



Elections Ontario

Logistics Election Officer

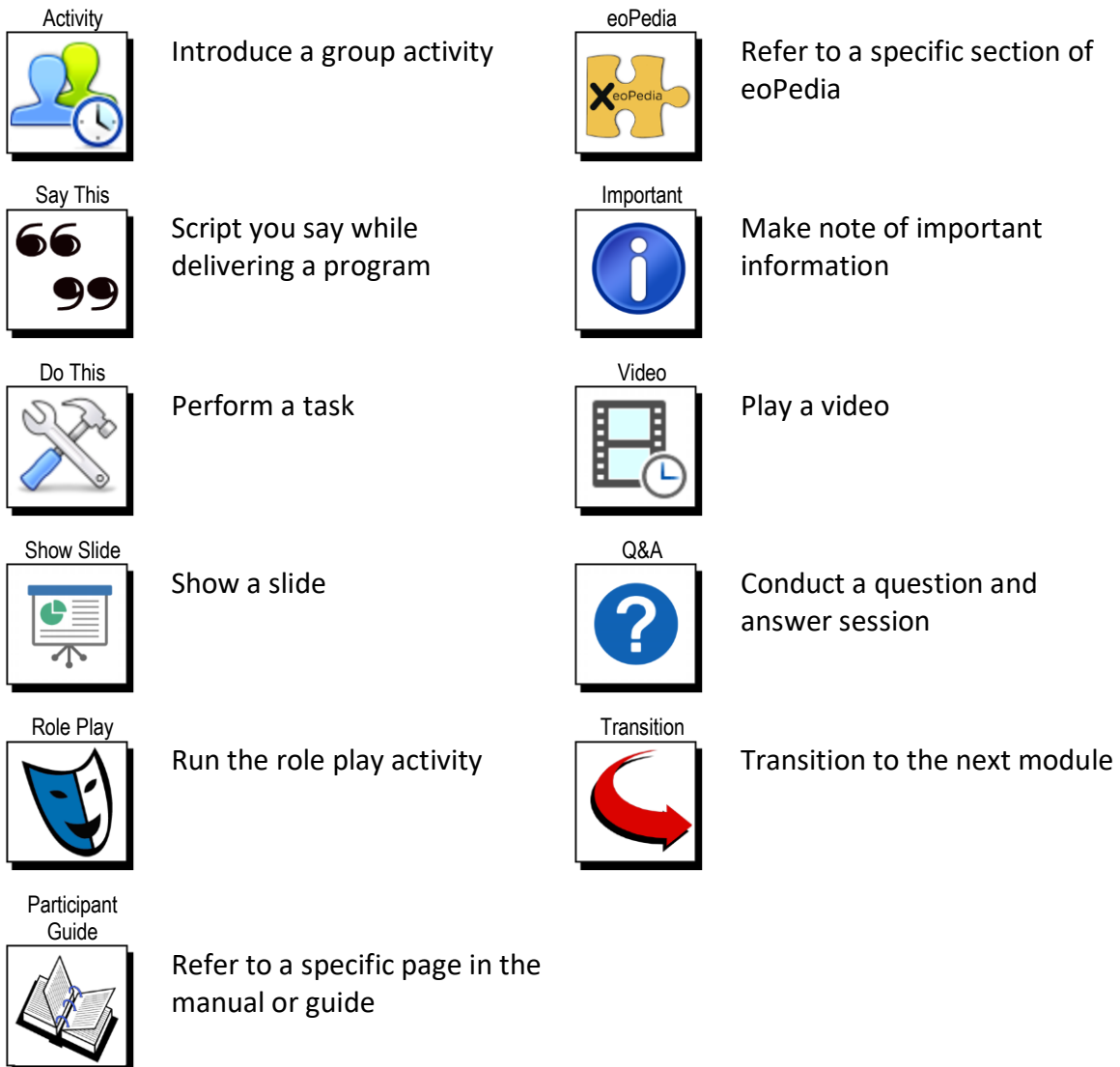
Leader Guide

Graphic Cues

Module Blocks



Lesson Blocks



Accepting Polling Day Returns

Slide 110

**Say:**

- We've just learned about the return of poll materials process at a high level. Now let's take a more in-depth look at how this process unfolds with specific mention of the different roles the Resource Staff will play.

Accepting Polling Day Returns

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X Roles

- X Greeters
- X Runners
- X Receivers/Checkers
- X Sorters
- X Troubleshooters



Say:

- Firstly, you must ensure that there is enough Resource Staff in the TLO to assist with the poll returns. The following roles must be fulfilled:
 - Greeters
 - Runners
 - Receivers and Checkers
 - Sorters, and
 - Troubleshooters
- How many people you assign to each role will vary depending on how many polls your electoral district has. However, it is recommended that at a minimum there is one Greeter, two Runners, four tables of Receivers and Checkers (two staff per table), three sorters, and two troubleshooters.

Accepting Polling Day Returns



Say:

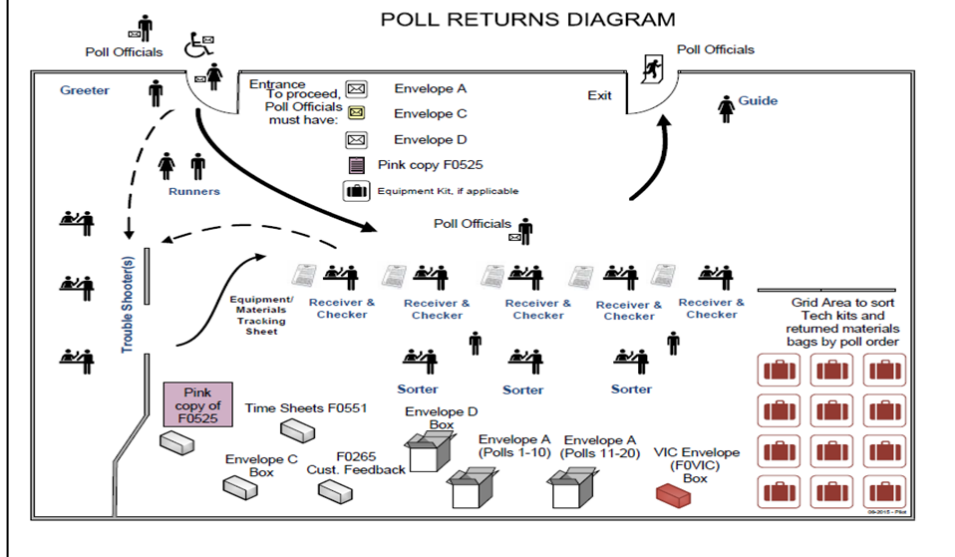
- Additionally, there should be at least three staff assisting poll officials outside to unload cars and direct them to the office.

Accepting Polling Day Returns, continued

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X Poll Returns Diagram



Say:

- On the slide you will see a sample layout of a TLO that is set up for the return of poll documents. This diagram can also be viewed in eoPedia. You can use this as a guide to plan your own setup, but of course you are free to set up your space in a way that makes the most sense.
- Let's open the poll return diagram in eoPedia so you can have a visual of this set up while we talk about what each person in this process is responsible for.



Direct participants to eoPedia.

- Forms, Manuals and Guides > Forms by Name and Number > Forms by Name > Poll Returns Diagram

Accepting Polling Day Returns, continued

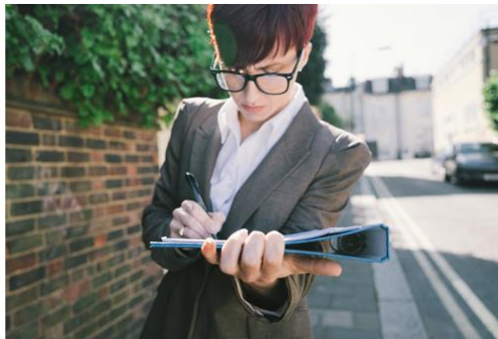
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Polling Day Returns

Greeter

-  Greets, asks for poll number, and retrieves appropriate tracking sheet



Say:

- The Greeter asks the poll official what poll number they are returning supplies from and if they have all of the required materials.
- The Greeter then retrieves the appropriate tracking sheet, either the **Poll Materials and Equipment Tracking Sheet (F0536)** or the **Vote Tabulator Tracking Sheets (F0537)** and hands it to the Runner.
 - If the poll official is missing an item, direct them to the Troubleshooter's desk to resolve the issue.


Accepting Polling Day Returns, continued

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Polling Day Returns

Runner

-  Receives tracking sheet from the Greeter, leads poll official to available Receiver and Checker



Say:

- Next, the Runner receives the appropriate tracking sheet from the Greeter and leads the poll official to the next available table where Receivers and Checkers are stationed.
- If required, the Runner assists poll officials with moving materials and equipment to the Receivers and Checkers table.




Accepting Polling Day Returns, continued

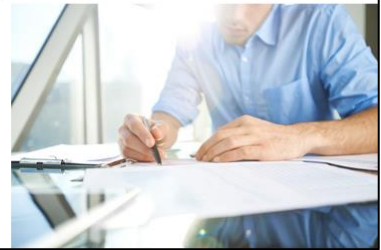
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Polling Day Returns

Receiver & Checker

-  Ensures correct poll number is written on tech kits and envelopes
-  Ensures Ballot Statement of the Poll (F0525) is completed
-  Updates tracking sheets



Say:

- Receivers and Checkers work together to accept the poll equipment and materials from poll officials.
- Receivers and Checkers make sure that all tech kits and envelopes have the correct poll number written on them and that the **Ballot Statement of the Poll (F0525)** form is completed.
- The Checker updates the tracking sheet to indicate that each item for the appropriate poll has been returned and that each item has the correct poll number.
- The Checker then passes the items to the Sorter and the poll official exits the TLO.
 - If the pink copy of the **Ballot Statement of the Poll (F0525)** is incorrect, send the poll official to the Troubleshooter's desk with all their materials, equipment, and tracking sheet.

Accepting Polling Day Returns, continued



Say:

- If there is an issue with missing or damaged equipment the poll official is directed to the Troubleshooter’s desk and you are notified immediately.

Accepting Polling Day Returns, continued

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✕ Polling Day Returns

✕ Sorter

- ✕ Places envelopes and forms in boxes and files them in poll number order
- ✕ Places all other supplies on the poll number within the floor grid



Say:

- The Sorter takes the mandatory envelopes and forms and places them in the appropriate boxes provided and confirms that all items are filed in poll number order.
- The Sorter then places the rest of the returned supplies on the appropriate poll number within the floor grid. This includes:
 - **Poll Bag (E0500)**
 - **Materials Bag (E0502)** – if applicable
 - Vote tabulator kits
 - ePoll Book kits

Accepting Polling Day Returns, continued

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Polling Day Returns

Troubleshooter

Point person for poll officials who:

- Are missing materials or equipment
- Have incomplete documents

Ensure Troubleshooters have checklists downloaded from field communications



Say:

- Troubleshooters are the point people for poll officials that have issues anywhere along the way during the poll return process.
- Their primary role is to assist poll officials with the completion of poll documents or poll officials with missing equipment.
- You must ensure that Troubleshooter checklists have been downloaded from the TLO folder on field communications and that there are enough copies for the troubleshooters.



Accepting Polling Day Returns, continued

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Polling Day Returns

LEO

-  Seal Envelope As that have been opened by Troubleshooters
-  Give Envelope Cs and Copy 4 (pink) of Ballot Statement of the Poll (F0525) to the RO/EC



Say:

- During the poll return process, it may be necessary for the Troubleshooters to open **Envelope As** in order to verify its contents. Troubleshooters should re-seal these envelopes once they have been opened.
- However, if any **Envelope As** have been left unsealed, you must seal them with the **Returning Officer's Seal – Tape (F0235)**.
- You then take the **Envelope Cs** and Copy 4 (pink) of the **Ballot Statement of the Poll (F0525)** forms and provide it to the RO or EC for official tabulation.
- After all of the materials have been returned to the TLO, you will be left with boxes of documents that need to get to other key staff. For example, revision documents have to be given to the Returning Office Revision Assistant (RORA) for data entry, timesheets go to the Finance Officer (FO), etc.

Accepting Polling Day Returns, continued



Say:






- Work with the Returning Officer to come up with a plan to get these documents to the appropriate key staff members.
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Accepting Polling Day Returns, continued

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Activity

-  Choose two floor plans and sketch out how you would organize them to accommodate poll returns.
-  Remember to include:
 -  An efficient flow of traffic
 -  Greeters, Runners, Receivers/Checkers, Sorters, Troubleshooters and their respective workspaces
 -  Grid area for returned equipment and materials



Say:

- We're now going to complete an activity for setting up the TLO for poll returns on election night.
- The diagram that we used to show how a TLO should be organized is a best case scenario: rectangular in shape without any obstacles. In reality, you probably won't be working with a clear space like this.
- In your participant guide there are three sample floor plans of TLOs. In pairs, choose two of those floor plans and sketch out how you would organize them to accommodate poll returns.
- Remember to include:
 - An efficient flow of traffic
 - Greeters, runners, receivers/checkers, sorters, troubleshooters and their respective workspaces
 - Grid area for returned equipment and materials.

Accepting Polling Day Returns, continued



Run the activity.

- Allow participants approximately 10 minutes to complete this activity.
- Circulate the room to offer assistance where required.
- Once participants have completed the activity, allow groups to share their layouts with the class.



Transition to Returning Equipment to the Vendor Warehouse
