

Guide for Candidates' Representatives

E-418



Candidates' representatives are an important part of the democratic process. They contribute to the transparency of the voting and vote counting processes by observing the activities of election officials and voters on behalf of the candidates they represent.

Polling Station No(s):

8

Elections SK

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Introduction

Candidates' representatives are an important part of the democratic process. They contribute to the transparency of the voting and vote counting processes by observing the activities of election officials and voters on behalf of the candidates they represent.

The functions and responsibilities of a candidate's representative are outlined in various sections of the Act. This summary has been prepared to provide assistance and guidance in understanding and complying with the Act but the Act should be consulted as the final authority where there are questions about the role of a candidate's representative.

These guidelines have been prepared to help you perform your duties as a candidate's representative in accordance with rules outlined in the Act. Except where otherwise indicated, these guidelines also apply to candidates who may be observing the voting and vote counting processes.

The primary role of election officers, such as the deputy returning officer, is to serve voters as they come to vote. Your role is to observe the election proceedings and provide the level of scrutiny necessary to a fair and transparent voting process. The deputy returning officer is responsible for the polling station and this role includes responsibility for the application of rules regarding candidates' representatives.



Appointment of a Candidate's Representative

Candidates' representatives must be Canadian citizens who are 14 years of age or older and residents of Saskatchewan.



Candidate Right To Access

Candidates' representatives are entitled to access units and common areas of multiple-residence buildings for the purpose of canvassing and distributing election materials.

During the writ period, buildings are required to provide access to a candidate, or an authorized agent or representative of a candidate. Before beginning to canvass, you should download and complete a Right to Access (E-420) form and carry a copy of the form with you in case you are asked to provide documentation that identifies you as a canvasser.

Before Entering a Polling Place

Candidates must appoint their representatives using an Appointment of a Candidate's Representative form (E-417). This form, available on the Elections Saskatchewan website, must be completed, dated and signed by the candidate for each of their representatives. This authorizes you to be present and to perform your role at a polling place within the constituency.

A candidate acting as his or her own representative does not need to provide an Appointment of a Candidate's Representative form (E-417). If you are a candidate and are acting as your own representative, you should immediately identify yourself to the deputy returning officer or supervisory deputy returning officer and provide ID.





Before you can be admitted to a polling place that contains a single poll, you must present the authorization form to the deputy returning officer for that polling place. At a central polling place that contains multiple polls, you must present the form to the supervisory deputy returning officer. The supervisory deputy returning officer will direct you to one of the deputy returning officers who will administer an oath or declaration of secrecy before you can perform your duties within the polling place.



At a central polling place, the oath you have taken or the declaration you have made applies to all the polls within the polling place.

The deputy returning officer will take your appointment form and issue you a Receipt of Candidate's Representative Appointment form (E-417R) and an approved identification badge (E-419). This badge identifies your function and displays the name of the candidate's endorsing political party or the independent status of the candidate you represent. You must place the E-417R behind your name badge and show it to the deputy returning officer at each polling station where you intend to observe the proceedings.



Number of Candidates' Representatives Permitted at the Polls

A maximum of 2 representatives for each candidate may be present for each polling division at a polling place. For some of the special polls, including homebound voter polls, mobile polls, remand centre polls and temporarily displaced voter polls, only 1 representative for each candidate may accompany or attend with poll officials.





Responsibilities at the Polling Place

As a candidate's representative, you **MUST**:

- remain in the area designated for candidates' representatives unless there are no voters present at the poll.
- maintain and aid in maintaining the secrecy of the vote;
- respect the right of voters to an accessible voting process;
- be prepared to show your signed Receipt of Candidate's Representative Appointment form (E-417R) to any supervisory deputy returning officer, deputy returning officer or registration officer, when requested;
- wear your identification badge (E-419) at all times; and
- respect the decisions of the deputy returning officer - their decisions are final unless overruled later by a judge.



As a candidate's representative, you **MAY**:

- use an electronic device, including a smart phone, computer, smart watch or tablet, that is set to silent mode to email, text, or perform other tasks;
- before the polls open, ask to have the ballots counted and ask to inspect the ballots, the ballot box or any other material relating to voting as long as the polls open at the designated time; to observe this process you must be present 15 minutes before polls are scheduled to open;
- visit the polling place identified on your Receipt of Candidate's Representative Appointment form (E-417R) during the hours of voting;
- observe the activities of any of the polls located at the polling place without being required to take another oath, as long as you present your signed Receipt of Candidate's Representative Appointment form (E-417R) to the deputy returning officer;





- request a voter to provide his or her name when they are at the polling station to vote;
- challenge the entitlement of a voter to vote. This is done by requesting the deputy returning officer to require a voter to make a voter's declaration before voting, but it is the deputy returning officer who decides who is permitted to vote;
- be present when the deputy returning officer marks a ballot for a voter who is unable to read, is physically unable to mark his or her ballot or has a disability that significantly restricts his or her ability to vote (NOTE: these rights do not extend to the candidate, only to a candidate's representative);
- accompany the deputy returning officer outside the polling place when assisting a voter who is physically unable to enter the polling place;
- object to the deputy returning officer giving a ballot to an individual who claims to be a voter when another individual has already voted under the same name. It is the deputy returning officer who decides who is permitted to vote but your objection will be noted in the poll book;
- sign any seals placed on the envelopes and ballot boxes containing the ballots and other election material, including the Statement by Deputy Returning Officer Respecting Voters who Made Declarations or were Registered on Election Day (Form E-316) and the Ballot Paper Account and Poll Statement (Form E-312); and
- during voting hours, ask the deputy returning officer to let you view the voting record, provided it does not interfere with the voting process.

As a candidate's representative, you MAY NOT:

- sit at the same table as the deputy returning officer or the registration officer;
- disturb the peace and good order at a polling place – a returning officer, supervisory deputy returning officer or deputy returning office may do anything that he or she considers necessary to preserve the peace and maintain order at a polling place;

Note for Polls with Technology:

Where electronic poll books are being used, candidates' representatives may observe the voting process, but will not be provided with access to the electronic poll book or strike-off data by the DRO.

However, candidates may request access to a candidate dashboard and/or to extracts containing strike-off information.

Candidate representatives must NOT engage with voters in ANY way while in the polling place.





As a candidate's representative, you **MAY NOT**: Continued

- wear anything featuring your party name or logo. This includes shirts, jackets, hats and pins. In addition, any clothing featuring colours of any registered political party must not be worn at the polling place. This includes green, blue, orange and red. Neutral colours, such as black, brown, grey or white, are suggested;
- engage with voters in any way;
- interfere with a voter when the voter is marking a ballot;
- attempt to obtain or communicate information at a polling place as to the candidate for whom a voter is about to vote or has voted;
- attempt to persuade a voter to show his or her marked ballot paper;
- touch the voting record or any other material used by election officials;
- take photographs, video or audio in a polling place with the exception of taking a photo of the voting record when there are no voters present;
- make voice calls or use the audio function on any electronic device;
- handle any ballots; and
- post or display any campaign material that could be taken as an indication of support for a candidate or political party or group on your person, in a polling place or within 50 feet of a polling place.



Candidate representatives cannot wear anything featuring their party name or logo.



Candidate representatives must NOT make voice calls or use the audio function on any electronic device.



Candidate representatives must NOT post or display any campaign material.

Information Provided to Candidates' Representatives

The names of voters who have voted at an advance poll, have been issued a vote-by-mail ballot and those who have voted by homebound voting will be included in the extract data provided to all registered political parties and to any candidates who have requested access to the extract data.

Note for Polls with Technology:

Candidates' representatives **may not** ask the DRO to look up the voting record of a particular voter or take photographs of the electronic poll book screen.



If you require this information, please contact your candidate or the chief official agent of your party. These names will also be crossed off the official voting record that is used on election day.

During election day, one representative for each candidate will receive 1 copy of the Statement of the Voters Who Voted on Polling Day (Form E-333), commonly referred to as "bingo sheets" approximately every 2 hours or as soon as they are made available for a polling station. The final bingo sheet will be provided at 7:00 pm.

After the ballots have been counted, 1 representative for each candidate will receive a copy of the Ballot Paper Account and Poll Statement (Form E-312).

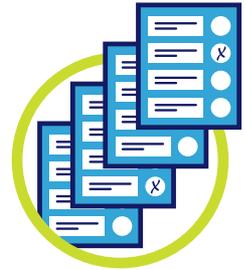
If you are not present at the polls to pick up this information, you may make arrangements with the Returning Officer to pick it up at the returning office. If you do not pick up the material before the returning office is closed, the material will be destroyed.

Election Night

Candidates' representatives may be present at the polling place for the counting of ballots. You cannot enter the polling place after the doors have been closed and the count is underway, or re-enter the polling place if you leave after the count has started.

Candidates' representatives must be given full opportunity to examine each ballot – this does not include handling the ballot. You may object to the manner in which the deputy returning officer intends to count a ballot and the deputy returning officer must make a decision and record the objection.

You may share the results with your registered political party but must not make them public before they are published on Elections Saskatchewan's website.





You have the option of attending the returning office to observe the calling in and recording of results. You will require an Appointment of a Candidate's Representative (E-417) form authorizing you to be at the returning office even if you were issued E-417(s) to attend advance or regular polling places.

Redistribution of Special Ballots to Constituencies

Ballots cast at hospitals, remand centres and by temporarily displaced voters are sent by returning officers to the Chief Electoral Officer to be redistributed to the appropriate constituency for the final count.

This redistribution occurs at Elections Saskatchewan's head office 5 days after election day. Candidates' representatives may be present when this occurs and may examine the lists of voters from these polls and the seals on the ballot boxes.





The Final Count

Not more than 2 candidates' representatives per candidate may be present at any one time during the final count held in the returning office. You will require an Appointment of a Candidate's Representative (E-417) form authorizing you to be at the returning office even if you were issued E-417(s) to attend advance or regular polling places. The returning officer will refuse to allow any candidate's representative to be present until he or she produces a written appointment.

At the final count you will be given the opportunity to inspect each voting record used in voting. You may also examine the lists of voters who made a voter's declaration, the voter's declarations and any certificate envelopes. The returning officer will open any unopened ballot boxes (e.g. absentee poll) in the presence of candidates' representatives. The final count is conducted in full view of the candidates' representatives present. Candidates' representatives may object to the manner in which the returning officer intends to count a ballot and the returning officer must make a decision and record the objection.

Counting Vote by Mail Ballots

Ballots cast by voters who have voted by mail are counted centrally in two stages at Elections Saskatchewan's head office in Regina. Candidates' representatives may observe this process but must complete a new E417 – Appointment of Candidate's Representative and present it to the vote by mail deputy returning officer.

The Preliminary Count occurs two days after polling day. All vote by mail ballots received up to the end of the day that is two days before polling day will be counted at the Preliminary Count. The remaining vote by mail ballots received up to the deadline will be counted at the Final Count.

Additional Information

If you have questions about your role, please contact the returning officer for the constituency in which you will be working.

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