

TOWN OF BRADFORD WEST GWILLIMBURY 2010 MUNICIPAL ELECTION



Duties of Tabulator Operator

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

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

It is the responsibility of the Tabulator Operator:

- * to set up the optical scan vote tabulators at the voting place;
- * to test the tabulators at the voting place;
- * to receive the marked ballots in the secrecy folders and to assist voter in processing the ballot;
- * to monitor the tabulators throughout the day;
- * to print the final results on voting day at the voting place;
- * to telephone the results to the Clerk;
- * to deliver the tabulator and election supplies to the Clerk immediately following the close of advance vote;
- * assist the Clerk, as directed by the Clerk