

Voting, Step by Step

For polling officers at residential facilities and electors' homes (BVIH and BVI-BVDE)

STEP 1 Deputy returning officer

Ask the elector to provide his or her **name, address** and **date of birth**.

STEP 2 Poll clerk

Check the elector's entry on the excerpt from the list of electors¹.

CAUTION

- His or her name must not be preceded by an **R** or an **r**.
- No names may be added to the list.

Determine whether the elector is domiciled **in the same electoral division (INTRA)** as the one where you are working or **in another electoral division (HC)**.

STEP 3 Ask the elector to show an **identification document**, namely his or her:

- | | | |
|---------------------------------|---------------------------------|--|
| • Québec health insurance card; | • Canadian passport; | • Canadian Armed Forces identity card. |
| • Québec driver's licence; | • Certificate of Indian Status; | |

and examine the document.



Elector domiciled in the electoral division where the residential facility is located

Deputy returning officer

STEP 4 **Mark your initials** on the ballot paper and fold it.

STEP 5 **Explain the voting procedure** to the elector (namely that he or she must mark the ballot paper using the pencil provided and fold it afterwards).

STEP 6 When the elector returns from the voting booth, **check** the initials on the ballot paper and **ask for** the pencil.

STEP 7 **Take** the stub torn off by the elector and invite him or her to place the ballot paper in the ballot box.

Poll clerk

STEP 8 **Indicate** that the elector has voted on the excerpt from the list of electors.



Elector domiciled outside the electoral division where the residential facility is located

STEP 4 **Fill out** the *Statement of the elector* exercising his or her right to vote (DGE-84).

STEP 5 **Have the form signed** by the elector voting outside his or her electoral division (HC).

Deputy returning officer

STEP 6 **Enter the name** of the electoral division where the elector is **domiciled** on the ballot paper AND on envelope ENV-766.1-HC. Then, **mark your initials** on the HC ballot paper and fold it.

STEP 7 **Explain the voting procedure** to the elector (namely that he or she must mark the ballot paper using the pencil provided and fold it afterwards).

Give the elector a copy of *Information for electors voting outside their electoral division* (ACM-100) and the **list of candidates** running in the electoral division where he or she is domiciled.

Explain to the elector that he or she must enter the first and last name of the candidate of his or her choice and, if desired, the candidate's political party.

STEP 8 When the elector returns from the voting booth, **check** the initials on the ballot paper and **ask for** the pencil and list of candidates.

STEP 9 **Take** the stub torn off by the elector and **invite him or her** to:

- Insert the ballot paper in envelope ENV-766.1-HC;
- Seal the envelope;
- Place the envelope containing the ballot paper in the ballot box.

Poll clerk

STEP 10 **Indicate** that the elector has voted on the excerpt from the list of electors.

1. An elector may speak directly to the polling officers when it is at the residential facility to request to vote at a mobile polling station. To vote, the elector must be registered on the excerpt from the list of electors prepared for the residential facility, and his or her name must then be checked in the "Seen" and "Has voted" columns.