

Polling Station Directive

By virtue of the authority vested in me under by-law 13.11(b), I hereby issue and publish the following directive.

1. The polling stations as published in the appendix I to this document shall be the polling stations for the fall 2017 by-election.

Appointment of poll officials

2. Each polling station shall have an Associate Returning Officer and a poll clerk appointed for that polling station. The appointment shall be made by the Chief Returning Officer under authority of by-law 13.11 (c).
3. The Chief Returning Officer shall also appoint resource poll officials for campuses or the entire college under by-law 13.11 (c).
4. The Associate Returning Officer may be the senior operational official at the polling and shall be responsible for the duties as outlined in the training document.
5. The Poll Clerk shall faithfully maintain the records at the polling station and shall be responsible for the duties as outlined in the training document.
6. The Resource Poll Official shall be responsible to the Chief Returning Officer and shall cover breaks and obtain any supplies when needed.
7. The hiring process for poll officials is attached as Appendix II to this document.

Conduct of the polls

8. Each polling station shall be set up with two tables. At the table to the left of the egressway, the poll officials shall sit. At the other table, the voting screen may be placed.
9. The Chief Returning Officer shall lay out reasonable limits on campaigning around each polling station, this is usually fifteen feet but may be varied according to the needs of the polling station.
10. The Chief Returning Officer may allow for an area to be used for events associated with to be used for promotion activities regarding the election. At no time should a candidate be associated with that activities.

Appointment of Scrutineers

11. Every candidate is entitled to appoint a scrutineer to witness the voting process. Before appointing a scrutineer, the candidate must fill out the form prescribed for that purpose by the Chief Returning Officer. Scrutineer:
 - a. May observe the proceedings from the designated scrutineer chairs. Scrutineers must contact the CRO/DRO (not the poll officials) with any concerns.
 - b. While at the polling station, cannot campaign for or wear any items (t-shirt, button, etc.) that would indicate the candidate they are representing.
 - c. Cannot interfere with the voting process (i.e. speak to voters, speak to poll clerks, view poll clerk's documents).
12. The Associate Returning Officer, Resource Poll Official, Deputy Returning Officer, or Chief Returning Officer may declare that a scrutineer is persona non grata and expel that person from all polling stations during the election period.
13. Candidates are responsible for the conduct of their scrutineers.

Certificate to Votes and Declaration at the Polls

14. Should a person who is not on the voters list believe that they are eligible to vote, the person may apply to vote through a certificate to vote.
15. The Certificate to Vote shall be in the form as specified by the Chief Returning Officer, and shall be filled out by the person and kept in the files from that polling station for that day. The Chief Returning Officer shall gather all certificate to votes and give them to the college for verification.
16. Each certificate to vote shall have a unique serial number and that number shall be placed by the associate returning officer on an envelope. The ballot shall be placed within the envelope and the envelope shall be sealed and placed in the ballot box according to usual practice.
17. The college shall return all certificate to vote to the Chief Returning Officer who shall list them and give the numbers of accepted certificates to the polling officials at the count.
18. Should an elector who is on the voting list but the online system says has already voted, wish to dispute the vote, the elector may apply to vote through a declaration at the polls.
19. The declaration at the polls shall be in the form as specified by the Chief Returning Officer, and shall be filled out by the person and kept in the files from that polling station for that day. The Chief Returning Officer shall gather all certificate to votes and investigate to see if there is a reasonable possibility that the person was marked in error.

20. Each declaration at the polls shall have a unique serial number and that number shall be placed by the associate returning officer on an envelope. The ballot shall be placed within the envelope and the envelope shall be sealed and placed in the ballot box according to usual practice.
21. Should the Chief Returning Officer determined that the person was marked as having voted in error, the Chief Returning Officer shall allow the ballot to be counted. The Chief Returning Officer shall use the balance of probabilities to make that determination. The decision of the Chief Returning Officer, shall always be with a view of expanding and protecting the right to vote.

Online voting

22. The Chief Returning Officer with the advice and consent of the Elections Committee has entered into a contract with Simply Voting Inc. to provide election services.
23. Candidates can direct electors to the website provided for online voting but cannot be near them when they vote.
24. Candidates cannot direct electors to vote online in places where alcohol is being served.
25. Candidates must be honest and truthful regarding online voting.
26. Candidates should direct any questions regarding online voting to a polling station or the Chief Returning Officer.

Unproven cases

27. In case of unproven cases, not otherwise covered in this directive, the training manual for poll officials shall be considered authorities. Should the training manual for poll officials not resolve the issue, shall use the *Municipal Elections Act (1996, S.O. 1996, c. 32, Sched)*, *The Elections Act (RSO 1990, C. E-6)*, and the *Canada Election Act (SC 2009, c.9)* to resolve the issue.

Dated at Toronto, Ontario this third day of October, 2017.

A handwritten signature in black ink, appearing to read 'William...', written over a horizontal line.

Chief Returning Officer

Appendix I

On Monday, October 30, 2017:

St. James Campus, Kings Lounge	10 a.m. – 4 p.m.
Casa Loma Campus, Student Centre	10 a.m. – 4 p.m.
Waterfront Campus, Main Lobby	9:30a.m. -3:30 p.m.

On Tuesday, October 31, 2017:

St. James Campus, Kings Lounge	10 a.m. – 4 p.m.
St. James Campus, Lower Level (by main cafeteria)	10 a.m. – 4 p.m.
Casa Loma Campus, Student Centre	10 a.m. – 4 p.m.
Waterfront Campus, Main Lobby	9:30 a.m. – 3:30 p.m.

On Wednesday, November 1, 2017:

St. James Campus, Kings Lounge	10 a.m. – 4 p.m.
St. James Campus, Culinary School	10 a.m. – 4 p.m.
Casa Loma Campus, Student Centre	10 a.m. – 4 p.m.
Casa Loma Campus, Main Doors	10 a.m. – 4 p.m.
Waterfront Campus, Main Lobby	9:30 a.m. – 3:30 p.m.

On Thursday, November 2, 2017:

St. James Campus, Kings Lounge	10 a.m. – 4 p.m.
St. James Campus, Lower Level	10a.m. – 4 p.m.
Casa Loma Campus, Student Centre	10 a.m. – 4 p.m.
Casa Loma Campus, Main Doors	10 a.m. – 4 p.m.
Waterfront Campus, Main Lobby	9:30 a.m. – 3:30 p.m.
Ryerson Campus, S.H.E. building, 5th Floor	10:30 a.m. – 3:00 p.m.
The George Residence, Main lobby	5:00 p.m. – 8:00 p.m.

On Friday, November 3, 2017:

St. James Campus, Kings Lounge	10 a.m. – 4 p.m.
Casa Loma Campus, Student Centre	10 a.m. – 4 p.m.
Waterfront Campus, Main Lobby	9:30a.m. -3:30 p.m.

Appendix II

Poll Clerk Hiring Procedures

Stage 1: initial screening – October 2nd to October 4th

- All applicants get invite to fill out google form on availability;
- Deputy Returning Officer searches for resumes for potential issues (current board members, non-student status, etc.)
- DRO and CRO select candidates with availability, and no conflicts to panel interviews

Reasons for non-selection to panel interviews:

- Cannot work at least 9 hours during the election;
- Conflict of interest;
- Non student status.

Stage 2: group interviews – October 6th -11th

- All appropriate applicants are invited to one of four panel sessions. The sessions are 20 minutes long. In groups of 5-8, applicants are invited to take the interview. The panel makes one of the following recommendations to the CRO:
 - Candidate is suitable for the Resource Poll Official Role;
 - Candidate is suitable for the Associate Returning Officer Role;
 - Candidate is suitable for the Poll Clerk Role; and
 - Candidate is not suitable for employment during this election cycle.
- The DRO reviews the recommendations and draft a schedule. The DRO submits a draft to the CRO who will review it and accept the recommendation.

Stage 3: hiring

- The DRO informs all candidates of their status once the CRO has approved the recommendations. A google form is then created to confirm which training session they can attend.
- Request for new hire paperwork is submitted to the internal coordinator no later than October 12th.

Stage 4: Training

- Poll Officials are trained on procedures October 17th and October 23rd.
- Resource Poll Officials are trained at the same time but during a fifteen minutes session after the rest of the training.

Extraordinary hires

- Should there be a need to make an emergency hire, then the CRO shall first attempt to attain that hire from already trained staff. If there is a need reach out to existing SA student staff, then the CRO will make the appointment after consulting with Operations Manager, the Internal Coordinator and the host coordinator of the individual.

