



Municipal Election Procedure	
Procedure Name:	Election Official Roles and Responsibilities
Procedure Number:	CLK MEP-11
Creation Date:	March 17, 2026

1. Purpose

The purpose of this Procedure is to define the roles, responsibilities, recruitment, and training requirements for election staff, otherwise known as election officials, appointed for the 2026 Municipal and School Board Election.

2. Responsibilities

2.1. Clerk

The Clerk shall:

- determine staffing requirements for each voting location;
- recruit and appoint election officials as required;
- assign election officials to voting locations;
- develop and deliver training programs and materials;
- maintain a roster of reserve election officials;
- ensure election officials take the prescribed oath; and
- replace election officials who fail to report for duty or are unable to fulfill their responsibilities.

2.2. Election Officials

All election officials shall:

- perform their duties in an impartial and professional manner;
- attend mandatory training sessions;
- take the prescribed oath prior to performing any election duties;
- be responsible for arranging their own transportation to and from their assigned voting location;
- follow all procedures and directions issued by the Clerk; and
- ensure the integrity, secrecy, and security of the voting process.

3. Election Staff Positions

Election staff at each voting location may include:



1. Poll Supervisor
2. Deputy Returning Officer(s) (DRO)
3. Revisions Deputy Returning Officer(s) (Revision DRO)
4. Information Clerk(s)
5. Vote Tabulator Operator(s)
6. Float Deputy Returning Officer(s), where required

The use of a Float Deputy Returning Officer may be implemented at the discretion of the Clerk to support high-volume voting locations.

3.1. Poll Supervisor

The Poll Supervisor shall:

1. Oversee the overall operation of the voting location;
2. Provide direction and support to election officials;
3. Address issues or escalations that arise during voting;
4. Liaise with the Clerk or designate;
5. Ensure all election procedures are followed; and
6. Confirm staff attendance and report any absences immediately to the Clerk.

3.2. Deputy Returning Officer

The Deputy Returning Officer (DRO) shall:

1. Verify elector identification in accordance with prescribed requirements;
2. Initial ballots as required;
3. Search for electors using the VoterView ePoll Book;
4. Issue ballots to qualified electors;
5. Maintain accurate records of ballots issued, cancelled, declined, and unused; and
6. Assist electors as needed while maintaining ballot secrecy.

3.3. Revision Deputy Returning Officer

The Revision DRO shall:

1. Process applications to amend the voters' list;
2. Add eligible electors to the voters' list where appropriate;
3. Correct elector information as required;



4. Administer prescribed declarations, including declarations of identity; and
5. Issue ballots to qualified electors.

3.4. Information Clerk

The Information Clerk shall:

1. Greet electors upon arrival;
2. Direct electors to the appropriate voting location or DRO station;
3. Direct electors with accessibility requirements to the nearest assistive device (i.e. elevator, washroom);
4. Assist in managing voter flow within the polling place; and
5. Confirm whether electors are on the voters' list and direct them accordingly.

3.5. Vote Tabulator Operator

The Vote Tabulator Operator shall:

1. Operate the vote tabulator in accordance with procedures;
2. Assist electors in inserting ballots into the tabulator, where required;
3. Monitor the tabulator for errors and messaging; and
4. Notify the Poll Supervisor of any equipment concerns.

4. Recruitment and Eligibility

All individuals interested in working as election officials in any capacity shall complete an application for review by the Clerk's Office.

The following restrictions shall apply:

- candidates, their spouses, immediate family members, or individuals connected to a candidate's campaign shall not be appointed as election staff; and
- individuals associated with a third party advertising campaign shall not be eligible for appointment.

Preference will be given to Town of Pelham staff and residents.

5. Oath of Office

All election officials shall take the prescribed oath prior to performing their duties.

Poll Supervisors, DROs and Revision DROs shall take the **Appointment and Oath of Deputy Returning Officer**. All other staff shall take the **Appointment and Oath of an Election Official**.



6. Training Requirements

Attendance at a training session is mandatory for all election officials.

Training shall:

- be delivered in a format determined by the Clerk (in-person, virtual, or hybrid);
- occur as close to Voting Day as practical to enhance information retention;
- include role-specific training sessions;
- provide comprehensive instruction manuals and materials; and
- include accessible customer service training.

Training may include:

- presentations (video or lecture format);
- hands-on practice;
- scenario-based discussions; and
- question and answer sessions.

Poll Supervisors shall attend all relevant training sessions.

7. Voting Days

7.1. Attendance

All election officials shall report to their assigned voting location at least 60 minutes prior to opening.

Every election official is responsible for their transportation to and from their assigned voting location. Every effort will be made to appoint officials to a voting location in their ward.

Poll Supervisors shall notify the Clerk immediately of any officials who fail to report to the voting location. The Clerk shall assign reserve staff as replacements, where necessary. Failure to report for duty may result in forfeiture of the position and the associated compensation.

8. General Conduct

Election officials shall:

1. Maintain professionalism at all times;
2. Ensure electors are treated respectfully and equitably;
3. Protect the secrecy of the ballot;
4. Not engage in any form of campaign activity; and



5. Not permit any elector to remove a ballot from the voting place.

9. Replacement of Election Officials

The Clerk may dismiss and replace an election official where:

- repeated procedural errors occur;
- integrity of the vote may be compromised; and
- conduct is inconsistent with training or standards.

Reserve election officials will remain on standby for this purpose.

The Poll Supervisor is encouraged to monitor the conduct and performance of election officials and advise the Clerk as necessary. However, the Poll Supervisor shall not unilaterally remove or excuse an election official without direction from the Clerk.

10. Interpretation and Prevailing Authority

The Procedure shall be interpreted in a manner consistent with the principles of the Act.

Where conflict exists between this Procedure and Provincial legislation, Provincial legislation prevails.