



DUTIES OF TALLY CLERKS

**2011
GENERAL ELECTIONS**

DUTIES OF TALLY CLERKS – LOCAL ELECTORAL DISTRICT

Tally Clerks are appointed to record each vote that is called by the Returning Officer for the Local Electoral District and the Counting Officer for the Territorial District.

Tallies are done in batches of 20. That is, Tally Clerks will be required to inform the Returning Officer when the first candidate obtains 20 votes by saying “Tally”. The Returning Officer will verify the scores for the candidates among the Tally Clerks before making an announcement and continuing with the count.

Tally Clerks may also be called upon to assist with the performance of any of the following duties:

- Record each vote and totals on the black board in respect of each tally.
- Place votes for each candidate in designated bins during tally. Group votes for each candidate (with a binder/paperclip) at the end of each tally.
- Place votes for each candidate in respective envelopes at the end of the count for the respective polling division.
- Place rejected ballots in the designated envelope.
- At the end of the count, in addition to the Returning Officer and other witnesses present, sign your name on the envelope designated for the votes for each candidate.