

# REGIONAL DISTRICT OF CENTRAL OKANAGAN

## BYLAW NO. 1416

---

Being a bylaw to authorize an automated vote counting system and procedure

---

WHEREAS the under the *Local Government Act*, the Regional Board may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in elections or assent voting;

AND WHEREAS the Regional Board wishes to establish various procedures and requirements under that authority;

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in open meeting assembled enacts as follows:

### 1. DEFINITIONS

In this Bylaw, the following terms have the following meanings:

**Acceptable mark** means a completed oval which the vote counting unit is able to identify, which has been made by an elector in the space provided on the ballot opposite the name of any candidate or opposite either 'yes' or 'no' on any other voting question.

**Automated vote counting system** means a system that counts and records votes and processes and stores election or any voting results which comprises:

- (a) a number of ballot scan vote counting units, each of which rests on a ballot box for voted ballots; and
- (b) a number of portable ballot boxes into which voted ballots are deposited where a vote counting unit is not functioning or being used which will therefore be counted after the close of voting on general voting day.

**Ballot** means a single ballot card designed for use in an automated vote counting system, which shows:

- (a) the names of all of the candidates for each of the offices to be filled; and
- (b) all of the choices on all of the bylaws or other matters on which the opinion or assent of the electors is sought.

**Ballot return override procedure** means the use, by an election official, of a device on a vote counting unit, which causes the unit to accept a returned ballot.

**Election Headquarters** means the offices of the Regional District of Central Okanagan 1450 K.L.O. Road, Kelowna BC or other place designated for the local general election;

**Memory card** means a computer software cartridge which is inserted into the vote counting unit and into which is pre-programmed the names of all the candidates for each of the offices to be filled, and the alternatives of "yes" or "no" for each question on the ballot, and which records and retains information on the number of acceptable marks made for each.

**Portable Ballot Box** means a ballot box, for use in the election, where a vote counting unit is not being used at the time of voting.

**Results tape** means the printed record generated from a vote counting unit at the close of voting on general voting day, which shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for and against each bylaw or other matters on which the opinion or assent of the electors is sought.

**Returned ballot** means a voted ballot which was inserted into the vote counting unit, but which was not accepted and which was returned to the elector with an explanation of the ballot marking error which caused the ballot not to be accepted.

**Secrecy sleeve** means an open-ended folder or envelope used to cover ballots to conceal the choices made by each elector.

**Vote counting unit** means the device into which voted ballots are inserted and which scans each ballot and records the number of votes for each candidate and for and against each question on which the opinion or assent of the electors is sought.

## 2. USE OF VOTING MACHINES

- 2.1 The Regional Board hereby provides for the use of an automated vote counting system for the conduct of elections and voting on bylaws or other matters on which the opinion or assent of the electors is sought.

## 3. AUTOMATED VOTING PROCEDURES

- 3.1 The presiding election official for each voting place shall offer, and if requested, ensure that a demonstration of how to vote using a vote counting unit is provided to an elector, as soon as such elector enters the voting place and before a ballot is issued.
- 3.2 Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing ballots, who, upon fulfilment of the requirements of the *Local Government Act*, shall then provide a ballot to the elector, a secrecy sleeve if requested by the elector, the ballot marking instrument, and any further instructions the elector requests.
- 3.3 Upon receiving a ballot the elector shall immediately proceed to a voting compartment to vote.
- 3.4 The elector may vote only by making an acceptable mark on the ballot:
  - (a) beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each of the offices to be filled; and
  - (b) beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.

- 3.5 Once the elector has finished marking the ballot, the elector must either place the ballot into the secrecy sleeve, if one has been requested, or turn the ballot upside down and proceed to the vote counting unit, and under the supervision of the election official in attendance, insert the ballot directly, from the secrecy sleeve if applicable, into the vote counting unit without the acceptable marks on the ballot being exposed.
- 3.6 If, before inserting the ballot into the vote counting unit, an elector determines that a mistake has been made when marking the ballot, or if the ballot is returned by the vote counting unit, the elector may return to the voting compartment to correct the ballot or request a replacement ballot by informing the election official in attendance.
- 3.7 Upon being informed of the replacement ballot request, the presiding election official shall issue a replacement ballot to the elector and mark the returned ballot "spoiled" and shall retain all such spoiled ballots separately from all other ballots, and they shall not be counted.
- 3.8 If the elector declines the opportunity to obtain a replacement ballot and has not damaged the ballot to the extent that it cannot be reinserted into the vote counting unit, the election official shall, using the ballot return override procedure, reinsert the returned ballot into the vote counting unit to count any acceptable marks which have been made correctly.
- 3.9 Any ballot counted by the vote counting unit is valid and any acceptable marks contained on such ballots will be counted, subject to any determination made under a judicial recount.
- 3.10 Once the ballot has been inserted into the vote counting unit and the unit indicates that the ballot has been accepted, the elector must immediately leave the voting place.
- 3.11 During any period that a vote counting unit is not functioning, the election official supervising the unit shall insert all ballots delivered by the electors during this time, into a portable ballot box, on the understanding that if the vote counting unit:
  - (a) becomes operational, or
  - (b) is replaced with another vote counting unit,the ballots in the portable ballot box shall, as soon as reasonably possible, be removed by an election official and, under the supervision of the presiding election official, shall be inserted into the vote counting unit to be counted.
- 3.12 Any ballots which were temporarily stored in a portable ballot box during a period when the vote counting unit was not functioning, which are returned by the vote counting unit when being counted shall, through the use of the ballot return override procedure and under the supervision of the presiding election official, be reinserted into the vote counting unit to ensure that any acceptable marks are counted.

#### **4. ADVANCE VOTING OPPORUNITY PROCEDURES**

- 4.1 Vote counting units shall be used at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow, as closely as possible, those described in Section 3 of this Bylaw.
- 4.2 At the close of voting at each advance voting opportunity, the presiding election official in each case shall ensure that:
  - (a) no additional ballots are inserted in the vote counting unit;
  - (b) the storage ballot compartment is locked to prevent insertion of any ballots;
  - (c) the results tapes in the vote counting unit are not generated; and
  - (d) the memory card of the vote counting unit is secured.
- 4.3 At the close of voting at the final advance voting opportunity, the presiding election official shall:
  - (a) ensure that any remaining ballots in the portable ballot box are inserted into the vote counting unit;
  - (b) secure the vote counting unit so that no more ballots can be inserted; and
  - (c) deliver the vote counting unit together with the memory card and all other materials used in the election to the chief election officer at election headquarters.

#### **5. SPECIAL VOTING OPPORTUNITY PROCEDURES**

- 5.1 Unless the chief election officer determines it is practical to use a vote counting unit, a portable ballot box as defined herein, shall be used for all special voting opportunities. The presiding election official appointed to attend at each special voting opportunity shall proceed in accordance with Sections 3.2, 3.3, 3.4 and 3.5 of this Bylaw so far as applicable, except that the voted ballots shall be deposited into the portable ballot box supplied by the presiding election official.
- 5.2 The presiding election official at a special voting opportunity shall ensure that the portable ballot box is secured when not in use and at the close of voting at the final special voting opportunity, the presiding election official shall seal the portable ballot box and return it together with all other election materials to the custody of the chief election officer.
- 5.3 If a vote counting unit is in use at a special voting opportunity, the presiding election official appointed to attend the special voting opportunity shall follow the procedures outlined in Section 4 of this Bylaw as if it were an advance voting opportunity.

#### **6. PROCEDURES AFTER CLOSE OF VOTING ON GENERAL VOTING DAY**

- 6.1 After the close of voting on general voting day, each presiding election official, except those responsible for advance and special voting opportunities, shall undertake all of the following, generally in the order stipulated:
  - (a) ensure that any remaining ballots in the portable ballot box are inserted into the vote counting unit;

- (b) secure the vote counting unit so that no more ballots can be inserted;
  - (c) generate three copies of the results tape from the vote counting unit;
  - (d) telephone the result to election headquarters immediately;
  - (e) account for the unused, spoiled and voted ballots and place them, packaged and sealed separately, together with the memory card from the vote counting unit and one copy of the results tape, into the ballots and results box;
  - (f) complete the ballot account and place the duplicate copy in the ballots and results box;
  - (g) seal the ballots and results box;
  - (h) place the voting books, list of electors, the original copy of the ballot account, one copy of the results tape, keys, completed administrative forms into the election materials box; and
  - (i) deliver, or have available for pick-up, the sealed ballots and results box, vote counting unit and the election materials box to the chief election officer at election headquarters.
- 6.2 At the close of voting on general voting day, the chief election officer shall direct the presiding election official for the advance voting opportunity and any special voting opportunities where vote counting units were used, to proceed in accordance with Section 6.1 of this Bylaw.
- 6.3 All portable ballot boxes used in the election will be opened, under the direction of the chief election officer, at the close of voting on general voting day and all ballots shall be removed and inserted into a vote counting unit to be counted, after which the provision of Sections 6.1 (a) to (h), so far as applicable, shall apply.
- 6.4 Upon the fulfilment of the provisions of Section 6.1 to 6.3 inclusive, the chief election officer shall, to obtain the election results, direct an election official to place the results in a spreadsheet, which may be used for display at 1450 K.L.O. Road, Kelowna, BC, indicating the total results.

## **7. RECOUNT PROCEDURE**

- 7.1 If a recount is requested by a candidate after the preliminary election results are announced, it shall be conducted under the direction of the chief election officer using the automated vote counting system and generally in accordance with the following procedure:
- (a) the memory cards of all vote counting units will be cleared;
  - (b) a vote counting unit will be designated for each voting place;
  - (c) all voted ballots will be removed from the sealed election materials boxes, except spoiled ballots, and reinserted in the appropriate vote counting unit under the supervision of the chief election officer;
  - (d) any ballots returned by the vote counting unit during the recount process shall, through the use of the ballot return override procedure, be reinserted in the vote counting unit to ensure that any acceptable marks are counted; and
  - (e) to obtain election results, the chief or deputy chief election officer shall place the results of each voting place on spreadsheets so as to tally the total election results.

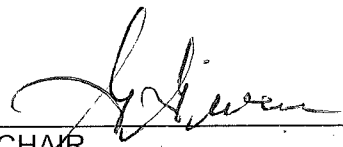
**8. REPEAL**

"Regional District of Central Okanagan Automated Voting Machines Authorization and Procedures Bylaw No. 815, 1999" is hereby repealed.

**9. CITATION**

This bylaw may be cited as the "Regional District of Central Okanagan Automated Vote Counting System Authorization and Procedure Bylaw No. 1416, 2018".

READ A FIRST TIME THIS	26 <sup>th</sup>	DAY OF	March	2018
READ A SECOND TIME THIS	26 <sup>th</sup>	DAY OF	March	2018
READ A THIRD TIME THIS	26 <sup>th</sup>	DAY OF	March	2018
ADOPTED THIS	26 <sup>th</sup>	DAY OF	March	2018

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1416 cited as the "Regional District of Central Okanagan Automated Vote Counting System Authorization and Procedure Bylaw No. 1416, 2018" as adopted by the Regional Board on the 26<sup>th</sup> day of March 2018.

Dated at Kelowna, BC this  
26<sup>th</sup> day of March 2018

  
\_\_\_\_\_  
DIRECTOR OF CORPORATE SERVICES