

Supervised Absentee and Emergency Ballots

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Introduction

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Naugatuck Republican Registrar
since 2014

Before being Registrar

- Zoning Commissioner
- Finance Board
- Ambulance Review Board
- Burgess Candidate



Why Am I Presenting?

Back by popular demand

YAWN!!!!





Thank you to Bunny Lascoe



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01

Requirements

**Laws and Regulations for Assisted
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Know the Law



Sec 9-159q and 9-159r

Supervised absentee voting by patients at institutions upon request of registrar, administrator.



CT General Statute 9-159q

Sec. 9-159q. (Formerly Sec. 9-159n). Supervised absentee voting by patients at institutions upon request of registrar, administrator. Secretary of the State's authority to suspend supervised absentee voting for civil preparedness and public health emergencies. (a) As used in this section:

(1) "Institution" means a veterans' health care facility, residential care home, health care facility for the handicapped, nursing home, rest home, mental health facility, alcohol or drug treatment facility, an infirmary operated by an educational institution for the care of its students, faculty and employees or an assisted living facility; and

(2) "Designee" means an elector of the same town and political party as the appointing registrar of voters, which elector is not an employee of the institution at which supervised voting is conducted.

(b) Notwithstanding any provision of the general statutes, if less than twenty of the patients in any institution in the state are electors, absentee ballots voted by such electors shall, upon request of either registrar of voters in the town of such electors' voting residence or the administrator of such institution, be voted under the supervision of such registrars of voters or their designees in accordance with the provisions of this section. The registrars of voters of a town other than the town in which an institution is located may refuse a request by the administrator of such institution when, in their written opinion, the registrars agree that such request is unnecessary, in which case this section shall not apply. Such registrars shall inform the administrator and the town clerk of the electors' town of voting residence of their refusal.

(c) Except as provided in subsection (e) of this section, such request shall be made in writing and filed with the town clerk and registrars of voters of the town of such electors' voting residence, not more than forty-five days prior to an election or thirty-four days prior to a primary and not later than the seventh day prior to an election or primary. The request shall specify the name and location of the institution and the date and time when the registrars of voters or their designees shall supervise the casting of absentee ballots at the institution. The request shall also specify one or more alternate dates and times when supervised voting may occur. No request shall specify a date or an alternate date for supervised voting which is later than the last business day before the election or primary.

(d) The town clerk shall not mail or otherwise deliver an absentee ballot to an applicant who is a patient in any institution if a request for supervision of absentee balloting at that institution has been filed with the clerk during the period set forth in subsection (c) of this section. The clerk shall instead deliver such ballot or ballots to the registrars of voters or their designees who will supervise the voting of such ballots in accordance with this section.

(e) Except in the case of a written refusal as provided in subsection (b) of this section, upon receipt of a request for supervision of absentee balloting during the period set forth in subsection (c) of this section, the registrar or registrars of voters who received the request shall inform the registrar or administrator who made the request and the town clerk as to the date and time when such supervision shall occur, which shall be the date and time contained in the request or the alternate date and time contained in the request. If the registrar or registrars fail to select either date, the supervision shall take place on the date and time contained in the request. If a request for supervision of absentee balloting at an institution is filed during the period set forth in subsection (c) of this section and the town clerk receives an application for an absentee ballot from a patient in the institution after the date when supervised balloting occurred, either registrar of voters may request, in writing, to the appropriate town clerk and registrars of voters that the supervision of the voting of absentee ballots at such institution in accordance with this section be repeated, and in such case the registrars or their designees shall supervise absentee balloting at such institution on the date and at the time specified in the subsequent request, which shall be not later than the last business day before the election or primary.

(f) On the date when the supervision of absentee balloting at any institution is to occur, the town clerk shall deliver to the registrars or their designees the absentee ballots and envelopes for all applicants who are electors of such clerk's town and patients at such institution. The ballot and envelopes shall be prepared for delivery to the applicant as provided in sections 9-137 to 9-140a, inclusive. The registrars or their designees shall furnish the town clerk a written receipt for such ballots.

(g) The registrars or their designees, as the case may be, shall jointly deliver the ballots to the respective applicants at the institution and shall jointly supervise the voting of such ballots. The ballots shall be returned to the registrars or their designees by the electors in the envelopes provided and in accordance with the provisions of sections 9-137, 9-139 and 9-140a. If any elector asks for assistance in voting his ballot, two registrars or their designees of different political parties or, for a primary, their designees of different candidates, shall render such assistance as they deem necessary and appropriate to enable such elector to vote his ballot. The registrars or their designees may reject a ballot when (1) the elector declines to vote a ballot, or (2) the registrars or their designees are unable to determine how the elector who has requested their assistance desires to vote the ballot. When the registrars or their designees reject a ballot, they shall mark the serially-numbered outer envelope "rejected" and note the reasons for rejection. Nothing in this section shall limit the right of an elector to vote his ballot in secret.

(h) After all ballots have been voted or marked "rejected" in accordance with subsection (g) of this section, the registrars or their designees shall jointly deliver or mail them in the envelopes, which shall be sealed, to the appropriate town clerk, who shall retain them until delivered in accordance with section 9-140c.

(i) When an institution is located in a town having a primary, the registrar in that town of the party holding the primary shall appoint for each such institution, one designee of the party-endorsed candidates and one designee of the contestants from the lists, if any, submitted by the party-endorsed candidates and contestants. Such registrar shall notify all party-endorsed candidates and all contestants of their right to submit a list of potential designees under this section. Each party-endorsed candidate and each contestant may submit to such registrar in writing a list of names of potential designees, provided any such list shall be submitted not later than ten days before the primary. If no such lists are submitted within said period, such registrar shall appoint one designee of the party-endorsed candidates and one designee of the contestants. Each designee appointed pursuant to this section shall be sworn to the faithful performance of his duties, and the registrar shall file a certificate of each designation with his town clerk.

(j) Any registrar of voters who has filed a request that the absentee balloting at an institution be supervised and any registrar required to conduct a supervision of voting under this section, who neglects to perform any of the duties required of him by this section so as to cause any elector to lose his vote shall be guilty of a class A misdemeanor. Any registrar from the same town as a registrar who has filed such a request may waive his right to participate in the supervision of absentee balloting.

(k) Notwithstanding any provision of this section, if the spouse or a child of a registrar of voters or a dependent relative residing in the registrar's household is a candidate in the election or primary for which supervised absentee voting is to occur, such registrar shall not supervise such absentee voting but may designate the deputy registrar of voters or an assistant registrar of voters, appointed by the registrar pursuant to section 9-192, to supervise the absentee voting in his place.

(l) Notwithstanding any provision of the general statutes, the Secretary of the State may suspend the supervision of absentee balloting under this section and section 9-159r, provided the Secretary (1) suspends such supervision of absentee balloting in recognition of a declaration by the Governor of a civil preparedness emergency, pursuant to section 28-9, or a public health emergency, pursuant to section 19a-131, and (2) submits a report, in accordance with section 11-4a, to the joint standing committee of the General Assembly having cognizance of matters relating to elections advising of such suspension and specifying alternative actions to be taken to provide opportunities for absentee voting by electors described in this section and section 9-159r.





CT General Statute 9-159r

Sec. 9-159r. Mandatory supervised absentee voting at institutions. Procedure. Exception for certain elections, primaries and referenda held in 2020 and 2021. (a) Notwithstanding any provision of the general statutes to the contrary, if 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 registrars of voters or their designees of the town in which the institution is located, in accordance with the provisions of this section. As used in this section, "institution" has the same meaning as provided in section 9-159q.

(b) Application for an absentee ballot for any such patient shall be made to the clerk of the town in which such patient is eligible to vote. The application procedure set forth in section 9-140 shall apply, except that the clerk shall deliver the absentee voting set for any such application to the clerk of the town in which the institution is located, who shall deliver all such voting sets he receives to the registrars of such town, on the date when the supervision of absentee balloting is to occur. The ballots and envelopes shall be prepared for delivery to the applicant as provided in sections 9-137 to 9-140a, inclusive. The registrars or their designees shall furnish the town clerk a written receipt for such ballots. The registrars of the town in which an institution is located and the administrator of the institution shall mutually agree on a date and time for such supervision of absentee balloting, which shall be not later than the last business day before the election or primary.

(c) The supervision of absentee balloting under this section shall be carried out in accordance with the provisions of subsections (g), (h), (i) and (k) of section 9-159q.

(d) Notwithstanding the provisions of subsections (a) to (c), inclusive, of this section, for the state election in 2020, and any election or primary held on or after June 23, 2021, but prior to November 3, 2021, the Secretary of the State may waive any requirement under said subsections, provided the Secretary (1) waives such requirement in recognition of the public health and civil preparedness emergency declared by the Governor on March 10, 2020, and has consulted with the Commissioner of Public Health or said commissioner's designee regarding such waiver, (2) has given written notice to the town clerk and registrars of voters in each municipality, and (3) has submitted a report, in accordance with section 11-4a, to the joint standing committee of the General Assembly having cognizance of matters relating to elections advising of such waiver and specifying alternative actions to be taken to provide opportunities for absentee voting by electors described in this section.

Location Determination

Veterans' health care facility

Assisted Living Facility

Residential care home

Alcohol or Drug Treatment Facility

Healthcare facility for handicapped

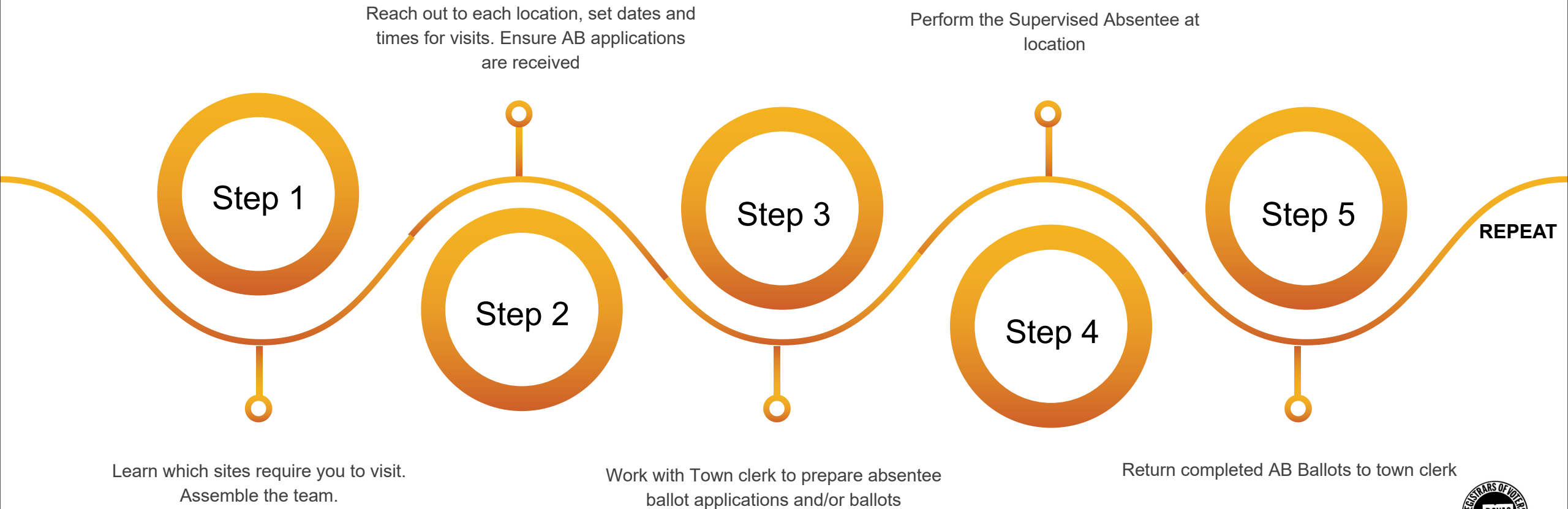
Educational health institution

Nursing Home \ Rest Home

Mental Health Facility



High Level Process



Question # 1

How many electors have to be in a listed institution for Assisted Absentee Voting to be mandatory?

A

15 or more

C

21 or more

B

20 or more

D

25 or more

Sec. 9-159r. Mandatory supervised absentee voting at institutions. Procedure. Exception for certain elections, primaries and referenda held in 2020 and 2021. (a) Notwithstanding any provision of the general statutes to the contrary, **if 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 registrars of voters or their designees of the town in which the institution is located, in accordance with the provisions of this section. As used in this section, "institution" has the same meaning as provided in section 9-159q.

Question # 2

TRUE or FALSE: Only electors of the local municipality are counted when determining site eligibility.



TRUE



FALSE

Sec. 9-159r. Mandatory supervised absentee voting at institutions. Procedure. Exception for certain elections, primaries and referenda held in 2020 and 2021. (a) Notwithstanding any provision of the general statutes to the contrary, **if 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 registrars of voters or their designees of the town in which the institution is located, in accordance with the provisions of this section. As used in this section, "institution" has the same meaning as provided in section 9-159q.



02

Preparation

Where to Begin

Know your town

Research your town to see which locations are applicable to the law.

Set Date and Time

Communicate with the contact for each building for a mutually good time to go on site.

Hire your team

Hire the team that will perform the Supervisor

Work with Town Clerk

There is a sufficient amount of work for the town clerk in the full process!

Making the Appointment



What time of day?

- Lunch or Dinner
- Shift Changes
- Other 'not so good' times



Who do you contact?

- Administrator
- Social Work
- Recreation
- Front Desk



Where?

- Patient Room
- Community Room
- Lunch Room

Town Clerk Responsibilities

Process Absentee Applications

All applications must be received and processed by town clerk just with any other Absentee Ballot request

Prepare Absentee Ballot Package

Ballots, envelopes, instructions, etc

Receive Completed Ballots

Bring completed Absentee Ballots back to Won Clerk office the same day!

Provide Spare Ballots

There will be a need for replacement ballots. Take spares, mark and track spoils.

What to take

Absentee Ballots

Absentee Ballot Application

Sample Ballots

Privacy Screens

Identification

Voter Lists

Ballot Pens, Regular Pens

Clipboards

Voter Registration Cards

I VOTED Stickers

Question # 3

Which of the following is the Town Clerk NOT responsible for?

A

Receiving completed AB Ballots

C

Hiring staff to complete the assisted voting on site

B

Accepting and processing AB Applications

D

Preparing AB Ballots



03

On-Site



Going On-Site

Check In at Reception

Head to the front desk or designated meeting area

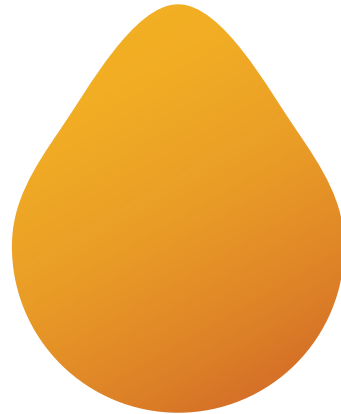
Be Organized

Have everything needed with you and know where it is.



Be Prompt

Be onsite on time and on the correct day!



Plan proper time

It can take longer for each ballot to be completed. If doing one room at a time, plan for at minimum of 10-15 minutes per room.



Follow their rules

The facility may have additional requirements to be let on site. (Masks, escorts, attire, etc)



Working with Voters



Be Respectful of their situation. Be polite.



They may have wanted to vote when they submitted the application, but may have changed their minds.



Be mindful that they may need a lot of assistance, even if they aren't aware that they do. If they request help from 'us', then both registrars/designees must help



They are entitled to 'spoil' their ballot and request a new one just as any other voter.



Be prepared to repeat yourself (more than usual).



NEVER try to physically move the voter, even if they ask for help! Call for an employee of the location if one is not already present.

Voting Process

Beginning to Vote

- Talk about the voting process, remind them.
- FIRST, have the voter sign and date the OUTER envelope. You can assist with the date.
- You may need to help with signature, put your signature near their name if you do help.
- Offer to hold the envelope and/or ballot steady while they complete it.
- Offer to read the candidates names.

Completing the Ballot

- Ensure you are both present in the room.
- Allow privacy as much as you can or requested. Pull back the privacy screens on the room.
- Help ensure the ballot is sealed properly in the INNER envelope and that envelope is placed in the signed OUTER envelope.
- Remind the voter that their vote will be counted on election day. Thank them for voting!
- Provide an 'I VOTED' sticker.



Before you leave

Double and Triple check

Ensure you didn't miss anyone that you brought Absentee Ballots for.

Ask/Collect New Applications

Someone may see another patient voting and decide to vote as well!

Thank the staff

Thank the staff who helped you!

Work with Town Clerk

There is a sufficient amount of work for the town clerk in the full process!

Returning Ballots

Return to Town Clerk

- Completed and unvoted Absentee Ballots to Town Clerk
- Absentee applications received while onsite
- Spoiled Ballots
- Return other supplies to Registrars office

Ensure all ballots taken/received are accounted for with Town Clerk before leaving for the day.

NEVER EVER leave completed or unfinished ballots in your possession overnight.

Follow up with facility



Follow up in a day or two if there are any new admissions or others who want to vote.



Any missed signatures, call to arrange visit if any ballot needs to be cured!



Had 'exceptional' help from staff? Send a Thank You note!



Tips from a Nursing Home Social Worker

- Wash your hands.....a lot.
- COVID Restrictions... wear a mask if recommended/required.
- Communicate , communicate, communicate!
Followup in writing after phone calls.
- Voting in a common room? Coordinate with facility with some decorations.
- Be patient with the patients. They are there for a reason!
- Knock before entering a patients room.
- Ask before sitting down or moving something in a patients room!
- If they asked to be moved, or help to/from a chair/bed... **STOP!** Ask the nurse or aid to assist the patient.
- If they ask for water...**STOP**, ask the nurse!
- If they are hard of hearing...ask which ear is their good ear!

Question # 4

Who is NOT allowed to help a patient vote during Assisted Absentee Voting?

A

A candidate on the ballot, who happens to immediate family.

C

The registrars individually

B

Their nurse, when asked by voter

D

Anyone asked by the voter not specifically prohibited by law.

Sec. 9-159r (g) The registrars or their designees, as the case may be, shall jointly deliver the ballots to the respective applicants at the institution and shall jointly supervise the voting of such ballots. The ballots shall be returned to the registrars or their designees by the electors in the envelopes provided and in accordance with the provisions of sections 9-137, 9-139 and 9-140a. **If any elector asks for assistance in voting his ballot, two registrars or their designees** of different political parties or, for a primary, their designees of different candidates, shall render such assistance as they deem necessary and appropriate to enable such elector to vote his ballot. The registrars or their designees may reject a ballot when (1) the elector declines to vote a ballot, or (2) the registrars or their designees are unable to determine how the elector who has requested their assistance desires to vote the ballot. When the registrars or their designees reject a ballot, they shall mark the serially-numbered outer envelope "rejected" and note the reasons for rejection. Nothing in this section shall limit the right of an elector to vote his ballot in secret.





04

Emergency Ballots

Sec 9-150c

Emergency Ballots

Reason:

Applicant's illness, disability or hospitalization occurring within 6 days before close of polls

Applicant on application gives name and address of Designee.
Designee signs application to accept designation AND promises not to tamper with ballot

A Designee can be:

- Family Member
- Care Taker
- Local Police Officer*
- Registrar of Voters (Ass't)*

Emergency Ballot Process

Designee receives blank application from Town Clerk, (may print one online), and delivers it to applicant



Designee personally delivers completed (both signatures) application to Clerk and receives AB set and delivers it to applicant



Applicant votes ballot, signs certification (inner envelope) & seals ballot in both envelopes



Designee (may be a different person) returns ballot to Clerk before close of polls



Question # 5

Who can be a designee for an emergency ballot?

A

A Police Office

C

The local Registrar of Voters

B

Family Member

D

A, B, and C

Such designee is (check one).

- ☐ a person caring for me because of my illness, including but not limited to a licensed physician or a registered or practical nurse
 - ☐ a member of my family
- (Designate one of the following only if none of the foregoing consents or is available).
- ☐ a police office in the municipality in which I reside
 - ☐ a registrar of voters, deputy registrar of voters or assistant registrar of voters in the municipality in which I reside



**Thank you for listening,
Any Questions?**