

Standard Operating Procedure



Using Accessible Voting Devices to Cast a Ballot

Department: City Clerk's Office
Division: ELE - Elections
Category: BA - Ballot
SOP Number: 007
Effective Date: January 1, 2022
Last Revision Date: May 31, 2022

Purpose

To describe how electors can use accessible voting devices to cast a ballot while ensuring the secrecy of the ballot at a voting location.

Application

This procedure applies to all eligible electors, candidates, scrutineers and election officials.

Procedure

- a) Each City of Guelph advance voting locations shall have accessible voting devices for electors with disabilities. On election day, there shall be one voting location in each ward with accessible voting devices.
- b) Electors may request to use an accessible voting device. Upon request the election official shall issue the correct ballot to the elector with the Deputy Returning Officer (DRO) initials marked in the required area.
- c) The election official will setup the audio voting session by:
 1. Inserting the blank ballot into a printer connected to the accessible voting equipment.
 2. Provide the elector with headphones and the Audio Tactile Interface (ATI) handheld touch pad or any other appropriate ATI device, such as the paddles or sip and puff device.
 3. Provide the elector with verbal and/or written instructions as to how to operate the equipment.
 4. To initiate the ballot, the election official will contact the security key to the voting machine. The election official will select the "accessible voting" option from the administrative menu.
 5. They will select the proper ballot ID for that elector.

6. The audio ballot instruments will start automatically.
 7. The elector will then listen to an audio ballot with headphones and proceed through the offices they are eligible to vote for, marking their selections with the accessible voting device.
 8. Once the elector has finished making their selections, the election official will hold a secrecy folder in front of the printer as it prints the ballot to ensure confidentiality.
 9. The election official will then feed the ballot into the tabulator to be recorded.
- d) The tabulator can continue to scan paper ballots while an audio ballot is in session, and it is not necessary to wait for the audio ballot to be completed before inserting other paper ballots.

Definitions

“Act” means the [Municipal Elections Act, 1996, S.O. c 32](#) as amended.

“Ballot” means a ballot prepared under subsections 41(1), 41(2) and 41(6) of the Act.

“Blank ballot” means a ballot that could not be read by the vote tabulator because the ballot was completely blank or the marks on the ballot were in an area where the marks could not be read by the vote tabulator.

“Election official” means any individual appointed by the City Clerk, where powers and duties in relation to an election are delegated.

“Elector” means a person who meets the qualifications as determined under the Act and appears on the voters’ list or is added to the list during the revision period.

“Secrecy folder” means an apparatus in which a ballot can be placed so as to conceal the names of the candidates and the marks upon the face of the ballot.

“Vote tabulator” means a machine that digitally scans the ballots to read the votes and tabulate the results on a memory card.

References

[Municipal Elections Act, 1996.](#)