



# WHAT CONNECTICUT REGISTRARS DO:

## THE WORK BEHIND MANAGING CONNECTICUT'S ELECTIONS

### TYPES OF ELECTIONS:



Presidential



State



Municipal



Referenda



Primaries

### REGISTER ALL VOTERS



- Schedule and conduct in-person voter registration sessions, including annual high school voter registration sessions.
- Receive and process mail-in, online and agency voter registration applications.

### REGISTRY LISTS & BALLOTS



- Prepare and maintain a list of active and inactive voters.
- Maintain voter lists for local party caucuses.
- Prepare a voter list for each polling place.
- Organize and conduct the annual canvass of voters to ascertain residency.
- Enroll party members and prepare and maintain party enrollment lists.
- Remove electors who have moved from the district, died or are disenfranchised from registry lists.
- Complete certification of ballot orders that are sent and put on file with the Secretary of the State (SOTS).

### ABSENTEE VOTING



- Direct Town Clerks to mail absentee ballots to eligible overseas voters.
- Verify absentee ballot voters on the official voter registry list prior to an election, primary or referendum.
- Supervise absentee balloting at institutions or dwelling places with 20 or more voters.
- Appoint and train people to count absentee ballots.

### VOTING TECHNOLOGY



- Ensure the proper maintenance, transportation, storage and preparation of voting machines.
- Conduct complete pre-election testing of memory cards, tabulators and all ADA voting systems prior to Election Day.

### ELECTION DAY REGISTRATION



- Conduct Election Day Registration for all General Elections.

### CONDUCT ELECTIONS



- Appoint Deputy Registrars and file the appointments with the Town Clerk.
- Appoint, train and supervise all poll workers.
- Declare polling place locations by voting district, including a place where absentee ballots are counted.
- Ensure polling places meet the requirements of the American Disabilities Act (ADA).
- Report results of municipal, state and federal elections to SOTS.
- Participate in recanvassing in the event of a voting discrepancy.

### POST-ELECTION AUDITS



- When chosen by lottery, conduct post-election audits of voting tabulators.

### CONDUCT CANVASSING



- Conduct an annual canvass of voters using the National Change of Address through the USPS.
- Use reports from the Electronic Registration Information Center (ERIC) to conduct additional canvassing of voters to ensure accuracy of voter registries.

### TRAINING & RECORDS MANDATES



- Complete 8 hours of mandated annual training each year.
- Follow all state and federal records retention schedules.