

TOWNSHIP OF LARDER LAKE
DUTIES AND RESPONSIBILITIES OF POLLING CLERK

IDENTIFYING INFORMATION

Position: 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 Polling Clerk shall be carried out in accordance with the *Municipal Elections Act, 1996* and the procedure set out and/or approved by the Clerk.

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 ballots, forms, oaths, Voters’ List, and Voting Place
- familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a vote

Voting Day

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 their responsibilities preparing the voting area 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 voting 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 Voting Place

Responsibilities include:

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