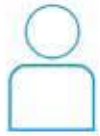


Deputy Returning Officer Guidebook



Canadian Forces Electors

Important information



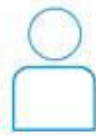
Military Vote
Coordinator



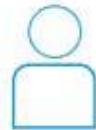
Voting Period



Location of Polling
Station



Liaison Officer



Commanding Officer



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Overview

Welcome

As a deputy returning officer (DRO) at a Canadian Forces (CF) polling station, your main job is to run the polling station and supply voting materials to CF electors. This manual explains your duties and the voting rules for CF electors.

Your unit Commanding Officer will give you instructions. He or she works with a Liaison Officer designated by the Minister of National Defence. The Liaison Officer coordinates with Elections Canada in Ottawa.

If you have questions, or need help on polling days, you or your Commanding Officer should contact the Liaison Officer.

While on duty as a DRO, you must not take part in any partisan political activity, offer personal opinions, or display political party or candidate material.

Who can vote?

Electors must be Canadian citizens and at least 18 years old on civilian polling day. CF electors include:

- members of the Regular Force
- members of the Reserve Force on full-time training or service or active service
- members of the Special Force of the CF
- civilian teachers or administrative support staff employed by the CF in its schools outside Canada

CF electors generally vote under the Special Voting Rules (Part 11 of the *Canada Elections Act*).

When do CF electors vote?

The voting period for CF electors starts on the 14th day and ends on the 9th day before civilian polling day. Your Commanding Officer decides when the polls will be open during this time.

Polls have to be open on at least 3 days during the voting period and for at least 3 hours per day.

Protecting privacy

As a DRO, you will come into contact with personal information about CF electors that must remain private. Make sure any document with personal information is kept secure and out of sight of other electors.

Getting ready

- 1 Attend the briefing session for DROs
- 2 Inspect the polling place to make sure there will be enough space for electors to vote in privacy
- 3 Ask your Commanding Officer to confirm the voting period for your polling station (always between the 14th and 9th days before civilian polling day)

Note your Commanding Officer will post a notice at least 3 days before the voting period to inform electors about when and where to vote. Polls must be open on at least 3 days and for at least 3 hours per day during the voting period.

- 4 Get supplies from your Commanding Officer and check them against *Supplies Distribution Record* [EC 78190](#)

Note check supplies at least 48 hours before the first unit voting period (earlier if outside Canada).

- 5 Count your ballots to make sure the number matches the *Supplies Distribution Record*. Keep them in a safe place

Note if you are missing ballots or supplies, alert the Military Vote Coordinator at Elections Canada right away. Missing supplies will be shipped directly to the unit as quickly as possible.

- 6 Sign the white copy of the *Supplies Distribution Record*. Fax or mail it to Elections Canada using the contact information at the bottom of the form

Checklist of supplies

Elections Canada will provide your Commanding Officer with enough supplies to serve the electors in your unit.

- ☐ **EC 78190** Supplies Distribution Record – Canadian Forces Electors
- ☐ **EC 50240** Voting Screen – 1 or more, depending on your unit's requirements
- ☐ **EC 78120** Instruction Cards
- ☐ **EC 50250** Unsealed Box for Ballots
- ☐ **EC 50470** Supplies Kit for one polling station, which contains:
 - voting pencils, pencil sharpener, masking tape, pen and ruler
 - **EC 50180** Official Seals
 - **EC 50210** Election Personnel Identification Card
- ☐ Part 11 of the *Canada Elections Act*
- ☐ Alphabetical list of electors for your unit
- ☐ **EC 78200** Outer Envelopes – Canadian Forces Electors
- ☐ List of confirmed candidates
- ☐ **EC 78300** Special Ballot Booklets
- ☐ **EC 78840** Inner Envelopes
- ☐ **EC 78008** White Mailing Envelopes pre-addressed to Military Vote Coordinator
- ☐ **EC 78270** Envelope for Spoiled Ballots
- ☐ **EC 78000** Statement of Ordinary Residence – Regular Force blank forms
- ☐ **EC 78020** Statement of Ordinary Residence – Reserve Force blank forms
- ☐ **EC 06508** Guide to Federal Electoral Districts
- ☐ **EC 06511** Street Indexes – set of 7
- ☐ **EC 78290** Envelope for Unused Ballots

Setting up the polling station

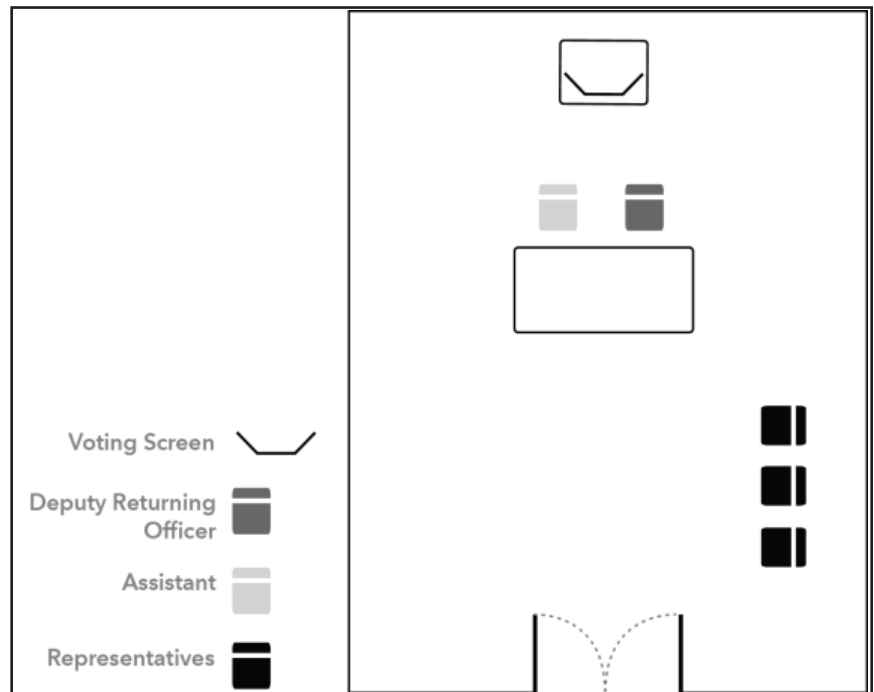
- 1 Arrive 30 minutes before the start time for voting, listed on the notice posted by your Commanding Officer
- 2 Set up your table and chair to face the entrance of the polling place

Note place chairs near your table if political representatives will be present. Your Liaison Officer will tell you ahead of time if any are expected.

- 3 Assemble the *Unsealed Box for Ballots* [EC 50250](#). Put it in a visible location on your table
- 4 Set up the voting screen on a separate table so no one can see how electors mark their ballot (i.e. away from windows and doors). Put a sharp pencil behind it

Check behind the screen often to make sure:

- the pencil is sharp
- no partisan materials were left there



-
- 5 Post at least two *Instruction Cards* [EC 78120](#) in areas where they are highly visible to electors inside the polling place
 - 6 Arrange with your Orderly Room for a supply of postage stamps. These will be provided to electors who choose to mail their own ballots to Elections Canada
 - 7 Write your name and position on *Election Personnel Identification Card* [EC 50210](#) and wear it so it is visible to electors
 - 8 Make sure the following are available for consultation by electors:
 - Part 11 of the *Canada Elections Act*
 - [EC 06508](#) Guide to Federal Electoral Districts
 - [EC 06511](#) Street Indexes – set of 7
 - List of confirmed candidates
 - 9 At the time on the notice posted by your Commanding Officer, start serving electors

Note at the end of each CF polling day, store ballots and materials in a safe place. Ideally, look for a place where the material can be locked up.


CF polls cannot close earlier than the specified time, even if it appears there are no more electors coming to vote. If polling activity appears to have completely tapered off well before the specified closing time, advise your Commanding Officer.

Serving an elector

Note

If the elector's name or electoral district is not on the list – p.11.

- 1 Find the elector's name on the alphabetical list of electors and cross it off
- 2 Write the elector's name and electoral district (ED) on an *Outer Envelope* [EC 78200](#)
- 3 Give the elector the outer envelope. Ask them to read, sign and date the declaration on the front

		Outer Envelope - Canadian Forces Elector Enveloppe extérieure - Électeur des Forces canadiennes	EC 78200 (03/2014)
Name of elector / Nom de l'électeur WAYNE JAMES MONROE		This box is for office use only Cette case est réservée à l'usage du bureau	
Electoral district / Circonscription 59-035 VANCOUVER EAST			
I, the undersigned, declare that my name is as stated above. Je, soussigné(e), déclare que mon nom est tel qu'indiqué plus haut.			
X <u>W Monroe</u> Elector's signature / Signature de l'électeur		<u>Sept. 25 / 15</u> Date	

Note

If more than one candidate has the same last name, the elector must also write the name of the chosen candidate's political party.

- 4 Find the page for the elector's ED in the list of candidates and give them the list
- 5 Remove a ballot from the booklet, give it to them and ask them to:
 - go behind the voting screen
 - write the full name of their chosen candidate on the ballot
 - fold the ballot and return it to you along with the list of candidates

Note tell the elector their ballot will be rejected if they only write the political party name.

- 6 Ask the elector to do the following in your full view:
 - put the ballot in an *Inner Envelope* [EC 78840](#)
 - seal the inner envelope
 - put the inner envelope in the outer envelope
 - seal the outer envelope
 - give you the outer envelope
- 7 Put the outer envelope in the *Unsealed Box for Ballots* [EC 50250](#). Inform the elector their ballot will be sent to Elections Canada in Ottawa

Note electors can, if they wish, mail their outer envelope directly to Elections Canada using a *White Mailing Envelope pre-addressed to Military Vote Coordinator* [EC 78008](#) and postage stamp that you provide.

Inform them it must be received at Elections Canada in Ottawa by 6 p.m. (Eastern Time) on civilian polling day to be counted.



Returning ballots to Ottawa

As delegated by your Commanding Officer, at the end of the last day of the voting period (Day 9):

- 1 Put all unused ballots and the stubs of used ballots in *Envelope for Unused Ballots* [EC 78290](#)
- 2 Seal the following envelopes with *Official Seal* [EC 50180](#) and sign the seals:
 - [EC 78270](#) Envelope for Spoiled Ballots
 - [EC 78290](#) Envelope for Unused Ballots
- 3 Open *Unsealed Box for Ballots* [EC 50250](#) and take out all the sealed outer envelopes. Check to make sure no envelopes are stuck in the inner flaps of the box
- 4 Count the number of envelopes. Make a note of the total to report to the Military Vote Coordinator
- 5 Package the following materials together:
 - [EC 78200](#) Outer Envelopes containing ballots
 - [EC 78270](#) Envelope for Spoiled Ballots (sealed)
 - [EC 78290](#) Envelope for Unused Ballots (sealed)
 - [EC 78070](#) Authorization of a Political Party Representative forms (if any)
- 6 Send the package to the Military Vote Coordinator immediately by Priority Post or courier (whichever is most expeditious) to ensure it arrives on time

Ballots must be received at Elections Canada before 6 p.m. (Eastern Time) on civilian polling day

Note by law, votes received after this deadline cannot be counted.

- 7 As soon as the ballots have been shipped, e-mail your Liaison Officer and the Military Vote Coordinator to report:
 - date and time of shipment
 - means of shipment
 - shipping tracking number (if applicable)
 - how many sealed outer envelopes are included

Note keep receipts for all expenses related to the cost of returning ballots to Ottawa.

Returning supplies after the voting period

- 1 Give the following to your Orderly Room:
 - all filled out *Statement of Ordinary Residence* forms (packaged separately)
 - all other supplies
- 2 Tally all receipts for expenses related to the cost of returning ballots to Ottawa
- 3 Submit expenses to Financial Authorities according to instructions received from your Liaison Officer

Admitting party representatives

Only 1 representative for each party is authorized to be present at a military polling station at any one time. The Liaison Officer will tell you if any party representatives are expected during the voting period.

- 1 When a representative arrives, greet them and take their *Authorization of a Political Party Representative* [EC 78070](#)
- 2 Check that it has:
 - the candidate's signature (photocopied signatures are accepted)
 - the representative's name, political party and the polling station
- 3 Administer the oath on the form
- 4 Fill out the bottom part, sign it and ask the party representative to sign it
- 5 Give them a pre-printed label from *Candidate's Representative Labels Booklet* [EC 20900](#)

Note the Liaison Officer will give you labels if any representatives are expected.

Note the party representative can leave and return at any time. They cannot sit at your table.

Elector's name or electoral district is not on the list

- 1 Ask the elector to confirm they:
 - are qualified to vote (Canadian citizen, at least 18 years old on civilian polling day)
 - have filled out a *Statement of Ordinary Residence* (SOR)
 - are not away from their unit on Temporary Duty or leave – if they are, see p. 14
- 2 Ask someone in your unit's Orderly Room to find and give you the elector's SOR. It will show their ED and address for voting purposes

Note the elector needs to fill out an SOR if it can't be found – see below.

- 3 Follow steps for serving an elector – p. 6

Elector needs to fill out a *Statement of Ordinary Residence*

- 1 Give them a blank *Statement of Ordinary Residence* **EC 78000** or **EC 78020** to fill out
- 2 Look up their city, town or municipality in the *Guide to Federal Electoral Districts* **EC 06508** to find their ED – see p. 12
- 3 Add the name and number of the ED to the SOR
- 4 Follow steps for serving an elector – p. 6

Finding an electoral district in the *Guide to Federal Electoral Districts*

If the elector is filling out an SOR, you will have to find their ED using their Canadian civic address.

Note the civic address must be a physical address. It **cannot** be a post office (PO) box, general delivery (GD) or rural route (RR) mailing address.

- 1 Find the elector's city or town in the *Guide to Federal Electoral Districts* [EC 06508](#)

Tip: The guide is organized by province, starting in the east (Newfoundland and Labrador) and moving west (British Columbia). The locations in each province are listed alphabetically.

Example: To find Red Deer, Alberta, go to the Alberta section of the guide and look under 'R' for Red Deer.

Aboriginal lands are listed separately in Chapter 2 of the guide. They are organized by province, starting in the east and moving west, and are listed alphabetically within each province

- 2 If a location has **only 1 ED**, the name and number of the ED will be listed. Write these on the SOR and continue serving the elector - p. 6

If a location has **more than 1 ED**, you will see them all listed. The guide will tell you which street index to use to narrow down the list

Tip: There are 7 street indexes to cover different regions: Atlantic, Quebec, Ontario East and North, Ontario South and West, Toronto, Prairies and British Columbia.

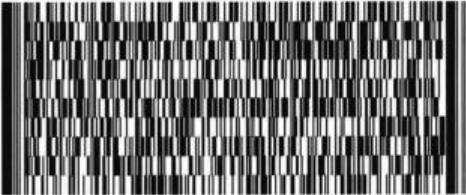
- 3 Find the elector's city or town in the appropriate *Street Index*
- 4 Look up the street name

Tip: They are listed alphabetically in each section, with numbered streets coming before the letter A (e.g. 100 Avenue East). If a street has more than 1 ED, the index will tell you which building numbers belong in which ED.

- 5 Use all the address information you have to narrow it down to **1 valid ED**
- 6 Write the ED name and number on the SOR. Continue serving the elector – p. 6

Note only the ED name is listed in the *Street Index*. Refer to your original search in the guide for the ED number.

Completed *Statement of Ordinary Residence* form

National Defence / Défense nationale		Statement of Ordinary Residence (SOR) Regular Force of the Canadian Armed Forces Canada Elections Act – Special Voting Rules (This form may also be used by members of the Special Force of the Canadian Armed Forces (CAF) and by persons who are employed outside Canada by the CAF as teachers in, or as members of the administrative staff for, a CAF school. See sections 194 and 196 of the Canada Elections Act)	
			
Full Name and Contact Information			
① Family name	Given name	Middle name	
MONROE	WAYNE	JAMES	
② Date of birth (yyyy-mm-dd)	③ Gender	④ Service number (optional)	⑤ Rank ⑥ Language
1971 02 17	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Z01010101	CPL <input checked="" type="checkbox"/> English <input type="checkbox"/> French
Canadian Address of Ordinary Residence (It determines for which electoral district your vote will be counted)			
If you are changing your address of ordinary residence, check here: <input type="checkbox"/>			
⑦ Number and Street			
1234 FRASER ST. NW			
Apt. / Unit	City, Town, Village or Municipality	Province / Territory	Postal Code
23	VANCOUVER	BC	V5T 3T8
Lot and concession numbers, if applicable		Section, township, range, meridian, if applicable	
Current Mailing Address (Used to communicate with you)			
If same as address of ordinary residence, check here: <input checked="" type="checkbox"/>			
⑧ Current mailing address			
City, Town, Village or Municipality	Province / Territory / State	Country	Postal Code
Declaration			
⑨ If you do not want your personal information to be added to the National Register of Electors, check here: <input type="checkbox"/>			
I declare that:			
<ul style="list-style-type: none"> • I am a Canadian citizen and will be at least 18 years old on election day; and • All of the statements made in this form are true and correct. 			
Signature of Canadian Armed Forces elector		Date	
W Monroe		Sept. 25 / 15	
Document Retention			
Pursuant to section 196 of the <i>Canada Elections Act</i> , keep a copy of this SOR in the unit in which the CAF elector is serving. Once the original has been validated by Elections Canada and returned to the unit, replace the copy with the original.			

Elector wants to update their address for voting purposes

- 1 Give the elector a blank *Statement of Ordinary Residence* [EC 78000](#) or [EC 78020](#) to fill out
- 2 Inform them they are only able to vote for a candidate in the ED indicated on the list of electors
- 3 Inform them that, by law, the change to their SOR will only take effect 14 days after civilian polling day

Elector is away from their unit

- 1 Check the elector's travel order or leave form to find their ED or civic address
- 2 If these are not on the form, contact their unit or Liaison Officer to get their ED or civic address
- 3 Follow the steps for serving an elector – p. 6

Elector spoils the ballot

Electors who spoil their ballot by accident can exchange it for another.

- 1 Without examining the ballot, write "spoiled" across the back
- 2 Put it in *Envelope for Spoiled Ballots* [EC 78270](#)
- 3 Give the elector a new ballot

Note there is a limit of one replacement ballot per elector.

Elector needs help to vote

You can help an elector mark the ballot in front of a witness of their choice, but only if requested by the elector.

- 1 Complete steps 1 to 5 for serving an elector – p. 6
- 2 Take the elector and the witness behind the voting screen
- 3 Discreetly ask the elector for which candidate they want to vote. Write the choice on the ballot in full view of the elector and the witness
- 4 Put the ballot in an inner envelope and put the inner envelope in the outer envelope
- 5 Write the elector's name on the front of the envelope in the space marked "Elector's signature"
- 6 Sign the note on the back of the envelope indicating the elector was assisted. Ask the witness to sign it

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES

[illegible]