

# Municipal Electoral Officer Directives for Voting by Special Ballot

(Municipal Elections Act, SNB 1979, c. M-21.01, ss.5.1(1), and s. 38.2, 38.5, 38.6, 39.1, 39.2,39.3, and 47.01)



**M 01 421**  
(2023-09-01)

## Use of Special Ballots

“Special Ballots” are an additional means of voting, for people ordinarily resident in a Local Government or school district who are unable to, or prefer not to vote at the advance or ordinary polling stations. Their particular nature requires a number of steps and a number of forms not required with ordinary voting and ballots.

In Local Government or district education council elections, each Municipal Returning Officer will appoint two or more Special Voting Officers who are responsible for administering out-of-office voting or additional polls and a Special Voting Officer for managing the special ballot voting in the returning office. 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 Local Government or district education council elections, electors may vote by special ballot between the date that the ballots become available (approximately one week following the close of nominations), and 8:00 p.m. on Election Day.

## Who Uses Special Ballots

Special ballots can be issued to electors 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 date that the ballots become available (approximately one week following the close of nominations) until 8:00 p.m. 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 region.
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 region personally deliver a special ballot. In this situation, if time and the availability of Special Voting Officers permit, 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 region in which the hospital is located, personally deliver a special ballot. In this situation, if time and the availability of Special Voting Officers permit, 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 region, but if it is not, the elector may request that the Special Voting Officers for the ordinary electoral region in which the treatment facility is located, personally deliver a special ballot for the elector's home electoral region. In this situation, if time and the availability of Special Voting Officers permit, 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 outside of a returning office except those voting at an Additional Poll must complete an *Application for a Special Ballot* prior to a ballot being mailed from the returning office;
  - a. An online application may be submitted through <https://www.electionsnb.ca>;
  - b. The form may be downloaded at any time from <https://www.electionsnb.ca>, under the "Forms" link, form number M 06 101;
  - c. The application may be made personally by the elector at the returning office, or
  - d. The signed application may be sent to the returning office by mail, email attachment, or another means including being hand delivered by a family member or a campaign worker.
2. Special Ballots:
  - a. For electors voting in their own electoral region, 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(s); or
  - b. For electors voting in another electoral region, 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 electors who come to the returning office to vote or using mailed-in ballots, and
  - b. One used for "Out-of-Office" voting in electors' homes, acute care hospitals, or correctional facilities.
4. For electors requesting a special ballot by mail:
  - a. A Special Ballot Envelope;
  - b. A Certificate Envelope; and
  - c. A Special Ballot Instruction Sheet.
5. All electors voting at an Additional Poll will have their voting recorded by the Special Voting Officers using an Additional Poll poll book.

## Audio Vote Tabulation Machine

Each returning office and satellite returning office will be equipped with a tabulation machine capable of reading all of the different ballots used across the province in the election. Any special ballots cast personally by electors at the returning office will be deposited through this machine into a ballot box.

All ballots that are collected from “Out-of-Office” visits, or Additional Polls will be deposited through this machine into a ballot box in accordance with the *Municipal Electoral Officer Directives for the Counting of Ballots*.

The tabulation machine has additional features that enable electors with disabilities to vote independently, by audibly reading the ballot and candidate choices to the elector. An elector choosing to vote using the audio vote process will be given a set of headphones and a handheld session controller. If the elector 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 elector will be read the instructions and the candidates, and will make their choice(s). After the elector 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 Region

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

For all electors voting in person in a returning office, the Special Voting Officer shall complete the following procedures.

- 1) Greet the elector politely with an active offer of bilingual service.
- 2) Ask the elector for their Voter Information Card.
- 3) Look up the elector's name on the List of Electors.
  - a) If the elector has their own **Voter Information Card**:
    - i) Scan the bar code on the elector's Voter Information Card to find the elector's information in the computerized List of Electors for verification.
    - ii) If the bar code reader fails to bring up the elector's information, scan the bar code on the elector's drivers' licence, or search the elector by name, address, or VoterID number using the "Manual Search" 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 view the elector's information for verification;
      - (2) If an elector cannot be found in the List of Electors database, or there are changes to the elector's name or address, the elector must first be added or updated in the List of Electors before they may vote.
  - b) If the elector **does not have their Voter Information Card**,
    - i) Scan the bar code on the elector's drivers' licence, or search the elector by name, address, or VoterID number using the "Manual Search" function to find the elector's information in the voter list database for verification.
    - ii) After entering the elector's name and address information:
      - (1) Select the correct elector and view the elector's information for verification;
      - (2) If an elector cannot be found in the List of Electors database, or there are changes to the elector's name or address, the elector must first be added or updated in the List of Electors before they may vote.
- 4) Ask the elector to state their name and address.
- 5) Verify if the elector's name and address is accurately listed in the List of Electors.
- 6) Determine if the elector will be using an Interpreter or another person to mark their ballot. If assistance is required, the Special Voting Officer shall:
  - a) Advise the person that will assist the elector that **no person may act as the friend of more than one elector at one election**. Administer the *Oath of Friend of Voter Requiring Assistance* and have the person assisting the elector sign the oath on the Poll Pad; or

- b) Administer the *Oath of Interpreter* and have the interpreter sign the oath on the Poll Pad.
- 7) 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. A challenge must be made to a Special Voting Officer, not directly to the elector.
- a) If the challenged elector **believes they are qualified to vote**, the Special Voting Officer shall:
- i) Administer the *Oath of Qualification to Vote*, and have the elector sign the oath on the Poll Pad.
    - (1) If the elector **takes the required oath**, the Special Voting Officer shall continue to process the elector.
    - (2) If the elector **refuses to take the required oath**, the Special Voting Officer shall not continue to process the elector.
  - b) If the challenge is made after a Special Voting Officer has struck off the elector, but before a ballot has been issued, the elector must return to the Special Voting Officer to administer and record this oath.
- 8) When an elector's name has been found on (or been added to) the List of Electors, the Special Voting Officer shall:
- a) Create an entry in the "In-Office" special ballot poll book, consecutively numbered after the last elector;
  - b) Record the elector's ballot style number, electoral region, polling division number, VoterID, or name in the appropriate columns in the "In-Office" special ballot poll book.; and
  - c) Place an "X" in the appropriate column to record the type of ballot being issued to the elector (a write-in ballot, one printed using Ballot on Demand, or a pre-printed ballot).
- 9) The Special Voting Officer shall sign their initials on the Poll Pad and strike off the elector.
- 10) An elector may retain their Voter Information Card if desired. The Special Voting Officer shall collect all other Voter Information Cards for disposal at the Returning Office.
- 11) Respond to Exceptional Circumstances
- a) If a person must be **added to the List of Electors**, the Special Voting 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, the person's name must be added to the List of Electors before voting.
  - ii) A person is **qualified to vote** if they:
    - (1) Are a Canadian citizen;
    - (2) Are or will attain the full age of eighteen years on or before ordinary polling day for the election;
    - (3) Have been or will have been ordinarily resident in the Province for 40 days immediately preceding ordinary polling day for the election; and
    - (4) Will be ordinarily resident in that local government, rural district, or school subdistrict on ordinary polling day for the election.

- iii) To be added to the list, an elector must **verify their identity** by showing the Special Voting Officer one or more pieces of identification that between them show:
  - (1) the elector's name;
  - (2) the elector's civic address as it will appear on election day; and
  - (3) the elector's signature.
- iv) **Acceptable identification documents** include (but are not limited to):
  - (1) NB driver's licence (name, address & signature);
  - (2) NB Medicare card (name & signature);
  - (3) Canadian passport (name & signature; not necessarily a current address);
  - (4) A lease or power, telephone, or tax bill may be used to show a person's current address if they have moved recently.

Bank cards or credit cards are **not acceptable identification**.

- v) If an elector does not have acceptable identification documents, another qualified elector whose name is on the List of Electors for that polling station can vouch for the elector's identity, by completing the *Oath of Elector Vouching* and sign the Poll Pad.
  - vi) Using the provided identification, the Special Voting Officer must fill out an *Application for Addition to the List of Electors*, providing **all of the following information**:
    - (1) the elector's surname, first name, and any middle name;
    - (2) the elector's date of birth\*\*;
    - (3) the elector's gender;
    - (4) the elector's civic address as it will appear on election day;
    - (5) the mailing address, if it is not the same as the civic address of the elector; and
    - (6) the type of identification provided, or if the elector was vouched for.

(\*\*Note: Starred information (\*\*)) is not included on Lists of Electors used at polling stations or provided to candidates, but **must be completed** on the *Application for Addition to the List of Electors*.)
  - vii) Once an elector's information has been entered into the Poll Pad, the elector **must take the oath of qualification to vote** and sign the oath on the Poll Pad.
  - viii) Once the elector has signed the oath, the Special Voting Officer shall confirm that the information was properly entered, and sign the Poll Pad.
  - ix) Once an elector has been added to the List of Electors, the Special Voting Officer shall continue to process the elector normally.
- b) If an elector's name is on the List of Electors but the entry includes **incorrect information**, the Special Voting Officer shall complete the following procedures:
- i) Scan the bar code on the elector's Voter Information Card or driver's licence, or search the elector by name, address, or VoterID number using the "Manual Search" function to find the elector's information in the voter list database for verification.
  - ii) Update the elector's name and/or address information to accurately indicate the elector's ordinary civic address on Election Day.
  - iii) Once an elector's information has been entered into the Poll Pad, the elector **must confirm their name and address information was correctly modified** and sign the oath on the Poll Pad.

- iv) Once the elector has signed the oath, the Special Voting Officer shall confirm that the information was properly entered, and sign the Poll Pad.
  - v) Once an elector has been updated on the List of Electors, the Special Voting Officer shall continue to process the elector normally.
- c) If an elector brings the **Voter Information Card of another elector** – either that of a previous resident of their address or that of a family member who has moved or died, the Special Voting Officer shall complete the following procedures:
- i) **Former residents:**
    - (1) Voter Information Cards are sent to electors 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 Special Voting Officer will:
      - (a) Collect the card and note on it that the person named is no longer at that address.
      - (b) Search the former resident on the Poll Pad and set the person’s status to “Moved”.
      - (c) Place the card in the specified envelope so it may be returned to the Returning Office.
  - ii) **Deceased electors:**
    - (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 elector information to remove a deceased elector from the list before an election, so a card may still be sent to a deceased elector.
    - (2) If family members receive such a card, it will assist Elections NB in updating the Register if they take the card with them to the polling station.
    - (3) The Special Voting Officer will:
      - (a) Collect the card and note on it that the person named is deceased, and require the elector to sign the card.
      - (b) Search the deceased elector on the Poll Pad and set the person’s status to “Deceased”.
      - (c) Place the card in the specified envelope so it may be returned to the Returning Office.
- d) Electors may vote by Special Ballot, at the Advance Polls or at the Ordinary Poll. As a result, 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. If an **elector appears on the List of Electors to have previously voted**, the Special Voting Officer shall:
- i) After finding an elector, the Poll Pad may indicate that an elector appears to have voted previously with a warning message.
  - ii) The Special Voting Officer shall:
    - (1) Inform the elector that their name has already been struck off as having previously voted.

- (2) Ask the elector if they have previously voted in the election or if they think a mistake has been made.
  - (3) If the **elector has not voted before**:
    - (a) Advise the elector that in order to receive a ballot, the elector **must complete the Oath of Elector Voting After Name Struck Off** to confirm they have not previously voted.
    - (b) Administer the *Oath of Elector Voting After Name Struck Off* and have the elector sign the oath on the Poll Pad.
    - (c) If the elector **takes the required oath**, the Special Voting Officer shall continue to process the elector.
    - (d) If the elector **refuses to take the required oath**, the Special Voting Officer shall not continue to process the elector.
  - (4) If the **elector has voted before**:
    - (a) Advise the person that electors may only vote once in any electoral event;
    - (b) **Not continue to process the elector.**
- e) If a Special Voting Officer **strikes off an elector in error**, they shall:
- i) Search the incorrectly struck off elector on the Poll Pad.
  - ii) Access the settings menu and enter the password provided by the Returning Officer.
  - iii) Select the "Cancel Strike Off" button.
  - iv) Enter their name, select the reason the strike off is to be cancelled, and enter any other details.
  - v) Confirm that the information was properly entered, and sign the Poll Pad.

### Procedures for Issuing Ballots to Electors

After the elector has been struck off, the Special Voting Officer shall complete the following procedures.

- 1) Use the ballot style number printed in the special ballot poll book to select the proper ballot to issue to the elector.
  - a) If the returning office has received the ordinary ballots for its electoral region from the printing company, use the ordinary ballots.
  - b) If the elector is from another electoral region, use the Ballot on Demand computer program to print the proper ballot for the elector.
  - c) If the elector has a disability and wishes to vote independently, the tabulation machine will allow electors to vote using an audio ballot. Review the steps to create an audio ballot.
- 2) Initial the ballot in the designated area.
- 3) Print the elector's polling division from the special ballot poll book on the ballot in the designated area.
- 4) Fill in the poll matrix of the elector's ballot with:
  - a) The electoral region number in the space provided;
  - b) Ensure all required numbers are recorded (i.e. Fill in 09 for "M09").
  - c) The polling division number:
  - d) Ensure all required numbers are recorded (i.e. Fill in 010 for "10").



- 5) Explain how to mark the ballot, by instructing the elector:
  - a) That in **general elections**, they must declare their choice of English or French school district on the ballot before voting for their choice of district education councillor;
  - b) To make their choice by filling in completely or making an X in the circle to the right of each chosen candidate's name, using the ballot marker provided;
  - c) Not to vote for more candidates than may be elected or the vote will not be counted;
  - d) If they vote for more candidates than may be elected, or improperly declares their choice of school district, the tabulation machine will alert the elector;
  - e) He or she does not have to vote for all contests on the ballot, but votes will be counted for any contests that are marked; and
  - f) Not to bend, mutilate, or make any other marks on the ballot.
- 6) Advise the elector that the tabulation machine will stop and alert if the elector 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 in any contest.
- 7) Explain spoiled ballot procedures to the elector, stating that in the event that an elector makes a mistake on the ballot, the elector may return the mismarked ballot in its secrecy sleeve to you to receive a new clean ballot.
- 8) Place the ballot face-up inside the secrecy sleeve, without folding or bending the ballot.
- 9) Give the elector the ballot in the secrecy sleeve, directing the elector to put the ballot back in the secrecy sleeve the same way after marking it.
- 10) If an elector requires **assistance to vote**:
  - a) Electors may vote using an audio ballot on the tabulation machine. These ballots may only be created after the close of nominations, and the electronic ballot template information is programmed into the tabulation machine.
  - b) If an elector requires **assistance to vote**, either a "friend" of the elector's choice or a Special Voting Officer may assist that elector in marking the ballot in accordance with the elector's choice of candidates.
- 11) Instruct the elector to return to the Special Voting Officer after the ballot is marked.
- 12) Direct the elector to the voting screen.
- 13) When the person returns with the ballot, verify that the Special Voting Officer's initials are still visible on the ballot at the top of the secrecy sleeve. If not, ask the elector to adjust the ballot.
- 14) Have the elector deposit their ballot into the tabulation machine. Assist the elector as necessary to ensure the ballot is fed into the tabulation machine facing down for privacy.
- 15) If the **elector requires assistance**, take the ballot from the elector in the security sleeve and deposit the ballot into the tabulation machine.
  - a) With the ballot facing down, insert the ballot into the entry slot on the front of the tabulation machine. The ballot will be automatically drawn into the machine.
  - b) Take care not to insert the secrecy sleeve too far, or the rollers will attempt to grab the cardboard.
- 16) Ensure the ballot counter on the tabulation machine has increased by one (1) indicating the ballot has been accepted. You will hear the ballot fall into the box. If the ballot is returned, the ballot counter will not increase by 1.
- 17) Once the ballot is through the machine and in the ballot box, tell the elector the ballot has been deposited.
- 18) Reuse the secrecy sleeve.

- 19) If there is a power outage that prevents the tabulation machine from working, deposit the ballots into the auxiliary section of the ballot box.
- 20) Direct the elector to the exit and thank the elector.

### Responding to alert messages

- 1) Understand how the tabulation machine determines if a ballot is marked for a candidate. The tabulation machine can only read marks that:
  - a) Are made inside the designated circle by the candidate's name;
  - b) Are dark enough to be scanned;
  - c) Fill approximately 20% or more of the circle with a mark.
- 2) **If an alert occurs**, the tabulation machine will alert the elector. The Special Voting Officer shall:
  - a) Ask the elector to remain at the ballot box.
  - b) If the **elector requests that the ballot be returned**, ensure the ballot remains face down and is replaced in a secrecy sleeve.
- 3) **Treat each alert with discretion.** If there are other electors crowding the area, ask them to stand back at least 10 feet while you deal with the elector voting.
- 4) Deal with any "**Ambiguous Mark**" alert messages as required.
  - a) The tabulation machine will always return any ballots with an ambiguous mark.
  - b) An "Ambiguous Mark" alert is caused when a ballot has at least one circle where an elector's mark fills between 10% and 20% of the circle.
  - c) Explain to the elector this information and ask the elector to remark the ballot or obtain a clean ballot.
  - d) If the elector refuses, deposit the ballot into the Auxiliary Ballot Slot of the ballot box.
- 5) Deal with any "**BIO Initials not detected**" alert messages as required.
  - a) The Special Voting Officers must initial all ballots in the box provided at the top of the ballot before giving it to an elector.
  - b) The tabulation machine will always return any ballots not initialled by a Special Voting Officer.
- 6) Deal with any "**School Cross-Vote**" alert messages as required. Note that the ballot may also simultaneously report an "Overvote" alert.
  - a) This alert requires the elector to make a decision if the ballot should be returned for review or accepted as is.
  - b) Pass the elector a *Tabulation Machine Alert Explanations* sheet.
  - c) Explain to the elector that the tabulation machine has detected that the elector has voted for one or more district education councillors and the tabulation machine cannot determine the school district they declared on the ballot.
  - d) It may be that the elector has inadvertently made a mark inside a circle where the tabulation machine can read it.
    - i) Offer the elector the choice of returning or casting the ballot.
    - ii) Explain to the elector that once the ballot is cast, the elector cannot receive a new ballot.
    - iii) If the elector **wants the ballot to be returned**, they must keep in place the secrecy sleeve ready to receive the ballot. The elector is to press the red "Return" button on the machine. The ballot will be returned to the secrecy sleeve. Follow the procedures to deal with a spoiled ballot and reissue the ballot.

- iv) If the elector **wants the ballot to be accepted as is**, they are to press the green “Vote” button on the machine. The tabulation machine will deposit the ballot into the ballot box. The tabulation machine will not record votes for district education councillors that do not match the elector’s declared school district.
- 7) Deal with any “**Overvote**” alert messages as required. Note that the ballot may also simultaneously report a “School Cross-Vote” alert.
- a) This alert requires the elector to make a decision if the ballot should be returned for review or accepted as is.
  - b) Pass the elector a *Tabulation Machine Alert Explanations* sheet.
  - c) Explain to the elector that the tabulation machine has detected votes for more candidates that can be elected for a contest on the ballot.
  - d) It may be that the elector has inadvertently made a mark inside a circle where the tabulation machine can read it.
    - i) Offer the elector the choice of returning or casting the ballot.
    - ii) Explain to the elector that once the ballot is cast, the elector cannot receive a new ballot.
    - iii) If the elector **wants the ballot to be returned**, they must keep in place the secrecy sleeve ready to receive the ballot. The elector is to press the red “Return” button on the machine. The ballot will be returned to the secrecy sleeve. Follow the procedures to deal with a spoiled ballot and reissue the ballot.
    - iv) If the elector **wants the ballot to be accepted as is**, they are to press the green “Vote” button on the machine. The tabulation machine will deposit the ballot into the ballot box. The tabulation machine will not record votes in overvoted contests but will accept votes in contests correctly marked.
- 8) Deal with any “**Blank Ballot**” alert messages as required.
- a) This alert requires the elector to make a decision if the ballot should be returned for review or accepted as is.
  - b) Pass the elector a *Tabulation Machine Alert Explanations* sheet.
  - c) Explain to the elector that the tabulation machine has not detected any votes on the ballot in any circle.
    - i) Offer the elector the choice of returning or casting the ballot.
    - ii) Explain to the elector that once the ballot is cast, the elector cannot receive a new ballot.
    - iii) If the elector **wants the ballot to be returned**, they must keep in place the secrecy sleeve ready to receive the ballot. The elector is to press the red “Return” button on the machine. The ballot will be returned to the secrecy sleeve.
      - (1) Direct the elector to a Voting Screen and ask the elector to review the ballot to ensure it is marked in the space provided and return to you.
      - (2) Make sure the elector understands how to mark a ballot.
    - iv) If the tabulation machine returns the ballot after it has been reviewed and corrected:
      - (1) Put the returned ballot back into the secrecy sleeve.
      - (2) Follow the procedures to deal with a spoiled ballot and reissue the ballot.
  - d) If the elector **wants the ballot to be accepted as is**, they are to press the green “Vote” button on the machine. The tabulation machine will deposit the ballot into the ballot box.
- 9) Deal with any “**Misread Ballot**” or “**Invalid Ballot**” alert messages as required.
- a) Explain to the elector that the ballot was not counted by the tabulation machine and needs to be reinserted.

- i) **“Misread Ballot”** indicates that the tabulation machine has not recognized all the features on the ballot and that essential ballot identification markings cannot be found. This may result if the ballot is folded, damaged, fed incorrectly, or misprinted by the printing company.
  - ii) **“Invalid Ballot”** indicates that the tabulation machine recognizes a ballot, but that it is not programmed to read the contests on the ballot. This may result if the wrong tabulation machine is sent to a polling station, or if the wrong ballots are sent to a polling station.
- b) If the ballot is not accepted on the second try:
- i) Put the returned ballot back into the secrecy sleeve.
  - ii) Follow the procedures to deal with a spoiled ballot and reissue the ballot.
- c) If **many ballots are being repeatedly misread**, this might be a problem with the printing of the ballot, or more likely, a problem with the tabulation machine.
- i) Contact the Returning Officer immediately to arrange for technical support.
  - ii) Do not stop the voting process.
  - iii) Open the Auxiliary Ballot Slot.
  - iv) Place voted ballots in that compartment until the tabulation machine has been cleared.
  - v) The ballots in the Auxiliary Compartment must not be put through the tabulation machine until the Sunday prior to Election Day.
- 10) Deal with any **“Multiple Sheets Detected”** alert messages as required.
- a) Explain to the elector that the tabulation machine has detected that more than one ballot is being inserted at the same time.
  - b) The tabulation machine will not accept multiple ballots at the same time.
- 11) Deal with any **Ballot Blockages** as required.
- a) Ballot blockages are rare events but can occur. The ballot is long enough that part of it will be visible either in the front ballot entry slot or the rear ballot exit slot.
  - b) If there is a ballot blockage:
    - i) Ask the elector to remain at the ballot box.
    - ii) Do not look at the markings on the ballot.
    - iii) If the **ballot is visible from the front of the entry slot**, pull the ballot out and return to the elector.
    - iv) If the **ballot is not visible from the front of the entry slot**, lift the tabulation machine off the ballot box to expose the back exit slot. Pull the stuck ballot from the exit slot and return to the elector.
    - v) Replace the tabulation machine on top of the ballot box so the ballot can be reinserted.
    - vi) Unplug the power cord to stop the machine.
    - vii) Reinsert the power cord to re-start the machine. The printer will produce a printout showing how many ballots were counted before the paper jam.
    - viii) At no time will a jammed ballot be counted. In addition, each ballot must clear the tabulation machine before the votes are recorded.
  - c) If anything is preventing the entry of more ballots:
    - i) Contact the Returning Officer immediately to arrange for technical support.
    - ii) Do not stop the voting process.
    - iii) Open the Auxiliary Ballot Slot.
    - iv) Place voted ballots in that compartment until the tabulation machine has been cleared.

- v) The ballots in the Auxiliary Compartment must not be put through the tabulation machine until the Sunday prior to Election Day.
- 12) Deal with a **tabulation machine that becomes inoperable**.
- a) In the event that power is lost:
    - i) Contact the Returning Officer immediately to arrange for technical support.
    - ii) Do not stop the voting process.
    - iii) Open the Auxiliary Ballot slot.
    - iv) Place voted ballots in that compartment until the tabulation machine has been cleared.
    - v) The ballots in the Auxiliary Compartment must not be put through the tabulation machine until the Sunday prior to Election Day.
  - b) When power is restored:
    - i) The tabulation machine is ready to accept ballots and normal processing of ballots can be continued.
    - ii) Use one long paper seal to seal the Auxiliary Ballot Slot before voting proceeds.
    - iii) The ballots in the Auxiliary Compartment must not be put through the tabulation machine until the Sunday prior to Election Day.

### **Elector Voting by Mail – Outside of the Returning Office, From Any Electoral Region**

This situation will be relatively rare because electors can cast their vote for their home electoral region at any returning office in the province. However, there will still be electors ordinarily resident in an electoral 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. It is the responsibility of the elector to arrange the return of their ballot. Electors may choose to return their ballots by courier, mail, or another means to the returning office.

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

- 1) The elector must contact the returning office for the electoral region where they are ordinarily resident. If the Special Voting Officer is 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*, they must first complete this form and mail, or scan and email it to the Special Voting Officer. The Special Voting Officer must obtain a copy of the elector’s signature prior to issuing a special ballot by mail. The Special Voting Officer may email 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 p.m. on Election Day. The Special Voting Officer must make this very clear in their communications.

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

For all electors voting by mail outside of a returning office, the Special Voting Officer shall complete the following procedures.

- 1) Once a completed, signed *Application for a Special Ballot* is received, check first to find out if the elector is on the list of electors (in that region or elsewhere in the province).
- 2) Use the Poll Pad to check to see if the person is on the list of electors at their current address and that the person has not yet voted.
- 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 or email to ask the elector if they have moved within the province or changed their name in the last few years. If so, check the Poll Pad at their previous address, or under their previous name.
  - c) If an elector's name is on the List of Electors but the entry includes incorrect information, the Special Voting Officer shall complete the following procedures:
    - i) Update the elector's name and/or address information to accurately indicate the elector's ordinary civic address on Election Day.
    - ii) Once an elector's information has been entered into the Poll Pad, the Special Voting Officer shall confirm that the information was properly entered, and sign the Poll Pad.
    - iii) Once an elector has been updated on the List of Electors, the Special Voting Officer shall continue to process the elector normally, where an elector is properly listed on the list of electors.
  - d) If the person is not listed anywhere in the province, advise the person that they must complete a paper *Application for Addition to List of Electors* form and send photocopies of one or more pieces of identification that between them, show their name, ordinary address in NB, and signature;
    - i) The Special Voting Officer must email the elector a blank form, or the elector can download a form from the Elections NB website.
    - ii) The Special Voting Officer must obtain the elector's correct electoral region number, and polling division number from the Poll Pad.
    - iii) Once the elector has been added to the correct address, the Special Voting Officer shall continue to process the elector normally, where an elector is properly listed on the list of electors.
- 4) When an elector's name has been found correctly listed on the List of Electors at the given address, the Special Voting Officer shall:
  - a) Create an entry in the "In-Office" special ballot poll book, consecutively numbered after the last elector;
  - b) Record the elector's ballot style number, electoral region, polling division number, VoterID, and name in the appropriate columns in the "In-Office" special ballot poll book.
  - c) Place an "X" in the appropriate column to record the type of ballot being issued to the elector (a write-in ballot, one printed using Ballot on Demand, or a pre-printed ballot);
  - d) Record the date and time the Special Voting Officer sent the special ballot to the elector in the appropriate column in the "In-Office" special ballot poll book; and
  - e) Record the tracking number for the voting package, or if being hand-carried by an elector's family member or friend, that person's name.

5) The Special Voting Officer shall sign their initials on the Poll Pad and strike off the elector.

#### Procedures for Issuing Ballots to Electors by Mail

After the elector has been struck off, the Special Voting Officer shall complete the following procedures.

- 1) Use the ballot style number printed in the special ballot poll book to select the proper ballot to issue to the elector.
  - a) If the returning office has received the ordinary ballots for its electoral region from the printing company, use the ordinary ballots.
  - b) If the elector is from another electoral region, use the Ballot on Demand computer program to print the proper ballot for the elector.
- 2) Initial the ballot in the designated area.
- 3) Print the elector's polling division from the special ballot poll book on the ballot in the designated area.
- 4) Fill in the poll matrix of the elector's ballot with:
  - a) The electoral region number in the space provided;
  - b) Ensure all required numbers are recorded (i.e. Fill in 09 for "M09").
  - c) The polling division number;
  - d) Ensure all required numbers are recorded (i.e. Fill in 010 for "10").
- 5) Place the special ballot into a Ballot Envelope.
- 6) Complete the required information on the Special Ballot Instructions for Voters sheet. Ensure the information includes the time and date when all ballots must be returned (8:00 p.m. on Election Day).
- 7) Place the Special Ballot Instructions for Voters sheet into the Certificate Envelope.
- 8) Place the Ballot Envelope into the Certificate Envelope.
- 9) 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 "In-Office" special ballot poll book;
  - c) Record the electoral 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 elector on the bottom.
- 10) Fill in the returning office address and phone number on the front of the Certificate Envelope.
- 11) 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. A family member or trusted friend of the elector may also hand-deliver the ballot to an elector. Candidates or campaign workers may not deliver ballots to electors nor return completed ballot and Certificate Envelopes on behalf of electors.

On the receipt of a Certificate Envelope returned by an elector, the Special Voting Officer must process the envelope. The Special Voting Officer shall:

- 1) 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) Check if the elector was also struck as voting elsewhere in-person after the elector was sent a ballot by mail.
- 3) If the elector did not vote elsewhere in person, and if satisfied that the information on the certificate envelope is correct, they shall:
  - a) Remove the Ballot Envelope from the Certificate Envelope, and destroy the certificate envelope;
  - b) Record in the "In-Office" special ballot poll book the date and time that the certificate envelope was received;
  - c) Print "Cast" in the appropriate column in the "In -Office" special ballot poll book to record that the ballot was deposited; and
  - d) Deposit the unopened ballot envelope into the "In-Office" ballot box.
- 4) If the elector did vote elsewhere in person, and if satisfied that the information on the certificate envelope is correct, they shall:
  - a) Not open the Certificate Envelope;
  - b) Mark "Spoiled. Voted in Person" on the unopened Certificate Envelope.
  - c) Record in the "In-Office" special ballot poll book the date and time that the Certificate Envelope was received;
  - d) Print "Spoiled. Voted in Person" in the appropriate column to record that the ballot was not deposited into the ballot box; and
  - e) Place the unopened Certificate Envelope in the "Spoiled Ballots" envelope.
- 5) If 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. No Signature Match" on the unopened Certificate Envelope;
  - c) Record in the "In -Office" special ballot poll book the date and time that the certificate envelope was received;
  - d) Print "Spoiled. No Signature Match" in the appropriate column in the "In -Office" special ballot poll book to record that the ballot was not deposited into the ballot box;
  - e) Cancel the strike record from the elector on the Poll Pad;
  - f) Print an "X" in the "Strike Removed" column of the "In -Office" special ballot poll book; and
  - g) Place the unopened Certificate Envelope into the Spoiled Ballots envelope.
- 6) If a Certificate Envelope is received after 8:00 p.m. on Election Day, the Special Voting Officer shall:
  - a) Not open the Certificate Envelope;
  - b) Mark "late" and record the date and time that the Certificate Envelope was received on the unopened Certificate Envelope;
  - c) Record in the "In -Office" special ballot poll book the date and time that the certificate envelope was received;



- d) Print “Late” in the appropriate column in the “In -Office” special ballot poll book to record that the ballot was not deposited into the ballot box;
- e) Cancel the strike record from the elector on the Poll Pad;
- f) Print an “X” in the “Strike Removed” column of the “In -Office” special ballot poll book; and
- g) Place the unopened Certificate Envelope in the designated Spoiled Ballots envelope.

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

For all electors voting by Additional Poll or by appointment outside of a returning office, the Special Voting Officers shall understand the following:

- 1) 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 a special ballot be delivered to their residence or to their acute care hospital bed.
  - a) An elector should call on their own behalf and say they need 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.
- 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 region, but if it is not, the elector may request that the Special Voting Officers for the electoral region in which the treatment facility is located, personally deliver a special ballot for the elector’s ordinary electoral region.
- 3) 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 p.m. on Election Day. This is to ensure that all ballots may be tabulated beginning at 8:00 p.m.

When Special Voting Officers receive a request for an appointment outside of the returning office, the Special Voting Officers shall complete the following procedures.

#### Procedures to Prepare for an Individual Appointment

- 1) Use a paper *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) Use the Poll Pad to check to see if the person is on the list of electors at their current address and that the person has not yet voted.
- 4) 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) Ask the elector if they have moved within the province or changed their name in the last few years. If so, check the Poll Pad at their previous address, or under their previous name.
  - c) If an elector’s name is on the List of Electors but the entry includes incorrect information, the Special Voting Officer shall complete the following procedures:
    - i) Update the elector’s name and/or address information to accurately indicate the elector’s ordinary civic address on Election Day.

- ii) Once an elector's information has been entered into the Poll Pad, the Special Voting Officer shall confirm that the information was properly entered, and sign the Poll Pad.
  - iii) Once an elector has been updated on the List of Electors, the Special Voting Officer shall continue to process the elector normally.
  - d) If the person is not listed anywhere in the province, advise the person that they must complete an *Application for Addition to List of Electors* form before a ballot can be issued. The Special Voting Officer will administer this process during the visit, but the elector will need to have on-hand one or more pieces of identification that between them, show their name, ordinary address in NB, and signature.
- 5) Arrange a time to take the ballot to the elector. Try to schedule several electors in an area for one trip and note this time on the *Application for a Special Ballot*.
  - 6) 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.
  - 7) Using the elector's Application for a Special Ballot, in the "OFFICE USE ONLY" section, print:
    - a) the elector's Electoral Region number;
    - b) the elector's Polling Division number;
    - c) the elector's Ballot Style number;
    - d) the elector being issued the ballot:
      - i) If the elector has a Voter ID number, print the elector's Voter ID; OR
      - ii) If the elector does not have a Voter ID number, print "NEW".
  - 8) Select the proper ballot for the elector.
    - a) If the returning office has received the ordinary ballots for its electoral region from the printing company, use the ordinary ballots.
    - b) If the elector is from another electoral region, use the Ballot On Demand computer program to print the proper ballot for the elector.
  - 9) Paperclip the ballot to the *Application for a Special Ballot* form until they are ready to visit the elector. Do not staple the ballot.
  - 10) At the date and time they arranged, visit the elector to collect the vote. For each visit, the Special Voting Officer 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.

#### Procedures for Issuing Ballots to Electors by Individual Appointment

During an appointment outside of a returning office, the Special Voting Officers shall complete the following procedures.

- 1) On visiting an elector who must be added to, or updated on, the List of Electors:
  - a) If a person must be **added to the List of Electors**, the Special Voting 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, the person's name must be added to the List of Electors before voting.
    - ii) A person is **qualified to vote** if they:
      - (1) Are a Canadian citizen;
      - (2) Are or will attain the full age of eighteen years on or before ordinary polling day for the election;

- (3) Have been or will have been ordinarily resident in the Province for 40 days immediately preceding ordinary polling day for the election; and
  - (4) Will be ordinarily resident in that municipality or school subdistrict on ordinary polling day for the election.
- iii) To be added to the list, an elector must **verify their identity** by showing the Special Voting Officer one or more pieces of identification that between them show:
- (1) the elector's name;
  - (2) the elector's civic address as it will appear on election day; and
  - (3) the elector's signature.
- iv) **Acceptable identification documents** include (but are not limited to):
- (1) NB driver's licence (name, address & signature);
  - (2) NB Medicare card (name & signature);
  - (3) Canadian passport (name & signature; not necessarily a current address);
  - (4) A lease or power, telephone, or tax bill may be used to show a person's current address if they have moved recently.

Bank cards or credit cards are **not acceptable identification**.

- v) If an elector does not have acceptable identification documents, another qualified elector whose name is on the List of Electors for that polling station can vouch for the elector's identity, by completing the *Oath of Elector Vouching* and sign the Poll Pad.
  - vi) Using the provided identification, the Special Voting Officer must fill out an *Application for Addition to the List of Electors*, providing **all of the following information**:
    - (1) the elector's surname, first name, and any middle name;
    - (2) the elector's date of birth\*\*;
    - (3) the elector's gender;
    - (4) the elector's civic address as it will appear on election day;
    - (5) the mailing address, if it is not the same as the civic address of the elector; and
    - (6) the type of identification provided, or if the elector was vouched for.

(\*\*Note: Starred information (\*\*)) is not included on Lists of Electors used at polling stations or provided to candidates, but **must be completed** on the *Application for Addition to the List of Electors*.)
  - vii) Once an elector's information has been entered into the Poll Pad, the elector **must take the oath of qualification to vote** and sign the oath on the Poll Pad.
  - viii) Once the elector has signed the oath, the Special Voting Officer shall confirm that the information was properly entered, and sign the Poll Pad.
  - ix) Once an elector has been added to the List of Electors, the Special Voting Officer shall continue to process the elector normally.
- b) If an elector's name is on the List of Electors but the entry includes **incorrect information**, the Special Voting Officer shall complete the following procedures:
- i) Scan the bar code on the elector's Voter Information Card or driver's licence, or search the elector by name, address, or VoterID number using the "Manual Search" function to find the elector's information in the voter list database for verification.
  - ii) Update the elector's name and/or address information to accurately indicate the elector's ordinary civic address on Election Day.

- iii) Once an elector's information has been entered into the Poll Pad, the elector **must confirm their name and address information was correctly modified** and sign the oath on the Poll Pad.
  - iv) Once the elector has signed the oath, the Special Voting Officer shall confirm that the information was properly entered, and sign the Poll Pad.
  - v) Once an elector has been updated on the List of Electors, the Special Voting Officer shall continue to process the elector normally.
- 2) Determine if the elector will be using an Interpreter or another person to mark their ballot. If assistance is required, the Special Voting Officer shall:
    - a) Advise the person that will assist the elector that **no person may act as the friend of more than one elector at one election**. Administer the *Oath of Friend of Voter Requiring Assistance* and have the person assisting the elector sign the oath on the Poll Pad; or
    - b) Administer the *Oath of Interpreter* and have the interpreter sign the oath on the Poll Pad.
  - 3) When an elector's name has correctly listed on the List of Electors at the given address, the Special Voting Officer shall:
    - a) Have the elector sign the Declaration of Elector Voting by Special Ballot on the Poll Pad.
    - b) Create an entry in the "Out-of-Office" special ballot poll book, consecutively numbered after the last elector.
    - c) Record the elector's ballot style number, electoral region, polling division number, and VoterID or name in the appropriate columns in the "Out-of-Office" special ballot poll book.
    - d) Record an "X" in the appropriate column to record the type of ballot being issued to the elector (one printed using Ballot on Demand, or a pre-printed ballot).
  - 4) The Special Voting Officer shall prepare the elector's ballot:
    - a) Initial the ballot in the designated area.
    - b) Print the elector's polling division from the special ballot poll book on the ballot in the designated area.
    - c) Fill in the poll matrix of the elector's ballot with:
      - i) The electoral region number in the space provided;
      - ii) Ensure all required numbers are recorded (i.e. Fill in 09 for "M09").
      - iii) The polling division number:
      - iv) Ensure all required numbers are recorded (i.e. Fill in 010 for "10").
  - 5) The Special Voting Officer shall sign their initials on the Poll Pad and strike off the elector.
  - 6) Setup the voting screen.
  - 7) Explain how to mark the ballot, by instructing the elector:
    - a) That in **general elections**, they must declare their choice of English or French school district on the ballot before voting for their choice of district education councillor;
    - b) To make their choice by filling in completely or making an X in the circle to the right of each chosen candidate's name, using the ballot marker provided;
    - c) To not vote for more candidates than may be elected or the vote will not be counted;
    - d) If they vote for more candidates than may be elected, or improperly declares their choice of school district, the tabulation machine will alert the elector;
    - e) Does not have to vote for all contests on the ballot, but votes will be counted for any contests that are marked; and
    - f) To not bend, mutilate, or make any other marks on the ballot.

- 8) Be careful not to point to any candidate's name nor read the candidates' names to an elector unless the elector asks.
- 9) Explain spoiled ballot procedures to the elector, stating that in the event that an elector makes a mistake on the ballot, the elector may return the mismarked ballot in its secrecy sleeve to you to receive a new clean ballot.
- 10) Place the ballot face-up inside the secrecy sleeve, without folding or bending the ballot.
- 11) Give the elector a marker and the ballot in the secrecy sleeve, directing the elector to put the ballot back in the secrecy sleeve the same way after marking it.
- 12) Direct the elector to mark their vote privately.
- 13) If the elector asks for assistance to mark the ballot, one Special Voting Officer marks the ballot in accordance with the elector's instructions while the other Special Voting Officer observes. Another person may be present if the elector wishes, but only a Special Voting Officer may assist by marking the ballot for an elector unless an elector can clearly convey that they want someone else to assist.
- 14) Once the elector has marked the ballot, verify that the Special Voting Officer's initials are still visible on the ballot at the top of the secrecy sleeve. If not, ask or assist the elector to adjust the ballot.
- 15) Have the elector deposit or assist the elector to deposit the ballot into the ballot box.
- 16) Collect all the materials the Special Voting Officers brought with them and return to the returning office.

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

In the event that the elector makes a mistake when marking the ballot, the elector is allowed to return it and obtain a new one. In this situation, the Special Voting Officers shall complete the following procedures.

- 1) Take the returned ballot and secrecy sleeve (if used).
- 2) Without viewing the marks made on the ballot by the elector, 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 elector in the same manner as the last ballot.
- 6) Clarify the instructions to the elector to avoid another spoiled ballot.
- 7) In the *Municipal Elections Act*, there is no limit to the number of spoiled ballots that an elector may receive. However, if an elector spoils more than one ballot, offer to assist the elector.
- 8) Record that a new ballot has been issued in the Special Ballot Poll Book.

### **Organization of Additional Polls**

- 1) Early in the election, the municipal returning officer, in consultation with the administrator of each treatment centre in the electoral region 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 municipal returning officer will fix the day, time and place for holding the Additional Poll at the treatment centre.

- 2) 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.
- 3) 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 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 tabulation machine, in accordance with the *Municipal 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 complete the following procedures.

- 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 the Special Voting Officers and the electors where they 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 elector, or that others may walk behind the screen.
  - f) Place a chair for electors behind the voting screen.
  - g) Post a "How to Vote" instruction sheet inside the voting screen.
  - h) Place a ballot marker inside the voting screen.
- 3) Give the electors any assistance that may be necessary in order to allow them to vote.
- 4) Look up the elector's name on the List of Electors.
  - a) If the elector has their own **Voter Information Card**:
    - i) Scan the bar code on the elector's Voter Information Card to find the elector's information in the computerized List of Electors for verification.
    - ii) If the bar code reader fails to bring up the elector's information, scan the bar code on the elector's drivers' licence, or search the elector by name, address, or VoterID number using the "Manual Search" 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 view the elector's information for verification;

- (2) If an elector cannot be found in the List of Electors database, or there are changes to the elector's name or address, the elector must first be added or updated in the List of Electors before they may vote.
- b) If the elector **does not have their Voter Information Card**,
  - i) Scan the bar code on the elector's drivers' licence, or search the elector by name, address, or VoterID number using the "Manual Search" function to find the elector's information in the voter list database for verification.
  - ii) After entering the elector's name and address information:
    - (1) Select the correct elector and view the elector's information for verification;
    - (2) If an elector cannot be found in the List of Electors database, or there are changes to the elector's name or address, the elector must first be added or updated in the List of Electors before they may vote.
- 5) Ask the elector to state their name and address.
- 6) Verify if the elector's name and address is accurately listed in the List of Electors.
- 7) Determine if the elector will be using an Interpreter or another person to mark their ballot. If assistance is required, the Special Voting Officer shall:
  - a) Advise the person that will assist the elector that **no person may act as the friend of more than one elector at one election**. Administer the *Oath of Friend of Voter Requiring Assistance* and have the person assisting the elector sign the oath on the Poll Pad; or
  - b) Administer the *Oath of Interpreter* and have the interpreter sign the oath on the Poll Pad.
- 8) 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. A challenge must be made to a Special Voting Officer, not directly to the elector.
  - a) If the challenged elector **believes they are qualified to vote**, the Special Voting Officer shall:
    - i) Administer the *Oath of Qualification to Vote*, and have the elector sign the oath on the Poll Pad.
      - (1) If the elector **takes the required oath**, the Special Voting Officer shall continue to process the elector.
      - (2) If the elector **refuses to take the required oath**, the Special Voting Officer shall not continue to process the elector.
    - b) If the challenge is made after a Special Voting Officer has struck off the elector, but before a ballot has been issued, the elector must return to the Special Voting Officer to administer and record this oath.
- 9) When an elector's name has been found on (or been added to) the List of Electors, the Special Voting Officer shall record the ballot being issued in the *Additional Poll Book* by printing the elector's VoterID onto the correct page for the elector's ballot style. For electors who were added to the List of Electors, record the elector's name, address, and ballot style being issued.
- 10) The Special Voting Officer shall sign their initials on the Poll Pad and strike off the elector.

## 11) Respond to Exceptional Circumstances

- a) If a person must be **added to the List of Electors**, the Special Voting 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, the person's name must be added to the List of Electors before voting.
  - ii) A person is **qualified to vote** if they:
    - (1) Are a Canadian citizen;
    - (2) Are or will attain the full age of eighteen years on or before ordinary polling day for the election;
    - (3) Have been or will have been ordinarily resident in the Province for 40 days immediately preceding ordinary polling day for the election; and
    - (4) Will be ordinarily resident in that municipality, or school subdistrict on ordinary polling day for the election.
  - iii) To be added to the list, an elector must **verify their identity** by showing the Special Voting Officer one or more pieces of identification that between them show:
    - (1) the elector's name;
    - (2) the elector's civic address as it will appear on election day; and
    - (3) the elector's signature.
  - iv) **Acceptable identification documents** include (but are not limited to):
    - (1) NB driver's licence (name, address & signature);
    - (2) NB Medicare card (name & signature);
    - (3) Canadian passport (name & signature; not necessarily a current address);
    - (4) A lease or power, telephone, or tax bill may be used to show a person's current address if they have moved recently.

Bank cards or credit cards are **not acceptable identification**.

- v) If an elector does not have acceptable identification documents, another qualified elector whose name is on the List of Electors for that polling station can vouch for the elector's identity, by completing the *Oath of Elector Vouching* and sign the Poll Pad.
- vi) Using the provided identification, the Special Voting Officer must fill out an *Application for Addition to the List of Electors*, providing **all of the following information**:
  - (1) the elector's surname, first name, and any middle name;
  - (2) the elector's date of birth\*\*;
  - (3) the elector's gender;
  - (4) the elector's civic address as it will appear on election day;
  - (5) the mailing address, if it is not the same as the civic address of the elector; and
  - (6) the type of identification provided, or if the elector was vouched for.(\*\*Note: Starred information (\*\*)) is not included on Lists of Electors used at polling stations or provided to candidates, but **must be completed** on the *Application for Addition to the List of Electors*.)
- vii) Once an elector's information has been entered into the Poll Pad, the elector **must take the oath of qualification to vote** and sign the oath on the Poll Pad.



- viii) Once the elector has signed the oath, the Special Voting Officer shall confirm that the information was properly entered, and sign the Poll Pad.
- ix) Once an elector has been added to the List of Electors, the Special Voting Officer shall continue to process the elector normally.
- b) If an elector's name is on the List of Electors but the entry includes **incorrect information**, the Special Voting Officer shall complete the following procedures:
- i) Scan the bar code on the elector's Voter Information Card or driver's licence, or search the elector by name, address, or VoterID number using the "Manual Search" function to find the elector's information in the voter list database for verification.
  - ii) Update the elector's name and/or address information to accurately indicate the elector's ordinary civic address on Election Day.
  - iii) Once an elector's information has been entered into the Poll Pad, the elector **must confirm their name and address information was correctly modified** and sign the oath on the Poll Pad.
  - iv) Once the elector has signed the oath, the Special Voting Officer shall confirm that the information was properly entered, and sign the Poll Pad.
  - v) Once an elector has been updated on the List of Electors, the Special Voting Officer shall continue to process the elector normally.
- c) If an elector brings the **Voter Information Card of another elector** – either that of a previous resident of their address or that of a family member who has moved or died, the Special Voting Officer shall complete the following procedures:
- i) **Former residents:**
    - (1) Voter Information Cards are sent to electors 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 Special Voting Officer will:
      - (a) Collect the card and note on it that the person named is no longer at that address.
      - (b) Search the former resident on the Poll Pad and set the person's status to "Moved".
      - (c) Place the card in the specified envelope so it may be returned to the Returning Office.
  - ii) **Deceased electors:**
    - (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 elector information to remove a deceased elector from the list before an election, so a card may still be sent to a deceased elector.
    - (2) If family members receive such a card, it will assist Elections NB in updating the Register if they take the card with them to the polling station.
    - (3) The Special Voting Officer will:
      - (a) Collect the card and note on it that the person named is deceased, and require the elector to sign the card.

- (b) Search the deceased elector on the Poll Pad and set the person's status to "Deceased".
  - (c) Place the card in the specified envelope so it may be returned to the Returning Office.
- d) Electors may vote by Special Ballot, at the Advance Polls or at the Ordinary Poll. As a result, 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. If an **elector appears on the List of Electors to have previously voted**, the Special Voting Officer shall:
- i) After finding an elector, the Poll Pad may indicate that an elector appears to have voted previously with a warning message.
  - ii) The Special Voting Officer shall:
    - (1) Inform the elector that their name has already been struck off as having previously voted.
    - (2) Ask the elector if they have previously voted in the election or if they think a mistake has been made.
    - (3) If the **elector has not voted before**:
      - (a) Advise the elector that in order to receive a ballot, the elector **must complete the Oath of Elector Voting After Name Struck Off** to confirm they have not previously voted.
      - (b) Administer the *Oath of Elector Voting After Name Struck Off* and have the elector sign the oath on the Poll Pad.
      - (c) If the elector **takes the required oath**, the Special Voting Officer shall continue to process the elector.
      - (d) If the elector **refuses to take the required oath**, the Special Voting Officer shall not continue to process the elector.
    - (4) If the **elector has voted before**:
      - (a) Advise the person that electors may only vote once in any electoral event;
      - (b) **Not continue to process the elector.**
- e) If a Special Voting Officer **strikes off an elector in error**, they shall:
- i) Search the incorrectly struck off elector on the Poll Pad.
  - ii) Access the settings menu and enter the password provided by the Returning Officer.
  - iii) Select the "Cancel Strike Off" button.
  - iv) Enter their name, select the reason the strike off is to be cancelled, and enter any other details.
  - v) Confirm that the information was properly entered, and sign the Poll Pad.

### Procedures for Issuing Ballots to Electors

After the elector has been struck off, the Special Voting Officer shall complete the following procedures.

- 1) Prepare and initial the ballot:
  - a) Initial the ballot in the box labelled "BIO/ABV".

- b) Print the polling division number of the elector on the ballot in the “Poll Number” section of the elector’s ballot.
- c) Fill in the appropriate electoral region and polling division number in the Poll Matrix with:
  - i) The electoral region number;
  - ii) Ensure all numbers are recorded (i.e. Fill in 09 for “M09”).
  - iii) The polling division number;
  - iv) Ensure all numbers are recorded (i.e. Fill in 010 for “10”).
- 2) Explain how to mark the ballot, by instructing the elector:
  - a) That in **general elections**, they must declare their choice of English or French school district on the ballot before voting for their choice of district education councillor;
  - b) To make their choice by filling in completely or making an X in the circle to the right of each chosen candidate’s name, using the ballot marker provided;
  - c) To not vote for more candidates than may be elected or the vote will not be counted;
  - d) If they vote for more candidates than may be elected, or improperly declares their choice of school district, the tabulation machine will alert the elector;
  - e) Does not have to vote for all contests on the ballot, but votes will be counted for any contests that are marked; and
  - f) To not bend, mutilate, or make any other marks on the ballot.
- 3) Be careful not to point to any candidate’s name nor read the candidates’ names to an elector unless the elector asks.
- 4) Explain spoiled ballot procedures to the elector, stating that in the event that an elector makes a mistake on the ballot, the elector may return the mismarked ballot in its secrecy sleeve to you to receive a new clean ballot.
- 5) Place the ballot face-up inside the secrecy sleeve, without folding or bending the ballot.
- 6) Ensure the BIO initials are visible.
- 7) Give the elector a marker and the ballot in the secrecy sleeve, directing the elector to put the ballot back in the secrecy sleeve the same way after marking it.
- 8) If an elector requires **assistance to vote**, either a “friend” of the elector’s choice or a Special Voting Officer may assist that elector in marking the ballot in accordance with the elector’s choice of candidates.
- 9) Instruct the elector to return after the ballot is marked.
- 10) Direct the elector to the voting screen.
- 11) Once the elector has marked the ballot, verify that the Special Voting Officer’s initials are still visible on the ballot. If not, ask or assist the elector to adjust the ballot.
- 12) Have the elector deposit or assist the elector to deposit the ballot into the ballot box.
- 13) Thank the elector.
- 14) Determine if the Special Voting Officers 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 Municipal Returning Officer or an Election Clerk; and
  - b) a staff member of the treatment centre.
  - c) 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.