SCRUTINEER GUIDELINES

Scrubineers represent the candidate by observing the conduct of voting at the voting locations. Scrutineers may observe voting procedures during advance, mail ballot processing and general voting opportunities and may observe the ballot counting process after the close of voting on General Voting Day. Scrutineers must be appointed in writing by the Candidate or Official Agent representing the Candidate. The Scrutineer will be required to have a copy of Form C6 – Appointment of Candidate Scrutineer, and will be required to complete the Declaration of Scrutineer Form 12-4, to observe election proceedings at each voting location they attend.

REQUIREMENTS DURING VOTING HOURS

1. The Presiding Election Official will provide Scrutineers with a ‘SCRUTINEER’ name tag which must be worn in the voting location to allow for easy identification by all Election Officials.

2. The Presiding Election Official will designate the area where Scrutineers must remain, observing the following rules:
   - Scrutineers are not permitted in the area between the Election Officials and the voting booths.
   - Scrutineers may stand within the area defined by the Presiding Election Official to observe ballots being inserted into the voting machine by voters and how ballots returned by the voting machine are handled. Please be aware the first priority of the Election Official is to maintain secrecy of the ballot.
   - The Scrutineer will not be permitted so close as to be able to observe how a ballot has been marked or in any way touch or interfere with the voting machine or the ballots.

3. Scrutineers must not discuss the election or other issues dealing with the election with electors or with any election staff.

4. Scrutineers may be the witness to the ballot box inspection. However, the Presiding Election Official makes the decision as to who the witness will be.

5. Scrutineers may observe the issuance of ballots to determine the names of individuals who are voting and, when the Election Official is not serving an elector, may ask to see the Voting Book. The Voter Cards may be viewed for this same reason; however the cards must be returned to the Election Official table and are not permitted to be removed from the voting location.

6. Scrutineers are not permitted to wear campaign buttons, distribute campaign literature or carry out any activities of political nature. The Presiding Election Official, or an Election Official delegated by the Presiding Election Official, will direct any person entering the voting location to remove such material.

7. The Presiding Election Official and staff are often very busy, please respect this and during such times keep interruptions to a minimum unless the inquiry is vital to the integrity of the election process.
8. Scrutineers may challenge the right of either a new elector seeking to register, or a person already on the List of Registered Electors, if it is suspected the person is attempting to impersonate an elector or deceased elector or, if for any reason, the person is suspected of not being entitled to vote. Such a challenge does not prevent the elector from receiving a ballot but would result in the Presiding Election Official following the process for a Challenged Elector.

CLOSE OF THE VOTING LOCATION

1. Scrutineers must not interfere in any way with the procedures being followed by Election Officials after the close of the voting location, they are permitted to:
   - Observe preparations for the Voting Machine to be returned to the Election Office. They may add their signature to the Presiding Election Official seals or add their own;
   - Observe the removal of voted ballots from the ballot box into storage boxes and may add their signatures to the PEO seals or add their own seals to the storage boxes;
   - Observe the loading of unused ballots into storage boxes and may add their signatures to the PEO seals or add their own seals to the storage boxes;
   - Observe the loading of supplies and equipment and may add their signatures to the PEO seals or add their own seals.

2. Three copies of the results printout tape will be generated from the voting machine. The 3rd copy of the results printout tape will be posted on the wall of the voting location for all to view. Scrutineers may copy these results so that they may report them to their candidates. No additional tapes will be generated.

3. Scrutineers are responsible for the cleanup of their area, removing any rubbish, personal items or material brought to the voting location during the day.

MAIL BALLOT PROCESSING

Mail ballot processing will take place as follows:

- Wednesday, October 12, 2022
  from 9:00am until all ballots are processed or 4:30pm;

- Thursday, October 13, 2022
  from 9:00am until all ballots are processed or 4:30pm;

- Friday, October 14, 2022
  from 9:00am until all ballots are processed or 4:30pm; and

- Saturday, October 15, 2022
  from 8:00am until all ballots are processed.

Mail ballot processing will take place at the Election Office located at 6870 King George Boulevard.

The vote counting proceedings will take place after 8:00pm on Saturday, October 15, 2022, along with the tabulation of ballots for advance voting and general voting.
2022 General Local Election

OTHER INFORMATION ON VOTING DAY

There are a few additional things Scrutineers should be prepared for on Election Day:

1. The temperature in the voting locations can be quite cool and, even though arrangements have been made with the Surrey Schools for a custodian, computerized heating systems are often out of the control of the custodian on duty; consequently, there is very little a Presiding Election Officials can do about the work environment. Come prepared – bring a sweater to keep warm.

2. Cell phones, radios and other electronic devices are not permitted in the Voting Location. Election Officials have been instructed not to use them in the Voting Location and the same rule applies to all Candidate Representatives. Books, knitting and other quiet, non-distracting activities are permitted during slow periods, please check with the Presiding Election Officials if you are not sure.

3. With the exception of Presiding Election Officials, telephone calls will not be permitted in the Voting Location, please exit the voting location to make calls.

4. Many Scrutineers will choose to work in their local neighbourhood and will see many neighbours and friends throughout the day. Please remember a voting location is not a meeting place – please step outside if you wish to have a chat with an old friend.

IMPORTANT TO NOTE

1. Advance Voting will take place on October 5, 8, 9, and 12, 2022 from 8:00am to 8:00pm at Chuck Bailey Recreation Centre, Guildford Recreation Centre, Fleetwood Community Centre, Princess Margaret Secondary, Cloverdale Recreation Centre and Semiahmoo Secondary.

2. On Election Day, Saturday, October 15, 2022 from 8am to 8pm, voters can vote at any one of the 52 voting locations located throughout the City of Surrey.

3. It is expected that everyone including Candidate Representatives, Candidates, Election Workers and Voters work together to make the electoral process a fair, open and enjoyable experience.

4. The Presiding Election Official’s authority is to be respected at all times. Misconduct of any kind will not be tolerated.

5. On Election Day, staff at the Election Office, 6870 King George Boulevard, will be available to address any questions or concerns; please call us at 604-591-4389.

6. If you have any questions prior to Election Day, please call the Election Office at 604-591-4389 or email election@surrey.ca.