



School Council Elections

Manual for Deputy Returning Officers & Poll Clerks



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Attendance Area _____

Returning Officer _____

Name _____

Address _____

Telephone Number _____

Training
Date _____

Place _____

Time _____

POLLING DAY: MONDAY, _____, 20____

Place _____

Hours of Polling 3:00 p.m. to 8:00 p.m.

Name and phone number of DRO or Poll Clerk you are working with:

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MESSAGE FROM THE CHIEF ELECTORAL OFFICER

Welcome to the Elections Yukon team. For me, and many others, there is pride and contribution in helping deliver democracy. I thank you for your engagement.

Our mandate is to administer the election and support the electors right to vote and be a candidate. Our mission is to deliver fair, compliant and impartial elections. We are guided by Elections Act and Education Act statutory provisions and election processes and procedures. This ensures the integrity of the process and the public confidence in our organization and the election results.

Your work as a poll official is key to our mission. I count on your professionalism, your service, and your attention to detail to deliver the election at the poll. This means many things. It is a voter-centric approach; we are positive, knowledgeable, and respectful of the elector. We protect their privacy of the process and the confidentiality of the documents. We follow the processes and complete the required records. If in doubt we ask questions. To this end, your Returning Officer will provide you with the training and guidance to support your work.

Elections have been in place for thousands of years. The work at the polls is a long-standing and the processes are well established. I have full confidence in our training and your ability to do the work to a high standard. You are part of a larger team between deputy returning officer, poll clerk, and returning officer. It is our job to ensure you are prepared to work the poll and have the knowledge to serve electors and the processes.

In doing so, I wish to acknowledge my confidence in you and recognize your personal commitment in being a poll official. You are making yourself available, taking training, and working on behalf of Elections Yukon to help administer an election. I would also add that poll official work sometimes means a long day with often very busy periods. You need keep focus and attention until the ballots are counted, the records completed, and the materials returned. I rely on your service, judgement, and attention to detail in your work. I expect this of all election officials. You are a major part of helping determine who is elected and in ensuing the processes were fair, compliant and impartial. In return, you can expect the support of myself and the full Elections Yukon team. It is a partnership.

Let me add a note about your personal readiness for the long day. There is a need to be rested, show up on time with the materials, bring your lunch and snacks, and monitor your energy. There will also be health and safety precautions implemented to protect you, the electors, and the public. This is a personal focus area of mine. We have consulted extensively, procured protective gear, and developed policies and procedures to ensure due diligence in protecting all personnel. This is something you need to have confidence in.

In closing, let me pass on my appreciation. I look forward to working with you as we, once again, look to the delivery of another successful electoral event. Welcome aboard!

Max Harvey
Chief Electoral Officer

GENERAL INFORMATION

Deputy Returning Officer and Poll Clerk

A Deputy Returning Officer and a Poll Clerk are appointed for each polling station. The Deputy Returning Officer is responsible for conducting the vote on polling day for members of a school council. The Poll Clerk is responsible for recording the names and addresses of all voters in the poll book. The Poll Clerk reports to the Deputy Returning Officer who is accountable to the Returning Officer. The Deputy Returning Officer and Poll Clerk are appointed by the Returning Officer and are required to take an oath of secrecy.

Training

The Deputy Returning Officer and Poll Clerk will be trained by the Returning Officer.

Remuneration

The Deputy Returning Officer and Poll Clerk will be paid for attending a training session and for their duties on polling day. It is necessary to provide a social insurance number in order to be paid. A T4A form will be issued by the Government of Yukon for income tax purposes, **but only for earnings over \$500**. Canada Revenue Agency rules require that all income is reported, whether or not a T4A is issued. Fees are paid directly to election officers from the Department of Finance. If payment has not been received within four weeks of submitting your claim, contact Elections Yukon at 667-8683 or toll free at 1-866-668-8683.

Definitions

Attendance area - the name of the school.

Candidate's representative - a person named by a candidate to represent the candidate at the polling station.

Catholic Schools - Christ the King Elementary School, Holy Family Elementary School and Vanier Catholic Secondary School.

Counterfoil - a numbered part of the ballot paper which is removed by the Deputy Returning Officer before the ballot paper is put in the ballot box.

Election - a general election for members of all school councils.

Parent - means the biological parents, the adoptive parents by custom or otherwise, the persons legally entitled to custody, or the persons who usually have the care and control of the child.

Polling station - consists of the Deputy Returning Officer, Poll Clerk and ballot box.

Polling place - location of the polling station.

Rejected ballot - a ballot, from the ballot box, that is marked in such a way that it cannot be counted.

Spoiled ballot paper - a ballot paper which is returned to the Deputy Returning Officer and not placed in the ballot box.

Stub - a numbered part of the ballot paper; it is not removed with the ballot and counterfoil.



**READ THIS MANUAL BEFORE
TRAINING**



**YOU CAN WRITE IN
THIS MANUAL**

[illegible]

LIST OF SUPPLIES per polling station

Item	Quantity
Deputy Returning Officer and Poll Clerk Manual	2
Appointment and Oath/Deputy Returning Officer and Poll Clerk [Form 002 (A-2)]	4
Badges:	
Deputy Returning Officer	1
Poll Clerk	1
Candidate's Representative	5
Forms/Envelopes:	
List of Candidates (Form 122) ¹	3
Ballot Papers	as required
Claim for Fees DRO/Poll Clerk (Form 202)	3
Directions to Electors [Form 407 (5)]	3
Oath of a Qualified Elector _Card to Read out to Elector	3
Poll Book (Polling Day) [Form 404 (4)]	1
Oath of a Friend or Relative [Form 411 (8)]	4
Appointment and Oath of Interpreter {Form 410}	2
Official Seal (Form 52-16)	9
Spoiled Ballot Envelope (S.6)	1
Rejected Ballot Envelope (S.6)	1
Unused Ballot Envelope (S.6)	1
Document Envelopes (S.7)	1
Ballots Counted Envelope (S.8)	1
Document Envelope (large) (S.9)	1
Tally Sheet (Form 513)	10
Statement of Vote [Form 412 (A) (9)]	3
Miscellaneous:	
Ballot box (1 for poll and 1 for mail-in ballots)	2
Polling booth (for poll)	2
Polling place signs	6
Pen	2
Ruler	1
Pencil sharpener	1
Pencil w/string	2
*Container for Supplies & File Folders	1
Special Seal (ballot box)	6
Scissors	1
Masking Tape	1

*Reminder: these supplies should be returned & used for future elections except for masking tape

¹ One list to be taped inside each polling booth.

DUTIES BEFORE POLLING DAY (After Training)

1. Become familiar with the polling supplies and procedures for polling day as described in this manual. Check off the supplies which you have received from the Returning Officer against the List of Supplies in this manual.

While the contents of the forms and supplies will be the same for all attendance areas, **ROs in Catholic Schools** will receive resources that reflect the specific requirements for the election of a school council that is established on the basis of religion.

2.
 - a) Complete the following information on the forms, envelopes and other documents:
 - the name of the attendance area (the name of the school)
 - the date of polling day.
 - b) On the Statement of Vote (A) - Poll, [Form 412 (A) (9)] complete the names of the candidate in the same order as on the List of Candidates Form 122 in your polling supplies.
3. Keep the ballot box and all polling supplies in a secure place. No one except the Deputy Returning Officer and the Poll Clerk should have access to election materials.

DUTIES AFTER POLLING DAY

The Deputy Returning Officer must be available the day after polling day to witness the Addition of the Vote, which will take place at the school at 5:00 PM. If the Returning Officer has acted as DRO then the Poll Clerk must be there to witness.

HEALTH AND SAFETY PRECAUTIONS

If it becomes necessary during the election, health and safety precautions will be implemented to protect you, the electors, and the public. We have consulted extensively, procured protective gear, and developed policies and procedures to ensure due diligence in protecting all personnel.

POLLING DAY

Before the poll opens

1. Set up the polling station. There should be one table for the Deputy Returning Officer, the Poll Clerk and the ballot box. There should also be a sufficient number of chairs for the DRO/Poll Clerk and the candidates' representatives.
2. Place the polling booths, with one List of Candidates taped inside each polling booth, on separate tables (or one at each end of one large table). Position the polling booths so that no one can see the voters marking their ballot papers.
3. Post the polling place signs, for the convenience of voters.
4. Attach one Directions to Electors in or on each polling booth and post one at the polling station.
5. Attach one pencil to each polling booth.
6. **Immediately before the poll opens**, put the ballot box together and seal it as directed by the Returning Officer, or as follows:
 - a) Place three ballot box seals on the inside bottom of the ballot box to keep ballots from slipping underneath the folds, and put one seal (on each side) of the tucked-in top flaps (two totally).
 - b) Place the ballot box on the table so that the Elections Yukon logo and the closing flap face the voters.



Qualifications of Electors (section 82 of the *Education Act* and Policy on Eligibility to Vote in School Board and School Council Elections)

In order to be eligible to vote in a Yukon school council election, as of polling day an elector must:

1. be a Canadian citizen, and
2. be at least 18 years of age, and
3. be qualified to vote in the attendance area on the basis of either:
 - being a resident in the attendance area for three months, **or**
 - being a parent of a child who is in attendance at a school in the attendance area.

Qualifications of Electors - Catholic Schools (section 57 of the *Education Act, Separate School Regulation*)

To be eligible to vote in a Catholic school council election the elector must:

- be a Canadian citizen, and
- be at least 18 years of age on Polling Day,
- and meet at least one of the following qualifications:
 - be the parent/guardian of a child in attendance at a Catholic School
 - be a resident in the attendance area who is a registered member of Sacred Heart Cathedral parish or Our Lady of Victory parish.
 - have written approval for residency from the Bishop of the Episcopal Corporation of the Diocese of Whitehorse.

Opening the Poll



Arrive at the polling place half an hour before the poll opens, but do not allow anyone to vote prior to the opening of the poll.

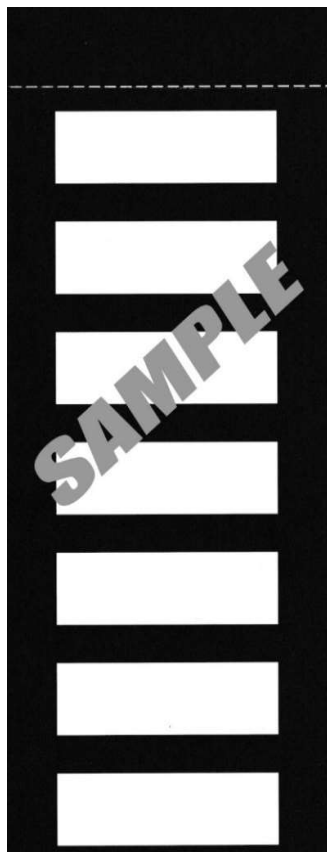
Only the following people can remain at the polling station from the time the poll opens to the completion of the ballot count:

- the Deputy Returning Officer,
- the Poll Clerk,
- one representative for each candidate,
- the candidates, and
- the Returning Officer.

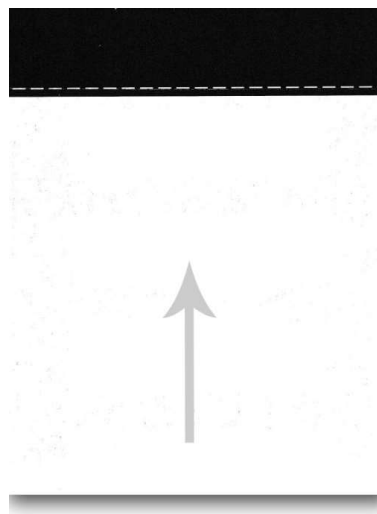
Each elector, after receiving a ballot paper, should immediately vote and leave the polling place.

Ballots

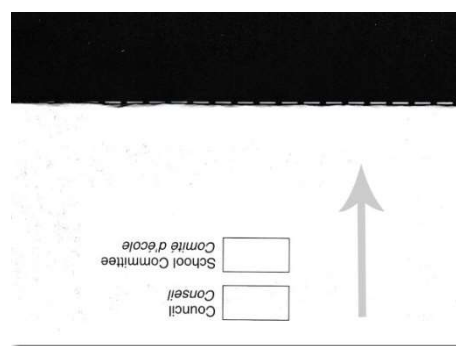
Fold each ballot as shown.



1. Fold the ballot in half to the counterfoil.



2. Fold the ballot in half to the counterfoil a second time.

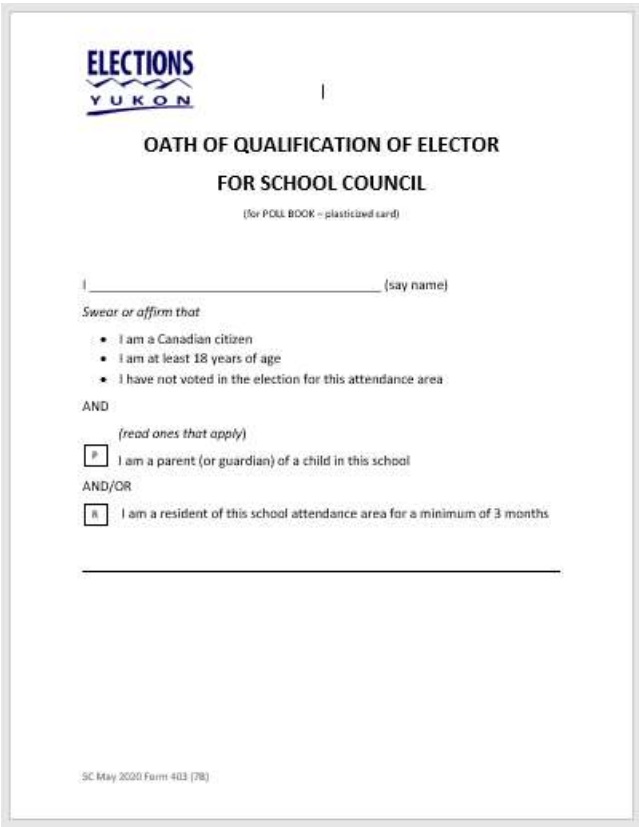


Do not yet remove ballot papers from the book. Do not initial ballot papers before polling day.

Oath of Qualification

Each elector must take an Oath of Qualification of Elector for School Council. Most electors will take the oath on Form 403 (7B).

Electors who are voting at the election of members to a Catholic School Council will take the oath on Form 403 (7A) (C).



ELECTIONS
YUKON

**OATH OF QUALIFICATION OF ELECTOR
FOR SCHOOL COUNCIL**
(for POLL BOOK – plasticized card)

I _____ (say name)

Swear or affirm that

- I am a Canadian citizen
- I am at least 18 years of age
- I have not voted in the election for this attendance area

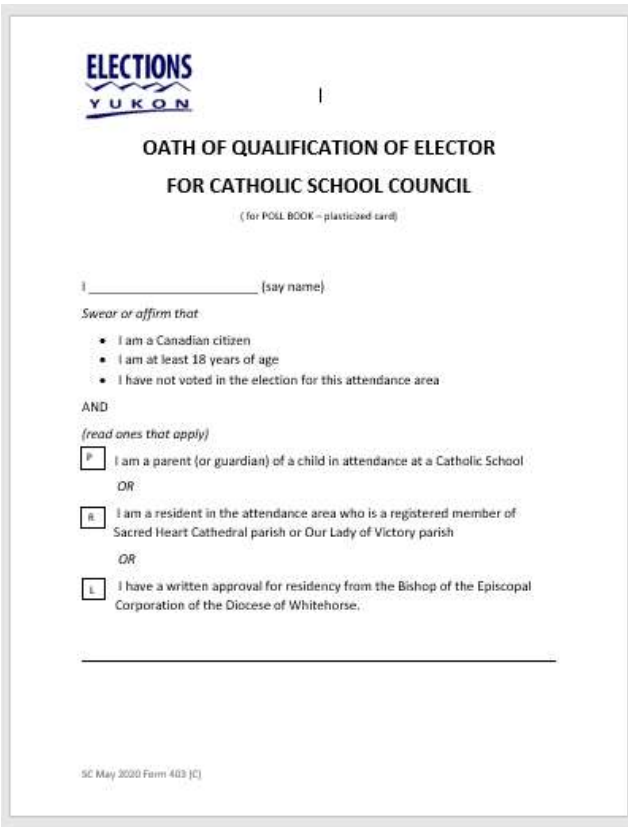
AND
(read ones that apply)

☐ P I am a parent (or guardian) of a child in this school

AND/OR

☐ R I am a resident of this school attendance area for a minimum of 3 months

SC May 2020 Form 403 (7B)



ELECTIONS
YUKON

**OATH OF QUALIFICATION OF ELECTOR
FOR CATHOLIC SCHOOL COUNCIL**
(for POLL BOOK – plasticized card)

I _____ (say name)

Swear or affirm that

- I am a Canadian citizen
- I am at least 18 years of age
- I have not voted in the election for this attendance area

AND
(read ones that apply)

☐ P I am a parent (or guardian) of a child in attendance at a Catholic School

OR

☐ R I am a resident in the attendance area who is a registered member of Sacred Heart Cathedral parish or Our Lady of Victory parish

OR

☐ L I have a written approval for residency from the Bishop of the Episcopal Corporation of the Diocese of Whitehorse.

SC May 2020 Form 403 (7C)

All oaths are to be read out loud by the Deputy Returning Officer to the elector. An oath can be sworn or affirmed. It is not necessary to have the Deputy Returning Officer bring a Bible to the polling place. An oath has the same force and effect without a Bible being physically present. An elector who refuses to take any oath required at this election cannot receive a ballot paper and vote.




All Oaths of Qualification must be taken before the DRO gives the elector a ballot paper.

Oath for Assistance in Voting

If an elector is unable to mark the ballot paper, the elector can request that a friend or relative mark it for the elector. The friend or relative must take the Oath of a Friend or Relative on Form 411 (8) or the Appointment and Oath of Interpreter on Form 410.

The Poll Clerk will write across from the elector's name under "Notes" in the Poll Book the words "Oath of a Friend or Relative" or "Oath of Interpreter" and the name of the friend, relative or interpreter.



POLL BOOK (SCHOOL COUNCIL)

ABC ELEMENTARY

(Attendance Area)

Record of Vote

#	Name	Address	Oath	P	R	L	Signature	PC Initials	Voted	Notes
1	Alan White	123 Main St, Whitehorse	✓	✓			<i>Alan White</i>	AD	✓	Oath of Relative, Susan White

Page 1 of ____

Signature of DRO

SC 2020 Form 404 (G)

Candidates' Agent


Candidates are entitled to be represented at the polling station by people who are appointed by the candidates on an Appointment of Candidate's Agent form [(Form 101 (6/6A))]. Each candidate can have more than one representative during voting hours but only one representative per candidate can be present at the polling station at one time.

1. A candidate's agent must present an Appointment of Candidate's Agent [Form 101 (6/6A)] to the Deputy Returning Officer before the representative can stay and observe the proceedings.

The Deputy Returning Officer shall:

2. have the candidate's agent swear (or affirm) the oath on the Appointment of Candidate's Agent [Form 101 (6/6A)]
3. complete the oath by filling in the required information (in bold):

"Sworn (or affirmed) before me"
Place (name of city, town, village)
Signature of Deputy Returning Officer"
Date

	
APPOINTMENT OF CANDIDATE'S AGENT SCHOOL COUNCIL	NOMINATION DE L'AGENT D'UN CANDIDAT AU CONSEIL SCOLAIRE
I, _____ (name), the candidate appoint	Je soussigné _____ (nom), le candidat nomme
Name/Nom _____	Address/Adresse _____
To act as my agent to represent me at the polling station in the attendance area of:	Comme agent pour me représenter au bureau de vote situé dans la zone de fréquentation de :
_____ Signature of candidate / Signature du candidat	
OATH/SERMENT	
I/we: _____ Swear (or affirm) that:	of/de: _____ j/us, (ou déclare solennellement) ce qui suit :
<ul style="list-style-type: none"> • In representing the candidate at a polling station, I will maintain and aid in maintaining voting secrecy • I will act on direction from the returning officer 	<ul style="list-style-type: none"> • En représentant le candidat dans un bureau de vote, j'aiderai à conserver le secret du vote • J'agirai selon les directives du directeur du scrutin
_____ Signature of agent / Signature de l'agent	_____ Date
Sworn (or affirmed) before me / Déclaré sous serment (ou solennellement) devant moi à	
_____ Place/Lieu	_____ Signature of Deputy Returning Officer / Signature du scrutin
_____ Date	

SC/CS May/ Mai 2020 Form / Formulaire 101 (6/6A)

4. place the completed oath in one **Document Envelope (S.7)** and check off "Appointment of Candidate's Representative".



Candidates' Agents are entitled to:

1. ask that ballot papers be counted before voting starts,
2. request that electors repeat their names and addresses
3. look at the poll book, and
4. observe the ballot count.

Badges


Badges are provided for the Deputy Returning Officer, the Poll Clerk and candidates' agents. They must be worn during voting hours.

The Deputy Returning Officer is responsible for collecting the badges after polling is finished.



Voting Procedures

1. The Deputy Returning Officer or Poll Clerk will request each elector's name and address.
2. The Poll Clerk will:
 - (a) check the mail-in poll book provided by the RO to ensure that the elector has not voted by mail-in,
 - (b) record the name and address of the elector in the poll book,
 - (c) enter in the poll book that the oath was taken by placing a check mark in the column entitled "Oath",
 - (d) place a check mark in the appropriate column(s) "P" (parent of child in attendance area), or "R" (resident in attendance area) or "L" (have written approval for residency from the Bishop of the Episcopal Corporation of the Diocese of Whitehorse),
 - (e) ask the elector to sign the poll book, and
 - (f) will initial in the column immediately following the elector's signature.



POLL BOOK (SCHOOL COUNCIL)

ABC ELEMENTARY

(Attendance Area)

Record of Vote


#	Name	Address	Oath	P	R	L	Signature	PC Initials	Voted	Notes
1	Alan White	123 Main St, Whitehorse	✓	✓			<i>Alan White</i>	<i>AD</i>	✓	Oath of Relative, Susan White
2	Peggy North	140 Front St, Whitehorse	✓	✓	✓		<i>Peggy North</i>	<i>NR</i>	✓	
3	Red Halloway	151 6 th Ave, Whitehorse	✓	✓			<i>R Halloway</i>	<i>NR</i>		

Page 1 of ____

Signature of DRO

SC 2020 Form 404 (G)

3. The Deputy Returning Officer will:
 - (a) read the Oath of a Qualified Elector to the elector,
 - (b) initial a ballot paper,
 - (c) remove the initialed and folded ballot paper from the book with the counterfoil still attached and hand it to the elector, leaving the numbered stub in the book, and
 - (d) instruct the elector to vote for a specific number of candidates and to return the marked and refolded ballot paper to the Deputy Returning Officer.
4. The elector will:
 - (a) at a polling booth, mark and refold the ballot paper as instructed, and
 - (b) return it the Deputy Returning Officer.
5. The Deputy Returning Officer will, without unfolding the ballot paper, remove the counterfoil and return ballot to the elector to place the ballot paper in the ballot box.
6. When the elector's ballot paper has been deposited in the ballot box, the Poll Clerk will place a check mark in the column entitled "Voted" in the poll book across from the elector's name.



POLL BOOK (SCHOOL COUNCIL)

ABC ELEMENTARY

(Attendance Area)

#	Name	Address	Oath	P	R	L	Signature	PC Initials	Voted	Notes
1	Alan White	123 Main St, Whitehorse	✓	✓			<i>Alan White</i>	AD	✓	Oath of Relative, Susan White
2	Peggy North	140 Front St, Whitehorse	✓	✓	✓		<i>Peggy North</i>	NR	✓	
3	Red Halloway	151 6 th Ave, Whitehorse	✓	✓			<i>R Halloway</i>	NR	✓	

Page 1 of ____


Signature of DRO

SC 2020 Form 404 (G)

Issue of a Second Ballot Paper

An elector can request a second ballot paper **before** the first ballot paper is put in the ballot box.

1. The Deputy Returning Officer will:
 - (a) take the first ballot paper and, without unfolding it, place it in one Envelope (S.6) and check off “**Spoiled**”, and
 - (b) issue a second ballot paper as requested.
2. The Poll Clerk will note in the poll book across from the elector’s name that a second ballot paper was issued.



POLL BOOK (SCHOOL COUNCIL)

ABC ELEMENTARY

(Attendance Area)

Record of Vote

#	Name	Address	Oath	P	R	L	Signature	PC Initials	Voted	Notes
1	Alan White	123 Main St, Whitehorse	✓	✓			<i>Alan White</i>	AD	✓	Oath of Relative, Susan White
2	Peggy North	140 Front St, Whitehorse	✓	✓	✓		<i>Peggy North</i>	NR	✓	
3	Red Halloway	151 6 th Ave, Whitehorse	✓	✓			<i>R Halloway</i>	NR	✓	
4	Arthur Ozolins	50 Redwood, Whitehorse	✓	✓			<i>A Ozolins</i>	NR	✓	2 nd ballot issued

Page 1 of ____

Signature of DRO

SC 2020 Form 404 (G)

Close of Poll



At the time set for the close of the poll, anyone inside the polling place should be allowed to vote. The door to the polling place should be locked and no electors should be allowed to enter to vote after the appointed time that the poll closes.

Counting the Ballots

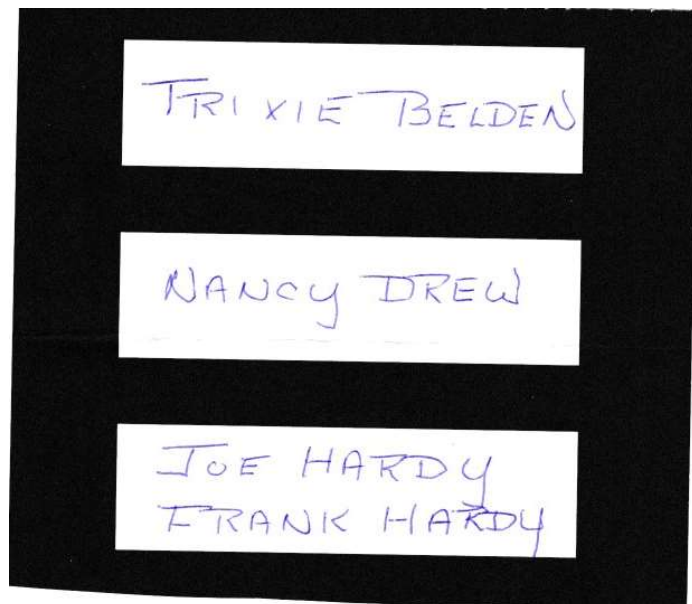
At the close of voting, or when the last elector who was present when the poll closed has voted, the Deputy Returning Officer will count the ballots in front of the Poll Clerk and any candidates and candidates' agents who are present.

Rejected Ballots

Do not count ballots:

- on which more names of candidates have been written than the number of candidates to be elected.
- on which there are marks which could identify the voters.

Count only legible names on a ballot paper. On an otherwise correctly-marked ballot, there may be names which cannot be read.



If during the count, there is a ballot which has not been initialed, and the Deputy Returning Officer is satisfied that it was a mistake that it did not get initialed, the Deputy Returning Officer must initial it and count the names of candidates marked on it.

Statement of The Vote (A) – Poll [Form 412 (A) (9)]

At the end of the count and with the appropriate information you already filled in (name of school and candidates in the same order as they appear on the List of Candidates) you can begin to finish completing the Statement of Vote (A) - Poll.

- Enter the number of votes received for each candidate, **Box 1** in the “Poll” column
- Add up the Total Valid votes **Box 2**
- Enter the number of rejected ballots **Box 3**
- Add **Box 2 and 3** for the total number of ballots from the ballot box in both **Box 4s**
- Enter number of spoiled ballots in **Box 5**
- Unused ballots in **Box 6**
- Total up **Boxes 4,5 & 6** enter that number in **Box 7**
- Enter the number of ballots received in **Box 8**
- If there is a difference enter that in **Box 9 if not enter 0**
- If a ballot has not been returned, explain in the space provided below

Complete the section below with the appropriate numbers in the 3 boxes, print your name, location, sign and date.

ELECTIONS YUKON		SCHOOL COUNCIL STATEMENT OF THE VOTE (A) - POLL	
Attendance Area			
BALLOT BOX COUNT		BALANCE OF BALLOTS	
CANDIDATES	Poll		
	1	Total ballots (ballot box)	1
	2	Spoiled ballots (not in ballot box)	2
	3	Total Unused ballots	3
	4	Total Ballots (1 + 2 + 3)	4
	5	Number of ballots issued by RO	5
	6	Difference (4 - 5) = 6 (zero)	6
	7	Total not returned (Enter details in space below)	7
	8		
	9		
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	99		
	100		
Number of ballots issued to DRG:		Number of ballots returned to RO:	Number of Elections:
I, _____ hereby certify that the above statement of the vote is correct.			
Place		Deputy Returning Officer	Date
Signature		Witness to the count: (print and sign)	
Distribution: Original: <ul style="list-style-type: none"> • Copy of this Statement of the Vote is given to the RO by the DRG • DRG to seal both the Statement of the Vote AND Statement of the Multi-Vote AND the First Statement of the Vote in special envelope and place in the ballot box Copies: <ul style="list-style-type: none"> • Returning Officer • DRG to hold copy for 30 days • Copy attached to poll book 		1. _____ 2. _____ 3. _____	

Checklist of Duties

Poll Clerk should read aloud and check off the following duties as they are completed by the DRO (following the close of the poll):

1. Place a ballot box seal across the slot in the ballot box _____
2. Count the spoiled ballot papers in Envelope (S.6), mark the number on the Statement of the Vote (A) - Poll [Form 412 (A) (9)] and seal the envelope with one envelope seal (Form 52-16). _____
3. Count the number of electors who have voted and mark the number on the Statement of the Vote (A) - Poll [Form 412 (A) (9)]. _____
4. Count the unused ballot papers and place them, along with the stubs of used ballot papers, in one Envelope (S.6), **and mark the number in the “Unused Ballot Papers” box on the face of the envelope.** Seal the envelope with one envelope seal). Mark the number of unused ballot papers on the Statement of the Vote (A) –Poll [Form 412 (A) (9)] _____
5. Place Appointments of Candidate’s Agents in one Document Envelope (S.7). Check off “Appointments of Candidates’ Agents” on the envelope. Close and seal the envelope. _____
6. Clear the table, open the ballot box and empty the ballots onto the cleared table. _____
7. Distribute Tally Sheets (Form 413) to the Poll Clerk and as many as four witnesses. _____
8. Unfold each ballot paper and call out and show the names of the candidates marked on each one. _____

9. Complete the Statement of Vote (A) - Poll [Form 412 (A) (9)] for:
- | | | |
|-----|------------------------------|---|
| (a) | the Returning Officer | 1 |
| (b) | the poll book | 1 |
| (c) | the Deputy Returning Officer | 1 |
10. Place all the ballots counted for the candidates in Envelope (S.8) and seal it with one Envelope Seal (Form 52-16). _____
11. Place the ballots which were marked incorrectly and not counted in Envelope S.6, **mark the number in the “Rejected Ballot Papers” box on the face of the envelope**, and seal it with one Envelope Seal and mark the number in the Statement of Vote. _____
12. Attach one copy of the Statement of Vote (A) - Poll [Form 412 (A) (9)] inside the poll book. _____
13. Give one copy of the Statement of Vote (A) - Poll [Form 412 (A) (9)] to the Returning Officer. _____
14. The RO will now complete the Final Statement of the Vote (Form 412 (C) (9)). This is done by adding the number of votes for each candidate on Statement of the Vote (A)- Poll and Statement of the Vote (B) - Mail-in together. One copy of The Final Statement of the Vote will be sealed in the ballot box, one copy will be given to the DRO to retain for 10 days, copies will be given to each scrutineer present, and copies will be given to each candidate following the Addition of the Vote.
15. Place the following items in the large Document Envelope (S.9):
- | | | |
|-----|---|-------|
| (a) | the poll book, | _____ |
| (b) | the envelopes (S.6), containing the spoiled ballot papers, the unused ballot papers, the rejected ballots and the ballots counted for the candidates, and | _____ |
| (c) | the envelope (S.7) containing the appointments and oaths of candidate’s agents, and the oaths of electors. | _____ |

16. Seal Envelope (S.9) with one Envelope Seal (Form 52-16) and place it in the ballot box. _____
17. Place the unused election materials, the ruler, the badges and the pencil sharpener in the ballot box. _____
18. Complete the claims for fees and travel expenses, if applicable. (Form 202) _____
19. Deliver to the Returning Officer:
- a. the ballot box, _____
 - b. the claims for fees for the Deputy Returning Officer/Poll Clerk, and _____
 - c. polling booths, used Directions to Electors [Form 407 (5)], List of Candidates (Form 120), Tally Sheets (Form 413) and polling place signs _____

