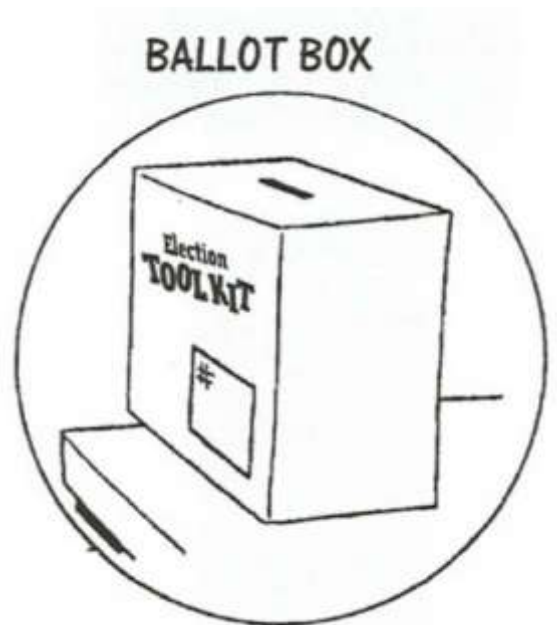


Prince Edward Island School Election Tool Kit

VOTING is EASY and ACCESSIBLE!



A Guide to the Election Process on Prince Edward Island

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Province House - Home of the Legislative Assembly
Charlottetown, Prince Edward Island

We, at Elections P.E.I., would like to express our gratitude to Elections B.C. for their cooperation in our making of this “Prince Edward Island School Election Tool Kit”.

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INTRODUCTION



Purpose

The purpose of this School Election Tool Kit is to introduce children in grade 5 classes and in youth groups to the basic principles of a provincial election.

Outcome

It is expected that participants will learn the terminology associated with our provincial elections, as well as the concept of voting. The main message to children is that **voting is important!**

Participants

Every member of the group is a potential elector. Several children are called upon during the election process to carry out various tasks. The idea is to involve as many children as possible to maintain interest. The School Election Tool Kit has been developed for children in grade 5; however, the basic concept can be adapted by keeping only the lesson plans which best suit your class or group. During the election simulation activity in Lesson 2, it is important to stress to students they are voting for a candidate based on the candidate's position on issues — not on the candidate's popularity with peers (fellow students). We want to emphasize to students the importance of looking at the bigger picture by seeing candidate's strengths, sincerity and ability to represent their constituency.



PREPARATION

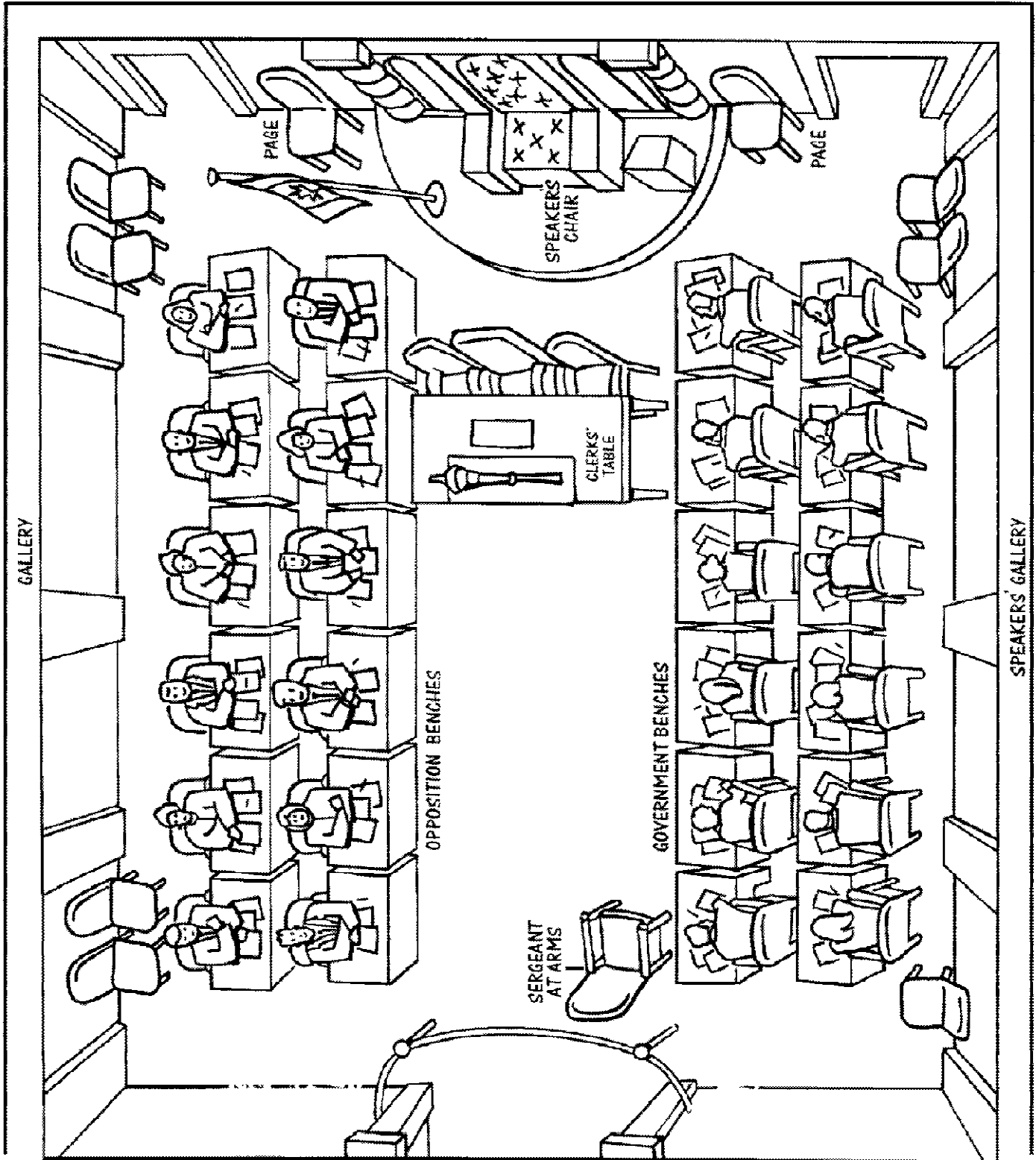
Materials Required

The following is a guideline of the materials required for completing the simulation in **Lesson 2 - The Election Process and Simulation Activity** (see page 15 - 18):

- Legislative Chamber Diagram (page 3)
- Writ of Election Template (page 4)
- Setting up the Polling Station Diagram (page 5)
- Sample Ballot Templates (page 6)
- Sample “Accepted” and “Rejected” Ballot Papers (page 7)
- Oath of Election Officer Template (page 8)
- Oath of Secrecy Template (page 9)
- Certification of Agent Template (page 10)
- Election Badge Templates (page 11)
 - Chief Electoral Officer
 - Returning Officer
 - Deputy Returning Officer
 - Poll Clerk
 - Constable
- Agent Badges (page 11)
- Ballot Box (see sample on page 5)
- Pencils - you will need a pencil for the voting area for marking the ballot (see page 5)
- Voting Screen (See page 5)
- Poll Book Template (pages 12-13)
- Ballot Tally Sheet Template (page 14)
- Statement of Poll (Page 15)

PREPARATION

LEGISLATIVE CHAMBER



PHOTOCOPY ORIGINAL FOR STUDENT PRINTOUTS

PREPARATION

WRIT OF ELECTION

General voting will be conducted from _____ until _____
on the _____ day of _____, 20_____.
in the electoral district of _____.

The return of the Writ must be on or before the _____ day of
_____, 20_____, being the day for the return of this Our Writ.

Chief Electoral Officer

Report of the Proceedings and the Return of the Writ by the Returning Officer

I hereby certify that I have caused an election to take place within
the electoral district of _____

The voters of this electoral district have elected the following candidate to
represent them as a Member of the Legislative Assembly of Prince Edward Island.

Dated at _____

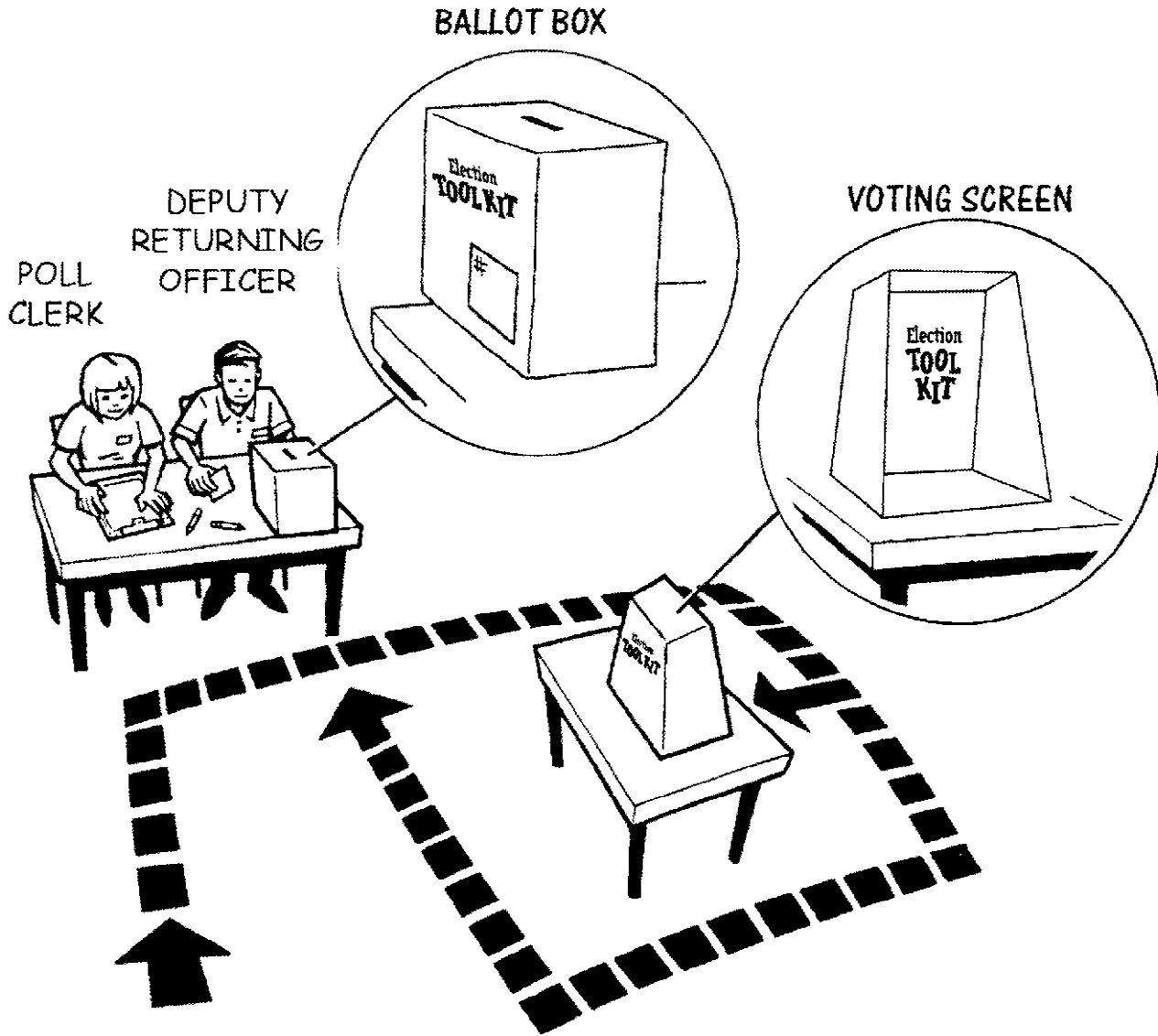
This day of _____, 20_____.

Returning Officer

PHOTOCOPY ORIGINAL FOR STUDENT PRINTOUTS

PREPARATION

SETTING UP THE POLLING STATION



Set up the voting place according to the diagram above.
Make sure the voting screen is set up to ensure privacy.




PREPARATION

SAMPLE BALLOT (PLAIN)

Election Day	_____
Electoral District	_____
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

PHOTOCOPY & CUT ALONG DOTTED LINE

SAMPLE BALLOT (WITH PARTY LOGO)

Election Day	_____
Electoral District	_____
	_____ <input type="checkbox"/>
	_____ <input type="checkbox"/>
	_____ <input type="checkbox"/>

PHOTOCOPY & CUT ALONG DOTTED LINE

PREPARATION

SAMPLES OF "ACCEPTED" BALLOT PAPERS

NAME	<input checked="" type="checkbox"/>
NAME	<input type="checkbox"/>
NAME	<input type="checkbox"/>

NAME	<input type="checkbox"/>
NAME	<input type="checkbox"/>
NAME	<input checked="" type="checkbox"/>

SAMPLES OF "REJECTED" BALLOT PAPERS

NAME	<input type="checkbox"/>
NAME	<input type="checkbox"/>
NAME	<input type="checkbox"/>

NAME	<input type="checkbox"/>
NAME	<input type="checkbox"/>
NAME Karen	<input type="checkbox"/>

PHOTOCOPY ORIGINAL FOR STUDENT PRINTOUTS

PREPARATION

OATH OF ELECTION OFFICER

Election Act

I, _____, the undersigned, do swear (or solemnly
(Please Print Clearly)

affirm) that I will act faithfully and with impartiality in the performance of my duties as:

for District No. _____ Electoral District _____

So Help me God.

Signature

Sworn (or affirmed) before me at _____

in Prince Edward Island, this _____ day of _____, 20_____.

Signature of Authorized Official
A Commissioner, Returning Officer, etc.

*(Note: This is prescribed by the Chief Electoral Officer and every person who is engaged by
Elections P. E. I. to work must complete this form)*

PREPARATION

OATH OF SECRECY

Election Act

I, _____, the undersigned, do swear (or solemnly
(Please Print Clearly)

affirm) that I will keep secret the name of the candidate for whom the ballot paper of any elector is
marked in my presence at the said election.

So Help me God.

Signature

Sworn (or affirmed) before me at _____

in Prince Edward Island, this _____ day of _____, 20_____.

Deputy Returning Officer

*(Note: This is prescribed by the Chief Electoral Officer and every person who is engaged by
Elections P. E. I. to work must complete this form)*

PHOTOCOPY ORIGINAL FOR STUDENT PRINTOUT

PREPARATION

CERTIFICATION OF AGENT

Election Act

TO: DEPUTY RETURNING OFFICER

This is to certify that _____

is an official agent of mine and authorized to act on my behalf in accordance with section 60 of the
Election Act.

Signature of Candidate

(Note: This is prescribed by the Chief Electoral Officer)

PHOTOCOPY ORIGINAL FOR STUDENT PRINTOUT

PREPARATION

ELECTION BADGES:

(CUT OUT AND PRINT STUDENT'S -
NAME FOR EACH POSITION.)

CHIEF ELECTORAL OFFICER

RETURNING OFFICER

DEPUTY RETURNING OFFICER

POLL CLERK

AGENT BADGES:

CONSTABLE

AGENT

AGENT

AGENT

PHOTOCOPY ORIGINAL FOR STUDENT PRINTOUTS

PREPARATION

POLL BOOK

Print in Block Lettering

Electoral District: _____

Deputy Returning Officer: (Surname) _____ (First Name) _____

Poll Clerk: (Surname) _____ (First Name) _____

Date: (yy/mm/dd) _____

RECORD OF POLL

ELECTION ACT

Page 1

Consecutive No.	NAMES OF ELECTORS (Family name first)	SIGNATURE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

PREPARATION

POLL BOOK

RECORD OF POLL

ELECTION ACT

Page 2

Consecutive No.	NAMES OF ELECTORS (Family name first)	SIGNATURE
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		

The law requires that the Poll Book contain an accurate record of all the persons who voted and that all documents be properly completed.

Signature of Deputy Returning Officer

Signature of Poll Clerk

PHOTOCOPY ORIGINAL FOR STUDENT PRINTOUTS

PREPARATION

TALLY SHEET

Election Act

	Votes cast for				Votes cast for				Votes cast for				Votes cast for				
	-----				-----				-----				-----				
	(Given Name)				(Given Name)				(Given Name)				(Given Name)				
	-----				-----				-----				-----				
	(Candidate's Last Name)				(Candidate's Last Name)				(Candidate's Last Name)				(Candidate's Last Name)				
5																5	
10																10	
15																15	
20																20	
25																25	
30																30	
35																35	
40																40	
45																45	
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95																95	
100																100	
105																105	
110																110	
115																115	
120																120	
125																125	
130																130	
135																135	
140																140	
145																145	
150																150	

PREPARATION

STATEMENT OF THE POLL

Election Act

Polling Station No. _____ Name of School _____

District: _____

1. Number of Ballot Papers received from the Returning Officer
2. Number of Cancelled Ballot Papers
3. Number of Unused Ballot Papers
4. Number of Ballots cast for _____
5. Number of Ballots cast for _____
6. Number of Ballots cast for _____
7. Number of Rejected Ballots
8. **Totals**
9. Number of Electors Who Voted at the Polling Station _____

Dated at _____, this ____ day of _____, 20____.

Witness: _____ We certify that the above statement is correct.

_____ Deputy Returning Officer

_____ Poll Clerk

(Two or more candidates, agents or electors must sign above)

Remarks: _____

_____ Deputy Returning Officer

**REPORT ELECTION RESULTS TO ELECTION RETURNS HEADQUARTERS
IMMEDIATELY AFTER COUNT, UPON CLOSE OF POLL**

LESSON 1: YOUR RIGHT TO VOTE

Teacher Directed Discussion:

The teacher should introduce the unit with a lesson on the *Canadian Charter of Rights and Freedoms* (see Background Information, page 24). Specifically discuss the democratic rights to participate in political activities (petitions, demonstrations, etc.) and the right to vote or run in elections.

Student Activity: Critical Challenge

Is voting in an election important?

During **Critical Challenge** the students are asked to think about a topic for which there may not be an immediate solution or correct answer, but which requires some thought. Often, “right or wrong” becomes more difficult to determine when all of the facts are known. One possible solution may cause another problem.

It is important to note that many issues from which **Critical Challenge** questions arise are controversial. The intent is to teach students how to think about controversial or confusing issues, isolating where possible the influence of bias, attitude or values.

Divide students into groups of 3-5. Each group must discuss reasons to support either a yes or no response to the question “Is voting in an election important?”

The teacher assigns ‘yes’ or ‘no’ responses to the group. Try to have an even number of ‘yes’ and ‘no’ groups. After a limited period of time, mix the groups so that each group contains some ‘yes’ and some ‘no’ supporters. In their new groups, the students should try to persuade each other of their individual points of view. The ‘yes’ people give their reasons to the ‘no’ people and vice versa, in order to try to change their opinion.

Teacher Directed Discussion:

The lesson should be concluded with a discussion of the reasons for supporting each of the responses. This should be followed up with a discussion of how the students feel about the issue now and how the opinions of others influenced their thinking.

LESSON 2: THE ELECTION PROCESS AND SIMULATION ACTIVITY

Teacher Directed Discussion:

This lesson begins with a short lesson on the three levels of government and some of the responsibilities of each.

FEDERAL: International trade agreements, communications with other countries on national issues, the defense of our country, our money system, immigration and national parks.

PROVINCIAL: Education, health care, highways, recycling, garbage, management of natural resources and provincial parks.

MUNICIPAL: Repair of sidewalks and streets, streetlights, local building regulations, public transportation, snow removal, fire, library and police.

Discuss how these three levels of government are similar to the three levels that operate within a school.

The **principal** (federal) is responsible for the overall operation of the school, supervising teachers, support staff, and students, as well as budgets and school wide programs.

The **teacher** (provincial) is responsible for delivery of curriculum, day-to-day running of the classroom, reporting to parents.

The **students** (municipal) are responsible for their own learning and to contribute in positive ways to the school community. Students can participate more actively and in an organized fashion if a student council exists.

Student Activity:

Students will conduct an election. The election will involve voting in an informed manner, knowing what the candidates stand for on specific issues through the candidates' campaign activities.

LESSON 2: THE ELECTION PROCESS AND SIMULATION ACTIVITY (continued)

SIMULATION STEP-BY-STEP

The teacher asks for three students to volunteer as **candidates**.

Agents are appointed to represent candidates at the polling station during the voting process at the polls. (see Glossary, page 31). Have each of the three candidates appoint an agent. Each agent must have a completed **Certification of Agent**, signed by their candidate, to ensure his or her right to be within the polling station. Provide each agent with a name tag as supplied in this kit on page 11.

Designate one child (or teacher) to play the role of the **Chief Electoral Officer** and give them a name tag as supplied in this kit on page 11. Explain the role to the group.

The **Chief Electoral Officer** is an independent officer of the Legislature. When an election is called, an Order in Council is issued ordering the Chief Electoral Officer to prepare and issue the **Writ of Election**. A Writ is addressed and directed to the Returning Officer for each electoral district in which an election is to be held. The Chief Electoral Officer will appoint a **Returning Officer** (see Glossary, page 31) and give him or her a name tag as supplied in this kit. The Returning Officer will appoint all of the other election officials (**Deputy Returning Officer, Poll Clerk and Constable**).

Designate three children to play the roles of Deputy Returning Officer, Poll Clerk and Constable and give each of them a name tag as supplied in this kit. Explain each role to the group.

The **Deputy Returning Officer** is responsible for the following duties:

- announces each elector as he or she is issued a ballot
- ensures each elector signs the Poll Book
- issues a ballot to each elector
- receives a marked ballot from the elector (technically now a “Voter” because has voted.)
- places ballots in the ballot box, or allows voter to do so
- counts the ballots after the close of voting, using the Ballot Tally Sheet
- reports the results to the Returning Officer after the count and the closing of the poll.
- returns all materials to the Returning Officer

The **Poll Clerk** assists the Deputy Returning Officer by completing all “Clerical duties”, as required, through all the entries in the Poll Book.

The **Constable** assists the elector with any directional inquiries the elector may have at the poll.

The Returning Officer will require the Deputy Returning Officer, Poll Clerk and Constable to take an **Oath of Election Officer** and sign an **Oath of Secrecy**. This will ensure that voting will be conducted in a non-partisan manner and that the secrecy of the vote will be maintained. Note: Candidates or their agents are not permitted to also be Election Officials. Each agent must have a completed Certification of Agent form, signed by their candidate, to ensure his or her right to be within the polling station.

LESSON 2: THE ELECTION PROCESS AND SIMULATION ACTIVITY (continued)

The **List of Electors** is prepared by the Chief Electoral Officer for use at an election. The List of Electors contains the names and addresses of registered electors in each electoral district. During an election, the information from the List of Electors is entered into Poll Books. A Poll Book is maintained at each polling station.

Set up the ballot box and voting screen according to the diagram found in **Setting up the Voting Station**, page 5. Make sure the voting screen is set up to ensure privacy to the elector. Leave a pencil behind the voting screen. Make a list of the three candidates on the ballot (see Sample Ballot template, page 6). Photocopy and cut the number of ballot papers required for your group.

Note: You may tell the group that, in a real election, the names of candidates are printed on the ballot paper in alphabetical order, by family names, to ensure no candidate is privileged over another.

Explain the Campaigning Process:

While the election simulation is meant to be used by educators as a tool to introduce children to the concept of voting, it must help build their enthusiasm, arouse their curiosity and, above all, be fun. To explain the campaigning process you may have the three candidates produce signs, make a speech or wave posters. The candidates may have their supporters and agents help them. Class activities can include an “all candidates” meetings where candidates respond to electors’ questions. Students can prepare their campaign posters and complete writing activities focused on an issue of interest to them. During the election simulation activity in Lesson 2, it is important to stress to students they are voting for a candidate based on their position on issues — not on their popularity of their peers (fellow students). We want to emphasize to students the importance of looking at a candidate’s strengths, sincerity and ability to represent their constituency.

When the campaigning is over, have the group remain quiet until the end of voting process.

LESSON 2: THE ELECTION PROCESS AND SIMULATION ACTIVITY (continued)

Voting Simulation:

A. Explain the voting procedures to the group.

- i. Children will come forward one at a time to the Polling Station.
- ii. The Poll Clerk enters the elector's name in the Poll Book.
- iii. Each elector must sign the Poll Book before receiving a ballot.
- iv. The Deputy Returning Officer will announce each elector as they are issued a ballot.
- v. Each elector will go behind the voting screen and mark the ballot with an "X" opposite the name of the candidate of their choice.
- vi. Each voter (Note: An elector who has "voted" now is officially known as a "voter") will go directly to the ballot box, have the Deputy Returning Officer check that the ballot is folded correctly and then either the Deputy Returning Officer or the voter will drop the folded ballot into the ballot box.

B. Once every elector has voted, the votes are counted using the following procedures.

- i. The Deputy Returning Officer is to open the ballot box and empty it.
- ii. The Poll Clerk will be responsible for marking on the tally sheet the number of ballots that each candidate has received. (see **Ballot Tally Sheet** template, page 14). However, if the voter has not clearly marked his or her ballot, the vote will need to be recorded as a "**rejected**" ballot.
- iii. The Deputy Returning Officer is requested to show each one of the ballots to the group and call out the name of the candidate for whom it is marked. A ballot paper is rejected if it is marked improperly (see Sample of Rejected Ballot Papers, page 7).
- iv. The agents will be **observing** the counting of the ballots to ensure that they are counted correctly by the Deputy Returning Officer and Poll Clerk.
- v. At the end of the counting, the Deputy Returning Officer must report the results to the Returning Officer.
- vi. The Returning Officer must announce the name of the winning candidate.

C. Explain the role of the Deputy Returning Officer and the importance of returning the Writ. Have the Returning Officer complete the Writ of Election (template, page 4) and return it to the Chief Electoral Officer.

Debrief:

Why did you vote the way you did?

Were these good reasons to vote for a particular candidate?

How do you think adults choose who to vote for?

Students should discuss the above questions in small groups. This should be followed by a whole class discussion of what the groups discussed. The teacher then introduces the concept of a fair election following the rules made for real provincial elections (see **The Rules of an Election**, page 25).

LESSON 3: CURRENT EVENTS

Every day the class can spend 10 minutes discussing current events and the impact these events have on each student and the community or province.

Student Activity:

Each student is responsible to bring in a provincial issue and present that issue to the class using approximately 2 minutes of class time.

Criteria for Assessment: (For assessment purposes)

Explain: Who, What, When, Where & Why

The Presentation: Clear expressive voices
Knowledge of facts is demonstrated by presenters through discussion
(presenters shouldn't just read from the article)

*Teachers: Each item could be assessed out of 5.

5 Excellent, **4** Very Good, **3** Good, **2** Satisfactory, **1** Unsatisfactory

SUGGESTED EXTENSION ACTIVITIES

Research Local MLA: Students use the internet to research their local MLA. They should find out the name of their electoral district, the name of their MLA and the political party they are affiliated with, the number of years they have spent in office and their constituency address. (On the internet go to: www.electionspei.ca)

The MLA could also be asked to visit the class: Students could prepare a list of interview questions based on the issues that they have researched in **Lesson 3: Current Events**.

The Speaker of the Legislative Assembly could be asked to visit the class: Students could question the Speaker on the Assembly, rules and duties.

Start a school club: Find people to join your club. Make rules and write a constitution for your club. Conduct meetings of your club.

Take a field trip to Charlottetown to tour the Legislative buildings: Sit in the public gallery of the Legislative Chamber when the House is sitting. Refer to Legislative Chamber, page 3. (On the internet go to: www.assembly.pe.ca).

Conduct a mock session of the Legislative Assembly: Choose one of the issues researched in **Lesson 3: Current Events** to debate.

Elections Word Search: Have the students complete the **Elections Word Search** see page 23. This could be assigned as homework.

ELECTIONS WORD SEARCH

E	Q	S	M	A	G	E	N	T	X	C	L
E	L	E	C	T	I	O	N	S	P	E	I
Y	N	E	C	P	O	B	R	T	Q	N	S
Y	N	O	C	P	O	B	R	U	Q	D	T
G	Y	W	P	T	I	F	P	R	B	I	O
V	U	R	S	I	I	A	O	N	V	D	F
X	S	F	H	M	L	O	U	D	E	A	E
Z	C	V	N	E	J	G	N	A	W	T	L
Q	E	T	U	O	P	L	J	Y	G	E	E
C	O	N	S	T	I	T	U	E	N	C	C
B	A	L	L	O	T	P	Y	E	Q	B	T
E	L	E	C	T	I	O	N	D	A	Y	O
S	C	A	N	D	I	D	A	T	E	P	R
G	J	L	O	Y	V	O	T	E	B	D	S
E	N	O	M	I	N	A	T	I	O	N	R
U	Y	E	Q	U	W	R	I	T	K	N	V
C	O	N	S	T	I	T	U	E	N	C	Y

AGENT

ELECTION

NOMINATION

BALLOT

ELECTION DAY

TIME

CANDIDATE

ELECTIONS PEI

VOTE

CONSTITUENCY

LIST OF ELECTORS

WRIT

PHOTOCOPY FOR STUDENT HANDOUTS

BACKGROUND INFORMATION

Canada is a democratic country where the people have the right to participate in the governing of the country. There are three levels of government: federal, provincial and municipal. These various levels of government serve and protect the rights of all residents.

The right to vote is protected within our Canadian Statutes, (*Constitution Acts* 1867-1982 and the *Canadian Charter of Rights and Freedoms*), but you must be a Canadian citizen. Voting is one way a citizen can participate in our government.

What are my rights as a Canadian Citizen?

All Canadians are protected by certain rights based on Canada's tradition of democracy and respect for human dignity and freedom. These rights are found in *Canada's Human Rights Code* and in the *Canadian Charter of Rights and Freedoms*. (Located within the Elections P.E.I. website at: www.electionspei.ca). All Canadians enjoy the following rights:

- **equality rights:** equal treatment before and under the law, and equal protection and benefit of the law without discrimination
- **democratic rights:** such as the right to participate in political activities, to vote and to run for political office
- **legal rights:** such as the right to be presumed innocent until proven guilty, the right to retain a lawyer and to be informed of that right, and the right to an interpreter in court proceedings
- **mobility rights:** such as the right to enter and leave Canada, and to move to and take up residence in any province
- **language rights:** generally, the right to use either the English or the French language in communications with Canada's federal government and some of Canada's provincial governments
- **minority language education rights:** in general, French and English minorities in every province and territory have the right to be educated in their own language

All Canadians also enjoy fundamental freedoms of religion, thought, expression, peaceful assembly, and association.

THE RULES OF AN ELECTION

The Writ

The *Canadian Charter of Rights and Freedoms* states that all provinces, including Prince Edward Island, hold general elections every five years. An election is called by the issuing of an Order in Council directing the Chief Electoral Officer to prepare and issue the Writ of Election. A Writ is addressed and directed to the Returning Officer of each electoral district in which the election is to be held.

Before the five year term is complete, the Premier of the province announces the date for the next provincial election.

Election Period

An election period on Prince Edward Island, by legislation, is between 26 to 32 days in duration. The period starts on the day the Writ is issued to the Returning Officer and ends on Election Day.

Timetable of the Election

Day - 0	Writ Day
Day - 0	Beginning of Nomination Period
Day - 3	Beginning of Confirmation of Electors (List of Electors)
Day - 7	End of Confirmation of Electors
Day - 10	Close of nomination period
Day - 10	Commence of voter registration
Day - 14	Close for general voter registration
Day - 27	Ordinary Polling Day (Election Day)
Day - 34	Determination Day (Official Count)
Day - 43	Declaration Day (Return of Writs)

Deciding How to Vote

During an election, candidates use the media to state their ideas about local and provincial issues, and why they feel they would be the best representative if elected. Candidates can be representatives of political parties or can run as independents.

Based on the position candidates take on local and provincial issues, electors decide what party or candidate best represents their own views and then vote for the best candidate.

Voting hours for provincial general elections are from 9:00 a.m. to 7:00 p.m. Prior to opening the polling station, all ballot boxes are checked to ensure that they are empty. All voting officials must each sign an Oath of Secrecy. When the polling station closes, only those electors who entered the polling station prior to 7:00 p.m. are permitted to cast their ballots. No campaign materials are permitted in a polling station, or within 200 feet of polling station.

PROFILE ON ELECTIONS PRINCE EDWARD ISLAND

As a non-partisan office of the Legislature, Elections P.E.I. is responsible for the impartial administration of provincial elections, provincial by-elections, municipal elections, plebiscites, school trustee elections as well as assists with regional health board elections. (See our website at: www.electionspei.ca .

Role of the Chief Electoral Officer

The Chief Electoral Officer (CEO) is an independent officer of the Legislature. The CEO can make rulings, regulations and exercise responsibilities of the position in a totally impartial manner. To enhance this impartial position, the CEO cannot be a member of any political party, make contributions to a party or candidate. The Chief Electoral Officer, along with the 27 Returning Officers, can not vote in any provincial election.

The *Election Act* (See: www.electionspei.ca/legislation/index.php)

The *Election Act* was updated in June 2003. Some of the highlights include:

Voter Access

- Polling stations must be accessible to those with physical disabilities.
- Voting by mail is open to all voters who are unable to attend Advance or General Voting.
- Special Voting makes it easy for people in extended care facilities and hospitals sites to vote.
- Any voter who is not registered can register when they vote.

Openness

- Political parties and constituency associations must register with Elections P.E.I. in order to issue tax receipts for political donations and to incur election expenses.
- Political party registration information is available for public inspection.
- Full disclosure of election contributions and expenses is required of candidates and registered parties.
- All election advertising must disclose the sponsor.

In addition to administering the *Election Act* which affects provincial elections and plebiscites, Elections P.E.I. maintains and updates the provincial List of Electors, trains election officials and registration personnel, prepares and distributes election materials and supplies; as well as publishes information about the election and voter registration. Following an election, Elections P.E.I. reviews procedures and legislation and the Chief Electoral Officer reports the election results to the Legislature.



PROFILE OF ELECTIONS PRINCE EDWARD ISLAND (continued)

Qualifications of Elector

A person may have his or her name included on the List of Electors for a polling division, if he or she

- is 18 years of age, or will attain that age on or before ordinary polling day (election day);
- is a Canadian citizen; and,
- has been a resident of Prince Edward Island for the six months immediately preceding the date of the writ and in the polling division on the day of the writ.

The following people are not permitted to vote in provincial elections:

- the Chief Electoral Officer; and
- the 27 electoral district returning officers.

Qualifications of a Candidate

A person may be nominated as a candidate at an election who

- is a Canadian citizen;
- has attained the age of 18 years or will attain that age on or before nomination day;
- is not disqualified or ineligible under this Act, or any other Act, to be a candidate or a member of the Legislative Assembly; and
- is qualified as an elector in any one of the provincial electoral districts.

An individual who meets the qualifications must file a completed nomination document in order to become a candidate. This involves filing the required nomination form, including the signatures of 10 nominators from the electoral district in which the individual is seeking election, and paying a \$200 nomination deposit. An individual does not become a candidate until completed nomination documents have been completed and accepted, as noted in the *Election Act*.

A nominator does not have to be registered as an elector, but must meet the qualifications to be an elector.

Please note: A candidate, if elected or if he or she receives one-half of the total number of votes cast in the electoral district he or she shall have the initial \$200 nomination deposit fee refunded.



ELECTION OFFICIALS WITHIN ELECTIONS

PRINCE EDWARD ISLAND

The Elections office consists of:

CHIEF ELECTORAL OFFICER
DEPUTY CHIEF ELECTORAL OFFICER
ELECTIONS OFFICER

Once a general election (Island wide) has been called, we add:

A RETURNING OFFICER for each electoral district.
(Prince Edward Island has 27 electoral districts)
An ELECTION CLERK for each electoral district
(Appointed by the Returning Officer as an assistant)

A PAIR OF CONFIRMATION OFFICERS for each polling division
(Prince Edward Island has approximately 296 polling divisions)

On Advance Poll Days and Election Day, the following work at each of the polling stations:

A DEPUTY RETURNING OFFICER
(who oversees the administration of the polling station and reports to the Returning Officer)
A POLL CLERK
(who assists the Deputy Returning Officer)
A CONSTABLE
(who is located within the entrance of the polling station and whose job is to assist the elector with directions and poll information)

AGENTS OR SCRUTINEERS

AGENTS (sometimes referred to as Scrutineers) are appointed by candidates to observe the voting and to make sure that the requirements of the *Election Act* are followed. They also observe the counting of the ballots to ensure that the counting is consistent and fair.

IMPORTANT DATES IN PRINCE EDWARD ISLAND ELECTION HISTORY

- 1773** - The first House of Assembly was elected on 4 July 1773 and consisted of 18 members.
- 1838** - The Assembly increased to 24 members elected in 4 dual member constituencies in each of the three counties - Prince, Queens and Kings.
- 1856** - The Assembly was further expanded to 30 members elected in 5 dual member districts in each of the three counties. During this same period there was also a Legislative Council which represented electors with property interests. The Legislative Council initially consisted of 12 members and by 1859 was expanded to 17 members.
- 1861** - An Act was proclaimed which made the Legislative Assembly elective and reduced its number of members to 13. These members were elected in dual member constituencies in each county and a single member constituency in the Charlottetown area.
- 1893** - The Legislative Assembly and the Legislative Council were combined to create 15 dual districts (30 members) with five electoral districts in each of the three counties. The elected MLAs in each district (riding) was designated as Assemblyman and Councillor.
- 1921** The right to vote is extended to women.
- 1951** - Ms. Hilda Ramsay from Indian River was the first female candidate to campaign for a seat in the provincial legislature. Ms. Ramsay offered as a candidate for the CCF Party (Cooperative Commonwealth Federation) in the Electoral District of 3rd Prince in the 26 April 1951 Provincial General Election. Ms. Ramsay listed her occupation on the ballot as a housewife. Ms. Ramsay was defeated by the liberal candidate, Frank L. MacNutt.
- 1965** - *Election Act* was revised, the number of electoral districts was increased from 15 dual member districts to 16 dual member districts and the electoral district of 5th Kings was recreated and added to Kings County before the 1996 provincial general election.
- 1970** - Jean Canfield became the Island's first elected female member of the Legislative Assembly in the 11 May 1970 Provincial General Election representing District of 1st Queens.
- 1972** - Jean Canfield (Liberal), Assemblyman for 1st Queens was appointed as the Island's first female Cabinet Minister. She was appointed Minister without portfolio and responsible for the P.E.I. Housing Authority (10 October 1972 to 2 May 1974).
- 1982** - Government of Canada adopted the *Charter of Rights and Freedoms*.
- 1983** - Marion Reid (PC), Assemblyman, became the first female to hold the office of Speaker of the Provincial Legislative Assembly and was sworn in on 18 March 1983. (1983 - 1986).
- 1990** - Marion Reid was appointed as the first female Lieutenant Governor for Prince Edward Island on 16 August 1990.

- 1990** -Pat Mella, on 10 November 1990, became the first female Leader of a provincial political party, namely, The Progressive Conservative Party of Prince Edward Island (1990 - 1996).
- 1993** - Catherine Callbeck, Councillor, became Leader of the Liberal Party and was elected to represent the District of First Queens in the 29 March 1993 Provincial General Election. Catherine Callbeck became the first elected female Premier and President of Executive Council on 25 January 1993, in Prince Edward Island as well as the first elected female Premier in Canada.
- 1996** - Nov. 18 - Provincial general election was held based on the newly designed electoral districts as approved by the *Electoral Boundaries Act* thus creating the first Legislative Assembly of 27 single members.

GLOSSARY OF ELECTION TERMS ON PRINCE EDWARD ISLAND

ADVANCE VOTING	In provincial elections, advance voting are voting opportunities held between the hours of 9:00 a.m. and 7:00 p.m. on Saturday, the 9 th day before ordinary polling day (Election Day) and on Monday the 7 th day before ordinary polling day with additional advance polls held in the office of the Returning Officer for the electoral district between the hours of 12:00 noon and 6:00 pm on the Wednesday, Thursday, Friday and Saturday of the week preceding Election Day.
AGENT	Agents (sometimes referred to as Scrutineers) are appointed by candidates to observe the voting and to make sure that the requirements of the <i>Election Act</i> are followed. They observe the counting of the ballots to ensure that the counting is consistent and fair.
CANDIDATE	A qualified individual who has completed and filed all required nomination documents and accompanying fees as set out in the <i>Election Act</i> .
CHIEF ELECTORAL OFFICER	The Chief Electoral Officer (CEO) is an officer of the Legislative Assembly appointed by the Lieutenant Governor on the recommendation of the Legislative Assembly. The Chief Electoral Officer is an impartial officer of the Legislature reporting to the Assembly and is not entitled to vote. The Chief Electoral Officer is responsible for the supervision and administration of the provincial <i>Election Act</i> .
CONFIRMATION OFFICERS	Two individuals (work as a team, going door-to-door collecting electoral data) who report to the Returning Officer for the district. They are responsible for the complying and maintenance of the provincial List of Electors through the registration of electors in a polling division.
DATE OF WRIT	The date shown on the Writ calling for an election. On P.E.I. it is always on a Monday, not more than 32 clear days and not less than 26 clear days.
DECLARATION DAY	Declaration Day is usually the third Wednesday following Election Day, on which the Writ of Election and other specified election documents must be returned to the Chief Electoral Officer by the Returning Officer.
DEPUTY CHIEF ELECTORAL OFFICER	Assists the Chief Electoral Officer with the duties of that office and in that capacity during absences.

DEPUTY RETURNING OFFICER	The election official appointed by the Returning Officer to conduct the vote at a particular polling station.
DETERMINATION DAY	The Returning Officers must conduct an official addition of the votes by obtaining the information from the statement of polls from each polling division within his or her electoral district .
ELECTION AND BY-ELECTION	An election held in an electoral district to elect a member to serve in the Legislative Assembly.
ELECTION DAY	Sometimes referred to as Ordinary Polling Day, this is the day on which the election is held. Election Day on P.E.I. is usually the 28th day (can be not more than 32, not less than 26) after the date of the issue of the Writ of Election. Voting hours are 9:00 am to 7:00 pm (Atlantic time).
ELECTIONS OFFICER	A member of the Elections P.E.I. office who is responsible for the overall administration of the elections office.
ELECTIONS P.E.I.	The provincial election office is an independent office of the Legislative Assembly, that administers provincial elections, provincial by-elections, municipal elections, plebiscites, school trustee elections as well as assists with regional health board elections.
ELECTOR	A person entitled to vote at an election.
ELECTORAL DISTRICT	The province is divided into 27 electoral districts (sometimes referred to as constituencies or ridings), each electing one member to the Legislative Assembly. This member is referred to as a MLA.
GENERAL ELECTION	An Island wide election, called on the same date, which takes in 27 electoral districts in the Province.
LIST OF ELECTORS	The List of Electors is prepared by the Chief Electoral Officer for use at an election. The List of Electors contains the names and addresses of registered electors within each electoral district.
MLA	Refers to a member elected in each electoral district to the Legislative Assembly thus, MLA (Member of the Legislative Assembly).
NOMINATION PERIOD	A period for the nomination of candidates in each electoral district. The nomination period begins following the issue of a Writ of Election and ends at 4:00 pm on Friday, 17 th day before the Election Day.
POLL BOOK	A Poll Book is maintained at each polling station by the election officials. This document contains information and signatures of those electors who have voted.

POLL CLERK	A Poll Clerk is an individual appointed by the Deputy Returning Officer to assist the Deputy Returning Officer.
POLLING DIVISION	An electoral district is divided into polling divisions for the purpose of assigning electors to a polling station. These places or polling divisions are geographic areas containing approximately 350 registered voters.
POLLING STATION	A building or part of a building or other facility to which the electors of one or more polling divisions are assigned for the purpose of voting.
RETURNING OFFICER	A Returning Officer is appointed by the Lieutenant Governor in Council for each electoral district to administer elections in that district and is under the authority of the Chief Electoral Officer.
VOTER	Means any qualified elector once he/she has voted at an election.
VOTING HOURS	All times referred to in the <i>Election Act</i> are local times, except for the close of nominations and voting hours on Election Day which are Atlantic time.
VOTING SCREEN	The compartment within a polling station behind which a voter marks the ballot while screened from observation.
WRIT OF ELECTION	The document issued by the Chief Electoral Officer which officially directs a Returning Officer to conduct an election in the electoral district.
WRIT DAY	The day on which an election is called and the Writ of Election is issued by the Chief Electoral Officer to his Returning Officer(s).