

# Early Voting FAQs for Registrars of Voters and Town Clerks

Office of the Secretary of the State of Connecticut  
Legislation and Election Administration Division

February 13, 2024

## Early Voting Locations

### 1. Can my town establish more than one early voting location?

Municipalities with a population of 20,000 or more may designate one or more additional early voting locations. While additional locations are optional, municipalities meeting the population threshold must make the determination and report that information to the Secretary of the State. Additional locations may be designated in one of two ways. First, the legislative body may hold a public hearing on designating additional early voting locations. Second, the legislative body may make the determination on its own.

### 2. Must early voting locations have an IVS System (or a replacement system)?

Yes, an early voting location must have an IVS System or a replacement system.

## Early Voting Plans

### 3. What is the deadline for certifying and finalizing our early voting plan?

Registrars of voters must certify the early voting location in writing to the Secretary of the State at least 120 days before an election or primary and finalize the location at least 31 days prior. Registrars must certify the location at least 20 days before the presidential preference primary (PPP) or a special election and finalize it at least 11 days prior.

As part of this written certification, registrars must submit a plan for effectively conducting early voting. For the April 2<sup>nd</sup> PPP, we ask that you submit your plan as soon as possible.

### 4. To whom do I submit my early voting plan?

Send your early voting plan to your assigned Elections Officer (EO) for review and copy Laura Thompson ([thompson.l.laura@ct.gov](mailto:thompson.l.laura@ct.gov)).

EOs are assigned as follows:

- Congressional District 1: Moriah Moriarty, [moriah.moriarty@ct.gov](mailto:moriah.moriarty@ct.gov)
- Congressional District 2: Mark Severance, [mark.severance@ct.gov](mailto:mark.severance@ct.gov)

- Congressional District 3: Lori Magora, [lori.magora@ct.gov](mailto:lori.magora@ct.gov)
- Congressional Districts 4 & 5: Heather Augeri, [heather.augeri@ct.gov](mailto:heather.augeri@ct.gov)

## Materials

### 5. Will the state provide towns with early voting envelopes?

Yes, we are printing early voting envelopes.

### 6. May we order 8.5x11 envelopes to avoid folded ballots? If so, where do we get the language for what to print on the envelope?

Yes, you can order your own 8.5x11 envelopes. If you do this, you must cover the costs. We will send you the language.

## Registration and Enrollment Before a Primary

### 7. What is the deadline for new voters to register and enroll and then vote during early voting before a primary?

Individuals who are not registered but want to register and enroll in a political party, and then vote during early voting before a primary, may do so if their voter registration application is filed with the registrars of voters by noon on the business day immediately before the day when they want to vote.

### 8. What is the deadline for unaffiliated voters to enroll and then vote during early voting before a primary?

Unaffiliated voters who want to vote during the early voting period before a primary may do so if their enrollment application is filed with the registrars of voters by noon on the business day immediately before the day when early voting begins.

## Same-Day Registration (SDR)

### 9. When must we make same-day registration (SDR) available?

SDR applies only to regular general elections. It must be available (1) during the early voting period and (2) on Election Day.

### 10. Does SDR apply to primaries?

No, SDR does not apply to primaries. It applies only to regular general elections. However, the law does provide an opportunity for unaffiliated voters to enroll, and unregistered people to register and enroll, and then later vote during the early voting period before a primary.

### **11. May moderators or other election or primary officials register voters during SDR?**

Under the early voting law, registrars may delegate to appointed election or primary officials any of the responsibilities assigned to the registrars of voters. Thus, moderators or other election or primary officials may register voters during SDR.

## **Primary and Election Officials**

### **12. What is the suggested staffing for early voting locations?**

Parts 5 and 6 of the Model Plan in the Early Voting Handbook describe the minimum and suggested staffing. In addition, the [early voting report for Connecticut](#) by the Center for Election Innovation and Research describes other states' experiences in terms of the percentage of voters who vote early (see pages 19-21 of the report).

The total number of staff used is at the discretion of the local election official, and you are not required to have a full complement of poll workers. However, sufficient staffing is necessary at the early voting location to (1) verify voters, (2) ensure voters receive the correct ballot and an envelope, and (3) collect voted ballots and check to confirm that the voter has signed the early voting envelope.

### **13. May a town clerk serve as moderator during early voting?**

Yes, a town clerk may serve as moderator during early voting, provided they (1) are still able to accomplish their statutory duties and (2) are not a candidate on the ballot.

### **14. May a town clerk register voters?**

Yes, by law, the town clerk is an admitting official.

### **15. May a registrar of voters serve as moderator during early voting?**

A registrar of voters may not serve as a moderator during early voting. However, if the registrars agree, a deputy or assistant registrar may serve as a moderator.

### **16. If the town clerk is not available to handle the daily affidavit of early voting ballot delivery, may someone from the town clerk's office fill in? (Please note: this question assumes that at the end of the early voting day, registrars of voters transport the receptacles containing the day's early voting ballots to the municipal clerk for storage.)**

Please take note of C.G.S. Sec. 7-19, which states the following: “Each town clerk may, unless otherwise provided by charter or ordinance, appoint assistant town clerks, who, having taken the oath provided for town clerks, shall, in the absence or inability of the town clerk, have all the powers and perform all the duties of the town clerk.” Please also note C.G.S. Sec. 7-20, which states the following: “When any town clerk is unable to discharge the duties of his office and has omitted or is unable to appoint an assistant town clerk, the selectmen may appoint one, who, having been sworn, shall act as town clerk during such inability or until the next town election.”

We suggest that you contact your town attorney for more specific guidance.

**17. Will the Secretary of the State provide training to election officials and poll workers?**

Yes, there will be (1) office hours on early voting open to election officials, (2) an online module for poll workers, and (3) training for registrars offered through the [UConn certification program](#). We will send information along as we have it.

**18. Will we need to allow for unofficial checkers during early Voting?**

No, the law authorizing unofficial checkers, C.G.S. Sec. 9-235, applies only to the day of the election. It does not apply to the early voting period.

**19. During early voting, may registration happen at the early voting location, or must it be done in the registrars’ office?**

For regular general elections when SDR must be available, the law requires registrars to conduct registration at the early voting location. For primaries and special elections, registrars may conduct registration at the early voting location or in their office. In the case of the former, registrars should post ample signage directing prospective registrants to the early voting location.

**20. Must registrars be in their office during the early voting period, both before a general election and before a primary?**

The law does not require that the registrars’ office be open during all early voting hours. However, it is important to be mindful that options for registration should be kept accessible to people at times that are consistent with new early voting timelines.

As stated above, for regular general elections when SDR must be available, the law requires registrars to conduct registration at the early voting location. For primaries and special elections, registrars may conduct registration at the early voting location or in their office. In the case of the former, registrars should post ample signage directing prospective registrants to the early voting location.

## Early Voting Process

### **21. How will we show on the official voter registry list that a person has voted early?**

Assuming the CVRS is updated in time, the system will allow election officials to put an “EV” next to a voter’s name indicating that they voted early. In addition, registrars should use the paper registry list, cross off the person’s name, and put an “EV” and the date next to it.

### **22. In terms of the paper registry list, should we use the same one for the duration of early voting, or print a new one each day?**

The paper registry list will serve as a shadow system and security measure. Registrars should maintain the same list for the duration of the early voting period and manually put an “EV” and the date next to a voter’s name. Registrars should print a supplemental list after early voting to use for the day of the primary or election.

## Chain of Custody and Ballot Storage

### **23. What is your recommendation for storing early voting ballots during the early voting period?**

At the end of each day of early voting, registrars of voters must transport the receptacles containing the day’s early voting ballots, and SDR ballots in the case of a general election, to the municipal clerk who must secure and store them in a manner as similar as possible to the security and storage of absentee ballots.

If this type of storage is not practical, the registrars must prepare an alternate plan and submit it to the Secretary of the State for approval. At a minimum, the registrars must store the ballots under lock-and-key in a tamper-proof, fire-proof receptacle pursuant to C.G.S. Sec. 7-27. The receptacle must be locked in a secure room that is not generally accessible.

Because the number of ballots will vary from town to town, we recommend that the registrars and town clerk work together to determine the appropriate storage containers and location.

### **24. Must early voting ballots be kept separately for each day of the early voting period?**

Yes.

### **25. Can we use the side slot of a tabulator as the ballot receptacle for EV at the PPP if the top of the tabulator is covered and the unit is not plugged in?**

Yes.

## Voted Ballots

### **26. If someone votes during the early voting period but then dies, is the vote counted?**

Yes, the vote is counted because an early voting ballot is considered “voted” when it is completed. This is different than the requirement for absentee ballots under which the ballot must be pulled and is not counted.

### **27. May a voter pull their early voting ballot in the same way they can pull their absentee ballot and then vote in person on Election Day?**

No. As stated above, an early voting ballot is considered “voted” when it is completed.

## Reporting Results

### **28. At a general election, will we report results by in-person, early voting, absentee, SDR, and unknown votes?**

Yes, you will report the results for each type of ballot. EMS and the new TotalVote system both have individual columns for each ballot type.