

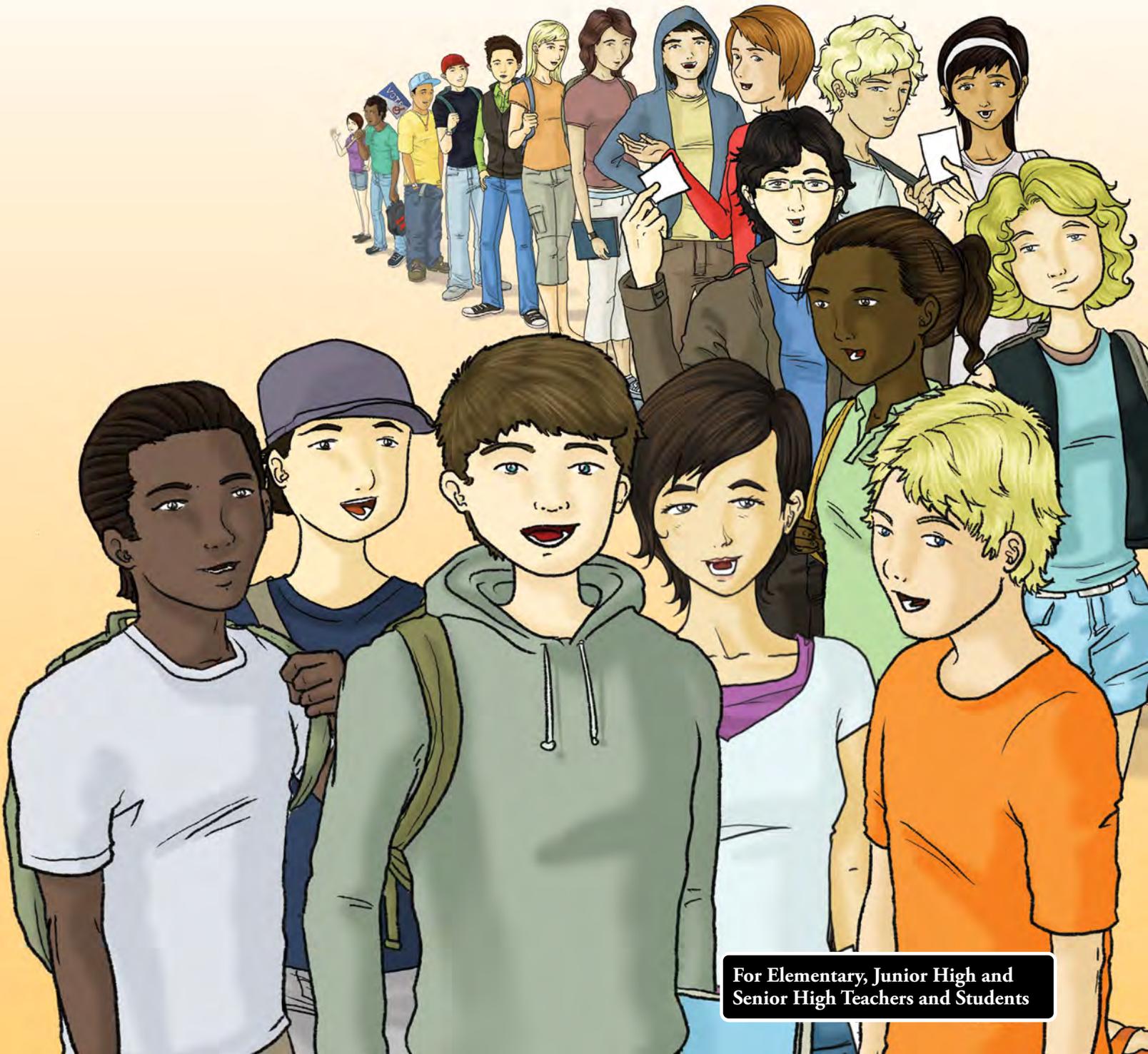
BUILD

THE VOTE



An Election Simulation

Third Edition



For Elementary, Junior High and Senior High Teachers and Students



"Every citizen of Canada has the right to vote in an election of members of the House of Commons or of a legislative assembly and to be qualified for membership therein."

Canadian Charter of Rights and Freedoms

At **Elections Alberta**, we are committed to encouraging youth to explore the democracy in which we live. Youth who are introduced to democracy at an early age are more likely to take on a consistent, active role, as an adult.

Through *Building Future Voters*, we strive to develop an informed understanding of the electoral system and the role each individual has as a citizen so they may take personal responsibility and initiative in influencing the outcome of important decisions that will ultimately affect their lives.

This third edition has been updated to reflect electoral legislation changes that occurred between 2018 and 2022. Future revisions will be completed to align with the implementation of a revised social studies curriculum.

It is with hope that *Building Future Voters* will continue to contribute to the development of the next generation of informed and engaged voters.

Elections Alberta

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Please be aware that websites may change or disappear in the time between when this resource was written and when it is read. All websites in this resource were current at the time of publication.

Teachers should check each website for appropriateness before using it in the classroom or providing the website address to students.

The developers have made every effort to acknowledge sources used in this resource. If any questions arise as to use of source materials, we will be pleased to make the necessary corrections in future printings.



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■ About this Election Simulation

The information, forms and templates in this election simulation are designed to actively engage students with issues they are concerned about, provide opportunities for students to explore issues as candidates, understand political party affiliations, run campaigns, and make an informed choice by voting on the issues that matter most to them.

- Information is presented in source card formats, designed to be photocopied and cut into two or four cards per page.
- Templates guide students through steps in the process that are modeled on Alberta election processes. Students who wish to explore the electoral process in more detail can find additional information on the Elections Alberta website at www.elections.ab.ca.
- The activities, templates and source cards can be applied in different contexts:
 - o To conduct an election simulation in the classroom
 - o To conduct an election simulation for combined classrooms at the same grade level
 - o To organize and conduct an election simulation for your school

The process involves the following steps:

1. Prepare
2. Nominate
3. Register Voters
4. Select Candidates and Election Officers
5. Run Campaigns
6. Prepare Voting Stations
7. Vote
8. Announce Results

Election Simulation Process Cards

Each of the steps outlined on this page is detailed in individual process cards. These process cards can be used to help you structure and organize the election simulation or be provided to students to have them take responsibility for planning their election.

Elections Alberta can provide an **Election Simulation Toolkit**, which includes the following items:

- *Build the Vote!* Election Simulation Guide
- Electoral Division Map
- Provincial Electoral Division Map
- Voting Screens
- Ballot Box
- Ballot Box Seals
- Pencils
- Election Officer Badges
- Scrutineer Badges
- “Vote Here” Sign
- Registration Officer Sign
- Simulation Ballot Books

Additional materials are available to download from the Teachers section at www.buildingfuturevoters.ca.

Elections Alberta

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Monday through Friday

8:15 a.m. to 12 noon;
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Fax: 780-422-2900

Other locations in the province can call toll free by dialing 310-0000 then dial 780-427-7191

Contact Elections Alberta to order the toolkit and request the participation of a Returning Officer.

Election Simulation Process Cards

1 Prepare

- Decide on the context of the election. Will you hold it in your classroom, with other classrooms or with the whole school?
- Establish a planning election calendar with dates for the nomination of candidates, the campaign period, advance voting and Election Day. Use the Election Process Cards to identify tasks and the process for the election.
- Talk to the teachers of the classrooms involved. Present information to administrators, letting them know what you are doing.
- Contact Elections Alberta to request the participation of a Returning Officer in your election; or, have a teacher act as the Returning Officer.
- Publicize your election in your community or with local media.

Source Cards and Templates

Election Process Cards
(pages 4-9)
Election Calendar Template
(page 10)

2 Nominate

- Identify the roles involved in the election – candidates, election teams and lobby groups.
- Identify roles involved in the election – Returning Officer, Registration Officer, Site Supervisor, Voting Officer, Record Clerk and Ballot Box Clerk.
- Work with students to prepare criteria for candidate nominations.
- Distribute nomination forms and assign roles. Alternatively, ask students to indicate their interest in roles as candidates, campaign teams, lobby groups or as election officers.
- Accept nominations of candidates.

Source Cards and Templates

Role Cards (pages 11-15)
Candidate Nomination Paper
(page 16)

3 Register Voters

- Have Registration Officers register participants by creating a list. This will become the List of Electors. Set a registration deadline and ensure that it is publicized.
- Before the first voting day, the Registration Officer will use the List of Electors to create a Voting Record for each classroom, including the name of all registered voters in that class.
- Establish one or more days for advance voting for students who want to vote before Election Day.

Source Cards and Templates

List of Electors (page 18)
Voting Record (page 22)

4 Select Candidates and Election Officers

- Assign and approve final roles. Fill in the tasks on the role cards. Ensure that all students have a role.
- After nominations have been approved, have the Returning Officer prepare a list of candidates.
- Have candidates appoint their agents and scrutineers.
- Provide time for students with the same roles to meet and assign specific tasks.

Source Cards and Templates

Candidate List (page 17)
List of Election Officers (page 17)

5 Run Campaigns

- Have political party groups and candidates start their campaign to obtain support from voters.
- Design campaign materials, such as posters, leaflets, advertisements and social media messages.
- Have reporters interview candidates and election officers.
- Have lobby groups design materials to bring issues to the attention of candidates and voters.

Source Cards and Templates

Campaign Task Cards
(page 20)

6 Prepare Voting Stations for Voting Days

- While the campaign is being conducted, have election officers prepare for Election Day. They should publicize the voting locations and the date of the election.
- The election officers should also publicize any advance voting opportunities for students who want to vote before Election Day.
- Have the election officers design their own print, audio, video or social media advertisements to encourage voters to vote.
- Prepare the ballots, listing the names of the candidates in alphabetical order.

Source Cards and Templates

Ballot Template (page 21)
Voting Days Poster (page 24)

7 Vote

- Set up voting places, depending on the level of participation:
 - o Classroom election – Establish 1 or 2 voting stations.
 - o Multi-classroom election – Establish 1 or 2 voting stations per classroom.
 - o School-wide election – Each classroom can be a voting place with one or more voting stations.
- Ensure that the voting place has an adequate number of ballot boxes and voting booths that allow voting to take place in private.
- Have election officers ensure that political parties and candidates do not campaign inside the voting station.
- Have scrutineers watch the process of the election.

Source Cards and Templates

Voting Record (page 22)

8 Announce Results

- Have the election officers count the total ballots cast. Then, sort the ballots into piles for each candidate, reserving one pile for rejected ballots. Each candidate, their agent and scrutineers can also observe the count of ballots.
- Check the results against the total number of votes cast. Record results on the Statement of Vote.
- Report the results to the Returning Officer, who will combine the results from each voting station to determine the final results. They will also do an official count to confirm these results.
- Announce the results.

Source Cards and Templates

Statement of Vote (page 23)

■ Election Process Cards

1 An election officially begins when the government in power passes an **Order of the Lieutenant Governor in Council** and the **Chief Electoral Officer** issues a **Writ of Election** to each **Returning Officer**.

The election period is a total of 28 days after the date of the Writ of Election. This means that Election Day is on the 28th day. **Nomination day**, the date by which all candidates must be nominated, is the 10th day after the date of the Writ of Election.

2 Each Returning Officer completes an **Election Proclamation**, which contains the following information:

- The place, dates and times fixed for revisions to the Lists of Electors
- The place and times fixed for nomination of candidates, and the date fixed for the closing of nominations
- The locations, dates and times for advance vote
- The date and times for voting on Election Day
- The place, date and time for the announcement of the official results
- The name, address and phone number of the Returning Officer in the electoral division

Find Out More

The responsibilities of election officers are described on the Elections Alberta website: www.elections.ab.ca/elections/work-as-an-election-officer/positions/.

Information that candidates and political parties need to know are found at www.elections.ab.ca/political-participants/.

As soon as possible following the issue of the Writ of Election, each Returning Officer publishes the information on the Election Proclamation, a map of the electoral division and a list of voting places. This information is published in one or more newspapers in each electoral division and on the Elections Alberta website at www.elections.ab.ca. It is also posted in the Returning Officer's office.

The Chief Electoral Officer provides copies of the Lists of Electors and electoral division maps to each registered political party. Each political party is entitled to receive this information. Candidates receive this information from their political party. The same material is provided by the Returning Officer to independent candidates.

3 In order to vote, electors must be registered to vote. They can register, or identify themselves, at their voting station, the place where they vote, by completing a declaration.

Elections Alberta also provides an online voter registration service called Voterlink that is accessible year-round. This service is available at www.voterlink.ab.ca.

4 A **candidate** is a person who is running for election in an electoral division. A candidate must file an Application for Registration of Candidate with Elections Alberta to begin to raise and spend money on his or her campaign. After the Writ of Election is issued and the candidate has registered, his or her name will appear on the ballot.

To be nominated, a candidate must be at least 18, a Canadian citizen and a six-month resident of the province. A person does not have to be resident in an electoral division in order to be a candidate in that electoral division. A member of the Senate or House of Commons of Canada is not eligible to be nominated as a candidate.

A candidate must submit a completed Nomination Paper to the Returning Officer responsible for the electoral division. The Nomination Paper must be signed by 25 eligible electors in the electoral division.

5 Each candidate is required to appoint an elector as an **official agent** to manage his or her campaign. The name, address and telephone number of the appointee must be on the Candidate Nomination Paper and is published by the Returning Officer in a newspaper of general circulation.

Persons appointed as official agents must be eligible to vote under the *Election Act*, but do not have to be a resident in the electoral division where their candidate is seeking office. The official agent must consent to the appointment by signing the Candidate Nomination Paper. A candidate cannot act as an official agent.

6 A **scrutineer** is a person who represents the candidates at the voting place. Scrutineers may watch election procedures at each voting, registration and ballot box station during voting hours, as well as observe the unofficial count after the close of voting.

Each candidate may appoint, in writing, not more than four electors for each station or voting place as scrutineers. Not more than one scrutineer per candidate per station may be present at any one time. However, a scrutineer may attend more than one station or voting place throughout their day. Scrutineers must also take the Oath of Secrecy at each voting place they are appointed to observe at before performing their duties. They must also sign the Scrutineer's Code of Conduct.

7 There are four voting opportunities available to voters during an election period:

- **Election Day** voting locations are open from 9:00 a.m. to 8:00 p.m. Every elector is assigned to a voting location based on where they live. On Election Day, electors can only vote at their assigned voting location.
- **Special ballot** voting can be used by electors who are unable to vote in person on Election Day or during advance voting. Special ballots can be completed by mail or in person at the local returning office.
- **Advance voting** locations are established by the Returning Officer in each electoral division. During advance voting, electors may choose to vote at any advance voting location in the province. Advance voting takes place between 9:00 a.m. and 8:00 p.m. on the Tuesday through Saturday of the week prior to Election Day.
- **Mobile voting** locations provide on-site voting services to residents at supportive living and long-term care facilities, in-patients at hospitals and treatment centres, and people receiving services at emergency shelters and community support centres. The dates, times and locations for mobile voting are established by the Returning Officer, in consultation with the staff at these centres.

The votes cast at all voting locations are counted after the close of voting on Election Day.

The *Election Act* allows a candidate to briefly visit voting places during voting hours, but campaigning is prohibited at voting places. Students and members of the media are also permitted to briefly visit voting places.

8 A **ballot** is a list of the candidate names that electors use to vote. Candidates' names are listed on the ballot in alphabetical order by their last name. Candidates' names cannot include titles, degrees, prefixes or suffixes. The name of the political party that the candidate represents appears directly below the name of the candidate. If the candidate is not running for a political party, the word "Independent" is printed beneath the candidate's name.

9 Voting involves the following processes:

- The Registration Officer is responsible for obtaining each voter's name and address, and creating the Voting Record before any of the voting days, advance voting and/or Election Day.
- At the voting station, the Record Clerk will find the voter's name in the Voting Record and will then draw a line through the voter's name.
- If the voter's name is not found in the Voting Record, the Record Clerk will add the name of the voter in the Voting Record.
- Once their name has been found or added to the Voting Record, the Voting Officer puts their initials on the back of the ballot and then issues the ballot to each voter.
- Once the voter has received the ballot, the Record Clerk then marks the Voting Record with a checkmark beside the voter's name to show they have voted.
- The Voting Officer then provides instructions to the voter to proceed to the voting screen and mark the ballot by placing an "X" in the circle opposite the name of the selected candidate.
- When the voter is marking their ballot behind the voting screen, no one can look or go behind it to see how they have chosen to mark their ballot. Voting is private and a secret. Exceptions are made if the voter requires assistance to vote. A voter may receive assistance after the appropriate oath is taken.
- If a voter makes a mistake when marking their ballot, the election officer will write the word "Spoiled" on the ballot and place it in a separate envelope.
- After marking their ballot, the voter shows the back of the folded ballot to the election officer at the ballot box, who confirms the ballot has been initialed by an election officer. Finally, the voter deposits the ballot in the ballot box.
- Ballots may not be taken away from the voting location. If a person declines to vote, the Voting Officer writes the word "Declined" on the ballot and places it in a separate envelope.

■ Election Planning Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

■ Role Cards

Returning Officer

Election officers are eligible electors who perform a specific role in the conduct of an election. Some, like the Returning Officer, serve electors throughout the election period in an office established in the electoral division. Others, like Site Supervisors, Voting Officers, Record Clerks and Ballot Box Clerks, serve electors at voting locations during advance voting and on Election Day.

The Returning Officer is responsible for enumeration and the conduct of the election in one electoral division. This responsibility includes recruitment, training and supervision of the front-line election officers who staff the voting stations.

What will your responsibilities be in your election?

- _____
- _____
- _____
- _____
- _____

As an election officer, you are still able to vote, but you must remain impartial. What are you looking for in the candidate you will vote for? What is your opinion on the issues of this election? Prepare an opinion statement.

Registration Officer

Election officers are eligible electors who perform a specific role in the conduct of an election. Some, like the Returning Officer, serve electors throughout the election period in an office established in the electoral division. Others are hired to help prepare for the election.

Before the first voting day, the Registration Officer is responsible for assisting the Returning Officer to obtain each elector's name and address and creating the Voting Record for each voting station with the names of all electors assigned to vote at that location.

What will your responsibilities be in your election?

- _____
- _____
- _____
- _____
- _____

As an election officer, you are still able to vote, but you must remain impartial. What are you looking for in the candidate you will vote for? What is your opinion on the issues of this election? Prepare an opinion statement

Site Supervisor/Voting Officer

Election officers are eligible electors who perform a specific role in the conduct of an election. Some, like the Returning Officer, serve electors throughout the election period in an office established in the electoral division. Others, like Site Supervisors, Voting Officers, Record Clerks and Ballot Box Clerks, serve electors at voting locations during advance voting and on Election Day.

The Voting Officer is responsible for assisting the Returning Officer in conducting the election at a single voting station. The Voting Officer works with the Record Clerk and issues ballots to voters. A Site Supervisor helps to manage more than one voting station. The Voting Officer will work with the Record Clerk to conduct the count of the ballots after the close of voting.

What will your responsibilities be in your election?

- _____
- _____
- _____
- _____
- _____

As an election officer, you are still able to vote, but you must remain impartial. What are you looking for in the candidate you will vote for? What is your opinion on the issues of this election? Prepare an opinion statement.

Record Clerk

Election officers are eligible electors who perform a specific role in the conduct of an election. Some, like the Returning Officer, Election Clerk and Administrative Assistant, serve electors throughout the election period in an office established in the electoral division. Others, like Site Supervisors, Voting Officers, Record Clerks and Ballot Box Clerks, serve electors at voting locations during advance voting and on Election Day.

Record Clerks are responsible for maintaining the Voting Record, by recording electors who have voted. They also work with the Voting Officer to count the ballots after the close of voting.

What will your responsibilities be in the student election?

- _____
- _____
- _____
- _____
- _____

As an election officer, you are still able to vote, but you must remain impartial. What are you looking for in the candidate you will vote for? What is your opinion on the issues of this election? Prepare an opinion statement.

Ballot Box Clerk

Election officers are eligible electors who perform a specific role in the conduct of an election. Some, like the Returning Officer, Election Clerk and Administrative Assistant, serve electors throughout the election period in an office established in the electoral division. Others, like Site Supervisors, Voting Officers, Record Clerks and Ballot Box Clerks, serve electors at voting locations during advance voting and on Election Day.

Ballot Box Clerks are responsible for overseeing the ballot box station and always maintaining the security of the ballot box. They also check for the initials of the Voting Officer at the back of every ballot before it is deposited in the ballot box to ensure that it is the same ballot that was issued to the voter.

What will your responsibilities be in the student election?

- _____
- _____
- _____
- _____
- _____

As an election officer, you are still able to vote, but you must remain impartial. What are you looking for in the candidate you will vote for? What is your opinion on the issues of this election? Prepare an opinion statement.

Candidate

Who can be a candidate in an election? Anyone who:

- Is at least 18, a Canadian citizen and a six-month resident of the province.
- Has registered with Elections Alberta and the local Returning Officer
- Is nominated by a minimum of 25 qualified electors from the electoral division
- Is not prohibited from voting for failure to file a financial statement or other violation of election law

A candidate can be affiliated with a political party and run for office under its policies. If a candidate does not wish to represent a political party, he or she can run as an independent candidate. A candidate does not have to be resident in the electoral division in order to be a candidate in that electoral division.

What criteria for candidate nomination have you established for your student election? Fill in criteria and check each that you meet.

- _____
- _____
- _____
- _____
- _____

What are your positions on the issues of this election? Prepare a position statement.

Scrutineer

A candidate may have scrutineers in attendance at voting stations and Registration Officers' stations to observe election procedures.

They may represent the candidate at the voting place during voting hours, as well as observe the unofficial count after the close of voting.

Each candidate may appoint, in writing, not more than four electors per station as scrutineers. Not more than one scrutineer per candidate per station may be present at any one time. However, a scrutineer may attend more than one voting station or voting place throughout their day. Scrutineers must also take the Oath of Secrecy at each voting place they are appointed to observe at before performing their duties. They must also sign the Scrutineer's Code of Conduct.

What responsibilities will scrutineers have in the student election?

- _____
- _____
- _____
- _____
- _____

As a scrutineer who works for a candidate, you are still able to vote any way you wish. What are you looking for in the candidate you will vote for? What is your opinion on the issues of this election? Prepare an opinion statement.

Candidate's Official Agent

Each candidate in a provincial election in Alberta is required to appoint an elector as an official agent.

Persons appointed as official agents must be eligible to vote under the *Election Act*, but need not be ordinarily resident in the electoral division where their candidate is seeking office. The official agent must consent to the appointment by signing the appropriate section of the Candidate Nomination Paper. The responsibilities of the official agent may include:

- Authorizing the decisions made during the campaign
- Acting as the contact person for the candidate
- Contacting the media
- Organizing and running the campaign. This can include getting volunteers, developing an advertising campaign and raising money for the campaign.

What responsibilities will the candidates' official agents have in the student election?

- _____
- _____
- _____
- _____
- _____

As an official agent who works for a candidate, you are still able to vote any way you wish. What are you looking for in the candidate you will vote for? What is your opinion on the issues of this election? Prepare an opinion statement.

Lobby Group

Lobby groups represent a particular stance or position on an issue. They can also represent the interests of a group of people, such as environmentalists or developers. These groups are sometimes called "third parties."

What issue or position does your group represent?

What responsibilities does your lobby group have in the student election?

- _____
- _____
- _____
- _____
- _____

What are you looking for in the candidate you will vote for? What is your opinion on the issues of this election? Prepare a position statement that represents the stance of your lobby group.

Media

The media is interested in making sure the public is informed about the candidates and the election process. The media will also report on issues that are important to the election and cover events that are part of the election campaign, such as debates or meetings.

The media often provides information about the candidates and the positions they and their political parties represent. They also inform the public about election results during and after Election Day.

What responsibilities will the media have in the student election?

- _____
- _____
- _____
- _____
- _____

What are you looking for in the candidate you will vote for? What is your opinion on the issues of this election? Prepare a media statement that introduces the issues of this election.

■ Advance Voting Process

Advance voting allows electors to vote at any advance voting location in the province during the week before Election Day.

Advance voting is held on the Tuesday, Wednesday, Thursday, Friday and Saturday of the week before Election Day. The dates and locations are published in one or more newspapers, on the Elections Alberta website, and in the Returning Officer's office. Electors may vote at any advance voting location.

- The List of Electors (page 18) prepared by the Registration Officer is used as the Voting Record during advance voting. If the elector was not registered in advance, enter their name in the List of Electors so they may vote.
- Provide elector with a ballot. They should be provided with a private place in which to mark their vote.
- Place a checkmark in the Voted column of the List of Electors to record that the elector has voted.
- The elector will place their ballot in the ballot box, which will be used on Election Day and counted after the close of voting.

After the last advance voting day, the Registration Officer will create a Voting Record for each Election Day voting station or voting place (classroom) that has all electors who voted at the advance vote marked as voted.

■ Campaign Task Cards

Policies

Your policies are the things you would do if you were elected as the government. They tell voters what your political party and candidates stand for. You need to have strong policies so that people know what they are voting for.

- Policies can address issues and topics like education, environment, health, safety or quality of life.
- Create a policy statement for your political party and candidate.

Campaign Activities

Make a list of priorities for your election campaign. Your campaign activities may include things like:

- Design a logo for your campaign.
- Make posters or flyers to tell voters about yourself and your policies.
- Prepare a speech.
- Talk to a reporter.
- Participate in a debate.
- Conduct an opinion poll or survey.

Media Campaign

A media campaign with a great message will let voters know more about you.

- Use messages with slogans, colours and visuals that catch voters' attention.
- Make sure your message is short, to the point and meaningful.
- Think about the issues that are important in this election. How can you communicate your position and policies?

Press Release

Prepare a press release for the media and lobby groups who are involved with the election. A press release gives information to reporters so that they are interested in writing more about you.

- What is the main message or story for your press release?
- Why is your message or story important? What will interest readers?
- Keep your message short and emphasize the main points.

Debates

Debates can be an important part of an election campaign. They allow candidates to share their positions, policies and opinions and let voters, the media and lobby groups ask questions.

Organize a debate or question session for candidates. Have candidates prepare a short speech. Then organize a question and answer session. Set time limits for speeches and questions.

Opinion Polls

An opinion poll is a strategy that is used to find out what people think about something. An opinion poll can be used during an election to find out how people are likely to vote or the issues that are important to them.

Carefully plan the questions you would like to find out more about. Here are some examples:

- Are you planning to vote? Why or why not?
- What is most important to you about the issue of _____ ?
- What is the most important quality in a candidate? Why?
- What is the most important issue to you in this campaign? Why?

Ballot Template

Ballot	
<input type="radio"/>	

Ballot	
<input type="radio"/>	

Ballot	
<input type="radio"/>	

■ Statement of Vote

Electoral Division: _____

Voting Station: _____

Candidate	Number of Votes

Spoiled Ballots	
Declined Ballots	
Rejected Ballots	

Student Election

electoral process voting
elect
political party impact

Advance Voting

Dates: _____ to _____

Location: _____

Election Day Voting

Date: _____

Location: _____

Have questions?

Contact: _____



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