

TOWN OF BRADFORD WEST GWILLIMBURY 2010 MUNICIPAL ELECTION



Duties of Election Assistant

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

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

It is the responsibility of the Election Assistant:

- * to assist the DRO in organizing the voting subdivision within the voting place;
- * to assist the DRO with the opening, closing and conduct the voting place in an accurate, efficient manner with peace and order;
- * to assist the DRO in verifying the total number of ballots supplied and used;
- * to assist the DRO in distributing appropriate ballots accordingly;
- * to assist the DRO in administering the necessary oaths, declarations, and commission forms;
to assist the DRO in processing all the necessary documentation required;
- * to assist the DRO in counting the ballots upon receipt;
- * to assist the DRO at the close of the Vote;
- * to administer the 'Final Oath of the Deputy Returning Officer';
- * to assist the DRO in maintaining 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 assist the DRO in requesting use of forms and require identification;
- * to assist the DRO in administering the necessary procedures to electors for voting purposes;
- * to attend the training information 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 assist the DRO in conducting the election appropriately;
- * to review and be familiar with training materials;
- * to assist the DRO with inspections of the voting location throughout the day;
- * 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 assist the DRO in swearing in Scrutineers and Candidates;
- * to prepare of final list of revisions, and all other duties as assigned by the Returning Officer.

