

You may be present to inspect the preparation, test voting and sealing of the voting equipment to be used for the election per §9-244. [town name] voting equipment will be set up for election on [date] at [time] in the [place] Restrictions within the 75 foot restricted area of the polling place on Election Day: 1) candidates may not enter the 75 foot restricted area between the hours of 6 a.m. and 8 p.m. except to cast their own vote or assist an immediate family member; 2) Candidates may enter the polls to observe the canvass of votes once the last elector has cast their ballot; 3) Persons who are wearing political or candidate clothing, jewelry, or stickers, or displaying political literature, must remove or hide the political items per the Secretary of the State's office. A response to this notice is not required. A notice of your rights is a statutory requirement.

M. Election Day Workers (for Primary Elections refer to chapter 9 of this manual)

1. Election Officials (§9-258) (Note: Registrars should be aware of the perception of impropriety in addition to statutory requirements.)
 - a. Appointment of Moderator to be done 31 days prior to election. Moderator information is to be included on the Polling Place and Moderator information form to be sent to the SOTS (see certification form in section R in this chapter). (§9-228a) Refer to EMS Manual for instructions.
 - b. Appointment of election officials to be made within 20 days prior to election
 - c. No party or candidate may, as a matter of law, demand the appointment of a member of such party, or supporter of such candidate, as an election official. (Opinion of the Attorney General dated October 16, 1963). §9-229, 9-232, 9-233 and 9-234 provide that the registrars of voters appoint the election officials.
 - d. Each Registrar appoints one-half the checkers, ballot clerks, tabulator tenders, demonstrators, and absentee ballot counters.
 - e. The registrars jointly appoint the moderators; and if they cannot agree, the choice is made by lot.
 - f. Officials appointed per polling place: one certified moderator, one backup moderator, one to two official checkers for each line of electors, one to two ballot clerks for each line of electors, one to two tabulator tenders per tabulator in use, zero to two demonstrators, and zero to two challengers. Also, for towns with more than one voting district, two assistant Registrars who are residents of the town and of opposite political parties or for one designee to be present in the Registrar's office has been designated. Also needed is a head moderator (who may be a polling place moderator) for towns with multiple districts. Central counting moderators and absentee ballot counters appointed shall also be deemed election officials. Including alternate moderators and workers as prescribed by secretary of the state. (§§9-229, 9-258)
 - g. Officials shall be electors of the state or a United States citizen who is sixteen or seventeen years of age except for assistant registrar who must a bona fide resident of the town (9-258).
 - h. Sixteen and seventeen-year-old town residents who are U.S. citizens may be appointed as a ballot clerk, checker, translator or voting tabulator tender if they attend poll worker training and receive written permission from a parent or guardian or the principal of their school if appointed to work on a day when their school is in session. They may also be a challenger or unofficial checker. (§9-235d) (NOTE: Per the CT Dept. of Labor - minors are restricted to working no more than 6 hours on a school day and 8 hours on non-school days.)
 - i. Candidates may not serve in any capacity at the polls except for Registrars and Municipal/Town Clerks, who are candidates for the same office and Deputy Registrars, who are candidates for the office of Registrar performing their official duties. (§9-258) , Note: Registrars and Town Clerks running for an office other than their current ROV or TC position may not perform their official duties on Election Day. (§9-258)
 - j. No election official shall perform services for any party or candidate on Election Day. (§9-258)
 - k. Any election official may serve on a voluntary basis without compensation, if the official and the Registrars mutually agree provided there are no provisions to the contrary. (§9-235c) (Note: It is suggested that Registrars check with local officials)
 - l. I-9s are not needed from poll workers ("...municipalities that employ U.S. citizens as poll workers ... or poll watchers on Election Day do not need to complete I-9s for these individuals.") per:
 - a. The Immigration Reform & Control Act of 11/6 1986 (IRCA) Public Law 99-603;
 - b. U.S. Immigration & Customs Enforcements (ICE) Homeland Security Investigations 11/19/2013;
 - c. U.S. Citizenship and Immigration Services (USCIS) W-4 and CT W-4 are required for tax purposes.

2. Absentee Ballot Counters

- a. If the town has adopted central counting of absentee ballots, the registrars must appoint two or more absentee ballot counters and a moderator for the central location. If the town counts absentee ballots at each polling place, other officials in the polls may perform the absentee ballot counting functions. The registrars may similarly appoint two or more absentee ballot counters for each voting district (or group of voting districts, if the counters move among polling places) if needed. Each ballot should be counted by a team of two counters. The registrars shall appoint as many absentee ballot counters as are needed to count absentee ballots. Each registrar's appointments must be electors and individuals of known integrity. Prohibited are the spouses, parent, grandparent, child or sibling of a candidate from being appointed to count absentee ballots on which the name of such candidate appears. In towns which elect registrars from each voting district, these appointments are made by the registrar of the first district. (§9-147a, §9-147c, 9-148)

N. **Two shifts of the poll workers**, except the moderator, may be established by the registrars of voters. In addition, the registrars of voters may also establish two or more shifts of *unofficial checkers*. (§§9-235, 9-258a)

O. **Before each election**, the Registrar and head moderator (or moderator) shall instruct the election officials. (§9-249)
Materials for election official instructions are in the Moderator's Handbook provided by the SOTS. There is online training available from the SOTS.

P. **Unofficial Checkers / Party Watchers** – No election official may perform the functions of an unofficial checker or assist them.

- a. Notice to be sent to candidates and political party chairs, of their right to submit a list of desired unofficial checkers to the Registrars at least 48 hours before election §9-235
- b. Appointment of unofficial checkers

- i. The town chairman of the party must submit the names of the unofficial checkers to the Registrar of his party at least 48 hours before the election, or the Registrar may choose the unofficial checkers if the chairman fails to do so. These unofficial checkers must be enrolled in the party in which the Registrar is enrolled, except that a 16- or 17-year-old U.S. citizen resident of a town may be appointed an unofficial checker. A registrar, at the request of the town chairman of the party with which he is enrolled, shall change such appointments up to the close of the polls. Each Registrar may appoint a maximum of four unofficial checkers for their party for each line of electors in each polling place. They may come and go as they please, and each group is entitled to a copy of the active registry list in use at the polling place. If any such unofficial checker interferes with the orderly process of voting or attempts to influence any elector, he shall be evicted by the moderator. The Registrars may establish two or more shifts of these unofficial checkers. (§§9-235, 9-235d) (Registrars may suggest that unofficial checkers introduce themselves to the Moderator upon entering polls.)

- ii. The appointment of unofficial checkers for candidates of other than the parties in which the registrars are enrolled, provided that the names of *three or more* candidates for office appear in a single row on the voting machine ballot label, either as petitioning candidates (with or without a party designation) or under a third-party designation. In such instances, not more than two electors of the town, or 16- or 17-year-old U. S. citizen residents of a town, may serve as unofficial checkers on behalf of the candidates whose names appear on such row, provided the names of the unofficial checkers are submitted to the registrars of voters at least 48 hours before the election. Each such group of unofficial checkers is also entitled to a copy of the active registry list in use at the polling place. Third party and nominating petition candidates whose names appear on the voting machine ballot label on a row which has a total of only one or two candidates are not entitled, as a matter of law, to unofficial checkers. (§9-235(b))

- c. Compensation: unofficial checkers may be compensated by the municipality.
- d. Runner: when a party or such group of candidates has provided unofficial checkers, any person, *except* for a candidate or election official may serve as a runner for such party or group of candidates. (§9-235b, §9-258)
- e. Unofficial Checkers for Each Question on the Ballot: If a town is voting on local questions on the election ballot, a few days before the election the registrars must check with the town clerk to obtain the names of each committee and person on whose behalf a political committee statement of organization or a certificate of exemption has been filed for the question. Then registrars must notify each such committee and person and must also notify each other group known to be for or against the referendum issue of their right to submit designees to the registrars of voters at least 48 hours before the opening of the polls, indicating their position

on the question. Registrars must keep a public record of persons notified and persons requesting appointment. The registrars of voters may jointly appoint for each voting district not more than eight electors of the town, or 16 or 17-year-old U. S. citizen residents of the town, as unofficial checkers for each question. Registrars may appoint from one side alone only if the other side chooses not to submit designees. The registrars of voters are prohibited from appointing unofficial checkers at a referendum if no designees are submitted by 48 hours before the polls open. (§9-235(e), §9-235d)

Q. Certifications

1. Polling Place, Moderator Certification: no later than 31 days before each election and primary, must be certified with the SOTS via EMS. The certification must provide the name, address, relevant contact information, and corresponding federal, state, and municipal districts associated with each polling place. (§9-228a)

R. Ballot Certification – No later than 31 days before an election, the Registrar & Clerk shall jointly certify to the SOTS the number of ballots they ordered for each polling place along with information on historical turnout for each polling place over the past four elections of a similar nature and any other relevant factors unique to each polling place that may increase voter turnout. (If the registrars and clerk do not jointly submit this certification, they shall order one ballot for each registered voter.) (§9-255a) Refer to EMS Manual for instructions

CERTIFICATION OF BALLOT ORDER			
You should use a separate form for each polling place in your municipality			
TOWN: _____			
ELECTION / PRIMARY DATE: _____			
POLLING PLACE NAME: _____			
NUMBER OF BALLOTS ORDERED FOR THIS POLLING PLACE: _____			
HISTORICAL INFORMATION			
YEAR	NUMBER OF REGISTERED VOTERS	NUMBER CHECKED AS HAVING VOTED	TURNOUT PERCENTAGE
OTHER RELEVANT FACTORS:			
Registrar of voters _____ Date: _____			
Registrar of voters _____ Date: _____			
Town Clerk _____ Date: _____			

S. **Privacy Booths** - The formula for voting privacy booths is one booth for each two-hundred fifty, or fraction of two-hundred fifty, electors whose names are on the last-completed registry list for each voting district within the municipality or, for municipalities not divided into voting districts, one booth for each two-hundred fifty, or fraction of two-hundred fifty, electors whose names are on the last-completed registry list for the entire municipality.

T. **Emergency Contingency Plan** (§9-174a); all municipalities are required to have an emergency plan that covers all election problem possibilities. Registrars may include a review of the plan during poll worker training.

U. **Presence of Registrars** - Each Registrar shall be present during the taking of the vote. Assistant Registrars may be appointed to be present at the taking of any such vote and discharge the duties of Registrars. (§9-234).

V. **Canvassing returns & submitting results** – moderators to prepare the candidate tabulator vote totals "preliminary list" for transmission to the secretary once the checkers have recorded them

Sec. 9-258. Election officials; additional lines of electors. (a) For municipalities with more than one voting district, the election officials of each polling place shall be electors of the state and shall consist of (1) one moderator, (2) at least one but not more than two assistant registrars of voters of the town, (4) not more than two challengers if the registrars of voters have appointed challengers pursuant to section 9-232, (5) at least one but not more than two ballot clerks, and (6) at least one but not more than two voting tabulator tenders for each voting tabulator in use at the polling place. A known candidate for any office shall not serve as an election official on election day or serve at the polls in any capacity, except that (A) a municipal clerk or a registrar of voters, who is a candidate for the same office, may perform his or her official duties, and (B) a deputy registrar of voters, who is a candidate for the office of registrar of voters, may perform his or her official duties. If, in the opinion of the registrar of voters, the public convenience of the electors in any voting district so requires, provision shall be made for an additional line or lines of electors at the polling place and, if more than one line of electors is established, at least one but not more than two additional official checkers and at least one but not more than two ballot clerks for each line of electors shall be appointed and, if more than one tabulator is used in a polling place, at least one but not more than two additional voting tabulator tenders shall be appointed for each additional machine so used. Head moderators, central counting moderators and absentee ballot counters appointed pursuant to law shall also be deemed election officials.

(b) For municipalities with one voting district, the election officials of such polling place shall be electors of the state and shall consist of (1) one moderator, (2) at least one but not more than two official checkers, (3) not more than two challengers if the registrars of voters have appointed challengers pursuant to section 9-232, (4) at least one but not more than two voting tabulator tenders for each voting tabulator in use at the polling place, and (5) at least one but not more than two ballot clerks. Additionally, such election officials may consist of two registrars of voters of opposite political parties, or two assistant registrars of voters of opposite political parties, as the case may be, subject to the requirements of sections 9-259 and 9-439, provided if the registrars of voters are present in the polling place, they shall appoint at least one designee to be present in their office. A known candidate for any office shall not serve as an election official on election day or serve at the polls in any capacity, except that (A) a municipal clerk or a registrar of voters, who is a candidate for the same office, may perform his or her official duties, and (B) a deputy registrar of voters, who is a candidate for the office of registrar of voters, may perform his or her official duties. If, in the opinion of the registrar of voters, the public convenience of the electors in any voting district so requires, provision shall be made for an additional line or lines of electors at the polling place and, if more than one line of electors is established, at least one but not more than two additional official checkers for each line of electors shall be appointed and, if more than one tabulator is used in a polling place, at least one but not more than two additional voting tabulator tenders shall be appointed for each additional tabulator so used. Head moderators, central counting moderators and absentee ballot counters appointed pursuant to law shall be deemed to be election officials.

(c) No election official shall perform services for any party or candidate on election day nor appear at any political party headquarters prior to eight o'clock p.m. on election day.

Sec. 9-235d. Citizens sixteen or seventeen years of age authorized to serve as election or primary officials. Requirements. (a) Notwithstanding any provision of sections 9-233, 9-235 and 9-258 to the contrary, a United States citizen who is sixteen or seventeen years of age and a bona fide resident of a town may be (1) appointed as a challenger or unofficial checker in an election, or (2) appointed as a checker, translator, ballot clerk or voting tabulator tender in an election after (A) attending poll worker training, and (B) receiving the written permission of a parent, guardian or the principal of the school that the citizen attends if the citizen is a secondary school student and the citizen is to be appointed to work on a day when such school is in session.

Sec. 9-235c. Voluntary service by election, primary or referendum officials. Notwithstanding any provision of the general statutes to the contrary or of any special act, charter or ordinance, any election, primary or referendum official may serve on a voluntary basis without compensation, if such official and the registrars of voters or, in the case of a primary, the registrar of voters of the party conducting the primary, mutually agree.

(P.A. 92-1, S. 2, 8.)

Sec. 9-229. Appointment of moderators. Certification of moderators. Regulations. (a) The registrars of voters in the several towns and, in towns where there are different registrars for different voting districts, the registrars of voters in such districts shall appoint the moderators of regular and special state and municipal elections in their respective towns or districts. For the purpose of providing a reserve group of persons who may serve as moderators, the registrars shall designate alternate moderators from among those persons chosen as official checkers, or tabulator tenders, in the following minimum numbers: In towns with one or more but not exceeding three voting districts, one alternate moderator; in towns with four or more but not exceeding eight voting districts, two alternate moderators; in towns with more than eight voting districts, a number of alternate moderators equal to one-fourth of the number of voting districts rounded off to the nearest multiple of four. In case the registrars fail to agree in the choice of a moderator or alternate moderator, the choice shall be determined between such registrars by lot. In the case of a primary, the registrar, as defined in section 9-372, shall so appoint such moderators and alternate moderators. Moderators and alternate moderators shall be appointed at least twenty days before the election or primary. The registrars shall submit a list of the names of such moderators and alternate moderators to the municipal clerk, which list shall be made available for public inspection by such clerk. Each person appointed to serve as moderator or alternate moderator shall be certified by the Secretary of the State in accordance with the provisions of subsection (c) of this section, except as provided in subsection (d) of this section or section 9-436.

Sec. 9-233. Voting tabulator tenders. Prior to each election, the registrars of voters of each town shall appoint, for each voting tabulator to be used at such election, at least one and not more than two electors of such town as a voting tabulator tender, unless the registrars have established two shifts for election officials under the provisions of section 9-258a, in which case the registrars shall appoint at least one and not more than two electors to be voting tabulator tenders, for each voting tabulator, for each shift.

(1953, S. 710d; 1969, P.A. 500, S. 2; P.A. 83-391, S. 15, 24; P.A. 07-194, S. 18.)

History: 1969 act provided for appointment of voting machine tenders by registrars for each shift established; P.A. 83-391 permitted registrars to appoint one or two voting machine tenders per machine, rather than one as previously; P.A. 07-194 made technical changes and replaced "voting machine tender" with "voting tabulator tender".

See Sec. 9-249 re instruction of election officials in use of voting tabulator.

See Sec. 9-267 re removal of voting tabulator tenders for incompetence.

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Sec. 9-234. Presence of registrars. Official checkers. Checking of elector's name. (a) Each registrar of voters shall be present during the taking of the vote at any regular or special state or municipal election in the registrar's of voters town or district. The assistants in their respective districts shall, when requested by either registrar of voters, be present at the taking of any such vote and discharge the duties of registrars of voters. Each registrar of voters shall appoint some suitable person to check the list manually on paper or electronically in each district, unless the registrars of voters have established two shifts for election officials under the provisions of section 9-258a, in which case each such registrar of voters shall appoint one such person for each district for each shift. Each such person, who is so appointed official checker, shall manually on paper or electronically check the name of each elector on the list when the elector offers the elector's vote, and no voting tabulator tender shall permit any vote to be cast upon the voting tabulator until the name has been so checked.

(b) If an official checker is checking the name of an elector electronically, the checker shall use an electronic device approved by the Secretary of the State, in accordance with the provisions of section 9-261c.

(c) If an official checker is using such an electronic device to check the names of voters and such device becomes inoperable, the official checker shall check such names using a printed copy of such list provided pursuant to section 9-39.