June 29, 2022 Handbook Committee Meeting Minutes

Meeting held at the Cromwell Town Hall and via Zoom

Members in attendance: Darlene Burrell, Mark Dobbins, Anne Greineder, Monita Hebert, Donna Rusgrove, James Simon & Andrew Stockton

Next meeting date will be set when committee members complete their assignments listed on the last page.

At the meeting committee members presented their recommended changes, additions and removals along with facts backing their recommendations for the July 2022 version of the Manual of Procedures for Registrars of Voters. The changes that were approved by the committee are listed below:

**CHANGES MADE TO THE ROVAC HANDBOOK AT THIS MEETING**

1. SOTS address has been updated
2. Chapter 4. A. B. (pg. 15, 16, 17, 22, 24) - Markings on envelopes changed from: “~~Return if not deliverable at the , A, ddress Shown on the Envelope~~” to “Address Service Requested.”
3. Added to chapter 4 (pg 14) “Placement on endorsement: 1) Below return address or 2) above delivery address area or 3) to the left of the postage area or 4) below the postage area. Size of endorsement: 8-point type minimum and must stand out clearly.”
4. Added a section to chapter 4,B - 10 (pg 20)– Voter Registry Privacy Program - If a voter requests non-disclosure of their name and address from the registry list direct the voter to complete a “[Request for Non-Disclosure of Voter Information from Registry”](https://portal.ct.gov/-/media/SOTS/Voter_Privacy_Program/VPPapp_20211104.pdf)  form claiming that non-disclosure is necessary for their and/or their family’s safety (PA 21-2 Sec. 104(c)). The original completed form is mailed to the the SOTS Office to the attention of Attorney Aida Carini. A copy of the form is held by the Registrars, and it is the responsibility of the Registrars to take the necessary steps in CVRS to suppress the disclosure of the voter’s registry information. In CVRS using the voter inquiry screen, select the “Do not use residence address” button and select the option of “other.” *This will place the name of the voter at the end of the registry in the appropriate voting district without a corresponding physical address. This process also triggers notification to the database to withhold both the name and address of the voter when a copy of the voter registration database is requested pursuant to the FOI Act. (Per SOTS attorney Aida Carini 5/20/2021)*
5. Chapter 4. B. ~~12~~ 13 (pg 20)- Spanish Requirements lists were updated per 2021 census list provide by Ted Bromley. There is a discrepancy between the list we received from Ted and what a committee member found when reviewing the census. Further research is needed. The towns in question are listed in RED in the handbook.
6. Chapter 4, B, ~~12~~ 13, 3 (pg 21) – Municipalities which have 1% or more of their total population, but no less than 500 minority persons – municipalities with a significant minority population ~~of Hispanic origin~~ must print Canvass and Confirmation of Voter Residence in English and Spanish.

1. Chapter 4. E. (pg 24) Felony Convictions in a correctional institution or facility, but not ~~or~~ a community residence. SOTS will send Registrars a list of persons who have been convicted or returned to confinement. Registrars shall compare the list to the list of electors upon their registry list and, after written notice mailed by certified mail to each of the persons named at the last-known place of address of such person, shall change voter’s status to OFF. (PA 21-2 sec.96)
2. Chapter 4. E. 1. A.(pg 24) – Added: … but not a community residence in such state or county. (PA 21-2 sec.97
3. Chapter 4. E. 1. B. (pg 25) – Added: …, but not a community residence
4. Chapter 4, E. 2 a - 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~~ of the federal government or of another state shall be eligible to have such person’s voting privileges restored ~~upon the payment of all fines in conjunction with the conviction and~~ once such person has been released from confinement~~, and if applicable, parole~~ by submitting a completed voter registration application to the ROVs. ((PA 21-2 sec.96~~)§~~[***~~9-45~~***](http://www.cga.ct.gov/current/pub/chap_143.htm)***~~,~~*** [***~~9-46a~~***](http://www.cga.ct.gov/current/pub/chap_143.htm)~~)~~ NOTE: convicted felon no longer has to pay fines first in order to have voting rights restored, just be discharged. So, they can be home, on parole or at a community residence, with or without fines pending, and seek reinstatement to vote.
5. Chapter 4. E. 2. b. (pg 25) - **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~~ shall be eligible to have such person’s voting privileges restored upon the release from confinement~~, and, if applicable, parole~~ by submitting a completed voter registration application to the ROVs ~~filling out a new voter registration card~~ Note: ROVs have no mandate to reach out to felons whose voting rights have been restored.
6. Chapter 4, F. 1. i. (pg 27) **Purged & Instate Cancellations** Purging is the permanent erasure of a record or destruction of a document that is no longer needed or required to be kept by law (7-109 & 9-58). The term purged is commonly used for high volume and the term deleted is used for a small number of records. The purge process is used by SOTS to free up space in the database.

**1.Purged from CVRS** Note: CVRS should automatically change INACTIVE status to OFF status after 4 years, a list of these changes is shown on the Change Detail Report. It is the registrars’ responsibility to verify that this is done, if not, the registrar should do it manually.

OFF status for 1 year following death.

The registration cards for these voters can be destroyed immediately after approval from the CT State Library per the Records Retention Schedule using an RC-075 form for permission to destroy.

Exceptions: (a) Felons cards are never destroyed (b) Voter records removed due to death can be destroyed after one (1) year.

**2.Instate Cancellations** – Transfer-out of records from local database.

Instate Cancellations - A voter on your list who has moved out of your town and registered in new CT Town. The voter’s electronic data has been removed transferred from your town and moved to the new town. This record is not deleted in CVRS and can be found in a statewide search.

1. Chapter 4, F. 1. j. (pg 28) **Lists – CVRS purged voters and transferred Instate Cancellation voters**

CVRS combines the list of “Purged” voters with the “Instate Cancellations” report.

In CVRS go to “REMINDERS” “Summary” (or) “Registrar Maintenance” “Instate Cancellations.” Voters purged /deleted from CVRS are marked “PURGED”.

Voters removed from your town’s database but still exist in CVRS (Instate Cancellations) appear with their previous address in your town and the name of their new town.

Note: This list can be saved on your computer as a pdf and/or print off a paper copy – after the transferred voters are processed, the list should be deleted from CVRS and it can no longer be accessed in CVRS. This saved record is the only record listing purged voters. (?? No sure if listed in the Change Detail Report) ~~CVRS provides a list of instate cancellations voters.~~ ~~The listed voters will no longer be on your town’s voting list. Registrars are to verify this list and contact the Registrar in the new town if you have any problems.~~

1. Chapter 9.I. (pg 51) REJECTION CODES: A = Not a registered elector, B = Name illegible, C = Voter signed petition twice, D = Other (indicate & explain in detail)
2. Chapter 10 A (pg 57) If help is needed to vote the ballot, it should be mutually provided by the registrar of voters or their designees. “Designee” is defined as an elector of the same town and political party as the appointing registrar of voters, who is not an employee of the institution at which supervised balloting is being conducted.

SOTS may suspend the supervision of absentee balloting due to a declaration by the Governor of a civil preparedness or public health emergency. PA21-2 sec 108

1. Chapter 10 B was deleted

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**ASSIGNMENTS BEING WORKED ON:**

1. The Petitions chapter needs to be reviewed and updated. This is being worked on by **Alice Kelly** and **Mark Dobbins**
2. The Primary chapter needs to be reviewed and updated. This is being worked on by **Alice Kelly** and **Donna Rusgrove**
3. E.R.I.C instructions to be added to Canvass chapter. Being worked on by **Darlene Burrell**
4. The EMS chapter’s instructions are being tested by **Mark Dobbins**
5. Chapter 4, sec 13 Spanish Requirements - Being worked on by **Karen Birck**. There is a discrepancy between the list received from Ted and what Karen found when reviewing the census. Further research is needed.
6. The Duplicate Voters Chapter #6 to be worked on by **Darlene Burrell & Andrew Stockton**