

Election Day

Poll Supervisor

Handbook



NOTE: The Poll Supervisor must ensure that this page is completed prior to opening the poll on Election Day.

Important Information for Election Day

Election Day	
Date of Writ	
Six Months Prior to Date of the Writ (Elector eligibility rules)	
Name of Electoral District	
Voting Location Name & Address	
Voting Location Key Holder Name and Phone Number	
Poll Number(s) (e.g., PD 10, PD 10 A-L)	
Voting Hours	8:00 am to 8:00 pm
Returning Officer Name	
Returning Office Phone Number	902-
Local Police, Ambulance & Fire Department Phone Number	911

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1. Introduction

1.1. Terms to Know

Term	Definition
Cancelled Ballot	A damaged or improperly printed ballot that has not been used or a ballot that has been handed back to the DRO by an elector and exchanged for another ballot.
Candidate	A person seeking to be elected as a Member of the Legislative Assembly (MLA) in an electoral district.
Candidate's Representative	Person appointed by a candidate to observe the voting and counting of ballots at a poll and to report to the candidate the names of electors who have already voted. Previously referred to as "Scrutineer".
Civic Address	The address where the elector is resident and includes unit number, civic number, street name, street type, street direction, and community name.
Constable	An election worker who, under the direction of the poll supervisor, directs traffic, and maintains order at a voting location.
Date of Writ	Date the election was called.
Declaration	An oath or affirmation statement made to an election worker.
Deputy Returning Officer (DRO)	The election worker responsible for the management and conduct of their poll within a voting location.

Election Day	The day for voting in each polling division in an electoral district and the final day for voting during the election. All ballots are counted after polls close at 8:00 pm and unofficial results are reported to the returning office.
Election Worker	A person hired by a returning officer to work during a provincial general election or by-election.
Elector	A person who: <ul style="list-style-type: none"> • is 18 years of age or older on election day; • is a Canadian citizen; • has resided in the Province for six months immediately preceding the date of the writ; and • resides in the electoral district in which the election is being held.
Elector Declaration (F405)	A sticker affixed to the back of a VIC or pre-printed on a Polling Day Card; used to record electors who voted and for electors to declare their eligibility.
Elector Registration Form (F100)	A form used to add an elector to, remove an elector from, or change elector information on the Official List of Electors.
Electoral District	A defined geographic area to be represented by an elected Member of the Legislative Assembly; currently there are 55 electoral districts in Nova Scotia.
Envelope	An envelope of varying sizes, colours, and/or materials (e.g., paper, plastic, etc.) with an assigned ENS form number and name, used during the election process.
Form	An official document or material with an assigned form number (e.g., form, envelope, handbook, guide, etc.).

Form Numbers	A control number in the upper right corner of the form that is used to identify official forms.
Information Officer	The election worker who, under the direction of the poll supervisor or DRO, greets electors at a voting location and directs them to an available poll clerk at either the registration table or revision table.
Letter of Confirmation (F045)	An elector may present a Letter of Confirmation rather than a VIC. This Letter of Confirmation is the equivalent of a VIC and will be accepted as a Voting Document. It contains the same information and is provided to an elector by the returning office if the elector confirms that the initial information provided on their VIC has changed.
Level Access	A flat access from the street to the poll table.
Multiple Poll	A voting location containing three or more polls.
Official List of Electors	Contains the names and addresses of registered electors who are eligible to vote within a polling division.
Permanent Register of Electors	A database of eligible electors in Nova Scotia maintained by Elections Nova Scotia.
Poll	The place within a voting location where the elector votes.
Poll Book (F415)	A book of forms used by the DRO while the poll is open and to assist in the counting of ballots.
Poll Clerk	An election worker who assists the DRO(s) in conducting the poll(s). A poll clerk's duties and responsibilities are different than those of a DRO.

Poll Supervisor	The election worker responsible for the management and conduct of all the polls within a voting location. A poll supervisor's decision on any issue raised within the voting location or at a poll is final.
Polling Day Card (F044)	Assigned to an elector with no other voting documents or who has a change to their elector information.
Polling Division (Poll No.)	A geographic area containing approximately 450, or more, electors.
Returning Office	The main office in an electoral district where a returning officer manages an election and where electors may vote throughout the election period.
Returning Officer (RO)	The election worker responsible for the administration of the electoral process within the electoral district.
Single or Double Poll	A voting location containing one or two polls.
Statement of Poll (F409)	The official document used by the DRO to record votes cast for each candidate.
Street Key	A reference tool to help determine in which electoral district and polling division an elector's civic address is located.
Transfer Certificate (F404)	A document which allows an elector to vote in a polling division other than where they reside.
Voter Information Card (VIC)	A card that is mailed to an elector to advise them when and where they can vote throughout the election.
Voter Tracking Sheet (F407)	A multiple-copy form used by the DRO to track electors who have voted. Copies of this form are to be distributed to the candidate's representatives hourly.

Voting Document	Voter Information Card (VIC) or Polling Day Card presented to a DRO by an elector before a ballot can be issued.
Voting Location	The building in which the poll is located.
Voting Screen	A privacy screen to ensure elector confidentiality when marking a ballot.

1.2. Role of the Poll Supervisor

Importance of Accuracy and Following Process

Each person on the team has a role to play to ensure the accuracy and fairness of the voting process.

The goal of a poll supervisor is to ensure the voting process runs smoothly and the correct procedures are followed, as per the Elections Act and ENS policy.

The Statement of Poll, and all supporting documentation, must be complete and accurate as the RO records this information on the Statement of Official Results when the Official Addition occurs on the Thursday following Election Day.

The securing of all election materials and the provision of these materials to the RO according to the policies and procedures of ENS is equally important.

In the event of a judicial recount, a CEO recount or a controverted election, all relevant election material must be identifiable and locatable as defined in the policies and procedures of ENS and outlined in this handbook. It is essential that these tasks are completed consistently across the province.

The poll supervisor is responsible to ensure all election workers at their voting location accurately perform their roles and responsibilities. They are required to attend the training sessions for each of their team members in addition to the poll supervisor training. Attending training sessions for each position they supervise familiarizes them with the members of their team, as well as the roles and responsibilities of each position.

1.3. Appointment

The poll supervisor must sign the **Appointment and Declaration of Election Workers (F102)** before beginning their duties.

1.4. Responsibilities and Conduct

The following details help make clear what you should be doing and should not be doing when fulfilling the duties of your job. How you perform your job can directly influence voter's opinion of the voting process.

Do

- Arrive at the voting location by 7:00 AM to assist with the setup prior to the polls opening at 8:00 AM.
- Contact the returning office if there is any difficulty gaining access to the voting location.
- Call the returning office to report when your poll is ready to open and service electors.
- Sign the **Election Worker Sign-in/Out Sheet (F136)**, upon arrival.
- Introduce yourself to all present at the poll prior to the poll opening.
- Wear your ID badge at all times ensuring it is visible to voters.
- Collect the **Voter Tracking Sheets (F407)** from the DROs to provide to candidate's representatives at hourly intervals throughout the day. These forms are to be placed in the appropriate folder for each candidate on the candidate's representatives' table where they can be picked up without disturbing any electors present. If there is no candidate's representatives' table, place the folders on or beside the candidate's representatives' chairs.
- Ensure the DROs are balancing throughout the day as this will make the close of polls and vote tally go more smoothly.
- Prepare yourself for the close of polls at the end of the day, by reading your handbook when poll activity is low.
- Ensure the DROs complete all forms and envelopes properly.

	<ul style="list-style-type: none"> • Bring enough food and drink for the noon and evening meals, as well as snacks throughout the day. • Bring any medications (if applicable) you need to take during the day. If bringing medication(s) with you, please ensure they are secured and out of sight of electors.
Don't	<ul style="list-style-type: none"> • Let other election workers handle the ballots, the DRO is the election worker responsible for issuing and handling the ballots. • Allow election workers to leave the polls unattended – should they need to step away from their polls ensure all materials are secured. • Offer personal opinions or display material that supports or opposes any political party or candidate while on the job. • Carry on conversations with other election workers while electors are present. • Wear clothing that is the same colour associated with a political party. • Feel pressured to rush, rushing can lead to mistakes.

1.5. Team Responsibilities

The team must work together to facilitate the voting process and ensure the proper and efficient functioning of the poll.

The following chart lists each team member's responsibilities:

Deputy Returning Officer (DRO)	<ul style="list-style-type: none"> • reports to the poll supervisor • informs the poll supervisor of any shortages in supplies • assists in the set-up and tear-down of the voting location as directed by the poll supervisor • opens and closes their poll • conducts activities of the poll with assistance from the poll clerk • checks (periodically) the voting screen to ensure a pencil is available and sharp • maintains the poll records as explained in their handbook • issues ballots to electors and ensures the ballots are deposited in the ballot box • marks electors as voted • reconciles the ballots • counts ballots and reports results to the poll supervisor as directed • secures the ballot boxes, ballots, and all other election documents as instructed by the poll supervisor • packs supplies and election materials and provides them to the poll supervisor on completion as directed
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Poll Clerk	<ul style="list-style-type: none"> • informs the poll supervisor of any shortages in supplies • assists in the set-up and tear-down of the voting location as directed by the poll supervisor • assists the DRO in conducting the poll (as required) • confirms electors are on the list of electors, or using Elector Registration Form (F100) adds them to the list, or revises their information on the list, and then draws a line through their name • assists with the ballot counting at the end of voting
Information Officer	<ul style="list-style-type: none"> • assists in the set-up and tear-down of the voting location as directed by the poll supervisor • greets electors inside the voting location • consults the street key if an elector is unsure if they are at the correct voting location • determines if electors are qualified to vote (campus poll only) • directs them to the next available poll clerk or revising poll clerk • controls traffic inside the voting location • assists with the counting of votes at the close of the polls (if required)
Constable (if applicable)	<ul style="list-style-type: none"> • assists in the set-up and tear-down of the voting location as directed by the poll supervisor • controls traffic and parking outside the building • greets electors outside and directs them to the polls inside the voting location • assists disabled electors • assists the poll supervisor as required

2. Guidelines and Conduct for Others Present at the Voting Location

2.1. Individuals Permitted at the Voting Location

During voting, there may be other individuals present at the voting location. The following people are permitted to be at the polls:

Returning Officer (RO) and/or a Representative of the RO	Either may come to the voting location to see how the voting is proceeding or to deal with issues that arise.
Candidates	A candidate may come to observe the voting or to greet the election workers working in the voting location. A candidate may also act as their own agent.
Official Agents	Be careful not to confuse the title candidate's official agent with 'candidate's representative,' (formerly known as scrutineer or candidate's agent). Candidates' official agents can come into the voting location at any time, upon presenting the poll supervisor with their Official Agent's Poll Entry and Declaration of Secrecy (F313) signed by the returning officer. They can act as candidate's representatives at the voting location if they wish.
Candidate's Representatives	<p>Each candidate is entitled to have two candidate's representatives at a poll. Candidate's representatives must present their Appointment of Candidate's Representative (F312) (See Figure 1) to the poll supervisor and take the Declaration of Candidate's Representative, Candidate, or Elector Representing Candidate (F314) in the Poll Supervisor's Binder (F326) (See Figure 2).</p> <p>One elector may act to represent a candidate at a</p>

	<p>poll, but only until the appointed candidate's representative arrives. At that point, the elector must leave.</p> <p>Candidate's representatives are at the voting location to observe the voting process on behalf of a candidate.</p> <p>(See the chart called Responsibilities of Candidate's Representatives found on the next page.)</p>
Person Assisting an Elector	<p>An elector may require assistance to vote. A friend or family member may accompany an elector to the voting location and assist the elector in voting process.</p>
Observer or Chief Electoral Officer's staff member	<p>An outside observer or member of the CEO's staff may visit the poll. These individuals require authorization from the CEO.</p>

2.2. Dos and Don'ts of Candidates and their Representatives

The following details the dos and don'ts that candidates, official agents, and candidate's representatives must abide by:

Do	<ul style="list-style-type: none"> • Check-in with the poll supervisor or DRO (for single/double polls) before actively moving about the voting location. • Witness the setup of the voting location and confirm the ballot box is empty before the polls open. • Discreetly take and email pictures of Voter Tracking Sheets (F407) to their campaign offices. • Set cell phone or other communication devices to silent or vibrate.
Don't	<ul style="list-style-type: none"> • Discuss politics in the voting location. • Interfere or disrupt the voting process.



NOTE: Except for candidate's representatives and the poll supervisor, the Elections Act forbids the use of all electronic communications in the voting location. Cell phones or any audio or communication devices are not to be used by any elector in the voting location. A poll supervisor or election worker may use a communication device for election business only.

2.3. Responsibilities of Candidate’s Representatives

Candidate’s representatives may:	Candidate’s representatives must not:
<ul style="list-style-type: none"> • witness the set-up, opening, and closing of the poll • observe the voting process • have access to Voter Tracking Sheets (F407) to see who has voted; photograph them with their cell phone at the candidate’s representatives’ table and email the sheets to their candidate’s office or take the physical copy available • have access to the <u>pink copies</u> of Elector Registration Forms (F100) which identify additions to the list and changes to elector information • challenge an elector (must be documented by the poll supervisor) • observe, at a distance, the marking of a ballot if the DRO is acting as the friend of an elector • observe the counting of the ballots and raise an objection to the acceptance or rejection of a ballot • sign the Statement of Poll (F409) and keep a copy 	<ul style="list-style-type: none"> • prevent an elector from voting • stop or disrupt the voting process • engage in partisan activity in the voting location • wear badges, pins, emblems, etc. identifying them as supporters of a particular candidate or party • use a communication device in the voting location (except to photograph Voter Tracking Sheets (F407) at the candidate’s representatives’ table) • approach electors entering or leaving the voting location • prevent a ballot from being counted, if the DRO accepts it

3. Poll Logistics and Administration

3.1. Pre-Opening Checklist (F485) (See Figure 6)

3.1.1. Election Worker Contact

The poll supervisor must work with the assistant returning officer (ARO) to complete the **Election Worker Contact Information Sheets (F325)** (See Figure 3) for their voting location.

The **Employee ID Report (F379)** (See Figure 4) is generated from EMS. It is required for recording the election worker's badge number on the F325; use the employee ID number as their badge number.

3.1.2. Poll Supervisor Binder

The Table of Contents for the Poll Supervisor Binder lists all the documents a poll supervisor needs to fulfill their duties. The poll supervisor must review the contents of the binder to ensure all required documents are present. If anything is missing, the poll supervisor must notify the RO.



NOTE: The poll supervisor will obtain **Accessibility Audit (F164)** from the RO and place it in their binder.

3.1.3. Supplies and Materials

The poll supervisor is responsible to ensure their assigned voting location has all the required supplies. The poll supervisor must complete all assembly and supply verification tasks.

If any supplies are missing, the poll supervisor must notify the RO or ARO and add the missing supplies to the impacted kits.

The poll supervisor is also responsible for including additional required supplies to each kit for their voting location. Consult the chart below.

Deputy Returning Officer (DRO)	<ul style="list-style-type: none"> • Ballots assigned to the poll • Sheet of Electors Who Voted (F406) • Numbered Election Worker Badge(s) (F359) • Any Transfer Certificates (F404) provided by the returning officer
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Poll Clerk	<ul style="list-style-type: none"> • A binder for each poll clerk, containing the Official List of Electors for all polling divisions located at the voting location, sorted by last name, first name. • Street key • Polling Day Cards (F044) • Elector Declaration Stickers (F405) • Elector Registration Forms (F100) • Numbered Election Worker Badge(s) (F359)
Information Officer	<ul style="list-style-type: none"> • Numbered Election Worker Badge(s) (F359) • Street key • List of voting locations for the electoral district



NOTE: The ballots, election worker kits, and **Election Worker Badges (F359)** are to be stored in a secure location and distributed to the appropriate election worker(s) at the voting location before the poll opens.

If your voting location has both poll clerks, and revising poll clerks, only the revising poll clerks should be provided with the **Elector Registration Forms (F100)**. Revising poll clerks are seated at a separate "Revision Table" and not at the "Registration Table".

3.1.4. Voting Location Signage and Staffing

The **Election Day Poll Supervisor Pre-Opening Checklist (F485)**, found in the Poll Supervisor Binder (See Figure 6), lists tasks which must be completed by the poll supervisor before the first day of the poll. The poll supervisor must record the completion of each task on **Election Day Poll Supervisor Pre-Opening Checklist (F485)**.

The poll supervisor must assemble all signage required for inside and outside the voting location as listed in the **Accessibility Audit (F164)** (after visiting the voting location) based on the following guidelines:

- Yellow voting signs must be posted on entrance doors, to identify the voting location
- If the usual entrance has level access, accessibility signs are to be placed there
- If the entrance for electors who require level access is different from the usual entrance, it must be clearly identified with accessibility signage
- Parking spaces must be reserved for persons with disabilities and marked with the level access signs (if necessary)
- Yellow arrows are placed on the walls leading to the polls, to direct electors to the polling station (if necessary)

3.2. Polls Opening Checklist (F486)

It is the responsibility of the poll supervisor to ensure that the overall layout of the voting location, including the DRO and poll clerk tables, the information officer's table (if applicable), and the table and chairs for candidate's representatives, are set up according to the recommended layout diagram (See Figure 8) to ensure an orderly flow of electors through the voting process.



NOTE: Tables shown for candidate's representatives are optional. If they are not available, chairs are sufficient.

The **Election Day Poll Supervisor Opening Checklist (F486)** (See Figure 7) lists the tasks to be completed before voting begins on Election Day. This checklist includes a timeline of when each task should be done. The poll supervisor must record the completion of each task in this checklist.

3.3. Election Worker Unable to Perform Duties

If any of your Election Day workers fail to report to work at 7:00 am on Election Day, advise the returning office immediately. A person trained in the same job will be sent to replace them. Make sure all replacement election workers complete the **Appointment of Election Worker by Poll Supervisor (F311)** in the Poll Supervisor Binder.

3.4. Daily Checklists and Activities

The poll supervisor tasks during the day include:

- completing the Election Day Poll Supervisor Checklist at **10:30 am** (F460) (See Figure 9), **1:30 pm** (F463), and at **4:30 pm** (F464), checking that the DRO and poll clerk:
 - have sufficient supplies
 - are following correct processes and procedures
 - that the DRO can account for all ballots



NOTE: Ensure the checklist for each of the designated times is completed and signed.

- greeting and taking a verbal declaration of candidate's representatives as they arrive at the voting location to observe the voting process:
- ensuring each has a copy of the **"The Role of a Candidate's Representative" Brochure (F327)** and providing them with identification badge
- ensuring that nothing else is to be written on or added to the identification badge
- reminding the candidate's representatives that they are not permitted to use any communication devices inside the voting location, with the exception of taking photos of **Voter Tracking Sheets (F407)** to send to their candidate's campaign office (they can also take one of the available hardcopies)
- organizing breaks where possible and ensuring election workers eat at their workstations only at quiet times during the day
- maintaining order at the voting location during voting hours; resolving any disputes that may arise

- collect the **Voter Tracking Sheets (F407)** (See Figure 11) from each DRO every hour, separate them and place them in the appropriate folders for each candidate on the candidate's representatives' table.

In advance of the close of poll, the poll supervisor should alert all election workers of the clock to be used to confirm the time for closing the poll. As a rule, cell phone clocks are set automatically, therefore a more consistent point of reference than a wall clock.

3.5. Completing Incident Reports (F150)

Circumstances may occur occasionally, and emergency situations may arise that require completion of an **Incident Report (F150)** (See Figure 10).



NOTE: This report needs to be completed as soon as possible once the situation is under control so that details are not forgotten.

Incidents must be reported according to the following procedure:

1. The election worker involved with the incident:
 - takes any immediate action required
 - reports the incident to the poll supervisor
 - completes and signs **Incident Report (F150)** with the assistance of the poll supervisor
2. The poll supervisor:
 - contacts the returning officer to report the incident
 - takes any further action required
 - reviews, completes, signs, and dates the **Incident Report (F150)**
 - places both copies of the Incident Report in the Poll Supervisor Binder, completing the **Field Incident Report Log (F151)** (See Figure 12) in the binder
 - at the close of the poll, separates the copies of each Incident Report, and
 - places the white "Returning Office Copy" in the **Poll Supervisor Records Portfolio (F370)**
 - places the pink "Incident Report Binder Copy" in the Poll Supervisor Binder

4. Closing the Poll

It is the responsibility of the poll supervisor to ensure the closing of the poll, the packing and return of supplies and materials is conducted properly. The **Election Day Poll Supervisor Close of Poll Checklist (F487)** (See Figure 13), found in the Poll Supervisor Binder, lists the tasks which must be completed by the poll supervisor. The poll supervisor must record the completion of each task on **Election Day Poll Supervisor Close of Poll Checklist (F487)**.

4.1. Close of Voting

Polls **must** close promptly at 8:00 pm.

Once voting has ceased, the poll supervisor will ensure the following tasks are completed by completing the **Election Day Poll Supervisor Close of Poll Checklist (F487)** and following the procedures contained in the Election Day DRO and Poll Clerk Handbooks for:

- the reconciliation of ballots
- the packing and securing of the ballots and ballot box
- the packing and securing of all other election supplies and materials

4.2. Verifying Accuracy of Statement of Poll (F409)

The poll supervisor checks that the electoral district name and the poll number are entered at the top of the **Statement of Poll (F409)**.

Section A – Reconciliation of Ballot

The poll supervisor must check that:

1. Total number of ballots received (from the front of the **Poll Book (F415)**) is entered on **Line 1**.
2. Total number of voting documents (from the **V-Voting documents envelope (F433)**) is entered on **Line 2a**.
3. Total number of cancelled ballots (from **A-Ballots Cancelled envelope (F420)**) is entered on **Line 2b**.
4. Total number of voting documents for ballots taken from the poll (from **A-Ballots Cancelled envelope (F420)**) is entered and on **Line 2c**.
5. Lines 2a, 2b and 2c are totaled and the total is entered on **Line 2**.

6. Total number of unused ballots (from **B-Ballots Unused and Stubs envelope (F421)**) is entered on **Line 3**.
7. Lines 2 and 3 are totaled and total is entered on **Line 4**.
8. **Line 1 equals Line 4**.



NOTE: It is essential that the total entered on Line 4 equals Line 1, as all ballots issued to the DRO at the start of the poll must be accounted for at the close of the poll.

Section B – Tally of Votes

The poll supervisor must check that:

1. Candidate names are entered (in the order they appear on the ballot) in the appropriate space on the **Statement of Poll (F409)**.
2. The number of valid ballots cast for each candidate (from the **D-Ballots Cast envelope (F459)**) is recorded in the appropriate space.
3. Total number of ballots cast for all candidates is entered on **Line 5**.
4. Total number of rejected ballots (from **C-Ballots Rejected envelope (F422)**) is entered on **Line 6**.
5. Total number of declined ballots (from **I-Ballots Declined envelope (F381)**) is entered on **Line 7**.
6. Lines 5, 6, and 7 are totaled and the total is entered on **Line 8**.
7. **Line 8 equals Line 2a**.



NOTE: It is essential that the total entered on Line 8 equals Line 2a. This indicates that every ballot used and every elector who voted has been accounted for, and the poll is balanced.

8. If there is no discrepancy the poll supervisor calls the results into the returning office. If there is a discrepancy complete the steps below.

Discrepancies:

If there is a discrepancy in either Section A or Section B, the poll supervisor must:

1. Check the addition of totals entered on the front of envelopes A, B, C, D, V, and I.
2. Check that the totals entered on each envelope match the numbers recorded on the appropriate line on the **Statement of Poll (F409)**.
3. Check the addition of all lines.



NOTE: If errors in the accuracy of the form are found a new **Statement of Poll (F409)** must be completed. Additional copies are provided in the materials.

4. If there is **still a discrepancy** the poll supervisor will instruct the DRO to repeat the steps outlined in "Reconciliation of Ballots" section of the Election Day DRO Handbook.



NOTE: If the discrepancy cannot be resolved the poll supervisor will advise the returning officer.

4.3. Return of Materials to Returning Office

The poll supervisor is responsible for the return of all election documentation, materials, and supplies to the returning office.

In situations where the voting location is distant from the returning office, or there is a large volume of materials to be returned, the returning officer may hire a ballot box courier or make other arrangements for the return of materials. The returning officer will advise the poll supervisor of these arrangements and if they are required to be at the returning office to check in the materials.



NOTE: In either case, the poll supervisor is responsible for the proper collection and packing of all election documentation, materials, and supplies.

Packing up the materials correctly will ensure a trouble-free return to the returning office. Refer to the **Poll Supervisor Guide to Packing Election Materials for Return (F478)**. Those materials considered time sensitive must be packed in the **Poll Supervisor Portfolio (F370)** according to Step 5 of the Poll Supervisor Guide to Packing Election Materials for Return (F478).

The returning officer will be set up to receive your materials. A designated person will remove the contents of the Poll Supervisor Records Portfolio (F370) and, while you are present, compare the results recorded on each pink copy of the **Statement of Poll (F409)** with the results that were called in to the returning office earlier.

If the numbers are not the same, you must remain until the discrepancy can be identified.

5. Circumstances that Occur Occasionally

The following situations rarely occur but when they do, they can complicate the regular voting process. The appropriate response to each of these situations, from a poll supervisor’s perspective, has been provided below.

5.1. Controlling Admittance

Situation:	Electors waiting to vote or who have already voted form a crowd inside the voting location.
Response:	Do not let the electors gather inside the voting location. If many electors arrive at the same time, ensure that the information officer and/or constable controls the orderly assembly of electors in the appropriate lines and politely encourage those who have voted to leave.

5.2. Requesting Assistance from an Interpreter

Situation:	<p>An elector uses a language other than English and is not understood, or the elector is hearing impaired.</p> <p>NOTE: Electors should request this service in advance of election day by contacting their returning office.</p>
Response:	<p>If no one at the location can interpret or sign for the elector, contact the returning office to determine whether an interpreter is immediately available.</p> <p>An interpreter must make a declaration respecting the proper conduct of their duties. The voting process may not proceed for this elector until an interpreter is available.</p>

5.3. An Elector Leaves the Voting Location with Ballot

Situation:	An elector who is handed a ballot, refuses to return it to the DRO and takes the ballot out of the voting location.
Response:	<p>If an elector takes their ballot out of a voting location, the DRO will:</p> <ul style="list-style-type: none"> • mark the Elector Declaration Sticker (F405) on the back of the Voting Document that the elector took the ballot from the poll and place the Voting Document in A-Ballots Cancelled (F420) envelope. • inform the poll supervisor who will report the incident immediately to the returning office and provide as much detail as possible (i.e., name and address of the elector (if known) or a description of the elector, time of the incident, and any information/statements made by the elector, etc.). • complete an Incident Report (F150) and follow the procedure outlined in Section 3.5. <p>If elector returns later with the ballot:</p> <ul style="list-style-type: none"> • they are not allowed to vote, and the ballot is treated as a cancelled ballot; DRO writes 'cancelled' on the back of the returned ballot and places it in the A-Cancelled Ballots envelope. • DRO locates the elector's Voting Document in A-Ballots Cancelled (F420) envelope and provides it to the poll supervisor. <p>The poll supervisor:</p> <ul style="list-style-type: none"> • attaches the Voting Document to the original "white" copy of the Incident Report (F150) completed previously.

5.4. An Elector Refuses to Make a Declaration

Situation:	An elector is asked to make a declaration and refuses. The elector does not meet the necessary requirements to vote without making a declaration.
Response:	<p>If an elector refuses to make a declaration the DRO/poll clerk should signal the poll supervisor to approach the table and they should explain the circumstances to the poll supervisor.</p> <p>The poll supervisor should permit the elector to voice their concerns and confirm that they must make a declaration. If the elector still refuses, explain to the elector they cannot vote and ask them to leave the voting location.</p>

5.5. Providing Peace and Good Order

Situation:	There is a disturbance at a poll, or someone is obstructing electors or an election worker.
Response:	<p>The poll supervisor is responsible for maintaining order on election day at the voting location.</p> <p>The poll supervisor should:</p> <ul style="list-style-type: none"> • ask anyone causing a disturbance to stop, and • if the disruptive behaviour continues, ask the person to leave the voting location. <p>If necessary, the poll supervisor will get the constable and/or contact the local police to have the person removed from the premises.</p>

5.6. Responding to a Suspected Electoral Violation (possible fraudulent elector)

Situation:	<p>An election worker believes that a person has:</p> <ul style="list-style-type: none"> • impersonated another elector (by applying for a ballot in their name), or • attempted to vote knowing that they are not qualified to vote • and refuses to sign the Elector Declaration
Response:	<p>The poll clerk should signal the poll supervisor to approach the table to explain to them the circumstances. The poll supervisor should permit the elector to voice their concerns and confirm that they must sign the Elector Declaration. If the elector still refuses, explain to the elector they cannot vote and ask them to leave the voting location.</p> <p>The poll supervisor must prepare an Incident Report (F150) of the events that took place and place in the Poll Supervisor Binder.</p>

5.7. Responding to a Suspected Electoral Violation (indication elector has already voted)

Situation:	<p>An elector presents themselves to the poll clerk and a line has already been drawn through their record of the Official List of Electors.</p>
Response:	<p>The poll clerk should signal the poll supervisor to approach the table to explain the circumstances to the poll supervisor.</p> <p>If the elector states they have not previously voted and is willing to sign the Declaration of Personated Elector (F309), they may vote. The poll clerk will advise them that the incident will be documented and investigated.</p> <p>The poll supervisor will prepare an Incident Report (F150) of the event and will attach the signed Declaration of Personated Elector (F309), provided by the poll clerk, to the original white copy of Incident Report (F150) and place it in their Poll Supervisor Binder.</p>

5.8. Filming at a Voting Location

Situation:	The media try to obtain footage by filming or photographing the voting process.
Response:	<p>Filming or photographing is not permitted inside a voting location unless pre-authorized by the RO. If your location has been chosen, you will be notified in advance. Filming must be done from outside the voting location, for example, through an open doorway. Filming and photographing must not block electors' access to the voting location and must respect the secrecy of the vote.</p> <p>If the filming or photography is not pre-authorized by the RO, the poll supervisor should politely ask the person trying to film or take a photograph to stop. If they refuse to stop, inform the RO, and fill out an Incident Report (F150).</p>

5.9. Posting/Displaying Partisan Material

Situation:	<p>Campaign literature or any other material in support of, or in opposition to, a political party or candidate is prohibited in the voting location.</p> <p>Wearing anything in support of, or in opposition to, a political party or candidate (emblem, flag, banner or colour) inside the voting location is prohibited.</p>
Response:	<p>If the poll supervisor reasonably believes that a person is breaking these rules, they may remove (or ask someone to remove) any offending material.</p> <p>In the case where a person is wearing a banned item, the poll supervisor may ask the person to remove it, cover it, or leave the voting location.</p> <p>Materials such as file folders used by candidate’s representatives should be white or manila in colour and carry no candidate or party identifiers on them. If this rule is not observed, the candidate’s representative must be asked to put the items away or remove the materials from the premises.</p> <p>Use reasonable judgement when determining what might be considered “partisan.” Simply wearing an article of coloured clothing does not necessarily express partisan support. The poll supervisor must determine a person’s intent before taking action. When in doubt, call the returning office immediately.</p>

5.10. A Candidate’s Representative Disturbs the Voting Process

Situation:	<p>A candidate’s representative systematically objects to persons voting on the basis that they may not be Canadian citizens, or objects to any young elector on the basis that they are not of voting age.</p>
Response:	<p>Candidate’s representatives are entitled to question an elector’s qualifications to vote. The DRO or poll clerk should advise the candidate’s representative that in signing the Elector Declaration each elector is declaring that they are qualified to vote.</p> <p>If the candidate’s representative is not satisfied, the DRO or poll clerk should signal the poll supervisor to approach the table. The poll supervisor should advise both the candidate’s representative and the elector that the objection will be documented and prepare an Incident Report (F150) of the event, following the procedure outlined in Section 3.5.</p> <p>If the objections become systematic, the candidate’s representative’s motives should be questioned. If the candidate’s representative persists, the poll supervisor may need to escalate this issue to the returning officer to be resolved at the candidate level.</p>

5.11. Taking a Ballot to an Elector

Situation:	<p>A voting location may unexpectedly become inaccessible (e.g., road or sidewalk construction restricts access to the parking lot or location entrance), or an elector has recently become ill or injured and does not have a wheelchair available to assist them into the voting location.</p>
Response:	<p>Refer to Section 6.6 in the Election Day – Deputy Returning Officer Handbook (F412).</p>

5.12. Forged, Unauthorized or Defaced Ballot

Situation:	<p>The <i>Elections Act</i> prohibits a person at a voting location from:</p> <ul style="list-style-type: none"> • using a forged ballot • having an unauthorized ballot in their possession • altering, defacing, or destroying a ballot • putting anything other than a ballot in a ballot box • destroying, taking, opening, or otherwise interfering with a ballot box or book of ballots
Response:	<p>The DRO should report such incidents to the poll supervisor immediately and point out the suspected violator. The poll supervisor should advise the returning office immediately.</p> <p>The poll supervisor must complete an Incident Report (F150), asking the DRO and any persons who witnessed the incident to provide information regarding the sequence of events and a description of the person suspected of the offence.</p> <p>NOTE: Place the elector’s Voting Document in the A-Ballots Cancelled (F420) envelope if they did not vote.</p>

6. Responding to Emergency Situations



NOTE: While it is rare that an emergency occurs at a voting location, the poll supervisor should be prepared to deal with such an event. It is the responsibility of the poll supervisor to protect individuals in the voting location and to secure voting materials.

6.1. Bomb Threats

In the event of a bomb threat, the poll supervisor should:

1. Call 911 to report the incident.
2. Ensure everyone remains calm.
3. Have each DRO:
 - place all loose documentation, including unused ballots, into the large clear plastic bag in their poll supplies
 - pick up the ballot box and the plastic bag
4. Evacuate the premises; make sure everyone gets out safely (conduct a head count or roll call to confirm that no one has been left in the building).
5. Contact the returning office and advise them of the situation and action taken.
6. Look for an alternative site close by to set up the poll temporarily and inform the returning office if a potential site is available.
7. Return to the building only when authorized by the authorities.
8. Prepare an **Incident Report (F150)**.



NOTE: The DRO must always keep the ballot box and unused ballots in their possession.

6.2. Fire Orders

The poll supervisor should be aware of the building exits and assembly points (if applicable) and decide upon a central gathering area outside the building in case of an evacuation.

If a fire is discovered, smoke is seen, or there is a smell of gas, the poll supervisor will sound the alarm by yelling “fire” and activate the pull station if one is available; call 911 and take charge of the situation following the procedures:

1. Ensure everyone remains calm.
2. Ensure the DROs have the ballot boxes and unused ballots.
3. If time permits, put all loose documentation into the large clear plastic bag in your poll supplies.
4. Evacuate immediately using the nearest safe exit.
5. Do not use the elevators.
6. Make sure everyone gets out safely (conduct a head count or roll call to confirm that no one has been left in the building).
7. Do not attempt to remove any vehicle from the parking garage/lot.
8. Once safely outside, the poll supervisor should contact the returning office and advise them of the situation.
9. Return to the building only when authorized by the fire chief.
10. Prepare an **Incident Report (F150)**.



NOTE: The DRO (not the poll supervisor) **must always** keep the ballot box in their possession.

6.3. Medical Emergency

If an election worker, elector, or candidate's representative becomes ill or is injured, the poll supervisor, and other election workers present should:

1. Make the person as comfortable as possible.
2. Call 911.
3. Call the returning office immediately to discuss the situation and determine if any action is required (e.g., to obtain a replacement for the election worker).
4. Cooperate with emergency staff to the best of your ability.

6.4. Power Outage

The poll supervisor must immediately assess the situation and inform the returning office, providing the following information:

- approximate time the power is to be restored (length of time it will be out)
- whether there is adequate lighting to continue with the poll

A decision will be made as to whether the voting location should close or remain open.

6.5. Heat or Water Failure

If one or more of the utilities has failed, call the returning office immediately. They will deal with the situation as required.

Figure 1 - Appointment of Candidate's Representative (F312)


22/08	
 ELECTIONS NOVA SCOTIA	Appointment of Candidate's Representative F312
<p>Please print in BLOCK LETTERS</p>	
<p>I, the undersigned, a candidate officially nominated in the electoral district referred to below (or their official agent), appoint the following person as a candidate's representative:</p>	
Name	
Civic Address	
<p>(A) With authority to represent me, in the manner provided by the <i>Elections Act</i>, at the candidate's representatives table at the following voting locations:</p>	
Location	
Location	
Location	
Location	
<p>(B) With authority to represent me, in the manner provided by the <i>Elections Act</i>, at the count of ballots at the election worker's table at the following poll:</p>	
Location	Poll No:
Date (yyyy/mm/dd)	
Signature of Candidate or Official Agent	
Name of Candidate	
Electoral District	
<p>Note: This form must always be carried by the Candidate's Representative.</p>	

Figure 4 - Employee ID Report (F379)


 ELECTIONS NOVA SCOTIA		Employee ID Report			Form 379
40th Provincial General Election on Staging 2019					2019-05-02 10:36 AM
		01 - Annapolis			Page 1 of 6
Employee No	Officer Name	Position	Poll Type	Poll Location	
15690	Tom T Thumb				
15691	John Smith				
4065	Sharon Pettis	DRO	ED	165 Bridge St, Melvern Square	
9979	Cheryl M Wheelhouse	PS		165 Bridge St, Melvern Square	
13700	Helen Elizabeth Wilson	DRO	ED	165 Bridge St, Melvern Square	
14059	Leah Muise	PC	ED	165 Bridge St, Melvern Square	
7338	Ann Marie Ann VanBuskirk	DRO	ED	165 Bridge St, Melvern Square	
12342	Allan R Dakin	PC	ED	165 Bridge St, Melvern Square	
234	Katherine M Smith	DRO	ED	165 Bridge St, Melvern Square	
10128	Barbara Lyne Smith	PC	ED	165 Bridge St, Melvern Square	
1231	Margo Stillman	DRO	ED	734 Broadway Ave, Cornwallis Park	
12062	James Edward Pettipas	PC	ED	734 Broadway Ave, Cornwallis Park	
1234	Cate Lorayne Stillman	DRO	ED	734 Broadway Ave, Cornwallis Park	
12094	Catherine Smith	PC	ED	734 Broadway Ave, Cornwallis Park	
12325	Mike Q Danells	PS		49 Church St, Middleton	
12796	Allison C Martin	DRO	ED	49 Church St, Middleton	
12856	Terra D Thibodeau	PC	ED	49 Church St, Middleton	
3911	Patricia P Parsons	DRO	ED	49 Church St, Middleton	
12860	Llewelyn B Thibodeau	PC	ED	49 Church St, Middleton	
12602	Opal Marie Silvea	PC	ED	49 Church St, Middleton	
13361	James R O'Neill	DRO	ED	49 Church St, Middleton	
265	Judy Silvea	PC	ED	49 Church St, Middleton	
13131	Effie Mcinnis	DRO	ED	49 Church St, Middleton	
3798	Audrey Ann Smith	PS		49 Church St, Middleton	

Figure 6 - Election Day Poll Supervisor Pre-Opening Checklist (F485)


24/07	
	Election Day - Poll Supervisor Pre-Opening Checklist
F485	
Week prior to election day	<input type="checkbox"/> Review the poll supervisor handbook and notes taken during training. <input type="checkbox"/> Complete the Election Worker Contact Information sheets (F325). <input type="checkbox"/> Assemble the poll supervisor binder. <input type="checkbox"/> Verify poll supervisor supplies against supplies kit list. <input type="checkbox"/> Verify the supplies kits for all election workers assigned to the voting location.
Complete 3 days before election day	<input type="checkbox"/> Contact the landlord, confirm arrangements made by the returning officer including access to the voting location and availability of furniture. <input type="checkbox"/> Visit the voting location, examine the physical layout of the building referring to the Accessibility Audit (F164) for comparison. Document potential issues and discuss with returning officer. <input type="checkbox"/> Ensure a telephone is available, working and confirm the number with the returning office. <input type="checkbox"/> Determine what signage is required, following the signage guidelines detailed in the Pre-Opening Checklist (F485) section in the handbook
Complete the day before election day	<input type="checkbox"/> Contact all election workers assigned to the voting location and confirm they will report to work at 7:00 am the next morning, are prepared, and know where the building is located. Remind them to: <ul style="list-style-type: none"> • arrive at least 60 minutes before the polls open on for set-up • bring or arrange for the delivery of food and beverages for the day <input type="checkbox"/> Ask the election workers if they have any questions regarding poll procedures and, if unable to answer the question, call the returning office to obtain the answer for the election worker. <input type="checkbox"/> Advise the returning office immediately if anyone will not be available to work on election day. <input type="checkbox"/> Ask all election workers on the team if they understand the tasks to be carried out when conducting the poll.

Figure 7 - Election Day Poll Supervisor Opening Checklist (F486)

22/07	
ELECTIONS NOVA SCOTIA	
Election Day Poll Supervisor Opening Checklist	
F486	
7:00 am	<input type="checkbox"/> Ensure election workers have all required supplies and begin their assigned tasks. <input type="checkbox"/> Ensure each election worker signed the Sign-in/Out Sheet upon arrival. <input type="checkbox"/> Ensure each election worker wears their identification badge so that it is visible. <input type="checkbox"/> Distribute the Sheet of Electors Who Voted and the ballots to the DRO and have the DRO record the ballot numbers on the front of the Election Day Poll Book (F415). <input type="checkbox"/> Distribute the binders containing the Official List of Electors to all poll clerks <input type="checkbox"/> Call the returning office to report the arrival status of election workers.
7:00 am-7:30 am Setup furniture and signs	<input type="checkbox"/> Setup tables and chairs according to the Layout of Voting Location diagram in your handbook. NOTE: Make sure there is sufficient space between the tables at the voting location so electors with reduced mobility (wheelchair, walker, etc.) may circulate freely. See diagram of the layout of the voting location. <input type="checkbox"/> Arrange polls in a logical order (e.g., 91, 92, 93, 98, 101, 105) <input type="checkbox"/> Ensure chairs are available for electors waiting to vote and a chair is placed behind each voting screen table. <input type="checkbox"/> Place the information officer(s) at the voting location entrance(s) and provide them with a table and chair (if available). <input type="checkbox"/> Set up additional tables and chairs for candidate's representatives, if space allows; make sure these are placed so candidate's representatives have a clear view of the proceedings without obstructing the election process. NOTE: Inform candidate's representatives that seating is on a first-come, first-serve basis; if an agreement cannot be reached regarding the seating arrangements at a voting location, the poll supervisor will decide the seating order. <input type="checkbox"/> Direct the DROs and poll clerks to unpack their kits and arrange their supplies as soon as the furniture setup of the voting location is complete. <input type="checkbox"/> Post additional signs inside the building to clearly mark the route to the voting area (if necessary). Post as many signs as necessary to ensure electors do not have difficulty locating the voting area.
Page 1 of 2 (over)	
7:00 am-7:30 am	<input type="checkbox"/> Affix the "No Smoking", "No Communication Devices", and "Direction to Electors" signs on bulletin boards, tables, or (if necessary) on walls, using the yellow gaffer tape found in the supply kit. <input type="checkbox"/> Affix a map of the electoral district and a chart of acceptable identification documents inside the entrance to the voting location.
7:30 am-8:00 am Setup voting screens, ready ballots, contact returning office.	<input type="checkbox"/> Ensure POs position voting screens in such a way that it is not possible for anyone to see how electors mark their ballot (i.e. away from windows, mirrors, other screens, and entrances). <input type="checkbox"/> Ensure that the DRO and poll clerk tables are set up properly. <input type="checkbox"/> Ensure there is a magnifier and a pencil attached to each voting screen and remind the PO to periodically check that the pencil is sharp, and the screen has not been defaced. <input type="checkbox"/> Ensure there is no campaign literature within the voting location. <input type="checkbox"/> Ensure the DRO has checked and counted all books of ballots and initialed one book of ballots before the poll opens. <input type="checkbox"/> Ensure the ballot box is assembled, witnessed as being empty and sealed before the poll opens. <input type="checkbox"/> Call the returning office immediately if any difficulties that cannot be resolved are encountered, or to report an incident that has been resolved. <input type="checkbox"/> Check and ensure that all elections workers are ready and prepared to receive electors when the poll opens at 8:00 am. <input type="checkbox"/> Make sure that the information officer and constable are at their stations. <input type="checkbox"/> Remind the information officer to identify candidate's representatives when they arrive and direct them to the poll supervisor to take a verbal declaration. <input type="checkbox"/> Call the returning office to confirm the poll will be ready to open at 8:00 am.
	Prepare the outside of the voting location <input type="checkbox"/> Post the wire frame sign identifying the location as a voting location. <input type="checkbox"/> Post all other signage as pre-determined and provided by the returning officer; this includes accessible parking signs and directional signs to the accessible entrance, if required. NOTE: When posting any signage on walls, doors, and windows, use the yellow gaffer tape found in the poll supervisor's kit. <input type="checkbox"/> Survey the perimeter of the building and check for political signage (no signage can be posted within 60 meters (200 feet) of the entrance of the building). If there are signs illegally posted, call the returning office and describe the problem. Do not attempt to remove the signs.
	Page 2 of 2

Figure 8 - Layout for Multiple Poll Voting Location

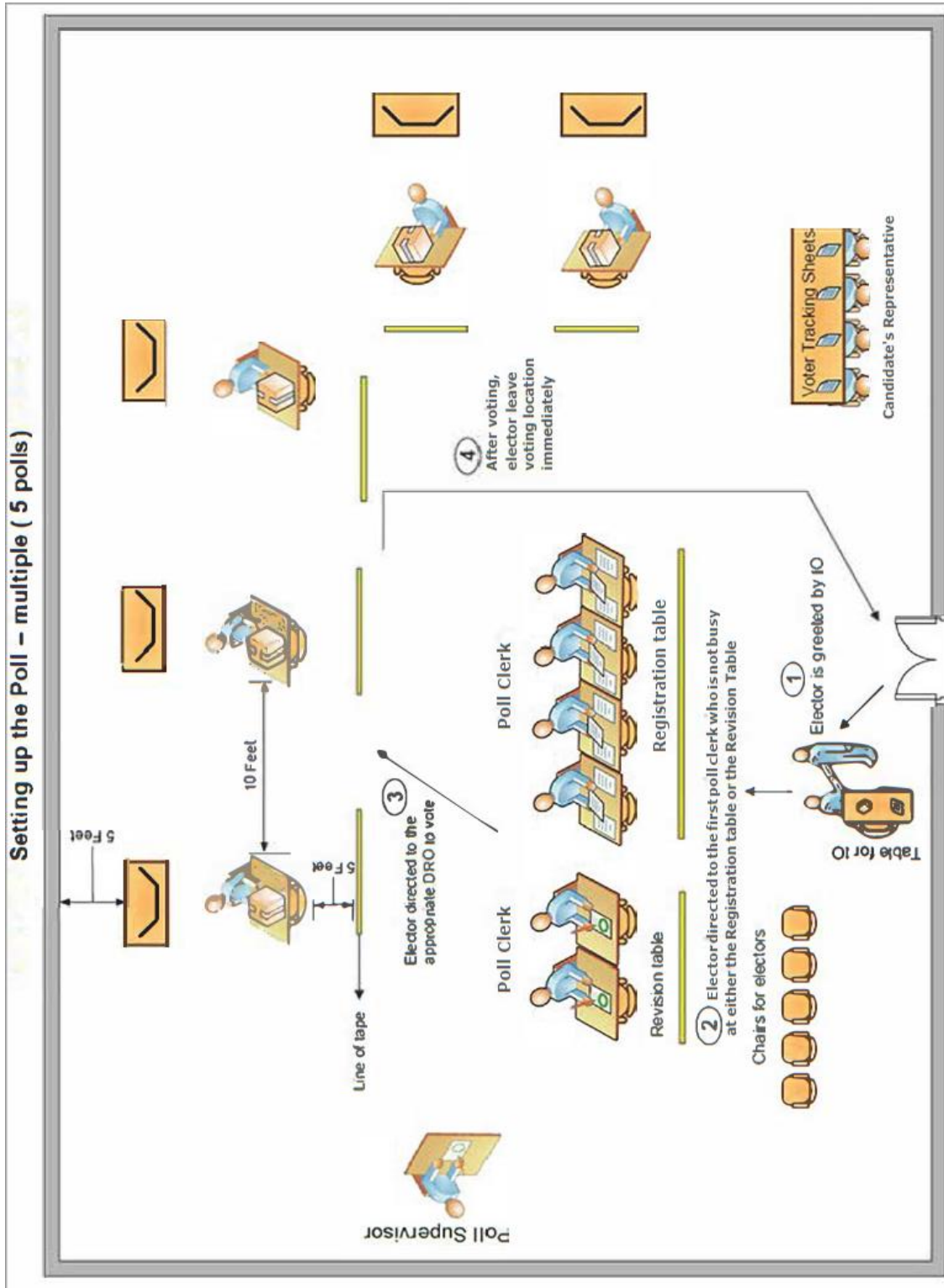


Figure 9 - Election Day Poll Supervisor Checklist (F460)


22/07						
		Election Day Poll Supervisor Checklist			F460	
<p><u>This checklist is to be completed at 10:30 am.</u></p> <p>Check that there is a sufficient supply of each item and that forms are being completed accurately and in full. Initial each box.</p>						
<p>Voting Location:</p>						
DRO Table		Poll #	Poll #	Poll #	Poll #	Poll #
Voter Tracking Sheets (F407)	Sufficient supply					
	Completed properly					
Sheet of Electors Who Voted (F406)	Voters marked off properly					
Ballots	Sufficient supply					
	Initialed by DRO					
Voting Documents (VICs and Polling Day Cards)	Completed properly and signed					
Voting Screen Table(s)						
Pencil (on string and sharp)						
Magnifying sheet						
Registration / Revision Table			Registration Table		Revision Table	
Elector Registration Forms (F100)	Sufficient supply					
	Completed properly					
List of Electors	Voters marked off properly					
Polling Day Cards (F044)	Sufficient supply					
Elector Declaration Stickers (F405)	Sufficient supply					
O-Returned Voting Documents envelope (F357)	Containing returned and incorrect VICs					
Cardboard Tray	Containing pink copies of F100					
Action taken/comments:						
Print Name			Poll Supervisor Signature			

Figure 10 - Incident Report (F150)

20/04		
		Incident Report F150
Please print in BLOCK LETTERS		
Electoral District:		
Location of Incident:		
Person Reporting		
Name:		
Position:		
Civic Address:		
Home Phone:	Work Phone:	Cell Phone:
Date and Time of Incident		
Incident details (include all relevant information):		
Action Taken		
Signature of person reporting or Poll Supervisor:	Date (yyyy/mm/dd):	
 	Sent to RO by Poll Supervisor (initial inside box): <input style="width: 40px; height: 20px; margin-left: 10px;" type="text"/>	
Signature of Returning Officer:	Date (yyyy/mm/dd):	
 	RO Log Number:	
ENS (office use only)		
Date Received:	ENS Log Number:	
Closed by (signature):		

Figure 11 - Voter Tracking Sheet (F407)



20/05																													
					Voter Tracking Sheet F407																								
<p>Please print in BLOCK LETTERS</p>																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="padding: 5px;">Electoral District:</td> </tr> <tr> <td colspan="5" style="padding: 5px;">Poll Number:</td> <td colspan="5" style="padding: 5px;">Sheet Number:</td> </tr> </table>										Electoral District:										Poll Number:					Sheet Number:				
Electoral District:																													
Poll Number:					Sheet Number:																								
<p>In the next empty box write firmly the "Elector's # on List" from the Official List of Electors for each elector who has voted or place an "A" if the elector was added.</p>																													
<p>Sample: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="padding: 2px 10px;">65</td> <td style="padding: 2px 10px;">12</td> <td style="padding: 2px 10px;">A</td> <td style="padding: 2px 10px;">44</td> </tr> </table></p>										65	12	A	44																
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DRO's Signature					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; font-weight: bold;">Time</td> </tr> <tr> <td style="width: 50%; padding: 2px;">From:</td> <td style="width: 50%; padding: 2px;">To:</td> </tr> </table>					Time		From:	To:																
Time																													
From:	To:																												

Figure 13 - Election Day Poll Supervisor Close of Poll Checklist (F487)

22/07	
 Election Day - Poll Supervisor Close of Poll Checklist	
F487	
Shortly before close of the poll	<input type="checkbox"/> Collect F-Transfer Certificates envelope from each DRO and place any Transfer Certificates – Poll Supervisors Copy (F404) provided by the returning office in the appropriate F-Transfer Certificates envelope by poll and return them to that DRO to be placed in J-Envelope. <input type="checkbox"/> Collect H-Elector Revision Poll Record envelope (F427) from each DRO and provide to the poll clerks. <input type="checkbox"/> Confirm if witnesses and/or candidate's representatives are present to witness the counting of ballots. Record their names and if they are supposed to witness the count for a certain poll.
8:00 pm Close of Poll	<input type="checkbox"/> Make a list of the names of electors waiting to vote (either inside or outside the voting location). <input type="checkbox"/> Have all electors wait inside the voting location instead of outside. <input type="checkbox"/> Close and, if possible, lock the doors to the voting location. If possible, an election worker or an elector who has voted should be stationed at the door to permit electors who have voted to leave and prevent others from entering after 8:00 pm. <input type="checkbox"/> When the last voter has left the voting location, check that the doors are locked and begin the reconciliation of ballots. <input type="checkbox"/> Instruct the DROs to locate the Statement of Poll (F409) in their poll book. <input type="checkbox"/> Instruct the DROs to complete Section A - Reconciliation of Ballots on F409.
After 8:00 pm Collecting voting records	Collected from poll clerks: <input type="checkbox"/> binders containing the Official List of Elector <input type="checkbox"/> W-Elector Registration Forms envelopes (F426) <input type="checkbox"/> O-Returned Voting Documents envelopes (F357) <input type="checkbox"/> Place the above in the secure storage container provided for that purpose. <input type="checkbox"/> Check that the electoral district and voting location are entered on the secure storage container label and the container is sealed. <input type="checkbox"/> Instruct the poll clerks to close their tables and pack the unused supplies and materials in the black duffle bag. <input type="checkbox"/> Advise the poll clerks which DRO they will report to for the counting of the ballots; advise the information officer(s) and constables(s) if they are needed to assist in counting the ballots or if they can leave after. <input type="checkbox"/> Ensure all departing election workers sign out on F136. <input type="checkbox"/> Instruct the DROs to begin ballot counting and complete Section B - Tally of Votes of the F409.
After 8:00 pm	<input type="checkbox"/> Collect F-Transfer Certificates envelope from each DRO and place any Transfer Certificates – Poll Supervisors Copy (F404) provided by the returning office in the appropriate F-Transfer Certificates envelope by poll and return them to that DRO to be placed in J-Envelope. <input type="checkbox"/> Collect H-Elector Revision Poll Record envelope (F427) from each DRO and provide to the poll clerks. <input type="checkbox"/> Confirm if witnesses and/or candidate's representatives are present to witness the counting of ballots. Record their names and if they are supposed to witness the count for a certain poll. <input type="checkbox"/> Make a list of the names of electors waiting to vote (either inside or outside the voting location). <input type="checkbox"/> Have all electors wait inside the voting location instead of outside. <input type="checkbox"/> Close and, if possible, lock the doors to the voting location. If possible, an election worker or an elector who has voted should be stationed at the door to permit electors who have voted to leave and prevent others from entering after 8:00 pm. <input type="checkbox"/> When the last voter has left the voting location, check that the doors are locked and begin the reconciliation of ballots. <input type="checkbox"/> Instruct the DROs to locate the Statement of Poll (F409) in their poll book. <input type="checkbox"/> Instruct the DROs to complete Section A - Reconciliation of Ballots on F409. Collected from poll clerks: <input type="checkbox"/> binders containing the Official List of Elector <input type="checkbox"/> W-Elector Registration Forms envelopes (F426) <input type="checkbox"/> O-Returned Voting Documents envelopes (F357) <input type="checkbox"/> Place the above in the secure storage container provided for that purpose. <input type="checkbox"/> Check that the electoral district and voting location are entered on the secure storage container label and the container is sealed. <input type="checkbox"/> Instruct the poll clerks to close their tables and pack the unused supplies and materials in the black duffle bag. <input type="checkbox"/> Advise the poll clerks which DRO they will report to for the counting of the ballots; advise the information officer(s) and constables(s) if they are needed to assist in counting the ballots or if they can leave after. <input type="checkbox"/> Ensure all departing election workers sign out on F136. <input type="checkbox"/> Instruct the DROs to begin ballot counting and complete Section B - Tally of Votes of the F409.
Tally of Vote/ Reporting Results	<input type="checkbox"/> Verify the Statement of Poll provided by each DRO following the instructions in the "Verifying Accuracy of Statement of Poll" section in the Poll Supervisor handbook. <input type="checkbox"/> Call the returning office with the results of each count as Statement of polls are verified. <input type="checkbox"/> Check that each DRO has placed the yellow copy of the Statement of Poll in E-Statement of Poll envelope.
After the Ballot Count Has Been Reported	Place the following in the Poll Supervisor Records Portfolio: <input type="checkbox"/> All E-Statement of Poll envelopes. <input type="checkbox"/> All Poll Supervisor Copy(s) (pink) of the Statement of Poll. <input type="checkbox"/> Election Worker Sign In/Out Sheet(s) (F136). <input type="checkbox"/> White "original" copies of any Incident Reports (F150) that were filled out during the day. NOTE: Election workers will not be paid unless they have signed the F136 <input type="checkbox"/> Complete and sign the checklist on the outside of the Poll Supervisor Records portfolio.
Packing of Supplies	<input type="checkbox"/> Ensure DROs place all applicable documentation in the J-Poll Record envelope (F428) and complete the J-Poll Record envelope label. <input type="checkbox"/> Ensure DROs pack the J-Poll Record envelope in the corresponding ballot box, complete the J-Poll Record envelope packing label, and attach the label to the ballot box. <input type="checkbox"/> Remind the DROs to place all unused election materials in the black duffle bag (same as used by the poll clerks).
Return of Materials	The poll supervisor is responsible for the return and check-in, at the returning office, of the following: <input type="checkbox"/> Poll Supervisor Records Portfolio <input type="checkbox"/> J-Poll Record envelopes <input type="checkbox"/> Secure container <input type="checkbox"/> black duffle bags <input type="checkbox"/> voting screens <input type="checkbox"/> signage (both inside and outside)
Closing the voting location	<input type="checkbox"/> Check that the voting location is left clean and tidy and that no election materials have been left behind. <input type="checkbox"/> Thank the election workers and allow them to leave. <input type="checkbox"/> Turn off the lights and lock the doors behind you. <input type="checkbox"/> Arrange and supervise the return of all materials to the returning office.