

# Chief Electoral Officer Directives for Voting by Special Ballot

(Elections Act, R.S.N.B. 1973, c.E-3, s.87.53, 91.1 and 91.2, and ss.87.55(1) and 87.6(1))



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## Use of Special Ballots

“Special Ballots” are an exceptional means of voting, for people ordinarily resident in an electoral district who will be away on voting day and throughout the advance poll period, or who are otherwise unable to, or just don’t want to, go to the ordinary polling stations. Their particular nature requires a number of steps and a number of forms not required with ordinary voting and ballots.

In provincial elections, each Returning Officer will appoint four or more Special Voting Officers who are responsible for administering the additional polls and the special ballot voting in the electoral district, always working in pairs. In each pair, one Special Voting Officer will be appointed from a list of nominees filed by the registered political party that was the governing party immediately before the commencement of the election period and one Special Voting Officer will be appointed from a list of nominees filed by the registered political party that was the party of the official opposition immediately before the commencement of the election period. In exceptional situations, if a Special Voting Officer is unavailable, the Returning Officer or an Election Clerk may issue a special ballot paper to an elector voting at the returning office.

In provincial elections, voters may vote by special ballot between the first day of the election when the writ of election is issued, and 8pm on Election Day.

## Who Uses Special Ballots

Special ballots can be issued to voters in a number of different circumstances, and the procedures vary slightly in each case.

1. Any elector is free to vote in person, at any returning office in the province during regular office hours, between the first day of the election until 8pm on Election Day. Such electors do not need to give a reason for voting by special ballot.
2. An elector who is temporarily out of the province may request a special ballot be sent by mail by contacting the returning office for the elector’s ordinary electoral district.
3. An elector who is unable to attend the ordinary or advance polls due to the illness or incapacity of the elector or due to the illness or incapacity of a person for whose care the elector is primarily responsible may request that the Special Voting Officers for the elector’s ordinary electoral district personally deliver a special ballot. In this situation, a convenient appointment will be arranged prior to Election Day.
4. An elector who is admitted to an acute care hospital and will be unable to attend the ordinary or advance polls may request that the Special Voting Officers for the ordinary electoral district in

which the hospital is located, personally deliver a special ballot. In this situation, a convenient appointment will be arranged prior to Election Day.

5. An elector who is a resident of a treatment facility where an Additional Poll is conducted may vote at the Additional Poll if this is the elector's ordinary electoral district, but if it is not, the elector may request that the Special Voting Officers for the ordinary electoral district in which the treatment facility is located, personally deliver a special ballot. In this situation, a convenient appointment will be arranged prior to Election Day.

## **Forms Required**

A number of forms are used to administer the process to vote by special ballot are as follows:

1. All electors who wish to vote by special ballot must complete an Application for a Special Ballot;
  - a. The application must be done in person, or
  - b. The application must be sent to the returning office by fax, mail, or another means prior to a ballot being mailed from the returning office, for security reasons.
2. Special Ballots:
  - a. For voters voting prior to the returning office receiving the ordinary ballots from the ballot printing company, a "Write-In" special ballot will be used, where the name of the candidate will be written on the ballot;
  - b. For voters voting in their own electoral district, after their returning office has received the ordinary ballots from the ballot printing company, the ordinary ballots will be used, where a mark is made next to the name of the candidate; or
  - c. For voters voting in another electoral district, after the close of nominations, the Special Voting Officers will print the appropriate ballot using "Ballot on Demand" software.
3. Two Special Ballot Poll Books to track who has voted by this means:
  - a. One used for "In-Office" voting, for voters who come to the returning office to vote, and
  - b. One used for "Out-of-Office" voting in voters' homes, acute care hospitals, correctional facilities, or using mailed-in ballots.
4. For voters requesting a special ballot by mail:
  - a. A Special Ballot Envelope;
  - b. A Certificate Envelope; and
  - c. A Special Ballot Instruction Sheet.

## **Audio Vote Tabulation Machine**

Each returning office and satellite returning office will be equipped with a vote tabulation machine capable of reading all of the different ballots used across the province in the election. Any ordinary special ballots cast will be deposited through this machine into a ballot box. All ballots that are collected from "Out-of-Office" visits, Additional Polls, or are "Write-In" ballots will be deposited through this machine into a ballot box in accordance with the Chief Electoral Officer Directives for the Counting of Ballots.

The vote tabulation machine has additional features that enable voters with disabilities to vote independently, by audibly reading the ballot and candidate choices to the voter. A voter choosing to vote using the audio vote process will be given a set of headphones and a handheld session controller. If the voter is unable to use the session controller, the audio vote process can be controlled with either a sip and puff device or a paddle device.

Regardless of choice of controller device, the voter will be read the instructions and the candidates, and will make his or her choice. After the voter confirms the final selections, the machine will print a marked ballot that will be deposited through the machine into a ballot box, with the assistance of the Special Voting Officer as required.

## Voting Procedures

### **Elector Voting In Person - In a Returning Office, From Any Electoral District**

For all electors voting in person in a returning office, the Special Voting Officers shall:

- 1) Have the elector complete an Application for a Special Ballot to collect the elector's name and address.
- 2) Use the NB Voter Information System (NBVIS) to check to see if the person is on the List of Electors at their current address.
- 3) If the person is not correctly listed on the List of Electors at the given address:
  - a) Ask the elector if they have moved within the province or changed their name in the last few years. If so, check NBVIS at their previous address, or under their previous name.
    - i) If the elector is listed elsewhere in the province, complete a Correction or Deletion of Elector Information form to update their address information.
    - ii) If the elector is not listed anywhere in the province, complete an Application for Addition to List of Electors form. The elector must show you one or more pieces of ID that between them show the elector's current name, address and signature, and sign the oath on the form that they are qualified to vote.
    - iii) Obtain the elector's correct electoral district or region number, and polling division number from NBVIS.
  - b) Once the elector has been added or corrected to the correct address, continue with the steps below, where an elector is properly listed on the list of electors.
- 4) If the elector is correctly listed on the list of electors at the given address:
  - a) Create an entry in the "In-Office" special ballot poll book, consecutively numbered after the last elector;
  - b) Record the elector's Voter ID number from NBVIS, name, electoral district or region number, and polling division number from NBVIS in the appropriate columns in the "In-Office" special ballot poll book;
  - c) Record that the special ballot is being issued in person in the appropriate column in the "In-Office" special ballot poll book; and

- d) Have the elector read and sign the “Declaration for Voting by Special Ballot” in the poll book. A large print version of this declaration should be made available to the elector. Explain to the elector that this is their confirmation that the elector will only vote once during the election.
- 5) Obtain the proper ballot for the elector.
    - a) In a Provincial Election, if the elector is voting before the returning office has received the ballots for its electoral district from the printing company, use a “Write-In” special ballot.
    - b) If the returning office has received the ordinary ballots for its electoral district or region from the printing company, use the ordinary ballots.
    - c) If the elector is from another electoral district or region, use the Ballot On Demand computer program to print the proper ballot for the elector.
    - d) If the elector has a disability and wishes to vote independently, the vote tabulation machine will allow electors to vote using an audio ballot. Review the steps to create an audio ballot.
  - 6) Explain the ballot choices to the elector.
    - a) Take care to explain any elected positions that have been acclaimed, or where no candidate has been nominated.
  - 7) For “Write-In” special ballots:
    - a) Initial the back of the ballot in the box labelled “Special Voting Officer”.
    - b) Fill the ‘Electoral District’ section with the elector’s electoral district name and number.
    - c) Explain to the elector how the ballot is to be marked:
      - i) Instruct the elector how to make his choice by writing or printing the candidate’s name.
      - ii) If nominations have closed, provide the elector a list of the names and political affiliations of all candidates in the electoral district in which the elector ordinarily resides.
      - iii) Tell the elector not to make any stray marks on the ballot.
      - iv) Ask the elector to refold the ballot before returning.
      - v) Advise the elector that a special ballot will not be rejected when counted if the intent of the elector is clear, notwithstanding that the name of the candidate written on the special ballot does not appear exactly as it is set out in the candidate’s nomination paper.
    - d) Fold the ballot so that the write in box is concealed.
    - e) Ensure the “Special Voting Officer” initials are visible.
    - f) Ensure only 1 ballot is issued, and that 2 are not stuck together.
    - g) Explain spoiled ballot procedures”
      - i) In the event that an elector makes an error on his ballot, ask him to return to receive a new clean ballot.
      - ii) Ask the elector to ensure the ballot is refolded.
      - iii) Explain you will issue a new ballot and save the incorrect ballot in the Spoiled Ballots envelope to be later destroyed.
    - h) Hand the elector the folded ballot.
  - 8) For ordinary special ballots:
    - a) Initial the ballot in the box labelled “BIO/ABV”.
    - b) Fill in the poll matrix of the elector’s ballot with:
      - i) The electoral district or region number in the space provided;
      - ii) Ensure all numbers are recorded (ie. Fill in 09 for “9”).
      - iii) The polling division number:
      - iv) Ensure all numbers are recorded (ie. Fill in 010 for “10”).

- v) Do not complete the 'Ballot Box Number' section.
- c) Explain to the elector how the ballot is to be marked:
  - i) Instruct the elector how to make his choice by filling in completely the designated area to the side of the candidate's name.
  - ii) Be careful not to point to any candidate's name.
  - iii) Do not read the candidates' names and/or party affiliations to an elector unless the elector asks.
  - iv) Do not vote for more candidates than may be elected for each office.
- d) Ask the elector to not bend, mutilate, or make stray marks on the ballot.
- e) Advise the elector that the tabulation machine will stop and beep if the voter inserts a ballot where the marks are too light to be read, the ballot is blank, or if more candidates are voted for than may be elected.
- f) Place the ballot in a secrecy sleeve, taking care not to fold or bend the ballot.
- g) Ensure the BIO initials are visible.
- h) Ensure only 1 ballot is issued, and that 2 are not stuck together.
- i) Explain spoiled ballot procedures:
  - i) In the event that an elector makes an error on his ballot, ask him to return to receive a new clean ballot.
  - ii) Ask the elector to ensure the ballot is still in the secrecy sleeve.
  - iii) Explain you will issue a new ballot and save the incorrect ballot in the Spoiled Ballots envelope to be later destroyed.
- j) Hand the elector the ballot in secrecy sleeve.
- 9) If an elector requires assistance to vote:
  - a) Electors may vote using an audio ballot on the vote tabulation machine. These ballots may only be created after the close of nominations, and the electronic ballot template information is programmed into the vote tabulation machine.
  - b) For provincial elections, visually impaired voters who read Braille can also use a Secrecy Sleeve for Visually Impaired Voters and Braille Instructions to vote on an ordinary ballot if they choose.
  - c) Some electors may require assistance to vote (elderly, mentally challenged, handicapped, etc). If the elector wishes, the Special Voting Officer or a friend may assist that elector in making his choice.
  - d) Assist the elector directly:
    - i) If the elector wants the assistance of a Special Voting Officer, he is not required to take an oath. Assist the elector during the voting process.
  - e) Allow someone to assist the elector:
    - i) If the elector wants a friend to assist, the Special Voting Officer must first deliver an oral oath to the person assisting.
    - ii) Administer the "Oath of Friend Of Voter Needing Assistance to Vote".
    - iii) Allow the friend to assist the elector during the voting process.
    - iv) No person shall be permitted to act as the friend of more than one elector at one election.
  - f) If an elector speaks neither English nor French, or uses sign language, if possible, appoint an interpreter who will translate conversations between you and the elector.
    - i) An interpreter must first take the oral oath "Oath of Interpreter".
    - ii) An interpreter is permitted to interpret for more than one elector at one election.
- 10) Instruct the voter to return to you after the ballot is marked.

- 11) Direct voter to the voting screen.
- 12) When the person returns with the ballot, verify that the Special Voting Officer's initials are still visible on the ballot. If not, ask the voter to adjust the ballot.
- 13) Have the voter deposit or assist the voter to deposit the ballot into the ballot box:
  - a) For "Write-In" special ballots:
    - i) Insert the folded ballot into the "Write-In ballot" box.
  - b) For ordinary special ballots:
    - i) Ask the elector to stay until the ballot is tabulated.
    - ii) Place the ballot, face-down and in the secrecy sleeve, in the ballot entry slot of the vote tabulation machine.
    - iii) Insert the ballot so that it is drawn into the machine.
    - iv) Respond to any error messages that the vote tabulation machine reports.
    - v) Once the ballot is through the machine and in the ballot box, tell the voter the ballot has been deposited.
    - vi) Reuse the secrecy sleeve.
- 14) If there is a power outage that prevents the vote tabulation machine from working, deposit the ballots into the auxiliary section of the ballot box. As soon as power is restored, remove any ballots from the auxiliary section of the ballot box and feed them into the vote tabulation machine.
- 15) Record that the voter has voted by placing a "V" in the appropriate column in the "In-Office" special ballot poll book.
- 16) Thank the voter, and allow him or her to leave.
- 17) Give any Correction or Deletion of Elector Information or Application for Addition to List of Electors and Oath of Elector Vouching forms to a revision officer to add or correct the voters' information in NBVIS.
- 18) As a minimum by the end of each day, electronically strike off in NBVIS all voters who voted that day by special ballot. Do this in NBVIS, or give both "In-Office" and "Out-of-Office" special ballot poll books to a revision officer, so that he can do so.
- 19) After each voter is recorded electronically, use a highlighter to indicate which names have been completed in the special ballot poll books.

### **Elector Voting By Mail – Outside of the Returning Office, From Any Electoral District**

This situation will be relatively rare because electors can cast their vote for their home electoral district or region at any returning office in the province. However, there will still be electors ordinarily resident in an electoral district or region who are temporarily out of the province during an election and must obtain their ballot from a distance. Although the term "by mail" is used throughout, Special Voting Officers will send out ballots using Priority Courier. Voters may return their ballots by courier, mail, or another means.

For all electors voting by mail outside of a returning office, the Special Voting Officers shall understand the following:

- 1) The elector must contact the returning office for the electoral district or region where he or she is ordinarily resident. If the Special Voting Officers are contacted by an elector from another area, put the elector in touch with the appropriate returning office.
- 2) If the elector does not have an Application for a Special Ballot, he or she must first complete this form and fax, mail, or scan and email it to the Special Voting Officers. The Special Voting Officers must obtain a copy of the elector's signature prior to issuing a special ballot by mail. The Special Voting Officers may fax the elector a blank form, or the elector can download a form from the Elections NB website.
- 3) There is no cut-off for applications for a special ballot before Election Day. However, as Election Day approaches, it may become unlikely that the elector will be able to return a special ballot on time. Do not assume electors know that mailed-in ballots must be returned by 8:00 pm on Election Day. The Special Voting Officers must make this very clear in your communications.

For all electors voting by mail outside of a returning office, the Special Voting Officers shall:

- 1) Once a completed, signed Application for a Special Ballot is received, check first to find out if the elector is on the list (in that district or region or elsewhere in the province).
- 2) Use the NB Voter Information System (NBVIS) to check to see if the person is on the list of electors at their current address.
- 3) If the person is not correctly listed on the list of electors at the given address:
  - a) The elector must appear on the list of electors before a ballot can be issued.
  - b) Contact the person by phone, fax or e-mail to ask the elector if they have moved within the province or changed their name in the last few years. If so, check NBVIS at their previous address, or under their previous name.
  - c) If the elector is listed elsewhere in the province, complete a Correction or Deletion of Elector Information form to update their address information.
  - d) If the person is not listed anywhere in the province, advise the person that they must:
    - i) Complete an Application for Addition to List of Electors form;
    - ii) Send photocopies of one or more pieces of identification that between them, show their name, ordinary address in NB, and signature;
    - iii) Fax the elector a blank form, or the elector can download a form from the Elections NB website.
    - iv) Obtain the elector's correct electoral district or region number, and polling division number from NBVIS.
  - e) Once the elector has been added or corrected to the correct address, continue with the steps below, where an elector is properly listed on the list of electors.
- 4) If the elector is correctly listed on the list of electors at the given address:
  - a) Create an entry in the "Out-of-Office" special ballot poll book, consecutively numbered after the last elector;
  - b) Record the elector's Voter ID number from NBVIS, name, electoral district or region number, and polling division number from NBVIS in the appropriate columns in the "Out-of-Office" special ballot poll book;
  - c) Record that the special ballot is being issued by courier in the appropriate column in the "Out-of-Office" special ballot poll book;

- d) Record the date and time you sent the special ballot to the elector in the appropriate column in the “Out-of-Office” special ballot poll book.
- 5) Obtain the proper ballot for the elector.
  - a) In a Provincial Election, if the ballot is being sent out before the returning office has received the ballots for its electoral district from the printing company, use a “Write-In” special ballot.
  - b) If the returning office has received the ordinary ballots for its electoral district or region from the printing company, use the ordinary ballots.
- 6) For “Write-In” special ballots:
  - a) Initial the back of the ballot in the box labelled “Special Voting Officer”.
  - b) Fill the ‘Electoral District’ section with the elector’s electoral district name and number.
  - c) Ensure only 1 ballot is issued, and that 2 are not stuck together.
- 7) For ordinary special ballots:
  - a) Initial the ballot in the box labelled “BIO/ABV”.
  - b) Fill in the poll matrix of the elector’s ballot with:
    - i) The electoral district or region number in the space provided;
    - ii) Ensure all numbers are recorded (ie. Fill in 09 for “9”).
    - iii) The polling division number:
    - iv) Ensure all numbers are recorded (ie. Fill in 010 for “10”).
    - v) Do not complete the ‘Ballot Box Number’ section.
  - c) Ensure only 1 ballot is issued, and that 2 are not stuck together.
- 8) Place the special ballot into a Ballot Envelope.
- 9) Complete the required information on the Special Ballot Instructions for Voters sheet.
  - a) Ensure the information includes the time and date when all ballots must be returned (8:00 p.m. on Election Day).
- 10) Place the Special Ballot Instructions for Voters sheet into the Certificate Envelope.
- 11) Place the Ballot Envelope into the Certificate Envelope.
- 12) Fill in the certificate portion of the Certificate Envelope:
  - a) Sign as the election officer issuing the ballot;
  - b) Record the elector’s consecutive number from the “Out of-Office” special ballot poll book;
  - c) Record the electoral district or region and polling division number;
  - d) Record the elector’s name;
  - e) Record the elector’s civic address; and
  - f) Do not complete the signature line for the voter on the bottom.
- 13) Fill in the returning office address and phone number on the front of the Certificate Envelope.
- 14) If the elector sent their Application for a Special Ballot by fax, ask the elector to send the original application back with their returned ballot.
- 15) Send the Certificate Envelope and its contents to the elector at the address given on the Application for a Special Ballot. Generally, Priority Courier is the fastest and most secure way to deliver ballots out of province, but in some areas bus service may sometimes be more efficient, as they operate on the weekends. If time is short, check the available options.

On the receipt of a Certificate Envelope returned by a voter, both Special Voting Officers must work together to process the envelope. Both Special Voting Officers shall:

- 1) Acting together, ensure that:

- a) the certificate envelope is properly completed;
  - b) the name on the certificate envelope is the same as that of the elector to whom a special ballot paper was issued; and
  - c) the signature on the Certificate Envelope appears to be the signature of the elector who applied for the special ballot paper on the Application for a Special Ballot.
- 2) If both Special Voting Officers are both satisfied that the information is correct, they shall:
    - a) Remove the Ballot Envelope from the Certificate Envelope, and destroy the certificate envelope;
    - b) Deposit the unopened ballot envelope into the "Out-of-Office" ballot box;
    - c) Record in the "Out-of-Office" special ballot poll book the date and time that the certificate envelope was received; and
    - d) Record that the voter has voted by placing a "V" in the appropriate column in the "Out-of-Office" special ballot poll book.
  - 3) If either Special Voting Officer are NOT satisfied that the signature on a Certificate Envelope appears to be that of the elector who applied for the ballot, they shall:
    - a) Not open the Certificate Envelope;
    - b) Mark "spoiled ballot" on the unopened Certificate Envelope;
    - c) Place the unopened Certificate Envelope in the designated Spoiled Ballots envelope.
    - d) Record in the "Out-of-Office" special ballot poll book the date and time that the certificate envelope was received; and
    - e) Record that the voter did not vote and that the ballot was spoiled by writing "Spoiled" instead of "V" in the appropriate column in the "Out-of-Office" special ballot poll book.
  - 4) If Special Voting Officers receive a Certificate Envelope after 8:00 pm on Election Day, they shall:
    - a) Not open the Certificate Envelope;
    - b) Record the date and time that the certificate envelope was received on the unopened Certificate Envelope;
    - c) Place the unopened Certificate Envelope in the designated Spoiled Ballots envelope.
    - d) Record in the "Out-of-Office" special ballot poll book the date and time that the certificate envelope was received; and
    - e) Record that the voter did not vote and that the ballot was spoiled by writing "Spoiled" instead of "V" in the appropriate column in the "Out-of-Office" special ballot poll book.

### **Elector Voting Outside of the Returning Office, By Appointment, From Any Electoral District**

For all electors voting by mail outside of a returning office, the Special Voting Officers shall understand the following:

- 1) An electors who is unable to attend the ordinary or advance polls due to the illness or incapacity of the elector or due to the illness or incapacity of a person for whose care the elector is primarily responsible may request that a special ballot be delivered to his or her residence or to his or her acute care hospital bed.
- 2) An elector who is a resident of a treatment facility where an Additional Poll is conducted may vote at the Additional Poll if this is the elector's ordinary electoral district, but if it is not, the elector may

request that the Special Voting Officers for the ordinary electoral district in which the treatment facility is located, personally deliver a special ballot.

- 3) An elector may call on his or her own behalf and say he or she needs to vote by special ballot, or a person may call on behalf of another elector in this household or another household who needs a special ballot to vote.
- 4) If an appointment is made to deliver a ballot on Election Day, it shall be done at a time that permits the Special Voting Officers to return to the returning office no later than 8:00 pm on Election Day. This is to ensure that all ballots may be tabulated beginning at 8:00 pm.

When Special Voting Officers receive a request for an appointment outside of the returning office, the Special Voting Officers shall:

- 1) Use an Application for a Special Ballot to record the information they are taking orally. When they visit the elector, they will have the elector sign the form.
- 2) Collect the full name, date of birth and civic address information of the elector.
- 3) Ask if the person has moved or changed their name within the last few years, and if so, ask for the previous information, as the elector may be on the list of electors under the former address or name.
- 4) Arrange a time to take the ballot to the voter. Try to schedule several electors in an area for one trip and note this time on the Application for a Special Ballot.
- 5) Tell the elector that a friend or member of their family may also be present when the Special Voting Officers go to take their vote.
- 6) Once they have completed the call, use the information on the Application for a Special Ballot and the NB Voter Information System (NBVIS) to check to see if the person is on the list of electors at their current address.
- 7) If the person is not correctly listed on the list of electors at the given address:
  - a) The elector must appear on the list of electors before a ballot can be issued.
    - i) If the elector is listed elsewhere in the province, complete a Correction or Deletion of Elector Information form to update their address information.
  - b) If the person is not listed anywhere in the province, they will need to add the person to the list of electors before a vote may be taken.
    - i) Complete an Application for Addition to List of Electors form using the information supplied by the person;
    - ii) Take the partially completed Application for Addition to the List of Electors, with them when they visit the person to be signed.
    - iii) Often an elector may not have proper ID to be added when they visit. To prepare for these situations, bring a blank Oath of Elector Vouching form as well.
  - c) Once the elector has been added or corrected to the correct address, continue with the steps below, where an elector is properly listed on the list of electors.
- 8) If the elector is correctly listed on the list of electors at the given address:
  - a) Create an entry in the "Out-of-Office" special ballot poll book, consecutively numbered after the last elector;
  - b) Record the elector's Voter ID number from NBVIS, name, electoral district or region number, and polling division number from NBVIS in the appropriate columns in the "Out-of-Office" special ballot poll book;

- 9) Obtain the proper ballot for the elector.
- 10) In a Provincial Election, if the elector is voting before the returning office has received the ballots for its electoral district from the printing company, use a "Write-In" special ballot.
- 11) If the returning office has received the ordinary ballots for its electoral district or region from the printing company, use the ordinary ballots.
- 12) If the elector is from another electoral district or region (this situation will normally only occur for electors temporarily in a hospital or a treatment centre), use the Ballot On Demand computer program to print the proper ballot for the elector.
- 13) For "Write-In" special ballots:
  - a) Initial the back of the ballot in the box labelled "Special Voting Officer".
  - b) Fill the 'Electoral District' section with the elector's electoral district name and number.
- 14) For ordinary ballots:
  - a) Initial the ballot in the box labelled "BIO/ABV".
  - b) Fill in the poll matrix of the elector's ballot with:
    - i) The electoral district or region number in the space provided;
    - ii) Ensure all numbers are recorded (ie. Fill in 09 for "9").
    - iii) The polling division number:
    - iv) Ensure all numbers are recorded (ie. Fill in 010 for "10").
    - v) Do not complete the 'Ballot Box Number' section.
- 15) Paperclip the ballot to the Application for a Special Ballot form (and Application for Addition to List of Electors and Oath of Elector Vouching forms if required) until they are ready to visit the elector. Do not staple the ballot.
- 16) At the date and time they arranged, visit the elector to collect the vote. For each visit, they must bring the "Out-of-Office" special ballot poll book, the "Out-of-Office" ballot box, the prepared ballot and other voting materials required for the elector to vote.
- 17) On visiting a voter who was not on the list of electors:
  - a) Have the person complete the Application for Addition to List of Electors form they started, check the elector's ID, and take the elector's oath.
  - b) Electors without proper ID can be vouched for by another voter on the List of Electors used in the polling station, using the Oath of Elector Vouching form.
- 18) On visiting a voter who is or has been added to the list of electors:
  - a) Record that the special ballot is being issued in person in the appropriate column in the "Out-of-Office" special ballot poll book; and
  - b) Have the elector read and sign the "Declaration for Voting by Special Ballot" in the poll book. A large print version of this declaration should be made available to the elector. Explain to the elector that this is their confirmation that the elector will only vote once during the election.
- 19) Setup the voting screen.
- 20) Explain to the elector how the ballot is to be marked.
- 21) For "Write-In" special ballots:
  - a) Instruct the elector how to make his choice by writing or printing the candidate's name.
  - b) If nominations have closed, provide the elector a list of the names and political affiliations of all candidates in the electoral district in which the elector ordinarily resides.
  - c) Advise the elector that a special ballot will not be rejected when counted if the intent of the elector is clear, notwithstanding that the name of the candidate written on the special ballot does not appear exactly as it is set out in the candidate's nomination paper.

- d) Tell the elector to refold the ballot before returning it.
  - e) Fold the ballot so that the write in box is concealed.
  - f) Ensure the "Special Voting Officer" initials are visible.
  - g) Explain spoiled ballot procedures:
    - i) In the event that an elector makes an error on his ballot, ask him to return it to receive a new clean ballot.
    - ii) Ask the elector to ensure the ballot is refolded.
    - iii) Issue a new ballot and save the incorrect ballot in the Spoiled Ballots envelope to be later destroyed.
  - h) Hand the elector the folded ballot and a ballot marking pen.
- 22) For ordinary special ballots:
- a) Instruct the elector how to make his choice by filling in completely the designated area to the side of the candidate's name.
  - b) Be careful not to point to any candidate's name.
  - c) Do not read the candidates' names and/or party affiliations to an elector unless the elector asks.
  - d) Do not vote for more candidates than may be elected for each office.
  - e) Tell the elector not to not bend, mutilate, or make stray marks on the ballot.
  - f) Place the ballot in a secrecy sleeve, taking care not to fold or bend the ballot.
  - g) Ensure the BIO initials are visible.
  - h) Explain spoiled ballot procedures:
    - i) In the event that an elector makes an error on his ballot, ask him to return it to receive a new clean ballot.
    - ii) Ask the elector to ensure the ballot is still in the secrecy sleeve.
    - iii) Issue a new ballot and save the incorrect ballot in the Spoiled Ballots envelope to be later destroyed.
  - i) Hand the elector the ballot in secrecy sleeve and a ballot marking pen.
- 23) Direct the elector to mark their vote privately.
- 24) If the voter asks for assistance to mark the ballot, one Special Voting Officer marks the ballot in accordance with the voter's instructions while the other Special Voting Officer observes. Another person may be present if the voter wishes, but only a Special Voting Officer may assist by marking the ballot for a voter unless a voter can clearly convey that he or she wants someone else to assist. In this case, administer the "Oath of Friend of Voter Needing Assistance to Vote".
- 25) Once the voter has marked the ballot, verify that the Special Voting Officer's initials are still visible on the ballot. If not, ask or assist the voter to adjust the ballot.
- 26) Have the voter deposit or assist the voter to deposit the ballot into the ballot box.
- 27) Record that the voter has voted by placing a "V" in the appropriate column in the "Out-of-Office" special ballot poll book.
- 28) Thank the voter.
- 29) Collect all the materials you brought with you and return to the returning office.
- 30) Give any Correction or Deletion of Elector Information or Application for Addition to List of Electors and Oath of Elector Vouching forms to a revision officer to add or correct the voters' information in NBVIS.

- 31) As a minimum by the end of each day, electronically strike off in NBVIS all voters who voted that day by special ballot. Do this in NBVIS, or give both "In-Office" and "Out-of-Office" special ballot poll books to a revision officer, so that he can do so.
- 32) After each voter is recorded electronically, use a highlighter to indicate which names have been completed in the special ballot poll books.

### **Electors Requiring Replacement of a Spoiled Ballot**

In the event that the voter makes an error when marking the ballot, the voter is allowed to return it and obtain a new one. In this situation, the the Special Voting Officers shall:

- 1) Take the returned ballot and secrecy sleeve (if used).
- 2) Without viewing the marks made on the ballot by the voter, fold the ballot in half.
- 3) Write "spoiled" on the back of the ballot.
- 4) Place the spoiled ballot in designated Spoiled Ballots envelope.
- 5) Issue a new ballot to voter in the same manner as the last ballot.
- 6) Clarify the instructions to the voter to avoid another spoiled ballot.
- 7) In the Elections Act or Municipal Elections Act, there is no limit to the number of spoiled ballots that an elector may receive. However, if a voter spoils more than one ballot, offer to assist the voter.
- 8) Record that a new ballot has been issued in your Special Ballot Poll Book.

### **Organization of Additional Polls**

- 1) Early in the election, the returning officer, in consultation with the administrator of each treatment centre in the electoral district will determine if an Additional Poll is required to take the vote of the residents or patients of the centre. If it is required, the returning officer will fix the day, time and place for holding the Additional Poll at the treatment centre.
- 2) Early in the election, the returning officer, in consultation with the Chief Electoral Officer, will determine if Additional Polls should be held in the electoral district for the convenience of electors:
  - a) for an isolated community;
  - b) at a regional service centre;
  - c) at a university or college campus;
  - d) at a senior citizens' apartment building; or
  - e) at an assisted living facility.
- 3) If other Additional Polls are required, the returning officer will fix the day, time and place for holding the Additional Polls. Special Voting Officers may be required to visit the facilities where an Additional Poll will be held in order to place notices informing the electors of the date and time that has been scheduled.

- 4) Special Voting Officers will record information about issuing ballots and the electors having voted at an Additional Poll in an Additional Poll poll book and an appropriate List of Electors. An Additional Poll poll book and appropriate List of Electors will be prepared for each group of Additional Polls conducted. Additional Poll ballots are collected in a traditional cardboard ballot box. After each Additional Poll is completed, the poll materials are returned the returning office and kept secure. On the Sunday prior to Election Day, all ballots in the Additional Poll box are removed and deposited in the “In-Office” tabulation machine ballot box through the vote tabulation machine, in accordance with the Chief Electoral Officer Directives for the Counting of Ballots.

## **Conduct of an Additional Poll**

When Special Voting Officers conduct an Additional Poll, the Special Voting Officers shall:

- 1) Report to each facility where an Additional Poll has been scheduled, at the required time and date, and meet the designated contact person for facility.
- 2) Set up the Additional Poll station in a common area of the facility.
  - a) Determine the location for tables to allow for easy voting in a common area.
  - b) Leave adequate room for electors using wheelchairs, walkers, or other aids.
  - c) Set up table and chairs for you and the electors where you will be working.
  - d) Setup the voting screen
  - e) Place the voting screen so electors may vote in secrecy, taking care that no windows or doors are behind the voter, or that others may walk behind the screen.
  - f) Place a chair for electors behind the voting screen.
  - g) Post “How to Vote” instruction sheet inside the voting screen.
  - h) Place ballot marking pen inside voting screen.
  - i) Scrutineers or candidates may be present to observe the process.
- 3) Give the electors any assistance that may be necessary in order to allow them to vote.
- 4) Add or correct and strike off each elector wishing to vote as follows:
  - a) Search for the elector by name and address on the List of Electors;
    - i) In the event that person cannot be found on the List of Electors, add the person using the normal procedure.
  - b) If the elector is not on the list, add the elector to the list of electors.
    - i) Determine if elector is qualified to vote. Electors must:
      - (1) Be a Canadian citizen;
      - (2) Be 18 years of age on or before polling day;
      - (3) Have been ordinarily resident in the Province for 40 immediately preceding the date of the election; and
      - (4) Be ordinarily resident in the electoral district as of the date of the election.
    - ii) Fully complete the Application for Addition to List of Electors.
    - iii) Verify the identity of the elector.
    - iv) Electors must show one or more pieces of identification that show their name, address and signature.

- v) In the event that the elector does not bring acceptable identification to the polling location, another qualified voter on the List of Electors for that polling station can vouch their identity using the Oath of Elector Vouching form.
- vi) Complete the Additions to the List of Electors at a Poll form.
- c) If the elector is not properly listed on the list of electors, correct the elector's information using an Application for Correction or Deletion of Elector Information form.
- d) Respond to any electors appearing to have previously voted.
  - i) Because electors may vote by Special Ballot or at the Advance Polls there is a possibility that the elector may appear to have previously voted. This may be recorded correctly or in error.
  - ii) Inform the elector that his/her name has already been Struck Off as having previously voted.
  - iii) If the elector has not voted before:
  - iv) Administer the oath "Confirmation Of Identity Of Elector Receiving A Ballot After Another Has Voted In His Or Her Name".
  - v) If the elector takes the oral oath, 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.
  - vi) If the elector refuses to take the oral oath, do not continue to process the elector.
  - vii) If the elector has voted before, do not continue to process the elector.
- e) Once the elector is found, strike the name by drawing a line on the List of Electors and record an "S" in the "Where Voted" column.
- f) Respond to any challenges to an elector:
  - i) If an election official or a scrutineer thinks that a person is not qualified to vote, they must challenge that person's right to vote before the person has been given a ballot.
  - ii) If the challenged elector believes he is qualified to vote:
    - (1) The elector will have to take the oral oath "Qualification To Vote" to confirm he is qualified to vote.
  - iii) If the elector takes refuses to take the oral oath, or the elector does not believe he is qualified to vote, do not continue to process the elector.
  - iv) Complete the "Record of Objection to Electors" as appropriate.
- 5) Explain the ballot choices to the voter:
  - a) Take care to explain any elected positions that have been acclaimed, or where no candidate has been nominated.
  - b) If an elector is entitled to a choice of ballots, ask the elector which ballot they wish to use.
- 6) Record ballot issued in the Additional Poll poll book.
- 7) Prepare and initial the ballot:
  - a) Initial the ballot in the box labelled "BIO/ABV".
  - b) Fill in the appropriate electoral district/region and polling division number in the Poll Matrix with:
    - i) The electoral district or region number;
    - ii) Ensure all numbers are recorded (ie. Fill in 09 for "9").
    - iii) The polling division number;
    - iv) Ensure all numbers are recorded (ie. Fill in 010 for "10").
    - v) Do not complete the 'Ballot Box Number' section.
  - c) Explain to the elector how the ballot is to be marked:

- i) Instruct the elector how to make his choice by filling in completely the designated area to the side of the candidate's name.
- ii) Be careful not to point to any candidate's name.
- iii) Do not read the candidates' names and/or party affiliations to an elector unless the elector asks.
- iv) Tell the voter to not vote for more candidates than may be elected for each office.
- d) Ask the elector to not bend, mutilate, or make stray marks on the ballot.
- e) Explain spoiled ballot procedures:
  - i) In the event that an elector makes an error on his ballot, ask him to return it to receive a new clean ballot.
  - ii) Ask the elector to ensure the ballot is still in the secrecy sleeve.
  - iii) Issue a new ballot and save the incorrect ballot in the Spoiled Ballots envelope to be later destroyed.
- f) Place the ballot in a secrecy sleeve, taking care not to fold or bend the ballot.
- g) Ensure the BIO initials are visible.
- h) Ensure only 1 ballot is issued, and that 2 are not stuck together.
- 8) Hand the elector the ballot in secrecy sleeve.
- 9) Direct the elector to mark their vote privately.
- 10) If an elector requires assistance to vote:
  - a) Some electors may require assistance to vote (elderly, mentally challenged, handicapped, etc). If the elector wishes, a Special Voting Officer or a friend may assist that elector in making his choice.
  - b) Assist the elector directly:
    - i) If the elector wants the assistance of a Special Voting Officer, they are not required to take an oath. Assist the elector during the voting process.
  - c) Allow someone to assist the elector:
    - i) If the elector wants a friend to assist, the Special Voting Officer must first deliver an oral oath to the person assisting.
    - ii) Administer the "Oath of Friend Of Voter Needing Assistance to Vote".
    - iii) Allow the friend to assist the elector during the voting process.
    - iv) No person is permitted to act as the friend of more than one elector at one election.
- 11) Instruct the voter to return after the ballot is marked.
- 12) Direct the voter to the voting screen.
- 13) Once the voter has marked the ballot, verify that the Special Voting Officer's initials are still visible on the ballot. If not, ask or assist the voter to adjust the ballot.
- 14) Have the voter deposit or assist the voter to deposit the ballot into the ballot box.
- 15) Thank the voter.
- 16) Determine if you must bring the Additional Poll to individual electors' rooms in a treatment facility. If so, do so after collecting the vote from all other electors wishing to vote at the location.

When an additional poll is held in a treatment centre where residents or patients are unable to move about on their own, after the poll has been taken in a common area, the Special Voting Officers must then carry the ballot box, ballot papers and other necessary documents from room to room in the centre to take the vote of the remaining electors who wish to vote.

- 1) The only people who may accompany the Special Voting Officers as they move from room to room in a treatment centre are as follows:
  - a) the Returning Officer or an Election Clerk;
  - b) a staff member of the treatment centre; and
  - c) a candidate, his or her official agent and a scrutineer.
  - d) Note that the treatment centre administrator may limit the number of people should it be in the best interests of the patient or residents.
- 2) The Special Voting Officers collect the vote from individual electors as normal, excepting that they may have to provide more assistance in order to allow electors to vote.
- 3) The administrator or a person appointed by the treatment centre cannot decide that certain residents are not able to vote.
- 4) On the close of an additional poll at a treatment centre, the administrator or a person appointed by the centre must sign the Additional Poll Treatment Centre Certification in the Additional Poll poll book certifying that all the electors who are resident in the centre, who were present at the time fixed for the Additional Poll and who wished to vote were given an opportunity to vote.
- 5) The Special Voting Officers must sign the Additional Poll Treatment Centre Certification in the Additional Poll poll book after it has been signed by the administrator or person appointed by the treatment centre.