

TRANSLATION MANUAL INSTRUCTIONS

INTRODUCTION

The Board conducts several different types of votes. There is a separate ballot for each type of vote. We print all ballots in English.

The Board has translated the voting instructions and sample ballots into Chinese, German, Vietnamese, Polish, Arabic, Spanish, Punjabi, French and Hindi. These translations enable voters not fluent in English to understand the voting question and instructions. The binder allows the Deputy Returning Officer to provide that service without knowing the language.

This instruction page explains:

- C the contents of the translation manual; and
- C how to use this binder.

CONTENT OF THE TRANSLATION MANUAL

The translation manual contains:

- C this instruction sheet;
- C a translated Notice to Voters; and
- C nine sections of voting instructions and ballot translations.

The beginning of the binder contains a Notice to Voters. It advises them to ask the Deputy Returning Officer for a copy of the voting instructions and ballot question in the printed languages.

Each section of the binder contains the same information but in a different language. The Deputy Returning Officer can identify the language requested by referring to the Notice. For example, the fourth language listed is Polish. This corresponds to Polish ballots in the fourth tabbed section.

Each section contains the instructions for marking and folding the ballot. Each page in the section also contains a translation of each type of ballot used by the Board. All pages contain an English ballot and its translation.

If the Board uses a ballot other than one in this binder, the Board will provide a translation for the Deputy Returning Officer if necessary.

USING THE BINDER

Before the start of a vote and if appropriate, post the multi-lingual notice in a conspicuous place in the polling area. Place the binder on the table where the voters register. Open the binder to show the Notice to Voters.

When a voter asks for a specific language, turn to that section of the binder. First, show the voter the voting instructions and allow the voter to read them. Then turn to the page containing the ballot used for the vote and allow the voter to read it.

If necessary, allow the voter to remove the instruction sheet and ballot translation from the binder. You may let the voter take them into the polling booth. Ask the voter not to mark the pages. Make sure the voter returns the instructions to the Deputy Returning Officer before leaving the polling area.

During larger votes, the Deputy Returning Officer may require extra binders. Each voting location must have an adequate supply. Normally the Board officer will forward sufficient binders to you when required. If not, ask the officer who contacted you to send one with the voting materials. You can then return it to the Board with your completed voting forms.

Record and advise the Board officer of any difficulties encountered while using this manual.