

Voting by Canadian Forces Electors



A MANUAL FOR Deputy Returning Officers

Voting by Canadian Forces Electors

Deputy Returning Officer's Manual

EC 78130 (10/04)



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NOTE: The masculine gender is used throughout the manual without bias, in the interest of simplicity and ease of reading.

MESSAGE FROM ELECTIONS CANADA

This manual explains your duties as a deputy returning officer for Canadian Forces electors.

The commanding officer of your Canadian Forces unit has appointed you to establish the polling station and to take the vote of Canadian Forces electors. Your main job is to supply voting materials to electors, so that they can vote as conveniently as possible.

Canadian Forces electors are:

- members of the Regular Force
- members of the Reserve Force on full-time training or service or on active service
- civilians employed outside Canada by the Canadian Forces as teachers or administrative support staff in Canadian Forces schools

Under the *Canada Elections Act* and the legislation governing federal referendums, to be eligible to vote, Canadian Forces electors must be Canadian citizens and at least 18 years old on civilian (or ordinary) polling day. They vote in accordance with the Special Voting Rules (Part 11 of the *Canada Elections Act*) and the legislation governing federal referendums, as well as the procedures established by the Chief Electoral Officer of Canada.

Even if you have been a deputy returning officer in an earlier federal election or a referendum, **it is essential that you read this manual carefully**. It is also very important that you become familiar with the Special Voting Rules and Canadian Forces orders that govern the voting of Canadian Forces electors.

Each Canadian Forces elector must complete a *Statement of Ordinary Residence* (SOR). The statement establishes the electoral district where the elector's vote is counted, unless he amends it in accordance with the Special Voting Rules.

As a representative of Elections Canada, you must not take part in any partisan activity in the course of your duties, beginning on the 14th day before ordinary polling day, up to and including the 9th day before ordinary polling day. This means that:

- you must not provide opinions or display material that support or oppose a political party, candidate or referendum committee while you are performing your duties
- you should only answer questions relating to the electoral process
- you must not work for any candidate, political party or referendum committee, nor attend any political functions or meetings on those days

MESSAGE FROM ELECTIONS CANADA

CONFIDENTIALITY GUIDELINES

In the course of your duties, you may come in contact with personal information regarding friends, family members, neighbours, colleagues and others, that must remain private. By law, elector information is confidential and must be protected at all times.

Any document containing elector information must be kept out of public view. Keep all documents out of public view until you return them to the unit's commanding officer.

COURTESY AT WORK

In your role as deputy returning officer taking the votes of Canadian Forces electors, you are one of the few representatives of Elections Canada whom the elector will meet during the course of an electoral event. The manner in which you perform your work and communicate with electors may influence what they think about the electoral process and the way electoral events are run.

Moreover, your behaviour while you go about your duties affects the level of trust that electors have in their electoral system and in the organization that runs federal electoral events — Elections Canada. As a representative of Elections Canada, we expect you:

- to always to be polite to electors
- to dress appropriately
- not to smoke while you are carrying out your duties
- to wear your identification

BILINGUAL SERVICE

Elections Canada is legally responsible for ensuring that every Canadian is able to obtain service in either official language, English or French. If you do not understand the official language used by the person you are serving, immediately advise your commanding officer. The commanding officer will then arrange with the liaison officer to provide service to this person in the appropriate official language.

ELECTORS WITH A DISABILITY

When you are communicating with an elector who has a disability, follow these guidelines.

- Remember that it may take more time for a person with a physical disability to answer your questions or to carry out certain tasks.
- Give your undivided attention to any person who has difficulty communicating.
- Speak directly to a person with a physical disability rather than to his companion.
- Speak calmly, slowly and directly to a person who has a hearing impairment. Your facial expressions, gestures and body movements will help the elector to understand. Do not shout or speak in the person's ear. If communicating is difficult, do not hesitate to write a note to the person who has a hearing impairment.
- Greet a person with a visual impairment by letting the person know who you are and what you do. You should also provide a guiding device, such as a ruler or a card, when that person is required to — and is able to — complete the ballot or sign the *Outer Envelope*. If you must help the elector to walk, offer your arm and warn of any steps or obstacles you may encounter.
- Before assisting a person using a wheelchair, ask if you may do so and how you should proceed.

Do not hesitate to contact your commanding officer if you need additional information on this subject.

PART I – INSTRUCTIONS

VOTING PERIOD

Voting by Canadian Forces electors begins on Monday, the 14th day before ordinary polling day, and ends on Saturday, the 9th day before ordinary polling day. Your commanding officer will determine when the polls will be open during that period.

The polls must be open on at least 3 days and for at least 3 hours per day. If it would be helpful to electors, polls should be open on Saturday.

LIAISON OFFICERS

The Minister of National Defence designates liaison officers to act as coordinators between unit commanding officers and the Special Voting Rules Administrator at Elections Canada in Ottawa. The liaison officer assigned to your area will deal directly with your unit's commanding officer.

If you have any questions about procedures and rules, or if you encounter difficulties of any kind, you or your unit's commanding officer should contact the liaison officer.

SUPPLIES

Elections Canada sends the following items to your commanding officer in sufficient quantities for you to take the votes of your unit's electors:

- a *Supplies Distribution Record – Canadian Forces Electors* (EC 78190 or REF 78190)
- an extract from the *Guide to Federal Electoral Districts* (EC 06508)
- Supplies for one Polling Station* envelope (EC 50470) containing voting pencils, masking tape, *Official Seals* for envelopes (EC 50180), identification for poll personnel, a pen, a ruler and a pencil sharpener
- a set of *Street Indexes* (EC 06511)
- Statements of Ordinary Residence — Regular Force* (EC 78000)
- Statements of Ordinary Residence — Reserve Force* (EC 78020)
- Authorizations of Political Party Representatives* (EC 78070)
- an envelope for spoiled ballots (EC 78270)
- an envelope for unused ballots (EC 78290)
- Instruction Cards* (EC 78120)
- one or more voting screens (EC 50240) (according to your unit's requirements)
- Books of special ballot papers (EC 78300)
- Inner Envelopes* (EC 78840)
- Outer Envelopes* (EC 78200)
- a *List of Federal Electoral Districts* (EC 00170)
- Special Voting Rules* (EC 78360)
- a *List of Confirmed Candidates* (for an election only)

SUPPLIES

Your commanding officer will give you:

- the supplies
- an alphabetical list of Canadian Forces electors for your unit
- postage stamps to give to electors who wish to mail their ballot to Elections Canada themselves

Using the *Supplies Distribution Record*, check the list of materials, count the ballot papers, sign at the bottom of the form and return a copy to the Special Voting Rules Administrator at Elections Canada in Ottawa, either by mail or by fax, as indicated on the bottom of the sheet. If any material on the list is missing, please contact your commanding officer immediately.

NOTICE TO ELECTORS

As part of unit orders, your commanding officer will publish a notice with the following elector information:

- an announcement that an election or a referendum has been called
- the days and times during which electors may vote
- the precise location of each polling station
- the location of any mobile polling station, and the anticipated period during which it will remain at that location

The notice must be published in routine orders during at least three days before voting takes place and on every voting day, and posted in a conspicuous place in the unit.

Your commanding officer is also responsible for distributing information about voting and for posting *Instruction Cards* (EC 78120) in conspicuous places in the unit before the voting period.

SETTING UP THE POLLING STATION

After the commanding officer has provided you with all the supplies necessary for taking the vote, it is your responsibility to see that the polling station is set up to enable electors to vote in secrecy. The set-up of the polling station is similar to that of a regular polling station. It includes:

- a large table at which you will be seated
- a second table for the voting screen

Place the large table so that when you are sitting behind it, you will be facing the electors entering the polling station to vote.

Set up the voting screen on the second table so that no one can see how electors mark their ballot papers. Place a sharpened pencil behind the voting screen. Keep the pencil sharpened throughout the day.

The *Canada Elections Act* provides that, at an election, a Canadian citizen may represent a registered party at a polling station if that citizen provides the deputy returning officer with an authorization form signed by a candidate for that party.

If representatives are present at your polling station, place their chairs and tables (if any) on either side of your table. This will ensure that they have a clear view of the proceedings without obstructing you in your duties or the electors in voting.

The commanding officer is responsible for distributing voting information and posting the *Instruction Cards* (EC 78120) in conspicuous places inside the polling station.

PREPARATIONS FOR VOTING

The alphabetical list of Canadian Forces electors in your unit, given to you by your commanding officer, indicates each person's electoral district for voting purposes.

In the polling station, electors should have access to:

- the Special Voting Rules (Part 11 of the *Canada Elections Act* or the legislation governing federal referendums)
- the *Street Indexes*
- the extract from the *Guide to Federal Electoral Districts*
- for an election, the list of candidates confirmed in each electoral district.


You must wear your poll personnel identification. Remove it from its plastic pouch and write your name and position title on the card.

Admit the political party representatives. At an election, each political party may appoint, in writing, as many representatives as required, but **no** political party may have **more than one** representative present in the polling station at one time.

When admitted to the polling station, each representative must give you a written *Authorization of a Political Party Representative* form (EC 78070) signed by a candidate for the party (see **Figure 1**). The representative may leave the polling station and return without being required to produce a new written authorization. A photocopy of the candidate's signature on the authorization form (EC 78070) is acceptable.

The representative must swear or affirm before you the written "Oath of Representative" at the bottom of the authorization (EC 78070).

Figure 1 – Authorization of a Political Party Representative (EC 78070)

	EC 78070 (03/00)
AUTHORIZATION OF A POLITICAL PARTY REPRESENTATIVE	AUTORISATION D'UN REPRÉSENTANT D'UN PARTI POLITIQUE
TYPE OR PRINT IN BLOCK LETTERS / DACTYLOGRAPHIER OU ÉCRIRE EN LETTRES MOULÉES	
NAME / NOM	POLITICAL PARTY / PARTI POLITIQUE
POLLING STATION / BUREAU DU SCRUTIN	
I hereby authorize the above-named person to act as a representative of my political party at this polling station set up for voting by Canadian Forces electors for the current federal election.	J'autorise par la présente la personne mentionnée plus haut à agir comme représentant(e) de mon parti politique à ce bureau de scrutin établi pour la tenue du vote des électeurs des Forces canadiennes, à l'élection fédérale en cours.
CANDIDATE'S SIGNATURE / SIGNATURE DU CANDIDAT	DATE
THIS AUTHORIZATION MUST BE DELIVERED TO AND RETAINED BY THE DEPUTY RETURNING OFFICER	CETTE AUTORISATION DOIT ÊTRE REMISE AU SCRUTATEUR QUI DOIT LA CONSERVER
<p style="text-align: center;">OATH OF REPRESENTATIVE</p> <p>I, the undersigned, authorized to be in attendance at this polling station, swear or solemnly affirm that:</p> <ul style="list-style-type: none"> — I will maintain and aid in maintaining the secrecy of the vote; — I will not interfere with the marking of a ballot paper by an elector or obtain or communicate any information as to how an elector is about to vote or has voted; — I will not directly or indirectly induce an elector to show a marked ballot paper to any person. 	<p style="text-align: center;">SERMENT DU REPRÉSENTANT</p> <p>Je, soussigné(e), étant autorisé(e) à être présent(e) à ce bureau de scrutin, jure ou affirme solennellement que :</p> <ul style="list-style-type: none"> — je garderai et aiderai à garder le secret du vote; — je n'interviendrai pas auprès d'un électeur qui marque son bulletin de vote et ne tenterai pas de savoir comment un électeur est sur le point de voter ou a voté; — je n'inciterai pas un électeur, directement ou indirectement, à montrer un bulletin de vote marqué à qui que ce soit.
SWORN OR AFFIRMED BEFORE ME / SERMENT PRÊTÉ OU AFFIRMATION FAITE DEVANT MOI	
AT / A	
This / Ce day of / jour de year / année	
DEPUTY RETURNING OFFICER / SCRUTATEUR	SIGNATURE OF PERSON TAKING OATH / SIGNATURE DU DÉCLARANT
FOR DEPUTY RETURNING OFFICER: ON COMPLETION OF ALL DUTIES, RETURN THIS DOCUMENT TO THE COMMANDING OFFICER	AU SCRUTATEUR : APRÈS AVOIR REMPLI TOUTES VOS FONCTIONS, RETROUVEZ CE FORMULAIRE AU COMMANDANT

PROCEDURES FOR VOTING

DECLARATION ON THE OUTER ENVELOPE

When an elector arrives at the polling station, consult your alphabetical list to find the elector's name. Once found, draw a line through his name and hand the elector an *Outer Envelope* (EC 78200). Ask the elector to fill in the information requested on the back and to sign and date the declaration (see **Figure 2**).

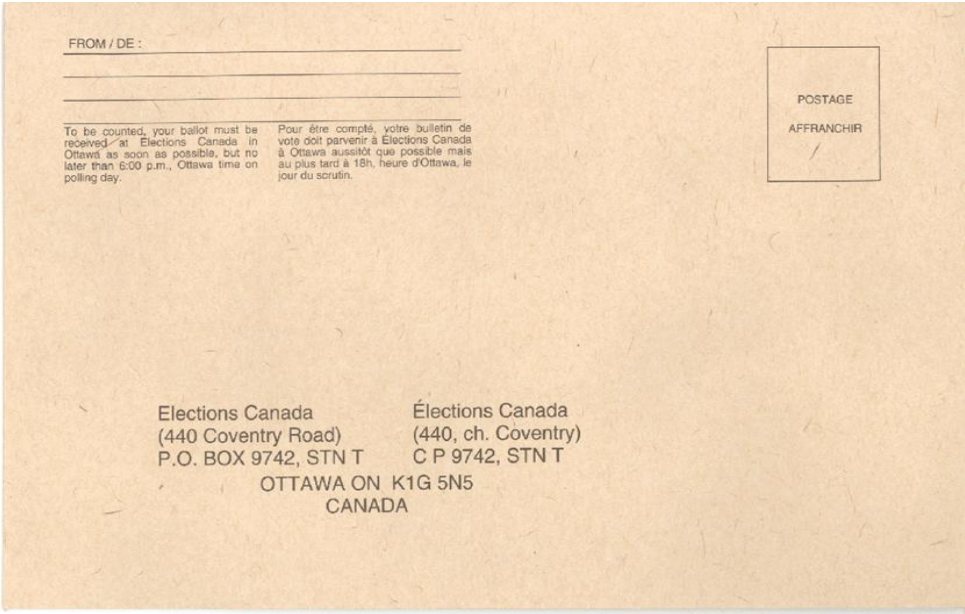
After the elector has finished filling in the information on the envelope, make sure that the electoral district shown on the *Outer Envelope for Canadian Forces Electors* is the same as the electoral district that is printed beside the elector's name on the alphabetical list of Canadian Forces electors, and also ensure that the elector has signed and marked the date.

CHANGING THE ADDRESS ON THE STATEMENT OF ORDINARY RESIDENCE

An elector may wish to change his address of ordinary residence, as it appears on the *Statement of Ordinary Residence*, and on the alphabetical list. You may give the elector a new *Statement of Ordinary Residence* (EC 78000 or EC 78020) to complete, however, **the elector must still vote for a candidate in the electoral district of the address appearing on the alphabetical list.** According to the *Canada Elections Act*, changes made to a *Statement of Ordinary Residence* during an electoral period will not take effect until **14 days** after civilian polling day.

PROCEDURES FOR VOTING

Figure 2 – Outer Envelope for Canadian Forces Electors (EC 78200)



DID YOU SIGN AND DATE THIS ENVELOPE?
AVEZ-VOUS SIGNÉ ET DATÉ CETTE ENVELOPPE?

Your ballot will not be counted if this envelope is not signed. / Votre bulletin ne comptera pas si cette enveloppe n'est pas signée.

Elections Canada OUTER ENVELOPE FOR CANADIAN FORCES ELECTORS ENVELOPPE EXTÉRIEURE POUR LES ÉLECTEURS DES FORCES CANADIENNES EC 78200 (1004)

Name of elector / Nom de l'électeur WAYNE MONROE	Service No. (SN)/No. de matricule (NM): 201010101
Electoral district NAME / NOM de la circonscription OTTAWA - VANIER	
Electoral district CODE / CODE de la circonscription 35-065	
Unit name / Nom de l'unité PETA WAWA	
<p>Declaration</p> <ul style="list-style-type: none"> - I am a Canadian citizen; - I will be 18 years or older on polling day; - I have not previously voted and will not attempt to vote again at the pending electoral event; - My name is as stated above. 	<p>Déclaration</p> <ul style="list-style-type: none"> - J'ai la citoyenneté canadienne; - J'aurai au moins 18 ans le jour du scrutin; - Je n'ai pas déjà voté et ne tenterai pas de voter de nouveau au scrutin en cours; - Mon nom est tel qu'il apparaît ci-haut.
<p>x <u>Wayne Monroe</u> Signature of elector / Signature de l'électeur</p>	<p><u>05/07/14</u> Date</p>
<p>To be signed <u>only</u> when an elector has received help in voting. / À signer <u>seulement</u> si l'électeur a obtenu de l'aide pour voter.</p>	
Signature of Deputy Returning Officer / Signature du scrutateur	Signature of Witness / Signature du témoin

PROCEDURES FOR VOTING

ELECTORAL DISTRICT NOT KNOWN

The elector may not know the name of the electoral district in which his place of ordinary residence is situated. If the electoral district is not shown beside the elector's name on the alphabetical list, you will need to determine it by using the *Street Indexes* (EC 06511) or the *Guide to Federal Electoral Districts* (EC 06508).

First, consult the *Guide to Federal Electoral Districts* under the city, town or village of the elector's address. The name of the electoral district of the city, town or village will appear. If you see the mention "see Street Index", this means that the city, town or village is divided into more than one electoral district. If this is the case, select the *Street Index* that includes the metropolitan area in which the address is located. The streets are listed alphabetically under each municipality.

The forewords to the indexes and the guide provide more detailed information.

Once you have the information, give the elector an *Outer Envelope* and ask him to fill in the information requested on the back and to sign and date the declaration.

ELECTOR'S ADDRESS AND ELECTORAL DISTRICT NOT ON THE LIST OF ELECTORS

If only the elector's name is shown on the alphabetical list, proceed as follows:

- Ask the elector if he has completed a *Statement of Ordinary Residence* (SOR).
- If the elector has already completed a statement, ask someone in the unit orderly room to find the statement. If the orderly room cannot find the statement, contact the liaison officer. The elector may be asked to complete a new *Statement of Ordinary Residence* (SOR) if the original statement cannot be found.
- If the elector has not completed a statement, ask him to complete one.
- Determine the electoral district for the address on the SOR by using the *Guide to Federal Electoral Districts* or the *Street Indexes*.
- Give the elector an *Outer Envelope* and ask him to fill in the information requested on the back and to sign and date the declaration.

PROCEDURES FOR VOTING

ELECTOR'S NAME NOT ON THE LIST

If the person claims to be qualified to vote, but his name does not appear on the alphabetical list, proceed as follows:

- Determine whether the elector is away from his unit on temporary duty or on leave.
- If not, ask someone in your unit's orderly room to find the elector's existing *Statement of Ordinary Residence* (SOR). Confirm the contents of the statement.
- Give the elector an *Outer Envelope* and ask him to fill in the information requested on the back and to sign and date the declaration.

If the unit does not have the elector's *Statement of Ordinary Residence* (SOR), proceed as follows:

- Ask the elector to complete a new statement.
- Determine the electoral district for the address on the SOR by using the *Street Indexes* or the *Guide to Federal Electoral Districts*.
- Give the elector an *Outer Envelope* and ask him to fill in the information requested on the back and to sign and date the declaration.

If the elector is away from his unit on temporary duty or on leave, proceed as follows:

- Check the elector's travel order or leave form, on which the unit should have indicated the electoral district or the address of the elector's place of ordinary residence.
- If the electoral district or the address of ordinary residence is not indicated on the travel order or the leave form, contact the elector's unit or the liaison officer to obtain the required information.
- Once you get the information, give the elector an *Outer Envelope* and ask him to fill in the information requested on the back and to sign and date the declaration.

PROCEDURES FOR VOTING

GIVING OUT AND RECEIVING THE BALLOT AT AN ELECTION

At an election, after the elector completes the information on the back of the *Outer Envelope* and returns it to you, you must:

- ensure that the elector has placed his signature and the date under the declaration
- hand the elector:
 - a special ballot paper
 - an *Inner Envelope* (EC 78840)
 - the *Outer Envelope* (EC 78200) that has been signed by the elector
 - the list of confirmed candidates, turned to the page corresponding to the elector's electoral district (the electoral districts are in alphabetical order by province, from eastern to western Canada)

The elector should then:

- go behind the voting screen on the separate table to mark the ballot secretly
- write on the ballot the given name or initials and surname of the chosen candidate
- fold the ballot paper

NOTE: If there are two or more candidates with the same name, the elector must also write the name of the chosen candidate's registered political party, or the word "Independent", as the case may be. **If the elector votes for a political party only, the vote will be rejected.**

PROCEDURES FOR VOTING

After marking the ballot in private, the elector should return to where you are sitting, and in your plain view:

- insert the folded ballot paper into the *Inner Envelope* (EC 78840)
- seal the *Inner Envelope*
- insert the *Inner Envelope* into the *Outer Envelope* (EC 78200)
- seal the *Outer Envelope*

The elector returns the list of candidates to you.

Inform the elector:

- where to deposit the envelope, which you will send to the Special Voting Rules Administrator, using the arrangements made by your unit's commanding officer, or
- that the elector may mail the envelope personally, using postage that you must provide, so that the envelope reaches the office of the Special Voting Rules Administrator at Elections Canada in Ottawa **before** 6:00 p.m. (Ottawa time) on ordinary polling day.

By law, late ballots cannot be counted.

GIVING OUT AND RECEIVING THE BALLOT AT A REFERENDUM

At a referendum, after the elector completes the information on the back of the *Outer Envelope* and returns it to you, you must:

- ensure that the elector has placed his signature and the date under the declaration
- remove a ballot paper from the ballot booklet, making sure that the counterfoil remains attached to the ballot and that only the stub remains in the booklet
- fold the ballot paper so that the circles are hidden
- hand the folded ballot paper to the elector

PROCEDURES FOR VOTING

The elector should then:

- take the folded ballot paper behind the voting screen on the separate table
- mark the ballot paper by making an “X” in the space corresponding to the word “Yes” or “No” in answer to a referendum question
- fold the ballot paper in the same way as it was received
- return the folded ballot paper to you

You must then:

- **without unfolding the ballot paper**, check the counterfoil to make sure that it is the same ballot you handed to the elector
- in full view of the elector, remove the counterfoil from the ballot and dispose of the counterfoil
- return the folded ballot paper to the elector

The elector must then, in your full view:

- insert the folded ballot paper into the *Inner Envelope* (EC 78840)
- seal the *Inner Envelope*
- insert the *Inner Envelope* into the *Outer Envelope* (EC 78200)
- seal the *Outer Envelope*

You should then inform the elector:

- where to deposit the envelope, which you will send to the Special Voting Rules Administrator according to arrangements made by your unit’s commanding officer, or
- that the elector may mail the envelope personally, using postage that you must provide, so that the envelope reaches the office of the Special Voting Rules Administrator at Elections Canada in Ottawa **before** 6:00 p.m. (Ottawa time) on ordinary polling day.

By law, late ballots cannot be counted.

PROCEDURES FOR VOTING

SPOILED BALLOTS

If an elector has inadvertently damaged or mistakenly marked a ballot paper he must return it to you.

You must mark the ballot paper as “spoiled”. **Without unfolding it**, place it in the envelope for spoiled ballot papers (EC 78270) and give another ballot paper to the elector.

An elector can receive **only one** replacement ballot.

ELECTORS REQUESTING ASSISTANCE

If an elector has a physical disability that makes it difficult or impossible to vote in the regular way, you may assist the elector, in front of a witness chosen by the elector by:

- (1) completing the declaration on the back of the *Outer Envelope*, including writing the name of the elector in the space provided for the elector’s signature
- (2) **at an election**, asking the elector which candidate he wishes to vote for, (**at a referendum**, asking the elector which option he wishes to vote for); and then marking the ballot, as directed by the elector, in the presence of another elector who has been selected by the elector. **THIS MUST BE DONE BEHIND THE VOTING SCREEN, unless no one else is present.**

NOTE: Each person in whose presence a vote was cast shall keep secret the name of the candidate (in the case of an election) or the option (in the case of a referendum) chosen by the elector.

You and the witness, in whose presence the vote of the elector with a disability was cast, must then sign the note on the back of the *Outer Envelope*, stating that the elector was assisted.

SENDING THE BALLOTS TO OTTAWA

You must return the *Outer Envelopes* to the Special Voting Rules Administrator at Elections Canada in Ottawa, according to the instructions of your commanding officer, by priority post or other means as often as possible, and immediately after the last closing of the polling station. **The envelopes must be received at Elections Canada in Ottawa before 6:00 p.m. (Ottawa time) on ordinary polling day.**

If the envelopes are to be returned by mail, whenever possible your unit's commanding officer should make sure that the polling station is located close to a post office, sub-post office or mail box.

NOTE: By law, late ballots cannot be counted.

AFTER THE VOTING IS COMPLETED

When the period for voting has ended, you must return to your commanding officer:

- every stub, unused or spoiled ballot and every unused or spoiled envelope; the commanding officer will return these to the Special Voting Rules Administrator at Elections Canada in Ottawa
- in a separate and clearly identified parcel, every *Statement of Ordinary Residence* (SOR) completed by those electors who had not previously prepared one. *Statements of Ordinary Residence* completed by members of the Reserve Force are to be filed at the unit.

PART II – CHECKLIST

BEFORE THE VOTING PERIOD

Prior to beginning the voting process, your basic duties are as follows.

- Attend the briefing session for deputy returning officers.
- Inspect the designated polling place to make sure that there is enough space for electors to cast their ballots in secret.
- Know the days and dates on which electors may vote and the hours during which the poll must be open.
- Receive the alphabetical list of Canadian Forces electors from your unit's commanding officer.
- Receive the supplies for your unit from the commanding officer.
- Check the list of materials, count the ballot papers and return the white copy of the *Supplies Distribution Record* (EC 78190 or REF 78190) to the Special Voting Rules Administrator at Elections Canada in Ottawa.
- Keep the ballots in a secure place.
- For an election, receive the list of candidates and political parties from your unit's commanding officer.

DURING THE VOTING PERIOD

During the voting period, your basic duties are as follows.

- Prepare and check the polling station before opening time.
- Ensure that at least two copies of the *Instruction Cards* (EC 78120) are posted in conspicuous spots in the polling station.
- Make sure that a pen or sharpened pencil is always available for electors to mark the ballot.
- If a political party representative is present, make sure that the representative gives you a properly signed authorization form and swears or affirms the oath before you. Keep the form with you.
- For an election, be sure that the list of candidates is available to the electors.

TAKING THE VOTE

- Check** the alphabetical list of Canadian Forces electors to find the elector's name.

- If the elector's electoral district is shown:**
 - ask the elector to complete the information requested on the back of the *Outer Envelope*
 - when the elector returns the envelope to you, ensure that he has placed his signature and the date under the declaration

- If only the address of the elector's place of ordinary residence is shown:**
 - determine the electoral district using the *Guide to Federal Electoral Districts* or the *Street Indexes*
 - ask the elector to complete the information requested on the back of the *Outer Envelope*
 - when the elector returns the envelope to you, ensure that he has placed his signature and the date under the declaration

- If only the elector's name is shown:**
 - ask if the elector has completed a *Statement of Ordinary Residence* (SOR)
 - if the elector has already completed a *Statement of Ordinary Residence* (SOR), ask the unit orderly room to find the statement
 - if the orderly room cannot find the statement, contact the liaison officer; the elector may be asked to complete a new *Statement of Ordinary Residence* (SOR) if the original statement cannot be found
 - if the elector has not completed a statement, ask him to complete one, and determine the electoral district using the *Guide to Federal Electoral Districts* or the *Street Indexes*
 - ask the elector to complete the information requested on the back of the *Outer Envelope*
 - when the elector returns the envelope to you, ensure that he has placed his signature and the date under the declaration

TAKING THE VOTE

If the elector's name is not on the list:

- determine if the elector is away from his unit on temporary duty or on leave
- check the elector's travel order or leave form, on which the unit should have indicated the electoral district or the address of the elector's place of ordinary residence
- if the electoral district or the address of ordinary residence is not indicated on the travel order or the leave form, contact the elector's unit or the liaison officer to obtain the required information
- once you get the information, ask the elector to complete the information requested on the back of the *Outer Envelope*
- when the elector returns the envelope to you, ensure that he has placed his signature and the date under the declaration

Give the elector a ballot:

- remove one ballot from the booklet,
- at a referendum, make sure the counterfoil remains attached to the ballot
- hand the ballot, an *Inner Envelope* and the *Outer Envelope* to the elector
- at an election, also give the elector the list of candidates turned to the page for his electoral district
- tell the elector the correct way to fill out or mark the ballot so that it will not be rejected, and direct the elector to the voting screen

After the elector has marked the ballot, ask the elector to:

- fold the ballot paper (at a referendum, you must remove the counterfoil from the folded ballot paper and return the folded ballot paper to the elector)
- insert the folded ballot paper into the *Inner Envelope* and seal it
- insert the *Inner Envelope* into the *Outer Envelope* and seal it

TAKING THE VOTE

- If the elector has spoiled a ballot:**
 - take back the ballot from the elector
 - mark it as “spoiled” (without unfolding it)
 - put it in the envelope for spoiled ballots (EC 78270)
 - hand the elector a new ballot

- Inform the elector:**
 - where to deposit the envelope, which you will send to the Special Voting Rules Administrator in Ottawa following arrangements made by your unit’s commanding officer, **or**
 - that the elector may mail the envelope personally, using postage that you must provide, so that the envelope reaches the office of the Special Voting Rules Administrator in Ottawa **before** 6:00 p.m. (Ottawa time) on ordinary polling day (late ballots will not be counted)

- Follow your commanding officer’s instructions to return the envelopes containing the marked ballots to the Special Voting Rules Administrator at Elections Canada in Ottawa as often as possible

AFTER THE VOTING PERIOD

- Send** the remaining ballot envelopes to the Special Voting Rules Administrator at Elections Canada in Ottawa immediately after the last closing of the polling station, according to your commanding officer's instructions.
- Package** and hand over to your unit's commanding officer all *Statements of Ordinary Residence* (SOR) that have been completed during the voting period
- Return** to your commanding officer:
 - the envelope for unused ballot papers (EC 78290)
 - all stubs from the used ballot papers
 - the envelope for spoiled ballots (EC 78270)
 - all other materials in your possession

If you encounter any difficulty, call the liaison officer.

Thank You

Your tasks and responsibilities as a deputy returning officer for Elections Canada are completed.

Your involvement in the federal electoral process is much appreciated.