
Memorandum for the deputy returning officer

A student who acts as a deputy returning officer may not show favouritism in the performance of his duties.

Tasks (polling day):

- prepare the polling station, namely the ballot box, the polling booth, the ballot papers, the list of electors and the pencil;
 - post the "Directive to electors" in the polling booth;
 - seal the ballot box after having allowed the poll clerk and the agents-and-representatives to make sure that it is indeed empty;
 - vote as soon as the polling station opens;
 - affix his initials on the back of each ballot paper, fold it in three and give it to the elector, who will already have given his name to the poll clerk. If an elector inadvertently spoils his ballot paper, the deputy returning officer gives him another one, after having destroyed the spoiled ballot paper;
 - ask the elector to put the ballot paper in the ballot box after having voted in the polling booth;
 - close the polling station at the stipulated time;
 - open the ballot box and count the ballot papers in front of the poll clerk and the agents-and-representatives of the candidates;
 - place, in separate envelopes:
 - the valid ballot papers attributed to each candidate;
 - the ballot papers rejected during the counting of the votes;
 - the spoiled or cancelled ballot papers;
 - complete the form "Statement of votes";
 - transmit to the chief electoral officer the results of the vote and give him the envelopes, poll book, list of electors, statement of votes and ballot box.
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