

Standard Operating Procedure



Appointment of Election Officials

Department:	City Clerk's Office
Division:	ELE - Elections
Category:	APP – Appointments
SOP Number:	010
Effective Date:	January 1, 2022
Last Revision Date:	May 31, 2022

Purpose

To describe the appointment of election officials and outline the duties of each position.

Application

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

Procedure

City Clerk

- a) In accordance with the Municipal Elections Act, the City Clerk is responsible for preparing for and conducting the election and may appoint election officials they consider necessary to assist with the election.
- b) The City Clerk shall appoint election officials in writing for the purposes of carrying out election procedures and may designate their titles and duties.
- c) All election officials are required to take an oath to protect the secrecy of the voting process.
- d) The City Clerk may delegate such powers and duties to other election officials as they deem advisable but shall retain and may continue to exercise any and all of the powers delegated to such election officials.
- e) Candidates, their spouses and children are not eligible to be appointed as election officials in any capacity.

Managing Officer

The City Clerk appoints Managing Officers for each voting location to:

- a) Pick up ballots, tabulators and voting supplies at City Hall.
- b) Arrive at the voting place no later than 9:00 am on Election Day.

- c) Be responsible for all election officials and ensure that staffing levels are sufficient at each voting place (is the final authority on any problems that arise at their assigned voting location and, where necessary, in consultation with the City Clerk).
- d) Ensure that the voting place is set up, that traffic flow is adequate and that all equipment is operational.
- e) Ensure that Revision/Ballot Officers are logged into the electronic voters' List database.
- f) Ensure that the proper administrative and legislative conduct of the voting place is maintained throughout the day (voters, candidates, scrutineers etc.) Act, when possible, as Greeter and direct all voters to appropriate Officer.
- g) Act as point of contact for all electors requiring assistance and assist with accessible voting.
- h) Assist and fill in for other Officers when required.
- i) At 8:00 pm or shortly thereafter, after the last elector has voted, assist the Tabulator Officer with closing of vote tabulator and collecting necessary forms.
- j) Complete voting place statement with Ballot Officer and Tabulator Officer and manage all closing procedures.
- k) Return tabulators, ballots, laptops and other supplies to City Hall after voting place has been fully closed.

Revision/Ballot Officer

The City Clerk appoints Revision/Ballot Officer for each voting location to:

- a) Arrive at the voting place no later than 9:00 am.
- b) Assist with posting of signage and other opening procedures as required.
- c) Log in to electronic voters' list database (via computer) and prepare to process electors
- d) Assist electors in completing an Application to Amend the Voters' List form and enforce revision requirements.
- e) Use electronic voters' list software to search, add the individual to the List and/or revise their property/voter information.
- f) Check that a voter's identification is sufficient before issuing a ballot.
- g) Issue written oaths of qualification to electors if identification is insufficient.
- h) Issue ballots to electors in secrecy folders and brief them on voting procedures.
- i) Use electronic voters' list database to locate electors and electronically strike them as voted.
- j) Assist electors as required or issue oaths to 'friends of voters'.

- k) After close of poll, assist Managing Officer with signage take down and other duties.
- l) After close of poll, assist Managing Officer with packing and loading supplies (as needed).

Tabulator Officer

The City Clerk appoints Tabulator Officers for each voting location to:

- a) Arrive at the voting place no later than 9:00 am.
- b) Set up the vote tabulator and initialize prior to the opening of the voting place.
- c) Set up of ballot box.
- d) Turn on the tabulator.
- e) Produce zero totals report and post at opening of voting place (10:00 am).
- f) Receive completed ballots in secrecy folders from voters.
- g) Process ballots through the vote tabulator.
- h) Advise electors of any potential errors and over votes on the ballot.
- i) Refer electors to Ballot Officer if they need to correct their ballot.
- j) Assist electors in the use of accessible voting equipment.
- k) After the close of the voting place, closing the vote tabulator as specified in procedures.
- l) Remove the ballot bag from within the ballot box and securely seal it.
- m) Assist Managing Officer with tabulator closing procedures and clean up.
- n) Assist Managing Officer with packing and loading supplies (as needed).

Information Officer

The City Clerk appoints Information Officers for each voting location to:

- a) Arrive at the voting place no later than 9:00 am.
- b) Assists with Voting Location set up and take down, opening and closing.
- c) Greets electors upon entry in a friendly and helpful manner.
- d) Assists electors in any capacity, as required. For example, opening doors if required.
- e) Ensure that electors do not go into areas that do not relate to voting (this is important if the voting location is located within a school).
- f) Ask electors who have their voter notification card to have acceptable identification ready to present to the Ballot Officer.
- g) Direct electors to the Revision Officer if they need to be added or change their information on the voters' list.

- h) Direct electors to the correct voting location if they are unable to vote at that location.
- i) Ensure the elector leaves the voting location after voting – no loitering.
- j) After close of poll, assist Managing Officer with signage take down and other duties.

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.

“Ballot bag” means the bag affixed on the inside of the ballot box which all ballots will be deposited into after being processed through a tabulator. After the close of voting the ballot bag is removed from the box and sealed and used to transport the ballots to a location designated by the City Clerk.

“Candidate” means a person who has been nominated under section 33 of the Elections Act.

“City Clerk” means the Clerk of the municipality, responsible for conducting election duties as outlined in the Elections Act.

“Election official” means any person designated by the City Clerk to perform certain election functions. The term “election official” includes but is not limited to the following: Deputy Returning Officer, Election Coordinator, Election Assistant(s), Managing Officers, Ballot Officers, Revision Officers and Tabulator Officers.

“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.

“Electronic Voters’ List Database” means a digital list maintained and managed via the VoterView application.

“Scrutineer” means a person appointed in writing by a candidate to oversee the voting process at a specific voting place or during results tabulation.

“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.

“Voter notification cards (VNC’s)” means the correspondence containing election information to be sent by the City Clerk to all electors on the voters’ list in Guelph at the end of September in the year of the election.

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

“Voters’ list” means information prepared by the City Clerk, enumerating the names and voting entitlement of electors as provided by the Municipal Property Assessment Corporation (MPAC) and as amended in accordance with the Act.

“Voting location” means the physical location (building) and its surrounding property which has been designated by the City Clerk under Section 45 of the Act

and where electors may attend to cast their vote using a vote tabulator in the Municipal Election.

References

[Municipal Elections Act, 1996.](#)