

Duties of special returning officers

12. Every special returning officer, when duly appointed and sworn, shall:—
- (a) Secure suitable quarters to be used as an office or offices for the proper performance of his duties;
 - (b) Maintain such office or offices until all the duties imposed upon him by these Regulations are fully completed;
 - (c) Retain in his possession the oaths of office of his deputy special returning officer, scrutineers, chief assistant, and clerical assistants, and, after the election, transmit such oaths of office to the Chief Electoral Officer, as prescribed in paragraph 53 of these Regulations;
 - (d) Select and appoint the clerical assistants required for the performance of his duties, as prescribed in paragraph 11 of these Regulations;
 - (e) Secure a statement of the approximate number of War Service electors from the various commanding officers, as herein defined, stationed in the voting territory under his jurisdiction, as prescribed in paragraph 16 of these Regulations;
 - (f) Secure a list of the names, rank and regimental number of every commissioned officer and non-commissioned officer designated by each commanding officer to take the votes of War Service electors, as prescribed in paragraph 25 of these Regulations.
 - (g) Distribute a sufficient number of copies of these Regulations, ballot papers, envelopes, books of key maps, books of excerpts from the Canadian Postal Guide, printed lists of names and surnames of candidates nominated in each electoral district, and other necessary supplies, to the commanding officers stationed in the voting territory under his jurisdiction, as prescribed in paragraph 21 of these Regulations;
 - (h) Receive completed outer envelopes containing ballot papers marked by War Service electors in the voting territory under his jurisdiction, as prescribed in paragraphs 39 and 40 of these Regulations;
 - (i) Stamp each completed outer envelope with the date of its receipt, as prescribed in paragraph 40 of these Regulations;
 - (j) Provide that each completed outer envelope shall be sorted to its correct electoral district, as prescribed in paragraph 40 of these Regulations;
 - (k) On polling day, immediately after the close of the polls in Canada, proceed with the counting of the votes cast by War Service electors, as prescribed in paragraphs 44 to 52, inclusive, of these Regulations;
 - (l) Communicate by telegraph, cable or otherwise, to the Chief Electoral Officer the number of votes cast by War Service electors in the voting territory under his jurisdiction for each candidate officially nominated in the various electoral districts in Canada, as prescribed in paragraph 54 of these Regulations;
 - (m) Transmit to the Chief Electoral Officer the official statements of the count, the used outer envelopes, ballot papers and other documents, as prescribed in paragraph 53 of these Regulations;
 - (n) Perform all other duties prescribed to be performed by him under these Regulations.