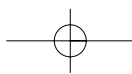


# DEPUTY RETURNING OFFICER'S MANUAL

(COUNTING LOCAL  
SPECIAL BALLOTS)



EC 78700 (07/2010)





# **Deputy Returning Officer's Manual**

**(Counting Local Special Ballots)**

**EC 78700 (03/2009)**



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



# 1 INTRODUCTION

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## 1.1

### MESSAGE FROM ELECTIONS CANADA

This manual explains your duties as a deputy returning officer (DRO) responsible for counting the special ballots cast by electors within their electoral district. It is a step-by-step guide, explaining what you must do and how to do it. The instructions are based on the Special Voting Rules (Part 11 of the *Canada Elections Act*) and on procedures established by the Chief Electoral Officer of Canada.

The DRO and poll clerk form a very important team, whose responsibility is to make sure that the counting of special ballots is performed pursuant to electoral legislation and established procedures. The returning officer (RO) may appoint more than one DRO and poll clerk to count special ballots where the number of votes warrants it. If there is more than one team of DRO and poll clerk, the RO will appoint one team as the "primary team". This primary team's responsibility includes compiling all of the results of the counted special ballots on the original *Statement of the Vote* (EC 78760) and completing the final tasks.

You are responsible only to the RO who appoints you and who issues you with your working instructions. You act independently from any political party or candidate.

Even if you have served as a DRO before, **you must read this manual carefully before polling day. Voting by special ballot is quite different from voting at a regular poll.**

As a DRO, you are in charge of counting the special ballots. Make sure to carefully follow all the instructions in this manual. Some people may try to take advantage of a DRO who is unsure of his duties. Learn the rules and don't let yourself be pressured into making a wrong decision.

**As an election officer, you must not take part in any partisan activity in the course of your duties on polling day.** This means that:

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

If you have any questions, ask your RO.

## Introduction

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### **1.2 CONFIDENTIALITY GUIDELINES**

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

You must ensure that any document containing personal information is kept out of sight. Keep all documents secure until it is time to return them to your RO.

### **1.3 OVERVIEW OF SPECIAL BALLOT VOTING**

Any elector who cannot or does not wish to vote at a polling station during an election or referendum may vote through the mail or in person at the office of his returning officer, using a special ballot voting kit.

The special ballot voting kit consists of:

- a special ballot
- an unmarked inner envelope in which the ballot must be sealed
- an outer envelope that the elector signs and dates, and in which is placed the sealed inner envelope containing the ballot

The envelope system is designed to protect the secrecy of the ballot, while allowing election officials to verify the legitimacy of the ballots they receive.

One or more special ballot coordinators (SBCs), appointed by the RO, oversee the registration and voting process for those electors voting by special ballot in the office of the returning officer.



## 2 PROCESS FOR COUNTING LOCAL SPECIAL BALLOTS

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The procedures contained in this manual can be summarized in a two-step process as follows:

### **STEP 1 – Verification of Outer Envelopes – Local Elector**

- Verification must begin prior to the close of polls.
- An SBC is present to coordinate the activities.
- Candidates or their representatives may be present. If no candidates or candidates' representatives are present, the verification of outer envelopes should take place in the presence of at least one elector. Each team must have a different elector act as a witness.

### **STEP 2 – Counting of Local Special Ballots**

- Counting must begin once the verification of outer envelopes is completed, **but not before the polls close in your electoral district.**
- The SBC is no longer present.
- Candidates or their representatives may be present. If no candidates or candidates' representatives are present, the counting of special ballots should take place in the presence of at least one elector. Each team must have a different elector act as a witness.



### 3 VERIFICATION OF OUTER ENVELOPES – PRIOR TO THE CLOSE OF POLLS

#### 3.1

#### TAKING INVENTORY OF SUPPLIES

The DRO and poll clerk (together) must take inventory of all forms, instructions and envelopes, as soon as they receive their supplies from the RO or the SBC. Use the following checklists to help you inventory your supplies.

**Note:** Official documents have an inventory number – for example, EC 78720 – printed on them. This number helps to identify each item.

##### 1. *Checklist for All Teams of DRO and Poll Clerk*

- Two *Appointment and Oath (for election or referendum officers)* (EC 10130) forms, on which your personal information has been pre-printed and which you are to verify for accuracy. This form is used to process your payment. **Any errors will lead to delays in payment. If there are any changes to the information provided on the *Appointment and Oath* form, even after polling day but before you receive your cheque, please advise your RO immediately.**

The oath of office must be sworn before the RO or the assistant returning officer at your training session.

- A ballot box.
- The pages of the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720) that correspond to the outer envelope numbers identified on the ballot box.
- A copy of the *Log of Special Ballot Coordinator Initials* (EC 78721), showing the initials of all SBCs who issued special ballots and/or regular ballots, including the SBCs working in additional assistant returning officer offices and acute care hospitals.
- The *Application for Registration and Special Ballot* (EC 78620 or EC 78625) forms, which correspond to the outer envelope numbers identified on the ballot box.
- A copy of the *Statement of the Vote* (EC 78760).

## Verification of Outer Envelopes – Prior to the Close of Polls

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- A large plastic envelope (EC 78790) containing:
  - Short unnumbered seals (EC 50190)
  - Long numbered seals (EC 50200)
  - Tally sheets (EC 50090)
  - Samples of marked ballot papers (EC 50130)
  - Official seals (EC 50180)
  - Inner envelopes (EC 78840)
  - Envelopes for ballots cast (EC 50450) (one for each candidate)
  - An envelope for rejected ballot papers (EC 50440)
  - An envelope for spoiled ballot papers (EC 78900)
  - Objections to Ballot Papers or to a Declaration on an Outer Envelope* (EC 78740) form
  - Identification cards for you and your poll clerk (EC 50210)
  - Identification for candidates' representatives

## Verification of Outer Envelopes – Prior to the Close of Polls

### 2. *Checklist for the Primary Team of DRO and Poll Clerk (in Addition to the Above Items)*

- The original *Statement of the Vote* (EC 78760)
- A yellow envelope (EC 50380) for the yellow copy of the original *Statement of the Vote* (EC 78760)
- A white envelope (EC 50370) for the white copy of the original *Statement of the Vote* (EC 78760)
- Sealed envelope(s) for spoiled ballots (EC 78900) containing ballots that were spoiled at the time that the elector cast his special ballot.
- Sealed envelope(s) for unused ballots (EC 78930)
- Small plastic bag for counterfoils

If any of the items on these lists is missing, you should immediately contact the RO or the SBC who has been designated to coordinate the verification of outer envelopes process.

## 3.2

### VERIFICATION OF OUTER ENVELOPES PROCESS

#### *When?*

The RO will set a start time for the verification of outer envelopes, and will advise all candidates or their representatives in the electoral district so that they may attend the opening of the ballot boxes and the verification process at the office of the returning officer.

#### *Getting Ready*

An SBC has been designated to assist you with the verification of outer envelopes process. At the start of this process, the SBC will give a ballot box to your team, along with the corresponding *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720) forms (see **Figure 1** on page 11) and *Application for Registration and Special Ballot* (EC 78620 or EC 78625) forms. Only you, as DRO, and your poll clerk may verify the outer envelopes.

## Verification of Outer Envelopes – Prior to the Close of Polls

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The duties of the SBC end at the close of polls in your electoral district. Electors may return their special ballots to the office of their returning officer until the close of polls in their electoral district on polling day. As a result, the SBC or the RO may hand you, during the performance of your duties, additional outer envelopes that contain local special ballots. When you receive an outer envelope, please ensure that you write the date in the "Date ballot received" column of the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720) and update the number of ballots returned on the last page of the record.

You may be responsible for verifying outer envelopes and counting ballots cast in an additional office and/or in acute care hospitals. If so, you will receive the corresponding *Record of Special Ballots Issued to Electors Voting in Their Electoral District* and *Application for Registration and Special Ballot* forms.



## Verification of Outer Envelopes – Prior to the Close of Polls

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### ***Who May Be Present?***

The only people who may be present during the verification of the outer envelopes are you, the poll clerk, the SBC who has been designated to assist in the coordination of the verification process and each candidate or his representative. For each team of DRO and poll clerk, no more than one representative per candidate, or at least one witness, may be present when no representative is present.

### ***Authorization of Candidates' Representatives***

Candidates and candidates' representatives may be present at the verification of outer envelopes process and at the counting of special ballots in the office of the returning officer.

A candidate's representative must have been appointed by the candidate or his official agent, using the *Authorization of a Candidate's Representative* (EC 78640). Each candidate may appoint **only one** representative per team of DRO and poll clerk.

Before the verification of outer envelopes process can begin:

- The candidates' representatives must hand their authorization forms to you.
- The candidates' representatives must take the oath on the form in your presence.
- You must sign the form in the appropriate section.
- You must provide an identification label to each representative showing the name of his political party or the word "Independent," as the case may be.
- You must keep the form with you.



## Verification of Outer Envelopes – Prior to the Close of Polls

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### ***How?***

Before the verification of the outer envelopes begins, you must:

- Complete the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720) provided to you by the SBC:
  - Count the number of electors who received a special ballot.
  - Count the number of ballots issued that have been returned, found in the “Date ballot received” columns.
  - At the bottom of the last page, write in the number of electors who received a special ballot, together with the number of ballots returned; you must then print and sign your name.
- Open the ballot box and place its contents on the table.
- Count the number of outer envelopes; it must match the number of ballots returned.
- Place all outer envelopes in numerical order using the outer envelope number on the envelope.
- Reseal the empty ballot box with the short seals and long numbered seals provided (EC 50190 and EC 50200).

You and the poll clerk must then verify the outer envelopes:

- Examine them to ensure that “Local Elector” is inscribed on the top of the envelope and that it has been signed by the elector.
- Compare the names on the outer envelope with those on the *Record of Special Ballots Issued to Electors Voting in Their Electoral District*.
- If there is any doubt as to the elector’s name or signature, compare the information on the outer envelope with that on the corresponding *Application for Registration and Special Ballot*.

## Verification of Outer Envelopes – Prior to the Close of Polls

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For the procedures to follow when objections are raised to an outer envelope, refer to the section Objections to a Ballot Paper or an Outer Envelope on page 20.

You must set aside – unopened – any outer envelope, and consider it to be spoiled, if:

- the information concerning the elector, as described on the outer envelope, does not correspond to the information that appears on the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* or on the *Application for Registration and Special Ballot*
- the outer envelope was not signed by the elector, unless the elector was assisted in marking his ballot and the back of the outer envelope was signed by an election officer and, in some cases, a witness
- the outer envelope was received after the close of polls in your electoral district (the date and time of receipt must be stamped on the envelope)
- more than one ballot has been issued to the same elector

Write on the outer envelope the reason why the ballot is spoiled. Both you and the poll clerk must then initial the envelope. **Do not open the outer envelope.**

Place the spoiled envelopes in the envelope for spoiled ballot papers (EC 78900) and set it aside. **Do not seal it.**

### ***Exceptions to the Usual Procedure***

When you open the ballot box, you may find inner envelopes that are not enclosed in an outer envelope and loose ballot papers that are not enclosed in any envelopes. You must treat these as spoiled ballots.

- Set aside an inner envelope not enclosed in an outer envelope, and consider it to be a spoiled ballot. **Do not open these inner envelopes.** Write the reason why the ballot is spoiled on the inner envelope. Both you and the poll clerk must initial the envelope.

## Verification of Outer Envelopes – Prior to the Close of Polls

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- Set aside any loose ballot paper not enclosed in any envelope, and consider it to be a spoiled ballot. **Do not unfold it or let anyone see how it is marked, and do not count it.** Write "Spoiled" on the back of the ballot. Both you and the poll clerk must initial the ballot.

These spoiled inner envelopes and ballots must be placed with the spoiled outer envelopes in the *Envelope for Spoiled Ballot Papers*.

You must then count all spoiled outer envelopes, inner envelopes and ballot papers and write the total number of spoiled ballots in the appropriate box on the envelope for spoiled ballot papers. The envelope for spoiled ballot papers should be sealed by placing an official seal (EC 50180) across the flap. Both you and your poll clerk then sign the seal, and any candidates, candidates' representatives or witnesses who are present may also sign it.

### ***Opening the Outer Envelopes – Local Elector***

As each outer envelope is verified, and **only** if you accept it, you must:

- open the outer envelope
- remove the inner envelope **without opening it**
- place the outer envelope on the table (do not discard it)
- place the unopened inner envelope in the sealed ballot box
- count all opened outer envelopes and put an elastic band around them

**Do not open the inner envelopes until after the polls close in your electoral district, and only after you have placed all inner envelopes in the ballot box.**

**Note:** If you find a ballot paper in an outer envelope, without an inner envelope, do not set it aside as spoiled. Instead, you must:

- remove the ballot from the outer envelope; **do not unfold it or let anyone see how it is marked**
- insert the ballot paper in an inner envelope
- seal the inner envelope
- deposit the inner envelope in the sealed ballot box



## 4 COUNTING THE BALLOTS

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### 4.1 WHEN?

You will begin counting the ballots as soon as you have verified and emptied all the outer envelopes, **but not before the polls close** in your electoral district.

Only **you**, the DRO, may handle the ballot papers. Handle them in such a way that anyone present can see how each ballot is marked.

You will encounter two types of ballots:

- special ballots, on which the elector has written the name of the candidate, referred to as “write-in-ballots”
- regular ballots, on which the elector has placed a mark in the circle next to the name of the candidate of his choice

### 4.2 WHO MAY BE PRESENT DURING BALLOT COUNTING?

Besides the DRO and poll clerk, only the candidates or their representatives may be present at the counting of the ballots. Only one representative in place of a candidate may be present for each team of DRO and poll clerk.

When a team of DRO and poll clerk does not have any candidate or candidate’s representative attending at the count of the special ballots, the RO will appoint at least one elector as a witness to observe the counting procedure. If a representative or witness leaves before the counting of the ballots is completed, **he may neither return nor be replaced.**

### 4.3 GETTING STARTED

1. Open the ballot box and empty its contents – the sealed inner envelopes – on the table.
2. Count the inner envelopes. You should have the same number of inner envelopes as you do opened outer envelopes.
3. Count the ballot papers.
  - Open each inner envelope, then remove and unfold the ballot paper. (Discard the empty inner envelopes in a recycling bin.)

## Counting the Ballots

- In the case of a regular ballot, make sure that the initials on the back of the ballot are those of one of the SBCs who worked in your electoral district. Refer to *the Log of Special Ballot Coordinator Initials* (EC 78721) found in your supplies.
- As you open each ballot, call out the name of the candidate for whom it has been marked. Show the ballot to any candidates, candidates' representatives or witnesses who are present.
- Place the counted ballot papers for each candidate in separate piles on the table.
- Make an additional pile of ballot papers that you reject.
- The poll clerk will enter a mark under the candidate's name on the *Tally Sheet* (EC 50090) each time a candidate's name is called and the ballot is accepted. Anyone else present may use the extra tally sheets provided in your supply.

### 4.4

## EXCEPTIONS TO THE USUAL COUNTING PROCEDURE

### 1. *Counterfoil Still Attached to a Regular Ballot Paper*

You may come across a regular ballot paper with the counterfoil still attached. Before unfolding the ballot paper, remove and tear up the counterfoil **without** reading the serial number or allowing anyone else to read it. This ballot should **not** be rejected.

### 2. *Rejected Ballot Paper*

You should be familiar with the samples of marked ballot papers (EC 50130); this card applies to regular ballots only.

As each ballot paper is read, anyone present may move that it be rejected for any of the following reasons:

- the ballot paper is not one of those supplied by an SBC
- the ballot paper is not marked for any candidate
- the ballot paper is marked for a person other than a candidate
- the ballot paper is marked for more than one candidate (or in the case of a write-in ballot, the ballot paper is marked for a political party only)

## Counting the Ballots

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- the elector has made a mark on the ballot paper by which he could be identified
- a regular ballot paper is marked in an area other than a circle at the right of a candidate's name

### **3. *No Initials on the Back of a Regular Ballot Paper***

If you come across a regular ballot paper with no initials on the back, check the ballot paper carefully, especially if there were any ballot papers unaccounted for. If you are satisfied that this is a ballot paper that was issued by an SBC, **initial the back and count it in the usual way.**

### **4. *Ballot Papers Not to be Rejected***

If the intent of the elector is clear, you should **not** reject a ballot paper for the sole reason that:

- a regular ballot paper is marked in a circle at the right of a candidate's name with a sign other than an "X"
- a ballot paper is marked with a writing instrument other than a black lead pencil
- on a regular ballot paper, the elector's mark extends outside the circle
- on a regular ballot paper, the circle is completely filled
- on a write-in ballot, the elector has written the name of the candidate incorrectly
- on a write-in ballot, the elector has added the candidate's political affiliation to the name of the candidate

**The decision of the DRO to accept or reject a ballot is final.**

### 4.5

#### OBJECTIONS TO A BALLOT PAPER OR AN OUTER ENVELOPE

Whenever a candidate, a candidate's representative or a witness raises an objection to a ballot paper or to an outer envelope, list every objection made on the *Objections to Ballot Papers or to a Declaration on an Outer Envelope* (EC 78740) form:

- Starting at "1" on the form, write the name of the person making the objection.
- Write the reason for the objection.
- Decide whether the ballot objected to is to be accepted or rejected – **you alone** decide, and your decision is final (it may only be reversed by a judge, if there is a judicial recount or a contested election application).
- Write your decision in the right-hand column.
- On the back of the ballot paper or the outer envelope to which there is an objection, write the corresponding number of the objection from the *Objections to Ballot Papers or to a Declaration on an Outer Envelope* form, then initial the ballot paper or the outer envelope.



## 5 AFTER THE BALLOTS ARE COUNTED

### 5.1

#### FOR ALL TEAMS OF DRO AND POLL CLERK

After you have counted the ballots:

- Place the ballots for each candidate in separate envelopes for ballots cast (EC 50450), write on each envelope the name of the candidate and the number of votes that candidate received, then seal each envelope by placing an official seal (EC 50180) across the flap. Both you and your poll clerk then sign the seal; any candidates, candidates' representatives or witnesses who are present may also sign it.
- Place all rejected ballot papers in the envelope for rejected ballot papers (EC 50440), write on the outside of the envelope the total number of rejected ballot papers, then seal the envelope by placing an official seal (EC 50180) across the flap. Both you and your poll clerk then sign the seal; any candidates, candidates' representatives or witnesses who are present may also sign it.

Then complete your copy of the *Statement of the Vote* (EC 78760) by carrying out the following steps. (For an example of a completed *Statement of the Vote*, see **Figure 2** on page 25.)

1. Next to the names of the candidates, write the number of votes each candidate received, as indicated on the envelope for ballots cast (EC 50450) for each candidate.
2. In **Box 1**, write the total number of valid votes cast for all candidates.
3. In **Box 2**, write the total number of ballots rejected during the count, as indicated on the envelope for rejected ballot papers (EC 50440).
4. In **Box 3**, write the total number of votes cast, obtained by adding up the numbers in boxes 1 and 2.
5. In **Box 4**, write the total from **Box 3**.
6. In **Box 5**, write the number of spoiled outer envelopes set aside during the verification of outer envelopes, as indicated on the envelope for spoiled ballot papers (EC 78900).

## After the Ballots Are Counted

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7. **Do not complete Box 6.** The primary team will complete it on the original *Statement of the Vote*.
8. In **Box 7**, write the number of unreturned outer envelopes, obtained by subtracting the number of returned ballots from the number of electors indicated on the last page of the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720).
9. **Do not complete Boxes 8 to 11** or indicate the ballot serial numbers or the number of ballot books. The primary team will complete this information on the original *Statement of the Vote* (EC 78760).
10. You and your poll clerk must sign at the bottom of the form where indicated. Any candidates, candidates' representatives or witnesses who are present may sign the form where indicated.
11. Set your completed *Statement of the Vote* (EC 78760) aside to give to the primary team along with your sealed large plastic envelope (EC 78790).
12. You must insert the following documents in the large plastic envelope (EC 78790):
  - the *Authorization of a Candidate's Representative* (EC 78640) forms
  - the completed *Objections to Ballot Papers or to a Declaration on an Outer Envelope* (EC 78740) form
  - the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* forms (EC 78720)
  - the *Application for Registration and Special Ballot* (EC 78620 or EC 78625) forms
  - the completed tally sheets (EC 50090)
  - the sealed *Envelope for Ballots Cast* (EC 50450) for each candidate
  - the sealed envelope for spoiled ballot papers (EC 78900)
  - the sealed envelope for rejected ballot papers (EC 50440)
  - the accepted *Outer Envelopes – Local Elector* (EC 78860)
  - your identification card and that of your poll clerk

## After the Ballots Are Counted

13. All teams, with the **exception of the primary team**, must seal the large plastic envelope with an official seal (EC 50180). You and your poll clerk must sign the seal; any candidates, candidates' representatives or witnesses who are present may also sign it.
14. You must hand over to the primary team:
  - the completed and signed copy of the *Statement of the Vote*
  - the sealed large plastic envelope

### 5.2

#### FOR THE PRIMARY TEAM OF DRO AND POLL CLERK ONLY

As soon as all teams have completed the above-mentioned tasks, as the primary team, you are responsible for compiling the results from each team's copy of the *Statement of the Vote* (including yours) and completing the original *Statement of the Vote* by carrying out the following steps:

1. Next to the names of the candidates, write the total number of votes each candidate received, as indicated on each *Statement of the Vote*.
2. In **Box 1**, write the total number of valid votes for all the candidates, obtained by adding up all the valid votes cast for each candidate.
3. In **Box 2**, write the total number of rejected ballots, obtained by adding up all the rejected ballots, as indicated in **Box 2** on each *Statement of the Vote*.
4. In **Box 3**, write the total number of ballots cast, obtained by adding up boxes 1 and 2.
5. In **Box 4**, write the total from **Box 3**.
6. In **Box 5**, write the total number of spoiled outer envelopes, obtained by adding up all the spoiled outer envelopes, as indicated in **Box 5** on each *Statement of the Vote*.
7. In **Box 6**, write the number of ballots that were spoiled at the time of voting, as indicated on the sealed envelope for spoiled ballot papers (EC 78900) provided to you by the SBC.

## After the Ballots Are Counted

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8. In **Box 7**, write the total number of unreturned outer envelopes, obtained by adding up all the unreturned outer envelopes, as indicated in **Box 7** on each *Statement of the Vote*.
9. In **Box 8**, write the total number of unused ballots, as indicated on the envelopes for unused ballots (EC 78930) provided to you by the SBC.
10. In **Box 9**, write the total obtained by adding up boxes 4, 5, 6, 7 and 8.
11. Do not complete **Box 10** or enter the serial numbers of ballot papers or the number of ballot books.
12. In **Box 11**, write the serial number of the long numbered ballot box seal (EC 50200) to be used to seal the top of the ballot box after the count and of the long numbered ballot box seal already placed on the bottom of the ballot box. Anyone present may take note of the serial numbers of the seals.
13. You and your poll clerk must sign at the bottom of the original *Statement of the Vote* where indicated. Any candidates, candidates' representatives or witnesses who are present may sign where indicated.
14. Immediately notify the returning officer of the results of your count.
15. Staple each team's copy of the *Statement of the Vote* to the white copy of the **original** *Statement of the Vote*.





## 6 FINAL TASKS

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The primary DRO is responsible for completing the following final tasks:

- Distribute the original *Statement of the Vote* (EC 78760) as follows:
  - Provide one photocopy to the candidates and candidates' representatives on request.
  - Place the white copy in the white envelope for the *Statement of the Vote* (EC 50370) and seal it with an official seal (EC 50180). You and your poll clerk must sign the seal; any candidates, candidates' representatives or witnesses who are present may also sign it. **Set it aside – do not place this envelope in the ballot box.**
  - Place the yellow copy in the yellow envelope for the *Statement of the Vote* (EC 50380) and seal it with an official seal (EC 50180). You and your poll clerk must sign the seal; any candidates, candidates' representatives or witnesses who are present may also sign it.
  - The DRO retains the pink copy of the *Statement of the Vote* (EC 50100) for 60 days.
- Insert the following documents, provided to you by the SBC, in the large plastic envelope (EC 78790) along with the other materials:
  - the sealed envelope for spoiled ballot papers (EC 78900), containing ballots that were spoiled at the time of voting
  - the sealed envelope for unused ballots and stubs (EC 78930)
  - the small plastic bag for counterfoils
- Seal the large plastic envelope with an official seal (EC 50180). Both you and your poll clerk must sign the seal; any candidates, candidates' representatives or witnesses who are present may also sign it.
- Place each team's sealed large plastic envelope in the ballot box.
- Place the **yellow** envelope for the *Statement of the Vote* (EC 50380) inside the ballot box beside the sealed large plastic envelopes.
- Reseal the ballot box using the short seals and long numbered seals, for which you noted the serial numbers on the *Statement of the Vote* (EC 50190 and EC 50200).
- Give the **white** envelope for the *Statement of the Vote* (EC 50370) and the sealed ballot box to the returning officer.

## After the Ballots Are Counted

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**Thank You**

*Your tasks and responsibilities as the deputy returning officer or poll clerk responsible for counting local votes cast under the Special Voting Rules in your electoral district for Elections Canada are completed.*

*Your involvement in the federal electoral process is much appreciated.*