COMMON TRAINING

ALL TRAINING LEVELS

INSTRUCTIONAL GUIDE

SECTION 6

EO MX01.01F – PARTICIPATE IN AN ELECTION

Total Time: One session = 90 min

PREPARATION

PRE-LESSON INSTRUCTIONS

This IG supports EO MX01.01F (Participate in an Election) located in A-CR-CCP-801/PG-001, *Royal Canadian Air Cadets Proficiency Level One Qualification Standard and Plan*, Chapter 4.

In coordination with the appropriate authority, select a decision or appointment to be made democratically by the corps / squadron, such as the inventory of the canteen, the cadet representative to the officer cadre, or the destination for a year-end trip.

Complete a process with the appropriate authority to select up to four candidates for the election or up to four options for the referendum (unless it is a yes / no question). Referendum options selected should have wide support throughout the corps / squadron, ensuring that campaign teams are equally motivated and that cadets must decide between compelling options.

Arrange for and brief two assistant instructors to conduct simultaneous activities with groups of cadets.

Prepare the required resources:

- materials required for the roles and processes described in the Guide for Election Officials located at Annex B for each polling station (one station per 20 cadets), to include:
    - two copies of the Guide for Election Officials located at Annex B,
    - one box with a slot or opening in the top, to act as a ballot box,
    - sufficient tape to seal the ballot box,
    - one presentation board, or cut open box, to act as a voting screen,
    - two pencils,
    - one ruler,
    - one 8.5” by 11” envelope, marked “Spoiled Ballots,” and
    - materials located at Annex C (Referendum) or Annex D (Election), to include:
        - 23 ballots,
        - one copy of the Official Statement of the Vote form,
        - one copy of the Tally Sheet;

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- flipchart paper or other method of displaying the reflection questions included in Annex A;
- materials for creating campaign items, including flipchart paper, markers, and flagging tape; and
- a nominal roll of all cadets to act as the list of electors.

To make a more realistic simulation, resources, such as a ballot box, voting screen, and seals, may be ordered from Elections Canada (elections.ca) at 1-800-463-6868.

PRE-LESSON ASSIGNMENT

Nil.

APPROACH

A practical activity was chosen for this lesson as a fun and interactive way to build on the cadets' knowledge of citizenship.

INTRODUCTION

REVIEW

Nil.

OBJECTIVES

By the end of this session the cadets shall have participated in a democratic process.

IMPORTANCE

It is important for cadets to participate in an election as part of being a good citizen is having an appreciation for and awareness of the democratic process.

ACTIVITY

1. Divide the cadets into three groups. Phase One / Green Star / Proficiency Level One and Phase Two / Red Star / Proficiency Level Two cadets will form "the electorate," Phase Three / Silver Star / Proficiency Level Three cadets will form "the campaigners," and Phase Four / Gold Star / Proficiency Level Four cadets will form "the election officials." A ratio of 15 cadets per three campaigners and per two election officials is ideal.



The grouping of cadets may be modified to meet individual corps / squadron requirements. For example, cadets may be moved between groups, despite their phase / star / proficiency level, to meet the 15 : 3 : 2 ratio. If there are not enough cadets to form all three groups, adult staff may be used to fill the role of campaigners.

2. Conduct the election as per the Election Instructions located at Annex A.



In this election, the instructor will be filling the role of Returning Officer, the official in charge of ensuring the election is carried out properly and providing materials.

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CONCLUSION

METHOD OF EVALUATION

Nil.

CLOSING STATEMENT

It is important for cadets to participate in an election, as part of being a good citizen is having an appreciation for and awareness of the democratic process.

INSTRUCTOR NOTES / REMARKS

There are numerous potential leadership opportunities for cadets when conducting an election session, such as:

- Phase Three / Silver Star / Proficiency Level Three, Phase Four / Gold Star / Proficiency Level Four, and Phase Five / Master Cadet / Proficiency Level Five cadets may complete leadership assignments, such as leading a campaign team, in accordance with POs 303 (Perform the Role of a Team Leader), 403 (Act as a Team Leader), and 503 (Lead Cadet Activities); and
- Phase Five / Master Cadet / Proficiency Level Five cadets may plan, prepare and conduct the session as a leadership project in accordance with PO 503 (Lead Cadet Activities).

Two assistant instructors are required for this lesson.

REFERENCES

Elections Canada. (2010). *Canada at the Polls!* Retrieved March 13, 2013, from http://elections.ca/content.aspx?section=vot&dir=yth/stu/gui&document=index&lang=e.

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ELECTION INSTRUCTIONS

STEP 1: PREPARATION		TIME: 25 MIN
ELECTORATE (YEARS 1 & 2)	**CAMPAIGNERS (YEAR 3)**	**ELECTION OFFICIALS (YEAR 4)**
Conduct an activity to stimulate an interest in democratic decision making, such as participating in: • a presentation by a guest speaker as per MX01.01B (Attend a presentation by a Community Organization) or MX01.01C (Attend a Presentation by a Citizen-of-Interest), such as an Elections Canada official, a former political candidate, or a former campaign worker; • related Heritage Minutes video activities as per EO MX01.01G (Participate in Heritage Minutes Video Activities), such as *Nellie McClung, Responsible Government* or *Baldwin & LaFontaine*; and • relevant learning stations as per EO MX01.01H (Participate in Citizenship Learning Stations).	Prepare the campaigners to present their positions to the corps / squadron by: 1. forming one campaign team per candidate and assigning candidates to those teams if an election is being conducted, forming two teams and assigning “yes” and “no” positions if a referendum is to be conducted on a yes / no question, allowing the cadets to form teams for their desired option if a referendum is to be conducted on an open-ended question; 2. having the teams form a platform, including details on their option or candidate and points on why the candidate or option is the most desirable; and 3. having the teams plan a campaign, including a presentation to the electorate.	Prepare the election officials to fill their role, by: 1. grouping the cadets into teams of two, one cadet filling the role of Deputy Returning Officer and the other Poll Clerk; 2. reviewing the roles and administering the oaths of office as per the Guide for Election Officials located at Annex B; 3. reviewing the importance for strict impartiality by election officials — while they may have a position on the election / referendum, they must appear to be completely neutral (eg, they may not discuss the election / referendum, support a candidate or campaign, or otherwise allow for their preference to be known) — thereby helping to ensure that electors and campaigners have faith in the process and outcome; 4. assigning a portion of the corps / squadron to each station by name (eg, A–H at Polling Station 1, I–M at Polling Station 2, etc.), providing the appropriate nominal roll to each station, and labeling the ballot box appropriately, if there is a need for more than one polling station; and 5. having the cadets begin to set up polling stations as per the Guide for Election Officials located at Annex B.
STEP 2: CAMPAIGN		**TIME: 20 MIN**
ELECTORATE (YEARS 1 & 2)	**CAMPAIGNERS (YEAR 3)**	**ELECTION OFFICIALS (YEAR 4)**
Have the campaign teams present their platforms to the corps / squadron, allowing equal time for each. Campaign teams may also distribute materials or methods of identifying their supporters, such as coloured flagging tape or signs. Election officials will observe the campaign activities, but, as discussed above, may not participate nor show support for any campaign.		
STEP 3: VOTE		**TIME: 15 MIN**
ELECTORATE (YEARS 1 & 2)	**CAMPAIGNERS (YEAR 3)**	**ELECTION OFFICIALS (YEAR 4)**
Have the cadets filling the role of election officials administer the polling station for the corps / squadron as per the Guide for Election Officials located at Annex B. Have the election officials vote just before opening the polling station to the corps / squadron.		

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One representative from each campaign may act as a scrutineer after taking the required oath (administered by the Deputy Returning Officer as per the handout located at Annex B) by observing the administration of a polling station. Campaigners may also continue to lobby cadets not attending the polling station.

STEP 4: TABULATION AND REFLECTION		**TIME: 15 MIN**
ELECTORATE (YEARS 1 & 2)	**CAMPAIGNERS (YEAR 3)**	**ELECTION OFFICIALS (YEAR 4)**
Prompt reflection on the process by posing the following questions to the group to bring about understanding of the variety of decision-making processes used by citizens during elections and of the importance of the secret ballot to fair elections: Q1. What did you base your decision on? Q2. What role did the campaigns play in your decision? Q3. How did you find the voting process? Q4. At one time, citizens voted by standing up in front of a big crowd and announcing who they were voting for. How might this have affected how people voted?	Conduct a group discussion to draw awareness to the following points: • campaign teams must present a united front, even if that means hiding their individual beliefs; • creating a platform requires compromise and is a blend of different beliefs; and • joining a campaign can be an interesting way to get involved in an election. **Suggested Questions:** Q1. What did you learn from the campaign process? Q2. Did you find it difficult to reach a collective platform? Q3. In supporting the campaign team, did you find that you ever had to express support for a position that you, personally, did not support? How did you feel about that? Q4. Do you plan to get involved in a campaign during the next election / referendum? Why or why not?	Tabulate the ballots as per the Guide for Election Officials located at Annex B;

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STEP 5: RESULTS, DE-BRIEF, AND REFLECTION		TIME: 10 MIN
ELECTORATE (YEARS 1 & 2)	**CAMPAIGNERS (YEAR 3)**	**ELECTION OFFICIALS (YEAR 4)**
Announce the results and declare the candidate / option with the plurality (greatest number) of votes selected.		
Complete the following steps to debrief the cadets and link the election to Canadian elections: 1. provide time for the campaign team with a plurality to thank the electorate and the other campaign teams, 2. explain that this process is similar to that which is conducted to elect members of parliament, 3. identify the riding(s) relevant to the corps / squadron and the respective member(s) of parliament, and 4. note that all Canadian citizens age 18 or over may participate in those elections.		Conduct a discussion to bring out the following points: 1. election officials, like public servants more generally, must give up some of their rights in order to maintain the impartiality of democratic processes; and 2. election officials play a key role in ensuring the fairness of elections by following a set of clear procedures that allow for results to be verified and trusted. **Suggested Questions:** Q1. What did you observe about the election process? Q2. How did you feel about remaining impartial throughout the election? Q3. Would you be interested in performing this role again? Why or why not?

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GUIDE FOR ELECTION OFFICIALS

OATH OF OFFICE

This oath will be administered by the Returning Officer to the DRO and PC before they begin performing their duties.

I solemnly affirm that:

– I am a member of _____ (give the name of the corps / squadron);

– I will act faithfully without partiality, fear, favour or affection and in every respect according to the law;

– at the polling station, I will maintain the secrecy of the vote.

ROLE DESCRIPTION AND CHECKLIST FOR THE DEPUTY RETURNING OFFICER

- Take the required oath as per the note box above.

Prepare the Polling Station

With the Poll Clerk, the Deputy Returning Officer shall:

- set up the polling station with the necessary materials as per Figure A-1;
- count the ballots provided by the Returning Officer;
- enter the number of ballots provided into the appropriate place on the Official Record of the Vote; and
- place their initials on the back of all ballots.

Figure FB-1 Layout of a Polling Station

LAYOUT OF A POLLING STATION

Figure A-1 demonstrates a suggested layout for a polling station. The table for the campaign representatives is not required. If supplies permit, all material may be placed on a single table.

Administer the Voting Process

To open the polling station, the DRO shall:

- Administer the following oath to campaign representatives: *I solemnly affirm that: I will maintain the secrecy of the vote; I will not interfere with the marking of a ballot by any voter nor ask any voter how they are about to vote or have voted; and I will not induce a voter to show a marked ballot to any person*; and
- show all present that the ballot box is empty and seal it.

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When an elector comes to vote, the DRO shall:

- ensure the DRO's initials are placed on the ballot paper, fold it twice as per Figure A-2, and present it to the elector with instructions to: go behind the voting screen, mark the circle opposite their choice (or, if using a write-in ballot, write their choice in the space provided), and return it folded the same way;
- check that the DRO's initials are on the ballot returned by the elector and return it to the elector with instructions to place it in the ballot box;
- if an elector indicates they have made a mistake, receive the spoiled ballot, place it in the envelope of spoiled ballots, and issue a new ballot to the elector;
- if an elector requires assistance to vote, provide assistance in such a way that the privacy of the vote is maintained (eg, instead of asking "who would you like to vote for?" ask the voter to point or write down the name of the person) and that it is done within full view of the Poll Clerk; and
- after voting, make sure the poll clerk places "V," for voted, next to the elector's name on the voters' list.

Figure FB-2 Folding a Ballot

Count the Votes

After voting is completed, counting of the ballots will commence. Only the DRO may handle ballots. The DRO shall:

- empty the contents of the ballot box onto the table;
- one by one, check each ballot for their initials, unfold, call out the name of the candidate or option that has been marked, and show the ballot to the candidates' representatives and to the poll clerk, who records the votes on a tally sheet;
- if a ballot does not clearly reflect a voter's intention or includes identifying information (eg, name or initials), declare that ballot rejected;
- place the ballots in piles, one for each candidate or option, with separate piles for rejected or spoiled ballots; and
- once counting is completed, complete the official statement of the vote.

ACCEPTABLE BALLOTS		UNACCEPTABLE (REJECTED) BALLOTS
Ballots marked with cross (X) or other symbol		Ballots not supplied by the Deputy Returning Officer (initials not present on back)
Ballots marked with a pencil or pen different than which was provided		Ballots not marked
Ballots where the mark leaves the circle		Ballots with a mark in the circle for more than one candidate (including if candidates appear to be ranked)
Ballots where the circle has been completely, or partially, shaded in		Ballots marked or written on by an elector in such a way that the elector could be identified
For write-in ballots, ballots with only part of the option as long as it is possible to determine the intended option		Ballots not marked in any of the circles

ROLE DESCRIPTION AND CHECKLIST FOR THE POLL CLERK

- Take the required oath as per the note box above.

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Open the Polling Station

The Poll Clerk (PC) shall assist the DRO in setting up the polling station as per above.

Administer the Voting Process

After assisting the DRO in opening the polling station, the PC will process electors. When an elector comes to vote, the PC shall:

- have the elector state their name and division / platoon / flight;
- locate the elector's name on the list and draw a line through the entry; and
- once the elector has exercised their right to vote, place a V for "voted" next to the elector's name on the list.

Count the Votes

After voting has concluded, the PC shall:

- keep a tally of the votes cast as the DRO calls out the candidate or option selected using the tally sheet;
- report the total votes cast to the DRO; and
- assist the DRO in completing the Official Record of the Vote.

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MATERIALS FOR A REFERENDUM

If you are conducting an election, to select a candidate for a position, see the materials at Annex D.

Ballot for a Referendum with a “Yes” or “No” Question

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Ballot for a Referendum with Options

Before reproducing the ballots, cut out the ballot, write in the question and options, and, if necessary, cut to modify the ballot for two or three options.

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Write-in Ballot for a Referendum

If time does not permit for sufficient ballots to be prepared, a write-in ballot may be used. Post a list of options at the polling station and on the back of the voting screen, and provide the ballot below to electors.

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Referendum Tally Sheet

	OPTION					OPTION					OPTION					OPTION					OPTION					
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10																										**10**
15																										**15**
20																										**20**
25																										**25**
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MATERIALS FOR AN ELECTION

Ballot for an Election

Before reproducing, cut out the ballot, write in the candidate names, and, if necessary, cut to modify the ballot for two or three options.

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Write-in Ballot for an Election

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Election Tally Sheet

	CANDIDATE					CANDIDATE					CANDIDATE					CANDIDATE					CANDIDATE					
5																									**5**
10																									**10**
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20																									**20**
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