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# INTRODUCTION

This manual is intended to help guide you through Student Vote Day. On the following pages you will find suggestions on how to operate the parallel election within your school and guidelines for reporting your results.

There are several methods for running Student Vote Day at your school, but in all instances, widespread participation is strongly recommended. By practicing now, students will be more inclined and prepared to participate in the voting process in the future.

Here is a list of items you will need for Student Vote Day:

- Ballot boxes**
- Voting screens**
- Ballots**
- Statement of the Poll (reporting form)**

The ballot boxes and voting screens are provided in your first package and the ballots and Statement of the Poll are provided in your second package. You will need to provide your own seals or tape for securing the ballot boxes to ensure they are not tampered with during the voting process.

# DESIGNATED STUDENT VOTE DAYS

Student Vote Day will take place on Thursday, October 12 and Friday, October 13.

Results should be reported to CIVIX by 6 p.m. on October 13. Please refer to the **Confidentiality Note** regarding results found on pg. 12.

Adhering to the reporting deadline is necessary in order for CIVIX to include your school's totals in the preliminary results shared on election night.

Schools that report their results after the deadline will be included in the final results shared in the days after the general elections.

# VOTING METHODS

The following voting methods have been designed to assist in the organization of your vote. You may choose to use one or more of these suggestions or develop another method that works for your school.

## **Method A: VOTE BY CLASSROOM (stationary voting scenario)**

Teachers take classes or grades to the voting place at pre-set times throughout the day. This arrangement is suggested to ensure that students do not have the opportunity to vote more than once. When students arrive at the voting place, designated election officials instruct them on where to line up to cast a ballot. This method of voting allows for an authentic experience of visiting a voting place. Consider offering additional voting booths in order to process the number of students in the time allotted. Alternatively, consider arranging for classes to vote over a number of days so that all students have the opportunity to participate.

## **Method B: VOTING ON OWN TIME (stationary voting scenario)**

The voting place is open all day, and students are only able to vote on their own time. When students arrive at the voting place, designated election officials tell them where to line up to cast a ballot. While it is the most authentic, this method of voting often leads to a lower voter turnout and a surge of voters in short periods of time, such as between classes and during lunch. Consider offering more voting stations in order to be prepared for high voter traffic.

## **Method C: HOMEROOM VOTING (in-class voting scenario)**

Before the school day begins, distribute ballots to all participating teachers and classrooms. At the beginning of homeroom class, each teacher hands out the ballots to students in their class. Students vote immediately and the teacher collects the ballots shortly thereafter. Designated election officials collect the ballots from each class before the end of the period, using either a ballot box or envelope. All ballot boxes and/or envelopes are then taken immediately to a secure room, where the ballots can be counted immediately or later in the day. This method makes voting very quick and easy, as it is completed in just a few minutes at the start of the day. However, student voters do not get the authentic experience of visiting a voting place. Consider providing an alternative voting option for students who do not have homeroom at the beginning of the day.

## **Method D: MOBILE VOTING STATION (in-class voting scenario)**

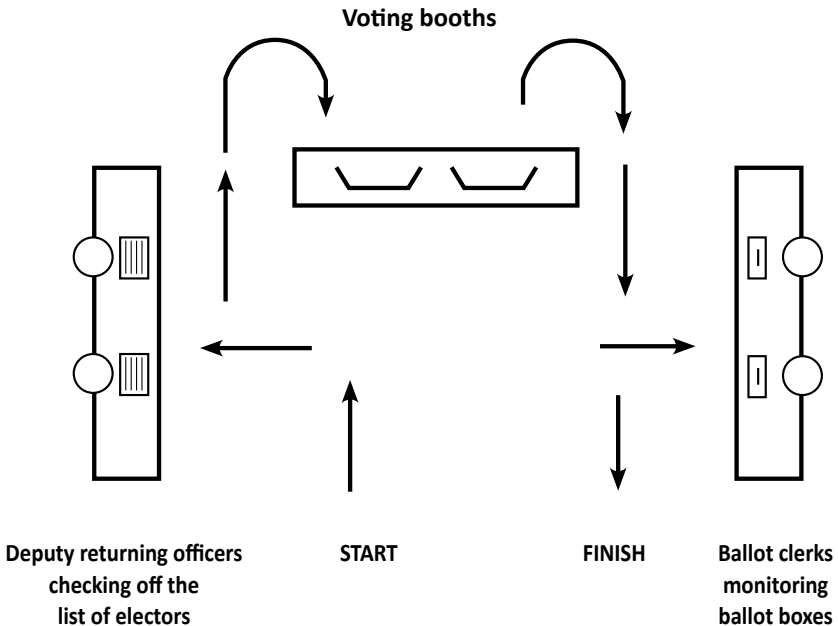
During the first period of the day, designated election officials take voting stations from classroom to classroom. Generally, this method works well with three election officials per group: one deputy returning officer and two ballot clerks. When every class has had an opportunity to vote, all ballot boxes are taken to a secure room, where the ballots can be counted immediately or later in the day. This method of voting eliminates long lines, delays and the disruption caused by moving an entire class to a new location. Plan ahead so that there are enough traveling voting stations for all students to participate within one period of the day and allow approximately 15 minutes for the mobile voting station to visit each classroom.

# LAYOUT OF THE VOTING STATION

If your school chooses to utilize a stationary voting station, we recommend that you select a spacious, accessible and visible location such as a library, empty classroom, gym or cafeteria. Make sure the location is well-known and students are informed of the location prior to Student Vote Day. Where circumstances permit, we suggest the following area layout to process a maximum number of students quickly for optimum efficiency.

- Set up desks or tables in a 'U' shape around the perimeter.
- Seat the deputy returning officers along one side to process voters and distribute ballots as they enter.
- Voting booths are situated on the next bank of desks/tables. Voters go behind the voting screen or desk to mark their ballot.
- Once they have voted, students take their ballot to the tables/desks lining the third side, where ballot clerks verify the ballots and monitor the ballot boxes.

Note: The entrance should be along the fourth "empty" side, where there are no tables, to allow easy access and queuing without disrupting the flow of students between tables.



# SUGGESTED GUIDELINES

## Roles for Student Vote Day

Many schools have students take on the roles of election officials so that they have a greater experience of the election process. The following roles are suggested for Student Vote Day:

- **Deputy returning officers (DROs)** are the individuals responsible for crossing voters off the list of electors, distributing ballots and counting the votes.
- **Ballot clerks (BCs)** are the individuals responsible for collecting ballots. When the voting process is complete, the ballot clerks help the DROs by totaling the ballots counted and filling in the vote tally sheet.
- **Scrutineers** are the individuals appointed by a candidate to act as observers of the election process on election day. In the case of the Student Vote program, the Team Leader can appoint scrutineers for each candidate or race. Scrutineers may be present when ballots are counted, but they may not handle the ballots in any way.
- **Student Vote Team Leader** (a teacher) is the official liaison between the school and CIVIX and is responsible for overseeing the election. A **presiding deputy (PD)** can also be appointed to direct the election operations.

*Note: These roles have been developed based on key responsibilities. They may differ slightly in your municipality.*

## Notes for Assigning Roles

- In schools that select one of the in-class voting scenarios, consider sharing the election roles and responsibilities among several classes. One class might be responsible for travelling between classes with the ballots and ballot boxes, while another class might be responsible for the counting process.
- In schools utilizing one of the stationary voting scenarios, consider assigning the same group of students to be the election officials for the entire day or allowing several teams of students to alternate throughout the day. The latter approach allows more students to be involved and have a hands-on experience with the election.
- For a more authentic experience, consider providing identification badges for the students taking on election official roles (refer to pg. 15 for templates).

## Considerations When Choosing a Voting Station

When choosing your voting station, make sure that it is accessible to all students in the school, particularly to students who may use a wheelchair or other mobility devices. Make sure the area is well-lit, free from obstacles and roomy enough for students to move around the voting booths easily.

## Creating & Using a List of Electors

A list of electors is recommended when using a stationary voting scenario to provide authenticity and to ensure that students do not vote multiple times. This list includes the names of all students registered at the school and must be compiled internally by authorized staff and the Team Leader. A list of electors is also an option for in-class voting scenarios.

An extra copy of the class attendance sheet is a simple way to create the list of electors for each class.

For a more authentic experience, students could use their ID cards or create their own ID before the vote. To ensure privacy, it is suggested that only the student's name and classroom be included and not their home address or other contact information (refer to pg. 14 for templates).

Once the DRO verifies the identity of the voter, they will provide them with a ballot and cross their name off the list to indicate that they have participated in the election.

## Ballots

The Student Vote ballots include all of the candidates running for various positions in the general elections. Some of the ballots list all of the races for the municipal council so you will need to provide guidance about which races students are eligible to vote for and direct students to vote within a specific ward/division, if applicable.

The municipality-specific Student Vote ballots also include the candidates running to become school board trustees, including candidates running for the public school authority, separate school authority and Francophone regional school authority. We suggest that students vote for the school authority and subdivision in which their school belongs. In the case of private schools, students could vote for one race, if desired.

It is strongly recommended that the Team Leader (or an appointed PD) initial the reverse side of each ballot prior to the commencement of Student Vote Day, which verifies the official Student Vote ballots for your school. You may also want to identify the applicable races in which students can vote by highlighting the title of each and/or ward/division number with a marker or highlighter.

# STUDENT VOTE ELECTION REQUIREMENTS

Regardless of the voting method selected, the following is a list of requirements for Student Vote Day.

## Before You Begin

- No campaign materials (buttons, signs, etc.) are permitted in the voting place or on those who work at each voting station. This is to ensure a completely impartial environment.
- If the local media wishes to do a story on your school's Student Vote Day, please follow your school authority's policy regarding members of the media on school property. Consider distributing a media release form to students before Student Vote Day if you anticipate that media may visit.
- If any other member of the public comes to your school curious about Student Vote Day, deal with them in the same manner that you would with any other visitor.

## Sealing the Ballot Box

- Once the ballot box is folded together, the deputy returning officer shows the inside of the empty box to the ballot clerks and scrutineers so that all of the election officials present can verify that the box is empty;
- The ballot box is sealed using tape;
- The tape is initialed by the Team Leader (or appointed PD) to show that they have authorized the ballot box for use.

## Receiving a Ballot at the Voting Station

- When a voter requests a ballot at the poll, the DRO folds a ballot into thirds;
- The DRO verifies that the ballot has been initialed by the Team Leader (or appointed PD) and hands the folded ballot to the voter;
- The voter takes the ballot behind a voting screen to unfold the ballot in private, mark the ballot as they choose and refold the ballot;
- The voter takes the marked ballot to the ballot clerk monitoring the ballot box;
- Without unfolding the ballot, the ballot clerk verifies that the Team Leader or PD's initials are visible on the ballot;
- The ballot clerk will return the verified ballot to the voter, who will put the ballot in the ballot box;
- In the event that the ballot is poorly printed, a voter tears a ballot or makes a mistake, the voter may return the ballot and request a new one. Each spoiled ballot is kept to the side and should not be put in the ballot box;
- In the event that a voter declines their ballot and communicates this to the DRO accordingly, the ballot will be placed in the ballot box and counted as a rejected ballot in the end.



## Counting the Ballots

- Voting places are declared closed at a predetermined and clearly advertised time, after which no one may cast a vote;
- The Team Leader or PD verifies that each ballot box is still sealed by the tape that they initialed before the voting stations opened and that neither the box nor the seal has been tampered with;
- The tape is broken, and the DROs and BCs open the box in order to count the ballots;
- Scrutineers may be present to observe that the process is completed fairly.
- The following definitions should be used for tallying votes.

**VALID BALLOT** – A ballot properly marked for each office (see pg. 12). If it is a single-member race, the voter can only mark that ballot section for one candidate. The voter may select more than one candidate if it a multi-member race (e.g., if two council members are to be elected in the ward/division, the student can select two candidates).

**REJECTED BALLOT** – A ballot not marked properly and declared invalid by the DRO (see pg. 13). One ballot section may be declared valid and another section rejected. Declined ballots are counted as rejected ballots.

**SPOILED BALLOT** – A ballot that has been kept separate and never placed in the ballot box because it was mistakenly marked or torn and exchanged for a new ballot.

- Due to the composition of municipality ballots and the number of races, we suggest that races are counted one at a time. Once all the ballots have been tallied for one race, you can move on to the next. The counting process takes longer than federal or provincial elections.
- Any questionable ballots should be left to the Team Leader to categorize according to the criteria describing a properly marked ballot;
- Ballots are not to be counted again unless the Team Leader orders a recount to confirm the totals;
- Consider using a Tally Sheet to assist in the tabulation of votes (pg. 16).

## Statement of the Poll

- The Statement of the Poll is an accounting of the ballots for Student Vote Day at your school;
- This accounting includes the number of valid ballots, rejected ballots and spoiled ballots;
- The Team Leader verifies the results and signs off on the form;
- This form constitutes the official results of the election at your school.

**Note: Please keep the Statement of the Poll form for a period of one month after the Student Vote parallel election in case there is a submission error and your results need to be confirmed by CIVIX.**

# PROPERLY MARKED BALLOTS

## Valid Ballot

To be counted for a candidate, a ballot must clearly indicate the preference of the voter. A voter may mark their ballot in any way they choose in the circle next to the name of the candidate(s) they wish to vote for in each applicable race.

The following examples have been provided to demonstrate a properly marked ballot:

- The voter uses a checkmark
- The voter marks an X;
- The voter uses another type of mark;
- The voter shades the circle.

Note: Students may vote for more than one candidate if it is a multi-member race where more than one candidate is elected (e.g., 5 council members elected at large, 2 council members in one ward/division).

BRODY BLUE	<input type="radio"/>
TONY TEAL	<input checked="" type="radio"/>
VERONICA VIOLET	<input type="radio"/>
YASMIN YELLOW	<input type="radio"/>

BRODY BLUE	<input type="radio"/>
TONY TEAL	<input type="radio"/>
VERONICA VIOLET	<input checked="" type="radio"/>
YASMIN YELLOW	<input type="radio"/>

BRODY BLUE	<input type="radio"/>
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BRODY BLUE	<input checked="" type="radio"/>
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YASMIN YELLOW	<input type="radio"/>

## Rejected Ballot

A ballot is not counted towards any candidate when it does not clearly indicate whom the voter is selecting.

The following examples have been provided to demonstrate a rejected ballot:

- The voter marks their ballot for more candidates than are being elected (e.g., the voter selects two candidates, but only one candidate is elected). This applies even if different symbols are used for different candidates, such as a checkmark for one candidate and an X for another;
- The voter marks the ballot in a way that identifies themselves;
- The voter leaves the ballot blank;
- The voter declines their ballot.

BRODY BLUE	①
TONY TEAL	②
VERONICA VIOLET	③
YASMIN YELLOW	④

BRODY BLUE	<input type="radio"/>
TONY TEAL	<input type="radio"/>
<del>VERONICA VIOLET</del>	<input type="radio"/>
<del>YASMIN YELLOW</del>	<input type="radio"/>

BRODY BLUE	<input type="radio"/>
TONY TEAL	<input type="radio"/>
VERONICA VIOLET	<input type="radio"/>
<del>YASMIN YELLOW</del>	<input type="radio"/>

BRODY BLUE	<input type="radio"/>
TONY TEAL	<input type="radio"/>
VERONICA VIOLET <i>Bob</i>	<input type="radio"/>
YASMIN YELLOW	<input type="radio"/>

# REPORTING RESULTS

## Step 1: Select your method of reporting

A. Report by phone

Contact the CIVIX team at 1-866-488-8775 to report your school's results.

B. Report online

Please visit [www.studentvote.ca/vote/ablocal2017](http://www.studentvote.ca/vote/ablocal2017) and follow the prompts to submit your results.

## Step 2: Enter/provide your School ID and Poll Code

Your school ID and poll code are located on your Statement of the Poll. These allow you or a CIVIX team member to access your school and municipality information.

## Step 3: Report your results

Report the results of your parallel election using the Statement of the Poll form and a ballot for reference. You will be asked to report the number of votes for each candidate and the number of rejected ballots in each race. Please review the definitions on pg. 9.

### CONFIDENTIALITY NOTE:

We require that you and your students keep your school's Student Vote results confidential until the results are announced publicly after the closing of the general election polls (8 p.m. on Monday, October 16).

This confidentiality is very important to ensure that Student Vote Day results are released at the appropriate time and do not interfere with the general elections in any way. There has been some concern that an early release of results could influence eligible electors similar to an opinion poll.

**Any school that releases the results of its election early will be removed from the Student Vote tallies and will be indefinitely suspended from participating in future programs.**

# MEDIA RELATIONS

While it is not necessary to contact the media regarding Student Vote Day, media engagement is an option that you may wish to consider. Always remember to consult your school authority's policy regarding members of the media on school property.

Numerous media outlets will be interested in covering Student Vote at schools and taking pictures on Student Vote Day. If you are interested in media attention for you and your students, please contact the CIVIX team to be put on a short list of schools for media requests. You can contact CIVIX via email at [hello@civix.ca](mailto:hello@civix.ca) or by phone at 1-866-488-8775.

Alternatively, you and your students can contact members of the media and make your own arrangements:

- Consider developing a working relationship early on – reporters tend to enjoy tracking the progress of one school or class in their community;
- Consider inviting the media to different Student Vote events or activities that you are holding throughout the election campaign;
- Consider asking editorial staff to print articles or op-ed pieces written by students.

Please remember that no matter how close a relationship you form with the media, you cannot divulge the results of your school's election prior to the public announcement following the close of the general election polls.

Results are handled solely by CIVIX until they are publicly released on election night. CIVIX distributes the results to media partners for broadcast on election night and for publication following the close of the general election polls.

# VOTER IDENTIFICATION

NAME \_\_\_\_\_

CLASS/HOMEROOM \_\_\_\_\_

BIRTHDAY \_\_\_\_\_

SIGNATURE \_\_\_\_\_



NAME \_\_\_\_\_

CLASS/HOMEROOM \_\_\_\_\_

BIRTHDAY \_\_\_\_\_

SIGNATURE \_\_\_\_\_



# VOTER ID CARD

# DEPUTY RETURNING OFFICER

NAME \_\_\_\_\_



**STUDENT VOTE 2017**

# BALLOT CLERK

NAME \_\_\_\_\_



**STUDENT VOTE 2017**

# SCRUTINEER

NAME \_\_\_\_\_

CANDIDATE NAME \_\_\_\_\_

# TALLY SHEET

5			5			5			5		
10			10			10			10		
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