

TOWNSHIP OF LARDER LAKE
DUTIES AND RESPONSIBILITIES OF
ADVANCE VOTE - POLLING CLERK

IDENTIFYING INFORMATION

Position: Advance Vote - Polling Clerk
Reports To: Deputy Returning Officer

Delegation of Powers and Duties:

The *Municipal Elections Act*, 1996 authorizes the Clerk to "appoint any other election officials for the election and for any recount that the Clerk considers are required".

"**Polling Clerk**" shall be defined as an election official appointed by the Clerk to assist the Deputy Returning Officer in the performance of his or her duties in relation to the conduct of the 2018 Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to assist in carrying out the election

Responsibilities:

All the duties/responsibilities of the Voting Clerk shall be carried out in accordance with the *Municipal Elections Act*, 1996 and the procedure set out and/or approved by the Clerk.

Advance Vote - Pre Voting Day

- attend the training session/sign "Appointment and Preliminary Oath or Affirmation For Election Officials" Form TD18
- assist the Deputy Returning Officer with verifying the supplies received with the supply list provided by the Clerk
- familiarize themselves with the election ballot, forms, oaths, Voters' List, and Voting Place
- familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a Voting Place

Advance Vote - Voting Day - Saturday, October 13, 2018

A. Before the Opening of the Voting Place

Responsibilities include:

- arrive at the Voting Place half hour prior to the opening of the Voting Place
- assist the DRO with his/her responsibilities in preparing the Voting Place for receiving electors

B. During Voting Hours

Responsibilities include:

- assist the DRO in ensuring the conduct and integrity of the voting process
- maintain their copy of the Voters' List by crossing the elector's name off their copy of the Voters' List and indicate opposite the name the numerical order in which he or she was given a ballot
- contact the Clerk in the event of an emergency

C. After the Close of the Advance Voting Place

- assist the DRO with dismantling and closing the Voting Place

D. Voting Day - Monday, October 22, 2018

The Advance Vote DRO and Polling Clerk will return to the Municipal Office for 8:00 p.m. on Monday, October 22nd to carry out the following responsibilities:

Responsibilities include:

- assist the DRO with the counting of the ballots accurately and in a timely manner
- complete the prescribed election forms
- take required oaths