

2024 Towns and Village Election Proxy Voting Process

- (1) An applicant voter (the “voter”) will pick up an **‘Application to Authorize Proxy Voter’** form (the “form”) from the Office of the Returning Officer, and fill out the top part of the form.
 - To clarify, “Voting Station of Applicant Voter” in the form, means the name of the voting station where the applicant voter votes. For those residing West of Reliance, that is Ingamo Hall, for those residing East of Reliance, that is Midnight Sun Complex.
- (2) After filling out the top part of the form, the voter will give the form to their proxy voter (the “proxy”) to fill out the bottom part: **‘Consent of Proxy Voter.’**
- (3) **The completed form must be submitted to the Returning Officer no later than 3pm on Wednesday, October 16, 2024.** Upon submission, the Returning Officer reviews and initials the form in the bottom right-hand corner, records the names of the voter and proxy, and returns the initialled form to the person submitting the form. A good practice is for the Returning Officer to photocopy the initialled form and **Form 8: “Declaration of Proxy Voter”** for their records.
- (4) Following the submission deadline, the Returning Officer will prepare and provide a list of each voter and their proxy to the election staff, so staff is aware of both people in the voting process, when the proxy votes at the advance vote or on election day.
- (5) Since the proxy must vote for the voter at the voting station where the voter is assigned to vote, the proxy brings the form to the voter’s voting station and gives the form to the Deputy Returning Officer, at either the advance vote, or on election day.
- (6) At the advance vote or on election day, the Deputy Returning Officer instructs and assists the proxy in filling out **Form 8: “Declaration of Proxy Voter”**, which enables the proxy to vote at the election for and in the place of the voter. The Deputy Returning Officer and proxy both sign Form 8. For convenience, Form 8 is on the back of the application form.
- (7) In the Voters’ Register next to the voter’s name, the election clerk will write down that the voter voted by proxy, and also write the name of the proxy.
- (8) The proxy votes.