Electoral Officer Directives for Voting Procedures in a Polling Station

(Municipal Elections Act, SNB 1979, c. M-21.01 ss.5.1(1), and s. 32, 33, 36, 38.01, and 38.02)



M 01 419
(2018-01-25)

Language of Service:

Every elector is entitled to and shall be offered service at a polling station in his or her language of choice. While not all poll officials must or will be bilingual, there must be at least one poll official at all polling stations who is able to provide service in both official languages. Such poll officials will wear a blue and white “Français/English” bilingual service badge, in addition to a yellow and black “Polling Official” badge.

Procedures for Opening the Polling Station

Ballots counted using tabulation machines

In an election where the Municipal Electoral Officer has directed that tabulation machines will count ballots, Tabulation Machine Officers shall prepare the ballot boxes and tabulation machines, directed and supervised by the Poll Supervisor. Before the poll is open in polling stations where ballots are to be counted by machine, the poll supervisor shall, approximately fifteen minutes before the poll opens, prepare the tabulation machine for polling use in accordance with the instructions of the Municipal Electoral Officer so as to demonstrate to all other election officers, candidates and scrutineers present that no ballots are in the ballot box and that no votes have yet been recorded on any such machine, and he shall then open the machine for the purpose of accepting votes.

Ballots counted by hand

In an election where the Municipal Electoral Officer has directed that a Ballot Counting Officer will count ballots by hand, prior to the Poll Supervisor declaring a polling station open, each Ballot Counting Officer, working in designated pairs, shall:

- 1) Construct the required ballot boxes for the polling station;
- 2) Invite any scrutineers present in the polling station who wish to observe the sealing of the ballot box to watch each pair of Ballot Counting Officers seal their box, no earlier than 15 minutes prior to the start of the poll;
- 3) Seal each end of the ballot box with paper seals;
- 4) Ensure the ballot box number is written on the ballot box large enough to enable voters to see it across the room.

Procedures for Directing Electors to Appropriate Polling Officials

On entering a polling station, an elector shall be met by a Constable, who shall:

- 1) Greet the elector politely with an active offer of bilingual service.
- 2) Ask if elector brought a Voter Information Card and if everything on it is correct?
 - a) If Yes, direct the elector to the Voters List Officer.
 - b) If No, direct elector to Poll Revision Officer.
- 3) In small polling stations there may only be a Poll Revision Officer.

If an elector or other person has any other questions about the election or electoral process, a Constable shall direct the person to the Poll Supervisor.

Procedures for Striking Off the Names of Electors on the List of Electors

When an elector is directed to a Voters List Officer or a Poll Revision Officer, that officer shall:

- 1) Greet the elector politely with an active offer of bilingual service.
- 2) Ask the elector to state his name and address.
- 3) Look up the elector's name on the List of Electors.
 - a) If using a computerized List of Electors the Voters List Officer or Poll Revision Officer shall:
 - i) If the elector has his or her own Voter Information Card:
 - (1) Scan the bar code on the elector's Voter Information Card using a provided bar code reader, to find the elector's information in the computerized List of Electors for verification; or
 - (2) If the bar code reader fails to bring up the elector's information, manually enter the 8 digit number that appears under the bar code on the Voter Information Card to find the elector's information in the voter list database for verification; or
 - (3) Search the elector by name, address, or poll and elector number using the "Search" function to find the elector's information in the voter list database for verification.
 - ii) If the elector does not have his or her Voter Information Card,
 - (1) Search the elector by name, address, or poll and elector number using the "Search" function to find the elector's information in the voter list database for verification.
 - iii) After scanning the bar code or entering the elector's name and address information:
 - (1) Select the correct elector and display the elector's information for verification;
 - (2) If an elector cannot be found in the voter list database, direct the elector to a Poll Revision Officer to be added to the List of Electors.
 - b) If using a paper List of Electors the Voters List Officer or Poll Revision Officer shall:
 - i) Search for the elector by name and address.

- ii) If an elector cannot be found in the List of Electors, direct the elector to a Poll Revision Officer to be added to the List of Electors.

4) Strike Names Off List of Electors

When an elector's name has been found on (or been added to) the List of Electors, the Voters List Officer or Poll Revision Officer shall strike the elector's name off the list, to indicate that the elector has applied to vote.

- a) If using a computerized List of Electors the Voters List Officer or Poll Revision Officer shall:
 - i) Take the Voter Information Card from the elector, if he or she has one;
 - ii) Ensure all the information is correct on the card and matches the elector's information on the List of Electors. If changes or additions are required, a Poll Revision Officer shall assist the elector to have the changes made before striking off the elector's name.
 - iii) If the elector's information is correctly listed on the computer, select the "Strike Off" button on the screen.

- b) If using a paper List of Electors the Voters List Officer or Poll Revision Officer shall:
 - i) Take the Voter Information Card from the elector, if he or she has one;
 - ii) Ensure all the information is correct on the card and matches the elector's information on the List of Electors. If changes or additions are required, a Poll Revision Officer shall assist the elector to have the changes made before striking off the elector's name.
 - iii) If the elector's information is correctly listed, the poll official shall use a pen to draw a line on the List of Electors through elector's entry, and:
 - (1) Write an "A" in the "Where Voted" column if the elector is voting at an advance polling station, or
 - (2) Write an "O" in the "Where Voted" column if the elector is voting at an ordinary polling station.

5) Complete Voting Token and Statement of the Electors Who Voted on Polling Day

All electors whose names are struck off the List of Electors must be issued a Voting Token by a Voters List Officer or Poll Revision Officer. On the Voting Token, the polling official shall print the elector's polling division number and elector number, and initial the Voting Token.

All electors whose names are struck off on the List of Electors must be recorded on the Statement of the Electors Who Voted on Polling Day. On the Statement, the polling official shall print the elector's polling division number and elector number, and after every hour, give the completed form to the Poll Supervisor.

After completing the Voting Token and Statement of the Electors Who Voted on Polling Day, the polling official shall give the Voting Token to the elector, and direct the elector to a free Ballot Issuing Officer.

6) Save Voter Information Cards

Voters List Officers and Poll Revision Officers shall collect all Voter Information Cards which were not used to correct elector information for disposal at the Returning Office. Voter Information Cards which were used to collect changes to elector information shall be collected separately in the designated envelope, to be used for revision of the List of Electors at the Returning Office.

7) Respond to Exceptional Circumstances:

- a) If a person must be added to the List of Electors, the Poll Revision Officer shall follow this procedure:
 - i) If a person's name is not on the List of Electors but the person is qualified to vote in a polling division served by the polling station, the person's name must be added to the List of Electors before voting.
 - ii) A person is qualified to vote if he or she:
 - (1) Is a Canadian citizen;
 - (2) Is or will attain the full age of eighteen years on or before polling day at the pending election;
 - (3) Has been or will have been ordinarily resident in the Province for 40 days immediately preceding the date of the election; and
 - (4) Will be ordinarily resident in that municipality, school subdistrict, or health subregion on the date of the election.
 - iii) If the person is qualified to vote, but is at the wrong polling station, poll officials shall redirect him or her to the proper polling station.
 - iv) To be added to the list, the eligible elector must complete an Application for Addition to the List of Electors, providing:
 - (1) the elector's surname, first name, and any middle name;
 - (2) the elector's sex;
 - (3) the elector's date of birth**;
 - (4) the current civic address of the elector;
 - (5) the mailing address, if it is not the same as the civic address of the elector**;
 - (6) the previous civic address of the elector, if the elector has moved recently**; and
 - (7) the previous name of the elector, if he or she has legally changed his or her name**.**Note: Starred information (**) is not included on Lists of Electors used at polling stations or provided to candidates.)
 - v) An elector must verify his or her identity by showing the Poll Revision Officer one or more pieces of identification that between them show:
 - (1) the elector's name;
 - (2) the elector's current civic address; and
 - (3) the elector's signature.
 - vi) Acceptable identification documents include (but are not limited to):
 - (1) NB driver's license (name, address & signature);
 - (2) NB Medicare card (name & signature);
 - (3) Canadian passport (name & signature; not necessarily a current address);
 - (4) A lease, power, telephone, or tax bill may be used to show a person's current address if they have moved recently.

- (5) Bank cards or credit cards are not acceptable identification.
 - vii) If an elector does not have acceptable identification documents, another qualified voter whose name is on the List of Electors for that polling station can vouch for his or her identity, by completing the Oath of Elector Vouching.
 - viii) Once an elector's identity has been confirmed, he or she must take the oath of qualification to vote included on the Application for Addition to the List of Electors, and sign the Application.
 - ix) Once an Application for Addition is complete, the Poll Revision Officer shall add the elector's name on the Electors Added at Poll form, and prepare a Voting Token for the elector, complete the Statement of the Electors Who Voted on Polling Day, give the Voting Token to the elector, and direct the elector to a free Ballot Issuing Officer.
 - x) All completed Application for Addition to the List of Electors forms are to be returned to the Returning Office so that the information may be updated in the Register of Electors.
- b) If an elector's name is on the List of Electors but the entry includes incorrect information, the Poll Revision Officer shall follow this procedure:
- i) If the Poll Revision Officer has determined that an elector is on the List of Electors and at the correct polling station, but that the information on the List of Electors about the elector is incorrect, the Poll Revision Officer shall obtain from the elector the information necessary to correct the information in the List of Electors.
 - (1) If the elector has brought his or her own Voter Information Card, name or address corrections shall be noted on the card, and the card shall be immediately placed in the specified envelope so it may be returned to the Returning Office.
 - (2) If the elector has not brought a Voter Information Card, name or address corrections shall be noted on an Application for Correction or Deletion of Elector Information form.
 - (3) If the elector's address has changed, the Poll Revision Officer must verify the elector's polling station, and if the person is at the wrong polling station, shall redirect him or her to the proper polling station.
 - (4) If the elector has brought a Voter Information Card for an incorrectly listed former resident of the elector's place of residence, the card may be used to take the former resident off the List of Electors for that polling division. If required, a separate Application for Correction or Deletion of Elector Information form must be used to collect revision information for the elector present.
 - (5) All completed Application for Correction or Deletion of Elector Information forms and Voter Information Cards with corrections noted shall be immediately placed in the specified envelope so they can be returned to the Returning Office so that the information may be updated on the Lists of Electors.
 - (6) Once an Application for Correction or Deletion of Elector Information form is completed or a Voter Information Card has corrections noted, the Poll Revision Officer shall prepare a Voting Token for the elector, complete the Statement of the Electors Who Voted on Polling Day, give the Voting Token to the elector, and direct the elector to a free Ballot Issuing Officer.
- c) If an elector brings the card of another voter – either that of a previous resident of his or her address or that of a family member who has moved or died:

- i) Former residents:
 - (1) Voter Information Cards are sent to voters at the particular address at which they are listed in the Register of Electors. A new resident of a house or apartment may therefore receive a card addressed to a former resident if Elections NB has not received information about that previous person's move.
 - (2) The Poll Revision Officer will collect the card and note on it that the person named is no longer at that address, to update the Register of Electors. The former resident's name will be removed from the list at that address, but will be put in a "pending" file, so that if they call a returning office or Elections NB to change their address they will still be found in the Register.
- ii) Deceased voters:
 - (1) Elections NB receives information every two months from the Vital Statistics Branch about residents who have died in the province. Because of timing of receipt of the information, or differences in the information provided compared to that in the Register of Electors, it is sometimes not possible to match the voter information to remove a deceased voter from the list before an election, so a card may still be sent to a deceased elector.
 - (2) If a family member receives such a card, it will assist Elections NB in updating the Register if they take the card to the poll with them to the polling station. The Poll Revision Officer will collect the card and note on it that the person named is deceased, and require the elector to sign the card. (Alternatively, a family member can call Elections NB or their local returning office and advise revision officers there that the person has died, and the name will be updated.)
- d) If an elector appears on the List of Electors to have previously voted, the Voters List Officer or Poll Revision Officer shall:
 - i) Because electors may vote by Special Ballot, at the Advance Polls or at the Ordinary Poll, there is a possibility that an elector may appear on the List of Electors to have previously voted. This may have been recorded correctly or in error.
 - ii) On a computerized List of Electors, after finding an elector, the computer may indicate that an elector appears to have voted previously with a warning message. A window will appear with a message saying the elector was recorded as having previously voted elsewhere (normally by Special Ballot or at an Advance polling station).
 - iii) On a paper List of Electors, the elector's name may already have a line drawn through it. If the elector has been recorded as having previously voted elsewhere (normally by Special Ballot or at an Advance polling station) a letter "S" or "A" will be printed in the "Where Voted" column.
 - iv) In either case, the Voters List Officer or Poll Revision Officer shall:
 - (1) Inform the elector that his or her name has already been Struck Off as having previously voted.
 - (2) Ask the elector if he or she has previously voted in the election or if he or she thinks a mistake has been made.
 - (3) If the elector has not voted before:

- (a) Advise the elector that in order to receive a ballot, the elector must complete the oath "Oath of Elector Voting After Name Struck Off" to confirm he or she has not previously voted.
 - (b) The poll official shall administer the "Oath of Elector Voting After Name Struck Off".
 - (c) If the elector completes the oath:
 - (i) If using a computerized List of Electors, the poll official shall select the "Strike Off" button on the screen, and continue to process the elector, or
 - (ii) If using a paper List of Electors, the poll official shall draw a second line below the first on the List of Electors, mark the "Where Voted" column a second time, and continue to process the elector.
 - (d) If the elector refuses to complete the oath:
 - (i) If using a computerized List of Electors, the poll official shall select the "Cancel" button on the screen, or
 - (ii) If using a paper List of Electors, the poll official shall do nothing to the list.
 - (iii) Whether using a computerized or paper List of Electors, the poll official shall not continue to process the elector.
 - (4) If the elector has voted before, the poll official shall:
 - (a) Advise the person that electors may only vote once in any electoral event.
 - (b) Will not continue to process the elector.
- e) If an election officer or a scrutineer believes that a person is not qualified to vote, they may challenge that person's right to vote any time before the person has been given a ballot. The poll official shall be aware of the following:
- i) A challenge must be made to a poll official, not directly to the voter.
 - ii) If the challenged elector believes he or she is qualified to vote:
 - (1) The elector shall take the oral "Oath of Qualification to Vote", administered by the poll official, to confirm his or her qualification to vote.
 - (2) If the elector takes the required oath, the poll official shall continue to process the elector.
 - (3) If the elector refuses to take the required oath, the poll official may not continue to process the elector.
 - (4) If an elector is challenged, the poll official shall enter the objection, and whether or not the elector took the required oath, in the Record of Objection to Electors.
 - (5) If the challenge is made after a poll official has Struck Off the elector on a computerized List of Electors, but before a ballot has been issued, the poll official shall not correct the entry in the computer. The Record of Objection to Electors will be used to maintain the records at the Returning Office.
 - (6) If the challenge is made after a poll official has Struck Off the elector on a paper List of Electors, but before a ballot has been issued, the poll official shall not attempt to erase the line on the List of Electors. The Record of Objection to Electors will be used to maintain the records at the Returning Office.
 - (7) If a Voters List Officer or Poll Revision Officer strikes off an elector in error using a computerized List of Electors, the poll official shall find the elector's name again by scanning the barcode or searching for the name, then select the "Clear Strike Off" button. This is the only instance when this action shall be done.

Procedures for Issuing Ballots to Electors

1) Preparing the Polling Centre for Voting:

In all polling stations, Ballot Issuing Officers shall set up voting screens as directed by the Poll Supervisor, being sure to place voting screens so voters may vote in secrecy. The Ballot Issuing Officer shall:

- a) Place a voting pen inside each voting screen.
- b) Post a How to Mark Your Ballot instruction sheet inside each voting screen.
- c) Post a How to Mark Your Ballot instruction sheet at the Ballot Issuing Officer's table.
- d) Have the following supplies for issuing ballots:
 - i) A Ballot Issuing Record;
 - ii) All ballots that may be issued to electors at that polling station, as issued by the Poll Supervisor;
 - iii) Secrecy sleeves, to ensure that an elector's ballot cannot be seen by any other person;
 - iv) A Spoiled Ballots Envelope; and
 - v) A Used Voting Tokens Envelope.
- e) Each Ballot Issuing Officer shall record the number of ballots received from the Poll Supervisor in their Ballot Issuing Record, and record any additional ballots received throughout the voting period.

2) Issuing a ballot:

When an elector is directed to a Ballot Issuing Officer, that officer shall:

- a) Greet the elector politely with an active offer of bilingual service;
- b) Ask the elector for the Voting Token issued by the Voters List Officer or Poll Revision Officer. If the elector does not have one, he or she must be directed to the Voters List Officer or Poll Revision Officer to receive one.
- c) In municipal general elections, electors are entitled to vote for a district education councillor for either the English or French school district. In the greater Moncton area, electors are entitled to vote for a regional health authority board member for either health region A (Vitalité) or B (Horizon). The Ballot Issuing Officer shall:
 - i) Use the list of Ballot Styles that may be issued to each polling division number to determine which ballots may be issued to the elector.
 - ii) Explain the options available, and any positions that have been acclaimed or where no candidate has been nominated.
 - iii) Ask the elector to declare for which type of school district he or she would like to obtain a ballot.
 - iv) Understand that an elector is entitled to vote only in relation to the English or French school district that he or she declared.

- v) Where a choice of health region is to be offered to the elector, ask the elector to declare for which health region he or she would like to obtain a ballot. Note that this applies only to the south-east portion of NB where both Region A and Region B elect candidates)
- vi) Understand that an elector is entitled to vote only in relation to the health region that he or she declared.
- d) Record the ballot being issued in the Ballot Issuing Record;
- e) Place the Voting Token in the Used Voting Token Envelope.
- f) Initial the ballot in the designated area;
- g) Write the polling division number of the elector on the ballot in the designated area;
- h) Explain how to mark the ballot, by instructing the elector:
 - i) To make his or her choice by filling in completely or making an X in the designated area to the right of each chosen candidate's name, using the pen provided;
 - ii) To not vote for more candidates than may be elected or the vote will not be counted;
 - iii) If he or she votes for more candidates than may be elected, the tabulation machine will alert the elector;
 - iv) Does not have to vote for all contests on the ballot, but votes will be counted for any contests that are marked; and
 - v) To not bend, mutilate, or make any other marks on the ballot.
- i) Explain spoiled ballot procedures to the elector, stating that in the event that an elector makes an error on the ballot, the elector may return the mismarked ballot in its secrecy sleeve to you to receive a new clean ballot.
- j) Place the ballot face-up inside the secrecy sleeve, without folding or bending the ballot;
- k) Give the voter the ballot in the secrecy sleeve, directing the elector to put the ballot back in the secrecy sleeve the same way after marking it.
- l) Advise the voter where to deposit the ballot after it is marked.
- m) Direct the voter to a voting screen to mark the ballot.
- n) Explain that once an elector has voted, he or she must leave the polling station.

3) Spoiled ballot procedures:

If an elector makes a mistake in marking the ballot, he or she may return it to the Ballot Issuing Officer who issued it, and receive a new ballot. The Ballot Issuing Officer shall:

- a) Prepare a new ballot to the voter following the normal procedures;
- b) Take the ballot from the secrecy sleeve face-down, fold it, write "spoiled" on the back, and place the spoiled ballot in the Spoiled Ballots Envelope;
- c) Record a new ballot as being issued in the Ballot Issuing Record; and
- d) Issue a new ballot to the voter following the normal procedures, and clarify the instructions for voting if necessary.

4) Electors Requiring Assistance to Vote:

If an elector requires assistance to vote, either a "friend" of the elector's choice or a Ballot Issuing Officer may assist that elector in marking the ballot.

- a) If the elector chooses the assistance of the Ballot Issuing Officer, the Ballot Issuing Officer is not required to take an oath, but shall assist the elector as required in the voting process, marking the ballot in accordance with the elector's choice of candidates.
- b) If the elector chooses the assistance of a friend, the Ballot Issuing Officer shall administer the "Oath of Friend Of Voter Needing Assistance to Vote" before allowing the friend to assist the elector in marking the ballot. No person may act as the friend of more than one elector at one election.

Procedures for Depositing Ballots into Ballot Boxes

1) Depositing a ballot:

Ballots counted using tabulation machines

In an election where the Municipal Electoral Officer has directed that tabulation machines will count ballots, after a voter has marked the ballot, it is to be deposited through the tabulation machine into the ballot box for the polling station. If there is more than one tabulation machine in a polling station, the voter may deposit the ballot into any tabulation machine in the polling station. Each tabulation machine and ballot box will be under the supervision of a Tabulation Machine Officer throughout the day of voting.

When a voter wishes to deposit a ballot, the Tabulation Machine Officer shall:

- a) Greet the elector politely with an active offer of bilingual service;
- b) As electors approach the tabulation machine, ensure that they do not crowd near the machine. Keep other electors back at least 10 feet from the machine until the elector he or she is assisting is finished.
 - i) In some cases, an elector will deposit a ballot that will cause an alert, and the Tabulation Machine Officer will have to ask the elector his or her intentions. This process must be kept private, and cannot be done with others crowding around.
- c) Ask the elector to stay until the ballot is deposited.
- d) Check signature box for Ballot Issuing Officer's initials.
 - i) If the Tabulation Machine Officer does not see any initials on the ballot, he or she is not to accept the ballot and must ask the elector to return to the appropriate Ballot Issuing Officer to have them initial the ballot.
- e) Allow the elector to deposit the ballot into the tabulation machine if they so wish. Assist the elector to ensure ballot is fed into tabulation machine facing down for privacy.
- f) If the elector requires assistance, take the ballot from the elector in the security sleeve and deposit the ballot into the tabulation machine.
 - i) With the ballot facing down, insert the ballot into the entry slot on the front of the tabulation machine. The ballot will be automatically drawn into the machine.
 - ii) Take care not to insert the secrecy sleeve too far, or the rollers will attempt to grab the cardboard.

- g) Ensure the ballot counter on the tabulation machine has increased by one (1) indicating the ballot has been accepted. You will hear the ballot fall into the box. If the ballot is returned the ballot counter will not increase by 1.
- h) Collect and reuse secrecy sleeves in the polling station. Periodically ensure that a Constable or Poll Supervisor returns the sleeves to the Ballot Issuing Officers.
- i) Direct the elector to the exit and thank the elector.

2) Responding to error messages

- a) Understand how the tabulation machine determines if a ballot is marked for a candidate. The tabulation machine can only read marks that:
 - i) Are made inside the designated circle by the candidate's name;
 - ii) Are dark enough to be scanned;
 - iii) Fill approximately 20% or more of the circle with a mark.
- b) If an error occurs, the tabulation machine will alert the elector and the Tabulation Machine Officer. He or she shall:
 - i) Ask the elector to remain at the ballot box.
 - ii) If the elector requests that the ballot be returned, ensure the ballot remains face down and is replaced in a secrecy sleeve.
- c) Treat each error with discretion. If there are other electors crowding the area, ask them to stand back at least 10 feet while you deal with the elector voting.
- d) Deal with any missing "Ambiguous Mark" error messages as required.
 - i) The tabulation machine will always return any ballots with an ambiguous mark.
 - ii) An "Ambiguous Mark" error is caused when a ballot has at least one circle where an elector's mark fills between 10% and 20% of the circle.
 - iii) Explain to the elector this information and ask the elector to remark the ballot or return to the Ballot Issuing Officer to obtain a clean ballot.
 - iv) If the elector refuses, deposit the ballot into the Auxiliary Ballot Slot of the ballot box.
- e) Deal with any missing "Ballot Issuing Officer Initial" error messages as required.
 - i) The Ballot Issuing Officers must initial all ballots in the box provided at the top of the ballot before giving it to an elector.
 - ii) The tabulation machine will always return any ballots not initialled by a Ballot Issuing Officer.
- f) Deal with any "Invalid Polling Division" error messages as required.
 - i) The Ballot Issuing Officers must complete the polling division number information at the top of the ballot before giving it to an elector.
 - ii) The tabulation machine will return any ballots with invalid polling division number information.
- g) Deal with any Overvoting error messages as required.
 - i) Pass the elector a Tabulation Machine Warning: 'Overvote' message card.
 - ii) This error requires the elector to make a decision if the ballot should be returned for review or accepted as-is.
 - iii) Explain to the elector that the tabulation machine has counted more votes than are possible for a contest on the ballot.

- iv) It may be that the elector has inadvertently made a mark inside a circle where the tabulation machine can read it.
 - (1) Offer the elector the choice of returning or casting the ballot.
 - (2) Explain to the elector that once the ballot is cast, the elector cannot receive a new ballot.
 - (3) If the elector requests the ballot be returned, place the secrecy sleeve ready to receive ballot. Press the red "Return" button on the machine, and the ballot will be returned to the secrecy sleeve. Direct the elector to the appropriate Ballot Issuing Officer to receive a new ballot.
 - (4) If the elector requests the ballot be accepted as is, press the green "Vote" button on the machine. The tabulation machine will deposit the ballot into the box. The tabulation machine will not record votes in overvoted contests but will accept votes in contests correctly marked.
- h) Deal with any Blank Ballot error messages as required.
 - i) Pass the elector a Tabulation Machine Warning: 'Blank Ballot' message card.
 - ii) This error requires the elector to make a decision if the ballot should be returned for review or accepted as-is.
 - iii) Explain to the elector that tabulation machine has not detected any votes on the ballot in any circle.
 - (1) Offer the elector the choice of returning or casting the ballot.
 - (2) Explain to the elector that once the ballot is cast, the elector cannot receive a new ballot.
 - (3) If the elector requests the ballot be returned place the secrecy sleeve ready to receive ballot. Press the red "Return" button on the machine and, and the ballot will be returned to the secrecy sleeve.
 - (a) Direct the elector to a Voting Screen and ask the elector to review the ballot to ensure it is marked in the space provided and return to you.
 - (b) Make sure the elector understands how to mark a ballot.
 - (4) If the tabulation machine returns the ballot after it has been reviewed and corrected:
 - (a) Put the returned ballot back into the secrecy sleeve.
 - (b) Direct the elector to the appropriate Ballot Issuing Officer to receive a new ballot.
 - iv) If the elector requests the ballot be accepted as is, press the green "Vote" button on the machine. The tabulation machine will deposit the ballot into the box.
- i) Deal with any Ballot was Misread or Invalid Ballot error messages as required.
 - i) Explain to the elector that the ballot was not counted by the tabulation machine and needs to be re-inserted.
 - (1) Misread ballots indicate that the tabulation machine has not recognized all the features on the ballot and that essential ballot identification markings cannot be found. This may result if the ballot is folded, damaged, fed incorrectly, or misprinted by the printing company.
 - (2) Invalid ballots indicate that the tabulation machine recognizes a ballot, but that it is not programmed to read the contests on the ballot. This may result if the wrong tabulation machine is sent to a polling station, or if the wrong ballots are sent to a polling station.
 - ii) If the ballot is not accepted on the second try:
 - (1) Put the returned ballot back into the secrecy sleeve.

- (2) Direct the elector to the appropriate Ballot Issuing Officer to receive a new ballot.
- iii) If many ballots are being repeatedly misread, this might be a problem with the printing of the ballot, or more likely, a problem with the tabulation machine.
 - (1) Contact the Poll Supervisor and/or Returning Office immediately to arrange for technical support.
 - (2) Do not stop the voting process.
 - (3) Open the Auxiliary Ballot Slot.
 - (4) Place voted ballots in that compartment until the tabulation machine has been cleared.
 - (5) The ballots in the Auxiliary Compartment must not be put through the tabulation machine until after the close of the poll.
- j) Deal with any Multiple Sheets Detected error messages as required.
 - i) Explain to the elector that the tabulation machine has detected that more than one ballot is being inserted at the same time.
 - ii) The tabulation machine will not accept multiple ballots at the same time.
 - iii) Advise the elector that the machine has detected multiple ballots and that the Poll Supervisor will complete the process with them.
- k) Deal with any Ballot Blockages as required.
 - i) Ballot blockages are rare events but can occur. The ballot is long enough that part of it will be visible either in the front ballot entry slot or the rear ballot exit slot.
 - ii) If there is a ballot blockage:
 - (1) Ask the elector to remain at the ballot box.
 - (2) Do not look at the markings on the ballot.
 - (3) If the ballot is visible from the front ballot entry slot, pull the ballot out and return to the elector.
 - (4) If the ballot is not visible from the front of the entry slot, lift the tabulation machine off the ballot box to expose the back exit slot. Pull the stuck ballot from the exit slot and return to the elector.
 - (5) Replace the tabulation machine on top of the ballot box so the ballot can be re-inserted.
 - (6) Unplug the power cord to stop the machine.
 - (7) Reinsert the power cord to re-start the machine. The printer will produce a printout showing how many ballots were counted before the paper jam.
 - (8) At no time will a jammed ballot be counted. In addition, each ballot must clear the tabulation machine before the votes are recorded.
 - iii) If anything is preventing the entry of more ballots:
 - (1) Contact the Poll Supervisor and/or Returning Office immediately to arrange for technical support.
 - (2) Do not stop the voting process.
 - (3) Open the Auxiliary Ballot Slot.
 - (4) Place voted ballots in that compartment until the tabulation machine has been cleared.
 - (5) The ballots in the Auxiliary Compartment must not be put through the tabulation machine until after the close of the poll.
- l) Deal with a tabulation machine that becomes inoperable.
 - i) In the event that power is lost:
 - (1) Contact the Poll Supervisor and/or Returning Office immediately to arrange for technical support.

- (2) Do not stop the voting process.
 - (3) Open the Auxiliary Ballot slot.
 - (4) Place voted ballots in that compartment until the tabulation machine has been cleared.
 - (5) The ballots in the Auxiliary Compartment must not be put through the tabulation machine until after the close of the poll.
- ii) When power is restored:
- (1) The tabulation machine is ready to accept ballots and normal processing of ballots can be continued.
 - (2) Use one long paper seal to seal the Auxiliary Ballot Slot before voting proceeds.
 - (3) The ballots in the Auxiliary Compartment must not be put through the tabulation machine until after the close of the poll.
- iii) If the Auxiliary Compartment in your ballot box becomes filled, the Poll Supervisor has a spare ballot box to receive ballots until the close of voting.

Ballots counted by hand

In an election where the Municipal Electoral Officer has directed that a Ballot Counting Officer will count ballots by hand, after a voter has marked the ballot, it is to be deposited into the ballot box marked with the same polling division number that is marked on the voter's ballot. All ballot boxes will be under the supervision of a Ballot Counting Officer throughout the day of voting.

When a voter wishes to deposit a ballot, the Ballot Counting Officer shall:

- 1) Without viewing the voter's marks on the ballot, verify that the Ballot Issuing Officer's initials are present on the ballot.
 - a) If the Ballot Counting Officer cannot view the initials projecting from the secrecy sleeve, ask the elector to move the ballot in the secrecy sleeve so that the initials are visible.
 - b) If the initials are not present:
 - i) Explain to the voter that the Ballot Issuing Officer forgot to initial it, and all ballots require the initials before being deposited into the ballot box.
 - ii) Direct the elector to the appropriate Ballot Issuing Officer to have the ballot initialled.
- 2) Direct the voter to the correct ballot box for his or her ballot. The Ballot Box Number written on the ballot must match the ballot box number.
- 3) Permit the elector to place the ballot into the ballot box, or if requested, assist the elector in placing the ballot into the ballot box.
- 4) Direct the voter to the exit of the polling station.
- 5) Collect the secrecy sleeves and return them periodically to the Ballot Issuing Officers.

Procedures for Closing the Polling Station

1) Closing the Polling Station – Constables

After the Poll Supervisor declares a polling station closed, each Constable shall:

- a) Note the last voter standing in the line and, if the polling station permits, move the voters inside the polling station as best he or she can and then lock the door.
- b) Advise all voters in line at 8:00 pm that they are still entitled to vote.
- c) Be available to let each voter out as they finish voting.
- d) Return any unused or reusable supplies to the Poll Supervisor, to be reused in future electoral events;
- e) Take all equipment and supplies to the location or vehicle designated by the Poll Supervisor for return to the returning office; and
- f) Assist other poll officials in the clean-up of the polling station and loading of all equipment and supplies for return to the returning office.

2) Closing the Polling Station – Voters List Officers and Poll Revision Officers

After the Poll Supervisor declares a polling station closed and all voters standing in line have voted, each Voters List Officer and Poll Revision Officer shall:

- a) If using a computerised List of Electors:
 - i) Close the Strike Off program;
 - ii) Power all equipment off and close the laptop computer;
 - iii) Remove all cabling and repack all computers, bar code scanners, and peripheral equipment and cords in original boxes,
 - iv) Return the computers to the Poll Supervisor.
- b) If using a paper list of electors:
 - i) Return the List of Electors, marked with all Struck Off electors, to the Poll Supervisor;
- c) Return the Record of Objection to Electors form to the Poll Supervisor;
- d) Return any completed "Oath of Elector Voting After Name Struck Off" forms to the Poll Supervisor.
- e) Return the Voter Information Cards with no correction to the Poll Supervisor in a securely tied recycle bag;
- f) Return the Corrections to the List Of Electors Envelope containing corrected Voter Information Cards, Applications for Addition to the List of Electors, and Applications for Correction or Deletion of Elector Information, to the Poll Supervisor, so the information can be used to update the Register of Electors;
- g) Return any unused or reusable supplies to the Poll Supervisor, to be reused in future electoral events;
- h) Take all equipment and supplies to the location or vehicle designated by the Poll Supervisor for return to the returning office; and
- i) Assist other poll officials in the clean-up of the polling station and loading of all equipment and supplies for return to the returning office.

3) Closing the Polling Station – Ballot Issuing Officers

After the Poll Supervisor declares a polling station closed and all voters standing in line have voted, each Ballot Issuing Officer shall:

- a) Determine the total number of electors having received ballots and record these numbers in the Ballot Issuing Record;
- b) Record the number of unused ballots, in the Ballot Issuing Record;
- c) Place all unused ballots in the designated envelope, record the total number of unused ballots on the envelope, and seal the envelope;
- d) Count any spoiled ballots and return them to the designated envelope, record the total number of spoiled ballots on the envelope, and seal the envelope;
- e) Count all Voting Tokens and return them to the designated envelope, record the total number of Voting Tokens on the outside of the envelope, and seal the envelope.
- f) Complete and sign the "Oath of Ballot Issuing Officer After Closing Of Poll" in the Ballot Issuing Record;
- g) Complete and place all poll materials into a Poll Materials Envelope including:
 - i) The Ballot Issuing Record; and
 - ii) Sealed envelopes of unused and spoiled ballots.
- h) Have the Poll Supervisor review the contents of the envelope to ensure that all required items are present, and then sign and seal the envelope;
- i) Give all poll materials to the Poll Supervisor, including:
 - i) The Poll Materials envelope;
 - ii) The Used Voting Tokens envelope; and
 - iii) Any unused or reusable poll supplies that can be used in future electoral events.
- j) Assist other poll officials in the clean-up of the polling station, and loading of all equipment and supplies for return to the returning office.

4) Closing the Polling Station – Tabulation Machine Officers

In an election where the Municipal Electoral Officer has directed that tabulation machines will count ballots, after the Poll Supervisor declares an ordinary polling station closed and all voters standing in line have voted, each Tabulation Machine Officer shall:

- a) Wait until Poll Supervisor declares polling station is closed.
- b) Process any ballots in the Auxiliary Compartment.
 - i) Remove any ballots in the Auxiliary Compartment
 - ii) Feed each ballot through the tabulation machine.
 - iii) If a ballot is not accepted by the tabulation machine, contact the Poll Supervisor for assistance. Do not simply place the ballot in the ballot transfer box as this will cause errors with the balancing of votes to the number of voters having voted.
- c) Process any ballots in the ballot box used for curbside voting.
- d) Note the number of electors that deposited ballots and inform Poll Supervisor.
- e) Assist Poll Supervisor to close the tabulation machine.
 - i) Connect the cellular modem using its special network cable to the port on the right side of the tabulation machine.
 - ii) Have the Poll Supervisor place the Security Key on the Security Key Pad.
 - iii) Have the Poll Supervisor enter the password provided by the Returning Officer.

- iv) The tabulation machine will connect to the modem and attempt to transmit the results to Elections NB.
- v) Print two copies of the results report.
- vi) Sign the Certification as indicated on the bottom of both copies of the result sections of the tape.
- vii) Any scrutineers present may sign the result sections of the tape if they so desire.
- viii) Detach the second result section and post it for viewing until the polling station is closed.
- ix) Keep the remaining tape with the first results section in one piece, so that there is a continuous strip from when the zero tape was printed until when results were printed.
- x) The Poll Supervisor will call in the results to the returning office.
 - (1) If the transmission report stated that the cellular modem transmitted the results successfully, tell the returning office. There is no need to read off the results per candidate.
 - (2) If the transmission report stated that the cellular modem failed to connect, tell the returning office and then read off the results per candidate.
- xi) The Poll Supervisor will ensure one copy of the results tape is returned with the tabulation machine to the returning office.
- f) Retain one copy of the final results tape in case the machine is damaged en route to the Returning Office.
- g) Close his or her station using the normal procedures.
 - i) Power down and repack tabulation machine into carrying case.
 - ii) Place all cast ballots into Ballot Transfer box(es).
 - (1) Use one Ballot Transfer Box for each tabulation machine or more if required.
 - (2) Remove all ballots from the rear section of the ballot box.
 - (3) Place these counted ballots into the Ballot Transfer box(es).
 - (4) Do not fold or damage ballots.
 - (5) All ballot styles are placed into the box(es) together.
 - (6) It is not required to sort the ballots so that the top or front of the ballot faces the same way, simply stack them neatly.
 - (7) Use one long paper seal to seal the Ballot Transfer box(es).
 - (8) Record the polling location name and tabulation machine number on Ballot Transfer box(es).
 - (9) Ensure Ballot Transfer box(es) are sealed and marked as Ordinary Poll.
 - iii) Carefully disassemble ballot box.
 - iv) Bring all equipment and/or supplies to location as determined to Poll Supervisor.
 - v) Assist other poll officials in clean-up of location.

5) Closing the Polling Station – Ballot Counting Officers

In an election where the Municipal Electoral Officer has directed that a Ballot Counting Officer will count ballots by hand, after the Poll Supervisor declares a polling station closed, each Ballot Counting Officer, working in designated pairs, shall:

- a) Prepare the materials and a suitable space for counting.
- b) Invite any scrutineers present in the polling station who wish to observe, to watch him and his partnered Ballot Counting Officer unseal the Ballot Box slot and count the ballots.

- c) Count and report the votes cast in the ballot boxes following the procedures outlined in the “Municipal Electoral Officer Directives for the Counting of Ballots”.
- d) Return all election materials to the Poll Supervisor including:
 - i) The Resealed Ballot Boxes;
 - ii) The “Returning Office Information” envelope with its required contents including the Statement of Votes Cast.
- e) Return any unused or reusable supplies to the Poll Supervisor, to be reused in future electoral events;
- f) Assist other poll officials in the clean-up of the polling station, and loading of all equipment and supplies for return to the returning office.

Advance Polling Station Procedures – Additional Requirements

For the most part, polling procedures and poll set-up and closing procedures are the same at Advance Polls as at Ordinary Polls. However, slightly different procedures are required of Ballot Issuing Officers and Tabulation Machine Officers at the close of Day 1 of Advance Polls and the reopening of the Advance Polls on Day 2.

1) Closing the Polling Station - End of Advance Poll Day One - Ballot Issuing Officers

After the Poll Supervisor declares an advance polling station closed on the first day of an advance poll and all voters standing in line have voted, each Ballot Issuing Officer shall:

- a) Count any spoiled ballots and return them to the designated envelope;
- b) Record the total number of spoiled ballots for all ballot styles on the envelope and seal it;
- c) Complete the Used Voting Tokens envelope and seal it;
- d) Place all unused ballots in the designated envelope;
- e) Keep all the unused ballots together and place them in the unused ballots envelope to be used on the next day of Advance Voting;
- f) Record the total number of unused ballots on the envelope and seal it;
- g) Keep all materials secure for the next day of Advance Voting including:
 - i) The Ballot Issuing Record;
 - ii) Sealed Used Voting Tokens envelope;
 - iii) Sealed Spoiled Ballot envelope;
 - iv) Unused ballot envelope;
 - v) All other poll supplies.

2) Closing the Polling Station - End of Advance Poll Day One - Tabulation Machine Officers

In an election where the Municipal Electoral Officer has directed that tabulation machines will count ballots, after the Poll Supervisor declares an advance polling station closed, each Tabulation Machine Officer shall:

- a) Wait until Poll Supervisor declares polling station is closed and all voters standing in line have voted,

- b) Process any ballots in the Auxiliary Compartment.
 - i) Remove any ballots in the Auxiliary Compartment
 - ii) Feed each ballot through the tabulation machine.
 - iii) If a ballot is not accepted by the tabulation machine, contact the Poll Supervisor for assistance. Do not simply place the ballot in the ballot transfer box as this will cause errors with the balancing of votes to the number of voters having voted.
- c) Process any ballots in the ballot box used for curbside voting.
- d) Note the number of electors that deposited ballots and inform Poll Supervisor.
- e) DO NOT CREATE A RESULTS TAPE. RESULTS MAY ONLY BE DETERMINED ON ELECTION DAY.
- f) Close his or her station using the normal procedures.
 - i) Power down and repack tabulation machine into carrying case.
 - ii) Place all cast ballots into Ballot Transfer box(es).
 - (1) Use one Ballot Transfer Box for each tabulation machine.
 - (2) Remove all ballots from the rear section of the ballot box.
 - (3) Place these counted ballots into the Ballot Transfer box(es).
 - (4) Do not fold or damage ballots.
 - (5) All ballot styles are placed into the box(es) together.
 - (6) It is not required to sort the ballots so that the top or front of the ballot faces the same way, simply stack them neatly.
 - (7) Use one long paper seal to seal the Ballot Transfer box(es).
 - (8) Record the polling location name and tabulation machine number on Ballot Transfer box(es).
 - (9) Ensure Ballot Transfer box(es) are sealed and marked as Advance Poll Day 1 or 2.
 - iii) Carefully disassemble ballot box.
 - iv) Bring all equipment and/or supplies to location as determined to Poll Supervisor.
 - v) Assist other poll officials in clean-up of location.

3) Closing the Polling Station - End of Advance Poll Day One - Ballot Counting Officers

In an election where the Municipal Electoral Officer has directed that a Ballot Counting Officer will count ballots by hand, after the Poll Supervisor declares an advance polling station closed on the first day of an advance poll, each Ballot Counting Officer, working in designated pairs, shall:

- a) Not unseal the ballot box;
- b) Invite any scrutineers present who wish to observe the sealing of the ballot box;
- c) Seal the ballot box slot using a paper seal;
- d) Sign the seal. Any scrutineer present may also sign the seal.
- e) Keep all materials secure for the next day of Advance Voting in accordance with the Returning Officer's instructions, including:
 - i) The sealed ballot box; and
 - ii) All other poll supplies.

4) Opening the Polling Station - Start of Advance Poll Day Two - Ballot Issuing Officers

Prior to the Poll Supervisor declaring an Advance polling station open on the second day of an advance poll, each Ballot Issuing Officer shall:

- a) Be aware that in municipal by-elections, there may not be a second day of advance polls.
- b) Setup their station normally;
- c) Not unseal the Day 1 Spoiled Ballots envelope;
- d) Use a second Spoiled Ballots envelope for the day's voting;
- e) Not unseal the Used Voting Tokens envelope;
- f) Use a second Used Voting Tokens envelope for this day's voting;
- g) Unseal the unused ballots envelope;
- h) Remove all unused ballots from the envelope; and
- i) Continue to issue ballots normally.

5) Opening the Polling Station - Start of Advance Poll Day Two - Tabulation Machine Officers

In an election where the Municipal Electoral Officer has directed that tabulation machines will count ballots, prior to the Poll Supervisor declaring an Advance polling station open on the second day of an advance poll, each Tabulation Machine Officer, shall:

- a) Be aware that in municipal by-elections, there may not be a second day of advance polls.
- b) Place the sealed Advance Poll Day 1 Ballot Transfer Box(es) in the bottom of the tabulation machine ballot box before sealing.
- c) Otherwise, prepare the tabulation machine and ballot box following the same procedures followed on the first day of advance polls.
- d) The tabulation machine will record a power interruption message.
 - i) The tabulation machine sees the gap between close of Advance Poll Day 1 and the start of Advance Poll Day 2 as an extended power outage.
 - ii) Ensure the tape remains attached to the tabulation machine. Roll the tape up to the machine and use paper clips to secure it.
- e) Verify that the heading at the top of the tape lists the correct polling location name and/or number.
 - i) If the information is incorrect, contact the Poll Supervisor and/or Returning Office immediately.

6) Opening the Polling Station - Start of Advance Poll Day Two - Ballot Counting Officers

In an election where the Municipal Electoral Officer has directed that a Ballot Counting Officer will count ballots by hand, prior to the Poll Supervisor declaring an Advance polling station open on the second day of an advance poll, each Ballot Counting Officer, working in designated pairs, shall:

- a) Invite any scrutineers present who wish to observe the unsealing of the ballot box slot, no earlier than 15 minutes prior to the start of the poll.
- b) Unseal Ballot box slot by removing the paper seal over the ballot box slot;
- c) Continue to receive ballots normally.

7) Closing the Polling Station - End of Advance Poll Day Two - Ballot Issuing Officers

After the Poll Supervisor declares an advance polling station closed and all voters standing in line have voted on the second day of an advance poll, each Ballot Issuing Officer shall:

- a) Count any spoiled ballots and return them to the designated envelope;

- b) Record the total number of spoiled ballots for all ballot styles on the envelope and seal it;
- c) Complete the Used Voting Tokens envelope and seal it;
- d) Place all unused ballots in the designated envelope;
- e) Keep all the unused ballots together and place them in the unused ballots envelope;
- f) Record the total number of unused ballots on the envelope and seal it;
- g) Return all materials used to the Poll Supervisor.

8) Closing the Polling Station - End of Advance Poll Day Two - Tabulation Machine Officers

In an election where the Municipal Electoral Officer has directed that tabulation machines will count ballots, after the Poll Supervisor declares an advance polling station closed, each Tabulation Machine Officer shall:

- a) Wait until Poll Supervisor declares polling station is closed and all voters standing in line have voted,
- b) Process any ballots in the Auxiliary Compartment.
 - i) Remove any ballots in the Auxiliary Compartment
 - ii) Feed each ballot through the tabulation machine.
 - iii) If a ballot is not accepted by the tabulation machine, contact the Poll Supervisor for assistance. Do not simply place the ballot in the ballot transfer box as this will cause errors with the balancing of votes to the number of voters having voted.
- c) Process any ballots in the ballot box used for curbside voting.
- d) Note the number of electors that deposited ballots and inform Poll Supervisor.
- e) NOT CREATE A RESULTS TAPE. Results may only be determined on Election Day.
- f) Close his or her station using the normal procedures.
 - i) Power down and repack tabulation machine into carrying case.
 - ii) Place all cast ballots into Ballot Transfer box(es).
 - (1) Use one Ballot Transfer Box for each tabulation machine or more if required.
 - (2) Remove all ballots from the rear section of the ballot box.
 - (3) Place these counted ballots into the Ballot Transfer box(es).
 - (4) Do not fold or damage ballots.
 - (5) All ballot styles are placed into the box(es) together.
 - (6) It is not required to sort the ballots so that the top or front of the ballot faces the same way, simply stack them neatly.
 - (7) Use one long paper seal to seal the Ballot Transfer box(es).
 - (8) Record the polling location name and tabulation machine number on Ballot Transfer box(es).
 - (9) Ensure Ballot Transfer box(es) are sealed and marked as Advance Poll Day 1 or 2.
 - iii) Carefully disassemble ballot box.
 - iv) Bring all equipment and/or supplies to location as determined to Poll Supervisor.
 - v) Assist other poll officials in clean-up of location.

9) Closing the Polling Station - End of Advance Poll Day Two - Ballot Counting Officers

In an election where the Municipal Electoral Officer has directed that a Ballot Counting Officer will count ballots by hand, after the Poll Supervisor declares an advance polling station closed on the second day of an advance poll, each Ballot Counting Officer, working in designated pairs, shall:

- a) Not unseal the ballot box;
- b) Invite any scrutineers present who wish to observe the sealing of the ballot box;
- c) Seal the ballot box slot using a paper seal;
- d) Sign the seal. Any scrutineer present may also sign the seal.
- e) Return to the Poll Supervisor, the following items:
 - i) The sealed ballot box;
 - ii) All other poll supplies.
- f) Be aware that they will have to return on election night at the designated time and location to count the cast ballots.