

## **DUTIES OF THE DEPUTY RETURNING OFFICERS (DRO)**

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1. Attend the Training Session at a time and location scheduled by the Clerk
2. Take an “Oath of Office” & “Oath of Secrecy”
3. Review and become familiar with the election procedures before election day
4. Arrive at the Voting Place at 9:00 a.m. and set up voting station i.e. count ballots, seal ballot box etc...
5. Administer the Oath or Affirmation of Secrecy to scrutineers and candidates in the Voting Place.
6. Record the registration and comments of scrutineers related to distributed ballots
7. Give ballots to electors during the course of Voting Day for the offices standing for election
8. Maintain order in the Voting Place
9. At the close of Voting Place, with the assistance of the Election Official, close the Vote and proceed to count ballots and record all required information
10. Balance the Vote
11. Seal the Ballot Box at the close of the Vote to ensure that all forms/materials that should be placed in the box are so placed. All forms are to be returned to the Clerk at the close of the vote – the “Original Statement of Deputy Returning Officer” **MUST NOT** be put in the ballot box
12. Ensure election results and related information are delivered to the Clerk in the form and manner instructed
13. Remove all election material from Voting Place

## **DUTIES OF ELECTION OFFICIALS**

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1. Attend the Training Session at a time and location scheduled by the Clerk
2. Take an “Oath of Office” & “Oath of Secrecy”
3. Arrive at the Voting Place at 9:00 a.m. and assist the DRO with setting up the Voting Station
4. Assist the Deputy Returning Officer (DRO) at the assigned Voting Station
5. During the day the Election Official will cross electors names off the voters’ list as they vote
6. Count ballots with the DRO with specific responsibility to record the ballot count
7. Assist the DRO with sealing the Ballot Box, election results and delivery of election results and ballot boxes to the Clerk in the form and manner instructed.
8. Assist in removing election material from Voting Place

## **DUTIES OF INFORMATION OFFICERS**

1. Attend the Training Session at a time and location scheduled by the Clerk.
2. Take and “Oath of Office” and “Oath of Secrecy.”
3. Arrive at the Voting Place at 9:00 am and help set up the voting station.
4. Maintain order in the voting place.
5. Ask each elector for the prescribed identification and verify that the person is entitled to vote at the voting place.
6. Assist DRO and Election Official in duties as needed.