

TABLE OF CONTENTS

Introduction	3
Designated Student Vote Day	4
Voting Methods	5
Layout of the Voting Station	6
Suggested Guidelines	7
Student Vote Election Requirements	10
Properly Marked Ballots	12
Reporting Results	14
Media Relations	15
Voter ID Templates	16
Election Official Badges	17
Tally Sheet	18

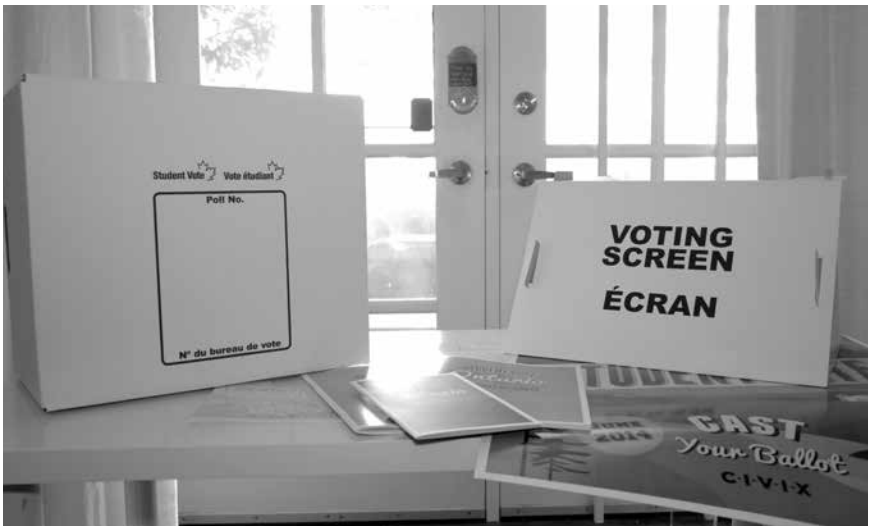
INTRODUCTION

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 possible 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 in mid-October and include 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 DAY

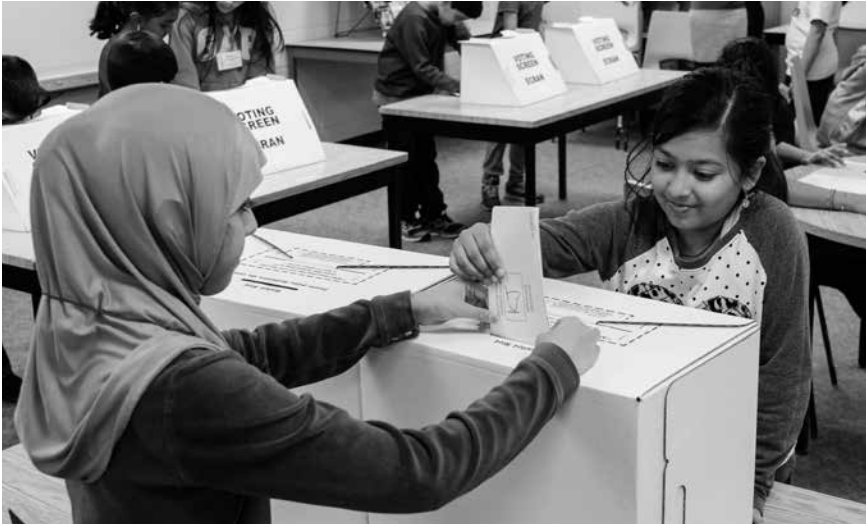
The official Student Vote Day for the 2018 Manitoba municipal and school board elections will be Tuesday, October 23.

All results must be reported by 6:00pm CDT on October 23. Please refer to the *Confidentiality Note* regarding results found on page 15.

If the designated Student Vote Day does not fit with your schedule, we encourage you to hold your vote in advance. Please contact the CIVIX team to discuss accommodations for any advanced voting days.

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 election day.



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 voting 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 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 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 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 will vote immediately, and the teacher will collect 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 voting officer and two assistant voting officers. 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. It is suggested that you allow approximately 15 minutes for the mobile voting station to visit each classroom.

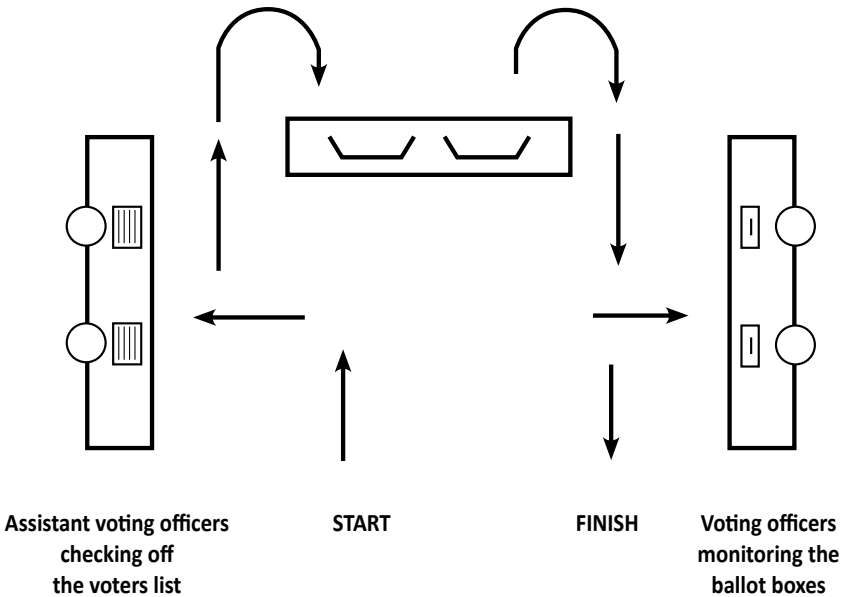
LAYOUT OF THE VOTING STATION

If your school chooses to use a stationary voting scenario, 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 voting place 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 assistant voting 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 and mark their ballot.
- Once they have voted, students take their ballot to the tables/desks lining the third side, where other voting officers 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.

Voting Booths



SUGGESTED GUIDELINES

Roles for Student Vote Day

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

- **Voting officers** are the election officials responsible for managing the voting stations, collecting the ballots and counting the votes.
- **Assistant voting officers** are the election officials who staff the voting place. They are responsible for checking ID, crossing voters off the voters list and distributing ballots. When the voting process is complete, the assistant voting officers help the voting officers by totaling the ballots counted and filling in the vote tally sheet.
- **Scrutineers** are generally individuals appointed by a candidate to act as an observer of the election process on election day. In the case of the Student Vote program, the Team Leader can appoint a scrutineer for each candidate. Scrutineers may also be present when ballots are counted, but they may not handle the ballots in any way.
- **The Student Vote Team Leader** (a teacher) is the official liaison between the school and CIVIX and in charge of overseeing the entire process.



Notes for Assigning Roles

- In schools that select one of the in-class voting scenarios, consider sharing the election official roles among several classes. One class might take on the role of voting officers and assistant voting officers and be responsible for traveling between classes with the ballots and ballot boxes, while another class might take on the role of voting officers, assistant voting officers and scrutineers 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 workers 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 page 17 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. This list can usually be provided from the main office upon request of a staff member.

A voters list is also an option for in-class voting scenarios. An extra copy of the class attendance sheet is a simple way to create the voters list for each class.

As with an actual voters list, when a student enters the voting station and is handed a ballot, the assistant voting officer will cross off the name of the student to indicate that they have participated in the election.



Voter Identification

For a more authentic experience, consider implementing an identification process similar to the one used in official elections. Students could use school ID cards or create their own 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 page 16 for templates).

Ballots

The Student Vote ballots will include all of the candidates running for various positions in your municipal elections (e.g., mayor or reeve, councillor, school trustee). The ballots are designed to be generic for each municipality, so you will need to provide guidance about which school trustees students are eligible to vote for.

It is strongly recommended that the Team Leader (or an appointed voting officer) 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. You may also want to identify the applicable races in which students can vote by highlighting the title of each.

Considerations When Choosing a Voting Place

When choosing your voting place, make sure that it is accessible to all students in the school, particularly to students who may use a mobility device.

Make sure the area is well-lit, free from obstacles and roomy enough for students to move around the voting 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 voting place or on those who work at the polls. 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 division'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 voting officer will show the inside of the empty box to the voting officers, assistant voting officers and scrutineers so that all of the election officials 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 Poll

- When a voter requests a ballot at the voting station, the assistant voting officer will fold a ballot into thirds;
- The assistant voting officer will verify that the ballot has been initialed by the Team Leader (or appointed voting 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 voting officer monitoring the ballot box;
- Without unfolding the ballot, the voting officer will verify that the Team Leader's initials are visible on the ballot;
- The voting officer will return the verified ballot to the voter, who will put the ballot in the ballot box;
- In the event that a voter tears a ballot or makes a mistake on their ballot, the voter may return the ballot and request a new one. The first ballot will be declared a spoiled ballot, and the assistant voting officer will write "spoiled" on the back of the ballot and keep it to the side.
- A voter can choose to decline their ballot if they do not want to vote for any of the candidates, but still want their vote to be counted. The voter will write the word "declined" on the front of their ballot (the side with the candidates' names), refold the ballot and place it in the ballot box.

Counting the Ballots

- The voting place will be declared closed at a predetermined and clearly advertised time, after which no one may cast a vote;
- The Team Leader will verify that each ballot box is still sealed by the tape that they initialed before the polls opened and that neither the box nor the seal has been tampered with;
- The tape will be broken, and the voting officers and assistant voting officers will open the box in order to count the ballots;
- Scrutineers may be present to observe that the process is completed fairly.
- Each race will need to be reviewed and counted separately. The ballots will be sorted by the voting officer based on two distinct categories.

1 – Ballots NOT placed in the ballot box will be separated and counted as such:

SPOILED – A ballot that was mistakenly marked or torn and exchanged for a new ballot. The election worker has written “spoiled” on the back of the ballot.

2 – Ballots placed in the ballot box will be separated and counted as such:

VALID – A ballot properly marked for one candidate (see page 12).

REJECTED – A ballot not marked properly and declared invalid by the voting officer (see page 13).

DECLINED – The word “declined” was written on the front of the ballot (the side with the candidates’ names) instead of selecting a candidate.

- Due to the composition of municipality ballots and the number of races, we suggest that you review and count one race at a time. Once all the ballots have been tallied for one race, you can move on to the next. The counting process will take longer than that for provincial or federal elections.
- Any questionable ballots are left to the Team Leader to categorize according to the criteria describing a properly marked ballot;
- Ballots will not 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 (page 18).

Statement of Votes

- The Statement of Votes is an accounting of the votes for your school;
- This accounting includes the number of valid ballots, rejected ballots, declined ballots and spoiled ballots for each applicable race;
- 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 Votes form for a period of one month after the Student Vote parallel election in case your results need to be confirmed by CIVIX.

PROPERLY MARKED BALLOTS

Valid Votes

To be counted as a valid vote, 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

Please note that students may vote for more than one candidate if there is more than one person elected in the race. For example, if six councillors are elected at-large, students can vote for up to six candidates.

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"/>
TONY TEAL	<input type="radio"/>
VERONICA VIOLET	<input type="radio"/>
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 Votes

A vote 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 for more candidates than are being elected per office (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 leaves the ballot blank
- The voter marks the ballot in a way that identifies themselves

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

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

BRODY BLUE	<input type="radio"/>
TONY TEAL	<input type="radio"/>
VERONICA VIOLET Bob	<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/mb 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 Votes form. This information will allow you or a CIVIX team member to access your school's record and municipal election information.

Step 3: Report your results

You will be asked to report the results of your parallel election using the Statement of the Votes form and an extra ballot for reference. Please review the definitions on page 11.

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 close of voting on election day.

This confidentiality is very important to ensure that the Student Vote results are released at the appropriate time and do not interfere with the municipal elections in any way. There has been some concern that an early release of results could influence voters in a similar way 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 your Student Vote Day, media engagement is an option that you may wish to consider. Always remember to consult your school division's policy regarding members of the media on school property.

Media outlets will be interested in covering Student Vote in schools and taking pictures of 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. Results will be handled by CIVIX until they are publicly released on election night. CIVIX will distribute the results to interested media for broadcast on election night and for publication the following day.



VOTER IDENTIFICATION

NAME _____

CLASS/HOMEROOM _____

BIRTHDAY _____

SIGNATURE _____

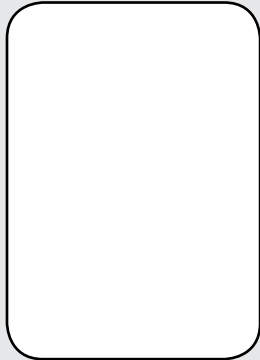


NAME _____

CLASS/HOMEROOM _____

BIRTHDAY _____

SIGNATURE _____



VOTER ID CARD

VOTING OFFICER

NAME _____



STUDENT VOTE MUNICIPAL ELECTIONS

ASSISTANT VOTING OFFICER

NAME _____



STUDENT VOTE MUNICIPAL ELECTIONS

SCRUTINEER

NAME _____



STUDENT VOTE MUNICIPAL ELECTIONS

TALLY SHEET

5				5				5	
10				10				10	
15				15				15	
20				20				20	
25				25				25	
30				30				30	
35				35				35	
40				40				40	
45				45				45	
50				50				50	
55				55				55	
60				60				60	
65				65				65	
70				70				70	
75				75				75	
80				80				80	
85				85				85	
90				90				90	
95				95				95	
100				100				100	
105				105				105	
110				110				110	
115				115				115	
120				120				120	
125				125				125	
130				130				130	
135				135				135	
140				140				140	
145				145				145	
150				150				150	
155				155				155	
160				160				160	
165				165				165	
170				170				170	
175				175				175	
180				180				180	
185				185				185	
190				190				190	
195				195				195	
200				200				200	