

2010 MUNICIPAL ELECTION

ADVANCE POLLS ONLY

RULES AND PROCEDURES

FOR THE USE OF AUTOMARK - VOTER ASSIST TERMINAL

IN THE CITY OF SARNIA

PURPOSE

1. To establish procedures related to AutoMARK Voter Assist Terminal used in the 2010 Municipal Election during the Advance Polls.

SOURCE

2. *Municipal Elections Act, Section 12(1).*

PROCEDURES

3. These procedures refer to the Election Systems & Software (ES&S), Model 100 (M100) optical scan vote tabulators and the ES&S AutoMARK Voter Assist Terminal.

This is a ballot-marking system designed to provide privacy and accessibility to voters who are blind, vision-impaired or have a disability or condition that would make it difficult or impossible to mark a ballot in the usual way. Even a temporary condition, such as a broken arm, could make it difficult for a person to mark a ballot. In addition, the technology provides language assistance to voters who are more comfortable speaking a different language or who need help to better understand written instructions.

DEFINITIONS

4. In this procedure,

“**Act**” means the Municipal Elections Act, 1996, S.O., 1997, c. 32;

“**Ballot**” means a ballot containing names of the nominated candidates;

“**Ballot Box**” means a box provided to Election Staff for the purpose of transporting ballots to and from the voting location.

“**Candidate**” means a person who has filed a nomination paper and certified by the City Clerk.

“**Clerk**” means the individual appointed by City Council as City Clerk, and is also the Returning Officer for the Municipal Election.

“**DRO**” means Deputy Returning Officer and is a person assigned duties/responsibilities in the conduct of the Municipal Election.

“**Elector**” synonymous with Voter, means a person who meets the qualifications as determined under the Municipal Elections Act and appears on the City of Sarnia voters’ list or is added during the revision period.

“Election Official” means a person who has been delegated or assigned duties/responsibilities in the conduct of the Municipal Election. An Election Official may include a Deputy Returning Officer, Poll Clerk, Affidavits Clerk, or other such person(s).

“Tabulator Operator” means a person who has been assigned duties/responsibilities in the conduct of the Municipal Election. This person is responsible for the operation of the vote tabulator including receiving ballots and processing ballots in to the tabulator. The tabulator Operator is responsible for the overall conduct of the election at the poll.

“Secrecy Folder” means an apparatus in which a ballot can be placed so as to conceal the names of the candidates and the marks upon the face of the ballot, but does expose the initials of the Deputy Returning Officer.

“Voters’ List” means a document prepared by the Clerk, which lists the names, and voting entitlement of eligible electors as provided by the Municipal Property Assessment Corporation in accordance with the Municipal Elections Act, 1996.

“Voting Place” means the physical location (building) designated by the Clerk through by-law or otherwise where voters/electors may attend to cast their vote in the Municipal Election.

“Vote Tabulator” means an apparatus that optically scans a specified area on the ballots to read the votes and tabulate the results.

5. **ELECTION OFFICIALS**

The City Clerk may appoint Election Officials for the purpose of this procedure and may designate their titles and duties.

6. **VOTING SUBDIVISIONS**

The City Clerk may divide the municipality into voting subdivisions

7. **TESTING THE AUTOMARK UNITS**

Prior to the first day of voting, the City Clerk (or designate) will ensure that appropriate tests are conducted to confirm that all the components of the AutoMark units are operating properly. The City Clerk (or designate) will, at the completion of all tests, retain any documents in a manner required to document the test procedures and results as provided for under the Municipal Elections Act, 1996.

Conducting the Ballot Print Test

Conducting the Ballot Print Test is done to test the accuracy of the election definition and the accuracy of the print on the ballot once it is marked. **All ovals/arrows are filled in and the candidate names are printed on the ballot.** If the ovals are not filled in properly, or the names are printed incorrectly, adjustments should be made to the Printer Calibration.

1. Press **Test Ballot Print** on the screen.
2. Select the **Enable Calibration Suggestions** box.
3. Insert an unmarked ballot being used in this election into the ballot feed tray.
4. Once the AutoMARK prints and ejects the ballot, confirm the AutoMARK filled all ovals/arrows and printed the name of each candidate or choice next to the oval/arrow.

Press **Yes** to recalibrate the printer, if a calibration suggestion is presented. You may also receive a message indicating that no-recalibration is necessary.

5. Repeat steps 3 and 4 inserting the ballot in all possible orientations (right-side up, upside down, inserted front-wards and backwards). Confirm the AutoMARK filled all ovals/arrows and printed the name of each candidate next to the oval/arrow.

6. Press **Done** when testing of ballot print is completed.

8. **BALLOTS**

Coloured paper cannot be read by the M100, but the Clerk has the discretion to select ES&S approved coloured ink for the ballot(s)

Electors shall be instructed to mark their ballot by filling in the oval beside the name of the candidate of their choice.

The following procedures will be followed when an ES&S AutoMark is used in an advance voting station prior to Election Day.

The Tabulator Operator will remove the AutoMARK from its carrying case and set it on a table that will allow handicap access. Open the AutoMARK unit and position the display. Plug in the headphones into the headphone jack on the lower-right panel. Plug in the power cord, and then turn the security key to the ON position. The AutoMARK will then begin a boot-up process that can take up to several minutes depending on the number of ballot styles and ballot complexity. The AutoMARK display will indicate when the unit is ready to accept a ballot from the voter. After the voter is issued the appropriate ballot, the voter

proceeds to the AutoMARK to begin the voting session. The DRO will assist the voter with inserting the ballot into the AutoMARK and selecting either an audio ballot or a visual ballot. Depending on the method of voting selected, the voter navigates through the contests and candidates on the ballot and makes appropriate selections as desired. After the voter is satisfied with their selections, the ballot is marked by the AutoMARK and returned to the voter. At the time, it would be placed in a secrecy folder, and delivered without delay to the Tabulator Operator, who will be standing beside the vote tabulator.

Date Certified

Returning Officer