

The 10-step Proxy Process:

Please Follow this Step-By-Step Process in Sequence as Described Below

- (1) An applicant voter will pick up one each of a PROXY CERTIFICATE APPLICATION FORM FOR THE ELECTION OF: "MAYOR" & "COUNCILLOR" (the "application forms") from the office of the Returning Officer.
- (2) The voter fills out both application forms (the "forms"), and then signs it in front of any witness, other than the proxy voter. (In other words, the Proxy voter cannot sign as witness). The witness can be the Returning Officer or another election official, or another person who is not an election official. Then the witness signs the forms after the applicant voter signs them. It is best to fill out the forms in front of an election official, in case the applicant voter has any questions, and also to make sure the forms are filled out correctly.
- (3) The Returning Officer or election official gives the forms to the applicant voter, and instructs the applicant voter to give the forms to their proxy voter to sign. A witness other than the applicant voter, signs the forms, immediately after the proxy voter signs it. Remember, the witness needs to watch or witness the proxy voter signing the forms. Once again, the witness cannot be the applicant voter.
- (4) The applicant voter or proxy voter submits the completed and signed forms to the Returning Officer no later than 3:00pm on _____, 20__, which is the 5th day before the election.
- (5) The Returning Officer makes a photocopy of the original application forms, and signs both forms in the designated area on the bottom of the forms. The Returning Officer also writes the date and time the forms were received from the applicant voter in the allotted space next to their signature. Following this formality, the Returning Officer gives the signed photocopied forms with the date and time received, to the applicant voter, and instructs the applicant voter to give this copy to their proxy voter, and to tell the proxy voter to bring these forms to the polling station on advance voting day or on Election Day.
- (6) The Returning Officer records who the applicant voter and proxy voter are, and provides a list of these people to the election staff, so they know who has authorized a proxy voter. Keep the original signed and dated forms for your records, and bring them to the applicant voter's polling station on advance voting day and the day of the election.
- (7) On Election Day or advance voting day, the proxy voter brings the forms to the poll the voter is registered at, and gives it to the Deputy Returning Officer (the "DRO").
- (8) The DRO instructs the proxy to fill out and sign Form 8: Declaration of Proxy voter, which is located on the bottom half of both forms. The Form 8 declaration enables the proxy voter to vote at the election for and in the place of the applicant voter. After the proxy voter signs Form 8, then the DRO also signs Form 8, and gives the form to the Returning Officer.
- (9) In the Voters' Register, the election clerk will write down that the applicant voter voted via a proxy voter, and also write the name of the proxy.
- (10) The named proxy voter then votes during the advance vote or on Election Day on behalf of the applicant voter.