

# CT ABSENTEE MANUAL

## **I. Introduction**

This Manual describes the steps to be followed in receiving, handling, counting and preserving absentee ballots at elections, primaries and referenda. The law prescribes that the procedures for voting and counting absentee ballots at elections shall apply, as nearly as may be, to primaries and referenda. The Manual specifically states wherever there are differences in procedure for primaries or referenda. Absentee ballots are available at all elections and primaries, and for referenda where permitted or required by law. (Secs. 9-133f, 9-135, 9-369c)

## **II. Absentee Ballot Counting Officials**

The moderator, as chief polling place official, must supervise the process of absentee ballot counting. Absentee ballot counting may be conducted at one central location or at each polling place. If absentee ballots are counted at a central location, polling place moderators do not supervise absentee ballot counting; instead, a central counting place moderator supervises counting of the absentee ballots at the central location. (Sec. 9-150a(g))

Absentee ballot counters are election officials. The law requires all absentee ballot counters to attend a training session conducted by the registrar(s) of voters, the town clerk, and the moderators. The text for the training session will be this Manual. In towns with central counting of absentee ballots, only the central counting moderator must participate with the registrar(s), town clerk and absentee ballot counters. In towns where absentee ballots are counted at the polling places, all moderators who will serve at the polls at the election or primary must attend the training session. (Secs. 9-147c, 9-148)

Absentee ballot counters must be sworn to the faithful performance of their duties. The law permits registrars and moderators to administer such oaths. The form of the oath is as follows:

*You solemnly swear (or affirm, as the case may be) that you will faithfully discharge, according to law, your duties as absentee ballot counter, to the best of your ability; and that you will serve in this election or primary as the case may be, as an official, completely impartial with respect to any candidate or any political party; so help you God.*

In administering an oath, the person to whom the oath is administered should hold up his/her right hand. If a person, by reason of scruples of conscience, objects to such ceremony, or the person administering the oath has a reason to believe that any other ceremony will be more binding upon the conscience of the person taking the oath, he/she may permit or require any other ceremony to be used. If, through scruples of conscience, a person declines to take the usual form of an oath, a solemn affirmation may be administered to him/her in the form of the oath prescribed, except that instead of the word "swear" the words "solemnly and sincerely affirm" shall be used and instead of the words "so help you God" the words "upon penalty of perjury" shall be used. The person to whom an oath is administered should answer, "I do". (Secs. 1-22, 1-23).

A record of the time when and the place where the oath was administered to each absentee ballot counter should be made by the official administering the oath, at the time that the oath is taken, and filed with the municipal clerk after the polls close. (See form entitled "Certification of Administration of Oath" on Page 21 of this Manual.) (Secs. 9-148, 9-231)

### **III. Who May Observe Absentee Ballot Counting**

#### **A. Absentee Ballot Counting at Individual Polling Places**

Absentee ballot counting done at individual polling places must take place in plain view of all election officials and electors present in the polling room. The general public is NOT allowed to observe the count during polling hours because Conn. Gen. Stats. Sec. 9-236 and Sec. 9-261 limit access to the polling room during polling hours to electors, election officials, unofficial checkers, the news media, groups of students in grades four through twelve, certain children and other students and runners. (Secs. 9-147a, 9-236, 9-236a and 9-261)

Whether the count is conducted at individual polling places or one central location, no one may reveal the result of the absentee ballot count that begins between 10:00 a.m. and 12:00 noon, or the count that begins 6:00 p.m. until after the close of the polls when the results of the vote are officially announced. (Sec. 9-147c)

#### **B. Absentee Ballot Counting at a Central Location**

Members of the public may observe absentee ballot counting conducted at a central location but they may not be so close that they can see the actual vote. (Secs. 9-147a, 9-147c)

### **IV. Types of Absentee Ballots**

#### **A. Regular Absentee Ballots**

Any elector who is unable to appear at his polling place during the hours of voting of any election, primary, or referendum because of 1) absence from town, 2) illness, 3) physical disability, 4) tenets of religion prohibiting secular activity, or 5) service as an election official at a polling place other than his own, may vote using the regular absentee ballot (ED-1, ED-2Pr). (Sec. 9-135). All candidates and questions to be voted upon are printed on the regular absentee ballot.

#### **B. Official Blank Absentee Ballots**

In regular elections only, special early official blank absentee ballots (ED-81a) are available 90 days before the regular election to all members of the armed forces, and their spouses and dependents living where they are stationed, who due to military contingencies cannot follow the regular thirty-one day absentee ballot procedure. Because candidates are not known 90 days before an election, a list of candidates is not included with the blank ballot. (Sec. 9-153e)

Official blank absentee ballots are also available as soon as lists of candidates and questions to be voted upon are available (which is approximately 45 days before an election and 30 days before a primary) to electors residing (or expecting to be traveling) outside the United States and to servicemen and their spouses and dependents living within or outside the United States. A list of candidates and questions is included with the blank ballot sent to these electors. (Sec. 9-153f)

Electors using the official blank absentee ballot cast their vote by writing in the names of the candidates and offices for which they are voting. Electors in an Election may also vote on the questions as prescribed on the ballot.

### **C. Official Overseas Ballots**

Qualified United States citizens residing outside the United States may vote in federal elections for candidates for the offices of Presidential Electors, United States Senator and Representative in Congress by using the Official Overseas Ballot (ED-71). Such persons may also vote in federal primaries for candidates for the offices of United States Senator and Representative in Congress using the Official Primary Overseas Ballot (ED-71Pr). Such persons may also vote in Presidential Preference Primaries using special envelopes and the Official Presidential Preference Primary Absentee Ballot (ED-2PrP). (Sec. 9-158a et. seq.)

### **D. Presidential Ballots**

Qualified residents or former residents may vote in presidential elections only, and only for the office of presidential electors using the Official Presidential Ballot (ED-31). (Secs. 9-158a et seq.)

The official blank absentee ballots, overseas ballots and presidential ballots should be counted in the same manner as regular absentee ballots.

## **V. Special Paper Ballots**

- A. For persons with disabilities.** Must be counted at the next scheduled absentee ballot count in the same manner as other absentee ballots. It will consist of a sealed serially-numbered envelope labeled "PBD" or "Paper Ballot for Persons with Disabilities" with an absentee ballot directly inside it. The opened serially-numbered "PBD" envelope will be preserved in the depository envelope with all other opened absentee ballot serially-numbered envelopes. The ballot will be shuffled with the other absentee ballots before counting and preserved with the other absentee ballots. (Sec. 9-264(b))
- B. Emergency Paper Ballot.** Must be counted at the next scheduled absentee ballot count in the same manner as other absentee ballots, but Sec. 9-263 states that no such emergency paper ballots may be counted unless no voting machine was in use in the polling place and all provisions of the statute have been complied with (see Moderator's Handbook). These will consist of a sealed serially-numbered envelope labeled "EPB" or "Emergency Paper Ballot" with an absentee ballot directly inside it.

If it is determined that the emergency paper ballots may be counted, they must be kept separate from the regular absentee ballots. They are opened and shuffled separately from the regular absentee ballots, counted and returned to the large depository envelope marked as the "Depository of Emergency Paper Ballots", along with a certificate signed by the moderator and registrar(s), setting forth the circumstances under which such emergency paper ballots were cast. (Sec. 9-263)

## **VI. Time for Counting Absentee Ballots**

Absentee ballots must be counted when delivered between 10:00 a.m. and 12:00 noon, and at 8:00 p.m. They may also, at the option of the registrar(s), be counted at 6:00 p.m. The procedure for each count is the same. If the optional 6:00 p.m. count is used, and there are no ballots left to be counted at 8:00 p.m., then of course the 8:00 p.m. count need not be conducted. (Sec. 9-140c)

## **VII. Receipt of Ballots (Endorsement)**

As absentee ballots are received by the town clerk, the clerk must endorse each outer envelope with the date, the precise time of receipt, and his signature. The town clerk must also execute an affidavit attesting to the accuracy of each endorsement and give the affidavit to the Head Moderator before the close of the polls. The Head Moderator, at the time of his receipt of this affidavit, must sign the affidavit, noting the time he received the affidavit. The affidavit must be returned to the clerk after the close of the polls. A suggested form for the affidavit may be found at Page 22 of this Manual. (Sec. 9-140c(a))

## **VIII. Presorting and Prechecking of Absentee Ballots and Delivery of Absentee Ballots on Election, Primary or Referendum Day**

During the week before the election, primary or referendum, the town clerk may sort the absentee ballots received into voting districts, provided such ballots shall be sorted into voting districts not later than the last day before the election, primary, or referendum which is not a Sunday or legal holiday. The registrar(s) may check, daily during this same period, the names of the absentee electors on the official check list, marking "A" next to the elector's name; however, such names must be prechecked in this manner not later than the last weekday before the election or primary (except for ballots described in Sections IX and X below). All ballots received by 11:00 a.m. the last weekday before the election or primary must be prechecked and presorted in this manner. After such prechecking and presorting is completed, the town clerk must seal the unopened ballots in a package and keep them in a safe place until they are delivered to the registrars between 10:00 a.m. and 12:00 noon on the day of the election, primary or referendum, except that the registrars may direct the clerk to retain for later delivery as many ballots from such early count as they deem necessary to preserve the secrecy of the ballots at the later counts.

Absentee ballots received by the clerk after 11:00 a.m. of the last weekday before the election, primary, or referendum and before 6:00 p.m. of election, primary, or referendum day shall be presorted by the clerk in the same manner outlined above and, at the request of the registrars, delivered to the registrars at 6:00 p.m. for checking and counting by the absentee ballot counters. Any absentee ballots received after 6:00 p.m., or in the event that there was no optional 6:00 p.m. count, any absentee ballots received by the clerk after 11:00 a.m. of the day before the election, primary, or referendum shall be sorted into voting districts by the clerk and delivered to the registrars by 8:00 p.m. for checking and counting by the absentee ballot counters. (Sec. 9-140c)

The clerk and the registrar(s) must execute an affidavit of delivery and receipt of the absentee ballots, stating the number of ballots delivered. This affidavit of delivery and receipt must be executed between 10:00 a.m. and 12:00 noon, at 6:00 p.m. if there is a count at that time, and again at 8:00 p.m. for the final count of absentee ballots. (See Page 23 of this Manual for a suggested form of affidavit of delivery and receipt of absentee ballots. (Sec. 9-140c(j))

## **IX. Special Procedure for Checking Absentee Ballots Issued by Faxed Application**

### **A. Regular Ballots Returned in Serially-Numbered Envelopes, ED-8**

The town clerk must keep a list of names and addresses of all persons to whom ballots were issued on the basis of a faxed ED-3 application. When the ED-3 with the original signature comes in, the town clerk crosses the name off such list. On the day before the election, if the ED-3 with the original signature has not been received, the registrars of voters must not pre-check the name of such person on the registry list. The town clerk must hold these ballots and must note on each such serially-numbered envelope, information similar to the following: "Not pre-checked because faxed

ED-3 with the original signature was not received, so hold this until 8:00 p.m. on Election Night, to be checked off the list and counted or rejected."

At 8:00 p.m. on Election Night, the counters will receive these ballots and a list prepared by the town clerk indicating those electors who have not returned an application with the original signature by 8:00 p.m. The counters will check off the names of the electors on the registry list (if the elector has not already voted in person). The counters will check with the town clerk (or the town clerk's list) to see if the application with the original signature was received by 8:00 p.m. If the application with the original signature was received, the counters shall note this on the serially-numbered envelope and count the ballot in the usual way. If the application with the original signature has not been received by 8:00 p.m., the counters shall open the serially-numbered envelope (and the inner envelope, if necessary) to see if the application with the original signature is inside. If so, the counters shall remove the application with the original signature, without opening the ballot, and examine the application with the original signature. If the application with the original signature has been completed properly, the counters shall note on the serially-numbered envelope that the application with the original signature was received inside, shall count the ballot in accordance with Section XII below, and shall forward the original application to the town clerk. (Sec. 9-140(a)).

If the application with the original signature is not inside the envelope or has not been properly completed, the counters shall put everything from that elector back into the serially-numbered envelope and mark the serially-numbered envelope "Rejected-- Faxed ED-3 application with the original signature not received and properly completed by 8:00 p.m. Election Night."

***NOTE TO TOWN CLERKS:** If a faxed ED-3 or FPCA is received from an elector or applicant for admission as an elector who is temporarily living outside the U.S., or who is a member of the armed forces or a spouse or dependent of a member of the armed forces living where the member is stationed, town clerks should fill out the ED-12 "Direction by Registrar" when issuing the full ballot, so that the original ED-3 or FPCA application for an absentee ballot need not be received back. Then the ballot returned in serially-numbered envelope ED-11 can be checked off and counted in the usual way so long as the person is a registered elector by the deadline on the day before election. (Sec. 9-153d(a))*

## **B. In Federal Elections, Overseas Ballot Returned in Serially-Numbered Envelope, ED-74**

### **1. Faxed Federal Post Card Application (FPCA) or Faxed ED-70 Application Received by Town Clerk**

The town clerk must keep a list of the names and addresses of all persons to whom "Official Overseas Ballots" were issued on the basis of a faxed FPCA or faxed ED-70 application. When the FPCA or ED-70 with the original signature comes in, the town clerk crosses the name off such list. On the day before the election, if the FPCA or ED-70 with the original signature has not been received, the registrars of voters must not pre-check the name of such person on the registry list. The town clerk must hold these ballots and must note on each such serially-numbered envelope, information similar to the following: "Not pre-checked because faxed FPCA [or ED-70] with the original signature was not received, so hold this until 8:00 p.m. on Election Night, to be checked off the list and counted or rejected".

At 8:00 p.m. on Election Night, the counters will receive these ballots and a list prepared by the town clerk indicating those overseas voters who have not returned an original application by 8:00 p.m. The counters will check off the names of the overseas voters on the registry list. The counters will check with the town clerk (or the town clerk's list) to see if the FPCA or ED-70 with the original signature was received by 8:00 p.m. If the application with the original signature was received, the counters shall note this on the serially-numbered envelope, ED-74, and count the ballot in the usual way. If the FPCA or ED-70 with the original signature has not been received by 8:00 p.m., the counters shall open the serially-numbered envelope (and the

inner envelope, if necessary) to see if the application with the original signature is inside. If so, the counters shall remove the original FPCA or ED-70 without opening the ballot and examine the original application. If the application has been properly completed, forward it to the town clerk, note these facts on the ED-74 envelope and count the ballot in accordance with Section XII below. (Sec. 9-140(a)).

**2. If No Faxed Federal Post Card Application or Faxed ED-70 Was Received by the Town Clerk**

If there is no faxed FPCA and no faxed ED-70 received by the town clerk, and an "Official Overseas Ballot" was issued on the basis of a "Direction by Registrar of Voters" (ED-12), then the original FPCA or ED-70 must be received prior to the day of the election. Consequently, the town clerk must hold such overseas ballots, to be counted at the 6:00 p.m. or 8:00 p.m. count. If the town clerk does not receive the original FPCA or ED-70 by the day before the election, the town clerk must mark

each such ED-74 envelope with the words "Rejected--Original Application Not Received on Time". The counters at the 6:00 p.m. or 8:00 p.m. count must check off the name of the voter on the voting list and follow the procedure for counting the ballot described in Section XII below, unless the town clerk has rejected the ballot. (Sec. 9-153d(b))

**X. In Federal Elections, Special Procedure for Counting Federal Write-in Absentee Ballot (FWAB)**

which are received from anywhere outside the United States (an APO/FPO address is considered outside the United States).

- a. If the individual who returned a FWAB lists a residence in town and is not a registered elector by 5:00 p.m. of the day before the federal election, the town clerk shall at that time give the name and address of such individual to the registrars to add to the list of Overseas Voters to be attached to the check list for the proper voting district (9-158j).
- b. The town clerk shall hold all FWAB's for the 8:00 p.m. count.
- c. If a full Connecticut absentee ballot is returned by 8:00 p.m. election day by an individual who voted a FWAB and who is an elector by 5:00 p.m. of the day before the federal election, the town clerk shall write on the envelope for the FWAB received from such individual "Rejected by town clerk because full ballot returned on time". (9-153b, 9-153d, 42 USC 1973ff) At 8:00 p.m. election day, the counters shall not open such FWAB envelope (because the full Connecticut ballot shall be checked off on the check list and the counters shall count all offices voted on the full absentee ballot).
- d. At 8:00 p.m. election night, the town clerk shall deliver all FWAB's (sorted by voting district) to the registrars to deliver them to the counters. The counters shall treat all FWAB's as Overseas Ballots and list them on the B-3 Moderator's Return as Overseas Ballots. If by 8:00 p.m. election day the town clerk does not receive a full absentee ballot from such an individual who returned an FWAB, and if the FWAB has not been rejected, the counters shall check off the FWAB on the check list and count (for federal offices only) the ballot in the FWAB envelope. The counters shall not open any FWAB's which have been rejected by the town clerk (for example: "Rejected by town clerk because submitted from within the U.S.") and shall report them on the B-3 in the "Total Ballots Rejected" column.

## **XI. Special Procedure for Handling Provisional Ballots**

- A. If an individual applies for an absentee ballot and pursuant to HAVA they are required to submit identification with their absentee ballot there will be an “asterisks” next to the voter’s name on the official registry list.
- B. The individual will be required to submit their identification with their absentee ballot in the “outer envelope” so that the identification can be viewed without opening the “inner” envelope of the absentee set.
- C. Throughout Election Day, the counters will receive absentee ballots in the same manner as they currently receive absentee ballots. The counters will check off the names of the electors on the registry list (if the elector has not already voted in person).
- D. If there is an “asterisks” next to the name of a voter who has submitted an absentee ballot, the counters will open the serially-numbered envelope (and the inner envelope, if necessary) to see if the copy of the identification is inside. If so, the counters shall remove the identification, without opening the ballot, and examine the identification to see if the information matches the information contained on the “outer” serially-numbered envelope/application. If the identification is sufficient, the counters shall note on the serially-numbered envelope that the identification was sufficient, shall count the ballot in accordance with Section XII below, and shall forward the copy of the identification to the registrar of voters.
- E. If the required identification is not inside the envelope, the counters shall put everything from that elector back into the serially-numbered envelope and mark the serially-numbered envelope “Rejected As An Absentee Ballot” (Sec. 9-150a).
- F. The counters shall then record the electors name, address, date of birth and serial number of the absentee ballot on the “Provisional Ballot Inventory Form” which may be found on page 36 of this manual and place the absentee ballot in the “Provisional Ballot Depository Envelope”.
- G. At the close of polls, the counters shall place all absentee ballots (that will be considered as Provisional Ballots) in the Provisional Ballot Depository Envelope and forward such materials to the moderator of the polling place.
- H. The moderator shall then seal the Provisional Ballot Depository Envelope, execute the “Affidavit of Delivery and Receipt of Provisional Ballots” found on page 35 of this handbook and delivery such materials to the registrar of voters.
- I. Once rejected as an absentee ballot, the ballot will be considered a provisional ballot for “FEDERAL OFFICE ONLY”.
- J. Note: If an absentee ballot is rejected for a reason other than lack of identification as required by HAVA (i.e. no inner envelope), the absentee ballot is rejected outright and will not be treated as a provisional ballot.

## **XII. Procedure for Counting Absentee Ballots**

Between 10:00 a.m. and noon of election, primary, or referendum day, the absentee ballot counters must report to the polling place or central counting location to conduct the first count of the absentee ballots. The following procedure for counting absentee ballots must be strictly adhered to. The election laws describe in detail the manner and method by which absentee ballots are to be received, handled, counted and preserved. This Manual describes the steps to follow. Absentee ballot counters should refer to the Manual at each step in the process. (Sec. 9-150a)

**Step 1.** The absentee ballot counters count the number of absentee ballots received. Official blank absentee ballots, official overseas ballots, presidential ballots and paper ballot for persons with disabilities should be counted with the regular absentee ballots. For emergency paper ballots, see Section "V.B." above.

**Step 2.** The counters report the total number of absentee ballots (and overseas ballots and presidential ballots, if applicable) received to the moderator, who will record the totals on the Certificate of Absentee Ballot Count on the Moderator's Return. See form on Pages 24-26 of this Manual. (Sec. 9-150a(c))

**Step 3.** The counters check each outer envelope to be sure it has been endorsed by the municipal clerk. The endorsement must show the date, the precise time the clerk received the ballot, and the clerk's signature. If an outer envelope does not substantially comply with this requirement, the ballot cannot be counted. For example, if the envelope is stamped with only a generic date stamp and contains no indication, whether by hand signature, stamp facsimile or printed name and title, that it was received by the town clerk, the ballot cannot be counted. Mark the envelope "Rejected", followed by a statement of the reasons for the rejection (for example, "Rejected--Clerk's Endorsement Incomplete"). Place the rejected ballots in a depository envelope. (Sec. 9-150a(c); 9-140c(a); *Dombkowski v. Messier*, 164 Conn. 204 (1972); *In Re Election of U. S. Representative for the Second Congressional District*, 231 Conn. 602, 651 (1994))

**Step 4.** Except for the count which begins between 10:00 a.m. and 12:00 noon where the ballots have already been prechecked by the registrars, the absentee ballot counters must check at the later counts the absentee elector's name and address as it appears on the outer envelope against the elector's name as it appears on the official check list and mark an "A" next to the elector's name on such list. If, at the 6:00 p.m. or 8:00 p.m. count, the elector's name has already been checked off the check list as voting in person, mark the envelope "Rejected--Elector Voted in Person". (Sec. 9-140c(i))

In municipalities with more than one polling place, where absentee ballots are counted at individual polling places, if an elector's name is not on the official check list, the moderator must contact the registrar(s) to find out if the elector's name is on the official check list at another polling place in town. If so, the ballot must be counted at the other polling place. Arrangements must be made with the registrar(s) to deliver the ballot to the correct polling place. (Sec. 9-140c(b),(c), and (i))

If an elector's name is not on the official check list in any polling place in town, the ballot cannot be counted. Mark the outer envelope "Rejected", followed by a statement of the reasons for the rejection (for example, "Rejected--Elector's Name not on Official Check List"). Place the rejected ballot in the depository envelope containing other rejected ballots. (Sec. 9-140c(c))

**Step 5.** If the outer serially-numbered envelope issued to the elector is not returned with the elector's ballot, mark the envelope "Rejected--Elector's Outer Serially- Numbered Envelope Not Returned with His Ballot". (Sec. 9-140a)

See Section X above for special procedure for counting Federal Write-in Absentee Ballots (FWAB).

**Step 6.** Open each outer envelope, other than those marked "Rejected", and remove the inner envelope. Examine each inner envelope.

Printed on each inner envelope is a statement which must be signed by the elector. If the statement is not signed, the ballot cannot be counted. The inner envelope must be put back in the outer envelope, which should be marked "Rejected", followed by a statement of the reasons for the rejection (for example, "Rejected--Elector's Voted Statement Not Signed"). (Sec. 9-150a(d)). (Please note that Sec. 9-140a allows a voter who is unable to write to cause his name to be signed by an authorized agent who writes the name of the voter, followed by the word "by" and his own signature.)

If there are two inner envelopes in the outer serially-numbered envelope, reject the inner envelope on which the signature does not match the name on the outer serially-numbered envelope and replace the rejected inner envelope in the serially-numbered envelope. For example, if a husband and wife return both their inner envelopes in the husband's serially-numbered envelope (as ascertained by the municipal clerk's records), mark the wife's inner envelope "Rejected--Elector's Outer Serially-Numbered Envelope Not Returned with Her Ballot", and count the husband's ballot. Likewise, if both a husband and wife return their ballots in their spouse's serially-numbered envelope, both ballots are rejected. (*In Re Election of U. S. Representative for the Second Congressional District*, 231 Conn. 602, 660 (1994))

Note that the election laws do not prohibit counting an absentee ballot which is received in an unsealed inner envelope. Therefore, a ballot received in an inner envelope which is not sealed must be counted. Also, the failure of the applicant or authorized agent to date the inner envelope shall not invalidate the ballot. (Sec. 9-140a)

If an absentee ballot was not inserted in the inner envelope, the ballot may not be counted. The ballot and inner envelope must be put back in the outer envelope, which should be marked "Rejected", followed by a statement of the reasons for the rejection (for example, "Rejected--Ballot Not Inserted in Inner Envelope"). (Sec. 9-140a)

**Step 7.** Place the removed outer envelopes in the depository envelope, and also place in the same depository envelope the outer envelopes marked "Rejected" (containing inner envelopes and unopened ballots). (Sec. 9-150a(f)). Report to the moderator the number of envelopes marked "Rejected" for use in completing the "Certificate of Absentee Ballot Count" on the Moderator's Return.

**Step 8.** Open the remaining inner envelopes and remove the ballots, leaving them folded so that the markings cannot be seen. This is required to preserve the secrecy of the vote.

**Step 9.** Place the opened inner envelopes in the same depository envelope as the opened outer envelopes and the outer envelopes marked "Rejected". Seal the depository envelope. The envelope must be sealed with nonreusable tape lengthwise and sideways; the tape must cover the envelope flap. The depository envelope should state the time of the count and the voting

district, in towns divided into voting districts. In addition, the absentee ballot counters should endorse their names and the depository envelope's contents on the depository envelope. (Sec. 9-150a(f))

**Note:** If an absentee ballot was rejected because of the failure of the voter to return a copy of the identification required by HAVA, the “rejected” absentee ballot will be placed in the Provisional Ballot Depository Envelope for consideration as a Provisional Ballot by the registrar of voters after the close of the polls. See section XI Special Procedure for Handling Provisional Ballots in this manual.

**Step 10.** Shuffle the folded ballots and then unfold them.

**Step 11.** The rule for counting ballots is that the intent of the voter governs. If the ballot is properly marked, the voter's intent is clear. Many ballots are not properly marked. The statutes provide rules for determining the intent of the voter when the voter has incorrectly cast his ballot. The following are the rules and examples for counting correctly and incorrectly absentee ballots. If the ballot to be counted resembles one of the following facsimile ballots, the absentee ballot counters must count the ballot according to the rule illustrated by the facsimile. If none of the ballot facsimiles are the same as the ballot to be counted, the absentee ballot counters must submit the ballot to the moderator for the moderator's decision. If, in the opinion of the moderator, the ballot is marked for the purpose of providing a means of identifying the voter who cast it, the ballot may be rejected. (The Connecticut Supreme Court Justices upheld a moderator who counted an absentee ballot for the office of Representative in Congress where a voter made a correction on his vote for Governor, noted "Please register my vote for Scott instead of Rowland" and signed his name. (*In Re Election of U. S. Representative for the Second Congressional District*, 231 Conn. 602, 657 (1994)). The moderator must record the question and his decision in writing on the back of the ballot, and return the ballot to the counters. (Secs. 9-150a(k), 9-150a(l))

To cast a regular absentee ballot in a primary or election, the elector must mark the square under the name of each candidate for whom he wishes to vote. In Example 1, a vote is counted for George Washington and Dwight Eisenhower.

**EXAMPLE 1**

**REGULAR ABSENTEE BALLOT**

OFFICE → PARTY ↓	1 FIRST SELECTMAN	2 SELECTMAN
REPUBLICAN	ABRAHAM LINCOLN <input type="checkbox"/> 1A	DWIGHT EISENHOWER <input checked="" type="checkbox"/> 2A
DEMOCRATIC	GEORGE WASHINGTON <input checked="" type="checkbox"/> 1B	U. S. GRANT <input type="checkbox"/> 2B
GOOD NEIGHBOR	THOMAS JEFFERSON <input type="checkbox"/> 1C	JOHN F. KENNEDY <input type="checkbox"/> 2C

In the case of an office for which the elector may vote for two or more candidates, an elector may vote for any combination of candidates, up to the maximum for which the elector may vote, even if the candidates are opposite each other in the same column. The elector may vote for the full number of candidates he is entitled to vote for, or less than the full number, but he may not exceed that number. In Example 2, a vote is counted for Lillian Hellman, Graham Greene, and Nathaniel Hawthorne.

EXAMPLE 2

REGULAR ABSENTEE BALLOT

MULTIPLE-OPENING OFFICE

OFFICE → PARTY ↓	1	2	3
	BOARD OF EDUCATION VOTE FOR ANY THREE		
REPUBLICAN	MARK TWAIN <input type="checkbox"/> 1A	GRAHAM GREENE <input checked="" type="checkbox"/> 2A	AGATHA CHRISTIE <input type="checkbox"/> 3A
DEMOCRATIC	CHARLES DICKENS <input type="checkbox"/> 1B	NATHANIEL HAWTHORNE <input checked="" type="checkbox"/> 2B	HARRIET BEECHER STOWE <input type="checkbox"/> 3B
GOOD NEIGHBOR	LILLIAN HELLMAN <input checked="" type="checkbox"/> 1C	WILLIAM SHAKESPEARE <input type="checkbox"/> 2C	WILLIAM YEATS <input type="checkbox"/> 3C

When an elector casts votes for more candidates for a particular office than the number for which he is entitled to vote for that office, the vote is void for that office. In Example 3, following, the elector cast two votes for the office of First Selectman, and four votes for the office of Board of Education. His vote is void for both offices. A vote is counted for Seneca.

EXAMPLE 3

OVERVOTES

ELECTIONS

OFFICE → PARTY ↓	1 FIRST SELECTMAN	2 SELECTMAN	3	4	5
			BOARD OF EDUCATION VOTE FOR ANY THREE		
REPUBLICAN	SOPHOCLES <input checked="" type="checkbox"/> 1A	SENECA <input checked="" type="checkbox"/> 2A	AESCHYLUS <input type="checkbox"/> 3A	OVID <input checked="" type="checkbox"/> 4A	PHIDIAS <input checked="" type="checkbox"/> 5A
DEMOCRATIC	AESOP <input checked="" type="checkbox"/> 1B	PYTHAGORAS <input type="checkbox"/> 2B	SOCRATES <input checked="" type="checkbox"/> 3B	VIRGIL <input type="checkbox"/> 4B	ZENO <input checked="" type="checkbox"/> 5B

Overvotes are void votes whether cast in an election or primary. In Example 4, following, the elector cast seven votes for the office of City Council. His vote is void.

EXAMPLE 4

OVERVOTES

PRIMARY

CITY COUNCIL VOTE FOR ANY SIX					
1	2	3	4	5	6
RUBENS*	MONET*	POLLOCK*	MODIGLIANI*	DA VINCI*	ROUSSEAU*
<input type="checkbox"/> 1A	<input checked="" type="checkbox"/> 2A	<input checked="" type="checkbox"/> 3A	<input checked="" type="checkbox"/> 4A	<input type="checkbox"/> 5A	<input checked="" type="checkbox"/> 6A
VAN GOGH	REMBRANDT	MANET	PICASSO	MICHELANGELO	VERMEER
<input checked="" type="checkbox"/> 1B	<input type="checkbox"/> 2B	<input checked="" type="checkbox"/> 3B	<input type="checkbox"/> 4B	<input type="checkbox"/> 5B	<input checked="" type="checkbox"/> 6B

Write-in votes for candidates registered as such with the office of the Secretary of the State (or with the town clerk in the case of certain Representative Town Meeting members) must also be counted and recorded on the official tally sheet. The registrar(s) and town clerk will supply the moderator with a list of registered write-in candidates, which the moderator will give to the absentee ballot counters.

To write in a vote for a registered write-in candidate on a regular absentee ballot, the elector must write in the candidate's name in the row of blank spaces provided for write-in votes. The space used must be directly above the column headed with the title of the office for which the candidate is registered. Write-in votes are permitted in elections only. In Example 5, a vote is counted for Alexander Bell (a registered write-in candidate for the office of First Selectman) and Robert Fulton.

EXAMPLE 5

REGULAR ABSENTEE BALLOT

WRITE-IN VOTE

WRITE-IN VOTES →	<b>Alexander Bell</b>	
OFFICE →	1	2
PARTY ↓	FIRST SELECTMAN	SELECTMAN
REPUBLICAN	GREGOR MENDEL <input type="checkbox"/> 1A	ALBERT EINSTEIN <input type="checkbox"/> 2A
DEMOCRATIC	CHARLES DARWIN <input type="checkbox"/> 1B	ROBERT FULTON <input checked="" type="checkbox"/> 2B

Write-in votes on absentee ballots for candidates whose names appear on the ballot must also be counted. The Connecticut Supreme Court has ruled that a write-in of the number and letter of a candidate's lever on the voting machine must be counted. (*In Re Election of U. S. Representative for the Second Congressional District*, 231 Conn. 602, 667 (1994)). However, remember that an elector may never vote more than once for one candidate for the same office. If the elector marks the square under the name of a candidate and also writes in the candidate's name, only one vote should be counted for this candidate. In Example 6, one vote each is counted for Thomas Hooker, John Winthrop, Silas Deane, Tapping Reeve, Jonathan Trumbull, and William Johnson.

EXAMPLE 6

WRITE-IN VOTES FOR CANDIDATES ON THE BALLOT

WRITE-IN VOTES →							William Johnson
OFFICE → PARTY ↓	1 FIRST SELECTMAN	2 SELECTMAN	3 TOWN CLERK	4	5	6	BOARD OF EDUCATION VOTE FOR ANY THREE
REPUBLICAN	THOMAS HOOKER <input checked="" type="checkbox"/> 1A	ROGER LUDLOW <input type="checkbox"/> 2A	SILAS DEANE <input checked="" type="checkbox"/> 3A	TAPPING REEVE <input checked="" type="checkbox"/> 4A	OLIVER WOLCOTT <input type="checkbox"/> 5A	OLIVER ELLSWORTH <input type="checkbox"/> 6A	
DEMOCRATIC	JOHN HAYNEY <input type="checkbox"/> 1B	JOHN WINTHROP <input type="checkbox"/> 2B	ROGER SHERMAN <input type="checkbox"/> 3B	ELIPHALET DYER <input type="checkbox"/> 4B	JONATHAN TRUMBULL <input checked="" type="checkbox"/> 5B	WILLIAM JOHNSON <input checked="" type="checkbox"/> 6B	

In an election, any marking of a party designation printed on an absentee ballot must be disregarded in determining the voter's intent and in counting the votes. In other words, marking of a party designation must be simply ignored and the ballot treated by the moderator as though it contained no such improper marking. On a regular absentee ballot, if the elector circles the party designation, checks, underscores or similarly marks in any manner or writes in the party designation, no vote shall be deemed cast or cancelled for any candidate by virtue of such marking or writing. In Example 7, following, the circle around Republican is ignored and a vote is counted for Sophocles, Pythagoras and Socrates.

EXAMPLE 7

MARKING OF PARTY DESIGNATION

OFFICE → PARTY ↓	1 FIRST SELECTMAN	2 SELECTMAN	3	4	5	BOARD OF EDUCATION VOTE FOR ANY THREE
REPUBLICAN	SOPHOCLES <input checked="" type="checkbox"/> 1A	SENECA <input type="checkbox"/> 2A	AESCHYLUS <input type="checkbox"/> 3A	OVID <input type="checkbox"/> 4A	PHIDIAS <input type="checkbox"/> 5A	
DEMOCRATIC	AESOP <input type="checkbox"/> 1B	PYTHAGORAS <input checked="" type="checkbox"/> 2B	SOCRATES <input checked="" type="checkbox"/> 3B	VIRGIL <input type="checkbox"/> 4B	ZENO <input type="checkbox"/> 5B	

To vote on the questions in an election, the elector must mark the Yes or No square above each question on which he wishes to vote. There are no questions on the ballot in a primary.

EXAMPLE 8

VOTE ON QUESTIONS

VOTE ON THE QUESTIONS ⇨	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 1. SHALL THE PROPOSED . . .	<input type="checkbox"/> YES . . . 2. SHALL . . .
----------------------------	--	--

Electors who use the Official Blank Absentee Ballot cast their vote by writing in the names of specific candidates and offices for which they are voting. The elector may write in the name of a candidate whose name will appear on the ballot, or, in an election, the name of a registered write-in candidate. These ballots should be counted in the same manner and with all regular absentee ballots. In Example 9, a vote is counted for Oliver Twist, Mark Twain, Rhett Butler, Miss Marple, and Will Rogers.

EXAMPLE 9

OFFICIAL BLANK ABSENTEE BALLOT

I hereby vote for OLIVER TWIST                      for the office of FIRST SELECTMAN  
and for MARK TWAIN                                      for the office of SELECTMAN  
and for RHETT BUTLER                                    for the office of BOARD OF EDUCATION  
and for MISS MARPLE                                    for the office of BOARD OF EDUCATION  
and for WILL ROGERS                                    for the office of BOARD OF EDUCATION

In an election, electors who use the Official Blank Absentee Ballot (or Federal write-in Absentee Ballot) and, in casting their vote, write in the name of the political party rather than the name of the specific candidate and write in the specific office shall have their ballots counted because the intent of the voter governs. In Example 10, a vote is counted for the Democratic candidate for each office.

EXAMPLE 10

OFFICIAL BLANK ABSENTEE BALLOT

I hereby vote for Democratic                      for the office of FIRST SELECTMAN  
and for Democratic                                      for the office of SELECTMAN  
and for Democratic                                    for the office of BOARD OF EDUCATION  
and for Democratic                                    for the office of BOARD OF EDUCATION  
and for Democratic                                    for the office of BOARD OF EDUCATION

In Example 11, a vote is counted only for the Republican candidate for First Selectman and not for the other offices.

EXAMPLE 11

OFFICIAL BLANK ABSENTEE BALLOT

I hereby vote for <u>Republican</u>	for the office of <u>FIRST SELECTMAN</u>
and for _____	for the office of <u>SELECTMAN</u>
and for _____	for the office of <u>BOARD OF EDUCATION</u>
and for _____	for the office of <u>BOARD OF EDUCATION</u>
and for _____	for the office of <u>BOARD OF EDUCATION</u>

In Example 12, the intent of the voter governs and a vote is counted for the Democratic candidate for each of the offices to be elected at the election.

EXAMPLE 12

OFFICIAL BLANK ABSENTEE BALLOT

I hereby vote for <u>Democratic Party</u>	for the office of _____
and for <u>for all offices</u>	for the office of _____
and for _____	for the office of _____
and for _____	for the office of _____
and for _____	for the office of _____

If on the Official Blank Absentee Ballot (or Federal Write-in Absentee Ballot) an elector writes in only the name of a candidate for President of the United States, a vote is counted for the Electors of President and Vice President representing said candidate and his Vice Presidential running mate, and consequently in Example 13 a vote is counted for each of the Presidential and Vice Presidential Electors representing John Doe and his running mate.

EXAMPLE 13

OFFICIAL BLANK ABSENTEE BALLOT

I hereby vote for John Doe for the office of President

**Step 12.** Counting Absentee Votes When a Vacancy has Occurred.

Special rules apply for counting absentee votes cast when a candidate has withdrawn or dies. (Secs. 9-428, 9-460)

If a candidate dies within 24 hours of the opening of the polls on election day, the candidate's name is not withdrawn and votes for that candidate are counted.

If a candidate in an election or party-endorsed candidate in a primary dies more than 24 hours before the opening of the polls, or if a candidate withdraws his candidacy, he may be replaced by a new candidate. The absentee ballot may show the replacement candidate's name or it may show the former candidate's name, depending on the date of the withdrawal. If the ballot shows the former candidate's name, a vote cast for the former candidate is not counted as a vote cast for the replacement candidate. However, if the ballot shows the name of the new candidate, a vote cast for the new candidate is counted. In addition, if an elector writes in the name of the new candidate, the write-in vote is counted.

**Step 13.** When the count is complete, the moderator must record the totals on the Certificate of Absentee Ballot Count and the Tally Sheet, which are both located on the Moderator's Return. The moderator must sign the certificate contained on the return. See the form entitled "Certificate of Absentee Ballot Count" on Pages 24-26 of this Manual, and the form entitled "Tally Sheet" on Page 27 of this Manual. The moderator must also complete a separate record of the number of votes cast by absentee ballot for each candidate. The moderator may use the suggested form (see the Moderator's Record of Absentee Ballot Count for Candidates on Page 28 of this Manual), or the moderator may use a Manual tabulation sheet (tally sheet) which clearly shows the name of each candidate and the votes cast by absentee ballot for each candidate. Write-in votes cast by absentee ballot for registered write-in candidates must be recorded on the Certificate of Write-In Ballots for Registered Write-in Candidates (see Page 29 of this Manual).

Note: The number of absentee ballots rejected will include the number of absentee ballots rejected and later considered as provisional ballots.

**Step 14.** The absentee ballot counters must write the date, the time of the count, and sign their names on all notes, worksheets and other written materials used in the absentee counting procedure. (Sec. 9-150a(m))

**Step 15.** The absentee ballot counters must place in depository envelopes the absentee ballots counted; all notes, worksheets and other written materials used in the counting procedures; and the Moderator's Record of Absentee Ballot Count for Candidates. The depository envelope must be sealed sideways and lengthwise with nonreusable tape; the tape must cover the envelope flap. Each depository envelope should be marked with the time of the count and the voting district, in towns divided into voting districts. In addition, the absentee ballot counters should endorse their names and the contents of the depository envelope on the depository envelope. (Secs. 9-150a(f), 9-150a(m))

**Step 16.** The absentee ballot counters must give the depository envelopes containing discarded outer envelopes, discarded inner envelopes and envelopes marked "rejected", and the depository envelopes containing the absentee ballots counted and the counters notes and worksheets, to the moderator, who will deliver all such depository envelopes to the town clerk. (Secs. 9-150a(f), 9-150a(m))

In addition, the moderator will deliver to the registrar of voters the Depository Envelopes containing absentee ballots "Rejected As An Absentee Ballot" that will be considered provisional ballots. The moderator shall complete the "Affadavit of Delivery and Receipt of Provisional Ballots" on page 35 of this manual.

### **XIII. Central Counting Procedures**

#### **A. Checking of Absentee Electors at 6:00 p.m. and 8:00 p.m. Counts**

The procedures for counting absentee ballots at the polling places apply as nearly as is practicable to the central counting of absentee ballots. In central counting, the absentee ballots are counted in one location but they are separated, tabulated, placed in depository envelopes and returned to the head moderator by voting districts using the same procedures outlined in Section XII above.

In central counting, ballots may be counted at 6:00 p.m. only after the names of absentee electors have been checked off the official check list in use at the polling places. (This shall be accomplished by a telephone call between the central counting moderator and the checkers at each polling place.) For the 8:00 p.m. count, the official check lists used at the polling places must be delivered to the central location by the registrars of voters (or assistants) immediately after the close of the polls for the use of the counters at the central location. The counting then proceeds as outlined in Section XII above. (Sec. 9-140c(i))

## **B. Completion of Moderator's Return**

The central counting moderator must be furnished with a Moderator's Return for each voting district within the town. The Central Counting Moderator must complete the following items on each return (see pages 31-34 of this manual):

### **B-1 (Municipal Year)**

- a) the Moderator's Statement of Receipt;
- b) category "m" only of Certificate No. 2 (see form entitled "Certificate No. 2" in this Manual);
- c) the Certificate of Absentee Ballot Count;
- d) Write-In Ballots for Registered Write-in Candidates, but only write-in votes cast by absentee ballot; and
- e) the Tally Sheet, but only absentee votes cast for persons nominated.

### **B-2 (State Year)**

- a) the Moderator's Statement of Receipt;
- c) category "m" and "n" only of Certificate No. 2 (see form entitled "Certificate No. 2" in this Manual);
- c) the Certificate of Absentee Ballot Count;
- d) Write-In Ballots for Registered Write-in Candidates, but only write-in votes cast by absentee ballot; and
- e) the Tally Sheet, but only absentee votes cast for persons nominated.

### **B-3 (Presidential Year)**

- a) the Moderator's Statement of Receipt;
- d) category "m", "n" and "o" only of Certificate No. 2 (see form entitled "Certificate No. 2" in this Manual);
- c) the Certificate of Absentee Ballot Count;
- d) Write-In Ballots for Registered Write-in Candidates, but only write-in votes cast by absentee ballot; and
- e) the Tally Sheet, but only absentee votes cast for persons nominated.

The central counting moderator alone is required to sign the Moderator's Statement of Receipt, Certificate No. 2, and the Certificate of Absentee Ballot Count on each such return.

The central counting moderator must deliver the Central Returns for each voting district to the Head Moderator, who will attach the polling place Moderator's Return to the central return for the applicable voting district.

The central counting moderator must also complete a separate record of the number of votes cast by absentee ballot for each candidate, using either the suggested form on Page 28 of this Manual, or a tally sheet which clearly shows the name of each candidate and the votes cast by absentee ballot for each candidate. A separate form must be completed for each voting district.

### **C. Head Moderator's Total of Central Returns and Polling Place Returns**

The Head Moderator is required to add the machine total recorded on each of the Polling Place returns, to the absentee ballot count recorded on the Central Returns, district-by-district. The procedure to be used may be either one of the following:

#### **Procedure 1**

- a) Carry over from the polling place Moderator's Return the cumulative machine total, that is, the single box entitled "Machine Total" on the polling place Tally Sheet, and record it in the same box on the Central Return's Tally Sheet pertaining to the applicable voting district;
- b) Add the Machine Total to the absentee totals previously recorded on the central return Tally Sheet by the Central Counting Moderator and record the sum of the figures in the Central Return Tally box entitled "Total";
- c) The Head Moderator's initials should be placed adjacent to the entries recorded by the Head Moderator on each of the Central Returns in order to reflect that the entries were made in addition to the entries made by the Central Counting Moderator who signed the central counting returns.

#### **Procedure 2**

- a) Add the cumulative machine total for each candidate and question contained on each polling place return, to the absentee totals for each candidate as recorded on the Tally Sheet of the central counting return, for each voting district; and
- b) Enter the combined total for each candidate and question on a townwide "recapitulation sheet" or other document.

The absentee ballot totals, district-by-district, should never be recorded on the polling place Moderator's Return; the polling place return filed with the town clerk should be an exact duplicate of the polling place return that was locked in the voting machine at the completion of the canvass at each polling place. (Secs. 9-307, 9-312, 9-440)

### **XIV. Absentee Ballot Challenges**

Any elector may challenge an absentee ballot. Challenges to absentee ballots must be made in writing, under oath, and may only be made on the ground of (1) want of identity; (2) disfranchisement for conviction of a felony; or (3) lack of bona fide residence in the town and political subdivision holding the election or primary. Absentee ballot challenges made after the ballots have been distributed for counting to the polling places or to the central counting location must be made in writing to the moderator where the ballot is to be counted. The moderator must deliver (or designate another polling place official to deliver) to the registrars the challenge; the ballot contained inside the unopened outer and inner envelopes; together with any other evidence relevant to the challenge. The registrar(s) must sign a receipt for these materials. The registrar(s) will then decide the challenge and return the ballot to the moderator, notifying the moderator in writing of their decision. If the challenge has been denied, the ballot must be counted. If the challenge has been upheld, the ballot should be marked "Rejected", followed by a statement of the reasons for the rejection and sealed in the depository envelope with any other rejected absentee ballots. (Sec. 9-159p)

**XV. Canvass of Absentee Ballots at Closing of Polls**

All absentee ballots received before the close of the polls but not counted at 12:00 noon or 6:00 p.m. must be counted after the polls are closed. When the absentee ballot count and canvass of the machines have been completed, the moderator must complete Certificate No. 2 on the Moderator's Return.

**XVI. Retention of Absentee Ballots and Materials**

The town clerk must retain the sealed depository envelopes containing inner and outer envelopes and rejected absentee ballots for sixty days after the election; if no contest is pending, the clerk destroys the depository envelopes and their contents. The depository envelopes containing the ballots, the absentee ballot counters' notes and worksheets, and the Moderator's Record of Absentee Ballot Count must be retained by the town clerk for 180 days after the date of the election, and then destroyed if no contest is pending. (In the case of primaries or elections for federal offices, all these materials are retained for 22 months.)

SUGGESTED FORM

CERTIFICATION OF ADMINISTRATION OF OATH TO ABSENTEE BALLOT COUNTERS

I, \_\_\_\_\_ MODERATOR, ADMINISTERED THE OATH TO  
THE FOLLOWING ABSENTEE BALLOT COUNTERS AT \_\_\_\_\_ A.M., ON \_\_\_\_\_, 20\_\_\_\_  
AT \_\_\_\_\_, IN \_\_\_\_\_,  
(place) (town)  
CONNECTICUT.

<u>NAME</u>	<u>Address</u>	<u>Date of Birth</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
MODERATOR

RECEIVED \_\_\_\_\_

TOWN CLERK \_\_\_\_\_



SUGGESTED FORM  
AFFIDAVIT OF DELIVERY AND RECEIPT OF ABSENTEE BALLOT

The Town Clerk and the Registrar(s) of Voters must execute this affidavit at the time of each delivery of absentee ballots to the Registrar(s) of Voters by the Town Clerk. In an election at least two registrars from opposing parties must execute this affidavit; in a primary one registrar must execute this affidavit. Any person who is authorized by statute to take oaths may administer the oath. The executed affidavit should be sealed in the depository envelope containing the absentee ballot counters' notes and the counted absentee ballots.

Town: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

I, the undersigned Town Clerk, being duly sworn, depose and say that I counted and delivered to \_\_\_\_\_ / \_\_\_\_\_, Registrar(s) of Voters, \_\_\_\_\_ (number) absentee ballots.

\_\_\_\_\_  
(Town Clerk)

Subscribed and sworn to before me at \_\_\_\_\_, Connecticut, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Title and Signature of Person  
Administering Oath

I/We, the undersigned Registrar(s) of Voters, being duly sworn, depose and say that I/We received from the foregoing Town Clerk, and counted, \_\_\_\_\_ (number) absentee ballots.

\_\_\_\_\_  
(Registrar of Voters)  
\_\_\_\_\_  
(Registrar of Voters)

Subscribed and sworn to before me at \_\_\_\_\_, Connecticut, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Title and Signature of Person  
Administering Oath

**NOT APPLICABLE TO POLLING PLACE OFFICIALS  
IF CENTRAL COUNTING DESIGNATED**

**B2**

**CERTIFICATE OF  
ABSENTEE BALLOT COUNT**

=====

**TO BE COMPLETED AND SIGNED BY MODERATOR AFTER 12 P.M. COUNTING,  
6 P.M. COUNTING (optional) AND AGAIN AFTER 8 P.M. COUNTING**

=====

I hereby certify that the absentee ballot vote, including "overseas ballots"\* , set forth in this Return for each candidate and for and against each question\* is correct and that the following numbers are true and accurate according to the worksheets signed by the absentee ballot counters.

**ABSENTEE BALLOTS**

	<b>12 P.M.†</b>	<b>6 P.M. (optional)</b>	<b>8 P.M.</b>
<b>q. Total Absentee Ballots Received</b>	.....	.....	.....
<b>r. Total "Overseas Ballots"* Received</b>	.....	.....	.....
<b>s. Total Ballots Received (q) and (r)</b>	.....	.....	.....
<b>t. Total Ballots Counted</b>	.....	.....	.....
<b>u. Total Ballots Rejected</b>	.....	.....	.....
<i>Attest:</i>	.....	.....	.....
	<i>Moderator</i>	<i>Moderator</i>	<i>Moderator</i>

• To be used only at elections or primaries at which U.S. Senators and/or Representatives in Congress are elected or nominated.

\*\* Not applicable in a primary.

† Begins between 10:00 a.m. and 12:00 noon.



**NOT APPLICABLE TO POLLING PLACE OFFICIALS  
IF CENTRAL COUNTING DESIGNATED**

**B1**

## **CERTIFICATE OF ABSENTEE BALLOT COUNT**

=====

**TO BE COMPLETED AND SIGNED BY MODERATOR AFTER 12 P.M. COUNTING,  
6 P.M. COUNTING (optional) AND AGAIN AFTER 8 P.M. COUNTING**

=====

I hereby certify that the absentee ballot vote set forth in this Return for each candidate and for and against each question\* is correct and that the following numbers are true and accurate according to the worksheets signed by the absentee ballot counters.

### **ABSENTEE BALLOTS**

	<b>12 P.M.†</b>	<b>6 P.M. (optional)</b>	<b>8 P.M.</b>
<b>p. Total Absentee Ballots Received</b>	.....	.....	.....
<b>q. Total Ballots Counted</b>	.....	.....	.....
<b>r. Total Ballots Rejected</b>	.....	.....	.....
<i>Attest:</i>	.....	.....	.....
	<i>Moderator</i>	<i>Moderator</i>	<i>Moderator</i>

\* Not applicable in a primary

† Begins between 10:00 a.m. and 12:00 noon.







=====

**MODERATOR'S STATEMENT OF RECEIPT**

=====

=====

**TO BE COMPLETED AND SIGNED BY THE MODERATOR PRIOR TO LOCKING A DUPLICATE OF THIS RETURN IN ONE OF THE VOTING MACHINES AFTER THE CLOSE OF THE POLLS.**

=====

I hereby certify that I appeared at the office of the municipal clerk not later than eight o'clock p.m. of the day before the election or primary and there received from the municipal clerk the sample ballot labels, the keys for the voting machine(s) and all check lists and other supplies necessary to conduct the election or primary.

.....

*Moderator*

## CERTIFICATE NO. 2

=====

**TO BE COMPLETED AND SIGNED BY THE ELECTION OFFICIALS INDICATED BELOW, AFTER THE CLOSING OF THE POLLS.**

=====

We, the Undersigned Election Officials, hereby certify that as soon as the polls were closed, the voting machines were locked against voting and sealed; and the number on the machine seal, the protective counter, and the public counter for the voting machines, hereinafter designated by machine number, were as follows:

h. Machine Number	i. Number on Machine Seal After Polls Close	j. Number on Protective Counter After Polls Close	k. Number on Public Counter After Polls Close
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
			TOTAL .....
			<i>(from Column k.)</i>

We further certify that the Moderator thereafter opened the doors concealing the candidate and question counters of those machines not equipped with a device capable of producing a clear printed record, giving the election officials present a full view of the counter numbers of such machines. The counting compartments of those machines equipped with a device capable of producing a clear printed record were not opened; and the Moderators gave the election officials present a full view of the printed record of the counter numbers of such machines.

That the Moderator read and announced to the Checkers in distinct tones, in the order of the offices as their titles are arranged on the machine, the name of each candidate, the designating number and letter of each candidate's counter and the machine vote registered on such counter; and that the Moderator also, in the same manner, announced the vote for each question\* voted on.

That the number of votes received for each candidate and question voted on, and the number received by each person for whom write-in ballots\* were cast, were recorded by each Checker in figures on the tally sheets furnished; and that such tally sheets, having been compared and found to agree, are correct to the best of our knowledge and belief.

That the result of the votes cast, including the absentee ballot vote furnished the Moderator by the Absentee Ballot Counters, where applicable,\*\* were in the same manner *publicly* announced by the Moderator; and that while such announcement was being made, ample opportunity was given to any person lawfully present to compare the results so announced with the counter numbers of the machine, whether by viewing the opened counting compartments or by viewing the printed record, depending upon the method used by the election officials for announcing and recording the vote.

We further certify that a duplicate of this Moderator's Return, properly signed, was placed inside one of the voting machines, after which the doors concealing the counting compartments of the machines were locked, and the keys properly labeled with the number of the machine, the name of the municipality and the number of the voting district or ward at which used, which keys were then placed in the custody of the Moderator to be delivered with a duplicate of this Moderator's Return, properly signed, to the Municipal Clerk.

We further certify the following numbers:

l. Total number of names on the official check list including total number of names on the supplemental list of overseas ballot applicants

\_\_\_\_\_

m. Total number of names checked on the official check list as having voted by absentee ballot\*\*\*

\_\_\_\_\_

n. Total number of names checked on the supplemental list of overseas ballot applicants as having voted by overseas ballot\*\*\*

\_\_\_\_\_

o. Total number of names checked on the official check list as having voted by machine (in person)\*\*\*\*

\_\_\_\_\_

p. Total number of names checked on the official check list as having voted (m+n+o)

\_\_\_\_\_

Attest: \_\_\_\_\_  
(Moderator)

\_\_\_\_\_  
(Registrar, Deputy, or Assist. Reg.)

\_\_\_\_\_  
(Registrar, Deputy, or Assist. Reg.)

\_\_\_\_\_  
(Checker)

\_\_\_\_\_  
(Checker)

\* Not applicable in a primary.

\*\* Where central counting designated, the head moderator and not the polling place moderator or central counting moderator is responsible for publicly declaring the result of the absentee vote.

\*\*\* Not applicable to polling place officials if central counting designated -- polling place officials record "0".

\*\*\*\* If the number checked on the official check list as having voted by machine (in person) does not equal the total number on the public counter after polls close -- the total on the bottom of column k. -- (less the total from column g., if applicable,) attach a memorandum explaining the discrepancy.

We further certify the following numbers:

**l. Total number of names on the official check list, including total number of names on the supplemental lists of overseas ballot applicants and presidential ballot applicants** \_\_\_\_\_

**m. Total number of names checked on the official check list as having voted by absentee ballot\*\*\*** \_\_\_\_\_

**n. Total number of names checked on the supplemental list of overseas ballot applicants as having voted by overseas ballot\*\*\*** \_\_\_\_\_

**o. Total number of names checked on the supplemental list of presidential ballot applicants as having voted by presidential ballot\*\*\*** \_\_\_\_\_

**p. Total number of names checked on the official check list as having voted by machine (in person)\*\*\*\*** \_\_\_\_\_

**q. Total number of names checked on the official check list as having voted (m+n+o+p)** \_\_\_\_\_

Attest: \_\_\_\_\_  
(Moderator)

\_\_\_\_\_  
(Registrar, Deputy, or Assisant Registrar)

\_\_\_\_\_  
(Registrar, Deputy, or Assisant Registrar)

\_\_\_\_\_  
(Checker)

\_\_\_\_\_  
(Checker)

\* Not applicable in a primary.

\*\* Where central counting designated, the head moderator, and not the polling place moderator or central counting moderator, is responsible for publicly declaring the result of the absentee vote.

\*\*\* Not applicable to polling place officials if central counting designated -- polling place officials record "0".

\*\*\*\* If the number checked on the official check list as having voted by machine (in person) does not equal the total number on the public counter after polls close -- the total on the bottom of Column k. -- (less the total from Column g., if applicable,) attach a memorandum explaining the discrepancy.

We further certify the following numbers:

l. Total number of names on the official check list \_\_\_\_\_

m. Total number of names checked on the official check list as having voted by absentee ballot\*\*\* \_\_\_\_\_

n. Total number of names checked on the official check list as having voted by machine (in person)\*\*\*\* \_\_\_\_\_

o. Total number of names checked on the official check list as having voted (m+n) \_\_\_\_\_

Attest: \_\_\_\_\_  
(Moderator)

\_\_\_\_\_  
(Registrar, Deputy, or Assist. Reg.)

\_\_\_\_\_  
(Registrar, Deputy, or Assist. Reg.)

\_\_\_\_\_  
(Checker)

\_\_\_\_\_  
(Checker)

\* Not applicable in a primary.

\*\* Where central counting designated, the head moderator and not the polling place moderator or central counting moderator is responsible for publicly declaring the result of the absentee vote.

\*\*\* Not applicable to polling place officials if central counting designated -- polling place officials record "0".

\*\*\*\* If the number checked on the official check list as having voted by machine (in person) does not equal the total number on the public counter after polls close -- the total on the bottom of column k. -- (less the total from column g, if applicable,) attach a memorandum explaining the discrepancy.

SUGGESTED FORM  
AFFIDAVIT OF DELIVERY AND RECEIPT OF PROVISIONAL BALLOT

The moderator and the Registrar(s) of Voters must execute this affidavit at the time of delivery of provisional ballots to the Registrar(s) of Voters by the moderator. In an election at least two registrars from opposing parties must execute this affidavit; in a primary one registrar must execute this affidavit.

Town: \_\_\_\_\_

Date: \_\_\_\_\_

Polling Place: \_\_\_\_\_

Time: \_\_\_\_\_

I, the undersigned moderator say that I delivered to  
\_\_\_\_\_/\_\_\_\_\_, Registrar(s) of  
Voters, \_\_\_\_\_ provisional ballots.  
(number)

\_\_\_\_\_  
(Moderator)

\*\*\*\*\*  
TO BE COMPLETED AND SIGNED BY THE REGISTRAR OF VOTERS WHEN THE PROVISIONAL  
BALLOTS ARE OPENED TO BE COUNTED

I/We, the undersigned Registrar(s) of Voters say that I/We received from  
the foregoing Moderator, \_\_\_\_\_ provisional ballots.  
(number)

\_\_\_\_\_  
(Registrar of Voters)

\_\_\_\_\_  
(Registrar of Voters)

**PROVISIONAL BALLOT INVENTORY FORM**

**NOTE: Provisional ballots are issued ONLY for elections and primaries for federal office and are required pursuant to HAVA.**

Date of Primary/Election \_\_\_\_\_  
Polling Place \_\_\_\_\_

Town \_\_\_\_\_  
Party \_\_\_\_\_

Name	Address	Date of Birth	Provisional Ballot Serial Number
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- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_
- 15. \_\_\_\_\_

I/we the undersigned Moderator(s) say that I/we have distributed \_\_\_\_\_ provisional ballots for the polling place/voting district \_\_\_\_\_.

\_\_\_\_\_  
Moderator (Print Name)

\_\_\_\_\_  
Moderator Signature

\_\_\_\_\_  
Date