

**United Conservative Party of Alberta**

**2022 Leadership Election Verification and  
Voting Procedures**

**September 2, 2022**



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# **Section 1 – Introduction and Overview**

The 2022 UCP Leadership Contest is governed by the 2022 Leadership Election Rules and Procedures (the “**Rules**”). Pursuant to section 15.1 of the Rules, the Leadership Election Committee has approved and authorized these supplementary rules and procedures (the “**Procedures**”) to describe the postal ballot verification, in-person polling station, and ballot counting processes. In the event of a conflict between the Rules and these Procedures, the Rules prevail.

## **1.1 Definitions**

In these Procedures:

- 1.1.1 “Accepted Postal Ballot” means a ballot that has been verified pursuant to the Rules and these Procedures and accepted at the Verification Centre, and remains stored in its Ballot Secrecy Envelope;
- 1.1.2 “Auditor” means the independent auditor appointed pursuant to section 13.1 of the Rules, to ensure a fair and equitable conduct of the voting process including verification of membership;
- 1.1.3 “Association” means the United Conservative Association;
- 1.1.4 “Ballot Secrecy Envelope” means the secure envelope in which UCP members will place and seal their complete Postal Ballot, to be mailed to the Auditor;
- 1.1.5 “Bylaws” means the bylaws of the Association;
- 1.1.6 “Chief Deputy Returning Officer” means the neutral election officers appointed pursuant to section 4.2.3 of the Rules to oversee voting and counting at in-person Polling Stations;
- 1.1.7 “Count Centre” means the BMO Centre in Calgary, where all Postal Ballots and In Person Ballots cast at the BMO Centre will be counted on October 6, 2022;
- 1.1.8 “Declaration Form” means the form included in each Postal Ballot Kit that an Elector must sign in order for their ballot to be accepted;

- 1.1.9 “Deputy Returning Officer” means the neutral election officers appointed pursuant to section 4.2.3 of the Rules to assist the Returning Officer and Chief Deputy Returning Officers;
- 1.1.10 “Electronic Counting Software” means the computer software used to compile, total and tabulate the results from each Polling Station and the Count Centre.
- 1.1.11 “Elector” means a member of the Association and of the Party as defined in the Bylaws who is eligible to vote in the 2022 UCP Leadership Election pursuant to section 3.3 of the Rules;
- 1.1.12 “Help Desk” means the area of the Verification Centre, Polling Station, and Count Centre where disputes regarding ballots, identification, and objections are resolved by the Returning Officer;
- 1.1.13 “In Person Ballot” means a ballot cast or to be cast personally by an Elector at a Polling Station;
- 1.1.14 “Leadership Contestant” means a person who has met all requirements set out in section 2.3 of the Rules and has been declared a Leadership Contestant by the Leadership Nominating Committee;
- 1.1.15 “LEC” means the Leadership Election Committee appointed by the Association’s Board of Directors pursuant to the Association’s governance manual;
- 1.1.16 “Objections Book” means the record of Scrutineer objections maintained by the Returning Officer and Chief Deputy Returning Officers during Verification, In Person Voting, and the Count;
- 1.1.17 “Party” or “UCP” means the United Conservative Party of Alberta;
- 1.1.18 “Postal Ballot” means a ballot sent by post;
- 1.1.19 “Postal Ballot Kit” means the voting package that UCP members will mail to the Auditor, including their Declaration Form, Ballot Secrecy Envelope, and copies of necessary identification;
- 1.1.20 “Polling Station” means one of five (5) locations specified pursuant to section 3.7.2 of the Rules where in person voting will be permitted on October 6, 2022;
- 1.1.21 “Procedures” means these 2022 Leadership Election Verification and Voting Procedures describing the verification, in person voting, and counting processes;

- 1.1.22 “Rejected Postal Ballot” means a Postal Ballot Kit that did not meet the requirements described in the Rules and these Procedures;
- 1.1.23 “Rules” means the 2022 Leadership Election Rules and Procedures;
- 1.1.24 “Returning Officer” means the Chief Returning Officer appointed by the LEC pursuant to section 4.1 of the Rules;
- 1.1.25 “Scrutineer” means an individual authorized by a Leadership Contestant to act on their behalf at the Verification Centre, a Polling Station, or the Count Centre;
- 1.1.26 “UCP Database” refers to the Party’s internal membership Database, CIMS;
- 1.1.27 “Verification Centre” means the location where Postal Ballots will be verified;
- 1.1.28 “Verification Process” means the process through which Postal Ballots received by the Auditor will be verified to ensure that the Postal Ballot Kits were completed by an Elector pursuant to section 3.8 of the Rules.

## **1.2 Returning Officer**

- 1.2.1 Pursuant to section 4.1 of the Rules, the LEC has appointed Rick Orman to serve as the Returning Officer to oversee the Leadership Election and ensure that it is conducted in a manner that is fair, impartial, and accountable to the Party’s members. The Returning Officer is ultimately responsible for determining whether a person may or may not receive a ballot and whether a ballot will or will not be counted. The Returning Officer’s decision in this regard is final and not subject to appeal.
- 1.2.2 Pursuant to section 4.2.3 and 4.2.4 of the Rules, the Returning Officer will appoint and train a Chief Deputy Returning Officer for each Polling Station.
- 1.2.3 The Chief Deputy Returning Officer shall oversee the conduct of the Leadership Election in the Polling Station for which they are responsible in a manner that is fair, impartial and accountable to the Members.
- 1.2.4 The Chief Deputy Returning Officer will be responsible for the following in their assigned Polling Station:
  - 1.2.4.1 All matters pertaining to the conduct of the vote,
  - 1.2.4.2 Ensuring compliance with the Rules and these Procedures,
  - 1.2.4.3 Ensuring the security of the ballot boxes, and

- 1.2.4.4 Such further and other duties as may be assigned by the Returning Officer.
- 1.2.5 Pursuant to section 4.2.3 and 4.2.4 of the Rules, the Returning Officer will appoint and train at least two (2) Deputy Returning Officers for his assistance at the Verification Centre and Count Centre, and at least one (1) Deputy Returning Officer at each Polling Station to assist the Chief Deputy Returning Officer in performing their duties and functions.
- 1.2.6 Pursuant to section 12.1 of the Rules, each Chief Deputy Returning Officer and Deputy Returning Officer will sign neutrality and confidentiality agreements in the form prescribed by the LEC before assuming their responsibilities.
- 1.2.7 Unless expressly stated to the contrary, the Returning Officer may delegate any duty or act to a Chief Deputy Returning Officer. Deputy Returning Officers are authorized to act in the Returning Officer or Chief Deputy Returning Officer's absence to carry out the functions and responsibilities specified in these Procedures and shall otherwise carry out any duty or act delegated to them by the Returning Officer or a Chief Deputy Returning Officer, as applicable, in furtherance of these Procedures.

### **1.3 Postal Ballot Chain of Custody**

- 1.3.1 Ballots will be mailed directly to Electors from the printing vendor.
- 1.3.2 Electors will return complete Postal Ballot Kits by mail to the Auditor.
- 1.3.3 Leadership Contestants, Leadership Contestant campaign teams, or any person acting on their behalf must not discourage, impede, or interfere with an Elector's ability to cast their ballot for the Leadership Contestant of their choice.
- 1.3.4 The Auditor will securely store all Postal Ballot Kits until they are removed for verification.
- 1.3.5 Volunteers, Party staff, the Returning Officer or a Deputy Returning Officer, and the Auditor, will transport some Postal Ballot Kits from the Auditor's secure storage facility to the Verification Centre on a daily basis. Scrutineers will be able to observe the movement of Postal Ballot Kits.



- 1.3.6 The number of Postal Ballot Kits transported from secure storage to the Verification Centre will be the approximate amount that can be verified in a given day.
- 1.3.7 After verification, Accepted Postal Ballots will be sealed into bins and returned to the Auditor's custody for secure storage until the count on October 6, 2022.
- 1.3.8 Rejected Postal Ballot Kits will be sealed into separate bins and returned to the Auditor's custody for secure storage.
- 1.3.9 All Postal Ballot Kit materials relating to an Accepted Postal Ballot, except for the Accepted Postal Ballot itself (photocopies of identification, Declaration Forms, etc.) will be securely destroyed.
- 1.3.10 Sealed bins with Accepted Postal Ballots will be securely transported from the Auditor's storage facility to the BMO Centre for the count on the morning of October 6, 2022. Scrutineers will be able to observe the movement of Accepted Postal Ballots.

#### **1.4 Measures to Protect the Security and Integrity of the Vote**

- 1.4.1 Pursuant to section 3.5 of the Rules, each Elector may only vote once, either by submitting a Postal Ballot which is received on or before October 3, 2022 or by voting in person at a Polling Station on October 6, 2022.
- 1.4.2 Postal Ballots must be received by the Auditor on or before 5:00pm October 3, 2022 in order to be counted, pursuant to section 3.7.1 of the Rules.
- 1.4.3 All Postal Ballots will have been processed by the Verification Centre on or before October 5, 2022.
- 1.4.4 An Elector may vote at any of the five (5) in-person voting locations on October 6, 2022.
- 1.4.5 To vote in person at a Polling Station, each Elector must be physically present at a Polling Station on October 6, 2022, between the hours specified in these Procedures. Pursuant to section 3.8.4 of the Rules, proxy voting is not permitted.
- 1.4.6 When a Postal Ballot is accepted at the Verification Centre, the volunteer will scan the Postal Ballot Kit barcode in respect of the Elector to whom the

Postal Ballot Kit relates and click “Accept” in the UCP Database. That Elector will then be recorded as having voted.

- 1.4.7 If an Elector submits multiple Postal Ballots, the first ballot verified and accepted at the Verification Centre will be counted and any subsequent Postal Ballots received from that same Elector will be rejected and not counted.
- 1.4.8 When an Elector registers to vote at a Polling Station, the volunteer must check the UCP Database to determine if the Elector has already submitted an Accepted Postal Ballot. If the UCP Database reports that the Elector has not already voted then they will be eligible to receive an In Person Ballot.
- 1.4.9 Once issued an In Person Ballot at a Polling Station, the volunteer will record in the UCP Database that the Elector has now voted. The UCP Database is updated in real-time, ensuring that an Elector cannot vote at one Polling Station and then travel to another Polling Station to vote again.
- 1.4.10 The design of the In Person Ballot will be different from the Postal Ballot, such as a different colour, size, and other unique security measures to prevent photocopying and duplication.
- 1.4.11 Electors will not be permitted to submit their Postal Ballot or any other Elector’s Postal Ballot at a Polling Station.

## **Section 2 – Postal Ballot Verification**

### **2.1 Verification Timeline and Overview**

- 2.1.1 The Verification Process will take place at the Verification Centre in Calgary.
- 2.1.2 Verification of Postal Ballots will begin on September 22, 2022 and conclude on October 4, 2022.
- 2.1.3 The hours of the Verification Centre will be 10:30am – 8:30pm
  - 2.1.3.1 Shift 1: 11:00am – 2:00pm
  - 2.1.3.2 Shift 2: 2:00am – 5:00pm
  - 2.1.3.3 Shift 3: 5:00am – 8:00pm
- 2.1.4 The Verification Process applies to Postal Ballot Kits only.
- 2.1.5 Postal Ballot Kits must be received by the Auditor on or before 5:00pm on October 3, 2022. Any Postal Ballot Kits received by the Auditor after this time will not be accepted for verification, their enclosed Postal Ballots will not be counted, and their related Elector will not be recorded in the UCP Database as having voted.
- 2.1.6 Leadership Contestants will be permitted to have Scrutineers present throughout the Verification Process, including the movement of Postal Ballot Kits and Accepted Postal Ballots to and from the secure storage area at the beginning and end of each day.

### **2.2 Verification Centre Registration**

- 2.2.1 The Verification Centre will open at approximately 10:30am each day.
  - 2.2.1.1 Volunteers will be asked to arrive approximately fifteen (15) minutes before their shift begins.
  - 2.2.1.2 Scrutineers may register at anytime, however, approximately ten (10) minutes before each shift begins the Returning Officer will retrieve Postal Ballot Kits to be verified and will be unable to verify additional volunteers and Scrutineers until that process is complete.

- 2.2.2 The Verification Centre is and will remain locked throughout the Verification Process. Only the Returning Officer, Deputy Returning Officers, Party staff, registered volunteers and Scrutineers will be allowed to enter the Verification Centre.
- 2.2.3 There will be a registration desk at the entrance to the Verification Centre. Volunteers and Scrutineers will check-in at the registration desk and receive a credential clearly identifying them as “volunteer” or “scrutineer,” as well as their name.
  - 2.2.3.1 A volunteer will remain at the registration desk at all times to manage the front door and incoming/outgoing volunteers and Scrutineers.
  - 2.2.3.2 Credentials must be surrendered each time a person leaves the Verification Centre.
- 2.2.4 Volunteers will be required to sign a confidentiality and neutrality form prior to their verification shift.

### **2.3 Ballot movement from Auditor office to Verification Centre**

- 2.3.1 Postal Ballot Kits will be stored in Canada Post mail boxes in a secure storage room in the Auditor’s custody.
- 2.3.2 At approximately 10:45am each day, the Returning Officer and the Auditor will retrieve Postal Ballot Kits from the Auditor’s secure storage room. Scrutineers will be able to observe this process.
- 2.3.3 The number of Postal Ballot Kits retrieved will be the approximate amount to be processed for the day.

### **2.4 Verification Centre Set-up and Process**

- 2.4.1 Volunteers will be set up with one person per table, approximately twenty (20) tables, with capacity to increase if there are sufficient volunteers.
  - 2.4.1.1 Each table will have a recycle bin, an accepted bin, an escalation bin, and an incoming bin.
  - 2.4.1.2 Each table will have a computer and an extra monitor to mirror the computer, for the purpose of Scrutineer viewing.

- 2.4.2 Postal Ballot Kits will be distributed to volunteers by the Returning Officer.
- 2.4.3 Volunteers will proceed with the Verification Process by opening the Postal Ballot Kit and emptying the contents of the envelope. The volunteer will scan the barcode on the Declaration Form to retrieve the Elector's information from the UCP Database.
- 2.4.3.1 Pursuant to the Rules, for a ballot to be accepted:
- i. the identification provided by the Elector must meet the requirements stipulated in the Rules (identification with a photo and an address),
  - ii. the information on the Elector's identification must match the information on the Elector's information in the UCP Database,
  - iii. the Declaration Form must be signed, and
  - iv. the person must be eligible to vote (a current Party member as of August 12, 2022 through to October 6, 2022 who has not already voted).
- 2.4.3.2 If all requirements are met, the volunteer will click "accept" in the UCP Database in respect of the Elector to whom the Postal Ballot Kit relates and deposit the Ballot Secrecy Envelope into the green "accepted" bin.
- 2.4.3.3 The volunteer will then return the remaining contents of the Postal Ballot Kit back into the envelope, and deposit the envelope into the blue recycling bin.
- 2.4.4 All Postal Ballot Kit materials relating to an Accepted Postal Ballot, except for the Accepted Postal Ballot itself (photocopies of identification, Declaration Forms, etc.) will be securely destroyed.
- 2.4.5 Scrutineers may object to a Postal Ballot Kit. They are to state their objection to the volunteer, who will escalate the Postal Ballot Kit to the Help Desk. Scrutineers may give a reason for their objection to the Volunteer, who will briefly summarize the objection on the Postal Ballot Kit.
- 2.4.6 If there is any issue with any of requirements set out in section 2.4.3.1 of these Procedures, the volunteer will place all contents from the Postal Ballot Kit back into the Postal Ballot Kit envelope, reseal the Postal Ballot Kit envelope, and deposit the Postal Ballot Kit into the red "escalation" bin.

Before depositing the Postal Ballot Kit into the escalation bin, the volunteer will be instructed to code the Postal Ballot Kit with the appropriate issue (e.g. unsigned Declaration Form, identification does not match, etc.).

- 2.4.7 Volunteers are not authorized or able to reject a Postal Ballot Kit. Only the Returning Officer is authorized to reject a Postal Ballot Kit which determination is not subject to appeal.
- 2.4.8 From time to time, the Returning Officer will replenish volunteers' incoming bin with unverified Postal Ballot Kits; empty volunteers' recycling bins; transfer escalated Postal Ballot Kits to the Help Desk; and transfer volunteers' Accepted Postal Ballots into separate bins to be sealed and stored at the end of each day.
- 2.4.9 Volunteers are currently scheduled in three (3) hour shifts. Staff will aim to have shifts end approximately fifteen (15) minutes before the scheduled time to allow for volunteer changeover.

## **2.5 Help Desk**

- 2.5.1 The Help Desk is in the same location as the Verification Centre. Postal Ballot Kits that have been escalated by volunteers will be transferred to the Help Desk by the Returning Officer.
- 2.5.2 Help Desk stations will be staffed by Party staff with access to the UCP Database.
- 2.5.3 Help Desk stations will be set-up the same way as verification stations, with an incoming, accepted, and recycling bin. These bins will be periodically emptied and replenished in the same manner as above.
- 2.5.4 Help Desk workers will:
  - 2.5.4.1 Retrieve the Elector's information from the UCP Database.
  - 2.5.4.2 Research the issue to determine the problem (e.g. why the Elector may not be on the list, verify the Elector's address in the UCP Database, etc.) and provide a recommendation to the Returning Officer as to whether the Elector's ballot should or should not be accepted. The Returning Officer may ask supplementary questions to assist in making a determination to accept or reject a ballot.

- 2.5.5 Only the Returning Officer is authorized to accept or reject a ballot that has been escalated to the Help Desk.
- 2.5.6 There will be approximately four (4) Help Desk stations overseen by the Returning Officer.
- 2.5.7 Scrutineers may move between the verification area and the Help Desk at their discretion.
- 2.5.8 Scrutineers may object to the acceptance or rejection of a Postal Ballot Kit at the Help Desk.
  - 2.5.8.1 If a Scrutineer wishes to register an objection to the Returning Officer then a record of such objection will be entered into the Objection Book maintained at the Help Desk.
  - 2.5.8.2 For greater clarity: the Returning Officer has the absolute discretion to accept or reject a ballot, regardless of any continuing or additional objections from Scrutineers. However, if a Scrutineer wishes to register an objection the Returning Officer will note the objection in the Objections Book, the name of the Elector, the name of the Scrutineer making the objection, and the name of any Leadership Contestant on whose behalf an objection was made.

## **2.6 End of Day**

- 2.6.1 Accepted Postal Ballots will be stored in bins, closed, and sealed at the end of the day or when full. A security strip with a unique serial number will then be placed on the bin. Security strips are sequentially numbered and the Returning Officer will note the number and date of sealing.
- 2.6.2 Rejected Postal Ballots will be stored in bins, closed and sealed at the end of the day or when full. A security strip with a unique serial number will then be placed on the bin. Security strips are sequentially numbered and the Returning Officer will note the number and date of sealing.
- 2.6.3 Shredding bins will remain locked and accessible only by the shredding company, and will remain in the Verification Centre overnight.

2.6.4 Sealed storage bins and any remaining unverified mail boxes will be returned to the Auditor's secure storage facility by the Returning Officer and the Auditor. Scrutineers will be able to observe this process.



## **Section 3 – In Person Voting**

### **3.1 Voting Locations and Hours**

- 3.1.1 Pursuant to section 3.7.2 of the Rules, in-person voting locations will be permitted on October 6, 2022 at five (5) locations, one from each of the regions specified in the Bylaws.
- 3.1.2 Voting in Calgary will take place at the BMO Centre, 1410 Olympic Way SE, Calgary, AB..
- 3.1.3 Voting in the Central Region will take place in Red Deer, at Westerner Park, 4847A 19 Street, Red Deer, AB.
- 3.1.4 Voting in Edmonton will take place at the Edmonton Inn, 11834 Kingsway Ave NW, Edmonton, AB.
- 3.1.5 Voting in the Northern Region will take place in Slave Lake, at the Slave Lake Multi Centre, 305 6 Ave SW, Slave Lake, AB.
- 3.1.6 Voting in the Southern Region will take place in Taber, at the Heritage Inn Hotel and Convention Centre, 4830 46 Ave, Hwy 3, Taber, AB.
- 3.1.7 Each Polling Station will open at 8:00am on October 6, 2022, and close at 12:00pm on October 6, 2022.

### **3.2 Registration and Credentialing Requirements**

- 3.2.1 Pursuant to section 3.8 of the Rules, to prove their eligibility, Electors must provide either one piece of photo identification that provides their name and address or one piece of photo identification with their name and photo and a separate document that provides their name and address. Photo identification must be issued by the Government of Alberta or the Government of Canada.
  - 3.2.1.1 Per section 3.8.2 of the Rules, the Returning Officer may waive this requirement on an individual basis where the Elector is otherwise known, or other exceptional circumstances apply. Statutory declarations in lieu of proper credentials will not be allowed.

- 3.2.2 Photocopies and/or pictures of identification that meet the requirements outlined in the Rules, such as current government-issued identification, are acceptable.

### **3.3 Ballot**

The form and manner of the ballot is described in section 3 of the Rules. A reminder is included here.

- 3.3.1 Voting will be on the basis of one Elector, one vote by an unweighted preferential ballot (single transferable vote). The voting process will permit, but not require, an Elector to list Leadership Contestants in the order of the Elector's preference.
- 3.3.2 On the ballot, the Leadership Contestants shall be listed in alphabetical order by surname. Ballots shall be marked in secret, and proxy voting is not permitted.
- 3.3.3 In Person Ballots will have unique design features to ensure that if Electors attempt to cast both a Postal Ballot and an In Person Ballot at a Polling Station, only the In Person Ballot will be counted.

### **3.4 Registration and Voting Procedure**

- 3.4.1 Elector lists will be maintained electronically, and there will be approximately ten (10) registration desks in each Polling Station.
- 3.4.2 The Elector will enter the Polling Station and be greeted by a volunteer who will direct the Elector to any open registration desk.
- 3.4.3 The Elector will provide their name and identification to the volunteer at the registration desk, who will search the Elector's name in the UCP Database.
- 3.4.4 To be issued a ballot, the Elector must:
- 3.4.4.1 Be a current member of the UCP and have been a member as of August 12, 2022 through to October 6, 2022,
  - 3.4.4.2 Have provided identification that meets the requirements stipulated in the Rules,

- 3.4.4.3 The information on the Elector's identification must match the Elector's information in the UCP Database, and
  - 3.4.4.4 The Elector must not be recorded in the UCP Database as having already voted.
- 3.4.5 If the Elector meets the requirements described in section 3.4.4, the volunteer will record in the UCP Database that the Elector has voted, ask the Elector to sign a form sheet indicating that they have received a ballot. The volunteer will then fold the In Person Ballot and hand it to the Elector.
- 3.4.6 Electors will be verbally instructed that this is a preferential ballot.
- 3.4.7 The Elector will be directed to a voting station, which shall be shielded to ensure the privacy of the Elector. Voting stations will be equipped with a writing implement and instructions describing how to mark a preferential ballot. The Elector will mark their In Person Ballot, fold it, and cast it in the ballot box.
  - 3.4.7.1 In Person Ballots must be marked immediately once issued to the Elector, and cannot be removed from the Polling Station.
- 3.4.8 Electors must leave the voting room once they have cast their In Person Ballot.
- 3.4.9 If an Elector is not a Party member or is noted in the UCP Database as already having voted, but believes they are eligible to vote, they will be directed to the Help Desk.
- 3.4.10 If there are any issues with the identification provided by the Elector and the Elector's information in the UCP Database, the Elector will be directed to the Help Desk.
- 3.4.11 If a Scrutineer objects to an Elector's eligibility to vote, the Elector will be directed to the Help Desk.
- 3.4.12 Electors with mobility, visual, or other issues will be permitted assistance by their relative or caregiver or the Chief Deputy Returning Officer through the registration and voting process.
- 3.4.13 The Chief Deputy Returning Officer may move In Person Ballots and electronic Elector lists outside the voting area to assist an Elector with mobility challenges.

### **3.5 Help Desk**

- 3.5.1 The Help Desk is in the same area of the Polling Station as registration.
- 3.5.2 There will be approximately three (3) Help Desk stations at each Polling Station.
- 3.5.3 Help Desk stations will be staffed by Party staff with access to the UCP Database.
- 3.5.4 Help Desk workers will:
  - 3.5.4.1 Retrieve the Elector's information from the UCP Database.
  - 3.5.4.2 Research the issue to determine the problem (e.g. why the Elector may not be on the list, verify the Elector's address in the UCP Database, etc.) and provide a recommendation to the Chief Deputy Returning Officer as to whether the Elector should be issued an In Person Ballot.. The Chief Deputy Returning Officer may ask supplementary questions to assist in making a determination in respect of whether an Elector should be issued an In Person Ballot.
- 3.5.5 The Chief Deputy Returning Officer is authorized to issue or not issue an In Person Ballot to an Elector referred to the Help Desk.
- 3.5.6 If an Elector is eligible to vote and their address and/or identification have been verified and accepted by the Chief Deputy Returning Officer, the Elector or staff at the Help Desk will register the Elector's information and note the reason for escalation. The Elector will then be issued an In Person Ballot at the Help Desk.
- 3.5.7 Scrutineers may move between the Verification area and the Help Desk at their discretion.
- 3.5.8 Scrutineers may object to the Chief Returning Officer's decision to issue or not issue an In Person Ballot to an Elector at the Help Desk.
  - 3.5.8.1 If a Scrutineer wishes to register an objection to the Chief Deputy Returning Officer then a record of such objection will be entered into the Objection Book maintained at the Help Desk.
  - 3.5.8.2 For greater clarity: the Chief Deputy Returning Officer has the absolute discretion to accept or reject a ballot, regardless of any continuing or additional objections from Scrutineers. However,

if a Scrutineer wishes to register an objection the Chief Deputy Returning Officer will note the objection in the Objections Book, the name of the Elector, the name of the Scrutineer making the objection, and the name of any Leadership Contestant on whose behalf an objection was made.

### **3.6 Campaign Materials**

- 3.6.1 Campaign materials and partisan campaigning are not allowed anywhere in the voting area or on the property of the Polling Station.
- 3.6.2 For greater clarity, on large properties such as the BMO Centre in Calgary, campaigning will not be allowed in the main parking lot of any Polling Station or in the Polling Station itself, in a manner that is visible to Electors and/or with the intention of greeting Electors at the Polling Station as they proceed to vote.
- 3.6.3 For greater clarity, partisan campaigning refers to greeting voters as they proceed to vote and otherwise public displays of influencing the vote. It does not refer to renting a room elsewhere in a property that includes a Polling Station and contacting Electors.

## **Section 4 – The Count**

### **4.1 Overview**

- 4.1.1 The Verification Process will conclude on October 4, 2022.
- 4.1.2 Counting of Postal Ballots will take place on October 6, 2022 at the BMO Centre in Calgary.
- 4.1.3 Counting of In Person Ballots will take place at each Polling Station after the close of voting.
- 4.1.4 On October 6, 2022, Accepted Postal Ballots will be securely transported from the secure storage location to the BMO Centre for the count.
- 4.1.5 Scrutineers will be able to observe the movement of Accepted Postal Ballots from secure storage to the secure transport vehicle, then to the BMO Centre, and then to the room where the count will take place. Scrutineers will be required to arrange their own transportation.
- 4.1.6 All ballots will be counted by compiling the ballot's vote preferences using the Party's Electronic Counting Software, which will total and tabulate the results from each Polling Station and the Count Centre. A province-wide result will be made available to the Returning Officer in Calgary for the purposes of announcing the result.
- 4.1.7 Volunteers will be seated in teams of two, with a computer at each table and a monitor that mirrors what takes place on the computer, to facilitate Scrutineer viewing.

### **4.2 Overview – Preferential Ballot**

- 4.2.1 Pursuant to section 3.9 of the Rules, voting will be on the basis of one Elector, one vote, by an unweighted preferential ballot (single transferable vote).
- 4.2.2 If following the tabulation of votes a Leadership Contestant has received more than 50% of the total number of first preference votes cast, that Leadership Contestant will be declared the winner and will immediately

become the Leader. Spoiled ballots are not valid ballots for the purposes of determining votes cast.

4.2.3 If following the tabulation of votes no Leadership Contestant has received more than 50% of the total number of first-preference votes cast, then:

4.2.3.1 The Leadership Contestant with the fewest number of first preference votes cast will be removed for the purposes of calculating the result;

4.2.3.2 For the ballots for which the first preference was the removed Leadership Contestant, the second-preference votes from those ballots will be allocated to the remaining Leadership Contestants;

4.2.3.3 The votes will then be re-tabulated and if a Leadership Contestant has received more than 50% of the total number of votes cast, that Leadership Contestant will be declared the winner and will immediately become the Leader; and,

4.2.3.4 If no Leadership Contestant has received more than 50% of the total number of votes cast, this process will be repeated, removing one Leadership Contestant at a time, until a winner is declared;

4.2.4 Pursuant to section 3.13.5 of the Rules, the Chair of the LEC shall vote, but his ballot shall be held apart by the Returning Officer and not counted unless there is a tie between two or more of the Leadership Contestants with the lowest number of votes and a tie-breaking vote is needed to determine which Leadership Contestant is eliminated, in which case the vote cast by chair of the LEC shall be counted by the Returning Officer to break the tie.

4.2.4.1 The Chair of the LEC shall register to vote in person in Calgary during voting hours on October 6, 2022, and his ballot will be immediately sealed and delivered into the custody of the Returning Officer.

4.2.4.2 Pursuant to section 15.1 of the Rules, if the process described in section 4.2.4 does not resolve the tie, the tie shall be resolved by drawing lots, where the Leadership Contestant whose name

is drawn shall be eliminated and have their votes allocated to the remaining Leadership Contestants.

- 4.2.5 The result of each round of counting shall be verified by the Auditor and publicly announced by the Chair of the LEC when counting is complete. The result is final and binding and is not subject to further review or appeal on any ground.

### **4.3 Process – Postal Ballot Count at BMO Centre**

- 4.3.1 Accepted Postal Ballots will be securely transported to the BMO Centre on the morning of October 6, 2022. The specific time and transportation details will be communicated to Leadership Contestants in advance of October 6, 2022.
- 4.3.2 On arrival at the Count Centre, Scrutineers and volunteers will register in the same manner as for the Verification Process.
- 4.3.3 Scrutineers and volunteers will be required to surrender all communication devices for the duration of the count.
- 4.3.4 A volunteer will remain at the door for the duration of the count to ensure no one apart from authorized personnel enters or exits the count room once counting begins.
- 4.3.5 Volunteers will be seated in teams of two (2) at approximately forty (40) tables. Each table will have a computer and an additional monitor, to enable Scrutineers to view ballots as they are submitted.
- 4.3.6 Ballot Secrecy Envelopes will be fed through an envelope slicing machine by the Returning Officer. From time to time, the Returning Officer will distribute opened Ballot Secrecy Envelopes to volunteers.
- 4.3.7 After receiving opened Ballot Secrecy Envelopes, volunteers will open one envelope and draw out the Postal Ballot inside. Volunteers will only process one Postal Ballot at a time.
- 4.3.7.1 Empty envelopes will be discarded once empty. Volunteers will be instructed to take care to demonstrate to the Scrutineers present that the envelope is, in fact, empty.
- 4.3.7.2 Once the Postal Ballot has been drawn, volunteers will examine the Postal Ballot to ensure that the intention of the Elector is



- clear. Scrutineers may also observe the Postal Ballot at the same time.
- 4.3.7.3 If the Postal Ballot has a clear intention, one volunteer will read off the names of the Leadership Contestant and their rank, while the other volunteer enters the information into the Electronic Counting Software.
  - 4.3.7.4 The Electronic Counting Software will display what the volunteer has entered, allowing both volunteers and Scrutineers to watch for a mistake.
  - 4.3.7.5 Once a Postal Ballot has been entered, the volunteer at the computer will click submit. The Electronic Counting Software will prompt the volunteer to confirm the submission and ensure that the Postal Ballot was properly entered.
  - 4.3.7.6 After confirming submission, the volunteer will place the Postal Ballot on the other side of the table and proceed to the next envelope.
- 4.3.8 If a volunteer draws a Postal Ballot where the intention of the voter is otherwise unclear, or if a Scrutineer objects to the Postal Ballot, then the volunteer will set the Postal Ballot aside for escalation to the Returning Officer.
- 4.3.9 Every ten (10) Postal Ballots, the Electronic Counting Software will prompt volunteers to verify that they have processed ten (10) physical Postal Ballots since they commenced entering Postal Ballots or since a previous prompt. Volunteers will then count the pile of recently processed Postal Ballots to ensure that there are ten (10) physical Postal Ballots.
- 4.3.9.1 If there are ten (10) Postal Ballots, volunteers will put an elastic band around the pile of Postal Ballots and place the pile into a “complete” bin at their desk. They will then proceed with retrieving the next Postal Ballot.
  - 4.3.9.2 If there are not ten (10) Postal Ballots, the volunteer will click “cancel” on the computer and re-enter all Postal Ballots from that pile.

- 4.3.10 From time to time, the Returning Officer will circulate tables to give volunteers more Postal Ballots and collect escalated Postal Ballots for transfer to the Help Desk.
- 4.3.11 Volunteers will repeat the above process until all Postal Ballots have been processed.
- 4.3.12 Pursuant to section 3.14 of the Rules, following the count, Postal Ballots shall be stored at the Association offices for seven (7) days and then destroyed unless otherwise directed by the Arbitration Committee or the Executive Director.
- 4.3.13 Scrutineers will be permitted to move between counting tables, object to a Postal Ballot, ask questions, ask for clarification, and so on, but may not obstruct the count.

#### **4.4 Help Desk - Counting Centre**

- 4.4.1 When viewing Postal Ballots, if the intention of the voter is unclear or a Scrutineer has objected to a Postal Ballot, volunteers are to set aside the Postal Ballot for escalation and further review by the Returning Officer.
- 4.4.2 Sometime before the count is complete, the Returning Officer will review all escalated Postal Ballots and make a determination about whether each Postal Ballot should be accepted or rejected. The Returning Officer will endeavour to provide an explanation for why they are accepting or rejecting a Postal Ballot.
- 4.4.3 Scrutineers will be informed when the Returning Officer is making determinations on accepting or rejecting Postal Ballots. The Returning Officer may ask Scrutineers for their opinion when making a determination but is under no obligation to do so.
- 4.4.4 Once the Returning Officer has decided to accept or reject a Postal Ballot, that decision is final and not subject to further appeal.
- 4.4.5 Postal Ballots accepted by the Returning Officer will be counted at the Help Desk.
- 4.4.6 Scrutineers may register a final objection to the Returning Officer's acceptance or rejection of a Postal Ballot. The Returning Officer will keep a record of the objection, including the Scrutineer making the objection, with

the Postal Ballot and store these Postal Ballots in separate bins for sealing and storage once the count is complete.

#### **4.5 Process – In-Person Polling Stations**

The ballot counting process at in person Polling Stations will be substantially the same as that at the Count Centre in Calgary.

- 4.5.1 Polling Stations close at 12:00pm on October 6, 2022. Electors in line at the time polls close will be able to register and vote in accordance with the Rules. Anyone who joins the line after closing will not.
- 4.5.2 No one may enter or exit the Polling Station after it closes. Scrutineers wishing to observe the count must arrive and register with the Chief Deputy Returning Officer at least ten (10) minutes before polls close.
- 4.5.3 Scrutineers and volunteers will be required to surrender all communication devices for the duration of the count.
- 4.5.4 A volunteer will remain at the door for the duration of the count to ensure no one apart from authorized personnel enters or exits the count room once counting begins..
- 4.5.5 Volunteers will be seated in teams of two (2) at approximately five (5) tables.
- 4.5.6 Once the ballot box has been opened and the count has begun, no one may leave the Polling Station until the count is complete. Volunteers and Scrutineers at a Polling Station will not be sequestered until results are announced, but only until counting in their individual Polling Station is complete.
- 4.5.7 The Chief Deputy Returning Officer will unseal the ballot box and distribute In Person Ballots to volunteers.
- 4.5.8 After receiving In Person Ballots, one volunteer will unfold and examine one In Person Ballot to ensure the intent of the Elector is clear. Scrutineers may also observe and examine the In Person Ballot at the same time. Volunteers at each table will process one In Person Ballot at a time.
  - 4.5.8.1 If the In Person Ballot has a clear intention, one volunteer will read off the names of the Leadership Contestants and their

- rank, while the other volunteer enters the information into the Electronic Counting Software.
- 4.5.8.2 The Electronic Counting Software will display what the volunteer has entered, giving both volunteers and Scrutineers the ability to watch for a mistake.
  - 4.5.8.3 Once an In Person Ballot has been entered, the volunteer at the computer will click submit. The Electronic Counting Software will prompt the volunteer to confirm the submission and ensure that the In Person Ballot was properly entered.
  - 4.5.8.4 After confirming submission, the volunteer will place the In Person Ballot on the other side of the table and proceed to the next In Person Ballot.
- 4.5.9 If a volunteer draws an In Person Ballot where the intention of the voter is otherwise unclear, or if a Scrutineer objects to the In Person Ballot, then the volunteer will set the In Person Ballot aside for escalation to the Chief Deputy Returning Officer.
- 4.5.10 Every ten (10) In Person Ballots, the Electronic Counting Software will prompt volunteers to verify that they have processed ten (10) physical In Person Ballots since they commenced entering In Person Ballots or since a previous prompt. Volunteers will then count the pile of recently processed In Person Ballots to ensure that there are ten (10) physical In Person Ballots.
- 4.5.10.1 If there are ten (10) In Person Ballots, volunteers will put an elastic band around the pile of In Person Ballots and place the pile into a "complete" bin at their desk. They will then proceed with retrieving the next In Person Ballot.
  - 4.5.10.2 If there are not ten (10) In Person Ballots, the volunteers will click "cancel" on the computer and re-enter all In Person Ballots from that pile.
- 4.5.11 From time to time, the Returning Officer will circulate tables to give volunteers more In Person Ballots and collect escalated In Person Ballots for transfer to the Help Desk.
- 4.5.12 Volunteers will repeat the above process until all In Person Ballots have been processed.

- 4.5.13 Pursuant to section 3.14 of the Rules, following the count, In Person Ballots shall be stored at the Association offices for seven (7) days and then destroyed unless otherwise directed by the Arbitration Committee or the Executive Director.
- 4.5.14 Scrutineers will be permitted to move between counting tables, object to an In Person Ballot, ask questions, ask for clarification, and so on, but may not obstruct the count.

#### **4.6 Help Desk - In-person counting**

- 4.6.1 When viewing In Person Ballots, if the intention of the voter is unclear or a Scrutineer has objected to an In Person Ballot, volunteers are to set aside the In Person Ballot for escalation and further review by the Chief Deputy Returning Officer.
- 4.6.2 Sometime before the count is complete, the Chief Deputy Returning Officer will review all escalated In Person Ballots and make a determination about whether the ballot should be accepted or rejected. The Chief Deputy Returning Officer will endeavour to provide an explanation for why they are accepting or rejecting an In Person Ballot.
- 4.6.3 The Chief Deputy Returning Officer may contact the Returning Officer in Calgary to ask for advice on whether to accept or reject an In Person Ballot, to ensure consistency across all Polling Stations and the Count Centre.
- 4.6.4 Scrutineers will be informed when the Chief Deputy Returning Officer is making determinations on accepting or rejecting In Person Ballots. The Chief Deputy Returning Officer may ask Scrutineers for their opinion when making determinations but is under no obligation to do so.
- 4.6.5 Once the Chief Deputy Returning Officer has decided to accept or reject an In Person Ballot that decision is final and not subject to further appeal.
- 4.6.6 In Person Ballots accepted by the Chief Deputy Returning Officer will be counted at the Help Desk.
- 4.6.7 Scrutineers may register a final objection to the Chief Deputy Returning Officer's acceptance or rejection of an In Person Ballot. The Chief Deputy Returning Officer will keep a record of the objection, including the Scrutineer making the objection, with the In Person Ballot and store these

In Person Ballots in separate bins for sealing and storage once the count is complete.

## **Section 5 – Scrutineer Rules**

### **5.1 Overview**

- 5.1.1 Leadership Contestants are allowed to appoint Scrutineers to:
  - 5.1.1.1 represent the Leadership Contestant at the Verification Centre, in-person Polling Stations, and Count Centre;
  - 5.1.1.2 observe the verification, in-person voting, and counting process on the Leadership Contestant’s behalf.
- 5.1.2 Leadership Contestants will be held responsible for actions undertaken by a Scrutineer authorized to work on their behalf. The Returning Officer may take any steps deemed appropriate if a Scrutineer violates these Scrutineer Rules or any other applicable rules or directives, pursuant to section 14 of the Rules.
- 5.1.3 Scrutineers must present a “Scrutineer Authorization Form” signed by the Leadership Contestant they are representing.
- 5.1.4 There is one authorization form each for the Verification Centre, the Count Centre and in person Polling Stations. A person authorized to scrutineer at one location is not automatically authorized to scrutineer at another location.
- 5.1.5 Leadership Contestants are responsible for scheduling their own Scrutineers and ensuring they are aware of schedules, deadlines, and procedure. The Party is under no obligation to ensure Scrutineers are present at any time and will continue operations for the verification, in-person voting, and the count at the scheduled times regardless of whether a Leadership Contestant’s Scrutineers are present.
- 5.1.6 To be permitted in the verification and count room, Scrutineers must also provide a completed Scrutineer Confidentiality Agreement to obtain their scrutineer credentials from the Returning Officer. Scrutineer Confidentiality Agreements will be available when registering at the Verification, In-person Polling Station and/or Count.
- 5.1.7 Scrutineers are required to comply with the 2022 UCP Leadership Election Rules as applies to Scrutineers, the Verification Centre, in person Polling

Stations, and the Count Centre, these Scrutineer Rules, the UCP Code of Conduct, any directive and any applicable law.

- 5.1.8 The Returning Officer has the authority to remove any Scrutineer if, in the opinion of the Returning Officer that Scrutineer has failed to comply with these Scrutineer Rules or any other applicable Rules, directives, or laws.
- 5.1.9 If a Scrutineer is removed from the Verification Centre pursuant to these Procedures, the Leadership Contestant who they represent may appoint a replacement Scrutineer.
- 5.1.10 The Returning Officer has the absolute discretion to accept or reject a Postal Ballot Kit submission and the materials included therein, and accept or reject the included Postal Ballot. This decision is final and not subject to further appeal.

## **5.2 Rules and Process at the Verification Centre**

- 5.2.1 Leadership Contestants will be allowed to appoint up to four (4) Scrutineers to observe volunteers at the Verification Centre and up to two (2) Scrutineers to observe the Help Desk.
- 5.2.2 The Returning Officer may modify the number of Scrutineers allowed at each location at their discretion. Any changes to Scrutineer allotment will be communicated to Leadership Contestants as early as possible.
- 5.2.3 Upon arrival Scrutineers must register with the Returning Officer.
- 5.2.4 Scrutineers will be required to present the appropriate authorization form signed by the Leadership Contestant they are representing in order to register at the Verification Centre.
- 5.2.5 Scrutineers will be required to sign a confidentiality agreement provided upon arrival.
- 5.2.6 Scrutineers will be given a badge identifying them as a Scrutineer that must be worn for the duration of their time at the Verification Centre.
- 5.2.7 Scrutineers are not permitted to wear any campaign buttons, logos, t-shirts, or any materials that would identify their respective campaign.
- 5.2.8 Scrutineers may carry cell phones, laptops, tablets, and other communication devices at the Verification Centre. Calls cannot be conducted but Scrutineers may text and email.



- 5.2.9 Scrutineers may not take photographs or video at the Verification Centre.
- 5.2.10 Scrutineers may note the names of Electors whose ballots were rejected at the Help Desk and communicate this information back to their respective campaigns for GOTV purposes. Scrutineers cannot in any way discern and/or communicate the intentions of any Elector or Postal Ballot they observe during the Verification Process.
- 5.2.11 Scrutineers are free to move between verification tables and the Help Desk provided they are not interfering with any steps of the process or impeding volunteers.
- 5.2.12 No more than one Scrutineer per Leadership Contestant will be allowed to observe an individual volunteer or Help Desk staff at a time.
- 5.2.13 Scrutineers may not touch or otherwise handle Postal Ballot Kits, Ballot Secrecy Envelopes, verification laptops, verified identification, or any other materials present during the Verification Process.

### **5.3 Rules and Process at In-Person Polling Stations**

- 5.3.1 Leadership Contestants will be allowed to appoint up to four (4) Scrutineers to observe registration desks and one (1) Scrutineer to observe the Help Desk at each Polling Station.
- 5.3.2 The Chief Deputy Returning Officer may modify the number of Scrutineers allowed at each location at their discretion. Any changes to Scrutineer allotment will be communicated to Leadership Contestants as early as possible.
- 5.3.3 Upon arrival Scrutineers must register with the Chief Deputy Returning Officer.
- 5.3.4 Scrutineers will be required to present the appropriate authorization form signed by the Leadership Contestant they are representing in order to register at any Polling Station.
- 5.3.5 Scrutineers will be given a badge identifying them as a Scrutineer that must be worn for the duration of their time in the Polling Station.
- 5.3.6 Scrutineers are not permitted to wear any campaign buttons, logos, t-shirts, or any materials that would identify their respective campaign.

- 5.3.7 Scrutineers are not permitted to interact with Electors at the Polling Station. Scrutineers who repeatedly violate this rule will have their credentials revoked at the Chief Deputy Returning Officer's discretion.
- 5.3.8 Scrutineers may carry cell phones, laptops, tablets, and other communication devices at the Polling Station. Calls cannot be conducted but Scrutineers may text and email.
- 5.3.9 Scrutineers may not take photographs or video in the voting area at the Polling Station without prior authorization from the Chief Deputy Returning Officer.
- 5.3.10 Scrutineers may note the names of Electors who register and vote at the in-person Polling Station for GOTV purposes. Scrutineers cannot in any way discern and/or communicate the intentions of any Elector or In Person Ballot they observe during the registration and voting process.
- 5.3.11 Scrutineers are free to move between registration tables and the Help Desk provided they are not interfering with any steps of the process or impeding volunteers.
- 5.3.12 No more than one Scrutineer per Leadership Contestant will be allowed to observe an individual volunteer or Help Desk staff at a time.
- 5.3.13 Scrutineers may not touch or otherwise handle In Person Ballots, registration laptops, or any other materials present during in person registration and voting. .

## **5.4 Rules and Process during the Count**

- 5.4.1 Accepted Postal Ballots will be counted at the BMO Centre in Calgary on October 6, 2022.
- 5.4.2 In Person Ballots will be counted after the close of voting on October 6, 2022 at the same location as the Polling Station.
- 5.4.3 Only Scrutineers authorized to be in each location will be allowed into the count room.
- 5.4.4 Leadership Contestants will be allowed to appoint the following:
  - 5.4.4.1 Up to ten (10) Scrutineers to observe volunteers at the Count Centre in Calgary;

- 5.4.4.2 Up to two (2) Scrutineers to observe the Help Desk at the Count Centre in Calgary;
- 5.4.4.3 Up to four (4) Scrutineers to observe volunteers at each Polling Station; and
- 5.4.4.4 One (1) Scrutineer to observe the Help Desk at each Polling Station.
- 5.4.5 The Returning Officer may modify the number of Scrutineers allowed at each location at their discretion. Any changes to Scrutineer allotment will be communicated to Leadership Contestants as early as possible.
- 5.4.6 Subject to the exceptions below, all those participating in the count at the Count Centre in Calgary, whether they be a registered Scrutineer or volunteer, will be sequestered for the duration of the count until the results are announced. Only the Returning Officer, Deputy Returning Officer, UCP Executive Director, Party staff, and LEC Chair will be at liberty to enter/exit the count room.
- 5.4.7 Scrutineers at a Polling Station will be sequestered for the duration of the count in their location but will be able to leave when the count is complete.
- 5.4.8 Mobile devices including cell phones, smart watches, iPads, tablets, et al will be surrendered prior to the start of the count to ensure the secrecy of the results.
- 5.4.9 Scrutineers may not participate in the count, handle ballots, ballot boxes, computers, or any other materials used by volunteers to conduct the count.

## **Scrutineer Objections**

### **5.5 Verification Centre**

- 5.5.1 If a Scrutineer believes they may have observed an error or irregularity at any point during the Verification Process, they will state their objection to the volunteer, who will set the Postal Ballot Kit aside for the attention of the Returning Officer.
- 5.5.2 The Returning Officer will address the objection at the Help Desk. The Scrutineer making the objection may provide reasons for their objection but is under no obligation to do so. The Returning Officer may ask the Scrutineer

to provide reasons but is under no obligation to do so. If the Scrutineer who made the objection is unavailable or has left the Verification Centre, the Returning Officer does not have to wait to address the objection.

5.5.3 Scrutineers may object to the acceptance or rejection of a Postal Ballot Kit at the Help Desk.

5.5.3.1 If a Scrutineer wishes to register an objection to the Returning Officer then a record of such objection will be entered into the Objection Book maintained at the Help Desk.

5.5.3.2 For greater clarity: the Returning Officer has the absolute discretion to accept or reject a ballot, regardless of any remaining objections from Scrutineers. However, if a Scrutineer wishes to register an objection then the Returning Officer will note the objection in the Objections Book, the name of the Elector, the name of the Scrutineer making the objection, and the name of any Leadership Contestant on whose behalf an objection was made.

5.5.4 Scrutineers are not to disrupt or obstruct the Verification Process, and the Returning Officer's decision as to the validity of any objection is final and not subject to appeal.

## **5.6 In Person Polling Station**

5.6.1 If a Scrutineer believes they may have observed an error or irregularity at any point during the registration process at an in-person Polling Station, they will state their objection to the Chief Deputy Returning Officer.

5.6.2 The Chief Deputy Returning Officer will address the objection at the Help Desk. If a Scrutineer has made an objection they may provide reasons for their objection but is under no obligation to do so. The Chief Deputy Returning Officer is under no obligation to obtain reasons for an objection, particularly if the Scrutineer who made the objection is unavailable or has left the Polling Station, but may request further clarity from the Scrutineer, the Elector, or Help Desk personnel at their discretion.

5.6.3 Scrutineers may object to the Chief Deputy Returning Officer's decision to issue or not issue a ballot.

- 5.6.3.1 If a Scrutineer wishes to register an objection to the Chief Deputy Returning Officer then a record of such objection will be entered into the Objection Book maintained at the Help Desk.
- 5.6.3.2 For greater clarity: the Chief Deputy Returning Officer has the absolute discretion to issue or not issue a ballot, regardless of any remaining objections from Scrutineers. However, if a Scrutineer wishes to register an objection then the Chief Deputy Returning Officer will note the objection in the Objections Book, the name of the Elector, the name of the Scrutineer making the objection, and the name of any Leadership Contestant on whose behalf an objection was made.

## **5.7 Count**

- 5.7.1 If a Scrutineer believes that they may have observed an error or irregularity at any point during the count, they will state their objection to the counting volunteer, who will set the ballot aside for the attention of the Returning Officer to address the issue.
- 5.7.2 From time to time, the Returning Officer will collect escalated ballots for transfer to the Help Desk.
- 5.7.3 Sometime before the count is complete, the Returning Officer, or Chief Deputy Returning Officer in a Polling Station, will review all escalated ballots and make a determination about whether the ballot should be accepted or rejected. The Returning Officer will endeavour to provide an explanation for why they are accepting or rejecting a ballot.
- 5.7.4 Scrutineers will be informed when the Returning Officer is making determinations on accepting or rejecting ballots. The Returning Officer may ask Scrutineers for their opinion when making a determination but is under no obligation to do so.
- 5.7.5 Once the Returning Officer has decided to accept or reject a ballot, that decision is final and not subject to further appeal.
- 5.7.6 Ballots accepted by the Returning Officer will be counted at the Help Desk.
- 5.7.7 Scrutineers may register a final objection to the Returning Officer's acceptance or rejection of a ballot. The Returning Officer will keep a record

of the objection, including the Scrutineer making the objection, with the ballot and store these ballots in separate bins for sealing and storage once the count is complete.

## **Section 6 – Interpretation**

- 6.1 The Returning Officer, in consultation with the Chair of the LEC, is authorized to interpret these Procedures at his sole discretion. The Returning Officer's exercise of discretion and interpretation is final and not subject to any appeal.