

# Chief Electoral Officer Directives: Special Voting Procedures for Canadian Forces electors deployed outside New Brunswick

*(Elections Act, R.S.N.B. 1973, c.E-3, ss. 5.2(1), and s.87.6, 87.61, and 87.62)*



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**(2011-04-01)**

## Eligibility to Vote

Unlike voting in a federal election, members of the Canadian Forces do not have special voting rules to determine where they vote. You and your family members are qualified as electors in a provincial election if you:

- are a Canadian citizen;
- will be eighteen years of age on or before the date of the election;
- will be ordinarily resident in the electoral district as of the date of the election; and
- have been or will have been ordinarily resident in the Province for 40 days immediately preceding the date of the election.

If a person's name is not yet on the voters list it must be added before he or she may vote. Eligible electors must show one or more pieces of identification that together, show their name, address, and signature, and sign a certification that they are a Canadian citizen, 18 years of age or older, and have lived in the province for the required time.

## 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.

For deployed Canadian Forces members, the process for voting by special ballot is the same as any other elector outside of the province. The returning officer of the electoral district with CFB Gagetown (#40 – Oromocto) will coordinate the special ballot voting process for all deployed Canadian Forces electors so that they may vote as easily as possible.

## Process to Vote by Special Ballot

The process to vote by special ballot are as follows:

1. All deployed CF electors who wish to vote by special ballot must first obtain an "Institutional Voters - Application for Special Ballot Paper and for Addition to List of Electors Application for a Special Ballot" form:

- a. The form may be downloaded at any time from <http://www.electionsnb.ca>, under the 'Election Forms' link, form number C 06 111; or
  - b. The form is included with this document as Appendix A; or
  - c. The form may be obtained from any returning officer in NB.
2. The elector must then complete the form with his or her:
  - a. Ordinary civic address (this information is used to determine the proper electoral district in which the elector votes);
  - b. Name, sex, and date of birth; and
  - c. Signature, confirming the information and applying for the special ballot. This signature will be later used to confirm the cast ballot has been sent by the same elector.
3. A local CF official must sign the form certifying that to the best of his or knowledge, the elector meets the qualifications to vote.
4. The completed application form must be sent to the returning office for #40 – Oromocto by fax, mail, scan and email, or by other means.
  - a. The office address and contact information will be published at <http://www.electionsnb.ca> after the office is opened at the start of the election;
  - b. Alternately, the office address and contact information can be obtained from Elections NB at 1-888-858-VOTE (8683).
  - c. 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.
5. Once the form has been received at the returning office, Special Voting Officers will prepare a special ballot kit for the elector containing:
  - a. a "Write-In" special ballot;
  - b. a Special Ballot Envelope;
  - c. a Certificate Envelope; and
  - d. a Special Ballot Instruction Sheet.
6. The returning officer will coordinate with a military official the best method to send the special ballot kits to the deployed CF electors, so that the cast ballots may be returned as quickly as possible.
7. Because the "Write-In" special ballot will normally be sent before nominations close and all candidates are known, the deployed CF elector will have to determine his or her desired candidate. To do this, he or she may:
  - a. obtain the list of candidates for his or her electoral district from <http://www.electionsnb.ca>. Note that the final list of candidates will only be known after the close of nominations; or
  - b. obtain the list of candidates for his or her electoral district from a family member or other contact at home.
8. Once the deployed CF elector receives his or her special ballot kit, he or she must:

- a. Write the name of the candidate desired on the “Write-In” special ballot. The name of the candidate must be written out, although minor spelling errors will not disqualify the vote. Simply writing the name of a political party is not acceptable.
  - b. Complete the required steps on the Special Ballot Instructions for Voters sheet:
    - i. Put the marked “Write-In” special ballot in the plain Ballot Envelope;
    - ii. Seal the Ballot Envelope;
    - iii. Put the Ballot Envelope in the Certificate Envelope;
    - iv. Complete and sign the certificate on the back of the Certificate Envelope. This signature must match that used on the original Application form;
    - v. Seal the “Certificate Envelope”;
    - vi. Mail or deliver it to the returning officer for #40 – Oromocto prior to 8 pm on ordinary polling day.
9. All special ballots must be returned to the returning office no later than 8 pm on ordinary polling day in order to be counted, as detailed in the *Elections Act*. Unfortunately, if any ballots are returned after this time, they are considered “spoiled” and will not be counted towards any candidate.
10. Once the ballot is returned to the returning office prior to 8 pm on ordinary polling day, the Special Voting Officers will:
- a. Ensure that the certificate envelope is properly completed by verifying:
    - i. the name on the certificate envelope is the same as that of the elector to whom a special ballot paper was issued; and
    - ii. the signature on the Certificate Envelope appears to be the signature of the elector who applied for the special ballot paper on the original Application form.
  - b. if satisfied that the information is correct, they will:
    - i. Remove the Ballot Envelope from the Certificate Envelope, and destroy the Certificate envelope;
    - ii. Deposit the unopened ballot envelope into the ballot box;
11. When the ballots are counted on ordinary polling day, the Special Voting Officer will ensure that regardless of the elector’s electoral district, the ballot will be tabulated for the named candidate.

# Institutional Voters\*

## Application for Special Ballot Paper and for Addition to List of Electors

(Elections Act, R.S.N.B. 1973, c.E-3, ss.87.6(1) and 87.6(3))

Please print / Écrivez en caractères d'imprimerie



# Électeurs en institution \*

## Demande de bulletin de vote spécial et d'adjonction à la liste électorale

(Loi électorale, L.R.N.-B. 1973, c.E-3, arts.87.6(1) et 87.6(3))

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Electoral District / Region Circonscription électorale / Région				Polling division no. / Section de vote n <sup>o</sup>		
<b>1 Ordinary civic address of elector</b> (or substitute court address for inmates with no fixed address) <b>Adresse de voirie ordinaire de l'électeur</b> (ou adresse du tribunal pour les détenus n'ayant pas d'adresse fixe)				<b>Address where ballot to be sent</b> <b>Adresse où envoyer le bulletin de vote</b>		
No. / N <sup>o</sup>	Street / Rue	Unit / Unité				
Community / Communauté		Postal Code / Code postal		Contact Person / Personne-ressource		
				Telephone No. / N <sup>o</sup> de téléphone		E-mail / Courriel
<b>2 Surname / Nom de famille</b>		<b>First name / Prénom</b>		<b>Middle name / Second prénom</b>		<b>Sex</b> <b>Sexe</b>
						<b>Date of birth / Date de naissance</b> day / jour    month / mois    year / année
<b>3 Application for special ballot and confirmation of elector: / Demande de bulletin de vote spécial et confirmation de l'électeur :</b>						
I apply for a special ballot to vote in the election in the above electoral district / region, as I will be unable to attend the ordinary polls.				Je fais demande d'un bulletin de vote spécial pour voter à l'élection dans la circonscription / région électorale susnommée puisque je serai incapable d'assister aux bureaux de scrutin ordinaires.		
I confirm that I will be eighteen years of age on or before polling day, I am a Canadian citizen, I have been or will have been ordinarily resident in New Brunswick for 40 days immediately preceding the date of the election, and I am (or am deemed to be) ordinarily resident at the above address. I am not to my knowledge disqualified as an elector under the <i>Elections Act</i> or <i>Municipal Elections Act</i> , for any other reason.				Je confirme que j'aurai 18 ans révolus au plus tard le jour du scrutin, que je suis citoyen(ne) canadien(ne), que je réside ou j'aurai résidé ordinairement au Nouveau-Brunswick pendant les 40 jours qui ont immédiatement précédé la date de l'élection et je suis (ou je suis considéré(e)) ordinairement résident(e) à l'adresse ci-dessus. Autant que je sache, je ne suis pas inhabile à voter en vertu de la <i>Loi électorale</i> ou la <i>Loi sur les élections municipales</i> pour toute autre raison.		
_____				_____		
Signature of elector				Signature de l'électeur		
<b>4 Confirmation of institution official: / Confirmation du (de la) responsable de l'établissement :</b>						
I confirm that to the best of my knowledge the person named above is (or is deemed to be) ordinarily resident in New Brunswick at the above address, is a Canadian citizen, will be eighteen years of age on or before polling day, and is the person named above.				Je confirme que, autant que je sache, la personne nommée ci-dessus est (ou est considérée) ordinairement résidente au Nouveau-Brunswick à l'adresse ci haut; elle est citoyen(ne) canadien(ne); elle aura dix-huit ans révolus le jour du scrutin; et elle est la personne nommée ci haut.		
_____				_____		
Institution Official (Print Name and Title, and Sign)				Responsable de l'établissement (nom et titre en lettres moulées et signature)		

\* Use for military personnel posted off base, and persons in correctional facilities or nursing and special care homes /

\* Utiliser pour le personnel militaire affecté hors base et pour les personnes dans les établissements correctionnels ou les foyers de soins ou de soins spéciaux