Amendment to Municipality of Leamington
Clerk's Election Procedures
Municipal and School Board Election

Remove

Appendix "B2"

Insert

Amended Appendix "B2"

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Close of Voting at the Voting Place - Voting Day

1. The Supervisor/Deputy Returning Officer at each Voting Place shall, at 8:00 PM on Voting Day, provided that all Electors within the Voting Place as of 8:00 PM have cast their Ballots, close the Voting Place such that no additional Ballots may be cast.

2. In the presence of a Supervisor/Deputy Returning Officer, the Election Official will check the back-up Auxiliary Compartment of the Ballot Box to ensure that all Ballots have been tabulated then immediately:

   a) secure the Tabulator against receiving any more Ballots; and

   b) write down the total number of votes cast from the Tabulator display screen on the provided form; and

   c) "close the polls" on the Tabulator and proceed with the same process that was followed at the Advance Voting Days (following the DS200 Ballot Scanner instructions for Advance Dates - Appendix "C" as attached).

3. The Configuration and Zero Tapes attached to the Tabulator remain attached to the Tabulator.

4. The Election Definition Media Stick remains with the Tabulator and is confirmed by the sticker seal.

5. The Election Official shall place the Tabulator in the soft case provided, seal the case with a blue tamper seal provided so that it cannot be opened without breaking the zip tie and record the security number on the sheet provided.

6. The Supervisor/Deputy Returning Officer, together with one Election Official will transport the Tabulators and sealed Ballot Boxes to the Clerk (or her designate) at the Vote Counting Centre.

7. The remaining Supervisor/Deputy Returning Officer at the Voting Place completes the Ballot Reconciliation Statement and returns it to the Clerk at the Municipal Office with all other election supplies.

8. Once the Tabulator and Ballot Box(es) are at the Vote Counting Centre, the Election Definition Media Sticks will be removed from the Tabulators and election results uploaded along with Tabulator results tapes printed from each Tabulator.

9. The Clerk, together with any Scrutineers or Candidates who wish to, will sign the Results Tape(s).

10. The Clerk shall publish the unofficial results of the Municipal and School Board Election as soon as practicable after 8:00 PM on Voting Day to the Municipal Website.

Safekeeping of Ballot Boxes

11. The sealed Ballot Boxes and Election Definition Media Sticks will be returned to the secure room for safekeeping until election materials may be disposed of as set out in the MEA.

Accessible Voting

12. A Ballot marked using the accessible voting equipment (Automark) will not be distinguishable from a Ballot marked by hand thus maintaining voter privacy.

Replacement Tabulator

13. Prior to Voting Day, any spare Tabulators will have been tested through Logic & Accuracy Testing along with the other Tabulators. In the event that the Tabulator must be replaced, the designated Election Official shall contact the Clerk for direction.