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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. Your second package will be sent after the close of nominations and includes the ballots and Statement of the Poll. 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 Monday, October 30 – the same day as the general election.

Depending on the location of your school, results should be reported to CIVIX by 6 p.m. Eastern time, 5 p.m. Central Time or 4 p.m. Mountain Time on October 30.

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 tallies shared in the days following the general election.

Please refer to the *Confidentiality Note* regarding results found on pg. 12.

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 their classes to the polling place at pre-set times throughout the day. An arrangement in which classes are called down by class or grade is suggested to ensure that students do not have the opportunity to vote more than once. When students arrive at the polling place, designated election officers instruct them on where to line up to cast a ballot. This method of voting allows for an authentic experience of visiting a polling place. Consider offering additional polling stations 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 polling place is open all day, and students are only able to vote on their own time. When students arrive at the polling place, designated election officers 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 polling stations in order to be prepared for high voter traffic.

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

Before the school day begins, the Team Leader will 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 will vote immediately and the teacher will collect the ballots shortly thereafter. Designated election officers 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 polling 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)

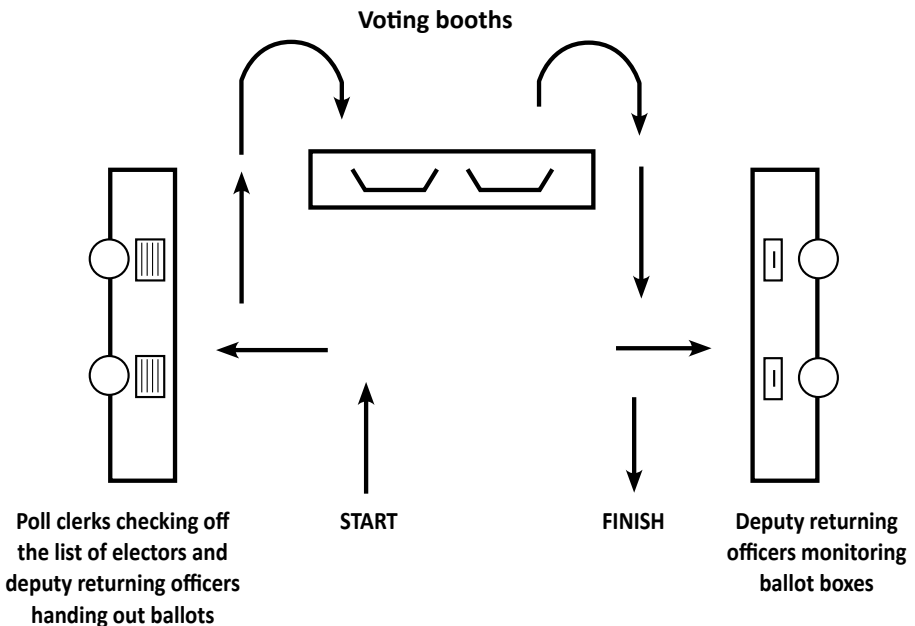
During the first period of the day, designated election officers take polling stations from classroom to classroom. Generally, this method works well with three election officers per group: one deputy returning officer and two poll clerks. When every class has had an opportunity to vote, all ballot boxes 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 polling stations for all students to participate within one period of the day and allow approximately 15 minutes for the mobile polling station to visit each classroom.

LAYOUT OF THE POLLING STATION

If your school chooses to utilize a stationary polling 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 election 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 and mark their ballot.
- Once they have voted, students take their ballot to the tables/desks lining the third side, where election officers 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 officers 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 officials responsible for conducting the student election and counting the votes. They are the only officials allowed to handle the ballots during the counting process.
- **Poll clerks (PCs)** are the individuals responsible for crossing voters off the voters list. When the voting process is complete, the poll clerks assist the DROs by totaling the ballots counted and filling in the vote tally sheet.
- **Candidate's representatives** are the individuals appointed by a candidate to act as observers of the election process at each polling station. In the case of the Student Vote program, the Team Leader can appoint one candidate's representative for each candidate. A candidate's representative 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. A **returning officer (RO)** can also be appointed to direct the election operations.

Notes for Assigning Roles

- In schools that select one of the in-class voting scenarios, consider sharing the election officers roles 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 tallying process.
- In schools utilizing one of the stationary polling scenarios, consider assigning the same group of students to be the election officers for the entire day or allowing several teams of students to alternate. The latter approach will allow 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 roles (refer to pg. 15 for templates).

Creating & Using a Voters List

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

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

For a more authentic experience, consider implementing an identification process similar to the one used in official elections. Students could use ID cards or create their own before the vote. To ensure privacy, it is suggested that only the student's name and class be included and not their home address or other contact information (refer to pg. 14 for templates).

Once the poll clerk verifies the identity of the voter and crosses their name off the list, the deputy returning officer will provide them with a ballot.

Ballots

Student Vote ballots are printed and distributed after the close of nominations and once the candidates have been confirmed. The ballots will include the names of the local candidates running in your school's constituency. Please make sure you have provided the correct constituency information upon registering or have updated this information prior to ballot printing.

It is strongly recommended that the Team Leader (or an appointed RO) initial the reverse side of each ballot prior to the commencement of Student Vote Day, which will verify the official Student Vote ballots for your school.

Considerations When Choosing a Polling Station

When choosing your polling place, 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 polling station easily.

STUDENT VOTE ELECTION REQUIREMENTS

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

Before You Begin

- No campaign materials are permitted in the polling place or on those who work at each polling 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'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 will show the inside of the empty box to the poll clerks and candidate's representatives so that all of the election officers present can verify that the box is empty;
- The ballot box will be sealed using tape or seals;
- The tape or seals will be initialed by the Team Leader to show that they have authorized the ballot box for use.

Receiving a Ballot at the Polling Station

- When a voter requests a ballot at the poll, the deputy returning officer will fold a ballot into thirds;
- The DRO will verify that the ballot has been initialed by the Team Leader (or appointed returning officer) and will hand the folded ballot to the voter;
- The voter will take the ballot behind a voting screen to unfold the ballot in private, mark the ballot as they choose and refold the ballot;
- The voter will take the marked ballot to the election officer monitoring the ballot box;
- Without unfolding the ballot, the DRO will verify that the Team Leader or RO's initials are visible on the ballot;
- The DRO 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.

Counting the Ballots

- Polling places are declared closed at a predetermined and clearly advertised time, after which no one may cast a vote;
- The Team Leader or RO will verify 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 will be broken, and the DROs and PCs will open the box in order to count the ballots;
- Candidate's representatives may be present to observe that the process is completed fairly.
- The ballots will be separated, counted, and recorded as accepted, rejected or spoiled.

ACCEPTED – A ballot properly marked for one candidate (see pg. 10)

REJECTED BALLOT – A ballot not marked properly and declared invalid by the DRO (see pg. 11).

SPOILED – 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.

- Any questionable ballots will 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 accepted ballots, rejected ballots and spoiled ballots;
- The Team Leader will verify the results and sign off on the form;
- This form will constitute 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

Accepted 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.

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.

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

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

Rejected Ballot

A ballot will not be 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 for more than one candidate. 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.

BRODY BLUE	①	BRODY BLUE	○
TONY TEAL	②	TONY TEAL	○
VERONICA VIOLET	③	VERONICA VIOLET	○
YASMIN YELLOW	④	YASMIN YELLOW	○
BRODY BLUE	○	BRODY BLUE	○
TONY TEAL	○	TONY TEAL	○
VERONICA VIOLET	○	VERONICA VIOLET <i>Bob</i>	○
YASMIN YELLOW	○	YASMIN YELLOW	○

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/nu2017 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. They will allow you or a CIVIX team member to access your school and constituency information.

Step 3: Report your results

Report the results of your parallel election using the Statement of the Poll form. You will be asked to report the number of votes for each candidate and the number of rejected ballots. 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 territory-wide results are announced publicly after the official polls close (8 p.m. Eastern time, 7 p.m. Central time and 6 p.m. Mountain time on October 30).

This confidentiality is very important to ensure that Student Vote Day results are released at the appropriate time and do not interfere with the official election 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's policy regarding members of the media on school property.

Media outlets may 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 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 official 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 official polls.

VOTER IDENTIFICATION

NAME _____

CLASS/HOMEROOM _____

BIRTHDAY _____

SIGNATURE _____

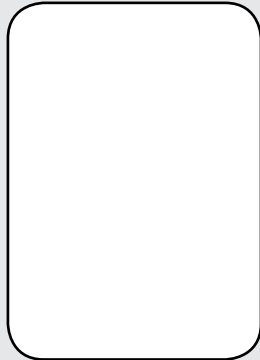


NAME _____

CLASS/HOMEROOM _____

BIRTHDAY _____

SIGNATURE _____



VOTER ID CARD

DEPUTY RETURNING OFFICER

NAME _____



STUDENT VOTE 2017

POLL CLERK

NAME _____



STUDENT VOTE 2017

CANDIDATE'S REPRESENTATIVE

NAME _____

CANDIDATE NAME _____

TALLY SHEET

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10			10			10			10		
15			15			15			15		
20			20			20			20		
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