

# TOWN OF BRADFORD WEST GWILLIMBURY 2010 MUNICIPAL ELECTION



## **Duties of Revision Clerk**

### **Ensure delegation of powers, authorities and duties are in writing.**

The following are the basic duties of the **Revision Clerk** and a precise explanation of each duty is found in the various sections of this instructional manual.

#### **It is the responsibility of the Revision Clerk:**

- \* to receive applications for correction or amendment, deletion, or addition of electors to the Voters' List;
- \* to correct, amend, delete or add the names of the elector to the Voters' List as directed by the Clerk
- \* to assist in the preparation of a list of changes
- \* to assist electors to determine if they are on the Voters' List
- \* to require appropriate identification for electors wishing to have their names added, corrected or deleted
- \* assist the Clerk, as directed by the Clerk
- \* to administer oaths and approve or deny applications for additions and corrections
- \* to assist the Information Officer with election setup and tear down at the end of voting