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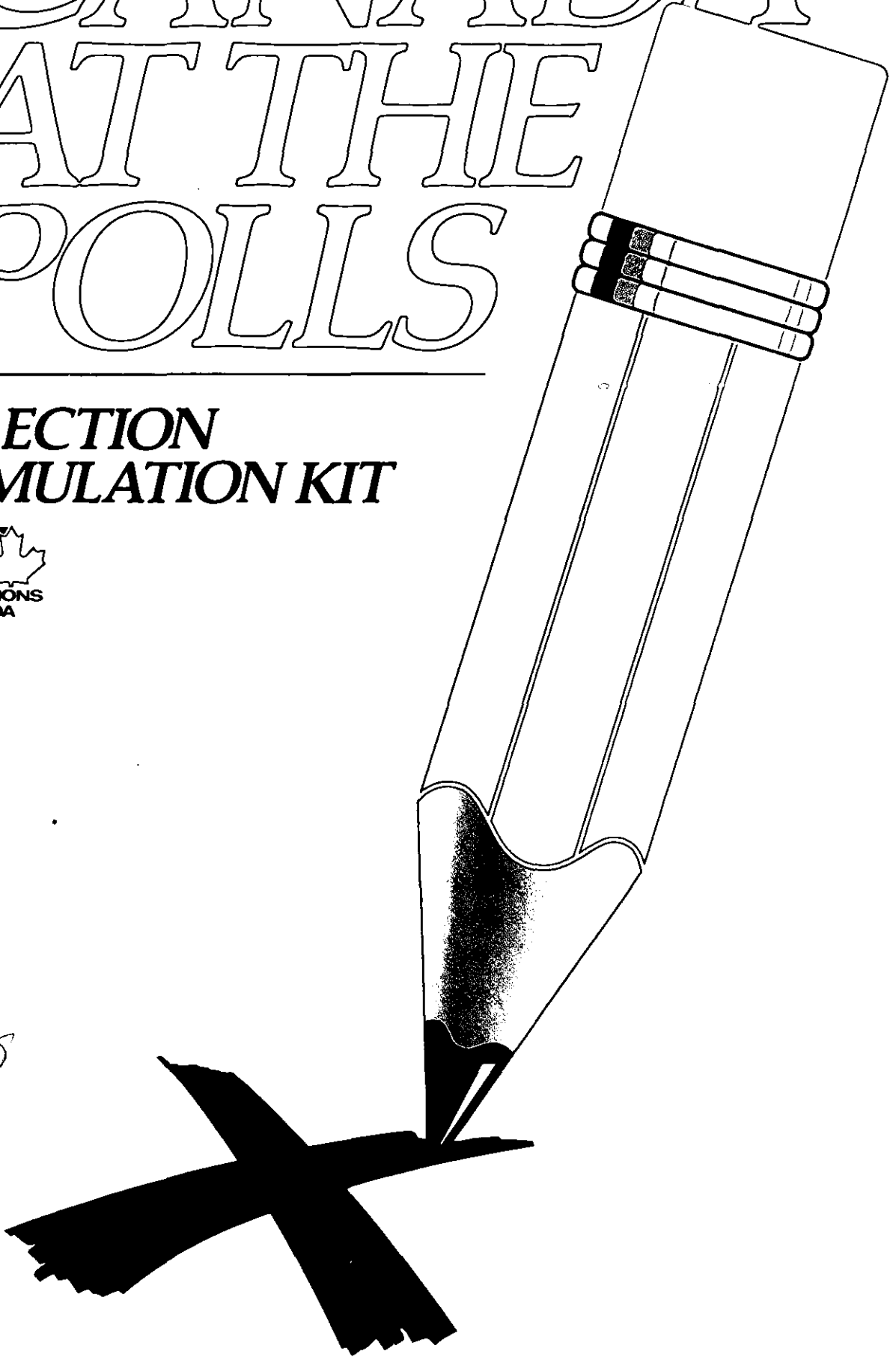
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CANADA AT THE POLLS

**ELECTION
SIMULATION KIT**



85



FOREWORD

«CANADA AT THE POLLS» was published to coincide with the 40th anniversary of Canadian Citizenship which was celebrated throughout 1987. It is the product of extensive research by Elections Canada into the teaching of the election process in Canadian schools. Since the material is being made available for the first time, your comments and suggestions for improvement would be greatly appreciated.

While the package was designed to help secondary school students gain a better appreciation of the right to vote, it can be easily adapted to any age group by simplifying the procedures, and selecting as candidates personalities with which the participants can easily relate, such as television actors, musicians or even cartoon characters for younger children.

Please note that «CANADA AT THE POLLS» is a simulation exercise only, and has no legislative sanction; the Canada Elections Act should be consulted for all purposes of interpreting and applying the law.

ACKNOWLEDGEMENT

This exercise was made possible with the assistance of Elections Manitoba, which was the first jurisdiction to develop a comprehensive election simulation for schools. We therefore wish to express our appreciation to Mr. Richard Willis, Chief Electoral Officer of Manitoba.

August 1988.

CANADA AT THE POLLS

TABLE OF CONTENTS

	<u>PAGE</u>
Objective -----	3
Participants -----	3
Material Requirements -----	3
Step-by-Step Description -----	4-7
- Setting up the Polling Station -----	5
Follow-up activities -----	8
Note to Teachers -----	8
A1 - DRO sheet	
- Poll Clerk sheet	
- Scrutineer sheet	
A2 - Voter Situation cards & explanations	
A3 - List of Materials Provided	
A4 - Blank Voters' List	
A5 - Blank Ballot Paper	
A6 - Glossary of Election Terms	

CANADA AT THE POLLS

Objective

The purpose of this exercise is to familiarize students with the taking and counting of votes on the day of a federal election. Students will gain an insight into the typical activity at a polling station and see how the integrity of the voting process is ensured. The simulation will take approximately one hour but can be adjusted to suit your class times and your students. A more elaborate simulation can include voter enumeration, nomination of candidates and campaigning.

Participants

There are up to 15 roles which are either assigned by the teacher or chosen by lot:

- 1 Returning Officer (teacher)
- 1 Deputy Returning Officer
- 1 Poll Clerk
- 4 Scrutineers (1 per candidate)
- 8 Voters with situation cards

The remaining students are also voters. Appendix 1 contains an instruction sheet for each of the students who will be assuming the role of a poll official or scrutineer. Situation cards are provided in Appendix 2 for voters with «special cases». Reproduce each of these sheets as required.



Material Requirements

Other than the material provided (see Appendix 3), you will need to prepare a voters' list and ballot papers using the blank samples provided in Appendices 4 and 5. You will also need to make your own ballot box, ready to receive the seal which is provided.

DESCRIPTION OF THE SIMULATION

Following is a step-by-step description of the simulation.



1. Getting Ready

- a) prepare voters' list by typing students' names onto blank list provided. Use school address for all students.
- b) make a secure cardboard ballot box, with slot on top and 2 holes for the «seal».
- c) make your own ballots by filling in the blank provided with the names of the candidates and photocopy the required number.

NOTE: INSTEAD OF REAL CANDIDATES, YOU MAY WISH TO USE NAMES OF WELL-KNOWN PERSONS WHICH STUDENTS CAN RELATE TO, SUCH AS SPORTS PERSONALITIES, TELEVISION ACTORS OR MUSICIANS.

- d) set up the polling station as in the diagram on the following page.



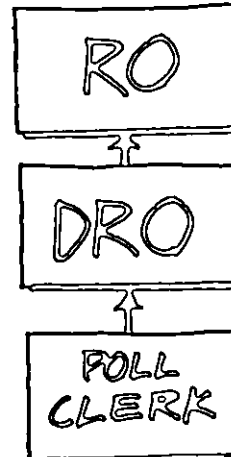
2. Taking the oaths (see List of Oaths)

Once the roles have been assigned, the Returning Officer (teacher) administers the oath of office to the Deputy Returning Officer (DRO).

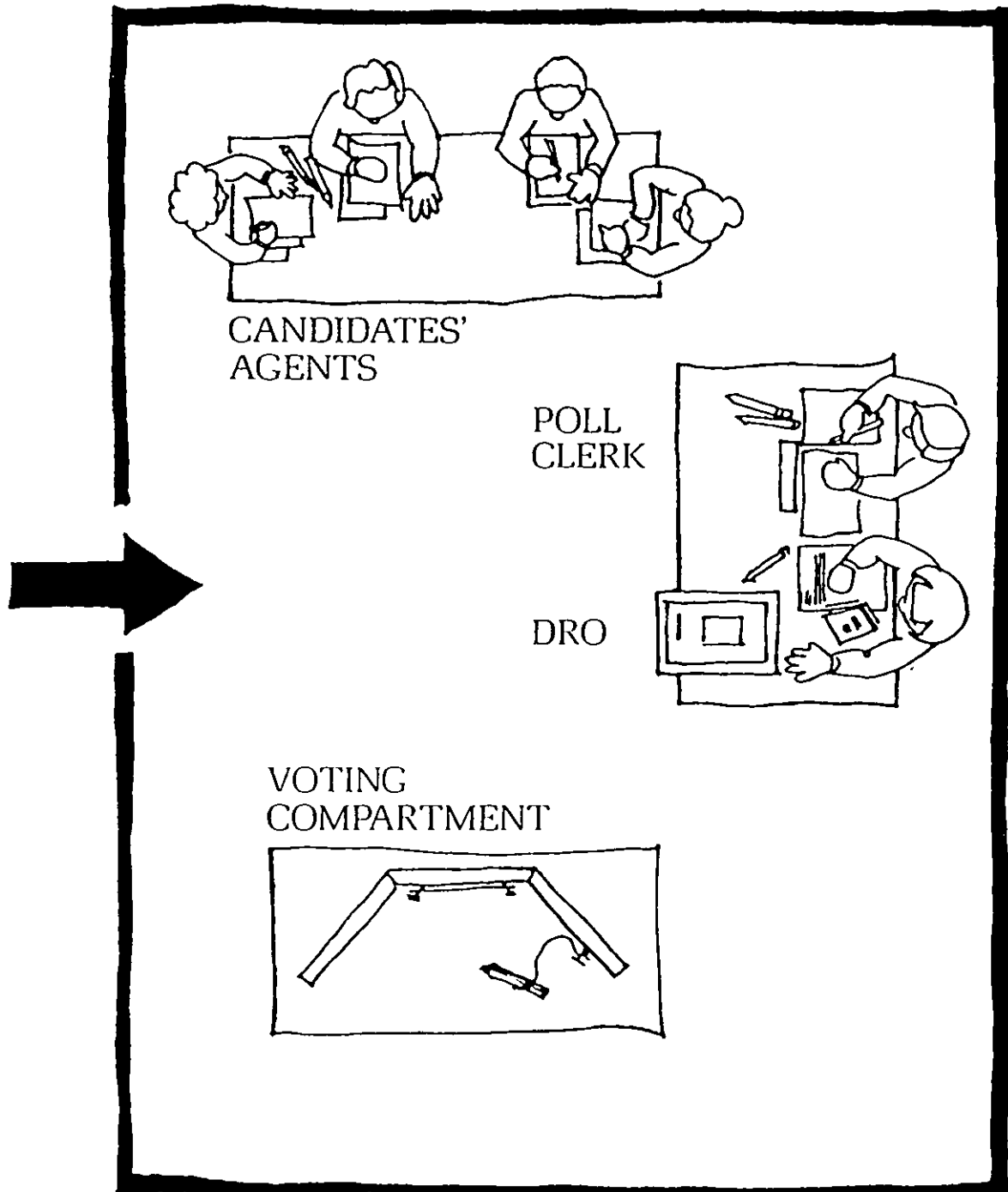
Then the DRO gives the oath to the poll clerk.

3. Opening the poll

- a) The DRO checks all of the supplies.
- b) The DRO administers the oath to the candidates' agents.
- c) The DRO counts the total number of unused ballots and initials the back of each one.
- d) The DRO opens the ballot box, shows witnesses it is empty, then closes and seals it.

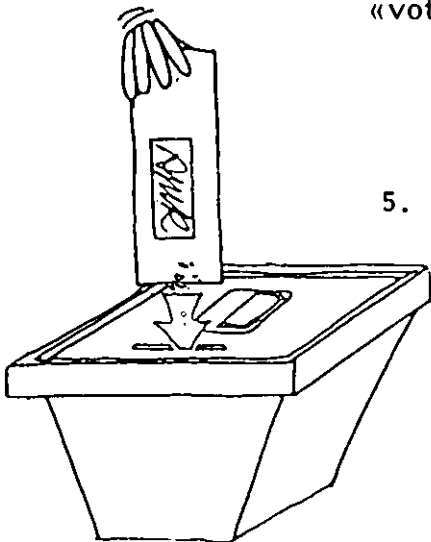
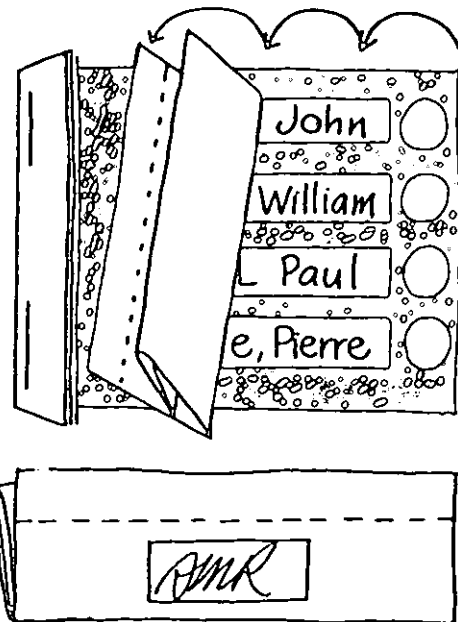


SETTING UP THE POLLING STATION



4. Conduct of Voting

- a) Electors come forward, one at a time, and declare their name and address to the poll clerk;
- b) The poll clerk draws a line through the name on the list;
- c) The poll clerk fills in the poll book with voters' list number, name and address;
- d) The DRO checks the back of ballot for initials and folds ballot 3 times;
- e) The DRO gives folded ballot to elector and instructs him or her to go behind the screen, mark one circle and return the ballot folded;
- f) The DRO re-checks initials and deposits ballot, without unfolding, into ballot box;
- g) The poll clerk writes «voted» in poll book.



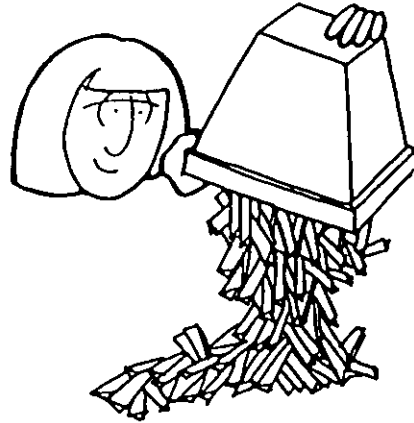
5. Special Cases

The teacher can distribute by lot situation cards (Appendix 2) to up to eight voters in the class. The cards describe special cases which have to be solved at the polling station by election officials. A note to the teacher explaining each situation is also provided in Appendix 2.

6. Counting of the votes

Once all the members of the class have voted, the poll is closed. The counting begins and only the Deputy Returning Officer can handle the ballots.

a) The Deputy Returning Officer opens the ballot box and empties the contents on the table.



b) He or she picks up each ballot, checks the initials on the back, calls out the name of the candidate for whom it has been marked and shows the ballot to the scrutineers and poll clerk present. A separate pile is maintained for each candidate.

c) The poll clerk and scrutineers keep score on the Tally Sheets provided.

d) Ballots are rejected if they are improperly marked (see Sample of Marked Ballots).

e) The DRO completes the official Statement of the Votes, including the results for each candidate, the rejected ballots and the spoiled ballots. (The total votes polled - including rejected ballot papers - must equal the number of names registered in the poll book.)

A hand-drawn illustration of a 'Statement of the Votes' form. It features a grid with multiple rows and columns. The columns are labeled with names of candidates and categories like 'Total', 'Valid', 'Invalid', and 'Spoiled'. The form is numbered '34' in the bottom right corner.

f) The DRO hands the Statement of the Votes to the Returning Officer who officially declares the winner of the election.

FOLLOW-UP ACTIVITIES

Suggestions for activities following the simulation:

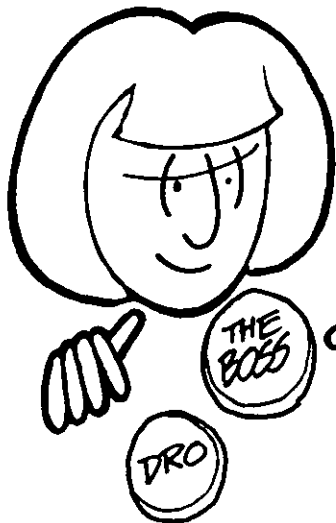
- review the electoral process
- have the students discuss their roles and how that role was significant to the electoral process
- discuss the ways that safeguard secrecy of the ballot and fairness in a federal election and why secrecy is important
- discuss the special situations which were played in the simulation and how these voters were accommodated at the polling place
- invite the local returning officer to speak to the students
- show the film Elections Canada at Work available from the National Film Board
- have a question and answer session with the role-players answering for their actions
- discuss the most recent election held in your area
- identify people and places your students should know about (e.g. name of the riding they live in, political parties in Canada, names of the candidates, name of the returning officer, etc.)
- assign a research project to find out more about the electoral process in Canada.

NOTE TO TEACHERS

We would appreciate receiving comments from you about the use of this simulation in the classroom. Your ideas for follow-up activities and suggestions will help to improve the concept. Write or call c/o Communications Officer, Elections Canada, 440 Coventry Road, OTTAWA K1A 0M6, telephone 1-800-267-VOTE or (613) 993-2224 (collect calls accepted).

Please note that publications are available for your students in individual kits or class sets, dealing with various aspects of the federal election process. To order, call Elections Canada at the number shown above.

APPENDICES



YOU ARE IN CHARGE.

REGULATE FLOW OF ELECTORS.

- NO LINGERING.
- NO CROWDS.

ONLY CERTAIN PEOPLE
CAN STAY:

- DRO
- POLL CLERK.
- CANDIDATES.
- CANDIDATES'
AGENTS.
- CONSTABLE/
INTERPRETER.

DO NOT ALLOW ANY OF THESE PEOPLE
TO INFLUENCE ELECTORS.

KEEP PENCIL IN BOOTH SHARP.

KEEP BOOTH CLEAR OF CAMPAIGN LITERATURE.

A1 The Role of the Deputy Returning Officer

A OPENING THE POLLS

After taking the oath of office,

- 1) Check all of your supplies.
- 2) Give the oath to the scrutineers.
- 3) Count the ballots and initial the back of each one.
- 4) Open the ballot box, show everyone it is empty and then seal it.



B CONDUCTING THE VOTE

Once the poll clerk has registered the voter,

- 1) Check back of ballot for initials and fold it three times.
- 2) Give folded ballot to voter. Tell him or her to go behind the voting screen, mark one circle with an X and return the ballot to you folded.
- 3) Check the returned ballot for your initials and drop into the ballot box in front of voter.
- 4) Make sure poll clerk writes 'voted' next to voter's name.

C COUNTING THE VOTES

Once voting is completed, counting can begin. Remember, only YOU can handle the ballots.

- 1) Empty the contents of the ballot box on the table.
- 2) Pick up each ballot, check for your initials on the back, call out the name of the candidate for whom it has been marked and show it to the scrutineers and poll clerk.
- 3) Keep a separate pile for each candidate.
- 4) Once the counting is completed, insert the totals recorded by your poll clerk on the Official Statement of the Votes, including spoiled and rejected ballots.
- 5) Give the Statement of the Votes to the Returning Officer (teacher).

A1 DUTIES OF POLL CLERK

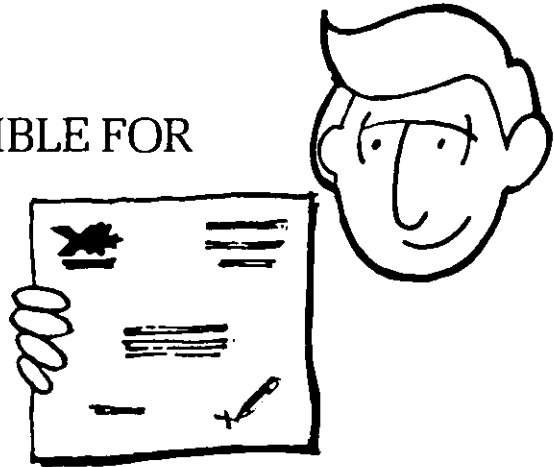
POLL CLERK IS RESPONSIBLE FOR FILLING IN POLL BOOK.

POLLING STATION PROCEDURE

ELECTOR *DECLARES* THEIR NAME AND ADDRESS.

POLL CLERK DRAWS A LINE THROUGH NAME ON LIST.

FILL IN POLL BOOK WITH ELECTOR'S NAME, ADDRESS, AND "VOTED".



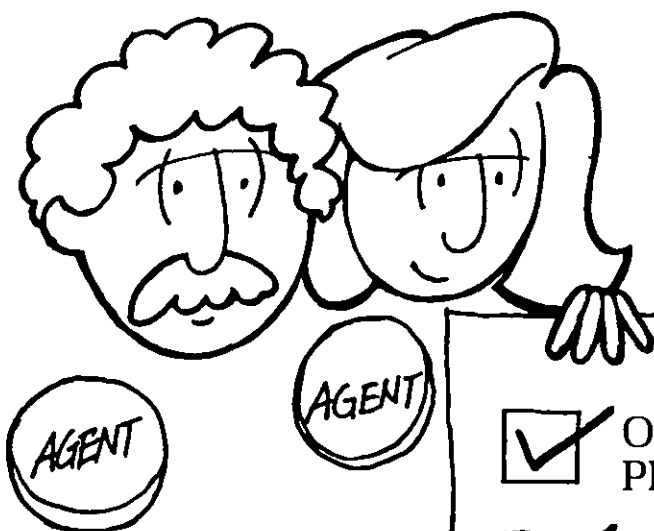
FILL IN ANY OATHS AFFIDAVITS, CERTIFICATE OR OTHER REMARKS ON RIGHT HAND PAGE OF POLL BOOK.

ADVISE DRO IMMEDIATELY OF UNLISTED VOTER OR ERROR ON LIST.



POLL CLERK TALLIES VOTES WHICH DRO COUNTS.

A1 THE ROLE OF THE CANDIDATES'
AGENTS (SCRUTINEERS)



AGENTS CAN:

- OBSERVE PROCEEDINGS.
- DEMAND ELECTOR TAKE OATH.
- EXAMINE POLL BOOK AND RELAY INFORMATION TO OUTSIDE.
- ENTER AND LEAVE AS THEY PLEASE.



AGENTS CANNOT:

- QUESTION VOTERS.
- INFLUENCE THEIR VOTING.

A - 2 SPECIAL CASES - EXPLANATORY NOTES AND SITUATION CARDS

Following are explanatory notes about the attached voter situation cards which are to be distributed discreetly to eight students in the class. Each card consists of a «special case» which has to be dealt with at the polling station.

- A. «Blind» voters - One voter is asked to tell the DRO that he or she is blind. The DRO will offer the voting template to the elector and follow the instructions printed on it. The purpose of this situation is to show how blind persons can vote in secret just like other electors.
- B. «Spoiled» ballot - One voter is asked to accidentally spoil a ballot by tearing it and request another one. The DRO writes «spoiled» on the ballot and keeps it apart from the others. A new ballot is given to the voter and the DRO places it in the ballot box when properly marked.
- C. «Rejected» ballot - One voter is requested to mark the ballot incorrectly. He or she will not return the ballot as spoiled; rather, it will be returned as marked to be placed in the ballot box by the Deputy Returning Officer. The purpose of this situation is to demonstrate that some ballots are not valid as marked and are rejected during the count.
- D. Material in polling booth - One voter will be asked to leave political material behind in the voting compartment. The DRO will be checking periodically behind the screen and find it there. The purpose of this situation is to show that nothing must appear in or near the polling station which might influence the choice of voters.

- E. Interpreter - One voter will be asked to come to the poll and speak a foreign language. A second student will be asked to volunteer as an interpreter for this voter. The DRO will give the oath to the interpreter who will translate the voting instructions. The purpose of this situation is to show how voting is accessible to any elector.

- F. Error on the list - A voter will be asked to state his or her name and give the incorrect number for the school's address. The poll clerk will advise the DRO of this discrepancy. The DRO will ask the elector to take the oath as to error on list and give him or her a ballot.

- G. Fictitious Name - A voter will be asked to give a fictitious name instead of his or her own. The poll clerk will check the list and tell the DRO that this name does not appear on it. The DRO will advise the voter that he or she cannot vote at this polling station and should contact the RETURNING OFFICER for the proper polling station. This situation will show the students that their name must appear on the list of electors in order to vote.

- H. Illiterate or Handicapped Elector - One voter will be asked to come to the polling station and tell the DRO that he or she is unable to read or write and to ask for assistance from a friend. The DRO will give an oath to the illiterate elector and a second oath to the friend. Both the elector and the friend go behind the voting compartment and the ballot is marked according to the elector's wishes. Once again, the purpose of this situation is to show how voting is accessible to any elector.

A - 2 SITUATION CARDS

Voter

When you vote, spoil your ballot by accidentally tearing it; tell the Deputy Returning Officer and ask for a new ballot.

DO NOT TELL ANYONE WHAT YOUR SITUATION CARD SAYS.

Voter

When you come to vote, tell the Deputy Returning Officer that you are blind. Ask to use the template and ask for the order of the names of the candidates on the ballot.

DO NOT TELL ANYONE WHAT YOUR SITUATION CARD SAYS.

Voter

When you come to the poll, pretend that you do not understand English. Find a friend who is willing to act as an interpreter between you and the Deputy Returning Officer.

DO NOT TELL ANYONE WHAT YOUR SITUATION CARD SAYS.

Voter

When you come to vote, give a fictitious name instead of your own.

DO NOT TELL ANYONE WHAT YOUR SITUATION CARD SAYS.

Voter

When you come to vote, give the incorrect number for the school address.

DO NOT TELL ANYONE WHAT YOUR SITUATION CARD SAYS.

Voter

When you come to vote, tell the Deputy Returning Officer that you cannot read or write and ask if a friend can help you.

DO NOT TELL ANYONE WHAT YOUR SITUATION CARD SAYS.

Voter

When you vote, put a mark in every circle on the ballot. Give your ballot to the Deputy Returning Officer to be placed in the ballot box. (This vote will later be rejected at the count.)

DO NOT TELL ANYONE WHAT YOUR SITUATION CARD SAYS.

Voter

Prepare a piece of paper telling people who to vote for. When you vote, secretly leave it behind in the voting compartment.

DO NOT TELL ANYONE WHAT YOUR SITUATION CARD SAYS.

A - 3 MATERIALS PROVIDED FOR ELECTION SIMULATION

1. Teacher's Guide	-	1
2. D.R.O. Instruction Sheet	-	1
3. Poll clerk Instruction Sheet	-	1
4. Scrutineers' Instruction Sheet	-	1
5. Voter Situation Cards	-	1
6. Blank Voters' List	-	1
7. Blank Ballot Paper	-	1
8. Glossary of Election Terms	-	1
9. Voting Compartment	-	1
10. Yellow Bag	-	1
11. Special Cases Sheet (for DRO)	-	1
12. List of Oaths	-	1
13. Poll Book	-	1
14. «Official Statement of the Votes» form	-	1
15. Blind Voting Template	-	1
16. Tally Sheets	-	1
17. Sample of Marked Ballot	-	5
18. Directions to Electors Poster	-	1
19. Write-in Stickers for DRO & Poll Clerk	-	3
20. Polling Division Number	-	2
21. Polling Place Sign	-	1
22. Ballot Box Seal, pencil, pen and ruler	-	1

NOTE TO THE TEACHER:

Nos. 2 to 8: are included in the Teacher's Guide for photocopying as required.

Nos. 11 to 17: are enclosed in the envelope marked «Election Documents».

Nos. 18 to 22: are enclosed in the envelope marked «Poll Supplies».

Preparing the Voter's List

1. Prepare the list (as shown below) using the names of the students in the class.
2. To simplify matters, enter the school address for all students.
3. Fill in the boxes at the bottom (URBAN) as in the model.
4. Use polling division number in your "Poll Supplies" envelope.

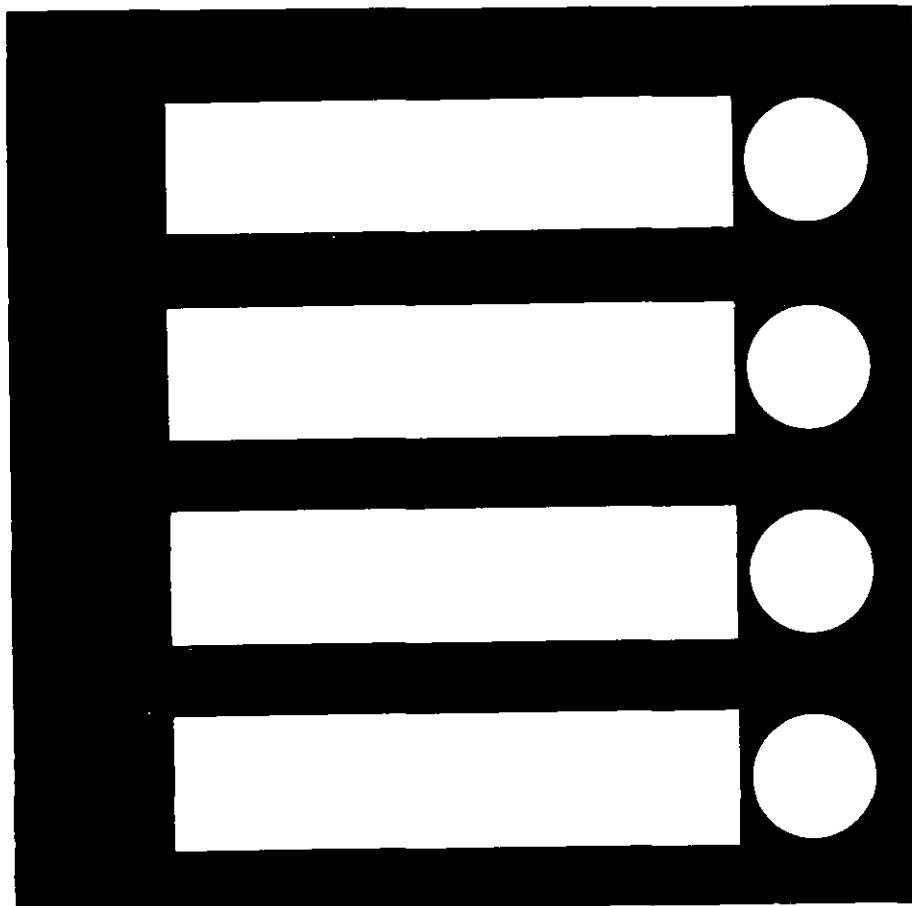
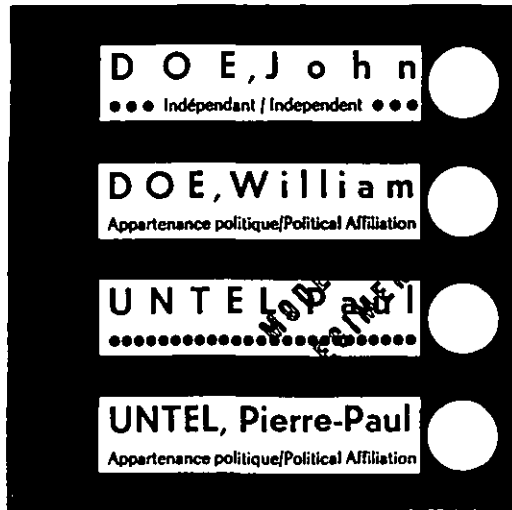
F 303 PRELIMINARY LIST OF ELECTORS (alphabetical)		ELECTIONS CANADA		LISTE PRÉLIMINAIRE DES ÉLECTEURS (alphabétique)	
<p>This list of qualified electors for the polling division number at the end of this form was prepared for use at the coming federal election from information obtained at the enumeration and has been checked by the enumerators before its completion and correction so far as possible.</p>		<p>Le présent document a été tenu des électeurs de la section de vote dans le nombre approprié plus les présents en vue de l'élection fédérale en cours d'attente les renseignements fournis lors de l'énumération. Ce list a été vérifié et corrigé avant son achèvement, affirmant que cette liste est aussi complète qu'il est possible.</p>			
ALTVILLE JBL 140					
N°		N°			
1	Amos, Richard (M) 182 Rachel	64	Gagné, Annette (F) Rachel		
2	Appleford, Lafayette (M) Main	65	Gauthier, Pierre (M) Guy		
3	Appleford, Georgette (F) Main	66	Gauthier, Thérèse (F) Guy		
4	Arbour, Marcisse (M) Rachel	67	Gracey, John (M) River Rd.		
5	Arbour, Nicole (F) Rachel	68	Gracey, Jean (F) River Rd.		
6	Augustine, Wilfred (M) Victoria	69	Gracey, Daniel (M) River Rd.		
7	Augustine, Sheila (F) Victoria	70	Gracey, Kathleen (F) River Rd.		
8	Ball, Charles (M) 182 King	71	Grant, George (M) 148 Charles		
9	Ball, Lydia (F) 182 King	72	Grant, Louise (F) 148 Charles		
10	Benner, Sarah (F) 122 Charles	73	Grant, Donald (M) Main		
11	Benner, Lewis (M) 122 Charles	74	Grant, Ann (F) Main		
12	Bourgeois, Jérôme (M) Av. du Moulin	75	Grant, Hester (F) 26 King		
13	Bourgeois, Gilberte (F) Av. du Moulin	76	Grant, Richard (M) 26 King		
14	Bourgeois, Edgar (M) Av. du Moulin	77	Grant, Malcolm (M) 26 King		
15	Bourgeois, Jeanne (F) Av. du Moulin	78	Graves, Roberta (F) Main		
16	Brault, Louise (F) Luc	79	Graves, Warner (M) Main		
17	Brault, Léopold (M) Luc	80	Graves, Nancy (F) Rosedale Ave.		
18	Chambers, George (M) 46 Charles	81	Graves, Walter (M) Dale		
19	Chambers, Lynn (F) 46 Charles	82	Graves, Hilda (F) Dale		
20	Churchill, Floyd (M) Thomas	83	Gullbault, Marcisse (M) Guy		
21	Churchill, Frances (F) Thomas	84	Gullbault, Jérôme (M) Guy		
22	Churchill, Mary (F) Thomas	85	Gunderson, Estelle (F) Dale		
23	Combs, Ernest (M) Rosedale Ave.	86	Gunn, Harold (M) Dale		
24	Combs, Sylvia (F) Rosedale Ave.	87	Gunn, John (M) Dale		
25	Désormeaux, Rodolphe (M) Luc	88	Hamel, Phil (M) Rouge		
26	Désormeaux, Eliane (F) Luc	89	Hamel, Robert (M) Rouge		
27	Dufaut, Carole (F) Rouge	90	Hampson, Andrew (M) River Rd.		
28	Dufaut, Marcisse (M) Rouge	91	Hampson, Leona (F) River Rd.		
29	Dufaut, Louis (M) Rouge	92	Hampson, Albert Jr. (M) 100 King		
30	Dufour, Arsène (M) Rouge	93	Hampson, George (M) 82 King		
31	Dufour, Napoléon (M) Rouge	94	Hampson, Elsie (F) 82 King		
32	Duncan, Elizabeth (F) Dale	95	Hawley, Warren (M) 82 King		
33	Duncan, Walter (M) Dale	96	Hawley, Susan (F) 82 King		
34	Duncan, Sally (F) Dale	97	Hawley, Rita (F) 82 King		
35	Ellison, Patricia (F) River	98	Heffer, Frank (M) 22 Charles		
36	Ellison, Peter (M) River	99	Heffer, Eileen (F) 22 Charles		
37	Ellsworth, Cora (F) 88 Charles	100	Henri, Joseph (M) Albert		
38	Ellsworth, Raymond (M) 88 Charles	101	Henri, Georgette (F) Albert		
39	Ellsworth, Gloria (F) Dale	102	Henri, Claude (M) Albert		
40	Empey, Wilfred (M) Victoria	103	Herries, Robert (M) River Rd.		
41	Empey, Beulah (F) Victoria	104	Herries, Corinne (F) River Rd.		
42	Essel, Madeline (F) Dale	105	Méto, Cécile (F) Rouge		
43	Evert, John (M) Victoria	106	Méto, Conrad (M) Rouge		
44	Evert, Nancy (M) Victoria	107	Hillicker, Cheryl (F) River Rd.		
45	Evert, Charles (M) Victoria	108	Hoshal, Albert (M) River Rd.		
46	Fauteux, Alphonse (M) 38 Charles	109	Hoshal, Wendy (F) River Rd.		
47	Fauteux, Simone (F) 38 Charles	110	Hoshal, Manson (M) River Rd.		
48	Fauteux, Magloire (M) 38 Charles	111	Houle, Alphonse (M) Luc		
49	Fleming, John (M) Rosedale Ave.	112	Houle, Carole (F) Luc		
50	Fleming, Cindy (F) Rosedale Ave.	113	Houle, Wilfrid (M) Luc		
51	Fleming, Frances (F) Rosedale Ave.	114	Houle, Paulette (F) Luc		
52	Fluelling, Roy (M) Victoria	115	Houle, Jean-Louis (M) Luc		
53	Forest, Andrew (M) River Rd.	116	Houle, Claudette (F) Luc		
54	Forest, Eileen (F) River Rd.	117	Houle, Eliane (F) Luc		
55	Forest, Andrée (F) River Rd.	118	Houle, Celeste (F) Luc		
56	Forest, Emery (M) Luc	119	House, Norma (F) Dale		
57	Forest, Christiane (F) Luc	120	House, Oliver (M) Dale		
58	Fortier, Adelmar (M) Rouge	121	House, Jean (F) Dale		
59	Fortier, Gaston (M) Rouge	122	Howell, Edward (M) Thomas		
60	Fortier, Sara (F) Rouge	123	Howell, Lois (F) Thomas		
61	Fortier, Jeanne (F) Rouge	124	Howell, Hamilton (M) Thomas		
62	Fortier, Claire (F) Rouge	125	Huot, Edgar (M) Principale		
63	Gagné, Emily (M) Rachel	126	Huot, Hélène (F) Principale		

SPECIMEN - MODÈLE

MUNICIPALITY		NAME OF POLLING DIVISION		URBAN/URBAINE	
Grenville		Grenville		14	
Polling Division		Polling Division		14	
Richard Puci		John Smith		14	

A - 5 SAMPLE OF BALLOT PAPER

1. Type in the Candidates' names and affiliation (as in the model).
2. Reproduce the required number of ballots for the class.
3. Cut carefully around the edge of the actual ballot (below) so that it fits into the blind voting template.



Ballot	the paper on which a voter marks his or her choice in an election
Campaign Manager	see Official Agent
Canada Elections Act	the law which governs federal elections
Candidate	a person who seeks to be elected
Chief Electoral Officer	the non partisan officer of Parliament who directs and supervises elections according to the Canada Elections Act
Constituency	see Electoral District
Deputy Returning Officer	an official who administers the poll on election day
Election Day	see Polling Day
Election Officials	persons appointed to work at the election (includes Returning Officers, Deputy Returning Officers, Poll Clerks)
Elector	a person entitled to vote at an election
Electoral District *	one of the 282 areas into which the country is divided for the purpose of elections
Electorate	all the persons eligible to vote in an election
Enumeration	process of gathering and checking names to make the list of electors
Enumerator	person appointed to do the enumeration
List of electors	a list of persons qualified to vote
Member of Parliament	person elected in an electoral district
Nomination Paper	a form signed by persons supporting a candidate and filed with the Returning Officer so the candidate can seek office in the election
Oath	a declaration to speak the truth

* also referred to as «riding», «constituency» and «electoral division».

Official Agent	a person appointed by a candidate to represent the candidate during an election
Platform	statement of positions on issues by a political party
Political Party	a group of persons organized to nominate and support candidates at elections
Poll Clerk	the official who assists the Deputy Returning Officer at the poll and who keeps the poll book
Polling Day	the day for voting in an election
Polling Division	small areas into which an electoral district is divided for voting
Qualified to Vote	persons meeting the requirements to vote as listed in the Canada Elections Act
Returning Officer	a person appointed to organize and run the election in a specific electoral district
Scrutineer	see Candidate's Agent
Tally	the total of the votes from each poll for each candidate
Valid	a ballot which is properly marked and counted
Voter	see Elector
Voters' List	see List of Electors
Writ of Election	an official document sent to the Returning Officers by the Chief Electoral Officer requiring that an election be held in the electoral district.

