



MUNICIPAL ELECTION – FALL 2025

POSITION DESCRIPTIONS

Revision Committee

(October 14, 15 and 17, 2025)

Chairman

- Chairs the sessions of the board.
- Ensures compliance with electoral rules and procedures.
- Coordinates the work of other board members (revisors and secretary).
- Casts the deciding vote in the event of a tie.

Revisor

- Reviews applications for additions, corrections, or removals from the electoral list.
- Questions electors to assess their eligibility.
- Makes joint decisions with other board members.

Secretary

- Prepares administrative documents and required materials.
- Writes the minutes of board decisions.
- Supports the revisors during hearings.

Reception Clerk (Revision)

- Welcomes and directs electors to the appropriate resources.

- Verifies identity documents if needed.
- Maintains order and flow in the revision premises.

Mobile Poll

(October 28, 2025 – Voting in seniors' residences)

Poll Clerk

- Sets up the voting materials at the facility.
- Oversees the voting process.
- Verifies electors' identities.
- Counts ballots not deposited in the ballot box at the end of the day.

Poll Secretary

- Records required information on the list of electors and in the poll book.
- Manages electoral documents (forms, signatures, etc.).
- Assists the Poll Clerk.

Voting at the Office of the Returning Officer

(October 24, 2025)

Advanced Voting

(October 26, 2025)

Election Day

(November 2, 2025)

Poll Clerk

- Verifies the elector's identity.
- Ensures the voting process runs smoothly at the voting booth.
- Issues the ballot papers.
- Oversees the counting of votes.

Poll Secretary

- Marks the electoral list (checks off names).
- Records required notations in the poll book.
- Assists the Poll Clerk.
-

Chairman or Member of the Identity Verification Panel

- Verifies the identity of electors who lack required ID.
- Makes decisions in cases of disputes or irregularities.
- Ensures compliance with procedures.

Electronic Voter Identification Officer

- Greets electors at the polling station entrance.
- Validates address and registration using a computerized system.
- Directs electors to the correct table.

Substitute

- Replaces an absent Poll Clerk, Poll Secretary, or Electronic Voter Identification Officer.
- May perform various duties as required.

Must be trained for multiple roles.