**SCEOT Elections Officer Responsibilities**

* The Elections Officer must be residing at their given mailing address from the end of the March Executive meeting until May in order to be available to receive the nomination forms and respond to candidates within the required time.
* The Elections Officer shall not share any election information during the election process.
* All nomination forms are to be initialled and dated by the Elections Officer to verify that they were received before the cut-off date on the nomination form.
* Candidates must be emailed confirmation of receipt within 3 school days after their nomination form has been received.
* At the close of nominations, the Elections Officer shall deliver all nominations received to the Local office within two school days and they should be placed in the Elections file as well as on the website.
* The Elections Officer must attend the May Annual General Meeting to announce the candidates standing for Executive election. If any candidates running for Executive are acclaimed, the Election Chair would announce the names of those acclaimed and the position. At the Annual General Meeting the Elections Officer or designate shall also:
* Introduce the candidates running for a Delegate position at the ETFO Annual Meeting
* Preside over the counting of the ballots for the Delegate election for the ETFO Annual Meeting
* Announce the Delegate election results for the ETFO Annual Meeting
* If all delegates to the ETFO Annual Meeting are acclaimed, the Election Committee Chair would make this announcement
* The Elections Officer must preside over the ballot count for Executive Elections (after the close of voting, usually in early May)
* The Elections Officer or designate shall have final say whether a ballot is declared spoiled
* The ballot must clearly show the intent of the voter