



A Guide to

Manage a Campaign

To elect Members of the
Nunavut Legislative Assembly





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Map of Nunavut's 19 constituencies

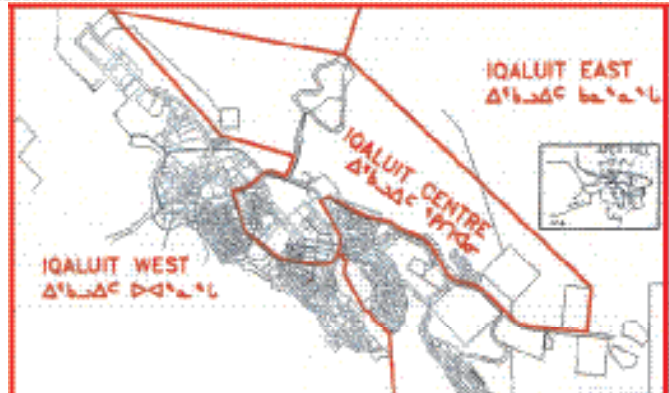


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Introduction

This Guide is a summary of the laws in the *Nunavut Elections Act* that a campaign manager must follow, during an election for members of the Nunavut Legislative Assembly. It is not a legal document.

Campaign workers can also use the document, especially if the candidate has not appointed an official campaign manager.

The Guide has basic information about what to do and what not to do during a campaign, including who can and can not be a campaign manager.

The Guide has information about general elections and by-elections. Most of the laws are the same for both. The Guide clearly shows where the laws are different for a by-election.

Elections Nunavut has other information that campaign managers and other campaign workers may find useful. Some information may help you understand what other members of the campaign team must do to follow the laws in the *Nunavut Elections Act*.

- Voter information brochures.
- Guide to the *Nunavut Elections Act* - a summary.
- Constituency map.
- Guide for Candidates.
- Guide for Financial Agents.

Contact Elections Nunavut for copies of these documents.

Definitions and abbreviations

Affirm: A legal promise. The most serious promise a person can make; if you break this promise it's the same as breaking the law. A person gives their word and affirms that something is true. Similar to swearing, an oath, or a declaration.

Campaign manager: The person the candidate appoints to organize the campaign. The campaign manager signs the declaration of candidacy.

Campaign material: Any ad in favour of or against a candidate. Includes ads on radio, TV, internet, and newspapers; signs, buttons, posters, and banners.

Candidate: A person whose declaration of candidacy is accepted according to the rules in the *Nunavut Elections Act*. A person who wants to be elected as a Member of the Nunavut Legislative Assembly, to represent their constituency.

CEO or Chief Electoral Officer: The CEO is the head of Elections Nunavut. Elections Nunavut is all the people responsible to organize and carry out territorial elections.

Close of candidacy: 2:00 pm local time, 31 days before Election Day.

Constituency: The geographic area within which voters have the right to elect one Member of the Legislative Assembly.

Contribution: Money, services, and goods that people donate to a candidate's campaign. Does not include volunteer labour or any goods that volunteers produce.

Declaration: A formal or legal statement a person makes to say they intend to do something. A person files and signs a declaration of candidacy to say they intend to be a candidate.

Election expense: Any money paid or owed during an election period, to promote or oppose a candidate's election. Includes any goods and services people contribute, and any costs of the financial agent and campaign manager.

Election Notice: The election notice is a list with the name and address of each candidate in a constituency. The Returning Officer sends each candidate an election notice 28 days before Election Day.

Election report: The election report shows how many votes each candidate got. The RO fills it out as soon as they review the statements of the poll from Election Day. If needed the RO can delay the election report for up to two weeks after Election Day.

Final voters list: The final voters list comes out after Election Day. The CEO makes it from the official voters list plus all the voters that registered on Election Day, or for the advance vote or mobile poll.

Financial Agent: The person the candidate appoints to manage the campaign financial and reporting needs under the *Nunavut Elections Act*. The financial agent swears to look after all the money matters for the campaign and signs the declaration of candidacy.

Financial return: The official report of the campaign's election contributions and expenses, as required under the *Nunavut Elections Act*. Includes declarations from the candidate and financial agent.

Oath: A formal, legal promise that something is true; a promise to do something. Election officers take an oath for their job; elected candidates take an oath as MLAs. Similar to swearing, affirming, or a declaration.

Official voters list: The official voters list combines the preliminary voters list and any changes Elections Nunavut accepts, up to 28 days before Election Day. The CEO prepares the official voters list for each constituency no later than 23 days before Election Day.

Pre-election expense: A campaign expense that the candidate pays for during the pre-election period.

Pre-election period: Starts the day the Commissioner publicly announces the day of the next election; ends the day the CEO issues the writ.

Preliminary voters list: The preliminary voters list is the list of voters that the CEO prepares for each constituency and sends out the day they issue the writ.

RO or Returning Officer: The RO is the main election officer for a constituency. Each constituency has an RO and an Assistant Returning Officer or ARO.

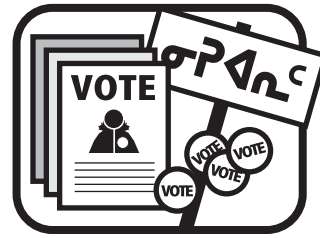
Swear: A religious promise. The most serious promise you can make; if you break this promise it's like breaking the law. A person gives their word and swears on the Bible that something is true. Similar to affirming, an oath, or a declaration.

Election Period Calendar

Date	What happens on that day?
35 days before Election Day	CEO issues the writ and completes preliminary voters list.
35 days before Election Day	Elections Nunavut sends a copy of the preliminary voters list to each candidate, for their constituency.
35 days before Election Day	First day to file a declaration of candidacy.
34 days before Election Day	RO sends a Voter Information Card to every voter on the preliminary list.
2:00 pm local time - 31 days before Election Day	Deadline to file declaration of candidacy. Must be complete and properly filled out.
5:00 pm local time - 31 days before Election Day	Deadline for candidates to write a letter to withdraw declaration of candidacy.
30 days before Election Day	Elections Nunavut gives each candidate a copy of the election notice, unless a candidate wins by acclamation.
28 days before Election Day	Deadline to suggest changes to the preliminary voters list.
23 days before Election Day	Elections Nunavut prepares the official voters list for each constituency. They send each candidate a copy for their constituency.
14 days before Election Day	First day voters can vote at the RO's office.

Date	What happens on that day?
7 days before Election Day	Mobile poll: morning. Advance vote: 12 noon to 7:00 pm local time.
5 days before Election Day	First day voter can get a proxy certificate.
4 days before Election Day	Last day voters can vote at the RO's office.
3 days before Election Day	RO sends candidates a list of voters that voted in the advance vote, mobile poll and at the RO's office.
5:00 pm local time - 3 days before Election Day	Deadline for special ballots to reach Elections Nunavut - or they don't count.
1 day before Election Day	No campaign ads or speeches: TV, radio, newspaper, internet.
9:00 am to 7:00 pm Rankin Inlet time - Election Day	Polling station open for voting. No campaign ads or speeches: TV, radio, newspaper, internet.
3:00 pm local time - Election Day	Deadline to apply for a proxy certificate.
As soon as possible after Election Day	RO sends CEO and each candidate a copy of the election report.
10 days after Election Day	Deadline for candidates to remove all campaign materials.
End of post election period - 60 days after Election Day.	Deadline for candidates and financial agents to complete and file the campaign financial return.

1) The Campaign Manager



What is the campaign manager's job?

The campaign manager coordinates the campaign. They organize and manage things such as:

- Buttons, brochures, and signs.
- Ads on TV and radio, and in the newspaper.
- Candidate website.
- Door-to-door voter canvassing and other campaign activities or gatherings.
- Candidate travel to communities in the constituency, if needed.
- Candidate representatives for each polling station on Election Day.
- Volunteer campaign workers.

The law does not say that a candidate **must** have a campaign manager, but it's a good idea. They need someone to manage their campaign. If there is no campaign manager, the financial agent may have to take on this role. And they may not have the time or skills to do a good job.

Who can and can not be a campaign manager?

The *Nunavut Elections Act* has no specific rules about who can and can not be a campaign manager. Check with your employer to see if they have rules or policies you must follow before you take on the job of campaign manager; or that might prevent you taking on that job.

Many employers such as the Government of Nunavut have rules or policies about how employees participate in political activities and election campaigns.

What happens if a campaign manager quits or the candidate asks them to leave the job?

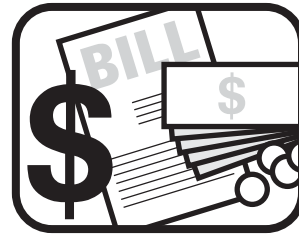
If you quit your job for any reason or the candidate asks you to leave the candidate must tell the Returning Officer in writing. They fill out a form called 'Appoint a New Campaign Manager'.

If you quit your job, tell the candidate in writing, as well as in person, and be sure to include the date that you quit.

If the candidate asks you to leave the job, ask them to put that in writing and to include the date.

If you quit or the candidate asks you to leave, you must give everything related to your job over to the new campaign manager, if the candidate appoints one. Or give everything to the candidate or financial agent if there is no new campaign manager.

2) Do's & Don'ts: Campaign Money



What is the campaign budget?

A campaign budget shows the total contributions you expect to receive and how you plan to spend the money. It includes contributions of goods and services.

A budget is very helpful. The candidate, financial agent, and campaign manager use it to understand how much money the campaign needs - to pay for campaign expenses. It helps the campaign team set priorities and to not spend more money than they can raise through contributions.

The candidate, financial agent, and campaign manager should work together to write up a campaign budget. As you plan the campaign you can identify what things cost money and how much they cost. For example:

- Will the campaign distribute buttons? How many?
- Will the campaign put up signs or posters? What size? How many?
- Will the campaign produce one or more brochures? Will they be colour printed or black and white? How many?
- Does the candidate need to travel to other communities? If yes, how often and for how long?
- Will you have a campaign office? Will you pay someone to run the office?
- What ads do you plan to have in the newspaper, and on radio and TV?
- Will the campaign have a website? Who will set it up?
- What campaign gatherings do you plan to have?

You will probably adjust the budget many times during the campaign, You may receive more or less contributions than you expected. Campaign expenses may be more or less than you first calculated.

Regularly talk to the candidate and financial agent as you plan and carry out the campaign.

What are the main rules about campaign contributions?

Campaign contributions can be money, or goods and services. The financial agent is the only person that can accept campaign contributions. The only time they can accept contributions is:

- During the election period.
- After Elections Nunavut accepts the declaration of candidacy.

Only the following people can make a campaign contribution:

- Individuals that live in Nunavut.
- Companies that do business or work in Nunavut.
- Groups or associations that operate in Nunavut. A group or association must give you a list with the name and the amount each person contributed.

The maximum contribution is \$2500 - including money, and goods and services. A contribution for travel services can be more than \$2500.

Financial contributions can be 'named' contributions or anonymous. 'Named' contributions means the financial agent records the contributor's name and address, and gives them a tax receipt. All contributions over \$100 MUST be named contributions.

What are the main rules about campaign expenses?

The financial agent is the only person that can pay campaign expenses. The maximum total expenses must not be more than \$30,000. Total expenses can be more than \$30,000 only for:

- Travel and living expenses.
- Childcare expenses.
- Expenses related to a candidate's disability, and that the Chief Electoral Officer approves in advance.

The Chief Electoral Officer and the *Nunavut Elections Act* have some control over what campaign expenses are acceptable. If you aren't sure, call the CEO and read the *Nunavut Elections Act* before you spend the money.

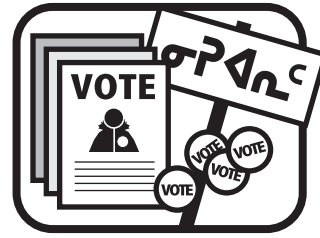
Here are some examples of acceptable campaign expenses:

- Rent, utilities, and supplies for the campaign office; wages to pay someone to run the office.
- Campaign materials such as signs, posters, and buttons.
- Campaign ads for TV, radio, newspaper, and the internet.
- Travel and accommodation within your constituency.
- Childcare expenses connected with the campaign.
- Expenses related to a candidate's disability.
- A meal and non-alcoholic drinks at a gathering of voters to promote the candidate.
- A meal and non-alcoholic drinks for a candidate or their representatives at the polling station on Election Day.
- Gifts or prizes at a gathering of voters to promote the candidate, if the total value of gifts and prizes is \$500 or less.

Here are some examples of unacceptable or unlawful expenses:

- Travel outside the constituency, unless the candidate must do that to reach a community inside the constituency.
- Money, food, drink, gifts, prizes, or other valuable hand-outs you offer at a voters' gathering to promote the candidate, if the total value is more than \$500. For example, you can't offer a truck or snowmobile.
- Money, food, drinks, gifts, prizes, or other hand-outs you offer to bribe a voter to vote a certain way, or to not vote. For example, you can offer a glass of juice but not a case of juice, and not a bottle of wine or a case of beer.
- The \$200 deposit the candidate made to file the declaration of candidacy.

3) Do's & Don'ts: Ads and Signs



What are the main rules about printed campaign ads and signs?

All printed campaign materials and ads must show the name of the financial agent or the campaign manager and some contact information, such as a phone number or email address. Printed campaign materials includes things such as signs, newspaper ads, brochures, website, and posters.

To show the name of the financial agent or campaign manager write in small print at the bottom or in a corner: 'Sponsored by _____ Financial Agent (or Campaign Manager) for _____.'

No one can take down, cover up, damage, or change your campaign material, unless they have your authority. Anyone that does this is guilty of an offence. If you think it's a good idea, attach a small notice to your campaign signs to remind people that it's against the law to do any of those things.

Check with the hamlet and other community authorities to find out what rules they have, if any, about where you can and can not put campaign materials. For example, the Government of Nunavut does not allow campaign materials on any office-type building they own, rent, or lease.

You must take down all the campaign signs and other material by 10 days after Election Day.

What are the main rules about broadcast campaign ads and speeches?

All broadcast campaign ads must include the name of the financial agent or campaign manager. Broadcast includes radio, TV, and internet.

At the end of the ad say 'Sponsored by _____, Financial Agent (or Campaign Manager) for _____.'

Radio and TV that operate in your community may make free airtime available to candidates. If it's free each candidate should have equal access and the same notice. Contact Elections Nunavut if you do not have the same access to free airtime as other candidates. This rule does NOT apply if you pay for radio and / or TV ads.

You must NOT broadcast any campaign ads or speeches on the day before Election Day OR on Election day. Broadcast ads include radio, TV, and internet. If you have a website for the candidate you MUST take off anything that promotes the candidate. You can leave things such as where people go to vote.

Find out the rules for using email; be polite and use common sense. For example, do not distribute campaign materials to Government of Nunavut employees through their work email.

What are the Election Day rules for printed and broadcast campaign materials?

You can not put any campaign material on the land or building at the polling station. You can not wear, use, or show any campaign material at the polling station.

You can not broadcast any campaign ads or speeches on Election Day. Broadcast includes radio, TV, and internet. If you have a website for the candidate you MUST take off anything that promotes the candidate. You can leave things such as where people go to vote.

4) Do's & Don'ts: Voters



What information does Elections Nunavut have about different ways to vote?

Elections Nunavut has lots of good public information about different ways people can vote:

- Returning Officer's office.
- Advance vote.
- Mobile poll.
- Special ballot or mail-in ballot.
- Polling station Election Day.
- Proxy.

Encourage the candidate and campaign workers to give out voting information brochures when they visit voters door-to-door. Go to Elections Nunavut website at www.elections.nu.ca and print off as many brochures as you need. OR contact Elections Nunavut and ask them to send you some.

When are polling stations open on Election Day?

Polling stations are open on Election Day from 9 am to 7 pm - Rankin Inlet time. Help make sure the people in your constituency know the exact time the polling station is open in their community. For example, in Iqaluit polls are open from 10 am to 8 pm; in Cambridge Bay from 8 am to 6 pm.

Elections Nunavut advertises where people go to vote and when - for each of the different ways to vote. You can help make sure the voters in your constituency have the information they need.

What are the preliminary and official voters lists?

The preliminary list is all the voters registered with Elections Nunavut just before the CEO issues the writ. The official voters list includes any changes to the preliminary list that the CEO accepts, up to 28 days before Election Day.

Encourage voters to check the preliminary list and to contact Elections Nunavut if their name is not on the list, or the information on the list is wrong. Help develop a complete and accurate voters list for your constituency.

Help voters understand that if their name is not on the list they can still register and vote - so long as they are eligible.

A person is eligible to vote if they are:

- A Canadian citizen.
- 18 years or older on Election Day. AND
- A Nunavut resident for at least one year on Election Day.
- **By-election only includes:** A resident in the constituency when the CEO issues the writ.

What are the rules about using preliminary and official voters lists?

The candidate, official agent, campaign manager, and all other people involved in an election campaign must respect the voters lists and use them properly. Everyone must use the voters lists only for things related to the election campaign. NO ONE may use the lists for any other reason. When the candidate first gets the preliminary voters list they sign a form and swear to this.

The candidate, official agent, and campaign manager are responsible to make sure that people follow the rules about voters lists. It is a serious offence to misuse any voters list.

You must return or destroy all hard copies and delete all electronic copies of any and all voters lists at the end of the election period - right away after Election Day.

What information do candidates get about people that voted before Election Day?

Three days before Election Day the Returning Officer sends the candidate a copy of the polling record for the advance vote, mobile poll, and for people that voted at the Returning Officer's office. It tells you how many people and who voted in those three polls.

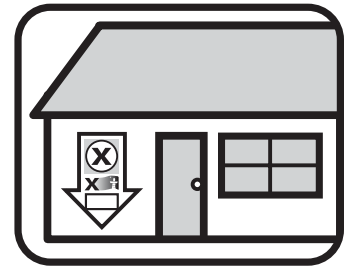
What are the rules about campaign gatherings?

Campaign workers may organize a gathering to promote the candidate. You can offer food, drink, gifts, prizes, or other things at a gathering, ONLY IF the total value is \$500 or less. For example, you can NOT offer a truck or snowmobile.

You can NOT offer anything that people may see as a bribe - to get a voter to vote a certain way, or to not vote. For example, you can offer a juice or tea or coffee, but not a bottle of wine or a case of beer.

A person, business, or group may sponsor a campaign gathering. The financial agent or someone they appoint can collect contributions during the gathering. The financial agent must complete a form called the 'Report of Contributions from a Campaign Gathering' for each gathering.

5) Do's & Don'ts: Candidate Reps



What are the rules for candidates and their representatives at the polling station on Election Day?

Each candidate is allowed one representative at a time at each polling station, unless the candidate is there. Either a candidate or their representative can be there, not both.

When the candidate's representative first gets to the polling station, they must give the Deputy Returning Officer the consent form that the candidate or the financial agent signed. Each representative must have their own form.

No one can use phones, cameras, two-way radios, or other such things at the polling station. Inside the polling station, everyone must turn off their cell phone.

The candidate or their representative may watch what happens and they:

- Must always respect and stay out of the way of voters and election officers.
- May take information from the polling record during voting and pass it on.
- MUST go outside the polling station to receive calls or to phone someone to pass on information.
- May arrive at the polling station 15 minutes before it opens - to watch the election officers count and initial the ballots; and inspect the ballots and other official papers for the poll.

- May question a voter's identity, even if the voter's name is on the voters list. The voter must show their ID and take an oath or affirmation.
- May watch the Deputy Returning Officer count the ballots.
- May disagree when the Deputy Returning Officer accepts or rejects a ballot.

What are the rules for candidates and their representatives when the DRO counts the ballots?

The candidate or their representative can watch and keep count as the Deputy Returning Officer counts the ballots. The DRO is the only person who handles the ballots. Remember, you must always respect and stay out of the way of the election officers.

The candidate or their representative may disagree when the Deputy Returning Officer accepts or rejects a ballot. Tell the DRO why you object. They record your objection in the polling record and decide to accept or reject the ballot. You must accept their decision as final.

The Deputy Returning Officer writes the Statement of the Poll after they count the ballots. They'll give the candidate or their representative a copy. The Statement tells you the number of votes for each candidate and the number of rejected ballots for that poll.

6) Who won the election?



How do candidates and their representatives know who won the election?

The Returning Officer receives a Statement of the Poll from each Deputy Returning Officer. The Returning Officer adds together the votes from all the polls in the constituency and does an election report to certify the number of votes for each candidate.

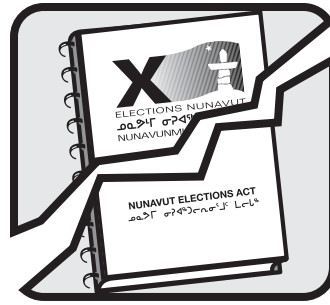
The Returning Officer sends the candidate get a copy of the election report.

What happens if two candidates get the same number of votes?

Two candidates might get the same number of votes, or really close. If the difference is less than 2% of the total votes, the Returning Officer must apply to the Nunavut Court of Justice for a recount. Here are 2 examples:

Example 1	Example 2
1000 people voted	500 people voted
2% of 1000 is 20 votes	2% of 500 is 10 votes.
The winning candidate must have at least 20 votes more than the candidate who came second. If they don't, there is a recount.	The winning candidate must have at least 10 votes more than the candidate who came second. If they don't, there is a recount.

7) Breaking Nunavut Elections Act laws



The *Nunavut Elections Act* is like any other law. If you break the law you can be charged with a crime and punished.

What are the main types of election crime?

There are many ways to break the law for each type of crime. See some examples in the table below. Read the *Nunavut Elections Act* and make sure you follow the law.

Type of crime	Example 1	Example 2
Vote improperly.	You vote and you aren't eligible to vote.	You do things you shouldn't do with ballots.
Influence voters improperly.	You bribe a voter with money, liquor, food, a job, or other things.	You sell or give away liquor on Election Day.
Use information improperly.	You use the voters list for something besides the election.	You damage Elections Nunavut notices.
Tell lies or cheat.	You're a candidate or financial agent and you aren't eligible.	You're a candidate in more than one constituency.
Use money improperly.	Your campaign expenses are more than \$30,000.	A candidate uses campaign money for personal expenses.

If someone is charged and convicted, how are they punished?

If you break the law and you're charged and convicted, you will:

- Pay a fine not more than \$5000. OR
- Go to jail for not more than one year. OR
- Pay a fine and go to jail.

Also, for two full terms of the Legislative Assembly you can't:

- Be elected to the Legislative Assembly.
- Sit as a member of the Legislative Assembly.
- Have a job appointed by the Commissioner, a Minister or official of the Government of Nunavut, or the Legislative Assembly.

A judge can also tell you to do things such as:

- Publish the facts about your crime.
- Pay the people you hurt because of your crime.
- Do some community service.

Who can complain about a possible election crime?

Any person who believes someone broke the law in the *Nunavut Elections Act* can complain. They must go to the police, NOT to Elections Nunavut or the Chief Electoral Officer.

It's the same as making a complaint about someone who breaks any other law - people go to the police if someone breaks into their house, steals their truck, or beats up their friend.

They need to go to the police within 90 days of when they know someone broke the law.

Who investigates a complaint?

The police investigate. They'll tell you if they're investigating you, unless they think it will hurt their investigation.

The police have the same power and responsibility to enforce the *Nunavut Elections Act* as other Nunavut and Canadian laws.

The police work with the Chief Electoral Officer and the Integrity Commissioner to solve the problem.

The Integrity Commissioner is an officer of the Legislative Assembly and oversees the *Integrity Act*. The purpose of this Act is to help make sure Members of the Legislative Assembly are honest, reliable, and honourable.

The Commissioner of Nunavut appoints the Integrity Commissioner. The Members of the Legislative Assembly recommend who the Commissioner should appoint.

What's a compliance agreement?

A compliance agreement is a contract between the Integrity Commissioner and someone who probably broke the law. It's an option before the police charge the person with a crime.

The Integrity Commissioner decides whether or not to negotiate a compliance agreement. They consider these things before they decide to negotiate:

- The kind of crime and how bad it is.
- The punishment for doing the crime.
- The public interest.
- The interests of justice.
- Other factors that might apply.

The Integrity Commissioner and the person both sign the compliance agreement. It is published - it's a public document.

When a person signs the compliance agreement, they take responsibility for their crime. They agree to do one or more of these things:

- Pay money to one or more people.
- Apologize to the public and to the people involved.
- Use traditional Inuit practices to make the wrong better.
- Do some community service.
- Agree to do or not to do some specific actions.

If you don't follow the agreement, you can be charged and go to court. You might be convicted and punished. If you follow the agreement, you aren't charged and you don't have a record.

8) Checklist to Manage a Campaign



Before the election period begins

- Make sure you're eligible to be a campaign manager. Check with your employer to see if they have rules or policies you need to follow to become a campaign manager.
- Decide if you have the time and skills to be a good campaign manager.
- Start to plan the campaign and discuss a campaign budget with the candidate and financial agent.
- Get a copy of the *Nunavut Elections Act* and read it - know the laws and do your job properly.
- Help the candidate gather the things they need to properly fill out and file the declaration of candidacy.

During the election period

- Make sure the campaign manager or financial agent have their name on all campaign advertising, as the *Nunavut Elections Act* states.
- Check with the local government and other community authorities to find out where it's okay to put up campaign signs and posters. Do not put them on any office-type buildings the Government of Nunavut owns, rents, or leases.

- Review the preliminary voters list when you get it from Elections Nunavut. Encourage eligible voters to contact Elections Nunavut if their name is not on the list or the information is wrong.
- Review the official voters list, once you get it from the RO.
- Make sure all campaign workers respect the preliminary and official voters lists. They **MUST** use the voters lists **ONLY FOR** the election campaign.
- Encourage the candidate and campaign workers to give out Elections Nunavut brochures about different ways to vote, when they visit voters door-to-door.
- Note the schedule for the mobile poll, once the RO tells you.
- Review the polling record for the advance vote and mobile polls, after you get it from the RO.
- Note where the polling stations are in your constituency, once the RO tells you.
- Note the times the polling stations are open on Election Day, especially if your constituency is in a different time zone than Rankin Inlet.
- DO NOT** broadcast any TV, radio, internet, or other campaign ads the day before Election Day **OR** on Election Day. This includes any information on a website that promotes the candidate.
- Find volunteer campaign representatives to watch each polling station on Election Day. They can go in shifts - only one at a time. They should be there 15 minutes before the poll opens.

- Make sure the candidate or financial agent fills out and signs consent forms to authorize candidate representatives to be at each polling station on Election Day. Each representative needs their own consent form.
- Ask one candidate representative to stay at each polling station while the DRO counts the ballots on Election Day.
Each representative gets a copy of the Statement of the Poll, from the DRO, as soon as it's ready.

Election Day

- DO NOT have any campaign materials at the polling station - on the land, building, or on people.
- DO NOT broadcast any TV, radio, internet, or other campaign ads or information on Election Day. This include any information on a website that promotes the candidate.
- Make sure campaign representatives know the rules - what they can and can not do at the polling station.
- Make sure each campaign representative has a consent form signed by the candidate or financial agent.
- Ask each campaign representative to bring the Statement of the Poll to the candidate, as soon as possible after the DRO gives it to them.
- Review the election report with the candidate, as soon as you get it from the RO.

After Election Day

- Take down all the campaign signs, posters, and other materials by 10 days after Election Day.
- Make sure the campaign workers destroy or turn in all voters lists - hard copies and electronic.
- Thank everyone that helped with the campaign.