**Wilton CT**

**Duties of Assistant Registrar**

Represents the Registrars at the polling place. Must be electors of your town. Resolves voter registration problems at polls, offers assistance to checkers and moderator with voter issues, conducts curbside voting, responds to EDR inquiries, assists with documenting election results.

**I. General Assistance to Moderator**

Opening and preparing the polling place:

* Administer *Oath of Office* to workers,
* Assist in opening storage locker, setting up tabulator and IVS equipment, completing proper documents
* Sign Certificate of Opening (in Moderator’s Return)
* Assure that polls have sample ballots and Voters Bill of Rights posted
* Help Head Ballot Clerk open ballot bags, record numbers on form, count packages
* Direct workers in setting up the polling place
* Review Checkers’ supplies. Post 75-ft sign and check its position periodically.
* Set up break room for workers

During Election Day:

* Keep privacy booths clean, free of campaign literature
* Assist with Provisional Ballots in state/federal elections, if needed.
* Don’t forget to sign the manila depository envelopes.
* Remind voters that only federal offices will be counted.
* Please give voter a receipt with the Registrars of Voters’ phone number – so they can call and see if their ballot was counted.
* Assist with Challenged Ballots, if any.
* Assist with curbside voting and IVS ballot marking system
* Arrange coverage for breaks for workers
* Assist in emptying full ballot bins and transfer of scanner, when needed

Closing polling place & completing closing documents:

* Check Tally Sheet against tabulator tape for accuracy and completeness (!!)
* Assist checkers and moderator in reconciling number of voters with number of ballots.
* Sign applicable pages of Moderator Return—Closing Certificate
* Include copy of tabulator tape inside ballot bag with voted ballots
* Record seal numbers of ballot cases, tabulator cases, memory cards
* Remind workers to sign out.

**II. Voter Registration Problem Resolution**

* Voters not on official voter list—Wrong polling place? Transfer? Inactive List? No evidence of registration-Referral to EDR at Town Hall? Receipt from a Voter Registration Agency within deadline?
* Voter Marked off Erroneously? There’s a form.
* Marked as voting AB? May retrieve ballot from TC by 10am.
* Inactive Voters—Restore if evidence of same address. Contact registrars if different address. Inactive voters must complete Voter Registration Card.
* ID Questions--Asterisked voters with insufficient ID—Possible Provisional Ballot. Regular voters with no ID— Affidavit of Identity Form.
* Report hourly count to ROV from tabulator public counter.
* Oversee Election Day Additions/Supplemental List and removals. Adjust number on back page of voter list, as needed.
* Supervise Voter Registration/Change of Address cards for voters.
* Add new voters to official Supplemental voter list per Registrars’ direction. Remove voters per Registrars’ instructions.
* Assist voters in curbside voting—both Assistant Registrars or designees from both parties.
* Respond to inquiries about EDR.

**List of Forms—Please be familiar:**

(White) Signature of Elector Who Did Not Present Identification (Voter without ID)

-Have voter complete form then escort voter to their checker to be marked off the list and get a ballot

Voter Registration Card – Serves as Transfer Form or Application for Restoration of Elector to Official Check List Voter on Inactive List. AR can restore to *former* address. But, if *different address*, must call Registrars before restoring voter.

(White) Remedy When Elector’s Name Erroneously Checked Off List—Voter name already crossed off. Document this.

Provisional Ballots—voter believes they registered and that they should be on the official voter list. Available only at elections with federal offices, if voter unwilling to use EDR.

* Use Overseas Ballot for Provisional Ballot
* Complete Provisional Ballot Inventory Form
* Provide Receipt for Provisional Ballot
* Depository Envelope
* Deliver to Registrars at 8 pm.

**Other:**

Election Day Registration—located at Town Hall. 238 Danbury Rd.

* Must provide proof of identity and residence in Wilton. 6 am-8 pm. Ends at 8 pm sharp.

Presidential Ballot—issued at Wilton Town Hall, Town Clerk. 8:30 am-8 pm.

* Voter has moved away within last 30 days…and missed their new state’s deadline to register.

2017