

Community Election Officials	Policy	E1
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What is the policy?

This policy outlines procedures for appointing election officials and minimum amounts to be paid to election officials.

Community election officials, both a senior election official (SEO) and assistant SEO, must be appointed by council bylaw per subsection 94(1) of The Northern Affairs Act and section 9 of the Community Councils Election regulation. This bylaw is included as Appendix E1-A Election Officials Appointment Bylaw.

Election officials are paid at the rate(s) determined by the council that is not less than minimum wage. If council chooses to pay higher than minimum wage then the higher hourly rate must be stated in the bylaw. The council may wish to set a flat rate per day as opposed to an hourly rate or one lump sum payment. Day/days is defined on an accumulative basis of a normal eight-hour work period.

- **SEO**
The normal functions require 1.5 days where there is an acclamation, and up to five days otherwise.
- **Assistant SEO**
The normal functions of an assistant SEO would require from 1.5 to three days depending on whether an enumeration is conducted or not.
- **Voting Official**
The voting official must be paid an hourly rate. Voting officials are appointed by the SEO to assist at the voting station at election time. The assistant SEO may be asked to act as voting official by the SEO, if deemed necessary.
- Where one official is required to fulfil the duties of another official, the rate of pay must be in accordance with the position filled.
- Remuneration is payable by the council when the election official has **completed all** official election duties.
- Any cost incurred by election officials through official duties are submitted to the council through the community administrative officer for approval and payment.

Community responsibilities

- Ensure election officials are in place to conduct regular elections and any by-elections.
- Amend the existing bylaw or pass a new bylaw to replace an election official or fill a vacancy. A sample advertisement for each election official position is included (see Appendix E1-B Sample Advertisement) to assist council when filling a vacancy.
- Maintain appropriate records and issue payment in accordance with this policy.

Other information

- Appendix E1-A Election Officials Appointment Bylaw
- Appendix E1-B Sample Advertisement:
 - Senior Election Official
 - Assistant Senior Election Official