

Reminder sheet

Counting of votes in advance polls

STEP 1 Open the ballot box

The deputy returning officer:

- Ensures that the seals are intact.
- Cuts the seals and opens the ballot box, removes all contents from the ballot box.
 - Opens envelopes ENV-709 and empties the ballot papers into the ballot box.
 - Completes sections “personnel du scrutin” and “représentants” of the poll book.

STEP 2 Examine the ballot papers

The deputy returning officer:

- Takes out **one ballot paper at a time** and checks the initials (with the poll book for ballot boxes BVDS and BVEE).
- Examines the ballot and allows each person present to examine it.
- Declares that:

The paper ballot is valid	OR	The paper ballot is rejected
<p>The deputy returning officer:</p> <ul style="list-style-type: none">▪ Puts the valid ballot sheets in as many piles as there are candidates. <p>The poll clerk:</p> <ul style="list-style-type: none">▪ Keeps count using the Tally sheet (DGE-76.1).		<p>The deputy returning officer:</p> <ul style="list-style-type: none">▪ Puts the rejected ballot sheets in one pile. <p>The poll clerk:</p> <ul style="list-style-type: none">▪ Checks off the corresponding box on the <i>Statement of rejected ballot papers</i> (DGE-76.3).

A ballot paper is rejected if:

- It was not provided by the returning officer.
- The ballot is completely unmarked.
- The ballot has been marked in favour of more than one candidate.
- It has been marked in favour of a person who is not a candidate.
- It has been marked, but not in one of the circles.
- It has been marked with a pencil (or pen) other than the pencil provided by the deputy returning officer.
- Nonsensical or abusive remarks have been written on it.
- It bears markings that make it possible to identify the elector.

Pay special attention:

In the two following cases, refer to your directive:

- The absence of initials on the ballot paper (put the ballot aside).
- The ballot paper is contested (make a decision immediately).

STEP 3 Count the ballot papers

The paper ballot is valid	The paper ballot is rejected
<p>The deputy returning officer:</p> <ul style="list-style-type: none">▪ Writes the name of each candidate on a separate envelope (ENV-708.4).▪ Counts the valid ballot papers for each candidate and checks the results with the Tally sheet (DGE-76.1).▪ Places the valid ballots for each candidate in their respective envelopes.▪ Writes the number of valid ballots on each envelope.	<p>The deputy returning officer:</p> <ul style="list-style-type: none">▪ Counts the number of rejected ballots and verifies this using the <i>Statement of rejected ballot papers</i> (DGE-76.3).▪ Puts the rejected ballots in envelope ENV-708.3.▪ Writes the number of rejected ballots on this envelope.▪ Signs the <i>Statement of rejected ballot papers</i> (DGE-76.3).▪ Has the poll clerk and the representatives sign the statement.

OR

Do not forget to count the ballot papers that were put aside, where applicable.

STEP 4 Prepare the *Statement of votes* (DGE-76.2)

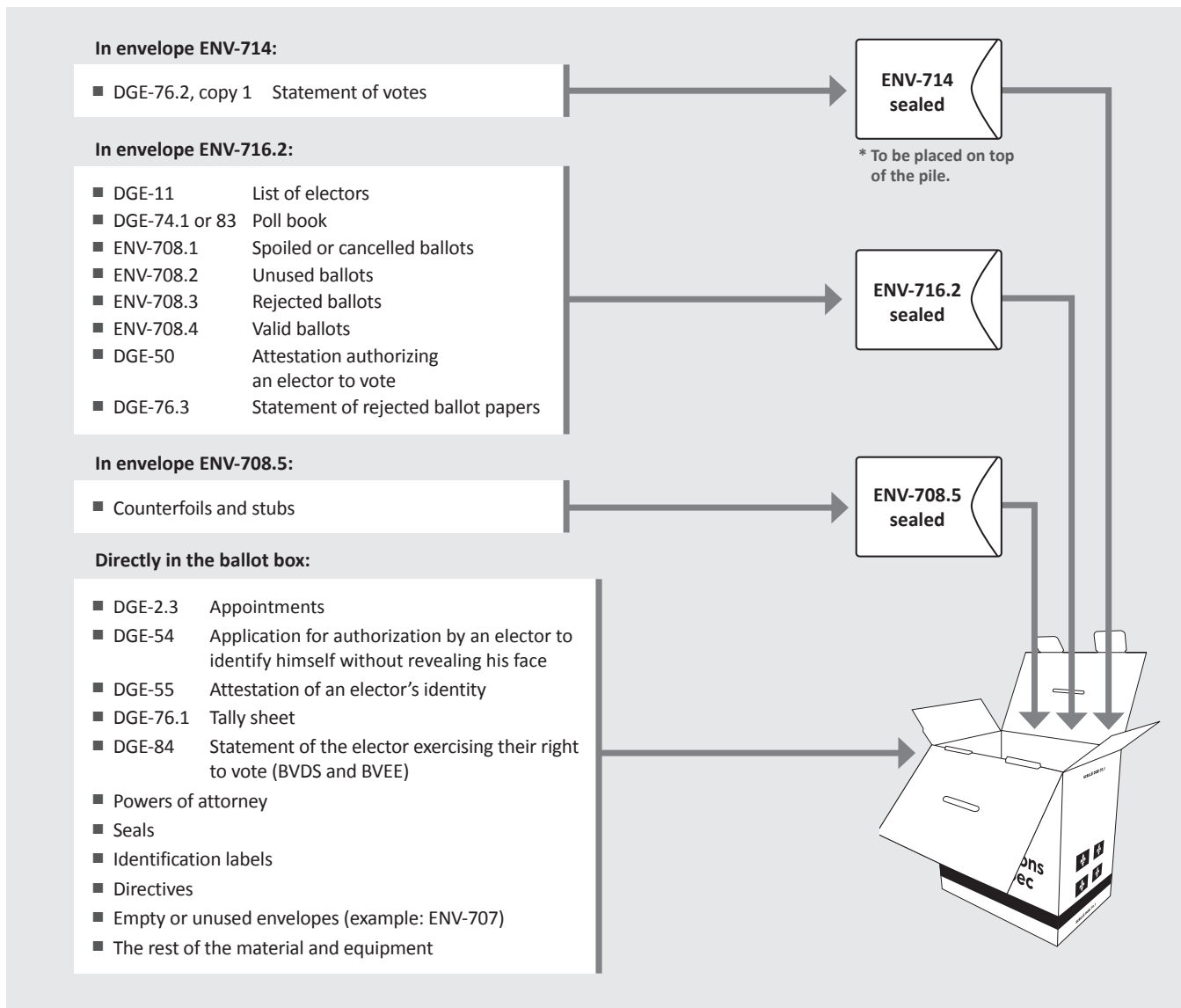
The deputy returning officer:

- Completes the *Statement of votes* (DGE-76.2) (refer to the directive).
- Dates and signs the statement and has the poll clerk and representatives sign the statement.
- Gives **copy 2** of the statement to the Officer in charge of information and order as soon as possible.
- Puts **copy 1** in envelope ENV-714.
- Gives the other copies to the representatives and keeps his or her own copy.

STEP 5 Close the ballot box

The deputy returning officer:

- Seals all the envelopes, except for envelope ENV-716.2, with DGE-70.3 seals.
- Writes his or her initials on all the seals and the **poll clerk** does the same.
- Invites the representatives to do the same.
- Inserts into the large ENV-716.1 envelope:
 - the list of electors
 - the *Poll book*
 - envelopes 708.1, 708.2, 708.3 and 708.4
- Seals and writes his or her initials on this envelope, and the poll clerk does the same.
- Invites the representatives to do the same. Puts the other documents in the ballot box.
- Places envelope ENV-714 containing the *Statement of votes* **on top**.



Note: It is recommended that you ask the Officer in charge of information and order to check the placement of the documents before closing the ballot box.

The deputy returning officer:

- Places a DGE-70.3 seal on the opening of the ballot box.
- Closes the ballot box and seals it using new DGE-70.1 and DGE-70.2 seals.
- Writes his or her initials on the seals and **the poll clerk** does the same.
- Invites the representatives to do the same.

STEP 6 Convey the results to the Officer in charge of information and order

If not already done, **the deputy returning officer remits without delay copy 2 of the Statement of votes (DGE-76.2) to the Officer in charge of information and order.**

STEP 7 Return the ballot box

The deputy returning officer remits the sealed ballot box to the Officer in charge of information and order (or to another person as designated by the returning officer).

STEP 8 Complete the form Feuille de temps du personnel électoral (time sheet)

The deputy returning officer and the poll clerk fill out and sign the Feuille de temps du personnel électoral and give it to the Officer in charge of information and order.

