Handbook Committee Meeting Minutes

Submitted by Darlene Burrell

November 17, 2021 from 10 a.m. to 1 p.m.

Meeting was held at the Cromwell Town Hall and Zoom.

Nine committee members were in attendance. Four attended in-person: Darlene Burrell, Anne Greineder, Monita Hebert & Alice Kelly. Five attended by Zoom: Karen Birck, Dotti Dori, Donna Rusgrove, Lisa Santangelo & Jim Simon

Prior to the meeting each committee member was assigned chapters to review, research and provide input to the committee regarding recommended additions, deletions, and changes. Input was provided by most of the members.

At the meeting the marked-up handbook was projected onto a screen for all attendees to see. Starting at the beginning of the handbook we went page by page, discussing the recommendations as we went along. Suggested changes were either accepted, deleted, changed, or held back for more research. Changes were made to chapters 1-Registrars’ Responsibilities, 4-Voter Registration & Enrollment, 6-Duplicate Voters and 8-Retention & Disposition of Records as listed below. We did not have enough time to review the input provided to us for chapters 15, 16, & 18.

The meeting ended after working on the handbook for three hours. We plan to meet again mid to late January with the hope of completing the updated handbook in time for the canvass of voters. There is more work/research the committee members need to do and submit prior to the January meeting.

We did not receive Input for all chapters, so committee members were asked to take on another chapter to help cover all of them. New work assignments have been given to the members covering all of the missed chapters and areas we thought more research was needed. Input will be provided for chapter 7 FOI following a scheduled meeting with Tom Hennick.

Changes made at the November 17th meeting are listed below: (brackets [ ] indicate additions, strike through indicates deletions):

Links in the handbook were fixed

Throughout the handbook we changed ~~his/her~~ to [they] or [their]

Introduction – References: added “[Emergency Contingency Model Plan for Elections [9-174a-1 to 9-174a-34](https://eregulations.ct.gov/eRegsPortal/Browse/RCSA/Title_9Subtitle_9-174a/)]”

Chapter 1 Correction: “Create and send out CVR (~~centralized voter registration~~ [confirmation of Voter Residence]”

Chapter 1 Correction: “Last weekday before election day – limited session (§[9-17](http://www.cga.ct.gov/current/pub/chap_143.htm) (b)) 9:00 a.m. to ~~12:00~~ [5:00] p.m”

Chapter 1 N. Reports and Lists – changes: “~~Monthly~~ change detail report - Registrars ~~on a monthly basis~~, compile a list of Additions, all new voters, Deletions, all voters that have moved to a new town or are deceased and Changes, all voters that have made an address, name or party affiliation change and registrar’s corrections.”

Chapter 1 S. FOI – added: “[Per new 2021 legislation, Registrars may not share full birth date of voter, only month and year.]”

Chapter 4 A. Voter Reg. Changed & added: To register to vote in Connecticut, you must be a United States citizen, a resident of a Connecticut town, be at least 18 years of age, and not be currently incarcerated ~~or on parole for conviction of a felony~~. (§[***9-12***](http://www.cga.ct.gov/current/pub/chap_143.htm) and [***9-19b***](http://www.cga.ct.gov/current/pub/chap_143.htm)) NOTE: Voting privileges are not lost if incarcerated for lesser than a felony offense. If incarcerated but not convicted resident may register to vote. A felony is an offense for which a person may be sentenced to a term of imprisonment in excess of one year. [**PA 21-2 §§ 96-98]**

Chapter 4 B.1. Added table

|  |
| --- |
| Application for Admission Letter of Acceptance or Rejection Deadlines Sec. 9-23g(c)A, B and C  |
| **Receipt of Application Period Beginning and Ending**  | **Notice of Acceptance or Rejection Mailing Deadline** |
| A - beginning on the forty-ninth day before an election and ending on the twenty-first day before such election | not later than four days after receipt of an application |
| B(i) beginning on the twentieth day before such election and ending on the seventh day before such election, | on the day of receipt of an application |
| B(ii) during the period beginning on the sixth day before an election and ending on election day if the application has been received by the seventh day before an election by the Commissioner of Motor Vehicles or by a voter registration agency | on the day of receipt of an application |
| B(iii) during the period beginning on the twenty-first day before a primary and ending on the fifth day before a primary | on the day of receipt of an application |
| B(iv) during the period beginning on the fourth day before a primary and ending at twelve o'clock noon on the last weekday before a primary, if the application has been postmarked by the fifth day before the primary and is received in the office of the registrars of voters during such period or if the application is received by the fifth day before a primary by the Commissioner of Motor Vehicles or by a voter registration agency, | on the day of receipt of an application |
| C at any other time | within ten days of receipt of an application |

Chapter 4 B.2. Corrected: “Forms may be downloaded from the Internet at [[voterregistration.ct.gov](http://voterregistration.ct.gov)] ~~www.sots.state.ct.us~~

Chapter 4 B.3. Added: [FPCA – Federal Post Card Application sometimes used as a voter registration application.

When an FPCA CAN be used as a voter registration card *if applicant is not currently a voter*:

a) I am a member of the Uniformed Services or Merchant Marine on active duty or I am an eligible spouse or dependent.

b) I am an activated National Guard member on State orders.

c) I am a U.S. citizen residing outside the United States, and I intend to return.

When an FPCA DOES NOT act as a voter registration card:

a) I am a U.S. citizen residing outside the United States, and my return is uncertain. *(Full ballot if name is on active voter list. Overseas ballot if not registered, inactive or off status.)*

b) I am a U.S. citizen and have never resided in the United States. *(Overseas ballot)* ]

Chapter 4 B.7. (3) Added: [Permanently Physically Disabled Status (Permanent Absentee Ballot Status) – Available for electors who are permanently physical disabled or have a long-term illness. Electors with this status are automatically sent an absentee ballot for each election, primary, and referendum in which they are eligible to vote. A request for this status along with a completed absentee ballot application and a certification from a primary care provider, indicating that such elector is permanently physically disabled or has a long-term illness and is unable to appear in person at such elector's designated polling location. Registrars work closely with the Town Clerk in this process. (§9-140e) PA21-2§ 103]

Sample January Letter

**YOUR TOWN’S LETTERHEAD**

**Notice of Permanent Absentee Ballot Status**

Voter’s Name

Address

Important! This Concerns Your Permanent Absentee Ballot Status

The registrars of voters are conducting an annual review as required by law to determine if you continue to reside at the residence address indicated above for purposes of your permanent absentee ballot status. The address listed above is the address you provided on your permanent absentee ballot application. In addition, this form can be used to remove yourself from the permanent absentee ballot list if you so desire. Please check the statement that applies to you, sign in the space provided below, and immediately return this form.

( ) Remove me from the permanent absentee ballot list.

( ) My residence is at the address shown above.

( ) I have moved. The address of my new residence is:

Note: If this new residence is in another town, you must register to vote in that other town in order to be entitled to vote in the next election. If this new residence address is still within town, we will change your address on the official voter list.

Please record this change on the voter registry list.

Signature of Elector

**Important** - The Registrars of Voters must receive this form from you within sixty (60) days, completed and signed so you may remain on the list of permanent absentee ballot voters. Failure to return this form will result in your removal from the list of permanent absentee ballot voters. Please cooperate by returning this form within sixty (60) DAYS.

Chapter 4 E.1. *Loss of Voting Rights*

1. **Convicted Out of State/Federal Court** - A person shall forfeit their right to remain a voter or to become a voter if they have been convicted of a felony and committed to confinement in a federal correctional institution or facility, or committed to the custody of the chief correctional official of any other state or a county of any other state for confinement in a correctional institution or facility ~~or a community residence in such state or county~~. (§[***9-46***)](http://www.cga.ct.gov/current/pub/chap_143.htm)
2. **Convicted in the State of Connecticut** – A person shall forfeit their right to remain a voter or to become a voter if they have been convicted of a felony and committed to the custody of the Commissioner of Correction in the State of Connecticut for confinement in a correctional institution or facility ~~of a community residence AG~~. (§[***9-45***)](http://www.cga.ct.gov/current/pub/chap_143.htm)
3. Send notice by certified mail to felon, at last-known address [or mailing address], informing that voting rights have been suspended (§[***9-45(a)***)](http://www.cga.ct.gov/current/pub/chap_143.htm)

Chapter 4 E.2.

a) Convicted Out of State / Federal Court – A person who has been convicted of a felony and committed to confinement in a federal or out of state correctional institution or facility ~~or community residence AG~~ shall be eligible to have such person’s voting privileges restored ~~upon the payment of all fines in conjunction with the conviction and AG~~ upon release from confinement~~, and, if applicable, parole AG~~. (§[***9-45***](http://www.cga.ct.gov/current/pub/chap_143.htm)***,*** [***9-46a***](http://www.cga.ct.gov/current/pub/chap_143.htm))

b) Convicted in the State of Connecticut – A person who has been convicted of a felony and committed to confinement in a State of Connecticut correctional institution or facility ~~or community residence AG~~ shall be eligible to have such person’s voting privileges restored upon the release from confinement~~, and/or parole AG,~~ by filling out a new voter registration card.

Chapter 6 **Duplicate Voters**.

**INTRODUCTION**: Each year the SOTS office will send a [list] ~~file~~ showing possible duplicate [voter] records in the CVRS ~~system~~. These are based on First Name, Last Name and Birth Date (in Active, Inactive and Off status) (§[9-21a](http://www.cga.ct.gov/current/pub/chap_143.htm)).

It is the responsibility of the town with the most recent Privilege/Registration date to research and initiate action on potential duplicates. ~~Because of Canvass,~~ [You] may wish to wait until after [the] initial [canvass] CVR letters are sent [out] to begin work on the duplicate list. (§[9-21a](http://www.cga.ct.gov/current/pub/chap_143.htm)(b)).

**OVERVIEW:**

[Within State - ]If a voter appears [more than once] ~~twice~~ in [the] CVRS ~~(in different towns)~~ as a true duplicate [voter], our goal is to preserve the ORIGINAL record with its ORIGINAL data [(voting history, address changes, etc.) and update it with all the more recent voter information]. The [town with the] most recent [registration date] ~~town~~ should pull ~~it from~~ the voter’s [records from the] former town and update ~~the~~ [that] ORIGINAL record with the newer information from the voter’s current file.  When the [town with the] most recent [registration] ~~town~~ has inserted and updated all [the] information into the original record (including the registration date), print [a] copy of [the] online voter reg. card (if applicable) and delete the newer [duplicate] record [in CVRS].

[Within Town - ]If you have duplicate records for the same voter in your own town, make note of both Voter ID numbers and [update the older record with] ~~insert~~ all the information from the newest [record.] ~~file~~ ~~into the older file, update, and~~ [Save the updated original record and] delete the newer file [(after data has been transferred and online voter registration application is preserved)] . You should finish with only one complete record for that voter in CVRS.

INACTIVE OR ACTIVE STATUS—IN YOUR TOWN

**[The town with the most] recent [voter’s registration] ~~town~~ initiates [the] research of [the] duplicate registrations.** Use the same research procedures for the duplicate list that you use every day with a new voter to determine whether you should pull a [voter’s] record from another town***.***

***(It is strongly recommended that the registrars of both towns discuss and investigate any possible duplicate voters to ensure a proper determination [is] ~~will be~~ made)***

* 1. COMPARE middle initials, name changes, and other changes [in the multiple records].
	2. **Request copies of voter registration cards**, if needed, to compare signatures, DMV numbers, etc. ~~or SSNs~~.
	3. Use “Inquiries” [in CVRS to] search “statewide”to view voter’s previous addresses or name changes in previous town’s records.

5. [FastPeopleSearch.com or another online search engine may help you find a phone number for the voter. ]

If it is determined that it is a **TRUE duplicate** voter situation

1. The [**Registrars from the town with the]** most recent [**voter’s registration]** ~~town~~ sends [voter] a Form ED 685 ([sample] on next page) ~~to the voter~~ using the [voter’s] most recent address.
2. Notify ~~the~~ registrar in the former town that you’re sending the form to that voter.
3. A response is required[, from the voter,] within 30 days ~~from the voter~~.

b. If **A RESPONSE** is received and voter indicates that [they] ~~he/she~~:

* + 1. **[Are] ~~Is~~ NOT the same person** whose name appears on the other town’s registry list
			1. Make no changes to the voter’s record[~~s~~.]
			2. Attach a note to the voter’s registration application indicating duplicate voter confusion so you will not repeat the research process next year when/if the duplicate shows up again.
		2. **Are ~~Is~~ the same person** ~~as~~ listed in the other town

**Voter’s current town pulls** the voter’s record from the former town, ~~and prepares to~~ preserve[s the older record] ~~it~~ as the ORIGINAL record and inputs information from the newest voter registration card.

4. Make note of the voter ID number[s, both old and new. Don’t get them mixed up.]

7. **Go to “Inquiries” “Search”** select the duplicate record that is going **to be deleted**. Either write notes or print a copy of the record (“View” “File” “Print”). Make note of voter’s name history, address history, party history and election history which is to be added to the ORIGINAL record. ~~Also, make not of the voter ID #~~

8.Also, the former town will have the paper trail required to move the voter’s card to its “[Purged] ~~Off~~” file.

**9. Delete your town’s newer record for this voter** because you have added all of [it’s] information to the voter’s record ~~file~~ pulled from the former town which has all the ORIGINAL information on it.

~~The previous town will get a CVRS “Reminder” of the pulled record, providing the paper trail to move the voter’s card to its “Off “files.~~ This is already mentioned in 8

Chapter 8 deleted one chart and added another

State of Connecticut Records Retention Schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| ~~\*Ballots~~  | [~~M6-010~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) | ~~\*Registry Lists~~  | [~~M6-140~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) ~~&~~ [~~150~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) |
| ~~\*Canvass~~  | [~~M6-020~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf)~~,~~ [~~030~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) ~~&~~ [~~040~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) | ~~\*Signature of Electors w/No ID~~  | [~~M6-160~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) |
| ~~\*Convicted Person~~  | [~~M6-050~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) ~~&~~ [~~060~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) | ~~\*Unofficial Checkers Request~~ | [~~M6-170~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) |
| ~~\*Emergency Contingency Plan~~  | [~~M6-070~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) | ~~\*Voter Reg., Cancellation~~  | [~~M6-180~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) |
| ~~\*Enrollment Lists~~  | [~~M6-080~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) ~~&~~ [~~090~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) | ~~\*Voter Reg., Inquiry~~  | [~~M6-190~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) |
| ~~Monthly Change Detail Reports~~  | [~~M6-110~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) | ~~\*Voter Reg., Removal~~  | [~~M6-200~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) |
| ~~\*Motor Vehicle Change of Address List~~  | [~~M6-120~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) | ~~\*Voter Reg. Cards~~  | [~~M6-210~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf)~~,~~ [~~220~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) ~~&~~ [~~230~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) |
| Petition for Caucus  | [M6-470](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) | Requests for Voter Reg. Info.  | [M1-080](http://ctstatelibrary.org/wp-content/uploads/2015/05/M1.pdf) |
| ~~\*Polling Place Officials List~~  | [~~M6-130~~](http://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Record Type** | **Retention requirement** | **Schedules M5/M6** | **Approval / Form RC-075 Required** |
| Ballots, Used | Local 180 days, Federal 22 mths | M6-010 | No |
| Ballots, Unused | 60 days all | 9-150b(h) | No |
| Registry List | 2 years | M6140-150 | Yes |
| Enrollment List | 2 years | M6-080 &190 | Yes |
| Polling Place officials list |  |  |  |
| Signature of elector No Id | Local 180 days, Federal 22 mths | M6-160 | Yes |
| Unofficial Checkers request | 14 days | M6-170 | Yes |
| Emergency Contingency Plan | until replaced | M6-070 | Yes |
| Voter Registration Cards | until off 5 years | M6-210,220&230 | Yes |
| Federal voting application | until off 5 years | M6-230 | Yes |
| Voter Registration Cancel | unti off 5 years | M6-180 | Yes |
| Voter Registration Inquiry | unti off 5 years | M6-190 | Yes |
| Voter Reg Removal Non res. | PERMANENT | M6-200 | Yes |
| Challenged Registration | PERMANENT | M6220 | Yes |
| Canvass | Current plus 1 year | M6-020, 030& | Yes |
| Tumbleweed DMV COA | 2 years | M6-120 |  |
| Convicted Person | Obsolete? |  |  |
| ~~xxMonthly Change detail~~ | ~~?~~ |  |  |

**~~NOTE~~**~~: Unused Ballots - As a default, Connecticut General Statutes sec. 9-150b(h) will apply. You may dispose of all unused ballots including those for federal, state and municipal elections after 60 (sixty) days. (Per SOTS 5/16/17.)~~

Chapter 9 2. A town, city or borough office for which ~~only and~~ all electors of such town, city or borough may vote

Chapter 9 H. Town Committee – 5% of enrolled party members or fewer if the political party rules prescribe ([§9-406](http://www.cga.ct.gov/current/pub/chap_153.htm), [9-405](http://www.cga.ct.gov/current/pub/chap_153.htm), PA 21-2), however the number of candidacies on such petition must contain at least 25% of the total number of members of the town committee to be elected. (§[9-421](http://www.cga.ct.gov/current/pub/chap_153.htm)) PA 21-2 exempts candidates from municipalities with a population of 100,000 or more, from the law’s primary petition deadline and signature requirements if, by 4:00 p.m. on the 49th day before the primary the number of people who have requested petition forms and filed a statement consenting to be a candidate (1) does not exceed the number of town committee members being elected but (2) is at least 25% of that number.

Chapter 9 J. in 3rd Chart – 2) [In municipalities with a population of 100,000 or more, no direct primary is held if on the 49th day before the primary (i.e.., 15 days before the deadline for filing candidacy petitions), the number of people who have requested petition forms and filed a statement consenting to be a candidate (1) does not exceed the number of town committee members being elected but (2) is at least 25% of that number, these candidates are deemed elected to the town committee without a primary.]

Chapter 10 A. [The Secretary of the State may suspend supervised absentee voting or mandatory supervised absentee voting in recognition of a public health or civil preparedness emergency declared by the governor*.* PA21-2§ 108]

Chapter 13 EDR Electors may receive voting assistance at EDR locations as allow in the polling place.PA21-2§ 110 Closing the EDR Location - ~~Because the EDR location is not a polling place and applicants are not electors, applicants whose registration has not been completed and admitted as an elector by 8 pm will not be allowed to vote.~~  [The EDR process ends after last person in line at 8 p.m. has completed the process.]

Chapter 14 M. 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~~.

Chapter 14 M. h. They may also be an ~~challenger or~~ unofficial checker. (§[9-235](http://www.cga.ct.gov/current/pub/chap_146.htm)d) (NOTE: Per the [CT Dept. of Labor - minors](https://www.ctdol.state.ct.us/wgwkstnd/minors/wgtime.htm) are restricted to working no more than 6 hours on a school day and 8 hours on non-school days.)