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Nunavunmi Niguaknik
Elections Nunavut
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A Guide to

Manage a Campaign

to elect Members of the Nunavut Legislative Assembly

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2021 General Election Pandemic Planning

The COVID-19 pandemic will have an impact on how we administer the October 25, 2021 General Election.

We are working closely with the Chief Public Health Officer to ensure our communities have an opportunity to participate in forming our government while remaining safe.

Our guiding principles

Inuuqatigiitsiarniq: The safety of voters, candidates, election officers and the communities is our priority.

Aajiiqatigiinniq: We will work closely with the communities, candidates, voters and the Chief Public Health Officer during the election periods.

Ikajuqtigiinniq: We will ensure activities during the election follow the orders issued by the Chief Public Health Officer.

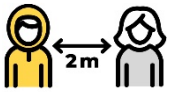
Qanuqtuurniq: We will adapt to address challenges as they arise, while preserving the integrity of the election and maintaining the confidence of Nunavummiut.

What we are doing to Keep You Safe

- The rules in the *Nunavut Elections Act* give the Chief Electoral Officer flexibility to protect the health and safety of our communities during the election.
- Online voter registration is available at www.elections.nu.ca
- Candidates will be provided with an online portal.

- Our Returning Officers will safely offer mobile polls to our most vulnerable populations.
- Voters will be required to wear masks during voting in-person. You can bring your own mask, or one will be provided for you.

- We will provide single-use pencils.
- We will have a sanitization station for voters at every polling location.
- We will sanitize the voting booths regularly.



- We will make sure everyone is practicing social distancing.
- Protective barriers will be in place to separate voters from election officers.

What this may mean for candidates

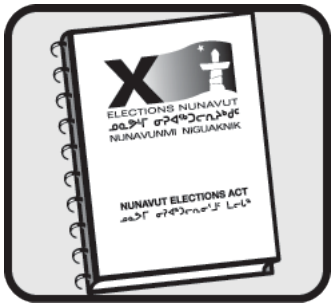
- The declaration of candidacy process may be changed to reduce in-person interaction with election officials.
- Certain restrictions may be placed on-person campaigning to reduce the risk of the pandemic.
- Campaigning in elder's facilities, care homes or shelters may be prohibited to protect our most vulnerable populations.
- Limitations may be placed on in-person monitoring of voting or the count by candidates or their representatives.
- Voting opportunities may be expanded at short notice. This may include lengthening voting days during the advance voting, or allowing longer time for mail-in ballots to arrive at our office.
- Delays in reporting election results due to safety measures taken by Elections Nunavut.

What this may mean for voters

- Voters will be encouraged to vote during advance voting opportunities.
- Voters may be more comfortable voting by mail-in ballot than attending a polling location.
- Voters may not get a chance to interact in-person with their candidates.
- Voters who are unwell or in isolation will be encouraged to vote by mail-in ballot.

Changes to the voting process in response to the pandemic may delay certain aspects of the election, and voting, counting and results-reporting deadlines may be lengthened.

Introduction



This Guide is a summary of parts of the *Nunavut Elections Act*—the laws to elect Members of the Legislative Assembly. Campaign managers and other campaign workers must use and follow this Guide, butit does not replace the laws.

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

This Guide has information about general elections and by-elections. Most of the laws are the same for both. This 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, in any of Nunavut's Official languages.

What's new for the 2021 General Election?

Recent amendments to the *Nunavut Elections Act* have created some changes for candidates and voters in the 2021 General Election.

Local Time to be Used for Election Day
The polls will now be open on Election day from 9am to 7pm local time in every constituency.

Introduction of a Future Voters List
16 and 17-year old's can now register to vote (but they will still have to wait until they turn 18 to vote).

Rules for Members of Municipal Council Who Want to Run
Mayors or councillors who wish to become a candidate in an MLA election must take leave from their position on council.

Expand Emergency Voting
The use of emergency voting (telephone voting) has been expanded to allow for those who are unable to vote on Election Day because of an unexpected absence.

Elimination of Proxy Voting
By expanding emergency voting, anyone who may have voted by proxy can now vote by emergency voting. Proxy voting will no longer be available.

Deadline for Special (mail-in) ballot applications
To ensure ballots can be processed, delivered, and returned on time, the deadline for applying for a mail-in ballot is 7 days before election day.

Exception for Audit Requirement
Audits will not be required if the candidate received less than $500 in contributions and spent less than $500 on their campaign.

Limit on total amount of Anonymous Contributions
A Financial Agent cannot accept more than $2,500 in total anonymous contributions.

Clarify When an Account needs to be Opened by the Financial Agent
A financial agent must open an account before receiving contributions, and no later than 21 days before election.

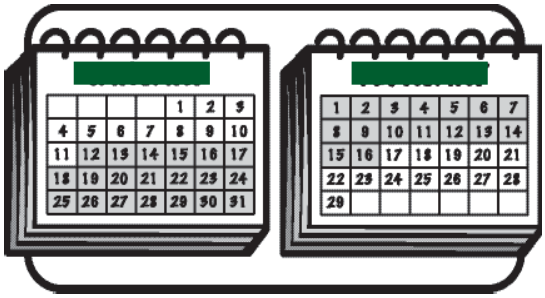
Privacy and the Voters List

Elections Nunavut takes the privacy and security of voter information very seriously. We require candidates to also take it very seriously.

Any candidate in the General Election who requests a voters list within the prescribed timeframe will receive a copy of the voters list for their constituency. The candidate will be required to sign a privacy policy form indicating that they will only use the voters list for the election.

After the election, the candidate is legally responsible to destroy the list or return the list to the Returning Officer. Paper copies must be shredded, burned or otherwise disposed of, and electronic copies must be destroyed.

The Election Period



The election period starts 35 days before Election Day and ends on Election Day. The post-election period is the 60 days right after Election Day.

In a general election, the pre-election period starts 90 days before the writ is issued and ends when the CEO issues the writ.

In a by-election, the pre-election period starts when the date of the election is publicly announced and ends when the CEO issues the writ.

Candidates and financial agents must meet some strict deadlines during election period and post-election period.

Election Period Calendar

Important days	What happens on that day
June 22	Pre-election period starts
September 20	Chief Electoral Officer sends the writ to each returning officer (RO). Each RO posts it in their office.
	First day a person can file a declaration of candidacy.
	First day a person can apply for a special mail-in ballot.
September 21	Elections Nunavut sends a Voter Information Card to every voter on the voters list.
September 24	2 pm deadline (local time) to file a declaration of candidacy. 5 pm deadline (local time) to withdraw declaration.

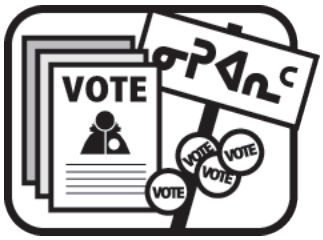
Election Period Calendar

Important days	What happens on that day
October 11	First day voters can vote at the returning officer's office—from 12 noon to 7 pm local time.
October 18	Mobile poll in each community from 9 am to 11:30 am local time. Advance vote from 12 noon to 7 pm.
October 21	Last day voters can vote at the returning officer's office—from 12 noon to 7 pm local time.
October 25 **Election Day**	Special ballots must be received by 5 pm or they won't count.

Post-Election Period Calendar

Important days	What happens on that day
10 days after Election Day	Candidates must remove all campaign materials.
60 days after Election Day	Candidates and financial agents must complete and file the campaign financial return.
	Candidates must destroy all copies of the voters lists that they received, or return them to Elections Nunavut.

The Campaign Manager



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, Facebook, Twitter, or other social media.
- Door-to-door voter canvassing and other campaign activities or gatherings.
- Plan candidate travel to communities in the constituency, if needed.
- Organize candidate representatives for each polling station on Election Day.
- Enlist volunteer campaign workers.

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

Who can and cannot be a campaign manager

Before you take on the job of campaign manager, check with your employer to see if they have rules or policies you must follow or that might prevent you from taking on that job.

The *Nunavut Elections Act* has no specific rules about who can and who not be a campaign manager. However, many employers have rules or policies about how employees can participate in political activities and election campaigns.

If the campaign manager leaves their job

If the campaign manager leaves their job for any reason, the candidate must give the returning officer (RO) written notice right away. The candidate fills out the proper form to record the reasons you left your job and the date your duties ended.

The candidate uses the same form to appoint a new campaign manager to replace you.

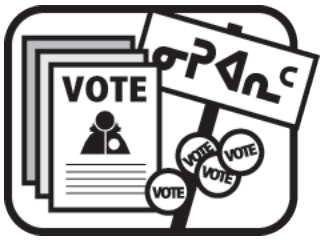
If you leave your job, you must right away give everything related to the campaign over to the new campaign manager. Or to the candidate or financial agent if the candidate does not appoint a new campaign manager.

Declaration of Candidacy

The declaration of candidacy is the form a person MUST fill out to say they want to become a candidate. If the person wants to start the campaign with a campaign manager, they include the campaign manager's name and contact information.

If Elections Nunavut accepts the declaration of candidacy, the person becomes a candidate. If Elections Nunavut rejects the declaration of candidacy, the person is not a candidate.

The Campaign



The candidate's campaign involves different campaign activities and materials, and campaign finances to pay for the activities and materials.

Campaign budget

A campaign budget can be a very helpful tool. It outlines what the candidate plans to do (materials and activities) and how much money they need. A budget helps the campaign team set priorities and not spend more money than they can raise through contributions.

To write up a budget, the candidate, financial agent, and campaign manager work together. As you plan the campaign, you identify the things that cost money and how much each thing may cost. For example:

- Do you plan to produce and distribute buttons, signs, brochures, or posters? How many? What size?
- Does your constituency have more than one community? Do you need to travel there? How often? For how long?
- Do you need a campaign office?
- What ads do you plan to put on radio, TV, internet, or newspapers?
- Do you plan to have a website? Or use Facebook and Twitter?

The candidate, financial agent, and campaign manager should talk regularly as they plan and carry out the campaign. 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.

Campaign activities and materials

Candidates, campaign managers, and financial agents must follow certain rules for campaign activities and materials.

Name and contact info: All campaign materials, including ads, must have the name of the financial agent or campaign manager, and their phone number or email address.

Example: "Sponsored by (name financial agent or campaign manager) for (name candidate) Phone xxx.xxxx (or email xxx@xxxxx.ca)

Put this at the bottom or in a corner in print no smaller than the smallest text on the campaign material.

Broadcast time: Radio and TV that operate in the candidate's community may make free airtime available. Each candidate should have equal access and the same notice for any free airtime.

Every broadcast (radio, TV, cable, internet) must include the financial agent's name and contact info. See example above.

Where to post campaign signs and other materials: Check with the hamlet and other authorities and businesses in your community to find out what rules they have, if any, about where you can put up campaign materials.

No campaign materials on any office type property that the Government of Nunavut owns, rents, or leases.

No campaign materials on any power poles.

No campaign materials allowed on the land or building at the polling station. People can NOT wear, use, or show any campaign material at the polling station.

Ask permission from homeowners and renters before putting campaign material on their property.

Campaign gatherings: Campaign workers may organize a gathering to promote the candidate. You can offer food, non-alcoholic drink, gifts, and/or prizes at a gathering, ONLY if the total value is $500 or less. For example, you can NOT offer a truck or snowmobile.

Any person, business, or group that is eligible to contribute to the campaign may sponsor all or part of a gathering. The financial agent may collect contributions during the gathering.

People/businesses from outside Nunavut: If a person, business, or group does not live or operate in Nunavut, they may NOT actively campaign for any candidate. They may not pay for or donate any campaign activity or materials.

Remove campaign materials: Each candidate must remove all campaign materials by 10 days after Election Day.

No one can take down, cover up, damage, or change your campaign material, unless they have your authority.

You may place this notice on all of your posters, "Section 250(2) *Nunavut Elections Act:* Any person who without authority takes down, removes, covers up, mutilates, defaces or alters any campaign material is guilty of an offence."

Influence voters: At a campaign gathering or otherwise, a candidate cannot offer money, food, drinks, gifts, prizes, or other hand-outs that people may see as a bribe—to get a voter to vote a certain way, or to not vote. For example, you cannot offer a truck or TV, alcohol or a case of juice.

Slander, libel, insults: Candidates should not make comments towards or about other candidates that involve lies, slander, libel, and insults. This applies to all media including Facebook, Twitter, and other social media.

Voters list: The candidate, financial agent, campaign manager, and all other campaign workers must respect the voters list and use it properly. It is a serious offence to misuse it.

- Use the voters list only for campaign things.
- At the end of the campaign, return all voters lists (electronic or print) to Elections Nunavut, or destroy them.

Campaign contributions

Campaign contributions may be money, goods, and/or services. The financial agent is responsible for all campaign finances, including all contributions and expenses. The financial agent accepts all contributions, NOT the candidate or campaign manager.

Who can contribute: The financial agent can accept campaign contributions only from:

- 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 the financial agent a list with the name and the amount that each person contributed.

Maximum contribution: Each person, business, or group can contribute a maximum of $2500. They may contribute just money, just goods and/or services, or a combination.

If someone contributes transportation or accommodation services, the maximum can be more than $2500.

When/how to contribute: A person, business, or group can contribute money to the campaign and the campaign can accept money, only under certain conditions:

- Only during the election period.
- Only if the candidate is an official candidate.
- Only if they give the money to the financial agent or someone the financial agent authorizes in writing. The candidate can NOT directly accept any contributions.

Financial contributions: Can be 'named' or 'anonymous'. Any contribution over $100 MUST be named. The financial agent records the name and address of the contributor.

The financial agent writes a tax receipt for the exact amount of each 'named' contribution—to the maximum of $2500.

The financial agent is the only person who can give out tax receipts.

A person, business, or group can give up to $100 as an anonymous contribution. If the campaign receives an anonymous contribution worth more than $100 the financial agent must give it back, if they know where it came from, if they can't return it, the financial agent must send it to theCEO.

The maximum amount of all anonymous contributions combined is $2500.

Campaign account: The financial agent sets up a campaign account and deposits all campaign contributions into the account. The money belongs to the campaign, NOT to the candidate or the financial agent. The financial agent cannot accept contributions until the campaign account is opened.

Goods and services—contributions and expenses: The financial agent uses the market value of any goods and services contributions to measure the contribution. The same amount is an expense.

Example: an airline provides one or more free tickets for the candidate to travel in the constituency during the campaign.The financial agent records the name of the airline and the value of the ticket as a contribution AND as an expense.

Example: A local business donates printing services. The financial agent records the name of the business and the market value of the services as a contribution AND as an expense.

People often do volunteer work for a candidate's campaign. The financial agent does NOT count volunteer labour as a contribution, UNLESS a self-employed person does the kind of work for the campaign that they usually get paid for.

Example: a self-employed graphic designer does a brochure for the campaign as a volunteer. The financial agent records the graphic designer's name and the market value of their volunteer work as a goods and services contribution AND as an expense.

The financial agent does NOT give any tax receipts for any goods

and services contributions.

Campaign expenses

The financial agent pays all campaign expenses with a cheque from the campaign account.

Maximum total campaign expenses: $30,000 is the maximum amount a campaign can collect and spend. This includes pre-election and election expenses. With the CEO's approval, total campaign expenses can be more than $30,000 to pay for:

- Travel to/within the constituency
- Childcare
- Expenses related to a candidate's disability

Candidate's personal money: A candidate can spend up to $30,000 of their own money—the maximum expenses allowed for a campaign.

If you have enough contributions, the financial agent can reimburse the candidate for expenses they pay for, including pre-election expenses.

The candidate gets a tax receipt for the actual amount they spend, up to the $2500 maximum. This does not include any expenses you get reimbursed for.

The candidate is personally responsible for any unpaid expenses at the end of the campaign.

Acceptable campaign expenses: Some examples:

- Rent, utilities, supplies for the campaign office.
- Wages to pay someone to run the office, or to hire a campaign manager or financial agent.
- Campaign materials such as signs, posters, or buttons.
- Campaign ads for TV, radio, newspaper, internet.
- Travel and accommodation - only within the constituency.
- Childcare, expenses connected with the campaign.
- Expenses related to a candidate's disability.
- Food and non-alcoholic drinks at a voters' gathering.
- Food 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.

Unacceptable campaign expenses: Some examples:

- 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 that 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 wine or beer.
- The $200 deposit the candidate made to file the declaration of candidacy.

Election Day

On Election Day, the polling stations are open 9 am to 7 pm local time.

No one except election officers can use phones, cameras, two-way radios, or other devices at the polling station. No one can show any buttons or other campaign materials at the polling station.

Candidate reps at the polling station

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.

Consent form: Each candidate representative needs a signed consent form. When the candidate representative first gets to the polling station they give the form to the deputy returning officer, and take the oath.

Rules during voting: The candidate or their representative may watch what happens during voting. 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 or text someone to pass on information.
- May arrive at the polling station 15 minutes before the poll opens, to watch the election officers count and initial the ballots, and to inspect the ballots and other official papers.
- May question a voter's identity, even if the voter's name is on the voters list.

Counting the ballots: A candidate or their representative may watch the DRO count the ballots. They must follow these rules:

- Watch and keep count only—the DRO is the only person to handle the ballots.
- Stay to the end. Do NOT send or receive phone calls or text messages until after the DRO sends the results to Elections Nunavut.

- If you disagree when the DRO accepts or rejects a ballot, tell them why you object. The DRO records your objection in the polling record and decides to accept or reject the ballot. You must accept their decision as final.
- Receive a copy of the Statement of the Poll from the DRO, after they count the ballots. The Statement shows the number of votes for each candidate and the number of rejected ballots for that poll.

Who won the election

The returning officer (RO) receives a Statement of the Poll from each DRO. The RO 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 RO sends the candidate a copy of the election report.

If two candidates get the same votes

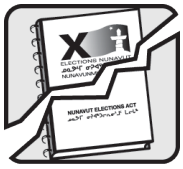
Two candidates may get the same number of votes, or really close to the same number. If the difference is less than 2% of the total votes, the RO must apply to the Nunavut Court of Justice for a recount.

Here are two 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.

Breaking the Laws

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



Main ways to break the law

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

Sample crime	Example 1	Example 2
Vote improperly	You vote and you aren'teligible to vote.	You do things you should not do with ballots.
Influence voters improperly	You bribe a voter with money, liquor, a job, food,or other things.	Campaigning at a pollingstation.
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 youaren't eligible.	You're a candidate in morethan one constituency.
Use money improperly	Your campaign expensesare more than $30,000.	A candidate uses campaignmoney for personal expenses.

Punishments

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

- 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 five years you can NOT:

- 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 LegislativeAssembly.

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

Any person can complain, who believes someone broke a law in the *Nunavut Elections Act*. They must put their complaint in writing andgo to the police within 90 days of when they believe someone broke the law. They do NOT go to Elections Nunavut or the CEO.

Who investigates

The police investigate. They tell you if they're investigating you, unless they think it would hurt their investigation. The police have the same power and responsibility to enforce the *Nunavut ElectionsAct* as other Nunavut and Canadian laws.

The police work with the CEO and the Integrity Commissioner to solve the problem. The Integrity Commissioner is an officer of the Legislative Assembly who over sees the *Integrity Act*. The purpose of the Act is to help make sure MLA's are honest, reliable, and honorable.

The Commissioner of Nunavut appoints the Integrity Commissioner. The MLA's recommend who the Commissioner should appoint.

Compliance agreement

A compliance agreement is a contract between the Integrity Commissioner and someone who may have broken the law. It's an option any time, before a person gets convicted of a crime.

The Integrity Commissioner decides whether or not to negotiatea 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 they consider relevant.

If they negotiate a compliance agreement, the Integrity Commissioner and the person both sign. The Commissioner publishes a summary of each signed agreement. It's a public document.

When a person signs the compliance agreement, they take responsibility for the 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 Inuit Qaujimajatuqangit / IQ (traditional Inuit knowledge)
- to make the wrong better.
- Do some community service.
- Agree to do or not to do some specific actions.

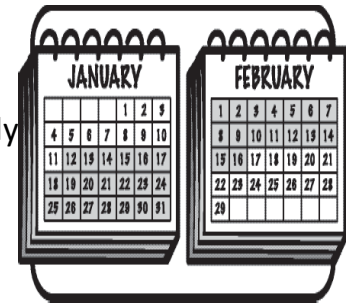
If you don't follow the agreement:

- You can be charged and go to court.
- You can NOT be a candidate for five years.
- You might be convicted and punished.

If you follow the agreement, you aren't charged and you don't have a record.

The Commissioner makes a public report on whether or not a person follows their compliance agreement.

Glossary of Election Terms



Acclamation: A candidate wins by acclamation when they're the only candidate in their constituency. Nobody votes.

Advance vote: A way to vote before Election Day. You vote at the polling station seven days before Election Day, any time from 12 pm to 7 pm local time.

Affirm: A formal, legal promise that something is true; a promise todo something; the most serious promise a person can make. If you break this promise it's the same as breaking the law. Similar to declaration, oath, or swear.

Assistant Returning Officer (ARO): The returning officer (RO) hires one or more AROs for their constituency. The ARO can accept declarations of candidacy and helps the RO with all other work during the election period.

Auditor: The person that the Chief Electoral Officer hires to review each candidate's financial return, to make sure it is complete and accurate.

Ballot: The official paper we use to mark our vote. It lists the candidates' names in alphabetical order.

By-election: An election in only one constituency. It happens after a general election when a seat in the Legislative Assembly becomes vacant for some reason.

Campaign: The advertising, signs, buttons, speeches, and other things a candidate uses to make people want to vote for them.

Campaign Manager: The person who coordinates and looks after a candidate's campaign. The candidate appoints the campaignmanager.

Campaign material: Any ads, signs, buttons, banners, posters, andother things in favour of one candidate, or against other candidates. Ads may be on radio, TV, Internet, and in newspapers.

Candidate: An eligible voter who wants to be a Member of the Legislative Assembly (MLA), and who files a declaration of candidacy that Elections Nunavut accepts.

Candidate's representative: The person that a candidate appoints to go to a polling station on Election Day to watch over the voting on behalf of the candidate. Each candidate may have only one representative at a time at

each polling station. The candidate's representative must bring the correct, signed form and give it to the deputy returning officer (DRO).

Certification envelope: This envelope is part of the special ballot package. After a voter marks the special ballot they place it in a secrecy envelope. The secrecy envelope goes into the certification envelope. The voter signs and sends it to Elections Nunavut.

Chief Electoral Officer (CEO): The CEO is in charge of Elections Nunavut. The Commissioner of Nunavut appoints this person to oversee the *Nunavut Elections Act*. Elections Nunavut is all the people responsible to organize and carry out territorial elections.

Civic address: This address is the voter's lot and house number. It is different from their mailing address. To register with Elections Nunavut, voters need to give their civic address.

Close of candidacy: The last day a person can file a declaration ofcandidacy. It happens at 2 pm local time, 31 days before Election Day.

Constituency: A geographic area and the people who live there. The people in each constituency elect a MLA.

Contribution: Any money, goods, and/or services a person or business gives to help elect a candidate.

Declaration: A formal or legal statement a person makes to say something is true or they intend to do something. If you break this promise it's the same as breaking the law. Declaration is similar to affirm, oath, or swear.

Declaration of candidacy: The form a person fills out to say they want to be a candidate—that they want a chance to be elected as a Member of the Legislative Assembly (MLA). They must be eligible and give a $200 deposit. The financial agent must also sign this document.

Deputy Returning Officer (DRO): The election officer in charge of a polling station on Election Day. DROs make sure voters and candidates follow the laws. They give out the ballots and count them.

Elect: To choose a person by voting. During a territorial election, we elect our MLAs.

Election: The election of members to the Nunavut Legislative Assembly. In a territorial election, voters mark a secret ballot to choose a candidate to be an MLA.

Election Day: The date on the writ for voting in an election. Most voters go to a polling station on Election Day to vote. Elections Nunavut also offers other ways for voters to vote, before Election Day.

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

Election officers: The people who work for Elections Nunavut and help to run a territorial election. Election officers include returning officers (RO), assistant returning officers (ARO), deputy returning officers (DRO), poll clerks (PC), and registration clerks (RC).

Election period: A 35-day period that starts with the writ and ends with Election Day; the official time for the election.

Election report: Shows how many votes each candidate got. The returning officer (RO) fills it out when they review the Election Day statements of the poll. The RO can delay the election report for up to two weeks after Election Day, if needed.

Elections Nunavut: The office and staff of the CEO. These people organize and run territorial elections.

Electoral boundaries: The borders that define each Nunavut constituency. In 2021 there are 22 constituencies.

Electoral Boundaries Commission: A group of three people responsible for reviewing electoral boundaries—the borders that define each constituency in Nunavut. The Legislative Assembly appoints the Commission members every 10 years. In their report, the Commission may propose changes to Nunavut's electoral boundaries and constituency names.

Emergency method: A way to vote by phone or radio if you're in a remote place on Election Day. You must contact Elections Nunavut to vote this way and you must meet strict conditions:

- You can't get to a polling station on Election Day; AND
- You can't vote any other way; AND
- You were unable to vote because of an unexpected absence.

Final voters list: This list includes all the voters that were on the list when the election started, plus those who registered during the election period. It comes out after Election Day.

Financial agent: The person who handles all the money for a candidate's campaign. The candidate appoints the financial agent; they both sign the declaration of candidacy. The financial agent takes contributions and pays all the expenses. Together with the candidate, the financial agent completes the financial return after the election.

Financial return: The official report of a campaign's election contributions and expenses, as required under the *Nunavut Elections Act*. The candidate and financial agent complete the report, sign it, and make a declaration that the information istrue.

General Election: An election that takes place in all the constituencies.

Integrity Commissioner: An independent officer of the Nunavut Legislative Assembly, with certain responsibilities under the *Nunavut Elections Act*. The police work with the Integrity Commissioner and the CEO when they investigate a possible election crime.

Judicial recount: A judge of the Nunavut Court recounts all the ballots for a constituency. This happens if two candidates have the same number of votes or almost the same number—within 2% of each other. See the *Nunavut Elections Act* for other ways a recount can happen.

Legislative Assembly of Nunavut: The people we elect to form theGovernment of Nunavut and make laws for Nunavut.

Members of the Legislative Assembly (MLAs): The people who get elected during a territorial election; the people who for the Government Nunavut.

Mobile poll: A way to vote if you physically can't get out to vote. The poll comes to you.

Notice of Election: Shows the name and contact information for eachcandidate in a constituency, and their financial agent and campaign manager. The CEO sends out the election notice 30 days before Election Day.

Nunavut Elections Act: The laws that Nunavummiut use to organizeand run a territorial election.

Oath: A formal, legal promise that something is true; a promise to do something. Election officers take an oath to be impartial in their job; elected candidates take an oath as MLAs. Oath is similar to affirm, declaration, or swear.

Poll Clerk (PC): An election officer who works at a polling station with the DRO. PCs look after the polling record.

Polling record: A list of everyone who voted at the polling station, any changes to the voters list, and notes about everything that happened during voting.

Polling place: A building that holds one, two, or more polling stations. Each polling place has an assistant returning officer(ARO) and registration clerk (RC).

Communities such as Iqaluit and Rankin Inlet have more than one constituency. The polling place in those communities has an ARO and RC for each constituency.

Polling station: The place voters go to vote.

Post-election period: The 60 days right after Election Day. Candidates must send their completed financial return to the CEO before the end of the post-election period.

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

Pre-election period: In a general election, the pre-election period starts 90 days before the writ is issued and ends when the CEO issues the writ.

In a by-election, the pre-election period starts when the date of the election is publicly announced and ends when the CEO issues the writ.

Proclamation: The official paper the Commissioner sends to the CEO to say there will be an election. The proclamation tells the CEO things such as when to issue the writ and the date of Election Day.

Public Notice of Election: Elections Nunavut posts the Notice to tell everyone about the upcoming election. It shows these four things:

- Dates for Election Day and early polls.
- Contact information for RO's.
- Deadline to file a Declaration of Candidacy.
- Deadline to object to a name on the voters list.

Registration Clerk (RC): An election officer who works under an RO toregister voters, either between elections or during an election or by-election.

Rejected ballot: A marked ballot that does NOT count for any candidate. When the DRO / ARO count the ballots in the ballotbox they reject a ballot for clearly defined reasons. If a person watching the ballot count disagrees with

the DRO's / ARO's decision, the election officers must record the objection in the polling record.

Returning Officer (RO): The election officer in charge of a constituency. ROs appoint AROs, DROs, PCs, and RCs for each poll. ROs oversee everything about the election in their constituency.

Secrecy envelope: This envelope is part of the special ballot package. After a voter marks the special ballot they place it in the secrecy envelope. The secrecy envelope goes into the certification envelope. The voter signs and sends it to Elections Nunavut.

Special ballot: A way to vote by mail if you're away at school, on vacation, in hospital, at a treatment centre, or in jail. Other voters can use a special ballot if they need or want to. Voters must apply to Elections Nunavut to get a special ballot. They receive a package, follow the directions, and mail the ballot back in a special envelope.

Spoiled ballot: A spoiled ballot is a ballot that the printer did not print properly, OR it is a ballot that a voter makes a mistake on. The DRO gives the voter a new ballot and marks the first one 'spoiled'. The spoiled ballot does not go into the ballot box.

Statement of the Poll: The official Elections Nunavut form that shows the number of votes for each candidate for that poll.

Stub: The numbered part of each ballot that stays with the book of ballots. When the DRO tears each ballot from the book, the stub stays in the book.

Swear: A formal, religious promise that something is true; a promiseto do something; 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. Swear is similar to affirm, declaration, or oath.

Vote: Voters mark a secret ballot in a territorial election. They choose the candidate in their constituency that they want to elect as their MLA.

Voter: A person eligible to vote in a territorial election:

- Canadian citizen.
- Nunavut resident for at least one year on Election Day.
- 18 years or older on Election Day.
- Not disqualified from voting.

Voters list: The list of voters that Elections Nunavut prepares for each constituency. Elections Nunavut sends a copy to each candidate when the election period starts, and updates it 20 days before Election Day.

Voter Information Card: Each voter on the voters list receives this card in the mail about a month before Election Day. The card tells the voter where and when to vote.

Voting in the returning officer's office (VOR): A way to vote before Election Day. From 14 days before Election Day to 4 days before Election Day, from 12 noon to 7 pm local time.

Witness: A person who signs a document to say that another person's signature is truly their signature. For example, someone other than the candidate and financial agent must witness their signatures on a Declaration of Candidacy.

Writ: The official notice to say there is an election. The CEO sends it to each RO. Each RO posts the writ in their office.

The return of the writ is the backside of the writ. It shows who won the election. The RO fills it out and sends it to the CEO after Election Day. If a candidate wins by acclamation the RO fills out the return of the writ right away.

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.
- ☐ 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 the declaration of candidacy and file it.

During the election period

- ☐ Make sure the campaign manager or financial agent have their name and the candidate's name on all campaign advertising, as the *Nunavut Elections Act* states.
- ☐ Check with the municipal government and other community authorities to find out where it's okay to put up campaign signs and posters.
- ☐ Do not put campaign materials on any office-type buildings the Government of Nunavut owns, rents, or leases; or on power poles.
- ☐ Review the 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 not correct.
- ☐ Make sure all campaign workers respect the proper use of the voters list. They MUST use the voters list 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 voter's door-to-door.
- ☐ Note the schedule for the mobile poll, once the RO tells you.
- ☐ Review the list of voters who voted at the early polls, after you get it from the RO.
- ☐ Note where the polling stations are in your constituency, oncethe RO tells you.
- ☐ Note the times the polling stations are open on Election Day inthe communities in your constituency.
- ☐ Find volunteers to be candidate representatives, to watch each polling station on Election Day. They can go in shifts—but only one at a time. They can arrive at the polling station 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. They can NOT leave or phone or text anyone until the DRO sends the results to Elections Nunavut.

  As soon as the DRO prepares the Statement of the Poll, each representative gets a copy.

Election Day

- ☐ Do NOT have any campaign materials at the polling station –on the land, building, or on people.
- ☐ Make sure candidate representatives know the rules—what they can and cannot do at the polling station.
- ☐ Make sure each candidate representative has a consent form signed by the candidate or financial agent.
- ☐ Ask each candidate 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 within 10 days after Election Day.
- ☐ Make sure the campaign workers destroy or turn in all voter's lists—print and electronic.
- ☐ Thank everyone that helped with the campaign. Celebrate your efforts.