

Chief Electoral Officer Directives for Voting Procedures in a Polling Station

(Elections Act, R.S.N.B. 1973, c.E-3, s. 75, 91.1, 91.2)



P 01 405
(2010-05-04)

Language of Service:

Every elector is entitled to and shall be offered service at a polling station in his or her language of choice. While not all poll officials must or will be bilingual, there must be at least one poll official at all polling stations who is able to provide service in both official languages. Such poll officials will wear a blue and white “Français/English” bilingual service badge, in addition to a yellow and black “Polling Official” badge.

Procedures for Opening the Polling Station

Prior to the Poll Supervisor declaring a polling station open, each Ballot Counting Officer, working in designated pairs, shall:

- 1) Construct the required ballot boxes for the polling station;
- 2) Invite any scrutineers present in the polling station who wish to observe the sealing of the ballot box to watch each pair partnered Ballot Counting Officers seal their box, no earlier than 15 minutes prior to the start of the poll;
- 3) Seal each end of the ballot box with two long paper seals and one metallic serial numbered seal;
- 4) Record the serial numbers of the seals used on the Ballot Box Record form;
- 5) Complete the Ballot Box Record with:
 - a) The ballot box number;
 - b) The polling station;
 - c) The date;
 - d) The seal numbers used when sealing the ballot box;
 - e) The signatures of the Ballot Counting Officers.
- 6) Ensure the ballot box number is written on the ballot box large enough to enable voters to see it across the room.

Procedures for Directing Electors to Appropriate Polling Officials

On entering a polling station, an elector shall be met by a Constable, who shall:

- 1) Greet elector politely with an active offer of bilingual service.
- 2) Ask if elector brought a Voter Information card and if everything on it correct?
 - a) If Yes, direct the elector to the Voters List Officer.
 - b) If No, direct elector to Poll Revision Officer.
- 3) In small polling stations there may only be a Poll Revision Officer.

If an elector or other person has any other questions about the election or electoral process, a Constable shall direct the person to the Poll Supervisor.

Procedures for Striking Off the Names of Electors on the List of Electors

When an elector is directed to a Voters List Officer or a Poll Revision Officer, that officer shall:

- 1) Look up the elector's name on the List of Electors.
 - a) If using a computerized List of Electors the Voters List Officer or Poll Revision Officer shall:
 - i) If the elector has his or her own Voter Information card:
 - (1) Scan the bar code on the elector's Voter Information card using a provided bar code reader, to find the elector's information in the computerized List of Electors for verification; or
 - (2) If the bar code reader fails to bring up the elector's information, manually enter the 8 digit number that appears under the bar code on the Voter Information card to find the elector's information in the voter list database for verification; or
 - (3) Search the elector by name, address, or poll and elector number using the "Search Electors" function to find the elector's information in the voter list database for verification.
 - ii) If the elector does not have his or her Voter Information card,
 - (1) Search the elector by name, address, or poll and elector number using the "Search Electors" function to find the elector's information in the voter list database for verification.
 - iii) After scanning the bar code or entering the elector's name and address information:
 - (1) Select the correct elector and display the elector's information for verification;
 - (2) If an elector cannot be found in the voter list database, direct the elector to a Poll Revision Officer to be added to the List of Electors.
 - b) If using a paper List of Electors the Voters List Officer or Poll Revision Officer shall:
 - i) Search for the elector by name and address.
 - ii) If an elector cannot be found in the List of Electors, direct the elector to a Poll Revision Officer to be added to the List of Electors.

2) Strike Names Off List of Electors

When an elector's name has been found on (or been added to) the List of Electors, the Voters List Officer or Poll Revision Officer shall strike the elector's name off the list, to indicate that the elector has applied to vote.

- a) If using a computerized List of Electors the Voters List Officer or Poll Revision Officer shall:
 - i) Take the Voter Information card from the elector, if he or she has one;

- ii) Ask the elector's name and address, to confirm if all the information is correct on the card and matches the elector's information on the List of Electors. If changes or additions are required, a Poll Revision Officer shall assist the elector to have the changes made before striking off the elector's name.
 - iii) If the elector's information is correctly listed on the computer, select the "Strike Off" button on the screen.
- b) If using a paper List of Electors the Voters List Officer or Poll Revision Officer shall:
- i) Take the Voter Information card from the elector, if he or she has one;
 - ii) Ask the elector's name and address, to confirm if all the information is correct on the card and matches the elector's information on the List of Electors. If changes or additions are required, a Poll Revision Officer shall assist the elector to have the changes made before striking off the elector's name.
 - iii) If the elector's information is correctly listed, the poll official shall use a pen to draw a line on the List of Electors through elector's entry, and:
 - (1) Write an "A" in the "Where Voted" column if the elector is voting at an advance polling station, or
 - (2) Write an "O" in the "Where Voted" column if the elector is voting at an ordinary polling station.

3) Complete Voter Token and Statement of the Electors Who Voted on Polling Day

All electors whose names are struck off the List of Electors must be issued a Voter Token by a Voters List Officer or Poll Revision Officer. On the Voter Token, the polling official shall print the elector's polling division number and elector number, and initial the Voter Token.

All electors whose names are struck off on the List of Electors must be recorded on the Statement of the Electors Who Voted on Polling Day. On the Statement, the polling official shall print the elector's polling division number and elector number, and after every hour, give the completed for to the Poll Supervisor.

After completing the Voter Token and Statement of the Electors Who Voted on Polling Day, the polling official shall give the Voter Token to the elector, and direct the elector to a free Ballot Issuing Officer.

4) Save Voter Information cards

Voters List Officers and Poll Revision Officers shall collect all Voter Information cards not used to correct elector information for disposal at the Returning Office. Voter Information cards used to collect changes to elector information shall be collected separately in a designated envelope, to be used for revision of the List of Electors at the Returning Office.

5) Respond to Exceptional Circumstances:

- a) If a person must be added to the List of Electors, the Poll Revision Officer shall follow this procedure:

- i) If a person's name is not on the List of Electors but the person is qualified to vote in a polling division served by a polling station, the person's name must be added to the List of Electors before voting.
- ii) A person is qualified to vote if he or she:
 - (1) Is a Canadian citizen;
 - (2) Is or will attain the full age of eighteen years on or before polling day at the pending election;
 - (3) Has been or will have been ordinarily resident in the Province for 40 days immediately preceding the date of the election; and
 - (4) Will be ordinarily resident in that electoral district on the date of the election.
- iii) If the person is qualified to vote, but is at the wrong polling station, poll officials shall redirect him or her to the proper polling station.
- iv) To be added to the list, the eligible elector must complete an Application for Addition to the List of Electors, providing:
 - (1) the elector's surname, first name, and any middle name;
 - (2) the elector's sex;
 - (3) the elector's date of birth**;
 - (4) the current civic address of the elector;
 - (5) the mailing address, if it is not the same as the civic address of the elector**;
 - (6) the previous civic address of the elector, if the elector has moved recently**; and
 - (7) the previous name of the elector, if he or she has legally changed his or her name**.

Note: Starred information () is not included on Lists of Electors used at polling stations or provided to candidates.)
- v) An elector must verify his or her identity by showing the Poll Revision Officer one or more pieces of identification that between them show:
 - (1) the elector's name;
 - (2) the elector's current civic address; and
 - (3) the elector's signature.
- vi) Acceptable identification documents include (but are not limited to):
 - (1) NB drivers license (name, address & signature);
 - (2) NB Medicare card (name & signature);
 - (3) Canadian passport (name & signature; not necessarily a current address);
 - (4) A power, telephone, or tax bill may be used to show a person's current address if they have moved recently.
 - (5) Bank cards or credit cards are not acceptable identification.
- vii) If an elector does not have acceptable identification documents, another qualified voter whose name is on the List of Electors for that polling station can vouch his or her identity, by taking the Oath of Elector Vouching.
- viii) Once an elector's identity has been confirmed, he or she must take the oath of qualification to vote included on the Application for Addition to the List of Electors, and sign the Application.
- ix) Once an Application for Addition is complete, the Poll Revision Officer shall add the elector's name on the Electors Added at Poll form, and prepare a Voter Token for the elector, complete the Statement of the Electors Who Voted on Polling Day, give the Voter Token to the elector, and direct the elector to a free Ballot Issuing Officer.

- x) All completed Application for Addition to the List of Electors forms are to be returned to the Returning Office so that the information may be updated in the Register of Electors.

- b) If an elector's name is on the List of Electors but the entry includes incorrect information, the Poll Revision Officer shall follow this procedure:
 - i) If the Poll Revision Officer has determined that an elector is on the List of Electors and at the correct polling station, but that the information on the List of Electors about the elector is incorrect, the Poll Revision Officer shall obtain from the elector the information necessary to correct the information in the List of Electors.
 - (1) If the elector has brought his or her own Voter Information card, name or address corrections may be noted on the card.
 - (2) If the elector has not brought a Voter Information card, name or address corrections may be noted on an Application for Correction or Deletion of Elector Information form.
 - (3) If the elector's address has changed, the Poll Revision Officer must verify the elector's polling station, and if the person is at the wrong polling station, shall redirect him or her to the proper polling station.
 - (4) If the elector has brought a Voter Information card for an incorrectly listed former resident of the elector's place of residence, the card may be used to take the former resident off the List of Electors. If required, a separate Application for Correction or Deletion of Elector Information form must be used to collect revision information for the elector present.
 - (5) All completed Application for Correction or Deletion of Elector Information forms and Voter Information cards with corrections noted are returned to the Returning Office so that the information may be updated on the Lists of Electors.
 - (6) Once an Application for Correction or Deletion of Elector Information form is completed or a Voter Information card has corrections noted, the Poll Revision Officer shall prepare a Voter Token for the elector, complete the Statement of the Electors Who Voted on Polling Day, give the Voter Token to the elector, and direct the elector to a free Ballot Issuing Officer.

- c) If an elector brings the card of another voter – either that of a previous resident of his or her address or that of a family member who has moved or died:
 - i) Former residents:
 - (1) Voter Information cards are sent to voters at the particular address at which they are listed in the Register of Electors. A new resident of a house or apartment may therefore receive a card addressed to a former resident if Elections NB has not received information about that previous person's move.
 - (2) The Poll Revision Officer will collect the card and note on it that the person named is no longer at that address, to update the Register of Electors. The former resident's name will be removed from the list at that address, but will be put in a "pending" file, so that if they call a returning office or Elections NB to change their address they will still be found in the Register.
 - ii) Deceased voters:
 - (1) Elections NB receives information every two months from the Vital Statistics Branch about residents who have died in the province. Because of timing of receipt of the

information, or differences in the information provided compared to that in the Register of Electors, it is sometimes not possible to match the voter information to remove a deceased voter from the list before an election, so a card may still be sent to a deceased elector.

- (2) If a family member receives such a card, it will assist Elections NB in updating the Register if they take the card to the poll with them to the polling station. The Poll Revision Officer will collect the card and note on it that the person named is deceased, and require the elector to sign the card. (Alternately, a family member can call Elections NB or their local returning office and advise revision officers there that the person has died, and the name will be updated.)
- d) If an elector appears on the List of Electors to have previously voted, the Voters List Officer or Poll Revision Officer shall:
- i) Because electors may vote by Special Ballot, at the Advance Polls or at the Ordinary Poll, there is a possibility that an elector may appear on the List of Electors to have previously voted. This may have been recorded correctly or in error.
 - ii) On a computerized List of Electors, after finding an elector, the computer may indicate that an elector appears to have voted previously with a warning message. A window will appear with a message saying the elector was recorded as having previously voted elsewhere (normally by Special Ballot or at an Advance polling station).
 - iii) On a paper List of Electors, the elector's name may already have a line drawn through it. If the elector has been recorded as having previously voted elsewhere (normally by Special Ballot or at an Advance polling station) a letter "S" or "A" will be printed in the "Where Voted" column.
 - iv) In either case, the Voters List Officer or Poll Revision Officer shall:
 - (1) Inform the elector that his or her name has already been Struck Off as having previously voted.
 - (2) If the elector has not voted before:
 - (a) The elector must take an oral oath or affirmation to confirm he or she has not previously voted.
 - (b) The poll official shall administer the "Oath of Person Voting After Name Struck Off".
 - (c) If the elector takes the oath:
 - (i) If using a computerized List of Electors, the poll official shall select the "Strike Off" button on the screen, and continue to process the elector, or
 - (ii) If using a paper List of Electors, the poll official shall draw a second line below the first on the List of Electors, mark the "Where Voted" column a second time, and continue to process the elector.
 - (d) If the elector refuses to take the oral oath:
 - (i) If using a computerized List of Electors, the poll official shall select the "Cancel" button on the screen, or
 - (ii) If using a paper List of Electors, the poll official shall do nothing to the list.
 - (iii) Whether using a computerized or paper List of Electors, the poll official shall not continue to process the elector.
 - (3) If the elector has voted before, the poll official shall:
 - (a) Advise the person that electors may only vote once in any electoral event.

- (b) Will not continue to process the elector.

- e) If an election officer or a scrutineer believes that a person is not qualified to vote, they may challenge that person's right to vote any time before the person has been given a ballot. The poll official shall be aware of the following:
 - i) A challenge must be made to a poll official, not directly to the voter.
 - ii) If the challenged elector believes he or she is qualified to vote:
 - (1) The elector shall take the oral "Oath of Qualification to Vote", administered by the poll official, to confirm his or her qualification to vote.
 - (2) If the elector takes the required oath, the poll official shall continue to process the elector.
 - (3) If the elector refuses to take the required oath, the poll official may not continue to process the elector.
 - (4) If an elector is challenged, the poll official shall enter the objection, and whether or not the elector took the required oath, in the Record of Objection to Electors.
 - (5) If the challenge is made after a poll official has Struck Off the elector on a computerized List of Electors, the poll official shall not correct the entry in the computer. The Record of Objection to Electors will be used to maintain the records at the Returning Office.
 - (6) If the challenge is made after a poll official has Struck Off the elector on a paper List of Electors, the poll official shall not attempt to erase the line on the List of Electors. The Record of Objection to Electors will be used to maintain the records at the Returning Office.

- f) If a Voters List Officer or Poll Revision Officer strikes off an elector in error using a computerized List of Electors, the poll official shall find the elector's name again by scanning the barcode or searching for the name, then select the "Clear Strike Off" button. This is the only instance when this action shall be done.

Procedures for Issuing Ballots to Electors

1) Preparing the Polling Centre for Voting:

In all polling stations, Ballot Issuing Officers shall set up voting screens as directed by the Poll Supervisor, being sure to place voting screens so voters may vote in secrecy.

- a) A voting pen shall be placed inside each voting screen.
- b) A How to Vote instruction sheet shall be posted at each voting screen and
- c) A How to Vote instruction sheet shall be posted at each Ballot Issuing Officer's table.
- d) Each Ballot Issuing Officer shall have the following supplies for issuing ballots:
 - i) A Ballot Issuing Record;
 - ii) All ballots that may be issued to electors at that polling station, as issued by the Poll Supervisor;
 - iii) Secrecy sleeves, to ensure that an elector's ballot cannot be seen by any other person; and
 - iv) A Spoiled Ballots Envelope.

- e) Each Ballot Issuing Officer shall record the number of ballots received from the Poll Supervisor in the Ballot Issuing Record, and recording any additional ballots received throughout the voting period.

2) Issuing a ballot:

When an elector is directed to a Ballot Issuing Officer, that officer shall:

- a) Ask the elector for the Voter Token issued by the Voters List Officer or Poll Revision Officer. If the elector does not have one, he or she must be directed to the Voters List Officer or Poll Revision Officer to receive one.
 - i) Record the ballot being issued in the Ballot Issuing record;
 - ii) Initial the ballot in the designated area;
 - iii) Write the polling division number of the elector on the ballot in the designated area;
- b) Explain how to mark the ballot, by instructing the elector:
 - i) To make his or her choice by filling in completely or making an X in the designated area to the right of each chosen candidate's name, using the pen provided;
 - ii) To not vote for more candidates than may be elected or the vote will not be counted; and
 - iii) To not bend, mutilate, or make any other marks on the ballot.
- c) Explain spoiled ballot procedures to the elector, stating that in the event that an elector makes an error on the ballot, the elector may return the mismarked ballot in its secrecy sleeve to you to receive a new clean ballot.
- d) Place the ballot face-up inside the secrecy sleeve, without folding or bending the ballot;
- e) Give the voter the ballot in the secrecy sleeve, directing the elector to put the ballot back in the secrecy sleeve the same way after marking it.
- f) Advise the voter where to deposit the ballot after it is marked.
- g) Direct the voter to a voting screen to mark the ballot.
- h) Explain that once an elector has voted, he or she must leave the polling station.

3) Spoiled ballot procedures:

If an elector makes a mistake in marking the ballot, he or she may return it to the Ballot Issuing Officer who issued it, and receive a new ballot. The Ballot Issuing Officer shall:

- a) Take the ballot from the secrecy sleeve face-down, fold it, write "spoiled" on the back, and place the spoiled ballot in the Spoiled Ballots Envelope;
- b) Issue a new ballot to the voter following the normal procedures, and clarify the instructions for voting if necessary, and
- c) Record a new ballot as being issued in the Ballot Issuing Record.

4) Electors Requiring Assistance to Vote:

If an elector requires assistance to vote, either a "friend" of the elector's choice or a Ballot Issuing Officer may assist that elector in marking the ballot.

- a) If the elector chooses the assistance of the Ballot Issuing Officer, the Ballot Issuing Officer is not required to take an oath, but shall assist the elector as required in the voting process, marking the ballot in accordance with the elector's choice of candidates.

- b) If the elector chooses the assistance of a friend, the Ballot Issuing Officer shall administer the “Oath of Friend Of Voter Needing Assistance to Vote” before allowing the friend to assist the elector in marking the ballot. No person may act as the friend of more than one elector at one election.

Procedures for Depositing Ballots into Ballot Boxes

After a voter has marked the ballot, it is to be deposited into the ballot box marked with the same polling division number that is marked on the voter’s ballot. All ballot boxes will be under the supervision of a Ballot Counting Officer throughout the day of voting.

When a voter wishes to deposit a ballot, the Ballot Counting Officer shall:

- 1) Without viewing the voter’s marks on the ballot, verify that the Ballot Issuing Officer’s initials are present on the ballot.
 - a) If the Ballot Counting Officer cannot view the initials projecting from the secrecy sleeve, ask the elector to move the ballot in the secrecy sleeve so that the initials are visible.
 - b) If the initials are not present:
 - i) Explain to the voter that the Ballot Issuing Officer forgot to initial it, and all ballots require the initials before being deposited into the ballot box.
 - ii) Direct the elector to the appropriate Ballot Issuing Officer to have the ballot initialled.
- 2) Direct the voter to the correct ballot box for his or her ballot. The Ballot Box Number written on the ballot must match the ballot box number.
- 3) Permit the elector to place the ballot into the ballot box, or if requested, assist the elector in placing the ballot into the ballot box.
- 4) Direct the voter to the exit of the polling station.
- 5) Collect the secrecy sleeve and return them periodically to the Ballot Issuing Officers.

Procedures for Closing the Polling Station

- 1) Closing the Polling Station – Constables

After the Poll Supervisor declares a polling station closed, each Constable shall:

- a) Note the last voter standing in the line and, if the polling station permits, move the voters inside the polling station as best you can and then lock the door.
- b) Advise all voters in line at 8:00 pm that they are still entitled to vote.
- c) Be available to let each voter out as they finish voting.
- d) Return any unused or reusable supplies to the Poll Supervisor, to be reused in future electoral events;

- e) Take all equipment and supplies to the location or vehicle designated by the Poll Supervisor for return to the returning office; and
- f) Assist other poll officials in the clean-up of the polling station and loading of all equipment and supplies for return to the returning office.

2) Closing the Polling Station – Voters List Officers and Poll Revision Officers

After the Poll Supervisor declares a polling station closed, each Voters List Officer and Poll Revision Officer shall:

- a) If using a computerised List of Electors:
 - i) Close the Strike Off program;
 - ii) Power all equipment off and close the laptop computer;
 - iii) Remove all cabling and repack all computers, bar code scanners, and peripheral equipment and cords in original boxes,
 - iv) Return the computers to the Poll Supervisor.
- b) If using a paper list of electors:
 - i) Return the List of Electors, marked with all Struck Off electors, to the Poll Supervisor;
- c) Return the Record of Objection to Electors form to the Poll Supervisor;
- d) Return the Voter Information cards with no correction to the Poll Supervisor in a securely tied recycle bag;
- e) Return the Corrections to the List Of Electors Envelope, containing corrected Notice Voter Information cards, Applications for Addition to the List of Electors, and Applications for Correction or Deletion of Elector Information, to the Poll Supervisor, so the information can be used to update the Register of Electors;
- f) Return any unused or reusable supplies to the Poll Supervisor, to be reused in future electoral events;
- g) Take all equipment and supplies to the location or vehicle designated by the Poll Supervisor for return to the returning office; and
- h) Assist other poll officials in the clean-up of the polling station and loading of all equipment and supplies for return to the returning office.

3) Closing the Polling Station – Ballot Issuing Officers

After the Poll Supervisor declares a polling station closed, each Ballot Issuing Officer shall:

- a) Determine the total number of electors having received ballots and record these numbers in the Ballot Issuing Record;
- b) Record the number of unused ballots, in the Ballot Issuing Record;
- c) Place all unused ballots in the designated envelope, record the total number of unused ballots on the envelope, and seal the envelope;
- d) Count any spoiled ballots and return them to the designated envelope, record the total number of spoiled ballots on the envelope, and seal the envelope;
- e) Complete and sign the “Oath of Ballot Issuing Officer After Closing Of Poll” in the Ballot Issuing Record;
- f) Place all poll materials into a Poll Materials Envelope including:
 - i) The Ballot Issuing Record; and

- ii) Sealed envelopes of unused and spoiled ballots.
- g) Have the Poll Supervisor review the contents of the envelope to ensure that all required items are present, and then sign and seal the envelope;
- h) Give all poll materials to the Poll Supervisor, including:
 - i) The Poll Materials envelope;
 - ii) All Voter Tokens, in a recycling bag; and
 - iii) Any unused or reusable poll supplies that can be used in future electoral events.
- i) Assist other poll officials in the clean-up of the polling station, and loading of all equipment and supplies for return to the returning office.

4) Closing the Polling Station – Ballot Counting Officers

After the Poll Supervisor declares a polling station closed, each Ballot Counting Officer, working in designated pairs, shall:

- a) Prepare the materials and a suitable space for counting.
- b) Invite any scrutineers present in the polling station who wish to observe, to watch him and his partnered Ballot Counting Officer unseal the Ballot Box slot and count the ballots.
- c) Count and report the votes cast in the ballot boxes following the procedures outlined in the “Chief Electoral Officer Directives for the Counting of Ballots”.
- d) Return all election materials to the Poll Supervisor including:
 - i) The Resealed Ballot Boxes;
 - ii) The “Returning Office Information” envelope with its required contents including the Statement of Votes Cast.
- e) Return any unused or reusable supplies to the Poll Supervisor, to be reused in future electoral events;
- f) Assist other poll officials in the clean-up of the polling station, and loading of all equipment and supplies for return to the returning office.

Advance Polling Station Procedures – Additional Requirements

For the most part, polling procedures and poll set-up and closing procedures are the same at Advance Polls as at Ordinary Polls. However, slightly different procedures are required of Ballot Issuing Officers and Ballot Counting Officers at the close of Day 1 of Advance Polls and the reopening of the Advance Polls on Day 2.

1) Closing the Polling Station - End of Advance Poll Day One - Ballot Issuing Officers

After the Poll Supervisor declares an advance polling station closed on the first day of an advance poll, each Ballot Issuing Officer shall:

- a) Count any spoiled ballots and return them to the designated envelope;
- b) Record the total number of spoiled ballots for all ballot styles on the envelope and seal it;
- c) Place all unused ballots in the designated envelope;

- d) Keep all the unused ballots together and place them in the unused ballots envelope to be used on the next day of Advance Voting;
- e) Record the total number of unused ballots on the envelope and seal it;
- f) Keep all materials secure for the next day of Advance Voting including:
 - i) The Ballot Issuing Record;
 - ii) Collected Voter Tokens;
 - iii) Sealed spoiled ballot envelope;
 - iv) Unused ballot envelope;
 - v) All other poll supplies.

2) Closing the Polling Station - End of Advance Poll Day One - Ballot Counting Officers

After the Poll Supervisor declares an advance polling station closed on the first day of an advance poll, each Ballot Counting Officer, working in designated pairs, shall:

- a) Not unseal the ballot box;
- b) Invite any scrutineers present who wish to observe the sealing of the ballot box;
- c) Seal the ballot box slot using a paper seal;
- d) Sign the seal. Any scrutineer present may also sign the seal.
- e) Keep all materials secure for the next day of Advance Voting in accordance with the Returning Officer's instructions, including:
 - i) The Sealed ballot box;
 - ii) The Ballot Box Record which is to be kept outside the box; and
 - iii) All other poll supplies.

3) Opening the Polling Station - Start of Advance Poll Day Two - Ballot Issuing Officers

Prior to the Poll Supervisor declaring an Advance polling station open on the second day of an advance poll, each Ballot Issuing Officer, shall:

- a) Setup their station normally;
- b) Not unseal the Day 1 spoiled ballots envelope;
- c) Use a second spoiled ballots envelope the day's voting;
- d) Unseal the unused ballots envelope;
- e) Remove all unused ballots from the envelope; and
- f) Continue to issue ballots normally.

4) Opening the Polling Station - Start of Advance Poll Day Two - Ballot Counting Officers

Prior to the Poll Supervisor declaring an Advance polling station open on the second day of an advance poll, each Ballot Counting Officer, working in designated pairs, shall:

- a) Invite any scrutineers present who wish to observe the unsealing of the ballot box slot, no earlier than 15 minutes prior to the start of the poll.
- b) Verify that both serial numbers on the metallic paper seals match those numbers recorded on the Ballot Box Record for the ballot box. If there is a number discrepancy or a seal has been broken, note it on the Ballot Box Record and advise the Poll Supervisor.
- c) Unseal Ballot box slot by removing the paper seal over the ballot box slot;

- d) Not break any serial numbered seals on the ballot box;
- e) Continue to receive ballots normally.

5) Closing the Polling Station - End of Advance Poll Day Two - Ballot Issuing Officers

After the Poll Supervisor declares an advance polling station closed on the second day of an advance poll, each Ballot Issuing Officer shall:

- a) Count any spoiled ballots and return them to the designated envelope;
- b) Record the total number of spoiled ballots for all ballot styles on the envelope and seal it;
- c) Place all unused ballots in the designated envelope;
- d) Keep all the unused ballots together and place them in the unused ballots envelope;
- e) Record the total number of unused ballots on the envelope and seal it;
- f) Return all materials used to the Poll Supervisor.

6) Closing the Polling Station - End of Advance Poll Day Two - Ballot Counting Officers

After the Poll Supervisor declares an advance polling station closed on the second day of an advance poll, each Ballot Counting Officer, working in designated pairs, shall:

- a) Not unseal the ballot box;
- b) Invite any scrutineers present who wish to observe the sealing of the ballot box;
- c) Place the Ballot Box Record into the ballot box;
- d) Seal the ballot box slot using a paper seal;
- e) Sign the seal. Any scrutineer present may also sign the seal.
- f) Return to the Poll Supervisor, the following items:
 - i) The sealed ballot box;
 - ii) All other poll supplies.
- g) Be aware that they will have to return on election night at the designated time and location to count the cast ballots.