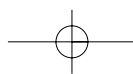


Special Ballot Coordinator's Self-Training Guide (at a by-election)



EC 78694 (07/2010)



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

Introduction

As a special ballot coordinator (SBC), you play an important role in the voting process under the Special Voting Rules (SVR) as adapted for the purposes of a by-election. To ensure that registration and voting go smoothly, you must follow many rules and guidelines. Your services are required from the first day of the electoral calendar until the close of polls on election night or, if you are assigned to an additional office, until the sixth day before election day (Day 6 of the electoral calendar).

This guide describes your role, responsibilities and duties. The aim is to prepare all SBCs across the country to properly manage the special ballot voting process.

The guide and the *Special Ballot Coordinator's Manual (at a by-election)* (EC 78695) together are designed to complete your training. They will be your main information sources from now until election day.

You must read and understand all the information provided in the guide before assuming your duties, so that you will be prepared to respond if an elector requests your assistance even on your first day at work, which is Day 36 of the electoral calendar.

Once you have completed the self-training exercise, your returning officer (RO) or your additional assistant returning officer (AARO) will give you an evaluation questionnaire. The objective of this open-book evaluation is to allow both you and your RO or AARO to verify your knowledge and understanding of the procedures for special ballot registration and voting.

Structure of the Self-Training Guide

This guide is organized around your duties as SBC. It is divided into two parts, which are subdivided into sections. At the end of each section, you must complete a mini quiz. This learning activity will allow you to assess your knowledge of the section.

Part 1 of the guide describes your role and duties as SBC. It outlines all the steps associated with registration and voting by special ballot for both local and national electors. This information will prove very useful to you from your first day on the job.

Part 2 covers the tasks that must be carried out at the close of the registration period for voting by special ballot in both the RO office and additional offices. The RO will designate one SBC, in the RO office, to carry out the duties associated with preparations for counting special ballots cast by local electors. The count will be performed by deputy returning officers (DROs) and poll clerks. It is recommended that the designated SBC in the RO office and the SBC in the additional offices review this part before the 10th day before election day.

Using the Self-Training Guide

This guide will assist your reading of the *Special Ballot Coordinator's Manual (at a by-election)* (EC 78695), which will be your main source of information during the election period. It is recommended that you highlight any passage that seems important to you and clearly mark the pages you might want to consult in particular circumstances.

Follow these steps for each section of the guide:

- Read the section summary.
- Take note of the learning objectives.
- Read the corresponding pages in the SBC's Manual.
- Review the key points.
- Complete the mini quiz.
- Correct the mini quiz.

Some sections contain a “Did you know ...” segment featuring additional information to help you carry out your duties.

It is important not to go on to the next section until you have properly understood all the material presented in the section you have been reading.

Before starting the self-training, make sure you have the following materials on hand:

- the *Special Ballot Coordinator's Manual (at a by-election)* (EC 78695)
- the envelope of SVR supplies (special ballots, forms, envelopes, etc.)
- a pen or pencil
- a highlighter

*Thank you for preparing to become a properly trained special ballot coordinator.
Good luck!*

Part 1 – Special Ballot Coordinators Assigned to Returning Offices and Additional Offices

Section 1: Role of Special Ballot Coordinators and Electors' Rights

This section describes your role as SBC and outlines the key rules to follow when serving electors in order to adequately meet their needs.

Since you will have many tasks to perform, you must possess the necessary qualifications and skills to do the job properly. You will need to demonstrate patience, tact and team spirit on a daily basis. Organizing and planning your work effectively will enable you to better serve electors. You must analyze and verify the facts given to you in order to make informed decisions.

Once you have completed this section, you will be able to:

- name the SBC's main duties
- explain the basic concepts of the SVR
- list the rights of electors who register to vote by special ballot

Read the following before completing this section:

Sections of the SBC's Manual	Page
A Message from Elections Canada	1 and 2
Contacting Elections Canada in Ottawa	2
Confidentiality Guidelines	2
List of Acronyms for Special Ballot Coordinators	3
Courtesy at Work	4
Bilingual Service	4
Electors with Disabilities	5

Did you know ...

The Special Voting Rules apply to any Canadian citizen who is 18 years of age or older on election day, and who cannot or does not wish to vote at an advance poll or an ordinary poll. With a special ballot, the elector can vote by mail or in person at a local Elections Canada office. The special ballot allows local, national and international electors, incarcerated electors, and Canadian Forces electors to exercise their right to vote. Voting by special ballot is governed by the Special Voting Rules, set out at Part 11 of the *Canada Elections Act* (CEA).

Under the SVR, an elector must register before obtaining a special ballot voting kit. Once an elector, who resides in Canada, has registered to vote by special ballot in a particular electoral event, this is the only way he can vote in that event.

Key points:

- Elections Canada (EC) is required by law to offer a bilingual service.
- By law, elector information is confidential.
- You must not take part in any partisan activity during your term of employment, whether or not you are on duty.
- You must be polite and respectful at all times.
- Your main task is to manage the special ballot registration and voting processes.
- You may also be asked to coordinate special ballot voting in acute care hospitals and the verification of outer envelopes.
- To receive a special ballot voting kit, an elector wishing to vote by special ballot must first complete an application for registration.
- Once an elector, who resides in Canada, has registered to vote by special ballot, this is the only way he can vote.
- You will be required to provide services to both local and national electors.

Mini quiz:

Answer “True” or “False” to the following four statements.

Statement	Answer
1. You must ensure that any document containing elector information is kept out of public view.	
2. During your term of employment, you must wear the badge of your candidate of choice.	
3. You may issue a special ballot voting kit to an elector you know who wishes to vote by special ballot, without asking him to complete an application for registration.	
4. You provide services to both local and national electors.	

See page 37 for the Answer Key.

When you are ready, go on to the next section.

Section 2: Getting Ready and Setting Up Your Office

This section provides information on the operating hours of the returning office, your supplies and initial tasks, as well as setting up and organizing your office. The information prepares you to receive electors right from the first day of special ballot voting. Organizing your supplies and ensuring that they are accessible will enable you to effectively perform your tasks.

It is critical that you verify whether you have received all the necessary supplies. If anything is missing, you must immediately contact your RO or AARO.

Once you have completed this section, you will be able to:

- identify your supplies using the EC identification number
- apply the ballot box sealing and identification procedures
- apply a control procedure for special ballots

Read the following before completing this section:

Sections of the SBC's Manual	Page
Getting Ready	6
Supplies	7 to 10
Setting Up Your Office	11
Sealing the Ballot Boxes	12
Identifying the Ballot Box	13
Ballot Papers in Your Returning Office	14
Ballot Papers in an Additional Office	15

Did you know ...

The time and effort you spend getting ready at the outset will determine how easily you can perform your duties during the election period.

You must first identify each ballot box with a number, as well as the numbers of the outer envelopes to be deposited in that box. Depending on your electoral district, you will have to prepare a ballot box for voting in acute care hospitals and possibly one for ballots from an additional office.

You must keep track of all the special ballots issued to you by the RO, since you will be required to reconcile the number of used and unused ballots after the election period. Make a list of the first and last serial numbers of each booklet of special ballots and regular ballots.

The *Log of Special Ballot Coordinator Initials* (EC 78721) is used to collect the initials of every person who issues special ballot voting kits. This log must be given to the DROs who will be conducting the verification of outer envelopes and counting local special ballots.

The *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720) reflects the number of local electors registered to vote by special ballot. It is crucial to fill out the record accurately since it will be used throughout the election period. Each ballot box must have its own record. Once 350 electors are registered in the record, you must start another one for the next 350 electors and follow this process for each additional box.

The RO will ask you for the number of local electors registered and the number of returned ballots. This information is needed to respond to questions submitted by the SVR group through the Event Management System (EMS). The record is also used by the DROs on election day during the verification of outer envelopes.

Key points:

- The *Appointment and Oath* form (EC 10135 or EC 10130) gives you the authority to act as SBC. The information on this form is used by EC to process your pay. Make sure that you verify the accuracy of the information recorded and keep a copy of the form.
- You must check your supplies and notify your RO or AARO of any missing items.
- An SBC should be in the RO or AARO office during the hours the office is open to serve electors.
- The political parties send representatives to witness the sealing of the ballot boxes.
- If the political parties do not send representatives, the RO appoints two witnesses in addition to the SBC, the assistant returning officer (ARO) and the AARO.
- You must ensure that the ballot boxes are kept in a safe place at all times (at night, the boxes must be kept under lock and key).
- You must identify each ballot box with a number, as well as the numbers of the outer envelopes to be deposited in that box.
- A ballot box may contain no more than 350 special ballots.
- You must put aside 1,250 special ballots for local electors and 250 for national electors.
- You must prepare the record by indicating the electoral district number, the serial numbers of the two long seals and the ballot box number, along with the outer envelope numbers.

- You must place the ballot box next to you to ensure that only completed outer envelopes from local electors are deposited into it.
- You must organize your office in a way that makes all supplies easily accessible.
- In your office, you must prominently display two *Step-By-Step Procedures for Special Ballot Registration and Voting* posters (EC 78698) (English on one side, French on the other), as well as the large version of the *Aide-Mémoire for the Special Ballot Coordinator* (EC 78654).

Mini quiz:

Answer “True” or “False” to the following four statements.

Statement	Answer
1. You have received 1,500 special ballots for local electors.	
2. The <i>Record of Special Ballots Issued to Electors Voting in Their Electoral District</i> is coded EC 78720.	
3. You must use four long seals and two short seals to seal each ballot box.	
4. Completed outer envelopes numbered 351 to 700 will be deposited in ballot box no. 2.	

See page 37 for the Answer Key.

When you are ready, go on to the next section.

Section 3: Voting by Special Ballot

It is now time to introduce the two categories of electors you will serve: local electors and national electors.

This section describes the different aspects of voting by special ballot, including the differences between local and national electors, home assistance for electors with a physical disability, procedures for certain groups of electors, and proof of identity and address of ordinary residence.

Once you have completed this section, you will be able to:

- differentiate between a local elector and a national elector
- explain the voting methods available to the different types of electors
- recognize acceptable proofs of identity and address of ordinary residence

Read the following before completing this section:

Sections of the SBC's Manual	Page
Overview of Special Ballot Voting	16
Who May Vote by Special Ballot?	16
The Difference Between a <i>Local</i> Elector and a <i>National</i> Elector	16 and 17
Students Voting	17 and 18
Electors in Danger	18
Registration and Voting at Home	19 to 21
Proof of Identity and Address of Ordinary Residence	22 and 23

Did you know ...

The SVR apply to the following five categories of electors:

- electors in their electoral districts (local electors)
- electors temporarily away from their electoral districts, whether in Canada or abroad (national electors)
- Canadians temporarily residing outside Canada (international electors)
- Canadian Forces electors
- incarcerated electors

In carrying out your duties, you will be dealing exclusively with local and national electors. However, you may receive requests from electors in other categories.

Local electors vote in their electoral districts. They may register in person, by mail or by fax.

National electors vote outside their electoral districts. They may register at any local EC office or with EC in Ottawa.

International electors no longer have an ordinary residence in Canada and have been residing outside the country for less than five years (some exceptions apply). They must register with EC in Ottawa. You may provide them with the registration form and guide (EC 78610), or refer them to the EC Web site for more detailed information on how to register and vote.

Canadian Forces electors vote by special ballot in the electoral district in which the address indicated on their *Statement of Ordinary Residence* is located. An exception applies to members of the Canadian Forces who live in the electoral district indicated on their *Statement of Ordinary Residence*: they may vote at the civilian polling station in that electoral district if they have not already voted by special ballot and if they are living in the electoral district on election day.

Electors who are incarcerated in a correctional institution or a federal penitentiary in Canada may register and vote by special ballot in the institution in which they are serving their sentence. The address of the institution cannot be considered their place of ordinary residence.

Key points:

- To be qualified to vote in a by-election, an elector must have had his ordinary residence in the electoral district where the by-election is being held on the first day of the revision period and continue to live there until election day.
- A local elector votes in the electoral district where he lives.
- A national elector casts his ballot while away from his electoral district.
- Answers to the following two questions determine whether an elector is a local elector or a national elector: In which electoral district is the elector's address of ordinary residence? Where will the elector be when he votes by special ballot?
- Students must determine their place of ordinary residence for electoral purposes. For some, the place of ordinary residence may be their family home; for others, it may be where they live during the school year. In both cases, they must provide proof of identity and address of ordinary residence when registering.
- An elector who meets the following criteria is eligible to vote at home: he is unable to read or unable to vote in the prescribed manner because of a physical disability, AND he is unable to go in person to the RO office.

- As proof of identity and address of ordinary residence, you may accept one or two documents showing the elector’s name, current address of ordinary residence and signature.
- If an elector registers in person, you do not need to photocopy his proof of identity and address of ordinary residence.

Mini quiz:

Answer “Local” or “National” to the following four statements.

Statement	Answer
1. An elector on vacation in Europe telephones and requests to vote by special ballot. He tells you that his place of ordinary residence is in your electoral district.	
2. An elector goes to your RO office to register and vote by special ballot. According to his address of ordinary residence, he resides in your electoral district.	
3. An elector in your electoral district telephones to notify you of his imminent departure for the United States. He wishes to register and vote before leaving.	
4. A student wishes to vote in his parents’ electoral district, where a by-election is being held, even though he is pursuing his studies elsewhere in Canada.	

See page 37 for the Answer Key.

When you are ready, go on to the next section.

Section 4: Information – Local Electors

You now know the difference between a local elector and a national elector.

This section has three subsections that will help you better grasp the concepts behind each step of the special ballot registration and voting processes for local electors. It discusses the components of the application for registration, the record, the special ballot voting kit, the different types of ballots and procedures for returning completed ballots. You will also become familiar with the concept of “ordinary residence” and the different documents to consult to determine an elector’s electoral district.

Subsection 4.1: Application for Registration by a Local Elector

A local elector wishing to vote by special ballot must complete an application for registration. You must provide the elector with one of two forms, verify the elector’s proof of identity and address of ordinary residence and, before accepting the application, ensure that it is signed, correctly completed and received before the deadline.

Once you have completed this subsection, you will be able to:

- explain the different components of the application form
- explain the concept of “ordinary residence”
- name the criteria for accepting an application for registration

Read the following before completing this subsection:

Sections of the SBC’s Manual	Page
Requesting an Application Form	24
Completing an Application Form	25 to 28
Returning the Application Form	28 and 29
Monitoring Requests for Applications	30
Finding Out Candidates’ Names in a By-election	30
Preliminary Verification	30 to 32
Accepting Applications	32 and 33

Did you know ...

It is crucial to grasp the concept of “ordinary residence” since this determines in which electoral district an elector is eligible to vote and whether he is a local elector or a national elector.

“Ordinary residence” means the place an elector calls home, that is, the place where he lives and intends to return to when away. He can have only one address of ordinary residence at a time. A temporary absence does not constitute a change of ordinary residence. For a by-election, the elector has to have had his ordinary residence in the electoral district, where the by-election is being held, on the first day of the revision period and continue to live there on election day.

A number of tools are available to help you determine the electoral district where an elector resides, including the *Guide to Federal Electoral Districts* and the *Street Indexes*. In the *Guide to Federal Electoral Districts*, using the address of ordinary residence, verify whether the city has more than one electoral district. If so, you must look up the address in the *Street Indexes* to identify the correct electoral district. After identifying the name of the electoral district, use the *List of Federal Electoral Districts* (EC 00170) to find the electoral district number.

Key points:

- The application form must be fully and accurately completed; otherwise the application will not be accepted. You must contact the elector to request any missing information.
- Under the CEA, an elector must provide his full date of birth.
- A current address of ordinary residence must be a civic address, not a mailing address.
- Applications for registration must arrive at your office no later than 6:00 p.m., local time, on the 6th day before election day (Day 6).
- You must sign and date the form in the box marked “For Office Use Only,” when you accept an application form.
- If an elector’s name does not appear on the list of electors, write the letter “A” in the “Polling division no.” and the “Sequence no.” sections at the top of the application form to indicate it must be added.
- All applications for registration that are incomplete or that arrive after 6:00 p.m. on the 6th day before election day (Day 6) will not be processed. In such a case, you must initial and date the form, and indicate the reason for not accepting it before filing it.
- When an application is received after the deadline, contact the elector to inform him of this and that he will not be able to vote by special ballot. He can vote on election day.
- An elector’s place of ordinary residence determines his electoral district.
- You will find the name of the elector’s electoral district in the *Guide to Federal Electoral Districts* and the *Street Indexes*.
- You will find electoral district numbers in the *List of Federal Electoral Districts* (EC 00170).
- The elector is responsible for obtaining the names of candidates running in his electoral district.
- It is crucial that you closely monitor all requests for multiple copies of the application for registration from candidates or political party representatives.

Mini quiz:

Complete the following three sentences.

- | |
|---|
| 1. The address of ordinary residence determines an elector's electoral district and polling division. This address cannot be a _____ address. |
| 2. Local electors must submit their application form to your office no later than _____ , local time, on Day _____. |
| 3. The <i>Guide to Federal Electoral Districts</i> is a reference tool used to identify the names of _____ , whereas the <i>List of Federal Electoral Districts</i> provides the _____ of the electoral district. |

See page 37 for the Answer Key.

When you are ready, go on to the next section.

Subsection 4.2: The Record and Issuing the Special Ballot Voting Kit

Once you have accepted an application for registration, you must fill out the record and hand the elector his special ballot voting kit.

What is the record? The record is form EC 78720 on which you must note the name of each local elector registered to vote by special ballot. The record is used throughout the special ballot voting process, in particular to answer questions for the RO submitted through the EMS and to verify outer envelopes on election day.

The special ballot voting kit enables an elector to vote by special ballot. It contains several items, including a special ballot and envelopes that ensure the secrecy of the vote. Your Aide-Mémoire lists a key date: the day that nominations for candidates close (Day 21). After that date, you will receive a number of regular ballots on which are printed the names of the candidates running in your electoral district. Such ballots can be issued only to local electors who vote immediately in your office.

Once you have completed this subsection, you will be able to:

- identify the information needed to complete the record
- name the contents of a special ballot voting kit
- explain the role of the automation coordinator (AC) in the special ballot voting process

Read the following before completing this subsection:

Sections of the SBC's Manual	Page
Completing the Record of Special Ballots	33 to 35
Preparing the Outer Envelope – Local Elector	36
Issuing the Special Ballot Voting Kit to a <i>Local</i> Elector in Person	37 and 38
Receiving an Application Form from Someone Other than the Registering Elector	39
Forwarding <i>Local</i> Application Forms to the Automation Coordinator	39

Key points:

- The outer envelope is identified by a consecutive number that you will write on the record in the “Outer Envelope No.” column. If you are working in the RO office, you must assign the elector a consecutive number between 1 and 2,999. If you are working in the AARO office, the sequence starts at 10,000.
- At the time of registration, write your initials in the last column of the record.
- At the bottom of each page of the record that is completed, enter the number of electors who registered in your office.
- You must photocopy the completed application for registration, file it in numerical order according to the outer envelope number and hand the original to the AC.
- The AC will update the list of electors by striking the elector’s name. An “S” will appear in the margin to indicate that the elector has registered to vote by special ballot.
- If you wrote the letter “A” in the “Polling division no.” and the “Sequence no.” sections on the application form, the AC will add the elector’s name to the list of electors and then strike it out.
- The special ballot is a blank ballot on which the elector must write the given name and surname of the candidate of his choice.
- Regular ballots are printed after all candidates have been confirmed.
- Under no circumstances can a regular ballot leave the office of the RO or AARO.
- You must not issue a special ballot voting kit to anyone other than the registered elector for any reason.
- The special ballot voting kit contains a special ballot or regular ballot, if applicable, an inner envelope, an outer envelope and, if required, a return envelope and an instruction pamphlet.

Mini quiz:

Answer the following three questions.

Question	Answer
1. If you work in the RO office, what sequence of numbers is used to identify the outer envelopes?	
2. What must you give the AC to enable him to indicate on the list of electors that a local elector is registered to vote by special ballot?	
3. What is contained in the special ballot voting kit that must be handed to an elector who does not vote immediately in your office?	

See page 37 for the Answer Key.

When you are ready, go on to the next subsection.

Subsection 4.3: Voting and Returning Special Ballots

After receiving a special ballot voting kit, the elector must write on the special ballot the name of the candidate of his choice running in his electoral district.

The procedure for depositing a ballot in the ballot box is essentially the same for special ballots as for regular ballots. The only difference lies in the way the ballots are handled. The special ballot voting process ensures the secrecy of the vote without compromising the verification of the ballot's validity.

Once you have completed this subsection, you will be able to:

- describe how to fill out the different ballots and use the multi-envelope system
- explain the steps to follow to help an elector who requests assistance in your office
- list the steps to follow after receiving a sealed outer envelope

Read the following before completing this subsection:

Sections of the SBC's Manual	Page
Filling Out the Ballot	40 and 41
Completing the SBC Checklist	42
Request for Assistance	42 and 43
Spoiled Ballots	43
Receiving Ballots from <i>Local</i> Electors	44
Verification of <i>Local</i> Electors Registered to Vote by Special Ballot	45 and 46

Key points:

- An elector who receives a special ballot must write on it the given name (or initials) and surname of the candidate of his choice running in his electoral district.
- A ballot bearing only the name of a political party will be rejected.
- An elector who receives a regular ballot marks it with an "X" in the circle next to the name of the candidate of his choice running in his electoral district.
- Once an elector has marked his regular ballot, he must fold it and return it to you. Without unfolding it, you must check that your initials are on the ballot and then remove the counterfoil.
- The removed counterfoil must be torn up in full view of the elector and then placed in the small plastic bag provided.

- You must check whether the elector has signed the completed *Outer Envelope – Local Elector* (EC 78860); if not, it will be set aside and the ballot will not be counted.
- The ballot must be inserted in the *Inner Envelope* (EC 78840), which is then sealed and inserted in the completed *Outer Envelope – Local Elector*. The outer envelope must then be sealed and placed in the ballot box.
- A regular ballot may be handed to a local elector who will vote immediately in your office.
- A regular ballot must NEVER leave the RO or AARO office.
- The special ballot must be returned before the close of polls in your electoral district on ordinary election day.
- You must indicate the date the ballot was received in the appropriate column in the record, under either “In person” or “By mail.”
- When a ballot is returned by mail, you must take out the signed and sealed outer envelope from the return envelope, and place it in the appropriate ballot box.
- If the outer envelope is not signed, you must try to contact the elector to obtain his signature before you can deposit the envelope in the ballot box.
- An elector is entitled to receive only one replacement ballot if his ballot has been made unusable.
- Only an election officer is authorized to assist an elector in marking his ballot.
- An elector, who requires assistance in registering and voting, must sign the application form, using whatever he considers his signature to be.
- No witness is required when assisting an elector in the office. There should only be one signature on the back of the outer envelope.

Mini quiz:

Circle the correct answer to the following three statements.

- | |
|---|
| 1. Before depositing his special ballot in the ballot box, an elector must:
a) hand the ballot to the SBC, who will insert it in the envelopes
b) insert it in the inner envelope
c) insert it in the completed outer envelope
d) insert it in the inner envelope and then in the completed outer envelope |
| 2. When an election officer assists an elector in the RO office:
a) the election officer signs the front of the outer envelope
b) the election officer writes the elector's name on the front and signs the back of the outer envelope
c) the witness signs the front of the outer envelope
d) the election officer helps the elector to sign the front of the outer envelope |
| 3. You may give a regular ballot to:
a) a political party representative
b) a local elector who does not know who the candidates are
c) a local elector who votes in your office in person
d) an elector who votes by mail |

See page 37 for the Answer Key.

When you are ready, go on to the next section.

Section 5: Information – National Electors

National electors make up the second category of electors who may come to your office to register to vote by special ballot. The procedure that applies to these electors is similar to that for local electors, but there are a few important differences.

This section contains two subsections that describe how the steps of the voting process are different for national electors. Also covered is the topic of bar code labels.

Subsection 5.1: Application for Registration by a National Elector

A national elector wishing to vote by special ballot must complete an application for registration. You must provide the elector with one of two forms, verify the elector’s proof of identity and address of ordinary residence and, before accepting his application, ensure that the form is signed, correctly completed and received before the deadline.

Once you have completed this subsection, you will be able to:

- explain the components of the application form
- name the locations where the forms are processed, depending on the method of delivery used by the elector
- name the criteria for accepting an application for registration

Read the following before completing this subsection:

Sections of the SBC’s Manual	Page
Requesting an Application Form	47
Completing an Application Form	48 to 51
Returning the Application Form	51 and 52
Finding Out Candidates’ Names in a By-election	53
Preliminary Verification	53 to 55
Accepting Applications	55 and 56

Key points:

- You must ensure that the application form is fully and accurately completed; if not, the application will not be accepted. You must contact the elector to request any missing information
- You must sign and date the form in the box marked “For Office Use Only,” when you accept an application form.

- Applications for registration sent to the RO office must arrive before 6:00 p.m., local time, on the 6th day before election day (Day 6).
- Applications for registration sent directly to EC in Ottawa must arrive before 6:00 p.m., Ottawa time, on the 6th day before election day (Day 6).
- When a form arrives by mail or fax, you must verify it to ensure that it is complete and then fax it to EC in Ottawa for processing. . If the application is incomplete, you must contact the elector to request the missing information prior to faxing the application form to EC in Ottawa.
- EC is responsible for sending special ballot voting kits to national electors who have sent their applications by mail or fax to the RO or AARO office.
- Any application for registration that is incomplete or arrives after 6:00 p.m. on the 6th day before election day (Day 6) must not be processed. In such a case, you must initial and date the form and indicate the reason for not accepting it before filing it.
- When an application is received after the deadline, contact the elector to inform him of this, and explain that he will not be able to vote by special ballot. If he can be in his electoral district on election day, he will be able to vote at his polling station.
- The elector is responsible for obtaining the names of the candidates running in his electoral district.
- Shortly after the 19th day before election day (Day 19), the complete list of confirmed candidates running in the electoral districts where a by-election is being held will be available in the local EC office, from EC in Ottawa and on the EC Web site.

Mini quiz:

Answer “True” or “False” to the following three statements.

Statement	Answer
1. An application for registration from a national elector must arrive at your office no later than 6:00 p.m., local time, on Day 6.	
2. A registration form from a national elector received by fax must be forwarded to EC in Ottawa for processing.	
3. After Day 19, you must refer all national electors to the EC Web site to find the names of the candidates running in their electoral districts.	

See page 38 for the Answer Key.

When you are ready, go on to the next subsection.

Subsection 5.2: Issuing the Special Ballot Voting Kit and Returning Special Ballots to Elections Canada

Once a national elector’s application for registration is accepted, he is issued a special ballot voting kit by the SBC or by EC, depending on the method used to return the application form.

In other words, if a national elector delivers his application for registration in person to the RO office, the SBC issues the elector a special ballot voting kit. However, if his application for registration is received by mail or fax, the SBC must fax the application to EC in Ottawa for processing. A special ballot voting kit contains several items, including a special ballot and envelopes in which the ballot is to be inserted to ensure the secrecy of the vote.

The national elector’s information is written on the bar code labels to be affixed to the application form and the outer envelope.

National electors must return their completed special ballots to EC in Ottawa.

Once you have completed this subsection, you will be able to:

- explain how to fill out the sheet of bar code labels and the *Control Sheet for Bar Code Labels*
- list the contents of the special ballot voting kit
- explain EC’s role in the special ballot voting process for national electors

Read the following before completing this subsection:

Sections of the SBC’s Manual	Page
Issuing the Special Ballot Voting Kit to a <i>National</i> Elector	56
Bar Code Label Instructions	57 to 61
Request for Assistance	61
Providing Assistance to Electors in your Office	62
List of <i>National</i> Electors from Your Electoral District Who Have Voted Elsewhere	63

Key points:

- You will issue a special ballot voting kit to a national elector who registers in person in your office.
- The elector must sign the *Outer Envelope – National Elector* (EC 78870); otherwise it will be set aside and the ballot will not be counted.
- On the *Control Sheet for Bar Code Labels* (EC 78951), you must record the type of proof of identity submitted.
- You must not remove the third label from the “File” column on the sheet of bar code labels.

- For each elector, use the bar code labels from the same horizontal row so that the reference number on the application form is identical to the reference number on the outer envelope.
- A national elector cannot use a regular ballot.
- All application forms must be faxed to EC in Ottawa as soon as the applications are accepted. They are then filed in alphabetical order.
- The brown *Return Envelope* (EC 78810) is addressed to EC in Ottawa, as the national elector is responsible for returning his completed ballot to EC in Ottawa.
- A national elector must ensure that his special ballot arrives at EC in Ottawa no later than 6:00 p.m., Ottawa time, on election day.

Mini quiz:

Complete the following three sentences.

1. The type of proof of _____ must be recorded on the <i>Control Sheet for Bar Code Labels</i> .
2. You may issue a special ballot voting kit to a national elector who has provided you with his application for registration _____.
3. Even if a national elector votes in your office, he must ensure that his completed _____ arrives at EC in _____ no later than 6:00 p.m. on _____.

See page 38 for the Answer Key.

Read the following before going on to Part 2

By reading the following two sections of the SBC’s Manual, you will complete your knowledge of the special ballot voting processes for local electors and national electors.

Sections of the SBC’s Manual	Page
Summary of Procedures for Processing Requests	63 and 64
Things to Remember	73 and 74

Congratulations! You have completed the first part of the self-training exercise.

You are now ready to start Part 2 – Duties of Special Ballot Coordinators After Registration Closes and on Election Day (applies only to the SBC designated by the RO or AARO, if applicable)

Part 2 – Duties of Special Ballot Coordinators After Registration Closes and on Election Day

Section 1: Day 6 – Close of Registration to Vote by Special Ballot (for the designated SBC)

Registration to vote by special ballot closes at 6:00 p.m., local time, on the 6th day before election day (Day 6). Electors who have not registered before that time must vote at their polling station on election day.

Your services as an SBC are still required since there remain numerous administrative duties to be performed to ensure that the next steps proceed smoothly.

If you are assigned to an additional office, although your main duties end at 6:00 p.m., you will have three additional hours to carry out administrative duties and assemble the supplies to be returned to the RO office.

If there are additional offices in the electoral district, the RO office will receive a sealed ballot box from each additional office shortly after registration closes. In the ballot box you will find a brown envelope containing the sealed outer envelopes, as well as a white plastic envelope (EC 78790) containing supplies for counting the special ballots. You will take the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* out of the white plastic envelope as you will have to enter the dates of receipt of ballots returned by electors who registered at the additional office.

Once you have completed this section, you will be able to:

- explain the duties to be carried out by the SBC in the returning office after registration closes
- explain the duties to be carried out by the SBC in an additional office after registration closes

Read the following before completing this section:

Sections of the SBC's Manual	Page
Duties of the SBC After Registration Closes	65 to 67

Key points:

- For each ballot box, count the number of local electors listed in the corresponding record and write the total at the bottom of the last page of the record.
- Count the number of spoiled ballots and place them in the *Envelope for Spoiled Ballots* (EC 78900). Write the number of spoiled ballots on the envelope, seal the envelope with an *Official Seal* (EC 50180) and sign the seal.
- Count the number of unused ballots and place them, together with the stubs, in the *Envelope for Unused Ballots* (EC 78930). Write the number of unused ballots on the envelope, seal the envelope with an *Official Seal* (EC 50180) and sign the seal.

At the additional office, you will have three hours starting at 6:00 p.m. to carry out your duties:

- In the large plastic envelope (EC 78790), insert all the supplies needed for counting the votes: local application forms, the envelopes you prepared and the pages of the record. Seal the envelope with an *Official Seal* (EC 50180) and sign the seal.
- At the time of opening and sealing the ballot box, you must ensure that political party representatives or, in their absence, at least two witnesses are present.
- The outer envelopes removed from the ballot box must be placed in the large brown envelope. Seal the envelope with an *Official Seal* (EC 50180) and sign the seal.
- In the ballot box, deposit the brown envelope containing the outer envelopes and the large plastic envelope (EC 78790). Seal the ballot box using two short seals and one long seal.
- Immediately return the ballot box and all your documents to the SBC in the RO office in your electoral district.

At the RO office:

- Open the ballot box received from the additional office and remove its contents.
- Open the brown envelope and remove the *Outer Envelopes – Local Electors* (EC 78860); place them in the ballot box identified as “Box – AARO Office.”
- Open the large plastic envelope (EC 78790) and remove the record (EC 78720). You will need to indicate the receipt dates of the special ballots received in your office that were mailed by electors who registered at the additional office.
- Set aside the large plastic envelope with the rest of the supplies and deliver all items to the DRO at the time of counting of the votes.
- As you receive completed special ballots, write the date in the appropriate record and place in the appropriate ballot box.

Mini quiz:

Complete the following three sentences.

- | |
|--|
| 1. For each ballot box, the SBC must complete the _____ by indicating the total number of registered electors on the _____ page of the record (EC 78720). |
| 2. You must count the number of spoiled ballots contained in the envelope for _____, write this number on the envelope and _____ it with an <i>Official Seal</i> (EC 50180). |
| 3. In the record for the additional office, the SBC in the RO office must write the _____ of receipt of each ballot received from an elector registered at the _____ office. |

See page 38 for the Answer Key.

When you are ready, go on to the next section.

Section 2: Election Day - Counting of Local Special Ballots in the RO Office (for the designated SBC)

You may still receive special ballots throughout the day on election day. You will still have some tasks to carry out in order to prepare for and facilitate the verification of outer envelopes and the counting of local special ballots. The ballots will be counted by teams of DROs and poll clerks immediately after the polls close in your electoral district.

It is crucial that you be thoroughly familiar with the procedures for verifying outer envelopes and counting local special ballots. For this purpose, you must read the *Deputy Returning Officer's Manual (Counting Local Special Ballots)* (EC 78700).

Together with the poll clerk, the DRO ensures that the verification of outer envelopes and the counting of special ballot votes run smoothly. You are responsible for coordinating the verification of *Outer Envelopes – Local Electors* (EC 78860). If an *Outer Envelope – Local Elector* is received during the verification of envelopes, you must interrupt the DRO, give him the outer envelope and write the date of receipt of the ballot in the record.

Your term of employment ends at the close of polls in your electoral district. You are therefore not authorized to attend the counting of special ballots.

Once you have completed this section, you will be able to:

- describe the role of the SBC on election day
- describe the role and responsibilities of the DRO and the poll clerk
- list the steps involved in preparing for the verification of outer envelopes and counting of local special ballots

Read the following before completing this section:

Sections of the SBC's Manual	Page
Duties of the SBC in the Returning Office on Election Day	68 to 70
Responsibilities of the Deputy Returning Officer	71 and 72

Key points:

- Based on the number of registered electors, the RO determines the number of teams of DROs and poll clerks required for verifying the outer envelopes and counting the special ballots.
- If the RO has appointed and trained several teams, he will name one team “primary” team.
- For each sealed ballot box, insert the following items in the large plastic envelope (EC 78790): all the pages of the record, the local application forms and the supplies for counting the ballots. You must then deliver the large envelope, along with its ballot box, to each DRO. The envelopes for unused ballots (EC 78930) and the envelopes for spoiled ballots (EC 78900) must be inserted in the primary team's envelope.

- As the SBC designated for coordinating the verification of the outer envelopes, you must ensure that the teams have received all necessary materials.
- The DRO opens the ballot box, arranges the *Outer Envelopes – Local Electors* on the table in numerical order and verifies the envelopes together with the poll clerk.
- If you receive an outer envelope during the verification process, you must interrupt the DRO, hand him the envelope and write the date of receipt in the record.
- Under the CEA, a special ballot received after the close of polls cannot be counted.
- You must stamp with the date and time of receipt any outer envelope received after the close of polls.
- Your term of employment as SBC in the returning office ends at the close of polls in your electoral district on election day.
- If you receive a special ballot from a national elector, you must notify your RO and contact EC without delay.

Mini quiz:

Answer “True” or “False” to the following three statements.

Statement	Answer
1. You must insert in the large plastic envelope (EC 78790) the original application forms received at the RO office.	
2. A special ballot from a local elector may be received after verification of the <i>Outer Envelopes – Local Electors</i> (EC 78860) has started.	
3. On election day, you must stamp the date and time of receipt with the time-dater each <i>Outer Envelope – Local Elector</i> (EC 78860) received after polls close in your electoral district.	

See page 38 for the Answer Key.

Answer Key

Answer Key – Part 1

Section 1

1. True
2. False
3. False
4. True

Section 2

1. False
2. True
3. False
4. True

Section 3

1. A national elector because he is away from his electoral district at the time of registration and will cast his ballot from outside his electoral district.
2. A local elector because he resides and is present in his electoral district at the time of registration and will cast his ballot while in his electoral district.
3. A local elector because he is in the electoral district at the time of registration will cast his ballot while in his electoral district.
4. A national elector because he is away from his parents' electoral district at the time of registration and voting.

Subsection 4.1

1. mailing
2. 6 p.m., 6
3. electoral districts, numbers

Subsection 4.2

1. 1 to 2,999
2. the original application form
3. a special ballot, an inner envelope, a completed outer envelope, a return envelope and an instruction pamphlet

Subsection 4.3

1. d
2. b
3. c

Subsection 5.1

1. True
2. True
3. False

Subsection 5.2

1. identity
2. in person
3. ballot, Ottawa, election day

Answer Key – Part 2

Section 1

1. record, last
2. spoiled ballots, seal
3. date, additional

Section 2

1. False
2. True
3. True

Thank you for taking the time to complete this self-training exercise and for your efforts to ensure a positive voting experience for electors. Your participation is crucial to the overall democratic process and particularly to the special ballot voting process.

Have a good by-election!