

# 2022 GENERAL ELECTION

## Election Officials Training



## Election Day



# Presentation Overview

- Municipal Election Communications
- Calling an Election
- Ballots
- Required Advance Voting
- Alternative Voting
- Election Day
- Counting Votes
- Declaration of Elected Members

# Municipal Election Communication

- The SEO should ensure that candidates receive a copy of the municipality's bylaw restricting the use of municipal resources by registered candidates in the 42 days before a general election
- A registered candidate who is a member of a council must not use their incumbent position as their title in an election communication.

# Calling an Election

- If, at the end of the nomination period, there *are more* nominations than vacancies for office, the SEO must give the public an election notice as soon as reasonably possible.
- If, at the end of the nomination period, there are the same number or fewer nominations as there are vacancies for office, the SEO declares the nominated candidate(s) elected by acclamation.

## NOTICE OF ELECTION

\_\_\_\_\_ (Name of local authority)

Notice is hereby given that a vote of \_\_\_\_\_ (Name of local authority)

will be taken to elect \_\_\_\_\_ from the following duly nominated (Mayor, Reeve, Councillor, LUD Committee Member, School Trustee)

### candidates:

For the offices of Councillor:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

For the office of Mayor / Reeve:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## VOTING PLACES

Voting places will be open for voting on \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ 20 \_\_\_\_\_ between 8:00 a.m. and 8:00 p.m.

at \_\_\_\_\_ (location of voting places)

**IDENTIFICATION MAY BE REQUIRED BEFORE BEING ALLOWED TO VOTE.** A person may be required to produce one piece of government issued photo identification (for example - driver's license or passport) or at least two other documents that provide proof of identity.

## ADVANCE VOTING

For the purpose of accommodating persons who are qualified to vote, but who have reason to believe that they will be absent or otherwise unable to attend their proper voting place on election day, an advance voting opportunity will be located at \_\_\_\_\_ and will be open during each of the following days \_\_\_\_\_ between 8:00 a.m. and 8:00 p.m.

## MOBILE VOTING

For the purpose of accommodating persons who are qualified to vote, but reside at a health care facility, a mobile voting station will be set up at the following health care facilities on election day:

1. \_\_\_\_\_
2. \_\_\_\_\_ (Name and location of facility) \_\_\_\_\_ (hours of operation)

## APPLICATION TO VOTE BY SEALED ENVELOPE

A voter who is unable to go in person to the voting place or vote in advance, may apply in person, in writing, or by email to the senior election official at \_\_\_\_\_ (address and email)

If applying in person\*, a voter may apply between \_\_\_\_\_ (date) and \_\_\_\_\_ (date)

\*A voter applying in person may pick up a sealed envelope ballot package at the time of application.

If applying by mail or email\*\*, a voter may apply between \_\_\_\_\_ (date) and \_\_\_\_\_ (date)

\*\* A voter applying by mail or email will receive a sealed envelope ballot package by regular post, or by making alternative arrangements with the senior election official.

\_\_\_\_\_  
Senior Election Official

\_\_\_\_\_  
Name of Local Authority

\_\_\_\_\_  
SEO telephone number

# Ballots

- Ballots must be available 28 days before the election.
- The SEO must decide:
  - if separate or composite ballots will be used at the election.
  - the method of ordering the candidates' names on the ballot.

# Required Advance Voting

- Every local authority is required to hold at least one advance voting opportunity.
- The SEO must establish the date and location of the advance opportunity. Advance voting must happen at least 48 hours before the Election Day, and notice of advance voting must be given in the notice of election

# Alternative Voting: Mobile Voting

- Mobile voting: The SEO must ensure that a mobile voting station is set up to serve voters at health care facilities in the local authority.
- Health care facilities mean hospitals, personal care homes and developmental centres.



# Alternative Voting: Sealed Envelope Voting

- For voters who believe they will be unable to vote on election day or during the advance voting
- Prepare sealed envelope voting packages:
  - Instructions page (Form 27)
  - A ballot initialed by a voting official
  - A ballot envelope
  - A certificate envelope
  - An outer envelope with return address

# Sealed Envelope Voting cont'd

- Voters can apply:
  - In person – between 28 - 3 days before the election
  - In writing – between 90 - 3 days before the election
- For in-person applications, provide the package
- For written applications:
  - Regular mail if 12 or more days before the election
  - Alternative arrangements if < 12 days before election
- Keep a separate voting record

# Sealed Envelope Voting cont'd

- Voters must send back the ballot, inside a ballot envelope, inside a properly completed certificate envelope, inside the outer envelope.
- When a sealed envelope is returned:
  - Remove the outer envelope. Mark the voting record.
  - Check if the certificate envelope is completed properly.
  - If so, take out the ballot envelope, place it in the sealed envelope ballot box. Do not open the ballot envelope.
  - If not, write “rejected” on the certificate envelope. Place it in an envelope specifically for rejected ballots.
- Sealed envelope ballot box must be sealed when unattended
- Update the Voting Record and voters list

# Election Day

- Voting places must be open from 8:00 a.m. to 8:00 p.m.
- Layout of the voting place must ensure privacy of voters; and allow for a smooth flow of traffic that is convenient for voters.
- The SEO is responsible to ensure that each voting station is supplied with an adequate number of ballots and to keep a record of how many ballots are provided to each station.

## Election Day ~continued~

- The following persons may be present at the voting station:
  - the voting official and other election officials appointed to that voting station;
  - voters, for the purpose of voting;
  - an interpreter, if required;
  - a candidate;
  - not more than two scrutineers (per candidate); and
  - any other person allowed to be present by the SEO (such as an election observer).

## Election Day ~continued~

- It is important to ensure a level playing field for all candidates on Election Day – voters should be free from political influence by candidates while at the voting place.
- An election official can deal with the removal of election signage in contravention of the Act well in advance of Election Day, by giving candidates a gentle reminder about the 50 metre rule.

## **Election Day ~continued~**

- Immediately before the voting station opens, the voting official must show all persons present that the ballot box to be used is empty, and secure it so that it cannot be opened without providing evidence that it was tampered with.

## Election Day ~continued~

- The voting official must keep a voting record to record the names and addresses of each person who is given a ballot.
- It is the duty of election officials to ensure that the rights of voters are upheld at all times, and during all voting opportunities.
- The SEO should ensure provisions have been made to ensure that everyone who is qualified to vote has the opportunity to do so.



## Election Day ~continued~

- If a voter is on the voters' list, they may vote. A voting official may require them to produce identification.
- If a voter is not on the voters' list, they must provide identification, and take an oath that they are an eligible voter.
- If a voter's right to vote is challenged by a scrutineer or any election official, the voter must take an oath that they are an eligible voter, and establish their identity.
- Acceptable ID: government photo ID, at least two other documents, or other sufficient proof.

## Election Day – Steps to Vote

- Voting official initials, folds and provides a ballot
- Voter goes to voting area, marks and re-folds ballot
- Ballot is returned to voting official
- Voting official places ballot in the ballot box

# Counting Votes – How Votes are Counted

- Closing the voting station – anyone present at 8:00 can still vote
- Counting ballots
  - Voting officials examine each ballot
  - Ballots are visible to anyone present
  - Candidates or scrutineers may object
  - Count votes that show the voter’s intention and do not identify the voter
- A ballot is not counted if:
  - It identifies the voter
  - “Declined” is written on it anywhere
  - It has more votes on it than the voter is allowed to cast
  - It does not clearly indicate the voter’s intention

# Counting Votes – Organizing Ballots

- Required organization of ballots:
  - Accepted
  - Accepted after objection
  - Rejected
  - Rejected after objection
  - Spoiled
  - Declined
  - Discarded
  - Unused
  - Composite ballots – accepted in part
  - Composite ballots – accepted in part after objection

# Counting Votes – Final Actions

- Voting official completes ballot account form (Form 29)
- Voting official completes the Statement of the Vote (Form 30) and makes a copy
- Voting official packages up the ballots, voter's list and any other documents used at the voting station and secures them in the ballot box, except for the original Statement of the Vote and the Voting Record book.
- Voting official seals the ballot box and delivers the box, the Statement of the Vote and Voting Record to the SEO.

# Declaring Elected Members

- After receiving the statements of the vote from voting officials, the SEO tallies the votes received and announces the preliminary results to those present.
- After all of the ballot boxes and statements of vote are received, the SEO must complete an official tally. The SEO must give the candidates and their representative scrutineers notice of the time and place of the official tally.

## Declaring Elected Members ~continued~

- After the statement of the official results is prepared, the SEO must declare:

- the candidate or candidates who received the highest number of votes to be elected;

**OR**

- a tie, if two or more candidates cannot be declared elected because the same number of votes was cast for each.

# Frequently Asked Questions

Responses can be found at:

[https://www.gov.mb.ca/mr/mfas/election\\_faq.html](https://www.gov.mb.ca/mr/mfas/election_faq.html)

- **Q:** Do voter's need to provide identification in order to vote?
- **Q:** Is the general public able to look at the voters list?
- **Q:** If a voter accidentally spoils their ballot, can they request a replacement ballot?
- **Q:** Can a voter have assistance in filling out the ballot?



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- **Q:** How many voters may a person assist in marking their ballot?
- **Q:** How can a visually impaired or blind person be assisted in marking their ballot?
- **Q:** Can someone with power of attorney for a resident or landowner vote on their behalf?
- **Q:** What can be done if one of the appointed election officials becomes ill and cannot complete their duties?

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- **Q:** What can be done to expedite the printing of ballots for the municipal election?
- **Q:** Who can be present at the voting station on Election Day?
- **Q:** If there is a power outage or a storm which makes it difficult or impossible to keep the voting place open, how can we meet the legislated time-frame?

# Election Officials Training

- ✓ Pre-Election *delivered March 21 and 23, 2022*
- ✓ Election *delivered August 22 and 24, 2022*

## Post Election

1:30 p.m. on Monday, October 3, 2022

repeated

9:30 a.m. on Wednesday, October 5, 2022