



MANUAL OF PROCEDURES FOR REGISTRARS OF VOTERS ELECTION ADMINISTRATORS

*STATE OF CONNECTICUT
Version December 13, 2023*

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

PROCEDURES MANUAL COMMITTEE

Committee Members:

Lisbeth Becker - Glastonbury
Karen Birck - Wilton
Kathy Doyle – Woodbury
Anne Greineder - Mansfield

Chair: Darlene Burrell - Suffield
Pennell Hamilton - Woodbridge
Monita Hebert – Bolton
Jennifer Marshall-Nealy – Bloomfield
Donna Rusgrove – Burlington

James Simon – Stratford
Claudia Sweeney–Ledyard
Paul Willis – Granby

Click on links to navigate through Handbook.

Table of Contents

PRINCIPLES OF ELECTION / REGISTRATION OFFICIALS	2
CHAPTER 1	3
REGISTRARS' RESPONSIBILITIES	3
CHAPTER 2	9
SECRETARY OF THE STATE	9
CHAPTER 3	11
STATE ELECTIONS ENFORCEMENT COMMISSION'S DUTIES AND POWERS	11
CHAPTER 4	13
VOTER REGISTRATION & ENROLLMENT	13
A. Admission of Electors	13
B. Procedure	13
C. Registration Sessions	23
D. Enrollment of Electors/Party Affiliation	23
E. Felony Convictions in a correctional institution or facility, (but not a community residence)	24
F. Registry List	25
CHAPTER 5	29
CANVASS & ERIC PROJECT	29
NCOA AND ERIC STEP BY STEP INSTRUCTIONS USING CVRS	31
B. IF VOTER HAS A CHANGE TO THEIR MAILING ADDRESS (SUCH AS A P.O. Box)	32
D. IF VOTER MOVED OUT OF TOWN – CVR ED-642	33
E. CVR CANVASS HISTORY REPORT WITH A SUMMARY. Create, print and save report	34
F. ED-683 IS RETURNED BY VOTER - who has ✓ checked "I confirm that I live at the above address"	34
G. ED-683 IS RETURNED "UNDELIVERABLE" BY THE POST OFFICE	34
H. ED-683 IS RETURNED BY VOTER STATING, "I LIVE AT THE FOLLOWING ADDRESS" WITHIN TOWN. .	34
I. ED-683 IS RETURNED BY VOTER STATING "I LIVE AT THE FOLLOWING ADDRESS" OUT OF TOWN.	35
J. ED-683 IS NOT RETURNED	35
K. CVR ED-642 RETURNED UNDELIVERABLE BY POST OFFICE	35
L. CVR ED-642 RETURNED BY VOTER STATING "YES, I MOVED OUT OF TOWN"	35
M. CVR ED-642 RETURNED BY VOTER STATING "I MOVED WITHIN TOWN"	35
N. CVR ED-642 RETURNED BY VOTER STATING "DID NOT MOVE" OR "TEMPORARILY ABSENT"	36
O. CVR ED-642 NOT RETURNED AFTER 30 DAYS HAVE EXPIRED	36
P. CORRECT CANVASS HISTORY - IF YOU HAVE MADE AN ERROR	36
Q. CANVASS HISTORY REPORT	36
CHAPTER 6	39
DUPLICATE VOTERS	39
CHAPTER 7	43
FREEDOM OF INFORMATION (FOI) ACT OF CONNECTICUT	43
CHAPTER 8	45
RETENTION & DISPOSITION OF RECORDS & DOCUMENTS (Procedures and Schedules)	45
CHAPTER 9	46
PETITIONS	46
MUNICIPAL ELECTION YEARS	50
STATE & DISTRICT ELECTION YEARS (Gubernatorial)	51
PRESIDENTIAL ELECTION YEAR	52
CHAPTER 10	54

BALLOT TYPES AND USES	54
CHAPTER 11	58
EMS – Election Management System	58
CHAPTER 12	64
PRIMARY	64
CHAPTER 13	74
ELECTION DAY REGISTRATION (EDR) §9-19j	74
CHAPTER 14	77
ELECTIONS	77
Sample Municipal Election “To Do” Check List (select what is applicable)	86
CHAPTER 15	89
SPECIAL ELECTION	89
CHAPTER 16	92
REFERENDA	92
A. REFERENDA NOT HELD IN CONJUNCTION WITH A REGULAR OR SPECIAL ELECTION	92
B. REFERENDA IN CONJUNCTION WITH A REGULAR ELECTION	95
C. PETITION TO INITIATE LOCAL REFERENDA – Minimum requirements	96
D. RECANVASS on Close Question Vote (§ 9-370a)	97
E. CHARTER ENACTMENT OR REVISION	97
F. REGIONAL SCHOOL DISTRICT REFERENDA	97
CHAPTER 17	98
TABULATOR AND MEMORY CARD TESTING AND SET UP	98
CERTIFICATION REMINDERS AND PROCEDURES	98
CHAPTER 18	101
RE-CANVASS / RECOUNT	101
CHAPTER 19	107
AUDIT POST-ELECTION	107
CHAPTER 20	110
TAXES, POLLWORKERS	110
CHAPTER 21	111
HELPFUL HINTS & ONLINE LINKS	111
CHAPTER 22	115
CVRS USERS MANUAL FOR REGISTRARS (Jan. 2013) - ALPHA INDEX	115
CHAPTER 23	124
GLOSSARY	124



INTRODUCTION

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

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

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

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

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

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

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

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

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

References:

General Statutes of CT

www.ct.gov/sots

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

SOTS Regulations

www.sots.ct.gov

Spanish Translators

9-4-1

Canvass

9-32-1 to 9-32-9

Notice of Removal and Transfer on Registry List

9-35-1 to 9-35-2

Restoration to Registry Lists

9-42-1

Emergency Contingency Model Plan for Elections

9-174a-1 to 9-174a-34

Standards for Approval of Direct Recording Electronic

Voting Machines

9-241-1 to 9-241-36

Standards for Approval of Voting Machines

9-242-1 to 9-242-39

Tabulator

9-242a-1 to 9-242a-28

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

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

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



PRINCIPLES OF ELECTION / REGISTRATION OFFICIALS

We subscribe to these Principles:

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

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

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

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

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

Standards of Conduct for Elections / Registration Officials

My Personal Pledge to

Freedom, Democracy and my Profession:

I uphold the Constitution of the United States and the laws, policies and court decisions of federal, state and local jurisdictions;

I commit to excellence and competence by maintaining the highest level of knowledge and expertise in the elections process through continuing education and self-evaluation;

I am accountable for maintaining public confidence in honest and impartial elections which I conduct in a fair, efficient and accurate manner;

I dignify voters by providing equal opportunity to participate in the democratic process;

I am responsible for just and equitable treatment of the general public, elected officials and members of my profession;

I manifest a positive role in community relations by being accessible and receptive to both individuals and groups;

I have the courage and stamina to protect the public's interest from manipulation for personal or partisan gain while respecting the rights of all;

I am flexible and innovative within the framework of the law in carrying out my duties on behalf of the public's interest;

I conduct all fiscal activities with wisdom and integrity, and I am accountable for all funds and resources committed to my charge;

I maintain a productive and efficient operation through a well managed elections environment;

I endeavor to maintain the highest level of integrity in performing all duties of my profession.



CHAPTER 1

REGISTRARS' RESPONSIBILITIES

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

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

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

After their election, the registrar of voters shall immediately appoint a deputy registrar and file a certificate of appointment with the town clerk. The deputy registrar acts as registrar in the registrar's absence and may fill any vacancy in the registrar's office. (§9-192).

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

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

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

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

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

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

LIST OF REGISTRARS' RESPONSIBILITIES

A. BUDGET PREPARATION

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

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

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

C. CERTIFICATIONS, REQUIRED REPORTS & RECEIPTS

- a. Certify & File Primary Petitions with SOTS for nomination to state or district office. Within 7 days of receiving a completed primary petition page, Registrars must verify that all names on the petition are electors enrolled in the political party in their town (§9-404c, 9-453L, 9-468).
- b. Certify & File Primary Petition with SOTS for municipal office (§9-140c & 9-435).
- c. Registrars receive and verify petitions of candidates for municipal office or town committee. (§9-412)
- d. Certificate of canvass completion - a certificate signed under penalties of false statement stating that the annual canvass of voters was completed - file with SOTS (§9-32).
- e. Certify Election Day Registration (EDR) (and Same Day Registration) locations to SOTS in writing (§9-19)
- f. Certify polling place location to SOTS in writing (§ 9-228a)
- g. Written Report to be filed with Town Clerk on the testing, setting up and sealing of tabulators including a statement of any defects or features of the tabulator that need attention or correction. (Part of Moderator's Return)(§9-244. 245, 246)
- h. Written Report to be filed with SOTS detailing any repairs made to tabulators on the day of an election. Detail (1) the serial number of the tabulator, (2) the time when the problem occurred, (3) a summary description of the work performed, and (4) that no repairs were made to the tabulator, after any vote was cast on the day of an election, that would affect the way votes were recorded on the tabulator. (§9-246(b))
- i. Emergency plan activation - written report to SOTS (within 30 days after plan is activated) including reason for activation, the procedures activated and the outcome.(§9-174c)

D. COMPILE AND MAINTAIN

- a. Registry Lists: (§9-19b, 9-20, 9-21, 9-24, 9-26, 9-31, 9-35, 9-40a, 9-42, 9-45, 9-46)
- b. Enrollment and Unaffiliated Voter Lists: (§9-54, 9-56, 9-57, 9-59, 9-60, 9-64)
- c. Add new voters to Voter List (§9-20, 9-23a, 9-23g, 9-23L, 9-23r, 9-24, 9-26, 9-31a, 9-56, 9-57)
- d. Change Voter information per voter's request (§9-35(e), 9-42, 9-59, Reg.9-35-1, 9-35-2)
- e. Canvass (§9-32) (Reg.9-32-1 to 9-32-9)
- f. DMV instructions (§9-35(e), 9-19i, 9-51, 9-60, 9-64)
- g. Remove Voters from Voter List (§ 9-21) per SOTS, per voter (§9-35b&o)
- h. DMV(§9-19i), duplication(§9-21a)
- i. Death Notices: remove elector from voter list. (§9-35b)

Click on links to navigate through manual

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

E. EDUCATION & TRAINING

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

F. MEETINGS

- a. Attend SOTS meetings to keep current on impending & new legislation affecting the Office.
- b. ROV election training program (§9-192b), and, attend ROVAC conferences (§9-192a).
- c. Attend meetings of the Registrars of Voters Association of Connecticut. (§9-6)
- d. Read and interpret SOTS Regulations, State, and Federal Election Laws.

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

- a. Registrar work hours day of elections, primaries, referenda & audits 5:00 am to 10:00 pm
- b. Registrar work hours day before elections, primaries, audits and referenda 9:00 am to 5:00 pm
- c. Inspect & test voting tabulator (Reg. 9-242a-5). Create test deck, run through each tabulator testing all memory cards (§9-244).
- d. Ensure working order of voting machines and battery backup (§9-240a).
- e. After elections, memory cards to be sent to UConn per request from Peggy Reeves.
- f. Appoint Election Officials (§9-233, §9-235d, §9-249, §9-258, §9-436(d), §9-476).

Click on links to navigate through manual

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

H. ABSENTEE BALLOTS

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

I. PRESIDENTIAL & OVERSEAS BALLOTS (§9-158a)

- a. Provisional Ballots - Within 6 days following an election or primary, the ROV determines whether applicant is eligible to vote. Following determination ballot will be rejected or counted and reported (§9-232n).
- b. Input names of who voted per SOTS instruction
- c. Voting machines required (§9-247, §9-436). Periodic examination of voting machines (§9-240a, 9-241). Notify SOTS of purchase or discontinuance (§9-238), location of machines (§9-257)

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

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

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

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

Fourteenth day before primary day for towns with a population equal or greater than twenty-five thousand. (§9-17 (a,2))	any two hours between 5:00 p.m. and 9:00 p.m.
Seventh day before election day - last regular session (§9-17 (a,1))	9:00 a.m. to 8:00 p.m.
Last weekday before election day – limited session (§9-17 (b))	9:00 a.m. to 5:00 p.m.
High School 1 session (§9-17 (c,1)) give public notice	Jan. 1 to end of school year
High School distribution of information regarding eligibility for admission and procedures for applying for admission as an elector.	Fourth Tuesday of September

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

L. REGISTRAR NOTICES AND LETTERS

- a. Place notice of the time and place of every session of enrollment or registration by publication in a local newspaper no less than five days before each session (§9-16, 9-53).
- b. Friendly letter to confirm whether or not a voter living at a residence listed on monthly Property Transfer List has moved from that address.
- c. Voter information packets sent to new homeowners listed on Property Transfer List if they are not registered to vote in town (§9-31d).

Click on links to navigate through manual

- d. Notice to town clerk that Primary being held following filing of a valid petition for Municipal office. Clerk publishes registrar's notice (§9-140c & 9-435).
- e. Notice of lottery to determine order of names for multiple-opening office (§9-253 & 9-453r).
- f. Notice of Acceptance or Rejection- Registrar sends by first class mail a notice of acceptance or rejection of registration application (§9-19b, 9-19e, 9-23g(c), 9-35(c) & 9-43).
 - i. If a notice of approval is returned undelivered, Registrars must proceed with CVR notice under §9-35 or 9-43 and may challenge applicant at polls.
- g. Notice of Rights to All Candidates;
 - 1. To submit a list of designees as primary officials for state, district, municipal and town committee primaries (§ 9-436(e))
 - 2. To submit a list of designees as certified moderators
 - 3. And/or representatives to submit a list of designees as unofficial checkers for elections, town committee, state, district & municipal primaries and referenda (§9-235(e), 9-436a).
- h. Notice of voting machine inspection by party watchers, party chairpersons, candidates & officials (§9-244).
- i. Cross-town application for admission - an admitting official of any CT town may accept voter registration applications from persons who reside in any CT town and examine their qualifications. Such admitting official shall hand a receipt to the applicant and immediately mail the application to the registrars of the town of residence of the applicant. (§9-19e) See sample receipt below:

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

M. RECORDS RETENTION

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

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

- a. Permanent voter registration records—All applications for enrollment are arranged in alphabetical order and preserved by the Registrars as a permanent record open to public inspection (§ 9-58)
- b. Record all voter registration changes to voters' registration application (§ 9-58). A paper trail of all changes made to an elector's voter registration is filed with voters' registration application.
- c. Confirmation of Voter Residence Records (§ 9-32)
- d. Maintain a record of all Canvass CVR letters sent and responses. Anyone that does not respond is removed from the Active Registry list and added to the Inactive Voter Registry list (§9-35(e)).
- e. In June & October remove from Inactive Registry List (and enrollment list) all electors who were sent a CVR notice during canvass held 4 years ago and did not respond within thirty days after it was sent (and were never restored to the active list) (§9-35(e)) Voter status changes from Inactive to Off and is filed in a separate file
- f. Purge from the "OFF" file all records that have been off "Active" status for five years or more. Delete records from CVRS (SOTS computer system). In many cases the electronic record will automatically be removed in CVRS. NOTE: Do not delete felons.
- g. Maintain a record of all Property Transfer letters sent to confirm voter's residence and their responses. Changes are made to voter record according to their response and document is attached to record. Anyone that does not respond to the letter is added to the next canvass list.
- h. 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)).

Click on links to navigate through manual

- i. Felony convictions and releases are kept on file (§9-45, 9-46)
- j. Record Disposal in the manner provided in §7-109, by Registrars (§9-58).

N. REPORTS AND LISTS

- a. Change detail report – create and distribute change detail report upon request and make available to the public in accordance with FOI §1-210. Registrars shall compile a list of: (1) electors added, restored, removed or erased from the active and inactive registry lists (2) changes made to elector's name, address or party affiliation and registrar's corrections, plus (3) electors who were sent canvass notices and who replied to such notices. Such list shall include, elector's (A) name, (B) former name, (C) address, (D) former address, (E) voting district, and (F) party affiliation, if any. (§9-50a)
- b. File monthly, an updated list of active electors, with town clerk (§9-23) **Has the §9-23 requirement for Registrars to file monthly, an updated list of active electors, with the town clerk been eliminated by PA11-173? PA11-173 eliminated the requirement to compile the list monthly and deadline to complete the required list? Is what PA11-173 calls "the list" the updated list of active electors? (Waiting for answer from SOTS)**
- c. Print an Inactive Voter List with names and addresses of electors removed from registry list and post remedies 5 weeks before election, in a place readily accessible to the public. (§9-35, 9-35a & 9-64a).
- d. Print an Active and Inactive Official Voter List for use at the polls (§9-23g(c), 9-35 & 9-42(c), 9-54).
- e. Enrollment Lists for town committee primary, state, district and municipal primary (§9-54, 9-55).
- f. Print a certified Preliminary Registry List (signed by both Registrars) and post it in a place readily accessible for public inspection within the municipal building on or before Saturday the fifth week before each regular election. (§9-36).
- g. Give, upon request, a copy of the preliminary registry list to any candidate for election. (§9-36).
- h. Distribute, upon request, copies of the preliminary registry list. (§9-36).
- i. File with town clerk and make available for public inspection a certified corrected final registry list before every election or primary. (§9-37, 9-38, 9-172a,b).
- j. Give, upon request, a copy of the final Registry List to any candidate for election. (§9-39).
- k. Print copy of Final Registry List and have available for public use in the office (§9-39).

O. CVRS (CONNVERSE) is the state-wide centralized voter registration system. This computerized system designed and maintained by the Secretary of the State includes:

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

P. EDR – ELECTION DAY REGISTRATION

- a. Appoint EDR workers, a minimum of two (one from each major party)
- b. Designate a location for completing and processing EDR applications. This location cannot be within a polling place within your municipality but can be in the same building, provided there is adequate physical separation from the polling place

Q. SPANISH TRANSLATORS

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

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

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

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

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



CHAPTER 2

SECRETARY OF THE STATE

COMMISSIONER OF ELECTIONS

Presumption concerning rulings and opinions.

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

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

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

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

The Secretary has the authority to:

- (1) Direct a registrar who fails to fulfill the annual training requirement to “take remedial measures,” which the secretary must prescribe. (§9-192a(3))

Click on links to navigate through manual

- (2) To temporarily relieve a registrar of his or her duties who (1) fails to earn or maintain certification or (2) is the subject of an investigation related to his or her duties resulting from a statement filed with SEEC by the secretary. The secretary may issue a written instruction to the registrar to appear before her on a specified date and at a specified time. The instruction must cite the reasons why it was issued and inform the registrar that the purpose of the appearance is to determine whether to temporarily relieve him or her of duty. (§9-190b)
- (3) Can seek removal of registrar by filing a statement with SEEC if, in her opinion, a registrar engaged in misconduct, willful and material neglect of duty, or incompetence in office. (§9-190c)

Legislation and Elections Administration Division (LEAD)

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

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



CHAPTER 3

STATE ELECTIONS ENFORCEMENT COMMISSION'S DUTIES AND POWERS

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

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

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

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

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

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

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

Complaints to SEEC - By law, SEEC receives complaints from the secretary of the state, registrars of voters, town clerks, and individuals under oath concerning alleged election law violations. It investigates and holds hearings as it deems appropriate.

Click on links to navigate through manual

- A. Secretary's Complaints - With respect to statements filed by the secretary of the state, the law requires the SEEC to (1) determine whether to investigate within 30 days after the filing and (2) complete an investigation and issue a decision within 90 days after the filing. If SEEC fails to meet these deadlines, the secretary may apply to Hartford Superior Court for an order to show cause why it has not acted on the statement and provide evidence that it has unreasonably delayed action. Any such judicial proceeding must be privileged with respect to assignment for trial.
- B. Registrars of Voter's, Town Clerk's, and Individual's Complaints - SEEC has 60 days after receiving a written complaint to issue a decision or determine if probable cause exists. This means the commission must issue (1) Findings and Conclusions (i. e., vote to dismiss); (2) a Consent Order and Agreement (i. e., settlement); or (3) a Notice of Hearing after making a probable cause determination. After 60 days, the complainant or respondent may apply to Hartford Superior Court for an order to show cause why SEEC has not acted and provide evidence that it has unreasonably delayed action.



CHAPTER 4

VOTER REGISTRATION & ENROLLMENT

A. Admission of Electors

Who may be admitted. To register to vote in Connecticut, you must be a United States citizen, a bona fide resident of a Connecticut town, be at least 18 years of age by Election Day. (§9-12a)

Voting privileges are not lost if incarcerated for lesser than a felony offense. If incarcerated but not convicted resident may register to vote. A felony is an offense for which a person may be sentenced to a term of imprisonment in excess of one year.

§9-45, §9-46 and §9-46a.

Any elector (eligible per above) in the custody of the state being held at a community correctional center or institution, is considered to be absent from their town in which they have been an inhabitant for purposes of voting. (§9-14a) They have NOT lost their residence in any town by reason of their absence while in any CT state institution. CT state institution residents may not be admitted as an elector in the town where the institution is located, unless they prove to the satisfaction of the Registrars that they are a bona fide resident of the institution. (§9-14)

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

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

Deadline for Voter Registration to be eligible to vote.

- Mailed In Application and Online Voter Registration Deadlines
 - Election: post-marked seven days before the election (§9-23g(c))
 - Primary: post-marked ~~seven~~ five days before the primary
 - Referenda: the day before referenda
- In-Person – Application Delivered by Applicant to Admitting Official
 - Election: 8 pm seven days prior to an election (**Changes coming with Same Day Reg. & Early Voting**)
 - Voter registration applications received after the deadlines will be processed 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)
 - Exception: Those persons, including a permanently disabled person, 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)
 - 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.

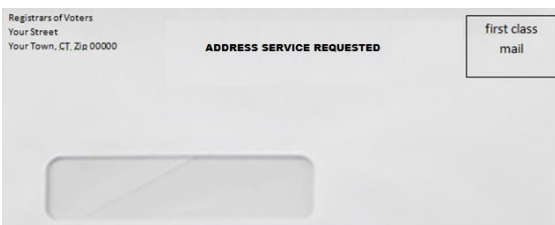
B. Procedure**1. In-Person Registration**

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

Click on links to navigate through manual

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 by first-class mail with instructions on the envelope that it be returned if not deliverable at the address shown thereon. §9-19b(c)



Placement of endorsement: 1) Below return address or 2) above delivery address area or 3) to the left of the postage area or 4) below the postage area.
Size of endorsement: 8-point type minimum and must stand out clearly.

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

2. Mail-in Registration

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

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 HAVA (P.L. 107-252) do not invalidate the identification requirements set forth in (§9-261).

Click on links to navigate through manual

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

3. FPCA – Federal Post Card Application sometimes used as a voter registration application.

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

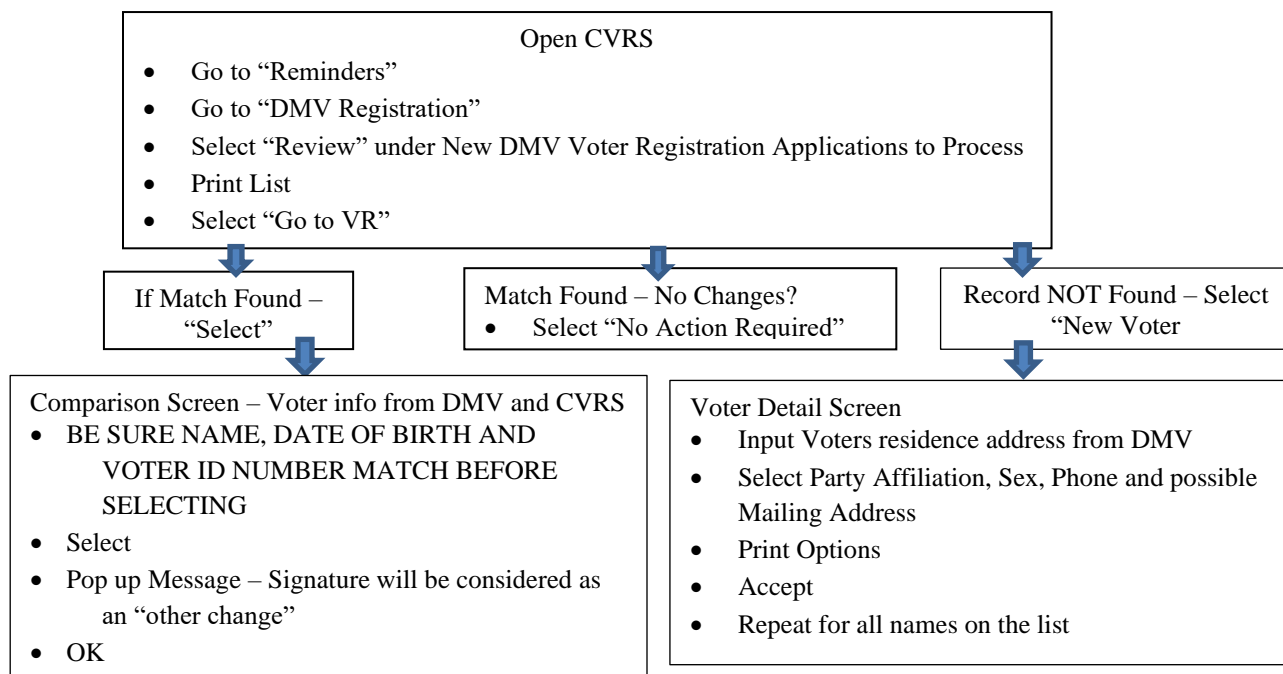
- I am a member of the Uniformed Services or Merchant Marine on active duty, or I am an eligible spouse or dependent.
- I am an activated National Guard member on State orders.
- I am a U.S. citizen residing outside the United States, and I intend to return.

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

- I am a U.S. citizen residing outside the United States, and my return is uncertain. (*Full ballot if name is on active voter list. Overseas ballot if not registered, inactive or off status.*)
- I am a U.S. citizen and have never resided in the United States. (*Overseas ballot*)

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

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



6. Town to Town Application (aka Cross Town)

Registrars and other admitting officials of any CT town may accept voter registration applications from persons who reside in any CT town and examine their qualifications. (§9-17a and §9-19e)

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;

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

Sample Receipt

<u>CT TOWN to TOWN VOTER APPLICATION RECEIPT:</u>	
<i>Applicant completes this receipt. Agency stamps and returns this receipt to applicant.</i>	
Name _____	Date of Birth _____
Address Where you Live _____	
Number and Street, Apartment Number _____	
City or Town, State, Zip Code _____	
Application delivered to admitting official by: _____ applicant (or) _____ someone other than applicant.	
- You are not an elector until your application is approved by the registrars of voters in your town of residence.	
- Contact the registrar of voters in your town if you do not receive confirmation in 3 weeks.	
- Applications delivered by someone other than the applicant is subject to mail-in deadlines.	

Agency Date Stamp Below

If the Notice of Acceptance sent to a cross-town applicant for admission as an elector is returned "Undeliverable" the registrars shall place the voter's name on the Inactive List as with all Notices of Acceptance.

7. Admission of Members of the Armed Forces

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

8. Disabilities:

- a) 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 individuals with a permanent physical disability at their place of residence, upon request. (§9-31a) This procedure is used for a person who, by reason of a major defect or infirmity of body, whether congenital or acquired by accident, injury or disease, is permanently physically incapacitated to a degree that prevents him/her and will continue to prevent said person from appearing in person at the office of the Town Clerk or Registrar of voters in the town where said person temporarily or permanently resides.

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

Suggested Form Below: (§9-31a)

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

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

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

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

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

Sample January Letter

YOUR TOWN'S LETTERHEAD
Notice of Permanent Absentee Ballot Status

Voter's Name

Address

Important! This Concerns Your Permanent Absentee Ballot Status

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

- () Remove me from the permanent absentee ballot list.
- () My residence is at the address shown above.
- () I have moved. The address of my new residence is:

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

Please record this change on the voter registry list.

Signature of Elector

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

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

8. Conservatorship

Determination of Competency to Vote for Person under Guardianship

§9-159s requires administrators of residential facilities for the care of individuals with intellectual disabilities to provide written notice about opportunities for voter registration or voting in a primary, referendum or election to guardians who have been appointed to handle the affairs of residents. The act states: “voter registration” or a “voting opportunity” includes, but is not limited to, the solicitation or completion of: 1) an application for admission as an elector; or 2) an absentee ballot, whether or not supervised absentee ballot voting will take place at the institution. The administrator must provide the written notice at least seven (7) days in advance of the voter registration or voting opportunity, and the notice must state that the resident is entitled to vote or register to vote unless certain conditions exist, one of which is that the probate court has found the resident to be incompetent to vote or register to vote.

The act further allows a guardian to file an application in the probate court to determine a person's competency to vote in a primary, referendum or election. The probate court must hold a hearing on the application within 15 days of the application.

See §45a-703 and PA21-22§95 re determinations of competency to vote

9. (Pre) Registration for Seventeen Year Olds

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

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

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

The VRPP is open to any individual who swears under penalty of false statement that disclosure of their residential address on the official registry list endangers their safety. The application form is available on the SOTS website [Click Here](#). Clear instructions are included on the form. The original completed form is mailed to the SOTS Office to the attention of Attorney Aida Carini. A copy of the form is held by the Registrars, and it is the responsibility of the Registrars to take the necessary steps in CVRS to suppress the disclosure of the voter's registry information. In CVRS using the voter inquiry screen, select the “Do not use residence address” button and select the option of “other.” This will place the name of the voter at the end of the registry in the appropriate voting district without a corresponding physical address. This process also triggers notification to the database to withhold both the name and address of the voter when a copy of the voter registration database is requested pursuant to the FOI Act. (Per SOTS attorney Aida Carini 5/20/2021)

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

Certain personal information contained in voter records is not subject to FOI disclosure. This includes day of birth, Social Security number, driver's license and DMV ID number.

Under C.G.S. 1-217, certain individuals may request in writing to any public agency that the residence address on a record subject to disclosure under FOI be kept confidential. The statute applies to the following:

1. A federal court judge, federal court magistrate, judge of the Superior Court, Appellate Court or Supreme Court of the state, or family support magistrate;
2. A sworn member of a municipal police department, a sworn member of the Division of State Police within the Department of Emergency Services and Public Protection or a sworn law enforcement officer within the Department of Energy and Environmental Protection;

Click on links to navigate through manual

3. An employee of the Department of Correction;
4. An attorney-at-law who represents or has represented the state in a criminal prosecution;
5. An attorney-at-law who is or has been employed by the Division of Public Defender Services or a social worker who is employed by the Division of Public Defender Services;
6. An inspector employed by the Division of Criminal Justice;
7. A firefighter;
8. An employee of the Department of Children and Families;
9. A member or employee of the Board of Pardons and Paroles;
10. An employee of the judicial branch;
11. An employee of the Department of Mental Health and Addiction Services who provides direct care to patients;
12. A member or employee of the Commission on Human Rights and Opportunities; or
13. A state marshal appointed by the State Marshal Commission pursuant to section 6-38b.

Any public agency that receives an FOI request for a record subject to nondisclosure shall make a copy of the record requested and shall redact the residential address prior to disclosing such record.

When individuals eligible for Freedom of Information ("FOI") or Voter Registry Privacy ("VRPP") nondisclosure appear at the polls, they will have to show ID just like anyone else. They don't have a special card or special rules that apply to them. Their absentee ballots get sent to the address you have on file (even though you do not disclose that address externally to third parties). ROV must keep the registration card which has the residential address on file so as to ascertain their correct voting district.

No card is given to the voter to show at the polls.

SAMPLE LETTER

Non-Disclosure of Voter Information from Registry

Date__Name__ Address__Town__ State__Zip__Dear __,

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

Your address will be on the no address/supplemental list at your polling location. To avoid confusion during election check-in, please remind the checker that your name is on this list. If we can assist you further, please call our office.

Thank you. Sincerely, Registrars of Voters.

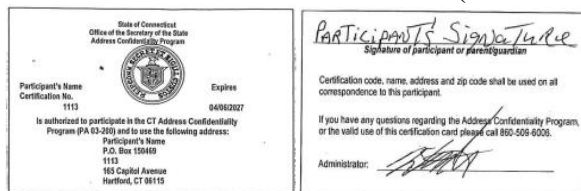
- c) **Address Confidentiality Program "ACP"** aka "Safe at Home" - Handled by SOTS. ACP substitutes mailing addresses, provides mail forwarding services. Prevents public access to participant's actual address on government records including voter registry lists and keeps marriage records confidential.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

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

Click on links to navigate through manual

Hartford address because that is part of the first-class mail forwarding service, we provide to the program participants.

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



11. 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))

12. Rejected Applications

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

Sample:

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

13. Spanish Requirements (per 2021 census)

a) Towns subject to the bilingual requirements with respect to the Spanish language are Bridgeport, East Hartford, Hartford, Meriden, New Britain, New Haven, New London, Norwalk, 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)

b) 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)

c) Municipalities which have 1% or more of their total population, but no less than 500 minority persons – municipalities with a significant minority population must print Canvass and Confirmation of Voter Residence in English and Spanish. (Regs 9-32-3 and 9-35-1) (Updated 2021)(List is from SOTS email 1/20/23)

Click on links to navigate through manual

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, Southbury, Southington, South Windsor, Stafford, Stamford, Stonington, Stratford, Suffield, Tolland, Torrington, Trumbull, Vernon, Wallingford, Waterbury, Waterford, Watertown, West Haven, Westbrook, Weston, Westport, Wethersfield, Wilton, Winchester, Windham, Windsor, Windsor Locks, Wolcott & Woodbridge.

- d) 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 2021))(List is from SOTS email 1/20/23)

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, Windsor Locks & Wolcott.

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

Tumbleweed will include current information such as license number, name, date of birth, previous address, and new address. Party affiliation and phone number should not be sent in this file, it is simply to move a person from address A to address B. (Per Tiffany Hardwich, Chief of Staff/NVRA Coordinator, CT DMV)

Under Conn. Gen. Stat. **9-19i**, any change of address form submitted to the DMV for purposes of renewing a driver's license shall serve as notification of a change of address for voter registration purposes, unless the person states on the form that the change of address is not for voter registration purposes.

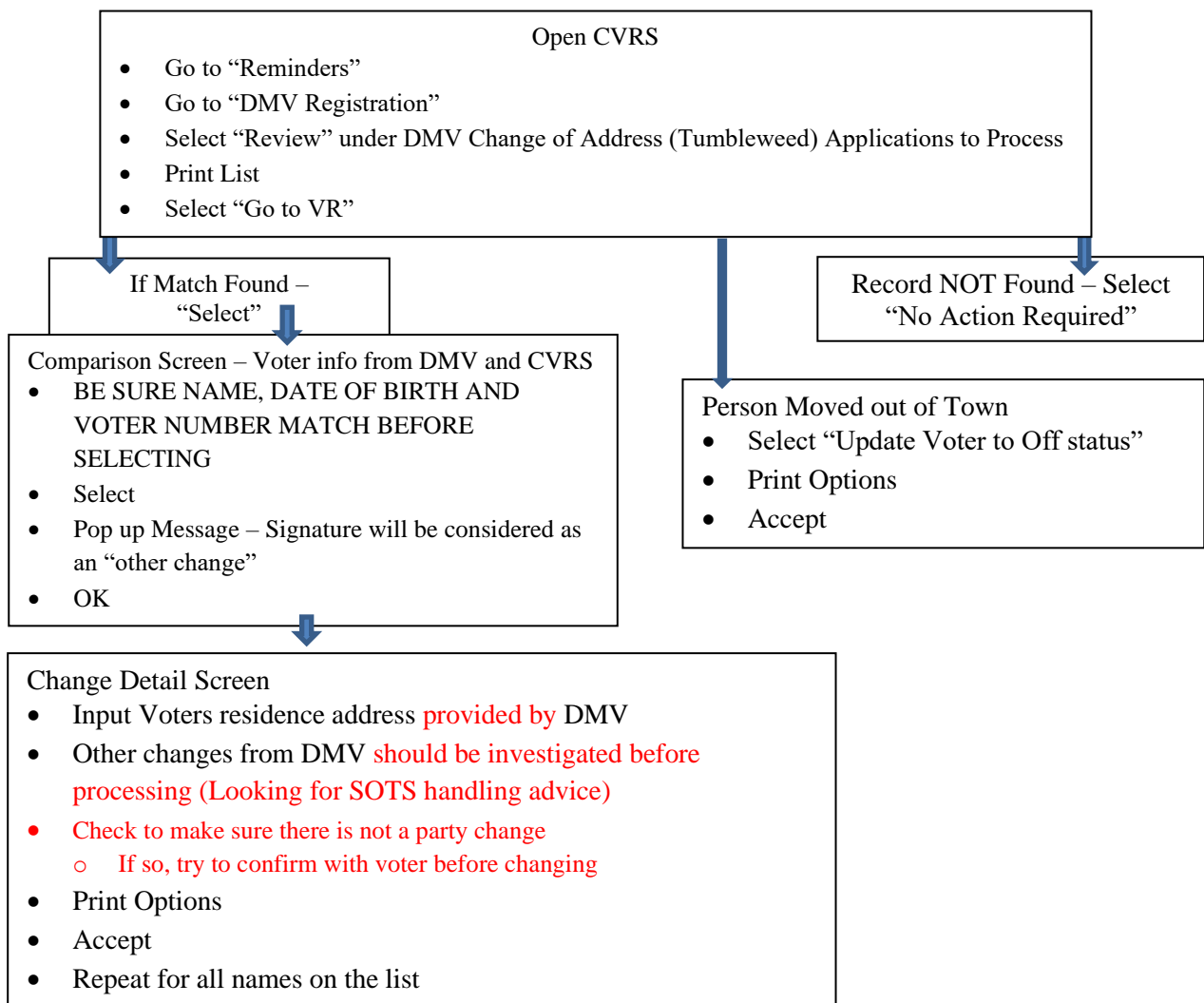
With regard to change of address, the DMV notifies only the town of the former residence. The DMV notifies the registrar of voters, of: Name, Birth Date, Former Address, New Residence Address, and Date of Address Change Transaction.

- a) If you do not have an elector with that name and birth date on your active or inactive registry list, search by date of birth. If no voter found, disregard. (Some towns use this information to send a voter registration card and/or letter to that person)
- b) If you do have an elector with that name and birth date on your active or inactive registry list, and if the new address is also within your town, enter the name of such elector on the registry list at the place where he then resides. If the name was on the inactive list, change status to active at the new address if different, send the voter a change letter. **The 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. (§9-19i, §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 by first class mail to last-known address. Envelope to be endorsed: READ CAREFULLY. DO NOT LOSE YOUR RIGHT TO VOTE" and in municipalities with a significant minority population the endorsement "Forwarding and Address Correction Requested" is to be on the envelope, also. (Sec.9-35-1)



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

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



C. Registration Sessions

1. Mandated

- Primary: - 14th day before Primary Day, ~~towns greater than 25,000~~ must hold an Enrollment and Registration Session at least 2 consecutive hours between 12 pm and 9 pm (§9-51)
 -One day before Primary Day Enrollment and Registration Session 9 a.m. – 12 p.m. (§9-37)
- Election: -7th day before Election Day (§9-17) 9 a.m. - 8 p.m.
 -One day before Election Day Limited session (§9-17(b)) 9 a.m. – 5 p.m.
 -admitting only those persons whose qualifications as to age, citizenship or residence in the municipality were attained after the last session for the admission of electors prior to an election. (§9-17, 9-31a(b)(2))
 -admitting members of the armed forces and former members of the armed forces discharged within the calendar year. (§9-25)

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

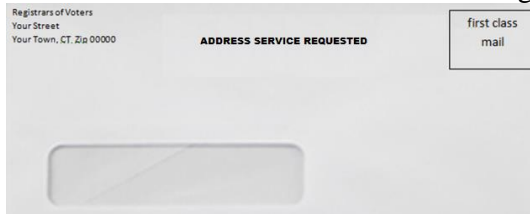
D. Enrollment of Electors/Party Affiliation

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 enter into CVRS.

Change of Enrollment

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

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



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

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

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

SOTS will send Registrars a list of persons who have been convicted or returned to confinement. Registrars shall compare the list to the list of electors upon their registry list and, after written notice mailed by certified mail to each of the persons named at the last-known place of address of such person, shall change voter's status to OFF. (PA 21-2 sec.96)

1. Loss of Voting Rights

- a. **Convicted Out of State/Federal Court** - A person shall forfeit their right to remain a voter or to become a voter if they have been convicted of a felony and committed to confinement in a federal correctional institution or facility, or committed to the custody of the chief correctional official of any other state or a county of any other state for confinement in a correctional institution or facility but not a community residence in such state or county. (PA 21-2 sec.97, §~~9-45~~, §~~9-46~~)
- b. **Convicted in the State of Connecticut** – A person shall forfeit their right to remain a voter or to become a voter if they have been convicted of a felony and committed to the custody of the Commissioner of Correction in the State of Connecticut for confinement in a correctional institution or facility, but not a community residence. (PA 21-2, §9-45)
- c. Send notice by certified mail to felon, at last-known address or mailing address, informing that voting rights have been suspended (§9-45(a))

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

2. Restoration of Voting Rights

a) **Convicted Out of State / Federal Court** – A person who has been convicted of a felony and committed to confinement in a correctional institution or facility of the federal government or of another state shall be eligible to have such person's voting privileges restored once such person has been released from confinement by submitting a completed voter registration application to the ROVs. ((PA 21-2 sec.96)§~~9-45~~, §~~9-46a~~) NOTE: convicted felon no longer has to pay fines first in order to have voting rights restored, just be discharged. So, they can be home, on parole or at a community residence, with or without fines pending, and seek reinstatement to vote.

b) **Convicted in the State of Connecticut** – A person who has been convicted of a felony and committed to confinement in a State of Connecticut correctional institution or facility shall be eligible to have such person's voting privileges restored upon the release from confinement by submitting a completed voter registration application to the ROVs. Note: ROVs have no mandate to reach out to felons whose voting rights have been restored.

IMPORTANT EXCEPTION

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

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

3. Penalty

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

4. Residence

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

F. Registry List

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

Remove from Inactive List to Off-List if:

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

Remove from Inactive List to Active List if:

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

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

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

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

1. Voter requests an Absentee Ballot (because a voter thinks they have right to vote in former town by absentee ballot) (Inactive voters in the service can be restored as clerical error (9-40a, 9-42(a)) Inactive voters out of the country can be directed to an absentee ballot and notified by town clerk that unless voter registration card (a

Click on links to navigate through manual

signed Federal Postcard Application (FPCA) qualifies as a restoration form is received by Election Day, ballot will not be counted (9-153d)

2. Voter signs petition with different address and no birth date. (If he signs a primary or nominating petition with different address and same birth date, count but don't restore to active list (9-35c, 9-412, 9-453k))
3. Voter shows up at caucus, primary or election (voter should be requested to fill out voter registration card, indicating his latest address in town).

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

Names removed from the registry list will also be removed by CVRS 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). Search 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, they are 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)).

i. Purged & Instate Cancellations

Click on links to navigate through manual

Purging is the permanent erasure of a record or destruction of a document that is no longer needed or required to be kept by law (7-109 & 9-58). The term purged is commonly used for high volume and the term deleted is used for a small number of records. The purge process is used by SOTS to free up space in the database.

1. **Purged from CVRS**

- ACTIVE to OFF status for 5 years (9-21 & 9-35)
- INACTIVE for 4 years and OFF for 1 year (9-35e)

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

- OFF status for 1 year following death.

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

Exceptions: (a) Felons cards are never destroyed.

- (b) Voter records removed due to death are purged from CVRS after one (1) year from the date voter's status changed to off. The registration cards can be destroyed with approval from State Library.

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

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

The registration cards for these voters should be marked to indicate they are no longer voters in your town. Move card out of your (active, inactive, and off) files and after 5 years these cards can be destroyed with approval as noted above.

j. **Lists – CVRS purged voters and transferred Instate Cancellation voters**

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

In CVRS go to "REMINDERS" "Summary" (or) "Registrar Maintenance" "Instate Cancellations."

- Voters purged /deleted from CVRS are marked "PURGED". Because not Active for five years in your town or deceased for one year.
- Voters removed from your town's database but still exist in CVRS (Instate Cancellations) appear with their previous address in your town and the name of their new town.

Note: This list can be saved on your computer as a pdf and/or print off a paper copy – after the transferred voters are processed, the list should be deleted from CVRS and it can no longer be accessed in CVRS. This saved record is the only record listing purged voters.

II. 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.

- 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**)
- 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.

II. 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.

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

(Use Monthly Change Detail Report found in CVRS)

The registrar of voters shall on intervals that they designate compile a list of:

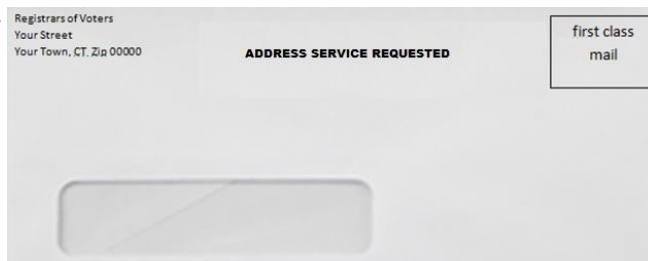
- a. all persons whose names were added, restored, removed, or erased from **the active and inactive** registry lists during the preceding month, and
- b. all electors who changed either their names or addresses during such period, and
- c. all persons sent notices required under the National Voter Registration 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 1-210. (§9-50a)

NOTE: Notices of approval and disapproval of voter registration applications are to be sent by first-class mail with **instructions on the envelope** that it be returned if not deliverable at the address shown on the envelope. (§9-19b(c), §9-19j(i) & §9-23g(c))





CHAPTER 5

CANVASS & ERIC PROJECT

Requirement - Registrars of each town holding a November election are required to conduct an annual canvass of electors between January 2 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. (§9-32(a))

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

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 (used in a townwide canvass by mail) and Confirmation of Voting Residence forms in both English and Spanish (Regs 9-32-3 and 9-35-1). The Spanish forms must indicate prominently on the front “Espanol en otro Lado”. On the outside envelope the following must appear “Address Service Requested”. §9-32(a)

Types of Canvass – A canvass can be conducted

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

IN PERSON

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

TELEPHONE

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

MAIL (CANVASS BY MAIL)

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

NCOA (SEE STEP BY STEP INSTRUCTIONS)

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

ERIC (Mandatory in addition to Canvass methods) (Electronic Registration Information Center)

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

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

COMBINATION

- 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 elector who has not voted in two consecutive federal elections should not be placed on the inactive without going through the canvass process first.]

FORMS

The CT Voter Registration System (CVRS) will generate two canvass forms for you during the canvass of voters, an ED683 & ED642.

ED683 Notice of Change of Address

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

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

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

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

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

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

Registrars must send the CVR to either the elector's last known address ~~listed in your voter's file or new address from NCOA or what someone told you~~ (GET MORE CLARIFICATION FORM SOTS)9-35-1(b) 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 (Reg 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 mail piece's appropriate disposition upon their determining that letter is undeliverable-as-addressed (UAA). Service provides:

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

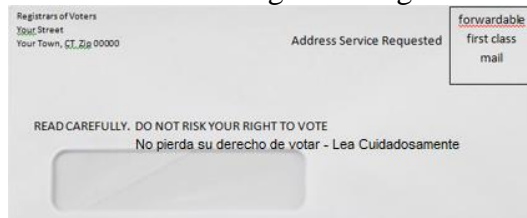
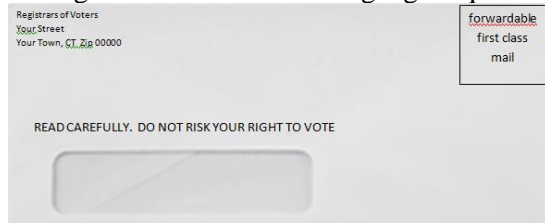
Months 13 - 18: the mail piece is returned with the new address attached at no charge.

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

Duplicate copies of all CVR notices should be kept for five years after the elector's name is no longer on the active registry list (CT Retention Schedule M6-040, § 9-20 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).

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

Click on links to navigate through manual

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

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

Canvass Responses or Non-Responses -What to do next

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

NCOA AND ERIC STEP BY STEP INSTRUCTIONS USING CVRS

1. Registrars are recommended to work with a NCOALink licensee to create a list of voters from your town whose addresses have changed according to the U.S.Postal Service. There are several NCOALink licensees you may use. Below are a couple of them who have been offering data processing services to CT Registrars and who receive the state-wide registry list from the SOTS:
 - I. Lorton Data has been providing data processing services to CT Registrars since 1996. For their order form and prices go to lortondata.com
 - II. ROAST, LLC has been offering their services to CT Registrars of Voters since 2013. For their order form and prices go to roast-ct.org/canvass
2. Start Canvass in CVRS -- Go to "Activities" "Canvass" "Start Canvass"
 - A. Highlight desired district(s),
 - B. Type in a canvass START date (select any date between Jan. 2 and April 1) and remember that date for future use.


Click on links to navigate through manual

- C. Select NCOA as type of canvass
- D. Select language(s)
- E. Click "Start Canvass"

3. Using the NCOA list

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

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

- In CVRS go to "Activities" "Canvass" "Change Voter" "ED-683"
- Type in voter's last name
- Click "Search"
- Select elector from list
- Click "Select"
- Change Voter Residence to the new address (make sure to check the mailing address)
- Under Change Reason select "Print ED-683 Notice"
- Type in Registrar's Names (if not there already)
- Select Print Option
- Select language
- Make sure the "Notice Sent" date is when you will be mailing the ED683s
- Click "Accept"
- If "Print Later" was selected - when ready to print letters
 1. Click "Reminders" in the Navigation Menu
 2. Click "Print" where it says there are ____ ED-683 letters to print.
 3. Don't forget to click "Delete" after you have printed, otherwise you'll get the same letters again the next time you do "print later."
- If "Print Now" was selected
 1. Click "Print Letter"
- Click on the printer icon 
- Click "OK"
- Fold Notice of Change (Form ED-683) and stuff it into envelope along with a pre-addressed stamped return envelope.
- Mail - This return form is sent to the elector for verification or change of information.

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


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

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

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


- In CVRS go to "Activities" "Canvass" "Change Voter" "ED-683"
- Type in voter's last name
- Click "Search"
- Select elector from list
- Click "Select"
- In Mailing Address area

Click on links to navigate through manual

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

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



*****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 CVRS go to "Activities" "Canvass" "Change Voter" "CVR"
- Type in voter's last name
- Click "Search"
- Select elector from list
- Click "Select"
- Make no changes
- Select Change Reason "Print CVR Notice"
- Type in Registrar's Names (if not there already)
- Select Print Option
- Select language
- Make sure the "Notice Sent" date is when you will be mailing the CVRs
- Click "Accept"
- If "Print Later" was selected - when ready to print letters
 - Click "Reminders" in the Navigation Menu
 - Click "Print" where it says there are ____ ED-642 letters to print.
 - Don't forget to click "Delete" after printing
- If "Print Now" was selected
 - Click "Print Letter"
- Click on the printer icon 
- Click "OK"
- Fold CVR Notice and stuff it into envelope along with a pre addressed stamped return envelope.

Click on links to navigate through manual

- Send by forwardable mail to ~~either~~ the last known address in your town ~~or to the new address provided by the NCOA list.~~ 9-35-1(b) *only says "last known address" (Waiting for clarification from SOTS)*

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

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

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

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

G. ED-683 IS RETURNED "UNDELIVERABLE" BY THE POST OFFICE

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

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

- In CVRS go to "Activities" "Canvass" "Change Voter" "ED683"
- Type in voter's last name
- Click "Search"
- Select elector from list
- Click "Select"
- Change the address to the new address
- Select reason "ED-683 Returned by Voter"
- Print option will be automatically change to "Do Not Print"
- Under "Canvass History Section"
 - a. Move Code: "Moved within Town"
 - b. Return Date: enter date the letter was received
- Click "Accept" (No letter will be printed)
- (Optional) If you wish to send a notice of change to the voter confirming their new polling place:
 - Select Print Option: now or later and language
 - Letter Type: "Voter Change"
 - Click "Accept"
 - Print and send letter to new address. Highlight the new polling place.

Click on links to navigate through manual

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

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

J. ED-683 IS NOT RETURNED

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

K. CVR ED-642 RETURNED UNDELIVERABLE BY POST OFFICE

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

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

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

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

- In CVRS go to "Activities" "Canvass" "Change Voter" "CVR"
- Type in voter's last name
- Click "Search"
- Select elector from list
- Click "Change"
- Change the address to the correct address
- Select "CVR returned by Voter" under Change Reason
- Click "Accept"
- (Optional) If you wish to send a notice of change to the voter confirming their new polling place:
 - Select Print Option: now or later and language
 - Letter type: voter change
 - Click "Accept"
 - Print and mail letter to the new address. Highlight the new polling place

Click on links to navigate through manual

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

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

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

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

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

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

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



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

Q. CANVASS HISTORY REPORT

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

- In CVRS go to “Activities” “Canvass” “History Report”
- Click “State” and highlight your desired district(s)
- Type in canvass start date (same date as used above)
- Under Selection Criteria:
 1. select “Within Town” if you want a report of ED-683s
 2. select “Out of Town” if you want a report of ED-642s
 3. Select both “Within Town” and “Out of Town if you want both of the above
 4. Select “Select All” if you want all letters that fit the criteria you selected in 1,2 or 3
 5. Select “Select only those more than 30 days old” if you want only the letters that fit the criteria in 1,2, or 3 and are more than 30 days old, i.e. have not been returned.

Click on links to navigate through manual

- Under Voting Options select "All" for Voting Options
- Select appropriate Print Options and Sort Order Options
- Click "View"
- To print a copy click on the printer icon 
- To save click on the disk icon 

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

Completion of Canvass & ERIC

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

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

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

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

CANVASS OF ELECTORS

STATEMENT OF REGISTRARS AS TO COMPLETION **(§ 9-32(c))**

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

TOWN OF _____

METHOD:

House-to-House Canvass

Mail Canvass

National Change of Address System of the U.S. Postal Service

Telephone Canvass

Combination of House-to-House, Mail and Telephone Canvass as specified and explained here:

DATE(S) CONDUCTED:

ROV Signatures _____, _____

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

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

ERIC VOTING PROJECT

STATEMENT OF REGISTRARS AS TO COMPLETION

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

TOWN OF _____

INQUIRY:

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

DATE(S) CONDUCTED:

ROV Signatures _____, _____

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



CHAPTER 6

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

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

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

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

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

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

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

CAUSES: Duplicates often occur when a registrar enters a voter into CVRS as a new voter, neglecting to notice that the voter already exists in CVRS. The voter's original record should have been updated or transferred instead of a second record being created.

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

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

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

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

1. **Review** the voter's records - compare voting history on both the Original Registration and Current Registration; there should be no overlap if a true duplicate. Also, compare phone numbers, if the same phone number, there is a very high probability it is a true duplicate.
2. **Work together** with the other registrars to verify that it is a true duplicate and not just a coincidence. Compare driver's license numbers, etc. that appear on the registration cards.

Click on links to navigate through manual

3. **Contact** the voter by phone or by mailing them an ED685 or ED685A form, found at the end of this chapter. Send to the address listed on the Current Registration (suggestion: send by forwardable mail with a postage paid return addressed envelope). (NOTE: When an inactive elector returns the ED685, the elector's status shall be restored to active.)
 - Contacting the voter is simplified when a working phone number was provided on voter's registration card. Online resources such as FastPeopleSearch.com may be used to help obtain phone numbers.

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

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

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

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

Click on links to navigate through manual

- ACTIVITIES → Maintain Voter History → Name History → enter Voter ID # of record being preserved (Original Reg?) → “Search” → type in additional history “Insert” then click on “Update”
 - REPEAT step 5 for Address History, Party History and Election History
 - After history additions have been made to the record being preserved, double check for accuracy.
6. **Removal of the duplicate** registration in CVRS. To permanently delete the duplicate record not being preserved/saved (Current Registration?) in CVRS, execute the following command sequence:
- Click “INQUIRIES” → enter Current Duplicate Voter ID # → “Delete” followed by confirmation that this request is to be performed.
 - WARNING: Do Not Delete a Record without both registrars’ approval.

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

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

ACCOMPLISHMENT:

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

Don’t RISK Your Right to Vote

Return this to Registrars of Voters noted below within 30 days

Prescribed by the Secretary of the State—ED 685A
(Español en otro lado)

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

[Voter Name]

[Voter Address]

[Voter Registration Date/Privilege Date NEW Town]

Date of Birth: [DOB]

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

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

To the Registrars of Voters of the above Town:

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

(Check one)

[] I am the person whose name currently appears on the registry list of [OLD TOWN].

Please remove me from the voter registration list of [OLD TOWN].

OR

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

[] other (specify) _____

Signature of Voter

Date Signed

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

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

Prescrito por la Oficina del Secretario del Estado

(En Inglés al reverso)

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

Nombre

Dirección

Fecha de Nacimiento

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

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

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

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

(Marque uno)

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

ó

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

ú

[] otro (especifique)

Firma del Elector

Fecha de la Firma

No Pierda Su Derecho al voto. Enviémos éste aviso a la Oficina del Inscriptor del Votantes del pueblo arriba mencionado.

Para cualquier pregunta llame a la oficina del inscriptor de electores al número de teléfono:



CHAPTER 7

FREEDOM OF INFORMATION (FOI) ACT OF CONNECTICUT

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

Information from Thomas Hennick, Freedom of Information (FOI) Commission's Public Education Officer

FOI pertains to existing records only. If a record does not exist, there is no requirement that it be created under FOI. No prospective requests are allowed. A request for a copy of a document that has not been completed by all is not subject to FOI. (§1-210-15)

1. Records to be Released per FOI

Every record held by every public agency in the state is defined as a public record and disclosable to anybody who wants to inspect it or obtain a copy, unless an *exemption*, *exclusion*, or *exception* (EEEs) to disclosure exists. Records are to be disclosed "except as otherwise provided by federal law or state statute." If there is such an exception in statute, it would not be in the FOI Act and would override the FOI Act. If there are no "hidden" exceptions, then Registrars' records would be released to anyone who seeks them.

2. Redacting Requirements

Redact EEEs from copies of reports requested: voter's social security number, driver's license number, identity card number and day of birth (day of birth may be given for governmental purposes only). (PA21-2§ 104) Remember the EEEs don't eliminate those records, merely redact them if someone requests records that have them. The month and year of birth are subject to FOI requests and are not to be redacted. Redact all records that are an invasion of privacy, highly offensive and not of public concern.

3. Registrars' Notes

Registrars' notes attached to voters' registration cards are not subject to FOI. There is an exemption for notes in the FOI Act which could be invoked for that portion of the records.

4. Format Requirements

The format of reports subject to FOI are as they exist. A request for change of format is not required by FOI.

5. Request Form

There are no special forms for FOI requests, as of 2021.

6. Requests in Writing

FOI requests are not required to be in writing, but an agency, if it so chooses, has the right to require that requests for copies be put in writing. There is nothing that requires anyone to put a request to inspect records in writing. However, the law does not require any agency to answer questions. You, of course, can answer a verbal request but are not required to do so by law.

7. Requester & ID

A requester can be anyone and there is no ID requirement for FOI requests. In fact, if someone just wants to inspect a record, that individual technically should not be asked who he or she is or what they want a particular record for.

8. Timing for Response

Click on links to navigate through manual

Four Days: Acknowledge an FOI Request within four days from the date you receive the request by communicating with them. You may try to narrow down what records are wanted.

Method: The response method is entirely up to the public agency. There is nothing in FOI law that specifies one form or another.

Prompt Access: Provide the records in a reasonable and expeditious amount of time. The law talks about "prompt access," which leaves a great deal to interpretation.

9. Fees

Fees for Processing FOI Requests for existing reports in the format they are in:

Paper copies - the fee is fifty cents a page. The fee for any copy of the names of registered voters shall not exceed three cents per name delivered or the cost thereof to the public agency, as determined whichever is less.

Electronic copies are no charge.

Redacting EEEs from records are no charge.

Photos or portable scanning of existing reports by requestor is \$20.

Fees for Processing Non-FOI Requests:

Format change to existing report (example: Scanning a hard copy of a report for requester) It is up to the institution what is to be charged for scanning the report. There is no charge for sending electronically.

Non-Existing Reports are not subject to FOI laws. The Registrars of Voters may create reports for requesters and follow their institution's fee structure. It is up to the individual institutions.

10. Invoice First

If the cost exceeds \$10 you may send a bill to requestor before sending the copies

Federal and State laws may override FOI. If records are requested by subpoena or through discovery, then that would be handled differently than an FOI request. There are different legal ramifications for failure to answer a subpoena.



CHAPTER 8

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

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

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

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

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

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

•Safe Storage Facility Provided by Towns

Each town shall provide Registrars with office space, supplies and equipment, including facilities for the safe storage of official records and documents. Such records shall be accessible to Registrars. (§9-5a, 9-5b) Registrars shall maintain voter registration information for active electors in a fire-proof cabinet in the registrars' office. (§9-23(b)).

•Destruction of ballots, envelopes and related materials

At the expiration of the applicable retention period, this statute mandates the destruction of the materials preserved under §9-150b(j), if no contest is pending and no subpoena has been issued by the State Elections Enforcement Commission. (§9-159q(l))

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



CHAPTER 9

PETITIONS

This chapter focuses on **primary petition** procedures because the Registrars of voters are not responsible for nominating petitions. Their only involvement with nominating petitions occurs when the town clerk delegates (with the Registrar's approval) the verification of signatures.

NOTE: It is important to read the instructional pages provided by the Secretary of the State before a Registrar issues primary petition forms.

A. Forms for Petitions

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

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

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 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) (PA21-2)
 - 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 style="text-align: center;"><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

Click on links to navigate through manual

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, 9-405)

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

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

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

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

Click on links to navigate through manual

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."

REJECTION CODES: A = Not a registered elector, B = Name illegible, C = Voter signed petition twice, D = Other(indicate & explain in detail)

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, on the sixty-third day preceding the day of the primary, Registrars must be in their offices between 1:00 p.m. and 4:00 p.m. to accept primary petitions for opposing candidates of a major party for municipal office, state or district office including Representative in Congress (§9-400, 9-405 and §9-406)
- 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 municipalities with a population of 100,000 or more, no direct primary is held if on the 49th day before the primary (i.e., 15 days before the deadline for filing candidacy petitions), the number of people who have requested petition forms and filed a statement consenting to be a candidate (1) does not exceed the number of town committee members being elected but (2) is at least 25% of that number, these candidates are deemed elected to the town committee without a primary. In February Registrar, deputy registrar or assistant registrar must be in their office or office facilities between 1:00 p.m. and 4:00 p.m. on the 34th day preceding the primary to accept primary petitions for opposition candidates for town committee (§ 9-405 and 9-406)
- 3) If a valid petition or petitions have been filed the Registrar is to notify the clerk if primary is to be held. The notice is to include a list of all the proposed candidates, those endorsed as well as those filing candidacies, together with their addresses and the titles of the offices or positions for which they are candidates (§9-435)

PRESIDENTIAL PREFERENCE

- 4) 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)

STATE & DISTRICT

- 7) In May Registrars are to make primary petition forms available for persons desiring to oppose major party-endorsed candidates for municipal office on the day following the making of the party's endorsement of candidates for municipal office or beginning on the day following the final day for the making of such endorsements, whichever comes first (§9-390, §9-391 & §9-409)
- 8) In June, on the sixty-third day preceding the day of the primary, Registrars must be in their offices between 1:00 p.m. and 4:00 p.m. to accept primary petitions for opposing candidates of a political party to a municipal office, major party for state or district office including Representative in Congress (§9-400, §9-405 and §9-406)

Click on links to navigate through manual

- 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 10

BALLOT TYPES AND USES

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

- Regular ballot—May be used at polling place and at EDR location.
- Regular absentee ballot—May be used for normal absentee voting, optional and mandatory supervised absentee balloting, emergency absentee voting, or EDR voting. See # A, B, C, H below.
- Presidential Ballot—Used only in Presidential Elections and only for former residents. Folded ballot distributed from SOTS to Town Clerks. See # D below.
- Official Overseas Ballot and Official Primary Overseas Ballot—. Maybe used for non-electors, overseas voters and for Provisional Ballots at the polls at an election with federal offices. Includes only federal offices. See # E, F below.
- Provisional Ballot—used at federal elections at polls. Same as an Official Overseas Ballot. See # E, F below.
- Official Blank Absentee Ballot—Used in regular elections for military, spouses, and dependents 90 days before the election. NO candidate list is included in 90-day ballot. Also available, with a candidates list, 45 days before an election for military, spouses, dependents and those traveling outside of US. Distributed from SOTS to town clerks. White, folded with long list of blank lines. See #G below.
- Federal Write-in Absentee Ballot (FWAB). Accepted in CT for federal offices only. Must be mailed from outside US or from an APO/FPO. May be electors or non-electors. Treated on Moderator's Return as Overseas Ballots.
- Challenged Ballot—Used when an elector's right to vote is challenged because of identity or bona fide residence. Use regular ballot. If federal election, moderator may also issue a provisional ballot. Through this process, an elector may vote by challenged ballot for state and local offices and by provisional ballot for federal offices.

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

Supervised balloting is available at the following institutions: Veterans' health care facilities, Residential care home Assisted Living facility, Health care facilities for the handicapped, Nursing homes, Rest homes, Mental health facilities, Alcohol or drug treatment facilities, Infirmaries operated by an educational institution for the care of enrolled students and faculty/employees of such institution. (§9-158c)

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)

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

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.

Click on links to navigate through manual

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

B. Emergency Absentee Ballots

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

C. Presidential Ballot

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

D. Official Overseas Ballot & Official Primary Overseas Ballot

The “Official Overseas Ballot” allows U.S. citizens (non-electors) to vote for Federal offices if they are permanently residing overseas and if, immediately prior to moving outside the United States, they were *bona fide* residents of Connecticut to vote for Federal offices. (§9-158a,b)

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

Official Overseas Ballots are used as provisional ballots at federal elections because they contain only federal offices.

E. 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.

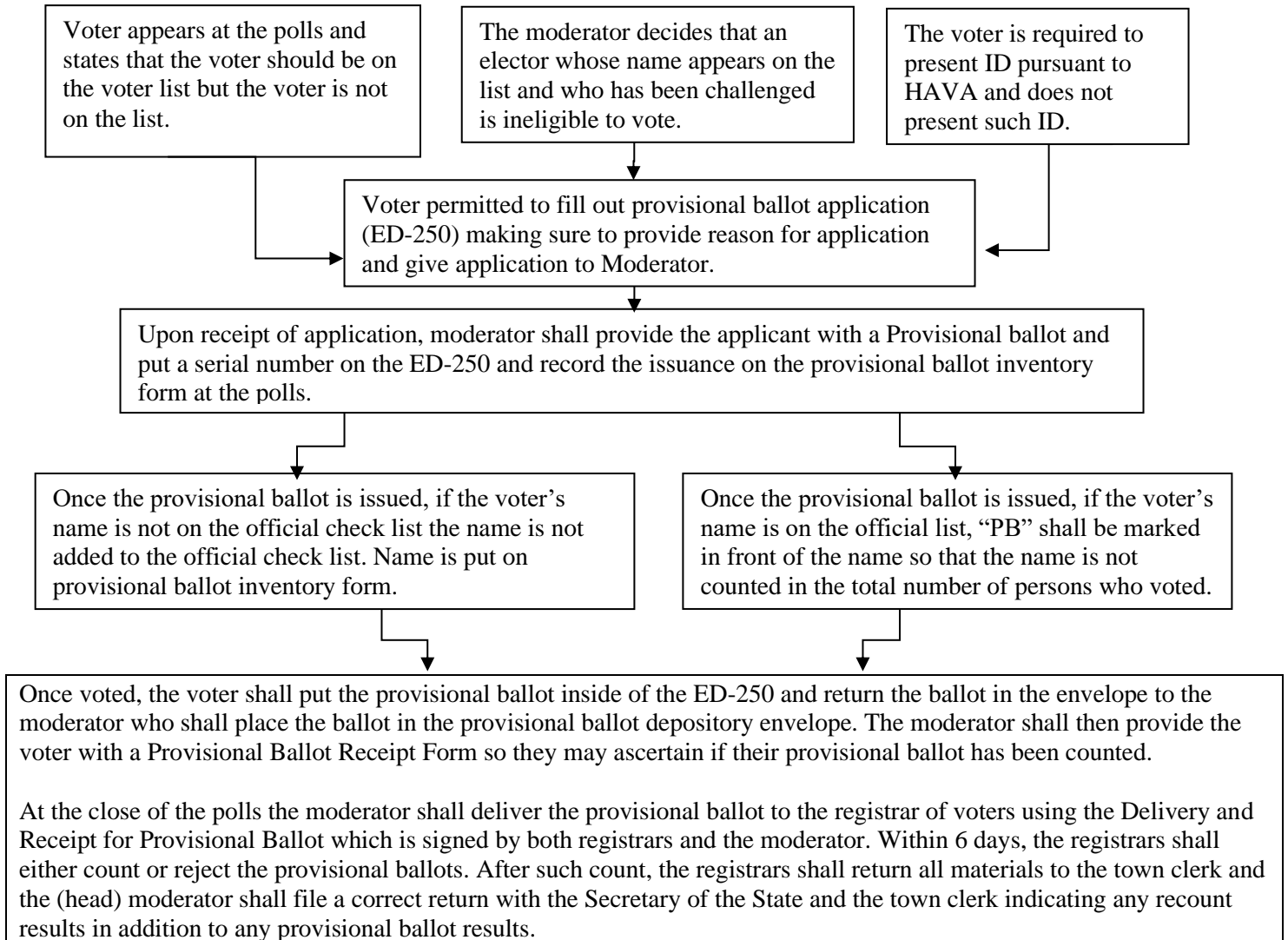
These people may receive the ballot 90 days before an election. This ballot is also available to any elector who is living or expects to be living or traveling before or on election day outside the territorial limits of the United States (the 50 states and the District of Columbia) and to members of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

F. Election Day Registration Ballot (EDR)

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

Click on links to navigate through manual

G. Provisional Ballot –Federal Elections Only*Link to [Provisional Ballot Text Explanation](#)***PROCEDURES****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, they must be directed to the Town Clerk's office before 10:00AM to request his absentee ballot be withdrawn. The procedure for withdrawing the absentee ballot and allowing the elector to vote in person is outlined in **§9-159o**.

Absentee Ballot Links on the Secretary of the State's Website

- [Absentee Voting Information](#)
- [Absentee Ballot Process](#)
- [Procedure Manual for Counting Absentee Ballots](#)
- [Absentee Ballot Fact Sheet](#)
- [All You Need to Know About Absentee Ballots](#) (Info. for candidates, party & campaign workers)
- [Application for Absentee Ballot Form- English](#)
- Both forms are related to COVID 19
- <https://portal.ct.gov/-/media/SOTS/ElectionServices/COVID-19/ED-3-English-Rev-2020.pdf>
- <https://portal.ct.gov/-/media/SOTS/ElectionServices/Absentee-Ballot-Application-ED-3/ED-3-1202-Rev-2021-fillable.pdf>
- [Application for Absentee Ballot Form-Spanish](#)

Click on links to navigate through manual

- Spanish Language Application for Absentee Ballot Form https://portal.ct.gov/-/media/SOTS/ElectionServices/AB_Form_20211220/ED-3-Rev-20211220-Spanish---Fillable.pdf
- [Application Form for Referendum Only-English](#)
- [Application Form for Referendum Only-Spanish](#)
- [Emergency Application for Absentee Ballot-English](#)
- English Language Emergency Application for Absentee Ballot <https://portal.ct.gov/-/media/SOTS/ElectionServices/ElectForms/electforms/ed3eEngpdf.pdf>
- [Emergency Application for Absentee Ballot-Spanish](#)
- Spanish Language Emergency Application for Absentee Ballot <https://portal.ct.gov/-/media/SOTS/ElectionServices/ElectForms/electforms/ed3eSpanpdf.pdf>
- [Find Your Town Clerk, ROV & Elected Officials](#)



CHAPTER 11

EMS – Election Management System

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

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

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

REGISTRAR OF VOTERS ROLE

Registrar Login

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

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

Maintain Moderator/Head Moderator, Data Clerk


- Select the "**Maintenance**" tab on Dashboard
 - Click "**Maintain Moderator/Head Moderator**"
- 1) Add Moderator
 - Click "**Add Moderator**" to display Maintain Moderato/Head Moderator data entry screen
 - Select a role. (Head Mod., Reg. Mod., Absentee Mod. or Data Entry)
 - Add user information
 - Click "**Head Moderator**" if only performing the function of Head Moderator
 - Click "**Reg. Moderator**" if performing both Moderator and Head Moderator functions
 - Also, check off "**Select as Head Moderator**" box
 - ROV assigns Head Moderator & Data Clerk username and password (Regular and Absentee Moderators do not need one unless they will also function as HM)
 - Note: if moderator is assigned to a polling place that is archived the moderator can't be used
 - 2) Edit Moderator
 - Click "✎" edit
 - Click "**OK**"
 - Enter changes
 - Click "**Update**"
 - Click "**OK**"
 - 3) Delete Moderator
 - Click "**Delete**"

Click "**OK**"

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

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

Click on links to navigate through manual

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

Assign Polling Place

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

View Candidates

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

Ballot ordered

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

Click on links to navigate through manual

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

View STATS

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

View Questions Results

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

Reports

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

Print:

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

Head Moderator’s Return

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

Head Moderator’s Return by Town Format

- Print Head Moderator Report by town
- Select “**Reports**” tab on Dashboard
- Click on **Head Moderator’s Return by Town Format**

Order of Events:

Click on links to navigate through manual

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

- - - - -

HEAD MODERATOR/DATA ENTRY ROLEROV's maintain Head Moderator/Data Entry user Name and Password(Password expires in 90 days)**Head Moderator or Data Entry Login**

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

Head Moderator Return (Candidates results are entered here)

- 1) Click on **Head Moderator's Return Tab**
- 2) Select the election/primary and click "**Search**"
- 3) If "**No Data Found**" is displayed, click "**New Head Moderator Return**" button
- 4) Begin process
 - Click **green button to "Begin process"** (Green = Go) This will lock the system to prevent other users from entering data
 - Either the Moderator or Data Entry user inputs vote totals in the appropriate columns for each category. System will populate total votes.

Tabulator totals MUST be submitted by 12pm-midnight on election day.
Stats page not due on election night – have 24 hours to submit

 - ALWAYS SAVE data as you enter it
 - Unknown votes for cross-endorsed candidates appear in red on the far right,
Click "Calculate" for system to allocate the unknown votes
Click "Preview" to see the calculation and allocation of unknown votes
- 5) End Process
 - Click red button to "**End Process**"– (Red = Stop) This will unlock the system to allow other users to enter data
 - System **MUST** be unlocked for the HM to be able to submit/certify results to SOTS. (Data Entry does not have submit button, only Head Moderator can submit)
- 6) Submit and Certify Head Moderator's Return
 - After all results are entered, click "**Submit All Districts to State**" button, the **Head Moderator's Return** screen will be displayed
 - Check the box "I hereby electronically sign and certify the Head Moderator's Return".
 - Click the "**Certify and submit to State**" button
 - Click **OK** (the system returns to the Head Moderator's Return screen and displays a summary row).

Click on links to navigate through manual

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

Enter/View Stats

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

Enter/View Questions Results

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

File Head Moderator Return



Click on links to navigate through manual

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

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

INPUT on Ballot Creation- Give input on ballot content & form to town clerk prior to printing
(EMS, Dashboard, Grids Report)

Notice(s) to Candidates - names and addresses can be found on EMS
(EMS, Dashboard, List of Nominees)

Moderators, appoint and maintain in EMS - Moderator(s), Head Moderator and Alternate Moderator(s)
(EMS, Maintenance, Maintain Moderator/Head Moderator, CLICK  on line of moderator, input data)
NOTE: If Head Mod. is also a Mod. be sure to select Role as "Regular Moderator" & check "Select as Head Moderator." CLICK ,

Polling Place(s), assign and maintain in EMS
(EMS, "Maintenance", "Assign Polling Place to Election", Select Election, "Search", Select Polling Place, "Assign Polling Place to Election")

Certification of Polling Place(s) and Moderator(s) in writing to SOTS
(EMS, "Reports," "Polling Places Report, "Select Election, "Generate Report")

Certificate of Ballot order, certify in writing to SOTS (31 days prior to election)
(EMS, Data to be entered by ROV or Clerk "Maintenance," "Enter Ballot Ordered" Input data)
(EMS, to be Certified by ROVs & Clerk – On Dashboard) (Will not work unless Pop up blocker is disabled)

REMINDERS

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



CHAPTER 12

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

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

Town Committee Primary (even numbered years) to be held on the first Tuesday in March. (§9-425)

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

Click on links to navigate through manual

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 (§9-464)

New primary upon appeal §9-329a

Postponement of Primary Day. (1) If the day fixed for any primary falls on a Sunday or legal holiday or on the day on which the tenets of a religion forbid secular activity, the primary shall be held on the next succeeding day other than a Sunday, legal holiday, or such religious holiday. (2) If the day fixed for any primary falls on the Tuesday immediately following Labor Day, the primary shall be held on the next succeeding Tuesday. (§9-376(a) [1 &2])

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

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 (§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 §9-150c and §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)

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. (§9-140c)

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

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. (§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. (§9-135b & §9-228a(b))

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. (§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 & MODERATOR**31 Days Before Primary**

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

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

<u>POLLING PLACE AND MODERATOR INFORMATION</u>								
ROV to certify in writing to SOTS not later than 31 days prior to election and primary								
PO Box 150470, Hartford, CT 06115-0470								
Town:		Election/Primary Date:						
Polling Place Name	Address	Phone Number	Cong. Dist.	Sen. Dist.	Ass. Dist.	Loc. Dist.	Moderator Name	Moderator Address
ROV Signature			ROV Signature			Date		

BALLOT CERTIFICATION**30 Days Before Primary**

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

30 to 19 Days Before Primary

*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 apply online at voterregistration.ct.gov or 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

Click on links to navigate through manual

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)

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 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.) (§9-255a) (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 to chairperson of the town committees 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 making an enrollment of electors entitled to vote in the primary, between the hours of 12 noon and 9 pm for at least two consecutive hours. (§ 9-51).

Mandatory registration session for admission of electors to be held by Registrars in towns with a population of 25,000 or more. This session is to be held for any two hours between 5 and 9 p.m. (§9-17)

Sample Notice

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 hours 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

15 to 12 Days Before Primary (approx.)

Notice to Candidates and Party Chairs by ROV stating the day and place preparation, test voting and sealing of tabulators for use at the Primary will be done. Such notice shall be given at least one day before the work is done.

Inspection by party watchers, party chairperson, candidates and officials is allowed (Sec. §9-244)

Sample Notice:

Dear Candidates, Town Committee Chairs and Officials,

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

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))

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

Click on links to navigate through manual

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, §9-436(e) & §9-476)

SUPERVISED BALLOTING

1 Day Before Primary

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

REGISTRATION SESSION

1 Day Before Primary 12 noon

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

REGISTRATION CUT-OFF

1 Day Before Primary 12 noon

Deadline for in Person and Cross-town Registrations to be received by ROV 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 & 2 Sample Ballots to be posted in each polling place (§9-236b)

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

POST PRIMARY

1 Day after Primary

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

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

Click on links to navigate through manual

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. (§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 13

ELECTION DAY REGISTRATION (EDR) §9-19j

Election Day Registration allows eligible people to register to vote and cast a ballot on Election Day and eliminates the use of presidential ballots by current state residents since they may instead vote under EDR provisions. EDR applies only to general Election Days (November and May) but not to primaries, special elections, or referenda. (NOTE: Refer to SOTS [EDR Manual](#))

Location Registrars designate a location for completing and processing EDR applications, cannot be within a polling place, but can be in the same building, with adequate physical separation from the polling place and have access to (CVRS) (§9-19j(c)(1)) adequate parking is required.

75 feet restrictions: No electioneering, campaigning, advertising, or loitering within 75 feet of the EDR location is prohibited (§9-19j). However, members of the public are not prohibited from entering the building to conduct town business. (§9-19j(c)(1))

IVS ballot marking system is required

Staffing / EDR Officials Registrars may appoint one or more election officials to serve at the EDR location. Registrars must train and supervise EDR officials. (§9-19j(c)(2)) Officials should be proficient in using CVRS and should be admitting officials—that is, at least assistant registrars or special assistant registrars. The SOTS guidelines recommend assigning a minimum of one EDR official for every 100 applicants expected. Registrars should provide access to an official voter list—Active and Inactive—for those who may already be registered voters in their community. These voters must be referred to their proper polling places to cast their ballots.

Eligibility and Identification Requirements

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

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

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

If the registrars determine that an applicant satisfies the application requirements, they shall check the state-wide centralized voter registration system before admitting applicant as an elector. §9-19j(e)(2)

Admitting Procedures

Click on links to navigate through manual

- (1) If the registrars determine that the applicant is not already an elector, the Registrars shall immediately admit the applicant as an elector and the privileges of an elector shall attach immediately. The registrars of voters shall provide the elector with an EDR ballot and EDR envelope and shall make a record of such issuance. The elector shall complete an affirmation imprinted upon the back of the EDR envelope and shall declare under oath that the elector has not previously voted in the election. [§9-19j\(f\)](#)
- (2) If the registrars of voters determine that applicant is an elector in another municipality and applicant wants to change his/her registration location
 - a. The EDR officials shall “select” the voter from the previous town and, if the voter is Active or Inactive in the previous town, immediately notify the registrars in the previous municipality of the elector’s intent to register in a new municipality. If the voter is “Off” in the previous town, no notification to the previous town is required.
 - b. Registrars in the previous municipality shall notify their polling place officials to remove the elector from the official voter list or from the Inactive list, by crossing off the voter’s name and writing “OFF” next to it. NOTE: Polling place officials should take extra care to avoid removing the wrong voter from their polling place list. If there is no response that the applicant already voted in the previous municipality, the registrar of voters of the municipality in which the applicant seeks to register shall admit the applicant as an elector and provide an EDR ballot and envelope. This EDR ballot is held separately until 8 p.m. and then processed in the same manner as other EDR ballots.
- (3) If the polling place officials from the previous town report that an EDR applicant has already voted in the previous municipality, the registrars of the previous municipality shall immediately notify the registrars of the municipality in which the elector now seeks to register.
 - a. Such elector shall not receive an EDR ballot from the Registrars of the municipality in which such elector now seeks to register. If the elector has already received a ballot, this ballot must be held, uncounted, until a resolution to the matter has been made.
 - b. For any such elector, the registration process shall cease in the municipality in which such elector now seeks to register
 - i. The Registrars in the municipality in which such elector now seeks to register shall review the circumstances of the report.
 - ii. If, after completion of such review, a resolution of the matter cannot be made, the registrars shall report the matter to the State Elections Enforcement Commission for an investigation.

Voting Procedures

The elector shall complete the affirmation imprinted upon the back of the EDR security envelope and shall mark the ballot in the presence of the EDR officials. [§9-19j\(g\)](#)

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

NOTE: EDR ballots and vote tallies—by district-- must be separated from absentee ballots.

Electors may receive voting assistance at EDR locations as allow in the polling place. [§9-264](#)

Registrars shall seal a copy of the votes cast for EDR ballots in a depository envelope with the EDR ballots and store the EDR depository envelope with the other election results materials.

Closing the EDR Location

The EDR process ends after last person in line at 8 p.m. has completed the process. [§9-174 \(b\)](#)

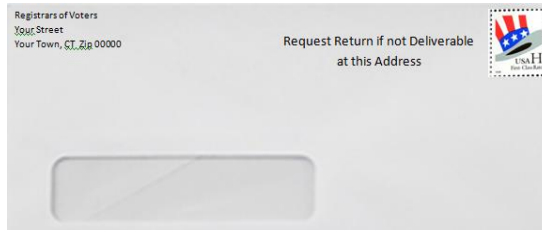
Secure Storage, Reporting and Follow-Up

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

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

After the acceptance of an Election Day registration, the registrars shall immediately mail a Notice of Acceptance generated by CVRS.

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



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

Suggestions and Best Practices

1. If a voter is already "OFF" in the previous municipality, "select" that voter's record from the previous town and process the applicant's EDR registration. No phone call is required.
2. In order for a separate tally/return to be generated and sealed with the EDR ballots, registrars may consider the following options for ordering ballots, some of which will require additional memory card programming.
 - A municipality may order totally unique EDR ballots to be counted by the optical scanning tabulator, either centrally or at each polling place with the absentee ballots.
 - A municipality may use regular ballots as EDR ballots to be counted at a central location, as long as these ballots can identified by district on the tabulator tape. An additional tape may be generated to store with the EDR ballots.
 - A municipality may use regular absentee ballots and count them on a separate tabulator.
 - A municipality may use regular polling place ballots for EDR and count them by hand. The hand tally should be stored with the EDR ballots.
3. "Best Efforts" to communicate with previous town—If phone lines to a previous town are busy, EDR officials should attempt two phone calls within 10 minutes. Track these calls in the EDR Ballot Log Worksheet. Hold the EDR ballot until 8 pm and proceed to deliver the ballot with other EDR ballots for counting. No voter should be made to wait more than 10 minutes for a return phone call from a previous voting municipality
4. There is no requirement for a previous town to return a phone call if the EDR applicant has not voted in their previous town. If there is no return call from a previous town by 8 pm, deliver the EDR ballot for counting.
5. Remember to include columns in your Central Count Absentee Moderator's Return—or polling place Moderator's Return—for recording the number of EDR ballots by district.



CHAPTER 14

ELECTIONS

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

IMPORTANT: Refer to the current Election Calendar provided by the Secretary of the State.

IMPORTANT: It is highly recommended that all Registrars read and understand the Moderator's Manual, Absentee Ballot Counters Manual and the Training Guide for CT Poll Workers which can be found on the SOTS website.

Types of Elections

1. Regular election is any municipal or state election (§9-1 (o))
 - a. Municipal and borough election is the regularly recurring election held in a municipality at which the electors of the municipality choose public officials of such municipality (odd numbered years) (§9-1 (h))
 - b. State election is the election held in the state on the first Tuesday after the first Monday in November in the even-numbered years in accordance with the provisions of the Constitution of Connecticut (§9-1 (s))
 - i. Elections for Governor, Lieutenant-Governor, Secretary of the State, Treasurer, Comptroller and Judges of Probate occur every four years from 1966 (even numbered years).
 - ii. Election for State Senator and State House of Representatives occur every two years
2. Federal election is any general or special election or any primary held solely or in part for the purpose of selecting, nominating or electing any candidate for the office of President (4yr.), Vice President, presidential elector (4 yr.), member of the United States Senate (1/3 every 2 yr.) or member of the United States House of Representatives (2 yr.) (9-158a(1))
 - a. Presidential election is an election at which electors of President and Vice-President are elected every four years, 2012, 2016, 2020, etc. (even numbered years) (9-158a(4))
3. Special election is any election not a regular election (§9-1 (r))

A. Hours of Voting – 6 a.m. to 8 p.m. (§9-174)**B. Voting districts**

1. **Voting district** is any municipality, or any political subdivision thereof, having not more than one polling place in a regular election (§9-1 (v))
 - a. The legislative body of any town may divide such municipality into voting districts.
 - b. Voting district lines shall not be drawn by a municipality so as to conflict with the lines of congressional districts, senate districts or assembly districts as established by law, except (1) as provided in section 9-169d and (2) that as to municipal elections, any part of a split voting district containing less than two hundred electors may be combined with another voting district adjacent thereto from which all and the same officers are elected at such municipal election. Any change in the boundaries of voting districts shall be made prior to ninety days to any election or primary. The provisions of this section shall prevail over any contrary provision of any charter or special act. (§9-169) (Note: Review your municipality's process to ensure that the process is completed before the 90 day period.)
2. **Split Voting District** is 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.
 - a. Such part of a split voting district shall be a separate voting district and shall have its own separate enrollment list, registry list, list of unaffiliated electors if required under section 9-55, and polling place, and shall for all other administrative purposes be treated as a separate voting district.
 - b. In a municipality which elects no town, city or borough officers from political subdivisions at a municipal election, this section shall apply to all elections unless and until the voting districts are changed under the provisions of section 9-169.

Click on links to navigate through manual

- c. In a municipality which elects one or more town, city or borough officers from political subdivisions at a municipal election, such municipality, for municipal elections and for town committee primaries in which the town committee members are selected from political subdivisions other than assembly or senatorial districts, may continue to use the voting districts as they existed prior to such redistricting or as they are established under section 9-169d, unless and until such voting districts are changed in accordance with the provisions of section 9-169 and, in such a municipality, except as provided in section 9-169e, this section shall apply only with respect to (1) any primary or election for representative in Congress, state senator or state representative in a congressional, senatorial or assembly district which contains a part of a split voting district, (2) any primary for town committee members in which such town committee members are elected at large or in which such a senatorial or assembly district is the political subdivision from which such town committee members are elected and (3) any primary or election for a town, city or borough office in which such a senatorial or assembly district is the political subdivision from which such municipal office is elected. (§9-169a)

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

1. Determine polling places at least 31 days prior to an election, and location shall not be changed within that period prior to an election except if the municipal clerk and registrars unanimously find that a polling place has been rendered unusable within such period. Another polling place shall be designated in place of the one rendered unusable and adequate notice shall be given of change. (§9-168 & §9-169)
 - a. State elections shall be held at the usual place or places of holding elections in the town or the voting districts unless the Registrars, in writing, have designated to the clerk, at least thirty-one days before a state election, a different place or places for holding the election.
2. Certification of location of polling places to be sent to SOTS, at least 31 days before election, verifying that: (1) doors, entrances, and exits used to enter and exit the polling place are a minimum width of thirty-one inches; (2) temporary ramps or curb cuts will be provided where necessary for accessibility to the polling place entrance; (3) any stairs necessarily used to enter the polling place shall have a temporary handrail and ramp; (4) no barrier shall impede the path of the physically disabled through the voting process in the polling place, (5) name, address, relevant contact information and corresponding district information associated with each polling place to be used. (§9-228a) (See certification form in section S of this chapter)
3. Each established voting district must have its own, separate polling place except where consolidation is provided in §9-168a and §9-168b.
 - a. Towns not divided into voting districts, the place of holding elections may be determined by the legislative body of the town. (§9-168)
 - b. Towns divided into voting districts, the place of holding elections shall be determined by Registrars. If the Registrars fail to agree as to the location of any polling place or places, the legislative body shall determine the location. (§9-169)
 - c. Place of holding elections for a city or borough shall be determined by their legislative body unless otherwise specified by special act.
4. Combined voting districts and polling places (Read §9-168a thoroughly.)
 - a. In any election or primary where electors in more than one voting district vote in the same building and vote for all the same officers, and the law does not require separate returns, the registrars of voters may combine the voting districts and polling places into one voting district and polling place, with or without integrating the voting districts on the check lists used at the election or primary. (§9-168a(c))
 - i. The Registrars shall file a statement of their action with the town clerk before the election or primary and the town clerk shall label the polling place return form to show which districts are combined on such return. (§9-168a(c))
 - ii. Separate returns are required when consolidated districts are using different ballots.
5. Waiver of requirements for accessibility at polling places for physically disabled voters. Waiver of accessibility must be filed with the SOTS by the Registrars at least **60** days before an election if polling location does not meet the required standards of accessibility. (§9-168d(c))

D. Ballots (See Chapter 8 “Ballot Types” of this manual for more information.)

1. Registrars and clerks are to jointly certify, in writing, to the SOTS the number of ballots that have been ordered for each polling place thirty-one days prior to election. Also, include information on historical turnout for each

Click on links to navigate through manual

polling place for the past four elections of similar nature to the election to be held. Include any other relevant factors that may be unique to each polling place, as well. Failure to submitting certification results in ordering a number of ballots equal to the total number of registered voters. (Sec.5 of PA#11-46) (See certification form in section R of this chapter)

2. Order of names on ballot for municipal elections

- a. Lottery to be held. After the nomination of candidates for a multiple-opening office by a major or minor party or nominating petition is finalized Registrars are required to hold a public lottery to determine the horizontal order of the candidates' names within a row on the ballot. (§9-253, §9-453r)
- b. Public notice of Lottery to be given at least 5 days before ceremony. (§9-253) As a courtesy, it is suggested that candidates and/or political party chairs be notified.

E. **Supervised Absentee Balloting** = voting under the supervision of Registrars or their designees. (See Chapter 10 "Ballot Types" of this manual for more information)

F. **Write-In Ballot** is a vote cast for any person whose name does not appear on the official ballot as a candidate for the office for which the person's name is written in; 9-1(x) (§9-377)

G. **Absentee ballot check-off.** (§9-140c(b))

(See Chapter 8 "Ballot Types" of this manual for more information)

1. If central counting of absentee ballots has been designated a notice is to be sent to the clerk at least 20 days before the election. (§9-147a)
2. Beginning not earlier than the seventh day before the election, all absentee ballots received by the municipal clerk not later than eleven o'clock a.m. of such day may be sorted into voting districts by the clerk and checked for proper endorsement. (§9-140c(b))
3. On any such day, beginning as soon as the ballots have been sorted, the Registrars, without opening the outer envelopes, may check the names of the applicants returning ballots on the official checklist to be used at the election, primary or referendum by indicating "absentee" or "A" preceding each such name. (§9-140c(b))

H. **Tabulators** – Voting Machines - The Registrars are responsible for ensuring that the tabulators have been properly maintained and set up for election. Registrars should follow the following procedures to ensure that each tabulator has been properly set up for the election:

1. Order the memory cards and ballots in enough time to allow for unforeseen problems.
2. Test tabulators, memory cards and test ballots as soon as all are received.
3. Certification of Tabulator setup (prepare for election) no later than 10 days before the election. Registrars conduct testing on tabulators of every programmed memory card with samples of each different ballot printed for the election. The purpose is to ensure that (1) ballots are printed properly, (2) timing, diagnostic and card identification marks are correctly located on the ballots, (3) memory cards are programmed with accurate information, and (4) the voting machines tally ballots correctly. (Reg 9-242a-5)
4. Those present shall certify (1) as to the serial numbers of the tabulators, (2) that the tabulators have been test-voted with samples of the ballots and found to be working properly, (3) after the memory card has been set for election, turn tabulator off then turn it back on to print a zero report to verify that all candidates, questions and the public counter display zero, (4) as to the numbers on the seals sealing the memory cards into the tabulators and the seal for the tabulator carrying case. (Reg 9-242a-5)
5. Certificate and test ballots shall be filed with the clerk. Tabulator shall be placed in its carrying case together with the ender card and the key. Registrars shall store the tabulators sealed in their carrying cases and any spare memory cards in Registrars' secure location until delivered to polling place on Election Day or to the secure elections on wheels cabinet at polling location. (§9-247)
6. Notice of tabulator testing, to be made at least 1 day before tabulator testing date, to town party chairmen, in writing, with date, place and time test voting and sealing of the machines will begin. It is suggested that notice also be given

Click on links to navigate through manual

to nominating petition candidates and to candidates of minor parties, and to registered write-in candidates, where feasible. (§9-244)

7. Registrars must ensure that if an elector may vote for any two [or more] in a group office that he can vote for *any combination of two* [or more], even if one candidate appears directly below the other). Also, if the same candidate appears on two rows for the same office and *if an elector may vote for two or more for that office*, the Registrars must ensure that if an elector casts more than one vote *for such cross-endorsed candidate the voting machine counts only one vote for such candidate*.
8. The registrar or registrars shall file a written report detailing any repairs made to a tabulator on the day of an election. This report shall certify (1) the serial number of the tabulator, (2) the time when the problem occurred, (3) a summary description of the work performed, and (4) that no repairs were made to the tabulator, after any vote was cast on the day of an election, that would affect the manner in which votes were recorded on the tabulator. (§9-246(b))

I. Accessible Ballot Marking System –

1. Refer to Inspire Ballot Marking System Election Day Manual for details
2. Refer to the Inspire Ballot Marking System Election Day manual for set up and use of the ballot marking system. accessible voting equipment (IVS system)
3. Available along with the device should be a headset, key pad, sample ballot, blank paper, and worker's instructions.

J. Voter Registry Lists

1. Availability of preliminary registry list. Distribution
 - a. Preliminary registry list shall be available in the office of the Registrars for public inspection and copies shall be made available for distribution by the Registrars. Whenever the Registrars are not in their office, such list shall be available at another municipal office. The Registrars shall, upon request, give to any candidate for election a copy of the preliminary registry list for each voting district for which such person is a candidate. (§9-36)
 - b. Corrected active and inactive registry lists – Registrars are to work on completing a correct voter list at the Tuesday of the fifth week before a regular election session and on any day except Election Day. 9-35(a),(b)
2. Immediately after the close of the Tuesday of the fifth week before election session, the Registrars shall post at the town hall, in a place readily accessible to the public, a list of the names and addresses of the electors whose names were removed from the registry list. Post a statement along with the names that tells the voter to contact the Registrars specifying when and where such registrars are available for more information regarding the removal, privileges and remedies. (9-35a)
3. Availability of inactive registry list –The registrars of voters shall provide copies of the inactive registry list for use in the polling place on Election Day. (§9-42(c))
4. Restoration to active voter list - If on Election Day the name of an elector appears on the inactive registry list, such name shall be added to the active registry list upon submission of a new application for voter registration signed by the elector, under penalties of false statement, before an election official at the polling place and upon the consent of both registrars of voters or assistant registrars of voters, as the case may be, in the polls. (§9-42(c))
 - a. Persons whose names are on neither the Active nor the Inactive Registry List for that voting district may be restored on Election Day only if the registrars are contacted and consent to approve the applicant's request for restoration, and only if his name was on the Active Registry List for at least one of the four years previous. (§9-32 and §9-35)
5. Availability of Final registry list. Updated (supplementary) registry list.
 - a. Availability of Registrar or assistant registrars of voters – Registrars shall be available for at least one day during the fourteen-day period before an election for revisions and corrections of the preliminary list which, when completed, shall be termed “the final registry list” for such election. In each municipality, availability of the registrars of voters shall be the posted office hours in such municipality for the registrars of voters. (§9-37)
 - b. Registrars shall produce a final registry list certified as being correct. Such final registry list and an updated (supplementary) list that contains the names and addresses of electors to be transferred, restored or added to such list, shall be available in the clerk's office not later than the day following the last day that an elector may make changes to the elector's registration and shall be available in the registrars of voters' office for public

Click on links to navigate through manual

inspection. Whenever the registrars of voters are not in their office, such list shall be available at another municipal office. (§9-38)

K. Sessions of Registrars, mandatory

1. Tuesday of the fifth week before election session. At this session (and on any day except election day or primary day) Registrars remove electors from the registry list who have died, become disenfranchised or confirmed in writing that they have moved out of town. An elector is deemed to have confirmed in writing that he has moved out of town if (1) the Registrars have received a cancellation form from voter, DMV notifies Registrars of address change (§9-35) or another state.
 - a. Notice of session for completing the preliminary registry list is to be published in newspaper at least five days before the session. (§9-35 (a)) **PA11-173 Eliminated the (1) requirement to publish election session dates in a newspaper**
 - b. Hours of session will be as the Registrars find necessary to complete the preliminary registry list between the hours of 9 am and 5 pm. (§9-35a))
 - c. Inactive voter registry list is to be prepared by the Registrars for use at the polls on Election Day. (§9-35(a))
2. Seventh day before Election Day registration session. The Registrars shall hold this session to examine the qualifications of electors and admit those found qualified. This session shall be the last regular session for the admission of electors prior to an election (§9-17)
 - a. Notice of session. The registrars shall give notice of the time and place of this session, which is for the admission of electors, by publication in a newspaper published or circulated in town not more than fifteen nor less than five days before the session. Nothing herein shall require that such publication be in the form of a legal advertisement. (§9-16) **PA11-173 Eliminated the (1) requirement to publish election session dates in a newspaper**
 - b. Hours of session - 9:00 a.m. to 8:00 p.m. (§9-17)
3. Limited Registration session to be held on the last weekday before election for the purpose of 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(b))
 - a. Notice of session. The registrars shall give notice of the time and place of this session, which is for the admission of electors, by publication in a newspaper published or circulated in town not more than fifteen nor less than five days before the session. Nothing herein shall require that such publication be in the form of a legal advertisement. (§9-16) **PA11-173 Eliminated the (1) requirement to publish election session dates in a newspaper**
 - b. Hours of session 9 a.m. to 5 p.m. (§9-17(b))
4. Special Registration Session – Application for admission at place of employment, residence or study (§9-19c & d)
 - a. Application to be signed by twenty-five or more persons at the place requesting a session and who believe that they possess the qualifications for admission as electors, (§9-19c(a))
 - b. Application may be made at any time except during the period between seven days before the last session for the admission of electors prior to an election and the day following such election, and shall be in form substantially as provided in section 9-19d
 - c. No application need be accepted if a session for the admission of electors has been held on such premises within one hundred twenty days prior.
 - d. Within seven days after the receipt of application, official to whom application was presented shall, inform each Registrar and the place requesting a session of the date and time at which the session will be held.
 - e. Date of session shall be not less than seven days nor more than ten days after the sending of the notice, except that no session shall be held after the last session for admission of electors prior to an election. The official with whom the application is filed may request any other admitting official to go in his place. (§9-19c(a))

APPLICATION FOR ADMISSION AS ELECTORS
AT PLACE OF EMPLOYMENT, RESIDENCE OR STUDY

To: _____, Town Clerk or Registrar of Voters
of the Town of _____, Connecticut

We the undersigned, being citizens of the United States of voting age, are

☐ employed, and all being employees of _____ (name of employer)

Or

☐ students attending _____ (name of school, college or university)

Or

☐ residing at the _____ (name of hospital, residential care home, rest home, nursing home or convalescent home) in the town of _____ and each of us believing that they possess the qualifications for admission as an elector, do hereby request you to come to our place of employment, or school, college or university or residence, as the case may be, at _____ (address), in said town, for the purpose of receiving application for admission as an elector.

(signatures)

Dated at _____, Connecticut, this ____ day of _____, 2___

- f. Registrars or their designees shall go to the place requesting a session for the purpose of taking and acting upon applications for admission as electors of any persons who reside in any CT town and who are authorized to be on the premises.

- L. **Notice(s)** to Candidates of their rights (see sample notice below) names and addresses of candidates should be on the SOTS website. (EMS, Dashboard, List of Nominees)

Dear 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 November election. Names of designees and alternate designees must be enrolled members of your political party unless they are 16 or 17 years old. Submit list in writing no later than 48 hours before the election. (§9-235, §9-436a)

You may be present to inspect the preparation, test voting and sealing of the voting equipment to be used for the election per §9-244. [town name] voting equipment will be set up for election on [date] at [time] in the [place]

Restrictions within the 75 foot restricted area of the polling place on Election Day: 1) candidates may not enter the 75 foot restricted area between the hours of 6 a.m. and 8 p.m. except to cast their own vote or assist an immediate family member; 2) Candidates may enter the polls to observe the canvass of votes once the last elector has cast their ballot; 3) Persons who are wearing political or candidate clothing, jewelry, or stickers, or displaying political literature, must remove or hide the political items per the Secretary of the State's office.

A response to this notice is not required. A notice of your rights is a statutory requirement.

M. Election Day Workers (for Primary Elections refer to chapter 9 of this manual)

1. Election Officials (§9-258) (Note: Registrars should be aware of the perception of impropriety in addition to statutory requirements.)
 - a. Appointment of Moderator to be done 31 days prior to election. Moderator information is to be included on the Polling Place and Moderator information form to be sent to the SOTS (see certification form in section R in this chapter). (§9-228a) Refer to EMS Manual for instructions.
 - b. Appointment of election officials to be made within 20 days prior to election
 - c. No party or candidate may, as a matter of law, demand the appointment of a member of such party, or supporter of such candidate, as an election official. (Opinion of the Attorney General dated October 16, 1963). §9-229, 9-232, 9-233 and 9-234 provide that the registrars of voters appoint the election officials.

Click on links to navigate through manual

- d. Each Registrar appoints one-half the checkers, ballot clerks, tabulator tenders, demonstrators, and absentee ballot counters.
 - e. The registrars jointly appoint the moderators; and if they cannot agree, the choice is made by lot.
 - f. Officials appointed per polling place: one certified moderator, one backup moderator, one to two official checkers for each line of electors, one to two ballot clerks for each line of electors, one to two tabulator tenders per tabulator in use, zero to two demonstrators. Also, for towns with more than one voting district, two assistant Registrars who are residents of the town and of opposite political parties or for towns with one voting district, two Registrars may work at the polls, instead of assistants, so long as at least one designee to be present in the Registrar's office has been designated. Also needed is a head moderator (who may be a polling place moderator) for towns with multiple districts. Central counting moderators and absentee ballot counters appointed shall also be deemed election officials. Including alternate moderators and workers as prescribed by secretary of the state. (§9-229, §9-258)
 - g. Officials shall be electors of the state or a United States citizen who is sixteen or seventeen years of age except for assistant registrar who must a bona fide resident of the town (9-258).
 - h. Sixteen and seventeen-year-old town residents who are U.S. citizens may be appointed as a ballot clerk, checker, translator or voting tabulator tender if they attend poll worker training and receive written permission from a parent or guardian or the principal of their school if appointed to work on a day when their school is in session. They may also be a unofficial checker. (§9-235d) (NOTE: Per the CT Dept. of Labor - minors are restricted to working no more than 6 hours on a school day and 8 hours on non-school days.)
 - i. Candidates may not serve in any capacity at the polls except for Registrars and Municipal/Town Clerks, who are candidates for the same office and Deputy Registrars, who are candidates for the office of Registrar performing their official duties. (§9-258) , Note: Registrars and Town Clerks running for an office other than their current ROV or TC position may not perform their official duties on Election Day.
 - j. No election official shall perform services for any party or candidate on Election Day. (§9-258)
 - k. Any election official may serve on a voluntary basis without compensation, if the official and the Registrars mutually agree provided there are no provisions to the contrary. (§9-235c) (Note: It is suggested that Registrars check with local officials)
 - l. I-9s are not needed from poll workers ("...municipalities that employ U.S. citizens as poll workers ... or poll watchers on Election Day do not need to complete I-9s for these individuals.") per:
 - a. The immigration Reform & Control Act of 11/6 1986 (IRCA) Public Law 99-603;
 - b. U.S. Immigration & Customs Enforcements (ICE) Homeland Security Investigations 11/19/2013;
 - c. U.S. Citizenship and Immigration Services (USCIS) W-4 and CT W-4 are required for tax purposes.
2. Absentee Ballot Counters
- a. If the town has adopted central counting of absentee ballots, the registrars must appoint two or more absentee ballot counters and a moderator for the central location. If the town counts absentee ballots at each polling place, other officials in the polls may perform the absentee ballot counting functions. The registrars may similarly appoint two or more absentee ballot counters for each voting district (or group of voting districts, if the counters move among polling places) if needed. Each ballot should be counted by a team of two counters.
 - b. The registrars shall appoint as many absentee ballot counters as are needed to count absentee ballots. Each registrar's appointments must be electors and individuals of known integrity. Prohibited are the spouses, parent, grandparent, child or sibling of a candidate from being appointed to count absentee ballots on which the name of such candidate appears. In towns which elect registrars from each voting district, these appointments are made by the registrar of the first district. (§9-147a, §9-147c, §9-148)
- N. **Two shifts of the poll workers**, except the moderator, may be established by the registrars of voters. In addition, the registrars of voters may also establish two *or more* shifts of *unofficial checkers*. (§9-235, §9-258a)
- O. **Before each election**, the Registrar and head moderator (or moderator) shall instruct the election officials. (§9-249) Materials for election official instructions are in the Moderator's Handbook provided by the SOTS. There is online training available from the SOTS.
- P. **Unofficial Checkers / Party Watchers** – No election official may perform the functions of an unofficial checker or assist them.
- a. Notice to be sent to candidates and political party chairs. of their right to submit a list of desired unofficial checkers to the Registrars at least 48 hours before election §9-235

Click on links to navigate through manual

b. Appointment of unofficial checkers

- i. The town chairman of the party must submit the names of the unofficial checkers to the Registrar of his party at least 48 hours before the election, or the Registrar may choose the unofficial checkers if the chairman fails to do so. These unofficial checkers must be enrolled in the party in which the Registrar is enrolled, except that a 16- or 17-year-old U.S. citizen resident of a town may be appointed an unofficial checker. A registrar, at the request of the town chairman of the party with which he is enrolled, shall change such appointments up to the close of the polls. Each Registrar may appoint a maximum of four unofficial checkers for their party for each line of electors in each polling place. They may come and go as they please, and each group is entitled to a copy of the active registry list in use at the polling place. If any such unofficial checker interferes with the orderly process of voting or attempts to influence any elector, he shall be evicted by the moderator. The Registrars may establish two or more shifts of these unofficial checkers. (§9-235, §9-235d) (Registrars may suggest that unofficial checkers introduce themselves to the Moderator upon entering polls.)
- ii. The appointment of unofficial checkers for candidates of other than the parties in which the registrars are enrolled, provided that the names of *three or more* candidates for office appear in a single row on the voting machine ballot label, either as petitioning candidates (with or without a party designation) or under a third-party designation. In such instances, not more than two electors of the town, or 16- or 17-year-old U. S. citizen residents of a town, may serve as unofficial checkers on behalf of the candidates whose names appear on such row, provided the names of the unofficial checkers are submitted to the registrars of voters at least 48 hours before the election. Each such group of unofficial checkers is also entitled to a copy of the active registry list in use at the polling place. Third party and nominating petition candidates whose names appear on the voting machine ballot label on a row which has a total of only one or two candidates are not entitled, as a matter of law, to unofficial checkers. (§9-235(b))
- c. Compensation: unofficial checkers may be compensated by the municipality.
- d. Runner: when a party or such group of candidates has provided unofficial checkers, any person, *except* for a candidate or election official may serve as a runner for such party or group of candidates. (§9-235b, §9-258)
- e. Unofficial Checkers for Each Question on the Ballot: If a town is voting on local questions on the election ballot, a few days before the election the registrars must check with the town clerk to obtain the names of each committee and person on whose behalf a political committee statement of organization or a certificate of exemption has been filed for the question. Then registrars must notify each such committee and person and must also notify each other group known to be for or against the referendum issue of their right to submit designees to the registrars of voters at least 48 hours before the opening of the polls, indicating their position on the question. Registrars must keep a public record of persons notified and persons requesting appointment. The registrars of voters may jointly appoint for each voting district not more than eight electors of the town, or 16 or 17-year-old U. S. citizen residents of the town, as unofficial checkers for each question. Registrars may appoint from one side alone only if the other side chooses not to submit designees. The registrars of voters are prohibited from appointing unofficial checkers at a referendum if no designees are submitted by 48 hours before the polls open. (§9-235(e), §9-235d)

Q. Certifications

1. Polling Place, Moderator Certification: no later than 31 days before each election and primary, must be certified with the SOTS via EMS. The certification must provide the name, address, relevant contact information, and corresponding federal, state, and municipal districts associated with each polling place. (§9-228a)
- R. Ballot Certification – No later than 31 days before an election, the Registrar & Clerk shall jointly certify to the SOTS the number of ballots they ordered for each polling place along with information on historical turnout for each polling place over the past four elections of a similar nature and any other relevant factors unique to each polling place that may increase voter turnout. (If the registrars and clerk do not jointly submit this certification, they shall order one ballot for each registered voter.) (§9-255a) Refer to EMS Manual for instructions

CERTIFICATION OF BALLOT ORDER*You should use a separate form for each polling place in your municipality*

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: _____

- S. **Privacy Booths** - The formula for voting privacy booths is one booth for each two-hundred fifty, or fraction of two-hundred fifty, electors whose names are on the last-completed registry list for each voting district within the municipality or, for municipalities not divided into voting districts, one booth for each two-hundred fifty, or fraction of two-hundred fifty, electors whose names are on the last-completed registry list for the entire municipality.
- T. **Emergency Contingency Plan** (§9-174a); all municipalities are required to have an emergency plan that covers all election problem possibilities. Registrars may include a review of the plan during poll worker training.
- U. **Presence of Registrars** - Each Registrar shall be present during the taking of the vote. Assistant Registrars may be appointed to be present at the taking of any such vote and discharge the duties of Registrars. (§9-234).
- V. **Canvassing returns & submitting results** – moderators to prepare the candidate tabulator vote totals “preliminary list” for transmission to the secretary once the checkers have recorded them
1. By midnight on state or federal Election Day: Moderator required to immediately transmit to secretary of the state by midnight on election day the preliminary list of election returns for offices voted on. (§9-314)
 2. Temporary interruption of canvassing returns – After moderator transmits the state/federal preliminary list to the secretary the canvass may be temporarily interrupted. During the interruption, the moderator must: (1) return all tabulator keys to the registrars; (2) seal the tabulators against voting or tampering; (3) prepare and seal individual envelopes for write-in ballots; absentee ballots; moderator returns; and other notes, worksheets, or written materials used at the election; and (4) store the tabulators and envelopes in a secure place as directed by the registrars. When the temporary interruption is over, the moderator must prepare to complete the canvass by (1) retrieving the keys, tabulators, and envelopes and (2) breaking the seals.
- W. Within 48 hours after the polls close: Moderator deposits certificate from the official checkers with town clerk; Registrars deposit signed registry list with town clerk; Moderator announces (1) each candidate and his or her absentee votes and (2) votes for and against ballot questions; Moderator submits to secretary of the state (1) duplicate list of election returns for offices voted on at a state or federal election or (2) results of votes for offices voted on at a municipal election; Registrars provide town clerk with results of votes cast (§9-314)
- X. **Meeting to Correct Returns in Multi-District Towns** - Head moderators, town clerks, and registrars in towns divided into voting districts must meet to identify any errors in the election night returns previously submitted to the secretary (i.e., the “duplicate list”) no later than 9:00 a.m. on the third day after a regular state election to identify errors. The moderators must correct any errors and file an amended return with the secretary and registrars no later than 1:00 p.m. on the third day after the election. (§9-314)
- Y. **Voter I.D. Requirements** – In the chart below section A refers to names with an asterisk only at Federal Elections and Primaries. Refer to section B for all other Elections and Primaries. (§9-261(a))

Click on links to navigate through manual
IN-PERSON VOTER ID REQUIREMENTS

Two Types of ID Requirements in CT:

<p>A. <u>First time voters</u> who:</p> <ul style="list-style-type: none"> a. registered by mail after January 1, 2003, <u>and</u> b. are voting for the first time in an primary/election with <i>federal candidates</i> on the ballot <u>and</u> c. have a "mark" next to their name on the official registry list: 	<p>B. <u>All other voters</u> (THIS INCLUDES MOST VOTERS)</p>
<ul style="list-style-type: none"> • You must present: <ul style="list-style-type: none"> ○ A copy of a current and valid photo identification that shows your name and address; <p><u>Or</u></p> <ul style="list-style-type: none"> ○ A copy of a current utility bill, bank statement, government check, paycheck or government document that shows your name and address; <p><u>Or</u></p> <ul style="list-style-type: none"> ○ Cast a provisional ballot 	<ul style="list-style-type: none"> • You must present: <ul style="list-style-type: none"> ○ Your social security card, <u>or</u> ○ Any pre-printed form of identification that shows your: <ul style="list-style-type: none"> ▪ name and address, <u>or</u> ▪ name and signature, <u>or</u> ▪ name and photograph <p><u>Or</u></p> • Sign a statement under penalty of false statement on Form ED-681 entitled, "Signatures of Electors Who Did Not Present ID", provided by the Secretary of the State that the elector whose name appears on the official check list is the same person who is signing the form.



Sample Municipal Election “To Do” Check List (select what is applicable)

of Days
Prior to
Election

(EMS – IMPORTANT - Turn OFF Pop Up Blockers - <https://CTEMSADMIN.PCCTG.NET>)

- ☐ ____ SEND Memory Cards to LHS (LHS Assoc.Inc., 10 Manor Parkway, Unit B, Salem, NH 03079)
- ☐ ____ RESERVE Central Counting Location for absentee ballot counting, if applicable. (§9-147a)
- ☐ ____ RESERVE/Determine Polling Places in accordance with ADA and disability/voting rights act. (§9-168, §9-169) (31 days prior to election deadline)
- ☐ ____ Reserve location for Instruction of Poll Workers (§9-249)
- ☐ ____ REQUEST Purchase Order for ballots and memory cards (if applicable)
- 62 ____ PUBLIC NOTICE of lottery by 5 days prior. As a courtesy notify candidates and town chairs. (§9-253)
- 57 ____ CONDUCT public lottery, immediately after primary or earlier if no primary held, to determine order of names on ballot (§ 9-253, §9-453r & §9-372(6))
- 60 ____ APPLY for Waiver of Polling Place to SOTS if applicable. (60 days prior to election) (§9-168d(c))
- ☐ ____ INPUT on Ballot Creation- Give input on ballot content & form to town clerk prior to printing (§9-135b & §9-369c) (EMS, Dashboard, Grids Report)
- ☐ ____ ORDER ballots (§9-250), at least two sample ballots (§9-255) also posters if needed.
- ☐ ____ NOTIFY LHS for memory card programming of central counting or counting AB at polls and/or EDR.
- 45-7 ____ SCHEDULE Supervised Absentee Balloting if applicable (within 7 to 45 days prior to election) (§9-159q&r)
- 32 _ REMIND clerk to send AB application to Permanently Physically Disabled electors (§9-140e) optional
- ☐ ____ ARRANGE for telephone to be in polling place for election officials. (§9-237a)
- ☐ ____ ARRANGE parking logistics with institution and police (if needed)
- ☐ ____ ARRANGE for Police coverage at polls (if needed)
- ☐ ____ ARRANGE with IT Dept. to establish CVRS connection at EDR location and polls (if needed)

Click on links to navigate through manual

- ☐ _____ ARRANGE for transportation of election equipment
- ☐ _____ ARRANGE for transportation of tabulators and ballots (§9-247)
- 42 _____ PUBLISH & POST Tuesday of the fifth week before election to prepare preliminary list. (§9-35)
- 38 _____ NOTICE to candidates & town committee chairs informing them of their rights to submit name of desired certified moderator(s) prior to 31 days before primary only. (§9-436(d)) (EMS, Dashborad, List of Nominees)
- 35 _____ SESSION of the Tuesday of the fifth week before election to prepare preliminary list. (§9-35)
- 35 _____ MAKE AVAILABLE list for public inspection & make copies available for distribution (§9-36)
- 35 _____ POST names and addresses of electors removed from registry list (§9-35a, 9-§64a)
- 35 _____ POST remedies available from Registrar to reinstate elector to active registry list (§9-35a)
- ☐ _____ MAKE available, preliminary registry list to candidates upon request (§9-39)
- ☐ _____ APPOINT Certified Moderator(s), Head Moderator and Alternate Moderator(s) (§9-229) (EMS, Maintenance, Maintain Moderator/Head Moderator, CLICK  on line of moderator, input data) NOTE: If Head Mod. is also a Mod. be sure to select Role as "Regular Moderator" & check "Select as Head Moderator." CLICK ,
- ☐ _____ SUBMIT names of moderators to clerk (§9-229)
- 31 _____ CERTIFICATION of Polling Place(s) and Moderator(s) in writing to SOTS (§9-168d) (EMS, "Maintenance", "Assign Polling Place to Election", Select Election, "Search", Select Polling Place, "Assign Polling Place to Election") (EMS, "Reports," "Polling Places Report, "Select Election, "Generate Report")
- 31 _____ CERTIFICATE of Ballot order, certify in writing to SOTS (31 days prior to election) (§9-255a) (EMS, Data to be entered by ROV or Clerk "Maintenance," "Enter Ballot Ordered" Input data) (EMS, to be Certified by ROVs & Clerk – On Dashboard) (Disable Pop up blocker)
- 31 _____ CERTIFICATION of EDR location
- 31 _____ UPDATE Preliminary Registry List & make available for public (9-36 amended)
- ☐ _____ ORDER polling place signs (if needed)
- ☐ _____ Inventory election supplies
- 21 _____ APPOINT Poll workers (§9-229, §9-233, §9-249, §9-258)
- ☐ _____ NOTICE of appointed poll workers to town clerk
- 20 _____ NOTICE of Central Counting to clerk 20 days prior to election (§9-147a(b))
- ☐ _____ Certificate/REPORT on poll worker instructions, stating when (time & date), where and who (with signatures) received instructions, to be filed with clerk and SOTS (§9-249)
- ☐ _____ NOTICE of rights to be present to inspect the preparation of voting equipment to political party chairs. (§9-244) (see section L above)
- 20 _____ CREATE a Ballot Test Deck – minimum 27 ballots from each district including absentee ballots (10 to 20 days prior to election)
- 20 _____ TEST Tabulators, Memory Cards & Ballots as soon as all are received and verify that date and time are set correctly on tabulators (prior to 10 day before election)
- 20-10 _____ REPORT for Pre-Election Testing – complete – give signed copy to clerk and moderator (fill out during testing) (within 10 days prior to election) (Moderators Handbook & ref. §9-247)
- 20-10 _____ FILE with clerk the Test Ballots used for pre-election testing (within 10 days prior to election)
- ☐ _____ AUDIO PROOFING of the IVS/AVS pronunciations & make changes if necessary
- ☐ _____ Download ballot information into IVS/AVS computers/tablets
- 16 _____ NOTICE of limited reg. session (7 to 16 days prior to election) (§9-16 & §9-17)
- 14 _____ CHECK for registered Write-In candidates (after 14 days prior to election)
- 14 _____ SESSION, Special Registration Session Deadline – for schools, etc. with 25 or more residents (before 14 days prior to election) (§9-17, §9-19c)
- 14-7 _____ Final Registry list within 14 to 7 days prior to election to be available for public inspection during Town Hall hours. (§9-37, §9-38)
- 7 _____ DEAD LINE for Registration by Mail (7 days prior to election)
- 7 _____ FILE FINAL REGISTRY LIST with clerk (§9-38)
- ☐ _____ MAKE final registry list available to candidates upon request (§9-39)
- ☐ _____ INSURE that Emergency Contingency Plan can be activated on Election Day (§9-174a)
- ☐ _____ FILE a sample ballot with "SOTS for approval (not less than 10 days) (§9-256)
- ☐ _____ SUPERVISED Absentee Balloting not later than 1 day prior to election (§9-159q(c) & r)
- 7 _____ CHECK-OFF Absentee Ballots on Official Voter List (7 to 1 day prior to election) (§9-140c(b))

Click on links to navigate through manual

- 7 ____ SESSION, Registration 9 a.m. to 8 p.m. (7 days prior to election) (§9-17, §9-19g)
- 7 ____ NOTICE of rights to candidates and committee chairs to submit a list of designees to work as unofficial checkers (§9-235, §9-235e, §9-436a)
- 2 ____ DEADLINE for town chairs or candidates to designate Unofficial Checkers (§9-436a)
- 1 ____ PROVIDE Election supplies & forms to moderator or bring to polling place (§9-248)
- 1 ____ SESSION, Limited Registration 9 to 5 p.m. is cut off for military (1 day prior to election) (§9-17(b))
- AFTER ELECTION DAY:
- ☐ ____ Secure ballots and tabulators for 14 days (§9-266 , §9-310)
- ☐ ____ Enter “Who Voted” information into CVRS (within 60 days after election)
- ☐ ____ Recanvass determination deadline
- ☐ ____ Notify committee chairpersons (& SOTS if state election) of recanvass (within 24 hrs of determination of a recanvass)
- ☐ ____ Emergency plan activation - written report to SOTS (within 30 days after plan is activated) (§9-174a, §9-246, §9-311)
- ☐ ____ Post Election Audit



CHAPTER 15 SPECIAL ELECTION

"SPECIAL ELECTION" means any election not a regular election (§9-1(r)).

NOTE: SOTS will provide you with specific Special Election instructions and calendar.

An absentee ballot shall be cast at a SPECIAL ELECTION if it is returned by the applicant in person to the clerk by the day before a SPECIAL ELECTION. §9-140b(a)(2) *What about mailed-in ABS? statute included below for our reference, not to be included in handbook (Waiting for clarity from SOTS)*

1. FILLING VACANCIES.

a) **SPECIAL MUNICIPAL ELECTIONS are held to fill a vacancy or create a new office. (§9-164(b))**

- It can be ordered by the legislative body, or an application of 20 electors of the municipality filed with the municipal clerk.
- The legislative body sets the date of the Special election and notifies the municipal clerk.
- The clerk then notifies the town committee chairman of each major and minor party and with The Secretary of the State.
- If the date for the special election is less than 30 days prior to the regular election, the Secretary of the State may combine the special election with the regular municipal election.
- Unless otherwise provided by the general statutes, Special Municipal Elections are conducted in the same manner as regular elections and primaries.

(Refer to the Elections Chapter (13) in this handbook).

b) **TOWN CHARTERS can provide that a vacancy in its legislative body be filled by a Special Election no later than 45 days after the effective date of the vacancy. (§9-164(c))**

- The municipal clerk must file forthwith a notice of the vacancy with The Secretary of the State, and the town committee chairman of each major and minor party.
- There are no primaries for special elections ordered by town charter. Candidates are either party-endorsed or nominated by petition.

c) **VOTING DISTRICTS. Special elections can be held to fill a vacancy in voting districts or political subdivisions including state senator or state representative. (§9-169e)**

- Voting location and nomination of candidates must be held within the boundaries of the district or political subdivision represented by the person who vacated the office.

2. REGISTRY LIST.

a) **DEFINITION OF REVISED REGISTRY LIST FOR SPECIAL ELECTIONS. (§9-172a)**

- For Special Elections, the term "revised registry list last completed" means the registry list last completed (used) for the last regular election held in the municipality or political subdivision where the special election is being held,
- **Plus,** an updated (supplementary) list of persons who acquired voting privileges after that election.

b) **REGISTRY LIST AND REGISTRATION DEADLINES. (§9-172b)**

- The registrars of voters do not hold voter registration sessions or sessions to revise the registry list.
- The Registrars of voters shall complete, print and certify the updated (supplementary) list no later than the day before the special election. The names of persons who acquired their voting privilege within 30 days of the special election can be inserted on the list in writing.
- Voter registration deadline is the day before the special election. No Election Day Registration (EDR) for special elections.

3. HOURS OF VOTING.

Click on links to navigate through manual

Unless otherwise provided by the general statutes, a special act or local charter, voting hours at special elections are the same as regular elections, from 6 a.m. to 8 p.m. Voters already in line at 8 p.m. can vote. (§9-174)

4. VACANCIES IN THE GENERAL ASSEMBLY.

- The Governor shall, within ten days after the vacancy occurs, issue writs of election, ordering a special election. Such writs are to be conveyed to the town clerks. (§9-215(b))

5. WARNING AND CONDUCT OF THE SPECIAL ELECTION (§9-215(c))

- Upon receipt of the writ of election, the town clerk shall warn the special election in the same manner as a state election.
- The special election is to be organized and conducted in the same manner as a state election. The vote shall be declared, certified, directed, deposited, returned and transmitted in the same manner as at a state election.

6. NOMINATION OF CANDIDATES. (§9-215(d))

Candidates are nominated by political parties in accordance with party rules, or by nominating petitions.

7. NO PRIMARIES TO FILL VANCANCIES IN STATE OFFICES. (§9-215(e))

No party primaries shall be held for the nomination of candidates. The party endorsed candidate selected by each political party becomes the nominee of the party.

8. NOMINATION BY PETITION. (§9-216)

Nominating petitions shall be submitted to the town clerk in the town in which the signers reside not later than 8 days after the issue of the writ of election and filed with the Secretary of the State not later than 2 days thereafter.

9. LIST OF CANDIDATES. (§9-217)

The Secretary of the State shall provide the municipal clerk with a list of the candidates of each party 34 days before the special election. (§9-217)

10. FILLING VACANCIES IN TOWN OFFICES. (§9-220)

- Elective town office vacancies are filled at the next town election or at a Special Election in accordance with Sec.9-164.
- The selectmen shall fill all vacancies to which they have power of appointment until the vacancy is filled through an election.

11. FILLING VACANCIES IN THE OFFICE OF FIRST SELECTMEN OR SELECTMEN. (§9-222)

- The remaining members of the board of selectmen shall fill the vacancy within 30 days after the day of its occurrence.
- The remaining members can appoint one of themselves to fill a vacancy in the office of First Selectmen, then fill the selectmen vacancy as provided.
- If the Board of Selectmen fails to fill the vacancy within 30 days, the town clerk shall within 10 days thereafter notify the town officers elected at the same election, for the same term, and of the same party, as the vacated office that they have 60 days after the vacancy occurred to fill the office. If the person who vacated the office was not enrolled in a political party, the vacancy shall be filled by all the elective officers. The appointee shall serve the remaining term or until a special election is held.
- **PETITION FOR SPECIAL ELECTION.** The town clerk shall call for a special election upon receipt of a petition containing signatures of at least 5% of registered voters but no less than 50 within 15 days after the appointment.

12. BALLOTS. (§9-224)

- When a special election is held at the same time as a regular election, the office to fill the vacancy shall be placed on the same ballot as the regular election.

Click on links to navigate through manual

- Sec. 9-251 gives the Secretary of the State the discretion to designate the order of offices on the ballot. The SOTS will send instructions as to where to place the office to fill the vacancy and how to label the heading on the ballot.

(For Example: The vacant office will be placed in the first column and the heading on the ballot will be “Special and Municipal Election”).

13. NO SPECIAL ELECTION HELD IF ONLY ONE CANDIDATE.

If there is only one candidate and there is no registered write-in candidate, the special election will not be held. For a municipal office the municipal clerk declares the candidate elected. For a state or district office the Secretary of the State declares the candidate elected. (§9-224a)

14. WRITE-IN CANDIDATE FOR SPECIAL ELECTIONS. (§9-224b)

- To be a valid write-in candidate in a special election to fill a vacancy in a state, district or municipal office, a person must register with the Secretary of the State not before 90 days or after 14 days before the special election.
- To be a valid write-in candidate in a special election to fill a vacancy in the municipal office of town meeting member in towns that have a representative town meeting with 75 or more members, the person shall register with the town clerk not before 90 days and not later than the last business day before the election.
- The registration shall include the office sought, a statement of consent to be a write-in candidate, but shall not designate a political party.

15. SUBMISSION OF NOMINATING PETITIONS. (§9-453i(b))

- Each page of a nominating petition to fill a vacancy in a special election shall be submitted to the appropriate town clerk or the Secretary of the State not later than 4 p.m. on the 7th day before the election.
- When the special election is held in conjunction with a regular election, the deadline is the same as for the regular election.

16. TABULATORS – VOTING TABULATORS REQUIRED. (§9-238)

17. Per §9-272, if owing to the number of candidates to be voted upon, owing to the inability to obtain a sufficient number of voting tabulators, or if it is found impracticable to use voting tabulators at any election, primary or referenda, the registrars may elect to hand count. The SOTS strongly recommend using tabulators unless the above conditions apply and has added low expected turnout to those conditions.
- The registrars of voters may determine the number of voting tabulators to use at any special election. The registrars shall provide at least one tabulator in the municipality, in multi district towns, at least one tabulator per district.

18. ACCESSIBLE BALLOT Accessible Ballot Marking System –

- The Accessible Voting System (AVS) from Inspire Voting Systems (IVS) is required at all elections. Refer to Inspire Ballot Marking System Election Preparation and Election Day Manuals for details.



CHAPTER 16

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))

- 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)

- In towns with a Charter Referenda the local provisions would govern.

Recommended Guidelines

Guidelines compiled from CT State Statute and the SOTS Advisory Guidelines Concerning Municipal Referenda.

*Except where a requirement is mandatory by state statute, compliance with these guidelines is to be voluntary, and it is up to the individual municipalities and their own town attorneys to determine the extent to which they are followed. These guidelines are advisory only. They are not meant to serve as regulations. Therefore, if there is a conflict with any town charter, or any provision of the CT General Statutes, the **local or statutory provisions are to govern.***

A. REFERENDA NOT HELD IN CONJUNCTION WITH A REGULAR OR SPECIAL ELECTION

A referendum is run similarly to that of a municipal election except as described in Town Charter and below:

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

Availability - 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. – Starting time designated by Registrars, not earlier than 12 noon on the day of a referendum the absentee ballot counters may start the process of counting absentee ballots. (§9-150a)

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 (b))

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. (§ 9-369c(f))

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))

Review of A.B. by registrars - the town clerk is required to allow the registrars of voters to comment on the ballot content and form prior to printing such ballots (§9-135b)

ANNOUNCEMENT/PUBLIC WARNING Warning of vote for the approval or disapproval of amendment, question or 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

Click on links to navigate through manual

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. The SOTS welcomes municipalities to mail their proposed referendum ballot to the SOTS for their review and suggestions. Secretary of the State, Elections Division Services, PO Box 150470 Hartford, Connecticut 06115

YES/NO Vote – The vote shall be taken by a “Yes” and “No” vote on the voting tabulator or by paper ballot. Each elector shall vote “Yes” if in favor of the amendment, question or proposal or “No” if not in favor thereof. §9-369

COUNTING VOTES - Per §9-272, if owing to the number of candidates to be voted upon, owing to the inability to obtain a sufficient number of voting tabulators, or if it is found impracticable to use voting tabulators at any election, primary or referenda, the registrars may elect to hand count. The SOTS strongly recommends using tabulators unless the above conditions apply and has added low expected turnout to those conditions.

The procedures for securing and counting the paper ballots described in this section shall be in compliance as nearly as possible, in the manner prescribed by the Secretary of the State, with the procedures for securing and counting absentee ballots.

Tabulator Use is required unless there are conditions per §9-272- under which use of tabulators may be discontinued. If a municipality uses the optical scan voting machine, the SOTS advises that one machine and one backup machine be made available for each polling place.

Accessible Ballot Marking System is required by the SOTS at referenda.

CUT-OFF DATE FOR VOTER REGISTRATION prior to a referendum is the close of business the day before referendum. No person admitted as an elector on the day of the referendum shall be entitled to vote in that referendum as a registered voter. (§9-172b)

DATE OF REFERENDUM: A referendum question can be voted on at a regular election if all statutory requirements are met or on a day by itself.

Adjourned Town Meeting - Once it has been determined that the town meeting is going to be adjourned, the date for the referendum shall be set no less than 7 days or more than 14 days after the scheduled town meeting. This date is set by the town meeting or, if the town meeting fails to do so, by the selectmen. (§7-7)

Resolution/Referendum – The date of the referendum is determined by the legislative body of the municipality and must be held earlier than the thirtieth day following the publication of a legal notice by the town clerk. (§7-9c) The question of approval of such resolution shall be submitted to the electors of such municipality at a special election called for such purpose to be held within thirty to sixty days, after adoption of such resolution, in conformity with the provisions of §9-369. (§7-485) or, if a regular municipal election is to be held within 60 to 120 days, after the adoption of such resolution, such question shall be so submitted at such regular election and a vote thereon shall be taken in the manner prescribed in §9-369. (§7-485)

ELIGIBILITY FOR VOTING - In the absence of specific provisions of your town charter, by laws, or the general statutes concerning eligibility to vote at a particular referendum, each elector should be allowed to vote. In addition, a suggestion for consideration would be that persons who are not “Electors” but who are “Voters” be allowed to vote when the result of the referendum might affect the property tax structure or rate in the municipality. It is recommended that Registrars inform the public of who is eligible to vote in referenda.

Electors may vote in elections, primaries, town meetings, and referenda. They are registered voters and possess the qualifications prescribed by the Constitution, duly admitted to, and entitled to exercise the privileges of an elector in a town. (§9-1)

Voters may vote in town meetings, and referenda according to your town's charter, by laws, etc.

FUNDS - no expenditure of state or municipal funds shall be made to influence any person to vote for approval or disapproval of any such proposal or question. §9-369b(4)

HOURS OF VOTING- The voting hours are normally from 12 noon to 8 p.m. The hour of opening the polls should remain flexible so as to permit an earlier opening if the circumstances warrant. The municipal legislative body may authorize the opening of the polls as early as 6 a.m. (§7-7, §7-9b)

MODERATOR of the town meeting is to be chosen from the last-completed registry list and is the head moderator of the referendum unless they decline to serve. At that time another moderator is appointed. (§7-7) Moderator of the referendum must be a certified moderator.

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 In the vast majority of cases, there is no need to report the results of a referendum to SOTS. But in the cases of referenda regarding the adoption of a special act, home rule charter, or a charter revision, the town clerk should report the results of the vote to SOTS, within 15 days, in writing (§9-371)

SUPPLEMENTARY VOTER LIST – Registrars shall prepare a certified accurate supplementary voter list, of the names and addresses of those acquiring voting privileges after the completion of the last registry list no later than the day before the referendum. 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 for the referendum, indicating their position on the referendum question. The Registrars may appoint designees of one side alone if the other side chooses not to submit designees. Not more than eight electors of the town may serve as unofficial checkers. (§9-235(d), 9-235(e))

Click on links to navigate through manual

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. (§9-235d)

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. (§9-235d)

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: (§9-235d)

**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 ELECTION

SUBMISSION OF LOCAL QUESTION AT ELECTIONS (§9-370) No local question approved for submission to the electors of a municipality within the period of 60 days prior to an election may be voted upon at such election unless otherwise specifically provided by the general statutes.

VOTE BY ELECTORS & 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.

Click on links to navigate through manual

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

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)

Click on links to navigate through manual

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.



CHAPTER 17

*TABULATOR AND MEMORY CARD TESTING AND SET UP***CERTIFICATION REMINDERS AND PROCEDURES**

- **MAKE SURE ROOM IS RESERVED AND FACILITIES NOTIFIED FOR SETUP OF ROOM**
- Post notice of certification on website, customer service center, town committee chairs, and Candidates (§9-244)
- Make sure to charge the tabulators at least 1 day prior to certification.
- Prepare certification paperwork to include
 - REPORT FOR PRE-ELECTION TABULATOR & MEMORY CARD TESTING
 - Proof the serial number and seals on each tabulator for report
 - How to change the date and time instructions
 - Time and Oath Sheet for signing in and out
 - Directions from LHS directions are included with the memory cards on how to certify tabulators and memory card
- Prepare test decks –Number of test decks dependent on number of type of ballots in your Town. Make sure each set has a results page.
 - Ensure that the test deck includes write-in votes.
- Document the number of ballots required for both ABs and poll districts used for test ballots. Instructions from LHS vary as to number of ballots.
- Test at least two (2) memory cards per district.
- When central counting, prepare one or two test decks for Absentee Ballots + EDR. Make sure each set has a results page.

DAY OF CERTIFICATION

- If applicable, teams are designated with one Republican and one Democrat or (unaffiliated)
- If applicable, assign a team to either one polling location or AB ballots
- Review the LHS memory card instructions
- Each team will do the following.
 - Is the date and time correct?
 - Is the amount of tape remaining adequate? If not, replace the tape
 - Verify that the keys are in the designated location.
 - Verify that the power cord in the carrying case
 - Verify there is an ENDER CARD in the carrying case
 - Test the tabulators following the LHS instructions
 - Is the ink cartridge good? If not, replace.
 - After tabulator certification, check that there is a numbered SEAL securing the memory card.
 - Verify that there is numbered SEAL securing the carrying.
 - Fill in the information on the certification report and sign.

SUPPLIES

For the Tabulators – rolls of tape, ink cartridges, tabulator keys, memory cards and numbered security seals for memory card, port seals & tabulator case.

For working – pens, wire clipper, clip boards, scissors, instructions, etc.

Click on links to navigate through manual

CHANGING THE DATE AND TIME IN THE ACCU-VOTEPower on the machine while **depressing the YES and NO** buttons.

This puts you in DIAGNOSTIC MODE.

<u>LCD DISPLAY</u>	<u>RESPONSE (using Yes/No buttons)</u>
SET SYSTEM CLOCK?	YES
IS DATE OK?	YES
IS TIME OK?	NO to move time ahead, YES when time is correct.
DUMP MEMORY CARD IMAGE?	TURN TABULATOR OFF

SET UP AND TESTING PROCEDURES

***Remove the printer tape cover

1. Insert the memory card into the machine

Using the yes/no buttons, answer the questions below as shown

LCD Display	Response
Test Ballots	Yes
Test Unvoted Ballots	Yes

2. Feed the unvoted ballot in all four directions into the machine. This prints a heading each time the ballot is inserted. Press "NO" when finished.

Using the yes/no buttons, answer the questions below as shown

LCD Display	Response
Test Ballots	Yes
Test Fully Voted Ballots	Yes

3. Feed the fully voted ballot in all four directions into the machine. This will print a heading each time the ballot is inserted. BE SURE THAT ALL OVALS ARE FILLED IN ON THIS BALLOT. PRESS "NO" when finished.

Using the yes/no buttons, answer the questions below as shown

LCD Display	Response
Count Test Ballots	Yes
Print Zero totals	No
Re-Circulate Ballots	No

4. Feed the rest of the test ballots through the machine.
5. After feeding in all test ballots, insert the ENDER CARD while holding the YES & NO buttons.

If you are counting OFFICAL BALLOTS ONLY at the polls then follow these instructions when testing your official ballots:

6. Select **YES** to "Print Test Results Report"
7. Select **NO** to "Print Long Report" **THEN GO TO STEP 11.**

If you are counting ABSENTEE BALLOTS CENTRALLY or if you are counting ABSENTEE AND OFFICIAL BALLOTS AT THE POLLS then follow these instructions when testing your official ballots:

8. Select YES to "Print Test Results Report"
9. Select YES to "Print Full Totals Report"
10. Select NO to "Print Long Report"
11. Check the results of the printout to your hand tally. DO THEY MATCH?
 - a. YES – Go to the Preparing for Election steps.
 - b. NO – Turn the unit off and then back on. Rerun the test. IF the rerun does not match your hand count, contact the Office of the Secretary of the State.
 - i. Did total match = First try = YES/NO
 - ii. Did total match = Second Try = YES/NO

Preparing For Election**After verifying results and found correct, answer the questions below as shown**

LCD DISPLAY	RESPONSE
Need another copy?	No
Repeat Test?	No
Send Test Results?	No
Print Test totals Report	No
Print Audit Report	No
PREPARE FOR ELECTION	YES
OK TO PREPARE FOR ELECTION	YES

12. Upon seeing the “Remove Prepared Memory Card” message, DO NOT REMOVE the memory card. Turn the unit off. However, *if testing more cards ie. four (4) cards for two machines, remove and insert next card.* If testing two cards, leave in machine after completion of the preparing for election steps.
13. Close and lock the bar over the memory card.
14. Seal the memory card in place using a memory card seal.

The Accuvote OS is now ready for Election Day

Registrars should now seal the tabulator in its carrying case and deliver it to the central storage facility where it will remain until election Day or until delivery to appointed election officials for short term storage before the election.

and that they are sorted into the appropriate ballot box compartment. Testing the ballot box deflector is included in the LHS maintenance contract.



CHAPTER 18

RE-CANVASS / RECOUNT

Read and follow the instructions given in the **Recanvass Procedure Manual** by the SOTS

A recanvass of the vote in an election or primary may occur in one of three ways: (Reg 9-242a-28)

1. Discrepancy Recanvass (§9-311)

- a) Determined by Head Moderator within three days after election that there is a discrepancy in the return of any district in an election or primary.
- b) Moderator sets the time and location of the recanvass.
- c) Moderator summons recanvass officials and gives written notice of time and place to town chairmen and candidates.
- d) Moderator may limit recanvass to machine counted ballots, absentee ballots, write-in ballots or any combination thereof.

2. Close Vote Recanvass §9-311a, 9-445**A. Elections or Primaries:**

Recanvass is automatic (unless defeated candidate waives their right in writing).

- 1) Determined by Town Clerk for local and municipal elections, by SOTS for state or district elections.
- 2) The convening authority shall notify the head moderator who shall then will follow the procedure for discrepancy recanvass.
- 3) The calculation for a SINGLE opening office is the difference between the winner and loser in the total votes cast only for that office:
- 4) The calculation for a MULTI opening office is the difference between the last winner and the first loser in the total votes cast in the election or primary.
 - Less than 20 votes, no need to do any additional calculations,
 - Less than ½ of 1% (.005) but not more than 2,000 votes in an election or 1,000 in a primary
 - In the multi-opening office, votes for *all* candidates for the office are recanvassed.

B. Question(s) in an election or referendum (§9-370a)

- 1) Moderator shall, when the difference between the “Yes” and “No” vote is less than ½ of 1% (.005) of the total number of votes cast for the question but not more than 2,000, proceed forthwith to recanvass the returns as closely as possible in the manner described in (**§9-311**).
- 2) In the case of a regional school district referendum where there is a tabulation of the vote as a whole, the moderators in the district shall proceed forthwith to cause such recanvass to be made upon such tabulation.

3. Tie Vote Recanvass (§9-311b, 9-445, 9-446)

- a) After any election, recanvass is automatic, unless all but one of the “tied” candidates dies, withdraws, or becomes disqualified to hold office (9-311b).
- b) After a primary, SOTS gives notice for a recanvass for state or district office, and the Town Clerk gives notice for municipal office or town committee (9-445).
- c) If the recanvass results in a tie vote, the tie will be resolved by an adjourned primary (§9-446).

Timing: Determine if recanvass is necessary within three days of the Election or Primary.

Any recanvass must be held not later than the fifth business day after the election.

Impound - Once it is determined that there will be a Recanvass of votes following materials must be secured:

- 1. Registrars of Voters must store and secure:
 - a) tabulators with memory card still sealed in them for all voting districts including unused sealed and tested spare tabulators for use at the recanvass.
 - b) the sealed ballot transfer cases for each voting district, which contain:
 - All machine counted ballots.

Click on links to navigate through manual

- the sealed depository envelopes containing the hand-counted absentee ballots, notes, worksheets and other written materials used in the absentee ballot counting procedures, and the Moderator's Record of Absentee Ballot Count for Candidates.
 - the sealed depository envelopes containing the counted ballots from the auxiliary bin; notes, worksheets and other written materials used in counting the ballots from the auxiliary bin (if any).
 - the sealed depository envelopes containing the counted ballots from the write-in bin; notes, worksheets and other written materials used in counting the ballots from the write-in bin.
- c) the sealed depository envelopes containing rejected absentee and discarded inner and outer envelopes, and any impounded documents not in a ballot transfer case.
2. Town Clerk impounds:
- a) the official check lists used at polling places and central counting
 - b) the moderator's returns

Forms necessary for a recanvass are found in the Recanvass Procedure Manual:

Summons
 Notice of Recanvass in Case of Discrepancy
 Notice of Recanvass on Close Vote
 Return of Delivery of Notice
 Primary Recanvass/Provisional Ballot Return Form
 Return of Service Form
 Tally sheets
 Moderator's Returns

Notice of Recanvass

- SOTS notifies Clerk (If State or District)
- Clerk notifies Moderator
- Moderator: Notifies ROV, town chairmen, candidates, and the public. Summons recanvass officials.
 - Recanvass officials must be summoned by written notice delivered personally (does not need to be delivered personally by head moderator).
 - ROV and Town Clerk to receive written required material to be brought to the Recanvass. For example:
 Tabulators with memory cards still sealed in them, sealed ballot transfer cases – all counted ballots, all depository envelopes and notes from absentee counting, absentee ballot applications, official check lists, moderator's returns.
 NOTE: A complete and detailed list is in the Manual as to what election materials should be brought to the Recanvass.
 - Town Chairs of every party involved in the recanvass to receive written notice stating the date, time and place where the recanvass will take place. Each chair may send representatives to be present to observe but not participate in the recanvass.
 - Candidates - In a close or tie vote recanvass in an election or primary for municipal office or election of members of a Town Committee each candidate is given written notice of the day, time and place of the recanvass. Each candidate subject to the recanvass is permitted to have two representatives present.
- ROV notifies the Public by providing sufficient signage to enable any member of the public to easily locate the building and room where the recanvass is taking place, including the date and time.
 NOTE: It would be wise to also notify the Press and post details on the Town web site and the ROV website.

Recanvass officials are:

Moderator (Head Moderator)
 Registrar of voters
 Two official checkers from opposing parties – 2 minimum can hire more as needed
 Two absentee ballot counters from opposing parties – 2 minimum can hire more as needed
 Two ballot clerks from opposing parties – 2 minimum can hire more as needed
 NOTE: These officials should be chosen from the poll workers who worked on the elections, however you may substitute workers as needed.

Click on links to navigate through manual

The Town Clerk, although not a recanvass official, will be involved as they have some of the “Impounded” election materials needed for the Recanvass.

Multiple-Opening Offices

The returns for all candidates in the contest will be recanvassed

RECANVASS DAY - All recanvass procedures shall be open to public observation

A. Officials --The Head Moderator or Moderator in single district towns is in charge of the recanvass.

- Recanvass officials should arrive before the official start of the recanvass for instruction.
- Go over the procedure of a recount and remind them that voter intent governs, and that the Moderator shall make the final decision regarding voter intent, if in question.
- Setting up the Recanvass officials in teams prior to their arrival will make the start smoother. You will know their party affiliation and can set up teams to represent different parties in an election or different candidates in a primary. This is usually Rep & Dem but could also be Dem & Unaffiliated or Rep & Unaffiliated.
- Swear in the Recanvass Officials.
- Registrars of voters provide tally sheets and Moderator Returns

B. Observers

At the start of the Recanvass instruct the Public Observers as to what they are allowed and not allowed to do.

Observers may be close enough to:

- Observe but not interrupt the process
- Allowed to take notes.
- See individual ballots as they are counted, but never allowed to touch the ballot. (? Can they take pictures?
Verifying with SOTS)
- See tally sheets being marked and counted.
- See report forms.
- Verify seal numbers.
- May ask questions to the ROV or Moderator but not the Ballot counters.

C. Chain-Of-Custody

Removing ballots, memory cards & tabulators from secure storage

- under supervision of two election officials of opposing parties (or candidates in a primary) until locked into secure storage (Reg.9-242a-2
- If not using a spare/back-up tabulator, follow the procedures in the SOTS Recanvass Manual to prepare and insert fresh memory card into tabulator.
- Prepare tabulator according to opening procedures in Moderator's Return.
- Break the seal of the ballot transfer case and remove the depository envelopes.

Never Leave Unattended

D. Ballot Counting Rules

- Voter Intent Governs
- Run properly marked ballots through tabulator
- Work in teams of at least 2 officials (not of same party affiliation)
 - Double check work done by other official (at least two sets of eyes)
- Count only the votes for the contests subject to recanvass
- Impartial judgement
- **Moderator** makes final decision when voter intent is not clear.

E. Basic Ballot Counting Process

- Examine ballots - determine whether markings for the office being recanvassed are clear to be read by tabulator



- Stack properly marked ballots into groups of 25/50 (recommended)
- Process properly marked ballots through tabulator



- Hand Count mismarked or improperly marked ballots (Including stickered ballots)
 - Follow Hand Counting Ballots Procedures
- Reseal into transfer bags and/or depository envelopes



F. Basic HAND Counting Ballots - For Improperly Marked Ballots

- **Hand count** the votes for the office(s) or question(s) subject to recount
 - Interpreting ballot markings for voter intent
- Hash marks on tally worksheet indicating votes received
- Reconcile hash mark sheets jointly
- Record # of votes onto tally sheet
- Reseal in labeled depository envelopes.
(Note: Hash marks are just one of several methods of keeping count)



A. TABULATOR Counted Polling Place Ballots

- Break the seal of the ballot transfer cases carrying the tabulator counted ballots.
- Working with one ballot bag at a time, remove the ballots from the ballot transfer case
 - ABANDONED Ballots – Simply consider abandoned ballots when reconciling the number of ballots cast to number checked as voting.
 - SPOILED Ballots – Keep in depository envelope. Do nothing with them.
- Follow “Basic Ballot Counting” Instructions above

B. Absentee Ballot Handling

- Open depository envelope with discarded outer and inner envelopes & rejected absentee ballots
 - In the presence of the moderator and town clerk
- Check all outer envelopes against:
 - Inner envelopes - Verifying that quantity is the same.
 - Clerk's check list
 - Verify postmarks & addresses
 - Official check list markings
 - ✓ Verify that # of outer & inner envelopes is same as # of persons checked as having voted by absentee ballot.
 - Regarding Rejected Ballots – Simply ensure that they have been accounted for.
- Open depository envelope(s) containing tabulator counted absentee ballots
 - Follow Basic Ballot Counting Rules
- Open depository envelope(s) containing hand counted absentee ballots
 - Follow Hand Counting Ballot Instructions

C. EDR Ballot Handling

- Handle as similarly as possible to the process used for Absentee Ballots

D. Write In Bin Ballots

- Open depository envelopes containing Election Day write-in bin ballots.
- Look at ballots for any defects or marking errors which might cause the tabulator to incorrectly read the ballot for the offices to be recanvassed.
- If any marking error or defect is found in the office being recanvassed the ballot should be set aside so it can be hand-counted.
- If there is a write-in for recanvassed contest set the ballot aside so it can be hand-counted.
- Feed all other ballots from the write-in envelope into tabulator, so non-write-in votes can be tabulated.
- Record votes on tally sheets
- Reseal write-in ballots in labeled depository envelope

E. AUXILIARY Bin Ballots

- Open depository envelopes containing the ballots from the auxiliary bin
- Hand count the votes for the contests subject to the recanvass
 - Follow Hand Counting Procedures
- Record votes on tally sheets
- Reseal in labeled depository envelope.

F. Interpreting Ballot Markings

- **Slash Marks Through Ovals** - Hand Count - Count Vote for Lincoln & Eisenhower

OFFICE → PARTY ↓	1 FIRST SELECTMAN	2 SELECTMAN
REPUBLICAN	<u>ABRAHAM LINCOLN</u> / 1A	DWIGHT EISENHOWER / 2A
DEMOCRATIC	GEORGE WASHINGTON 0 1B	U. S. GRANT 0 2B

- **Invalid Correction** – Hand Count – Count vote for Lincoln

OFFICE → PARTY ↓	1 FIRST SELECTMAN	2 SELECTMAN
REPUBLICAN	<u>ABRAHAM LINCOLN</u> X 1A	DWIGHT EISENHOWER X 2A
DEMOCRATIC	GEORGE WASHINGTON 0 1B	U. S. GRANT 0 2B

- **Invalid & Written Correction** – Hand Count – Count Vote for Eisenhower

OFFICE → PARTY ↓	1 FIRST SELECTMAN	2 SELECTMAN
REPUBLICAN	<u>ABRAHAM LINCOLN</u> 1A NO - WRONG	DWIGHT EISENHOWER 2A
DEMOCRATIC	GEORGE WASHINGTON 0 1B	U. S. GRANT 0 2B

- **Party Designation is Disregarded/Ignored** – NO Votes Counted
(NOTE: There is one exception - Party Designation is considered on Official BLANK Absentee Ballots)

OFFICE → PARTY ↓	1 FIRST SELECTMAN	2 SELECTMAN
REPUBLICAN	<u>ABRAHAM LINCOLN</u> 0 1A	DWIGHT EISENHOWER 0 2A
DEMOCRATIC	GEORGE WASHINGTON 0 1B	U. S. GRANT 0 2B

• **Determine if a True Overvote**

- ✓ Are there more candidates selected than allowed? No, there are only 4 candidates selected.
- ✓ This ballot is NOT a true Overvote because elector may “vote for any four” and there are only 4 candidates selected
- ✓ Multiple ovals filled in for a candidate equals only one vote for that candidate.
- ✓ 7 ovals filled in DOES NOT mean 7 votes counted
- ✓ Count a Vote for Washington, Barton, Ash & Ben Franklin

OFFICE		9	10	11	12
PARTY		Planning and Zoning Commission Vote for Any Four			
REPUBLICAN	9A	George Washington	10A Clara Barton	11A Arthur Ash	12A Franklin Pierce
	9B	Benjamin Franklin	10B	11B	12B
DEMOCRATIC	9C	Benjamin Franklin	10C	11C	12C
SAVE AMERICA NOW	9F	Benjamin Franklin	10F	11F	12F
WRITE-IN VOTES			Clara Ben		

• **Intent of Voter Must be Clear**

- the write-in vote would not be counted because it is not clear whether the vote is for Ben Franklin or Franklin Pierce.
- Clara Barton is the only clear vote

OFFICE		9	10	11	12
PARTY		Planning and Zoning Commission Vote for Any Four			
REPUBLICAN	9A	George Washington	10A Clara Barton	11A Arthur Ash	12A Franklin Pierce
	9B	Benjamin Franklin	10B	11B	12B
DEMOCRATIC	9C	Benjamin Franklin	10C	11C	12C
SAVE AMERICA NOW	9F	Benjamin Franklin	10F	11F	12F
WRITE-IN VOTES		Franklin			

• **Consistency is important when determining voter's intent.**

- Ovals are correctly filled in on ballot.
- Oval not filled in for write-in
- Count vote for Clara & Benjamin

OFFICE		9	10	11	12
PARTY		Planning and Zoning Commission Vote for Any Four			
REPUBLICAN	9A	George Washington	10A Clara Barton	11A Arthur Ash	12A Franklin Pierce
	9B	Benjamin Franklin	10B	11B	12B
DEMOCRATIC	9C	Benjamin Franklin	10C	11C	12C
SAVE AMERICA NOW	9F	Benjamin Franklin	10F	11F	12F
WRITE-IN VOTES			Arthur Ash		

Closing Recount

For Each Voting District

- Print and sign 2 elections results tapes
- 1st tape connected to Zero tape
 - attach to Recanvass Moderator's Return.
- Moderator announces tabulator results for contests subject to recanvass
 - Ignore results for offices not subject to recanvass
- Post 2nd result tape for observers to view
- After all votes subject to recanvass are counted:
- Record results on proper tally sheets
- Complete “Certificate of Closing Polls” form with moderator & at least two officials’ signatures.
- Record seal numbers from tabulator and ballot transfer cases
- Any additional memory card containers must be listed on certificate
- Complete Moderator's Returns for each office subject to recanvass
- Announce results for contests subject to recanvass
- Put in ballot transfer case all tabulator counted ballots & sealed depository envelopes as they were on election night
- Attach new seal
- Record seal number on Moderator's Return
- Put tabulator w/recanvass memory card into tabulator case.
- Attach new seal
- Record seal number on Moderator's Return



CHAPTER 19

AUDIT POST-ELECTION

REFERENCE: Audit Procedure Manual Rev. 8/16 and CT General Statutes §9-320f and 9-320g

PURPOSE & DIFFERENCE between an Audit and Recanvass/Recount:

- Audit is to determine tabulator's performance. It is to assess how well the tabulator performed and to confirm that the votes cast were counted properly by the optical scanning tabulators. (§ 9-320f)
- Recanvass/Recount is to determine voters' intent and vote total.

SELECTION: Mandatory post-election audits are to be conducted by Registrars of Voters in 5% of the voting districts and central absentee ballot counting locations randomly selected by the Secretary of the State-(§ 9-320f)

METHODS: Hand count or may ask SOTS to use UConn's electronic equipment. Registrars must continue to conduct audits manually for any primary or election for which electronic authorization has not been granted.

TIMING: Registrars of voters must audit the results on or after the 15th day after an election or primary and must be completed by the date prescribed by the SOTS. Notify SOTS of the date and location at least 3 business days in advance of the audit. Follow established procedures, including requirements for providing notice, chain of custody, and counting procedures. Election officials conducting the audit are to be compensated at the same rate of pay established by the municipality for elections and primaries. §9-320 (f)

OUTCOME: Statute does not provide for audit results to directly affect the reported vote totals. However, if the audit uncovers sufficiently large discrepancies of 0.5% or more, the SOTS has the authority to investigate further, and a discrepancy recount may be ordered. Statutes do not clearly mention the possibility of additional targeted samples as part of such investigation. [§ 9-320f(f) & (o)]

COMPLAINT: CGS § Sec. 9-320 (g) specifies that a candidate or elector is not precluded from seeking additional remedies, such as bringing a complaint in Superior Court, because of information revealed by the audit process.

HAND COUNTING AUDIT PROCEDURES

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

- Read the Audit Procedures Manual by the Secretary of the State at <http://portal.ct.gov/SOTS/Election-Services/Handbooks/Handbooks-Moderators-Absentee-Ballot-Counters-Recanvass-and-Audit>
- Before Election Day, determine a date for your audit in case you're selected.
- Check the availability of a venue with ample parking and book it. Look for a large room with space to spread out. It should have movable tables and chairs and good lighting with a separate area for refreshments and lunch, if necessary. Plan a space for citizen observers
- Develop a list of potential audit workers --- opposing political party members or opposing factions- in a primary. Registrars should supervise and be available for questions from workers.
- Become familiar with audit procedures and prepare a plan for explaining them to audit workers. A 10 to 15 minute orientation should be sufficient. Explain the concept of "blind-counting" (i.e. officials should not know the tape results prior to audit completion) to all officials. Review the procedure for tallying double votes for cross-endorsed candidates. Review how to handle overvotes.
- Develop a payroll plan and a schedule for breaks, refreshments, or lunch.

B. CONDUCTING AN AUDIT

Click on links to navigate through manual

When selected: finalize the location and date, compile supplies, recruit workers, and publish a public notice as required by the SOTS. You may need to arrange for lunch depending on the number of ballots to be counted. You will probably be contacted by observers to confirm the time, place, and date of the audit.

- Chain-of-Custody: Ballots are always under the supervision of two election officials of opposing parties (or candidates in a primary) when removing from storage, transporting to the audit site, during the audit, and returning to storage.
- Do a “test run” with some practice ballots in your office beforehand: mark blank ballots, practice the procedure.
 - Time yourselves: Pick up a ballot, read every race subject to the audit, hash (tally)-mark, and place it in a pile.
 - Multiply the recorded time by the number of ballots to determine how many total minutes or hours (divide minutes by 60) are required to count all the ballots by one team. Decide how many teams (4 people on a team) you will need.
 - Example: If you determine that you need ½ minute to read each ballot and you have to count 3000 ballots, it will take 1500 minutes (or 25 hours), using one team. If you hire 5 teams, you will cut your time to 5 hours.
- Organize materials: Locate ballots in sealed secured bags or black box, pens, pencils, tally sheets (include an unknown party column), rulers, scrap paper, sticky notes, SOTS Report, Moderator’s Return from election/primary, seals, scissors, tabulator tape from election/primary.

Starting Procedure

1. Confirm security of ballots and confirm seal numbers with Moderator Returns.
2. Choose only ballots that were put through the tabulator —not ballots that were entirely hand-counted. Include ballots from write-in bin counted by machine.
3. Pair counters (opposing slates or parties) or use 4-person teams: 1 reader to call the vote, 1 person to verify what the reader calls, and 2 people to make hash marks independently
4. Use your workers to count and batch the ballots in batches of 25 or 50 (registrars’ discretion) to make sure you have ALL of the machine-counted ballots subject to the audit. Total these and compare to tabulator tape—number of ballots counted by tabulator. Remember to include improperly marked ballots in this total count.
5. Repeat this count if the numbers do not match. Remember “blind counting” principles.
 - While counting the total ballots, workers may remove ballots that the tabulator may not have read properly. Place improperly marked ballots in separate pile.
 - Registrars collect improperly marked ballots and set aside for later review.
6. When ready to begin counting candidate votes, distribute several batches of 25 to each team. Pass out tally sheets and pencils. Use a separate tally sheet for each batch of ballots. Sheets are numbered by team and identified by the office being counted. If you are counting more than one office on your ballots, you might want to tally one office at a time.

Click on links to navigate through manual

C. OVERVIEW—THREE METHODS OF COUNTING

Counting procedures must always be verified by two sets of eyes for each count. Registrars have already confirmed the number of ballots to be audited, batched them, and distributed batches to each team. They may also have removed ballots with questionable marks to be reviewed by registrars or deputies. Remind workers to watch for any additional improperly marked ballots.

1) Read/Call/Hash Mark Method

Each team of counters includes 4 people and is balanced by party affiliation or with unaffiliated workers. One reader calls the vote for each candidate; one observer verifies that the reader is calling the proper vote for each candidate. Two markers independently record vote using hash marks. Markers confirm their totals for each candidate after every 25 ballots. If they don't agree, read, and hash mark that batch again. Total the votes for each candidate. Note any ballots with unusual marks for that candidate—sticky notes. Bring to registrars' attention. Registrars total the counts from each team and compare to the tabulator tape totals. If a candidate's totals do not match the tape, recount that candidate.

2) Sort-and-Stack/Count Method

Good for a simple ballot – limited number of candidates, a couple races, or a Yes/No question. Registrars have already counted the number of ballots to be audited. Distribute a specified number of ballots, such as 250, to each team of 2 people. Pick a race or, if a multi-opening race, pick a candidate. Sort ballots by candidate's name. Both counters check piles for accuracy. Count the ballots. Compare to tabulator tape for each candidate. Proceed to next race or to next question on the ballot.

3) Two-Person Read/Call/Hash Mark/Switch Method

One counter reads the name of each candidate receiving a vote, using batches of 25 or 50 (registrars' discretion). Another hash marks the votes. Total the votes for each candidate in each batch. Exchange batches with another pair of counters, (or switch roles and count the same batches). Repeat reading, calling, and hash marking. Total the tally and compare totals with the first count or first pair of counters. Repeat the count if totals do not agree with each other. Continue with all other ballots.

Registrars add all totals and compare with tabulator tape. Repeat if totals do not agree with tape.

D. ENDING THE AUDIT

- Complete the forms from the SOTS, explaining any discrepancies in the counts. Make copies for your records. Send.
- Reseal all ballot bags and return them with two officials from opposing political parties (or opposing candidates in a primary) to a secure location.
- Send a memory card to UConn for the district subject to the audit.



CHAPTER 20

TAXES, POLLWORKERS

Election workers are considered common-law employees per the IRS. Click here for IRS video on “Reporting Election Workers Earnings”

Form I-9 Employment Eligibility Verification is not needed from poll workers (“...municipalities that employ U.S. citizens as poll workers ... or poll watchers on Election Day do not need to complete I-9s for these individuals.”) per:

- a. The Immigration Reform & Control Act of 11/6 1986 (IRCA) Public Law 99-603;
- b. U.S. Immigration & Customs Enforcements (ICE) Homeland Security Investigations 11/19/2013;
- c. U.S. Citizenship and Immigration Services (USCIS) CT W-4 may be required for tax purposes.

Form W-4

There is no income tax withholding from election worker’s pay per IRC 3401 as cited in the Federal, State and Local Government (FSLG) Newsletter dated July 2012. A form W-4 is not needed from election workers because their filing status and # of exemptions don’t matter, they are not required to withhold federal income tax.

- While there is IRS language that suggests there is no income tax withholding from election workers pay, some municipal finance directors insist on making poll workers fill out withholding forms, citing their own set of IRS rules and regs. You may want to talk to your Finance Director well before the election calendar begins.
- There is no harm in having election workers complete a form W-4, it just isn’t necessary. (Information from **Mary Rogers**, Revenue Agent- Government Specialist IRS Badge# 1000746400, 508-559-4584, IRS: TEGE: FSLG: 7251, 120 Liberty St, Brockton, MA 02301)

Social Security and Medicare taxes [Click Link](#)

From January 1, 2023 forward, the Federal Insurance Contributions Act (FICA) tax exclusion for election officials and election workers is \$2,200 a calendar year, unless those wages are subject to Social Security and Medicare taxes under the State's Section 218 Agreement. Under Section 218 of the Social Security Act, many States have excluded from coverage election workers paid less than the threshold amount mandated by law. Therefore, Social Security and Medicare taxes do not apply until the election worker is paid \$2,200 or more.


Internal Revenue Service [Click Link](#) **ELECTION WORKERS: REPORTING AND WITHHOLDING**



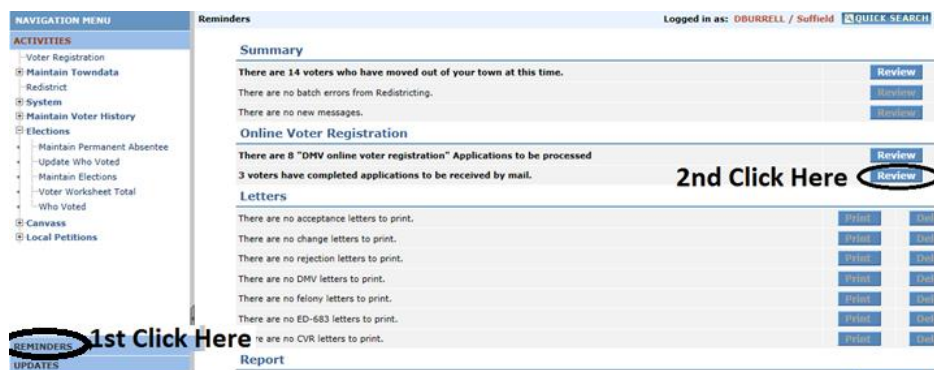
CHAPTER 21

HELPFUL HINTS & ONLINE LINKS

*CVRS (CONNVERSE), HOW TO HANDLE OR CREATE THE FOLLOWING USING**-Online Voter Registration/changes**List of Voters Who Filled Out an Online Voter Registration Application, How to Create**Pending Online Voter Registration Application, How to Handle**-Date of Primary or Election to be Added to Acceptance Letters, How to:**-Permanently Physically Disabled**List - How to Create a List of Permanently Physically Disabled Voters**Address Labels - How to Create Address Labels For Permanently Physically Disabled Voters**-Who Voted**Manually Input Group Data on Who Voted, How to**Manually Input or Change an Individual Voter's Who Voted Data, How to**Download Who Voted Data from a File Created by Pollbooks**ONLINE LINKS TO INSTRUCTIONAL INFORMATION & FORMS***Online Voter Registration Application List, How to Create**1st Click "Reports"2nd Click "Online Registration List"3rd Make your selections (start & end dates, request type, type of registration, and status)4th Click "View"**Pending Online Voter Registration Applications, How to Handle**

A mailed-in voter registration application with a bar code  on the upper right-hand side is an application that was filled out online and the process was interrupted due to a problem with elector's DMV identification. Therefore, all of the voter's information is already in CVRS. You simply need to access the information and complete the registration process by following the 5 steps below:

In CVRS

1st Click "REMINDERS"2nd Click "REVIEW" under Online Voter Registration: ____ voters have completed application to be received by mail.


The screenshot displays the CVRS 'Reminders' interface. On the left, a 'NAVIGATION MENU' lists various activities, with 'REMINDERS' highlighted under the 'UPDATES' section. The main content area, titled 'Reminders', shows a 'Summary' section with status messages and buttons for 'Review' and 'Mailbox'. Below this is the 'Online Voter Registration' section, which states there are 8 'DMV online voter registration' applications to be processed and 3 voters have completed applications to be received by mail. A '2nd Click Here' label points to the 'Review' button in this section. At the bottom, a 'Letters' section lists various types of letters (acceptance, change, rejection, DMV, felony, ED-683, CVR) with buttons for 'Print' and 'Mail'. A '1st Click Here' label points to the 'REMINDERS' link in the navigation menu.

3rd Type in either the "Reference Id" number provided on the upper right-hand corner of the voter application form (OR) applicant's "Last Name" (OR) "Date of Birth"

Click on links to navigate through manual

Non DMV Applications Search Criteria

Reference Id (or) Last Name (or) First Name (or) Date Of Birth

m/dd/yyyy

Search Reset Back

3rd Type in

4th Click

4th Click “Search”

5th The voter’s registration application information should appear, make sure it is for the correct person and then continue with the normal voter registration process.

Permanently Physically Disabled List, How to create

1st Click “Registrar Maintenance”2nd Click “Permanent Absentee Ballot”3rd Select District(s)4th Click “View”

Permanently Physically Disabled Address Labels, How to create (Use for sending letters every January)

1st Click “Registrar Maintenance”2nd Click “Labels For Permanent Absentee Voters”3rd Select District(s)4th Click “View”5th Click the Print Icon.

Who Voted Group Data Entry

1st Click “Activities”2nd Click “Elections”3rd Click “Who Voted”4th Click either “Official Voter List” or “Supplemental List”5th Click “Select”6th Click on Appropriate List7th Select Election Type, List Options and Sort by Options8th Click “Select”

9th By each voter’s name Click on appropriate Box “Voting” (=in-person) or “Absent” (absentee ballot) or “Not Voted”

10th Click “Update”

Who Voted Individual Data Entry

1st Click “Activities”2nd Click “Maintain Voter History”3rd Click “Election History”4th Type in Voter’s Last Name5th Click “Search”6th Click on circle near voter’s name7th Click “Select”8th Enter information under “Add Voter Election History”9th Click “Insert”10th Click “Update”

Who Voted, Download from Pollbooks File

1st Plug flash drive (from pollbooks) into computer2nd Click “Activities”

Click on links to navigate through manual

3rd Click "Elections"4th Click "Update Who Voted"5th In the Browse window select appropriate6th Select List Type, List Name and Election Type7th Click "Select"**Who Voted Report, How to Create**1st Click "Reports"2nd Click "Summaries"3rd Click "Election Voter Detail"4th Type in Election Date and make appropriate selections5th Click "View"

(OR)

1st Click "Registrar Maintenance"2nd Click "Master Worksheet"3rd Type in Election Date and make appropriate selections4th Click "View"**Add Primary Date to Acceptance Letters, How to:**1st Click "Activities"2nd Click "Elections"3rd Click "Maintain Elections"4th Click "New Election"

Activities » Elections » Local Election Details Logged in as: D

Election Date	Election Name
04/26/2016	DemPresPrefPrimary
04/26/2016	Rep PresPref Primary
11/03/2015	Municipal Election
10/08/2015	Bonding BridgeStSch
09/16/2015	First Selectman Dem
11/04/2014	Gubernatorial
08/12/2014	Primary
04/11/2014	State Representative
11/05/2013	Municipal
11/06/2012	PresidentialElection
11/03/2009	Municipal Election

New Election **Update Election** **Delete Election**

5th Type in primary date, name & type6th Click "Add Election"

Activities » Elections » Add Elections

Election Date: / /

Election Name: **Type In Info**

Election Type: ▼

Memo:

Add Election **Clear** **Back**

ONLINE LINKS TO INSTRUCTIONAL INFORMATION & FORMS

MANUALS & INSTRUCTIONS

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

[Audit Procedure Manual](#)

[CTEMS Head Moderator User Manual](#)

[CTEMS Registrars User Manual](#)

[CVRS Manual](#) = Central Voter Registration system manual also known as ConnVerse

[EDR Manual](#)

[Moderator's Manual/Handbook](#)

[Moderator's Handbook Equipment Set Up Guide](#)

[Poll Worker Manual, Connecticut](#)

[Recanvass Procedure Manual](#)

FORMS

[Absentee Ballot Application Form - English](#)

[Absentee Ballot Application Form - Spanish](#)

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

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

[Absentee Ballot Emergency Application - English](#)

[Voter Registration online](#)

[Voter Registration Form - English](#)

[Voter Registration Form - Spanish](#)

MISCELLANEOUS

[Connecticut General Assembly](#)

[Disability - Your Rights as a Voter with a Disability](#)

[Disability - Your Rights as a Voter with a Disability - Spanish](#)

[Election Calendars](#)

[Help America Vote Act of 2002](#)

[I.D. - Voter Identification Requirements - English](#)

[I.D. - Voter Identification Requirements - Spanish](#)

[Lookup - Voter Registration and Polling Place Finder](#)

[Restoring Voting Rights of Convicted Felons](#)

[Registrars of Voters Office Addresses](#)

[Voter's Bill of Rights - English](#)

[Voter's Bill of Rights - Spanish](#)



CHAPTER 22

CVRS USERS MANUAL FOR REGISTRARS (Jan. 2013) - ALPHA INDEX

The link for the Centralized Voter Registration System (CVRS) User Manual for Registrars is on the CVRS login page.



NOTE: The Petition Module / Town Petitions is available from SOTS.

ALPHA INDEX FOR THE CVRS 2013 USERS MANUAL

SUBJECT	PAGE#	NAVIGATION MENU TABS TO CLICK ON		
Absentee Ballot Report	95	REGISTRAR MAINTENANCE	ABSENTEE BALLOT	ABSENTEE BALLOT
Absentee Ballot Summary	85	REPORTS	SUMMARIES	ABSENTEE BALLOT SUMMARY
Absentee Ballot, Voter	75	INQUIRIES	VOTER ABSENTEE BALLOT	
Absentee, Duplicate Voter Names	95	REGISTRAR MAINTENANCE	ABSENTEE BALLOT	DUPLICATE VOTER NAMES
Add Elections or Delete	54	ACTIVITIES	ELECTIONS	MAINTAIN ELECTIONS
Add Existing Voter	17	ACTIVITIES	VOTER REGISTRATION	
Add New Town Petition	Petition Module*	ACTIVITIES	MAINTAIN TOWN DATA	TOWN PETITIONS
Add New Voter	14	ACTIVITIES	VOTER REGISTRATION	
Add Users to CVRS	36	ACTIVITIES	SYSTEM	ADD USERS
Add, Delete, Modify, etc. Local Petition	Petition Module*	ACTIVITIES	LOCAL PETITIONS	MAINTAIN PETITIONS
Address History, Voter's - Add or Delete	42	ACTIVITIES	MAINTAIN VOTER HISTORY	ADDRESS HISTORY
Address History, Voter's - View	65	INQUIRIES	VOTER INFORMATION	
Address List, Mailing	102	REGISTRAR MAINTENANCE	MAILING ADDRESS LIST	
Alpha Voter List	76	REPORTS	ALPHA VOTER LIST	
Cancellations, In State List	98	REGISTRAR MAINTENANCE	IN STATE CANCELLATIONS	
Cancellations, In State List	99	REMINDERS		
Canvass	58	ACTIVITIES	CANVASS	
Canvass CVR	59	ACTIVITIES	CANVASS	CHANGE VOTER
Canvass History Report - To view	63	ACTIVITIES	CANVASS	HISTORY REPORT

CVR

REGISTRAR'S MANUAL OF PROCEDURES

Dec. 2023 Version

Click on links to navigate through manual

Canvass History, Maintain Voter	62	ACTIVITIES	CANVASS	MAINTAIN VOTER CANVASS HISTORY
Canvass History, Voter's - View	65	INQUIRIES	VOTER INFORMATION	
Canvass, ED 683 Notice	61	ACTIVITIES	CANVASS	CHANGE VOTER
Canvass, Start	58	ACTIVITIES	CANVASS	START CANVASS
Change Detail Report	77	REPORTS	CHANGE DETAIL	
Change Registration Details	11	ACTIVITIES	VOTER REGISTRATION	
Change Registration Details	68	INQUIRIES	VOTER INFORMATION	
Change Voter	11	ACTIVITIES	VOTER REGISTRATION	
Change Voter	68	INQUIRIES	VOTER INFORMATION	
Change Voter - Canvass	59	ACTIVITIES	CANVASS	CHANGE VOTER
Coma Delimited File	96	REGISTRAR MAINTENANCE	DISK FILE	
Correspondence History, Voter's	49	ACTIVITIES	MAINTAIN VOTER HISTORY	CORRESPONDENCE HISTORY
Correspondence History, Voter's - View	65	INQUIRIES	VOTER INFORMATION	
CVR, Canvass	59	ACTIVITIES	CANVASS	CHANGE VOTER
CVRS Users, Delete	38	ACTIVITIES	SYSTEM	DELETE USER
CVRS, Add Users to	36	ACTIVITIES	SYSTEM	ADD USERS
CVRS, Maintain Password	39	ACTIVITIES	SYSTEM	MAINTAIN PASSWORD
Delete CVRS Users	38	ACTIVITIES	SYSTEM	DELETE USER
Delete Elections or Add	54	ACTIVITIES	ELECTIONS	MAINTAIN ELECTIONS
Delete Voter	69	INQUIRIES	VOTER INFORMATION	
Delete, Modify, Add, etc. Local Petition	Petition Module*	ACTIVITIES	LOCAL PETITIONS	MAINTAIN PETITIONS
Disk File	96	REGISTRAR MAINTENANCE	DISK FILE	
District data update, assoc. with each street	23	ACTIVITIES	MAINTAIN TOWN DATA	TOWN HALL
Districts, Merge Street	37	ACTIVITIES	SYSTEM	MERGE STREET DISTRICTS
Districts, Voting - Maintain	32	ACTIVITIES	REDISTRICT	
DMV Inquires	0	INQUIRIES	DMV INQUIRES	
DMV List	0	REPORTS	DMV LIST	
DMV Voter Registration	35	ACTIVITIES	SYSTEM	SHOW REMINDERS
DMV Voter Registration	35	REMINDERS		
Duplicate Voter List	0	REGISTRAR MAINTENANCE	DUPLICATE VOTER LIST	
Duplicate Voter Names, Absentee	95	REGISTRAR MAINTENANCE	ABSENTEE BALLOT	DUPLICATE VOTER NAMES
ED 683 Notice, Canvass	61	ACTIVITIES	CANVASS	CHANGE VOTER
Election Day Inquiry	70	INQUIRIES	ELECTION DAY INQUIRY	

ED683

ED683

Click on links to navigate through manual

Election History, Voter's - Add or Delete	45	ACTIVITIES	MAINTAIN VOTER HISTORY	ELECTION HISTORY
Election History, Voter's - View	65	INQUIRIES	VOTER INFORMATION	
Election Summary	87	REPORTS	SUMMARIES	ELECTION SUMMARY
Election Voter Detail	88	REPORTS	SUMMARIES	ELECTION VOTER DETAIL
Elections	50	ACTIVITIES	ELECTIONS	
Elections, Add or Delete	54	ACTIVITIES	ELECTIONS	MAINTAIN ELECTIONS
Elections, Maintain - Add, Update and Delete Election	54	ACTIVITIES	ELECTIONS	MAINTAIN ELECTIONS
Elections, Update	54	ACTIVITIES	ELECTIONS	MAINTAIN ELECTIONS
History Report, Canvass - To view	63	ACTIVITIES	CANVASS	HISTORY REPORT
History, Maintain Voter Canvass	62	ACTIVITIES	CANVASS	MAINTAIN VOTER CANVASS HISTORY
History, Maintain Voter's - Name, Address, Party Election, Petition & Correspondence	40	ACTIVITIES	MAINTAIN VOTER HISTORY	
In State Cancellations	98	REGISTRAR MAINTENANCE	IN STATE CANCELLATIONS	
Information Lookup, Voter	65	INQUIRIES	VOTER INFORMATION	
Labels	100	REGISTRAR MAINTENANCE	LABELS	
Labels for Permanent AV Voters	100	REGISTRAR MAINTENANCE	LABELS FOR PERMANENT ABSENTEE VOTERS	
Letters, Print Later	35	REMINDERS		
Local Petition Summary Report,	Petition Module*	ACTIVITIES	LOCAL PETITIONS	MAINTAIN PETITIONS
Local Petition Voter Detail Report, New	Petition Module*	ACTIVITIES	LOCAL PETITIONS	MAINTAIN PETITIONS
Local Petitions, Maintain	Petition Module*	ACTIVITIES	LOCAL PETITIONS	MAINTAIN PETITIONS
LOGIN, CVRS	6	ACTIVITIES	VOTER REGISTRATION	
Mailing Address List	102	REGISTRAR MAINTENANCE	MAILING ADDRESS LIST	
Maintain CVRS Password	39	ACTIVITIES	SYSTEM	MAINTAIN PASSWORD
Maintain Elections - Add, Update and Delete Election	54	ACTIVITIES	ELECTIONS	MAINTAIN ELECTIONS
Maintain Local Petitions	Petition Module*	ACTIVITIES	LOCAL PETITIONS	MAINTAIN PETITIONS
Maintain Local Petitions	Petition Module*	ACTIVITIES	LOCAL PETITIONS	MAINTAIN PETITIONS

REGISTRAR'S MANUAL OF PROCEDURES

Dec. 2023 Version

Click on links to navigate through manual

Maintain Permanent Absentee - Add or Remove	0	ACTIVITIES	ELECTIONS	MAINTAIN PERMANENT ABSENTEE
Maintain Polling Place - To add, Delete, & Update Polling Place Data	31	ACTIVITIES	REDISTRICT	
Maintain Town Hall, update info	22	ACTIVITIES	MAINTAIN TOWN DATA	TOWN HALL
Maintain Voter Canvass History	62	ACTIVITIES	CANVASS	MAINTAIN VOTER CANVASS HISTORY
Maintain Voter's History - Name, Address, Party Election, Petition & Correspondence	40	ACTIVITIES	MAINTAIN VOTER HISTORY	
Master Worksheet	103	REGISTRAR MAINTENANCE	MASTER WORKSHEET	
Memo Report	105	REGISTRAR MAINTENANCE	MEMO REPORT	
Merge Street Districts	37	ACTIVITIES	SYSTEM	MERGE STREET DISTRICTS
Modify, Add, Delete, etc. Local Petition	Petition Module*	ACTIVITIES	LOCAL PETITIONS	MAINTAIN PETITIONS
Moved Out of Your Town	35	REMINDERS		
Moved Out of Your Town, List	35	ACTIVITIES	SYSTEM	SHOW REMINDERS
Name History, Voter's - Add or Delete	40	ACTIVITIES	MAINTAIN VOTER HISTORY	NAME HISTORY
Name History, Voter's - View	65	INQUIRIES	VOTER INFORMATION	
New Local Petition Voter Detail Report	0	REGISTRAR MAINTENANCE	New Local Petition Voter Detail	
New Local Petition Voter Detail Report	Petition Module*	ACTIVITIES	LOCAL PETITIONS	MAINTAIN PETITIONS
New Voter, Register	8	ACTIVITIES	VOTER REGISTRATION	
Official Voter List	78	REPORTS	OFFICIAL VOTER LIST	OFFICIAL VOTER LIST
Online Registration List	0	REPORTS	ONLINE REGISTRATION LIST	
Online Voter Registration	35	ACTIVITIES	SYSTEM	SHOW REMINDERS
Online Voter Registration	35	REMINDERS		
Party History, Voter's - Add or Delete	43	ACTIVITIES	MAINTAIN VOTER HISTORY	PARTY HISTORY
Party History, Voter's - View	65	INQUIRIES	VOTER INFORMATION	
Password, Maintain CVRS	39	ACTIVITIES	SYSTEM	MAINTAIN PASSWORD

Click on links to navigate through manual

Permanent Absentee Ballot Report	106	REGISTRAR MAINTENANCE	PERMANENT ABSENTEE BALLOT	
Permanent Absentee Voter, Labels	100	REGISTRAR MAINTENANCE	LABELS FOR PERMANENT ABSENTEE VOTERS	
Permanent Absentee, Maintain - Add or Remove	0	ACTIVITIES	ELECTIONS	MAINTAIN PERMANENT ABSENTEE
Petition Detail Report, Town	109	REGISTRAR MAINTENANCE	PETITION VOTER DETAILS	
Petition History, Voter's	47	ACTIVITIES	MAINTAIN VOTER HISTORY	PETITION HISTORY
Petition List, Town	108	REGISTRAR MAINTENANCE	PETITION LIST	
Petition Voter Detail Report, New Local	Petition Module*	ACTIVITIES	LOCAL PETITIONS	MAINTAIN PETITIONS
Petition Voter Detail Report, New Local	0	REGISTRAR MAINTENANCE	New Local Petition Voter Detail	
Petition, Add New Town Petition	?	ACTIVITIES	MAINTAIN TOWN DATA	TOWN PETITIONS
Petition, Local Summary Report	Petition Module*	ACTIVITIES	LOCAL PETITIONS	MAINTAIN PETITIONS
Petition, Town - Add or delete petitions	25	ACTIVITIES	MAINTAIN TOWN DATA	MAINTAIN STREET DISTRICTS
Petitions, Local - Maintain	Petition Module*	ACTIVITIES	LOCAL PETITIONS	MAINTAIN PETITIONS
Phone List	80	REPORTS	PHONE LIST	
Polling Place List	81	REPORTS	POLLING PLACE LIST	
Polling Place, Maintain - To add, Delete, & Update Polling Place Data	31	ACTIVITIES	REDISTRICT	
Polling Place, update info	21	ACTIVITIES	MAINTAIN TOWN DATA	POLLING PLACES
Print Later - Letters	35	ACTIVITIES	SYSTEM	SHOW REMINDERS
Redistrict	28	ACTIVITIES	REDISTRICT	
Re-District Progress Report	111	REGISTRAR MAINTENANCE	RE-DISTRICT PROGRESS REPORT	
Register New Voter	8	ACTIVITIES	VOTER REGISTRATION	
Registrar Maintenance	95	REGISTRAR MAINTENANCE		
Registration Summary, Voter	90	REPORTS	SUMMARIES	VOTER REGISTRATION SUMMARY
Registration Summary, Voter	90	REPORTS	SUMMARIES	VOTER REGISTRATION SUMMARY
Registration, DMV Voter	35	ACTIVITIES	SYSTEM	SHOW REMINDERS
Registration, DMV Voter	35	REMINDERS		
Registration, Online Voter	35	ACTIVITIES	SYSTEM	SHOW REMINDERS

Click on links to navigate through manual

Registration, Online Voter	35	REMINDERS		
Registration, Voter	8	ACTIVITIES	VOTER REGISTRATION	
Reject Voter	19	ACTIVITIES	VOTER REGISTRATION	
Reminders, Show	35	ACTIVITIES	SYSTEM	SHOW REMINDERS
Report Status	93	REPORTS	REPORT STATUS	
Report Status	112	REGISTRAR MAINTENANCE	REPORT STATUS	
Report, In State Cancellations List	98	REGISTRAR MAINTENANCE	IN STATE CANCELLATIONS	
Report, In State Cancellations List	99	REMINDERS		
Report, Absentee Ballot	95	REGISTRAR MAINTENANCE	ABSENTEE BALLOT	ABSENTEE BALLOT
Report, Alpha Voter List	76	REPORTS	ALPHA VOTER LIST	
Report, Canvass History - To view	63	ACTIVITIES	CANVASS	HISTORY REPORT
Report, Change Details	77	REPORTS	CHANGE DETAIL	
Report, Coma Delimited File	96	REGISTRAR MAINTENANCE	DISK FILE	
Report, Disk File	96	REGISTRAR MAINTENANCE	DISK FILE	
Report, DMV List	?	REPORTS	DMV LIST	
Report, Duplicate Voter List	0	REGISTRAR MAINTENANCE	DUPLICATE VOTER LIST	
Report, Local Petition Summary	Petition Module*	ACTIVITIES	LOCAL PETITIONS	MAINTAIN PETITIONS
Report, Memo	105	REGISTRAR MAINTENANCE	MEMO REPORT	
Report, Moved Out of Your Town	35	ACTIVITIES	SYSTEM	SHOW REMINDERS
Report, Moved Out of Your Town	35	REMINDERS		
Report, New Local Petition Voter Detail	Petition Module*	ACTIVITIES	LOCAL PETITIONS	MAINTAIN PETITIONS
Report, New Local Petition Voter Detail	0	REGISTRAR MAINTENANCE	New Local Petition Voter Detail	
Report, Official Voter List	78	REPORTS	OFFICIAL VOTER LIST	OFFICIAL VOTER LIST
Report, Online Registration List	?	REPORTS	ONLINE REGISTRATION LIST	
Report, Permanent AB Voters	106	REGISTRAR MAINTENANCE	PERMANENT ABSENTEE BALLOT	
Report, Phone List	80	REPORTS	PHONE LIST	
Report, Polling Place List	81	REPORTS	POLLING PLACE LIST	
Report, Re-District Progress	111	REGISTRAR MAINTENANCE	RE-DISTRICT PROGRESS REPORT	

REGISTRAR'S MANUAL OF PROCEDURES

Dec. 2023 Version

Click on links to navigate through manual

Report, Special Status List	113	REGISTRAR MAINTENANCE	SPECIAL STATUT LIST	
Report, Supplemental Voter List	79	REPORTS	OFFICIAL VOTER LIST	SUPPLEMENTAL VOTER LIST
Report, Suppressed Address List	114	REGISTRAR MAINTENANCE	SUPPRESSED ADDRESS LIST	
Report, Town Petition Detail	109	REGISTRAR MAINTENANCE	PETITION VOTER DETAILS	
Report, Town Petition List	108	REGISTRAR MAINTENANCE	PETITION LIST	
Report, Town Street District List	84	REPORTS	TOWN STREET-DISTRICTS	
Report, Town Street List	82	REPORTS	TOWN STREET LIST	
Report, Unit Number Count List	116	REGISTRAR MAINTENANCE	UNIT NUMBER COUNT LIST	
Report, Unit Number List	117	REGISTRAR MAINTENANCE		
Report, Voter List	92	REPORTS	VOTER LIST	
Reports Waiting to be Viewed	35	ACTIVITIES	SYSTEM	SHOW REMINDERS
Reports Waiting to be Viewed	35	REMINDERS		
Search & View Voter Information	65	INQUIRIES	VOTER INFORMATION	
Search & View Voter Information	65	INQUIRIES	VOTER INFORMATION	
Search Voter	8	ACTIVITIES	VOTER REGISTRATION	
Show Reminders	35	ACTIVITIES	SYSTEM	SHOW REMINDERS
Show Reminders	35	REMINDERS		
Special Status List	113	REGISTRAR MAINTENANCE	SPECIAL STATUT LIST	
Start Canvass	58	ACTIVITIES	CANVASS	START CANVASS
Statewide Voter Search	65	INQUIRIES	VOTER INFORMATION	
Status of Report	93	REPORTS	REPORT STATUS	
Status of Report	112	REGISTRAR MAINTENANCE	REPORT STATUS	
Street District - Update District data Associated with each street	23	ACTIVITIES	MAINTAIN TOWN DATA	MAINTAIN STREET DISTRICTS
Street District, Maintain	33	ACTIVITIES	REDISTRICT	
Street Districts, Merge	37	ACTIVITIES	SYSTEM	MERGE STREET DISTRICTS
Street Name Change	26	ACTIVITIES	MAINTAIN TOWN DATA	STREET NAME CHANGE
Street, Add a new street in town	27	ACTIVITIES	MAINTAIN TOWN DATA	ADD STREET
Summaries	85	REPORTS	SUMMARIES	
Summary, Absentee Ballot	85	REPORTS	SUMMARIES	ABSENTEE BALLOT SUMMARY

REGISTRAR'S MANUAL OF PROCEDURES

Dec. 2023 Version

Click on links to navigate through manual

Summary, Election	87	REPORTS	SUMMARIES	ELECTION SUMMARY
Summary, Election Voter Detail	88	REPORTS	SUMMARIES	ELECTION VOTER DETAIL
Summary, Voter Registration	90	REPORTS	SUMMARIES	VOTER REGISTRATION SUMMARY
Supplemental Voter List	79	REPORTS	OFFICIAL VOTER LIST	SUPPLEMENTAL VOTER LIST
Suppressed Address List	114	REGISTRAR MAINTENANCE	SUPPRESSED ADDRESS LIST	
System	35	ACTIVITIES	SYSTEM	
SYSTEM REQUIREMENT , CVRS	6	ACTIVITIES	VOTER REGISTRATION	
Town Data, Maintain	21	ACTIVITIES	MAINTAIN TOWN DATA	
Town Hall, update info	22	ACTIVITIES	MAINTAIN TOWN DATA	TOWN HALL
Town Petition Detail Report	109	REGISTRAR MAINTENANCE	PETITION VOTER DETAILS	
Town Petition List	108	REGISTRAR MAINTENANCE	PETITION LIST	
Town Polling Place	72	INQUIRIES	TOWN POLLING PLACE	
Town Street	74	INQUIRIES	TOWN STREET	
Town Street District List	84	REPORTS	TOWN STREET-DISTRICTS	
Town Street List	82	REPORTS	TOWN STREET LIST	
Unit Number Count List	116	REGISTRAR MAINTENANCE	UNIT NUMBER COUNT LIST	
Unit Number List	117	REGISTRAR MAINTENANCE	UNIT NUMBER LIST	
Update Elections	54	ACTIVITIES	ELECTIONS	MAINTAIN ELECTIONS
Users, Add CVRS	36	ACTIVITIES	SYSTEM	ADD USERS
Users, Delete CVRS	38	ACTIVITIES	SYSTEM	DELETE USER
Voted, Who - Voter Check Off Screen	50	ACTIVITIES	ELECTIONS	UPDATE WHO VOTED
Voter Absentee Ballot	75	INQUIRIES	VOTER ABSENTEE BALLOT	
Voter Information Lookup	65	INQUIRIES	VOTER INFORMATION	
Voter List Report	92	REPORTS	VOTER LIST	
Voter List, Alpha (and other order)	76	REPORTS	ALPHA VOTER LIST	
Voter List, Official	78	REPORTS	OFFICIAL VOTER LIST	OFFICIAL VOTER LIST
Voter List, Supplemental	79	REPORTS	OFFICIAL VOTER LIST	SUPPLEMENTAL VOTER LIST
Voter Petition History	73	INQUIRIES	VOTER PETITION HISTORY	
Voter Registration	8	ACTIVITIES	VOTER REGISTRATION	
Voter Registration Summary	90	REPORTS	SUMMARIES	VOTER REGISTRATION SUMMARY
Voter Registration Summary	90	REPORTS	SUMMARIES	VOTER REGISTRATION SUMMARY
Voter Registration, DMV	35	ACTIVITIES	SYSTEM	SHOW REMINDERS
Voter Registration, DMV	35	REMINDERS		

Click on links to navigate through manual

Voter Registration, Online	35	ACTIVITIES	SYSTEM	SHOW REMINDERS
Voter Registration, Online	35	REMINDERS		
Voter Search, Statewide	65	INQUIRIES	VOTER INFORMATION	
Voter Worksheet Total	57	ACTIVITIES	ELECTIONS	VOTER WORKSHEET TOTAL
Voter, Add Existing	17	ACTIVITIES	VOTER REGISTRATION	
Voter, Add New	14	ACTIVITIES	VOTER REGISTRATION	
Voter, Change	68	INQUIRIES	VOTER INFORMATION	
Voter, Change	11	ACTIVITIES	VOTER REGISTRATION	
Voter, Change - Canvass	59	ACTIVITIES	CANVASS	CHANGE VOTER
Voter, Delete	69	INQUIRIES	VOTER INFORMATION	
Voter, Reject	19	ACTIVITIES	VOTER REGISTRATION	
Voter, Search	8	ACTIVITIES	VOTER REGISTRATION	
Voter's Address History - View	65	INQUIRIES	VOTER INFORMATION	
Voter's Canvass History - View	65	INQUIRIES	VOTER INFORMATION	
Voter's Correspondence History - View	65	INQUIRIES	VOTER INFORMATION	
Voter's Election History - View	65	INQUIRIES	VOTER INFORMATION	
Voter's History, Maintain - Name, Address, Party Election, Petition & Correspondence	40-47	ACTIVITIES	MAINTAIN VOTER HISTORY	
Voter's Name History - View	65	INQUIRIES	VOTER INFORMATION	
Voter's Party History - View	65	INQUIRIES	VOTER INFORMATION	
Voting Districts, Maintain	32	ACTIVITIES	REDISTRICT	
Who Voted - Individual Voter Entry	45	ACTIVITIES	MAINTAIN VOTER HISTORY	ELECTION HISTORY
Who Voted - Voter Check Off Screen	50	ACTIVITIES	ELECTIONS	UPDATE WHO VOTED
Who Voted, Update - Using Barcode	52	ACTIVITIES	ELECTIONS	UPDATE WHO VOTED
Worksheet, Master	103	REGISTRAR MAINTENANCE	MASTER WORKSHEET	
Worksheet, Voter - Total	57	ACTIVITIES	ELECTIONS	VOTER WORKSHEET TOTAL



CHAPTER 23

GLOSSARY

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

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

ADMITTING OFFICIAL - a Town Clerk, Assistant Town Clerk, Registrars of Voters, Deputy Registrars of voters, Assistant Registrars of voters, Special Assistant Registrars of voters or the Board for Admission of Electors (§9-17a)

AFFIDAVIT - a sworn statement in writing made especially under oath or an affirmation before an authorized agent

AT LARGE - selected on a basis other than from a district (§ 9-463(1))

AVS – stands for Accessible Voting System - Also referred to as IVS or ballot marking system.

BALLOT – paper or other material containing the names of the candidates or a statement of a proposed constitutional amendment or other question or proposition to be voted on

BALLOT ACCESS rules regulate the conditions under which a candidate or political party is either entitled to stand for election or to appear on voters' ballots.

BALLOT MARKING SYSTEM – is the accessible voting system used in Connecticut and manufactured by IVS, LLC. Also referred to as AVS or IVS.

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

BONA FIDE RESIDENCE – (residence for voting purposes) fixed home or fixed place of abode, to which, when the individual is temporarily absent, he intends to return, provided that if he relinquishes his dwelling place in a town during a period of temporary absence, with the present intention of returning to that town at the end of the absence, then that town where he formerly lived is his town of bona fide residence during that period of absence.

To determine the particular residence, objective factors must substantiate a subjective declaration of intention. Admitting officials must determine from the evidence available whether an individual is actually a bona fide resident.

CVRS – also known as ConnVerse - state-wide centralized voter registration system, a computerized system designed and maintained by the Secretary of the State and mandated by HAVA 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, & other information used to comply with the provisions of title 9.

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})

CONFIRMATION OF VOTING RESIDENCE (CVR) - a form prescribed by the Secretary of the State, a notice shall be sent by first class mail to the last known address of the elector. (§9-35[e])

CONVENTION – a meeting of delegates of a political party held for the purpose of designating the candidate or candidates to be endorsed by such party in a primary of such party for state or district office or for the purpose of transacting other business of such party. (§9-372{2})

CONVERSE – often referred to as CVRS (See CVRS)

CROSS-TOWN REGISTRATION - may be made on a form prescribed by the Secretary of the State, an admitting official of any town shall accept applications for admission as an elector from persons in any Connecticut town. (§9-19e)

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 § 9-372(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 Section 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 / NATIONAL MAIL VOTER REGISTRATION FORM can be used by U.S. citizens who live or have an address within the U.S. to register to vote in their State, report a change of name and/or address, or enroll in a political party.

Voter Registration Application
Before completing this form, review the General, Application, and State specific instructions.

Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No		This space for office use only.	
Will you be 18 years old on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<small>If you checked "No" in response to either of these questions, do not complete form. (Please see state-specific instructions for rules regarding eligibility to register prior to age 18.)</small>			
1	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. Last Name	First Name	Middle Name(s) <input type="checkbox"/> Jr. <input type="checkbox"/> II <input type="checkbox"/> Sr. <input type="checkbox"/> IV
2	Home Address	Apt. or Lot #	City/Town State Zip Code
3	Address Where You Get Your Mail If Different From Above		City/Town State Zip Code
4	Date of Birth Month Day Year	5 Telephone Number (optional)	6 ID Number - (see item 6 in the instructions for your state)
7	Choice of Party (see item 7 in the instructions for your state)	8 Race or Ethnic Group (see item 8 in the instructions for your state)	
<p>I have reviewed my state's instructions and I swear/affirm that:</p> <ul style="list-style-type: none"> I am a United States citizen I meet the eligibility requirements of my state and subscribe to any oath required. The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be fined, imprisoned, or (if not a U.S. citizen) deported from or refused entry to the United States. <p>9 Please sign full name (or put mark) _____ Date: _____ Month Day Year</p>			

If you are registering to vote for the first time: please refer to the application instructions for information on submitting copies of valid identification documents with this form.

Please fill out the sections below if they apply to you.

If this application is for a change of name, what was your name before you changed it?

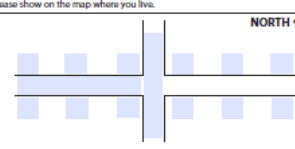
A	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. Last Name	First Name	Middle Name(s) <input type="checkbox"/> Jr. <input type="checkbox"/> II <input type="checkbox"/> Sr. <input type="checkbox"/> IV
---	---	------------	--

If you were registered before but this is the first time you are registering from the address in Box 2, what was your address where you were registered before?

B	Street (or route and box number)	Apt. or Lot #	City/Town/County	State	Zip Code
---	----------------------------------	---------------	------------------	-------	----------

If you live in a rural area but do not have a street number, or if you have no address, please show on the map where you live.

Write in the names of the crossroads (or streets) nearest to where you live.
Draw an X to show where you live.
Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.

C	Example Route # _____ Public School • _____ Woodchuck Road _____ X	NORTH ↑ 
---	---	--

If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional).

D	_____
---	-------

Mail this application to the address provided for your State.

as AVS.

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 CLERK or CLERK OF THE MUNICIPALITY - the clerk of the municipality; sometimes called town clerk. (§9-1(g))

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

MUNICIPAL OFFICE – an elective office for which only the electors of a single town, city, borough or political subdivision, as defined in §9-372 (10), may vote, including the office of justice of the peace. (§9-372{7})

MUNICIPAL OFFICES AT LARGE - Offices for which all electors of a particular municipality may vote

MUNICIPALITY - any city, borough, or town within the state. (§9-1(i))

MUNICIPAL OFFICE FROM A POLITICAL SUBDIVISION - Offices for which electors of any voting district or combination of voting districts constituting a part of a municipality may vote.

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 subsection (b) of 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])

Click on links to navigate through manual

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 ELECTION - an election at which electors of President and Vice-President are elected.

PRESIDENTIAL ELECTORS - persons elected to cast their ballots for President and Vice President of the United States. (§9-1(i))

PRESIDENTIAL PREFERENCE PRIMARY - a primary in which any enrolled member of a party is eligible to vote for a candidate for such party's nomination for the office of President of the United States. (§9-463[8])

PRIMARY - a meeting of the enrolled members of a political party and, when applicable under 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))

PURGED – permanently deleted voter records. Refer to chapter 1, section. F, 1, i.

RECANVASS - reexamination of election results in the case of discrepancy, close vote, or tie vote. (§9-311, §9-311a, and §9-311b)

REFERENDUM - (1) a question or proposal which is submitted to a vote of electors of a municipality at any regular or special state or municipal election, as defined in section 9-1; (2) a question or proposal which is submitted to a vote of electors or voters, as the case may be, of a municipality at a meeting of such electors or voters, which meeting is not an election, as defined in subsection (d) of section 9-1, and is not a town meeting, or (3) a question or proposal which is submitted to a vote of the electors or voters, as the case may be, of a municipality at a meeting of such electors or voters pursuant to Section 7-7 or pursuant to charter or special act. (§9-1(n))

REGISTRARS – the registrar of voters of the municipality who is enrolled with the political party holding a primary and, in each municipality where there are different registrars for different voting districts, means the registrar so enrolled in the voting district in which, at the last-preceding regular election, the presiding officer for the purpose of declaring the result of the vote of the whole municipality was moderator. (§9-1 (p), §9-372 (12))

REGISTRATION - an official act of applying and obtaining admission as a qualified elector.

REGISTRY LIST - the list of electors of any municipality certified by the registrars of voters. (§9-1 (q))

REGULAR ELECTION is any state or municipal election. (§9-1 (o))

RESIDENT - a bona fide resident of a town in this state. (§9-158a5))

SLATE – a group of candidates for nomination by a political party to the office of justice of the peace of a town, which group numbers at least a bare majority of the number of justices of the peace to be nominated by such party for such town. (§9-372 (13))

SPECIAL ELECTION - any election that is not a regular election. (§9-1 (r))

SPLIT VOTING DISTRICT - a voting district which was divided by statute or otherwise divided by law pursuant to Article 26 of the Amendments to the Constitution of Connecticut or an order of a court of competent jurisdiction between two or more Congressional, Senatorial, or Assembly districts within a town so that a part of such split voting district was allocated to one Congressional, Senatorial, or Assembly district and the other part or parts thereof were allocated to another or other Congressional, Senatorial, or Assembly districts. (§9-169a)

STATE – includes any of the several states, the District of Columbia, the Commonwealth of Puerto Rico, Guam and the Virgin Islands.

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))

SUPPLEMENTAL LIST (restored/reinstated/transfers) is a list of electors added to the official voter check list after it was printed. The list includes electors who have been restored, reinstated and new.

TUMBLEWEED – is the DMV 's secure server which registrars of voters and tax collectors have access to records showing address changes made by residents of your town by the residents. (§9-19i).

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 device which operates by electronic means, for the registering and recording of votes cast at elections, primaries, and referenda. (§9-1 (w))

WRITE-IN BALLOT - a vote cast for any person whose name does not appear on the official ballot as a candidate for the office for which his name is written in. (§9-1 (x))