



ALTERNATE PRESIDING ELECTION OFFICIAL

DEFINITION:

Alternate Presiding Election Officials (APEO) are responsible for assisting the Presiding Election Official (PEO) with overseeing the conduct of voting and supervising staff for an assigned voting place. In the absence of the PEO the APEO is responsible for ensuring voting procedures are followed correctly, voting places are safe and accessible and results are reported to the Chief Election Officer at the end of the initial count. The APEO is responsible for voter registration, updating the voting book, issuing ballots to voters and securing all voting materials.

ILLUSTRATIVE DUTIES & RESPONSIBILITIES:

- Visiting the voting place prior to Advance Voting or Election Day to assist with setting up the polling station;
- Maintains the integrity of the voting place and voting process;
- Assists with administering solemn oaths and declarations;
- Completion of voter registration forms;
- Determining voter's place of residence and whether a voter is qualified to vote as a Non-Resident Property Elector;
- Ensuring the voting book is appropriately marked and signed by voters;
- Assist voters with marking ballots upon request.
- In the absence of the PEO the APEO will assume responsibility for managing the Voting place.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Basic English literacy and language skills; fluency in a second language may be beneficial;
- Knowledge of the election provisions of the Local Government Act;
- Demonstrated ability to deal tactfully and courteously with the public;
- Excellent interpersonal skills and patience when interacting with a variety of people throughout a long workday;
- Able to follow directions and adhere to procedures.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Minimum of 18 years of age and legally entitled to work in BC;
- Previous experience as a Managing Election Official in a municipal, provincial or federal election;
- Strong managerial and organizational skills;
- Demonstrated understanding of the voting process for local government.

SPECIAL WORKING CONDITIONS:

- Hours of work are long. APEO's must be prepared to work a long day and for multiple days if working at an Advance Voting place.
- Election officials must bring their own meals and beverages. EO's will not be able to leave the polling station for meal breaks and may not have access to microwaves or refrigerators.
- May be sitting for long periods of time during the workday – please dress appropriately in comfortable neat and warm clothing and bring a cushion if required for comfort.