

The Deputy Returning Officer (DRO) is selected by and reports directly to the Returning Officer (RO). When appointed, the DRO must complete an appointment and swear or affirm an oath. The DRO is then responsible for appointing a qualified Poll Clerk, whom the RO must approve.

The DRO is responsible for ensuring that all electors are able to cast their ballots in an orderly fashion. They must maintain peace and good order within the polling station. They must also ensure that rules and procedures are followed in accordance with the *Elections Act, 1991*. The DRO will also administer oaths to electors, when necessary.

The DRO's tasks include:

- Instructing the Poll Clerk in their responsibilities;
- Examining all forms, instructions and envelopes upon receipt of supplies;
- Opening the ballot box to ensure it contains all required information and material and resealing it;
- Reviewing the list of electors to be aware of changes and to strike off those electors who were processed for a Special Ballot once the advanced poll voter's list has been distributed, using a list supplied by RO;
- Setting up the poll with necessary supplies and ensuring all campaign literature is removed;
- Administering oaths where required;
- Admitting representatives of candidates;
- Counting the ballots and reporting the count to the RO;
- Completing and signing the Statement of the Poll (at Regular and Advance Poll); and
- Returning the ballot box and related material to RO, as instructed, at the end of voting.

A DRO must:

- Be 18 years of age or older
- Reside in the electoral district in which they will be working
- Have knowledge of the electoral district
- Not have had political involvements 60 days prior to appointment
- Remain completely impartial while employed by Elections Newfoundland and Labrador
- Be able to instruct the Poll Clerk as to their responsibilities
- Be able to maintain peace and order at the polling station
- Be familiar with provincial voting rules and regulations
- Possess excellent verbal communication skills
- Possess excellent customer service skills
- Be able to react appropriately to problems and challenges

A DRO's remuneration is per the Schedule of Fees.

A DRO will be reimbursed for the use of a private vehicle during an election for attending a training course at a distance in excess of 20 kilometers (one way) from the election official's ordinary residence.