

# TOWN OF BRADFORD WEST GWILLIMBURY 2010 MUNICIPAL ELECTION



## Duties of DRO

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

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

#### **It is the responsibility of the DRO:**

- \* to organize the voting subdivision within the voting place;
- \* to open, close and conduct the voting place in an accurate, efficient manner with peace and order;
- \* to verify the total number of ballots supplied and used;
- \* to distribute appropriate ballots accordingly;
- \* to administer the necessary oaths, declarations, and commission forms;
- \* to process the all the necessary documentation required;
- \* to count the unused ballots upon receipt;
- \* to verify and confirm receipt of ballots;
- \* to count the ballots at the close of the Vote;
- \* to administer the 'Final Oath of the Election Assistant';
- \* to deliver the unused supplies to the designated staff;
- \* to maintain control of the voting place;
- \* to obey all rules outlined and procedures provided;
- \* to conduct all delegated authorities and powers from the Clerk under Section 15 (3) and 12 (2);
- \* to request use of forms and require identification;
- \* to administer the necessary procedures to electors for voting purposes;
- \* to attend the training session;
- \* to revise the Voters' List pursuant to s. 23, 23, and 25 of the Municipal Elections Act, as amended;
- \* to revise the Preliminary List and Voters' List (by additions, deletions, corrections, change in school support) at voting place;
- \* to refusal to amend should the information not be complete;
- \* to conduct the election appropriately;
- \* to review training materials;
- \* to supervise the Election Assistant;
- \* to inspect the voting location throughout the day;
- \* to verify their initials on the Ballot when returned from the elector who is voting;
- \* to insert the ballot into the ballot box;
- \* to initial the back side of all ballot prior to handing them to the elector;
- \* to cross off all names of electors who voted from the Advance Votes;
- \* to attend the designated Voting Place from 9:00 a.m. on Voting Day until completion of duties;
- \* to swear in Scrutineers;
- \* to prepare of final list of revisions;
- \* to administer all declarations to applicants or and agents for required Forms;
- \* and all other duties as assigned by the Returning Officer.