



**MANUAL OF PROCEDURES
FOR
REGISTRARS OF VOTERS
ELECTION ADMINISTRATORS
STATE OF CONNECTICUT
Version January 1, 2026**

NOTE: This manual is a working document. The committee is still working on updates. The RED and GREEN print throughout the handbook indicates suggestions that have been made but not approved by the committee, yet.

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This manual is a work in progress. Comments and suggestions to improve the material and forms in this manual are always welcome. Please send your comments and suggestions to the handbook committee at burrard@cox.net.

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INTRODUCTION

The ROVAC Manual is a companion guide to the Connecticut General State Statutes, regulations and information located on the SOTS website. The ROVAC manual includes online links to these statutes, regulations, as well as other manuals, making it easy for users to verify the material provided. *We recommend you view the manual on a computer with online access to take advantage of the many links.*

Explanations: Connecticut General Statutes are the laws for the state. As Registrars, we are concerned with legislative and election law. CT Statutes are divided into Titles, Chapters and Sections, with a title being the general heading and the section giving specific information. *Thus;*

- **Title** = header grouped by primary subject.
 - Ex. TITLE 9 ELECTIONS
- **Chapter** = divides each title into broad subject matter.
 - Ex. CHAPTER 147 VOTING METHODS
- **Section** = description or meaning of that specific section.
 - Ex. Sec. 9-262. DUTIES OF ELECTION OFFICIALS DURING VOTING HOURS.

Example, to look up information regarding proof of citizenship you would search:

- Title 9 Elections
 - Chapter 143 Electors: Qualification and Admission
 - Sec.9-20a Proof of Citizenship

Find Connecticut Statutes on the government website by typing: www.cga.ct.gov (cga = CT General Assembly), click on General Statutes of CT, click on Browse Statutes, page will display all Titles. Scroll to Title 9 for Elections.

Regulations: are created to add detail to a statute. Regulations are proposed by an agency, and voted upon by the Regulation Review Committee, (a subcommittee of the General Assembly.) If passed, it has the force of law. **PA** is a Public Act, an act or statute affecting matters of public concern.

Find Connecticut Regulations on the SOTS website under Elections and Voting, Election Resources. The CT Statutes are listed here as well.

Articles: are a separate and distinct part of a document frequently used in contracts between parties such as articles of agreement or articles of partnership.

References:

General Statutes of CT

www.ct.gov/sots

Elections Statute Volume 3; Title 9; Chapters 141 to 158; Sec. 9-1 to 9-760

SOTS Regulations

www.sots.ct.gov

Spanish Translators	9-4-1
Canvass	9-32-1 to 9-32-9
Notice of Removal and Transfer on Registry List	9-35-1 to 9-35-2
Restoration to Registry Lists	9-42-1
Emergency Contingency Model Plan for Elections	9-174a-1 to 9-174a-34
Standards for Approval of Direct Recording Electronic Voting Machines	9-241-1 to 9-241-36
Standards for Approval of Voting Machines	9-242-1 to 9-242-39
Tabulator	9-242a-1 to 9-242a-28

The National Voter Registration Act of 1993 (**NVRA**) (Motor Voter Act)

www.justice.gov/crt/about/vot/42usc/subch_1h.php

Note: Throughout the manual, "State Statutes" are preceded by "§" followed by the title and the section number (ex.: § 9-143). "Regulations" are preceded by "Reg" followed by the title and section number (Reg. 9-5a) and "Public Acts" by "PA." followed by the number (PA393).



Principles of Election / Registration Officials

We subscribe to these Principles:

- *Freedom is an inherent human right, but it is also fragile and can be lost through neglect or misuse.*
- *Freedom requires responsibility.*
- *Freedom can best be maintained and nurtured through the democratic process. The success of the democratic process requires fair and open elections which accurately reflect the intent of the electorate.*
- *Therefore, it is our unique role as election officials to serve as gatekeepers of Democracy.*

It is our sacred honor to protect and promote public trust and confidence by our conduct of accurate and fair elections.

As the public's guardians of freedom within a democratic society, we are responsible for the integrity of the process. Our role demands that these principles must be placed above personal or partisan gain.

Nurturing and protecting Democracy is a team effort in the profession of elections administration. Our task requires wisdom, courage and the desire to remain focused on our vision of free and impartial elections despite changes in our society and its laws.

By dedicated adherence to these Principles and Standards of Conduct, we demonstrate our loyalty to freedom, pride in our profession and a commitment to the excellence of the democratic process.

Standards of Conduct for Elections / Registration Officials

My Personal Pledge to Freedom, Democracy and my Profession:

- *I uphold the Constitution of the United States and the laws, policies and court decisions of federal, state and local jurisdictions;*
- *I commit to excellence and competence by maintaining the highest level of knowledge and expertise in the elections process through continuing education and self-evaluation;*
- *I am accountable for maintaining public confidence in honest and impartial elections which I conduct in a fair, efficient and accurate manner;*
- *I dignify voters by providing equal opportunity to participate in the democratic process;*
- *I am responsible for just and equitable treatment of the general public, elected officials and members of my profession;*
- *I manifest a positive role in community relations by being accessible and receptive to both individuals and groups;*
- *I have the courage and stamina to protect the public's interest from manipulation for personal or partisan gain while respecting the rights of all;*
- *I am flexible and innovative within the framework of the law in carrying out my duties on behalf of the public's interest;*
- *I conduct all fiscal activities with wisdom and integrity, and I am accountable for all funds and resources committed to my charge;*
- *I maintain a productive and efficient operation through a well managed elections environment;*
- *I endeavor to maintain the highest level of integrity in performing all duties of my profession.*

**CHAPTER 1****REGISTRARS' RESPONSIBILITIES**

The Office of the Registrar of Voters in the State of Connecticut is a position governed by Connecticut General Statutes and financially supported by the municipality in which the Registrar of Voters serves. Registrars of Voters work closely with the Office of the Secretary of the State developing methods and procedures to ensure the voting rights of citizens and administer all elections based on current election laws (i.e. Federal, State, Municipal, Primaries, and Referenda). Although most Registrars of Voters are elected officials, politics does not have any place in their office. It is the responsibility of both parties to ensure fair and equitable implementation of all laws.

Registrars are required to complete and satisfy the required certification program no later than two years from their first day in office. Once certified, each Registrar is required to complete at least 8 hours of training per year as prescribed by the Secretary of the State to maintain their certification. *This is in addition to the annual 10 hours of election law and procedures training required for each Registrars' office (§ 9-192(b)). (It is believed that the newest law, requiring 8 hours, was meant to replace the 10 hours. Unfortunately, the laws do not read this way, yet.)* Municipalities are required to fund Registrars' costs for completing the program and satisfying the certification criteria. (§ 9-192(a)) Registrars are required to acquire and maintain Election Moderator Certification.

Registrars of Voters attend meetings and two conferences a year which may be called by the Secretary of the State to discuss election laws and procedures affecting their Office. Registrars are compensated for attending two conferences a year (§ 9-6). Registrars are encouraged to join and attend meetings of the Registrars of Voters Association of Connecticut (ROVAC).

After their election, the Registrar of Voters shall immediately appoint a Deputy Registrar and file a certificate of appointment with the Town Clerk. The Deputy Registrar acts as Registrar in the Registrar's absence and may fill any vacancy in the Registrar's office. (§ 9-192).

Office hours are generally for public convenience and vary depending on the size of the municipality. Towns without full-time Registrars post their hours at the town hall or municipal building. Any change in regular business hours or hours required by general statutes for a specific day, must be posted at least 10 days before that day (§ 9-23(a)).

Towns are required to supply the Registrars of Voters with facilities for safe storage of official records and equipment. Registrars shall maintain voter registration information for active electors in a fire-proof cabinet in the Registrars' office. (§ 9-23(b)).

Registrars of Voters should have a good working relationship with their Town Clerks, but at no time should they relinquish their responsibilities to them. Both offices should understand each other's duties.

There is a formal process for removing Registrars of Voters from office. Under this process, the Secretary of the state can seek removal by filing a statement with the SEEC if, in her opinion, a Registrar engaged in misconduct, willful and material neglect of duty, or incompetence in office. (§ 9-190c)

A Registrar may be temporarily relieved of their duties by the Secretary of the state if they (1) fail to earn or maintain certification or (2) is the subject of an investigation related to his or her duties resulting from a statement filed with SEEC by the Secretary. The Secretary may issue written instructions to the Registrar to appear before her on a specified date and at a specified time. The instructions must cite the reasons why it was issued and inform the Registrar that the purpose of the appearance is to determine whether to temporarily relieve him or her of duty. (§ 9-190b)

The Registrar must appear before the Secretary and have a fair opportunity to show cause why he or she should not be temporarily relieved of duty. After providing such an opportunity, the Secretary may temporarily relieve the Registrar if she determines that the public interest in the orderly conduct of elections would be served. In that case, the Secretary must require that the Deputy Registrar administer office operations until (1) the Registrar attains or maintains certification or (2) SEEC completes its investigation and takes final action on the matter. (§ 9-190b)

LIST OF REGISTRARS' RESPONSIBILITIES**A. BUDGET PREPARATION**

- a. Present budget proposal to town officials. We recommend Registrars include their responsibilities in their budget since most town officials do not know the extent of a Registrars job. Assigning hours to your tasks may also help validate budget requests.

B. CANVASS - ORGANIZE AND CONDUCT ANNUAL CANVASS OF VOTERS (§§ 9-32, 9-35 & Reg. 9-32-1 to 9-32-9) Between January 1 and May 1 of each year, Registrars verify residence of the electors in each municipality. Registrars update and maintain their voter list in person, by mail, National Change of Address (NCOA), by telephone or a combination of these methods.

- a. Create and send out Confirmation of Voting Residence notices (CVR) & Notices of Change (ED683) [(§ 9-32(a) & (§ 9-35(e))].
- b. Update voter files in ConnVerse (CVRS) and the manual voter registration card files according to responses to the canvass notices. (§ 9-32)
- c. Prepare inactive registry & enrollment lists of any person who did not respond to CVR or whose notice of approval was returned undeliverable. (§§ 9-23g, 9-35 & 9-42(c))
- d. Military – If not voted in four years - By May 1 each year, Registrars send a notice of removal with a return card to members of the armed forces of the U. S., their auxiliaries, spouse, or dependent, whose name has not been checked as voted during the four preceding calendar years. If no response within thirty days, Registrars place the electors name on the inactive registry list (§ 9-40a(b))
- e. Maintain a record of all Canvass CVR letters sent and the responses. (§ 9-35e)

C. CERTIFICATIONS, REQUIRED REPORTS & RECEIPTS

- a. Issue, certify & file Primary Petitions with SOTS for nomination to state or district office. Within 7 days of receiving a completed primary petition page, Registrars must verify that all names on the petition are electors enrolled in the political party in their town (§§ 9-404c, 9-453L, 9-468).
- b. Certify & File Primary Petition with Town Clerk / SOTS for municipal office (§ 9-435i).
- c. Registrars receive and verify petitions of candidates for municipal office or town committee. (§ 9-412)
- d. Receipt, in writing, is given when receiving primary petition pages. (§ 9-412)
- e. Certify accuracy of enrollment list provided to candidate circulating Primary Petition (§ 9-413)
- f. Certificate of canvass completion - a certificate signed under penalties of false statement stating that the annual canvass of voters was completed - file with SOTS (§ 9-32).
- g. Certify Same Day registration (SDR) location(s) to SOTS in writing (§ 9-19)
- h. Certify polling place location to SOTS, in writing (§ 9-228a)
- i. Certify moderator information to SOTS, in writing, prior to elections & primaries.
- j. Certify Early Voting (EV) location to SOTS, in writing.
- k. Certify the number of ballots ordered with the SOTS prior to elections and primaries.
- l. Report to be filed with Town Clerk, in writing, on the testing, setting up and sealing of tabulators including a statement of any defects or features of the tabulator that need attention or correction. (Part of Moderator's Return) (§§ 9-244. 245, 246)
- m. Report to be filed with SOTS, in writing, detailing any repairs made to tabulators on the day of an election. Detail (1) the serial number of the tabulator, (2) the time when the problem occurred, (3) a summary description of the work performed, and (4) that no repairs were made to the tabulator, after any vote was cast on the day of an election, that would affect the way votes were recorded on the tabulator. (§ 9-246(b))
- n. Receipt given to cross town (aka town to town) applicants upon receipt of voter registration application (§§ 9-17a and § 9-19e)
- o. Emergency plan activation - written report to SOTS (within 30 days after plan is activated) including reason for activation, the procedures activated and the outcome. (§ 9-174c)

D. COMPILE AND MAINTAIN

- a. Registry Lists: (§ 9-19b, 9-20, 9-21, 9-24, 9-26, 9-31, 9-35, 9-40a, 9-42, 9-45, 9-46)
- b. Enrollment and Unaffiliated Voter Lists: (§ 9-54, 9-56, 9-57, 9-59, 9-60, 9-64)
- c. Add new voters to Voter List (§§ 9-20, 9-23a, 9-23g, 9-23L, 9-23r, 9-24, 9-26, 9-31a, 9-56, 9-57)
- d. Change Voter information per voter's request (§ 9-35(e), 9-42, 9-59, Reg. 9-35-1, 9-35-2)
- e. Canvass (§ 9-32) (Reg.9-32-1 to 9-32-9)

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- f. DMV instructions (§§ 9-35(e), 9-19i, 9-51, 9-60, 9-64)
- g. Remove Voters from Voter List (§ 9-21) per SOTS, per voter (§§ 9-35b&o)
- h. DMV (§ 9-19i), duplication (§ 9-21a)
- i. Death Notices: remove elector from voter list. (§ 9-35b)
- j. Remove:
 - a. Electors on inactive list four years - add to the "off" list (§ 9-35(e)).
 - b. Names for failure to vote: Electors absent from town in the service of this state or of the U.S. (excluding Military) need a written application, before each state election, to remain on the registry list (§ 9-40a).
 - c. Convicted felons who are committed to the custody of the Commissioner of Correction from registry list. Registrars receive lists of convicted persons from SOTS - check if felon is on their registry lists. After written notice by certified mail to last-known place of address, Registrars are to change felon's voter record to off status. (§§ 9-45, 9-46) No person is considered to have lost residence by reason of absence because of imprisonment on conviction of crime (§ 9-40a).
- k. Discretionary erasure or exclusion from enrollment; A Registrar may believe a person enrolled or enrolling in the party which the Registrar represents is not a member or does not support their party's principles or candidates. Registrar may cite that person to appear before the Registrar and chair of the town political party committee to show why his/her name should not be erased or excluded from that enrollment list. (§§ 9-60, 9-61, 9-62, 9-63, 9-64).
- l. Discretionary enrollment sessions - Registrars may hold additional discretionary enrollment sessions as deemed necessary; but no such session may be held on the day of a caucus or primary during the fourteen days preceding a primary, or the day before a caucus (§ 9-52).
- m. Reinstate or Restore elector if:
 - a. Elector on inactive list applies to restore their name to active registry or votes during such period (§§ 9-42, 9-35(e)).
 - b. They sign a petition and date of birth matches (§§ 9-46a, 9-232a, Reg.9-42-1).
 - c. Elector removed per DMV and didn't challenge the removal, may be restored at the polls on Election Day upon filling out a Voter Registration card. (§§ 9-21 & 9-35).
- n. Duplicate Voters. CVR records identify electors who may be registered in more than one town. Registrar calls other town to verify (§ 9-21a).
- o. Read and interpret SOTS Regulations, State, and Federal Election Laws.

E. EDUCATION & TRAINING

- a. Instruct election officials & Deputy Registrars (§§ 9-229a, 9-192a).
- b. Conduct Moderator/election official training sessions (§ 9-249).
- c. Voter Education
- d. Registrar's education (§ 9-192b) and certification (§ 9-192a)
- e. Admission of electors at Public High Schools – Registrars hold one session each year, between Jan 1st and last day of the school year, or on a rotating basis for towns which are members of the regional school district public high school (§§ 9-17 (c) & 9-23q).
- f. Distributing voter registration information at high schools - Registrars are required to distribute information, on the fourth Tuesday in September, at each public high school about the qualifications and procedures for registering to vote. Registrars and the principal of any public high school must determine the best distribution method. PA21-2§ 93

F. MEETINGS - Registrars can meet their required continuing education hour by attending:

- a. SOTS meetings to keep current on impending & new legislation affecting the Office.
- b. ROV election training program (§ 9-192b), and, attend ROVAC conferences (§ 9-192a).
- c. Meetings of the Registrars of Voters Association of Connecticut. (§ 9-6)

G. ELECTIONS, PRIMARIES, AUDITS & REFERENDA (§§ 9-164, 9-168, 9-174, 9-237a, 9-438).

- a. Registrar's office hours on day before elections, primaries, audits and referenda 9:00 am to 5:00 pm
- b. Recommended - Registrars work on days of EV, elections, primaries, referenda & audits
- c. Inspect & test voting tabulator (Reg. 9-242a-5). Create test deck, run through each tabulator testing all memory sticks (§ 9-244).
- d. Ensure working order of voting machines and battery backup (§ 9-240a).

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- e. Appoint Election Officials (§§ 9-233, 9-235d, 9-249, 9-258, 9-436(d), 9-476).
- f. Conduct an instructional session for election officials (§ 9-249, Reg.9-242a-7).
- g. Appoint a moderator (§§ 9-150b, 9-229, 9-476(e) and (Reg.9-242a-6).
- h. Appoint absentee ballot counters (Reg.9-242a-6).
- i. Input names of electors who voted into CVRS per SOTS instruction.

H. EARLY VOTING (EV)

- a. Registrars' work hours on days of EV & SDR 8:00 am to 8:00 pm and/or 10:00 am to 6:00 pm plus setup hours as per SOTS schedule.
- b. Appoint a Moderator and election officials (must have enough workers to perform curbside voting)
- c. Set-up label printers and scanners (If applicable)
- d. EV Ballot Check-Off – Registrars check EV voters off official check list, to use at primary/election, marking with "E or EV" preceding name.
Chapter 145a. (§§ 9-163aa, 9-163bb, 9-163cc)

I. SDR – SAME DAY REGISTRATION

- a. Registrars' work hours on days of SDR: 8:00 am to 8:00 pm and /or10:00 am to 6:00 pm as per SOTS schedule
- b. Appoint SDR worker(s) capable of registering voters.
- c. Designate a location for completing and processing SDR applications on Election Day. This location cannot be within a polling place within your municipality but can be in the same building, provided there is adequate physical separation from the polling place SDR. (§ 9-19j)

J. ABSENTEE BALLOTS

- a. Supervise balloting mandated in nursing homes & rest homes with 20 or more electors (§ 9-159q)
- b. Absentee Ballot Check-Off - Registrars also check (without opening) outer envelopes names of absentee voters on official check list to use at primary/election. Indicate with "A" preceding name. Town Clerk seals unopened ballots for Primary/Election Day delivery. Ballots are checked no later than last weekday before the primary or election (§§ 9-140c(d) & 9-140c(b)).

K. PROVISIONAL BALLOTS

- a. Provisional Ballots - Within 6 days following an election or primary, the ROV(s) determine whether applicant is eligible to vote. Both Registrars must agree in a general election. Following determination ballot will be rejected or counted and reported (§ 9-232n).

L. LOTTERY TO CHOOSE POSITIONS ON BALLOT FOR MUNICIPAL PRIMARY/ELECTION (§§ 9-253 & 9-453r)

- a. Registrars are mandated to hold a lottery to determine the order of names on an election ballot for multiple Opening Offices
- b. Must notify candidates and the public on date, time and place.

M. MANDATORY OFFICE HOURS: (§§ 9-17, 9-23),

- a. Primary Petition forms made available day following party's endorsement of candidates for municipal office or day following final day of making endorsement, whichever comes first (§ 9-409).
- b. Office Hours for Primary Petition Filing - 14th day following party endorsement your office must be open from 1pm to 4pm (§ 9-400) for town committee (§ 9-405 & 9-406), for state or district office (§ 9-400), for municipal offices (§§ 9-405, 9-406, 9-412).
- c. Primary Petitions made available to persons desiring to oppose candidates of major party for municipal offices on the day following making the party's endorsement (§ 9-405).
- d. Registration & Enrollment Sessions - REGISTRARS of each town hold sessions to examine the qualifications of electors and admit those found qualified on these specified dates and times (§ 9-17):

Eighteenth day before primary day for towns with a population equal to or greater than twenty-five thousand. (§ 9-17)	any two hours between 5p.m. and 9p.m.
Eighteenth day before election day - last regular session (§ 9-17 (a,1))	9:00 a.m. to 8:00 p.m.

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Fourteenth day before a primary is a mandatory enrollment session that all towns must hold for the purpose of cleaning up the registry list. At that time, they may process any cards that have not been processed and unaffiliated may affiliate. This is not a registration session because no new electors may be admitted during the period between the 18 th day and the day following the election pursuant to 9-19b (per SOTS attorneys 3/2025)	Any two hours between 12p.m. and 9p.m. <u>per §9-51)</u>
Last weekday before election day – limited session (§ 9-17 (b))	9:00 a.m. to 5:00 p.m.
High School 1 session (§ 9-17 (c,1)) give public notice	Jan. 1 to end of school year
High School distribution of information regarding eligibility for admission and procedures for applying for admission as an elector. (§ 9-17(c)(2))	Fourth Tuesday of September

- e. Special Registration Session - 25 or more persons, attending the same school, rest home, employment, etc. in town, may request a Registrar to go to their place of employment, school, or residence to take and act upon applications for admission as electors (§§ 9-19c, 9-19d & 9-172b).

N. REGISTRAR NOTICES AND LETTERS

- a. Publicize the time and place of every session of enrollment or registration no less than five days before each session (§§ 9-16, 9-53).
- b. Friendly letter to confirm whether or not a voter living at a residence listed on monthly Property Transfer List has moved from that address.
- c. Voter information packets sent to new homeowners listed on Property Transfer List if they are not registered to vote in town (§ 9-31d).
- d. Notice to Town Clerk that Primary being held following filing of a valid petition for Municipal office. Clerk publishes Registrar's notice (§§ 9-140c & 9-435).
- e. Notice of lottery to determine order of names for multiple-opening office (§§ 9-253 & 9-453r).
- f. Notice of Acceptance or Rejection- Registrar sends by first class mail a notice of acceptance or rejection of registration application (§§ 9-19b, 9-19e, 9-23g(c), 9-35(c) & 9-43).
 - 1.If a notice of acceptance for a mail-in voter registration, is returned undeliverable, Registrars must send voter a CVR notice under (§§ 9-35(e), 9-43) and may challenge applicant at polls. See chapter 4 for more details.
- g. Notice of Rights to All Candidates.
 - 1. To submit a list of candidate/unofficial checker designees for primary. as candidate/unofficial checkers for state, district, municipal and town committee primaries (§§ 9-436a & 9-476)
 - 2. To submit a list of designees as certified moderators (§ 9-436(d))
 - 3. And/or representatives to submit a list of designees as unofficial checkers for elections, town committee, state, district & municipal primaries and referenda (§§ 9-235(e), 9-436a). Registrars MAY jointly appoint unofficial checkers.
- h. Notice of voting machine inspection by party watchers, party chairpersons, candidates & officials (§ 9-244).
- i. Cross-town application for admission - an admitting official of any CT town may accept voter registration applications from persons who reside in any CT town and examine their qualifications. Such admitting official shall hand a receipt to the applicant and immediately mail the application to the Registrars of the town of residence of the applicant. (§ 9-19e) See sample receipt below:

CROSS-TOWN VOTER APPLICATION RECEIPT
 WHEN STAMPED WITH SUFFIELD'S TOWN SEAL
 You are NOT a voter until your town's Registrar of Voters approves.
 DATE OF RECEIPT _____

NAME _____ DATE OF BIRTH _____
 ADDRESS WHERE YOU LIVE _____

O. RECORDS RETENTION

The Electors and Elections Records retention schedule is found on the CT State Library website. Authorization must be granted prior to the destruction of certain records. (§ 9-58)

CT State Library, Department Links > Public Records Administration, Municipal Records Management Program Municipal Records Retention Schedule > [M6](#) – Electors and Elections Records Form [RC-075](#) Disposition Authorization is used to request permission to destroy or transfer records that have met their retention period. Also, Volume of Records Measurement Guide is here.

- a. Permanent voter registration records—All applications for enrollment are arranged in alphabetical order and preserved by the Registrars as a permanent record open to public inspection (§ 9-58)
- b. Record all voter registration changes to voters' registration application (§ 9-58). A paper trail of all changes made to an elector's voter registration is filed with voters' registration application.
- c. Confirmation of Voter Residence Records (§ 9-32)
- d. Maintain a record of all Canvass CVR letters sent and responses. Anyone that does not respond is removed from the Active Registry list and added to the Inactive Voter Registry list (§ 9-35(e)).
- e. In June & October remove from Inactive Registry List (and enrollment list) all electors who were sent a CVR notice during canvass held 4 years ago and did not respond within thirty days after it was sent (and were never restored to the active list) (§ 9-35(e)) Voter status changes from Inactive to Off and is filed in a separate file. CVRS is supposed to automatically handle this but it is the Registrars' responsibility to ensure it is happening.
- f. Purge from the "OFF" file all records that have been off "Active" status for five years or more. Delete records from CVRS (SOTS computer system). In many cases the electronic record will automatically be removed in CVRS. *Note: Do not delete felons.*
- g. Application for restoration to active registry list is a new registration card. This card is attached to the voter's original registration card and retained (§ 9-35(e)).
- h. Felony convictions and releases are kept on file (§ 9-45, 9-46)
- i. Record Disposal in the manner provided in (§ 7-109), by Registrars (§ 9-58).

P. REPORTS AND LISTS

- a. Change detail report – create and distribute change detail report upon request and make available to the public in accordance with FOI (§ 1-210). Registrars shall compile a list of: (1) electors added, restored, removed or erased from the active and inactive registry lists (2) changes made to elector's name, address or party affiliation and Registrar's corrections, plus (3) electors who were sent canvass notices and who replied to such notices. Such list shall include, elector's (A) name, (B) former name, (C) address, (D) former address, (E) voting district, and (F) party affiliation, if any. (§ 9-50a)
- b. File monthly, an updated list of active electors, with Town Clerk (§ 9-23) (*Per Bernie Liu 2025 "the list" eliminated in PA11-173 is not applicable to this requirement.*)
- c. Print an Inactive Voter List with names and addresses of electors removed from registry list and post remedies 5 weeks before election, in a place readily accessible to the public. (§§ 9-35, 9-35a & 9-64a).
- d. Print an Active and Inactive Official Voter List for use at the polls (§§ 9-23g(c), 9-35 & 9-42(c), 9-54).
- e. Enrollment Lists for town committee primary, state, district and municipal primary (§§ 9-54, 9-55).
- f. Print a certified Preliminary Registry List (signed by both Registrars) and post it in a place readily accessible for public inspection within the municipal building on or before Saturday the fifth week before each regular election. (§ 9-36).
- g. Give, upon request, a copy of the preliminary registry list to any candidate for election. (§ 9-36).
- h. Distribute, upon request, copies of the preliminary registry list. (§ 9-36).
- i. File with Town Clerk and make available for public inspection a certified corrected final registry list before every election or primary. (§§ 9-37, 9-38, 9-172a,b).
- j. Give, upon request, a copy of the final Registry List to any candidate for election. (§ 9-39).
- k. Print copy of Final Registry List and have available for public use in the office (§ 9-39).

Q. CVRS (Centralized Voter Registration System) (TotalVote) is the state-wide centralized voter registration system. This computerized system designed and maintained by the Secretary of the State includes:

- a. voter registration information prescribed by the Secretary,
- b. information contained in applications for admission as electors described in (§ 9-20),
- c. information needed to compile registry lists and enrollment lists under § 9-35 and (§ 9-54),
- d. information required by statute, and other information used to comply with the provisions of this title (§ 9-50a).

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R. SPANISH TRANSLATORS

- a. In affected municipalities, Registrars shall either employ or retain on a stand-by basis a Spanish speaking person or persons to assist Spanish speaking electors and citizens (Reg 9-4-1)

S. FREEDOM OF INFORMATION (FOI) (§§ 1-200 to 1-242)

- a. Registrars are required to provide voter information upon request according to FOI restrictions.
- b. Registrars may not share voter's day of birth, social security, and driver's license numbers per FOI restrictions.
- c. Registrars should familiarize themselves with the Freedom of Information Act Chapter 14 of the CT General Statutes.

T. WEB SITE Maintenance (if applicable in your town)

- a. Registrars are to keep election related information on their town's website up to date (if applicable).

**CHAPTER 2****SECRETARY OF THE STATE****COMMISSIONER OF ELECTIONS. PRESUMPTION, RE RULINGS, INSTRUCTIONS, OPINIONS AND ORDERS. ORDER TO CORRECT IRREGULARITY OR IMPROPRIETY. (§ 9-3)****Presumption concerning rulings and opinions.**

The Secretary of the State, by virtue of the office, is the Commissioner of Elections of the state, with the powers and duties relating to the conduct of elections as prescribed by law. The Secretary of the State's written instructions and opinions are to be labeled as such and cite the authority on which they are based. And, unless otherwise provided by state statute, the Secretary's regulations, declaratory rulings, instructions and opinions, in written form and any order issued under subsection (b) of this section are to be implemented, executed, and carried out, whichever applies under Title 9 Statutes, (except chapter 155), provided nothing in this section is understood to alter the right of appeal provided under the provisions of chapter 54. (§§ 9-3, 9-190)

By law, the above requirements do not apply to campaign finance laws, which are under SEEC's purview. The act specifies that campaign finance laws include those governing the Citizens' Election Program, computerization of campaign finance statements and data, and public financing for municipal elections.

The Secretary of the State shall: (§ 9-4)

- (1) Be chief state election official responsible for coordination of state responsibilities under the National Voter Registration Act of 1993. (§ 9-23k)
- (2) Advise local election officials regarding proper methods of conducting elections and referenda, and, upon request of a municipal official, matters arising under municipal charters and special acts
- (3) Prepare regulations and instructions for the conduct of elections, as designated by law
- (4) Provide local election officials with sufficient number of copies of election laws pamphlets and materials necessary to the conduct of elections
- (5) Distribute all materials concerning proposed laws or amendments required by law to present to electors
- (6) Recommend to local election officials the form of registration cards and blanks
- (7) Determine, (in manner provided by law), forms for the preparation of voting machines, for recording of the vote, the conduct of the election, and certification of election returns;
- (8) Prepare the ballot title or statement to be placed on the ballot for any proposed law or amendment to the Constitution being submitted to electors of the state
- (9) Certify to the several boards the form of official ballots for state and municipal offices
- (10) Provide the form and method of filing notification of vacancies, nominations, and subsequent appointment to fill vacancies
- (11) Prescribe, provide, and distribute absentee voting forms for use by the municipal clerks
- (12) Examine and approve nominating petitions filed under (§ 9-453o)
- (13) Distribute corrupt practices forms and provide instructions for completing and filing the same
- (14) Establish an election training unit to coordinate all training for Registrars of Voters, deputy Registrars, Permanent Assistant Registrars as described in (§ 9-192a) and poll workers. This unit will employ at least one person having field experience in the conduct of elections (§ 9-4b) and,
- (15) Send the Registrars of Voters of each municipality where an election is to be held, a copy of instructional materials as the SOTS deems necessary for use by the moderator in each voting district. (§ 9-5)
- (16) Conduct certification sessions for moderators and alternate moderators each year. (§ 9-229)
- (17) In consultation with a certification committee, is required to establish a mandatory certification program for Registrars of Voters. (§ 9-192a)
- (18) Hire Registrars or former Registrars to provide the required ten hours of training on election law and procedures. (§ 9-192a)

The Secretary has the authority to:

- (1) Direct a Registrar who fails to fulfill the annual training requirement to "take remedial measures," which the secretary must prescribe. (§ 9-192a(3))
- (2) To temporarily relieve a Registrar of his or her duties who (1) fails to earn or maintain certification or (2) is the subject of an investigation related to his or her duties resulting from a statement filed with SEEC by the secretary. The secretary may issue a written instruction to the Registrar to appear before her on a specified date and at a

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specified time. The instruction must cite the reasons why it was issued and inform the Registrar that the purpose of the appearance is to determine whether to temporarily relieve him or her of duty. (§ 9-190b)

- (3) Can seek removal of Registrar by filing a statement with SEEC if, in her opinion, a Registrar engaged in misconduct, willful and material neglect of duty, or incompetence in office. (§ 9-190c)

Legislation and Elections Administration Division (LEAD)

The Division encourages and monitors the implementation of the Help America Vote Act (HAVA), the National Voter Registration Act and other voter registration efforts in Connecticut. In conjunction with local Town Clerks and Registrars of Voters, the division provides training for local elected officials. LEAD, working with local officials, put into operation a statewide-computerized voter registry system, which complies with HAVA.

The Legislation and Elections Administration Division (LEAD) administers, interprets, and implements all state and federal laws pertaining to elections, primaries, nominating procedures, and the acquisition and exercise of voting rights. The Division encourages and monitors the implementation of the Help America Vote Act (HAVA), the National Voter Registration Act and other voter registration efforts in Connecticut. In conjunction with local Town Clerks and Registrars of Voters, the division provides training for local elected officials. The division, working with local officials, has put into operation a statewide-computerized voter registry system, which complies with HAVA.



CHAPTER 3

STATE ELECTIONS ENFORCEMENT COMMISSION'S DUTIES AND POWERS

The State Elections Enforcement Commission (SEEC) investigates on its own initiative or in connection with statements filed with the commission by the SOTS, any Town Clerk or Registrar of Voters upon written complaint under oath by any individual regarding alleged violation of any provision of the General Statutes relating to elections, referenda, and primaries. See (§ 9-7b).

The SEEC has the power to levy a civil penalty not to exceed: (§ 9-7b(2))

- A. two thousand dollars per offense against any person the commission finds to be in violation of any provision of the various state statutes and sections listed in (§ 9-7b(2)),
- B. two thousand dollars per offense against any Town Clerk, Registrar of Voters, an appointee or designee of a Town Clerk or Registrar of Voters, or any other election or primary official whom the commission finds to have failed to discharge a duty imposed by any provision of state statutes Title 9, chapter 146 or 147
- C. two thousand dollars per offense against any person the commission finds to have;
 1. improperly voted in any election, primary or referendum
 2. not been legally qualified to vote in such election, primary or referendum
- D. The commission may levy a civil penalty only after giving the person an opportunity to be heard at a hearing conducted in accordance with sections (§§ 4-176e to 4-184), inclusive.
- E. In the case of failure to pay any such penalty within thirty days of written notice sent by certified or registered mail to such person, the superior court for the judicial district of Hartford, on application of the commission, may issue an order requiring such person to pay the penalty imposed and such court costs, state marshal's fees and attorney's fees incurred by the commission as the court may determine.

Removing Registrars of Voters from office – A process has been established allowing the secretary of the state to seek removal by filing a statement with SEEC if, in her opinion, a Registrar engaged in misconduct, willful and material neglect of duty, or incompetence in office.

Within 30 days after receiving the statement, SEEC must investigate and determine whether to refer the matter to the attorney general to pursue removal. Upon referral, the attorney general may ask SEEC to investigate further. If in his opinion the investigation warrants it, the attorney general may prepare a citation in the name of the state requiring the Registrar to appear in Superior Court and show cause why he or she should not be removed from office. The Registrar must be served with a copy of the attorney general's statement and citation at least 10 days before he or she must appear in court.

The Registrar is entitled to a full hearing during which the attorney general may require the attendance and testimony of witnesses and the production of evidence. If, after the hearing, the judge orders the Registrar removed from office, the Superior Court clerk must cause the Registrar to be served with the order. At that point, the Registrar must be removed from office, and the Deputy Registrar immediately becomes the successor Registrar.

The Attorney General may designate a SEEC attorney as a special Assistant Attorney General to perform the duties assigned to the attorney general under public act (5-224 § 4).

Complaints to SEEC - By law, SEEC receives complaints from the secretary of the state, Registrars of Voters, Town Clerks, and individuals under oath concerning alleged election law violations. It investigates and holds hearings as it deems appropriate.

- A. **Secretary's Complaints** - With respect to statements filed by the secretary of the state, the law requires the SEEC to (1) determine whether to investigate within 30 days after the filing and (2) complete an investigation and issue a decision within 90 days after the filing. If SEEC fails to meet these deadlines, the secretary may apply to Hartford Superior Court for an order to show cause why it has not acted on the statement and provide evidence that it has unreasonably delayed action. Any such judicial proceeding must be privileged with respect to assignment for trial.

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- B. **Registrars of Voter's, Town Clerk's, and Individual's Complaints** - SEEC has 60 days after receiving a written complaint to issue a decision or determine if probable cause exists. This means the commission must issue (1) Findings and Conclusions (i.e., vote to dismiss); (2) a Consent Order and Agreement (i.e., settlement); or (3) a Notice of Hearing after making a probable cause determination. After 60 days, the complainant or respondent may apply to Hartford Superior Court for an order to show cause why SEEC has not acted and provide evidence that it has unreasonably delayed action.



CHAPTER 4

VOTER REGISTRATION & ENROLLMENT

A. Admission of Electors

- To register to vote in Connecticut, you must be:
 - A United States citizen
 - A bona fide resident of a Connecticut town
 - Be at least 18 years of age by Election Day
 - Has completed confinement if previously convicted of a disfranchising felony.
- Pre-registration is permissible for 17-year-olds who will be 18 by the next Election. (§ 9-12a) People are not registered until their application is approved/accepted by an admitting official in their town of residence. (§ 9-23g(d)(1))
- 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. (§§ 9-45, 9-46 and 9-46a.)
- Any elector (eligible per above) in the custody of the state being held at a community correctional center or institution, is considered to be absent from their town in which they have been an inhabitant for purposes of voting. (§ 9-14a) They have NOT lost their residence in any town by reason of their absence while in any CT state institution. CT state institution residents may not be admitted as an elector in the town where the institution is located, unless they prove to the satisfaction of the Registrars that they are a bona fide resident of the institution. (§ 9-14)

Pre-Registration for Seventeen Year Old's who will be 18 by the next Election. (*See section B9 below*)

Deadlines for Voter Registration

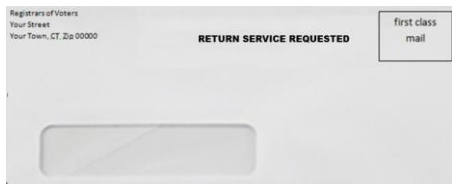
- Mailed-in Applications and Online Voter Registration
 - Election: post-marked eighteenth day before the election (§ 9-23g(c))
 - Primary: post-marked eighteenth day before the primary
 - Referenda: the day before referenda
- In-Person – Application Delivered by Applicant to Admitting Official
 - Election: Eighteen days prior to an election. Voter registration applications NOT received by the deadlines will be processed after the election. Their voting privileges become effective once processed and accepted by the Registrars, which is no earlier than two days after the election, unless person goes to Same-Day Registration (SDR). SDR applicants can register and vote on Election Day. (§ 9-19g)
 - Exception: These individuals may register to vote by 5 p.m. the day before the election: (§§ 9-17, 9-31a(b)(2), 9-25):
 - A permanently disabled person
 - A person whose qualification as to age, citizenship or residence in the municipality was attained after the last session for admission of electors prior to an election.
 - Members of the armed forces and former members of the armed forces discharged within the calendar year.
 - Primary: 12 noon the day before primary (§9-23a)
 - Referenda: the close of business the day before referendum. No person admitted as an elector on the day of the referendum shall be entitled to vote in that referendum as a registered voter. (§ 9-172b)
 - Caucus or Convention: the day before caucus or convention.

B. Procedure

1. In-Person Registration

Each person who applies in person shall (upon forms prescribed by the Secretary of the State) sign and state under penalty of perjury: their name; bona fide residence by street and number; date of birth; U.S. citizenship; whether their privileges as an elector are forfeited by reason of conviction and incarceration for a felony; and whether they have previously been admitted as an elector in any other town or any other state. For Federal Elections a person applying to vote must comply with HAVA requirements. An electors' oath may be administered upon the request of the elector if they apply in person. If registration application is given to the Town Clerk, the Town Clerk must record on the application; the Town Clerk's name, the date, and the source of the identification i.e. Driver's License, utility bill, etc.) (§ 9-20)

Registrars must send a "Notice of Acceptance of Application to Register to Vote" by first-class mail to those whose applications have been accepted and include instructions on the envelope that it be **returned if not deliverable at the address shown thereon.** (§ 9-19b(c)) **(Must use the USPS Ancillary Service Endorsement, "Return Service Requested." The wording provided in 9-19bc would be considered invalid to the USPS).**



Placement of 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.

Application for Admission Letter of Acceptance or Rejection Deadlines Sec. 9-23g(c)A, B and C	
<u>Receipt of Application Period Beginning and Ending</u>	<u>Notice of Acceptance or Rejection Mailing Deadline</u>
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

2. Mail-in Registration

- An individual may apply to register to vote by mail. Applications may be obtained from a variety of sources including, Registrar of Voters, municipal clerks, Secretary of the State, Department of Motor Vehicles, libraries, Social Service Agencies, Federal Post Card Applications, etc. Completed applications may be mailed or returned in person to the Registrar of Voters of the applicant's town of residence. Complete applications must contain an original signature. Faxed applications are not acceptable. Forms may be downloaded from the Internet at voterregistration.ct.gov. (§§ 9-23g and 9-23h)

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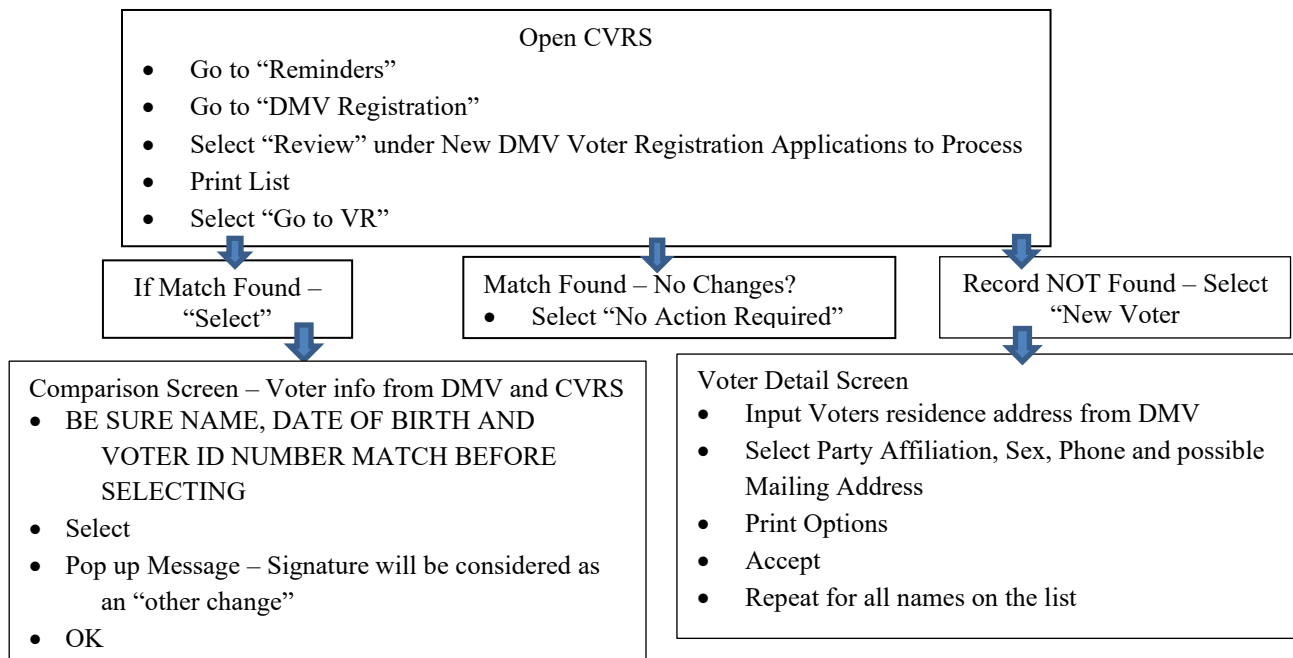
- Any person who is applying by mail to vote for the first time in, Connecticut may submit one of the following as part of their voter registration application:
 - A copy of a current and valid photo identification card, or
 - a copy of a current utility bill, bank statement, government check, paycheck, or government document showing the name and address of the voter. The last four digits of the Social Security number or the Connecticut motor vehicle operator’s license number can be matched with an existing state identification record bearing the same number, name, and date of birth. These may also be presented as identification. However, please note, the additional identification requirements of HAVA (P.L. 107-252) do not invalidate the identification requirements set forth in (§ 9-261).
- Members of the armed forces and persons entitled to use the federal post card application for absentee ballots under (§ 9-153e) are not required to provide identification when registering by mail.
- If a notice of acceptance for a mail-in voter registration, is returned undeliverable, Registrars must send a CVR notice under (§ 9-35(e)) and may challenge applicant at polls.

3. 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*:
 - I am a member of the Uniformed Services or Merchant Marine on active duty, or I am an eligible spouse or dependent.
 - I am an activated National Guard member on State orders.
 - 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:
 - 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.*)
 - I am a U.S. citizen and have never resided in the United States. (*Overseas ballot*)

4. Online Voter Registration permits a qualified person to fill out and submit a voter registration application to Registrars electronically and permits a registered elector to apply for changes to their registration. (§ 9-19k)

5. DMV Voter Registration – Registrars receive Voter Registration Application Files from DMV in CVRS. These files contain voter information such as license number, name, DOB, residence address, mailing address, party affiliation, and phone number.



6. Town to Town Application (aka Cross Town)

Registrars and other admitting officials of any CT town may accept voter registration applications from persons who reside in any CT town and examine their qualifications. (§§ 9-17a and 9-19e) The applicant is not an elector until their application is approved by the Registrars in the town where the voter resides.

Upon receipt of an out-of-town application;

- a) Record in the “Date Received by Agency” box on the application: date received, name of Registrar accepting application, town and indicate whether application was hand delivered by applicant.
- b) Give applicant a receipt. (See sample below)
- c) Mail the original application to the Registrars’ office in the town of the applicant’s residence.
 - o Recommendation: If date received is close to a registration deadline, fax a copy of the application to the Registrar of the applicant’s town, making them aware that the original is on its way to them.

Exception: The above does not apply during the period between the last regular registration session and the day following an election.

The applicant is not an elector until their application is approved by the Registrars of Voters in the town where the voter resides.

The Registrars of Voters, in the town where the voter resides;

- a) must ensure that the applicant meets the voter registration deadline if the box “Date Received by Agency” is within the required deadline
- b) must indicate the date of receipt, accept or reject it, and mail a Notice of Acceptance or Rejection to the Applicant. (§ 9-19e)

Sample Receipt

<p>CT TOWN to TOWN VOTER APPLICATION RECEIPT:</p> <p style="text-align: center;"><i>Applicant completes this receipt. Agency stamps and returns this receipt to applicant.</i></p>	
Name _____	Date of Birth _____
Address Where you Live _____	
Number and Street, Apartment Number	

City or Town, State, Zip Code	
Application delivered to admitting official by: _____ applicant (or) _____ someone other than applicant.	
- You are not an elector until your application is approved by the Registrars of Voters in your town of residence.	
- Contact the Registrar of Voters in your town if you do not receive confirmation in 3 weeks.	
- Applications delivered by someone other than the applicant is subject to mail-in deadlines.	

Agency Date Stamp Below

7. Admission of Members of the Armed Forces

- a) Any current member of the armed forces or any former member of the armed forces discharged within the calendar year may apply for registration in person up until 5:00 PM. on the last weekday before any regular election and primary.
- b) Members of the armed forces, merchant marines, religious or welfare groups or agencies serving with the armed forces, or civilians employed by the United States, or spouses or dependents of such persons who expect to be unable to appear in person to be admitted as electors may apply for absentee admission and the application must be received by 5:00 PM. on the last weekday before the election. The CT application for absentee admission (ED-20), should be used: however, members of the armed forces, merchant marines, and their spouses and dependents may use the Federal Post Card Application. (§ 9-26)

8. Disabilities:

- a) Mentally Incompetent – Only the Judge of Probate can remove voting rights (§ 45a-703)
- b) Physical

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1. An authorized agent may fill out the voter registration card and sign by writing the name of the applicant followed by the word “by” and his/her own signature as authorized person. (§ 9-23g)
2. Registrar of Voters may admit individuals with a permanent physical disability at their place of residence, upon request. (§ 9-31a) This procedure is used for a person who, by reason of a major defect or infirmity of body, whether congenital or acquired by accident, injury or disease, is permanently physically incapacitated to a degree that prevents him/her and will continue to prevent said person from appearing in person at the office of the Town Clerk or Registrar of Voters in the town where said person temporarily or permanently resides.
3. Under Connecticut election law, a proxy or power of attorney does not grant voting rights to vote on behalf of another person in any public election. Voting rights are personal to the individual and are non-transferable.

Within 10 days of the request, the Registrar of Voters shall notify the applicant of the day and hour at which an admitting official shall meet with the applicant at the temporary or permanent residence of the applicant. (§§ 9-31a & b)

Suggested Form Below: (§ 9-31a)

APPLICATION OF INDIVIDUALS WITH A PERMANENT PHYSICAL DISABILITY FOR ADMISSION AS AN ELECTOR

To the Town Clerk of the town of _____ or to the Registrar of Voters of the _____ Party of the town of _____ I hereby apply for admission as an elector:

- (1) My name is _____
(last name) (first name) (initial)
- (2) My bona fide residence is _____
(street and number)
- (3) I am a permanently physically disabled person and my permanent physical disability prevents me and will continue to prevent me from appearing in person at your office.
- (4) I am a United States Citizen who has attained the age of eighteen and my electoral privileges are not forfeited by reason of conviction of any disfranchising crime.

Dated at _____, Connecticut, this ____ day of _____, 20____ (Signature of Applicant)

3. 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 must include 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 should work closely with the Town Clerk in this process. (§ 9-140e)

Sample 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.

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- () 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 Please cooperate by returning this form within sixty (60) DAYS.

Per PA24-148 Sec. 16: failure to return the letter does not result in removal of permanent absentee status. A letter returned by the P.O. results in loss of permanent absentee status.

9. Conservatorship

- Determination of Competency to Vote for Person under Guardianship (§ 9-159s) requires administrators of residential facilities for the care of individuals with intellectual disabilities to provide written notice about opportunities for voter registration or voting in a primary, referendum or election to guardians who have been appointed to handle the affairs of residents. The act states: “voter registration” or a “voting opportunity” includes, but is not limited to, the solicitation or completion of:
 - 1) an application for admission as an elector; or
 - 2) an absentee ballot, whether or not supervised absentee ballot voting will take place at the institution. The administrator must provide the written notice at least seven (7) days in advance of the voter registration or voting opportunity, and the notice must state that the resident is entitled to vote or register to vote unless certain conditions exist, one of which is that the probate court has found the resident to be incompetent to vote or register to vote.
- The act further allows a guardian to file an application in the probate court to determine a person’s competency to vote in a primary, referendum or election. The probate court must hold a hearing on the application within 15 days of the application.
- See (§ 45a-703) and PA21-22 § 95 re determinations of competency to vote

10. (Pre) Registration for Seventeen Year Olds

- Seventeen-year-olds are allowed to register to vote if they will turn 18 by the November election. If registered with a party, they are allowed to vote in their party’s primary for the upcoming election. CVRS will list 17-year-olds at the end of the official voter list with the designation of their party affiliation, date of their eighteenth birthday and “Not Yet 18”. They are not allowed to vote at local referenda, town committee primaries or to participate in caucuses. (§ 9-12(b))

11 . Address Confidentiality, Nondisclosure of Personal Information & Privacy Programs

- a) **VOTER REGISTRY PRIVACY PROGRAM (VRPP)** serves to protect individuals and families who fear for their life or safety by restricting future disclosure of their name and address from the official voter registry of Connecticut when that list is purchased from the SOTS. The program does not prevent disclosure of any other public records such as land records, vital records or DMV records. The program only prevents the name from appearing on the registry list. It does not apply to a voter’s registration card which must contain the residence and is subject to FOI request. (According to SOTS attorney Aida Carini 4/25/2023, this is a loophole in the law that allows this).

The VRPP is open to any individual who swears under penalty of false statement that disclosure of their residential address on the official registry list endangers their safety. The application form is available on the

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SOTS website [Click Here](#). Clear instructions are included on the form. The original completed form is mailed to 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)

b) FOI NONDISCLOSURE C.G.S.1-217 (Does Not Come Through SOTS Office)

- Certain personal information contained in voter records is not subject to FOI disclosure. This includes day of birth, Social Security number, driver's license and DMV ID number.
- Under C.G.S. 1-217, certain individuals may request in writing to any public agency that the residence address on a record subject to disclosure under FOI be kept confidential. The statute applies to the following:
 1. A federal court judge, federal court magistrate, judge of the Superior Court, Appellate Court or Supreme Court of the state, or family support magistrate.
 2. A sworn member of a municipal police department, a sworn member of the Division of State Police within the Department of Emergency Services and Public Protection or a sworn law enforcement officer within the Department of Energy and Environmental Protection.
 3. An employee of the Department of Correction.
 4. An attorney-at-law who represents or has represented the state in a criminal prosecution.
 5. An attorney-at-law who is or has been employed by the Division of Public Defender Services or a social worker who is employed by the Division of Public Defender Services.
 6. An inspector employed by the Division of Criminal Justice.
 7. A firefighter.
 8. An employee of the Department of Children and Families;
 9. A member or employee of the Board of Pardons and Paroles.
 10. An employee of the judicial branch.
 11. An employee of the Department of Mental Health and Addiction Services who provides direct care to patients.
 12. A member or employee of the Commission on Human Rights and Opportunities; or
 13. A state marshal appointed by the State Marshal Commission pursuant to (§ 6-38(b)).

Any public agency that receives an FOI request for a record subject to nondisclosure shall make a copy of the record requested and shall redact the residential address prior to disclosing such record.
- When individuals eligible for Freedom of Information ("FOI") or Voter Registry Privacy ("VRPP") nondisclosure appear at the polls, they will have to show ID just like anyone else. They don't have a special card or special rules that apply to them. Their absentee ballots get sent to the address you have on file (even though you do not disclose that address externally to third parties). ROV must keep the registration card which has the residential address on file so as to ascertain their correct voting district.
- No card is given to the voter to show at the polls.

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Non-Disclosure of Voter Information from Registry

Date ___ Name ___ Address ___ Town ___ State ___ Zip ___ Dear ___,

Per state statute, you are receiving this letter. However, your address will remain confidential in our files here at our office.

Your address will be on the no address/supplemental list at your polling location. To avoid confusion during election check-in, please remind the checker that your name is on this list.

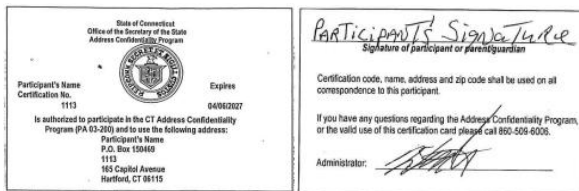
If we can assist you further, please call our office.

Thank you. Sincerely, Registrars of Voters.

- c) **Address Confidentiality Program “ACP”** aka “Safe at Home” - Handled by SOTS. ACP substitutes mailing addresses, provides mail forwarding services. Prevents public access to participant’s actual address on government records including voter registry lists and keeps marriage records confidential. SOTS issues certification cards to participants. Public agencies must accept the ACP address as a person’s actual residential address. (For survivor of family violence, injury of risk of injury to a child, sexual assault or stalking, who has permanently and confidentially moved away from their abuser.)

When an ACP participant registers to vote, their driver’s license is going to show the ACP address. The voter will have to show you something with their residential address for you to assign their voting district, however as we are in the customer service business, we must also recognize that some ACP participants may be very apprehensive to share such information with you and the statutory language of the ACP does say that you must accept the ACP address. Of course, this produces a bit of an issue if the ACP participant does not want to show you a residential address. You will have to reach out to Dan Vacek (Dan.Vacek@ct.gov) here at SOTS if you encounter this issue. There is also a number on the ACP card to call. He keeps all of the ACP participants’ information confidential here so he is your contact for ACP participants and can confirm their residential address on file with us. Since we forward their first-class mail, we should have their current address to the extent they have properly kept us in the loop. When it comes to **absentee ballots, they get sent to the Hartford address** because that is part of the first-class mail forwarding service we provide to the program participants.

When you have an ACP participant’s registry card or application, you are required to keep those records confidential and how you decide to do that is up to you. I encourage you all to determine best practices and to discuss these approaches amongst you all to determine what fits your particular office space and staff. We keep their information under lock and key but there is no statutory requirement that you do the same. You must figure out what works for you, and I heard some very good suggestions such as flagging the cards or printing them in a different color. **It is important to remember that the ACP participant’s registry card and application DOES NOT GET DISCLOSED UNDER FOI (C.G.S. 1-210 (b) (21))**



12. Incomplete Applications

If a registration form is incomplete, return the form with the missing information highlighted, include instructions for the applicant to complete and return. (§ 9-23g(e))

13. Rejected Applications

If an applicant does not qualify for reason of non-citizenship, not of proper age, non-resident, or felony incarceration, a rejection letter must be sent to that person. (§ 9-23g)

Sample:

NOTICE OF REJECTION OF APPLICATION TO REGISTER TO VOTE

Name _____ Party _____

Date Application Received by Registrar _____

Date of Notice _____

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____ Your application to register to vote has been received incomplete. Please contact our office at the telephone number or address listed below.

____ Your application to register to vote has been rejected because: _____

____ Other _____

If you have any questions about this notice, please contact the Registrars of Voters of (Town)
 (Enter Registrar's Phone Number) (Enter Registrar's Address)

14. Spanish Requirements (per 2021 census)

The state requires towns to provide election materials in Spanish as well as English, based on a town's percentage of minority voters who might benefit from the translation. The state published a list of such towns and requirements based on the 2020 U.S. Census. The list may change over time as towns meet and come under a specified threshold. [Click here for the 2021 lists](#), which may be updated in future years:

TRANSLATION ADVISORY COMMITTEE - The following materials must be translated under the federal Voting Rights Act and Conn. Gen. Stat. § 9-368l:

1) Voting Registration Forms, 2) Voting Notices, 3) Forms, 4) Instructions, 5) Assistance, 6) Ballots, 7) Polling Place Signage, 8) Local Signage, 9) Letters to Voters, 10) Optional "go vote!" materials created by towns. This list is not exhaustive. Under federal law, all postings in covered polling places that are displayed in English and **intended to assist voters to participate in the electoral process** must also be displayed in the applicable language of limited-English proficiency voters. This list of materials is consistent with and supported by federal law and states that have enacted their own Voting Rights Acts.

Materials are not required to be submitted for review for special elections. If your town has a referendum with less than 65 days' notice, you will submit your materials as soon as possible.

Related materials include "registration or voting notices, forms, instructions, assistance, ballots, or other written materials or information relating to the electoral process, except in the case the language is oral or unwritten...Whenever available, language assistance shall also include live translation." Where the language is oral or unwritten, municipalities may provide only oral instructions, assistance, or other information relating to the electoral process in such language. All materials provided in a designated language shall be of an equal quality to the corresponding English materials. (Per Violet Dussault, SOTS Staff Attorney)

15. Change of Address Report from DMV (also known as Tumbleweed) is found in CVRS

- Found in CVRS, Tumbleweed includes current information such as license number, name, date of birth, previous address, and new address. **Party affiliation and phone number should not be sent in this file**, but often are. If the record includes a party change, Registrars should verify with the voter. (Suggestion: Highlight the party change on the Notice of Change Letter and write a note "This change was made through DMV if you did not make this change please notify us.")

Note: DMV's Tumbleweed report is simply to change voter's address A to address B. If a change of political party appears in Tumbleweed the Registrars should reach out to the voter to determine if that is their intent. If the voter did not intend to change their political party, appropriate action is needed to correct the error. (Waiting for SOTS advice on acceptable handling.) (Tim DeCarlo is working on this)

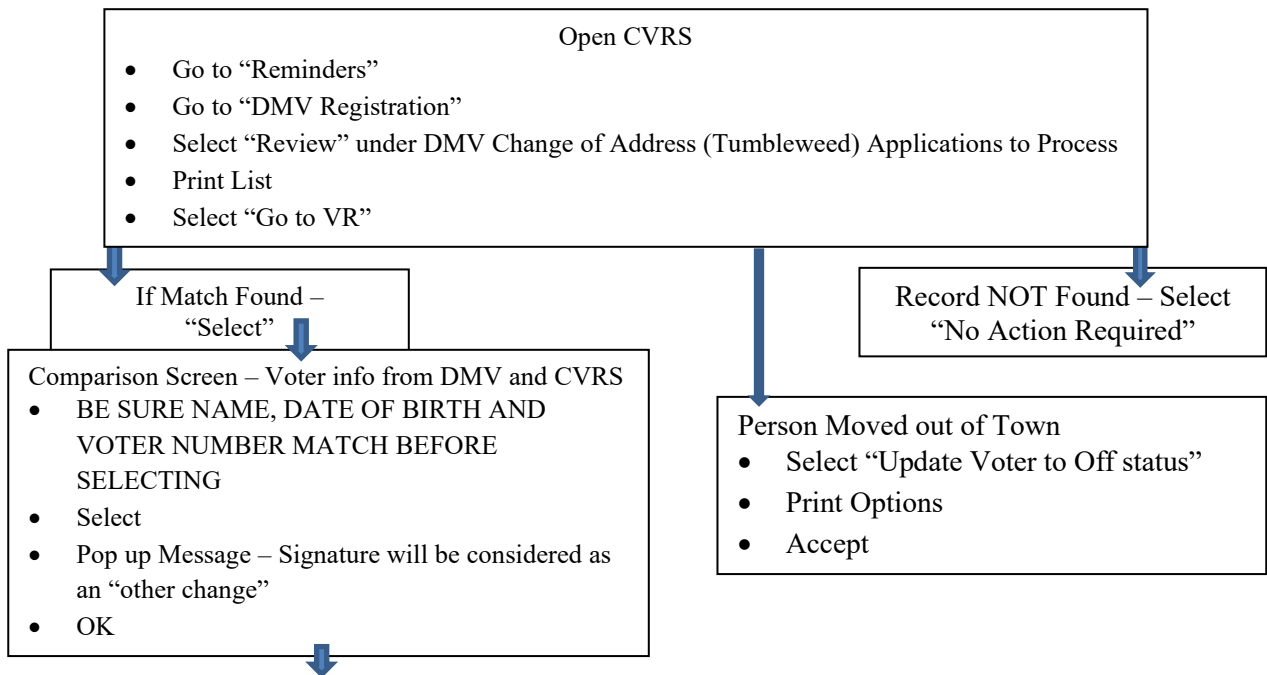
- Under Connecticut General § 9-19i, any change of address form submitted to the DMV for purposes of renewing a driver's license shall serve as notification of a change of address for voter registration purposes, unless the person states on the form that the change of address is not for voter registration purposes.
- With regard to change of address, the DMV notifies only the town of the former residence. The DMV notifies the Registrar of Voters, of: Name, Birth Date, Former Address, New Residence Address, and Date of Address Change Transaction.

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- a) If you do not have an elector with that name and birth date on your active or inactive registry list, search by date of birth. If no voter found, disregard. (Some towns use this information to send a voter registration card and/or letter to that person)
- b) If you do have an elector with that name and birth date on your active or inactive registry list, and if the new address is also within your town, enter the name of such elector on the registry list at the place where he then resides. If the name was on the inactive list, change status to active at the new address if different, send the voter a change letter. The Tumbleweed list from the daily reminders that you used to change an address of an elector in your town must be kept as a public record for two years (need state library permission to destruction). (§ 9-19i, § 9-35(c))
- If you have an elector with that name and birth date on your active or inactive registry list, and if the new address is outside of your town, you must change their status to “OFF.” Send prescribed Form ED-684 Notice of Removal and Return Form Requesting Restoration to Voter’s List and a Mail-In Voter Registration Application by first class mail to last-known address. Envelope to be endorsed: READ CAREFULLY. DO NOT LOSE YOUR RIGHT TO VOTE” and in municipalities with a significant minority population the endorsement “Forwarding and Address Correction Requested” is to be on the envelope, also. (§ 9-35-1) (? Are both USPS Ancillary Service Endorsement required, “Address Service Requested” & “Change Service Requested” ?)



There is no requirement that you provide return postage for the elector in these situations. If the elector does not challenge the removal, the voter’s name may be restored on Election Day, if the polling place calls the Office of the Registrar of Voters and receives approval of both Registrars of Voters (one in a Primary). Voter must fill out a Voter Registration card for restoration. (§§ 9-21 & § 9-35).



Change Detail Screen

- Input Voters residence address **provided by DMV**
- Other changes from DMV **should be investigated before processing (Looking for SOTS handling advice)**
- **Check to make sure there is not a party change**
 - **If so, try to confirm with voter before changing**
- Print Options
- Accept
- Repeat for all names on the list

C. Registration Sessions

1. Mandated

Primary: -14th day before Primary Day Registrar must hold an Enrollment and Registration Session at least 2 consecutive hours between 12 pm and 9 pm (§ 9-51)
 -One day before Primary Day Enrollment and Registration Session 9 a.m. – 12 p.m.

Election: -7th day before Election Day (§ 9-17) 9 a.m. - 8 p.m.
 -One day before Election Day Limited session (§ 9-17(b)) 9 a.m. – 5 p.m.
 -admitting only those persons whose qualifications as to age, citizenship or residence in the municipality were attained after the last session for the admission of electors prior to an election. (§ 9-17, 9-31a(b)(2))
 -admitting members of the armed forces and former members of the armed forces discharged within the calendar year. (§ 9-25)

Note: *Town Clerk and their assistants may not examine the qualifications of a person applying in person to be admitted as an elector nor approve such application during the period between the last session for the admission of electors prior to an election and the day following that election. (§ 9-19(b))*

2. Admission of electors at public high school

Between January 1st and the last day of the school year, Registrar of Voters must hold at least one registration session at each public high school in their municipality. In Regional School Districts member towns rotate the responsibility. No newspaper notice is required. (§ 9-17(c))

3. Special Registration Session

Written application must be made to the Registrar of Voters or the municipal clerk. This application must be signed by 25 or more persons from a specific group, e.g. employees of the same employer at the same place of employment, persons at the same school or college, residents/patients in a hospital, nursing home, etc. All applicants must believe that they are qualified to register, being U. S. citizens, bona fide residents of a town in Connecticut, 17 years of age and not already registered in Connecticut. (§ 9-19c)

The Registrar of Voters or the Town Clerk must respond within 7 days after receipt of the application stating in writing the date and time of the session. The date must not be fewer than 7 days or more than 10 days after the notice is sent. No session can be held after the “cut-off” date, 7 days before Election Day. (Refer to Section A of this Chapter)

The necessary personnel must be provided by the Registrar of Voters to administer the session, e.g. assistant Registrar of Voters, Deputy Registrar of Voters, special assistant Registrar of Voters, etc. The employer or chief administrative official of the place where the session is to be held must provide a suitable location for the session and advertise the same.

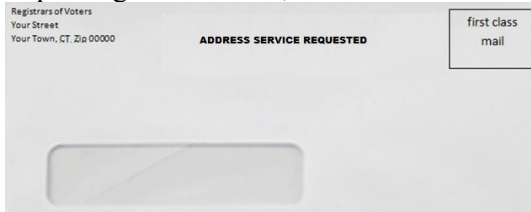
D. Enrollment of Electors/Party Affiliation

An elector has the Constitutional right to record, on the admission application, an affiliation with any party without restriction or qualification, whether or not such party is a major or minor party or meets any other particular criteria. If the applicant indicates a party that is not a recognized party in the state of Connecticut or his/her town, the voter is considered unaffiliated, however the name of the party must be entered into CVRS.

Change of Enrollment

The Registrar of Voters must, when voters are changing recognized party affiliation, note on the application the date of the delayed effective date, 3 months from the date of filing of the application. When entering changes into CVRS note the effective date on the screen.

The Notice of Acceptance or Rejection (ED-672) mailed to the voter, who applied on a form outside the Registrar of Voters' Office, and changes, his/her enrollment status from one party to another party, shall have the date the enrollment privileges take effect, 3 months from the date of filing with DMV or other voter registration agency.



Any elector who has transferred from one enrollment list to another shall not be entitled to vote in a caucus or primary of any party or entitled to the privileges accompanying enrollment in any party for a period of 3 months from the date of filing of such transfer application with DMV or other voter registration agency. (§ 9-59)

When an elector wishes to be removed/erased from the enrollment list of a political party and completes the application (ED-671), they immediately lose all the privileges of the party enrollment and become an unaffiliated voter. If reregistering in a party the elector cannot participate in any party caucus or primary for 3 months. (§ 9-59)

E. Felony Convictions in a correctional institution or facility, (but not 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)

1. Loss of Voting Rights

- a. **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 but not a community residence in such state or county. (PA 21-2 sec.97, (§§ 9-45, 9-46)
- b. **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, but not a community residence. (PA 21-2, § 9-45)
- c. Send notice by certified mail to felon, at last-known address or mailing address, informing that voting rights have been suspended (§ 9-45(a))

Note: If someone lost their voting rights in the past because of a felony conviction only, they can follow the instructions below to have their voting rights restored. (§ 9-46)

2. Restoration of Voting Rights

a) Convicted Out of State / Federal Court – A person who has been convicted of a felony and committed to confinement in a correctional institution or facility of the federal government or of another state shall be eligible to have such person's voting privileges restored once such person has been released from confinement by submitting a completed voter registration application to the ROVs. ((PA 21-2 sec.96) §§ 9-45, 9-46a) *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.*

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 shall be eligible to have such person's voting privileges restored upon the release from confinement: (**§ 9-46a(b)(1)**)

1. If the person was an elector at the time of such felony conviction and, after such release, is residing in the **same** municipality in which the person resided at the time of such felony conviction, the person's electoral privileges shall be restored. Persons residing in the same municipality upon their release from incarceration are automatically reactivated. (Per SOTS Staff Attorney)
2. If the person was an elector at the time of such felony conviction and, after such release, is residing in a **different** municipality in which the person resided at the time of such felony conviction, the person must reapply in their **new town of residence** by submitting a completed voter registration application to the ROVs.

Note: ROVs have no mandate to reach out to felons whose voting rights have been restored.

CGS § 9-46a (b) (1) Upon the release from confinement in a correctional institution or facility of a person who has been convicted of a felony and committed to the custody of the Commissioner of Correction, (A) the person shall have the right to become an elector, (B) the Commissioner of Correction shall give the person a document certifying that the person has been released from such confinement, (C) if the person was an elector at the time of such felony conviction and, after such release, is residing in the same municipality in which the person resided at the time of such felony conviction, the person's electoral privileges shall be restored, and (D) if the person was an elector at the time of such felony conviction and, after such release, is residing in a different municipality or if the person was not an elector at the time of such felony conviction, the person's electoral privileges shall be restored or granted upon submitting to an admitting official satisfactory proof of the person's qualifications to be admitted as an elector. The provisions of subparagraphs (A) to (D), inclusive, of this subdivision shall not apply to any person convicted of a felony for a violation of any provision of this title until such person has been discharged from any parole or probation for such felony.

IMPORTANT EXCEPTION

If **convicted** of a felony and committed for **confinement** for a violation of Title 9 of Connecticut Election statutes, your electoral privileges cannot be restored until you have fulfilled all of the requirements set forth above and have been discharged from probation. (§ 9-46a)

Connecticut Secretary of the State, "Restoration of Voting Rights of Convicted Felons,
<https://portal.ct.gov/-/media/SOTS/ElectionServices/HAVA/HavaPDF/TheUltimateFreedompdf.pdf>)

3. Penalty

Any person who procures such person or another to be registered after having been disfranchised by reason of conviction of crime and committed to the custody of the Commissioner of Correction for confinement in a correctional institution or facility or a community residence, and any person who votes at any election after having forfeited such privileges by reason of conviction of crime and confinement, shall be fined not more than five hundred dollars and imprisoned not more than one year. (PA 21-2 sec.96b) (§ 9-45(b))

4. Residence

No person shall be deemed to have lost his residence in any town by reason of his absence therefrom in any institution maintained by the state. No person who resides in any institution maintained by the state shall be admitted as an elector in the town in which such institution is located, unless he proves to the satisfaction of the admitting official that he is a bona fide resident of such institution. (§9-14).

F. Registry List

The registry list is maintained by the Registrar of Voters in each municipality and is a list of all electors in that town. This list has two separate components, the active list and the inactive list (9-35). The active list is the list by street that contains all voters who currently live in the town. The inactive list is a list of voters who because of canvass information are believed to no longer live in town. These voters stay on the inactive list for four years during which time they may be restored by completing a new registration card or other reason listed below. This card allows the voters to affirm, under penalty of law that they have continued to be a bona fide resident of the town.

Remove from Inactive List to Off-List if:

1. Death (§ 9-35)
2. Cancellation is received from new place where voter registered (§ 9-35)
3. Voter indicates that they have moved out of town (§ 9-35)
4. DMV indicates voter moved out of town (§ 9-35)
5. Forfeited Rights (§ 9-45)
6. Four years has elapsed (§ 9-35)
 - a) In MOST cases CVRS will automatically make changes from Inactive status to OFF after four years. This is indicated in the Removals section of the Change Detail Report under REASON "Inactive 4 Yrs." and USER ID "SS20B5DA."
 - b) It is the Registrars' responsibility to make sure the change is made.
 - c) Remember to file inactive voter registration card according to your office's protocol.

Remove from Inactive List to Active List if:

1. New voter registration card is completed and signed by voter. (§§ 9-42, 9-35(e))
2. Voter signs petition giving same address (§ 9-35c)
3. DMV indicates they moved within town (NVRA Sec. 5(d))
4. Voter indicates they moved within town" (NVRA Sec. 8(f))

Note: The completion of an absentee ballot application is NOT reason to remove voter from inactive list.

Note: Signature on a petition with different address is not reason to remove a voter from the inactive list.

Leave on Inactive list unless new voter registration card is completed and signed by voter:

1. Voter requests an Absentee Ballot (because a voter thinks they have right to vote in former town by absentee ballot) (Inactive voters in the service can be restored as clerical error (§§ 9-40a, 9-42(a)) Inactive voters out of the country can be directed to an absentee ballot and notified by Town Clerk that unless voter registration card (a signed Federal Postcard Application (FPCA) qualifies as a restoration form is received by Election Day, ballot will not be counted (§ 9-153d))
2. Voter signs petition with different address and no birth date. (If he signs a primary or nominating petition with different address and same birth date, count but don't restore to active list (§§ 9-35c, 9-412, 9-453k))
3. Voter shows up at caucus, primary or election (voter should be requested to fill out voter registration card, indicating his latest address in town).

**CHAPTER 5****CANVASS & ERIC PROJECT***(Waiting for Committee Member to discuss their recommendations with the committee)*

Requirement - Registrars of each town holding a November election are required to conduct an annual canvass of electors between January 1 and May 1 to determine changes of residence. (? Pres. Pref Primary years) However, if you choose a canvass-by-mail, the canvass-by-mail should be conducted between January 1st and April 1st because Reg. 9-32-3 and 9-32-4 allow voters thirty days to contact you, and under § 9-35(e), May 1st is the last day to send out a Notice of Confirmation of Voting Residence. Registrars in towns which hold regular municipal elections in May do not have to conduct a canvass in odd-numbered years. (§ 9-32(a))

In addition to the Canvass, the ERIC (Electronic Registration Information Center) Project must be performed.

Language Requirements Municipalities which have 1% or more of their total population (but no less than 500 persons) of Hispanic origin, must print the Notice of Canvass (used in a town wide canvass by mail) ~~and Confirmation of Voting Residence forms~~ in both English and Spanish (Regs 9-32-3 and 9-35-1). The Spanish forms must indicate prominently on the front “Espanol en otro Lado”. **The outside envelope of all canvass’ sent by mail must show the following: “Address Service Requested”.** (§ 9-32(a)) *Was this last sentence confusing because it is a requirement for ALL mailed canvass’ (not just Spanish language required docs? Maybe it should be a stand-alone paragraph?)*

Types of Canvass – A canvass can be conducted

- (1) in person plus ERIC;
- (2) by telephone plus ERIC;
- (3) by mail (to all voters) plus ERIC;
- (4) using the National Change of Address System (NCOA) of the U. S. Postal Service plus ERIC, or
- (5) by a combination of these methods plus ERIC.

IN PERSON

- A house-to-house canvass is made in person to each residence on every street within the town. Nonpartisan literature which describes opportunities for voter registration and is approved by the Secretary of the State may be distributed. Registrars may not ask for Social Security numbers during the canvass. (§ 9-32)

TELEPHONE

- A telephone call is made by the Registrars or their designee to the household of each elector listed on the registry list that has both a published number and a number which is in service at the time the call is made. A telephone number provided to the Registrars or Town Clerk is considered published. (Reg. 9-32-7(b)) Confirmation of information may be obtained from anyone answering the telephone. (Reg. 9-32-7(d)) The Registrar shall sign a written memorandum of each telephone call which shall include the date and time, the number called and if possible, the name of the person giving the information. (Reg. 9-32-7(d))

MAIL (CANVASS BY MAIL)

- A complete canvass is made by mail to every elector. Social Security numbers cannot be requested. (See Reg 9-32-3 for prescribed English and Spanish Notices of Canvass) This form is sent by first class mail with a postage paid envelope. Nonpartisan literature, approved by the SOTS, may also be enclosed. This Notice of Canvass may also be in the form of a post card containing an attached postage paid return which is updated by the elector, if necessary, signed and returned to the Registrars. (§§ 9-32(b) and 9-35), and SOTS Regs. 9-32-1 through 9-32-4 and 9-32-9)

NCOA (STEP BY STEP INSTRUCTIONS CAN BE FOUND LATER IN THIS CHAPTER)

- The National Change of Address System (**NCOA**) of the U. S. Postal Service may be used instead of a canvass by mail to every voter, if both Registrars agree. The U. S. Postal Service (USPS) developed this system to reduce undeliverable mail. A licensee provides a list which contains change of address records from the USPS.

ERIC (Mandatory in addition to whichever above Canvass methods are implemented)

The Electronic Registration Information Center (ERIC) is a nonprofit, nonpartisan membership organization created by and comprised of state election officials from around the US. It is an effective tool available to help election officials maintain more accurate voter rolls and detect possible illegal voting.

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In addition to the above Canvass methods, SOTS sends lists from the ERIC Project to each town. The following are included:

- Moves out of state (Cross State)
- Moves within state (In-State)
- Deceased voters – Registrars may want to confirm these independently rather than sending a CVR
- Voters who have not voted in two consecutive federal elections (Non-voting)
- Duplicates – these are not necessarily canvassed but should be researched

COMBINATION OF CANVASSING METHODS

- Registrars have the option to use any or all of the listed methods in order to ensure that the canvass is as complete and accurate as possible.
- "...the name of an elector, who has not voted in two consecutive federal elections, shall be placed on the inactive registry list for four years" per (§ 9-35(e))

FORMS

The CT Voter Registration System (CVRS) will generate two canvass forms for you during the canvass of voters, an ED-683 & ED-642.

ED-683 Notice of Change of Address

Moved Within Town (ED-683) - A Notice of Change of Address is mailed to voters on the active and inactive voter lists, during a canvass of voters, who are believed to have moved within town. (*Note: There is no form for P.O. Box changes so many Registrars send the voter an ED-683 or create their own form.*)

ED-642 Notice of Confirmation of Voting Residence (CVR)

Moved Out of Town (ED-642)- A Confirmation of Voter Residence notice (CVR) is mailed to voters on the active voter list, during a canvass of voters, who are believed to have moved out of town or who have not voted in two consecutive federal elections.

This prescribed notice, with both English and Spanish language in affected towns (English in non-affected towns), is mailed to electors who have moved out of town according to information obtained from the NCOA system (Reg 9-35-1b), e.g., confirmed moves, probable moves or probable moves with a follow-up telephone, mail or in person canvass, or

- whose Notice of Canvass, used only in a town wide canvass-by-mail, is returned by the Post Office "Undeliverable", or
- if information is obtained in a canvass that the elector has moved and there is no reliable information of a new address in town, or
- when a Notice of Canvass, used only in a town wide canvass-by-mail, is sent between January 1 and May 1 and nothing is returned from either the Post Office or the elector, the elector's name must be left on the active registry and enrollment lists unless additional information from a canvass in person or by telephone made during this time period indicates that the elector has moved. In this case a CVR can be sent between January 1 and May 1. (*Reg. 9-32-9*)

*****Note:** *In the year of a presidential preference primary, CVR notices shall be sent not earlier than the date of the presidential preference primary (§ 9-35(e)).*

Registrars must send the CVR to the elector's last known address. (???address in your town-or to the new address provided by the NCOA list. *Waiting for clarification from SOTS*) **NOTE: I did not question this initially and will also reach out to SOTS, but after speaking with SL, it was suggested that the "last known address of the elector" is vague enough to imply that you can send it to the address on the NCOA (which is stated above if agreed to by both registrars) list because technically that is the last known address and if you were to send everything to town where registered that could be very expensive and wasteful, especially if you kind of know they live at a new address** Reg. 9-35-1(b) by **forwardable first class mail** (?Forwarding Service Requested?) with an enclosed postage-paid envelope for the elector's reply to the Registrars. The outside envelope must be imprinted with the words: READ CAREFULLY. DO NOT RISK YOUR RIGHT TO VOTE (Reg 9-35-1b & (§ 9-35-1(b))). Envelopes

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in those towns with language requirements must also include the imprint “**Address Service Requested**” above the delivery address block, to the left of the postage area, or below the postage area.

NOTE: “*Address Service Requested*” is a mailer endorsement used to instruct the Postal Service regarding the mail piece’s appropriate disposition upon their determining that letter is undeliverable-as-addressed (UAA). Service provides:

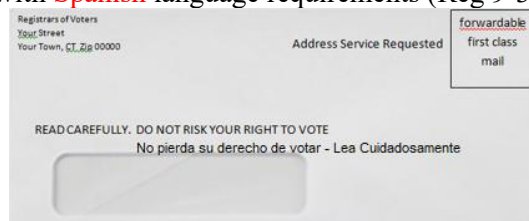
Months 1-12: the mail piece is forwarded (no charge); a separate notice of the new address is provided; (an address correction fee is charged).

Months 13-18: the mail piece is returned with the new address attached at no charge.

After month 18 or if undeliverable: the mail piece is returned with reason for non-delivery attached at no charge.

Duplicate copies of all CVR notices should be kept for five years after the elector’s name is no longer on the active registry list (CT Retention Schedule M6-040, § 9-35). Also, lists or electronic records of the names and addresses and information concerning whether or not each person has responded to the notice must be retained in order to promptly produce this information upon request (§ 9-50a and NVRA Sec. 8i2).

Envelope markings for CVR with **Spanish** language requirements (Reg 9-35-1b):



Envelope markings for CVR with **NO Spanish** language requirements (Reg 9-35-1b):



When a CVR notice has been created on CVRS there is a 30-day grace period to manually input changes to the voter’s record in CVRS, which will close the canvass for that voter. After the 30 days with no activity to the voter’s record in CVRS the voter’s status will automatically change to Inactive, closing the canvass for that voter. If any changes are made to the voter’s record in CVRS during the 30 days, it will cancel out the automatic “Inactive” status change.

Canvass Responses or Non-Responses -What to do next

- CVR not returned by the voter within 30 days, place their name on the **Inactive** list. (§ 9-35(e))
- CVR (or Notice of Canvass) is returned by P.O. as “Undeliverable”, place their name on the **Inactive list**.
- If reliable information is received of a **change of address within town**, make the change of address; no notice is required. Exception: if the only information regarding a change is from NCOA, make the change and also send a Notice of Change (ED-683) to the elector at the new address by **forwardable mail** along with an enclosed pre-addressed postage-paid envelope for verification or change of information. (§ 9-35(e)) **USPS’s acceptable ancillary service endorsement, “Forwarding Service Requested”**
- If the elector returns a CVR stating, or otherwise states in writing, that they moved out of town, change the status to “off” and **remove** from the “active” registry list (do not place on the “inactive” list).
- Telephone canvass or canvass by mail - If the Registrars determined that an elector should be removed from the registry list because of their removal from the municipality, they can do so only after having made two attempts to contact the elector using at least two methods: mail, phone or in person (Reg. 9-32-7(e) and 9-32-9). The Registrars must send a Notice of Removal to the last-known address. **Language and envelope requirements apply.** (Reg. 9-35-1)
- In a canvass by phone, the Registrars are allowed to rely on the information provided by anyone who answers the published phone number. (Reg. 9-32-7(d))
- Deaths are handled in Inquires as usual. There is no function for this in canvass.

NCOA AND ERIC STEP BY STEP INSTRUCTIONS USING CVRS

1. Registrars are recommended to work with a NCOALink licensee to create a list of voters from your town whose addresses have changed according to the U.S. Postal Service. There are several NCOALink licensees you may use. Below are a couple of them who have been offering data processing services to CT Registrars and who receive the state-wide registry list from the SOTS:

- I. ROAST, LLC has been offering their services to CT Registrars of Voters since 2013. For their order form and prices go to roast-ct.org/canvass
- II. S D Associates is a Hartford-based public affairs and political consulting firm. Among the services it offers to Registrars of Voters are Voter Canvass Cards, National Change of Address Services and Polling Place Postcards. Contact Steve Donen, B-860-278-3434, C-860-916-8098, stevenrdonen@gmail.com P.O. Box 4565, Hartford, CT 06147


2. Start Canvass in CVRS -- Go to "Activities" "Canvass" "Start Canvass"

- A. Highlight desired district(s),
- B. Type in a canvass START date (select any date between Jan. 2 and April 1) and remember that date for future use.
- C. Select NCOA as type of canvass
- D. Select language(s)
- E. Click "Start Canvass"

3. Using the NCOA list

A. IF VOTER MOVED WITHIN TOWN

Send a Notice of Change of Address (**ED-683**) - During the annual canvass of voters an ED-683 form is mailed to active and inactive voters who are believed to have moved within town.

- If a change of address within town is made solely on the basis of NCOA, change the elector's address to the new address and send a CVRS generated Notice of Change (Form ED-683) by **forwardable mail** (?USPS's acceptable ancillary service endorsement, "Forwarding Service Requested"?) along with an enclosed pre-addressed postage-paid envelope. This return form is sent to the elector for verification or change of information.
 - In CVRS go to "Activities" "Canvass" "Change Voter" "ED-683"
 - Type in voter's last name
 - Click "Search"
 - Select elector from list
 - Click "Select"
 - Change Voter Residence to the new address (make sure to check the mailing address)
 - Under Change Reason select "Print ED-683 Notice"
 - Type in Registrar's Names (if not there already)
 - Select Print Option
 - Select language
 - Make sure the "Notice Sent" date is when you will be mailing the ED683s
 - Click "Accept"
 - If "Print Later" was selected - when ready to print letters
 1. Click "Reminders" in the Navigation Menu
 2. Click "Print" where it says there are ___ ED-683 letters to print.
 3. Don't forget to click "Delete" after you have printed, otherwise you'll get the same letters again the next time you do "print later."
 - If "Print Now" was selected
 1. Click "Print Letter"
 - Click on the printer icon 
 - Click "OK"

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- Fold Notice of Change (Form ED-683) and stuff it into envelope along with a pre-addressed stamped return envelope.
- Mail - This return form is sent to the elector for verification or change of information.


B. IF VOTER HAS A CHANGE TO THEIR MAILING ADDRESS (SUCH AS A P.O. BOX)

Note: CVRS provides an ED-683 notice for within town **residential** address changes, but it does not provide a notice for mailing address changes. Many Registrars use the ED-683 notice for convenience.

- 1) You need to update the voter's record by entering the new mailing address into CVRS.
- 2) You need to send the elector an ED-683 or a friendly letter informing them of the mailing address change made to their record:

If you choose to use the ED-683 notice, follow the steps below:

In CVRS go to "Activities" "Canvass" "Change Voter" "ED-683"

- Type in voter's last name
- Click "Search"
- Select elector from list
- Click "Select"
- In Mailing Address area
- Type in the P O Box number, "Town" "State" "Zip"
- Change Reason "Print ED-683 Notice"
- Type in Registrar's Names (if not there already)
- Select Print Option
- Select language
- Move Code: "Did Not Move"
- Action: "no move"
- Make sure the "Date Notice Sent" is the date you will be mailing the ED683s
- Click "Accept"
- If "Print Later" was selected - when ready to print letters
 - Click "Reminders" in the Navigation Menu
 - Click "Print" where it says there are ___ ED-683 letters to print.
 - Don't forget to click "Delete" after printing
- If "Print Now" was selected
 - Click "Print Letter"
- Click on the printer icon 
- Click "OK"
- Add a note to the ED-683 such as, "YOU ARE BEING SENT THIS NOTICE BECAUSE YOUR MAILING ADDRESS HAS BEEN CHANGED IN YOUR VOTER RECORD."
- Fold Notice of Change (Form ED-683) and stuff it into envelope along with a preaddressed stamped return envelope.
- Mail - This return form is sent to the elector for verification or change of information.
-


C. IF VOTER MOVED OUT OF TOWN – CVR ED-642

*****Note:** In the year of a presidential preference primary, CVR notices shall not be sent earlier than the date of the presidential preference primary (§ 9-35(e)).

- In CVRS go to "Activities" "Canvass" "Change Voter" "CVR"
- Type in voter's last name
- Click "Search"
- Select elector from list
- Click "Select"
- Make no changes
- Select Change Reason "Print CVR Notice"
- Type in Registrar's Names (if not there already)
- Select Print Option
- Select language



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- Make sure the “Notice Sent” date is when you will be mailing the CVRs
- Click “Accept”
- If “Print Later” was selected - when ready to print letters
 - Click “Reminders” in the Navigation Menu
 - Click “Print” where it says there are ___ ED-642 letters to print.
 - Don’t forget to click “Delete” after printing
- If “Print Now” was selected
 - Click “Print Letter”
- Click on the printer icon 
- Click “OK”
- Fold CVR Notice and stuff it into envelope along with a pre-addressed stamped return envelope.
- Send by **forwardable mail** (“Forwarding Service Requested”) to the last known of the elector. (???address in your town-or to the new address provided by the NCOA list.) § 9-35-1(b) *”(Waiting for clarification from SOTS)) NOTE: I did not question this initially and will also reach out to SOTS, but after speaking with SL, it was suggested that the “last known address of the elector” is vague enough to imply that you can send it to the address on the NCOA list because technically that is the last known address and if you were to send everything to town where registered that could be very expensive and wasteful, especially if you kind of know they live at a new address*

○

D. CVR CANVASS HISTORY REPORT WITH A SUMMARY. Create, print and save report.

- In CVRS go to “Activities” “Canvass” “History Report”
- Click “State” and highlight your desired district(s)
- Type in canvass start date (same date as used above)
- Under Selection Criteria select “Out of Town” and “Include Summary Report”
- Under Voting Options select “All” for Voting Options
- Select appropriate Print Options and Sort Order Options
- Click “View”
- To print a copy, click on the printer icon 
- To save click on the disk icon 

E. ED-683 IS RETURNED BY VOTER - who has checked “I confirm that I live at the above address”

- In CVRS go to “Activities” “Canvass” “Change Voter” “ED-683”
- Type in voter’s last name
- Click “Search”
- Select elector from list
- Click “Select”
- Make no changes
- Select Change Reason “ED-683 returned by voter”
- Action: “no move”
- Click “Accept”
- Click “OK”

F. ED-683 IS RETURNED “UNDELIVERABLE” BY THE POST OFFICE

- Send CVR (ED-642) following instructions in D. above
Note: If ED-683 was sent to a mailing address, it is advisable to resend the ED-683 to the residential address.

G. ED-683 IS RETURNED BY VOTER STATING, “I LIVE AT THE FOLLOWING ADDRESS” WITHIN TOWN.

- In CVRS go to “Activities” “Canvass” “Change Voter” “ED683”
- Type in voter’s last name
- Click “Search”
- Select elector from list

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- Click "Select"
- Change the address to the new address
- Select reason "ED-683 Returned by Voter"
- Print option will be automatically change to "Do Not Print"
- Under "Canvass History Section"
 - a. Move Code: "Moved within Town"
 - b. Return Date: enter date the letter was received
- Click "Accept" (No letter will be printed)
- (Optional) If you wish to send a notice of change to the voter confirming their new polling place:
 - Select Print Option: now or later and language
 - Letter Type: "Voter Change"
 - Click "Accept"
 - Print and send letter to new address. Highlight the new polling place.

H. ED-683 IS RETURNED BY VOTER STATING "I LIVE AT THE FOLLOWING ADDRESS" OUT OF TOWN.

- In CVRS go to "Activities" "Canvass" "Change Voter" "ED683"
- Type in voter's last name
- Click "Search"
- Select elector from list
- Change Status to "OFF"
- Under Change Reason: select "ED683 Returned by Voter"
- Under Canvass History Section
 - Move Code: "Out of Town"
 - Returned: By Voter
 - Return Date: Date the letter was received
 - Action: will automatically change to "off"
- Click "Accept"

I. ED-683 IS NOT RETURNED

- Do nothing in CVRS, at this time, because you have already made the address change.

J. CVR ED-642 RETURNED UNDELIVERABLE BY POST OFFICE

- In CVRS go to "Activities" "Canvass" "Change Voter" "CVR"
- Type in voter's last name
- Click "Search"
- Select elector from list
- Change Status to "INACTIVE"
- Select "CVR returned by P.O." under Change Reason
- Click "Accept"
- Notate the voter's registration card and move it to the "inactive" file

K. CVR ED-642 RETURNED BY VOTER STATING "YES, I MOVED OUT OF TOWN"

- In CVRS go to "Activities" "Canvass" "Change Voter" "CVR"
- Click "Search"
- Select elector from list
- Click "Change"
- Change Status to "OFF"
- Click "Accept"
- Select "CVR returned by Voter" under Change Reason
- Click "Accept"
- Notate the voter's registration card and move it to the "off" file

L. CVR ED-642 RETURNED BY VOTER STATING "I MOVED WITHIN TOWN"

- In CVRS go to "Activities" "Canvass" "Change Voter" "CVR"
- Type in voter's last name
- Click "Search"

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- Select elector from list
- Click “Change”
- Change the address to the correct address
- Select “CVR returned by Voter” under Change Reason
- Click “Accept”
- (Optional) If you wish to send a notice of change to the voter confirming their new polling place:
 - Select Print Option: now or later and language
 - Letter type: voter change
 - Click “Accept”
 - Print and mail letter to the new address. Highlight the new polling place

M. CVR ED-642 RETURNED BY VOTER STATING “DID NOT MOVE” OR “TEMPORARILY ABSENT”

- In CVRS go to “Activities” “Canvass” “Canvass Voter Change” “CVR”
- Type in voter’s last name
- Click “Search”
- Select elector from list,
- Click “Select”
- Make no changes
- Select “CVR returned by Voter” under Change Reason
- Under “Canvass History Section”
 - a. Select “Did Not Move” under Move Code
 - b. Action: “no move”
 - c. Click “Accept”

N. CVR ED-642 NOT RETURNED AFTER 30 DAYS HAVE EXPIRED

Voters’ status will automatically change to Inactive if there has been no activity with the voter’s record in CVRS within 30 days from the date of the notice. (IMPORTANT: Run a Canvass History Report to verify that this function worked. If not, manually change voter status to Inactive.)

- Print a report to see who has not replied
 - In CVRS go to “Activities” “Canvass” “Canvass History Report”
 - Click “OK”
 - Under “State” highlight your desired district(s)
 - Type in canvass start date (same date as used above)
 - Select options “Out of Town” and “Only those more than 30 days old”
 - Click “Print”

The registration cards for voters made inactive this way will need to be notated and moved to the inactive file.

O. CORRECT CANVASS HISTORY - IF YOU HAVE MADE AN ERROR

- In CVRS go to “Activities” “Canvass” “Maintain Voter Canvass History”
- Type in voter’s last name
- Click “Search”
- Select elector from list
- Press “Enter “
- Make changes
 - You can change within the line or insert or delete a line same as Election History.
 - You cannot add a line if there are already 3 lines there
 - You must delete the oldest line.
- Click “Update” after changes are made



P. CANVASS HISTORY REPORT

A Canvass History report can be run as often as needed using various criteria:

- In CVRS go to “Activities” “Canvass” “History Report”
- Click “State” and highlight your desired district(s)
- Type in canvass start date (same date as used above)
- Under Selection Criteria:

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1. select "Within Town" if you want a report of ED-683s
 2. select "Out of Town" if you want a report of CVR ED-642s
 3. Select both "Within Town" and "Out of Town" if you want both of the above
 4. Select "Select All" if you want all letters that fit the criteria you selected in 1,2 or 3
 5. Select "Select only those more than 30 days old" if you want only the letters that fit the criteria in 1,2, or 3 and are more than 30 days old, i.e. have not been returned.
- Under Voting Options select "All" for Voting Options
 - Select appropriate Print Options and Sort Order Options
 - Click "View"
 - To print a copy, click on the printer icon 
 - To save click on the disk icon 

A final Canvass History Report with a summary should be printed after 30 days have passed and voters with non-returned letters have been made inactive. Print and save the report.

Completion of Canvass & ERIC

A Statement of Completion of Canvass (ED-632) below must be filed with the Secretary of the State not later than the 30th day following each regular election. The form, prescribed by the Secretary of the State, specifies the method(s) and the date(s) the canvass was conducted and is signed by the Registrars (§ 9-32(c)).

(ED-632-Canvass, Statement of Completion of – 10/04)-[C:\Documents and Settings\RP Burrell\My Documents\Dropbox\ROVAC\Handbook\#HB Ch 1-6,8,11-15 - Jan-2013 ROVAC Handbook.doc]

(ED-632-Canvass, Statement of Completion of – 10/04)-[G:\MASSMAIL\2004\09-04\ED-632.DOC]

FROM THE OFFICE OF THE SECRETARY OF THE STATE
Legislation and Elections Administration Division
P.O. Box 150470
Hartford CT 06115-0470

CANVASS OF ELECTORS

STATEMENT OF REGISTRARS AS TO COMPLETION

(§ 9-32(c))

We, the undersigned Registrars, hereby state under penalty of false statement that the canvass of electors required under Section 9-32 of the General Statutes of Connecticut was properly conducted between January 2, 20__ and April 30, 20__, inclusive, on the date(s) specified below and by the method indicated in the:

TOWN OF _____

METHOD:

- House-to-House Canvass
- Mail Canvass
- National Change of Address System of the U.S. Postal Service
- Telephone Canvas
- Combination of House-to-House, Mail and Telephone Canvass as specified and explained here:

DATE(S) CONDUCTED:

ROV Signatures _____, _____

(ED-632-Canvass, Statement of Completion of – 10/04)-[G:\MASSMAIL\2004\09-04\ED-632.DOC]

FROM THE OFFICE OF THE SECRETARY OF THE STATE
Legislation and Elections Administration Division
165 Capital Avenue – First Floor
P.O. Box 150470
Hartford CT 06115-0470

ERIC VOTING PROJECT

STATEMENT OF REGISTRARS AS TO COMPLETION

We, the undersigned Registrars, hereby state under penalty of false statement that inquiry of at least 95% of the electors presented pursuant to the ERIC Voting Project was properly conducted within the prescribed 90 day time period. The inquiry was conducted between the dates indicated below:

TOWN OF _____

INQUIRY:

- Inquiry Regarding Deceased Electors
- Inquiry Regarding Cross-State Report
- Inquiry Regarding NCOA Report
- Inquiry Regarding In-State Duplicates
- In-State Update Report

DATE(S) CONDUCTED:

ROV Signatures _____, _____

Note: All Registrars of Voters of a town must sign this form



CHAPTER 6

DUPLICATE VOTERS

***Duplicate Voters Within State. (§ 9-21a). The Goal: One—and Only One—Record Per Voter**

INTRODUCTION: Each year the SOTS sends Registrars two lists of possible duplicate voters.

1. One list comes directly from the SOTS's IT Department. This means that a voter **may** be listed more than once in the CVRS database, having more than one Voter ID # assigned to them.
2. Second list is from the Electronic Registration Information Center (ERIC DUP List).

These lists show possible duplicate voter records within town, statewide and nationwide, they are based on First Name, Last Name and Birth Date (in Active, Inactive and Off status) (§ 9-21a).

1. Out of State duplicates are to be handled during the Canvass of Voters.
2. Statewide duplicates are to be resolved following the instructions provided in this chapter.

Note: *No elector shall be removed from the registry list unless both Registrars agree. (§ 9-21a(c)).*

Note: *It is the responsibility of the town with the most recent Privilege/Registration date to research and initiate action on potential duplicates. You may wish to wait until after the initial canvass CVR letters are sent out to begin work on the duplicate list (§ 9-21a(b)).*

CAUSES: Duplicates often occur when a Registrar enters a voter into CVRS as a new voter, neglecting to notice that the voter already exists in CVRS. The voter's original record should have been updated or transferred instead of a second record being created. One example: a woman is registered to vote under her maiden name, gets married, and winds up registering for a second time under her married name.

TERMS USED: To facilitate the discussion of Duplicate Voters, the following definitions are used:

- **Original Registration** – This is the registration with the oldest date of the registrations being analyzed and the smaller/younger Voter ID number.
- **Current Duplicate Registration** – This is the latest of the two voter registrations. It often indicates the current address of the voter and /or the current last name of the voter
- **Electronic Signature** – This is a voter's record that has an electronic signature attached in CVRS on their voter registration application.
- **Preserve** - The original (oldest) voter's record is usually the record that is preserved (kept) but there has been a change. If only one record has an electronic signature, and it is the Current Duplicate, update and preserve the Current Duplicate instead.

VOTER ID NUMBERS: When analyzing and correcting duplicates in CVRS, consider working with the nine-digit Voter ID number as a short cut. These are easily found using the CVRS INQUIRES function.

VERIFY THAT A DUPLICATE TRULY EXISTS: A thorough analysis needs to be performed as there are cases where two voters have identical first names, last names and birthdates.

1. **Review** the voter's records - compare voting history on both the Original Registration and Current Registration; there should be no overlap if a true duplicate. Also, compare phone numbers, if the same phone number, there is a very high probability it is a true duplicate. Be on the lookout for twins, or Senior/Junior combinations, that are NOT the same person and should not be combined.
2. **Work together** with the other Registrars to verify that it is a true duplicate and not just a coincidence. Compare driver's license numbers, etc. that appear on the registration cards.

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Contact the Voter by phone or by mailing them an ED685A form, found at the end of this chapter. Send to the address listed on the Current Registration (suggestion: send by **forwardable mail** ("Forwarding Service Requested") with a postage paid return addressed envelope). (*Note: When an inactive elector returns the ED685, the elector's status shall be restored to active.*)

[Click here for link to the ED 685A form](#)

- Contacting the voter is simplified when a working phone number was provided on voter's registration card. Online resources such as FastPeopleSearch.com may be used to help obtain phone numbers.

RESOLVING THE DUPLICATE: When the Original and Current Duplicate Registrations reside in two different CT towns, the Registrars need to agree as to how the duplicate should be resolved.

Usually, the Registrars that manage the Current Duplicate Registration will move/pull the Original Registration to their town.

Process for Moving/Pulling a Voter's Record into Your Town:

1. **Write down** the Voter ID # and registration date of Original Registration in CVRS by:
 - Click "INQUIRIES" → "Voter Information" → "Statewide" → Type voter's name "Search" → "View"
2. **Transfer/Pull Original** voter's record to your town in CVRS:
 - Click "ACTIVITIES" → "Voter Registration" → enter Original Registration Voter ID → change address to that shown on Current Duplicate Registration → change the registration date to what you wrote down in the previous step.
 - Select "Voter" as Reason for Change → "Accept"
3. **Determine** which of the records should be PRESERVED and which of the duplicate record(s) should be removed.
 - The original (oldest) voter's record is to be preserved, **unless** the Current Duplicate has an Electronic Signature attached to it in CVRS. If no electronic signature is involved, then the original (oldest) record is to be preserved. (Only one record is being preserved)
 - Per Ted Bromley 1/11/2023 - Correct oldest record which would have presumably the most voter history, party history, name, etc. is the one to target UNLESS there is an electronic signature then you preserve the electronic signature and back fill the voter record.
 - The **ONLY** time to preserve the Current Duplicate record with an electronic signature is if the Original DOES NOT have an electronic signature
4. **Review & Collect voter's history** - Once the Original Registration has been transferred to the town where the voter currently resides, the Registrars in that town should review and collect the voter's history associated with the record NOT being preserved (Current Duplicate Registration?). This is done as follows:
 - Click "INQUIRES" → enter Voter ID # for the record NOT being preserved (Current Duplicate Registration?) → "Search" → "View"
 - Click on the History Tabs: Name, or Address, or Elections, or Party to view voter history, which needs to be added to the record being preserved
 - Clicking the Election History tab will produce a listing of all the elections voted in, indicating the election type (General, Referendum, Primary, Special), date of the voting event, and how voted (in person or by absentee ballot).
 - Suggestion: print a copy of the history or take a screen shot
5. **Add voter's history** to the record being Preserved in CVRS. This is done as follows:
 - ACTIVITIES → Maintain Voter History → Name History → enter Voter ID # of record being preserved (Original Reg?) → "Search" → type in additional history "Insert" then click on "Update"
 - REPEAT step 5 for Address History, Party History and Election History
 - After history additions have been made to the record being preserved, double check for accuracy.

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6. **Removal of the duplicate** registration in CVRS. To permanently delete the duplicate record not being preserved/saved (Current Registration?) in CVRS, execute the following command sequence:

- Click “INQUIRIES” → enter Current Duplicate Voter ID # → “Delete” followed by confirmation that this request is to be performed.
 - WARNING: Do Not Delete a Record without both Registrars’ approval.

NOTE: If you are unable to determine and resolve the duplicate voter issue:

- *If the duplicate voter’s status is OFF in your town, **NO ACTION IS NECESSARY.** Let them age out or wait until another town takes them.*

ACCOMPLISHMENT:

- When duplicate voter issues have been resolved there should be only ONE voter ID number for each voter in CVRS.
- When an elector whose name appears on the inactive list files the confirmation ED685, the elector’s name shall be restored to the active list.

Link: [ED685Prescribed by the Secretary of the State - CT.gov](https://www.ct.gov/ED685)

Don’t RISK Your Right to Vote

Return this to Registrars of Voters noted below within 30 days

Prescribed by the Secretary of the State—ED 685A

(Español en otro lado)

NOTICE DUPLICATE VOTER REGISTRATION	OF	RETURN TO:	REGISTRARS OF VOTERS ADDRESS, CITY, ST ZIP	TOWN OF [NEW TOWN]	DATE SENT	[DATE]
--	-----------	-----------------------	---	--------------------------	--------------	--------

[Voter Name]

[Voter Address]

[Voter Registration Date/Privilege Date NEW Town]

Date of Birth: [DOB]

Based on a computer search of voter registration records, it appears that your name also appears on the voter registration list in [OLD TOWN], [OLD ADDRESS].

Please select the appropriate statement below, sign and return within 30 days to the Registrars’ address above.

To the Registrars of Voters of the above Town:

I confirm that I am entitled to remain on the active voting list of [NEW TOWN] because **I am a bona fide resident of [NEW TOWN] and**

(Check one)

I am the person whose name currently appears on the registry list of [OLD TOWN]. Please remove me from the voter registration list of [OLD TOWN].

OR

I am not the person whose name currently appears on the registry list of [OLD TOWN]

other (specify) _____

Signature of Voter

Date Signed

There are errors in my registration information as noted above. Please send me a voter registration card so I may submit those corrections. (please check if applies)

Any questions, call the Registrars of Voters at [PHONE]

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ED-685 (6/01) CGS Sec. 9-21a
(g:\forms\ed-600's\ED-685.doc)

Prescrito por la Oficina del Secretario del Estado
(En Inglés al reverso)

AVISO	DE	INSCRIPTOR	DE	ELECTORES	UEBLO DE	FECHA DE ENVÍO
DUPLICACIÓN EN		(dirección)				DEL AVISO
EL REGISTRO	DE					
ELECTORES						

Nombre
Dirección
Fecha de Nacimiento

Basados en una búsqueda en los archivos del registro de electores en la computadora aparece que usted se ha inscrito para votar en otro pueblo. Su nombre será removido de la lista de electores del pueblo antes mencionado, a menos que, en un plazo de 30 días usted llame o visite la oficina del inscriptor de electores arriba mencionada y confirme que todavía tiene derecho a estar en la lista de electores en el pueblo arriba mencionado.

Devuelva el Formulario de Elector para Confirmar que el Elector Continúa Siendo Residente de buena fé del Pueblo Arriba Mencionado

A la Oficina del Inscriptor de Electores del Pueblo arriba mencionado:

Confirмо que tengo el derecho a permanecer en la lista activa de electores del pueblo antes citado **ya que soy residente de buena fé del pueblo arriba mencionado y**

(Marque uno)

Yo no soy la persona cuyo nombre aparece en la lista de registro de otro pueblo;

ó

Me inscribí en el pueblo arriba mencionado después de haberme inscrito en cualquier otro pueblo;

ú

otro (especifique)

Firma del Elector Fecha de la Firma

No Pierda Su Derecho al voto. Enviémos éste aviso a la Oficina del Inscriptor del Votantes del pueblo arriba mencionado. Para cualquier pregunta llame a la oficina del inscriptor de electores al número de teléfono:



CHAPTER 7

FREEDOM OF INFORMATION (FOI) ACT OF CONNECTICUT

(open government law - access to public meetings and public records) (§ 1-200 to 1-242)

See <https://portal.ct.gov/foi/regulations/the-foi-act/2023-foi-act>

Information compiled from CT FOI presented by Russell Blair, Dir. Of Education & Communications, CT FOIC

1. Records to be Released per FOI

Except as otherwise provided by any federal law or state statute, all records maintained or kept on file by any agency, whether or not such records are required by any law or by any rule or regulation, are deemed public records and every person shall have the right to (1) inspect such records promptly during regular office or business hours, (2) copy such records in accordance with (g) of § 1-212, or (3) receive a copy of such records in accordance with § 1-212.

FOI pertains to existing records only. If a record does not exist, there is no requirement that it be created under FOI. No prospective requests are allowed. A request for a copy of a document that has not been completed by all is not subject to FOI. (§ 1-210).

There are exempt records under the ACT enumerated in § 1-210(b) of the Act, and unless an exemption is applicable to the records requested, the Registrars' records should be released to anyone who seeks them.

“Preliminary drafts or notes” relates to advisory opinions, recommendations and deliberations comprising part of the process by which government decisions and policies are formulated, reflecting that part of an agency’s function that precedes formal and informal decision making and are exempt from disclosure if the public interest in non-disclosure outweighs the public interest in disclosure. Registrars’ notes attached to a voter registration card are an example of an exemption under this provision and should be invoked if applicable.

Section 1-210(b)(1) of the Act exempts “...preliminary drafts and notes provided the public agency has determined that the public interest in withholding such documents **clearly** outweighs the public interest in disclosure”.

NOTE: Although there is no decision addressing this exemption in the realm of the Registrar; there is a reference to it in regard to Department of Children and Families issues which advises the more “general” the exemption the more caution the agency must take in deciding not to disclose in response to a FOIA request. The general exemption “... is open to interpretation and will be construed narrowly in favor of disclosure” (CT JUD)

FOIC case that should be of interest to Registrars:

FOIC Commission and Colchester

<https://portal.ct.gov/-/media/foi/finaldecisions/2025/july23/2024-0445.pdf>

2. Redacting Requirements

§ 1-217 addresses the non-disclosure via redaction of specific information under the Act in regard to persons holding specific positions in the State. This provides for the nondisclosure of certain information by redaction in the fulfillment of an FOI request. It does not provide for the elimination of the record in the disclosure.

3. Format Requirements

§ 1-212 (a) states that “Any person applying in writing shall receive, promptly upon request, a plain facsimile, electronic or certified copy of any public record. The type of copy provided shall be within the discretion of the public agency ...”

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§ 1-211 (a) states “Any public agency which maintains public records in a computer storage system shall provide, to any person making a request pursuant to the Freedom of Information Act, a copy of any nonexempt data contained in such records, properly identified, on paper, disk, tape or any other electronic storage device or medium requested by the person, including an electronic copy...if the agency can reasonably make any such copy or have any such copy made...”

NOTE: Regarding computer stored record requests - FOI Commission Decisions/Rulings - Cases Docket #FIC 2022-0075 – with regard to computer stored records, a requestor may dictate the specific format of the computer stored record and a public agency must provide the record in said format if the agency can reasonably make such copy or have such copy made.

4. Request Form

There are no specific form requirements for FOI requests.

5. Requests in Writing

FOI Act does not require requests be in writing, however, an agency can require they be made in writing. In any event, your acknowledgement of a request should be written for the Registrar's office protection. As stated below, the denial of a request is required to be in writing.

6. Who can make a FOI request?

...Every person has the right to (1) inspect such records promptly during regular office of business hours, (2) copy such records in accordance with subsection (g) of § 1-212, or (3) receive a copy of such records in accordance with § 1-212... (§ 1-210)

Under the Act a “person” is defined as a natural person, partnership, corporation, limited liability company, association or society (§ 1-200(4)).

There is no ID, citizenship or residency requirement and no reason/purpose needs to be provided for the request.

7. Timing for Response

Four Days: Must acknowledge receipt of the request. Failure to comply within that time frame will be deemed a denial, providing the means by which the requestor shall be eligible to file an appeal. The FOIC recommends that an agency, if not denying a request, acknowledge said request within the four days to avoid triggering the appeal period, and fulfill said request in a prompt fashion.

Denying a request: § 1-206 requires a denial of a request to inspect or copy records be made in writing within four (4) business days of request.

When acknowledging a request, it can make sense to ask the requestor some questions to narrow down the records needed to fulfill the request.

Fulfilling a request: The method used to fulfill a request is entirely up to the public agency, with the following exceptions:

- 1) An agency shall provide a certified copy whenever requested;
- 2) An agency shall not send an electronic or facsimile copy if the applicant does not have access to a computer or a facsimile machine;

Promptness: Once a request has been acknowledged within the four-day window, it is incumbent of the agency to fulfill said request in a prompt fashion. What constitutes “prompt” is fact specific to the request, but generally means as quickly as possible, without undue delay.

8. Fees

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The public can inspect records at no charge.

Redaction of exempt information is done at no charge.

Paper copies are provided at \$.50 per page for cities and towns, or \$.25 per page for state agencies.

Registrar can charge for digital storage (USB Drive, DVD).

If job will exceed \$10.00 in fee, Registrar can require that a fee be paid up front.

\$20 per session fee for portable scanner (NOTE: Per Russell Blair, the FOIA does not specifically address taking photographs with a phone/tablet/camera, but in his experience most municipalities ask people to pay the \$20 fee as if it were a handheld scanner.)

No charge for transfer of electronic records except in special circumstances.

RECOMMENDATIONS FOR COMPLIANCE WITH THE RECORDS PROVISIONS OF FOIA

Prepared by Thomas B. Mooney and Jessica Richman Smith, Shipman & Goodwin LLP (2025)

A. The FOIA Request:

- If the request is simple, just comply promptly.
- If the request is not simple reach out to the requesting party to discuss the request.
- Be friendly; being cooperative will facilitate agreement to provide the records requested without imposing unnecessary burdens on the public agency.
- Involve appropriate personnel in the search for the requested records; just because you are not aware of a record doesn't mean it doesn't exist.
- The "personnel files" exemption is narrow, and much of the material in the personnel file is subject to public disclosure -- wherever it is.
- Computer-stored records are subject to special rules.

B. Inspecting and Copying Public Records:

- The public has the right to inspect records during regular business hours, but for extensive requests you may require an appointment.
- When you are the custodian for public records, you are responsible for their safety.
- You may require that a request for a copy of a public record be in writing, but there is no similar requirement for inspection of public records.
- You are not required to do research, but gathering public records for inspection is not considered research.
- Upon request, a member of the public is entitled to receive a "certified" copy of a public record.
- Members of the public may use a handheld scanner, subject to charges as the public agency may set as provided by Conn. Gen. Stat. § 1-212(g).
- Provide an accurate estimate of the cost of providing electronic information and maintain accurate records to document such costs.

C. Dealing with a FOIA Complaint.

- Do not shut down communication when a complaint is filed; a complaint is the beginning of a process, not the end.
- Utilize the good offices of the FOIC Ombudsman. • Define the scope of the dispute; resolve what can be resolved.
- Remember that the hearing is the only opportunity to present evidence.
- For confidential records, be aware of the in-camera inspection option.
- Once you receive a decision, plan to attend the full Commission hearing. The proposed decision is just that -- proposed, and it can be changed.

NOTE: A bill passed in 2024 addressing some privacy concerns of poll workers (§ 1-217 (d)).

- a. Under FOIA registrars are allowed to withhold the residential addresses of certain election officials:
 - i. Municipal Clerks
 - ii. Registrars and Deputy Registrars of Voters
 - iii. Election Officials described (§ 9-258)
- b. The Election official must submit this request in writing and in lieu of a residential address supply.
 - i. A business address
 - ii. The address of Town Hall if they do not have a business address.

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- c. This written request is effective from 90 days prior to the date of an election or primary to 90 days following an election or primary.
- d. The bill also makes it a felony to disclose any information about election officials for the purpose of influencing them by force, threat or harassment.
- e. This legislation only explicitly references the addresses of election workers. If other information such as telephone numbers or email addresses are requested, registrars may want to consult with the Freedom of Information Commission.



CHAPTER 8

RETENTION & DISPOSITION OF RECORDS & DOCUMENTS (Procedures and Schedules)

Registrars of Voters are required by law to maintain and retain many documents, records and lists. The State of Connecticut Records Retention Schedule M6, describes in detail what records and documents are to be retained, for how long and gives instructions regarding destruction.

The CT State Library is the authority for record retention and disposition. Their website is: ctstatelibrary.org. Phone: 860-757-6540. Email: csl.disposition@ct.gov

- Electors and Elections Records retention schedule is found on the Ct. State Library website: ctstatelibrary.org. >Department Links > Public Records Administration, >Municipal Records Management Program >General Records Retention Schedule >M6 – Electors and Elections Records. The disposal of election records falls under the provision of Connecticut General Statutes (§ 7-109). You are required to obtain approval to destroy certain records using Form RC-075. The form is filled out online and emailed to the State Library. [Ctstatelibrary.org](http://ctstatelibrary.org) >Departments >Public Records >Municipal Records Management Program >Form RC-075 The election calendar issued by the Secretary of the State is not authorization for records disposal.
- Retention requirements apply only to official record copies.
 - Official record is the original or official copy of a record that is retained for legal, operational, or historical purposes. For example, if records are kept in both electronic and hard copy format, the Registrars must identify the official record.

State of Connecticut Records Retention Schedule: [Click HERE for M6 Retention Schedule](#)

- Non-records are any item that is not usually included within the scope of official records. Examples of non-records are extra (duplicate) copies kept only for convenience, reference materials, and blank forms. (Best practices: when in doubt check it out)

Retention requirements

- Safe Storage Facility Provided by Towns
Each town shall provide Registrars with office space, supplies and equipment, including facilities for the safe storage of official records and documents. Such records shall be accessible to Registrars. (§§ 9-5a, 9-5b) Registrars shall maintain voter registration information for active electors in a fire-proof cabinet in the Registrars' office. (§ 9-23(b)).
- Destruction of ballots, envelopes and related materials
At the expiration of the applicable retention period, this statute mandates the destruction of the materials preserved under § 9-150b(j), if no contest is pending and no subpoena has been issued by the State Elections Enforcement Commission. (§ 9-159q(l))

Absentee Ballots are the responsibility of the Town Clerk to retain and destroy.



**CHAPTER 9
PETITIONS**

This chapter focuses on **Primary Petition** procedures because the Registrars of Voters are not responsible for nominating petitions. Their only involvement with nominating petitions occurs when the Town Clerk delegates (with the Registrar’s approval) the verification of signatures.

Note: It is important to read the instructional pages provided by the Secretary of the State before a Registrar issues Primary Petition forms.

A. Forms for Petitions

Primary Petitions and instructional pages are provided to the Registrar of Voters by the Secretary of the State. The Registrar of Voters makes them available to persons who would like to challenge party endorsed candidates for all offices except for the offices in a Presidential Preference Primary where petitions are obtained directly from the Secretary of the State.

Nominating Petitions are only available for all state and municipal elections for those persons who would like to run for office, not as a nominee of an established major or minor party, but as a “new party” or “no party” candidate. These petition pages are available only from the Secretary of the State beginning January 1 of that particular year.

Nominating Petition	Primary Petition
No Party Listed on ballot	Part of the Party listing on Ballot
No primary – Go straight to general Election	Primary, on General Election ballot if win
Any registered voter in town can sign Petition	Only Party members can sign Petition
Number of signatures required is 1% of votes cast in last election for that office to qualify	Number of signatures required is 5% of enrolled party members to qualify
Petitions Available any time after January 1	Petitions available day after the Party endorsement meeting
Petitions available from Town Clerk / Secretary of State	Petitions available from Registrar of Voters

B. Obtaining Primary Petition Forms

a) Petition Forms that are available from the Registrars of Voters:

Petition forms are available beginning on the day after the making of the party’s endorsement of a candidate or beginning on the day after the final day for the making of such endorsement under § 9-391, whichever comes first (§ 9-409(a)) for:

- Persons desiring to oppose major party-endorsed candidates for municipal office (§ 9-391 & §9-409)
- Candidates for municipal office at large
- Persons desiring to oppose party-endorsed candidates for town committee (§ 9-409)

Petition forms are available beginning on the 77th day preceding the primary for such office for:

- Persons desiring to oppose major party-endorsed candidates for the municipal offices of State Senator and State Representative (§9-409(b))

Offices where a Primary Petition form may be used:

1. A town, city or borough office for which only the electors of a political subdivision of such town, city or borough may vote
2. A town, city or borough office for which all electors of such town, city or borough may vote
3. State representative in an Assembly District composed of a single town
4. State representative in an Assembly district composed of a part of a single town
5. Registrar of Voters not elected from voting districts
6. Registrar of Voters elected from voting districts
7. Justices of the Peace
8. Judge of Probate in a Probate district composed of a single town
9. Judge of Probate in a Probate district composed of a part of a single town

Request for Petition Forms

Any person who requests a petition form must give the Registrar the following information before they may obtain such form:

- (1) circulator's name and address
- (2) candidate/candidates' names and addresses, and the offices sought by each of the candidates for whom the petition is being obtained
- (3) a statement signed by each candidate that they consent to be a candidate for said office.

You must give each circulator a significant number of blank copies of the petitions to be used and/or copied.

b) Petition Forms that are available from Secretary of the State:

- Statewide and Multi-Town District primaries (*search Petition Instructions from SOTS website*)
- Nominating Petition Forms for all state and municipal elections for those persons who would like to run for office, not as a nominee of an established major or minor party, but as a "new party" or "no party" candidate. (§ 9-453b) *search Petition Nominating Petition Instructions on SOTS Website*
- Candidates for nomination by a political party to a state office—or the district office of representative in Congress (§ 9-404a) *search Petition Instructions from SOTS*)
- Persons desiring to oppose candidates for the district offices of state senator, state representative or judge of Probate (Sec. 9-404a) (*search Petition Instructions from SOTS*)
- Presidential Preference Primary

C. Completion of Forms

Primary petition forms will be double sided on legal size paper. If additional pages are needed be sure to copy front and back on legal size paper.

Part A: After a person has completed the foregoing requirements, the Registrar of Voters, before issuing the petition forms, must fill in Part A on each Petition Signature Page:

- 1) the name and address of each candidate to be named therein,
- 2) the office sought by each candidate,
- 3) the name of the political party holding the primary,
- 4) the date of the primary,
- 5) the date by which such petition pages are due.

Part B: Signatures of voters

Part C: Statement by Registrar of Voters as to Circulator's Status As Enrolled Party Member. It is advisable to complete part C before issuing the petition form. This must be on each signature page. See section G below for qualifications of circulators.

***** REGISTRAR MUST ALSO COMPLETE THE INSTRUCTION PAGE SPECIFYING THE NUMBER OF SIGNATURE REQUIRED *****

D. Filing Primary Petition Forms

Primary Petition forms for municipal office and town committee, to be voted upon at a municipal election are to be filed by the candidate with the Registrar not later than four o'clock pm on the thirty-fourth day preceding the day of the primary. (§9-405(a)(1)) This information must be specified on the petition form. (§9-405(a)(1) and 9-405(2))

Primary petition forms for State Senator, State Representative and Representative in Congress, to be voted upon at a state election, are due not later than 4pm on the 63rd day before the primary for that office. §9-400(b)(2)

Registrars or their deputies or assistant Registrars are required to be in the office between 1pm and 4pm on the last day for filing petitions. (§9-405(b)) This is required even if the Registrars have not issued any petitions in case a resident from your town is circulating one for someone in another town and needs you to sign section C certifying that they are an enrolled party member in your town. Also, it is possible that a candidate may request a petition on the last day, if for example, they only need a small number of signatures.

(It is recommended that Registrars keep a copy of completed/checked petition forms)

Sample receipt

REGISTRAR'S RECEIPT OF PRIMARY PETITION PAGES

I, _____, Registrar of Voters of the _____ Party, in the town of _____, acknowledge receipt on _____ at _____ a.m./p.m. of _____ Primary Petition Signature Pages in behalf of the candidacy of _____, for nomination by said party for the office of _____, which pages were submitted to me by (name) _____ (address) _____.

Registrars are required to be in their office on the submission deadline date even if they did not issue a petition. Original petition pages must be obtained from the Registrars.

Town Clerk or Secretary of the State
-Nominating Petitions (§ 9-453i)

E. Uses for Primary Petitions only

(1) Municipal Office at Large (whole town) (Single Town)

The primary form for "Municipal Offices at Large" is used for municipal offices for which all electors of a particular municipality may vote. (§ 9-372)

(2) Municipal Office from Political Subdivision

The form for "Municipal Office from Political Subdivisions" is to be used for those offices for which the electors of only part of a particular municipality may vote. The petition form is the same as Municipal Office at Large with the exception of an added requirement of filling in the political subdivision.

(3) Statewide and Multi-town District Office

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Refers to any office that is multi-town. Challengers who receive 15% of the roll call vote at a convention are automatically given ballot access. They do not need to petition.

Challengers who do not receive 15% may have ballot access by Primary Petitioning.

(4) Town Committee

Petition forms for election as members of a town committee shall be available from the Registrar of Voters from said party beginning on the day following the filing of the party's endorsement. (§ 9-409)

(5) Justices of the Peace

Filled by appointment as prescribed in C.G.S.9-184. The Republican and Democratic parties will be endorsing candidates for the office of Justice of the Peace. There will be no primary for Justice of the Peace unless the number of Primary Petitioning candidates for such office totals more than a bare majority of the number of Justices which the party is entitled to nominate. (§ 9-422) If there is a primary, the party-endorsed slate will be designated on Row A of the ballot without the candidate names (Party-Endorsed Slate), each petition will be designated on the ballot without candidate names ("B" Challenge Slate, "C" Challenge Slate, etc.) and the slate with the most votes will win.

F. Signature Requirements for Primary Petitions issued by Registrars

Municipal Office – 5% of enrolled active party members in the municipality as a whole or fewer if the political party rules prescribe. (§§ 9-406, 9-405)

Municipal Office from a Political Subdivision - 5% of enrolled party members in the political subdivision as a whole or fewer if the political party rules prescribe.

Town Committee – 5% of enrolled party members or fewer if the political party rules prescribe (§§ 9-406, 9-405, 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) 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.

State and District Office – 2% of enrolled party members. (§ 9-400)

Set the number of signatures required and file/report it with the Town Clerk. This report is now the number to be used.

G. CHECKING OF PETITION SIGNATURES

The checking of the signatures on Primary Petitions are the responsibility of the Registrar. Upon acceptance of the Primary Petition pages, the Registrar of Voters must check the signatures contained on each Primary Petition page to ensure the signatures are valid. Registrars have seven days to complete this task. Once the petition pages are reviewed and the signatures are verified, the Registrar of Voters shall forward multi-town petition pages to the Office of the SOTS. Single-town Primary Petitions will be filed at the local level.

In checking the signatures on Primary Petition pages, the Registrar shall reject any name which does not appear on the last-completed enrollment list of such party in the municipality or political subdivision, as the case may be. Such rejection shall be indicated by placing a mark in a manner prescribed by the Secretary before the name rejected. The Registrar may place a check mark before each name appearing on the enrollment list to indicate approval but shall place no other mark on the page except as provided in this chapter. The Registrar shall not reject any name for which the street address on the petition is different from the street address on the enrollment list, if (1) such person is eligible to vote for the candidate or candidates named in the petition in the municipality of the Registrar, and (2) the person's date of birth, as shown on the petition page, is the same as the date of birth on the person's registration record. (§ 9-400 & §9-404c(a).)

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1. If on active list and different address and same birthdate; count as long as the new address does not affect eligibility, and change address on enrollment list. (§§ 9-412, 9-35, 9-404c)
2. If on active list and different address and no birthdate you may investigate and try to count but don't change address on enrollment list without further reliable info.
3. If on inactive list and same address, restore and count. (9-35c)
4. If on inactive list and different address and same birthdate; count but don't restore to active list until voter signs restoration (under penalties of false statement) and don't change address on inactive list. (9-412)
5. If on inactive list and different address and no birthdate, can't count. (The most you could do is send a Restoration form with note "If you are the voter who lived at this old address, sign this restoration form so you will be on active list in future.")
6. If a circulator submits a properly completed voter registration application, either for a new registration or for the party enrollment of an unaffiliated voter who signed a petition, the Registrar shall process the registration or party enrollment and then count the signature. (Per email from Tim DeCarlo 8/9/2025)

The checking of the signatures on nominating petitions is the responsibility of the Town Clerk. However, the statute allows the Town Clerk to delegate this duty to the Registrars of Voters, with their approval. The clerk must complete entire certification except for the number of signed names. Both Registrars must sign the petition after checking names. The Registrars of Voters must complete the required certification on the petition. The Registrars of Voters shall execute a receipt for such pages stating the number of pages received from the Town Clerk. After completing the required area on the petition, the Registrars of Voters shall deliver the petition pages to the Town Clerk. (§ 9-453) (*Note: Birthdates NOT required on nominating petitions.*) **Check marks** may be placed before each signed name which is verified to be a name of an elector eligible to vote for the office(s) listed on the petition. Any signed name which is not the name of an elector eligible to vote for the office(s) listed on the petition must be rejected. A name will also be rejected if both the signature and the printed name are illegible, or if the elector previously signed for the same candidate(s). Such clerk may place a check mark before each name appearing on such registry list or each name of a person admitted as an elector since the completion of such list but **shall place no other mark on such page** except as provided in this section. (Suggestion: Registrars keep a separate log of voters whose signatures have been rejected) (§ 9-453k)

Nominating Petitions (Only if requested by Town Clerk) Follow Clerk's instruction

H. QUALIFICATIONS FOR CIRCULATORS:

Must be an enrolled member of the party holding the primary in any town in this State.

Candidates may only circulate petitions for themselves; they cannot circulate petitions for endorsed or petitioning candidates for that office.

No person may circulate petitions for more than the maximum number of candidates to be nominated by a political party for the same office.

Ex: if a political party may nominate three candidates, a circulator may circulate a petition for all three candidates and no more, but only if they are not an endorsed candidate.

I. PETITION INPUT INTO CVRS (based on system used 8/2025)

Registrars should input petition data for Town Committee and/or Municipal Petitions into CVRS to provide a history of Electors signing petitions.

Instructions are as follows:

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Activities, Maintain Town Data, Town Petitions, a list will come up with all Town Petitions entered into CVRS.

For a new Petition enter the Election Date and Description of Election to save the Petition

To assign the petition to a voter go to Activities, Maintain Voter History, Petition History

Select the name of the person that is on the petition, Enter Last name, First Name

Select the appropriate petition, their previous petitions will show on the bottom of the screen along with the one that you entered. Hit insert on this screen.

Hit update at the bottom of the screen to save the history of the elector that signed the petition.

J. AFTER ACCEPTING A VALID PETITION

The Registrar is to notify the Town Clerk if a primary is to be held. The notice is to include a list of all proposed candidates, those endorsed as well as those filing candidacies, together with their addresses and titles of the officers or positions for which they are candidates. If central counting is designated by the Registrar, the notice of the primary shall include such central location. (§§9-435, 9-147a)

POSSIBLE PRIMARIES IN MUNICIPAL ELECTION YEARS

Municipal Primary (September - fifty-sixth day preceding Election Day) in odd numbered years

State and District Primary: Governor, Lt. Governor, U.S. Senate, Representative in Congress, State Senator, State Representative and Registrar of Voters (in some towns)– Second Tuesday in August in even numbered years, once every four years.

Town Committee Primary: first Tuesday in March in even numbered years, once every four years.

POSSIBLE PRIMARIES IN STATE & DISTRICT ELECTIONS YEARS

TOWN COMMITTEE Primary (1st Tuesday in March)

STATE & DISTRICT Primary (2nd Tuesday in August)

(Governor, Lt Governor, U.S. Senate, Representative in Congress, State Senator, State Representative and Registrar of Voters (in some towns))

POSSIBLE PRIMARIES IN PRESIDENTIAL ELECTIONS YEARS

TOWN COMMITTEE Primary (1st Tuesday in March)

PRESIDENTIAL PREFERENCE Primary (First Tuesday in April)

STATE & DISTRICT Primary (2nd Tuesday in August)

(Electors of President and Vice-President, U.S. Senate, Representative in Congress, State Senator, State Representative and Registrar of voters (in some towns))

Registrars ResponsibilitiesRegarding Presidential Election Years:**TOWN COMMITTEE**

- 1) In January Registrars are to make Primary Petition forms available for persons desiring to oppose party-endorsed candidates for town committee on the day following the making of the party's endorsement of candidates for town committee or beginning on the day following the final day for the making of such endorsements, whichever comes first (§ 9-409)
- 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. In February Registrar, Deputy Registrar or assistant Registrar must be in their office or office facilities between 1:00 p.m. and 4:00 p.m. on the 34th day preceding the primary to accept Primary Petitions for opposition candidates for town committee (§§ 9-405 and 9-406)
- 3) If a valid petition or petitions have been filed the Registrar is to notify the clerk if primary is to be held. The notice is to include a list of all the proposed candidates, those endorsed as well as those filing candidacies, together with their addresses and the titles of the offices or positions for which they are candidates (§ 9-435)

PRESIDENTIAL PREFERENCE

- 4) Registrars must be in their offices between 1:00 p.m. and 4:00 p.m. 53rd day before primary to accept Primary Petition forms from candidates for additional presidential candidates (§ 9-468)
- 5) Registrar of appropriate political party is to verify the signatures on each petition page filed (§ 9-468)
- 6) Registrar to file verified presidential preference Primary Petition pages to Secretary of the State by 4:00 p.m. on the 49th day preceding the day of the primary (§ 9-468)

STATE & DISTRICT

- 7) In May Registrars are to make Primary Petition forms available for persons desiring to oppose major party-endorsed candidates for municipal office on the day following the making of the party's endorsement of candidates for municipal office or beginning on the day following the final day for the making of such endorsements, whichever comes first (§§ 9-390, 9-391 & 9-409)
- 8) In June, on the sixty-third day preceding the day of the primary, Registrars must be in their offices between 1:00 p.m. and 4:00 p.m. to accept Primary Petitions for opposing candidates of a political party to a municipal office, major party for state or district office including Representative in Congress. (§§ 9-400, 9-405 and 9-406)
- 9) Upon receipt of a petition proposing a candidacy for a state or district office, the Registrar shall sign and give to the person submitting the petition a receipt, in duplicate, stating the number of pages filed and the date and time of filing. The person or the candidate shall send one copy of the receipt to the Secretary of the State (§ 9-400)
- 10) Verification of Primary Petition signatures as prescribed by the Secretary of the State. (*see "H" and "I" above*) (§ 9-400)
- 11) On filing of a valid petition for municipal office, and after checking the same, Registrar notifies Town Clerk that primary is to be held and information concerning candidates, primary date, hours, and location of polls. If central counting is designated by the ROV, the notice of primary shall include such central location. (§ 9-147a and § 9-435) (obtained the signatures of at least 2% of enrolled party members in the state) (§ 9-400)

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- 12)** The Registrar shall file certified State and District petition pages with the Secretary of the State in person or by mail, (the United States Postal Service or any commercial carrier, courier or messenger service recognized and approved by the Secretary of the State) within seven days after receipt of the page (§ 9-400)

- 13)** For towns who happen to have a municipal office on this ballot – After the filing of a petition for municipal office, and after checking the same, Registrar notifies the Town Clerk that a primary is to be held. Information concerning candidates, primary date, hours, and location of polls should be included. If central counting is designated by the Registrar of Voters, the notice of primary shall include such central location (§§ 9-147a and 9-435)



CHAPTER 10

BALLOTS

In this chapter we will discuss ballot types, ballot ordering and handling, types of ballots and some special cases. In general, the coordination of ballots is a shared responsibility between the Town Clerk and the Registrars. Per § 9-250 regular ballots are “furnished by the Registrar of Voters” while per § 9-135 the Town Clerk is primarily responsible for absentee ballots. The best practice is for the Registrars and The Town Clerk to collaborate on all phases of ballot production and handling.

Ballot Ordering

Ballots should be ordered from state approved printing vendors as soon as possible following the certification of candidates by the Secretary of State's office in the case of Federal/State elections or the Town Clerks' certification of candidates in the case of Municipal Elections. Section (§ 9-255a) requires the Registrars and the Town Clerk to jointly agree on the number of ballots ordered. Ballots will need to be ordered for each polling place. The first step in projecting ballot usage is to forecast the expected turnout for EACH polling place in town. Items that should be considered include:

- a) The number of different types of ballots required (Regular, EV, Absentee, etc.)
- b) The historical turnout at the polling location particularly for elections/primaries of a similar type (Presidential vs Presidential, Municipal vs Municipal ...)
- c) Any special factors relevant to a particular election such as a particularly competitive race.
- d) A contingency for unexpected factors. This contingency can vary between 5 – 25% depending on the expected volatility of the turnout. For elections with expected low turnout, you should consider using a higher contingency than for elections with a higher turnout. Looking at the stability of turnout over recent elections can provide a guide.

Once you have agreed on an expected turnout, the actual ballot counts can be determined by multiplying by the number of active, registered voters at each polling location. You may want to account for some inactive voters showing up on election day. Historically different ballot types have been distinguished by using different colors. However, it is likely that new tabulator technology cannot read colored ballots so Registrars may want to consider labeling different ballot types going forward.

Once the ballots have been ordered from the printer, proofs will be provided which should be carefully reviewed. General requirements for ballots (font and layout) are covered in (§ 9-250). Although ballot printing firms are quite familiar with these requirements the Registrars and the Town Clerk are still responsible for the final ballots. Registrars should also be familiar with language requirements as set forth in (§ 9-3681) which requires certain communities with a significant number of speakers of a different language to provide ballots and other material in that language. Specific information on which municipalities are impacted can be found on the [SOTS Voting Rights](#) page. It is best practice for Registrars to be familiar with any special language requirements of voters in their community and be prepared to provide assistance as required.

Ballot Handling

While there is limited statutory guidance regarding the handling of ballots prior to delivery to election day moderators the Election Assistance Commission (EAC) website at www.eac.gov contains much useful information. We recommend the following best practices:

- a) Create a chain of custody log for each set of ballots including columns for the date/time of access, reason for access, and signatures of individuals accessing. This log should be stored with the ballots and filled out each time the ballots are accessed. These logs can then be stored with other election materials post-election.
- b) Whenever ballots are accessed at least two people should be present, one from each party (or from the same party in the case of a primary).

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- c) When ballots are received from the printers, they should be thoroughly proofed. Although mistakes are rare, when they do occur they can be expensive and time consuming to correct. Also, the number of ballot packages should be counted and recorded on the chain of custody log.
- d) When ballots are removed for tabulator testing the number should be recorded on the chain of custody log.
- e) Ballots should be stored in a secure locked location that has low humidity as moisture can affect the readability of ballots by the tabulator.
- f) After the election unused ballots should be counted and the results compared with the moderator's tally. Ballots should be stored in a secured location and may be destroyed 60 days after the election without approval from the State Library (see retention schedule *M-6*). The destruction of the ballots should be noted on the chain of custody logs.
- g) Ballot bags and secure envelopes should also be stored in a secure location. Ballots for State/Municipal election must be kept for 180 days and for Federal Elections for 22 months. Permission from the State Library is required before destroying these ballots (see retention schedule *M-6*). Destruction of the ballots should be noted on the chain of custody logs.

BALLOT TYPES AND USES, and SPECIAL CASES

There are several different types of ballots that you'll use, depending on the type of election or the voter's circumstances.

- **Regular ballot**—May be used at polling place, at the Same Day Registration (SDR) location, and at the EV location(s). However, depending on how the tabulators are set up you may want to have different ballot types for SDR and EV. The main consideration is the ease in reporting these results separately to the state.
- **Regular absentee ballot**—May be used for normal absentee voting, optional and mandatory supervised absentee balloting, emergency absentee voting, and SDR voting. Also used for Overseas Voters who are maintaining residency in the municipality
- **EV ballot** – May be a separately coded ballot, or may use regular ballot or absentee ballot.
- **Same Day Registration ballot** - May be a separately coded ballot, or may use regular ballot or absentee ballot.
- **Presidential Ballot**—Used only in Presidential Elections and only for former residents within 30 days. A blank absentee ballot is used as a Presidential Ballot. See below
- **Official Overseas Ballot and Official Primary Overseas Ballot**— Maybe used for non-electors, overseas voters and for Provisional Ballots at the polls at an election with federal offices. Includes only federal offices. See below.
- **Provisional Ballot**—used at federal elections at polls. Same as an Official Overseas Ballot. See below.
- **Challenge Ballot**—Used when an elector's right to vote is challenged because of identity or bona fide residence. Use regular ballot. If federal election, moderator may also issue a provisional ballot. Through this process, an elector may vote by challenged ballot for state and local offices and by provisional ballot for federal offices.
- **Official Blank Absentee Ballot**—Used in regular elections for military, spouses, and dependents 90 days before the election. NO candidate list is included in 90-day ballot. Also available, with a candidates list, 45 days before an election for military, spouses, dependents and those traveling outside of US. Distributed from SOTS to Town Clerks. White, folded with long list of blank lines. See #G below.
- **Federal Write-in Absentee Ballot (FWAB)**. Accepted in CT for federal offices only. Must be mailed from outside US or from an APO/FPO. May be electors or non-electors. Treated on Moderator's Return as Overseas Ballots.

A. Absentee Ballots for Supervised Absentee Ballot Voting -- Mandatory

Supervised absentee balloting is available at the following institutions: Veterans' health care facilities, Residential care home Assisted Living facility, Health care facilities for the handicapped, Nursing homes, Rest homes, Mental health facilities, Alcohol or drug treatment facilities, Infirmaries operated by an educational institution for the care of enrolled students and faculty/employees of such institution. (§ 9-159q). For institutions with less than 20 electors, supervised balloting is only required if the administrator or a Registrar of Voters requests it (§ 9-159q) and for institutions with 20 or more electors it is mandatory (§ 9-159r). For non-mandatory institutions the Registrars where the voter is registered are responsible for supervising the balloting whereas mandatory institutions are the responsibility of the Registrars in the town where the institution is located. Most Electors in these institutions are probably electors in the municipality so Registrars should consider treating all institutions in their town equally to avoid any potential issues. If you receive a request from an administrator at a non-mandatory facility in another

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municipality you may refuse the request in writing if both Registrars deem it “unnecessary” (§ 9-159q(2)(b)), however we would recommend making every effort to accommodate the request.

The procedure for supervised ballot voting is outlined in § 9-159r (a)(b)(c). When the application is received from such a patient/elector, the absentee ballot shall be delivered to the Town Clerk in the town in which the institution is located. After executing the Affidavit of Receipt, the Town Clerk delivers the absentee ballot to the Registrar of Voters of such town on the date when the supervised ballot voting is to occur. No supervised voting may take place later than the last business day before an election or primary. (§ 9-159r)

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.

Letters/e-mail-must be sent to the Town Clerks informing them of the date and time of visits to convalescent homes. In a letter/e-mail-to the convalescent home, state a suggested time for supervising the absentee balloting, along with a second back-up date, and a list of the registered residents and applications for absentee ballots which must be returned to the Town Clerk’s office. Supervised balloting may be performed by the Registrars 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. On the date specified sign, out the ballots from the Town Clerk. After the completion of balloting sign the completed ballots in with the Town Clerk making sure to fill out and sign the label on the ballot.

Supervised absentee balloting does not deprive the elector of a secret ballot. The elector may fill out the ballot in another part of the room as long as the Registrar of Voters can observe the voting process. If help is requested to vote the ballot, it should be mutually provided by the Registrars of Voters or their designees. Careful care should be taken to remain impartial with respect to parties and candidates. If the voter needs the ballot read out to them, do so in the order on the ballot. Be careful not to answer any questions relating to the candidates that is not strictly on the ballot. Ballots may be rejected **only if**:

- The voter declines to vote the ballot.
- The Registrars are unable to determine how an elector who has requested assistance desires to vote.

When the Registrars or their designees reject a ballot, they mark the outer envelope "rejected" and note the reasons. ([§ 9-159q\(g\)](#))

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

We would recommend the following best practices:

- Become familiar with the social workers and(or) event coordinators at facilities in your town. Often, they are very motivated to help residents and can be very helpful to your efforts.
- Although the law does not require supervision of the absentee ballot application process it is a good practice to set up a session at institutions to assist residents with the application, which can be complicated for some voters, Also, such a session can be a good time to Registrar new residents.
- Contact the facilities early in the process to set up the sessions to avoid getting backed up at the end of the process.
- If an institution does allow you access for supervised voting you should inform them of the statutory requirements. If they still fail to allow access immediately notify your election officer and the SEEC. As a Registrar you are responsible for ensuring that all eligible electors who want to vote have the opportunity.

B. Voter already Voted by Absentee

If an elector, appearing at the polling place to vote by tabulator, has had his name checked off on the list as voting by absentee ballot, they must be directed to the Town Clerk’s office before 10:00AM to request his absentee ballot be withdrawn. The procedure for withdrawing the absentee ballot and allowing the elector to vote in person is outlined in (§ 9-159o)

C. Emergency Absentee Ballots

An emergency Absentee Ballot ensures the voting rights of an elector suffering from an unforeseen illness, hospitalization or physical disability occurring within six (6) days immediately preceding the close of polls at an election, primary or referendum. The individual may appoint a designee to deliver the ballot for the procedure for delivery and return of the emergency ballot is outlined in (§ 9-150c).

D. Presidential Ballot

Each citizen of the United States who is at least eighteen years of age, who is a former resident and who has not forfeited such citizen's electoral privileges because of a disfranchising crime, may vote for presidential and vice-presidential electors, but for no other offices, in the town in this state in which such citizen formerly resided in the manner provided in (§§ 9-158c to 9-158m), inclusive. (§ 9-158b(c)).

E. Military and Overseas ballots

Ballots for active military personnel, their dependents, and other overseas voters is governed by the Uniformed and Overseas Citizen Absentee Voting Act (UOCAVA – 1986) as amended by the Military and Overseas Voter Empowerment Act (MOVE – 2010) for Federal Offices and by State Law (primarily § 9-153) for state offices. However, the state statues do reference the Federal Laws.

UOCAVA covers the following groups of voters:

- Members of the Uniformed Services
- Members of the Merchant Marine
- Eligible Family members of the above
- U.S. Citizens residing outside the U.S.

Citizens falling within these categories are allowed to use the Federal Post Card Application (FPCA) to apply for an absentee ballot. Once a person has submitted an FPCA it is good for the entire year. It is important for Registrars to understand that the FPCA may also act as a valid voter registration form if they are in the Military or have intended an intent to return to the U.S. (see Chapter 4). Even if a person is only eligible to vote for Federal Offices (no clear intent to return to the U.S.) it is a good practice for Registrars to maintain a list of all FPCAs received by the Town Clerk as well as a copy of the FPCAs as it makes reconciliation of ballots on elections easier. Also, it is good practice for the Town Clerk or the Registrar to annually remind people who have previously submitted an FPCA to submit a new one. As a note, overseas voters are not required to use the FPCA to apply for an absentee ballot, they may use the regular state forms or the online system, however most voters use the FPCA due to its convenience and the fact that it is good for the entire calendar year.

UOCAVA also allows voters to submit the FPCA by e-mail or Fax and receive a ballot. However, an original signed form must be received by the Town Clerk prior to the closing of polls on election day or else the absentee ballot will be rejected. Normally the Town Clerks Office will handle this, but Registrars should be aware, and it is good practice to confirm the receipt of the original FPCA. However emailed or faxed FPCA are **not** valid for voter registration.

Each overseas or military elector who desires to vote in a federal election may apply for an overseas ballot not earlier than the forty-fifth day preceding a federal election, and (2) the thirtieth day preceding a federal primary or a federal special election. (§ 9-158c)

There are several types of Military and Overseas ballots:

- a) Regular Absentee ballot – Issued to fully registered voters as discussed above.
- b) Official Overseas Ballot - Allows U.S. citizens (non-electors) to vote for Federal offices if they are permanently residing overseas and if, immediately prior to moving outside the United States, they were *bona fide* residents of Connecticut to vote for Federal offices. (§§ 9-158a,b) or are dependents of such a person.
- c) Federal Write in Absentee Ballot (FWAB) – If a military or overseas voter has applied for an absentee ballot by the state deadlines but has not received an absentee ballot in time to mail it in they may submit an FWAB,

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sometimes referred to as an “Official Backup Ballot”. These ballots will have the names and parties of Federal candidates filled in and need to be hand counted. A military or overseas voter may submit a FWAB and subsequently submit an official absentee ballot of the types discussed above. Since the FWAB is valid only for federal offices this situation may occur for fully registered voters. Only one ballot should be counted.

- d) Official Blank Absentee Ballot – This type of ballot is available from the Town Clerk in two categories of registered electors. The first category is members of the armed forces and their spouses and dependents living where they are stationed, who due to military contingencies cannot follow the regular 31-day absentee ballot procedure. These people may receive the ballot 90 days before an election. This ballot is also available to any elector who is living or expects to be living or traveling before or on election day outside the territorial limits of the United States (the 50 states and the District of Columbia) and to members of the armed forces and their spouses and dependents whether living within or outside the territorial limits of the United States. This ballot is available as soon as a complete list of candidates is available before an election or primary (approximately 45 days before an election. (§ 9-153e,f)

F. Same Day Registration Ballot (SDR)

This type of ballot is available on Election Day for people applying to register on Election Day who appear in person at the SDR location, meet the general requirements for voting in Connecticut, complete a voter registration application, and declare under oath that they have not previously voted in the election (§ 9-19j). The ballot may be a special SDR ballot, a regular ballot, or, an absentee ballot, as long as the **ballots can be counted and tallied separately**. SDR is also available during EV and follows similar procedures. EV and SDR ballots should be able to be counted separately.

G. Provisional Ballots (Overseas ballot is used as a provisional ballot because it has federal offices only)

In an election or primary with Federal Offices on the ballot the Help America Vote Act (HAVA) provides for the use of provisional ballots.

Reasons for Provisional Ballot Issue

Used ONLY in Federal Elections and Primaries

- Name is ON official voter check list with “*” asterisk by their name & elector does not have the required HAVA I.D.
- Name is ON official voter check list but elector’s right to vote has been Challenged & Moderator approves challenge.
- Name is NOT on the official checker’s list nor the inactive list and person insists they should be on list and refuses SDR

Provisional Ballot Procedure:

- Elector is given a Provisional Ballot application/envelope
 - ❖ Moderator assigns a serial numbered to it
- Elector completes application/envelope
- Completed application is given to Moderator.
- Elector is given a provisional ballot (overseas ballot)
 - ❖ Elector marks ballot in the presence of the official
 - ❖ Elector puts ballot into application/envelope
 - ❖ Elector gives them to Moderator
- Mod. gives elector a “Provisional Ballot Receipt”
- Record on “Provisional Ballot Inventory Form” - Elector’s Name, Address, Date of birth and envelope’s serial #
- Write “PB” by elector’s name on the official voter check list
 - ❖ If name is NOT on the official voter check list DO NOT add name to supplemental list
- Put Provisional Ballot & application into Depository Envelope
 - ❖ At the close of polls record number of ballots and seal depository envelope.

- Deliver to Registrars
- Mod. executes "Affidavit of Delivery & Receipt of
- Provisional Ballots"

H. Challenge Ballots

Any elector may challenge the right of any person offering to vote, on the ground of want of identity with the person on whose name the vote is offered

Provisional and Challenge (§ 9-232) Ballots are used in situations where the voter's identity or residence are in doubt. Although they are similar in several ways there are some significant differences:

Challenge Requirements

- Name of challenged must be on official voter check list
- Challenger must state grounds for challenge under oath
 - Elector is not who they say they are; Doesn't live where they say they do; Disfranchised for conviction of a felony
- Burden of proof is on challenger.
 - Proof includes, but is not limited to: documents, records, affidavits of other witnesses with personal knowledge and other such similar evidence
- Challenged elector may prove identity or residence by:
 - Testimony of another elector, under oath; Documentary evidence; Moderator has discretion to determine proof needed
 - If Moderator decides elector doesn't have the right to vote
- Challenged may request a Challenged Ballot

Casting a Challenged Ballot

If challenged elector requests a challenged ballot

- Ensure that the challenged person's name is on the check list. If not on the list there is not to be a challenge.
- Elector must complete application and give it to the Moderator
- Moderator escorts elector to Checker's table
- Elector announces address & name to Checker
- Checker writes "CB" by elector's name
- Moderator gives elector a ballot from that district (Reg. 9-242a-21)
- Elector marks ballot in Moderator's presence
- The elector folds the ballot and inserts it into serially numbered envelope.
- Moderator puts envelope and ballot into a depository envelope labeled "CHALLENGED BALLOTS"
- Moderator to complete Memorandum Re: Challenge

Note: In a Federal election or primary challenged elector can vote provisional ballot also.

Absentee ballot designation voting at the polls.

If an elector, appearing at the polling place to vote by tabulator, has had his name checked off on the list as voting by absentee ballot, they must be directed to the Town Clerk's office before 10:00AM to request his absentee ballot be withdrawn. The procedure for withdrawing the absentee ballot and allowing the elector to vote in person is outlined in (§ 9-159o)

Useful Links

- [Absentee Voting Information](#)
- [Absentee Ballot Process](#)
- [Procedure Manual for Counting Absentee Ballots](#)
- [Absentee Ballot Fact Sheet.](#)
- [Application Form for Referendum Only-Spanish](#)

REGISTRAR'S MANUAL OF PROCEDURES

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- [Emergency Application for Absentee Ballot-English](#)
- English Language Emergency Application for Absentee Ballot:
<https://portal.ct.gov/-/media/SOTS/ElectionServices/ElectForms/electforms/ed3eEngpdf.pdf>
- [Emergency Application for Absentee Ballot-Spanish](#)
- [Find Your Town Clerk, ROV & Elected Officials](#)
- [Election Assistance Commission](#)
- [Provisional Ballot Text Explanation](#)



CHAPTER 11

EMS – Election Management System *(Waiting for new system before updating)*

WARNING: These instructions have not been double checked by the Handbook Committee

EMS offers ROV's an effective communication tool to provide the mandated election reports, questions on the ballot approval, and candidates/Questions results to SOTS.

EMS also delivers to the public and the media, transparent election results as they are provided to SOTS

REGISTRAR OF VOTERS ROLE

Registrar Login

- 1) Enter the URL address and click enter to access Login Screen <https://ctemsadmin.pcctg.net/security/login.aspx>
- 2) Select role: "Registrar" from drop down menu
 - Click "First time logging in? To display First Time User Registration Screen
 - Click "Report" button to display help screen to report problem
- 3) Enter username and password
- 4) Click the "Login" button, Registrar's Dashboard will be displayed

Turn off pop-up blocker
- 5) Change Password every 90 days (a prompt appear 10 days before expiring)
 - Select "Maintenance" tab on Dashboard
 - Click on "Change Password" to display Change Password screen
 - If your password expires contact SOTS office to reset password

Maintain Moderator/Head Moderator, Data Clerk

- Select the "**Maintenance**" tab on Dashboard
 - Click "**Maintain Moderator/Head Moderator**"
- 1) Add Moderator
 - Click "**Add Moderator**" to display Maintain Moderato/Head Moderator data entry screen
 - Select a role. (Head Mod., Reg. Mod., Absentee Mod. or Data Entry)
 - Add user information
 - Click "**Head Moderator**" if only performing the function of Head Moderator
 - Click "**Reg. Moderator**" if performing both Moderator and Head Moderator functions
 - Also, check off "**Select as Head Moderator**" box
 - ROV assigns Head Moderator & Data Clerk username and password (Regular and Absentee Moderators do not need one unless they will also function as HM)


Note: if moderator is assigned to a polling place that is archived the moderator can't be used
 - 2) Edit Moderator
 - Click "✎" edit
 - Click "**OK**"
 - Enter changes
 - Click "**Update**"
 - Click "**OK**"
 - 3) Delete Moderator
 - Click "**Delete**"

Click "**OK**"

Maintain Polling Place (Add, Maintain, Review, Edit)

- Select the "**Maintenance**" tab on Dashboard
- 1) Add Polling Place
 - Click "**Maintain Polling Place**"
 - Click "**Add Polling Place**"
 - Enter polling place information (red asterisk indicates required field)
 - Click "**Add Polling Place**" to save
 - Click "**OK**"

Click on links to navigate through manual

- 2) Edit Polling Place Information
 - Click “” edit
 - Enter changes
 - Click “**Update**”
- 3) Delete Polling Place
 - Click “**Delete**” next to Polling Place
 - Click “**OK**”
- 4) To Archive
 - Select checkbox next to polling place
 - Click “**Archive**”
 - Click “**OK**”
- 5) To Unarchive
 - Select “**The Un-Archive**” button
 - Click “**OK**” to display pop-up with archived polling places
 - Select checkbox next to polling place
 - Click “**UN-Archive**”
 - Click “**OK**”

Assign Polling Place

- Select the “**Maintenance**” tab on Dashboard
- Click “**Assign Polling Place to Election**”
- Select election from dropdown
- Select checkbox next to polling places to be assigned
- Click “**Assign Polling Place to Election**” button
- Click “**OK**”
- To unassign click “**Delete**”
- Click “**OK**”
-

View Candidates

- Select the “**Candidates**” tab on Dashboard
- Click “View Candidates to display View Candidates screen
- Select and election
- Enter Candidate information
- Click “**Search**”

Ballot Ordered

- 1) Create and Submit Ballot Ordered Report
 - Select the “**Maintenance**” tab on Dashboard
 - Click “**Ballot Ordered**” to display Ballot Ordered screen
 - Click “**Enter Ballot Ordered**” button to display Date Entry screen
 - Select “Election/Primary Date”, “Polling Place Name” from dropdown
 - Note: “Polling Place Name” defaults to ‘Select Polling Place ‘option*
 - Enter Ballot information (T.C. **or** ROV can input information)
 - To add rows, click” +” icon
 - Click “**Certify**”
 - Click **OK** to save, summary row will be displayed
 - To view records for previous election, Select election from dropdown menu
 - Click “**Search**”
- 2) Edit Ballot Ordered Record
(Either Registrar or Town Clerk can edit regardless of who created it)
 - Click “**Edit**” icon next to record
 - Click **OK** to display Ballot Ordered grid
 - Enter changes
 - Click “**Update Certification**”
- 3) Delete Ballot Ordered Record
 - Click “Delete”

- Click "OK"
- 4) Certify
 - If Town Clerk creates and certifies Ballot Ordered, the system will display a summary row on the Registrars Dashboard under "Ballot Ordered Requests")
 - Click "**View**" to certify
 - Click **OK** to display Ballot Ordered certified by Town Clerk
 - If Registrars created and certified Ballot Ordered, the system will display a summary row on the Town Clerk's Dashboard
 - **Both** Registrars **and** Town Clerk must certify Ballot Ordered.
- 5) Submit to State
 - Click "Submit to State"
 - Click **OK**
 - Print **Ballot Ordered** Report – A report can only be generated after all have verified and at least one polling place is assigned.
 - Click "**Generate Report**"
 - Print, sign and email reports to SOTS

View STATS

- Select "**View Stats**" tab from Dashboard
- Select Election
- Click "**Search**"
- Click "**View**" in the "Actions" section

View Questions Results

- Select "**View Question Results**" tab from Dashboard
- Select election, click "**Search**"
- Click "**View**" in the "Actions" section
- Click "**Close**"
- Click "**Generate Report**" (only available after results submitted)

Reports

- Select "**Reports**" tab on Dashboard to display list of reports
- Cannot generate reports relating to results, HM Return, Stats and Question Results before approved and accepted
- Cannot generate reports relating to winners before announced
- Select desired report
- Click "**Generate Report**"

Print:

- Polling Place Report (Certification of Location of Polling Place)
- *Tally Sheets* (to verify the candidates' info on the HM data entry sheet)
- *Moderator's Return* - Enter information (this information does NOT populate in the Election Management System)

Head Moderator's Return

- Print Moderator's Return
- Select "Head Moderator's Return" from Dashboard'
- To view previous return, select election, click "**Search**"
- Click "View" in "Actions" section
- Click "Close"

Head Moderator's Return by Town Format

- Print Head Moderator Report by town
- Select "**Reports**" tab on Dashboard
- Click on **Head Moderator's Return by Town Format**

Order of Events:

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- Review the data entry screens to ensure the offices, candidates and questions are accurate (Dashboard, Grids Report)
- Nominees names and addresses available in EMS on the Dashboard, List of Nominees for notification of rights
- Set up Moderators and Data Entry as Users in CT EMS
- Assign Moderators and Data Entry Users to polling place
- Maintain and Review polling places, edit if needed
- Assign Polling Place to Election
- Certification of Ballots Ordered Report
- Prepare and Print Moderator's Return to use at the polling places

HEAD MODERATOR/DATA ENTRY ROLE

ROV's maintain Head Moderator/Data Entry user Name and Password

(Password expires in 90 days)

Head Moderator or Data Entry Login

- 1) Verify password before election day
 - Do not sign into the system before election day, the Head Moderator button starts the election
- 2) Enter the URL address and click enter to access Login Screen
 - ONE Browser session only ...per computer
 - Do not share User I.D
- 3) Select role "Head Moderator" or "Data Entry" from drop down menu
- 4) Enter username and password
- 5) Click the "Login" button, Head Moderator's Return screen will be displayed
- 6) Turn off pop-up blocker
- 7) To change password, click on "Change Password" tab (Cannot use any of your last 3 passwords)

Head Moderator Return (Candidates results are entered here)

- 1) Click on **Head Moderator's Return** Tab
- 2) Select the election/primary and click "**Search**"
- 3) If "**No Data Found**" is displayed, click "**New Head Moderator Return**" button
- 4) Begin process
 - Click **green button to "Begin process"** (Green = Go) This will lock the system to prevent other users from entering data
 - Either the Moderator or Data Entry user inputs vote totals in the appropriate columns for each category. System will populate total votes.
 - **Tabulator totals MUST be submitted by 12pm-midnight on election day.**
 - **Stats page not due on election night – have 24 hours to submit**
 - ALWAYS SAVE data as you enter it
 - Unknown votes for cross-endorsed candidates appear in red on the far right,
 - Click "Calculate" for system to allocate the unknown votes
 - Click "Preview" to see the calculation and allocation of unknown votes
- 5) End Process
 - Click red button to "**End Process**"– (Red = Stop) This will unlock the system to allow other users to enter data
 - System **MUST** be unlocked for the HM to be able to submit/certify results to SOTS. (Data Entry does not have submit button, only Head Moderator can submit)
- 6) Submit and Certify Head Moderator's Return
 - After all results are entered, click "**Submit All Districts to State**" button, the **Head Moderator's Return** screen will be displayed
 - Check the box "I hereby electronically sign and certify the Head Moderator's Return".
 - Click the "**Certify and submit to State**" button
 - Click **OK** (the system returns to the Head Moderator's Return screen and displays a summary row).
 - Click "**Generate Report**" under the "Actions" column to generate report
 - Return can be amended as often as necessary within 48 hours

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- 7) Request an Amendment/Recanvass after 48 hours
 - Click on "***Request for Amendment***" in the "Actions" column
 - When State Admin unlocks the Return, "Request Granted" will display in the "Original/Amendment" column
 - Click "***Amend***" in the "Actions" column
 - Click "***Begin Process***" to ***lock*** the system
 - "***Enter***" changes to the return.
 - Click "***Save***"
 - Click "***End Process***" to ***unlock*** system
 - Check "***Recanvass***" box
 - Click "***Submit All Districts to State***" button; for Recanvass check recanvass box
 - "***Certify***" amended Head Moderator's Return

Enter/View Stats

- 1) Click on "Enter/View Stats" tab on the menu Bar
 - To enter new Stats, select election -click "Enter Stats"
 - Click OK to display the Data Entry screen
 - To view previously entered stats Select election and click "Search"
- 2) Enter stats into each category
 - Names on the Official Check List (Active List, Names restored, SDR, Overseas, Presidential)
 - Number checked as voting at the polls (In-person official ballots counted by tabulator)
 - Absentee Ballots – Total received for counting from Town Clerk, total rejected
 - Military ballots (both 45 & 90 days) - Total received for counting from Town Clerk, total rejected
 - Overseas ballots - Total received for counting from Town Clerk, total rejected
 - SDR – Total received for counting, total rejected
 - Presidential ballots – Total received for counting from Town Clerk, total rejected
 - Provisional ballots Total issued (will need to request amendment to record total counted or rejected)
- 3) Submit and Certify Stats
 - Click "All Districts to State"
 - Check the box "I hereby electronically sign and certify the Stats"
 - Click the "Certify and submit to State" button
 - Click OK (the system returns to the Enter/Vie Stats screen. and displays a Head Moderator's Stats summary row).
 - Generate Report
 - If amendment is needed after 48 hours request State Admin to unlock the Stats Return

Enter/View Questions Results

- 1) Click on Enter/View Question Results tab on the menu bar
 - Select election -click "Search"-
 - Click Begin process -enter Question Results on Data Entry grid
 - Click SAVE
 - Click End Process
 - To view previously entered stats Select election and click "Search"
- 2) Submit and Certify Question Results
 - Click submit "***All Districts to State***"
 - Check the box "I hereby electronically sign and certify the Question results"
 - Click the "***Certify and submit to State***" button
 - Click **OK** (the system returns to the Questions Results screen. and display a summary row).
 - If amendment is needed after 48 hours request State Admin to unlock the Question Results

File Head Moderator Return

- 1) Submit electronically the completed HM Return with all the info (candidate votes, Stats, & Questions) within 48 hours
- 2) Print, sign and mail hard copy of Head Moderator's Return with wet signature to SOTS

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3) Print, sign and mail 2nd hard copy of Head Moderator's Return with wet signature to Town Clerk

(EMS – IMPORTANT - Turn OFF Pop Up Blockers - [Https://CTEMSADMIN.PCCTG.NET](https://CTEMSADMIN.PCCTG.NET))


INPUT on Ballot Creation- Give input on ballot content & form to Town Clerk prior to printing


(EMS, Dashboard, Grids Report)

Notice(s) to Candidates - names and addresses can be found on EMS

(EMS, Dashboard, List of Nominees)

Moderators, appoint and maintain in EMS - Moderator(s), Head Moderator and Alternate Moderator(s)

(EMS, Maintenance, Maintain Moderator/Head Moderator, CLICK  on line of moderator, input data)

Note: If Head Mod. is also a Mod. be sure to select Role as "Regular Moderator" & check "Select as Head Moderator." CLICK 

Polling Place(s), assign and maintain in EMS

(EMS, "Maintenance", "Assign Polling Place to Election", Select Election, "Search", Select Polling Place, "Assign Polling Place to Election")

Certification of Polling Place(s) and Moderator(s) in writing to SOTS

(EMS, "Reports," "Polling Places Report, "Select Election, "Generate Report")

Certificate of Ballot order, certify in writing to SOTS (31 days prior to election)

(EMS, Data to be entered by ROV or Clerk "Maintenance," "Enter Ballot Ordered" Input data)

(EMS, to be Certified by ROVs & Clerk – On Dashboard) (Will not work unless Pop up blocker is disabled)

REMINDERS

- ❖ Received username and password from ROV
- ❖ Only sign-into the system on Election Day
- ❖ Print function data entry screen
- ❖ Deadline: 12pm-midnight – candidate results need to be entered EMS
- ❖ Stats and Question Results can be submitted next day
- ❖ Submit electronically the completed HM Return with all the info (candidate votes, Stats, & Questions) within 48 hours
- ❖ Print and mail completed Head Moderator's Return with wet signature to SOTS



CHAPTER 12 EARLY VOTING

Section 1 – Overview

A. Overview of Requirements

In this Chapter we will discuss Early Voting (EV) which was enacted into law in 2023 by [Public Act No. 23-5](#) and subsequently amended by [Public Act No. 23-204](#). The amendment primarily changed the implementation dates of the Early Voting Act to conform with the 2024 Presidential Preference Primary. These public Acts have been added to the Connecticut General Statutes (CGS) primarily in Title 9-163. The Secretary of State (SOTS) issued the [“Early In-Person Voting Handbook”](#) which essentially provides the regulatory framework for implementation. The most current version as of the writing of this manual was dated July 2024. In addition, the UCONN school of Public Policy has released material for the Registrar’s certification course which is publicly available. All of these and other resources primarily focus on the legal aspects of EV, and we highly recommend that Registrars review these resources which are listed at the end of this chapter. While this chapter will cover the legal aspects of EV, it’s focus will be on practical advice on how to implement and run an EV site.

Under EV, Registrars must provide eligible voters with the opportunity to cast a ballot prior to election day. The table below, from the SOTS handbook summarizes the requirements,

Overview of Early Voting Requirements

Requirement	General Election	Primary	Presidential Preference Primary	Special Election
Start of Early Voting Period	15 days before	8 days before	5 days before	5 days before
End of Early Voting Period	2 days before	2 days before	2 days before	2 days before
Duration	14 days ¹	7 days ¹	4 days ²	4 days ²

¹ The period excludes holidays designated under CGS Sec. 1-4. The duration is not adjusted for such an exclusion

² The period excludes holidays designated under CGS Sec. 1-4 and March 31, 2024. The duration is adjusted for such an exclusion so that it still provides four days of early voting.

CGS Sec. 1-4 explicitly identifies 11 legal Holidays but also provides for “*any day appointed or recommended by the Governor or President of the United States as a day of thanksgiving, fasting or religious observance.*” **There is no EV requirement for Referenda,**

EV locations must be open from 10AM – 6PM except for the last Tuesday and Thursday before a General Election or Primary when the hours are extended to 8AM – 8PM. EV days include weekends unless exempted by the Holiday requirement.

Also the EV Act replaced the current Election Day Registration requirements (EDR) with a Same Day Registration requirement (SDR) which requires voters be allowed to register and vote at EV Locations during General Elections. Essentially the process and requirements for SDR are the same as for EDR with some differences noted later in this chapter.

B. Overview of Process

The basic steps of EV are listed below, each of which will be discussed in further detail in this chapter.

1. Eligible voter appears during EV hours at the designated EV location.
2. Eligible voter is checked into CVRS **and** crossed off the official voter/checker list.
3. Eligible voter is issued an EV envelope, which may have printed label affixed to it.
4. Eligible voter fills out the required information on the envelope, verifies that all information is correct, dates and signs the envelope.
5. Eligible voter is issued a ballot for their district.
6. Eligible voter proceeds to a privacy booth, completes their ballot and inserts it in the EV envelope and seals it.
7. Eligible voter proceeds to checkout, is checked out on CVRS, deposits their envelope in a secure bin, and exits.

Each of these steps will be covered in more detail in Section 3.

C. Other Changes

The EV law also made a number of modifications to various dates, which are summarized in the table below which is taken from the CT Office of Legislative Research summary of the Act. These changes will not be addressed in this chapter but are provided here for reference.

Table: Certain Election-Related Deadlines Affected by the Bill

Bill Section	Applicable Statutes	Description	Deadline
§ 9	CGS § 9-373a	Registration as a write-in candidate for a regular election	14 days prior
		Registration as a write-in candidate for town meeting member in certain towns at a regular election	Last business day prior
§ 10	CGS § 9-224b	Registration as a write-in candidate for a special election	14 days prior
		Registration as a write-in candidate for town meeting member in certain towns at a special election	Last business day prior
§ 11	CGS § 9-329b	Removal of a candidate by judicial order	Before the period/election day begins
§ 12	CGS § 9-460	Replacement of a vacant candidacy	2:00 pm the day prior
		Period during which a candidate's death may result in the candidate being replaced	24 hours prior
§ 13	CGS § 9-426	Automatic nomination of party-endorsed candidate, group, or slate for a primary if the only other candidate, group, or slate of candidates in that primary die, withdraw, or are disqualified	Before the period/election day begins
		Partial slate appearing on the ballot when a slate member dies, withdraws, or is disqualified	Before the period/election day begins
§ 14	CGS § 9-428	Candidate replacement	Various
§ 15	CGS § 9-429	Cancellation of a primary when due to candidate death, withdrawal, or disqualification	Before the period/election day begins
§ 16	CGS § 9-55	Printing a list of unaffiliated voters if these voters become authorized to vote in a political party's primary	Before the period/election day begins
§ 17	CGS § 9-217	Giving the municipal clerk a list of candidates for each party by the office for special elections for vacancies	34 days prior
§ 29	CGS § 9-229	Appointing moderators and alternate moderators	20 days prior
§ 30	CGS § 9-256	Filing a sample ballot with the secretary	At least 10 days prior

Section 2 – Preparation for EV

A. Location

The EV law requires the Registrar of Voters to designate one location for EV (CGS 9-163(b)(1)). The law also gives the legislative body in Towns with greater than 20,000 residents the option to designate a second location (CGS 9-163b(1)), Under the law no town can have more than two EV locations. The minimum requirements for a voting location as given by the Secretary of State are:

1. Be used for the entire duration of EV.
2. Have access to the statewide Centralized Voter Registration System (CVRS).
3. Be accessible to voters with physical disabilities.
4. Have at least 2 parking spaces designated for people with a handicap or aged 65 or older who are infirm.

In choosing a location there are a number of considerations that Registrars should take into account. Unfortunately the CVRS requirement will often be a limiting factor in location selection. As a result, using the location where same day registration occurs on Election Day may often be a logical choice. However with sufficient lead time it may be possible to set up another location for CVRS, particularly if it is more well suited to EV.

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1. Locations should be reserved as far in advance as possible to ensure availability. Good practice is to sit down with the appropriate officials in January of each year to ensure availability. This practice will also ensure that other groups who may use this space have an opportunity to make other arrangements, particularly given the length of EV.
2. Since each town must have one to two EV locations, careful consideration should be given to the convenience of the location(s) to people living in all sections of the town. Using Town facilities will often make sense.
3. The room size must be large enough to accommodate an area for check-in, check-out, privacy booths, an AVS/IVS setup, an SDR station and sufficient space around the room to accommodate a smooth flow of voters.
4. In addition to meeting legal accessibility requirements, Registrars should consider locations with entrances on the same level as the EV room(s). If elevators are required there should be multiple elevators, if possible, in case one is not operating.
5. The location that you choose will become a polling place, subject to the normal restrictions against campaigning and solicitation in the polling place and within 75 feet of the entrance [CGS 163h(1) and (2)]. The section does allow for the conduct of official government business around a polling place. Since many EV locations are within Town Facilities good practice is to have a meeting or send out information to all employees likely to be in the building to explain the legal requirements under the law.

Locations must be certified with the Secretary of the State 60 days ahead of an election. SOTS must approve or specify objections 45 days before the election. The final plan must be completed and approved 31 days before the election. Recommendations: Send in certification document as soon as possible. The certification is to include EV location information, staffing numbers, a description of the design of the EV location, the availability of curbside voting, accessible parking and other information related to the conduct of EV. This plan does not need to be that extensive but may include a diagram or a picture of the proposed layout.

B. Staffing

Due to the length of EV periods, particularly for General Elections, the staffing problem is more difficult. Under the law the only specific requirement is that each EV location have a “moderator and such other election or primary officials ...” (§ 9-b(4)). There is no requirement that the moderator cannot serve in an additional capacity at the EV location. Registrars may serve as moderator at EV as long as they send ~~make~~ a written certification to the SOTS that this duty will not interfere with other job requirements.

In deciding the size of your daily staffing needs you will need to plan how to manage the flow of voters. Considerations include:

1. How many separate lines for check-in will you need? This will depend on the number of voting districts and the number of expected voters. Towns with more than one voting district need to consider whether to combine more than one district in a line. Combining districts will mean checkers need to deal with multiple official check lists and ballot clerks will need to deal with ballots from different districts.
2. Will the same person checking people in on CVRS be crossing people off the checker book? While it is certainly doable to have the same person do both, it can lead to mistakes.
3. Will you be using the label maker program? Using labels for the envelopes will cut down on time filling out the envelopes for the voter.
4. Will you have one or two shifts a day? Using 2 shifts is easier on Election Officials but much more complicated to manage.
5. How many back-up (on-call) workers will you need each day? It is highly recommended that each town have at least 2 back-ups per check-in line.

Once you establish the number of workers per day, it is recommended that you survey your worker pool to determine availability for the EV period. While this can be done by e-mail or telephone, using Google Forms or a similar program can make the job easier. We have included a sample Google Form for this purpose at the end of the chapter. Once you establish

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Election Official availability you will need to make a detailed staffing plan for each day. Some considerations for this plan include:

1. Maintaining a balance of Party affiliations.
2. Limiting the number of days any Election Official is on duty to avoid burnout and to avoid overtime pay limits (generally 40 hours per week).
3. Do you have a mix of experienced and new Election Officials? EV can be a good time to give newly recruited Election Officials experience at an election.

We recommend starting Election Official recruitment at least 2 months prior to the start of EV, if not earlier, in order to ensure that you have sufficient workers.

C. Ballot Ordering

Ballot ordering is discussed more fully in Chapter 10. However there is an important considerations-to keep in mind, the results must be reported separately for EV, SDR, AB and polling place ballots, on the Moderator's Return. This can be managed by (1) using different ballot codes for each ballot type (expensive), (2) using different tabulators for each ballot type, or (3) a combination of 1 and 2.

D. Equipment

In addition to the normal equipment needed at a polling location (signage, sample ballots, pens and other office supplies) it is recommended that you have:

1. **Label Makers** (Optional) – If you decide to use label makers for the EV envelopes (see Section 3 for more information) then you will need to have enough label makers **and** labels to accommodate the number of lines and voters expected. We recommend having back-up labeler makers available as they are prone to jamming.
2. **Scanners, Barcode** (Optional) – If you elect to use scanners for check-out (see section 3 for discussion) you will want to accommodate each check-out station. Currently almost any UPC scanner that is set-up for PCs will work.
3. **Computers** – You will need one computer (connected to CVRS) for each check-in station and for SDR.-It is recommended to use a separate computer(s) for check-in and check-out, although it is not mandated. These computers should be tested in the EV location well ahead of the start of EV to make sure that all connections are working properly.
4. **Ballot Security Devices** – At the end of each day EV ballots are to be secured in a separate tamper proof storage container. There are a number of options available. Registrars should ensure that the solution they use is tamper proof and trackable (i.e., numbered).
5. **Signs** – In addition to the normal signage you will want the following signs:
 - a. Road signs directing people to the EV location.
 - b. Parking signs, including signs indicating the designated Accessible Parking (at least 2 spots)
 - c. Curb-Side Voting signs in the parking area directing how voters can access curb-side voting service.
 - d. Signs on and in the building directing voters to the EV location. Accessible entrances should be clearly marked.

E. Legal Notices

The deadline for the election or primary warning is 5 to 15 days before the start of EV, Town Clerk's responsibility [CGS 9-225 and 9-226]. The annual SOTS calendar will provide specific dates for the year's elections. Registrars need to provide notice for the mandatory enrollment sessions which are required before the election.

The EV law also updates the deadlines and rules around when Notices of Acceptance / Rejection are required to be sent. The Table below, reproduced from the Bill Analysis of the Office of Legislative Research, summarizes the changes.

Table: Periods When Registrars Must Send Notice of Acceptance or Rejection on the Day an Application Is Received

	<i>Under Current Law</i>	<i>Under the Bill</i>
Regular Applications	From 20 days to seven days before an election	From 31 days to 18 days before an election
	From 21 days to five days before a primary	From 34 days to 18 days before a primary
Applications first received by the Department of Motor Vehicles commissioner or voter registration agency	For applications received by seven days before an election, from six days before an election to election day	For applications received by 18 days before an election, from 17 days before an election to election day
	For applications postmarked or received five days before a primary, from four days before a primary to noon the last weekday before a primary	For applications postmarked or received 18 days before a primary, from 17 days before a primary to noon the last weekday before a primary

F. Training

EV officials should be provided training similar to Regular Election officials. While there is substantial overlap in the training there are some notable differences, particularly with respect to the process. While not required by law, it is recommended that a separate training session be held for EV. (A sample EV training PowerPoint is included with the manual on the ROVAC website.)

G. Voter Outreach

Given the newness of EV, it is important to reach out to voters to educate them on how it works and where the EV locations are. The Secretary of State has produced several informational Flyers and Posters that you can use. These are available at SOTs Voter Outreach. In addition, some steps you can take include:

1. Produce your own custom material specific to your town. Votercast.com has a number of helpful templates which are currently available free of charge. Posters can be put up in Town Hall, the local library and local establishments that are willing to have signs put up.
2. Information should be available on the Registrar's Town Website. Close to the Start of EV, consider putting a notice on the Town's main homepage.
3. Road Signage or Large Posters giving the dates and location of EV can be put up.
4. A postcard with EV information can be sent to town voters. To reduce the expense of a mass mailing, consider including information in a regular town mailing such as tax bills.
5. Town newsletters should be utilized, particularly close to the election.

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6. Public meetings where voters can ask specific questions can also be an effective means of disseminating information about EV.

Regardless of the specific voter outreach tools that you decide on, having a clear written plan can be helpful in thinking through a plan.

Section 3 – EV Process

Registrars should read and become thoroughly familiar with the [Early In-Person Voting Handbook](#), [Same Day Registration Handbook](#), and [Early Voting User Manual](#) all produced by SOTs. These manuals form the basis for the regulatory framework of EV. This chapter will expand on this material and assumes that you are familiar with these publications. In addition, the EV Handbook contains a number of sample forms that you can use in opening and closing the polls. The exact makeup of these forms is not statutorily mandated, and Registrars should feel free to adapt them to their own requirements,

A. Location Setup

One to Two days prior to the start of the EV period Registrars should make sure to:

1. Run the official check lists for EV for each district.
2. Run lists of inactive voters to have as a reference at the EV location. Provide voter registration applications.
3. Have a complete count of ballots counted and recorded.
4. Have sufficient EV and SDR envelopes for the election. If they feel they are short, SOTS should be immediately contacted.
5. Collect all the office supplies and equipment for EV and make sure they have a sufficient supply of labels (if using the label maker).

The EV location should be set up to allow a smooth flow of voters from check-in through checkout. Having a layout, on paper, before the start of EV will help in this process and can be given to facilities management and the EV officials so everyone is on the same page. Specific issues include:

1. There should be signs from the building entrance to the EV location directing voters where to go. Also, there should be an American Flag in the room.
2. The EV location should have all the normal signage expected at a polling place including The Voter Bill of Rights, Sample Ballots, Provisional Ballot poster (if federal) and Voter ID requirements. It is also helpful to post the date since it is needed to fill out the EV envelopes.
3. One or more AVS/IVS machines must be set up in a separate area to accommodate voters with disabilities.
4. A separate area for SDR (in general elections) may be established with all the needed supplies and a computer connected to CVRS.
5. It is good practice to post instructions for filling out and sealing the EV envelopes in each privacy booth.

There is a sample layout plan included at the end of this section, Ideally the EV room should be set-up at least the day before the start of voting and all the computers tested to make sure they are ready to go.

B. Opening the EV Location

It is recommended that EV officials be instructed to arrive 30 to 60 minutes prior to the opening of EV to make sure all the opening tasks are completed. Below are the steps to opening the EV location. Some of these steps may be performed simultaneously,

1. EV officials shall be administered the Oath. This can be done during training or any time before performing duties.
2. Registrars shall deliver material such as the official voter lists and ballots that have been secured from the previous day.
3. Ballot clerks should count and record all the ballot packages and loose ballots which they have received (by district). This should match the ending count from the previous night (plus any new packages delivered). A sample ballot worksheet is included at the end of this chapter. During a general election, the election officials responsible for SDR should count the SDR ballots and make sure they match the previous days close, also.
4. Checkers should confirm that they have the correct official voter lists and that their computers are properly logged into CVRS. It is recommended to run a test label to make sure the label maker is working properly.
5. The election officials responsible for check-out should make sure their computer is properly logged into CVRS and that the scanner is working (if applicable).

C. Voting Process

1. Check-in and Envelope issuance

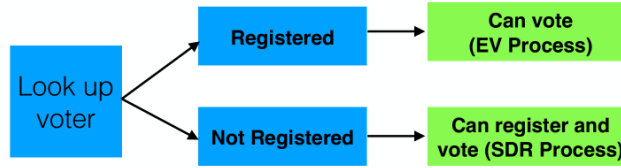
The first step of the check-in process is to determine if the Voter is Eligible to vote. The ID requirements are the same as on Election Day. If the voter is listed in CVRS as active **and** there is no indication that they have already voted absentee or EV, then the following should happen:

1. The person is to be entered into CVRS as having been issued an EV ballot (see [Early Voting User Manual](#) for specific instructions on the use of the system). It is especially important to press **update** after filling in the information required by CVRS.
2. The person's name is to be crossed off the Official Voter List and marked in a manner to identify the date. Any system, including writing the date in is acceptable. At the end of the day the checkers will need to count the number of voters checked off during that day.
3. The EV envelope **must** be signed by the voter, verifying that the information on it is true and accurate. There are three methods in which the voter's information can be put on the envelope, (1) By ~~if the~~ using label maker and affixing label to the envelope. (2) an EV official can fill out the name/address and district number or (3) the voter can fill out the information. When a label is not used then the district number must be hand written on the envelope by the EV official.

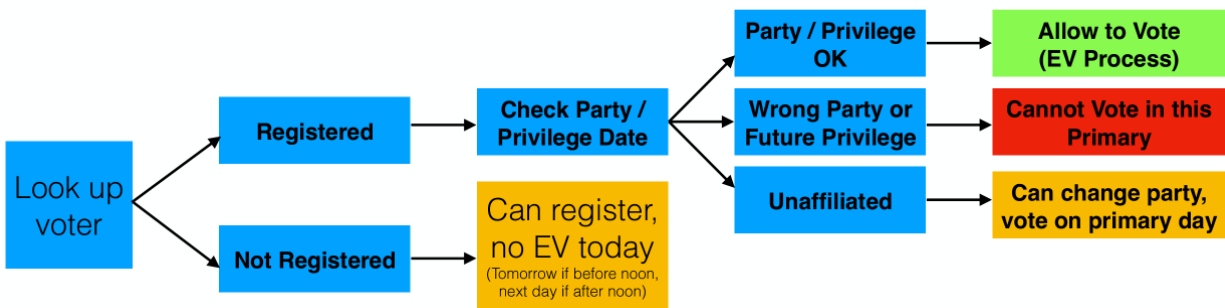
If the voter is listed as inactive in CVRS then they should be directed to fill out a voter registration application and allowed to vote. A log of voters activated in this way should be kept. In a general election voters not listed in CVRS as either active or inactive should be directed to SDR. In a primary the voter should be directed to the Registrars to register to vote. If they register by 12:00PM they can vote the following EV day or on primary day. An unaffiliated voter cannot enroll in a party and vote EV after the start of the early voting period. However, they may change their affiliation and vote by absentee ballot (see [Early In-Person Voting Handbook](#)).

Below are process flows for eligibility determination taken from the [EV Moderator Module](#).

FOR GENERAL ELECTIONS



FOR PRIMARY ELECTIONS



Note: Some issues to consider with the label makers:

- Each checker who uses CVRS should have an individual sign o. Since the printer setting in CVRS is tied to individual logins, you can experience issues if multiple people are logged into CVRS under the same id.
- When removing labels, make sure to pull down on the label, otherwise the label maker is prone to jamming. It is recommended that people using the label makers practice unjamming the device before the EV starts. It is relatively simple to take the front of the device off to get access to the jam.

2. Ballot Issuance

In multi-district towns it is important to make sure that voters receive the ballot for the proper district. Since it is likely ballot clerks will be handling multiple districts, they must be carefully trained. We would recommend the following steps:

1. The ballot clerk should identify the district from the voter's envelope. If labels are being used this information will be printed on the label. If labels are not being used, then it is recommended that the checkers write the district on the envelope at check-in.
2. The ballot clerk should verbally confirm the district with the voters.
3. The ballot clerk should then identify the correct ballot and double check the district.
4. Before handing the ballot to the voter, the ballot clerk should provide instructions on how to put the completed ballot in the envelope and seal it. It is important to stress the need to sign and date the envelope, since not signing the envelope will invalidate the ballot.

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5. If the voter returns and asks for another ballot, the ballot clerk should collect the current ballot, spoil it, and put it in a folder for spoiled ballots before issuing a new ballot.

3. Voting Process

The voter will then proceed to the privacy booth to fill out the ballot. Normal rules with respect to voter assistance apply to EV. It is important that requests for assistance come directly from the voter. It is good practice to post the instructions for completing the EV envelope in the voting booths along with the date. Any instructions should be in large font.

4. Check-out

At the checkout station the following steps should be followed.

1. The EV official at checkout should review the envelope to make sure the voter signed and dated it.
2. The voter should be checked out in CVRS either manually or by using a scanner on the UPC code on the envelope. Voters must be checked out before exiting. (Batch check out at the end of the day is not allowed.)
3. After being checked out, the voter should be directed to place their envelope in the appropriate secure ballot bin. The EV law and SOTS does not specify the exact nature of the appropriate bin so Registrars have some discretion.
4. After depositing their envelope, the voter should exit the polling place.

Notes:

- *When using the scanner, the checkout EV official should make sure that the cursor is in the appropriate box and that CVRS has not timed out. If the worker has any doubt about whether the envelope was recorded, should re-scan it. If it was already recorded an error message will appear.*
- *When using a scanner, it is possible for envelopes not to get recorded (see previous bullet). It is recommended that the polling place moderator runs regular reports during the day of ballots issued but not received to detect any problems. At the close of the polls any such ballot should be found among the returned ballots and properly checked out.*
- *If any issued ballots are missing at the end of the day, the individual should be contacted if possible. Should they show up subsequently to vote, contact SOTS for guidance.*

5. Same Day Registration (SDR) Process During EV see CGS 9-19(j)

During elections SDR is available. The process for SDR is substantially the same as for the former Election Day Registration with a couple of differences. SDR is covered more fully in chapter 13, but we will include a brief overview here. It is key to maintain complete logs of people using SDR, which will make reconciling the numbers much easier. Following is the process for completing SDR during EV.

1. Log in the voter on the SDR ballot log sheet (see Early In-Person Voting Handbook for a sample form)
2. It is recommended to check the voter's ID and residence information before proceeding, to minimize any voter inconvenience.
3. If the ID is adequate, have the voter fill out a registration application and an SDR envelope that is clearly distinguishable from the EV envelope.
4. Once the registration application is completed, the person should be entered into CVRS. It is important to make sure that the voter's record from any prior town is pulled over to your town to ensure they have not voted already in that town.
5. Once the voter has been activated in CVRS a SDR ballot can be issued on the system. The SDR official(s) should make sure that the appropriate box for SDR has been checked in CVRS.

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6. The voter should be given an SDR ballot (for the correct district) and provided with instructions for completing it. When the voter has completed the ballot and sealed it in the envelope, they should return it to the SDR official who checks for a signature and has voter deposit it in the appropriate box. The SDR official should note the completion on the SDR log.

Notes:

- *During the EV period it is not necessary to call a voter's previous CT residence to determine if they have voted, since that information can be determined from CVRS. However, it is important to make a complete search of CVRS to determine if any voting record exists. Do not just rely on the voter's representation. Beware of potential name changes particularly for newly married individuals.*
- *It is important to print a new Official Voter List for election day, otherwise voters who have done SDR in other towns will still be on the Official Voter List which you use on election day. The Official Voter List you print the day before the election will be prepopulated with an **E** for EV and an **S** for SDR.*

D. Closing the Polls

At the close of EV each day, complete processing all voters in line at closing and then proceed to the following steps.

1. In CVRS check to make sure all issued ballots have been received. See the Early Voting User Manual for instructions on running these reports. Any ballots listed as issue but not checked out should be identified from the ballot box and checked out in CVRS. If the count of ballots is off then the problem needs to be found.
2. For each district, a report of all ballots received should be run. You will need three copies of the report for each district and three copies for SDR ballots. The ballots in the ballot box should be counted. This process can be conducted by the moderator and the check-out official. The Registrars may want to be present for this process.
 - a. If the results of the ballot box reconcile with the reports, then the ballots and a copy of the report are to be sealed in a tamper proof envelope/container. Another copy of the report should be affixed to the outside of the envelope/container. The third copy is kept by the Registrars.
 - b. If the counts do not reconcile, then the source of the discrepancy should be identified,
3. The ballot clerk should count all the remaining ballots and the spoiled ballots. These numbers should be entered into the ballot clerk's report and signed off by the ballot clerk, A sample ballot clerk's report is at the end of this chapter.
4. The checker(s) should count the voters checked off during the day. These numbers should be entered into the checkers report and signed off by the checker(s). A sample checker report is included at the end of this chapter.
5. The moderator should fill out the daily moderators' return using the numbers developed in the preceding steps. Any discrepancies should be reconciled if possible. A sample daily moderator's return is included at the end of this chapter.
6. All the above steps should include SDR ballots which need to be accounted for separately from regular EV ballots.

Once the above steps have been completed, at least two election officials from different parties transport the completed and secured EV ballots, to the Town Clerk or to the secure storage in the Registrar's office (if a waiver has been granted). Generally, it is easiest to apply for a waiver if the Registrars have the appropriate fireproof and tamperproof storage. Also, transport unused ballots, and Official Voter List to a secure location to be locked up for the night.

Note: *It is recommended that Registrars send out acceptance notices to people registered during SDR and change notices to people whose voting status was changed from inactive to active, daily. This will ensure a prompt identification of any voters whose letters are returned by the Post Office.*

Section 4 – Ballot Counting

Under [CGS 9-163bb](#) and the [Early Voting Handbook](#) (p19 counting procedures) the counting of EV ballots should proceed in a fashion similar to the counting of Absentee Ballots. EV Ballots and SDR ballots should be delivered by the Town Clerk to the Registrars between 6am and 10am on the day of the election or primary. If the Registrars are storing the ballots under a waiver (see the prior section) then the Town Clerk should be present when the ballots are taken to the counting location (individual polling locations or central counting). A separate certification from the Absentee Ballot certification should be signed by the Registrars and the Town Clerk.

After delivery to the counting locations each packet of ballots should be opened and counted by two people of different parties and matched to the reports with the ballots. A consolidated report with each day's count and grand total can be helpful for the absentee ballot officials. After completing the count each envelope should be examined for a signature like the process in Absentee Ballot counting. Any envelopes without signatures should be rejected, the only reason for the counters to reject an EV ballot is the lack of a signature on the envelope.

Once a count has been established the envelopes can be opened and the ballots removed by a team of 2 officials from opposite parties. After the ballots have been removed, they should be mixed up. At this point, the Absentee Ballot procedures should be followed.

Notes:

- *EV Ballots including SDR should be kept separate from Absentee ballots. After counting, the EV and SDR ballots should be sealed in separate depository envelopes with copies of the Tally Sheets. These ballots should be retained according to State Library [schedule M-6](#).*
- *EV and SDR envelopes need to be retained for the same period as the ballots (see [Early Voting Handbook](#)).*
- *For purposes of staffing, EV counting will be a little faster than Absentee Ballot counting since only one envelope needs to be opened. Staff using your experience with Absentee Ballots.*

Section 5 – Resources

[CGS 9-163](#) – Primary Early Voting Statute

[Public Act 23-5](#) – Early Voting Act

[Public Act 23-204](#) – Amendments to Early Voting Act (see 176 – 179)

[Same Day Registration Handbook](#) – From the Secretary of State

[Early Voting Handbook \(July 2024\)](#) – From the Secretary of State

[Early Voting User Manual](#) – Instruction for use of CVRS and EV

Office of Legislative Research Summary – OLR summary of Public Act 23-5 (need link)

[EV Moderator Module](#) – Moderator Training on EV

[UCONN Registrar Certification](#) – Material on EV



CHAPTER 13

SAME DAY REGISTRATION (SDR) § 9-19j PA 23-5

Same Day Registration (SDR) replaces Election Day Registration (EDR). It allows eligible people to register to vote and cast a ballot during Early Voting (EV) at General Elections and on Election Day. This eliminates the use of presidential ballots by current state residents since they may instead vote under SDR provisions. SDR applies only to general Election Days (November and May) but not to primaries, special elections, or referenda. (*Note: Refer to SOTS SDR Manual*)

Location Registrars designate a location for completing and processing SDR applications. SDR and EV location can be one and the same. SDR on Election Day can be in another location but cannot be within a polling place. SDR can be in the same building, as a polling place but must have, physical separation from the polling place and have access to (CVRS) (§ 9-19j(c)(1)) Adequate parking is required.

75 feet restrictions: Electioneering, campaigning, advertising, or loitering within 75 feet of the SDR location is prohibited (§ 9-19j). However, members of the public are not prohibited from entering the building to conduct town business. (§ 9-19j(c)(1))

IVS ballot marking system is required

Staffing / SDR Officials Registrars may appoint one or more election officials to serve at the SDR location. Registrars must train and supervise SDR officials. (§ 9-19j(c)(2)) Typically for SDR Assistant Registrars are trained officials in using CVRS and admitting requirements SOTS guidelines recommend assigning a minimum of one SDR official for every 100 applicants expected.

Registrars should provide access to an official voter list—Active and Inactive—for those who may already be registered voters in their community. These voters must be referred to their proper polling places to cast their ballots.

Eligibility and Identification Requirements

Any person applying to register on Election Day must appear in person at the SDR location, meet the general requirements for voting in Connecticut, complete a voter registration application (online is optional), and declare under oath that they have not previously voted in the election (§ 9-19j).

Applicants must also provide proof of both identity and bona fide residence in the town in which they wish to register. A current and valid Connecticut DMV License showing applicant's bona fide address in your town satisfies both requirements. § 9-19j(d)

1. Identification required by § 9-20—birth certificate, DMV license, Social Security card, testimony of another elector (*form?*), or proof satisfactory to Registrar of Voters. Students may provide a photo ID issued by the college or university, in lieu of the IDs mentioned in § 9-20.
2. Proof of bona fide residence, if the form of identification under § 9-20 does not include proof of residential address, may include—but is not limited to:
 - a DMV learner's permit,
 - lease, paycheck, library card with address
 - a utility bill that has the applicant's name and current address and that has a due date that is not later than thirty days after the election or,
 - students enrolled at an institution of higher education may present a registration statement or fee statement from the institution that has the applicant's name and current address.

A SDR applicant is eligible to register and vote if they are NEW to your town and/or city. An SDR applicant cannot be an Active or Inactive voter in you Town and/or City. Those registered in your community and listed as active or inactive are directed to their polling location to vote. If inactive, they are restored at the polling location. The applicant's status is found on the statewide database. § 9-19j(e)(2)

Admitting Procedures

- (1) Search the statewide database for the potential applicant. Generally, searching using first name and date of birth is effective method. Having determined the applicant is not already an elector, and the applicant has met all the eligibility requirement, the Registrars shall immediately admit the applicant as an elector and the privileges of an elector shall attach immediately.
- (2) If the Registrars of Voters determine that applicant is an elector in another municipality and applicant wants to change his/her registration location
- a. The SDR officials shall “select” the voter from the previous town and, if the voter is Active or Inactive in the previous town, immediately notify the Registrars in the previous municipality of the elector’s intent to register in a new municipality. If the voter is “Off” in the previous town, no notification to the previous town is required.
 - b. Registrars in the previous municipality shall notify their polling place officials to remove the elector from the official voter list or from the Inactive list, by crossing off the voter’s name and writing “OFF” next to it. **Note:** *Polling place officials should take extra care to avoid removing the wrong voter from their polling place list.* If there is no response that the applicant already voted in the previous municipality, the Registrar of Voters of the municipality in which the applicant seeks to register shall admit the applicant as an elector and provide a SDR ballot and envelope. This SDR ballot is held separately until the end of the EV day or until 8 p.m. on Election Day and then processed in the same manner as other SDR ballots.
- (3) If the polling place officials from the previous town report that an SDR applicant has already voted in the previous municipality, the Registrars of the previous municipality shall immediately notify the Registrars of the municipality in which the elector now seeks to register.
- a. Such elector shall not receive an SDR ballot from the Registrars of the municipality in which such elector now seeks to register. If the elector has already received a ballot, this ballot must be held, uncounted, until a resolution to the matter has been made.
 - b. For any such elector, the registration process shall cease in the municipality in which such elector now seeks to register:
 - i. The Registrars in the municipality in which such elector now seeks to register shall review the circumstances of the report.
 - ii. If, after completion of such a review, a resolution of the matter cannot be made, the Registrars shall report the matter to the State Elections Enforcement Commission for an investigation.

The process of checking with an elector’s prior town and/or city is a requirement for SDR on Election Day only and is not required during EV. If a person already voted in another town, that would be evident when the voter’s record is pulled in the process of registering them in the new town.

The Registrars of Voters shall provide the elector with an SDR ballot and SDR envelope and shall make a record of such issuance. The elector shall complete an affirmation imprinted upon the back of the SDR envelope and shall declare under oath that the elector has not previously voted in the election. § 9-19j(f)

Voting Procedures

The elector shall complete the affirmation imprinted upon the back of the SDR security envelope and shall mark the ballot in the presence of the SDR officials. § 9-19j(g) This means the voter cannot take the ballot outside the SDR location. Once the elector completes the ballot and encases in the envelope, the ballot is placed in a receptacle within the SDR location.

The elector shall place the ballot in the ballot envelope provided and deposit the envelope in a secured depository receptacle. (see procedures for SDR Early Voting (EV)) At the time designated by the Registrars and noticed to election officials, SDR officials shall transport the ballots on Election Day in a receptacle to the area where absentee ballots are counted. The provisions of the general statutes and regulations concerning procedures relating to the custody, control, and counting of absentee ballots shall apply as nearly as possible, to the custody, control and counting of Same Day registration ballots under this section. § 9-19j(h)

Note: SDR ballots and vote tallies—by district-- must be separated from absentee ballots and EV ballots.

Electors may receive voting assistance at SDR locations as allowed in the polling place. (§ 9-264 amended by PA21-3§ 110)

Registrars shall seal a copy of the votes cast for SDR ballots in a depository envelope and store the SDR depository envelope with the other election night results materials. (see procedures during EV)

Closing SDR on Election Night

The SDR process ends after last person in line at 8 pm has completed the process. (§ 9-174 (b) amended by PA20-3 Sec 9)

Secure Storage, Reporting and Follow-Up

The SDR depository envelope and SDR ballots shall be preserved by the Registrars for the period of time required to preserve counted ballots for similar elections.

A section of the Head Moderator’s Return shall show the number of SDR ballots received from electors.

After the acceptance of a Same Day registration, the Registrars shall immediately mail a Notice of Acceptance generated by CVRS.

- a. As with all new confirmation notices of new voter registration, such confirmation of acceptance shall be sent by first class mail with instructions on the envelope that it be returned if not deliverable at the address shown on the envelope **“Return Service Requested”**. ~~“Postmaster: Please return if not deliverable at the address shown.”~~ (§ 9-19j



(i)

- b. If an acceptance letter is returned undelivered, the Registrars shall immediately mail a Confirmation of Voting Residence letter.
- c. If the address cannot be verified, the Registrars shall place the voter’s name on the Inactive List.

Suggestions and Best Practices

1. If a voter is already “OFF” in the previous municipality, “select” that voter’s record from the previous town and process the applicant’s SDR registration. No phone call is required on Election Day.
2. In order for a separate tally/return to be generated and sealed with the SDR ballots, Registrars may consider the following options for ordering ballots, some of which will require additional memory stick programming.
 - A municipality may order totally unique SDR ballots to be counted by the optical scanning tabulator, either centrally or at each polling place with the absentee ballots.
 - A municipality may use regular ballots as SDR ballots to be counted at a central location, as long as these ballots are coded to report the districts on the tabulator tapes.
 - A municipality may use regular absentee ballots and count them on a separate tabulator.
 - A municipality may use regular polling place ballots for SDR and count them by hand. The hand tally should be stored with the SDR ballots.
3. “Best Efforts” to communicate with previous town—If phone lines to a previous town are busy, SDR officials should attempt two phone calls within 10 minutes. Track these calls in the SDR Ballot Log Worksheet. Hold the SDR ballot until 8 pm and proceed to deliver the ballot with other SDR ballots for counting. No voter should be made to wait more than 10 minutes for a return phone call from a previous voting municipality

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4. There is no requirement for a previous town to return a phone call if the SDR applicant has not voted in their previous town. If there is no return call from a previous town by 8 pm, deliver the SDR ballot for counting.
5. Remember to include columns in your Central Count Absentee Moderator's Return—or polling place Moderator's Return—for recording the number of SDR ballots by district.

**CHAPTER 14**
PRIMARIES

A **primary** is a meeting of the enrolled members of a political party held during consecutive hours at which such members or electors may, without assembling at the same hour, vote by secret ballot for candidates for nomination to office or for town committee members. (§ 9-372(11))

Primary Eligibility**Current Elector**

If a voter currently affiliated with a party wants to switch parties to participate in the primary, it must be done 3 months in advance of the primary.

Unaffiliated Voter

- May affiliate with a party to vote in a primary either during the EV Period or Primary Day.
- To participate in the primary during the EV period, an Unaffiliated voter must register by Noon the day before the start of the EV period.
- To participate in the Primary-on-Primary Day, an Unaffiliated voter must register in person by Noon on the day before the Primary.

New Voter

- For EV, a new voter must register in person by noon the business day before the day they want to vote early.
- To vote on Primary Day must register in person by Noon, the day before Primary Day.

17-Year-Old Turning 18 On or Before the General Election

A young adult turning 18 on or before the General Election may participate in primary elections if they choose to register with a party and that party is holding the Primary. (§ 9-12).

Notice of primary; state and district office. (a) After the deadline set forth in § 9-400 for filing candidacies, and upon the completion of the tabulation of petition signatures, if any, if one or more candidacies for nomination by a political party to a state or district office have been filed in accordance with the provisions of § 9-400, the Secretary of the State shall notify the clerk of each town within the state or within the district, as the case may be, that a primary is to be held by such party for the nomination of such party to such office. Such notice shall include a list of all the proposed candidates, those endorsed by the convention as well as those filing candidacies, together with their addresses and the titles of the office for *which* they are candidates and, if applicable, a statement that unaffiliated electors may vote in the primary. The clerk of each such town shall thereupon cause such notice to be published forthwith in a newspaper having a general circulation in such town, or towns in the case of a joint publication under subsection (b) of this section, together with a statement of the date upon which the primary is to be held, the hours during which the polls shall be open and the location of the polls. § 9-433

(b) Notwithstanding the provisions of any charter or home rule ordinance, the warning under subsection (a) of this section may be published jointly by two or more towns in a newspaper, provided all other requirements of this section with respect to such warning are met.

Presidential Preference Primary

(even numbered years – once every four years)

State, District & Municipal Primary

(even numbered years – Gubernatorial and Presidential Election years)

Town Committee Primary

(even numbered years – Gubernatorial and Presidential Election years)

Municipal Primary
(odd numbered years)

Primary Procedures generally mirror those of general elections unless specific provisions in state statutes dictate otherwise. § 9-381a

Possible # of Primaries in a Year

- **Presidential Election Year**: there may be as many as three (3) primaries; a Town Committee Primary, Presidential Preference Primary, and a State, District & Municipal Office Primary
- **Gubernatorial Election Year** there may be as many as two (2) primaries, a Town Committee Primary, and a State, District and Municipal Office Primary
- **Municipal Election Year** (odd numbered years) there may be only one (1) primary, a Municipal Office Primary.

Primary Dates

- Town Committee Primary (even numbered years): First Tuesday in March. (§ 9-425)
- State, District or Municipal Office (to be voted upon at State Election): Second Tuesday in August (§ 9-423(a))
- Municipal Primary (odd numbered years) Fifty-sixth Day preceding the day of the election (§ 9-423(b))
- Presidential Preference Primary First Tuesday in April in which the President of the U.S. is to be elected (§ 9-464)
- New primary upon appeal (§ 9-329a)

Postponement of Primary Day

(1) If the day fixed for any primary falls on a Sunday or legal holiday or on the day on which the tenets of a religion forbid secular activity, the primary shall be held on the next succeeding day other than a Sunday, legal holiday, or such religious holiday.

(2) If the day fixed for any primary falls on the Tuesday immediately following Labor Day, the primary shall be held on the next succeeding Tuesday. (§ 9-376(a) [1 &2])

A primary is not held when any of these statutes apply (§§ 9-386, 9-416, 9-416a, 9-417, 9-418, 9-419, 9-421, 9-422)

Early Voting Period

Variation of EV Period by Primary Type

The Early Voting (EV) period varies depending on the type of primary being held. Please see chapter 12 on Early Voting.

Voting Procedures and Regulation on Primary Day

Hours of Voting on Primary Day

Voting hours are regulated by § 9-174 for elections and § 9-438 for primaries, ensuring that voters can participate in the democratic process from 6 a.m. to 8 p.m.

Calculation of Period of Time

The calculation of time periods for specific actions, as outlined in § 9-1, includes Saturdays, Sundays, and holidays. However, if the last day of the given period falls on a Saturday, Sunday or holiday, that day is excluded, and the period extends to the following day. (§ 9-2)

Write In Ballots – Not Permitted at Primary

According to § 9-377, write-in ballots are not permitted at a primary. Votes may only be cast and counted for candidates who are duly qualified and whose names appear on the official ballot on primary day. There should not be a write-in row on the ballot.

Absentee Voting Procedures

Absentee voting procedures at elections, as specified in § 9-133f, are also applicable to primaries. This allows eligible voters who cannot be physically present to participate in primaries, ensuring a broad inclusion in the electoral process.

Absentee Ballot Submission Deadline for Primaries

To be counted in a primary, absentee ballot must be received by the clerk according to the following guidelines:

1. If mailed or returned in person by a member of the applicant's immediate family or by a qualified designee of an ill or physically disabled applicant, the absentee ballot must be received by the clerk by the close of polls on Primary Day
2. The absentee ballot must be received by the clerk no later than the day before the primary. (§ 9-140b)

Issuance of Absentee Ballots on Primary Day

No absentee ballot may be issued on the day of a primary, except in the following cases:

- Unforeseen illness, hospitalization or physical disability; or
- Presidential ballots; or
- Overseas ballots,

as provided in (§§ 9-150c and 9-158a to 9-158m, inclusive. (§ 9-140 [h]))

Delivery and Counting of Absentee Ballots on Primary Day

- Between 10 a.m. and 12 noon on Primary Day, Registrars shall receive from the clerk all absentee ballots that were received by clerk before 11 a.m. on the last weekday before the primary.
- Absentee ballots received by clerk after 11 a.m. on the last weekday before the primary and before 6 p.m. on Primary Day shall be delivered to the Registrars by 6 p.m., upon request of the registrars. However, some ballots may be retained by the clerk until the close of the polls to ensure ballot secrecy, if desired.
- All absentee ballots received by the clerk after 6 p.m. on Primary Day, but before the close of polls. (§ 9-140c)
- Absentee ballots may be counted once during Primary Day (§ 9-140c)

Central Counting of Absentee Ballots

In municipalities that conduct central counting of absentee ballots, the following procedures apply:

- At the close of the polls, the Registrars or assistant Registrars shall deliver the official checklists to the moderator of central location for checking. When counting of absentee ballots is complete, moderator delivers each checklist and other information to the head moderator. (§ 9-140c(i)(3)(A) & 9-140c(i)(5)(A))

Counting Absentee Ballots – Refer to the procedures manual for counting absentee ballots. (§§ 9-140c and 9-150a)

Early Voting Ballots

- Once a voter completes the EV process and places their EV envelope containing the ballot in the Ballot Box, their vote is considered cast.
- Completed EV ballots will be stored in a secure location by Election Officials, in accordance with the municipal EV plan filed with the Secretary of State Office. (9-163aa (B4(2-f)))
- On Primary Day, EV ballots will transported to the absentee ballot counting location for processing between 6 a.m. and 10 a.m. Chapter 145a. (§§ 9-163aa, 9-163bb, 9-163cc)

Counting EV Ballots – Refer to the Early Voting procedures manual for counting ballots.

MUNICIPAL PRIMARY PREPARATIONS

(odd numbered years)

Primary –fifty-sixth day preceding the day of the election (§ 9-423(b))

3 Months Before ALL Primaries

Party Transfer Deadline - Last day that an enrolled elector may transfer from one party to another to be eligible to vote in a primary of the new party. Any elector whose name has been transferred from one enrollment list to another or who has applied for erasure or transfer of his name from an enrollment list shall not be entitled to vote in a primary of any

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party or be entitled to the privileges accompanying enrollment in any party for a period of three months from the date of filing of his application for transfer or for erasure. (§ 9-59)

POLLING PLACES

90 Days Before Primary

Boundary changes of voting districts made within the period of **90 days** prior to the primary shall not apply with respect to such primary. (§ 9-169)

Designation of polling places in adjacent voting districts. 90 Days before Primary is the last day for Registrars, when necessary, to designate to the municipal clerk a polling place in an adjacent voting district for primary. Within 10 days after such filing, municipal clerk is to publish notice. (§ 9-168b)

Places of Voting shall be the same as those used for the election to be held. (§ 9-438 primaries)

POLLING PLACE

60 Days Before Primary

Waiver of Accessibility of Polling Place - An application for waiver shall be filed with the SOTS at least 60 days prior to the date on which the primary or election will be held. (Sec. § 9-168d)

EARLY VOTING

60 Days for all primaries except Presidential Preference

EV Location – 60 days before the primary the location for EV must be certified except for the Presidential Preference Primary (PPP). The location for the PPP must be certified 20 days before the election. The location must be finalized 31 days (11 for PPP) before the primary. (HB 5498)

BALLOT CERTIFICATION

(38 to 35 Days Before Primary) 30 Days Before Commencement of Early Voting

Waiver from Ballot Order Certification Requirements Deadline – ROV and clerks may jointly, for good cause, apply to the SOTS for a waiver from ballot certification requirements. (§ 9-255a(c))

ROV OFFICE HOURS

34 Days Before Municipal Primary & 63 Days Before State Primary

Mandatory Office Hours from 1 to 4 pm to accept petitions for Municipal Office. (§§ 9-405 & 9-406)

NOTICE OF PRIMARY

Registrar Notifies municipal clerk that a primary is to be held if a valid petition for municipal office has been filed, and after checking the petition and information concerning candidates, primary date, hours, and location of polls. The municipal clerk publishes the Registrar's notice and files one copy with Secretary of the State not later than 3 business days after receipt of such notice from the Registrars, and records said notice. If central counting designated by the Registrars, the notice of primary shall include such central location. (§§ 9-147a and 9-435)

BLANK ABSENTEE BALLOTS

34 Days Before Primary

Blank Absentee Ballots to Electors ... from Clerk- Beginning as soon as possible after a complete list of candidates is available, blank ballots, together with a complete list of candidates, should be sent to electors residing (or expecting to be traveling) outside the U.S. and to servicemen, spouses and dependents whether living within or outside the U.S. who have applied for an absentee ballot and are eligible to vote in the primary. (§ 9-153f)

Registrars may direct the clerk to mail such overseas ballot set to an eligible U.S. citizen, and the Town Clerk may also so act on his own motion, but such ballot shall not be counted unless a prescribed application is received by the Town Clerk prior to primary day. (§ 9-153d)

BALLOTS

34 Days Before Primary

Ballot Review –Town Clerk is required to allow the ROV to comment on the ballot content and form prior to printing such ballots. (§§ 9-135b(a))

BALLOT PRINTING

34 Days Before Primary

Ballot Printing - Immediately after all the challenge candidates for municipal offices are known from the ROV, and candidates for all the state and district offices are known from the SOTS, the clerk must make arrangements to have the absentee ballots for the primary printed. (§ 9-135b(a))

SUPERVISED BALLOTING

34 to 7 Days Before Primary

Supervised Balloting Request Deadline in a nursing home or rest home, etc., with fewer than 20 electors. A written designation must be made by this date, by either the Registrar of Voters or the administrator of the institution, for the primary. This deadline does not apply to a nursing home, rest home, etc., with 20 or more electors because supervised voting is mandated at such institutions. (§ 9-159q & r)

POLLING PLACE

31 Days Before Primary

Polling Place Location for Primary – Last day to determine polling places for primary. Polling places may be changed within thirty-one-day period **only** if municipal clerk and Registrar of Voters unanimously find that polling place has been rendered unusable. If polling place is found unusable, another polling place must be designated immediately, and adequate notice of such change published. (§§ 9-168 & 9-169)

CERTIFICATION OF POLLING PLACE & MODERATOR

31 Days Before Primary

Certification of Location of Polling Place – 31 days before each primary, the ROV must certify in writing to the SOTS the polling places that the municipality will use. The certification must provide *the name*, address, relevant contact information, and corresponding districts associated with each polling place. See sample certification below: (§ 9-228a)

Moderator Information Report to SOTS Deadline – Registrars are required to provide a written report to the SOTS before each primary with the name and address of the moderator for each polling location disclosed under the polling place certification. See sample certification below: (§ 9-228a(b))

30 to 19 Days Before Primary

PUBLIC EDUCATION (Optional)

Optional Press Release

Register to Vote

[Your town's name] Reminds Eligible 17-Year-Olds: Pre-Register Now to Vote in the Upcoming Primary and General Election

The Town of [Your town's name] would like to remind residents that any United States citizen 17 years old and ~~who~~ will turn 18 on or before [Date] may pre-register to vote now. Eligible 17-year olds who enroll in a political party will also be eligible to vote at that party's a Primary if one is held on [DATE].

To register to vote or pre-register to vote, residents have several convenient options:

- Online: Visit voterregistration.ct.gov
- In Person: Go to the office of the Town Clerk or Registrars of Voters during office hours ([hours]).
- By Mail: Mail a completed voter registration application to [address].
- Request an application at the Registrar of Voters or Town Clerk's office, or request that one be mailed to you.
- Download: Applications forms are also available on the Secretary of the State's website at

<http://www.sots.ct.gov/sots>

You may drop your voter registration application off at any Connecticut ~~apply for registration in the office of~~ Town Clerk or Registrar of Voters office and request a receipt from them. They will ~~be~~ forwarded ~~to~~ your application to your town of residence for approval.

For more information, please contact the Registrars of Voters ~~office~~ at _____ or the Town Clerk at _____.

Optional Press Release

PRIMARY RELATED DATES TO REMEMBER

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[date], from [_____ a.m. / p.m. to _____ a.m. / p.m.] Voter **Registration and Enrollment Session** at [Town Name] [address].

[date], **Deadline** for Mail-In voter registration - Your completed mail-in registration form must be postmarked or received by the Registrar by [date] to be eligible to vote in the Primary.

[date], **Deadline** for in-person enrolling and registering to vote in primary.

[date], from [_____ a.m. / p.m. to _____ a.m. / p.m.] – Democrat and Republican **Primaries** to be held at [address].

REMINDER: To be eligible to vote in a Primary you must be a [Town Name] registered voter and enrolled in the political party holding the Primary.

Those seeking additional information may call the Registrar's office at _____ or the Town Clerk's office at _____.

[Name], Registrar [Name], Registrar

NOTICE OF SESSION

29 TO 19 Days Before Primary

Notice of 14th Day Before Primary Day Session – Give notice of such session at least once, and of the purpose, day, hours and place thereof, by publication in a newspaper published in or having a circulation in such municipality, not more than fifteen nor less than five days before such session. The session hours must be at least two consecutive hours, (between 5 p.m. and 9 p.m. for towns with population over 25,000) and (between 12 noon and 9 p.m. for all other towns) (§§ 9-16, 9-37 & 9-53) Does not have to be a legal notice.

Sample notice:

(Your town name) Registrars of Voters will be holding a session for the purpose of enrollment and/or registration of electors entitled to vote in the primary and to hear requests for adding names to the registry list by persons removed. The session will be held *(date and time)* at *(location name and address)*

BALLOTS

28 Days Before Primary (21 Days Before Early Voting begins

CERTIFICATION OF BALLOTS ORDERED

Certification deadline is 21 days before the EV period begins. This is a joint activity with the Municipal Town Clerk. (§ 9-228a)

PRIMARY OFFICIALS

Primary election officials are generally appointed from among enrolled party members. However, statute provides exceptions: If no enrolled party member is available or willing, the registrar may appoint any elector to serve.

Before 21 Days Before Primary

Notification -The Registrar shall notify all candidates and contestants of their right to submit a list of primary official designees under § 9-436(d).

?? 28 or 21 Days Before Primary

Deadline for party-endorsed candidates and contestants to submit in writing to the Registrar names of desired primary official designees and alternate designees. List shall be submitted not later than twenty-one days before the primary and, if such lists are not so presented, all such appointments shall be made by the registrar. (§ 9-436(d)) Conflicting information: (9-436(d) says 21 days before primary and 9-229 says 20 days before early voting for EV officials (or 25 or 28 days before a primary)

SENT TO SOTS requesting clarity: If I'm understanding the statutes correctly Registrars are required to appoint moderators and alternate Moderators 28 days before a primary (which is 20 days before EV begins). Then up to 21 days before the primary candidates may submit a list of their desired Moderators and other election officials to the Registrars. This is a week after the appointment of moderators has already been done. Please help me understand this better so I can explain it clearly in the manual.

RESPONSE BY Bernie Liu: “I would say that 9-229(a) applies to the moderators and pollworkers you are using during EV. 9-436(d) looks like it applies just to primary day. It is not abundantly clear in statute, but I would suggest you

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propose a change in ROVAC's next legislative package. Until then try to work within the framework here.”

28 days before a primary (same as 20 days before early voting) Registrars are to appoint moderators.

28 Days Before Primary (25 for PP) - Per § 9-229(a) “Moderators and alternate moderators for EV shall be appointed at least **twenty days before the commencement of the period of early voting** at such primary. (20 + 8 = 28)

21 Days Before Primary - Per § 9-436(d) “Names of designees and alternate designees for such (all election officials including moderator) positions shall be submitted in writing by party-endorsed candidates and contestants to the registrar not later than **twenty-one days before the primary.**”

Sample Notice to Candidates:

Dear Candidate,

Please be advised of your right to submit in writing, to the Registrars of Voters, a list of desired polling place officials and certified moderator designees no later than ~~24~~ 29 days before the primary.

All of the designees must be electors of the town.

A response to this notice is not required. A notice of your rights is a statute requirement. The Registrars have reliable lists of certified moderators and trained election officials for use in the selection.

ELECTION OFFICIALS**28 Days Before Primary (21 Days Before the start of Early Voting period)**

Deadline – Last day for candidate to submit to Registrar a list of desired official poll workers, certified moderators and alternate designees, in writing by party-endorsed candidates and contestants not later than 21 days before the primary. If such lists are not so presented, all such appointments shall be made by the Registrar. (§ 9-229) “Moderators and alternate moderators shall be appointed **at least twenty days** before the commencement of the period of **early voting** at such election or primary. (§ 9-229)

BALLOT CERTIFICATION**28 Days Before Primary (21 Days Before the start of Early Voting period)**

Ballot Certification 21 Days Before municipal, state, federal Primaries –No later than 21 days before a primary, the ROV & clerk shall jointly certify to the SOTS the number of ballots they ordered for each polling place. The SOTS will provide a form for the certification and the form will include questions on historical turnout for each polling place over the past four elections of a similar nature and will ensure that the Registrars and clerks have also considered other relevant factors unique to each polling place that may increase voter turnout. (If the ROV and the clerk do not jointly submit this certification, they shall order one ballot for each registered voter.) (§ 9-255a)

CENTRAL COUNTING**21 Days Before Primary**

Central Absentee Ballot Counting Location – All absentee ballots may be counted at a central location designated by the Registrars. If absentee ballots are to be counted in a central location Registrars are to notify the municipal clerk at least 21 days before the primary. Such location shall be published by the clerk in the notice for the primary. (§ 9-147a(b))

ABSENTEE BALLOTS**21 Days Before Primary**

Absentee Ballots Available from Clerk by 21 Days Before Primary - Registrar may direct clerk to mail ballot forms to qualified electors. Beginning the 21st day before the primary, absentee ballots are to be provided by municipal clerk upon properly made application. Registrar of Voters may direct municipal clerk to send absentee ballot forms to any elector or applicant for admission as an elector who (1) is living outside the United States, or, (2) is a member of the armed forces or the spouse or dependent of a member of the armed forces living where the member is stationed. (§§ 9-133f, & 9-153d)

VOTING MACHINES**21 to 11 Days Before Primary**

Voting Equipment Testing -The Registrars shall, before the 10th day before the primary cause test ballots to be inserted in each tabulator to ensure that each tabulator is prepared and read and cause each other voting system approved by the

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Secretary of the State for use in the primary, including, but not limited to, voting devices equipped for individuals with disabilities to be put in order in every way and set and adjust the same so that it shall be ready for use in voting when delivered at the polling place. Such Registrars of Voters shall cause each voting system to be in order and set and adjusted, to be delivered at the polling place, together with all necessary furniture and appliances that go with the same, at the room where the primary is to be held, and to be tested and operable not later. (§§ 9-238, 9-247)

Certification of Tabulators - before the 10th day before the primary

Notice to chairperson of the town committees on date and time of tabulator set up.

REGISTRATION CUT OFF

18th Day Before All Primaries

Deadline for “not in person” registration and/or enrollment for voting in the primary. Mail-in application of a new voter or unaffiliated voter must be received by ROV of the town of residence by this day, except applications postmarked by this day or received by a voter registration agency or the DMV by this day may be received by the ROV until 12 noon the day before primary. (§ 9-23g(c), (d2), § 9-56 & § 9-57)

REGISTRATION SESSION

18th Day Before Primary

Registration session (for towns with population of twenty-five thousand or more persons) to examine the qualifications of electors and admit those found qualified. This session is to be held for any **two hours** between 5 and 9 p.m. (§ 9-17)

Sample Notice

[Town Name] Voter Registration, Corrections & Enrollment Session

The [Town Name] Registrars of Voters will be in session in their office [address], on [Day, Date, from _____ a.m. / p.m. to _____ a.m. / p.m.] for the purpose of making an enrollment list of the electors who are entitled to vote in primaries.

The Registrars will also be in session [Day, Date, from _____ a.m. / p.m. to _____ a.m. / p.m.], for the purpose of accepting voter registration applications, revising and correcting the voter list.

Those seeking additional information may call the Registrar’s office at _____ or the Town Clerk’s office at _____.

[Name], Registrar [Name], Registrar

BALLOTS

17 Days Before Primary (10 Days Before the start of Early Voting)

Filing Ballots with SOTS by ROV- After delivery of ballots from the printer, ROV are to send SOTS a copy of the sample ballots that are to be hung at the polls, a copy of each ballot style is to be sent prior to primary. (*Note: Clerk is responsible for submitting sample absentee ballots with the SOTS at a much earlier date.*) (§ 9-256)

ENROLLMENT SESSION

14th Day Before Primary

Enrollment session to be held by Registrars, for the purpose of making an enrollment of electors entitled to vote in the primary, between the hours of 12 noon and 9 pm for at least two consecutive hours. (§ 9-51).

TABULATORS

15 to 12 Days Before Primary (approx.)

Notice to Candidates and Party Chairs by ROV stating the day and place preparation, test voting and sealing of tabulators for use at the Primary will be done. Such notice shall be given at least one day before the work is done. Inspection by party watchers, party chairperson, candidates and officials is allowed (Sec. § 9-244)

Sample Notice:

Dear Candidates, Town Committee Chairs and Officials,
Please be advised of your right to be present to inspect the preparation, test voting and sealing of the voting equipment per § 9-244. The voting equipment will be set up for the primary on (day, date and time) in the (location), CT.

NOTICE

7 Days Before Primary (approx.)

Send notice to candidates informing them of their right to submit a list of unofficial checker designees to Registrar no later than 48 hours before the Primary. (§ 9-235) **

The provisions of section 9-436a shall apply to each candidate whose name appears on the ballot, except that each such candidate, through such candidate's authorized or known representative, may submit to the Registrar of Voters the name of one designee as unofficial checker for each polling place, and the Registrar of Voters shall appoint such designee as candidate checker for such candidate. 9-476. (Registrars have the discretion to decide whether or not to use them.)

Sample Notice to Candidates:

Dear Candidates & Party Chairpersons,

Please be advised of your right to submit, to the Registrar of Voters, a list of designees to work as unofficial checkers at the (*type in date*) primary. Names of designees and alternate designees must be enrolled members of your party. Submit list in writing no later than 48 hours before primary. (§ 9-436a) (§ 9-436(d))

****Note:** *The SOTS office will notify the Statewide and Congressional District candidates of their rights. ROV are responsible for notifying State Representatives, State Senate and other offices of their rights regarding poll workers. Their addresses are available on the SOTS website (SOTS Information Bulletin-Issue 59, October 20, 2010)*

ABSENTEE BALLOTS**7 to 1 Days Before All Primaries**

Absentee ballot check-off, whether central counting of absentee ballots has been designated or not, beginning as soon after 11 a.m. as the absentee ballots are available from the clerk, the ROV may begin checking the absentee ballots on this day and each weekday before the primary. The ballots shall be checked not later than the last weekday before the primary.

The ROV shall check, without opening the outer envelopes, the names of each absentee voters on the official check list to be used at such primary by indicating "absentee" or "A" preceding such name, and, in the case of central counting, shall also note such designation on a duplicate list. After checking is completed, clerk seals unopened ballots for delivery on primary day between 10 a.m. and 12 noon. (Sec. § 9-140c(b))

SAMPLE BALLOT**48 Hours Before All Primaries**

Sample Ballots Available by ROV and clerk at least 48 hours before primary (§ 9-437)

UNOFFICIAL CHECKERS**48 Hours Before Primary**

Unofficial Checker Designation - Deadline for candidates or their representatives to submit a list of designees for unofficial checkers to the ROV. Such list must be submitted at least 48 hours prior to the opening of the polls. (§§ 9-235, 9-436 a &, 9-476)

SUPERVISED BALLOTING**1 Day Before Primary**

Supervised Absentee Balloting Deadline—Supervision of absentee balloting shall be not later than the last business day before the primary (§§ 9-159q & 9-159r)

REGISTRATION SESSION**1 Day Before Primary 12 noon**

Registrar's Office to be open from 9 am to 12 noon for in person voter registration. Applications from servicemen and persons out of the country may be accepted any time before primary day.

REGISTRATION CUT-OFF**1 Day Before Primary 12 noon**

Deadline for in Person and Cross-town Registrations to be received by ROV of the town of residence for voting in primary. (§ 9-23g(c) & (d))

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Deadline for ROV to receive by DMV or voter registration agency by such date, so that the applicant may be enrolled in time to vote in primary. (§§ 9-23a & 9-23g(c) & (d))

Deadline for accepting applications postmarked by the mail-In cutoff date (§ 9-23g(c))

1 Day Before Primary 5 pm

Cut-Off for servicemen and persons out of the country under (§§ 9-26 & 9-23a) may be received throughout the day (§§ 9-19e, 9-23a, 9-56 & 9-57)

PRIMARY DAY

Voter's Bill of Rights & 2 Sample Ballots to be posted in each polling place (§ 9-236b)

Vote Tally - After Primary, Without Delay - The moderator, or, in a municipality or political subdivision thereof divided into voting districts, the head moderator designated by the Registrar of Voters, shall forthwith cause to be tabulated the result of the vote of the whole municipality or political subdivision as returned by the moderators of the several voting districts; shall publicly declare the same; shall make out a duplicate list of the votes for each candidate in the primary, including therein the total number of names on the official check list in such municipality or subdivision, and the total number checked as having voted (§§ 9-314 & 9-440)

POST PRIMARY

1 Day after Primary

Return of Votes to SOTS by Head Moderator – (1) Fax one copy of the certificate of votes cast for candidates to SOTS by 12 midnights on primary day and then send such return to the SOTS not later than 3 days later or (2) deliver immediately by hand to SOTS not later than 6 p.m. of day after primary or (3) to state police not later the 4 p.m. who shall deliver by had to SOTS before 6 p.m. one copy of duplicate certificate of votes cast for candidates. (§§ 9-314, 9-440, 9-476)

Return of Votes to Clerk - The other copy of the return is filed with the municipal clerk. Names of persons requesting challenged ballots are marked “CB” in red ink before name on the registry list. (§§ 9-314, 9-440 & 9-476)

In municipalities which have central counting of absentee ballots, the head moderator shall add the results from the voting tabulator (in each polling place moderator's returns) to the absentee count recorded on the central counting moderator's return for the corresponding voting district (Sec. § 9-150b[c])

DISCREPANCY - RECOUNT

3 Days after Primary

Recount - Discrepancy - Last day for head moderator to order recount of primary when there is a discrepancy in returns. (§§ 9-310, 9-311)

7 Days after Primary

Recount - Discrepancy - Last day to conduct discrepancy recount. (§§ 9-310, 9-311)

Recount - Close Vote, Automatic Re-canvass – Last day to conduct recount. For provisions relating to automatic recanvass, see Sections (§§ 9-311, 9-370a, and 9-446.

Tie Vote - For provisions etc., see Section (§ 9-446).

14 Days after Primary

Voting tabulators used at primary to remain sealed and in a secure location for 14 days from date of the primary. (§§ 9-328 & 9-477)

Complaint - Last day for elector or candidate to bring complaint contesting ruling of official or count of votes at primary to the **Superior Court**. (Sec. § 9-329a)

6 Months or 180 Days After Municipal Primary - Municipal clerk (or Registrar of Voters if clerk agrees) must preserve package of absentee ballots counted at the primary and certain other forms for 180 days after the primary and then they may be destroyed. (§ 9-140c)



CHAPTER 15

ELECTIONS (Regular)

This section covers the registrar's duties with respect to elections¹.

- Definitions
- Voting Districts, Polling Places and Election Hours
- Required Sessions and Certifications
- Staffing
- Tabulators
- Other Considerations
- Post Election responsibilities.

This section will not cover the actual conduct of election day as this material is covered in the following documents which **registrars should review and be thoroughly familiar with:**

- Moderator's Manual
- Absentee Ballot Counters Manual
- Training Guide for CT Poll Workers (Note this guide has not been updated for the new tabulator equipment)
- ES&S tabulator guides which can be obtained from the ES&S website.

In addition, registrars should review the current Election calendar provided by the Secretary of State. Also, in preparing for elections Registrars should consider the impact of early voting timeframes on election preparation.

The statutes covering elections are spread throughout Title 9 in numerous sections. In addition to the citations in this chapter, a table cross referencing the various sections is included at the end of this chapter.

Definition of Elections

Definitions

§ 9-1 contains many definitions of terms used in this chapter. An election is any electors' meeting at which the electors choose public officials by use of voting tabulators or by hand counted paper ballots, (§§ 9-1(d) & 9-272²). Elections should be distinguished from a *Primary* (§ 9-372 (11)) which is "a meeting of the enrolled members of a political party at which such members or electors may, without assembling at the same hour, vote by secret ballot for candidates for nomination to office or for town committee members" and a *Referendum* (§ 9-1(n)) which is a vote on a "question or proposal". Primaries and Referenda are covered in separate chapters although there is an overlap with Elections.

Types of Elections

1. Regular election is any municipal or state election (§ 9-1 (o))
 - a. Municipal and borough election is the regularly recurring election held in a municipality at which the electors of the municipality choose public officials of such municipality (odd numbered years) (§ 9-1 (h))
 - b. State election is the election held in the state on the first Tuesday after the first Monday in November in the even-numbered years in accordance with the provisions of the Constitution of Connecticut (§ 9-1 (s))
 - i. Elections for Governor, Lieutenant-Governor, Secretary of the State, Treasurer, Comptroller and Judges of Probate occur every four years from 1966 (even numbered years).
 - ii. Election for State Senator and State House of Representatives occur every two years

¹ With the introduction of Early Voting there is considerable overlap between election day activities and Early Voting activities. Registrars should review the Early Voting chapter in conjunction with this chapter.

² § 9-272 details the conditions under which paper ballots may be used instead of an electronic tabulator

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2. Federal election is any general or special election or any primary held solely or in part for the purpose of selecting, nominating or electing any candidate for the office of President (4yr.), Vice President, presidential elector (4 yr.), member of the United States Senate (1/3 every 2 yr.) or member of the United States House of Representatives (2 yr.) (9-158a(1))
 - a. Presidential election is an election at which electors of President and Vice-President are elected every four years, 2012, 2016, 2020, etc. (even numbered years) (9-158a(4))
3. Special election is any election not a regular election (§ 9-1 (r))

Voting Districts, Election Hours and Polling Places

A. Voting districts (§ 9-169)

For offices that are not elected on a statewide basis, districts are established either by the state or the municipal government depending on the type of election. In Connecticut there are the following types of districts:

- Congressional Districts: These districts determine which residents elect representatives to the U.S. House of Representatives. Currently, Connecticut has five congressional districts.
- State Senate Districts: These districts elect representatives to the Connecticut State Senate.
- State House Districts: These districts elect representatives to the Connecticut House of Representatives.
- Municipal Voting Districts: Towns can also be divided into voting districts for local elections, such as for a Legislative Council.

It is common for US Congressional, State House or Senate district lines to run through a town creating multiple districts within the town when combined with the municipal voting districts (split voting district). As a rule of thumb, any group of electors that requires a distinct ballot style represents a unique voting district and requires a separate polling location and resources except as discussed below. The statutory language

The specific legislative requirements are:

1. *Voting district* is any municipality, or any political subdivision thereof, having not more than one polling place in a regular election (§ 9-1 (v))
 - a. The legislative body of any town may divide such municipality into voting districts. (§ 9-169). In a town which elects municipal officers at large the town might not be divided into districts.
 - b. Voting district lines shall not be drawn by a municipality so as to conflict with the lines of congressional districts, senate districts or assembly districts as established by law (§ 9-169).
 - c. Municipalities may use districts that conflict with other districts for municipal elections as long as no State or Federal offices are contested on the same day (§ 9-169d)
2. **A Split Voting District** is a voting district which was divided by statute or a court of law between two or more congressional, senatorial or assembly districts within a town so that a part of such split voting district was allocated to one congressional, senatorial or assembly district and the other part or parts thereof were allocated to another or other congressional, senatorial or assembly districts (§ 9-169a).
 - a. Each split voting district shall be considered as a separate district and shall have its own separate enrollment list, registry list, polling place, and supplies.
 - b. After decennial (recurring every ten years) redistricting municipalities may continue to use the prior municipal districts until such time as they make a change. (§ 9-169a)

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- c. A split district with less than 200 voters may be combined with an adjacent district that elects the same officers at a municipal election ([§ 9-169](#))

B. Election Hours

1. The polls open at 6 a.m. and close at 8:00 p.m.
2. Anyone in line at 8:00 p.m. must be allowed to vote.

C. Place of Holding Elections ([§ 9-168](#))

1. Except as discussed below, every separate voting district should have its own polling place ([§ 9-169a](#)). In establishing polling places, the statutes distinguish between Towns and Cities or Boroughs. ([§ 9-168](#) and [§ 9-169](#)).
 - a. In general, for Towns Polling locations are determined by the registrars, and for Cities and Boroughs the legislative body determines polling places. ([§ 9-168](#))
 - b. For municipalities with a single voting district, the statute says that the “legislative body **may** determine the polling place. ([§ 9-168](#))
 - c. However, there are no statutory rules distinguishing between Towns and Cities and there is no consistency in the use of the terms. ([OLR Report - Difference between a Town and City](#)).
 - d. Practically speaking the registrars should secure Polling locations and work their legislative body as needed or required.
2. Polling places must be determined at least 31 days prior to an election. In general the registrars determine and secure the polling places subject the issues in item 1. ([§ 9-168](#) and [§ 9-169](#))
 - a. If the registrars cannot agree on a polling location for any district, then the legislative body of the town shall make the determination. ([§ 9-169](#))
 - b. Within 31 days of the election, Polling Places can only be changed if the registrars and the Town Clerk agree that a polling place has been rendered unusable, in which case they designate an alternate location. In this case they must give adequate public notice of the new location. ([§ 9-169](#))
 - c. Registrars of Voters must certify polling locations to the Secretary of State 31 days before the election with information about each location and districts including compliance with accessibility requirements (see item 2) ([§ 9-228\(2\)](#)).
 - d. Polling locations will generally remain the same from election to election and voters will become used to specific locations. We recommend that any non-emergency polling place changes be made with enough lead time to inform voters of the change.
3. Polling places need to be accessible to voters with disabilities ([§ 9-168\(d\)](#)).
 - a. Specific requirements in the election statutes are:
 - i. Doors, entrances, and exits used to enter and exit the polling place are a minimum width of thirty-one inches.
 - ii. Temporary ramps or curb cuts will be provided where necessary for accessibility to the polling place entrance.
 - iii. Any stairs necessarily used to enter the polling place shall have a temporary handrail and ramp.
 - iv. No barrier shall impede the path of the physically disabled through the voting process in the polling place.
 - b. Polling places must also have designated Accessible Parking spaces ([§ 9-168\(e\)](#)) and a designated area for curbside voting ([HB 7287 \(2025\) Sec 295](#)).
 - i. The statute requires a minimum of 2 designated Accessible Spaces although registrars should ensure there are sufficient space to support expected traffic.
 - ii. The designated area for curbside voting. This area should be clearly indicated with a marked radius of 20 feet around the boundary of the designated area. The curbside voting area is treated as a polling location. ([HB 7287 \(2025\) Sec 295](#))
 - c. We recommend that registrars refer to the most recent legislation on access when choosing a location. It is good practice to work with Town Officials to review and certify Polling Locations.

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- d. Registrars may apply for a waiver of the accessibility requirements in the event no available site in the district can reasonably be made accessible. The waiver application must be filed with the Secretary of State at least 60 days prior to the election The Secretary must file any objections to the waiver within 30 days (§ 9-168(d)).
- 4. Polling locations may be consolidated under certain circumstances.
 - a. If there is a lack of a convenient or suitable polling location in a district, the registrars may designate a polling location in an adjacent district (§ 9-168(b)). The registrars need to provide this opinion in writing to the Town clerk 90 days prior to the election.
 - b. Any voting district with less than 1,500 electors may use a polling place in another district with the approval of the legislative body (§ 9-168(a)).
 - c. In an election where electors in multiple districts vote for the same offices and using the same building, voting districts and polling places may be combined provided the registrars file a statement of this action with the Town Clerk (§ 9-168a(c))

Required Registration Sessions, Lists and Notices

A. Required Sessions

Under statutes there are several required registration sessions and printed reports associated with elections. These reports and sessions are largely covered in sections §§ 9-17, 9-35, 9-36, 9-37 and are contained in the annual election calendar published by the Secretary of State’s office. Although much of the language predates the availability of computer-generated lists it is important for registrars to be familiar with these requirements and to make sure they comply with the Statutory requirements.

Below are more detailed information on these requirements.

Mandatory Voter Registration Sessions

Date and Time of Session	Purpose	Notes	Statutory Reference
Tuesday, the fifth week before the election. From 9AM–5PM for only the time required	Complete preliminary registry list (active and inactive)	1. Notice must be published in a newspaper 5 days before 2. Purpose is to remove electors who have died, become disenfranchised or confirmed in writing they have moved out of town.	§ 9-35
Eighteenth Day before election registration session (9AM – 8PM)	Last Session for admission of Electors	1. Mail in registrations postmarked after this date should not be processed until after the election. 2. DMV registrations dated after this date should not be processed until after the election. 3. This date is also the last date for on-line registration. 4. The registrars should advise voters of the availability of same day registration 5. Noticed 5 – 15 days before session	§ 9-16 § 9-17 § 9-23g
Limited Registration session last day	Enroll electors whose eligibility to vote was attained	1. It can be because of a change in age, residence, or citizenship.	§ 9-16 § 9-17

before election 9AM – 5PM	before last admission session		
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Note: The eighteenth day and limited registration sessions must be noticed in a newspaper published or circulated in the town between 5 and 15 days before the sessions. This notice does not need to be a legal notice (§ 9-16)

Also, Registrars are required to hold special registration sessions upon request under § 9-19c (see chapter 4).

B. Required Voter Registry Lists and Certifications

Registrars are responsible for always having registration lists available during the year as covered in Chapters 1 and 4. There are some specific statutory provisions regarding registration lists before elections as detailed below:

1. **Preliminary Registration List:** After the preliminary registration session, the registrars should produce a registration list, both an active and inactive list, available for public distribution and inspection (§ 9-36). A copy of this list should be filed with the Town Clerk.
 - a. This active list should be posted in a municipal building (preferably town hall) in a place readily accessible to the public.
 - b. Under § 9-35a and § 9-35b registrars should update this list daily for any changes. Practically speaking, updating CVRS should satisfy this requirement.

2. **Final Registry List:** During Posted office hours, on one day, during the 14 day period immediately before the election the registrars should process all changes to the registry list and produce final registry list (§ 9-37).
 - a. The registrars must certify this list as correct (§ 9-38) and have it available for public inspection. Registrars must also file this certified list and any supplemental lists with the Town Clerk.
 - b. Such lists and any updates must also be available in another municipal office when the registrar’s office is closed (§ 9-38).It is recommended to have the list available at the Town Clerks Office.
 - c. Given that CVRS can produce voting lists on demand, registrars should produce a current list when requested, in a reasonable amount of time.

3. Moderators must be certified to the Secretary of State in writing at least 31 days prior to the election via the Election Management System (EMS) (§ 9-228a).

4. Ballot certification – No later than 31 days prior to the election Town Clerk and Registrars must jointly certify, in writing, to the Secretary of State the number of ballots ordered along with supporting information (§ 9-255a). For more information refer to Chapter 10 on Ballots.

D. Required Notices

The Town Clerks and the Registrars have a shared responsibility with respect to various notices around election events. The annual election calendar published by the Secretary of State will contain all these dates and should be thoroughly reviewed. (Errors may appear on the calendar so be sure to know your requirements)

Required Notices

Notice	Date	Purpose	Statutory Reference
Polling Place in Adjacent District (Town Clerk)	90 days Prior to Election to file to Town Clerk (10 days after filing)	1. When registrars designate a polling place in adjacent district because no suitable polling place exists in the district.	§ 9-168b

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		2. Registrars required to file with Town Clerk more than 90 days before election and Town Clerk has 10 day to send public notice.	
Lottery to determine order of candidates on Ballot for multi-opening offices (Registrars)	At least Five Days before Holding Lottery	<ol style="list-style-type: none"> 1. The Date of holding the lottery should occur as soon as possible after any primary is held. 2. After the date for filing primary petitions, if no primary is to be held, lottery may be held. 3. The Registrars shall provide at least five days' public notice for lottery but does not need to be a legal notice. 4. As a courtesy Registrars should notify the candidates and Town Committee Chairs of the lottery. 	<p>§ 9-253 § 9-453r</p>
Notice of Tuesday 5 th week before election enrollment session (Registrars)	At least 5 - 15 days before the session	<ol style="list-style-type: none"> 1. Notice by publication in newspaper and sign at location of session. 	<p>§ 9-35 § 9-17 § 9-16 § 9-53</p>
Notice to municipal clerk if Central Counting is to be used. (Registrars)	Minimum of 20 days before the election	<ol style="list-style-type: none"> 1. Registrars make the notification to the Town Clerk if they intend to use central counting. 2. Town Clerks will publish the information in the Election Warning 3. Registrars need to make sure they notify the town clerk before the election warning is published. 	<p>§ 9-147a</p>
Notice of 18 th day before election limited registration session (registrars).	5-15 days before session	<ol style="list-style-type: none"> 1. Must be published in a newspaper not necessarily a legal notice. 	<p>§ 9-17 § 9-16 § 9-53</p>
Polling Place Changes (registrars)	31 days prior to election	<ol style="list-style-type: none"> 1. Notify the municipal clerk of any changes in polling places. 2. Registrars need to notify the public as soon as possible of any changes in polling places. 3. Polling places also need to be entered into the ES&S, CVRS and EMS 	<p>§ 9-168</p>
Notice to Party Chairmen of Tabulator Testing (registrars)	At least 24 hours before testing	<ol style="list-style-type: none"> 1. Include time and place of the testing 	<p>§ 9-244</p>
Notice to Town Committee Chairpersons on unofficial checkers (registrars)	With sufficient time to meet 48 Hours prior to the election	<ol style="list-style-type: none"> 1. Notice of Town Committee right to name unofficial checkers 2. Only required if registrars choose to allow unofficial checkers 	<p>§ 9-235</p>
Election Warning (Town Clerks)	5-15 days prior to the start of early voting	<ol style="list-style-type: none"> 1. Although the Town Clerks are responsible for the election warning the registrars should work with them to make are all the information is correct. 	<p>§ 9-225 § 9-226</p>

Staffing

The registrars are responsible for staffing elections and appointing the election moderator (§ 9-229). Although registrars have significant discretion in the appointment of staff, they *should always be aware of the perception of impropriety in addition to the statutory requirements.*

A. Qualifications

1. Except as indicated in the items below elections officials must be electors of the state, except for Assistant Registrars who must be residents of the town and of opposite political parties. (§ 9-258)
2. 16- and 17-year-olds may serve as an election official provided (§ 9-235d):
 - a. They are a bona fide resident of the Town.
 - b. Have received written permission from a parent, guardian, or principal of the school they attend (if school is in session on Election Day).
 - c. A 16- or 17-year-old may not serve as a moderator or an assistant registrar, otherwise they may serve in any capacity.
 - d. In hiring 16- or 17-year-olds registrars should be familiar with Labor Law restrictions particularly on hours (CT DOL Rules).
3. Candidates may not serve in any capacity at the polls except (§ 9-258):
 - a. Registrars and Town Clerks who are candidates for the same office may perform their official duties. Also, Deputy Registrars who are candidates for Registrar may also serve in their official capacity.
 - b. Registrars and Town Clerks who are candidates for another office may not work at an election.

B. Election Officials(§ 9-258)

Note: See the Moderators Manual for Specific information on duties of each election official.

1. Moderators – Jointly appointed by the registrars (by lot if they can't agree) at least 31 days prior to the election.:
 - a. The moderator is the chief election official in each polling place and one moderator must be assigned for each polling location. Registrars should thoroughly read the moderators manual available at the Secretary of States website (CT Moderators Manual)
 - b. Must be assigned at least 20 days prior to the start of early voting (§ 9-228a) and reported to the Secretary of State through Election Management system.
 - c. Moderators must have a current certification approved by the Secretary of State. The Secretary of State has the authority to disqualify any moderator who has committed negligence in performing their duties (§ 9-228 and § 9-229)
 - d. Each polling location must have one appointed moderator.
 - e. Also, a moderator must be appointed for Central Counting.
 - f. In Towns with multiple voting districts a head moderator, responsible for consolidating and submitting results, must be appointed. A polling place moderator may serve as a head moderator.
 - g. Towns are required to appoint alternate moderators from other election officials as indicated below (§ 9-229):
 - i. 1 -3 Voting Districts – 1 alternate
 - ii. 4 -7 Voting Districts – 2 alternates
 - iii. 8 or greater Voting Districts – ¼ of the number of voting districts rounded off to the nearest multiple of 4.

(Note: Alternates are to be given a set of keys to tabulator and ballot box)
2. Assistant Registrars: Per Polling Location one from each major party appointed by the Registrars at least 20 days before the start of early voting.

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- a. Assistant registrars need to be from opposite major parties.
 - b. Assistant Registrars must be a resident of the town where the election is occurring.
 - c. The Registrars of single polling place towns may serve at the polls instead of as assistant registrars provided provision has been made to staff the registrar's office (§ 9-258)
3. Other Polling Place positions: One half appointed by each registrar at least 20 days before the start of early voting. (§ 9-258)
- a. One to two checkers per check-in line
 - b. One to two ballot clerks or one per check-in line
 - c. One to two tabulator tenders per tabulator in use.
 - d. Zero to two demonstrators (Registrars are required to provide voters with instruction whether electronically or by election officials)
 - e. There are no requirements for partisan balance of election officials except for Assistant Registrars. Head Moderators and Deputy Moderators (optional) cannot be in the same political party. (§ 9-258) Other election officials may be affiliated or unaffiliated. It is recommended that political party distributions be balanced with unaffiliated electors counting for either major party. It should also be noted that some activities, like the delivery of tabulators and ballots to the polling place require members from different parties.
4. Absentee / Early Voting Ballot Counters (§ 9-147a,b,c)
- a. Registrars should be familiar with the Absentee Ballot counting manual.
 - b. If the town has central counting the registrars are responsible for appointing counters and a moderator. Each ballot needs to be counted by a team of two counters, from opposite major parties.
 - i. It is recommended that different teams count absentee ballots and early voting ballots in the same room.
 - ii. Registrars should hire sufficient ballot counters for the number of ballots they expect to receive. Take in account the type of tabulator being used when hiring ballot counters. The DS300 is slower than the previous ones.
 - iii. No immediate family member of a candidate on the ballot may be appointed as ballot counters.
 - iv. Observers are allowed at the Central Counting location.
 - v. Registrars may choose to count absentee/early voting/same day registration ballots at the polls. (§ 9-147a)
 - vi. Polling place counters are subject to similar restrictions as in central counting.
 - vii. Counting must take place in full view of the election workers and voters.
 - viii. No observers are allowed.
 - ix. No spouse, parent, grandparent, child, or sibling of a candidate may be appointed to count absentee ballots where the name of the candidate appears on the ballot. (Secs. 9-147c, 9-148)

C. Unofficial Checkers (§ 9-235)

1. Unofficial Checkers are individuals appointed by the Town Party Committees to sit at the polls and track who has voted.
 - a. Whether to appoint unofficial checkers is at the discretion of the registrars ³
2. Each registrar may appoint up to 4 unofficial checkers per check-in line at the polls.
 - a. Unofficial checkers must be members of the registrar's political party and may not be an election official or a candidate.
 - b. Any party or petitioning candidates with 3 or more names in a row on the ballot are also eligible to appoint unofficial checkers.
 - c. The registrars may establish two or more shifts for the unofficial checkers.

³ The specific statutory language says, "each registrar of voters in each voting district **may** appoint...."

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- d. The registrars should also provide each unofficial checker with a copy of the official voter list.
3. The registrars are required to notify Party Chairmen of their right to submit a list of unofficial checkers (Registrars may choose to allow them).
 - a. Unofficial checkers must be appointed at least 48 hours before the election, so notification should be made with sufficient time for the appointments to be made.
4. The parties may also have runners, subject to the restrictions of unofficial checkers, to transport lists from the unofficial checkers out of the polls.

D. Other Issues

1. **Compensation** - Poll workers may be compensated, or they may be volunteers (§ 9-235c).
 - a. If poll workers are compensated registrars should work with their town Finance and HR department on what paperwork is required by the town.
 - b. With the introduction of early voting registrars should be careful to comply with overtime pay laws.
2. **Hours** - On Election Day, full day and first shift Election Officials start at 5:15AM until they have completed their work and been signed out by the moderator,
 - a. At their discretion the registrars may establish 2 shifts of workers (§ 9-258a)
3. **Training** - Registrars and the Head moderator are responsible for providing training to all election officials prior to election day.(§ 9-249)
 - a. Some training is available on the Secretary of States website.
 - i. Many towns have training developed in-house on their websites that can be adapted.
 - ii. Also, the moderator's handbook should be used to aid in training.
 - b. The training should be documented in the moderator's report(s) (which are filed with the Town Clerk), and signed by the election officials,
 - c. No election official may serve without the required training.

Tabulators

A, General Provisions (§ 9-242)

1. The use of voting tabulators is required in all elections (§ 9-238) unless an event makes the use of a tabulator impracticable (§ 9-272).
2. The Secretary of State has the overall responsibility for selecting and certifying voting tabulators. (§ 9-242). At a minimum voting tabulator must meet the minimum Federal Requirements of EAC. Although the requirements are extensive a few key points registrars should be familiar with are:
 - a. They may not connect to the internet or possess wireless communication capabilities.
 - b. Have physical locks and tamper-evident seals to prevent the ballots or the tabulator mechanism from being accessed during an election.
 - c. Have unique trackable serial numbers.
 - d. Properly handle voter errors such as overvoting and blank ballots.
3. Voting Tabulators are currently produced by Election Systems and Software and provided free of charge to the municipalities.
 - a. Under the master contract with the state, the tabulators become the property of the municipalities governed by a separate maintenance agreement each town signs with ES&S.
 - b. It is recommended that registrars and their town counsels review both the state contract and the separate maintenance agreement to understand their rights and responsibilities.
 - i. It is important to confirm that the annual maintenance agreements conform to the state contract.
 - c. Specific information and instructions on the tabulators can be found on the ES&S website.
 - d. To maximize battery life tabulators should be plugged once every three months for **one day**. **Charging Indicator Light in rear of tabulator - While tabulator is plugged in and charging a flashing gold light**

indicates unit is charging; a solid gold light indicates the unit is almost fully charged; and a solid green light indicates the unit is fully charged.

B. Tabulator Preparation (§ 9-244 and § 9-247)

1. Creating memory sticks
 - a. Working with your Town Clerk, registrars need to fill out ES&S election questionnaires on their website.
 - i. It is recommended that the questionnaires be filled out as soon as possible once the official candidate list has been finalized.
 - ii. Registrars should become thoroughly familiar with information on filling out the forms that are available on the ES&S website in the “My Documents” section of the website.
 - iii. These forms will also be used by the Town Clerk in producing the ballot proofs.
 - b. After the election forms are filled out, ES&S will deliver the election program(s) to the State FTP site which should be downloaded using the instructions provided.
2. Registrars must **test** the tabulators (§ 9-247) more than 10 days prior to the election (Testing Regulation 942a-5) using procedures proscribed by the Secretary of State. Every ballot style needs to be tested.
 - a. The purpose of the test is to ensure that:
 - i. Ballots are printed properly.
 - ii. Timing, diagnostic and identification marks are correctly located on the ballot.
 - iii. The memory sticks are programmed with accurate information.
 - iv. The voting tabulator tally's test ballots correctly.
 - b. The regulations specify that the test procedure must:
 - i. Test unvoted ballots.
 - ii. Test fully voted ballots.
 - iii. Count a series of test ballots.
 - c. There is no specific guidance on producing a test deck. The IVS/AVS system will produce a 27-ballot test deck that is acceptable to SOTS along with a vote tally to compare against the tabulator tally. Registrars may choose to mark the ballots by hand. Requirements for a test deck are:
 - i. One unvoted ballot
 - ii. One fully voted ballot.
 - iii. A minimum 25 ballot test deck that:
 1. Gives each candidate/option a distinct number of votes.
 2. Include write-ins and cross endorsements if applicable. For cross-endorsed candidates where one candidate is voted for multiple times make sure the proper party is credited.
 - iv. For your information there is an alternative method of creating a test deck available on the ROVAC website (Test Decks 101)
 - d. Party Chairs and candidates must be notified of the testing date and location at least 24 hours ahead of time (§ 9-242) and may attend.
 - i. At the end of testing all people present, including observers, shall certify on the “Report For Pre-Election Tabulator & Memory Stick Testing” that pre-election testing was conducted on the tabulators, that the tabulators were test voted with sample ballots and ~~are~~ found to be working properly. They further certify that the candidate, question, and public counters were reset back to zero and verify the seal numbers used in sealing up the tabulators and their transfer cases were recorded properly (reg 9-242a-5)
 - ii. This certification must be filed with the Town Clerk and held for at least 60 days.
3. After testing, registrars must seal the tabulators and properly store them. (reg 9-242a-5).
 - a. Seals can be purchased from a number of companies, including ES&S. Seals should be tamper evident (i.e., clearly indicate when they have been opened) and be numbered.

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- b. While SOTs will provide guidance on sealing the new tabulators, its recommended to at a minimum:
 - i. Seal the rear and front access compartments.
 - ii. Seal the closed tabulator.
 - iii. Seal either the ballot box (if the tabulator is kept in the ballot box) or the tabulator carrying case.
- c. Tabulators must be stored in a secure (locked area) exclusively controlled by the registrars (§ CT Reg 9-242a-2)
4. The tabulator statutes include a provision requiring that Tabulators be ADA compliant (accessible to all individuals) (§ 9-238). The Inspire Ballot Marking System (IVS) adds these capabilities to the current tabulators.
 - a. Prior to ballot testing make sure you receive a download from ES&S.
 - b. Refer to the Inspire Ballot Marking System Election Day manual for set up and use of the ballot marking system.
 - c. Include ballots marked by the IVS/AVS to make sure they work properly through the tabulator.

C. Other Issues

1. If any repairs are made to a tabulator on the day of an election then the registrars must submit a written report to the Secretary of State including (§ 9-246):
 - a. The tabulator serial number
 - b. The time of the repair.
 - c. Summary of the work performed.
 - d. Certification that no other work was performed.
2. Candidates, immediate families and associated business entities are prohibited from transporting, preparing, repairing or maintaining voting tabulators (§ 9-247a).
3. Whenever moving tabulators 2 people, one from different parties should be assigned. (CT Reg 9-242a-8). It is recommended to use a chain of custody worksheet whenever handling the tabulators (EAC Chain of Custody)

Other Election Preparation Issues

A. Ballots

1. Order of names on ballot for municipal elections
 - a. Lottery to be held for multiple-opening offices. After the nomination of candidates for a multiple-opening office by a major or minor party or nominating petition is finalized, Registrars are required to hold a public lottery to determine the horizontal order of the candidates' names within a row on the ballot. (§§ 9-253, 9-453r)
 - b. Public notice of the Lottery is to be given at least 5 days before the ceremony. (§ 9-253) As a courtesy, it is suggested that candidates and/or political party chairs be notified.
2. **Supervised Absentee Balloting:** voting under the supervision of Registrars or their designees. (See Chapter on "Ballot Types" in this manual for more information) Registrars should make sure to contact facilities with enough lead time to complete supervised balloting.
3. **A Write-In Ballot** is a vote cast for any person whose name does not appear on the official ballot as a candidate for the office for which the person's name is written in; § 9-1(x)
 - a. Only candidates registered with the Secretary of State's office (and candidates printed on the ballot in the same contest) may be counted in the final Tally (§ 9-265).
 - b. Although not specifically covered in the statutes or regulations, the electioneering laws around polling places have been interpreted to prohibit the posting of registered write-in names in the polling place. Current Secretary of State guidance prohibits providing these names to voters unless the voter specifically asks for it.

B. Official Voter Check List (Checker books) preparation.

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1. Under current state statutes voters may be checked off at elections using either paper or electronic means (§ 9-234). The registrars are responsible for producing official check lists (checker books) along with any supplementary list prior to the election after the Final Registry list has been produced.
 - a. Under § 9-261c the Secretary of State must approve any electronic pollbooks. To date no electronic poll books have been approved for use as the primary source of check-off.
 - b. If registrars choose to use an electronic pollbook in addition to a paper checker book they should check with the Secretary of State to make sure that their provider is approved.

2. **Absentee ballot check-off.** (§ 9-140c(b)) See Chapter on “Ballot Types” in this manual for more information.
 - a. If central counting of absentee ballots has been designated, a notice is to be sent to the clerk at least 20 days before the election. (§ 9-147a)
 - b. Beginning not earlier than the seventh day before the election, all absentee ballots received by the municipal clerk, not later than eleven o'clock a.m. of such day may be sorted into voting districts by the clerk and checked for proper endorsement. (§ 9-140c(b)) This initial checkoff should be completed before election day.
 - c. On any such day, beginning as soon as the ballots have been sorted, the Registrars, without opening the outer envelopes, may check the names of the applicants returning ballots on the official checklist to be used at the election, primary or referendum by indicating “absentee” or “A” preceding each such name. (§ 9-140c(b)) It is customary to perform a count of checked off names and balance to the count of envelopes received.

C. 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. Provision must be made for some booths accommodating disabled voters.

D. Emergency Contingency Plan (§ 9-174a); all municipalities are required to have an emergency plan that covers all election problem possibilities. This plan can be based of the Secretary of States model contingency plan. Contingency plans should also cover early voting. Registrars should include a review of the plan during poll worker training. Each moderator should have a copy of the plan and be familiar with how to address various emergencies. This plan needs to be reviewed and approved by the Towns Legislative body.

E. 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).

F. Supplies and Forms (§ 9-248, § CT Reg 9-242a-8)

1. The Registrars are responsible for making sure that tabulators and ballots are transported to polling places on election day. The registrars may appoint 2 election officials of opposite major parties to pick up and transfer ballots to polling places on election day. Nothing in the regulations bars registrars from moving equipment/supplies prior to election day provided a secure location conforming with CT Reg 9-242a-2 is available.
2. Registrars are also responsible for making sure that polling locations are supplied with the necessary reporting forms as approved by the Secretary of State (Moderators return, § 9-313). Also, it is recommended that registrars provide moderators with a notebook containing the moderators manual, tabulator instructions and other useful information.
3. Registrars should work with moderators to ensure that polling places have sufficient supplies including required signage and other supplies necessary for election day.

Post Election Issues

A. Canvassing returns & submitting results – moderators to prepare the tabulator vote totals “preliminary list” for transmission to the secretary once the results have been recorded.

1. By midnight on state, federal and Municipal Election Day: Head Moderator is required to immediately transmit to secretary of the state by midnight on election day the preliminary list of election returns for offices voted on. (§ 9-314(a) & (b)) This transmission is generally accomplished through the state Election Management System (EMS).

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2. Temporary interruption of canvassing returns – After moderator transmits the preliminary list to the secretary, the canvass may be temporarily interrupted. During the interruption, the moderator must: (1) return all tabulator keys to the registrars; (2) seal the tabulators against voting or tampering; (3) prepare and seal individual envelopes for write-in ballots that don't go through the tabulator; absentee ballots; moderator returns; and other notes, worksheets, or written materials used at the election; and (4) store the tabulators and envelopes in a secure place as directed by the registrars. When the temporary interruption is over, the moderator must prepare to complete the canvass by (1) retrieving the keys, tabulators, and envelopes and (2) breaking the seals. (§ 9-309)
 3. Within 48 hours after the close of the polls the Head Moderator shall electronically submit to the Secretary of the State a final/completed list of election result tallies, along with the number of names on the official check list and total number of names checked as having voted.
 4. By the third day after the election the Head Moderator shall file a hard copy of the final report with both the Secretary of State and the Town Clerk (§ 9-314)
- B. Meeting to Correct Returns in Multi-District Towns** - Head moderators, Town Clerks, and Registrars in towns divided into voting districts must meet to identify any errors in the election night returns previously submitted to the secretary (i.e., the “duplicate list”) no later than 9:00 a.m. on the third day after a regular state election to identify errors. The moderators must correct any errors and file an amended return with the secretary and Registrars no later than 1:00 p.m. on the third day after the election. (§ 9-314)
- C. Retention of Records** – Registrars should maintain all election records per CT State Library Schedule M-6 in a secure location.



CHAPTER 16

SPECIAL ELECTION

"SPECIAL ELECTION" means any election not a regular election (§ 9-1(r)).

NOTE: SOTS will provide you with specific Special Election instructions and calendar.

NOTE: SOTS provides the Registrar of Voters and Town Clerk a specific Special Election instructions and calendar.

1. FILLING VACANCIES.

- a) **SPECIAL MUNICIPAL ELECTIONS are held to fill a vacancy or create a new office between regular elections. (§ 9-164(b))**
 - It can be ordered by the legislative body, or an application of 20 electors of the municipality filed with the municipal clerk.
 - The legislative body sets the date of the Special election and notifies the municipal clerk.
 - The clerk then notifies the town committee chairman of each major and minor party and with The Secretary of the State.
 - If the date for the special election is less than 30 days prior to the regular election, the Secretary of the State may combine the special election with the regular municipal election.
 - Unless otherwise provided by the general statutes, Special Municipal Elections are conducted in the same manner as regular elections and primaries.
 - Special elections require 4 days of Early Voting (EV) beginning the 5th day before and ending 2 days before the special election date. The period excludes holidays designated under CGS sec. 1-4. The dates are adjusted for such an exclusion so that it still provides for four days of EV. (Refer to the Elections Chapter (13) in this handbook).
- b) **TOWN CHARTERS can provide that a vacancy in its legislative body be filled by a Special Election no later than 45 days after the effective date of the vacancy. (§ 9-164(c))**
 - The municipal clerk must file forthwith a notice of the vacancy with The Secretary of the State, and the town committee chairman of each major and minor party.
 - There are no primaries for special elections ordered by town charter. Candidates are either party-endorsed or nominated by petition.
- c) **VOTING DISTRICTS. Special elections can be held to fill a vacancy in voting districts or political subdivisions including state senator or state representative. (§ 9-169e)**
 - Voting location and nomination of candidates must be held within the boundaries of the district or political subdivision represented by the person who vacated the office.

2. REGISTRY LIST.

- a) **DEFINITION OF REVISED REGISTRY LIST FOR SPECIAL ELECTIONS. (§ 9-172a)**
 - For Special Elections, the term "revised registry list last completed" means the registry list last completed (used) for the last regular election held in the municipality or political subdivision where the special election is being held,
 - ***Plus***, an updated (supplementary) list of persons who acquired voting privileges after that election.
- b) **REGISTRY LIST AND REGISTRATION DEADLINES. (§ 9-172b)**
 - The Registrars of Voters do not hold voter registration sessions or sessions to revise the registry list last completed.

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- The Registrars of Voters shall complete, print and certify the updated (supplementary) list no later than the day before the special election. The names of persons who acquired their voting privilege within 30 days of the special election can be inserted on the list in writing.
- Voter registration deadline is the day before the special election. No Same Day registration (SDR) for special elections, including at EV.

3. HOURS OF VOTING.

Early Voting: hours are 10am to 6pm each day for a Special Election.

Special Election Hours: Unless otherwise provided by the general statutes, a special act or local charter, voting hours on the day of the special elections are the same as regular elections, from 6 a.m. to 8 p.m. Voters already in line at 8 p.m. can vote. (§ 9-174)

4. VACANCIES IN THE GENERAL ASSEMBLY.

- The Governor shall, within ten days after the vacancy occurs, issue writs of election, ordering a special election. Such writs are to be conveyed to the Town Clerks. (§ 9-215(b))

5. WARNING AND CONDUCT OF THE SPECIAL ELECTION (§ 9-215(c))

- Upon receipt of the writ of election, the Town Clerk shall warn the special election in the same manner as a state election.
- The special election is to be organized and conducted in the same manner as a state election. The vote shall be declared, certified, directed, deposited, returned and transmitted in the same manner as at a state election.

6. NOMINATION OF CANDIDATES. (§ 9-215(d))

Candidates are nominated by political parties in accordance with party rules, or by nominating petitions.

7. NO PRIMARIES TO FILL VANCANCIES IN STATE OFFICES. (§ 9-215(e))

No party primaries shall be held for the nomination of candidates. The party endorsed candidate selected by each political party becomes the nominee of the party.

8. NOMINATION BY PETITION. (§ 9-216)

Nominating petitions shall be submitted to the Town Clerk in the town in which the signers reside not later than 8 days after the issue of the writ of election and filed with the Secretary of the State not later than 2 days thereafter.

9. LIST OF CANDIDATES. (§ 9-217)

The Secretary of the State shall provide the municipal clerk with a list of the candidates of each party 34 days before the commencement of the early voting period for the special election. (§ 9-217)

10. FILLING VACANCIES IN TOWN OFFICES. (§ 9-220)

- Elective town office vacancies are filled at the next town election or at a Special Election in accordance with Sec.9-164.
- The selectmen shall fill all vacancies to which they have power of appointment until the vacancy is filled through an election.

11. FILLING VACANCIES IN THE OFFICE OF FIRST SELECTMEN OR SELECTMEN. (§ 9-222)

- The remaining members of the board of selectmen shall fill the vacancy within 30 days after the day of its occurrence.
- The remaining members can appoint one of themselves to fill a vacancy in the office of First Selectmen, then fill the selectmen vacancy as provided.
- If the Board of Selectmen fails to fill the vacancy within 30 days, the Town Clerk shall within 10 days thereafter notify the town officers elected at the same election, for the same term, and of the same party, as the vacated office that they have 60 days after the vacancy occurred to fill the office. If the person who vacated the office

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was not enrolled in a political party, the vacancy shall be filled by all the elective officers. The appointee shall serve the remaining term or until a special election is held.

- **PETITION FOR SPECIAL ELECTION.** The Town Clerk shall call for a special election upon receipt of a petition containing signatures of at least 5% of registered voters but no less than 50 within 15 days after the appointment.

12. BALLOTS.

- When a special election is held at the same time as a regular election, the office to fill the vacancy shall be placed on the same ballot as the regular election. (§ 9-224)
- Connecticut Statute gives the Secretary the discretion to designate the order of offices on the ballot. The SOTS will send instructions as to where to place the office to fill the vacancy and how to label the heading on the ballot. (§ 9-251)
(For Example: The vacant office will be placed in the first column and the heading on the ballot will be "Special and Municipal Election).
- "In order for an absentee ballot to be cast at an election, the absentee ballot must be received by the Municipal Clerk before the close of the polls" (9-140b(a)).

13. NO SPECIAL ELECTION HELD IF ONLY ONE CANDIDATE.

If there is only one candidate and there is no registered write-in candidate, the special election will not be held. For a municipal office the municipal clerk declares the candidate elected. For a state or district office the Secretary of the State declares the candidate elected. (§ 9-224a)

14. WRITE-IN CANDIDATE FOR SPECIAL ELECTIONS. (§ 9-224b)

- To be a valid write-in candidate in a special election to fill a vacancy in a state, district or municipal office, a person must register with the Secretary of the State not before 90 days or after 14 days before the commencement of the early voting period for the special election.
- To be a valid write-in candidate in a special election to fill a vacancy in the municipal office of town meeting member in towns that have a representative town meeting with 75 or more members, the person shall register with the Town Clerk not before 90 days and not later than the last business day preceding the commencement of the early voting period before the election.
- The registration shall include the office sought, a statement of consent to be a write-in candidate, but shall not designate a political party.

15. SUBMISSION OF NOMINATING PETITIONS. (§ 9-453i(b))

- Each page of a nominating petition to fill a vacancy in a special election shall be submitted to the appropriate Town Clerk or the Secretary of the State not later than 4 p.m. on the 7th day before the election.
- When the special election is held in conjunction with a regular election, the deadline is the same as for the regular election.

16. TABULATORS – VOTING TABULATORS REQUIRED.

- If owing to the number of candidates to be voted upon, owing to the inability to obtain a sufficient number of voting tabulators, or if it is found impracticable to use voting tabulators at any election, primary or referenda, the Registrars may elect to hand count. The SOTS strongly recommend using tabulators unless the above conditions apply and has added low expected turnout to those conditions. (§ 9-272)
- The Registrars of Voters may determine the number of voting tabulators to use at any special election. The Registrars of Voters of a municipality shall ensure that each voting district at any such election uses a dedicated voting tabulator(s) that only registers and counts votes cast for such district. This provision shall not apply to the counting of ballots at a central location designated for such purpose or to conduct a recanvass. (§ 9-238)

17. ACCESSIBLE BALLOT Accessible Ballot Marking System

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- The Accessible Voting System (AVS) from Inspire Voting Systems (IVS) is required at all elections. Refer to Inspire Ballot Marking System Election Preparation and Election Day Manuals for details.



CHAPTER 17 REFERENDA

REFERENDUM - (1) a question or proposal which is submitted to a vote of the electors of a municipality at any regular or special state or municipal election, as defined in § 9-1; (2) a question or proposal which is submitted to a vote of electors or voters, as the case may be, of a municipality at a meeting of such electors or voters, which meeting is not an election, as defined in subsection (d) of section § 9-1, and is not a town meeting, or (3) a question or proposal which is submitted to a vote of the electors or voters, as the case may be, of a municipality at a meeting of such electors or voters pursuant to § 7-7 or pursuant to charter or special act. (§ 9-1(n))

- In towns with the selectman/town meeting form of government, an **adjourned town meeting** is a referendum. Referenda, other than adjourned town meetings, are called by the act of the municipal legislative body or by petition. (Refer to §§ 7-7, 7-482, 7-485, 7-492, 9-1, 9-369)

Non-Binding Referendum - re selection of legislative body. a municipality may conduct a nonbinding referendum for the purpose of soliciting elector input concerning the manner and method of selecting the members of its legislative body. (§ 9-371a)

Regional School District Referenda (See separate section following)

- In towns with a Charter Referenda the local provisions would govern.

Recommended Guidelines

Guidelines compiled from CT State Statute and the SOTS Advisory Guidelines Concerning Municipal Referenda.

*Except where a requirement is mandatory by state statute, compliance with these guidelines is to be voluntary, and it is up to the individual municipalities and their own town attorneys to determine the extent to which they are followed. These guidelines are advisory only. They are not meant to serve as regulations. Therefore, if there is a conflict with any town charter, or any provision of the CT General Statutes, the **local or statutory provisions are to govern.***

A. REFERENDA NOT HELD IN CONJUNCTION WITH A REGULAR OR SPECIAL ELECTION

A referendum is run similarly to that of a municipal election except as described in Town Charter and below:

ABSENTEE BALLOTS (AB) are required to be available for referenda, including adjourned town meetings. (§ 9-369c)

Availability - AB are made available 19 days before the date of a referendum by the Town Clerk. AB are made available within 4 business days after question(s) are finalized when a referendum is held with less than 3 weeks' notice for an Adjourned Town meeting. In this situation, absentee ballots are issued only in person. (§ 9-369c(a))

Counting Start time of AB – Starting time designated by Registrars, not earlier than 12 noon on the day of a referendum the absentee ballot counters may start the process of counting absentee ballots. (§9-140c(e)(1))

Deadline for issuing AB - No absentee ballot shall be issued after the opening of the polls on the day of a referendum, except in cases involving unforeseen illness or disability. (§ 9-140(b))

Delivery of AB - Town Clerk shall deliver absentee ballots to the Registrars at 12 noon on the day of a referendum for counting. If central counting has been designated the clerk shall also deliver to the Registrars at this time a duplicate checklist for the use of the absentee ballot counters. (§ 9-140c(e))

Explanatory Text to be furnished to each absentee ballot applicant by Town Clerk. (§ 9-369b)

Procedures for issuing, returning, casting and counting A.B., announcing the count and packaging the ballots are as nearly as may be to that at elections. (§ 9-369c(f))

Returns of AB - An absentee ballot shall be cast at a referendum only if: (1) It is mailed and received by the Town Clerk not later than the close of the polls; (2) it is returned by the applicant in person to the clerk prior to the opening of the polls on the day of referendum. (§ 9-140b(a))

Review of AB by Registrars - Town Clerk is required to allow the Registrars of Voters to comment on the ballot content and form prior to printing such ballots (§ 9-135b)

ANNOUNCEMENT/PUBLIC WARNING: Warning of vote for the approval or disapproval of amendment, question or

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proposal is made by the Town Clerk. (§ 9-369) The warning should be published at least thirty days in advance of the referendum and include the location where voters may vote (unless otherwise provided by law pertaining to a particular type of referendum. (§ 7-9(c)) (Note that said section shall not apply to 'adjourned town meeting' held pursuant to § 7-7.)

Resolutions Within 14 days after the adoption of a resolution a copy of the resolution is to be published in a local newspaper together with notice of the time that a referendum shall be held on the question of approval of such resolution. (§ 7-485) or, if a regular municipal election is to be held within 60 to 120 days after the adoption of the resolution, the question shall be submitted at the regular election and a vote thereon shall be taken in the manner prescribed by said § 9-369.

SOTS Notice - SOTS request that municipal clerks file with them a notice whenever a referendum is to take place. The SOTS welcomes municipalities to mail their proposed referendum ballot to the SOTS for their review and suggestions. Secretary of the State, Elections Division Services, PO Box 150470 Hartford, Connecticut 06115

YES/NO Vote – The vote shall be taken by a “Yes” and “No” vote on the voting tabulator or by paper ballot. Each elector shall vote “Yes” if in favor of the amendment, question or proposal or “No” if not in favor thereof. (§ 9-369)

COUNTING VOTES - Per § 9-272, if owing to the number of candidates to be voted upon, owing to the inability to obtain a sufficient number of voting tabulators, or if it is found impracticable to use voting tabulators at any election, primary or referenda, the Registrars may elect to hand count. The SOTS strongly recommends using tabulators unless such conditions apply and low expected turnout has been added to these conditions.

The procedures for securing and counting the paper ballots described in this section shall be in compliance as nearly as possible, in the manner prescribed by the Secretary of the State, with the procedures for securing and counting absentee ballots.

Tabulator Use is required unless there are conditions per (§ 9-272) - under which use of tabulators may be discontinued. If a municipality uses the optical scan voting machine, the SOTS advises that one machine and one backup machine be made available for each polling place.

Accessible Ballot Marking System is required by the SOTS at referenda.

CUT-OFF DATE FOR VOTER REGISTRATION prior to a referendum is the close of business the day before referendum. No person admitted as an elector on the day of the referendum shall be entitled to vote in that referendum as a registered voter. (§ 9-172b)

DATE OF REFERENDUM: A referendum question can be voted on at a regular election if all statutory requirements are met or on a day by itself.

Adjourned Town Meeting - Once it has been determined that the town meeting is going to be adjourned, the date for the referendum shall be set no less than 7 days or more than 14 days after the scheduled town meeting. This date is set by the town meeting or, if the town meeting fails to do so, by the selectmen. (§ 7-7)

Resolution/Referendum – The date of the referendum is determined by the legislative body of the municipality and must be held earlier than the thirtieth day following the publication of a legal notice by the Town Clerk. (§ 7-9c) The question of approval of such resolution shall be submitted to the electors of such municipality at a special election called for such purpose to be held within thirty to sixty days, after adoption of such resolution, in conformity with the provisions of (§ 9-369). (§ 7-485) or, if a regular municipal election is to be held within 60 to 120 days, after the adoption of such resolution, such question shall be so submitted at such regular election and a vote thereon shall be taken in the manner prescribed in (§ 9-369). (§ 7-485)

EARLY VOTING – not required for referenda.

ELIGIBILITY FOR VOTING - In the absence of specific provisions of your town charter, by laws, or the general statutes concerning eligibility to vote at a particular referendum, each elector should be allowed to vote. In addition, a suggestion for consideration would be that persons who are not “Electors” but who are “Voters” be allowed to vote when the result of the referendum might affect the property tax structure or rate in the municipality. It is recommended that Registrars inform the public of who is eligible to vote in referenda.

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Electors may vote in elections, primaries, town meetings, and referenda. They are registered voters and possess the qualifications prescribed by the Constitution, duly admitted to, and entitled to exercise the privileges of an elector in a town. (§ 9-1)

Voters may vote in town meetings, and referenda according to your town's charter, by laws, etc.

FUNDS - no expenditure of state or municipal funds shall be made to influence any person to vote for approval or disapproval of any proposal or question or otherwise influence the outcome of the referendum (§ 9-369b(4))

HOURS OF VOTING- The voting hours are normally from 12 noon to 8 p.m. The hour of opening the polls should remain flexible so as to permit an earlier opening if the circumstances warrant. The municipal legislative body may authorize the opening of the polls as early as 6 a.m. (§§ 7-7, 7-9b)

MODERATOR of the town meeting is to be chosen from the last-completed registry list and is the head moderator of the referendum unless they decline to serve. At that time another moderator is appointed. (§ 7-7) **Moderator of the referendum must be a certified moderator.** [I have not found a statute stating that the moderator of a referendum must be certified. I always assumed this was true, but now I'm wondering if this is just a recommendation. If the moderator of a Town Meeting should serve as head moderator of a related referendum, and if the moderator of a Town Meeting "shall be chosen from the last-completed registry list of such town" and if a registry list is defined in (§ 9-1) as "the list of electors of any municipality certified by the Registrars" then he or she is probably not a certified moderator for elections purposes. In fact, in most cases referendum moderators don't even need to report the results of the referendum to SOTS. Should the last sentence of this MODERATOR paragraph be "Moderator of the referendum **should** be a certified moderator" rather than **must** be a certified moderator? Should I refer this question to LEAD?]

QUESTION(S) must be submitted to the municipal clerk three weeks prior to the date of referendum. (§ 9-369c)

Public Inspection - The full text of the question is to be made available for public inspection by clerk. Also, the clerk will provide copies of explanatory text for public distribution. (§ 9-369c)

Explanatory Text- In a municipality that has a town meeting as its legislative body, the board of selectmen shall, by majority vote, determine whether to authorize an explanatory text or the distribution of other neutral printed material. The explanatory text shall be prepared by the municipal clerk, subject to the approval of the municipal attorney, and shall specify the intent and purpose of each proposal or question. This text shall not advocate either the approval or disapproval of the proposal or question. Any municipality may, by vote of its legislative body and subject to the approval of its municipal attorney, authorize the preparation and printing of materials concerning any such proposal or question in addition to the explanatory text if such materials do not advocate the approval or disapproval of the proposal or question. (§ 9-369(b))

Posters – Town Clerk will provide posters of explanations of proposals or questions. At least three posters shall be posted at each polling place at which electors will be voting on such proposals or questions. Any posters printed in excess of the 3 per polling place may be displayed by the Town Clerk at their discretion at locations which are frequented by the public. (§ 9-369(b))

POLLING PLACES - Although many municipalities choose to use the same number and location of polling places in a referendum as are used in a regular election in order to lessen voter confusion, the SOTS has found nothing in the general statutes that mandates the use of the same polling places. Therefore, some municipalities may choose to use fewer polling places than normally used in a regular election. If fewer polling places are used, it is recommended that the polling places chosen be centrally and conveniently located and that adequate notice be given to the voters of the changes.

POLL WORKERS - Consider the size of the municipality and the expected turnout of the electorate when deciding how many poll workers will be needed on the day of referendum.

RESULTS – If a **majority** of those voting in the referendum vote to approve the resolution, such resolution shall thereupon become effective. If **less than a majority** of those voting in the referendum vote to approve the resolution is deemed rejected. (§ 9-369)

Binding or Advisory - The answer depends upon the authority under which the referendum is held. If the relevant provision of the local charter or general statutes specifically states that the result of the referendum is advisory only, then such

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provision governs. (e.g. 7-344 C.G.S authorizes an advisory referendum on the town budget in towns which have a town meeting form of government). In the absence of such a statement, however, the referendum would be binding in nature, (See State of CT v. Ansonia Sup. Ct. – Hartford. – October 30, 1987 – re advisory referendum held in conjunction with election)

SOTS to Receive Results of Referendum - In the vast majority of cases, there is no need to report the results of a referendum to SOTS. But in the cases of referenda regarding the adoption of a special act, home rule charter, or a charter revision, the Town Clerk should report the results of the vote to SOTS, within 15 days, in writing (§ 9-371)

SUPPLEMENTARY VOTER LIST – Registrars shall prepare a certified accurate supplementary voter list of the names and addresses of those acquiring voting privileges after the completion of the last registry list no later than the day before the referendum (§ 9-172b(a)) Registrars shall provide a copy of the supplementary voter list to polling officials to use for the purpose of checking the names of those who vote at the polls.

UNOFFICIAL CHECKERS - Any person for or against a referendum question may request consideration for appointment as unofficial checker by notifying the Registrars at least 48 hours before the opening of the polls for the referendum, indicating their position on the referendum question. The Registrars may appoint designees of one side alone if the other side chooses not to submit designees. Not more than eight electors of the town may serve as unofficial checkers. (§§ 9-235(d), 9-235(e))

At the Polling Place unofficial checkers may remain within the polling place for the purpose of checking their own copy of the registry list to indicate the names of electors who have voted, and may enter and leave the restricted area surrounding the polling place during the hours of the referendum for the purpose of taking the information outside the 75 ft restricted area or may communicate such information from the polling place by means of telephones. If any such unofficial checker interferes with the orderly process of voting or attempts to influence any elector, they shall be evicted by the moderator. (§ 9-235(d))

Registrars are to maintain, for public record, a list of the names of persons who request appointment as unofficial checker and persons, groups or committees who are notified. If there are no requests or submissions, the Registrars shall not appoint any unofficial checkers (§ 9-235(e))

Registrars are to send notice of rights to submit a list of designees of unofficial checkers to (1) each committee and person on whose behalf a political committee statement of organization or a certificate of exemption has been filed for the referendum with the Town Clerk in accordance with chapter 155 and (2) each other group known to be for and each other group known to be against the referendum issue, of the right of such committee, person or group to submit designees to the Registrars of Voters. See sample notice below (§ 9-235(e))

**NOTICE OF YOUR RIGHT TO
SUBMIT A LIST OF DESIGNEES AS UNOFFICIAL CHECKERS**

Please be advised of your right to submit a list of designees to work as unofficial checkers at the upcoming referendum. Any person for or against a referendum question may request consideration for such appointment by notifying the Registrars of Voters at least 48 hours before the opening of the polls, indicating their position on the referendum question(s). Not more than eight electors of the town may serve as unofficial checkers.

The Registrars may appoint designees of one side alone if the other side chooses not to submit designees. If there are no requests or submission for such appointments, the Registrars shall not appoint any such unofficial checkers.

Unofficial checkers may remain within the polling place for the purpose of checking their own copy of the registry list to indicate the names of electors who have voted, and may enter and leave the restricted area surrounding the polling place during the hours of the referendum for the purpose of taking information outside the 75 foot restricted area or may communicate such information from the polling place by means of cell phones. If any unofficial checker interferes with the orderly process of voting or attempts to influence any elector, they shall be ejected by the moderator.

Sincerely,
Registrars of Voters

75' RESTRICTED AREA - Solicitation and advertisement on behalf of any question being voted on at a referendum is prohibited within a radius of 75 feet from any outside entrance in use as an entry to the polling place. In addition, at least 20 minutes before the polls open, the moderator shall post signs defining the 75' area. (§ 9-236)

B. REFERENDA IN CONJUNCTION WITH A REGULAR ELECTION

SUBMISSION OF LOCAL QUESTION AT ELECTIONS (§ 9-370) No local question approved for submission to the electors of a municipality within the period of 60 days prior to an election may be voted upon at such election unless otherwise specifically provided by the general statutes.

VOTE BY ELECTORS AND VOTERS in conjunction with an election. (§ 9-369d) Whenever by law a question may be submitted to voters who are not electors of a municipality, the municipality may submit the question to a vote by electors and voters held in conjunction with an election. Except as otherwise provided, the general statutes shall apply to such vote.

VOTERS VOTE SEPARATE FROM ELECTORS (§ 9-369d)

1. Voters who are not electors shall vote in a location separate from where electors vote.
2. A voter's ballot will contain only the local question(s).
3. The separate location is to be treated as a separate voting district and polling place for the voters.
4. Registrars are to appoint a moderator as head moderator for the purpose of this question(s) only, and will appoint other officials as deemed necessary
5. This moderator shall add the results of the vote by electors on the question to the results of the vote by voters who are not electors
6. Moderator shall file the combined results in the office of the Town Clerk.
7. Head moderator shall indicate on the return of vote of such question filed with the SOTS that the return does not include the return of vote of voters who are not electors.
8. **Absentee Ballots** - Voters who are not electors and who are entitled by law to vote by absentee ballot shall be entitled to vote by separate absentee ballot containing only the question(s).
9. Such absentee ballot shall be issued beginning on the 31st day before the election, or, if such day is a Saturday, Sunday or legal holiday, beginning on the next preceding day.

C. PETITION TO INITIATE LOCAL REFERENDA – Minimum requirements

The following guidelines are suggested to assist Town Clerks in administering the provisions of (§ 7-9) of the General Statutes. This section contains the minimum requirements for drafting and circulating petitions for local referenda.

PETITION FORM – (§ 7-9) contains only the minimum requirements for the form of the petition and the procedures to be followed by the circulator. The local charter or an ordinance may impose additional requirements, such as specifications for phrasing the text of the petition or the time limit for filing it.

The Town Clerk must either prescribe or approve the form of each petition. This means that the Town Clerk may draft the actual petition form in advance or the form may be drafted by someone else for approval by the Town Clerk. If the clerk does not do the actual drafting the SOTS strongly recommends that the form be submitted to the clerk before it is circulated for signatures; otherwise, the signed petitions may have to be rejected by the clerk because the form does not comply with the law. (§ 7-9)

Each page must contain 1) the name and address of the circulator, 2) a statement that the individuals who signed the page did so in the presence of the circulator, 3) a statement that the circulator knows the individual who signed it or that the signer satisfactorily identified himself or herself to the circulator, 4) statement that the signatures were obtained within 6 months prior to filing the petition, 5) a statement signed by the circulator under penalties of false statement, that all the statements are true. This formula should be followed exactly; there is no necessity that the circulator's signature be notarized or sworn in any other way, and no other form of oath may be substituted.

Below is a suggested form of the statement which should appear on each page of the petition for the circulator to fill out and sign:

I _____
Name and address of the circulator

am the circulator of the foregoing petition. Each person whose name appears on this petition page signed the same in person in my presence and is known to me or has been satisfactorily identified to me. None of the signatures on this page were obtained earlier than six months prior to the date the page is filed. I HEARBY STATE UNDER THE PENALTIES OF FALSE STATEMENT THAT THE FOREGOING STATEMENTS ARE TRUE.

 (Date)

 Signature of Circulator

SIGNATURES REQUIRED

Local Charter requirements govern.

Resolution/Referendum- If, within 30 days of the publication of a resolution or a summary of such resolution, 5% of the electors of the municipality file with the clerk a petition requesting a referendum with respect to such resolution, the question of approval of such resolution shall be submitted to the electors of the municipality at a special election called for such purpose to be held within 30 to 60 days, after the filing of the petition (OR) if a regular municipal election is to be held within 60 to 120 days after the filing of such petition, such question shall be so submitted at such regular election and a vote thereon shall be taken in the manner prescribed by (§§ 9-369, 7-492)

Adjourned Town Meeting/Referendum may be caused by 200 or more persons or 10% of the total number qualified to vote in town meeting, whichever is less, by petitioning the clerk or secretary of the town, in writing, at least 24 hours prior to the meeting, requesting that any item or items on the call of such meeting be submitted to the persons qualified to vote in such meeting not less than 7 nor more than 14 days thereafter. (§ 7-7)

CIRCULATOR - Circulation of petition for vote at town meeting. No petition shall be valid for any action for a vote by the electors or voters at any regular or special town meeting unless such petition shall be circulated by a person resident or person eligible to vote in such town. (§ 7-9a)

PETITION CIRCULATOR'S GUIDELINES - Each circulator should familiarize themselves with the requirements of § 7-9, and any questions should be directed to the Town Clerk. 1) Each signature on a petition must be the personal signature of the signer. 2) The circulator must know the signer or the signer must satisfactorily identify himself or herself to the circulator. 3) No individual may, under any circumstances or degree of relationship, sign a petition for another individual or sign or write the name of another individual on the petition. 4) Each signature on a petition must have been obtained within 6 months before the petition is filed. 5) Each page of the petition must contain statements which include all of the above points. The circulator must sign a statement, under penalties of false statement, that all of the statements are true. This means that the circulator may be subject to prosecution for violating the criminal law if the statements are not true.

SOTS - The SOTS may not participate in any discussion relative to whether a referendum has been properly called (including for example, the number of signatures necessary to force a referendum) beyond citing relevant charter or statutory provisions; nor may they advise with regard to acceptability of petitions or validity of signatures.

D. RECANVASS on Close Question Vote (§ 9-370a)

In the case of a referendum wherein the difference between the "Yes" and "No" vote on a question was less than one-half of one per cent of the total number of votes cast for the question but not more than two thousand votes, the moderator shall proceed forthwith to cause a recanvass of such returns to be made as nearly as may be in the manner provided in § 9-311. Follow the Recanvass Procedure Manual

-The moderator of the separate location shall be the moderator for the purposes of a recanvass of a close vote on the question(s) under (§ 9-370(a)).

E. CHARTER ENACTMENT OR REVISION

For a charter enactment or revision conducted pursuant to (§ 7-191(f)), the vote must be approved by a majority of the electors of the municipality voting at a regular election or if held at a time not in conjunction with a regular election approved by a majority which equals at least 15% of the eligible electors (i.e. The "Yes" vote must equal 15% of the eligible voters and "Yes" votes must outnumber "No" votes by at least one vote.)

F. REGIONAL SCHOOL DISTRICT REFERENDA

Information pertaining to this type of referenda can be found in Chapter 164 Title 10 of the State Statutes. The most common type of regional school district referendum relates to a vote on the budget as provided for in §10-51 as follows:

For any referendum called for by a regional school district:

1. Each regional board of education presents its proposed budget at the district's annual meeting on the first Monday in May.
2. Persons present and eligible to vote under (§ 7-6) may cast their ballot
3. a. Board of Education may designate the vote be by tabulator or paper ballot in each member town on the day following the district meeting or
b. Two hundred or more persons or ten percent of the total number of persons qualified to vote in a regional district meeting called to adopt a budget may petition the Board, in writing, at least twenty-four hours before the meeting, for the vote by tabulator or paper ballot in each member town on the day following the district meeting in accordance with the appropriate procedures provided in (§ 7-7).
4. The regional board of education shall authorize the preparation and printing of concise explanatory texts of proposals or questions approved for submission to the electors of a municipality at a referendum. (§ 9-369b(b))
5. The regional school board of education's secretary shall prepare each such explanatory text, subject to the approval of the regional school board of education's counsel, and shall undertake any other duty of a municipal clerk, as described in subsection 9-369b (a). (§ 9-369b (b))
6. No person who is eligible to vote in more than one town in the regional school district is eligible to cast more than one vote on any issue considered at a regional school district meeting or referendum held pursuant to this section. The voter found guilty of casting more than one vote can be fined, imprisoned and disenfranchised. (§ 10-51)
7. Polling hours are from 12 noon to 8 p.m., the Board of Education on request from voters, may provide for an earlier opening hour, but not earlier than 6 a.m. (§ 7-9b)
8. When in doubt call your local regional school district's attorney.



CHAPTER 18

TABULATOR AND MEMORY STICK TESTING AND SET UP (DRAFT)

This chapter provides a consolidated overview of tabulator operations, based on the official manuals and processes of Election Systems & Software, LLC (ES&S).

It is designed to serve as a reference guide within this handbook based on the three (3) tabulator models and sizes, referenced below and contracted for use in Connecticut.

For complete instructions, technical specifications, and official procedures, Registrars must consult the **MyESS Customer Portal**: <https://portal.essvote.com/login> for full manuals and guidance.

EQUIPMENT OVERVIEW

Connecticut municipalities are allocated the DS300, DS450 and DS950 tabulator model(s) by the Office of the Secretary of the State with ES&S. Allocation(s) are determined by the size of each Town/City and the corresponding voter volume. The three options are:

- DS300 – Designed for small towns; precinct-level tabulator suitable for lower elector volume.
- DS450 – Intended for medium sized municipalities, central count tabulator for moderate volume.
- DS950 – Assigned to large cities; central count tabulator capable of handling high-volume elections.

Although each machine differs in speed, capacity and some operational use, testing and preparation procedures are standardized statewide to ensure consistency across all municipalities.

GETTING READY FOR ELECTIONS

- Jointly with Town Clerk - complete pre-election questionnaire (PEQ) following SOTS's recommendations.
- Ensure to complete questions on each tab.
- ES&S will send ballot proof for approval (CAUTION: EXTRA Charge May Occur – ONLY click “Approve” after Town Clerk & Registrars agree ballot is OK)
- ES&S will email notification the file is available on the SFT site for download
- Download file onto a memory stick

SFT ELECTION FILE DOWNLOAD

Registrar of Voters must prepare **memory sticks** before Election Day. This process ensures tabulators are loaded with correct ballot and contest data.

Step A: Download Election File

- ES&S sends election file via Secure File Transfer (“SFT”) site.
- Registrar logs in with username/password + MFA (<https://sft.essvote.com/human.aspx?OrgID=1216>)
- Just below the home button in the upper lefthand corner, click on “Folders”. This will open your folders to the right. Click on Distribution → United States → Connecticut → Select Your Town from the list of towns.
- There should be two folders. One “From_ESS” and one “To_ESS”. You want to select the “From_ESS” folder.
- There should be a file with the name you gave your election.
- Download the .zip file (**DO NOT OPEN**). The file will download into your **download** folder on the c:\drive.
- Copy file to a clean memory stick labeled **Election Backup**. You may use the USB stick provided by ES&S, but you are not required to for this step.

Step B: Restore Election in Electionware

- Insert Election Backup stick into ES&S laptop.
- In Electionware, select **Restore Election. (DO NOT SELECT “CREATE ELECTION”)**
- Browse to .zip file, enter Restore Code, assign election name, choose folder destination.

- Election database loads onto laptop.

Step C: Create Qualification Memory Stick (“EQC”)

This stick is used to clear and initialize the new election on equipment, and to clear the results and audit logs.

- Insert the ES&S memory device into a USB port on the Electionware system (laptop).
- In Electionware, click **Create Qualification Media** from the Manage menu. Click **Refresh** if the USB drive is not displaying.
- Click **Create Media**. (If the memory device contains data, a prompt will ask to clear the device. Click **Yes** to clear just this device or click **Yes To All** to clear all memory devices inserted into the machine. Once completed a message will appear stating the qualification code has been created. Remove the device and repeat these steps to create additional EQC sticks. [Confirm with ES&S. I believe we say Yes to all and only create one EQC stick in CT, correct?]
- Goo to **Deliver → Package → Equipment → Create Qualification Media**.
- Insert EQC stick, click Refresh, then Create Media.
- This stick is used to qualify tabulators before loading election data.

Step D: Create Election Media Sticks

- **All media sticks should be burned onto blue ES&S USB Sticks.**
- Using the secure ES&S computer, insert the YUBI key into a USB port on the Electionware laptop and turn the laptop on.
- Login to Windows using the EAdmin Account. If you do not have the password, contact Ryan Butanowicz, Representative, John Lento, or ES&S Customer Service (877-377-8683). It is important to maintain this password in a secure place where you can find it in the future. It is not recommended to change the password.
- Remove YUBI key now and secure it.
- Copy the file from the STP site using the file manager into the Folder c:\Elecdata.
- Once logged into the Electionware software, click the **Deliver Group** on the menu on the left-hand side. Right-click on **Package**. There should be two options, Create a New Election or Restore Election. If you do not have the restore option
- Right-click on the desired poll place and select the type of media to create. Click **Refresh** if the USB drive is not displaying.
- Create **Create Media**.

CERTIFICATION REMINDERS AND TABULATOR PROCEDURES

- Begin ballot card testing **as soon as ballots are available** and **no** later than the 10th day before the election or primary.
- **MAKE SURE ROOM IS RESERVED AND FACILITIES ARE NOTIFIED FOR SETUP OF ROOM**
- Post notice of certification on Town website, Town Hall Customer Service Centers, send to Town Committee Chairs, and Candidates (§ 9-244)
- Make sure to charge the tabulators every three (3) months and ensure they are charged at least one (1) day prior to certification and one (day) prior to an Election.
- Prepare certification paperwork to include:
 - REPORT FOR PRE-ELECTION TABULATOR & MEMORY STICK TESTING
 - Confirm the serial numbers and seals on each tabulator for report
 - How to change the date and time instructions
 - Time and Oath Sheet for signing in and out
- Prepare test decks –Number of test decks dependent on number of type of ballots in your Town. Make sure each set has a results page.

Click on links to navigate through manual

- Document the number of ballots required for both ABs and poll districts used for test ballots. Instructions from ES&S vary as to number of ballots.
- Test at least two (2) memory sticks per district (main memory stick and backup memory stick).
- When central counting, prepare one or two test decks for Absentee Ballots + SDR. Make sure each set has a results page.
- Generate a **tally sheet** showing expected vote totals for each test deck.
- Use an **independent system** (not the tabulator) to generate sample ballots for testing.
 - Include:
 - Overvotes
 - Undervotes
 - Write-ins (if applicable)
 - Straight-party selections (if applicable)
 - Split-party selections
 - Ensure **every contest and candidate** appears at least once in the test deck.
 - Election Night Reporting System is managed through software by ES&S called Electionware. All jurisdictions in Connecticut manage elections through Electionware's software system. Electionware maintains an audit log that tracks and saves a record of all system processes and user actions and gives election administrators the ability to:
 - Create elections
 - Design ballots
 - Configure digital tabulation and accessible equipment
 - Manage election results data
 - Generate custom results reports

TESTING SUPPLIES

- For the Tabulators – ballots, rolls of thermal tape for DS300 (for printing reports), thermal paper for DS450 & 950 (for printing reports), ink cartridges, tabulator keys, memory sticks, anti-static bag for memory sticks and numbered security seals.
- For working – pens, scissors, instructions, DS300 Testing Guide, etc.

TABULATOR AND MEMORY STICK TESTING AND SET UP

Pre-Testing Checklist

- Memory stick (poll place, EQC, backup)
- DS300/DS450/DS950 keys
- Paper roll installed in each tabulator
- Pre-marked test deck ballots
- Confirm firmware version _____ (Insert where to find it here)
- Starting Protected Count _____
- Ending Protected Count _____
- Verify precinct/district numbers match across test deck, ballot box label, and poll place memory stick

DS300

DAY OF TESTING CERTIFICATION (APPLIES TO DS300)—Testing protocols for DS450/950 are slightly different and listed below.

- If applicable, teams are designated with one Democrat and one Republican or an approved Unaffiliated
- If applicable, assign a team to either one polling location or AB ballots
- Review the ES&S memory stick instructions
- Each team will do the following:

Click on links to navigate through manual

PREPARE THE TABULATOR – Ensure auxiliary bin door and ballot bins are empty, tabulator is plugged into power, unlock screen. (close and lock both auxiliary and ballot bin doors).

- Unlock and lift the screen/lid to power on. The tabulator should beep and power on.
- Is the date and time correct? Adjust if needed via Admin menu.
- Is the amount of tape remaining adequate? If not, replace the tape.
- Verify that the keys are in the designated location (there are two keys, one larger silver key is used for the locks on the ballot box and clamshell, while the smaller key with a black cover is used to lock the tabulator. An easy way to remember this is the black key goes to white machine).
- Verify that the power cord is attached to the tabulator within the ballot box or is in the carrying case

CLEAR & INITIALIZE

- Before loading an election, you will need to clear and initialize the DS300 using the Election Qualification Code (EQC) memory stick. This clears all election information from the DS300
- Insert EQC memory stick into the front access compartment of the tabulator, confirm new **Election Name/Date** are correct, tap continue.
- Enter **qualification code**, then tap **Accept**. remove EQC memory stick when complete.
- Load Election – Insert Election Definition or Poll Specific memory stick, confirm **Election Name/Date**, enter Election Code.

LOAD ELECTION

- Insert poll place USB memory stick.
- Enter the **election code**, then tap **Accept**.
- Wait for the configuration report to print automatically.
- Verify all information on the configuration report is correct.

CHECK DATE AND TIME

- Tap the **Admin** icon in the upper-right corner.
- Check the **date and time**.

If the date and time are correct, proceed to *Ballot Testing Procedures*. If not, follow these steps to change the date and time. More information is found in the last section below.

- Tap **Log In**, then enter the **administration code** and tap **Accept**.
- From the menu on the left, tap **System Settings**, the **Date And Time Options**.
- Correct the **date and time**, then tap **Apply**.
- Tap **Log Out**.
- Tap **Exit**.

Important: If you changed the Time Zone, you must restart the tabulator before proceeding.

BALLOT TESTING INSTRUCTIONS

- **Open the Polls**, tap open poll, confirm zero total report. Verify Public Count increments are correct. Tap **Go to Voting Mode**. Insert/Process each paper ballot test deck through the tabulator, one-by-one, alternating between all four orientations to ensure tabulator will process any direction a voter may insert the ballot (face up, face down, top in first, bottom in first). Ensure the on-screen **Public Count** accounts for each ballot that gets inserted into the tabulator.
- **Close Polls** – Print closing reports, remove ballots, shut down, remove memory stick. After processing the test deck, press and release the physical **CLOSE POLL** button in the front access compartment. Tap **Close Poll**. Depending on your election configuration, the DS300 will automatically print multiple closing reports. While the reports print, unlock and open the ballot bin door and remove all ballots.
Note: Ensure that the ballot bin is completely empty after removing all ballots. Tap **Finished – Turn Off**. Wait for the screen to go black and for the **POWER** button to go off.

Remove the poll place memory stick.

POST TESTING – ~~Read memory stick into Electionware Reporting Module, verify results, store tapes (Is this required in CT?)~~

- Verify the results match the expected test results. Check all candidates.
 - Store the tapes and test report for record keeping.
 - After tabulator certification, check that there is a numbered SEAL securing the main memory stick and backup memory stick for each tabulator.
 - Verify that there is numbered SEAL securing the ballot box and/or carrying case.
 - Fill in the information on the moderator certification report and sign.
 - Clearing Test Results is mandatory to ensure zero totals to start on Election Day.
 - Sign into Electionware computer, tap on the Election name. Go to Results > Reporting
 - Highlight Election Results, Right Click and Select Clear All Election Results
1. Reinsert the USB memory stick containing the election data back into the front access compartment.
 2. Place a new roll of paper into the DS300.
 3. Press and release the physical **POWER** button to turn on the DS300.
 4. Enter the **election code** and let the configuration report print.
 5. Tap **Re-Open Poll**, then enter the **override code**.
 6. Tap **Clear Votes**, then **Clear Votes & Continue**. A successfully cleared message will appear.
 7. **Totals Cleared** should print on the tape. (This also ensures the roll has been inserted correctly.)
 8. Tap **Don't Open – Turn Off**.

After the DS300 powers down:

1. Leave the memory stick in the DS300.
CAUTION: ES&S recommends unplugging the power cord so that if the screen is accidentally re-lifted, the tabulator will not turn on.
2. Apply seals for security per protocol.
3. Close and lock the screen.
4. Close and lock the ballot box lid.
5. Ensure both ballot bin and auxiliary bin doors are locked.
6. Ensure the DS300 is labeled on the outside with the polling location/precinct information.

DS450/DS950

DAY OF TESTING CERTIFICATION (APPLIES TO DS450/DS950)

- Power on the 450/950 from the power switch on the left side of the machine. (ensure UPS below is powered on also otherwise scanner will not power on)
- On the screen select Setup
- Tap Clear and Qualify
- Insert EQC media and enter Qualification code. Tap Yes
- Message stating Clear and Initialization successful will appear, then remove EQC usb.
- Tap Load Election
- Insert USB for selected reporting group for ballots to be scanned into. Enter Election Code
- Verify correct election name and date appear. Press Yes.
- Message stating Election Definition was successful appears, Press done. ****Remove usb from the 450/950****
- Go to System Tab from menu, check date and time are correct
- From Election Tab in menu, go to Configure. From Sort Settings, ensure the settings are correct for your election. Also go to Batch/Bin Reporting tab and check to ensure the accurate amount of reports are printing every time you save a batch.
- From menu go to Reports, print Zero report

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- From menu go to scanning and scan ballots.
- Scan your test deck through the 450\950.
- Upon completion print results report from Menu > Reports > Results
- Go to Menu > Election > Results > Export Files. Screen will show ESS&S media device and Export files from new batches only as highlighted blue.
- Tap Export and enter Election Code. Insert a BLANK usb
- Once completed tap Done and remove the USB.
- Repeat the following steps for each reporting group being scanned on the 450/950.
- Read results into Electionware Computer to ensure usb functionality and totals accuracy.
- Once testing is completed format the results usb to be able to be used again. (Refer to steps in the 450-950 Admin manual)

DS300/DS450/DS950

CHANGING THE DATE AND TIME IN THE ES&S TABULATOR

Key Notes:

- Only authorized election officials should perform these steps.
- CT requires that any system setting changes be logged for audit purposes.
- The DS300 is used at polling, while the DS450 and DS950 are used at central count facilities for absentee/early ballots.
- The interface wording may vary slightly depending on the EVS software version installed on the tabulator.

<u>Step #</u>	<u>DS300 (Poll Place Tabulator)</u>	<u>DS450 (Central Count Tabulator)</u>	<u>DS950 (High Speed Central Count Tabulator)</u>
<u>1</u>	<u>Power on the DS300 by lifting up the screen</u>	<u>Power on the DS450 by pressing the power switch on the left side of the machine.</u>	<u>Power on the DS450 by pressing the power switch on the left side of the machine.</u>
<u>2</u>	<u>Enter Election Code (The date/time can only be changed when the polls are closed).</u>	<u>Enter Election Code (This must be done before scanning any ballots. Once you have started scanning ballots, you cannot adjust the date/time unless results are cleared.</u>	<u>Enter Election Code (This must be done before scanning any ballots. Once you have started scanning ballots, you cannot adjust the date/time unless results are cleared.</u>
<u>3</u>	<u>Tap the Admin menu button (upper right), enter the Administration Code.</u>	<u>From the Menu Screen, Tap System, then Change Date or Change Time.</u>	<u>From the Menu Screen, Tap System, then Change Date or Change Time.</u>
<u>4</u>	<u>From systems settings, go to Date and Time options.</u>	<u>Tap Edit, enter the Administration Code and tap Accept.</u>	<u>Tap Edit, enter the Administration Code and tap Accept.</u>
<u>5</u>	<u>Tap Change Date or Change Times. Use the arrows to make necessary adjustments. Tap apply, then tap back and Apply once again. A screen will display your changes have been saved successfully.</u>	<u>Using arrows to adjust to the appropriate date or time Tap Next. Confirm the correct date and Time. Tap Save. Once completed, you may return to the Menu Screen.</u>	<u>Using arrows to adjust the appropriate date or time, tap Next. Confirm the correct Date and Time. Tap save. Once completed, you may return to the Menu Screen.</u>

REPORTING ELECTION RESULTS
ACCESS

- Use the **Reporting Module** to load election results, machine logs, cast vote records, and ballot images. This module is used to create the results reports, review and finalize formal ballot decisions, and review and manage write-ins.
 - Click on Manage → Results Manual Entry
 - Select contest, precinct/poll place, and reporting group
- Users: There are three levels of users that can be setup in the Results Module. When loading results, it is recommended that you log in as a Reporting User rather than Administrator.
 - Reporting Administrator: Full administration access to the Results Module.
 - Reporting User: Access only to the Results Reporting Module.
 - Ballot Reviewer: Access only to Ballot Review portion of the Results Reporting Module.



CHAPTER 19

RE-CANVASS / RECOUNT

Read and follow the instructions given in the **Recanvass Procedure Manual** by the SOTS

A recanvass of the vote in an election or primary may occur in one of three ways:

1. Discrepancy Recanvass (§ 9-311) (Sections need more work)

- a) Determined by Head Moderator within three days after election that there is a discrepancy in the return of any district in an election or primary.
- b) Moderator sets the time and location of the recanvass.
- c) Moderator summons recanvass officials and gives written notice of time and place to town chairmen, candidates, **and if a state election, to the Secretary of the State.**
- d) Moderator may limit recanvass to machine counted ballots, absentee ballots, write-in ballots or any combination thereof. **I did not find statutory or regulatory authority to support this statement.**

2. Close Vote Recanvass (§§ 9-311a, 9-445)

A. Elections or Primaries:

Recanvass is automatic (unless defeated candidate waives their right in writing).

- 1) Determined by Town Clerk for local and municipal elections, by SOTS for state or district elections.
- 2) The convening authority shall notify the head moderator who shall then will follow the procedure for discrepancy recanvass.
- 3) The calculation for a SINGLE opening office is the difference between the winner and loser in the total votes cast only for that office:
- 4) The calculation for a MULTI opening office is the difference between the last winner and the first loser in the total votes cast in the election or primary.
 - Less than 20 votes, no need to do any additional calculations,
 - Less than ½ of 1% (.005) but not more than 2,000 votes in an election or 1,000 in a primary
 - In the multi-opening office, votes for *all* candidates for the office are recanvassed.

B. Question(s) in an election or referendum (§ 9-370a)

- 1) Moderator shall, when the difference between the “Yes” and “No” vote is less than ½ of 1% (.005) of the total number of votes cast for the question but not more than 2,000, proceed forthwith to recanvass the returns as closely as possible in the manner described in (§ 9-311).
- 2) In the case of a regional school district referendum where there is a tabulation of the vote as a whole, the moderators in the district shall proceed forthwith to cause such recanvass to be made upon such tabulation-

3. Tie Vote Recanvass (§§ 9-311b, 9-445, 9-446)

- a) After any election, recanvass is automatic, unless all but one of the “tied” candidates dies, withdraws, or becomes disqualified to hold office (§ 9-311b).
- b) After a primary, SOTS gives notice for a recanvass for state or district office, and the Town Clerk gives notice for municipal office or town committee (§ 9-445).
- c) If the recanvass results in a tie vote, the tie will be resolved by an adjourned primary (§ 9-446).

Timing: Determine if recanvass is necessary within three days of the Election or Primary.

Any recanvass must be held not later than the fifth business day after the election.

Impound - Once it is determined that there will be a Recanvass of votes, the following materials must be secured:

1. Registrars of Voters must store and secure:

- a) All tabulators with memory stick still sealed in them for all voting districts including unused sealed and tested spare tabulators for use at the recanvass.
- b) All sealed ballot transfer cases for each voting district, which contain:
 - All tabulator counted ballots.

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- All sealed depository envelopes containing the counted ballots from the auxiliary bin; notes, worksheets and other written materials used in counting the ballots from the auxiliary bin (if any).
 - All sealed depository envelopes containing the counted ballots from the write-in bin; notes, worksheets and other written materials used in counting the ballots from the write-in bin.
 - All sealed depository envelopes containing the hand-counted absentee ballots:
 - Absentee
 - Same Day Registration (SDR)
 - Early Voting (EV)
 - The Moderator's Record certifying the count for Candidates for each ballot type.
 - All depository envelopes containing notes, worksheets and other written materials that were used in the counting procedures.
 - c) All sealed depository envelopes containing rejected absentee and discarded inner and outer envelopes, and any impounded documents not in a ballot transfer case.
2. Town Clerk impounds:
- a) the official check lists used at polling places and central counting
 - b) the moderator's returns

Forms necessary for a recanvass are found in the Recanvass Procedure Manual:

Summons
 Notice of Recanvass in Case of Discrepancy
 Notice of Recanvass on Close Vote
 Return of Delivery of Notice
 Primary Recanvass/Provisional Ballot Return Form
 Return of Service Form
 Tally sheets
 Moderator's Returns

Notice of Recanvass

- SOTS notifies Clerk (If State or District)
 - Clerk notifies Moderator
 - Moderator: Notifies ROV, town chairmen, candidates, and the public. Summons recanvass officials.
 - Recanvass officials must be summoned by written notice delivered personally (does not need to be delivered personally by head moderator).
 - ROV and Town Clerk to receive written required material to be brought to the Recanvass. For example:
 - Tabulators with memory sticks still sealed in them, sealed ballot transfer cases – all counted ballots, all depository envelopes and notes from absentee counting, absentee ballot applications, official check lists, moderator's returns.
- Note: A complete and detailed list is in the Manual as to what election materials should be brought to the Recanvass.*
- Town Chairs of every party involved in the recanvass to receive written notice stating the date, time and place where the recanvass will take place. Each chair may send representatives to be present to observe but not participate in the recanvass.
 - Candidates - In a close or tie vote recanvass in an election or primary for municipal office or election of members of a Town Committee each candidate is given written notice of the day, time and place of the recanvass. Each candidate subject to the recanvass is permitted to have two representatives present.
- ROV notifies the Public by providing sufficient signage to enable any member of the public to easily locate the building and room where the recanvass is taking place, including the date and time.

Note: It would be wise to also notify the Press and post details on the Town web site and the ROV website.

Recanvass officials are:

Moderator (Head Moderator)
 Registrar of Voters
 Two official checkers from opposing parties – 2 minimum, can hire more as needed

January 1, 2026 version

Click on links to navigate through manual

Two absentee ballot counters from opposing parties – 2 minimum, can hire more as needed

Two ballot clerks from opposing parties – 2 minimum, can hire more as needed

Note: These officials should be chosen from the poll workers who worked on the elections, however you may substitute workers as needed.

The Town Clerk, although not a recanvass official, will be involved as they have some of the “Impounded” election materials needed for the Recanvass.

Multiple-Opening Offices

The returns for all candidates in the contest will be recanvassed

RECANVASS DAY - All recanvass procedures shall be open to public observation**A. Officials --The Head Moderator or Moderator in single district towns is in charge of the recanvass.**

- Recanvass officials should arrive before the official start of the recanvass for instruction.
- Go over the procedure of a recount and remind them that voter intent governs, and that the Moderator shall make the final decision regarding voter intent, if in question.
- Setting up the Recanvass officials in teams prior to their arrival will make the start smoother. You will know their party affiliation and can set up teams to represent different parties in an election or different candidates in a primary. This is usually Rep & Dem but could also be Dem & Unaffiliated or Rep & Unaffiliated. Swear in the Recanvass Officials.
- Registrars of Voters provide tally sheets and Moderator Returns

B. Observers

At the start of the Recanvass instruct the Public Observers as to what they are allowed and not allowed to do.

Observers may be close enough to:

- Observe but not interrupt the process
- Allowed to take notes.
- See individual ballots as they are counted, but never allowed to touch the ballot.
- Allowed to take photos of ballots so long as they DO NOT interrupt or delay the process of counting. The moderator has the right to keep order during the recanvass. So, they could not stop the count to take picture after picture but could for example, take pictures of the rejected ballots that are placed to the side. However, they can't require the election officials to hang around after the count just so they have time to take pictures. (Per Aida Carini, SOTS staff attorney)
- See tally sheets being marked and counted.
- See report forms.
- Verify seal numbers.
- May ask questions to the ROV or Moderator but not the Ballot counters.

C. Chain-Of-Custody

Removing ballots, memory sticks & tabulators from secure storage

- under supervision of two election officials of opposing parties (or candidates in a primary) until locked into secure storage (Reg.9-242a-2)
- If not using a spare/back-up tabulator, follow the procedures in the SOTS Recanvass Manual / ES&S Manual to burn and insert fresh memory stick into tabulator.
- Prepare tabulator according to opening procedures in Moderator's Return / ES&S Manual.
- Break the seal of the ballot transfer case and remove the depository envelopes.

Never leave ballots, tabulators or memory sticks unattended.

D. Ballot Counting Rules

- Voter Intent Governs
- Run properly marked ballots through tabulator

Click on links to navigate through manual

- Work in teams of at least 2 officials (not of same party affiliation)
 - Double check work done by other official (at least two sets of eyes)
- Count only the votes for the contests subject to recanvass
- Impartial judgement
- **Moderator** makes final decision when voter intent is not clear.

E. Basic Ballot Counting Process

- Examine ballots - determine whether markings for the office being recanvassed are clear to be read by tabulator



- Stack properly marked ballots into groups of 25/50 (recommended)
- Process properly marked ballots through tabulator
- **Over voted ballots should be considered to express the voter's intent as the voter made the choice to cast the ballot that way rather than spoil it and get a new ballot. (This needs to be clarified by the SOTS)**

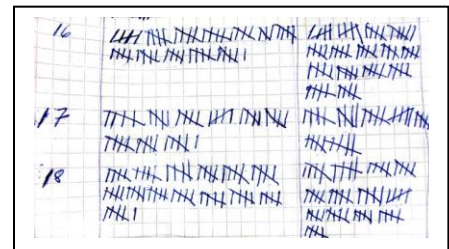


- Hand Count mismatched or improperly marked ballots (Including stickered ballots)
 - Follow Hand Counting Ballots Procedures
- Reseal into transfer bags and/or depository envelopes



F. Basic HAND Counting Ballots - For Improperly Marked Ballots

- **Hand count** the votes for the office(s) or question(s) subject to recount
 - Interpreting ballot markings for voter intent
- Hash marks on tally worksheet indicating votes received
- Reconcile hash mark sheets jointly
- Record # of votes onto tally sheet
- Reseal in labeled depository envelopes.



Note: Hash marks are just one of several methods of keeping count

G. TABULATOR Counted Polling Place Ballots

- Break the seal of the ballot transfer cases carrying the tabulator counted ballots.
- Working with one ballot bag at a time, remove the ballots from the ballot transfer case
 - ABANDONED Ballots – Simply consider abandoned ballots when reconciling the number of ballots cast to number checked as voting.
 - SPOILED Ballots – Keep in depository envelope. Do nothing with them.
- Follow “Basic Ballot Counting” Instructions above

H. Absentee Ballot Handling

- Open depository envelope with discarded outer and inner envelopes & rejected absentee ballots
 - In the presence of the moderator and Town Clerk
- Check all outer envelopes against:
 - Inner envelopes - Verifying that quantity is the same.
 - Clerk's check list
 - Verify postmarks & addresses
 - Official check list markings
 - ✓ Verify that # of outer & inner envelopes is same as # of persons checked as having voted by absentee ballot.
 - Regarding Rejected Ballots – Simply ensure that they have been accounted for.
- Open depository envelope(s) containing tabulator counted absentee ballots
 - Follow Basic Ballot Counting Rules
- Open depository envelope(s) containing hand counted absentee ballots
 - Follow Hand Counting Ballot Instructions

I. SDR Ballot Handling

Click on links to navigate through manual

- Handle as similarly as possible to the process used for Absentee Ballots

J. Early Voting (EV)

Handle as similarly as possible to the process used for Absentee Ballots

~~K. Write-In Bin Ballots~~ – Delete entire section as ES&S tabulators do not have a write in bin





- ~~• Open depository envelopes containing Election Day write-in bin ballots.~~
- ~~• Look at ballots for any defects or marking errors which might cause the tabulator to incorrectly read the ballot for the offices to be recanvassed.~~
- ~~• If any marking error or defect is found in the office being recanvassed the ballot should be set aside so it can be hand-counted.~~
- ~~• If there is a write in for recanvassed contest set the ballot aside so it can be hand-counted.~~
- ~~• Feed all other ballots from the write-in envelope into tabulator, so non-write-in votes can be tabulated.~~
- ~~• Record votes on tally sheets~~
- Reseal write-in ballots in labeled depository envelope

~~L.~~ K. AUXILIARY Bin Ballots





- Open depository envelopes containing the ballots from the auxiliary bin
- Hand count the votes for the contests subject to the recanvass
 - Follow Hand Counting Procedures
- Record votes on tally sheets
- Reseal in labeled depository envelope.

J. Interpreting Ballot Markings





- **Slash Marks Through Ovals - Hand Count - Count Vote for Lincoln & Eisenhower**

OFFICE →	1 FIRST SELECTMAN	2 SELECTMAN
PARTY ↓	ABRAHAM LINCOLN	DWIGHT EISENHOWER
REPUBLICAN	 1A	 2A
DEMOCRATIC	GEORGE WASHINGTON  1B	U. S. GRANT  2B

- **Invalid Correction – Hand Count – Count vote for Lincoln**

OFFICE →	1 FIRST SELECTMAN	2 SELECTMAN
PARTY ↓	ABRAHAM LINCOLN	DWIGHT EISENHOWER
REPUBLICAN	 1A	 2A
DEMOCRATIC	GEORGE WASHINGTON  1B	U. S. GRANT  2B

- **Invalid & Written Correction – Hand Count – Count Vote for Eisenhower**

OFFICE →	1 FIRST SELECTMAN	2 SELECTMAN
PARTY ↓	ABRAHAM LINCOLN	DWIGHT EISENHOWER
REPUBLICAN	 1A NO - WRONG	 2A
DEMOCRATIC	GEORGE WASHINGTON  1B	U. S. GRANT  2B

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- **Party Designation is Disregarded/Ignored – NO Votes Counted**
Note: There is one exception - Party Designation is considered on Official BLANK Absentee Ballots

OFFICE →	1 FIRST SELECTMAN	2 SELECTMAN
PARTY ↓		
REPUBLICAN	ABRAHAM LINCOLN ○ 1A	DWIGHT EISENHOWER ○ 2A
DEMOCRATIC	GEORGE WASHINGTON ○ 1B	U. S. GRANT ○ 2B

- **Determine if a True Overvote**
 - ✓ Are there more candidates selected than allowed? No, there are only 4 candidates selected.
 - ✓ This ballot is NOT a true Overvote because elector may “vote for any four” and there are only 4 candidates selected
 - ✓ Multiple ovals filled in for a candidate equals only one vote for that candidate.
 - ✓ 7 ovals filled in DOES NOT mean 7 votes counted
 - ✓ Count a Vote for Washington, Barton, Ash & Ben Franklin

(waiting to hear back from SOTS office regarding the handling of overvotes and blank voted ballot now that the voter is deciding to override them)

OFFICE →	9	10	11	12
PARTY ↓	Planning and Zoning Commission Vote for Any Four			
REPUBLICAN	9A George Washington ●	10A Clara Barton ●	11A Arthur Ash ●	12A Franklin Pierce ○
DEMOCRATIC	9B Benjamin Franklin ○	10B ○	11B ○	12B ○
SAVE AMERICA NOW	9C Benjamin Franklin ○	10C ○	11C ○	12C ○
WRITE-IN VOTES	9F ○	10F Clara	11F Ben	12F ○

- **Intent of Voter Must be Clear**
 - the write-in vote would not be counted because it is not clear whether the vote is for Ben Franklin or Franklin Pierce.
 - Clara Barton is the only clear vote

OFFICE →	9	10	11	12
PARTY ↓	Planning and Zoning Commission Vote for Any Four			
REPUBLICAN	9A George Washington ○	10A Clara Barton ●	11A Arthur Ash ○	12A Franklin Pierce ○
DEMOCRATIC	9B Benjamin Franklin ○	10B ○	11B ○	12B ○
SAVE AMERICA NOW	9C Benjamin Franklin ○	10C ○	11C ○	12C ○
WRITE-IN VOTES	9F Franklin	10F ○	11F ○	12F ○

- **Consistency is important when determining voter's intent.**
 - Ovals are correctly filled in on ballot.
 - Oval not filled in for write-in
 - Count vote for Clara & Benjamin

OFFICE →	9	10	11	12
PARTY ↓	Planning and Zoning Commission Vote for Any Four			
REPUBLICAN	9A George Washington ○	10A Clara Barton ●	11A Arthur Ash ○	12A Franklin Pierce ○
DEMOCRATIC	9B Benjamin Franklin ●	10B ○	11B ○	12B ○
SAVE AMERICA NOW	9C Benjamin Franklin ○	10C ○	11C ○	12C ○
WRITE-IN VOTES	9F ○	10F Arthur Ash	11F ○	12F ○

Closing Recount

For Each Voting District

- Print and sign 2 elections results tapes
- 1st tape connected to Zero tape
 - attach to Recanvass Moderator's Return.
- Moderator announces tabulator results for contests subject to recanvass
 - Ignore results for offices not subject to recanvass
- Post 2nd result tape for observers to view
- After all votes subject to recanvass are counted:
- Record results on proper tally sheets
- Complete “Certificate of Closing Polls” form with moderator & at least two officials’ signatures.
- Record seal numbers from tabulator and ballot transfer cases
- Any additional memory stick containers must be listed on certificate
- Complete Moderator’s Returns for each office subject to recanvass
- Announce results for contests subject to recanvass
- Put in ballot transfer case all tabulator counted ballots & sealed depository envelopes as they were on election night
- Attach new seal
- Record seal number on Moderator’s Return
- Put tabulator w/recanvass memory stick into tabulator case.
- Attach new seal
- Record seal number on Moderator’s Return



CHAPTER 20

AUDIT POST-ELECTION

REFERENCE: Audit Procedure Manual Rev. 8/16 and CT General Statutes (§§ 9-320(f) and 9-320(g))

PURPOSE & DIFFERENCE: between an Audit and Recanvass/Recount:

- Audit is to determine tabulator's performance. It is to assess how well the tabulator performed and to confirm that the votes cast were counted properly by the optical scanning tabulators. (§ 9-320(f))
- Recanvass/Recount is to determine voters' intent and vote total.

SELECTION: Mandatory post-election audits are to be conducted by Registrars of Voters in 5% of the voting districts and central absentee ballot counting locations randomly selected by the Secretary of the State-(§ 9-320(f))

METHODS: Hand count or may ask SOTS to use UConn's electronic equipment. Registrars must continue to conduct audits manually for any primary or election for which electronic authorization has not been granted.

TIMING: Registrars of Voters must audit the results on or after the 15th day after an election or primary and must be completed by the date prescribed by the SOTS. Notify SOTS of the date and location at least 3 business days in advance of the audit. Follow established procedures, including requirements for providing notice, chain of custody, and counting procedures. Election officials conducting the audit are to be compensated at the same rate of pay established by the municipality for elections and primaries. (§ 9-320 (f))

OUTCOME: Statute does not provide for audit results to directly affect the reported vote totals. However, if the audit uncovers sufficiently large discrepancies of 0.5% or more, the SOTS has the authority to investigate further, and a discrepancy recount may be ordered. Statutes do not clearly mention the possibility of additional targeted samples as part of such investigation. (§§ 9-320(f) & (o))

COMPLAINT: CGS (§ 9-320 (g)) specifies that a candidate or elector is not precluded from seeking additional remedies, such as bringing a complaint in Superior Court, because of information revealed by the audit process.

HAND COUNTING AUDIT PROCEDURES

A. PREPARING FOR AN AUDIT - A Manual Hand-Counted Audit:

- Read the Audit Procedures Manual by the Secretary of the State at <http://portal.ct.gov/SOTS/Election-Services/Handbooks/Handbooks-Moderators-Absentee-Ballot-Counters-Recanvass-and-Audit>
- Before Election Day, determine a date for your audit in case you're selected.
- Check the availability of a venue with ample parking and book it. Look for a large room with space to spread out. It should have movable tables and chairs and good lighting with a separate area for refreshments and lunch, if necessary. Plan a space for citizen observers
- Develop a list of potential audit workers --- opposing political party members or opposing factions-in a primary. Registrars should supervise and be available for questions from workers.
- Become familiar with audit procedures and prepare a plan for explaining them to audit workers. A 10 to 15 minute orientation should be sufficient. Explain the concept of "blind-counting" (i.e. officials should not know the tape results prior to audit completion) to all officials. Review the procedure for tallying double votes for cross-endorsed candidates. Review how to handle overvotes.
- Develop a payroll plan and a schedule for breaks, refreshments, or lunch.

B. CONDUCTING AN AUDIT

When selected: finalize the location and date, compile supplies, recruit workers, and publish a public notice as required by the SOTS. You may need to arrange for lunch depending on the number of ballots to be counted. You will probably be contacted by observers to confirm the time, place, and date of the audit.

- Chain-of-Custody: Ballots are always under the supervision of two election officials of opposing parties (or candidates in a primary) when removing from storage, transporting to the audit site, during the audit, and returning to storage.
- Do a “test run” with some practice ballots in your office beforehand: mark blank ballots, practice the procedure.
 - Time yourselves: Pick up a ballot, read every race subject to the audit, hash (tally)-mark, and place it in a pile.
 - Multiply the recorded time by the number of ballots to determine how many total minutes or hours (divide minutes by 60) are required to count all the ballots by one team. Decide how many teams (4 people on a team) you will need.
 - Example: If you determine that you need ½ minute to read each ballot and you have to count 3000 ballots, it will take 1500 minutes (or 25 hours), using one team. If you hire 5 teams, you will cut your time to 5 hours.
- Organize materials: Locate ballots in sealed secured bags or black box, pens, pencils, tally sheets (include an unknown party column), rulers, scrap paper, sticky notes, SOTS Report, Moderator’s Return from election/primary, seals, scissors, tabulator tape from election/primary.

Starting Procedure

1. Confirm security of ballots and confirm seal numbers with Moderator Returns.
2. Choose only ballots that were put through the tabulator —not ballots that were entirely hand-counted. Include ballots from write-in bin counted by machine.
3. Pair counters (opposing slates or parties) or use 4-person teams: 1 reader to call the vote, 1 person to verify what the reader calls, and 2 people to make hash marks independently
4. Use your workers to count and batch the ballots in batches of 25 or 50 (Registrars’ discretion) to make sure you have ALL of the machine-counted ballots subject to the audit. Total these and compare to tabulator tape—number of ballots counted by tabulator. Remember to include improperly marked ballots in this total count.
5. Repeat this count if the numbers do not match. Remember “blind counting” principles.
 - While counting the total ballots, workers may remove ballots that the tabulator may not have read properly. Place improperly marked ballots in separate pile.
 - Registrars collect improperly marked ballots and set aside for later review.
6. When ready to begin counting candidate votes, distribute several batches of 25 to each team. Pass out tally sheets and pencils. Use a separate tally sheet for each batch of ballots. Sheets are numbered by team and identified by the office being counted. If you are counting more than one office on your ballots, you might want to tally one office at a time.

C. OVERVIEW—THREE METHODS OF COUNTING

Counting procedures must always be verified by two sets of eyes for each count. Registrars have already confirmed the number of ballots to be audited, batched them, and distributed batches to each team. They may also have removed ballots with questionable marks to be reviewed by Registrars or deputies. Remind workers to watch for any additional improperly marked ballots.

1) Read/Call/Hash Mark Method

Each team of counters includes 4 people and is balanced by party affiliation or with unaffiliated workers. One reader calls the vote for each candidate; one observer verifies that the reader is calling the proper vote for each candidate. Two markers independently record vote using hash marks. Markers confirm their totals for each candidate after every 25 ballots. If they don’t agree, read, and hash mark that batch again. Total the votes for each

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candidate. Note any ballots with unusual marks for that candidate—sticky notes. Bring to Registrars' attention. Registrars total the counts from each team and compare to the tabulator tape totals. If a candidate's totals do not match the tape, recount that candidate.

3) Sort-and-Stack/Count Method

Good for a simple ballot – limited number of candidates, a couple races, or a Yes/No question. Registrars have already counted the number of ballots to be audited. Distribute a specified number of ballots, such as 250, to each team of 2 people. Pick a race or, if a multi-opening race, pick a candidate. Sort ballots by candidate's name. Both counters check piles for accuracy. Count the ballots. Compare to tabulator tape for each candidate. Proceed to next race or to next question on the ballot.

4) Two-Person Read/Call/Hash Mark/Switch Method

One counter reads the name of each candidate receiving a vote, using batches of 25 or 50(Registrars' discretion). Another hash marks the votes. Total the votes for each candidate in each batch. Exchange batches with another pair of counters, (or switch roles and count the same batches). Repeat reading, calling, and hash marking. Total the tally and compare totals with the first count or first pair of counters. Repeat the count if totals do not agree with each other. Continue with all other ballots.

Registrars add all totals and compare with tabulator tape. Repeat if totals do not agree with tape.

D. ENDING THE AUDIT

- Complete the forms from the SOTS, explaining any discrepancies in the counts. Make copies for your records. Send.
- Reseal all ballot bags and return them with two officials from opposing political parties (or opposing candidates in a primary) to a secure location.
- Send a memory stick to UConn for the district subject to the audit.

E. UCONN'S ELECTRONIC EQUIPMENT USE

If you would like to use UConn's electronic equipment, for your audit, you must contact the SOTS's office and request authorization to use the system. If you receive an OK, you will be given a time slot, for which you will perform your audit at the

Follow the Audit Procedures Manual to prepare. Chain of custody must be followed. Public notice of the audit's date, time and location is required. The public does have the right to observe the audit. (Recommendation: 3 people, bring everything required per manual. Bring scissors, tape, security seals, etc.)




CHAPTER 21

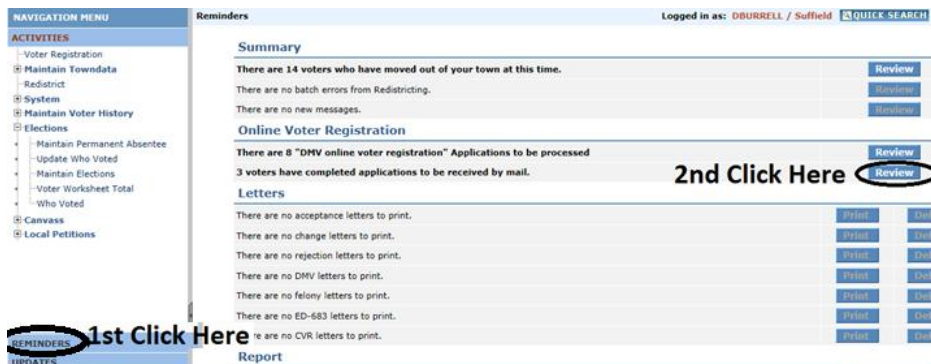
HELPFUL HINTS & ONLINE LINKS

- A. Suggestion: Maintain a record of all Property Transfer letters sent to confirm voter's residence and their responses. Changes are made to voter record according to their response and document is attached to record. Anyone that does not respond to the letter is added to the next canvass list.
- B. *CVRS (CONNVERSE), HOW TO HANDLE OR CREATE THE FOLLOWING USING*
- a. *Online Voter Registration/changes*
 - i. *How to Create a List of Voters Who Filled Out an Online Voter Registration Application*
 - ii. *How to Handle a Pending Online Voter Registration Application*
 - b. *How to add the Date of Primary or Election to an Acceptance Letter*
 - c. *Permanently Physically Disabled*
 - i. *How to Create a List of Permanently Physically Disabled Voters*
 - ii. *How to Create Address Labels for Permanently Physically Disabled Voters*
 - d. *Who Voted?*
 - i. *How to Manually Input Group Data on Who Voted*
 - ii. *How to Manually Input or Change an Individual Voter's Who Voted Data*
 - iii. *Download Who Voted Data from a File Created by Pollbooks*
 - iv. *How to Create a Who Voted Report*

ONLINE LINKS TO INSTRUCTIONAL INFORMATION & FORMS**A. a. i. How to Create an Online Voter Registration Application List**1st Click "Reports"2nd Click "Online Registration List"3rd Make your selections (start & end dates, request type, type of registration, and status)4th Click "View"**A. a. ii. How to Handle a Pending Online Voter Registration Application**

A mailed-in voter registration application with a bar code  on the upper right-hand side is an application that was filled out online and the process was interrupted due to a problem with elector's DMV identification. Therefore, all of the voter's information is already in CVRS. You simply need to access the information and complete the registration process by following the 5 steps below:

In CVRS

1st Click "REMINDERS"2nd Click "REVIEW" under Online Voter Registration: ___ voters have completed application to be received by mail.


The screenshot shows the CVRS web interface. On the left is a navigation menu with categories like ACTIVITIES, ELECTIONS, and CANVASS. The main content area is titled 'Reminders' and shows a 'Summary' section with several status reports, each with a 'Review' button. The 'Online Voter Registration' section is highlighted with a red circle and the text '2nd Click Here', showing '3 voters have completed applications to be received by mail.' Below this is a 'Letters' section with multiple rows of status reports, each with 'Print' and 'Close' buttons. A red circle and the text '1st Click Here' are placed over the 'REMINDERS' link in the navigation menu.

Click on links to navigate through manual

3rd Type in either the “Reference Id” number provided on the upper right-hand corner of the voter application form (OR) applicant’s “Last Name” (OR) “Date of Birth

4th Click “Search”

5th The voter’s registration application information should appear, make sure it is for the correct person and then continue with the normal voter registration process.

A. b. How to add the Date of Primary or Election to an Acceptance Letter

1st Click “Activities”

2nd Click “Elections”

3rd Click “Maintain Elections”

4th Click “New Election”

Election Date	Election Name
04/26/2016	DemPresPrefPrimary
04/26/2016	Rep PresPref Primary
11/03/2015	Municipal Election
10/08/2015	Bonding BridgeStSch
09/16/2015	First Selectman Dem
11/04/2014	Gubernatorial
08/12/2014	Primary
04/11/2014	State Representative
11/05/2013	Municipal
11/06/2012	PresidentialElection
11/03/2009	Municipal Election

5th Type in primary date, name & type

6th Click “Add Election”

A. c. i. How to Create a List of Permanently Physically Disabled Voters

1st Click “Registrar Maintenance”

2nd Click “Permanent Absentee Ballot”

3rd Select District(s)

4th Click “View”

A. c. ii. How to Create Address Labels For Permanently Physically Disabled Voters (Use for sending letters every January)

1st Click “Registrar Maintenance”

2nd Click “Labels For Permanent Absentee Voters”

3rd Select District(s)

4th Click “View”

5th Click the Print Icon.



A. d. i. How to Manually Input Group Data on Who Voted

- 1st Click "Activities"
 - 2nd Click "Elections"
 - 3rd Click "Who Voted"
 - 4th Click either "Official Voter List" or "Supplemental List"
 - 5th Click "Select"
 - 6th Click on Appropriate List
 - 7th Select Election Type, List Options and Sort by Options
 - 8th Click "Select"
 - 9th By each voter's name Click on appropriate Box "Voting" (=in-person) or "Absent" (absentee ballot) or "Not Voted"
 - 10th Click "Update"
-

A. d. ii. How to Manually Input or Change an Individual Voter's Who Voted Data

- 1st Click "Activities"
 - 2nd Click "Maintain Voter History"
 - 3rd Click "Election History"
 - 4th Type in Voter's Last Name
 - 5th Click "Search"
 - 6th Click on circle near voter's name
 - 7th Click "Select"
 - 8th Enter information under "Add Voter Election History"
 - 9th Click "Insert"
 - 10th Click "Update"
-

A. d. iii. Download Who Voted Data from a File Created by Pollbooks

- 1st Plug memory stick (from pollbooks) into computer
 - 2nd Click "Activities"
 - 3rd Click "Elections"
 - 4th Click "Update Who Voted"
 - 5th In the Browse window select appropriate
 - 6th Select List Type, List Name and Election Type
 - 7th Click "Select"
-

A. d. iv. How to Create a Who Voted Report 1st Click "Reports"

- 2nd Click "Summaries"
 - 3rd Click "Election Voter Detail"
 - 4th Type in Election Date and make appropriate selections
 - 5th Click "View"
- (OR)
- 1st Click "Registrar Maintenance"
 - 2nd Click "Master Worksheet"
 - 3rd Type in Election Date and make appropriate selections
 - 4th Click "View"
-

MANUALS & INSTRUCTIONS

[Absentee Ballots, Procedure Manual for Counting](#)

[Audit Procedure Manual](#)

[CTEMS Head Moderator User Manual](#)

[CTEMS Registrars User Manual](#)

[CVRS Manual](#) = Central Voter Registration system manual also known as ConnVerse

[SDR Manual](#)

[Moderator's Manual/Handbook](#)

[Moderator's Handbook Equipment Set Up Guide](#)

[Poll Worker Manual, Connecticut](#)

[Recanvass Procedure Manual](#)

FORMS

[Absentee Ballot Application Form - English](#)

[Absentee Ballot Application Form - Spanish](#)

[Absentee Ballot Application Form for Referendum Only - English](#)

[Absentee Ballot Application Form for Referendum Only - Spanish](#)

[Absentee Ballot Emergency Application - English](#)

[Voter Registration online](#)

[Voter Registration Form - English](#)

[Voter Registration Form - Spanish](#)

MISCELLANEOUS

[Connecticut General Assembly](#)

[Disability - Your Rights as a Voter with a Disability](#)

[Disability - Your Rights as a Voter with a Disability - Spanish](#)

[Election Calendars](#)

[Help America Vote Act of 2002](#)

[I.D. - Voter Identification Requirements - English](#)

[I.D. - Voter Identification Requirements - Spanish](#)

[Lookup - Voter Registration and Polling Place Finder](#)

[Restoring Voting Rights of Convicted Felons](#)

[Registrars of Voters Office Addresses](#)

[Voter's Bill of Rights - English](#)

[Voter's Bill of Rights - Spanish](#)



CHAPTER 23

CVRS USERS MANUAL FOR REGISTRARS (Jan. 2013) - ALPHA INDEX

The link for the Centralized Voter Registration System (CVRS) User Manual for Registrars is on the CVRS login page.



Note: The Petition Module / Town Petitions is available from SOTS.



CHAPTER 24 GLOSSARY

ACTIVE STATUS - means an elector can vote at any time there is an event calling for a vote. All elections, primaries (if enrolled in the party), caucus, town meetings, and referenda

ACTIVE LIST / ACTIVE REGISTRY LIST- a list as the **OFFICIAL list of all eligible electors able to vote** at any given election

ADMITTING OFFICIAL - a Town Clerk, Assistant Town Clerk, Registrars of Voters, Deputy Registrars of Voters, Assistant Registrars of Voters, Special Assistant Registrars of Voters or the Board for Admission of Electors (§ 9-17a)

AFFIDAVIT - a sworn statement in writing made especially under oath or an affirmation before an authorized agent

AT LARGE - selected on a basis other than from a district (§ 9-463(1))

AVS – stands for Accessible Voting System - Also referred to as IVS or ballot marking system.

BALLOT – paper or other material containing the names of the candidates or a statement of a proposed constitutional amendment or other question or proposition to be voted on

BALLOT ACCESS rules regulate the conditions under which a candidate or political party is either entitled to stand for election or to appear on voters' ballots.

BALLOT MARKING SYSTEM – is the accessible voting system used in Connecticut and manufactured by IVS, LLC. Also referred to as AVS or IVS.

BOARD FOR ADMISSION OF ELECTORS - the board as composed under subsection (a) of section 9-15a (§ 9-1(b))

BONA FIDE RESIDENCE – a person shall be deemed to be a bona fide resident of the town to which the citizen applies for admission as an elector if such person's dwelling unit is located within the geographic boundaries of such town. (9-12)

CANCELLATION NOTICE - a form prescribed by the Secretary of the State mailed by the admitting official of the elector's town within 48 hours to the Registrar of Voters of the town where such elector was previously registered, or, in the case of a town in another state, district or territory, to the appropriate registration official or officials in such other town. (§ 9-21)

CANDIDATE - any person whose name is placed, or proposed to be placed, as the case may be, on the primary ballot of a party (§ 9-463(2))

CANVASS - to verify residence of the electors in each municipality, the Registrar of Voters within the period of January 1 to May 1 of each year, shall examine the registry list in person by house to house, by mail, National Change of Address (NCOA), by telephone or by a combination of such methods. (§ 9-32)

CAUCUS – any meeting, at a designated hour and place, or at designated hours and places,

of the enrolled members of a political party within a municipality or political subdivision thereof for the purpose of selecting party-endorsed candidates for a primary to be held by such party or for the purpose of transacting other business of such party. (§ 9-372{1})

CLERICAL ERROR- is any error in the registry list or enrollment list due to a mistake or an omission on the part of the printer, or a mistake or omission made by the Registrars or their assistants. (§ 9-1(c)).

CONFIRMATION OF VOTING RESIDENCE (CVR) - a form prescribed by the Secretary of the State, a notice shall be sent by first class mail to the last known address of the elector. (§ 9-35[e])

CONVENTION – a meeting of delegates of a political party held for the purpose of designating the candidate or candidates to be endorsed by such party in a primary of such party for state or district office or for the purpose of transacting other business of such party. (§ 9-372{2})

CONNVERSE – often referred to as CVRS (See CVRS)

CROSS-TOWN REGISTRATION - may be made on a form prescribed by the Secretary of the State, an admitting official of any town shall accept applications for admission as an elector from persons in any Connecticut town. (§ 9-19e)

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FEDERAL POST CARD APPLICATION (FPCA, SF-76) allows eligible U.S. citizens to apply to register to vote, request an absentee ballot and/or update their contact information with their local election office. It is used by members of the armed forces, their spouses and dependents and persons temporarily residing outside of the country. (§§ 9-26 and 9-153a)

FEDERAL WRITE-IN ABSENTEE BALLOT (FWAB) For absent Uniformed Service members, their families, and citizens residing outside the U.S.

FORMER RESIDENT - a person who was a bona fide resident of a town in this state and who has moved from that town to another state less than thirty days before the day of a presidential election and who for that reason is unable to register to vote in the election in such person's present town or state of residence. (§ 9-158a (2))

INACTIVE STATUS - a voter's residential address has not been verified. The voter registration status of an elector whose acceptance notice was returned by the post office as undeliverable or voter has not verified in town residential address during canvass. These voters stay on the inactive list for four years during which time they may be restored to active status by completing a new registration card. This card allows the voters to affirm, under penalty of law that they have continued to be a bona fide resident of the town (§ 9-42(c)). If elector's name remains on the inactive list for four years their name will be removed from the registry list (changed to OFF status).

IVS - IVS, LLC provides Connecticut with the accessible voting system call the Ballot Marking System. Also referred to as AVS.

LAST SESSION FOR ADMISSION OF ELECTORS TO AN ELECTION - the day which is the eighteenth day prior to an election. (§ 9-1 (y))

LEGAL NOTICE - paid publication of any notice or warning in a newspaper published or circulated in such town having a substantial circulation in the town. (§ 9-2a)

LOTTERY - when a major or minor party is entitled to nominate two or more candidates for a particular office, the order of the names of its candidates for such office appearing on the voting machine ballot shall be determined by the Registrar of Voters by lot in a ceremony which shall be open to the public. The Registrar of Voters shall provide at least five days public notice for each ceremony held under this section. (§ 9-253)

MANDATORY SUPERVISED VOTING - where twenty or more of the patients in any institution in the state are electors, absentee ballots voted by such electors shall be voted under the supervision of the Registrar of Voters or their designees of the town in which the institution is located. (§ 9-159(r))

MATURED RIGHTS - qualifications as to age, citizenship, or residence in the municipality were attained after the last session for the admission of electors prior to election. (§ 9-12)

MAJOR PARTY - a political party or organization whose candidate for governor, at the last preceding election for governor, received under the designation of that political party or organization, at least twenty percent of the whole number of votes cast for all candidates for governor. Or a political party having, at the last-preceding election for Governor, a number of enrolled members on the active registry list equal to at least twenty percent of the total number of enrolled members of all political parties on the active registry list in the state. (§§ 9-372-5)

MINOR PARTY - a political party or organization which is not a major party and whose candidate for the office in question received at the last-preceding regular election for such office, under the designation of that political party or organization, at least one percent of the whole number of votes cast for all candidates for such office at such election. (§ 9-372 (6))

MUNICIPAL CLERK or CLERK OF THE MUNICIPALITY - the clerk of the municipality; sometimes called Town Clerk. (§ 9-1(g))

MUNICIPAL ELECTION – the regularly recurring election held in a municipality at which the electors of the municipality choose public officials of such municipality (§§ 9-1(h) & 9-1a)

MUNICIPAL OFFICE – an elective office for which only the electors of a single town, city, borough or political subdivision, as defined in (§ 9-372 (10)), may vote, including the office of justice of the peace. (§ 9-372 {7})

MUNICIPAL OFFICES AT LARGE - Offices for which all electors of a particular municipality may vote

MUNICIPALITY - any city, borough, or town within the state. (§ 9-1(i))

MUNICIPAL OFFICE FROM A POLITICAL SUBDIVISION - Offices for which electors of any voting district or combination of voting districts constituting a part of a municipality may vote.

NCOA - The National Change of Address System of the United States Postal Service.

OATH OF ELECTION OFFICIALS. All election officials shall be sworn to the faithful performance of their duties, and the several moderators and Registrars may administer such oaths. (§ 9-231)

OFF STATUS - An elector shall be deemed to have confirmed in writing that the elector has moved out of the municipality if (1) the elector has submitted a change of address form for purposes of a state motor vehicle operator's license, unless the elector states on the form that the change of address is not for voter registration purposes, (2) the elector has submitted a change of address form to a voter registration agency, as defined in section 9-23n, and such agency has provided such change of address to the Registrars of voters, or (3) the Registrars of voters have received a cancellation of previous registration from any other election official indicating that such elector has registered as an elector outside such municipality.

OFFICIAL BALLOT to be used at an election, or the official paper ballot to be used thereat in accordance with the provisions of (§§ 9-272, 9-1(j))

OVERSEAS ELECTOR - Any U.S. Citizen living outside the United States who is not registered to vote may vote in federal elections in the town in the state in which they formerly resided immediately prior to their departure from the United States in the manner provided in sections . (§§ 9-158a(3) & 9-158b).

PARTY - a political party having the largest or second largest number of enrolled members in this state according to the most recent enrollment records on file in the office of the secretary; (§ 9-463(6))

PARTY CHECKER- this term is changed to “unofficial checker”. (§ 9-236)

PARTY DESIGNATION COMMITTEE – an organization, composed of at least twenty-five members who are electors, which has, on or after November 4, 1981, reserved a party designation with the Secretary of the State pursuant to the provisions of Chapter 153. (§ 9-372 (8))

PARTY ENDORSED CANDIDATE - in the case of a candidate for state or district office, this means a person endorsed by the convention of a political party, as a candidate in a primary to be held by such party, and, in the case of a candidate for municipal office or for a member of a town committee or delegate to a convention, means a person endorsed by the town committee, caucus, or convention, as the case may be, of a political party as a candidate in a primary to be held by such party. (§ 9-372[9])

PETITIONING CANDIDATE - a person seeking nomination for elective office shall be on a petition form prescribed and provided by the Secretary of the State. The form provides for the name and address of the individual, the office sought, and the election and date thereof (§ 9-453a)

POLITICAL SUBDIVISION – refers to any voting districts within a town; any voting district or combination of voting districts constituting a part of a municipality (§ 9-372 {10})

POLLING PLACE - a place for holding elections as described in (§§ 9-168 through 9-168(e)).

POPULATION - the total number of people in an area according to the last completed United States Census (§ 9-1(k))

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PRESIDENTIAL ELECTION - an election at which electors of President and Vice-President are elected.

PRESIDENTIAL ELECTORS - persons elected to cast their ballots for President and Vice President of the United States. (§ 9-1(i))

PRESIDENTIAL PREFERENCE PRIMARY - a primary in which any enrolled member of a party is eligible to vote for a candidate for such party's nomination for the office of President of the United States. (§ 9-463[8])

PRIMARY - a meeting of the enrolled members of a political party and, when applicable under (§ 9-431), unaffiliated electors held during consecutive hours at which such members or electors may, without assembling at the same hour, vote by secret ballot for candidates for nomination to office or for town committee members or delegates to conventions. (§§ 9-372(11), 9-463(8))

PRINT - methods of duplication of words by mechanical process but shall not include typewriting. (§ 9-1(m))

PURGED – permanently deleted voter records. Refer to chapter 1, section. F, 1, i.

RECANVASS - reexamination of election results in the case of discrepancy, close vote, or tie vote. (§§ 9-311, 9-311a, and 9-311b)

REFERENDUM - (1) a question or proposal which is submitted to a vote of electors of a municipality at any regular or special state or municipal election, as defined in section 9-1; (2) a question or proposal which is submitted to a vote of electors or voters, as the case may be, of a municipality at a meeting of such electors or voters, which meeting is not an election, as defined in subsection (d) of section 9-1, and is not a town meeting, or (3) a question or proposal which is submitted to a vote of the electors or voters, as the case may be, of a municipality at a meeting of such electors or voters pursuant to Section 7-7 or pursuant to charter or special act. (§ 9-1(n))

REGISTRARS – the Registrar of Voters of the municipality who is enrolled with the political party holding a primary and, in each municipality where there are different Registrars for different voting districts, means the Registrar so enrolled in the voting district in which, at the last-preceding regular election, the presiding officer for the purpose of declaring the result of the vote of the whole municipality was moderator. (§§ 9-1 (p), 9-372 (12))

REGISTRATION - an official act of applying and obtaining admission as a qualified elector.

REGISTRY LIST- the list of electors of any municipality certified by the Registrars of Voters. (§ 9-1 (q))

REGULAR ELECTION is any state or municipal election. (§ 9-1 (o))

RESIDENT - a bona fide resident of a town in this state. (§ 9-158a(5))

SAME-DAY REGISTRATION (SDR) - means admission as an elector during the period of EV at a regular election or on election day. (§ 9-19j (2))

SLATE – a group of candidates for nomination by a political party to the office of justice of the peace of a town, which group numbers at least a bare majority of the number of justices of the peace to be nominated by such party for such town. (§ 9-372 (13))

SPECIAL ELECTION - any election that is not a regular election. (§ 9-1 (r))

SPLIT VOTING DISTRICT - a voting district which was divided by statute or otherwise divided by law pursuant to Article 26 of the Amendments to the Constitution of Connecticut or an order of a court of competent jurisdiction between two or more Congressional, Senatorial, or Assembly districts within a town so that a part of such split voting district was allocated to one Congressional, Senatorial, or Assembly district and the other part or parts thereof were allocated to another or other Congressional, Senatorial, or Assembly districts. (§ 9-169a)

STATE – includes any of the several states, the District of Columbia, the Commonwealth of Puerto Rico, Guam and the Virgin Islands. (§ 9-158a (6))

STATE ELECTION - the election held in the state on the first Tuesday after the first Monday in November in the even-numbered years in accordance with the provisions of the Constitution of Connecticut. (§ 9-1 (s))

STATE OFFICE – any office for which all the electors of the state may vote and includes the offices of the Governor, Lieutenant Governor, Secretary of the State, Treasurer, Comptroller, and Attorney General and senator in Congress but does not include the office of elector of President and Vice-President of the United States. (§ 9-372{14})

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STATE OFFICERS – the Governor, Lieutenant Governor, Secretary of the State, Treasurer, Comptroller and Attorney General. (§ 9-1 (t))

SUPERVISED ABSENTEE VOTING- Mandatory supervised absentee voting at institutions if twenty or more of the patients/residents in any institution in the state are electors, absentee ballots voted by such electors shall be voted under the supervision of the Registrars of Voters or their designees of the town in which the institution is located. (§ 9-159®).

SUPPLEMENTAL LIST (restored/reinstated/transfers) is a list of electors added to the official voter check list after it was printed. The list includes electors who have been restored, reinstated and new.

TUMBLEWEED – is the DMV 's secure server which Registrars of Voters and tax collectors have access to records showing address changes made by residents of your town by the residents. (§ 9-19(i)).

UNITED STATES includes the several states, the District of Columbia, the Commonwealth of Puerto Rico, Guam and the Virgin Islands, but does not include American Samoa, The Canal Zone, the trust territory of the Pacific Islands or any other territory or possession of the United States. (§ 9-158 (7))

UNOFFICIAL CHECKERS (aka Party Checkers) – must be electors of the state and designated to serve in the polling place on behalf of a candidate or candidates listed on the ballot for the purpose of checking their own copy of the registry list to indicate the names of electors who have voted. The town party chairman submits appointments in writing to the Registrar at least 48 hours before an election. They may NOT be an election official or an observer. (§§ 9-235(d), (e) & (f))

VOTER means a person qualified to vote at town and district meetings. This includes electors (aka registered voters) and any citizen of the United States of the age of eighteen years or more who, jointly or severally, is liable to the town, district or subdivision for taxes assessed against them on an assessment of not less than one thousand dollars on the last-completed grand list of such town. (§§ 7-6 & 9-1 (u))

VOTER REGISTRATION AGENCY- is (1) public assistance offices, (2) all offices in the state that provide state-funded programs primarily engaged in providing services to persons with disabilities, (3) libraries that are open to the public, and (4) such other appropriate offices as the Secretary of the State shall designate in accordance with the National Voter Registration Act of 1993 (§ 9-23n)

VOTER REGISTRATION RECEIPT- a notice of acceptance received through the mail, or an application receipt given to the applicant by the admitting official. On Election Day, an applicant whose name is not on the official checker list may vote if, at the polls, he (1) presents a voter registration receipt showing that his application was received by the deadline, (2) fills out a new voter registration card, (3) the card is approved by the Registrar, and (4) the voter presents the required identification (§ 9-23g (d)).

VOTES CAST FOR THE SAME OFFICE AT THE LAST PRECEDING ELECTION –

Or “votes cast for all candidates for such office at the last preceding election, in the case of multiple openings for the same office, the total number of electors checked as having voted at the last-preceding election at which such office appeared on the ballot label. (§ 9-372{15})

VOTING ASSISTANCE - any voter who requires assistance to vote by reason of blindness, disability, or inability to read or write may be given aid by a person of the voter's choice, other than the voter's employer or agent of that employer or officer or agent of the voter's union. (Federal Voting Rights Act)

VOTING DISTRICT - any municipality, or any political subdivision thereof, having not more than one polling place in a regular election. (§ 9-1 (v))

VOTING TABULATOR- a machine, including but not limited to, a device which operates by electronic means, for the registering and recording of votes cast at elections, primaries, and referenda. (§ 9-1 (w))

WRITE-IN BALLOT - a vote cast for any person whose name does not appear on the official ballot as a candidate for the office for which his name is written in. (§ 9-1 (x))