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Introduction

This manual is intended to help you organize your school's Student Vote Day. On the following pages you will find suggestions on how to coordinate the vote using paper ballots and instructions for reporting your results.

If you are interested in voting online, please contact the CIVIX team to discuss the options available.

To adapt to policies and protocols related to the COVID-19 pandemic, we have focused on two key models for organizing the voting process. However, please use your best judgment and consult with your school administration to determine an approach that will work best for your school while adhering to the most up-to-date public health guidelines.



Here is a list of items you will need for your Student Vote Day:

- Ballot boxes**
- Voting screens**
- Ballots**
- Statement of the Poll (reporting form)**
- Seals or tape**

You will need to provide your own seals or tape for securing the ballot boxes to ensure they are not tampered with during the voting process.

COVID Considerations

Below are some considerations for holding your vote with physical materials:

- Have each class coordinate their own vote to avoid large gatherings or co-mingling of students. Use classroom or hallway space, rather than the library or gym.
- Be sure to practice physical distancing if using a stationary polling station. Add markers on the floor if possible.
- Have students use their own pencils or pens to mark their ballot.
- Consider having students vote at their own desks to limit movement or contact with surfaces.
- Teachers can count the ballots, or election officers can be limited to a small group of students.
- Ask election officers to wear masks if possible.
- Use gloves when counting ballots and/or wait several hours before handling them.

Be sure to check with your school district and school administration to ensure that all activities are being conducted in accordance with the most up-to-date health and safety requirements.

If you have any questions or concerns about how any materials or activities could be adapted to meet the specific requirements at your school, please contact the CIVIX team.

Designated Student Vote Days

The official Student Vote Days will be Thursday, February 11 and Friday, February 12.

Results should be reported to CIVIX by 5pm on Friday, February 12.

If one of the designated Student Vote Days does not fit with your schedule, we encourage you to hold your vote in advance.

Adhering to the reporting deadline is necessary in order for CIVIX to include your school's totals in the preliminary results shared on election night (Saturday, February 13).

Schools that report their results after the deadline will be included in the final tallies shared after election day.



Voting Methods

The following voting methods have been designed to assist in the organization of your vote. You may choose to use one or more of these suggestions or develop another method that works for your school.

Method A: VOTE BY CLASSROOM (stationary voting scenario)

Teachers take their classes to the polling station at pre-set times throughout the day. An arrangement in which classes are called down by class or grade is suggested to ensure that students do not have the opportunity to vote more than once. When students arrive at the voting booths, designated election officers instruct them on where to line up to cast a ballot. This method of voting allows for an authentic experience of visiting a polling station. Consider offering additional voting booths in order to process the number of students in the time allotted. Alternatively, consider arranging for classes to vote over a number of days so that all students have the opportunity to participate.

Method B: VOTING ON OWN TIME (stationary voting scenario)

The polling station is open all day, and students are only able to vote on their own time. When students arrive at the polling station, designated election officers tell them where to line up to cast a ballot. While it is the most authentic, this method of voting often leads to a lower voter turnout and a surge of voters in short periods of time, such as between classes and during lunch. Consider offering more voting booths in order to be prepared for high voter traffic.



Method C: HOMEROOM VOTING (in-class voting scenario)

Before the school day begins, distribute ballots to all participating teachers and classrooms. At the beginning of homeroom class, each teacher hands out the ballots to students in their class. Students will vote immediately, and the teacher will collect the ballots shortly thereafter. Designated election officers collect the ballots from each class before the end of the period, using either a ballot box or envelope. All ballot boxes and/or envelopes are then taken to a secure room, where the ballots can be counted immediately or later in the day. This method makes voting very quick and easy, as it is completed in just a few minutes at the start of the day. However, student voters do not get the authentic experience of visiting a polling station. Consider providing an alternative voting option for students who do not have homeroom at the beginning of the day.

Method D: MOBILE POLLING STATION (in-class voting scenario)

During the first period of the day, designated election officers take voting booths from classroom to classroom. Generally, this method works well with three election officers per group: one deputy returning officer and two poll clerks. When every class has had an opportunity to vote, all ballot boxes are taken to a secure room, where the ballots can be counted immediately or later in the day. This method of voting eliminates long lines, delays and the disruption caused by moving an entire class to a new location. Plan ahead so that there are enough mobile polling stations for all students to participate within one period of the day. It is suggested that you allow approximately 15 minutes for the mobile polling station to visit each classroom.



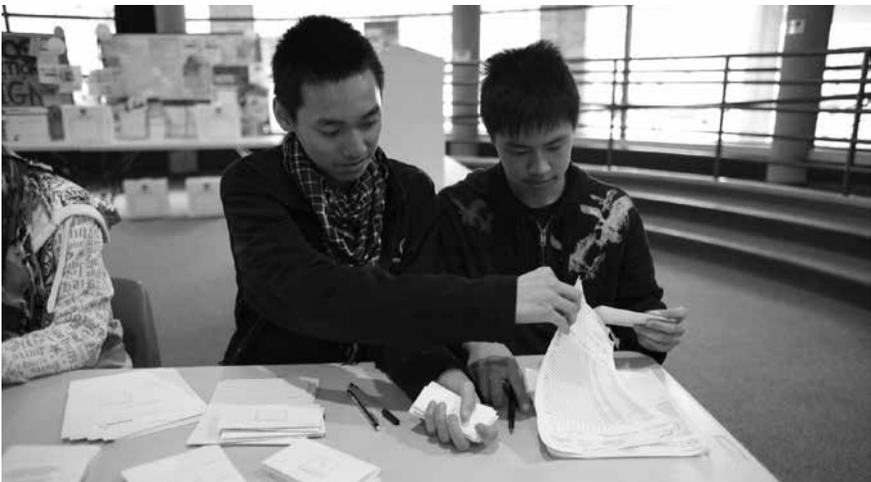
Suggested Guidelines

Roles for Student Vote Day

Usually students take on the roles of election officers so that they have a greater experience of the election process. However, due to the pandemic, it is suggested that roles be kept to a minimum. Below is a summary of possible roles based on official roles in the provincial election.

- **Deputy Returning Officers (DROs)** are responsible for conducting the student election and counting the votes. They are the only election officers allowed to handle the ballots during the counting process.
- **Poll Clerks** are the individuals responsible for checking ID (optional), crossing voters off the voters list, distributing and collecting ballots and monitoring the ballot box. When the voting process is complete, the poll clerks assist the deputy returning officers by totaling the ballots counted and filling in the vote tally sheet.
- **Scrutineers** are individuals appointed by a candidate to act as an observer of the election process. In the case of the Student Vote program, the Team Leader can appoint scrutineers for each party or candidate. Scrutineers may be present when ballots are counted, but they may not handle the ballots in any way.
- **Student Vote Team Leader (an educator or administrator)** is the official liaison between the school and CIVIX and in charge of overseeing the entire process.

If you proceed with having students take on the roles of election officers, consider providing identification badges (refer to page 17 for templates).



Creating and Using a Voters List

A voters list is recommended when using a stationary polling station to provide authenticity and to ensure that students do not vote multiple times.

An extra copy of the class attendance sheet is a simple way to create the voters list for each class.

As with an actual voters list, when a student enters the polling station and is handed a ballot, the election officer will cross off the student's name to indicate that they have participated in the election.

Ballots

Student Vote ballots are printed and distributed after the close of nominations.

The ballots include the names of the local candidates running in your school's electoral district.

Please make sure you have provided the correct electoral district information upon registering or have updated this information prior to ballot printing.

It is strongly recommended that the Team Leader (or an appointed DRO) initial the reverse side of each ballot before the commencement of Student Vote Day. This helps to validate the official Student Vote ballots for your school and ensure a secure process. This can be completed well in advance to avoid paper being handled by several people in a short amount of time, or you can use gloves.

Student Vote Election Requirements

Regardless of the voting method you select, the following is a list of requirements for Student Vote Day.

Before You Begin

- No campaign materials are permitted in the polling station or on those who work the polls. This rule is to ensure a completely impartial environment.

Sealing the Ballot Box

- Once the ballot box is folded together, the deputy returning officer will show the inside of the empty box to the poll clerks and scrutineers so that all of the election officers can verify that the box is empty;
- The ballot box will be sealed using tape or seals;
- The tape or seals will be initialed by the Team Leader to show that they have authorized the ballot box for use at the polling station.



Receiving a Ballot at the Polling Station

- When a voter requests a ballot at the polling station, the poll clerk will fold a ballot into thirds, thereby concealing the side with the candidates' names from observers;
- The poll clerk will verify that the ballot has been initialed by the Team Leader (or appointed DRO) and hand the folded ballot to the voter;
- The voter will take the ballot behind a voting screen to unfold the ballot in private, mark the ballot as they choose, and refold the ballot before leaving the voting booth;
- The voter will take the marked ballot to the poll clerk monitoring the ballot box;
- Without unfolding the ballot, the poll clerk will verify that the Team Leader or DRO's initials are visible on the ballot;
- Once verified, the voter will place the ballot in the ballot box;
- In the event that the ballot is poorly printed or a voter tears a ballot or makes a mistake on her or his ballot, the voter may return the ballot and request a new one. The first ballot will be declared a cancelled ballot, and the DRO will write 'cancelled' on the back of the ballot and keep it to the side.



Counting the Ballots

- The Team Leader will confirm that each ballot box is still sealed by the tape that they initialed before the polling station opened and that neither the box nor the seal has been tampered with.
 - The tape will be broken and the election officers open the box to count the ballots.
 - Scrutineers may be present to observe that the process is completed fairly.
 - The ballots will be tallied by the DRO based on two distinct categories (ballots not placed in the ballot box, and ballots placed in the ballot box).
- 1** – Ballots not placed in the ballot box will be separated and counted as such:

CANCELLED – A ballot that has been kept separate and never placed in the ballot box because it was mistakenly marked or torn and exchanged for a new ballot. The DRO writes ‘cancelled’ on the back of the ballot.

- 2** – Ballots placed in the ballot box will be separated and counted as such:

VALID – A ballot that has been properly marked for one candidate (see page 13).

REJECTED – A ballot that has not been marked properly and declared invalid by the DRO (see page 14).

- Any questionable ballots will be left to the Team Leader to categorize according to the criteria describing a properly marked ballot.
- Ballots will not be counted again unless the Team Leader orders a recount to confirm the totals.
- Consider using a Tally Sheet to assist in the tabulation of votes (page 18).

Statement of the Poll

- The Statement of the Poll is an accounting of the ballots for Student Vote Day at your school.
- This accounting includes the number of valid ballots, rejected ballots, and cancelled ballots.
- The Team Leader will verify the results and sign off on the form.
- This form will constitute the official results of the election at your school.
- Please keep the Statement of the Poll form for one month after the Student Vote parallel election in case your results need to be confirmed by CIVIX.

Properly Marked Ballots

Valid ballot

To be counted for a candidate, a ballot must clearly indicate the preference of the voter. A voter may mark their ballot in any way they choose in the circle next to the name of the candidate.

The following examples have been provided to demonstrate a properly marked ballot:

- The voter uses a checkmark;
- The voter marks an X;
- The voter uses another type of mark;
- The voter shades the circle.

BRODY BLUE Apple Party / parti Pomme	<input type="checkbox"/>
TONY TEAL Banana Party / parti Banane	<input checked="" type="checkbox"/>
VERONICA VIOLET Pear Party / parti Poire	<input type="checkbox"/>
YASMIN YELLOW Independent / indépendant	<input type="checkbox"/>

BRODY BLUE Apple Party / parti Pomme	<input type="checkbox"/>
TONY TEAL Banana Party / parti Banane	<input type="checkbox"/>
VERONICA VIOLET Pear Party / parti Poire	<input checked="" type="checkbox"/>
YASMIN YELLOW Independent / indépendant	<input type="checkbox"/>

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VERONICA VIOLET Pear Party / parti Poire	<input type="checkbox"/>
YASMIN YELLOW Independent / indépendant	<input checked="" type="checkbox"/>

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TONY TEAL Banana Party / parti Banane	<input type="checkbox"/>
VERONICA VIOLET Pear Party / parti Poire	<input type="checkbox"/>
YASMIN YELLOW Independent / indépendant	<input type="checkbox"/>

Rejected ballot

A ballot will not be counted towards any candidate when it does not clearly indicate whom the voter is selecting.

The following examples have been provided to demonstrate a rejected ballot:

- The voter marks the ballot for more than one candidate. This applies even if different symbols are used for different candidates, such as a checkmark for one candidate and an X for another;
- The voter marks the ballot in a way that identifies themselves;
- The voter leaves the ballot blank.

BRODY BLUE Apple Party / parti Pomme	①
TONY TEAL Banana Party / parti Banane	②
VERONICA VIOLET Pear Party / parti Poire	③
YASMIN YELLOW Independent / Indépendent	④

BRODY BLUE Apple Party / parti Pomme	<input type="radio"/>
TONY TEAL Banana Party / parti Banane	<input type="radio"/>
VERONICA VIOLET Pear Party / parti Poire	<input type="radio"/>
YASMIN YELLOW Independent / Indépendent	<input type="radio"/>

BRODY BLUE Apple Party / parti Pomme	<input type="radio"/>
TONY TEAL Banana Party / parti Banane	<input type="radio"/>
VERONICA VIOLET Pear Party / parti Poire	<input type="radio"/>
YASMIN YELLOW Independent / Indépendent	<input type="radio"/>

BRODY BLUE Apple Party / parti Pomme	<input type="radio"/>
TONY TEAL Banana Party / parti Banane	<input type="radio"/>
VERONICA VIOLET Pear Party / parti Poire	<input type="radio"/>
YASMIN YELLOW Independent / Indépendent	<input type="radio"/>

Reporting Results

Step 1: Select your method of reporting

A Report by phone

Contact the CIVIX team at 1-866-488-8775 to report your school's results.

B Report online

Please visit <http://studentvote.ca/vote/nl> and follow the prompts to submit your school's results.

Step 2: Enter/provide your School ID and Poll Code

Your school ID and poll code are located on your Statement of the Poll. These credentials will allow you or a CIVIX team member to access your school and electoral district information.

Step 3: Report your results

Report the results of your parallel election using the Statement of the Poll form and a ballot for reference. You will be asked to report the number of votes for each candidate and the number of rejected and cancelled ballots. Please review the definitions on page 12.

CONFIDENTIALITY NOTE:

We require that you and your students keep your school's Student Vote results confidential until the close of voting on election day (8pm on Saturday, February 13).

This confidentiality is very important to ensure that the Student Vote results are released at the appropriate time and do not interfere with the official election in any way. There has been some concern that an early release of results could influence the outcome of the election.

Any school that releases the results of its election early will be removed from the Student Vote tallies and will be indefinitely suspended from participating in future programs.

Media Relations

While it is not necessary to contact the media regarding your Student Vote Day, media engagement is an option that you may wish to consider. Always remember to consult your school administration or school district policies regarding media contact.

While media may be unable to visit your school during the COVID-19 pandemic, media outlets may be interested in publishing photos of your Student Vote Day or setting up virtual interviews with you or your students. If you are interested in media attention for you and your students, please contact the CIVIX team at hello@civix.ca or by phone at 1-866-488-8775.

Alternatively, you and your students can contact members of the media and make your own arrangements:

- Consider developing a working relationship early on – reporters tend to enjoy tracking the progress of one school or class in their community;
- Consider asking editorial staff to print articles or op-ed pieces written by students.
- Offer to share your own high-resolution photos or videos for publication.

We highly recommend keeping CIVIX informed of all of your media activities. Always ensure media releases have been signed in advance by any students (or their parents/guardians) in the photos.

Please remember that no matter how close a relationship you form with the media, you cannot divulge the results of your school's election before the close of the official polls.



DEPUTY RETURNING OFFICER

NAME _____



STUDENT VOTE NEWFOUNDLAND AND LABRADOR 2021

POLL CLERK

NAME _____



STUDENT VOTE NEWFOUNDLAND AND LABRADOR 2021

SCRUTINEER

NAME _____

PARTY NAME _____

Tally Sheet

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