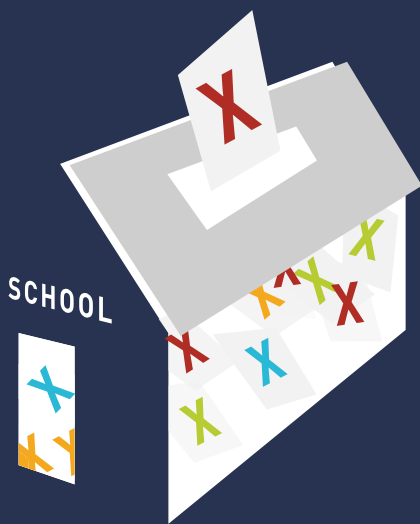


# STUDENT VOTE ELECTION MANUAL



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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 their democracy in the future.

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

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

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 Days will be held in advance of the spring vacation on March 23 and 24.

Results should be reported to CIVIX by 6pm on March 24. Please refer to the *Confidentiality Note* regarding results found on pg. 13.

If you are able to hold your vote closer to the election, we ask that you report your results by April 1.

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

Schools that report their results after the deadline will be included in the final tallies shared the day after the general election.

# 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 help 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 in order 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 to ensure 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 in order 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 in class, and the teacher collects the ballots shortly thereafter. Designated Poll Clerks 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, students who are voting 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)**

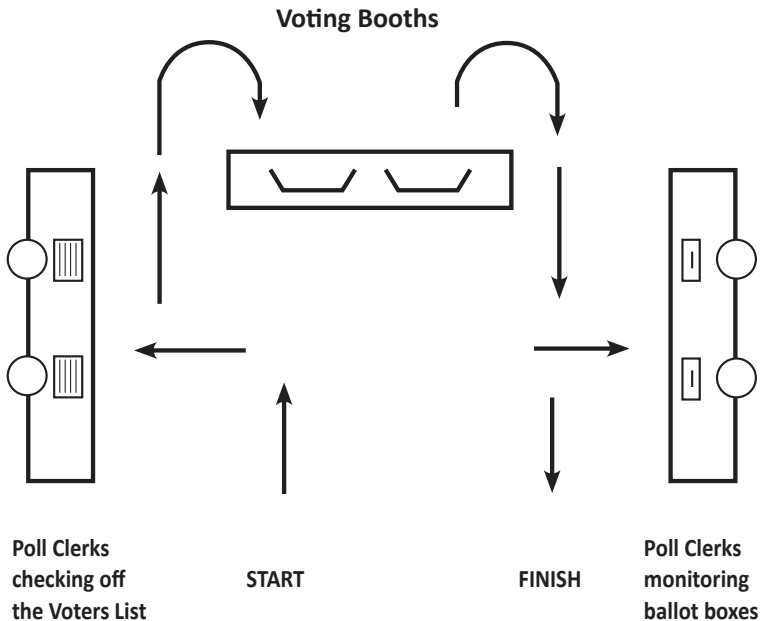
During the first period of the day, designated election officials take voting stations from classroom to classroom. Generally, this method works well with three officials per group: one Deputy Returning Officer and two Poll Clerks. When every class has had an opportunity to vote, all ballot boxes are 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 voting booths 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 Poll Clerks 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 other Poll Clerks sit with 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 of Designated Election Officials

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

- **Deputy Returning Officers (DROs)** are the officials responsible for conducting the student election and counting the votes. They are the only election officials allowed to handle the ballots during the counting process.
- **Poll Clerks** are the individuals who staff the voting place. They are responsible for checking ID (optional), crossing voters off the Voters List, distributing ballots and collecting ballots. When the voting process is complete, the Poll Clerks assist the Deputy Returning Officers by totaling the ballots counted and filling in the vote tally sheet.
- **Candidate Representatives (Scrutineers)** are 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 Candidate Representatives for each party or candidate. Candidate Representatives 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.

## Notes for Assigning Roles

- In schools that select one of the in-class voting scenarios, consider sharing the election roles among several classes. One class might take on the role of Poll Clerks and be responsible for traveling between classes with the ballots and ballot boxes, while another class might take on the role of Deputy Returning Officers, Poll Clerks and Candidate Representatives 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 will allow more students to be involved and have a hands-on experience with the election.

## **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 but is not necessary. 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 their ID cards or students could create their own ID before the vote. It is suggested that you only include the student's name and classroom. To ensure privacy, do not include the student's home address or any other contact information (refer to pg. 16 for templates).

As with an actual Voters List, students will be asked to present their ID when they go to their assigned voting station. Once the Poll Clerk 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**

Regular Student Vote ballots include the names of the candidates running for election in your school's constituency. Please make sure that you have provided the correct constituency information upon registering or have updated this information prior to the deadline.

Due to the timing of the election and the scheduled Student Vote Days, it may not be possible for CIVIX to produce regular Student Vote ballots. This is due to the fact that nominations could close as late as March 19. As a result, CIVIX has provided absentee Student Vote ballots to prepare for this situation. Rather than have the names of local candidates, absentee ballots (write-in ballots) provide a space for voters to write the name of the candidate or their political party (refer to *Absentee Ballots* on pg. 12 for more information.)

Regardless of the ballot type used, it is strongly recommended that the Team Leader or an appointed Deputy Returning Officer initial the reverse side of each ballot before Student Vote Day to validate that they are official ballots.

## **Considerations When Choosing a Polling Station**

When choosing your voting place, make sure that it is accessible to all students in the school, particularly students who may use a wheelchair or other mobility devices. Also make sure the area is well lit, free from obstacles and roomy enough for students to move around the voting booths 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 voting place. 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 Deputy Returning Officer will show the inside of the empty box to the Poll Clerks and Candidate Representatives so that all of the election officials 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 Voting Station**

- When a voter requests a ballot at the poll, the Poll Clerk will fold a ballot into thirds;
- The Poll Clerk will verify that the ballot has been initialed by the Team Leader (or appointed DRO) 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 before leaving the voting booth;
- The voter will take the marked ballot to the Poll Clerk monitoring the ballot box;
- Without unfolding the ballot, the Poll Clerk will verify that the Team Leader's initials are visible on the ballot;
- The Poll 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. The first ballot will be declared a spoiled ballot, and the DRO will write "spoiled" on the back of the ballot and place it in a designated envelope for spoiled or declined ballots;
- In the event that a voter declines their ballot and communicates this to the DRO accordingly, the DRO will write "declined" on the back of the ballot and place it in a designated envelope for spoiled or declined ballots.

## Counting the Ballots

- Voting stations 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 voting stations opened and that neither the box nor the seal has been tampered with;
- The tape will be broken, and the Deputy Returning Officers and Poll Clerks will open the box in order to count the ballots;
- Candidate Representatives may be present to observe that the process is completed fairly.
- The ballots will be sorted by the DRO based on two distinct categories.

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

**DECLINED** – A ballot handed back to the DRO by an elector who declines to vote due to dissatisfaction with the options. When the elector declines to vote, the DRO writes “declined” on the back of the ballot.

**SPOILED** – A ballot that is mistakenly marked or torn and exchanged for a new ballot. The DRO writes “spoiled” on the back of the ballot.

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

**VALID** – A ballot that has been properly marked for one candidate (see pg. 10).

**REJECTED** – A ballot that has not been marked properly and declared invalid by the DRO (see pg. 11).

- Any questionable ballots will be left to the Team Leader to categorize according to the criteria describing a properly marked ballot (refer to *Regular Ballots* on pg. 10-11 and *Absentee Ballots* on pg. 12);
- 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 (pg. 15).

## 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, declined 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;
- **Please keep the Statement of the Poll 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 Regular 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.

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.
- **For write-in ballots only:** The voter writes the name or political affiliation of the candidate in the space provided (refer to pg. 12 for more information).

BRODY BLUE Apple Party / Apple Party	<input type="checkbox"/>
TONY TEAL Kiwi Party / Kiwi Party	<input checked="" type="checkbox"/>
VERONICA VIOLET Tea Party / Tea Party	<input type="checkbox"/>
YASMIN YELLOW Independent / Independent	<input type="checkbox"/>

BRODY BLUE Apple Party / Apple Party	<input type="checkbox"/>
TONY TEAL Kiwi Party / Kiwi Party	<input type="checkbox"/>
VERONICA VIOLET Tea Party / Tea Party	<input checked="" type="checkbox"/>
YASMIN YELLOW Independent / Independent	<input type="checkbox"/>

BRODY BLUE Apple Party / Apple Party	<input type="checkbox"/>
TONY TEAL Kiwi Party / Kiwi Party	<input type="checkbox"/>
VERONICA VIOLET Tea Party / Tea Party	<input type="checkbox"/>
YASMIN YELLOW Independent / Independent	<input checked="" type="checkbox"/>

BRODY BLUE Apple Party / Apple Party	<input checked="" type="checkbox"/>
TONY TEAL Kiwi Party / Kiwi Party	<input type="checkbox"/>
VERONICA VIOLET Tea Party / Tea Party	<input type="checkbox"/>
YASMIN YELLOW Independent / Independent	<input type="checkbox"/>

## 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 the ballot 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;
- If the voter marks the ballot in a way that identifies who the voter is;
- The voter leaves the ballot blank.
- **For write-in ballots only:** The voter writes the name or political affiliation of a candidate who is not running for election in the school's constituency or does not clearly indicate who they wish to vote for (refer to pg. 12 for more information).

<b>BRODY BLUE</b> Apple Party / parti Pomme	①	<b>BRODY BLUE</b> Apple Party / parti Pomme	<input type="radio"/>
<b>TONY TEAL</b> Banana Party / parti Banane	②	<b>TONY TEAL</b> Banana Party / parti Banane	<input type="radio"/>
<b>VERONICA VIOLET</b> Pear Party / parti Poire	③	<del><b>VERONICA VIOLET</b></del> Pear Party / parti Poire	<input type="radio"/>
<b>YASMIN YELLOW</b> Independent / indépendant	④	<del><b>YASMIN YELLOW</b></del> Independent / indépendant	<input type="radio"/>
<b>BRODY BLUE</b> Apple Party / parti Pomme	<input type="radio"/>	<b>BRODY BLUE</b> Apple Party / parti Pomme	<input type="radio"/>
<b>TONY TEAL</b> Banana Party / parti Banane	<input type="radio"/>	<b>TONY TEAL</b> Banana Party / parti Banane	<input type="radio"/>
<b>VERONICA VIOLET</b> Pear Party / parti Poire	<input type="radio"/>	<b>VERONICA VIOLET</b> Pear Party / parti Poire <b>Bob</b>	<input type="radio"/>
<b>YASMIN YELLOW</b> Independent / indépendant	<input type="radio"/>	<b>YASMIN YELLOW</b> Independent / indépendant	<input type="radio"/>

# Absentee Ballots

Due to the timing of spring break and Student Vote Days, CIVIX may not have time to wait for the close of nominations to print and ship regular Student Vote ballots. To prepare for this situation, CIVIX has prepared Student Vote absentee ballots (write-in ballots) for the Student Vote Saskatchewan program.

On an absentee ballot, the voter is required to indicate their preference by writing the name or political affiliation (if applicable) of the candidate in the space provided.

To aid students in this process, please post a list of the confirmed candidates along with their party affiliation in the voting place to remind students of their options.

The following examples have been provided to demonstrate a properly marked absentee (write-in) ballot:

- The voter writes the name of the candidate running for election in their constituency;
- The voter writes the political affiliation (party name) of the candidate running for election in their constituency.
- **Please Note:** Incorrect spelling of candidate and/or party names are still counted as valid as long as the voter's preference is clear.

I VOTE FOR :  
JE VOTE POUR :

**BRODY BLUE**

---

Name of the candidate of your choice  
Nom du candidat de votre choix

I VOTE FOR :  
JE VOTE POUR :

**Banana Party**

---

Name of the candidate of your choice  
Nom du candidat de votre choix

# 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](http://www.studentvote.ca/vote) 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 and will be provided through email on March 23. 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 and declined ballots. Please review the definitions on pg. 10.

### Confidentiality Note:

We require that you and your students keep your school's Student Vote results confidential until the province-wide results are announced publicly after the official polls close (8pm on April 4).

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 the outcome of the election.

**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 division'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. Results will be handled by CIVIX only until they are publicly released on election night. CIVIX will distribute the results to media partners for broadcast on election night and for publication following the close of the official polls.

# Tally Sheet

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# VOTER IDENTIFICATION

NAME \_\_\_\_\_

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

BIRTHDAY \_\_\_\_\_

SIGNATURE \_\_\_\_\_



NAME \_\_\_\_\_

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

BIRTHDAY \_\_\_\_\_

SIGNATURE \_\_\_\_\_



# VOTER ID CARD