

2.3.8 Central poll supervisor

Context

Type of position	Must be Canadian and at least 16 years old on polling day	Must reside in ED or in an adjacent ED	Description	Reports to	Names provided by political entities
Election officer & Poll worker	✓	n/a	The CPS prepares and manages a central polling place that has multiple polling stations; helps other election officers follow established procedures.	The RO; works in close association with DROs, poll clerks, IOs and registration officers	✓

Floating Central poll supervisor



Note

There must always be at least one CPS at every polling place.

If you have difficulty staffing additional CPS positions, you may hire a floating CPS to travel from one polling place to another during advance and ordinary polling days to support in providing break coverage for poll workers

Position description

Key activities

- Help ensure proper application of CEA in the polling place.
- Ensure quality of service and compliance
- Oversee and support the work of election officers within a polling place.
- Address any problems that may arise.
- Help ensure the integrity of the vote.
- Support ballot counting and phone in results.

- Provide breaks to poll workers.
- Oversee organizing the sending/transferring of election material.

Duties

a. Site activities

- Confirm the accessibility of the polling place before and throughout voting days
- Before polling day, contact poll workers to confirm their availability to work at given dates and times
- Before polling day, review all instructions and prepare the plans for the polling day(s)
- Confirm that the polling place is set up in a safe manner, and that signage has been posted directing electors on safe practises and where to go
- Distribute materials to poll workers as needed
- Make sure polling stations are properly set up and open at the prescribed time
- Confirm with the RO that scheduled staff are on site and polling stations are ready to open, and advise the RO if any replacement staff is needed
- Relay information between the RO, ARO and poll workers
- Admit candidates' representatives to the polling place, give them guidelines and monitor their activities throughout the day
- Manage the polling place and removes any partisan materials
- Supervise information officers
- Replace information officers who did not show up or are taking a break, by assuming all of their duties

b. Voting activities

- Issue transfer certificates, as needed
- Supervise election officers and do several quality control checks throughout the day to ensure procedures are followed and forms are completed correctly
- Provide breaks for the DRO and registration officers, ensuring that they each have an opportunity to step away from the voting room, if possible
- Replace a DRO and registration officer who didn't show up or is taking a break, by assuming all of their duties
- Resolve conflicts between election officers and candidates' representatives or electors
- Discuss any conflicts or questions with the RO or ARO and document all incidents
- Ensure that polling stations close at the prescribed time
- Manage the collection and return of ballot boxes and election materials
- Complete timesheets for staff paid and deliver them to the RO office
- On election night:
 - supervise the ballot count
 - support the DRO and other election officers in the count
 - phone in the results for each polling station
 - verify the various forms and paperwork completed by the poll workers



Note

Large polls with two or more supervisors can and should separate tasks.

Qualifications

Experience

- Dealing with large groups – reception and orderly flow
- Public relations
- Supervision and conflict resolution
- Understanding and applying complex rules and procedures
- Performing related duties

Knowledge of

- ED where he is active
- English and/or French based on the specific needs of the polling station where he will be assigned. If the person is not bilingual, use [EC 50140](#)
- Roles and responsibilities of election officers within the polling place
- Federal electoral process
- Federal voting rules
- Methods, techniques and practices of public relations and conflict resolution

Abilities

- Decision-making skills to exercise sound judgment; analytical reasoning skills to understand and synthesize issues, identify relevant information, and formulate an opinion
- Organizational skills
- Communication skills to simplify complex ideas/concepts into plain language and to clearly convey information and messages to other people

Personal suitability

- Remains impartial in all dealings during electoral event
- Maintains a professional demeanour and exercise judgment and tact
- Remains focused and committed to the electoral process
- Remains sensitive and responsive to the needs of electors, candidates, their representatives, and election officers
- Is available and prepared to work long hours