

## **DUTIES OF THE DEPUTY RETURNING OFFICERS (DRO)**

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1. Attend the Training Session at a time and location scheduled by the Clerk
2. Take an “Oath of Office” & “Oath of Secrecy”
3. Review and become familiar with the election procedures before election day
4. Arrive at the Voting Place at 5:00 p.m. and set up counting station i.e. count ballots, seal ballot box etc...
5. Administer the Oath or Affirmation of Secrecy to scrutineers and candidates in the Counting Place.
6. Maintain order in the Counting Place
7. Assist the Election Official, to count ballots and record all required information
8. Balance the Vote
9. Seal the Ballot Box at the close of the Vote to ensure that all forms/materials that should be placed in the box are so placed. All forms are to be returned to the Clerk at the close of the vote – the “Original Statement of Deputy Returning Officer” **MUST NOT** be put in the ballot box
10. Ensure election results and related information are delivered to the Clerk in the form and manner instructed
11. Remove all election material from Voting Place