

Deputy Returning Officer (DRO)

As a DRO you report to the Poll Supervisor or, if no Poll Supervisor is assigned to your location, to the Town Clerk or Election Coordinator.

You are responsible to:

- Accurately count the ballots provided to you and complete the Certificate and Receipt for ballots (this will be done on training night)
- Read and understand the responsibilities of the DRO as outlined in your handbook including:
 - Acceptable elector identification
 - Qualification of electors
 - Information on the Voters List
 - Cancelled and declined ballots
 - Adding and amending electors and school support changes
 - Voting Proxies
 - Candidate/Scrutineer issues
 - Composite ballots
 - Assisting electors with a disability or who may require an interpreter
- Assist in set up and closing of voting location
- Ensure Poll identification numbers are placed so voters will see them quickly
- Wear your election official badge at all times
- Ensure you are familiar with how to assist an elector with a disability.
- Give the *Oral Oath of Secrecy* to any Candidate/Scrutineer who wishes to attend at the voting place
- Ensure the poll opens at 10:00 a.m. SHARP
- Ensure every elector provides proof of name and qualifying address.
- Ensure your initials are included in the box at the top of each ballot.
- Complete all forms as required
- Ask each elector for their school support and ensure that they receive the correct school support ballot.
- Maintain the security of all ballots.
- Ensure the doors to the Poll close at 8:00 p.m. SHARP noting that all electors who are inside the room at 8:00 p.m. are permitted to vote.
- Conduct the ballot count for Mayor and Council first, Regional Chair next and school board positions last, and when results are available for each office provides the numbers to the Poll Supervisor immediately.
- Complete all required forms, balance all ballot numbers and prepare them for return to the Town Office.
- Assist the PS and PC with packing up the location
- Ensure the voting location is left tidy and free of garbage.
- Return all materials, properly sealed, to the Town Office or as directed by the Clerk, before leaving for home.