



MANUAL OF PROCEDURES

FOR

REGISTRARS OF VOTERS

ELECTION ADMINISTRATORS

STATE OF CONNECTICUT

OCTOBER 2013 EDITION

A WORK IN PROGRESS

Click on links to navigate through Handbook.

Table of Contents

INTRODUCTION.....	2
CHAPTER 1	3
REGISTRARS' RESPONSIBILITIES.....	3
CHAPTER 2	10
SECRETARY OF THE STATE Commissioner of Elections.....	10
CHAPTER 3	11
STATE ELECTIONS ENFORCEMENT COMMISSION'S DUTIES.....	11
CHAPTER 4	12
ONLINE LINKS TO INSTRUCTIONAL INFORMATION & FORMS.....	12
CHAPTER 5a.....	14
VOTER REGISTRATION & ENROLLMENT	14
A. Admission of Electors	14
B. Procedure.....	15
C. Registration Sessions	20
D. Enrollment of Electors/Party Affiliation	21
E. Felony Convictions in a correctional institution or facility or a community residence	21
F. Registry List	22
CHAPTER 5b	26
CANVASS	26
NCOA Step by Step Instructions using ConnVerse II.....	28
A. NCOA SAYS VOTER MOVED WITHIN TOWN ED-683	28
B. NCOA INDICATES VOTER HAS ADDED A P.O. BOX TO THEIR MAILING ADDRESS.....	29
C. ED-683 CANVASS HISTORY REPORT WITH A SUMMARY. CREATE, PRINT AND SAVE REPORT.....	29
D. NCOA SAYS VOTER MOVED OUT OF TOWN – CVR	30
E. CVR CANVASS HISTORY REPORT WITH A SUMMARY. Create, print and save report.....	30
F. ED-683 IS RETURNED BY VOTER - who has checked "I confirm that I live at the above address"	31
G. ED-683 IS RETURNED "UNDELIVERABLE" BY THE POST OFFICE - Send CVR	31
H. ED-683 IS RETURNED BY VOTER STATING "I LIVE AT THE FOLLOWING ADDRESS" WITHIN TOWN.....	31
I. ED-683 IS RETURNED BY VOTER STATING "I LIVE AT THE FOLLOWING ADDRESS" OUT OF TOWN.	32
J. ED-683 IS NOT RETURNED	32
K. CVR RETURNED UNDELIVERABLE BY POST OFFICE.....	32
L. CVR RETURNED BY VOTER STATING "YES, I MOVED OUT OF TOWN"	32
M. CVR RETURNED BY VOTER STATING "I MOVED WITHIN TOWN"	32
N. CVR RETURNED BY VOTER STATING "DID NOT MOVE" OR "TEMPORARILY ABSENT"	33
O. 30 DAYS HAS EXPIRED	33
P. CVR NOT RETURNED AFTER 30 DAYS HAVE EXPIRED	33
Q. CORRECT CANVASS HISTORY - IF YOU HAVE MADE AN ERROR	33
LORTON DATA FORMS	35
Chapter 6.....	40
RETENTION & DISPOSITION	40
•State of Connecticut Records Retention Schedule.....	40
•Safe Storage Facility Provided by Towns	40
•Destruction of ballots, envelopes and related materials	41

Chapter 7.....	42
PETITIONS.....	42
MUNICIPAL ELECTION YEARS.....	47
STATE & DISTRICT ELECTION YEARS (Gubernatorial)	48
PRESIDENTIAL ELECTION YEAR	50
BALLOT TYPES	52
•Absentee and Provisional Ballots.....	52
CHAPTER 9	56
PRIMARY	56
Municipal Primary Preparations	59
CHAPTER 11	69
REFERENDA.....	69
A. REFERENDA NOT HELD IN CONJUNCTION WITH A REGULAR OR SPECIAL ELECTION	69
B. REFERENDA IN CONJUNCTION WITH A REGULAR	74
C. PETITION TO INITIATE LOCAL REFERENDA – Minimum requirements	75
D. RECANVASS on Close Question Vote (§ 9-370a)	76
E. CHARTER ENACTMENT OR REVISION	76
F. REGIONAL SCHOOL DISTRICT REFERENDA	76
CHAPTER 12	78
TABULATOR TESTING AND SET UP.....	78
A. Tabulator Testing and Set-Up Procedures.....	78
B. Testing	78
C. Absentee Ballot Testing Options.....	79
D. Preparing Tabulator for Election.....	79
E. Date and Time on the Tabulator – How to check and change.....	80
F. Testing Ballot Box Deflector	80
G. Resetting a Memory Card (Supervisory Instructions).....	80
CHAPTER 13	82
RE-CANVASS.....	82
CHAPTER 14	83
AUDIT POST-ELECTION	83
A. A. PREPARING FOR AN AUDIT - A Manual Hand-Counted Audit:.....	83
B. CONDUCTING AN AUDIT.....	83
C. COUNTING THE TOTAL FOR CANDIDATES:.....	85
CHAPTER 15	86
GLOSSARY.....	86

INTRODUCTION

This Manual is a companion guide to CT General State Statutes, SOTS Regulations and information distributed by the Office of the Secretary of the State. The manual includes many online links to statutes, regulations, manuals, etc. making it easy for users to verify the material provided in the manual. Therefore, it is recommended that the manual be viewed on a computer with online access.

Comments and suggestions on ways 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. This is a work in progress.

References:

General Statutes of CT

Elections - Volume 3, Title 9, Chapters 141 to 158 (Sec. [9-1 to 9-760](#))

SOTS Regulations

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](#)

Stds. for Approval of Direct Recording Electronic Voting Machines [9-241-1 to 9-241-36](#)

Stds. for Approval of Voting Machines

[9-242-1 to 9-242-39](#)

Tabulator

[9-242a-1 to 9-242a-28](#)

The handbook is broken into 15 chapters. (Missing are Chapters 5c & 10 as they are not completed).

Chapter 1 - Registrar's Responsibilities

Chapter 8 - Ballot Types

Chapter 2 - SOTS Duties Relating to ROV

Chapter 9 - Primary

Chapter 3 - SEEC Duties Relating to ROV

~~Chapter 10 - Election~~

Chapter 4 - Online Links

Chapter 11 - Referenda

Chapter 5a - Voter Registration and Enrollment

Chapter 12 - Tabulator Testing & Set Up

Chapter 5b - Canvass

Chapter 13 - Recanvass

~~Chapter 5c - Duplicate Voters~~

Chapter 14 - Audit

Chapter 6 - Retention & Disposition

Chapter 15 - Glossary

Chapter 7 - Petition

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CHAPTER 1

REGISTRARS'

RESPONSIBILITIES

The Office of the Registrar of Voters in the State of Connecticut is a position governed by the 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 to develop methods and procedures to ensure the voting rights of citizens and administer all elections (i.e. Federal, State, Municipal, Primaries, and Referenda) based on current election laws.

Registrars of Voters are responsible for voter education, organizing and conducting the annual canvass of voters, maintaining the accuracy of the registry list, updating voter files, preparing department budgets, training election officials, ensuring the proper maintenance of voting tabulators in preparation for their use at elections, provide all necessary supplies and equipment needed at the polling place, notify voters of any district changes, training the head moderator to tally the election results and submitting the results to the Town Clerk.

Towns are required to supply the Registrar of Voters with facilities for safe storage of official records and equipment. (§9-5a)

All Registrars of Voters should attend meetings called by the Secretary of the State in order to keep current on impending and new legislation which impacts the Office. Registrars of Voters are encouraged to join and attend meetings of the Registrar of Voters Association of Connecticut (ROVAC). Registrars of Voters shall be compensated for attending two meetings a year called by the Secretary of the State for the purpose of discussing election laws, at the rate of thirty-five dollars a day plus mileage to and from mandated conferences. (§9-6)

The Registrar of Voters, immediately after his/her election **shall** appoint a Deputy to hold office during his/her pleasure, and may, at any time, fill any vacancy in said office. This Deputy's name and address must be filed with the Town Clerk (§9-192). The Deputy Registrar of Voters shall act as Registrar of Voters in the absence of the Registrar of Voters.

Certification of Registrar of Voters - A committee is established for the purpose of developing programs and procedures for training, examining, and certifying Registrar of Voters, Deputy Registrar of Voters and Permanent Assistants. (§9-192a[a])

No provision of this section shall require any Registrar of Voters, Deputy or Permanent Assistant to be a certified Registrar of Voters. (§9-192a[b])

Office hours are generally for the convenience of the public and vary depending on the size of the municipality. "In towns which do not have full-time Registrars of Voters with regular office hours, the Registrars of Voters shall post, at the town hall or municipal building in the town in which they serve, the hours they are available to the public. Any change in the regular business hours of the office of the Registrar of Voters, and any hours for said office required under the general statutes for a specific day, shall be posted at least 10 days before such change of day." (P.A.04-113, Effective 07-01-2004)(§9-23)

Although most Registrars of Voters are elected officials, politics does not have any place in a Registrar

of Voter's office. It is the responsibility of both parties to ensure fair and equitable implementation of all laws.

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

LIST OF REGISTRAR'S RESPONSIBILITIES

- I. Appointment of Deputy, Assistant & Special Assistant ROV (§§9-37, 9-234)
- II. Budget Preparation – When presenting a payroll budget proposal to town officials it is recommended that Registrars include their responsibilities because most town officials do not know the extent of a Registrars job. Sections III through XVI below list the Registrars' responsibilities. By assigning hours to the tasks listed may help justify the hours requested.
- III. Canvass - Organize and conduct annual canvass of voters (§§ 9-32, 9-35 & Reg 9-32-1 to 9-32-9)
 - i. Create and send out Canvass Notices (§9-32(a))
 - A. Update voter files according to canvass responses on SOTS computer system and Manual card file(§9-32)
 - ii. Create and send out CVR letters to all canvassed voters that did not respond to the canvass notices (§9-35(e))
 - A. Update voter files according to CVR responses (§9-32)
 - iii. Prepare inactive registry & enrollment lists of (1) any person whose notice of approval was returned undeliverable & who did not respond to CVR. (§§9-23g, 9-35 & 9-42(c))
 - iv. Military - Not later than May first in each year the ROV shall send a notice of removal and return card to each member of the armed forces of the United States or their auxiliaries, or a spouse or dependent of such member, whose name has not been checked as having voted in at least one election, primary, referendum or town meeting during the four preceding calendar years. If such elector does not return the card within thirty days, the Registrars of Voters shall place the name of such elector on the inactive registry list (§9-40a(b))
- IV. Certifications
 - i. Certify & File Primary Petitions with SOTS within 7 days after receipt of the page [for State and District primary petitions (§9-404c, 9-453L, 9-468)] (verify that all names on the petition are electors enrolled in the political party) Certify & File Primary Petition with SOTS [for municipal office (§§9-140c & 9-435)]
 - A. Registrar's receipt and verification of petitions for candidacies for nomination to municipal office or election as town committee members. Filing with clerk. (§9-412)
 - ii. Certificate of canvass completion - File with SOTS a certificate signed under penalties of false statement stating that the annual canvass of voters was completed (§9-32)
- V. Compilation and maintenance of enrollment lists and list of unaffiliated electors.

Registry Lists: §§9-19b, 9-20, 9-21, 9-24, 9-26,9-31, 9-35, 9-40a, 9-42, 9-45, 9-46
Enrollment Lists: §§9-54, 9-56, 9-57, 9-59, 9-60, 9-64

 - i. 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)
 - ii. Change Voter information (per voter request (§§ 9-35(e), 9-42, 9-59, CT Reg.9-35-1, 9-35-2), Canvass (§ 9-32) (CT Reg.9-32-1 to 9-32-9, DMV instructions (§ 9-35(e)9-19i), etc (§§9-51, 9-60, 9-64)
 - A. Remove Voters from Voter List (§ 9-21) per SOTS, voter(§9-35b&o), DMV(§9-19i), duplication(§ 9-21a), death(§ 9-35b),etc(§ 9-43).

- a. Death Notices: Electors listed on Town Clerk's death notices & Obituaries are removed from voter list. (§ 9-35b)
- b. Removal from inactive list: When elector is on the inactive registry list for four years such name shall be removed from that registry list (§9-35(e)) and added to the "off" list
- c. Removal of names for failure to vote: Electors absent from town in the service of this state or of the U.S. (excluding Military) must make a written application for continuance on the registry list before each state election. (§9-40a)
- d. Removal from registry list of convicted felons who are committed to custody of Commissioner of Correction - The ROV receives lists of convicted persons from the SOTS. The ROV checks to see if the felon is on their registry lists 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 erase such names from the registry lists in their respective towns or voting districts. (§9-45, 9-46) No person shall be deemed to have lost such residence in any municipality by reason of his absence therefrom because of imprisonment on conviction of crime (§9-40a)
- e. Discretionary erasure or exclusion from enrollment list for lack of good-faith party affiliation; citation and hearing. (§9-60, 9-61, 9-62, 9-63, 9-64).

iii. Restoration to Registry List

- A. Reinstate elector - If elector is listed on the inactive list and applies to restore the elector's name to the active registry list or votes during such period, the elector's name shall be restored to the active registry list. (§ 9-42, 9-35(e))
- B. Restoration of names to active registry list under certain circumstances. (§ 9-42 CT Reg. 9-42-1, Felon § 9-46a, 9-232a)
- C. An elector can be restored from the inactive list when they sign a petition and the date of birth matches.

iv. Duplicate Voters-Investigate, communicate with other town's ROVs involved and resolve (§ 9-21a)

VI. Education & Training

- i. Instruction of Polling Place Officials Training (§9-229a, 9-192a) election officials/poll workers (§9-249) Run Moderator/Poll Worker Training Sessions
- ii. Voter Education
- iii. Registrar's education (§9-192a)
 - A. Attend meetings called by SOTS to keep current on impending & new legislation which impacts the Office.
 - B. ROV elections training program (§9-192b) Attend ROVAC conferences (§9-192a)
 - C. Attend meetings of the Registrars of Voters Association of Connecticut. (§9-6)
 - D. Read and interpret SOTS Regulations, State and Federal Election Laws

VII Elections, Primaries, Audits & Referenda - Coordinate and Run (§§9-164, 9-168, 9-174, 9-237a, 9-438)

- i. Registrar's work hours on day of (1) elections, (1) primary, (1) referendum & (1) Audit (5am to 10pm) (§9-376 & 9-423)
- ii. ROV work hours on day before (1) elections, (1) primary (1) audit and (1) referendum (9am to 5pm) (§9-238 & 9-247)
- iii. Inspection & test voting the tabulator (Reg. 9-242a-5) create test deck, run through each tabulator testing all memory cards. (§9-244)
- iv. Ensuring proper maintenance of voting machines and battery back up units in preparation for their use at elections. (§9-240a)
- v. Town Meetings - working town meeting when requested

- vi. Election Officials - Registrars must find and appoint Election Officials (§§9-233, 9-235d, 9-249, 9-258, 9-436(d), 9-476)
- vii. Training Officials – Registrars must conduct an instructional session for election officials (§9-249, Reg.9-242a-7)
- viii. Appointment of moderator (§9-150b, 9-229, 9-476(e) and Reg.9-242a-6)
- ix. Appointment of absentee ballot counters. (Reg.9-242a-6)
- x. Absentee Ballots (§§9-140c & 9-140c(b), 9-148, 9-150a)
 - A. Supervised Balloting mandated in nursing homes & rest homes with 20 or more electors (§9-159g)
 - B. Absentee Ballot Check-Off - ROV shall check without opening the outer envelopes the names of such absentee voters on the official check list to be used at such primary/election by indicating "A" preceding such name. Town Clerk seals unopened ballots for Primary/Election Day delivery. Ballots shall be checked not later than the last weekday before the primary or election. (§§9-140c & 9-140c(b))
 - C. Presidential & Overseas Ballots - (§9-158a)
- xi. Provisional Ballots - Within 6 days following an election or primary the ROV determines whether or not applicant is eligible to vote. Following determination ballot will be rejected or counted and reported. (§§9-232n)
- xii. Who Voted Data Input per SOTS instruction
- xiii. Voting machines required (§§9-247, 9-436). Periodic examination of voting machines (§§9-240a, 9-241). Notification to SOTS of purchase or discontinuance of use (§9-238), location of machines (§§9-257)
- xiv. Send one memory card per district, set in election mode, to UConn for examination before all elections and primaries.
- xv. After elections, memory cards are sent to UConn only if selected for audit.

VIII. Lottery held to choose positions on ballot for primary and election (§§ 9-253 & 9-453r)

IX. Mandatory Office Hours: (§§9-17, 9-23),

- i. Make Primary Petition forms available 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. (§§9-372(5) & 9-409)
- ii. Office open for Primary Petition Filing - 14th day following the making of a party's endorsement the 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)]
- iii. Primary Petitions are to be made available to persons desiring to oppose candidates of major party for municipal offices on the day following the making of the party's endorsement. (§§9-405)
- iv. Registration & Enrollment Sessions
 - A. Admission of electors at Public High School (§§9-17(c) & 9-23g)
 - B. Enrollment Sessions - 14 days before Primary an enrollment/registration session must be held for at least 2 consecutive hours between 12noon and 9pm for the purpose of registration and/or enrollment of electors entitled to vote ...[for town committee, for state, district or municipal primary (§9-51)]
 - C. Registrar's Sessions. Registrars must hold one or more sessions during period between Saturday of fifth week & Saturday of fourth week before election. (§9-37)
 - D. Tuesday of 5th week before Election Day Registrars' Session to Complete Preliminary Registry List. Hours between 9am and 5pm (§9-35)
 - E. Saturday of 3rd week before Election Day Registration Session. 10am to 2pm (§9-17(a))

- F. Seventh Day Before Election Day Registration Session-Registration Cut-Off--Hours 9am to 8pm SOTS instruction(§**9-23g**(d)(2),
- G. Limited Registration Session the last weekday before election. To admit those seeking to vote in election whose qualification as to age, citizenship or residence was attained since cut off date. Hours: 9am to 12pm(§**9-17(b)**)
- H. Discretionary enrollment sessions. The ROV in each municipality may hold additional discretionary enrollment sessions for the purpose of making an enrollment of the electors who are entitled to vote in any primary or caucus in such municipality at such other times as all such registrars in such municipality deem necessary; but no such session shall be held on the day when a caucus or primary is held or during the fourteen days preceding a primary or the day before a caucus. (§**9-52**)
- I. Special Registration Session - 25 or more persons, who attend same school, rest home, employment, etc. in town, may request a registrar to go to their place of employment, school or residence in order to take and act upon applications for admission as electors. (§§ **9-19c, 9-19d & 9-172b**)

X. Miscellaneous requests - ROVs receive various information requests

XI. Notices (§§**9-16, 9-53**) and Letters

- i. Letters to confirm voter residence sent to voters listed on monthly Property Transfer List as selling their homes
- ii. Voter info. packets sent to new home owners listed on the Property Transfer List if they are not registered to vote in town.(§**9-31d**)
- iii. Notice to Town Clerk that Primary is to be held following the filing of a valid petition for Municipal office, and after checking the same. Clerk publishes registrar's notice. (§§**9-140c & 9-435**)
- iv. Notice of lottery to determine order of names for multiple Opening Office (§§**9-253 & 9-453r**)
- v. Notice of Acceptance or Rejection-When an application for registration is received Registrar must send by first class mail a notice of acceptance or rejection to all applicants (§§**9-19b, 9-19e, 9-23g(c), 9-35(c) & 9-43**)
 - a. If a notice of approval is later returned undelivered, registrars must proceed with CVR notice under §§9-35 or 9-43 and may challenge applicant at polls.
- vi. Notice of Rights - to all candidates to submit a list of designees for primary officials for state, district, municipal and town committee primaries (§ **9-436(e)**)
- vii. Notice of Rights - to all candidates and/or representatives to submit a list of designees for unofficial checkers for elections, town committee, state, district & municipal primaries and referenda. (§**9-235(e), 9-436a**)
- viii. Notice of 14th day before primary day enrollment session (§§**9-37 & 9-53**) (for town committee primary or for state, district or municipal primary) & registration session (§**9-16**)
- ix. Notice of Tuesday of the 5th week before Election corrections session. Must publish in newspaper as legal notice and post (§**9-35**)
- x. Notice of Session for Revision of Preliminary Registry List. Notice must be published and posted (§**9-37**)
- xi. Notice of Saturday of 3rd week before Election Day Registration Session. Publish at least once a week before session. (§**9-16**)
- xii. Notice of limited Registration Session to be held on the Last weekday before Election. Notice to be published at least once the week before session (§§**9-16 & 9-17**)
- xiii. Notice of restoring a released felon's electoral rights - The ROV of the municipality in which a released felon is admitted as an elector, within thirty days after the date on which such person is admitted, shall

notify the ROV of the municipality wherein such person resided at the time of such person's conviction that such person's electoral rights have been so restored. (§9-46a(c))

xiv. Notice of voting machine inspection by party watchers, party chairpersons, candidates & officials (§9-244).

XII. Records Retention

- i. Permanent voter registration records--All applications for enrollment shall be arranged in alphabetical order and shall be preserved by the registrars as a permanent record open to public inspection (§ 9-58)
 - A. 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 to be filed with voters' registration application.
- ii. Confirmation of Voter Residence Records (§ 9-32)
 - A. 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)).
 - a. 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) Voter status changes from Inactive to Off and is filed in a separate file
 - b. Purge from the "OFF" file all records that have been in "OFF" status for one year or more. Delete records from ConnVerse (SOTS computer system)
 - B. Maintain a record of all Property Transfer induced letters sent to confirm voter's residence & 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.
- iii. 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))
- iv. Felony convictions and releases are kept on file (§§9-45, 9-46)
- v. DMV record of changes are kept on file. (§9-19i). The DMV has a directory server called Tumbleweed for use by Registrars and Tax Departments. Access to DMV Tumbleweed may vary by Town.
- vi. Record Disposal in the manner provided in §7-109, by registrars. (§9-58)

VIII. REPORTS and LISTS

- i. Monthly change detail reports are created & distributed upon request. Monthly compilation of changes to active and inactive registry lists. The ROV shall, on a monthly basis, compile a list of (1) all persons whose names were added, restored, removed or erased from the active & inactive registry lists during the preceding month, (2) all electors who changed either their names or addresses during such period. Such list shall include, but not be limited to, each elector's (A) name, (B) former name, if changed during such period, (C) address, including zip code, (D) former address, including zip code, if changed during such period, (E) voting district and (F) party affiliation, if any. The registrars shall make each such list available to the public in accordance with the provisions of chapter 14 FOI §1-210. (§9-50a) Monthly Updated Voter Registration Lists are created and distributed upon request.
- ii. Create and post names and addresses of electors removed from registry list and post remedies (5 weeks before election). (§§9-35, 9-35a & 9-64a)
- iii. Create and print an Official Voter List for use at the polls (Active, Inactive & OFF)(§§9-23g(c), 9-35 & 9-42(c), 9-54)
- iv. Enrollment Lists printed: (for town committee primary, state, district and municipal primary). (§§9-54, 9-55)

- v. Preliminary Registry List is created, printed, certified & posted in TC's office for public inspection on or before the Saturday of the fifth week before each regular election, and copies shall be made available for distribution by the registrars. (§9-36)
- vi. Corrected Registry List-must file certified corrected final registry list in Municipal Clerk's office 2 weeks before election. Such final registry list and supplementary or updated list deposited in the town clerk's office shall be on file for public inspection for a period of two years, and any elector may make copies thereof. (§§9-37, 9-38, 9-172a,b)
- vii. Distribution of copies of final registry list. ROV shall print copies of the final registry list for distribution in such municipality. With each printing registrars shall make such lists available for public use in the office of the registrars for a period of two years. The registrars shall, upon request, give to a candidate for election to the General Assembly a copy of the final registry list for each voting district included in the General Assembly district for which such person is a candidate. (§9-39)
- viii. Misc. reports are created and distributed upon public request (Freedom of Information)

XIV. ROVs use the State-wide centralized voter registration system (CVRS) which means a computerized system designed and maintained by the Secretary of the State which includes: (1) Voter registration information prescribed by the Secretary, (2) information contained in applications for admission as electors described in § 9-20, (3) information needed to compile registry lists and enrollment lists under §§ 9-35 and 9-54, (4) information required by §9-50a, and (5) other information for use in complying with the provisions of this title. (c) This does not prohibit the ROV of any municipality from maintaining a registry list for such municipality that is separate from the state-wide centralized voter registration system, provided such separate registry list includes the same information as the registry list for such municipality in the state-wide centralized voter registration system (§9-50b(a&c))

XV. EDR – ELECTION DAY REGISTRATION

XVI. Spanish Translators - ROV in affected municipalities 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)

XVII. WEB SITE Maintenance

CHAPTER 2

SECRETARY OF THE STATE

Commissioner of Elections

Presumption concerning rulings and opinions. The SOTS, by virtue of the office, shall be the Commissioner of Elections of the state, with such powers and duties relating to the conduct of elections as are prescribed by law and, unless otherwise provided by state statute, the secretary's regulations, declaratory rulings, instructions and opinions, if in written form, shall be presumed as correctly interpreting and effectuating the administration of elections and primaries under title 9, except for chapter 155, provided nothing in this section shall be construed to alter the right of appeal provided under the provisions of chapter 54. (§9-3)

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

- (1) advise local election officials in connection with proper methods of conducting elections and referenda, and, upon request of a municipal official, matters arising under municipal charters and special acts;
- (2) prepare regulations and instructions for the conduct of elections, as designated by law;
- (3) provide local election officials with a sufficient number of copies of election laws pamphlets and materials necessary to the conduct of elections;
- (4) distribute all materials concerning proposed laws or amendments required by law to be submitted to the electors;
- (5) recommend to local election officials the form of registration cards and blanks;
- (6) determine, in the manner provided by law, the forms for the preparation of voting machines, for the recording of the vote and the conduct of the election and certification of election returns;
- (7) prepare the ballot title or statement to be placed on the ballot for any proposed law or amendment to the Constitution to be submitted to the electors of the state;
- (8) certify to the several boards the form of official ballots for state and municipal offices;
- (9) provide the form and manner of filing notification of vacancies, nomination and subsequent appointment to fill such vacancies;
- (10) prescribe, provide and distribute absentee voting forms for use by the Municipal Clerks;
- (11) examine and approve nominating petitions filed under §9-453o;
- (12) distribute corrupt practices forms and provide instructions for completing and filing the same;
- (13) establish an election training unit to coordinate all training for registrars of voters, deputy registrars, permanent assistant registrars as described in §9-192 and poll workers. Such unit shall employ at least one person having field experience in the conduct of elections. (§9-4b); and
- (14) send to the registrars of voters of each municipality in which 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)

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. 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

To make investigation on its own initiative or with respect to statements filed with the commission by the SOTS, any town clerk or any registrar of voters upon written complaint under oath by any individual with respect to alleged violation of any provision of the general statutes relating to elections, referenda and primaries. See §9-7b for more information.

CHAPTER 4

ONLINE LINKS TO INSTRUCTIONAL INFORMATION & FORMS

MANUALS & INSTRUCTIONS

[Absentee Ballots, Procedure Manual for Counting](#)

[CVRS Manual](#)

[Moderator's Handbook](#)

[Poll Worker Manual, Connecticut](#)

[Recanvass Procedure Manual](#)

[Voter Registration Application Instructions Step by Step](#)

[Voter Registration, First-Time Mail-In - English](#)
[Register Voters, How to - Spanish](#)

[Voter Registration by Candidates – do's and don'ts](#)

[Voter Registration and Instructions, First-time Mail in](#)

FORMS

[Absentee Ballot Application Form - English](#)

[Absentee Ballot Form - Spanish](#)

[Absentee Ballot Application Form for Referendum Only - English](#)

[Absentee Ballot Application Form for Referendum Only - Spanish](#)

[Absentee Ballot Emergency Application - English](#)

[Absentee Ballot Emergency Application - Spanish](#)

[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

Legislator, Find your

Mayors/First Selectman (pdf)

Mayors/First Selectman (excel)

Legislative Districts, Maps of:

United States Congressional Districts

State Senate Districts

State Assembly Districts

Place Finder - Voter Registration and Polling Place Finder

Registrars of Voters Office Addresses

"Voter's Bill of Rights" English"

"Voter's Bill of Rights" Spanish

CHAPTER 5a

VOTER REGISTRATION & ENROLLMENT

A. Admission of Electors

To register to vote in Connecticut, you must be a United States citizen, a resident of a Connecticut town, be at least 18 years of age, and not be currently incarcerated or on parole for conviction of a felony. (§9-12 and 9-19b) NOTE: Voting privileges are not lost if incarcerated for lesser than a felony offense. If incarcerated but not convicted resident may register to vote. A felony is an offense for which a person may be sentenced to a term of imprisonment in excess of one year.

Pre Registration for Seventeen Year Olds who will be 18 by the next Election. (*See section B6 below*)

People are not registered until they receive written confirmation from the Office of the Registrar of Voters in their town of residence. Registrar of Voters must send an ED 672 or a letter of confirmation to the voter.

Deadline for Voter Registration to be eligible to vote.

- Mailed In Application Deadlines
 - Election: post-marked fourteen days before the election
 - Primary: post-marked seven days before the primary
 - Referenda: 12noon the day before referenda
- In-Person – Application Delivered by Applicant to Admitting Official
 - Election: 8 pm seven days prior to an election
 - Exception: Those persons whose qualification as to age, citizenship or residence in the municipality 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 may register to vote by 5 p.m. the day before the election. (§9-17, .9-31a(b)(2), 9-25)
 - Voter registration applications received after the deadlines will be process after the election. Their voting privileges become effective once written approval is sent to them, no earlier than two days after the election. (§9-19g)
 - Primary: 12 noon the day before primary
 - 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** for admission as an elector shall (upon forms prescribed by the Secretary of the State) sign and state under penalty of perjury: his name; bona fide residence by street and number; date of birth; U.S. citizenship; whether his privileges as an elector are forfeited by reason of conviction and incarceration for a felony; and whether he has 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. If a person applies for admission as an elector in person an electors' oath may be administered upon the request of the elector. 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)

Registrar of Voters must send a "Notice of Acceptance of Application to Register to Vote" to those whose applications have been accepted.

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 www.sots.state.ct.us. (§9-23g and 9-23h)

Any person who is applying by mail to vote for the first time in this state, may submit as part of their voter registration application; (a) A copy of a current and valid photo identification card, or (b) 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 P.L. 107-252 do not invalidate the identification requirements set forth in (§9-261).

However, members of the armed forces and persons entitled to use the federal post card application for absentee ballots under Section 9-153e of the General Statutes are not required to provide identification when registering by mail.

3. Town to Town Application

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)

Upon receipt of an out of town application;

- 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 or not. (for determination of in-person vs. mail-in deadline use)
- Give applicant a receipt. (See sample below)
- Mail the original application to the Registrars' office in the town of the applicant's residence.

- 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;

- must ensure that the applicant meets the voter registration deadline if the box “Date Received by Agency” is within the required deadline
- 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

CT TOWN to TOWN VOTER APPLICATION RECEIPT:		
<i>Applicant completes this receipt. Agency stamps and returns this receipt to applicant.</i>		
Name _____	Date of Birth _____	Agency Date Stamp Below
Address Where you Live _____		
<small>Number and Street, Apartment Number</small>		
<small>City or Town, State, Zip Code</small>		
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 are subject to mail-in deadlines.		

4. 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**)

5. Disabilities:

A. Physical

- (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 permanently physically disabled persons 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.

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 (§9-31a)

<p>APPLICATION OF PERMANENTLY PHYSICALLY DISABLED PERSON FOR ADMISSION AS AN ELECTOR</p> <p>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:</p> <p>(1) My name is _____ <small>(last name) (first name) (initial)</small></p> <p>(2) My bona fide residence is _____ <small>(street and number)</small></p> <p>(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.</p> <p>(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.</p> <p>Dated at _____, Connecticut, this _____ day of _____, 20____</p> <p>_____ <small>(Signature of Applicant)</small></p>
--

B. Mentally Incompetent - Only the Judge of Probate can remove voting rights. (§45a- 703)

6. Conservatorship

Determination of Competency to Vote for Person under Guardianship

§9-159s requires administrators of residential facilities for the care of the mentally retarded 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-705 re determinations of competency to vote

7. (Pre) Registration for Seventeen Year Olds

Seventeen year olds are allowed to register to vote if they will turn 18 by the November election. They are allowed to vote in 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.

8. 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])

9. 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[e])

Sample:

NOTICE OF REJECTION OF APPLICATION TO REGISTER TO VOTE	
Name _____	Party _____
Date Application Received by Registrar _____	
Date of Notice _____	
____ 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)	

10. Spanish Requirements

1. Towns subject to the bilingual requirements with respect to the Spanish language are Bridgeport, East Hartford, Hartford, Meriden, New Britain, New Haven, New London, Waterbury and Windham. All printed forms must be available in both English and Spanish as of 10/13/11. , (Sec 203 of the Voting Rights Act, 42 U.S.C. 1973aa-1a)
2. Towns with more than five (5) percent of voting age citizens who are members of a single-language minority group and do not speak or understand English adequately enough to participate in the electoral process must:
 - provide language assistance to voters;
 - provide information regarding voter registration, elections, voting, including information; provided in the polling places and the voting booths in both English and Spanish;
 - provide Voter Registration forms in both English and Spanish;
 - offer assistance in Spanish at the polls.(Sec. 203 Voting Rights Act)
3. Municipalities which have 1% or more of their total population, but no less than 500 persons of Hispanic origin must print Canvass and Confirmation of Voter Residence in English and Spanish. (Regs 9-32-3 and 9-35-1)

Municipalities which have 1% or more of their total population, but no less than 500, minority persons – municipalities with a significant minority population. (Updated 2012)

Ansonia, Avon, Berlin, Bethel, Bloomfield, Branford, Bridgeport, Bristol, Brookfield, Brooklyn, Cheshire, Clinton, Colchester, Coventry, Cromwell, Danbury, Darien, Derby, East Hartford, East Haven, East Lyme, East Windsor, Easton, Ellington, Enfield, Fairfield, Farmington, Glastonbury, Greenwich, Griswold, Groton, Guilford, Hamden, Hartford, Killingly, Ledyard, Madison, Manchester, Mansfield, Meriden, Middletown, Milford, Monroe, Montville, Naugatuck, New Britain, New Canaan, New Fairfield, New Haven, New London, New Milford, Newington, Newtown, North Branford, North Haven, Norwalk, Norwich, Old Saybrook, Orange, Oxford, Plainfield, Plainville, Portland, Putnam, Ridgefield, Rocky Hill, Seymour, Shelton, Simsbury, Somers, South Windsor, Southbury, Southington, Stafford, Stamford, Stonington, Stratford, Suffield, Tolland, Torrington, Trumbull, Vernon, Wallingford, Waterbury, Waterford, Watertown, West Haven, Westbrook, Weston, Westport, Wethersfield, Wilton, Winchester, Windham, Windsor Locks, Windsor, Wolcott, Woodbridge.

Municipalities which have 1% or more of their total population, but no less than 500 persons, of Hispanic origin – municipalities with a significant Hispanic population. (Updated 2012)

Ansonia, Avon, Berlin, Bethel, Bloomfield, Branford, Bridgeport, Bristol, Brookfield, Cheshire, Clinton, Colchester, Cromwell, Danbury, Darien, Derby, East Hartford, East Haven, East Lyme, East Windsor, Enfield, Fairfield, Farmington, Glastonbury, Greenwich, Groton, Guilford, Hamden, Hartford, Killingly, Ledyard, Manchester, Mansfield, Meriden, Middletown, Milford, Monroe, Montville, Naugatuck, New Britain, New Canaan, New Fairfield, New Haven, New London, New Milford, Newington, Newtown, North Haven, Norwalk, Norwich, Plainfield, Plainville, Ridgefield, Rocky Hill, Seymour, Shelton, Simsbury, Somers, South Windsor, Southbury, Southington, Stamford, Stratford, Suffield, Torrington, Trumbull, Vernon, Wallingford, Waterbury, Waterford, Watertown, West Hartford, West Haven, Westport, Wethersfield, Wilton, Winchester, Windham, Windsor Locks, Windsor, Wolcott, Woodbridge

11. Changes of Address From DMV

Under Conn. Gen. Stat. **9-19j**, any change of address form submitted to the DMV for purposes of 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. The DMV notifies the Registrar of Voters of the persons whose residence was in your town and who have now changed their residence address.

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.

- a. If you do not have an elector with that name and birth date on your active or inactive registry list, you disregard that name. (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, you "shall 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, enter the name on the active list at the new address.) The portion of the DMV form which you used to change an address of an elector in your town must be kept as a public record for two years. (§9-35(c))

- 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 to either of the following options:

- (a) Send this Notice and Application by forward-able mail directly to the elector's prior address in your town, or
- (b) Send the Notice and Application package to the elector's address in the new town.

There is no requirement that you provide return postage for the elector in these situations. If the elector does not complete and return this restoration form to you by election or primary day, his 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 (and one in a primary) for accepting an application for restoration. (**§9-21 & 9-35**).

C. Registration Sessions

1. Mandated

- Primary: -One day before Primary Day Enrollment and Registration Session 9 a.m. – 12 p.m. (**§9-37**)
- Election: -Saturday of 3rd week before Election Day (**§9-17**) 10 a.m. - 2 p.m.
-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. (Sec. **9-19b**)*

2. Admission of electors at public high school

Between January 1st and the last day of the school year, Registrar of Voters must hold 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 ConnVerse.

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 ConnVerse 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), he/she immediately loses all the privileges of the party enrollment and becomes 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 or a community residence

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 or a community residence in such state or county. (§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 a community residence. Note: If you have lost your voting rights in the past because of a felony conviction only, you can follow the instructions below to have your voting rights restored. (§9-46)

2. Restoration of Voting Rights

A person who has been convicted of a felony and committed to confinement in a federal or other state correctional institution or facility or community residence shall have such person's electoral privileges restored upon the payment of all fines in conjunction with the conviction and once such person has been discharged from confinement, and, if applicable, parole. (§9-45, 9-46a)

- a. this person shall have the right to become an elector
- b. the Commissioner of Correction shall give the person a document certifying that they have been released from such confinement and, if applicable, has been discharged from parole
- c. if the person was an elector at the time of such felony conviction and, after such release and any such discharge, 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
- d. if the person was an elector at the time of such felony conviction and, after such release and any such discharge, 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.

IMPORTANT EXCEPTION – a. through d. above shall not apply to any person convicted of a felony for a violation of *Title 9 of Connecticut Election statutes*, electoral privileges cannot be restored until such person has fulfilled all of the requirements set forth above and has been discharged from any parole or probation for such felony. (§9-46a)

Connecticut Secretary of the State, "Restoration of Voting Rights of Convicted Felons," http://www.sots.ct.gov/sots/lib/sots/electionservices/hava/havapdf/the_ultimate_freedom.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. (§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. This card allows the voters to affirm, under penalty of law that they have continued to be a bona fide resident of the town.

1. REMOVAL FROM THE REGISTRY LIST (§9-35)

Names removed from the registry list will also be removed by ConnVerse from any enrollment list. An elector may be removed from the registry list (active and inactive) in the following instances (except Election Day or Primary Day):

- a. Death — Each Registrar of Vital Statistics shall transmit to the Registrar of Voters for their town a notice of the death of any person seventeen years of age or older. (§7-42)

The Registrar of Voters shall remove from the list the name of each elector who has died. (§9-35)

Suggestions from the Committee:

- (1). Watch and read the obituary columns in your local newspaper to help get the death notices in a timely manner. The notice of death may be in your local paper and not filed in your Town Clerk's office because the person died out of town.
 - (2). Ask your Town Clerk to provide the date of birth and the date of death of each person on the list that is supplied by their office. This helps to eliminate mistakes made with voters who have the same names.
- b. Elector confirms in writing that they have moved out of town - sending notice not required. (§9-35)
 - c. Receipt of cancellation form from another town or another state by written notice, via the state computer system or e-mail – sending notice not required (§9-21 & 9-35)
 - d. Notice from the DMV that elector has moved from town - send Notice of Removal (ED-684) and a registration card and remove. (§9-35c)
 - e. Based on canvass information a Notice of Confirmation of Voting Residence (ED-642) is sent. If returned, signed by the voter indicating that they have moved, remove from registry list immediately. If the form is returned undeliverable by the Post Office, or not returned by the voter, they are put on the inactive list for four years. (§9-35[e])
 - f. Incarcerated felons — notice of incarceration is received from the Department of Corrections. If said person appears on the registry list, send a certified letter informing them that unless they notify you of a mistake within 10 days, their name will be removed. (§9-45)
 - g. Except during the period between the last session for the admission of electors before an election and the day following the election, any elector may request in writing that his name be removed. The individual may apply for admission at any time thereafter without prejudice, however. He is not

entitled to enroll in any party or vote in any primary for three months after such removal. (§9-35b & 9-59)

h. Lack of Response to Canvass

- (1). Registration acceptance was returned undeliverable and a Notice of Confirmation of Voting Residence (ED-642) was sent. If no response in 30 days, place name on inactive list for four years. Voter may be challenged at the polls.
- (2). If a member of the armed forces has not voted in 4 years, Registrar of Voters may send a Notice of Confirmation of Voting Residence (ED-642) during the canvass period. If the voter does not return same within 30 days, name is placed on inactive list for four years. (§9-40a [b]).

2. RESTORATION TO THE ACTIVE REGISTRY LIST (§9-42)

An application for restoration to the registry list may be made in person to a Registrar of Voters, Deputy Registrar of Voters, or Assistant Registrar of Voters at any time or place.

- a. Any time that the name of an elector who was formerly admitted or registered as an elector in a town and who is a bona fide resident of such town has been omitted from the active registry list by clerical error or for other circumstances, the Registrar of Voters shall add such name to the list; no name shall be added to the list on Election Day without the consent of both Registrar of Voters with supporting documentation. (Mail in Voter Registration Card) (§9-35)
- b. The Registrar of Voters shall print the inactive registry list compiled under §9-35 and deposit it in the Town Clerk's office. A sufficient number of copies shall be available on Election Day. If on Election Day such name of elector appears on such inactive registry list, such name shall be **added** to the active registry list upon submission of a completed Voter Registration Card to election officials at the polling place that such elector is still a bona fide resident of such town, and upon the consent of **both Registrars of Voters** or Assistant Registrars of Voters, in the polling places.

The name of any inactive elector shall not be **added** to the active registry list, unless his name was on the active registry list for at least one of the four previous years.

3. Enrollment List Availability

Enrollment list is to be available to the public upon request. Also, a preliminary enrollment list is to be posted outside the registrar's office for public inspection when they are not in their office, unless it is available for public use in another municipal office.

4. COMPILATION OF CHANGES TO THE ACTIVE AND INACTIVE REGISTRY LIST

(Use Monthly Change Detail Report found in ConnVerse)

The Registrar of Voters shall on intervals that they designate compile a list of:

- a.. all persons whose names were added, restored, removed, or erased from the **active and inactive** registry lists during the preceding month, and

- b.. all electors who changed either their names or addresses during such period, and
- c.. all persons sent notices required under the National Voter Registration Act of 1993, and all persons who replied to such notices.

Such list shall include, but not be limited to each such person's or elector's

- a. name
- b. former name, if changed during such period
- c. address, including zip code
- d. former address, including zip code, if changed during such period
- e. voting district
- f. Party affiliation, if any.

The Registrar of Voters shall make each such list available to the public in accordance with the provisions of Section 1-19. (**§9-50a**)

CHAPTER 5b

CANVASS

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. Registrars in towns which hold regular municipal elections in May do not have to conduct a canvass in odd-numbered years. (§9-32a)

Regulations – The following is a list of all present regulations relating to the canvass of electors in Connecticut:

<u>Regs. Conn. State Agencies</u>	<u>Context</u>
Secs. <u>9-32-1</u> through 9-32-4	Canvass-by-Mail
Secs. <u>9-32-6</u> through 9-32-8	Canvass-by-Telephone
Sec. <u>9-32-9</u>	Removal of Name (canvass by mail or telephone)
Secs. <u>9-35-1</u> through <u>9-35-2</u>	Notice of Removal or Transfer on Registry List

Language Requirements - Municipalities with 1% or more of their total population but no less than 500 persons of Hispanic origin must print the Notice of Canvass 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”. On the outside envelope the following must appear “Address Service Requested”.

Types of Canvass – A canvass can be conducted (1) in person; (2) by telephone; (3) by mail or the National Change of Address System (NCOA) of the U. S. Postal Service, or (4) by a combination of these methods.

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 and 9-35 and Reg 9-32-9)

TELEPHONE

- A telephone call is made by the Registrars or their designee to the household of each elector listed on the registry list through a published number or a number which is in service at the time the call is made. Confirmation of information may be obtained from anyone answering the telephone. (Reg. 9-32-6 and 9-32-9)

MAIL

- A complete canvass is made by mail to every residence located on each street within the town. 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 and 9-35, and SOTS Regs. 9-32-1 through 9-32-4 and §9-32-9)

NCOA

(SEE STEP BY STEP INSTRUCTIONS ON NEXT PAGE)

- The National Change of Address System (**NCOA**) of the U. S. Postal Service may be used if both registrars agree. The U. S. Postal Service (USPS) developed this system to reduce undeliverable mail. A

licensee provides a computerized system, updated nightly, contains change of address records from the USPS.

- Further investigative work may be required to determine actual changes and moves.

COMBINATION

- 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," per **§9-35(e)** [Ted Bromley expressed that the name of an electors who has not voted in two consecutive federal elections should not be placed on the inactive without going through the canvass process first.)

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

This prescribed notice, with both English and Spanish language in affected towns (English in non-affected towns), is forwarded with a separate letter to those electors

*****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)).**

- Send CVR form to electors who moved out of town according to information obtained from NCOA (**§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 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
- if a canvass-by-mail was sent between January 1 and May 1 and nothing was 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 Notice of Confirmation can be sent between January 1 and May 1.
- If a notice of Approval sent to a mail-in applicant for admission as an elector (including applicants who submitted applications cross-town, door-to-door, DMV or social service agencies, etc.) is returned "Undeliverable" (**§9-23a(c)**). This Notice of Confirmation may be sent any time during the year.

Registrars must send the ED-642 CVR form to the elector's last known address by forwardable first class mail 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 (**§9-35-1b)**). Envelopes 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 mailpiece's appropriate disposition upon their determining that letter is undeliverable-as-addressed (UAA). Service provides:

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

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

After month 18 or if undeliverable: the mailpiece is returned with reason for nondelivery attached at no charge.

Duplicate copies of all Confirmation of Voting Residence notices should be kept for five years after the elector's name is no longer on the active registry list (**§ 9-20** and **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).

Responses to the Confirmation of Voting Residence (ED-642) — What to do next

- If the elector does not return the ED-642 within 30 days, place his name on the **Inactive** list.
- If the ED-642 is returned marked “Undeliverable”, place his 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, a Notice of Change (ED-683) must be sent to the elector by forwardable mail along with an enclosed pre-addressed postage-paid envelope for verification or change of information.
- If the elector returns a Confirmation of Voting Residence (ED-642) 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).


NCOA Step by Step Instructions using ConnVerse II

1. Registrars are recommended to work with an NCOALink licensee to create a list of voters from your town whose address has changed according to the U.S.Postal Service. There are several NCOALink licensees you may use.
 - I. Lorton Data is an NCOALink licensee many CT Registrars have been using since 1996. To simplify the processing effort, Lorton receives a copy of the state-wide registry list from the SOTS. If you choose to process using this list, complete and submit the forms listed in steps i, ii & iii below. Alternately, you can create your own registry list and send a copy of the registry list to Lorton Data along with the forms listed below.
 - i. Complete the following two forms. Fax the completed forms to 651-203-8299 or send a PDF of completed forms to support@lortondata.com.
 - ii. [Order form](#) (See form at end of this chapter)
 - iii. [Processing Acknowledgement Form](#) (See form at end of this chapter)
2. Start Canvass in ConnVerse -- Go to “Activities” “Canvass” “Start Canvass”
 - A. Highlight desired district(s),
 - B. Type in a canvass START date and remember that date for future use.
 - C. Select NCOA as type of canvass
 - D. Select language(s)
 - E. Click “Start Canvass”
3. Working with list from NCOALink licensee


A. NCOA SAYS VOTER MOVED WITHIN TOWN ED-683

If a change of address within town is made solely on the basis of NCOA, change the elector’s address to the correct address and send a CONVERSE generated Notice of Change (Form ED-683) by forwardable mail along with an enclosed pre-addressed postage-paid envelope. This return form is sent to the elector for verification or change of information.

- In ConnVerse 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.
- If “Print Now” was selected
 1. Click “Print Letter”
- Click on the printer icon 
- Click “OK”
- 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. NCOA INDICATES VOTER HAS ADDED A P.O. BOX TO THEIR MAILING ADDRESS

- F. In ConnVerse 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, “Unit” “Town” “State” “Zip”
 - Change Reason “Print ED-683 Notice”
 - Type in Registrar’s Names (if not there already)
 - Select Print Option
 - Select language
 - 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.
 - If “Print Now” was selected
 - Click “Print Letter”
 - Click on the printer icon 
 - Click “OK”
 - 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.


C. ED-683 CANVASS HISTORY REPORT WITH A SUMMARY. CREATE, PRINT AND SAVE REPORT.

- In ConnVerse 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 “Within 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 

D. NCOA SAYS VOTER MOVED OUT OF TOWN – CVR

*****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)).**

- In ConnVerse 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
- 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-683 letters to print.
- 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 to either the last know address in your town or to the new address provided by the NCOA list.


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

- In ConnVerse 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 

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

- Do nothing on the computer because you have already changed their address in the system.

G. ED-683 IS RETURNED “UNDELIVERABLE” BY THE POST OFFICE - Send CVR

- In ConnVerse 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
- 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-683 letters to print.
- 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

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

- In ConnVerse go to “Activities” “Canvass” “Canvass Voter Change”
- Type in voter’s last name
- Click “Search”
- Select elector from list
- Click “Select”
- Change the address to the new address
- Click “Accept”
- Select reason “ED-683 Returned by Voter”
- 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:
 - Click “Previous”
 - Select Print Option: now or later and language
 - Click “Accept”
 - Click “OK”
 - Click “OK”

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

- In ConnVerse go to “Activities” “Canvass” “Canvass Voter Change”
- Type in voter’s last name
- Click “Search”
- Select elector from list
- Click “Change”
- Change Status to “OFF”
- Click “Accept”
- Under Reason select “Canvass-Moved Out”
- Under Canvass History Screen
 - Moved: In Town
 - Notice Sent: enter date
 - Returned: By Voter
 - Return Date: Today’s date
- Click “Accept”

J. ED-683 IS NOT RETURNED

- Do nothing in ConnVerse

K. CVR RETURNED UNDELIVERABLE BY POST OFFICE

- In ConnVerse go to “Activities” “Canvass” “Canvass Voter Change”
- Type in voter’s last name
- Click “Search”
- Select elector from list
- Click “Change”
- Change Status to “Inactive”
- Click “Accept”
- Select “CVR returned by P.O.” under Reason
- Click “Accept”

L. CVR RETURNED BY VOTER STATING “YES, I MOVED OUT OF TOWN”

- In ConnVerse go to “Activities” “Canvass” “Canvass Voter Change”
- Type in voter’s last name
- Click “Search”
- Select elector from list
- Click “Change”
- Change Status to “OFF”
- Click “Accept”
- Select “CVR returned by Voter” under Reason
- Click “Accept”

M. CVR RETURNED BY VOTER STATING “I MOVED WITHIN TOWN”

- In ConnVerse go to “Activities” “Canvass” “Canvass Voter Change”
- Type in voter’s last name
- Click “Search”
- Select elector from list
- Click “Change”
- Change the address to the correct address
- Click “Accept”

- Select “CVR returned by Voter” under Reason
- Click “Accept”
- (Optional) If you wish to send a notice of change to the voter confirming their new polling place:
 - Click “Previous”
 - Select Print Option: now or later and language
 - Click “Accept”
 - Click “OK”
 - Click “OK”

N. CVR RETURNED BY VOTER STATING “DID NOT MOVE” OR “TEMPORARILY ABSENT”

- In ConnVerse go to “Activities” “Canvass” “Canvass Voter Change”
- Type in voter’s last name
- Click “Search”
- Select elector from list
- Make no changes
- Click “Change”
- Click “Accept”
- Select “CVR returned by Voter” under Reason
- Click “Accept”

O. 30 DAYS HAS EXPIRED

- Print a report to see who has not replied
 - In ConnVerse 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”

P. CVR NOT RETURNED AFTER 30 DAYS HAVE EXPIRED

- In ConnVerse go to “Activities” “Canvass” “Canvass Voter Change”
- Type in voter’s last name
- Click “Search”
- Select elector from list
- Click “Change”
- Select “Inactive” under Status
- Click “Accept”
- Select “CVR No Reply” under Reason
- Click “Accept”

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

- In ConnVerse go to “Activities” “Maintain Voter History” “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 can not add a line if there are already 3 lines there
- You must delete the oldest line.
- Click "Update" after changes are made

Completion of Canvass

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 (**§ 9-32c**).

(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
Elections Services Division
30 Trinity Street - 2nd Floor
Hartford CT 06106

**CANVASS OF ELECTORS
STATEMENT OF REGISTRARS AS TO COMPLETION
(Section 9-32)**

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, 2008 and April 30, 2008, 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 Canvass
 Combination of House-to-House, Mail and Telephone Canvass as specified and explained here:
DATE(S) CONDUCTED:

ROV Signatures _____, _____

LORTON DATA FORMS

NCOA^{Link}™ PROCESSING ORDER FORM

2014



Name and address:

Town name _____

Contact name _____

Address _____

City, state, ZIP + 4 _____

Phone _____ Fax _____

Email _____

Payment:

Credit Card Send Invoice - PO#: _____

Processing: \$75 or 2.75/1000 records, whichever is greater

Move report: \$10 or 5¢ per page, whichever is greater

Card #: _____ Exp Date: _____

Billing contact _____

Billing address _____

Billing phone _____

Job instructions:

Town Code: _____

Moves report and data for labels - you will receive both:

NCOA^{Link} moves report : Email a report Send paper report (choose one - default is email)

Alphabetical by last name Alphabetical by street In order by district (choose one - default is by last name)

Note: All paper reports shipped UPS Ground unless otherwise specified. Shipping cost is additional.

Data for labels: Sent via Email

Password protect moves report and data for labels

Additional instructions: _____

Custom input - do not complete unless sending your own file to Lorton Data

How will file be sent: Web - www.lortondata.com (click on 'File Transfers' link near top of the web page) Diskette

Input file name: _____ Number of records: _____

Send diskettes to: Lorton Data Inc, 2 Pine Tree Dr Ste 302, Arden Hills MN 55112-3715

Send completed order form and PAF to:
Fax: 651-203-8299

For more information:
Website: www.lortondata.com
Technical Support Line: 651-203-8290

Authorization: (Please read and sign to authorize processing. Must be signed for processing to proceed.)

The undersigned, as an authorized agent of the Customer, hereby authorizes Lorton Data to process the Customer's files as indicated in the "Job Instructions" section of this form and the Customer agrees to pay the price listed for each of the output options selected. The Customer understands the nature, scope and limitations of the processing as well as the nature of the output to be generated by Lorton Data on behalf of the Customer. Customer agrees to examine output data for validity. Customer will not hold Lorton Data liable for any damages greater than the charges herein resulting from the use of invalid data. The Customer further understands that this order is subject to and will be processed solely in accordance with Lorton Data's General Terms and Conditions (Rev 2-10/01) as set forth on page 2 of this form.

Authorized by _____ Title Registrar of Voters Date _____

Name (Please print) _____

LORTON DATA, INC. GENERAL TERMS AND CONDITIONS

(1) **Invoicing.** Unless otherwise provided for under Order Billing Information, Lorton Data, Inc. ("Lorton Data") will invoice You* for services rendered and goods provided in accordance with Lorton Data's price schedule in effect on the date of Your* Order. In addition, Lorton Data will invoice You for all out-of-pocket costs and expenses including postage, freight, shipping and handling, and insurance. Invoices are due upon receipt or such later date as pre-approved by Lorton Data's credit department. Invoices not paid in full within fifteen (15) days of the due date will accrue a service charge at the rate of 1.5% per month on the unpaid balance from the due date.

(2) **Specifications and Approvals.** If you wish Your Order to comply with a certain job specification, You must provide such job specification to Lorton Data with Your Order. All additions or changes to job specifications must be in writing and acknowledged by an authorized Lorton Data employee. If You do not provide Lorton Data with complete, written job specifications or two or more elements of Your written job specifications are contradictory, then Lorton Data's standard job specifications and best judgment will govern. Lorton Data may conclusively rely upon its interpretations of, and will not be liable for failure to comply with, any verbal instructions. When Lorton Data submits counts, samples or other interim results to You for Your review and approval, You shall promptly review the same, including reviewing the same for reasonableness, and advise Lorton Data of any faults, inaccuracies or problems. Unless and to the extent You promptly and specifically object, Lorton Data shall be entitled to continue processing Your Order based upon the correctness of such interim results.

(3) **Deadlines.** Lorton Data will use its best efforts to meet specific deadline requests made at the time You place Your Order. Deadline requests are, however, not binding on Lorton Data, and Lorton Data is not liable, in any way, for failure to meet a specific deadline request.

(4) **Customer Responsibilities.** To enable Lorton Data to timely and properly complete Your Order, You are responsible for and will:

- (a) provide Lorton Data with all necessary lists, records and other data applicable to Your Order,
- (b) provide Lorton Data with complete job specifications, in writing and/or on the input screen(s) of a program provided by Lorton Data,
- (c) provide Lorton Data with layouts for Your data. If no layouts are provided, Lorton Data will, at Your cost, make a reasonable effort to interpret Your data and be entitled to rely conclusively on its interpretations thereof,
- (d) promptly review Lorton Data counts, samples or other interim results, including reviewing same for reasonableness, and approve such results or advise Lorton Data of any faults, inaccuracies, or problems,
- (e) maintain adequate back-up copies of data furnished to Lorton Data to enable Lorton Data to regenerate such data which, for any reason, is lost, damaged or destroyed. If You do not maintain adequate back-up data, Lorton Data's liability for lost, damaged or destroyed data shall be limited solely to media costs not to exceed the liquidated damages sum of \$250. Lorton Data shall not be liable for data or material damaged in transit,
- (f) promptly examine all final output data received from Lorton Data for validity prior to use.

(5) **Customer Warranties and Representations.** You hereby warrant and represent that:

- (a) You own or have obtained proper authorization or approval to use or reuse all data provided to Lorton Data for processing on Your behalf. You agree to indemnify and hold Lorton Data and Lorton Data's officers, directors, agents and employees harmless against any and all claims, causes of action, suits, proceedings, losses, damages, demands, fees, expenses, fines, penalties and costs (including reasonable attorneys' fees and expenses) arising directly or indirectly out of Lorton Data's processing of such data on Your behalf.
- (b) You understand that use of data obtained through the processing authorized may be governed by State or Federal Law. You represent that Your purposes for obtaining this data through this processing are legitimate under these laws, and agree to abide by all State and Federal Laws regarding the use of such data.

(6) **Lorton Data's Warranties and Representations.** Lorton Data hereby warrants and represents that:

- (a) all of its services shall be performed in a workmanlike manner in accordance with generally accepted industry standards, and
- (b) it shall not knowingly infringe upon any then existing intellectual property right of a third party.

* The terms "You" and "Your" as used herein refer to the customer ordering goods and/or services from Lorton Data.

EXCEPT AS PROVIDED IN THIS SECTION (6), LORTON DATA MAKES NO WARRANTIES OF ANY KIND AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, ARE HEREBY DISCLAIMED, INCLUDING WITHOUT LIMITATION THAT THE SERVICES, PRODUCTS AND RELATED OPERATIONS PERFORMED HEREUNDER WILL BE ACCURATE OR FREE FROM ERROR, AND INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM A COURSE OF DEALING OR USAGE IN THE TRADE.

(7) **Disclaimers.** LORTON DATA SHALL NOT BE LIABLE TO YOU OR TO ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE WORK OR PRODUCT HEREIN AUTHORIZED INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOST PROFITS, LOST SAVINGS, OR LOST DATA, OR FOR ANY DAMAGE RELATED TO THE USE OF OR INABILITY TO USE THE PROCESSED DATA GENERATED BY LORTON DATA EVEN IF LORTON DATA HAS BEEN ADVISED OF THE POSSIBILITY OF ANY SUCH DAMAGES. LORTON DATA'S TOTAL LIABILITY SHALL BE FOR THOSE DIRECT DAMAGES SUFFERED BY YOU DUE TO LORTON DATA'S PERFORMANCE UNDER THIS ORDER IN AN AMOUNT NOT TO EXCEED FEES ACTUALLY PAID BY YOU TO LORTON DATA FOR SERVICES DIRECTLY RELATED TO THE DAMAGES SUFFERED.

(8) **Confidentiality.** Lists, records, spreadsheets, manuscripts, diagrams, and/or graphics that You provide to Lorton Data shall be considered "Confidential Information". Lorton Data will disclose Confidential Information only to its employees and/or vendors who may need to know it in order to process Your Order, and to authorized persons designated by You. Lorton Data also agrees not to use such Confidential Information on its own behalf or for its own interest without Your prior consent. Confidential Information shall not include any information that (i) is or becomes available to the public through no fault of Lorton Data, (ii) is lawfully received by Lorton Data from a third party that is not subject to disclosure restrictions, (iii) is independently developed by Lorton Data without using Confidential Information, (iv) has been approved for public release by Your authorization; or (v) is known to Lorton Data without a duty of confidentiality prior to first receipt of it from You.

For data quality purposes, Lorton Data may compile statistical information on names and addresses, and information on individual address corrections. Such information shall belong to Lorton Data and shall not be considered Confidential Information as defined in this Section (8). Additionally, where data is submitted to the USPS for correction at Your request, the USPS may also retain such information.

(9) **Force Majeure.** Lorton Data shall not be in default by reason of any failure in its performance if such failure to perform is otherwise due to causes beyond the reasonable control of Lorton Data, which may include, without limitation, the failure of computers, equipment, or software, or the illness, disability or resignation of Lorton Data's personnel or contractors, to the extent that such default could not be resolved by Lorton Data with reasonable efforts.

(10) **Subcontractors.** Lorton Data shall have the right to subcontract any or all of its obligations to one or more parties, provided that Lorton Data shall oversee all work performed by subcontractors, and provided that Lorton Data shall remain responsible for the delivery and quality of the goods and/or services ordered herein.

(11) **Governing Law.** The provision of goods and services covered hereby and all Terms and Conditions hereof shall be governed by, construed and enforced under the internal laws (and not the laws of conflicts) of the State of Minnesota. All actions with respect hereto shall be brought in the state and federal district courts of Hennepin County, MN, and in no other jurisdiction.

(12) **Entire Agreement.** This Document is the final expression of the Terms and Conditions that govern all Orders placed by You with Lorton Data for the provisions of goods and/or services and may not be contradicted by evidence of any alleged oral agreement or other written agreement. Please read it and keep it for your records. Any unilateral purchase order shall be effective only to specify the services and/or goods ordered and the quantities, and shall be otherwise governed by these Terms and Conditions. If You purchase list rental products or services, the Lorton Data List Rental Terms and Conditions also apply, and are incorporated here by reference.

Pg 2 of 2



NCOA^{Link}® PROCESSING ACKNOWLEDGEMENT FORM

The collection of information on this Processing Acknowledgement Form (PAF) is required by the Privacy Act of 1974. The United States Postal Service[®] (USPS[®]) requires that each NCOA^{Link} Licensee have a completed NCOA^{Link} PAF for each of their NCOA^{Link} customers prior to providing the NCOA^{Link} service. The Licensee is also required by the USPS to retain a copy of the completed form for each of its customers and to obtain an updated PAF from each of its customers at minimum once per year. Any signature upon this PAF shall be considered valid for all purposes and have the same effect whether it is an ink-signed hardcopy document or equivalent alternative.

LIST OWNER

I, the undersigned, an authorized representative of:

 Company Name

 Address

 City

 Telephone Number

 Parent Company Name

 Marketing or "DBA" Company Name or Primary Affiliate Company Name (if applicable)

 Name (Please print)

 Signature

 Company Website (optional)

 Registrar of Voters

 Title

 Date

do hereby acknowledge that I have received and reviewed the NCOA^{Link} Information Package supplied to me by Lorton Data, an NCOA^{Link} Service Provider. I also understand that the sole purpose of the NCOA^{Link} service is to provide a mailing list correction service for lists that will be used for preparation of mailings. Furthermore, I understand that NCOA^{Link} may not be used to create or maintain new movers' lists.

Internal Use Only

NCOALink® FULL SERVICE PROVIDER

Pg 2 of 2

Lorton Data is a non-exclusive Licensee of the USPS® (United States Postal Service®) to provide Full Service NCOALink® processing.

It is important to note that not all Service Providers can offer the same level of service. Data quantity differs based on license level. Full Service Providers receive the full 48 month data set while Limited Service Providers receive an 18 month data set. All data fulfillments to Service Providers are provided weekly under direct license from the USPS.

The full NCOALink file is a consolidated file of move information that on average contains approximately 160 million permanent changes-of-address (COAs) filed with the United States Postal Service (USPS). These COAs are retained on the file for a four-year period from the move-effective date and the file is updated weekly.

Before being added to the NCOALink file, the **Old** address supplied by the Postal customer must be ZIP + 4® coded. The **New** addresses must be ZIP + 4 coded and validated using the USPS' proprietary database of actual delivery points. (NOTE: The delivery point database does not include NAMES or COA information.) Each delivery point confirmed **New** address is included on the NCOALink file. If unable to validate the

New address, the NCOALink process will indicate that a move exists but will not provide the undeliverable **New** address.

New address information is provided only when a match to the input name and address is attained. The typical profile of the **New** address information contained on the NCOALink file is as follows:

- 80.92% Forwardable moves containing delivery point confirmed **New** addresses – **New** address provided
- 1.18% Moves containing unconfirmed **New** addresses – **New** address not provided
- 13.80% Moved, left no address
- 3.92% PO Box Closed
- 0.18% Foreign moves

When possible, postal customers who move multiple times within the NCOALink time period are "linked" or "chained" to ensure that the latest address is furnished when an NCOALink match is attained. This is not always possible if subsequent COAs are not filed in exactly the same manner as a COA filed previously (e.g., name spelling differences or conflicting secondary information).

The provision of change of address information is controlled by strict name and address matching logic. NCOALink processing will only provide new address information when queried with a specific algorithm of the name and input address from a mailers address list which matches the information on the NCOALink Product. Data contained in and information returned by NCOALink is determined by the name and move type (Business, Individual, or Family) indicated on a Postal customer's Change of Address form.

The data contained within the NCOALink Product is comprised of approximately 40% family moves, 54% individual moves, and 6% business moves.

All matches made to the NCOALink file require a ZIP + 4 coded, parsed input address.

The five types of processing modes are Standard (S); Business and Individual (C); Individual (I); Business (B); and Residential (R).

Standard Processing Mode (S)

- Standard Processing Mode requires inquiries in the following order:
 - Business – Match on business name.
 - Individual – Match on first name, middle name, surname and title required. Gender is checked and nickname possibilities are considered.
 - Family – Match on surname only.
- **Under no circumstances shall there be a "Family" match only option.**

Business and Individual Processing Mode (C)

- The NCOALink customer may choose to omit all "Family" match inquiries and allow only "Individual" and "Business" matches to be acceptable. This matching process is also known as C Processing Mode.

Individual Processing Mode (I)

- The NCOALink customer may also choose to omit "Business" match inquiries when processing individual names for mailing lists that contain no business addresses.

Business Processing Mode (B)

- The NCOALink customer may choose to process for only "Business" matches when processing a "Business-to-Business" mailing list which contains no residential (Individual or Family) addresses.

Residential Processing Mode (R)

- The NCOALink customer may choose to omit "Business" match inquiries and allow only "Individual" and "Family" matches to be acceptable under Residential Processing Mode. This matching process is also known as R Processing Mode.

The USPS has opted to remove soundex from the matching logic process. Consequently, the USPS has established a process called the "Rules Table." This process will produce matches that otherwise would not be possible, i.e. JOHNY and JOHNNY, without the risks associated with soundex.

All nickname possibilities are derived from a standard USPS nickname list. In considering alternate presentations of an input name, only reasonable derivatives of the original input name are acceptable. If an input name and address do not match to NCOALink and alternative queries are attempted, any variations which obtain NCOALink matches will be provided to the NCOALink customer for analysis.

When a match or a near match of an input name and address to NCOALink is identified, a standard NCOALink return code is provided indicating the type of match made or reason that a match could not be made.

The standard output of a USPS NCOALink process is:

- a) Each original unaltered input name and address as it was presented.
- b) The standardized input address appended with the correct ZIP + 4/DPC, other postal values and any other intelligence flags or footnotes that result from the CASS™ processing segment.
- c) For each mailing address for which there is a match to the NCOALink Product, a standardized new address with 11-digit Delivery Point Barcode (DPBC) and standard return codes.
- d) When a match is made, the following elements must be returned: the move effective date, the specific name and address utilized in the query that obtained the match, and the move type. The move type is determined by the Interface based on the specific name inquiry utilized to obtain the match.
- e) For each mailing address for which there is not a match to the NCOALink Product, the Interface shall return all elements as appropriate under items a and b as well as any standard return codes as may be appropriate.
- f) The urbanization name information, when applicable.
- g) The carrier route information for new (updated) addresses.
- h) DPV® results for the input address, if requested.
- i) LACSLink® results, if requested.
- j) SuiteLink™ results, if requested.
- k) Processing summary report containing information to identify the specific list and the statistics resulting from the NCOALink process performed on the list.

Although every record must be returned, the format of the records returned by a Service Provider to their clients is determined by a separate agreement between the processor and the customer.

NCOALink processing has the potential to reduce returned mail, yet the USPS does not make any guarantees, express or implied, on the reduction of such mail. Thus any costs associated with returned mail are the Licensees' and/or their customers' sole responsibility.

An NCOALink customer with questions about the specific results returned from an NCOALink process must first contact the processor for explanation and resolution.

Prior to the processing of NCOALink data, every customer must have completed and returned to their NCOALink Licensee the "NCOALINK PROCESSING

ACKNOWLEDGEMENT FORM" provided to them by their Licensee or Agent. It is inappropriate to misrepresent any of the information on the form. Punitive action will be taken by the USPS if the customer, agent or licensee is found to have knowingly supplied false information. Depending on the severity of the offense, actions may include litigious or even criminal charges being brought against the offender.

The ANKLink™ option is available through Limited Service Provider Licensees to enable mailers to make informed choices regarding a specific customer contact. If the data indicates a move, the mailer may choose to suppress the record from their list or attempt to determine the actual new address by engaging the services of an NCOALink Full Service Provider (FSP) Licensee.

Mailers choosing to engage the services of an FSP Licensee may submit only those ANKLink matches for which they need additional processing provided that:

- 1) The mailer informs the FSP Licensee that the list is derived from a prior ANKLink process.
- 2) The list submitted to the FSP for processing meets the mailing list requirement of at least 100 unique names and addresses.
- 3) The final results are incorporated back into the original list.
- 4) The records separated for processing are not used to create a derivative product.

The following trademarks are owned by the United States Postal Service®: ANKLink, CASS, NCOALink, DPV, LACSLink, SuiteLink, United States Postal Service, USPS and ZIP + 4.

Chapter 6

RETENTION & DISPOSITION

OF

RECORDS & DOCUMENTS

The disposal of election records falls under the provision of Connecticut General Statutes §7-109. The Public Records Administrator may not grant blanket approval to destroy public records. You may obtain approval to destroy these records using Form RC-075. The only exception to this rule applies to absentee ballots. Be sure to read the footnotes included in the record retention schedule. They give specific destruction instructions. The election calendar issued by the Secretary of the State is not a records disposal authorization.

● State of Connecticut Records Retention Schedule

- Schedule M6 Electors and Elections Records
- Schedule M5 Town Clerks and Registrars of Vital Statistics Records
- Guide for measuring volume of records

Registrars of voters are required by law to maintain, have on file and retain many documents, records, lists and other documents. 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.

- Election related materials 9-150b(f)
- Canvass materials
- List of convicted persons
- Emergency contingency plan
- Enrollment & registry lists
- Monthly change detail report
- Motor Vehicle change of address list
- Petition for call to amend town party rules
- List of polling place officials
- Request for appointment of unofficial checkers
- Signatures of electors who failed to present ID
- Voter registration records

The retention period for Federal Election material is 22 months from the date of the election, whether general, special or primary. This is a federal law which supersedes any state statute or regulation.

● Safe Storage Facility Provided by Towns

Towns shall provide Registrars with facilities for the safe storage of official records and documents. Such records shall be accessible to Registrars. (9-5a, 9-5b)

- **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))

Chapter 7

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 make 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.

Petition forms are available for candidates from the:

Registrars of Voters:

- Persons desiring to oppose major party-endorsed candidates for municipal office ([§9-391](#) & [9-409](#))
- Candidates for municipal office at large (9-372)
- Persons desiring to oppose party-endorsed candidates for town committee ([§9-409](#))

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 only and 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

Secretary of the State:

- Statewide and Multi-Town District primaries (*see Petition Instructions from SOTS*)

- 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](#)) (*see [Nominating Petition Instructions](#) on SOTS Website <http://www.sots.ct.gov/sots/cwp/view.asp?a=3179&q=489894>*)

- Candidates for nomination by a political party to a state office, as described below, or the district office of representative in Congress (§[9-404a](#)) (*see 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) (*see Petition Instructions from SOTS*)

B. Filing Primary Petition Forms

Primary petition forms are to be filed by the candidate with the:

Registrar of Voters

- Primary petition forms for opposition candidates for town committee (§ [9-405](#) and [9-406](#))
 - Primary petition forms for opposing candidates of a major party for municipal office, state or district office including Representative in Congress (§[9-400](#), [9-405\(a\)\(2\)](#), & [9-406](#))
 - State or District primary petitions
- (Note: It is recommended that Registrars keep a copy of completed/checked petition forms)

Registrars of Voters shall forward multi-town primary petitions to the Secretary of the State. All other primary petitions are filed with the Town Clerk.

Sample receipt

<p><u>REGISTRAR’S RECEIPT OF PRIMARY PETITION PAGES</u></p> <p>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) _____.</p>
--

Town Clerk or Secretary of the State

- Nominating Petitions (§ [9-453i](#))

Procedures for primary petitions only

C. 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](#))

Request for Petition Forms

Any person who requests a petition form must give the Registrar of Voters the following information before he 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.

Completion of Forms

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.

***** REGISTRAR MUST ALSO COMPLETE THE INSTRUCTION PAGE *****

***** specifying the number of signatures required *****

It is advisable to complete part C before issuing the petition form

D. 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.

E. Statewide and Multi-town District Office

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.

F. 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](#))

G. 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.

H. 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](#))

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](#)), 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](#))

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

Nominating Petitions issued by the Secretary of the State

Required signatures for nominating petitions issued by the Secretary of the State will be determined by the of the Secretary of the State

The checking of the signatures on primary petitions is 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](#))

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.)

I. CHECKING OF PETITION SIGNATURES ON ACTIVE AND INACTIVE LISTS

1. If on active list and different address and same birth date: count and change address on enrollment list. (§9-35, 9-412, [9-453k\(d\)](#))
2. If on active list and different address and no birth date, attempt to verify eligibility but don't change address on enrollment list without further reliable information.
3. If on inactive list and same address, restore and count, (with or without birthdate) (§9-35c)
4. If on inactive list and different address and same birth date: count but don't restore to active list until voter completes a new voter registration application. (It is recommended that Registrar send the inactive voter a voter registration application)
5. If on inactive list and different address and no birth date, do not count. (It is recommended that the Registrar send a voter registration application form with a note. EX: You have signed a petition form and the information does not match your voter record. Please complete the enclosed application and return to the Registrars of Voters Office to update your record.”

J. 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 he is not an endorsed candidate.

PETITIONS

MUNICIPAL ELECTION YEARS ODD NUMBERED YEARS

POSSIBLE PRIMARIES IN MUNICIPAL ELECTION YEARS

Municipal Primary (September - fifty-sixth day preceding Election Day)

Registrars Responsibilities

Regarding Petitions in Odd Numbered Years:

MUNICIPAL OFFICES

- 1) In January if May election or July if Nov. election - Registrars are to make Primary petition forms available to 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, (55 to 48 days before Primary) whichever comes first. (§9-391)
- 2) In February if May election or August if Nov. election - Registrar of voters, deputy registrar or assistant registrar must be in their office or office facilities between 1:00 p.m. and 4:00 p.m. to accept primary petitions. Primary petitions for opposition candidates of a major party for municipal offices must be submitted to respective registrars by 4:00 p.m. of the 34th day before primary. Petitions bearing 5% of signatures of enrolled party members (or fewer if the party rules prescribe) must be filed with the Registrar. (§[9-405](#) and 9-406)
- 3) In February if May election or August if Nov. election – Verify petition signatures within seven days from receipt of petition.
- 4) In February if May election or August if Nov. election - Registrars give notice to Clerk that a primary is to be held if a valid petition has been filed and verified. (§[9-147a](#) & [9-435](#))

PETITIONS

STATE & DISTRICT ELECTION YEARS (Gubernatorial)

(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))

Registrars Responsibilities

Regarding Petitions in State, District & Municipal Election Years:

- 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 January 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 day of 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](#))

STATE & DISTRICT OFFICE

- 4) 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](#))

- 5) In June 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 major party for municipal office, state or district office including Representative in Congress
- 6) 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](#))
- 7) Verification of primary petition signatures as prescribed by the Secretary of the State. (§[9-400](#))
- 8) The registrar of voters 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](#))
- 9) 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](#))

PETITIONS

PRESIDENTIAL ELECTION YEAR

(Even numbered years. Once every four years.)

POSSIBLE PRIMARIES IN PRESIDENTIAL ELECTIONS YEARS

TOWN COMMITTEE Primary (1st Tuesday in March)

PRESIDENTIAL PREFERENCE Primary (*Last 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 Responsibilities

Regarding 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 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) In March 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](#) changed by PA 11-143)

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 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) 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 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](#))
- 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 8

BALLOT TYPES

● **Absentee and Provisional Ballots**

A. General Supervised Absentee Ballot Voting

Supervised balloting is available at the following institutions:

Veterans' health care facilities

Residential care home (P.A. 97-112)

Assisted Living facility (P.A. 05-235)

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 students enrolled

And faculty/employees of such institution

B. Optional Supervised Absentee Ballot Voting

If a town clerk receives 20 or more absentee ballot applications from the same street address in a town, including but not limited to, an apartment building or complex absentee ballots voted by the electors submitting such applications may, at the discretion of the Registrars of such town, be voted under the supervision of such Registrars or their designees in accordance with the same procedures set forth in this section for supervised absentee voting at institutions. (§9-159q(l))

C. Mandatory Supervised Absentee Ballot Voting

The procedure for mandatory supervised ballot voting is outlined in §9-159r (a)(b)(c). If twenty or more patients in an institution are electors, absentee ballot voting by any of those patients shall be done under the supervision of the Registrar of Voters (or their designees) of the town in which the institution is located. 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)

Letters must be sent to the Town Clerks informing of the date and time of visits to convalescent homes. In a letter to the convalescent home state a suggested time for supervising the absentee balloting and a list of the registered residents and applications for absentee ballots which must be returned to the Town Clerk's office.

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 needed to vote the ballot, it should be mutually provided by the Registrar of Voters or their designees. "Designee" is defined as an elector of the same town and political party as the appointing Registrar of Voters, who is not an employee of the institution at which supervised balloting is being conducted.

D. Emergency Absentee Ballots

An emergency Absentee Ballot ensures the voting rights of an elector suffering from an unforeseen illness or physical disability occurring within six (6) days immediately preceding the close of polls at an election, primary or referendum. It also ensures the voting rights of an elector in the hospital during that 6 day period. (§9-150c) The procedure for delivery and return of the emergency ballot is outlined in §9-150c.

E. Presidential Ballot

The Presidential Ballot allows U.S. Citizens who are not registered electors to vote for **president and vice president only** and is available to the following United States citizens of at least eighteen (18) years of age:

1. A Connecticut resident who is not registered to vote; or
2. A former Connecticut resident who has moved to another state within thirty (30) days of the election and for that reason cannot register to vote in the new state under its laws. (§9-158a,b)

F. Overseas Ballot

The "overseas ballot" allow U.S. citizens who are not registered electors, who are permanently residing overseas and who, immediately prior to moving outside the United States, were *bona fide* residents of Connecticut to vote for Federal offices. (§9-158a,b)

G. 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.

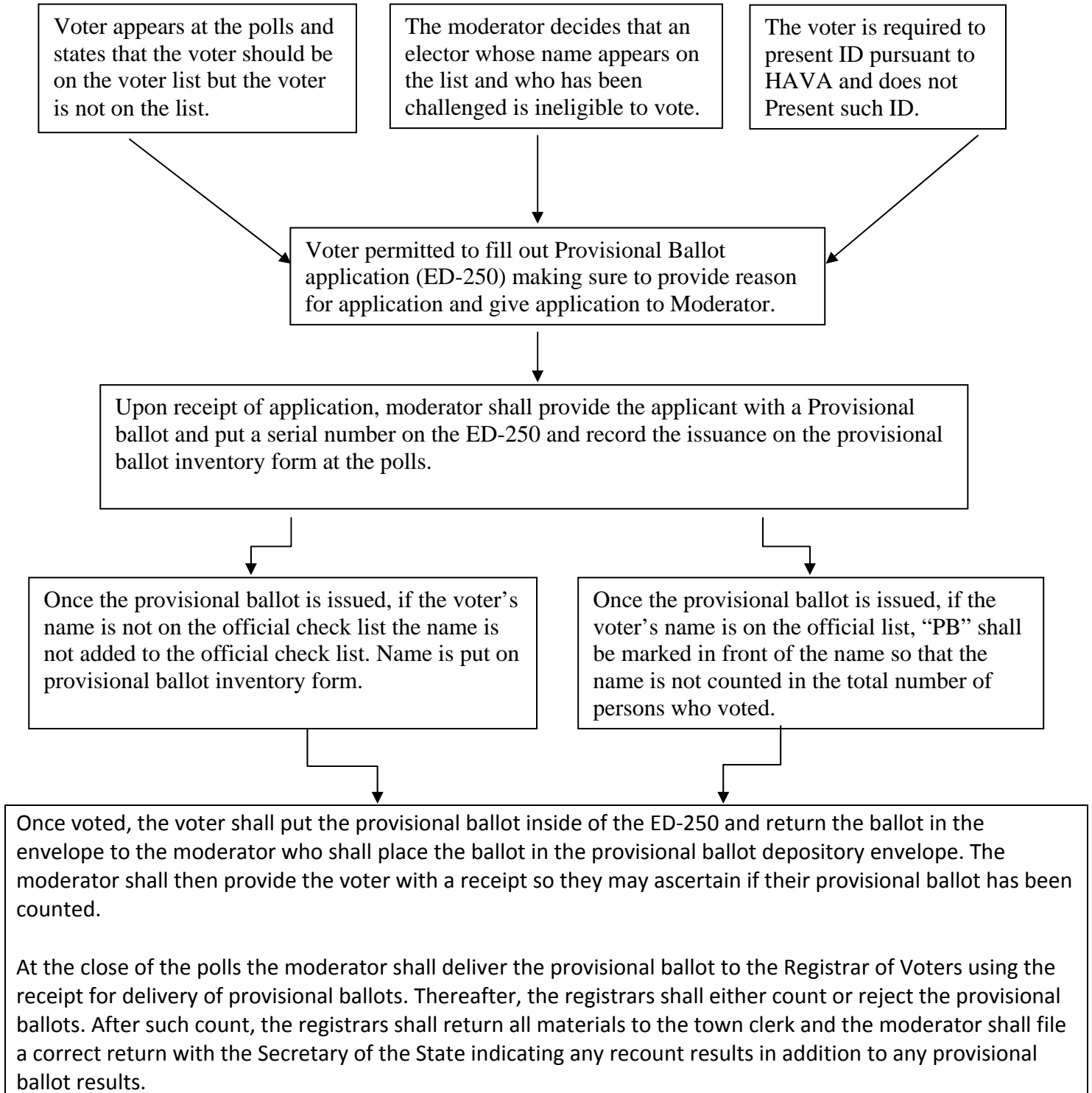
These people may receive the ballot 90 days before an election. This ballot is also available to any elector who is living, or expects to be living or traveling before or on election day outside the territorial limits of the United States (the 50 states and the District of Columbia) and to members of 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)

Note: Pursuant to the MOVE Act, this ballot can now be sent to the voter electronically, however the hard copy must be returned to the town clerk.

H. Provisional Ballot

Link to [Provisional Ballot Text Explanation](#)

PROCEDURES



● Conservatorship

Determination of Competency to Vote for Person under Guardianship

§9-159s requires administrators of residential facilities for the care of the mentally retarded 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-705 re determinations of competency to vote

● Absentee ballot designation voting at the polls

If an elector, appearing at the polling place to vote by machine, has had his name checked off on the list as voting by absentee ballot, he 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.

● Absentee Ballot Links on the Secretary of the State’s Website

- [Procedure Manual for Counting Absentee Ballots](#)
- [Absentee Ballot Fact Sheet](#).
- [Candidate Absentee Ballot](#)
- [English Language Application for Absentee Ballot Form](#)
- [Spanish Language Application for Absentee Ballot Form](#)
- [English Language Application Form for Referendum Only](#)
- [Spanish Language Application Form for Referendum Only](#)
- [English Language Emergency Application for Absentee Ballot](#)
- [Spanish Language Emergency Application for Absentee Ballot](#)
- [Town Ballots](#)

CHAPTER 9

PRIMARY

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\(11\)](#)

[§9-433](#)

Sec. 9-433. Notice of primary; state and district office. (a) After the deadline set forth in section 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 section 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.

(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 are the same as election procedures unless otherwise provided by statute. §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

Date for Primary

State, District or Municipal Office (to be voted upon at State Election) to be held on the Second Tuesday in August (§9-423(a))

Municipal Primary (odd numbered years) The primaries of all parties for nomination to an office to be voted upon at a municipal election shall be held on the fifty-sixth day preceding the day of the election(9-423(b))

Presidential Preference Primary is held on the last Tuesday in April of each year in which the President of the U.S. is to be elected (Sec. 9-464 changed by Public Act 11-143)

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. (§9-376a [1 &2])

No primary, when (§§9-386, 9-416, 9-416a, 9-417, 9-418, 9-419, 9-421, 9-422)

Hours of Voting – 6 a.m. to 8 p.m. (§9-174 elections and §9-438 primaries)

Calculation of Period of Time In this title and the sections listed in Section §9-1, when a period of time is prescribed for the doing of an act, Saturdays, Sundays, and holidays shall be included in computing such period, except that, if the last day of such period is a Saturday, Sunday or holiday, such day shall not be included, and the last day shall be the day following such Saturday, Sunday or holiday.(§9-2.)

Write In Ballots – Not Permitted at Primary

At a primary, votes may be cast and counted only for duly qualified candidates at primary whose names appear on the ballot on primary day.(§9-377)

Absentee Voting Procedures at elections shall apply to Primaries (Reg.Sec.9-133f)

Absentee Ballots - In order to be cast in a primary, the absentee ballot must be received by the Clerk (1) by the close of the polls, if it is mailed or if it is returned by a member of the immediate family of the applicant in person or the qualified designee of an ill or physically disabled ballot applicant or (2) by the day before the primary if it is returned in person by the applicant. (§9-140b)

No absentee ballot may be issued on primary day except in cases involving unforeseen illness, hospitalization or disability, or, presidential or overseas ballots as provided in Section 9-150c and Sections 9-158a to 9-158m, inclusive. (§9-140 [h])

Registrars to receive from Clerk, between 10 a.m. and 12 noon on Primary Day, absentee ballots which were received by Clerk before 11 a.m. of the last weekday before the primary. Ballots received by Clerk after 11 a.m. of the last weekday before the primary and before 6 p.m. Primary Day shall, upon request of the Registrars, be delivered by 6 p.m. (except that some may be retained until the polls close, if desired, in order to ensure ballot secrecy); and all ballots timely received after 6 p.m. are to be delivered at the close of polls. (§ 9-140c) Absentee ballots may be counted once during primary day (§9-140c changed by PA 11-173)

In municipalities which have central counting of absentee ballots, at the close of polls, Registrars of Voters or Assistant Registrars of Voters shall deliver official check list to moderator of central location for checking. When counting of absentee ballots is complete, moderator delivers each check list and other information to the head moderator. (Sec. 9-140c)

Counting Absentee Ballots - The public act amends 9-140c and 9-150a

Municipal Primary Preparations

(odd numbered years)

Date of 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 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. (Sec. §9-59)

Optional Press Release prior to 3 month deadline to help educate the public:

NOTICE OF POLITICAL PARTY TRANSFER DEADLINE FOR PRIMARY

(fill in date) is the last day that an enrolled elector may transfer from one political party to another and be eligible to vote in a primary of the new party. From the date of party transfer there is a three month period where the elector is not entitled to vote in a primary of any party and not entitled to the privileges accompanying the enrollment in any party.

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)

ROV OFFICE HOURS

34 Days Before 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)

ABSENTEE 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.(2011 P.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 begin making arrangements to have the absentee ballots for the primary printed. (Sec. §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. (Sec. §§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. (Sec. §§9-168 & 9-169)

CERTIFICATION OF POLLING PLACE

31 Days Before Primary

Certification of Location of Polling Place – 31 days before each municipal, state, or federal election or primary, the ROV must certify in writing to the SOTS the polling places that the municipality will use. The

30 to 19 Days Before Primary

PUBLIC EDUCATION (Optional)

Optional Press Release

Register To Vote

Any U.S. Citizen 17 years old, who will turn 18 on or before [Date] and is a bona fide resident of [Town Name], may “pre-register” to vote. These pre-registered 17 year olds are eligible to vote at a Primary held by the political party they pre-enrolled in if one is held [DATE]. (The 17-year-old Constitutional Amendment passed in 2008)

To register to vote, simply go to the office of the Town Clerk or Registrars of Voters during office hours ([hours]). You may also mail a completed application form to [address].

Application forms may be picked up from the Registrar of Voter’s or Town Clerk’s office, or on request the Town Clerk or Registrar will send one to you. Forms may also be downloaded from the Secretary of the State’s website <http://www.sots.ct.gov/sots/LIB/sots/ElectionServices/ElectForms/electforms/ed671.pdf>

It is not necessary to apply for registration in your own town of residence. You may apply for registration in the office of any Town Clerk or Registrar of Voters in Connecticut provided you do so on or before [Date] to be eligible to vote in the general election. Your application will be forwarded to your own town for approval.

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

[Name], Registrar [Name], Registrar

Optional Press Release

PRIMARY RELATED DATES TO REMEMBER

[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)

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)

PRIMARY OFFICIALS

Before 21 Days Before Primary

Notification-The registrar shall notify candidates and contestants of their right to submit a list of designees under this section.

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 21 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 polling place officials for use in the selection of official poll workers.

21 Days Before Primary

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. (§§9-436(e) & 9-229)

REPORT

21 Days Before Primary

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.

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. (Sec. §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 a 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, 9-140(f) & 9-153d)

BALLOT CERTIFICATION

21 Days Before Primary

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.) (2011 PA) (31 days for Elections)

(See Sample Below:)

<u>CERTIFICATION OF BALLOT ORDER</u>			
<i>Pursuant to Section 5 of Public Act No. 11-46 "AN ACT CONCERNING THE INTEGRITY OF ELECTIONS"</i>			
<i>You should use a separate form for each polling place in your municipality</i>			
TOWN: _____			
ELECTION / PRIMARY DATE: _____			
POLLING PLACE NAME: _____			
NUMBER OF BALLOTS ORDERED FOR THIS POLLING PLACE: _____			
HISTORICAL INFORMATION			
YEAR	NUMBER OF REGISTERED VOTERS	NUMBER CHECKED AS HAVING VOTED	TURNOUT PERCENTAGE
OTHER RELEVANT FACTORS:			
_____ Registrar of Voters			Date: _____
_____ Registrar of Voters			Date: _____
_____ Town Clerk			Date: _____

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 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 Candidates on date and time of tabulator set up

ENROLLMENT SESSION

14th Day Before Primary

Enrollment & Registration Session. – Mandatory enrollment session to be held by Registrars for the purpose of registration and/or enrollment of electors entitled to vote in the primary and to hear requests for adding names to the registry list by persons removed, between the hours of 12 noon and 9 pm at least two consecutive hours required. (§§9-17, 9-51).

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 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

10 Days Before Primary

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)

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) **

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 hour before primary. (§9-436a)

****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)**

TABULATORS

6 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.

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))

MEMORY CARD TO U-CONN

7 Days Before All Primaries

Before elections and primaries Registrars are asked to send one memory card per district, fully tested and in election mode, to U-Conn. (Note: There is no statutory requirement; however, it is a requirement that the SOTS office has in place that has greatly reduced the scrutiny they receive from voting advocacy groups.) The cards should be sent to; Dr. Alexander Shvartsman, Voting Technology Research Center, 371 Fairfield Way, Unit 2155, University of Connecticut, Storrs, CT 06268 -- 860-486-3719

(It is preferred but not required that a card set in election mode and any problem card should be sent.

However, with the limitation of card amounts, if you don't have enough "good" cards, then a problem card can be sent.)

??(After the primary memory cards are sent only if selected for audit)

REGISTRATION CUT OFF

5th 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)

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, 9-436e & 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 (Sec. §§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 or clerk of the town of residence for voting in primary. (§9-23g(c) & (d))

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 & 3 Sample Ballots to be posted in each polling place (Sec §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 midnight 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. (Secs §§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. (Sec. §§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. (Sec. §9-140c)

CHAPTER 11

REFERENDA

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 §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))

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:

REFERENDUM is a question or proposal which is submitted to a vote of the electors or voters of a municipality.

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 attached)

ABSENTEE BALLOTS (AB) are required to be available for referenda, including adjourned town meetings. (§9-369c)

Availability - A.B. are made available 19 days before the date of a referendum by the Town Clerk. A.B 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[e])

Counting Start time of A.B. - Not earlier than 12 noon on the day of a referendum the absentee ballot counters may start the process of counting absentee ballots. (§9-150a)

Deadline for issuing A.B. - 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(h))

Delivery of A.B. - 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. (§9-369)

Returns of A.B. - 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))

ANNOUNCEMENT/PUBLIC WARNING Warning of vote for the approval or disapproval of amendment, question or 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. (§7-9c)) (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.

BALLOT S – ROV to comment on ballot content and form prior to printing.

Local officials should consider the size of the municipality and the expected turnout of the electorate when making the decision to use voting tabulators or to count votes on paper ballots by hand for adjourned town meetings.

Ballot Review – Public Act requires the town clerk to allow the registrars of voters to comment on the ballot content and form prior to printing such ballots.(P.A.)

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, Room 115, 30 Trinity Street, Hartford, Connecticut 06106

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 - Some municipalities choose not to use any voting machine for adjourned town meetings, but instead prefer to count votes on paper ballots by hand. In making a decision, local officials should consider the size of the municipality and the expected turnout of the electorate.

Tabulator Use - If a municipality chooses to use the optical scan voting machine, the SOTS advises that one machine and one backup machine be made available for each polling place.

Accessible Voting Equipment - The SOTS encourages the use of the IVS vote by phone system as well as the tabulator, provided that IVS has at least thirty days to prepare the ballot.

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)

ELIGIBILITY FOR VOTING - In the absence of specific provisions of the charter 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 “Elector” 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. A sample press release below:

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. They are U.S. citizens, age 18 or more who, jointly or severally, are liable to the town, district or subdivision for taxes assessed against them on an assessment of not less than \$1,000 on the last-completed grand list of your town, district or subdivision.

PRESS RELEASE

Who Is Eligible To Vote in Referenda?

All [Town Name] registered voters are eligible to vote in [Town Name] 's referendum. Also, all [Town Name]property owners are eligible to vote provided they are US citizens, 18 years or older, and are recorded in the last completed grand list as personally owning property assessed for over \$1000. Property owned in Trust, LLC and Corporations are not considered.

Register to vote! Voter registration applications are available at the town hall and online at <http://www.ct.gov/sots> click “Elections and Voting” click “Voter Registration”

The cut-off date for voter registration prior to a referendum is the close of business the day before the referendum.

Verify your voter registration status online at "<http://www.dir.ct.gov/sots/LookUp.aspx>" select town, type in your name and birth date, click "Search." Voter registration is verified when the system displays the polling location. If the polling location is not displayed this Indicates that you are not registered to vote in town.

Please contact Registrars of Voters if you have any questions at [Phone Number& E-Mail].

FUNDS - no expenditure of state or municipal funds shall be made to influence any person to vote for approval or disapproval of any such proposal or question. (§9-369b)

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.

QUESTION(S) submitted to clerk three weeks prior to the date of referendum. (§7-7)

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. (§9-369a)

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. (§9-369b)

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. (§9-369b)

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.

POLLWORKERS - 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 such resolution, it shall become null and void. (§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 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. – Htfd. – October 30, 1987 – re advisory referendum held in conjunction with election)

SOTS To Receive Results of Referendum by the Town Clerk, within 15 days, in writing.(§9-371) The SOTS requests that the results of any referendum be filed with them within the same time period required in the case of adoption of amendment of a home rule charter as provided in §9-371. The SOTS is maintaining files for each municipality which they wish to keep as current as possible. By having on file the results of all referenda, they will be able to be of greater service to municipalities when they seek SOTS advice and counsel.

SUPPLEMENTARY VOTER LIST – Registrars to give clerk a completed, 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. Also, provides Moderator a list for the purpose of checking the names of those who vote at the polls. (§9-172b(a))

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. at 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)

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)

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)

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)

**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, in behalf of any question being voted on at such 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 should post signs defining the 75' area. (§9-236)

* * *

B. REFERENDA IN CONJUNCTION WITH A REGULAR

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 & 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 SEPARATED 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 deem 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</i>	
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 to 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 Recanavass 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 §9-370a.

* * *

E. CHARTER ENACTMENT OR REVISION

Note: in the case of charter enactment or revision, conducted pursuant to §7-191, 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 = 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 163, Title 10 of the State Statutes. The most common regional school district referendum relates to a vote on the budget as provided for in Sec. 10-5i as follows:

For any referendum called for by a regional school district:

1. First Monday in May for the annual meeting
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 qualified to vote in a regional district meeting called to adopt a

budget may petition the Board, in writing, at least three days 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.
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..
8. When in doubt call your local regional district's attorney.

RECANVASS ON CLOSE QUESTION VOTE 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. (§9-370a)

CHAPTER 12

TABULATOR TESTING AND SET UP

Tabulator “How To” Sheet

A. Tabulator Testing and Set-Up Procedures

1. Contact LHS to see when Memory Cards will arrive. Choose a date and time for certifying tabulators and memory cards for election. Send required notifications.
2. Twenty-five (25) ballots per district are tested, two (2) memory cards per district.
3. You can use the same test ballots for each district.
4. On Election Day flatten out folds of absentee ballots with a weight.
- 5.

B. Testing

1. When the programmed memory card is received from LHS, power up the Tabulator and install the memory card when the display reads “Install Memory Card”. You will be prompted to do the following:

<u>LCD DISPLAY</u>	<u>RESPONSE (using Yes/No buttons)</u>
TEST BALLOTS?	YES
TEST UNVOTED BALLOTS?	YES
TEST FULLY VOTED BALLOTS?	NO
COUNT TEST BALLOTS?	YES
PRINT ZERO TOTALS?	NO
RECIRCULATE BALLOTS?	NO

2. Insert test ballots (your Test Deck).
3. When all ballots have been put through the Tabulator, use the Ender Card while holding YES or NO buttons.

C. Absentee Ballot Testing Options

1. If you count ABSENTEE ballots CENTRALLY do the following:

<u>LCD DISPLAY</u>	<u>RESPONSE (using Yes/No buttons)</u>
PRINT TEST RESULTS REPORT?	YES
IF IT ASKS PRINT FULL TOTALS REPORT	NO
IF IT ASKS PRINT SUMMARY TOTALS ONLY	YES
PRINT LONG REPORT?	NO

Check tabulator print out against the hand count of the ballots used in testing. (TEST DECK)

2. If you count ABSENTEE ballots with OFFICIAL ballots in the Polling Place do the following:

<u>LCD DISPLAY</u>	<u>RESPONSE (using Yes/No buttons)</u>
PRINT TEST RESULTS REPORT?	YES
IF IT ASKS PRINT FULL TOTALS REPORT	YES
IF IT ASKS PRINT SUMMARY TOTALS ONLY	YES
PRINT LONG REPORT?	NO

Note: If display doesn't ask to "Print Full Totals Report" or to "Print Summary Totals Only" then the display should go right to "Print Long Report".

Check tabulator's print out against the hand count of the ballots used in testing. (TEST DECK)

D. Preparing Tabulator for Election

1. After test results are verified and correct, testing is complete, continue with:

<u>LCD DISPLAY</u>	<u>RESPONSE (using Yes/No buttons)</u>
NEED ANOTHER COPY?	NO
REPEAT TEST?	NO
SEND TEST RESULTS?	NO
PRINT TEST TOTALS REPORT?	NO
PREPARE FOR ELECTION?	YES
OK TO PREPARE FOR ELECTION?	YES

2. Tabulator will say "remove prepared memory card". DO NOT REMOVE MEMORY CARD. Turn tabulator off and seal memory card inside of the Tabulator.

E. Date and Time on the Tabulator – How to check and change

1. Power on the tabulator while depressing the YES and NO buttons.
2. Tabulator is now in DIAGNOSTIC MODE.
3. Display should read “SET SYSTEM CLOCK”. Answer YES.
4. Date will be displayed and display will read “IS DATE OK?”
5. Answer “YES” if date is correct or “NO” if date is incorrect.
6. Use YES/NO buttons accordingly to answer questions until ...
7. the system time is displayed and display reads “IS TIME OK?”
8. Answer YES or NO accordingly to the questions until you see TEST LCD DISPLAY
9. At this point, shut the tabulator off.

F. Testing Ballot Box Deflector

1. Remove Memory Card from machine.
2. Place Tabulator on Ballot Box.
3. Turn Tabulator on, holding YES/NO buttons.
4. Tabulator is in Diagnostic Test Mode.
5. Display should read “SET SYSTEM CLOCK”.
6. Press the NO button until the display reads, “TEST BALLOT DEFLECTOR”.
7. Press the YES button.
8. Deflector should be moving from side to side.
9. Lift ballot box cover to observe.
10. Turn tabulator off when test is finished.

G. Resetting a Memory Card (Supervisory Instructions

1. To reset a memory card (i.e. remove all vote counts from the memory card).

<u>LCD DISPLAY</u>	<u>RESPONSE (using Yes/No buttons)</u>
SEND RESULTS BY TELEPHONE?	NO
SEND RESULTS BY DIRECT MODE?	NO
PRINT ELECTION TOTALS REPORT?	NO
PRINT AUDIT REPORT?	NO
SUPERVISOR FUNCTIONS?	YES
ENTER PASSWORD.	YES-YES-YES-NO
WHEN DISPLAY READS 0001.	YES
CHANGE THE SE TUP PARAMETERS?	NO

DUPLICATE THIS MEMORY CARD?	NO
RESUME COUNTING BALLOTS?	NO
RESET CARD TO PRE-ELECTION?	YES
CARD NOT AUDITED. OK TO RESET?	YES
PASSWORD DIGIT.	YES-YES-YES-NO
WHEN DISPLAY READS 0001.	YES
RESET UN-AUDITED MEMORY CARD?	YES
REMOVE MEMORY CARD?	DO NOT REMOVE CARD.
	SHUT TABULATOR OFF
	AND TURN BACK ON

2. You are now ready to either TEST BALLOTS again or prepare the memory card for ELECTION.

- Voting Machine Links on the Secretary of the States Website
 - [English Language Optical Scan Machine Pocket Guide](#)
 - [Spanish Language Optical Scan Machine Pocket Guide](#)
 - [English Language Optical Scan Machine 90 Second Demonstration Video](#)
 - [English Language Optical Scan Machine 90 Second Demonstration Video \(.mov format\)](#)
 - [Spanish Language Optical Scan Machine 90 Second Demonstration Video](#)
 - [Sample Optical Scan Ballot](#)

Connecticut Poll Worker Manual

CHAPTER 13

RE-CANVASS

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 – the head moderator determines there is a discrepancy in the return of any district in an election primary. (**§9-311**)
2. Close Vote Recanvass – the plurality between the winner and the next highest vote getter is either less than a vote equivalent of $\frac{1}{2}$ of 1% of the total number of votes cast for the office but not more than 2,000 votes or less than 20 votes. (**§9-311a, 9-445**)
3. Tie Vote Recanvass – there is a tie vote for any office. (**§9-311b, 9-446**) Any recanvass must be held not later than the fifth business day after the election.

A close question recanvass occurs when the difference between the “Yes” and “No” vote is less than $\frac{1}{2}$ of 1% of the total votes cast for the question but not more than 2,000 votes. The head moderator institutes the recanvass. (**§9-370a**)

The procedure and forms necessary for a recanvass are found in the **Recanvass Procedure Manual**

Forms:

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

CHAPTER 14

AUDIT *POST-ELECTION*

Public Act **07-194**

A. A. PREPARING FOR AN AUDIT - A Manual Hand-Counted Audit:

- Read the Audit Procedures Manual by the Secretary of the State at <http://www.sots.ct.gov/sots/cwp/view.asp?a=3179&q=489984>
- Before Election Day determine the dates for post-election random audits from the SOTS and plan for all possible audit scenarios.
- 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 hopefully 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 candidates in a primary.
- Become familiar with audit procedures and prepare a plan for explaining them to audit workers. A 10 – 15 minute orientation should be sufficient.
- Develop a payroll plan and a soft schedule with a plan for breaks, refreshments, or lunch.
- Do a “test run” with some practice ballots: mark blank ballots, practice the procedure.
 - Time yourselves: Picking up a ballot, reading every race, hash (tally)-marking, and placing it in a pile.
 - Multiply that times the number of ballots to determine how many total minutes or hours (dividing 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, it will take 1500 minutes (or 25 hours) to count 3000 ballots, using one team. If you hire 5 teams, you will cut your time to 5 hours.

B. CONDUCTING AN AUDIT

- Purpose: To assess how well the tabulators performed and to check to see if the ballots were counted properly.
- 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.
- Materials: Ballots in secured bags or black box, pens, pencils, tally sheets (include an unknown column), rulers, scrap paper, forms from SOTS, moderator's report from election/primary, seals, scissors, tabulator tape from election/primary.
- When Chosen: finalize the location and date, compile supplies, and publish a public notice as required by the SOTS and recruit workers. You may need to arrange for lunch depending on the amount of ballots to be counted. You will probably be contacted by observers to confirm the time, place, and date of the audit.
- Procedure:
 1. Confirm security of ballots
 2. Choose only ballots that were put through the tabulator
 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.
 - Divide ballots among counters
 - Counters divide ballots in their group of two
 - Counters sift through ballots to remove the ones they feel the tabulator may not have read. Place improperly marked ballots in separate pile
 - Counters exchange piles that hold properly marked ballots with another group of counters. They review their new piles placing any improperly marked ballots in the separate pile.
 - Registrar's collect improperly marked ballots and set aside
 - Divide properly marked ballots among counters (do not mention number of ballots recorded on tabulator tape)
 - Counters count ballots and arrange in piles of ten in stacks of fifty
 - Exchange piles with partners and recount
 - Registrars confirm number of ballots with tabulator tape—(include sum of improperly marked ballots) do not mention the number

C. COUNTING THE TOTAL FOR CANDIDATES:

- Pass out tally sheets and pencils - using the piles of 50 - one counter tallies and one reads the name of each candidate of the office chosen when they have an oval filled in by their name. Total the tally of each pile of fifty. Exchange piles with the other pair of counters, repeat reading and using hash marks. Total the tally and compare with the first count.
- When the above totals match, then divide the questionable ballots and read and tally.
- Use a separate tally sheet numbered by team and the race being counted for each batch of ballots that are counted. If you are checking more than one candidate, you may want to tally one candidate at a time.
- Add all totals and compare with tabulator tape.
- Complete the forms from the SOTS. Make copies
- Reseal all ballot bags and return with two officials from opposing political parties (or opposing candidates in a primary) to a secure location.

TWO METHODS OF COUNTING

- Read-Call-Hash Mark Method

Registrars or the counting teams, have already counted the number of ballots to be audited, batched them, and distributed batches to each team. Each team of counters includes 4 persons 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. Total the votes for each candidate – one at a time for a multi-opening office. Check any ballots with unusual marks for that candidate. Compare to the tabulator tape totals. Recount that candidate if totals do not closely match.

- Sort-and-Stack, then 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. Check your piles for accuracy. Count the ballots. Compare to tabulator tape for each candidate. Proceed to next race or to next question on the ballot.

CHAPTER 15

GLOSSARY

ACTIVE STATUS - means an elector can vote at any time there is an election

ACTIVE LIST - a list as the **OFFICIAL list of all eligible electors able to vote** at any given election

ACTIVE REGISTRY LIST - same as the **OFFICIAL** list or **ACTIVE LIST**

ADMITTING OFFICIAL - a Town Clerk, Assistant Town Clerk, Registrar of Voters, Deputy Registrar of Voters, Assistant Registrar of Voters, Special Assistant Registrar 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))

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 LABEL - 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. (§9-1(a))

BOARD FOR ADMISSION OF ELECTORS - the board as composed under subsection (a) of section 9-15a (§9-1(b))

BONA FIDE RESIDENCE - fixed home or fixed place of abode, to which, when the individual is temporarily absent, he intends to return

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. (§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 mail, 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 - 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 Registrar of Voters or their assistants. (§9-1{c})

CONFIRMATION OF VOTING RESIDENCE - 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})

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)

CUT-OFF DATE - the last session for admission of electors prior to an election. (§9-1 y)

DISENFRANCHISE - to deprive an elector of the right to vote (§9-45)

DISTRICT (also known as multi-town district) is a part of the state that crosses the lines between two or more towns; any geographic portion of the state which crosses the boundary or boundaries between two or more towns. (§§9-372(3), 9-463(5))

DISTRICT OFFICE – an elective office for which only the electors in a district, as defined in § 372(3) may vote. (§9-372{4})

ELECTION - any electors' meeting at which the electors choose public officials by use of voting tabulators or by paper ballots as provided in Sections 9-272 (§9-1{d})

ELECTOR - any person possessing the qualifications prescribed by the Constitution and duly admitted to, and entitled to exercise, the privileges of an elector in a town. (§9-1e)

ENROLLMENT LIST a list of all qualified electors making application according to the declared political preference of such electors. (§9-54)

ENROLLMENT SESSION - a session for the purpose of changes, corrections, or enrollment of the individual applying for application according to the declared political preference of such individual. (§9 51 and 9-52)

ERASURE OF ENROLLMENT - any elector may make a written application, on a form prescribed by the Secretary of the State, which shall be signed by the elector, for the erasure of his name from such list. (§9-59 and 9-60)

FEDERAL ELECTION - 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, Vice President, Presidential Elector, member of the United States Senate, or member of the United States House of Representatives. (§9-158a)

FEDERAL POSTCARD APPLICATION - absentee application for admission as an elector and/or an absentee ballot to be used by members of the armed forces, their spouses and dependents and persons temporarily residing outside of the country. (§9-26 and 9-153a)

FORMER RESIDENT - a person who was a bona fide resident of a town in this state and who was removed from the voter list fewer 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 his present town or state of residence. (§9-158a)

LAST SESSION FOR ADMISSION OF ELECTORS TO AN ELECTION – the day which is the seventh 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 label 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. (§ 9-159r)

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. (§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 ELECTION - the regularly recurring election held in a municipality at which the electors of the municipality choose public officials of such municipality.. (§9-1h)

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. (§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.

OATH - an affirmation to the truth of what one says

OFFICIAL BALLOT to be used at an election, or the official paper ballot to be used thereat in accordance with the provisions of Sections 9-272 (§9-1(j))

OVERSEAS ELECTOR - any person permitted to vote pursuant to (b) of Section 9-158b. (§9-158a[3])

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 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 9-168e.

POPULATION - the total number of people in an area according to the last completed United States Census (§9-1(k))

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 Section 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))

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))

REGISTRAR – 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))

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 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})

STATE OFFICERS – the Governor, Lieutenant Governor, Secretary of the State, Treasurer, Comptroller and Attorney General. (§9-1(t))

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))

VOTER - a person qualified to vote at town and district meeting under the provisions of Section 7-6. (§9-1(u))

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 devise 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))