

Roles and Responsibilities of Election Workers

Election Workers

- ❖ Returning Officer (RO) – the main election organizer was appointed by Council.
- ❖ Substitute Returning Officer (SRO) – the individual who takes on the Returning Officer role when the Returning Officer is absent.
- ❖ Presiding Deputy Returning Officer (PDRO) – The supervisor at each individual voting station.
- ❖ Deputy Returning Officer (DRO) – All election staff who work at the voting station other than the RO or PDRO.

Duties – Presiding Deputy Returning Officer

The Presiding Deputy Returning Officer is responsible for all activities of their assigned Voting Station. The Presiding Officer shall be responsible to carry out the following duties:

- Overall responsibility of all election processes at the Voting Station.
- Ensuring the voting procedures are carried out in an impartial and efficient manner.
- Picking up election supplies.
- Responsible for the setup and cleanup of the voting station.
- Responsible for the security of ballots.
- Oversee and assist counting of ballots.
- Signing all forms.
- Delivering ballots and election supplies back to the Returning Officer on Election Day.
- Designate the place from where a candidate/scrutineer may observe the election process.
- Maintaining the peace and summoning a police officer to assist if necessary.
- Main point of contact with the Returning Officer.

Duties – Deputy Returning Officer

Each Deputy shall be responsible to carry out the following duties:

- Ensuring the voting procedures are carried out in an impartial and efficient manner.
- Assist in voting station setup and clean up.
- Assist in the counting of ballots.
- Signing forms as required.

Duties – All Election Workers

All election workers have the following responsibilities:

- Ensuring that the election is conducted in a transparent and fair manner.
- Remaining impartial while performing their duties.
- In all respects, maintain and aid in maintaining the absolute secrecy of the vote.

More detailed set by step duties and instructions will be provided at the election worker training session.