



Corporation of the Municipality of Bayham

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## DUTIES AND RESPONSIBILITIES OF THE POLL CLERK

### IDENTIFYING INFORMATION

Position: Poll Clerk  
Reports to: Clerk, Deputy Returning Officer

### Section 1 - Delegation of Power and Duties

- 1.1 The *Municipal Elections Act, 1996* authorizes the Clerk to 'appoint any other election officials for the election and for any recount that the Clerk considers as required'.

### Section 2 – Definitions

- 2.1 Poll Clerk shall be defined as an election official appointed by the Clerk or Assistant Returning Officer to assist the Deputy Returning Officer in the performance of his or her duties in relation to the conduct of the 2026 Municipal Election.

### Section 3 - Goals and Objectives

- 3.1 To maintain the integrity of the election process and to assist in carrying out the election.

### Section 4 - Responsibilities:

- 4.1 All the duties/responsibilities of the Poll Clerk shall be carried out in accordance with the *Municipal Elections Act, 1996* and the 2026 Municipal Election Procedures set out and/or approved by the Clerk.
- 4.2 Pre-Voting Day
- 4.2.1 Attend the mandatory training session and sign the 'Appointment and Oath of an Election Official' [Form B14]
  - 4.2.2 Assist the Deputy Returning Officer with verifying the supplies received with the supply list provided by the Clerk
  - 4.2.3 Familiarize oneself with the election ballots, forms, oaths, electronic voters' lists, and voting place

4.2.4 Familiarize oneself with the *Municipal Elections Act*, 1996 and the 2026 Municipal Election Procedures set out and/or approved by the Clerk.

#### 4.3 Voting Day

- 4.3.1 Arrive at the voting location at least 1 hour prior to the opening of the polls
- 4.3.2 Assists with voting location set up and take down, opening and closing
- 4.3.3 Verifies voter's identification which must show name, qualifying address and signature of the voter
- 4.3.4 Ensure that the voting place is free of campaign material
- 4.3.5 Issues written declarations of qualification (PR Form 9) for voters without identification and takes required oaths
- 4.3.6 Locates eligible elector's name on the Voters' List and crosses name off
- 4.3.7 Completes forms neatly and accurately
- 4.3.8 Determines ballot type to be issued
- 4.3.9 Determines the eligibility of voters
- 4.3.10 Issues ballot to eligible elector or voting proxy
- 4.3.11 Instructs elector on voting procedure
- 4.3.12 Ensures that all ballots are accounted for
- 4.3.13 Close the poll at the specified closing hour
- 4.3.14 Directs elector whose name is not on Voters' List, or whose entry on the Voters' List is to be revised, to the Revision Clerk to fill out an application for revision
- 4.3.15 Assists electors in any capacity as required
- 4.3.16 Contacts the Clerk in the event of an emergency
- 4.3.17 Perform other duties as assigned by the Deputy Returning Officer

#### 4.4 After the Close of the Voting Place

- 4.4.1 Assists the Deputy Returning Officer with the counting of the ballots accurately and in a timely manner in accordance with the *Municipal Elections Act*, 1996 and the 2026 Municipal Election Procedures set out and/or approved by the Clerk.
- 4.4.2 Complete the prescribed election forms including the Final Oath [Form B34]
- 4.4.3 Contact the Clerk in the event of difficulties

#### 4.5 It is important to note that Sections 90 (4) and (5) of the Municipal Elections Act, as amended states:

- (4) A Deputy Returning Officer or other Election Official who knowingly miscounts the votes or knowingly prepares a false statement of the votes is guilty of an offence that constitutes a corrupt practice.
- (5) A Deputy Returning Officer who knowingly places in a ballot box a paper that purports to be, but is not, a ballot capable of being used as such at an election, is guilty of an offence that constitutes a corrupt practice.