

**2018
MUNICIPAL ELECTION**



SCRUTINEER GUIDELINES

The Deputy Returning Officer is responsible for the conduct of the voting station and no candidate or scrutineer has the right to interfere with the Deputy Returning Officer in the discharge of his/her duties. The integrity of the election will be upheld by each Deputy Returning Officer. Candidates are also subject to all guidelines for the scrutineers while attending the voting stations.

Acclaimed candidates are not entitled to be at a voting place until appointed as a scrutineer by another candidate.

Appointment of Scrutineer

1. A candidate may appoint scrutineers to represent him/her during voting and at the counting of the votes, including a recount.
2. The appointment shall be in writing on the prescribed Form EL12(A).
3. There are no age restrictions to be a scrutineer, nor any provision that a scrutineer cannot be related to the candidate who makes the appointment.

Attendance at Voting Station

1. Before being admitted to a Voting Station, a person appointed as a scrutineer shall produce and show his/her appointment on the prescribed Form EL12(A) to the Deputy Returning Officer for the Voting Station and shall take the oral Oath of Secrecy - Form EL12(B) before the Deputy Returning Officer prior to being permitted to remain in the Voting Station.
2. Fifteen minutes before the opening of the Voting Station, the candidate or scrutineers who are entitled to be present in a Voting Station during voting hours, are entitled to visually inspect the ballots and all other papers, forms and documents, but not so as to delay the timely opening of the Voting Station.
3. The candidate or his/her scrutineer has the right to place their own seal on the ballot box immediately before the opening of the Voting Station so that ballots can be deposited in the box but cannot be withdrawn without breaking the seal; and immediately after the close of each of the Advance Vote days and Election Day so that ballots cannot be deposited or withdrawn without breaking the seal. The seal **MUST NOT** contain any writing that could be considered "election campaigning", therefore, the name of the candidate **IS NOT** permitted on the seal.

4. Scrutineers/candidates are permitted to listen to discussions between the DRO/Poll Clerk and the elector but they are NOT permitted to observe how an elector votes. Scrutineers/candidates are NOT allowed to speak to electors, touch the ballots or interfere with the voting process. THEY ARE SIMPLY THERE TO OBSERVE.
5. Only ONE scrutineer per candidate is allowed at any given time at each Voting Station for each ballot box in use. The candidate and his/her scrutineer ARE NOT permitted to be present at the Voting Station at the same time. If a candidate or scrutineer wishes to have a discussion with another scrutineer or candidate, they must leave the Voting Place and carry on their discussion outside of the Voting Station. At the Voting Stations, a candidate is permitted to have the same number of scrutineers as Voting Subdivisions. Scrutineers may NOT wander about – they must remain where assigned.
6. Scrutineers/candidates may examine the Voters' List periodically to determine who has voted or to count how many electors have voted. However, this periodic examination should not slow down the voting process.
7. A scrutineer/candidate may object to a person voting and the Deputy Returning Officer shall record the fact of the objection on the Voters' List next to the person's name. If the person takes an oath or affirmation stating that he/she is entitled to be an elector for the Voting Station and has not already voted in the election, the Deputy Returning Officer shall give the person a ballot.
8. Upon request, the scrutineer/candidate is entitled to receive a summary of the information contained on the Deputy Returning Officer's statement.

Tabulation of Ballots

1. Scrutineers/candidates wishing to observe the tabulation of the ballots MUST be at the Voting Station prior to 8:00 p.m. No one will be admitted to the Voting Station after 8:00 p.m.
2. After the close of the Voting Station and the tabulation of the votes, scrutineers must adhere to the following guidelines:
 - The scrutineer may observe the tabulation of the ballots only.
 - The scrutineer may not handle any of the equipment or paperwork involved.
 - The total votes cast for each candidate as counted by the tabulator is final and the Tabulator Officer is not required to do a second count. General Guidelines.
 - Scrutineers/candidates will be required to wear a name tag identifying their status in the Voting Station.
 - No campaign material or literature of any nature whatsoever shall be displayed within the Voting Station. The boundaries of the Voting Station are the boundaries of the property where the Voting Station is located along with 150 feet parameters to the location and includes the parking lot. Candidates may not "linger" outside a Voting Station. If they are not participating in supervising the vote, they must leave the property immediately.

- Candidates, supporters and scrutineers are NOT permitted to wear campaign material, hand out campaign material or park a vehicle displaying campaign material in the parking lot or within 150 feet of the Voting Station.
- Use of cell phones is NOT permitted inside the Voting Station.
- Scrutineers/candidates are reminded to bring a clipboard, if required, for their use as sitting at the table, which is provided for the Deputy Returning Officer and Election Assistant, is NOT permitted.

Anyone who fails to abide by the above rights or adhere to the conduct expected at the voting station may be requested to leave immediately by the Deputy Returning Officer or the Clerk.