

Election official roles in non-technology voting places

Ballot Issuing Officer (BIO)

Work days:	Final voting (1 day of work)
Hours of Work:	1 hour online training 3.5 hours classroom training 14 hours on Final Voting Day (approximately 7:00 a.m. to 9:00 p.m.)
Training fee:	\$18 for online training \$62 for classroom training
Cell phone fee:	Flat rate of \$15
Daily Rate:	\$325 for the day

BIOs working in non-technology-enabled voting places on Final Voting Day administer voting at a voting station with a ballot box. They issue ballots to voters, account for and secure all voting materials, and conduct initial count at the end of Final Voting Day. There are two BIOs per voting station.

Working in a team of two BIOs, you will:

- Receive and store supplies required to set up the voting station
- Set up the voting station before voting starts on Final Voting Day
- Administer solemn declarations
- Check voter identification
- Ensure the voting book is appropriately marked and signed by voters
- Register and update voter information
- Sort and file voting materials in the document envelope
- Announce each voter's name and their voter number
- Issue ballots and instruct voters on how to mark and fold ballots
- Receive marked ballots from voters
- Serve all voters in a friendly and efficient manner
- Consider ballots and count votes after the close of voting
- Account for ballots and certification envelopes
- Complete initial count reconciliation forms
- Report results at the close of voting
- Close the voting place and pack up all materials
- Return materials to the District Electoral Officer at the district electoral office

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Working conditions

- Hours of work are long. BIOs must arrive early to set up their voting station, administer voting for at least 12 hours, and then conduct the initial count of ballots at the close of voting.
- BIOs will be given meal breaks and will leave their voting station to eat.
- BIOs must bring their own non-perishable meals and beverages. No cooking or refrigeration facilities will be supplied.
- BIOs sit for long periods. They should dress comfortably but neatly. They may wish to bring a cushion, warm clothing and a lap blanket.
- BIOs may transport supplies to/from the district electoral office and the voting place, secure and store ballots and other voting materials for their voting place, and perform other tasks as assigned by the District Electoral Officer (DEO).
- BIOs may be required to have access to an insured vehicle in good working order to perform this work. Mileage for the performance of duties will be reimbursed in accordance with Elections BC policy.
- BIOs must have use of a cell phone to perform their duties. Long distance charges will be reimbursed in accordance with Elections BC policy, with a receipt.

To work as a BIO, you must have:

- basic English literacy and language skills; fluency in a second language may be beneficial
- ability to be and be perceived by others as a non-partisan representative of Elections BC
- patience when interacting with a variety of people during a long day
- organizational skills and experience
- ability to identify and verify identification provided by a voter via hard copy or mobile device
- ability to follow directions, instructions or checklists and complete repetitive tasks
- excellent verbal communication skills to welcome and provide instructions to voters
- willingness to take responsibility for the ballot box and voting material
- good interpersonal skills to provide customer service and treat voters with respect
- basic numeracy and analytical skills
- good attention to detail
- problem-solving skills to understand, analyze and resolve issues efficiently
- ability to complete paper forms correctly with clear and legible handwriting
- ability to work for long stretches of time
- access to a cell phone
- BIOs may require access to a vehicle to transport supplies and voting equipment.

Election official roles in non-technology voting places

Information Officer (IO)

Work days:	Final voting (1 day of work)
Hours of Work:	1 hour online training 3.5 hours classroom training 14 hours on Final Voting Day (approximately 7:00 a.m. to 9:00 p.m.)
Training fee:	\$18 for online training \$62 for classroom training
Daily Rate:	\$310 for the day

IOs greet voters, place signs and ensure the efficient direction of people and vehicles at a voting place. The IO is the first election official who voters meet when they arrive to vote. IOs guide voters to the correct voting station and answer their questions.

IOs manage line-ups of voters, assist voters with support needs, and ensure signage is adequate and visible during the entire voting period.

As an IO, you will:

- Set up the voting place and put up signs, ensuring the voting place is clearly identified.
- Manage lineups outside the voting place entrance and inside the voting place.
- Greet voters and confirm they have acceptable identification.
- Answer questions and direct voters within the voting place in a friendly and efficient manner.
- Ensure no voter wears any political badge or carries any political material into the voting place.
- Provide information to voters about voting and identification requirements.
- Respectfully assist voters with support needs.
- Direct parking, if required.
- Close the voting place and pack up all materials.

Working conditions

- IOs must arrive early to set up the voting place and work on their feet for at least 12 hours.
- IOs will be given meal breaks and will leave their station to eat.
- IOs must bring their own non-perishable meals and beverages. No cooking or refrigeration facilities will be supplied.
- As the IO may be required to direct traffic in the parking lot or may be located at the entrance to the voting place, they should dress for the weather (e.g. bring an umbrella, weather-resistant outerwear, and/or sunscreen)

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- As this role requires long periods of standing, IOs should wear comfortable, weather-resistant footwear.

To work as an IO, you must have:

- basic English literacy and language skills; fluency in a second language may be beneficial
- ability to be and be perceived by others as a non-partisan representative of Elections BC
- ability to identify and verify identification provided by a voter via hard copy or mobile device
- ability to learn quickly, follow directions, and complete repetitive duties
- ability to multi-task and be organized
- excellent verbal communication skills and good interpersonal skills to provide customer service and treat voters with respect
- patience when interacting with a variety of people during a long day
- ability to stand for long stretches of time
- experience assisting individuals with support needs is an asset