

HOW THE
BALLOTS
ARE SORTED

Every operation in receiving, sorting and distributing to their proper electoral districts the marked and sealed ballot papers is conducted by scrutineers working in pairs, each one representing a different and opposed political party, and under the general supervision of the special returning officer.

As the ballots come in by mail to the offices of the various headquarters of voting territories, the returning officer stamps each envelope with the date of receipt, checks the form on the back of the envelope to see that it has been signed by both elector and commissioned officer, and sees that it is sorted to its correct electoral district and has been duly marked and initialled by the scrutineers. Each day as they are received, these envelopes containing ballots are placed in a special large envelope, sealed and initialled by the returning officer and two scrutineers.

Envelopes which are not properly filled out are laid aside, and the special returning officer notes on each envelope the reason for its rejection. The envelopes are not opened, but forwarded to the chief electoral officer.

HOW THE
VOTES ARE
COUNTED

At 6 p.m. on polling day the special returning officer orders the counting of the votes. The count must be completed before 3 p.m. on the Monday after polling day.

The votes are counted by scrutineers, working in pairs representing different political interests, with the help of at least one clerical assistant. They count the ballot for one electoral district at a time.

The scrutineers check the outer envelopes to make certain they belong to the right electoral district, then open them and place the inner envelopes containing the ballots in ballot boxes. When they are all opened, the scrutineers then count the inner envelopes to make certain there are the same number as the outer ones; they then open the inner envelopes, count the votes, and issue triplicate statement of the count on a form provided for the purpose. One copy is given to the special returning officer, and the two scrutineers keep one each. The counted ballot papers are then placed in a special envelope, and the inner envelopes in which they have come are destroyed.

The outer envelopes from which the ballot papers have been taken, the envelopes containing the ballot papers counted for each candidate, and the envelope containing ballot papers rejected during the count are parcelled together, labelled with the name of the electoral district, and returned to the special returning officer. Since no poll book is kept for such an election, the used envelopes themselves constitute the official record of votes cast by war service electors.

As soon as the count is complete, each special returning officer delivers or transmits to the chief electoral officer the following: The parcels containing the outer envelopes from which ballot papers have been taken, the envelopes containing the ballot papers counted for each candidate and the envelopes containing rejected ballots; the official statements of the count, the unopened outer envelopes which have been discarded; the oaths of officers of deputy special returning officers, scrutineers, chief assistants and clerical assistants, the complete files of correspondence, reports and records; spoiled ballots; and the record of ballot papers distributed to commanding officers and the record of unused ballot papers.

Immediately after the counting of the votes, and not later than 5 p.m. on the Monday after polling day, each special returning officer telegraphs or cables the count to the chief electoral officer, as well as the total number of votes counted. He in turn computes the total number of votes for each candidate in each electoral district and advises the appropriate returning officer.