

DRO APPOINTMENTS & RESPONSIBILITIES

INTRODUCTION

The [Code](#) authorizes the Board to conduct various votes involving employees, trade unions and employers. The Director of Settlement is the Chief Returning Officer for the Board. Usually the Director appoints a Labour Relations Officer as the Returning Officer for each vote. The Returning Officer in turn may appoint a Deputy Returning Officer (DRO) to conduct or assist in a vote. With prior approval from the Returning Officer, the DRO can appoint a Poll Clerk to assist in a large vote.

Deputy Returning Officers conduct votes on an as-needed basis. They also post notices and deliver materials for the Board. There are 28 DROs located in various parts of Alberta.

This policy includes information about:

- appointments;
- responsibilities;
- conflict of interest;
- replacement of Deputy Returning Officers;
- training; and
- remuneration.

APPOINTMENT

The Board appoints Deputy Returning Officers on an annual basis. In order for them to perform their duties on the Board's behalf, the Chair designates them as officers of the Board. They are not employees of the Board.

RESPONSIBILITIES

Deputy Returning Officers are responsible for ensuring they have adequate supplies for conducting votes. The Board issues a kit of materials and supplies to each Deputy Returning Officer when appointed. See: [[Employee Vote Procedures, Chapter 28\(f\)](#)]. If they require additional supplies, they contact the Administration Clerk in Edmonton.

The Board assigns a Deputy Returning Officer to a specific region. When requested by the Returning Officer, each Deputy Returning Officer is responsible for the conduct of votes scheduled

in that region. Deputy Returning Officers are responsible for locating and training Poll Clerks and acting DROs to assist in conducting large votes. They must arrange for an Acting Deputy Returning Officer during any absence and advise the Board of the name of this replacement.

Deputy Returning Officers must subscribe to an Oath of Office at the time of their appointment. Poll Clerks must subscribe to such an Oath as well in the presence of the DRO, prior to the commencement of the first vote in which they participate. The forms for this purpose are included in the DRO supply kits.

CONFLICT OF INTEREST

Prior to conducting a vote, the DRO or assisting Poll Clerk must ensure they do not have a conflict of interest in participating in the vote.

The Board considers a DRO or Poll Clerk to have a direct or indirect conflict of interest if he or she or any immediate family member is in the employ of either party to the vote. If a DRO or Poll Clerk has any kind of association with an affected party, they should disqualify themselves. This will ensure Board votes are conducted in a proper and unbiased manner.

The DRO must report any conflict of interest to the Returning Officer when assigned to conduct a vote. The Returning Officer will then assign another DRO to conduct the vote. If a Poll Clerk reports a conflict of interest on assignment to a vote, the DRO is to arrange for an alternate Poll Clerk.

REPLACEMENT OF A DEPUTY RETURNING OFFICER

The Director of Settlement or his/her designate is responsible for the recruitment, appointment and training of DROs on behalf of the Board. Where a DRO vacancy occurs, the Director of Settlement should:

- ask the retiring DRO to recommend a suitable replacement;
- contact the province's Chief Electoral Office for names of potential candidates;
- contact the city/town/municipal Clerk's Office in the vacant region for names of potential candidates;
- establish contact with potential candidates, discuss the duties of the position and determine their suitability for appointment (the primary DRO qualifications are vote experience, personal transportation, willingness to travel, availability, reliability and common sense); and
- check references.

A verbal offer can be made to candidates deemed suitable, for verbal acceptance. This arrangement is then to be confirmed in writing with an offer letter that outlines the terms and conditions applicable to the parties.

A retiring DRO is to return any unused materials and supplies to the Board office. The incoming DRO will be issued a new kit by the Board on confirmation of his or her appointment.

TRAINING

The Director of Settlement or his/her designate is responsible for the initial training of DROs. A video tape on conducting votes is used to assist in such training. The Board issues a copy of the tape to each DRO when appointed. DROs are to use the tapes to train their poll clerks.

REMUNERATION

The Board pays DROs a retainer of \$100 each year. The Board sends a letter and contract renewal form annually to each DRO. When the DRO returns the completed form, the Board sends a memo to Finance and Administration requesting payment of the retainer. The Board pays DROs for each conducted vote as well as for performing other duties and reimburses them for some expenses.