

ELECTION MODERATOR'S HANDBOOK



Every election is a symphony. The Office of the Secretary of the State, Registrars of Voters, Town Clerks, poll workers, and voters all have their individual parts to play. You, as a moderator, serve as the conductor – guiding everyone through the process to ensure secure, fair, and accurate elections.

Despite careful planning, there will be questions and problems that arise, and voters rely on your expertise to help solve them. Moderators have seen it all; from freezing cold temperatures to sweltering heat, from long lines to empty polling places, from paper jams to press inquiries. Your diligence to the details allows people to walk away with faith in the democratic process.

In this handbook, you will learn important information you need to prepare for your role as moderator, including how to:

- Set up and shut down the polling location.
- Operate the polling location and process voters.
- Communicate effectively with voters.
- Protect the rights of multi-lingual voters and voters with disabilities.
- Reconcile ballots after the polls close.
- Ensure that all voters receive the high-quality service that the State of Connecticut expects.

Thank you for stepping up to serve in this crucial leadership role. The state owes you a debt of gratitude for your service.

This Moderator’s Handbook is issued under the authority granted the Secretary of the State of Connecticut in Sect. 9-3 of Connecticut Statutes.

Inside Front Cover
Cover Photo by Mikhail Nilov

Table of Contents

Introduction	6
Moderator	7
What Happens Before Election Day	9
Election Day	10
IVS/AVS Set Up	11
Tabulators	12
Securing USB Flash Drive	13
Tabulator: Closing	16
Polling Places	19
1. Location	19
2. Accessibility Requirements - (§ 9-168d(a) and 28 CFR § 35.163)	19
3. Restricted Areas encompass: (§ 9-236)	19
4. U.S. Flag Requirement (§ 9-237)	20
5. Lay-Out of Polling Place (§ 9-257)	20
6. Stationing Officials	20
7. Voting Privacy Area (§ 9-262)	21
8. Voting Privacy Booths (§ 9-261)	21
9. Telephones at Polling Places	21
10. Two Polling Places in One Voting District	21
11. Two Voting Districts in One Polling Place	22
12. Three Sample Polling Place Layout Diagrams	22
Who May Be in The Polls	23
Pickup and Delivery of Election Equipment and Supplies	28
1. Picking Up Materials (Other Than Ballots and Tabulators)	28
2. Delivery of Ballots and Tabulators	28
3. After Delivery of Ballots and Tabulators	30
4. Processing a Voter	30
Some Issues to Consider During the Day	31
1. Assistance Requested	31
2. Instructions Requested	31
3. Erroneously Checked Off Official Voter List	31
4. Absentee Ballot Withdrawal	31
5. Elector to be Removed from Voter List	32
6. No ID or Insufficient ID	32

7. Wrong Polling Place	32
8. Avoid Long lines at Ballot Clerk’s Table	32
9. Prevent Electioneering In Polls	32
10. Ballot Jams	33
11. Challenges	33
12. Provisional Ballots	34
Head Moderator	39
General Instructions for Election Officials A.K.A. Poll Workers	43
Demonstration Area	46
Stationing.....	46
Set Up Area.....	46
Assistance & Guidance:.....	47
Instructional Responsibilities:	47
Official Checkers & Their Duties	49
1. Before Polls Open (Prior to 6 a.m.)	49
2. During Polling Hours.....	49
3. After The Polls Close	52
Ballot Clerks & Their Duties	54
1. Before Polls Open (Prior to 6 a.m.)	54
2. During Polling Hours.....	54
3. After the Polls Close:	56
Tabulator Tenders & Their Duties	58
1. Before Polls Open (Prior to 6 a.m.)	58
2. During Polling Hours.....	58
Casting Ballots - Insert Ballot into Tabulator	60
Tabulator Rejects a Ballot - Error Messages	61
Ballot Jams	62
Tabulator Rejects Ballot.....	63
Tabulator Malfunction.....	63
3. After the Polls Close:	64
Assistant Registrars	65
1. Before Polls Open (Prior to 6 a.m.)	65
Stationing.....	65
Set Up Area.....	65

Delivery of Tabulator and Ballots	66
2. During Polling Hours	67
Restorations and Transfers	67
Assist Electors Without ID	70
Curbside Voting	70
3. Close of Polls	73
Other Officials	73
Absentee Ballot Counters’ Duties	75
Closing the Polls and Declaring the Results	82
Complete Forms and Certificates	86
Same Day Registration (§ 9-19j)	88
Early Voting	95
1. Overview	95
2. Preparation for EV	96
3. EV Process	98
• Location Setup.....	98
• Opening the EV Location	99
• Voting Process	99
• Closing the Polls	102
4. Ballot Counting	104
Forms	106
Signature of Elector Who DID Not Present Identification	107
Moderator’s Memorandum Re: Challenge	109
Provisional Ballot Inventory Form	111
Delivery and Receipt for Provisional Ballot	112
Provisional Ballot Receipt Form	113
Glossary	114

Introduction

The role of the moderator is crucial for the success of every election, primary and referendum. You are responsible for being in control of the entire election process at the location you are assigned. In order to do this, you need to know how a polling place is set up, the duties of all the election officials, and how the election equipment is set up and closed down. The accuracy of the election results and the confidence in the numbers are some of your major responsibilities. The type of moderator role (polls, absentee, early voting, etc.) of an election will determine many of the rules by which you will follow, and they will be included in this manual.

This handbook is designed to assist you in completing your tasks and overseeing your election officials. Polling locations are all different but understanding the polling set up rules will help you to design a layout allowing easy access and flow for voters. Common problems always happen at every event. After reading the handbook, you should feel confident handling most situations. Remember, if you do not know the answer and can't find it in the manual, call your Registrars of Voters or the Secretary of the State's office. Please don't assume anything. Curbside voting is available upon request. The AVS/IVS system must be set up prior to the opening of the polls as well as the tabulator. Also included is how to read a ballot that ends up in the auxiliary compartment.

Early Voting and Same Day Registration have many of the same rules that govern a polling place. There is a section on early voting to cover the specific duties of the election officials and other differences from election day.

Electors need to feel that the person in charge is carrying out their duties impartially, efficiently, transparently and accurately.

If you are reading this handbook, trying to decide whether or not you would like to become a moderator, please understand that there is formal training, with state certified trainers, before you can become a certified moderator. The certification is good for 4 years. The training includes the responsibilities of being a moderator in a polling place (with and without absentee, EV and SDR ballot counting), central absentee ballot counting, early voting, SDR and head moderator. Once certified, you can be a moderator anywhere in the state. This certification process will help you understand the issues and build the confidence you need to accomplish the task.

On behalf of all the Registrars across the state, thank you for your service as a moderator. It is people like you that keep the democratic process alive.

Moderator

1. Chief Polling Place Official

During an election event (Primary, Election, Early Voting, Same Day Registration), the Moderator is the chief public official at each polling place. The Moderator is the responsible representative of all the citizens of the municipality at the polls. The Moderator must preside over the polling place in accordance with the election laws and must exercise authority in a completely impartial manner. It is the Moderator's job to make the process of voting as smooth as possible for the elector. (§9-439)

2. Supervise Election Officials

The Moderator should supervise the other officials in the polling place and any questions should be referred to the Moderator for a ruling. If the Moderator is doubtful in any regard, they should consult with the Registrars of Voters. The ruling of the Moderator on any question is final.

The Moderator, in consultation with the municipal emergency plan, is responsible for implementing any emergency measures which may become necessary at a polling place.

The Moderator should assign and delegate responsibilities for miscellaneous tasks, such as checking privacy booths for campaign literature, covering for official's break times, or cleaning up the polling place at the end of the election. The Moderator has the authority to change the assignment and duties of the other Election Officials and should contact the Registrars if any official is unable to perform the assigned duties in a competent and professional manner.

Moderators Delegate Work to Other Polling Place Officials but They Are Responsible for Everything and Everyone at the Polling Place. One Of the Moderators' Most Important Jobs is To Supervise.

3. Keep Order

The Moderator has the responsibility of keeping order. Should any disorder arise and should the offender refuse to submit to the lawful authority of the Moderator, the Moderator may order their arrest and removal by any officer with the power of arrest. A person may be removed temporarily until they conform to order, or permanently, as the Moderator sees fit. The law provides that the offender shall not be deprived of their right to vote any longer than their refusal to conform to order. (§9-230)

4. Moderator's Diary

Moderators must keep a diary and record in it any unusual situations or problems that occur. For example,

- a. If a disruptive elector is removed from the polling place, the Moderator should describe the event in their diary, including the names of all people involved.
- b. Record the name of any elector needing assistance and who assisted the elector.
- c. Make a note of any ballot found in a voting booth or elsewhere in the polling place which is to be marked and handled as an "Abandoned Ballot;"
- d. Make a record of ballot jams in the tabulator and how each problem was resolved.

- e. If any equipment was missing or malfunctioning and what was done to correct the situation.
- f. Official signs moved or removed; and
- g. Any other unusual matters that could be violations.

This diary will be useful to the Moderator if any questions arise after the election event. **A copy of this diary must be attached to the Moderator's return** for later filing with the Municipal Clerk, together with the rest of the election materials after the close of the polls on Election Day.

5. Moderator's Return

The Registrars will provide you with the Moderator's Return forms.

6. Alternate Moderator

The Registrars are required to appoint a minimum of one Alternate Moderator in municipalities with one to three voting districts, two Alternate Moderators in municipalities with four to eight voting districts and a number equal to one for each four voting districts rounded off to the nearest multiple of four, in municipalities with more than eight voting districts. The Alternate Moderators so designated shall serve as a back-up or substitute for any Moderator when necessary. Any Alternate Moderator must be trained and certified in the same manner as the Moderator, and should be furnished with an additional set of keys to the election equipment. Until needed as a substitute Moderator, the Alternate Moderator may serve in another capacity at a polling place, subordinate to the Moderator.

What Happens Before Election Day

1. Election Official Training

- **Mandatory Attendance:** All election officials, including the moderator, must attend at least one training session prior to each election, primary, or referendum. Emergency replacements are exempt.
- **Head Moderator Requirement:** The Head Moderator is required to attend all training sessions.
- **Training Content:**
 - i Overview of each election official’s roles and responsibilities.
 - ii Review of necessary materials and equipment.
 - iii Review of the tabulator and the Accessible Voting System (AVS/IVS).
 - iv Discussion of municipality-specific issues or procedures.
 - v Instructions on arrival times and expectations for Election Day.
 - vi Reminders regarding dress code and the requirement to remain until dismissed by the moderator.
- **Swearing-In:** Election officials are sworn in by the Registrars during the training session. If not sworn in during training, they must be sworn in before the election begins by the Moderator at the polls.

2. Moderator's Responsibilities Before Election Day

By 8:00 p.m. on the night before the election or primary, the moderator must pick up the following from the Registrars:

- **Moderator’s Return:**
 - Includes the Report of Pre–Election Tabulator and Memory Stick Testing, prepared by the Registrars.
 - ❖ Shows the seal numbers over the memory stick slot on the tabulator, the tabulator lid and the seal on the carrying case (if used).
 - Includes a list of election officials assigned to the polling location and indicates whether they have been sworn in.
- **Official Checklist:** A checklist of required materials and procedures.
- **Keys** to the tabulator, ballot box, and security cabinet (if used). (§ 9–259)

The moderator may also receive, or these items may be delivered to the polls in a sealed and locked security cabinet:

- The “inactive” list for the voting district.
- Two sample ballots.
- Three sets of the Voter’s Bill of Rights and other required posters.

- Posters related to proposed constitutional amendments or local questions (if any).
 - In a referendum, the text of the question.
- Serially numbered challenged ballot envelopes.
- Depository envelopes and non-reusable tape for sealing them.
- Other supplies necessary to conduct the election.
- Provisional ballot packet, including inventory form, ballots, and envelopes. (PA 3-6)

Election Day

1. **As moderator**, you are responsible for ensuring the polls open at 6:00 am (no excuses). By 5:15 am, all election officials should arrive and sign in for the day (or shift). Promptly at 6:00 am, announce that the polls are officially open.

The first responsibility as moderator is to look over the polling location and the immediate outside to verify:

- The 75 ft sign(s) are posted and in the proper location(s) prior to 5:40 a.m.
- Accessible entrance sign is posted (if different from main entrance)
- The polling place is set up properly. (Set up may be done either the night before or early that morning)
- All election official's material is laid out for the election officials.
- Review the location where other activities such as bake sales and cookie sales can be held

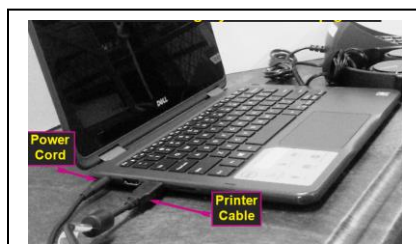
2. **Once the election workers arrive:**

- Review the municipality's emergency plan with all election officials and their individual responsibility in the case of an emergency.
- If an election official needs to be sworn in, this must happen before they can perform their duties.
- Unofficial checkers may be in the polls only if you receive a list of unofficial checkers from the Registrars. If there is no list, they cannot be in the polling location, except to vote.
- If an election official does not show up, call the Registrars immediately so the person can be replaced before 6:00 am. If that is not possible, move election officials around until the replacement has arrived.

3. Setting up the equipment:

IVS/AVS Set Up

The IVS Ballot Marking System equipment must be set up and ready for use when the polls open at 6:00 am. It contains a tablet, printer, headphones and keypad. The tablet has some battery power, but the printer requires electric power to operate. The equipment can be used in either touch screen or audio mode, and both must be set up. However, the headphones and sanitary coverings for the earpieces may be kept in a plastic bag until needed. When used the headphones are attached to the tablet to ensure that the elector can hear the candidates’ names and the voting instructions easily in a noisy polling place. A summary of the set-up instructions is below and detailed instructions are in the separately printed Equipment Set-Up Guide.



- On the tablet, plug in the power cord and printer cable, as shown on the left.
- Plug in the keypad and head phones, as shown on the upper right.



- The On/Off button is on the right-hand side of the tablet. Turn on by pressing the button for a few seconds and follow Touch Screen



instructions.

- Plug in the printer power cord on the back of the printer on the left side.
- Plug in the printer cable plug (from the tablet) on the right side.
- Load blank paper into the printer’s paper tray for the printing of the Startup Report.
- Turn on the printer. On/off button is on the top of the printer.
- Print off the Startup Report and keep it with the Moderator’s paperwork for the audit trail.
 - After printing the Startup Report, the main screen (shown below) will be displayed throughout Election Day in between voting sessions. For each voter, the Moderator or Election Official will tap the Authorize Voting button. (They do not need to shut down the computer until the end of Election Day.)
- Password - 9630



Voting Booth: The election officials shall also, at such intervals as such officials deem proper or necessary, examine the voting booth to ascertain whether it has been defaced or damaged and to detect the wrongdoer and repair the damage. (§ 9-262)

Tabulators

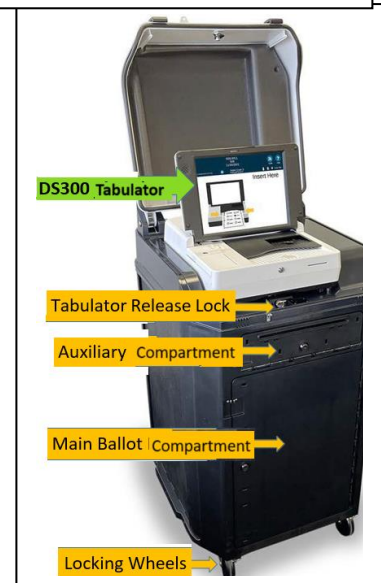
Tabulator, Ballot Box and two keys

Plastic covered key is for the tabulator locks.

Bare metal key is for the ballot box.

Seven Locks – Four locks on the ballot box and three locks on the tabulator

1. Ballot Box cover lock
 - a. Locks ballot box cover over tabulator.
 - b. Open on Election Day.
 2. Tabulator release lock
 - a. Unlock to move tabulator forward to access jammed ballot – relock when finished and for return
 3. Auxiliary compartment door lock
 - a. Locks bin for uncounted ballots.
 - b. Leave door locked, but open the slot.
 4. Main ballot compartment door lock
 - a. Locks compartment door for counted ballots.
 - b. Leave locked until bin fills and/or at close of polls.
 5. Touchscreen lock on tabulator
 - a. Locks touchscreen when shut – Unlock when setting up tabulator prior to opening of the polls.
 6. Front access compartment lock on tabulator
 - a. Locks access to “End Vote” button, printer door release lever and memory stick. Not visible when the touchscreen is closed.
 - b. Leave locked until closing the polls.
 7. Rear Access Compartment Lock on tabulator
 - a. Locks access to back-up memory stick.
- Make sure all seal numbers match the ones recorded on the “Report for Pre-Election Tabulator & Memory Card Testing” form in Moderator’s Return.
 - Record the seal numbers on the “Certificate for the Opening of the Polls” form.
 - Note: The number of seals used will depend on how the tabulator is delivered to the polls. It may be delivered in a sealed ballot box or in a secure carrying case.



Record all new seal numbers in Moderator Return

Securing USB Flash Drive

- Both the front and rear tabulator compartments have ports where special USB memory sticks can be inserted.
- The ports have adjacent plastic flanges with holes designed to be used to secure the memory stick in place with a wire seal.
- The port in the rear compartment is deep enough to allow the door to be shut and locked with the back-up memory stick in place. (See picture)
- The port in the front compartment does not have enough space for a seal to be placed inside.
- However, the memory stick in the front compartment is to be returned to the Registrars after the polls are closed, while the back-up memory stick in the rear compartment must remain sealed in the tabulator.



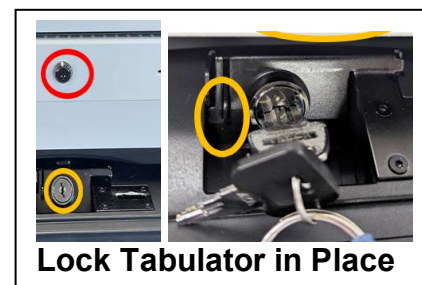
Setting Up Tabulator for Election

If Tabulator Received in Sealed Transfer Case Start Here:

1. Remove Tabulator from its bag
2. Slide onto ballot box rails, about 2/3 of the way in.

Connect Power to Tabulator

3. Push plug into rear of tabulator
 - a. Hold power cord with plug flat-side up and connect it into back of tabulator (Make sure it clicks in)
4. Plug power cable into AC power
5. Slide tabulator in fully
6. **Lock in place** and seal if so directed



If Tabulator Received Already in Ballot Box Start Here:

- Unwind power cable behind ballot box & plug into AC power
- Open the Ballot Box Lid.
 - When opening: First unlock, then open latches.



7. **Gently Lift Tabulator Screen to Start Up the DS300**

a. Powers up automatically

- If the DS300 does not automatically power up, close the touchscreen and confirm the DS300 is plugged into a working outlet. Then, reopen the lid.
- If the DS300 still does not work, use the plastic covered key to open the **Front Access** Compartment and press the **Power** button.

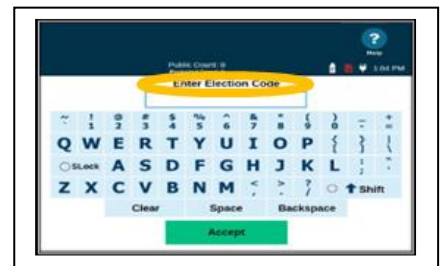


b. Find more information: *DS300 Operator's Guide, p. 37 to 41*

Opening the Polls for Voting

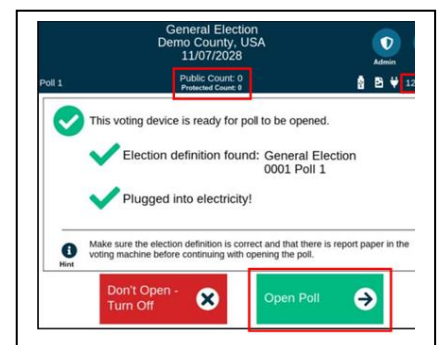
8. Enter Election Code – If requested

- a. Enter the requested **code**, using the touchscreen and then touch **“Accept”**.
 - i. Election Code is Case sensitive.
- b. This same screen appears **whenever you need to enter a code**.
 - i. The oval-circled area will specify the code, i.e. “Election Code” or “Override Code” or “Administration Code”
 - ii. Your town may program the tabulator to bypass this screen.



9. Green check marks on screen confirms Election Definition is found and unit is connected to AC Power

- a. Confirm public count is zero
- b. Confirm date, time, election & Poll name are correct

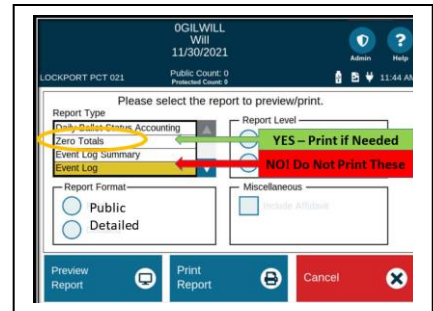


10. On the touch screen tap: “Open Poll”

- a. Wait for the default election configuration report to print.

11. Zero Report Tapes will print out.

- a. If more Zero tapes are needed tap “Report Options.”
 - i. Verify report format is “Public” and tap “Print Report”



Entering Voting Mode

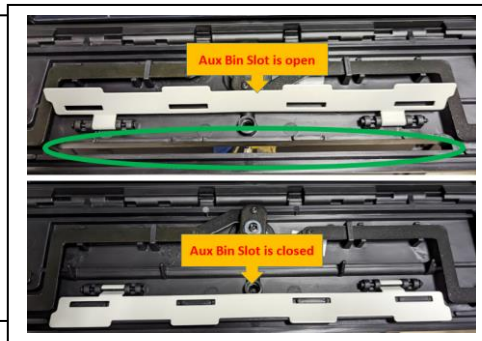
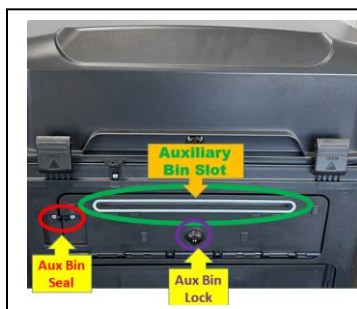
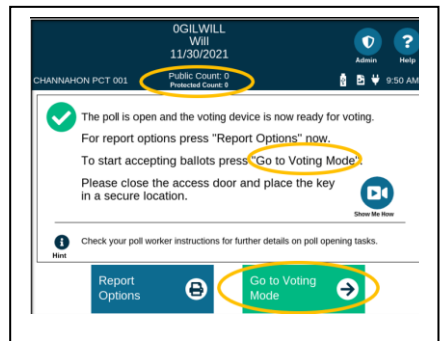
12. Tap “Go to Voting Mode.”

13. Open Main Ballot Compartment door.

- a. Ensure it is empty
- b. Close and lock compartment door
 - Keep auxiliary compartment slot open and door locked

14. Open Auxiliary Compartment door

- a. Ensure it is empty
- b. Close and Lock door, with **slot open**, during Election Day
 - i. When closing the auxiliary compartment door, the slot flap must be open.



Icon	What it means	Icons	What they mean	Actual Symbol	Symbol	Meaning
	Tabulator is receiving electric power		Admin - Grants election workers access to the Administration menu. This icon is available only when the poll is not open.			Touch to exit back to previous screen
	Tabulator is running only on its battery		Help - Grants election workers access to help messages specific to the current screen.			Shows a picture or animation
	Ballot Images being saved		Language - Grants election workers and voters access to multiple language options. This icon is available only if your election definition includes multiple languages.			These symbols mean "yes" or "approved"
	ALERT: Ballot Images not being saved.		Tools - Grants election workers access to the Tools menu and a limited set of administration functions while the poll is open.			This symbol means "no" or "do not"
	Election Definition is inserted		Write-Ins - Grants election workers access to on-screen review of write-in votes. This icon is available only after the poll is closed and if supported by the version of the election system.			This symbol means "Stop"
	Election Definition is not found					
	A modem is installed. Should not happen					
	No modem is installed. OKAY					

Tabulator: Closing The Polls

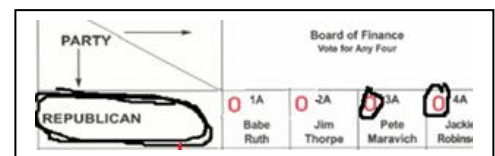
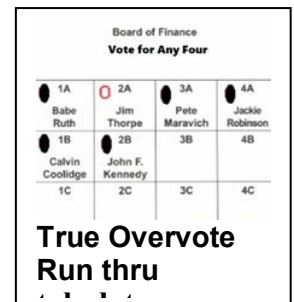
Auxiliary Compartment, Process Ballots

- Open auxiliary compartment and remove all the ballots (if any)
 - Follow absentee ballot procedures as closely as possible.
 - Voter Intent Governs**
- Feed the ballots into tabulator
 - If ballot rejected by tabulator as Overvoted
 - Determine if it's a True/Genuine over-vote which means the elector truly attempted to vote for more **candidates** than allowed.
 - If **yes**, tap "Cast"
 - The tabulator overrides the overvoted contest(s) and counts all the other contests.
 - If **no**, hand count the ballot.

Important - Remember to count the number of candidates selected, not the number of ovals marked in the contest. Do your best to determine voter intent.

- If ballot rejected by tabulator as Blank Voted Ballot

- If **no markings** on the ballot
 - Feed ballot into tabulator and tap "Cast"
- If there are improper markings showing voter's intent

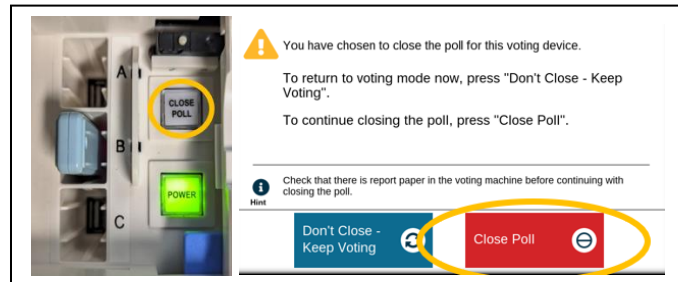


- Hand count

c. Party designation is to be ignored

Closing the Tabulator

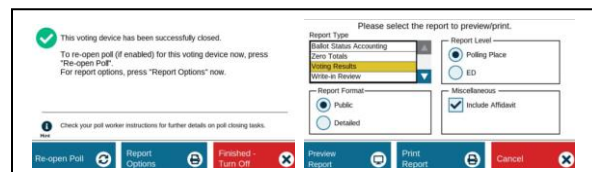
1. Open the Front Access Compartment on tabulator.
2. Press and release the “Close Poll” button.
3. Tap “Close Poll” on the screen, to end voting.
4. You will see “Closing poll. Please wait ...”
5. Three result tapes should print result tapes:



- a. Sign all result tapes (Moderator and 2 Asst. Registrars)
- b. The 1st tape is for the Moderator’s Return.
 - The zero report is to stay attached to it
 - It includes images of voter **Write-ins**.
 - Images of voter write-ins are not for public viewing
 - The voter’s handwriting, from the name written-in, might identify the voter, which would compromise the voter’s ballot secrecy.



- c. The 2nd tape is to be posted for public viewing.
- d. The 3rd tape to be stored in with the voted ballots.
- e. For additional reports, tap **Report Options** and print the reports.



6. Read aloud results from the tabulator tape to the public and election officials.
7. Tap “Finished - Turn Off” when ready to power down the DS300.
8. Wait for power button light to shut off
9. Remove the election memory stick in front access compartment
10. Seal memory stick in a secure transfer bag/pouch (to be delivered)

11. Count Write-In Candidate Votes

Record qualified votes onto Moderator’s Return (tally sheet)

- Hand count **write-in** votes cast for:
 - Registered write-in candidates &
 - Candidates printed on the ballot for that office.
 - If not already selected & counted by tabulator
 - No more than one vote per candidate per contest

FROM WRITE-IN BIN
WHAT VOTES ARE TO BE HAND COUNTED?
Clara Barton & Ben Franklin each get a hand counted vote
No hand counted vote for Arthur - tabulator already counted a vote

OFFICE	9	10	11	12
PARTY				
	Planning and Zoning Commission Vote for Any Four			
	Tabulator already counted one vote for Arthur			
REPUBLICAN	○ 9A George Washington	○ 10A Clara Barton	● 11A Arthur Ash	○ 12A Franklin Pierce
DEMOCRATIC	○ 9B Benjamin Franklin	○ 10B Benjamin Franklin	○ 11B Benjamin Franklin	○ 12B Benjamin Franklin
SAVE AMERICA NOW	○ 9C Benjamin Franklin	○ 10C Benjamin Franklin	○ 11C Benjamin Franklin	○ 12C Benjamin Franklin
PETITIONING CANDIDATE	○ 9D	○ 10D	○ 11D	○ 12D
	○ 9E	○ 10E	○ 11E	○ 12E
WRITE-IN VOTES	○ 9F Clara	○ 10F Arthur	○ 11F Ben	○ 12F

COUNT **COUNT**

Time to Pack Up

12. Wait for the screen to go black and for the Power button light to go off.

13. Remove the Memory Stick from the front tabulator compartment

- a. It contains the election results.

14. Seal Memory Stick in a security bag.

- a. Follow Registrars instructions on handling and delivering.

15. Shut down, close, lock and seal the tabulator

16. Pack and seal tabulator either in the ballot box or a secure tabulator carrying case.

- a. If leaving tabulator installed on the Ballot Box

- Close, Lock and Seal the ballot box cover.

- b. If packing tabulator in its secure carrying case:

- Unlock tabulator release lock on ballot box
- Slide tabulator part way out
- Unplug power cord from rear of tabulator.

Important: To release the connection the sleeve covering on the cord’s end must slide back (against its internal spring)

- Detach the power cord.
- Pull tabulator all the way out
- Close and seal carrying case

- c. Follow Registrars instructions on handling and delivering.

17. Complete the “Certificate For The Closing Of The Polls”



Polling Places

Boundary and Layout

1. Location

Polling places are designated by the Registrars of Voters or legislative body in each municipality.

2. Accessibility Requirements - (§ 9-168d(a) and 28 CFR § 35.163)

All polling places must be fully accessible to electors with disabilities. Specific accessibility standards include:

- Clear Signage: Marking designated parking spaces and marking the accessible entrance route, if main entrance is inaccessible.
- Door Width: Entrances must have doors with a minimum width of 31 inches.
- Ramps and Curb Cuts: Where necessary for accessibility to the entrance.
- Handrail and Ramp: For any stairs used to enter the polling place.
- Unobstructed Pathways: No barriers inside the polling place shall impede the path to the voting booth.
- Parking: A minimum of two designated parking spaces must be provided for disabled and infirm elderly persons (§ 9-168e) and 28 CFR § 35.163).

3. Restricted Areas encompass: (§ 9-236)

- A 20-foot radius around the curbside voting area (effective January 1, 2026)
- A 75-foot radius from any outside entrance used as an entry to a polling place.
- Any corridor, passageway or approach leading from any such entrance to the polling place.
- Any room opening in any such corridor or passageway.

These zones delineate the moderator's jurisdiction, except in cases where conduct occurring outside this area interferes with the voting process - such as political messages broadcast by sound trucks into the restricted zone.

Boundary Markers: 75-Foot boundary markers must be clearly posted at least 20 minutes before polls open.

Mark off a 20-foot radius around Curbside Voting area. (If contest is after January 1, 2026)

Prohibited Activities Within the Restricted Area

- Interference with the orderly process of voting (moderator may evict)
- Electioneering, including:
 - Soliciting votes for or against a candidate or question on the ballot.
 - Distributing campaign materials, signs, or literature.
 - Displaying campaign materials (e.g., clothing, buttons, signs on vehicles).
 - Offering ballots, advertising, circulars, or any promotional items to voters.
- Loitering or remaining in the restricted area without a valid purpose.

- Peddling or selling goods or services.

The moderator has the authority to remove any individual engaged in these activities, including candidates (except when voting or assisting an immediate family member).

Exceptions Within the Polling Place

- Election officials may distribute “I Voted Today” stickers.
- Candidates may enter to:
 - Cast their own ballot.
 - Assist an immediate family member in voting.

Exceptions Within the Restricted Area (But outside the polling room)

- Fundraising activities, such as PTO bake sales, are allowed if approved by both Registrars of Voters.
- Nonpartisan activities may be allowed under the same conditions.

Jurisdictional Limits of the Moderator

- Per the CT Attorney General’s opinion, dated April 17, 1962, the moderator’s authority does not extend beyond the polling place’s exit, if the exit is outside the restricted area.
- Election signs positioned outside the 75-foot zone, even if visible from inside, are not within the jurisdiction of election officials.
- Instead, cover windows or reposition voting booths to ensure signs are not visible from inside the polling place.

4. U.S. Flag Requirement (§ 9-237)

On Election Day, a United States flag must be displayed in each polling place. The flag must be at least 3 feet by 5 feet in size.

A CT state flag may also be displayed, though it is not required.

5. Lay-Out of Polling Place (§ 9-257)

- **Clear Flow Pattern:** Design the polling place to facilitate a smooth progression of electors from entry to exit, ensuring privacy and efficiency.
- **Visibility:** Ensure that the entire polling area is in plain view of all election officials and electors waiting to vote.
- **Separate Entrance and Exit:** If possible, establish distinct pathways for entering and exiting to prevent congestion. If not feasible, use barriers like stanchions or tape to separate the flow.

6. Stationing Officials

- **Demonstration Area:** Positioned at the entrance, this area provides electors with instructions on the voting process. Display: Sample ballot and required posters
- **Registrars or Assistant Registrars:** Located before the checkers' station, outside the flow of electors, they assist electors with registration issues.
- **Official Checkers:** Stationed after the demonstration area, they verify electors' names on the official voter list before issuing ballots. Display: Voter ID requirement poster

- **Unofficial Checkers:** Positioned near (after or behind) official checkers but out of the flow of electors.
- **Ballot Clerks:** Located after the checkers' station, they issue ballots and ensure electors receive the appropriate materials.
- **Voting Privacy Booths:** Arranged to maintain voter privacy and prevent unauthorized viewing of ballots.
- **Tabulator and Tabulator Tenders:** The tabulator should be placed at least three feet from any wall or partition and at least four feet from the ballot clerks' and tabulator tenders' tables. Tabulator tenders oversee the tabulator and assist voters as necessary.
- **Moderator:** Located out of the main flow of electors and in clear view of the entire polling place.

7. Voting Privacy Area (§ 9-262)

- **Designated Space:** From the ballot clerks' table to the tabulator tenders' area is designated for electors to receive, complete, and cast their ballots.
- **Restricted Access:** Only election officials, electors marked as voting in person, and legally entitled individuals (e.g., children aged 15 or younger, persons assisting disabled electors) should be allowed in this area. See page A-10 below.
- **Regulate Flow of Electors:** The moderator, or another official designated by the moderator, shall regulate the flow of electors from the checkers table to the voting booth to the tabulator and out of the polling room.

8. Voting Privacy Booths (§ 9-261)

- **Quantity:** At least one booth per 250 registered voters for an election and one booth per 500 for a primary. At least one booth must be accessible to persons with disabilities.
- **Placement:** Booths should be arranged to prevent unauthorized viewing of ballots at least 3 feet apart.
- **Equipment:** Each booth should have a ballpoint pen, instructions for marking the ballot, and a magnifier.

9. Telephones at Polling Places

The Registrars of Voters shall provide a telephone for each polling place for official use, only. (§ 9-237a, SOTS Opinion Dec. 27, 1994) Other communication equipment may also be provided, at the discretion of the Registrars, to support official polling place operations.

10. Two Polling Places in One Voting District

The Registrars of Voters may designate two separate polling places within the same voting district if a suitable polling place cannot be found, in one of the districts. In such cases, it's essential for Moderators to be informed so that they can assist electors in finding the correct polling place. (§ 9-168b)

11. Two Voting Districts in One Polling Place

Registrars have the authority to set up separate voting districts within a single polling place. This is applicable when:

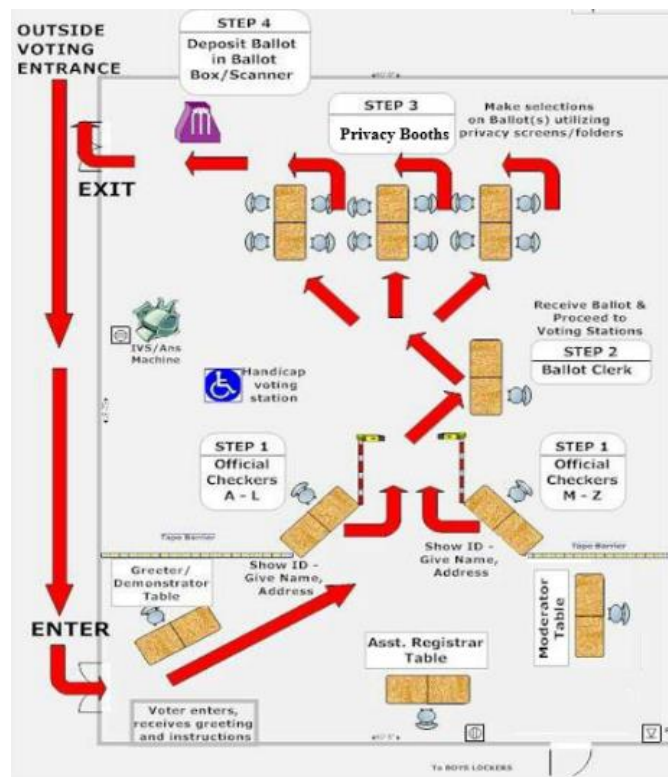
- **District Lines Differ:** The voting district lines differ from the district lines as constituted in a municipal election year.
- **Small Voting Districts:** A voting district with fewer than 1,500 electors who vote for candidates or offices that are unique to their district.

The Moderator must carefully supervise and instruct election officials so that the elector is directed to the correct district. Each district must use a separate tabulator.

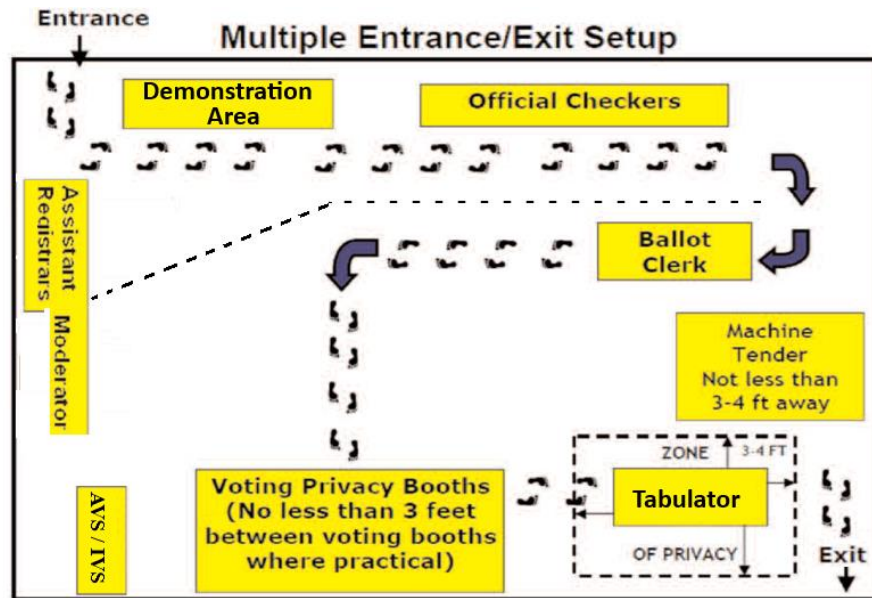
Only one IVS Ballot Marking System is required. The separate districts can enter separate codes so that the elector using the IVS equipment will see, or be read the correct ballot, and the elector’s voting choices will be printed correctly.

12. Three Sample Polling Place Layout Diagrams

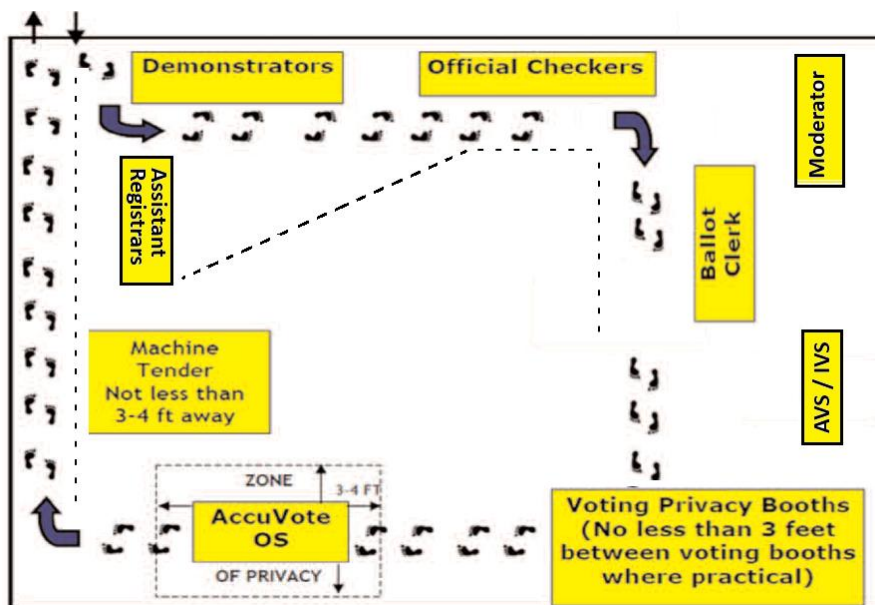
- Layout With Separate Doors for Entrance and Exit plus Two Checker Lines



- A Different Layout, With Separate Doors for Entrance and Exit



- Layout With Same Door Used for Entrance and Exit



Persons Who May Be Present in the Polls During Voting Hours

Entry into the polls is restricted to Election Officials (performing their jobs), Eligible Voters (electors/registered voters and a few others as mentioned below):

A Voter is a person who is qualified to vote at referenda. An Elector is a registered voter.

No person shall be allowed within a polling place for any purpose other than casting their vote except for: (§ 9-236 (c))

- Election Officials / Poll Workers (performing their duties) (§ 9-258, 9-436)
- Persons Assisting Electors
- Translators (if required)
- Children 15 or Younger with Parent or Guardian
- Designees of the Secretary of the State
- Unofficial Checkers (may not interfere with the voting process) (§ 9-235)
- Runners (relay info from Unofficial Checkers)
- News Media
- Student Observers with teacher or guardian supervision (limit of 4) from Noon to 3 p.m.
- Security Officer (optional)
- Police, Fire, EMS, Facilities & Equipment Maintenance to perform their duties
 - Make note in diary

Note: Not allowed in the polls but are permitted within the 75' restricted area:

- Non-Partisan Activities & PTO Bake Sales with Registrars' approval
- People may pass through 75' Restricted Area outside to access building for other purposes. They may not display any Candidate Information
- **Others**

The general rule, that no person, except Election Officials, "shall be allowed within any polling place except for the purpose of casting their vote" is subject to several exceptions: (§9-236(c))

i. Persons Assisting Electors

Elector has the right to ask for and receive assistance. Any elector who requests assistance to vote is to be given assistance.

The elector may be assisted by two election officials of different political parties (or factions) or by a person of the elector's choice, **except:**

- 1) the elector's employer;**
- 2) an agent of that employer;**
- 3) an agent or officer of the elector's union; or**
- 4) a candidate for any office on the ballot (unless the candidate is assisting an immediate family member). (§9-264)**

An elector being assisted by the person of their choice may be accompanied to the voting privacy booth by such person. It is a criminal offense for the person assisting such elector to influence or deceive such elector or to divulge any

information concerning how such elector voted. (§9-264, 42 U.S.C. 1973aa-6)

When assistance is requested, the Moderator must record the name of the person assisted, the person who assisted the elector and any other pertinent facts surrounding the request for assistance in the Moderator's Diary of Events.

b. Children Accompanying an Elector

An elector may be accompanied into any polling place, and into the voting privacy booth, by children who are fifteen (15) years of age or younger and supervised by the elector, if the elector is the parent or legal guardian of such children. (§§9-236, 9-261)

c. Designees of The Secretary of The State

The Secretary of the State, if not on the ballot, or the Secretary's designees may observe the election. Each of them should report to the Moderator in order to identify themselves, and the Moderator should record their names in the Moderator's Diary. (§9-235e)

d. Unofficial Checkers (Candidate Checkers)

Each Registrar of Voters may appoint electors enrolled in such Registrar's party as unofficial checkers. Each Registrar may appoint up to four unofficial checkers for each line of electors in each voting district. Each other group of three or more candidates whose names appear in a single row on the ballot may designate no more than two electors as unofficial checkers. If the Registrar of Voters has authorized split shifts for unofficial checkers, the foregoing numbers would apply to each shift separately. (§9-235)

In a primary, the Registrar of Voters may appoint, for each group of candidates whose names appear in a single row on the voting tabulator ballot, not more than two unofficial checkers for each line of electors for each shift. (§9-436a)

In a referendum, the Registrars of Voters may appoint up to eight town electors as unofficial checkers for each question (including a question submitted at an election). (§9-235)

Citizens 16 or 17 years old, who are residents of the municipality, may also be appointed as unofficial checkers. (§9-235d)

The Registrar(s) of Voters should include the unofficial checkers' names, addresses and titles on a list provided to the Moderator. Unofficial checkers shall identify themselves, and check in with the Moderator, upon arrival at the polling place. The unofficial checkers will have their own copy of the official checklist to be used in any manner, including the use of sequence numbers. The unofficial checkers will be marking the names of electors who vote and reporting this information to their respective headquarters. They may do so by leaving the polling place at any time throughout the day to use telephones provided by their party and then returning. The unofficial checkers should be seated near the Official Checkers' tables, or at the end of the tables, so that they can hear the electors as they announce their name and address. Unofficial checkers are not allowed to interfere with the voting process or make additional inquiries of the elector because Connecticut law only requires that electors announce their names once. (SOTS Opinion, Nov. 20, 1992)

e. Runners

At any election, any person may serve as a runner solely to enter and leave a

polling place in order to receive and take away unofficial checkers' lists identifying electors who have voted. Each runner shall be subject to the control of the Moderator. Neither any election official nor any candidate in such election may perform the functions of a runner. (§§9- 235b)

f. News Media

Members of the news media may also enter and leave the polling place at any time through- out the day to observe the election and may take photos or record video images. (§9- 236(c)). However, they may not take any pictures showing how an elector marks their ballot, and anyone who in any way interferes with the orderly process of voting shall be evicted by the Moderator. Members of the news media may obtain exit polling data outside the polling place, but within 75 feet of the exit door, if different from the entrance door.

Official phones are for official use only and are not to be used by unofficial checkers, runners, or the news media.

g. Student Observers

Between the hours of 12:00 p.m. and 3:00 p.m. up to four students in Grades 4 through 12, may observe the election process, provided there is proper parental or teacher supervision. (§9-236(c))

h. PTO Bake Sales in Schools

If the polling place is in a school, parent-teacher organizations may hold bake sales in the school building inside the restricted area, but not in the room where the voting tabulators are located. Bake sale customers may be in the restricted area. (§9-236(a))

i. Non-Partisan Activities

The Registrars of Voters jointly may permit certain non-partisan activities in the restricted area and may place reasonable limitations on such activity, but not in the room where the voting tabulators are located. Persons engaged in such activities may be in the restricted area. (§9-236(a))

j. Police, Fire, Ems, Facilities/Equipment Maintenance

Police officers, Firefighters and EMS personnel, as necessary in performance of their official duties, may enter a polling place. Necessary voting equipment or facilities maintenance personnel may enter the polling place with the permission of the Moderator. In each case, their presence and purpose should be noted in the Moderator's Diary. When feasible, Election Officials should accompany them, in order to minimize any disruption to voting.

• **People Who May Not Be Present in the Polls**

a. Candidates

A Candidate on the ballot in the current election may not enter the polls except:

- ii. To cast their own vote; or
- iii. To assist an immediate family member.

The term "candidate" includes registered write-in candidates. All candidates are prohibited from engaging in any electioneering activities while inside the polls for these limited purposes.

b. Elector Who Has Already Voted

Any elector who has already cast their ballot is required to exit the polling place. Election Officials should assist any elector with mobility difficulties in exiting the poll and connecting with transportation.

c. Persons with Political Clothing, Jewelry, Stickers, Etc.

Persons who are wearing political or candidate clothing, jewelry, or stickers, or displaying political literature, must remove or hide the political items.

d. Electors in The Wrong Polling Place

Electors who have been informed by an election official that they are in the wrong polling place in the municipality should exit and proceed to the correct one. Persons who have been informed by an election official that they are not electors in the municipality, but could become electors that day, should exit the polls, and proceed to Town Hall or wherever Same-Day Registration is being held. Directions should be available from the Election Officials.

e. Anyone Disrupting, Delaying, Or Interfering with the Orderly Process of Voting

The Moderator shall evict any person who in any way interferes with the orderly process of voting. If any such person is entitled to vote at this polling place, but has not already done so, such person may vote whenever they are willing to do so without disrupting the polls. (§§9-230, 9-236(a),(c))

• **Entry to Building Through Restricted Area**

Schools and other buildings used as polling places are open for voting and election purposes and are not automatically open to the public for other purposes just because it is Election Day. The restroom facilities and other portions of such buildings are subject to all regular school and building rules as to security, authorized entry and ID requirements.

On Election Day, The Polling Place Will Be Open, But the Rest of The Building May Be Closed, Or May Have Limited Access for Security Reasons.

Persons otherwise allowed in the building containing the polling place, may pass through the 75-foot restricted area outside the entrance to the building, and the corridors leading to the polling place, in order to reach other portions of the building, so long as they do not pass through the polling place and do not violate the electioneering restrictions.

Pickup and Delivery of Election Equipment and Supplies

1. Picking Up Materials (Other Than Ballots and Tabulators)

The law requires Moderators to appear at the office of the Registrars of Voters not later than 8:00 p.m. of the day before the primary or election. At that time, the Moderator will receive from the Registrars of Voters the following:

- one copy of the Moderator's Return which contains the Report of Pre-Election Tabulator and Memory Card Testing prepared by the Registrars of Voters showing the number of the seal over the memory card slot on the tabulator assigned to the Moderator's polling place and the number of the seal on the carrying case of the tabulator;
- the official checklist;
- keys to the tabulator, ballot box, and security cabinet (if used). (§ 9-259)

The Moderator may also receive the following items, or they may be delivered to the polls in a sealed and locked security cabinet:

- the "inactive" list for that voting district;
- two sample ballots;
- the Voter's Bill of Rights and other required posters;
- in an election, posters relating to proposed constitutional amendments or local questions (if any);
- serially-numbered challenged ballot envelopes.
- depository envelopes and non-reusable tape for sealing them;
- and other supplies necessary to conduct the election.

Under no circumstances should the Moderator, or anyone else, receive official ballots or the tabulator prior to election morning, except as provided in subsection B "Delivery of Ballots and Tabulators," paragraph 2 below.

Additionally, if a primary or election is for federal office, the Registrar of Voters shall provide the Moderator a provisional ballot packet which shall include: (1) The appropriate number of provisional ballots for federal office provided by the Secretary of the State, which shall be equal to not less than one per cent of the number of electors who are eligible to vote in the voting district served by the Moderator, or such other number as the Municipal Clerk and the Registrars of Voters agree is sufficient to protect electors' voting rights, (2) the appropriate number of envelopes (which can be numbered at the polls) prescribed by the Secretary, (3) a provisional ballot inventory form, (4) a provisional ballot depository envelope, and (5) other necessary forms prescribed by the Secretary. (P.A. 03-6)

2. Delivery of Ballots and Tabulators

- Delivery by Officials on Election Day Morning

If the Registrars of Voters determine that tabulators and ballots should be delivered to the designated Election Officials on Election Day morning, from the designated central secure location, the following procedure shall apply:

At 4:30 am on election morning, **both** Assistant Registrars of Voters from **each** polling place, or two sworn Election Officials from different parties or one police officer, shall appear at the designated secure location to pick up the tabulator and ballots for their polling place.

- **Delivery by Officials Prior To Election Day**

If the Registrars of Voters determine that tabulators and ballots should be delivered to the designated Election Officials on a day prior to Election Day morning from the central secure location, the following procedure shall apply:

At a time designated by the Registrars of Voters, Both Assistant Registrars from Each polling place, or two sworn Election Officials from different parties (which can include the Registrars of Voters) or one police officer, shall appear at the designated central secure location to pick up the tabulator and ballots for their polling place.

Oath, Forms, and Delivery

In either case, the officials shall proceed as follows:

- The proper election official shall administer the oath to the Election Officials from each polling place when they arrive at the designated central secure location prior to election morning to pick up the ballots and tabulators, if they have not previously been sworn in.
- The Election Officials shall:
 - Examine the label on the outside of the tabulator carrying case to ensure that it is the correct one for their voting district.
 - Examine the seal on the bag containing the tabulator to ensure the seal is intact.
 - Record the seal number on the “Election Officials' Receipt for Ballots and Tabulator” (See the Moderator’s Return).
 - Without opening any ballot packages, the election official shall also ensure that the ballots are the correct ones for their polling place.
 - The Election Officials receiving the tabulators and ballots must sign a receipt for them contained in the “Certificate For the Opening of the Polls.” (See page 4 of the Moderator’s Return, which is a separately printed attachment to this handbook).

Note: If delivery takes place on a day prior to Election Day, the Election Officials shall immediately deliver the tabulator and ballot packages to the designated temporary secure location for their polling place. In no event shall the tabulator or ballot packages be stored in a location other than the temporary secure location established by the Registrars of Voters.

- On Election Day Morning (Or Immediately, If Delivery Occurs on That Morning), The Election Officials Shall Transport the Tabulator and a Sufficient Number of Unopened Ballots For At Least 3 Hours Operation to Their Polling Place.

- Upon arrival at the polling place, the Election Officials shall deliver the ballots and the tabulator to the Moderator and the Moderator shall sign the receipt for them contained in the “Certificate For the Opening of the Polls.” (See page 4 of the Moderator’s Return).
- Delivery in Locked and Sealed Security Cabinet

If the Registrars of Voters determine that tabulators and ballots should be delivered to the polling place in an approved, locked security cabinet, the following procedure shall apply:

- The Moderator shall examine the seal on the security cabinet and record the number in the Moderator’s Return. The Moderator should record any discrepancy in the Moderator’s Diary.
- The Moderator shall then break the seal and open the locked cabinet using the keys provided by the Registrars.
- The Moderator should examine the tabulator transfer bags and record the seal numbers in the Moderator’s Report.
- The Moderator should immediately report any missing or damaged equipment to the Registrars of Voters.
- Without opening any ballot package, the election official shall also ensure that the ballots are the correct ones for their polling place.

3. After Delivery of Ballots and Tabulators

When the proper Election Officials have assembled on election morning, and the oath has been administered, and the ballots and tabulators have been delivered or retrieved, and receipts have been executed:

- The Moderator shall give the ballot packages to the Ballot Clerk(s) who shall count the number of packages received and complete the Ballot Log Worksheet. (See page 6 in the Moderator’s Return.)
- The Assistant Registrars of Voters shall witness the Moderator install the tabulator on the ballot box and shall participate in the procedures described in the “Certificate for the Opening of the Polls” and in the “Certificate for the Closing of the Polls.” (See pages 4 and 8 in the Moderator’s Return.)

4. Processing a Voter

- a) Official checkers check-off the name of the voter on the official check list.
- b) The ballot clerk gives the voter a ballot and offers the voter a privacy sleeve.
- c) When a privacy booth is available, the voter shall be directed to enter a booth and mark their ballot.
- d) The voter shall then proceed to the tabulator and insert the ballot for counting.
- e) After the tabulator accepts the ballot, the voter shall immediately exit the polling place.

Some Issues to Consider During the Day

1. Assistance Requested

If Elector Asks for Assistance Filling Out Their Ballot

- Moderator is called over.
- Moderator asks elector who they would like to have assist them.
 - Elector may choose someone other than:
 - 1) their employer or agent of employer,
 - 2) union rep., or
 - 3) a candidate unless immediate family member, or;
 - Moderator appoints two officials of opposite parties to assist
- Do not challenge reason for request of assistance.
- Moderator records in diary elector's name and who provided assistance

Remember Voter's Bill of Rights:

- Elector has the **right** to ask for and receive assistance
- Elector has the **right** to vote free from coercion (persuading someone to do something by using force or threats) or intimidation (frighten in order to make them do what one wants)

2. Instructions Requested

If an elector, after receiving a ballot, requests further instruction, two Election Officials of different political parties shall assist the elector and give such instructions as are proper and that they agree upon; but they may not look at the ballot, nor attempt to influence the elector's vote. (§ 9-261(e))

3. Erroneously Checked Off Official Voter List

If an elector's name is already "marked off as voting" on the official voter list when the elector presents to vote, and the elector claims not to have voted (in-person, absentee, early voting or same day registration) then:

- a) Moderator asks Voter to fill out an affidavit "Remedy when elector's Name is Erroneously Checked Off List."
- b) Elector is given a ballot after completion of affidavit
- c) Moderator records issue in diary
 - This will affect voter count at end of night because one name is checked off and two ballots cast.

4. Absentee Ballot Withdrawal - Elector Marked as Voting by Absentee Ballot

The Municipal Clerk will give the elector a written statement, to deliver to the Moderator, **directing the Moderator to permit the elector to vote in person. Do not permit**

the elector to vote without this written statement from the Municipal Clerk.

Upon receipt of this statement, the Moderator must have the absentee indication “A” next to the elector's name stricken from the list; and the elector may thereupon have their name checked off as having voted in person and cast their vote. The statement should be attached to the official checklist or kept by the Assistant Registrars, and returned to the Registrar, with such list, after the close of the polls. (§ 9-159o)

5. Elector to be Removed from Voter List

When the Registrar (or another moderator) calls informing you that an elector currently on your list:

- has been transferred within the municipality to another district, or
- has transferred outside of the municipality
- voted SDR in another location

Cross through the elector’s name and mark “OFF” by the elector’s name on the official voter list (§ 19j(e)(2))

Make sure to notate the name and the reason of the removal in the moderator’s diary.

6. No ID or Insufficient ID

If an elector comes in with no or insufficient ID, the elector should be offered an affidavit entitled “Signatures of Electors Who Did Not Present ID,” which they sign to affirm their identity. The elector can also return with the proper ID. **The Assistant registrars will work with the elector.**

7. Wrong Polling Place

Send the elector to the appropriate voting district or if they belong in your district, call the Registrars to verify the elector has not already voted in the previous district. In the meantime, have the elector fill out the voter registration card. **The Assistant Registrars will work with the elector.**

8. Avoid Long lines at Ballot Clerk’s Table

Do not allow long lines at the Ballot Clerk’s table. A Ballot Clerk may serve two or more Checker lines. The Ballot Clerk has an open package of official ballots on their table and security may be compromised if too many electors are clustered around this table. Hold electors at the Checker’s table if there are already three electors in line at the Ballot Clerk’s table.

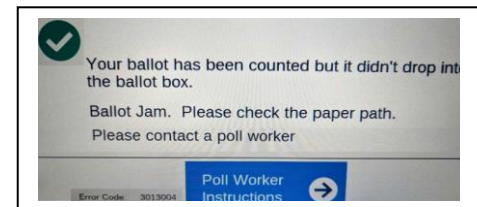
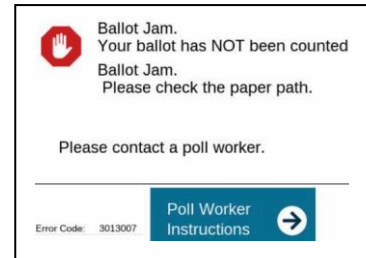
9. Prevent Electioneering In Polls

Electors and other people entering the polls (such as unofficial checkers and runners) with political clothing, buttons, or other paraphernalia should be instructed to cover it up, remove it, turn it inside out, or otherwise not display it. Political clothing is defined as featuring the name or image of a candidate on the ballot or advocating for or against a question on the ballot. Candidate literature, palm cards and sample ballots should be put in the elector’s pocket or purse. A trash can should be placed at or near the entry door for disposal of unwanted materials. Electors may bring such items into the polling place and consult them while voting as long as they do not display them for

others to see or leave the items in the voting booths.

10. Ballot Jams

- If the tabulator jams or malfunctions, the Tabulator Tender shall summon the Moderator immediately before any corrective action is taken.
 - The moderator shall clear any jammed ballots in accordance with instructions provided for the tabulator and shall avoid looking at the markings on the ballots.
 - **Not Counted** - A **stop sign** on the screen means the ballot **has not been counted** and will need to be run through the tabulator again.
 - The ballot should be carefully pulled from the tabulator, placed in a privacy folder and handed to the elector to reinsert
 - **Counted** - A **green checkmark** on the screen means the ballot **was counted** and should be dropped into the ballot box.
 - If the jam cannot be cleared or the tabulator malfunction cannot be resolved, the moderator shall call the registrars and shall substitute a perfect tabulator for the malfunctioning tabulator.
 - The moderator shall make record of such event in the Moderator's Diary.
 - Ballots shall continue to be issued, and voted ballots shall be placed in the auxiliary compartment.
- Explain to elector how to get a new ballot



11. Challenges

Challenges may be made by any election official or elector lawfully within the polling place. The challenge procedure is to be used only for people whose names appear on the official checklist; an elector whose name is not on the official checklist may not be challenged. Challenges may be made on the following grounds only:

- want of identity (the elector is not who they claim to be);
- disfranchisement for conviction of a felony; or
- lack of bona fide residence in a municipality and political subdivision holding the election.

Challenges may not be made indiscriminately and may only be made if the challenger knows, suspects or reasonably believes such a person not to be qualified and entitled to vote. (§§ 9-170, 9-171, 9-172, 9-232, 9-431)

A complete description of the challenge process is contained in Appendix 7 and 8. The following is a summary.

a. Challenge Procedure

The challenger must state the grounds for the challenge under oath, which is administered by the Moderator.

An elector whose right to vote has been challenged on the grounds of want of identity or lack of bona fide residence in municipality may prove their identity or residence by the testimony, under oath, of at least one other elector, or they may offer other testimonial or documentary evidence acceptable to the Moderator. The Moderator has the discretion to determine what kind of proof is acceptable.

b. Casting a Challenged Ballot

If the Moderator decides that the challenged elector does not have the right to vote, the elector may request a challenged ballot by submitting an “Application for a Challenged Ballot.” (§ 9-232d)

The Checkers mark in red “CB” in front of the challenged elector’s name on the official checklist, but the name is NOT “Marked as Voting” by tabulator.

The Moderator obtains a regular ballot from the Ballot Clerk and delivers it to the elector to mark as the challenged ballot, together with a serially-numbered envelope marked “Challenged Ballot.”

The challenged elector marks the ballot in the presence of the Moderator, but in a manner which preserves the secrecy of their vote and then folds the ballot and seals it in the serially-numbered envelope. The Moderator then deposits the challenged ballot envelope in the large depository envelope marked “Challenged Ballots,” and seals it immediately following the close of the polls. (§ 9-232e)

c. Moderator's Memorandum

The Moderator must keep an accurate memorandum of all challenges, no matter how they are resolved. (See form entitled “Moderator’s Memorandum Re: Challenge.”) It must be filled out completely.

d. Preservation of Challenged Ballots

The Registrar of Voters must preserve challenged ballots in the sealed depository envelope. If the results of an election are contested in court, the court may order that each challenged ballot be opened and rule on which ballots to count. The results of the count would be added to the vote totals. (§ 9-232f)

12. Provisional Ballots

Pursuant to HAVA, provisional ballots are only issued if a federal office is on the ballot. The ballots are kept separate from the regular ballots and given to the Registrars after polls close. These ballots require additional research before being allowed to be counted. Registrar of Voters will research the issues regarding the ballot and make a decision after the election.

When Issued

A provisional ballot is issued in three different situations, and only when there is a federal office on the ballot:

a) Person’s Name Not on Official Check List

An individual may apply for and be issued a provisional ballot if

- The individual appears at the polling place and declares that they are an elector in the municipality in which they desire to vote and that they are eligible to vote in the primary or election for federal office in the polling place, but the name of the individual does not appear on the official checklist for such polling place, and
- The Registrars of Voters determine that such name cannot be restored or transferred from another polling place.

If an individual appears at the polling place during a primary and declares that such individual is an enrolled party member but does not appear on the enrollment list, the Moderator should issue a provisional ballot.

b) Person’s Name on the Check List, and Was Successfully Challenged

If the Moderator decides that a person, whose name appears on the official checklist and who has been challenged, is not eligible to vote in the primary or election for federal office, such person may apply for and cast a provisional ballot. The person must execute a written affirmation that they are qualified to vote in the election for federal office and has not otherwise voted in person, early voting, same day registration or by absentee ballot at such election.

Note: When using this procedure, an elector may have the ability to vote by both provisional ballot (for federal office only) and challenge ballot (state and federal office). However, if a court counts the challenge ballot, the votes for federal office on the challenge ballot will not be counted.

c) Person Without ID — When ID is Required

An individual is required to, but does not, submit the identification prescribed in the Help America Vote Act either with their application for elector registration or when they appear to vote for the first time at a polling place. (§ 9-261)

Exception: If your municipality is having a primary and **Federal Offices** will be on the ballot in November but no **Federal Offices** will appear on the ballot for the primary (i.e. you only have a primary for state representative) you will not issue or use provisional ballots for the primary. You will be required to issue provisional ballots for the November general election.

Procedure to Issue Provisional Ballots

The provisional ballot application is printed on the Provisional Ballot Envelope. Upon receipt of an application for provisional ballot, the Moderator shall provide the applicant with a provisional ballot and fill in a serial number on the envelope and make a record of such issuance on the “Provisional Ballot Inventory Form.”

- When the name of a person requesting a provisional ballot does not appear on the official checklist, the name will not be added to the official checklist.
- When the name is on the official checklist, the Checkers should mark “PB” in front of the elector’s name, but the name is NOT “Marked as Voting” by tabulator and is not counted as voting in person after the polls close.

In either case, the Assistant Registrars shall then add the elector’s name to the

“Provisional Ballot Inventory Form.”

The applicant shall mark the ballot in the presence of an election official in such manner that the official shall not know how the ballot is marked. The applicant shall fold the ballot in the presence of the election official so as to conceal the markings and deposit and seal it in the serially numbered envelope which has the application printed on it.

The election official shall provide a Provisional Ballot Receipt form to the elector so the elector may later verify whether the elector's provisional ballot was counted. The elector shall then deposit the provisional ballot and envelope in the provisional ballot depository envelope and immediately exit the polls.

Immediately after the close of the polls, the Moderator shall seal the provisional ballot depository envelope and deliver such envelope to the Registrars with a Delivery and Receipt of Provisional Ballot form.

(The Registrars shall verify the information contained with each provisional ballot. If the Registrars determine that the applicant is eligible to vote, they shall note their decision on the outer envelope of the ballot and open and count the provisional ballot.)

Once the Registrars have completed counting provisional ballots, which can be up to 6 days after the election, the Head Moderator shall forthwith file a corrected return for federal offices with the Municipal Clerk and the Secretary showing (1) the final votes after any recanvass, pursuant to §§ 9-311 to 9-311b, the votes on provisional ballots and the totals, and (2) the number of provisional ballots received from electors, the number rejected and the number counted, as reported by the Registrars.

I Have a Question

Question	Answer/Explanation
What happens if I mark more than the number of ovals allowed (as defined in the instructions) for a given race?	This is called an “overvote.” The tabulator is set to reject ballots with overvotes. You may see an election official for another ballot or may cast the ballot as is and only for the offices not overvoted will be counted.
What happens if I leave a race or multiple races blank?	You are not required to vote for every race. The tabulator will count the potential votes you do not make as “blanks.”
What happens if I make a mistake? Can I get another ballot?	If you make a mistake, or change your mind, see an election official who will void your ballot and provide you with a new one.
How do I know that my ballot is counted?	The tabulator will display a thank you message which indicates the ballot has been counted.
If I lose electricity, how long will the tabulator battery last?	With a fully charged battery, you should get at least 2 hours of battery life, probably more. You are also provided with an UPS (uninterruptible power supply) with every tabulator. The UPS must be charged for 24 hours prior to Election Day. When charged properly, the UPS should provide up to 16 hours of power.
Why do I have two keys?	The key with black plastic on it is used to lock/unlock all locks on the tabulator. The bare key is for the ballot box.

I Have a Problem

Problem	Action	Paperwork
Name on official checklist but no ID	Direct elector to Assistant Registrar(s)	Signature of Elector who did not present ID
Name on list, no ID, asterisk by name	Direct elector to Assistant Registrar(s)	Provisional Ballot
Name not on official checklist	Direct elector to Assistant Registrar(s)	1. Look on inactive list 2. Check city wide list
Name found on inactive list by Assistant Registrars	Elector fills out registration card to be restored to active list	1. Registrar restores name and address to official list 2. Elector votes normally
Name found on city wide list by Assistant Registrars	Either: 1. Elector in wrong polling place or, 2. Elector has moved into precinct	1. Elector directed to correct polling place; 2. Fills out voter registration application to be transferred. Elector added to list
Name not on city wide list	Voter directed to Same Day Registration location to register and vote by SDR.	No voter registration is accepted if person does not vote at the same time.
Name on List, but already marked as voting	Direct Elector to Assistant Registrar(s)	Affirmation that Elector was erroneously marked as voting on checklist
Name on List, but marked as Absentee Vote	Direct elector to Town Clerk to withdraw absentee ballot by 10:00 a.m.	Bring letter from Town Clerk to polls
Elector's Right to Vote Challenged	Direct elector and Challenger to Moderator	1. Challenger: Form 2. Elector: Form 3. Moderator Decides
Ballot Rejected by Tabulator	Tabulator Tender assists Elector	Elector may trade for new ballot, override the reject or place in auxiliary compartment.
Abandoned Ballot found in Polling Place	Moderator marks "Abandoned" on it, puts in abandoned ballot envelope, held by Ballot Clerk. It is not counted.	Moderator notes in diary
Abandoned Ballot found in Tabulator ballot entry slot	Vote is considered cast if chain of custody has not been broken (witnessed)	Placed in auxiliary compartment and processed at end of day

Head Moderator

Purpose: The Head Moderator is responsible for the accuracy, transparency and efficiency of the election, primary or referendum. (§§ 9-169, 9-312, 9-440, 9-444)

Number Required: Only one Head Moderator is required for the whole municipality. A moderator in a polling location can also serve as a head moderator. This especially happens in municipalities with only one polling location.

The Head Moderator may be assisted by the Deputy Head Moderator, if one was designated.

Responsibilities:

- Attend the official election training sessions.
- Sign the “Certificate of Administration of the Oath and Election Official Training” form along with the Registrars of Voters.
- Ensure the Election Management System is properly set up for the election.
- Review Moderators’ Records.
- Accept & combine results from all districts within the municipality.
- Determine and declare the town-wide results of the voting for each office at an election and primary.
- Announce election results of the whole municipality. Read aloud whole tally for each district.
- Submit Official Voter list to Clerk within 48 hours.
- Electronically transmit results to SOTS: (Presidential Preference Primary is different)
 - Preliminary list of vote totals by midnight.
 - Full list of vote totals & turnout statistics to SOTS within 48 hours.
- Complete Head Moderator’s Return.

File Hard Copy of Head Moderator’s Return

- Print, sign and mail hard copy of Head Moderator’s Return with wet signature to SOTS within 3 Days.
- Print, sign and deliver 2nd hard copy of Head Moderator’s Return with wet signature to Town Clerk within 48 hours.
- At the end of the election, the head moderator inputs the election results or supervises the data input.
- File **official returns** to the Secretary of the State and Registrars who will file it with the Municipal Clerk within 48 hours.
 - **Submit preliminary results, which are all votes that went through the tabulator, electronically by midnight on Election Day to the Secretary of the State.**

- Some smaller municipalities will have everything done however, if more time is necessary, the head moderator must report all results and statistics within 48 hours.
- o The Head Moderator and the Town Clerk have 72 hours to review the results and finalize the election.

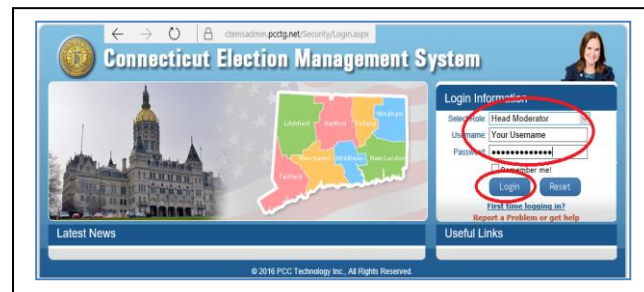
Recanvass

The Head Moderator can call for a municipal recanvass if the results are not considered reasonable or if the race is within ½% (.5%). This means that if the losing candidate is within ½% (.5%) of a winning candidate, a recanvass will be called, unless the losing candidate declines a recanvass.

- The head moderator declares the recanvass.
- Sends, by certified mail, a notice of the recanvass to all candidates in the race to be recanvassed. Include date, time and place. If holding recanvass in short period of time in which said certified mail may not reach all candidates, use appropriate methods such as email, phone, etc. to reach candidates and provide them with written notice of the recanvass upon their arrival.
- The Town Clerk is also notified and places notification of the recanvass in the required locations.
- The Registrars of Voters and the Head Moderator recruit election officials to work the recanvass.
 - o Those selected should be from the election officials that worked this election. (Refer to the Recanvass Manual found on the Secretary of the State’s website)
- At the recanvass, Head Moderator gives instructions to the recanvass officials.
- Observers are to be Instructed on all they can and cannot do.
- Results are to be Transmitted to the Town Clerk and the Secretary of the State.

Head Moderator or Data Entry Login

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



Head Moderator Return (Candidates results are entered here)

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

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

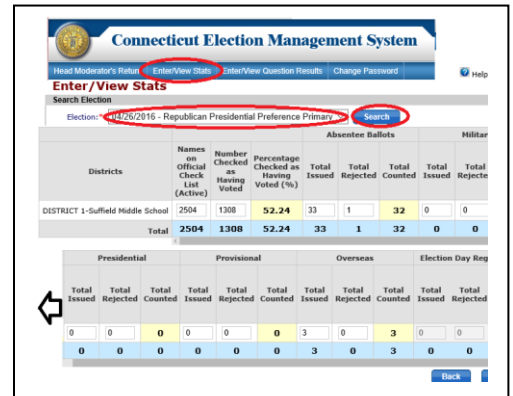
 - Always Save data as you enter it
 - Unknown votes for cross-endorsed candidates appear in red on the far right, Click **“Calculate”** for system to allocate the unknown votes
Click **“Preview”** to see the calculation and allocation of unknown votes
- 5) End Process
 - Click **RED** button to **“End Process”**– (Red = Stop) This will unlock the system to allow other users to enter data
 - System **Must** be unlocked for the HM to be able to submit/certify results to SOTS. (Data Entry does not have submit button, only Head Moderator can submit)
- 6) Submit and Certify Head Moderator’s Return
 - After all results are entered, click **“Submit All Districts to State”** button, the **Head Moderator’s Return** screen will be displayed
 - Check the box **“I hereby electronically sign and certify the Head Moderator’s Return”**
 - Click the **“Certify and submit to State”** button
 - Click **OK** (the system returns to the Head Moderator’s Return screen and displays a summary row)
 - Click **“Generate Report”** under the **“Actions”** column to generate report
 - Return can be amended as often as necessary within 48 hours
- 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

The screenshot shows the 'Head Moderator's Return' interface. At the top, there's a search bar for 'Election' set to 'Nov. 5, 20?? - Municipal Election' and a 'District Status (optional): Pending' dropdown. Below this is a table with columns for 'Office', 'Polling Place', 'Absentee Ballots', and 'Election Day Registration'. The table lists candidates like 'Rube Ruth (D)', 'Jim Thorpe (D)', 'Pete Maravich (D)', 'Jackie Robinson (D)', 'Cahin Conledge (D)', and 'James Kennedy (D)'. Each candidate has columns for 'Tabulator', 'Write-In', and 'Hand Total' under each of the four categories. At the bottom, there are buttons for 'Save', 'Submit DISTRICT 1 Suffield Middle School To State', 'Back', and 'Submit All Districts To State'.

- 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 Voter Check List (Active List, Names restored, SDR, Overseas, Presidential)
 - Number checked as voting at the polls (In-person official ballots counted by tabulator)
 - Absentee Ballots – Total received for counting from Town Clerk, total rejected
 - Military ballots (both 45 & 90 days) - Total received for counting from Town Clerk, total rejected
 - Overseas ballots - Total received for counting from Town Clerk, total rejected
 - SDR – Total received for counting, total rejected
 - Presidential ballots – Total received for counting from Town Clerk, total rejected
- 3) Provisional ballots – Total issued (will need to request amendment to record total counted or rejected) 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/View 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

General Instructions for Election Officials A.K.A. Poll Workers

Every election official must know their assigned role and how it integrates into the broader election operation. Equally important is understanding the roles of fellow officials, this clarity enables a well-coordinated and efficient polling place.

On Election Day:

- No election official, whether full-time or part-time, may perform any services for a candidate or party or visit any political party headquarters before 8 pm (§ 9-258(c)).

Pre-Election Requirements

Mandatory Actions Before the Polls Open

- Attend required election official training
- Take the official oath, affirming to serve impartially and faithfully.
- Sign the “Certificate of Administration of the Oath and Election Official Training” form.

You solemnly swear (or affirm, as the case may be) that you will faithfully discharge, according to law, your duties as an election official to the best of your ability; and that you will serve in this election or primary (as the case may be), as an official, completely impartial with respect to any candidate or any political party; so help you God (or upon penalty of perjury).

- Review the emergency plan—each worker must clearly understand their specific responsibilities.
- Arrival times:
 - Full-day or first-shift workers arrive **45 minutes before** polls open (by 5:15 a.m.) (§§ 9-259, 9-439).
 - Second-shift workers arrive **15 minutes before** their shift.
- Set up: confirm all workstations are stocked, organized, and ready.

Recommended Preparations:

- Park in designated areas (as determined by registrars).
- Wear comfortable, non-partisan, professional attire.

- Clarify food/drink arrangements: know whether to bring your own or rely on provided meals.

During Voting Hours

- **Neutral Behavior:** Always remain nonpartisan—show respect and professionalism toward co-workers and voters alike.
- **Restrict / Control Access:** No election official shall allow any person other than the election officials to pass within the area where the voting booths and voting tabulator are situated, except for the electors with ballots and persons legally entitled to accompany them (e.g., children age 15 or younger, persons assisting disabled electors) (§ 9-262)
 - No election official shall remain or permit any person to remain in any position or near any position that would permit him to see or ascertain how an elector votes. (§ 9-262)
- **Efficiency Matters:** Minimize non-work conversation. Casual chatting slows voter flow, increases wait times and undermines confidence.
- **Political Silence:** Officials must not discuss or respond to questions about candidates, parties, or ballot measures. Any remarks could be interpreted as showing bias or influencing voters.
- **Violation:** No election official (full or part-time) shall perform services for any party or candidate on Election Day nor appear at any political party headquarters prior to eight o'clock p.m. on Election Day. 9-258(c)
- **Breaks and Communication:**
 - The Moderator schedules breaks (no more than 30 minutes per § 9-235a).
 - Inform the Moderator before leaving the polling place and use only the official phone.
 - Use of cell phones and reading materials is subject to the Moderator's discretion.
 - Polling Place Phone is for official use only.
- **Incident Reporting:** Immediately inform the Moderator of any rule or law violation—by voters, staff, or observers. Do not take on any responsibility that you have not been trained for.
- **Always Clarify:** When in doubt, call the Moderator.
- **Maintain Appearance & Security:** Perception is crucial—ensure a professional atmosphere.
- **Seal** all depository envelopes with non-reusable tape.

After the polls close:

- **Complete Documentation:** Ensure all required paperwork is completed accurately and signed by the appropriate election officials. This includes tally sheets, moderator’s return certificates, and any other necessary documentation.
- **Secure Transport:** Return all election materials, such as ballots, tabulator, tabulator keys, and other supplies, to the registrars or other location specified by the registrars. Utilize locked, sealed transport carriers to maintain security during transit.
- **Departure Protocol**
 - **Moderator Authorization:** Do not leave the polling place until the Moderator has excused you. This ensures that all closing procedures are properly completed, and that the integrity of the election process is maintained.

Important Legal Warnings

- Tampering with Equipment or Ballots (§ 9-352):
 - Any intentional interference with voting machines or ballots to miscount votes is a Class D felony.
 - Falsifying tabulator results, returns, or certificates is also a Class D felony.

Demonstration Area

Demonstration Device & Demonstrator's Duties

Purpose: To provide instruction to electors as they enter the polling place. This area protects the voter's rights to inspect a sample ballot before voting and to ask for and receive instructions on voting equipment. (§ 9-236b & 9-236b(c))

Number Required:

- One Demonstration Device per polling place. A demonstrator device shall be provided inside the polling place for the instruction of electors. (§ 9-260)
- Zero to two Demonstrators may be appointed per polling place. Demonstrators shall be optional and other polling place officials of opposing political parties may demonstrate. (§ 9-260)

Before Polls Open (Prior to 6 a.m.)

Stationing: The Demonstration Area shall be located inside the room where polling is taking place and before the Official Checkers table, unless the size of the polling place requires it to be located immediately outside that room. (§ 9-260)

Set Up Area:

- A Sample Ballot is to be posted so it is visible to an elector being instructed on the demonstrator device and/or election officials. (§ 9-437)
- Display all required instructions and posters listed under Supplies, that apply.
- Set up Demonstrator Device inside the polling place for the instruction of electors. (§9-260)
- Make sure you have all the supplies needed.
- Have your station ready before 6 a.m.

Supplies:

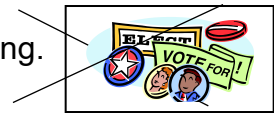
- 2 Sample Ballots (enlarged version of the actual ballot being voted)
 - **This may not be used as a demonstration ballot** ((§§ 9-236b(b) & (c), 9-255, 9-437, 42 U.S.C. 1973ee, 42 U.S.C. 12132, 28 CFR §3 5.161 of DOJ Regs. 7/91)
- Demonstration ballot (optional), for instructional purposes only.
 - In no event should a demonstration ballot contain the names of current candidates.
 - Do not post the demonstration ballot; only use it as a tool while providing instructions.
- Tabulator instructions, in large-print
- Voter's Bill of Rights poster
- Instruction on How to Mark Your Ballot
- Demonstrator device (§ 9-260)
- Provisional Ballot Information poster, if a federal office is on the ballot.
- Explanatory Text poster, if there are local questions to be voted upon,

- or a copy of each local question printed in at least 14–point type;
- this is posted with the large–print sample ballot instructions
- Explanatory Text poster, if there are constitutional questions on the ballot.
 - must be posted in the polling place in the same manner as the sample ballots. (42 U.S.C. 1973 ee)

2. During Polling Hours

Assistance & Guidance:

- Demonstrators act as greeters and are responsible for observing entering electors needing assistance. They should either provide the necessary assistance or alert the proper election official who can resolve the issue.
- **Specific Duties:**
 - Guide electors to the Checkers table labeled by street address.
 - Assist electors with mobility issues:
 - Offer a chair or wheelchair (if available)
 - Alert the assistant registrars of an elector needing curbside voting.
 - If elector has limited English proficiency, direct them to an official who can help (or connect the voter to the language assistance line provided by the SOTS). If an external person assists the voter, have the Moderator make note of this assistance in moderator’s diary.
 - Explain the voting process to electors.
 - Stop anyone from entering with visible candidate literature clothing, jewelry, etc.
 - Advise them to remove it or cover it up before proceeding.
 - Call the moderator if necessary.
 - Regulate the flow of electors to the Checkers’ table



Instructional Responsibilities:

- Demonstrators or other election officials shall offer instructions to electors entering the polling place.
 - The device shall instruct electors on the proper method to cast their vote, including the proper method to cast a write-in vote using the voting equipment located in each polling place. (Tabulator and AVS)
- If a demonstrator device is unavailable, the election officials need to provide the elector with verbal instructions. Recommended verbal instructions are further down.
- A demonstration ballot may be used while providing instruction.
 - In no event should the demonstration ballot contain the names of current candidates.
 - A demonstration ballot **is not** a “Sample Ballot.”
 - Advise the elector that the demonstration ballot does not represent the actual form of the official ballot.
- Direct the elector's attention to the sample ballot posted nearby. (§ 9–437)
 - **Do not point** to any candidate or party name
 - **Do not** mention a candidate’s name

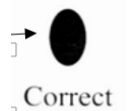
- **Do not** mention a political party
- **Do not** discuss any question that is on the ballot

Recommended Verbal Voting Instructions:

- “Read all directions on ballot carefully.”
- “If ballot allows you to vote for **one** candidate or question, either fill in an oval or leave blank.
- “If the ballot allows **multiple** votes for a particular race, you may fill in up to the maximum number of ovals allowed per the directions or leave blank.”

(Note/Warning: Be careful not to mislead electors into thinking they have to vote for all contests and for as many candidates/issues as allowed. Electors may choose to vote for zero or any number up to the maximum allowed.)

- “When you mark your ballot, only use a black or blue ballpoint pen provided.
- “**Completely** fill in the oval of the candidate or question of your choice as shown on poster in privacy booth.”
- “Review your ballot carefully.”
- “If you have questions, ask an election official for assistance.”
- “When completed marking your ballot, you may place the ballot into a privacy sleeve. Then carry it to the tabulator.”
- “Feed ballot into tabulator. This will cast your vote.”



Write-In Candidate Voting Instructions:

- “To write-in a candidate, find the row provided for write-in votes at lower part of ballot.”
 - “Fill in the oval corresponding to the office sought by the candidate.”
 - “Write the name of the eligible candidate on the blank space.”
 - “**Be Careful** not to write on the dashes on the edges of your ballot.”
(Note: The list of write-in candidates are **only** shown to those who request to see it. The Moderator will have the list of qualified write-in candidates.
-

Official Checkers & Their Duties

Purpose

The role of the Official Checker is to verify and record each elector's participation in the voting process. This ensures the integrity of the election by preventing duplicate voting and maintaining accurate voter records.

Number To Be Appointed: At least one but not more than two for each line of electors. Official Checker(s) may be teamed with a single Ballot Clerk, for each line of electors. (§ 9-258)

1. Before Polls Open (Prior to 6 a.m.)

Stationing: The Official Checkers should be seated at tables after the Demonstrators and before the Ballot Clerks.

Unofficial checkers, if there are any, should be seated near the Official Checkers' tables (or at the end of the tables if space is limited). Each Checkers' table must have approved signage with ID rules. No ballot shall be issued until the elector's name has been marked as voting on the official checklist. (§ 9-257)

Set Up Station

- Ensure required signage is posted
- Make sure you have all the necessary supplies needed
- Have your station ready prior to 6 a.m.

Supplies:

- Signage: Official Voter Identification Requirements to be displayed on each Checker table.
 - If No federal office is on the ballot, display the "Municipal Election" ID requirements.
 - If a federal office is on the ballot, display the "State Election" ID requirements.
- Official Voter Check List & Supplemental List –
 - The Registrars of Voters will prepare an official checklist of registered voters for the precinct. (§ 9-35(d))
- Check-off utensil (pen, highlighter, etc., must withstand time & storage)
- Straight edge (ruler)
- Scrap Paper (for notes)
- Calculator, Pencil, & Eraser (for close of polls counting)

2. During Polling Hours

Voter Check-In Process

1. **Elector announces** street, house # & name (Elector shall announce the elector's street address, and name, to the Checkers in a tone sufficiently loud and clear as to enable the Election Officials present to hear the name. (§ 9-261))

- Checker shall not repeat elector’s information

2. Verification

- Ensure Elector’s Name is on the check list, supplemental list or suppressed address list.
 - **Address Confidentiality:** For voters enrolled in the address confidentiality program or the Voter Registry Privacy Program, **their names will appear at the end of the voter list without an address.** Identification cards issued by the Secretary of the State are sufficient for voters enrolled in the Address Confidentiality Program- these cards will have a Hartford PO Box address.
 - If name is not on the check list direct them to Asst. Registrars
- Ensure the elector's name is not already marked as "voting" or as no longer eligible to vote at this polling place.
 - If name is already “marked as voting” call Moderator for assistance.
 - Electors who **have already voted by Early Voting, Absentee Ballot or Same Day Registration** will have an “E” or “A” or “S” preceding their names. In municipalities which count Absentee Ballots centrally, additional electors’ names will be phoned in and marked this way during Election Day for ballots received by the Town Clerk too late to be marked on the list in advance. For municipalities which count Absentee Ballots at the polls, the ballots will be checked against the list prior to being counted. (§ 9– 140c(b))
 - Electors **who have moved** to another part of the municipality and voted at another polling place, and those who have moved to another municipality, voted there by **SDR**, and death will also be crossed off the official checklist during the day. This cross-off must be done in a different manner than electors marked as voting in person, but the name must still remain legible.

3. Identification Requirement

- Request identification; do not specify the form. The purpose of this identification is to prove the elector’s name, i.e. identity. It is not needed or used to prove residence.
 - If no identification, direct elector to Asst. Registrars. It is not the duty of the Checkers to solve any of these problems.
- Acceptable forms include:
 - A social security card (**or**)
 - any preprinted form of ID which shows their name & address or name & signature, or name & photograph (**or**)
 - * **Note:** A driver’s license with the letters “DO” (Drive Only) may **not** be used for ID.
 - a signed affidavit, “Signature of Elector Who Did Not Present Identification” form ED-681. However, this form may be filled out at the Assistant Registrar’s table, so as not to delay other electors in line at the Checker’s table.
 - **Exception:** If a **federal** office is on the ballot and there is an asterisk “*” by voter’s name the ID requirement is:
 - a current & valid photo ID that shows voter’s name and address, (**or**)

- a copy of a current (within 30 days) utility bill, bank statement, government check, paycheck or government document that shows voter’s name & address; (**or**)
- voter may cast a provisional ballot.

(In addition to the state required items, certain first-time voters may be required to fulfill a federal ID requirement under the Help America Vote Act (HAVA). Most do this when they register to vote. Those that have not done so will have an asterisk (*) next to their name on the official checklist.)

4. **Mark** Voter “as Voting” on official voter list in a manner that doesn’t obscure voter’s name. (“Marked as voting” has two purposes: 1) It prevents the elector from voting twice and 2) The number of electors voting in person can be counted when the polls close.

- If Checker catches themselves crossing off the wrong name, they are to write “ERROR” in front of the incorrect name and mark off the correct name.
- If voter’s name is already checked off as voting and
 - Checker doesn’t know what happened
 - **Call Moderator** – who will assist the possible erroneously checked off voter
 - If “ERROR” is marked in front of the voter’s name:
 - If elector comes in to vote cross out the error as follows: “~~ERROR~~”
 - If elector does not come in to vote the “ERROR” will indicate **do not** count as having voted.

Sample markings made on the Official Voter Check List:	
—	= In Person at Polls, Voted (or use highlighter)
A	= Absentee Ballot, Voted
CB	= Challenged Ballot, Voted by (in red per § 9-232e)
E	= Early Voting
OFF	= Removals & voted SDR in a different location. Cross through the elector's name & mark "off" next to name. Per § 19j(e)(2)
PF	= Presidential Ballot Voting - Former Resident 9-158j
PB	= Provisional Ballot
*	= If Federal Office on Ballot Voter must Show ID with Proof of Name & Address!
S	= Same Day Registration
ERROR	= Marked Off in Error

- If a Challenged ballot is issued to a voter by the Moderator:
 - The Voter, accompanied by the Moderator, will announce their name to the Checkers who shall mark in red “CB” in front of Voter’s name on the official checklist.
 - The Moderator will handle the ballot and paperwork.

5. Directing the Voter: After verification and marking the list, direct voter to the Ballot Clerk

- Monitor for unauthorized individuals attempting to bypass the Checkers.
 - **Call Moderator** if unauthorized individuals pass
 - Children 15 years old or younger may accompany a parent or guardian while voting.
- A proxy or power of attorney **does not** grant voting right to vote for another person. Voting rights are non-transferable.

Managing The Official Checklist – Names added and removed on the official check list as directed by the Moderator or Assistant Registrars.

Checkers should keep a running total of the number of names added and subtracted from the official voter list, as the final number is needed for the Checker’s Certificate in the Moderator’s Return.

- **Adding Names and Addresses:** Names of restored or transferred electors will be added to the supplemental list by an election official.
 - During the day, names of restored or transferred electors will be added to the to the back of the list (supplemental list) by an election official (not the elector) and then “marked as voting” in the usual manner before the elector is given a ballot.
- **Removing Names:** Names of electors who have transferred out or voted elsewhere will be removed or marked accordingly.
 - During the day, names will be subtracted from the official checklist for voters who have transferred out of the district, voted SDR in a different town or death.
- **Notations:** For provisional “PB” or challenged ballots “CB”, appropriate notations will be made.
- **Security:** Only election officials may handle the official list.
- **Marking as Voting:** Added electors must be marked as "voting" before receiving a ballot.

3. After The Polls Close

Observe the canvass of the vote. (§ 9-258a)

Counting Number of Voters Marked as Voting - Immediately after the close of the polls, the officials must compute the number of names checked as having voted.

- Total the number of electors marked as voting in person, including supplemental lists.

- If absentee ballot counting is done at the polls:
 - Total the number of electors marked as voting absentee ballot.
 - Total the number of electors marked as voting early voting ballot.
 - Keep totals separate.
- Do not include electors who voted by Provisional or Challenged ballot.

This total, after all adjustments, should agree closely with the total number of ballots counted by the tabulator(s) and those hand counted. Remember that the number of abandoned ballots will affect the difference between the number of electors checked off as voting and the number of ballots counted. If absentee ballot counting is done at the polls, rejected ballots will cause a discrepancy.

Calculating Number of Eligible Voters

- Adjust the number of eligible voters recorded on the official check list by:
 - Adding electors from supplemental lists. (restored, reinstated, transferred, etc.)
 - Subtracting electors removed from the list.
 - include the number of people who applied for overseas ballots (and presidential ballots, if applicable) in the whole number of names on the official checklist.

Completing the Checkers Certificate on the Moderator's Return: (Reg. 9-307)

- Record the number(s) of electors who voted onto the certificate.
- Give the figures to the Assistant Registrars at the polling place.
- Sign the Checkers Certificate with the Assistant Registrars.
- Give the completed certificate to the Moderator.

Sign the last page of the Official Voter List

Remain at Polls During the Canvass of Votes (Only Second Shift if Two Shifts)

Ballot Clerks & Their Duties

Purpose

Ballot Clerks ensure that each elector receives only one ballot after being marked as voting by the official checkers. Their primary responsibilities include: issuing ballots, handling spoiled ballots and tracking ballots. These duties are vital for maintaining the integrity and efficiency of the election process.

Number To Be Appointed: Minimum of 1, maximum of 2 per line of electors. Note: One Ballot Clerk may be teamed with a Checker for each line of electors.

1. Before Polls Open (Prior to 6 a.m.)

Stationing: The Ballot Clerk should be seated after the Checkers and before the privacy booths.

Set Up Station

- Ensure all necessary supplies are available
- Post signage
- Have your station ready before 6 a.m.

Supplies:

- Ballots for the district
- Privacy sleeves
- Ballot Log Worksheet (Moderator Return)
- Ballot marking instructions
- Permanent markers (for marking spoiled ballots)
- Depository envelopes for spoiled and abandoned Ballots
- Magnifying sheets (optional)
- Signage: “Ballot Clerk” or “Pick Up Ballot Here” (optional)
- Scrap Paper (for notes)

Note: Do not issue ballots until the polls are declared open.

2. During Polling Hours

Ballot Issuance

- **Ensure** the elector’s name has been checked off the official checklist.
- **Issue** one ballot per elector.
 - Ballots shall not be issued until the polls are declared open.
 - The moderator may request a ballot for use as a “Challenged Ballot.” The moderator handles the challenge process.
- **Offer** a privacy sleeve into which the ballot can be inserted so that the markings on the ballot cannot be seen, or they may be placed in every voting booth for electors use. Elector is not required to take one. (§ 9-261B)

- **Do not** insert ballot into privacy sleeve.
- **Instructions:** Advise electors to “Fill in the entire oval” and to check both sides of the ballot if applicable.
- **Direction:** Direct elector to privacy booths or ballot marking system (AVS/IVS).

Ballot Handling

- **After receiving ballots:**
 - Verify that you have proper ballots for your district prior to opening each package.
 - Open one package at a time, keeping track of the number of ballot packages opened throughout the day.
 - Check ballots for printing problems, inform the moderator, mark the defective ballot "spoiled", place it in a spoiled ballot envelope or other suitable container, and account for it on a ballot log worksheet. Defects such as printing problems, misalignment, or coding marks, blotches, etc.
 - Fan out the ballots to help eliminate the possibility of handing out more than one ballot at a time.
 - Alert the Moderator when running short of ballots.
- **Spoiled Ballots:** If an elector requests a new ballot before it is accepted by the tabulator:
 - Mark the old ballot as “SPOILED” using a permanent marker and draw a line through the timing marks.
 - Avoid looking at the markings.
 - Place it in the designated depository envelope or other suitable container for spoiled ballots.
 - As each ballot is spoiled, the ballot clerk shall indicate on a ballot log worksheet.
 - Issue a replacement ballot only after spoiling ballot.
 - No replacement ballot shall be issued unless the spoiled ballot is returned to the ballot clerk.
 - Direct elector to privacy a booth or AVS/IVS.

Note: Any voter may request a new ballot at any time **before** their ballot is accepted by the Tabulator. **No reason needs to be given.**

- **Abandoned Ballot:** If a ballot is found unattended in a voting booth or elsewhere in the polling place, the chain of custody of the ballot is considered to have been lost and abandoned. (This includes ballots left unattended on the tabulator, and no one is able to verify that an elector attempted to cast the ballot.)

The individual finding the ballot should stay with the ballot and alert a nearby official to have the Moderator come over to handle the abandoned ballot process.

- Mark ballot as “Abandoned found in [location] at [time & date].”
- Place it in the designated depository envelope labeled “Abandoned Ballots.”
- Record the abandoned ballot on the Ballot Log Worksheet.
- A memo of the incident is to be made in the Moderator’s Diary.

Inventory Tracking on the Ballot Log Worksheet

- Record the following:
 - ⊖ Number of ballot pkgs received at opening of the polls.
 - Number of ballot pkgs received after the opening of the polls.
 - This is a delivery of additional ballots to the polling place after opening.
 - Number of packages opened throughout the day.
 - Number of Spoiled ballots.
 - Number of Abandoned ballots.
 - This number will be needed at the close of polls when balancing the number of electors checked off as voting versus the number of ballots cast.
 - The number of remaining ballot packages and loose ballots at close of polls.
 - **Note:** If there is to be more than one Ballot Clerk, the Ballot Clerks shall allocate the unopened ballot packages among themselves and work together to maintain the Ballot Log Worksheet.

3. After the Polls Close:

- Complete the Ballot Log Worksheet:
 - Count and Record:
 - The number of unopened ballot packages remaining.
 - Ballots in unopened packs do not need to be hand-counted individually.
 - The number of loose unused ballots remaining, in opened packages.
 - The number of spoiled ballots.
 - The number of abandoned ballots
 - The number of ballot packages received throughout the day.
 - Sign the worksheet.
 - Give the completed worksheet to the moderator.
- Depository Envelopes, with the spoiled ballots and abandoned ballots, are to be clearly labeled with what is in them, how many are in them, and the date.

- Seal with non-reusable tape and deliver to the moderator (moderator will handle according to the Registrars' instructions. They may be delivered to the registrars or added to the ballot transfer case.)
- Secure all ballots which are not issued to electors (unused) and deliver them to the moderator (moderator will handle according to Registrars' instructions.)
- Observe the canvass of the vote. (Only second shift if two Shifts) (§ 9-258a)

Tabulator Tenders & Their Duties

Purpose

Tabulator Tenders serve as guardians of the tabulator **while never leaving it unattended**. They observe and witness electors casting their ballot and ensure that the ballots are properly fed into the tabulator and accepted before the voter leaves the polling place. **This role is crucial in maintaining the chain of custody of the ballot.**

Number To Be Appointed

- General Elections: A minimum of one, and a maximum of 2 tabulator tenders per tabulator in use at the polling place. (§§ 9-233, 9-258(a), 9-436(c))
- Primaries: At least one tabulator tender for each two tabulators in use. (§ 9-476(c)(3))
- Two Shifts: If two shifts are established, at least one and not more than two tabulator tenders, for each tabulator, for each shift. (§ 9-233)

1. Before Polls Open (Prior to 6 a.m.)

Set Up Station

- Position the tabulator at least three feet from any wall or partition to ensure voter privacy. (§ 9-257)
- Once the tabulator is ready to accept ballots, no one other than the tabulator tender and moderator may be allowed access to the tabulator until the polls are opened at 6 a.m.
- Have your station ready before 6 a.m.

Supplies:

- Privacy Sleeves
- “I Voted Today” stickers

2. During Polling Hours

Voting Never Stops! Ballots shall continue to be cast, even if the tabulator is out of service, by allowing electors to place their ballots into the auxiliary compartment.

Monitor Tabulator at All Times

- During the entire period of an election, at least one tabulator tender shall be stationed approximately three to four feet from the tabulator, in a position where they can see the tabulator screen. (§ 9-262)
- Make sure the elector’s ballot is accepted before the elector leaves the vicinity of the tabulator.
- Advise electors on how to review and correct their ballots. (More details provided further down.)
- Never leave tabulator unattended and ensure against tampering.

Control Access to the Tabulator

- Maintain a privacy zone around tabulator, ensuring no one can view how an elector votes.
- Control the flow of electors by allowing only one voter at a time to approach the tabulator to insert their ballot.
 - Prevent electors who are waiting in line from encroaching on an elector who is casting their ballot.
- Do not allow any person other than election officials to pass within the area where the tabulator is situated, except for the purpose of voting or those authorized. (§ 9-262)

Privacy

- Ensure voting privacy by preventing officials and other electors from seeing how an elector chooses to vote.
 - Do not look at the markings on an elector's ballot; an elector's right to a secret ballot must be preserved.
 - Cover the ballot while explaining the problem or solution.

Observe that each elector has a ballot

- If elector has no ballot, ask them where it is. It may have been left at the privacy booth or in the privacy sleeve.
- This will help prevent abandoned ballots.
- No one shall be permitted to leave the polling place with a ballot, either marked or unmarked.

Regulate the submission of the elector's ballot (§§ 9-257 & 9-262)

- Ensure that ballots are fed properly into the tabulator. (§ 9-257)
- **Witness electors** casting their ballots in order to maintain chain of custody.
- Ensure that ballots are accepted by tabulator before voter leaves polling place.

Collect Privacy Sleeves

- During the day, electors will drop off privacy sleeves. Recycle them back to the Ballot Clerk.

"I Voted Today" Stickers (§ 9-236)

- If "I Voted Today" stickers are provided by the municipality, make stickers available to electors as they exit the polling place.
- **Do not** allow the handling of stickers to interfere with voting privacy and the flow of voters.
- **Warning:** Do not place stickers on electors. Electors may not wish to be touched, and some fabrics might be damaged by the adhesive.

Direct Electors to Exit

- After witnessing an elector's ballot has been accepted, direct them to immediately leave the polls.
- No one shall be permitted to leave the polling place with a ballot, either marked or unmarked.

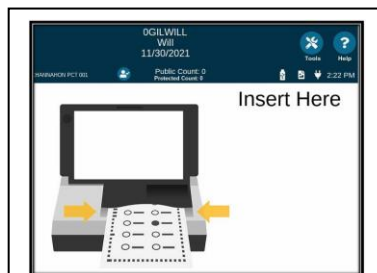
Obtaining A New Ballot (Spoiled Ballot) - Any elector may request a new ballot at any time prior to the acceptance of their ballot by the tabulator. No reason needs to be given.

Full ballot box - If the ballot box becomes full, the moderator and an official of the opposing political party shall empty or replace the ballot box in the manner prescribed by the Secretary of the State.

Casting Ballots - Insert Ballot into Tabulator

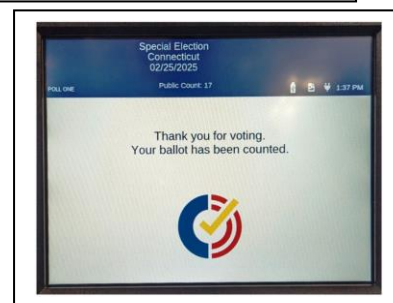
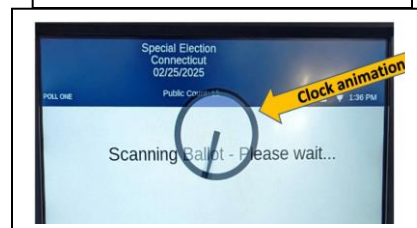
Assist & Instruct Electors:

- Instruct electors in the proper method for inserting the ballot into tabulator.
 - The Tabulator will display animated instructions on how to insert a ballot.
 - Any Ballot Orientation except sideways.
 - Do not push the ballot too hard into the tabulator.



When a Ballot is accepted by the tabulator

- A clock icon will appear on the screen and rotate for a few seconds
- If the ballot is accepted into the tabulator
 - a message will appear **“Thank you for voting. Your ballot has been counted.”**



Voter Indecision

- After a Ballot Exception/Rejection warning, a voter's indecision in choosing between casting the ballot “as is” or fixing it could hold up voting for others.
- The Tabulator Tender is the first responder to these exceptions/rejections, but may call the moderator, if necessary. The tabulator tender should be alert and help the voter promptly.
- If indecision persists and the ballot has not been counted yet, the voter should touch “return” to get the ballot back, review the ballot at their own speed, and cast it when ready. The voter may take as long as they like when not blocking others from voting. The official should act tactfully, but may have to act firmly.

- Discuss a course of action that will help avoid blocking the flow of voters to the tabulator and not causing a distraction for the tabulator tender, who must be witnessing every ballot that is being cast into the tabulator.

Tabulator Rejects a Ballot - Error Messages

When the tabulator rejects a ballot, it displays a message indicating the reason.

- The tabulator is programmed to “reject” ballots that are Blank, Overvoted, or have Unreadable Marks. If the tabulator rejects a ballot, the reason for the rejection will be displayed on the screen. These two/three special cases discussed below require special procedures.

Overvote – An overvoted ballot occurs when an elector votes for more candidates for an office than they are entitled to. Sometimes, stray marks on the ballot can be read by the tabulator as an extra vote.

If an overvoted ballot has been detected, a message will appear on the tabulator’s screen noting what the problem is. The voter is given the option to return the ballot so elector may correct the ballot or have the tabulator process the ballot “as is”.

Voters may make a mistake doing this, so tabulator tenders need to be attentive. The print on the screen may be large enough to be seen from a distance. If not, a privacy Sleeve should be used to cover the markings on the elector’s ballot.

Help elector by explaining what the issue is and advise the elector on how to correct it.

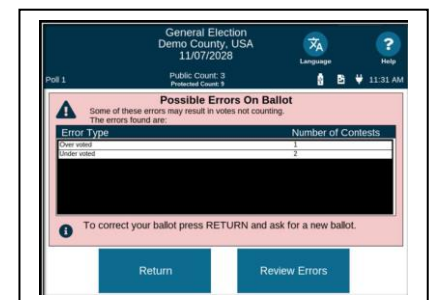
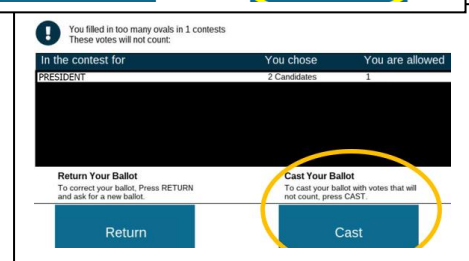
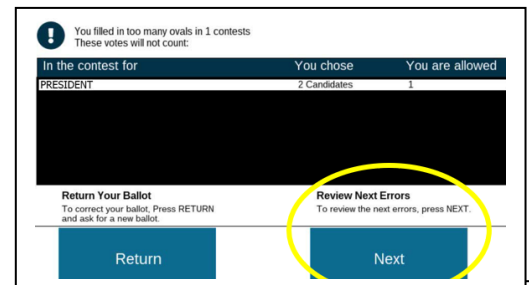
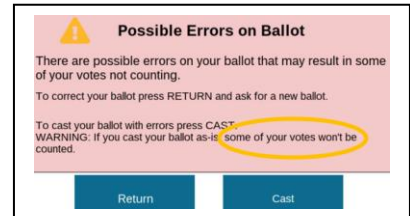
The following is suggested script for the Tabulator Tender to follow:

“The Tabulator has rejected your ballot because it reads more votes for an office than allowed, which is called an Overvote.”

“If you wish to correct the voting Error, press “Return” on the tabulator screen. Bring your ballot over to the Ballot Clerk for a replacement ballot.”

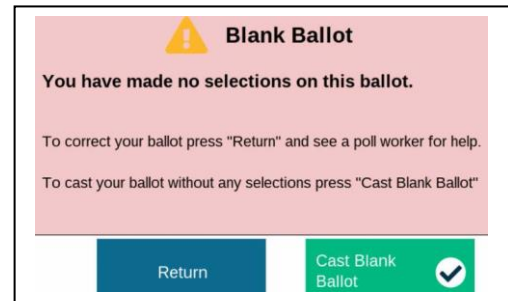
“If you do not wish to correct the voting error, you may cast the overvoted ballot as-is by pressing “cast ballot” on the tabulator screen. However, no votes for any office that you have “Overvoted” will count. Are you certain that you do not wish to receive a replacement ballot?”

If this occurs, the voter has two options: 1) Return the ballot, recheck it, and correct their ballot markings, or 2) ask for a new ballot. If the elector requests that the ballot be processed as is, the tabulator tender shall explain that the elector’s votes will be lost. If



the elector insists that the ballot be processed, instruct the elector to select “Cast Blank Ballot” on the screen.

Blank ballot is one on which the tabulator cannot read a single vote for any office. This might occur if someone submitted a ballot and intentionally did not vote for anyone; however, it is much more likely that the elector has incorrectly recorded every one of their votes on the ballot (e.g., circled the names, used X’s or checks that the tabulator could not pick up, or used the wrong kind of pen or pencil)



The following is suggested script for the Tabulator Tender to follow:

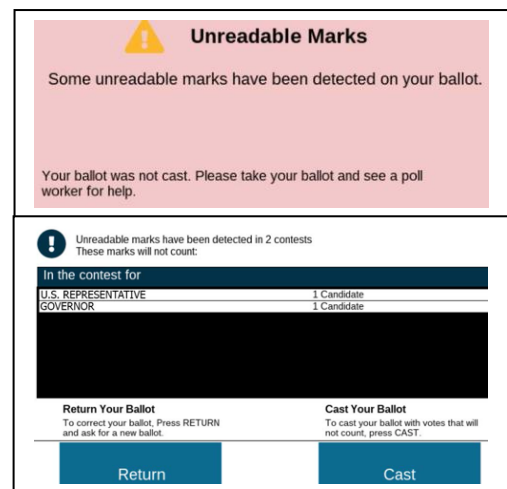
“The tabulator has rejected your ballot because it does not read any ovals filled in on the ballot.”

“If you wish to cast votes on the ballot, you may return to the voting privacy booth and follow the instructions provided on the voting process there. If you want a replacement ballot, the ballot clerk will be happy to supply you with one.”

“If you do not wish to return to the voting booth, you may cast your ballot as presented. However, no votes will count for any candidates or questions. Are you certain that you do not wish to return to the voting privacy booth?”

If the elector requests that the ballot be processed as is, the elector shall then be informed that no votes will be counted by the tabulator and instructed to press “Cast Ballot” on the tabulator screen.

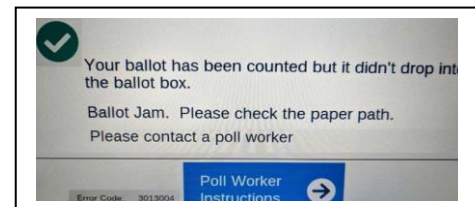
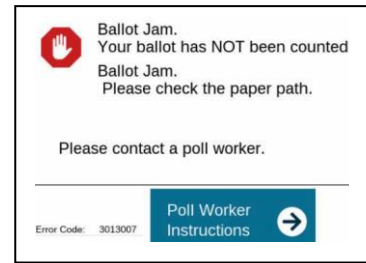
Unreadable ballot is one on which the tabulator does not recognize marks that are on the ballot. The tabulator will automatically return the ballot to the voter.



Ballot Jams

- If the tabulator jams or malfunctions, the Tabulator Tender shall summon the Moderator immediately before any corrective action is taken.
 - Tabulator tender observes moderator.
 - The tabulator shall not be opened unless the Moderator is present.

- The moderator shall clear any jammed ballots in accordance with instructions provided for the tabulator and shall avoid looking at the markings on the ballots.
 - **Not Counted** - A **stop sign** on the screen means the ballot **has not been counted** and will need to be run through the tabulator again.
 - **Counted** - A **green checkmark** on the screen means the ballot **was counted** and should be dropped into the ballot box.
 - If the jam cannot be cleared or the tabulator malfunction cannot be resolved, the moderator shall call the registrars and shall substitute a perfect tabulator for the malfunctioning tabulator.
 - The moderator shall make record of such event in the Moderator's Diary.
 - Ballots shall continue to be issued, and voted ballots shall be placed in the auxiliary bin.
- Explain to elector how to get a new ballot.



Tabulator Rejects Ballot

If a ballot is not accepted by the tabulator, there will be a message displayed on the screen explaining the issue, and instructions will be given on what to do next (example: turn ballot and reinsert). There will be a beeping sound (unless your Registrars disconnected this option). The message and beeping will stop once the ballot is pulled out. To see the message again, simply reinsert the ballot.

Tabulator Malfunction

Consult literature provided by tabulator manufacturer and the Office of the Secretary of the State for information on what malfunctions can be repaired by Election Officials and which require service. If a tabulator problem cannot be resolved by an election official at the polls or if the officials have any questions or concerns about the functioning of the tabulators, they should call the Registrars of Voters immediately.

Should a tabulator become inoperable, the ballots should continue to be issued (voting does not stop). Marked ballots should be deposited in the auxiliary compartment of the ballot box. Those ballots will be run through the tabulator when it is repaired or replaced.

Abandoned Ballot


If a ballot is found unattended anywhere in the polling place, chain of custody is considered to have been lost and abandoned. (This includes ballots left unattended on the tabulator, and no one is able to verify an elector attempted to cast the ballot.)

The Individual finding the ballot should stay with the ballot and alert a nearby official to have the Moderator come over to handle the abandoned ballot process.

3. After the Polls Close:

- Immediately after the last person in line has voted, the Moderator should direct the Tabulator Tender not to allow any more voting.
- Tabulator Tender must not leave tabulator unattended until relieved by the Moderator.
- Sign payroll sheet and all forms.

Voter Touchscreen Options

Cast	Touch to cast the ballot as marked. Overvotes and unreadable marks will not be counted as valid votes.	Finish Review	Touch to view information about the next type of possible error on the ballot.
Cast Blank Ballot 	Touch to cast the blank ballot as is. This option appears only when the submitted ballot is blank.	Return	Touch to return the ballot to the voter for review and/or correction. If necessary, the voter may request a new ballot from the ballot clerk.
Next	Touch to view the next page of possible errors on the ballot. This option appears only when the type or number of possible errors cannot be displayed on a single screen.	Review Errors	Touch to view more detailed information about the possible errors on this ballot. This option appears when the ballot contains more than one type of possible error.

Assistant Registrars

Purpose

The Assistant Registrars serve as representatives of the Registrars of Voters at a polling place, when the Registrars are on duty in their office on Election Day. They act as the point of assistance for voters who encounter problems during the voting process. These issues may include:

- Lack of proper ID
- Disabilities that impede the ability to vote
- Being at the incorrect polling place
- Their name is not on the official checklist

In such cases, the Assistant Registrars collaborate with the Moderator to resolve issues and support the voter in completing their voting process.

During general elections, actions to restore or transfer voter registrations to the official voting list must be undertaken jointly by both Assistant Registrars. This ensures a bipartisan approach to any modifications to voter registration records.

In primary elections, only the Assistant Registrar affiliated with the party holding the primary performs duties related to voter registration. This approach aligns with party-specific voting requirements typically associated with primary elections.

In municipalities with a single polling place, the Registrars of Voters may perform these duties themselves, as long as someone is covering their office.

Assistant Registrars assist the Moderator as needed.

Number To Be Appointed:

Registrars/Assistant Registrars: In general elections, two of different political parties. In a primary, one or two of opposing factions. Assistant Registrars must be residents of the municipality.

1. Before Polls Open (Prior to 6 a.m.)

Stationing: If possible, position the Assistant Registrars' station so they are easily accessible to both election officials and voters. Careful consideration must be given to the layout, ensuring that individuals with check-in issues can approach the Assistant Registrars without crossing through the voting privacy area. Only voters with ballots and individuals legally permitted to accompany them, such as children under the age of 15 or those assisting voters with disabilities, may enter the privacy area.

Set Up Area:

- Set up phones and communication
- Have station ready before 6 a.m.

Supplies:

- Inactive Voter List (for district)
- Phone(s) and/or computer(s) for official use
- Street List & Voter Look-up list (municipality with 2+ districts)
- Resource lists with names & phone numbers of other polling places (if used) and other Election Officials
- Voter registration applications, Provisional Ballot (PB) inventory form, Delivery & Receipt for PB form, PB receipt form, “Affirmation that Elector was Erroneously Marked as Voting” forms, “Signature of Elector Who Did Not Present ID” form, Moderator’s Memo re: Challenge, Provisional Ballot Inventory form, Challenged Ballot Envelope
- Sheet to keep track of removals of names on Official Voter Check List. (optional) (Sample: Keep record of name & address of voters removed and why, including polling place, poll or EDR Workers Name)

Delivery of Tabulator and Ballots

The Assistant Registrars often have an essential role in the delivery of the tabulator and ballots to the polling place. This depends on the method of delivery chosen by the Registrars.

If it is determined that the tabulators and ballots are to be delivered to the designated Election Officials, from the designated central secure location, by the two Assistant Registrars of Voters:

If Delivery is on Election Day morning - At 4:30 a.m., both Assistant Registrars from each polling place, or two sworn Election Officials from different parties, or one police officer, shall appear at the designated secure location to pick up the voting tabulator and ballots for their polling place.

If Delivery Prior to Election Day – At a time designated by the Registrars, both Assistant Registrars from each polling place, or two sworn Election Officials from different parties, or one police officer, shall appear at the designated secure location to pick up the voting tabulator and ballots for their polling place.

If Registrars contract with the Highway Department (Public Works) or outside delivery service to deliver tabulators and other election supplies, the Registrars must ensure that the tabulators are sealed. The Registrars will turn over the sealed tabulators and other supplies to two sworn Election Officials from different parties (employees of the delivery service can be sworn in, instead) to deliver the election materials. Moderators, upon receipt, can see proof against tampering, ensuring chain of custody has not been lost.

Note: Delivery may also be done by two sworn Election Officials from different parties or one police officer

Observe & assist Moderator in setting up tabulator (§ 9-259)

Both Assistant Registrars shall witness the Moderator:

- participate in the procedures described in the “Certificate for the Opening of the Polls,”
- check the seal on the tabulator to make sure it has not been tampered with,
- open the ballot box compartments, and empty them, if necessary,
- lock the ballot box compartments,

- install the tabulator onto the ballot box (if not already installed),
- sign the zero report tapes printed by the tabulator with the Moderator, and,
- complete and sign the Certificate of the Opening the Polls

2. During Polling Hours

Some people may be in the wrong polling place or may not be registered to vote in the municipality. It is the Assistant Registrars' job to direct them to the correct polling place, or to the Same-Day Registration location, if applicable.

The Assistant Registrars (or other officials designated by the Moderator), should control access to the voting booth area. Only electors with ballots, and persons legally entitled to accompany them, are allowed into this privacy zone

The Assistant Registrars will collect completed forms throughout the day and deliver them to the Registrars after the polls close.

- An Erroneously Checked Off statement: although handled by the Moderator, it should be attached to the official checklist or **kept by the Assistant Registrars**.
- The official checklist. (after polls close)

Restorations and Transfers

Assist Electors Whose Name is Not on the Official Voter Checklist, the Assistant Registrars must check the "inactive" list for the same voting district. (§ 9-42, Regs. 9-42-1(c)-(d)).

- **If Name Is On "Inactive" List**, the elector may be restored to the official checklist:
 - Elector must complete and sign the application under penalties of false statement, "Voter Registration Application" (ED-671).
 - Documentary evidence of residence is not required for restoring an elector's name to the official checklist.
 - The completed form should be attached to the official checklist or kept by the Assistant Registrars and returned with the official checklist to the Registrars at the close of the polls. (Regs. 9-35-2(a))
 - If the application for restoration is approved by the Assistant Registrars:
 - Delete the elector's name and address from the "inactive" list of that voting district.
 - Add the elector's name and current address to the supplemental section of the "active" voter checklist, and indicate the reason for the addition. (This is done by the Assistant Registrars, not the Checker)
 - Once added to the list, the Official Checker should mark the restored elector as voting in person in the same manner as other electors who were already on the list.
 - Permit the elector to vote.

(There is no need to contact the Registrar's Office if the elector's name is on the "inactive" list for the same polling place.)

- **If Name Is Not on Inactive List**
 - The Assistant Registrars must contact the Registrars of Voters.

- An elector whose name has been omitted from the official checklist may be added to the checklist at the polling place on Election Day if:
 - The elector's name was on the active registry list for at least one of the four previous years or on a previous list in the current year.
 - The elector is and has been a bona fide resident of the municipality from the time their name last appeared on the active registry list to the date of the election.

Only The Registrars of Voters (Jointly in a General Election, Singularly in a Primary) May Approve an Application for Restoration When the Elector Is Not on The Inactive List.

- **Transfer Of Registration from Another District**

In municipalities with multiple voting districts, an elector's name may not appear on the official checklist at the polling place where they come to vote due to moving within the municipality without requesting a transfer of registration.

- Electors may apply for transfer of registration at the new polling place on Election Day by completing and signing the application under penalties of false statement, "Voter Registration Application" (ED-671).
- The Assistant Registrar(s) must verify that the elector's name appears on the official checklist at the former polling place and that the elector has not been marked as voting at the former polling place. (§ 9-35)
- Verification can be done by:
 - Contacting Election Officials at the former polling place directly.
 - Contacting the Registrar(s) of Voters indirectly.
 - Election Officials at the former polling place should mark or cross off the elector's name from their checklist since an elector may only be on one registry list at any time.
- After verification, Assistant Registrar(s) must:
 - Add the elector's name and current address to the supplemental section of the official checklist.
 - Permit the elector to vote. (Regs. 9-35-2(a))

If the Assistant Registrar(s) find the elector's name on the "inactive" list of another voting district, the elector's name may be both transferred and restored.

Notify the other polling place to update their "inactive" list to indicate that the person voted in the new district.

- **Voter Registration Receipt**

Important: Elector's name not on list, but elector presents an official voter registration receipt.

If the person's name does not appear on the official checklist, but the person presents an official voter registration receipt stamped with an official stamp bearing the name of the Department of Social Services (DSS), public library or

agency providing services to persons with disabilities, or presents a receipt from a cross-town admitting official under Sec. 9-19e or a notice of acceptance from the Registrar of Voters received through the mail, and the receipt shows timely submission of a voter registration application, then:

- Assistant Registrar at polls calls the Registrar(s),
- Elector fills out and files new voter registration card at polls if Registrar cannot find the original application,
- Assistant Registrar, on approval by Registrar, adds name to checklist,
- Elector presents to Checkers their social security card, or any other preprinted form of identification which shows their name and either their address, signature, or photograph (because the option of signing Form ED-681 – Signatures of Electors Who Did Not Present ID is not allowed in this situation) and,
- Elector is allowed to vote if otherwise eligible. (§§ 9-19h(b), 9-23g(b) and (d)(4), and 9-23n)

● **Document Reasons for Additions, Removals, and Disapprovals**

If an application for restoration is disapproved, the reasons for the disapproval must be noted, and the completed application should be returned to the Registrars with all other election day materials.

If the Registrar(s) authorizes the restoration of a name left off by clerical error, such restoration should be carefully documented. (§ 9-42, Regs. 9-42-1(c)–(d)) The supplemental list should indicate the reason for the addition, whether the added elector was a transfer, a restoration from the inactive list, or registrar addition because of clerical error.

For all Restorations and/or Transfers processed by the Assistant Registrars, **“the books must balance.”** This means that if an elector is restored from the inactive list, the elector is added to the supplemental portion of the official checklist and subtracted from the inactive list. If the elector is transferred from one district to another, the elector is added to the supplemental list in the new residential district, then the elector must be subtracted from the checklist in the old residential district. The only exception to the “books must balance” is for restorations made by both registrars on account of clerical error. For each and every such addition, the elector being added must fill out a new registration application form. No one may be added to the official checklist without this form.

Same Day Registration Information Request

Throughout Election Day, Assistant Registrars may receive calls from the SDR location officials asking if a particular elector has been marked off the official voter list as having voted. They are asking this because the voter has just voted by SDR in a different town and they are registered to vote in your town.

- If the answer is Yes, the elector has been marked as voting on your list, call the SDR officials back **immediately** and share the information. (This is to prevent a

possible double voting situation.)

- If the answer is No, mark “OFF” by the person’s name on the official voter list, indicating the voter is being removed from the official voter list, and call the SDR officials back when convenient.
- OFF = Removals & voted SDR in a different location. Cross through the elector's name & mark "off" next to name. Per § 19j(e)(2)

Assisting Electors Without ID

Any elector who does not present sufficient ID will be directed to the Assistant Registrars for assistance. Normally, an elector whose name is on the official checklist or the Inactive checklist, but who does not present adequate identification, is allowed to sign a form under penalty of false statement entitled “Signatures of Electors Who Did Not Present ID,” prescribed by the Secretary of the State swearing or affirming that the elector whose name appears on the official checklist is the elector signing. Except when there is an asterisk* by the voter’s name at a federal election or primary where HAVA requirements apply. (See below:)

Individual voters subject to the additional HAVA identification requirements will have an asterisk (*) next to their name on the official voter list.

• HAVA Identification Requirements

Certain first time voters in federal elections are subject to additional ID requirements under the Help America Vote Act (HAVA). If the Registrars are able to verify the elector’s ID information prior to the election, the additional HAVA ID provisions will not apply to the elector. However, normal Connecticut identification procedures will still apply.

If the elector is required to present identification at the polls pursuant to HAVA, the applicant is not allowed to sign a “Signatures of Electors Who Did Not Present ID” form. (§ 9-261)

The acceptable forms of identification under HAVA are:

- A copy of a current and valid photo identification that shows the name and address of the elector. (A driver’s license may not be presented electronically.)
- A copy of a current utility bill (due date within 30 days), bank statement, government check, paycheck or government document that shows the name and address of the elector. (These forms of ID may be presented electronically.)

If an elector is required to provide identification at the poll pursuant to HAVA and does not do so, the elector will not be allowed to vote using a regular ballot but will still be entitled to vote by provisional ballot. (See Provisional Ballot Instructions further down.)

Assisting Voters with Special Needs

Curbside Voting

If an elector is present at the polling place but is unable to gain access due to incapacity, the elector may request that the ballot be brought to them. (§9- 261(b)) However, no proof of any such incapacity need be shown.

If curbside voting is requested, both Assistant Registrars, together, (or two Election Officials of opposing parties or factions) will:

- Examine the elector’s identification, if any.
- Assist the elector in filling out any necessary paperwork for Restoration, or Transfer, or missing ID, as described above.
- Upon completion, cause the elector’s name to be “Marked as Voting” on the official checklist.
- Bring a ballot to the elector, along with a pen and privacy sleeve.

Note: No candidate may be in the car or within 20 feet of the designated curbside area effective January 1, 2026.

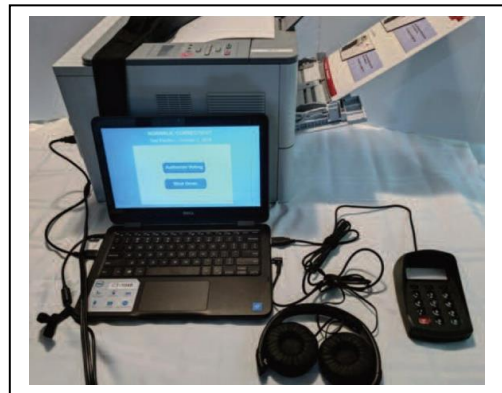
Elector marks their ballot in the presence of the election officials in a manner that the officials cannot see the markings. Once the elector has marked their ballot and placed it in the privacy sleeve, the Assistant Registrars:

- Inform the elector that they will take the ballot and insert it in the tabulator without looking at the markings. Provide the elector with confirmation if the tabulator accepts the ballot.
- Inform the elector that if the ballot is rejected, you will return and provide the elector with an explanation or solution.

The Moderator shall record such activity in the Moderator’s Diary. (§ 9–261(b))

IVS/AVS — Ballot Marking System

An elector needing, or requesting, to mark their ballot using the IVS/AVS Ballot Marking System (accessible voting system) should be escorted to the IVS/AVS voting equipment by an election official.



Election official is to:

- Authorize voting by entering the “9630” code onto the tablet.
- Select correct district (if applicable).
- Select either “Touch Screen” or “Audio”
 - Audio with Keypad, or
 - Audio with JellyBean button, or
 - Audio with elector’s Sip’n’Puff device
- Select “English” or “Spanish” (if required) according to the elector’s choice
- (If a Primary, select appropriate political party)
- Make sure that the elector’s blank ballot is properly positioned on the printer’s multi–purpose tray, face up and top/left edge



first.

- Instruct the elector about system operation, as necessary.
 - For touch screen – “follow the instructions shown on the screen”
 - For audio – “press any button on the keypad to get started ...” or “click the JellyBean button to get started ...” or “sip or puff to get started...” and follow all the instructions being read to you.
 - “It will take a few seconds before the printer starts marking the ballot for you. Review the ballot. If correctly marked, insert it into the tabulator.”
- Allow the voter privacy and tell them to let you know if they need any further assistance.
- Remain near enough to make sure that the elector is making progress in navigating between screens (if in touch screen mode) or understanding the verbal instructions from the equipment (if in keypad mode). The system is easy to use and the “learning curve” is short.

After the elector has completed responding to the IVS audio or screen prompts, the elector’s voting choices are printed on an official ballot, no different from any other ballot used at the polling place. When printed, the elector, with assistance, if necessary, must “cast” their ballot by placing it in the tabulator in the same manner as other ballots.

No	Issue	Action
1	The tablet and printer won’t turn on	Make sure power is going to the equipment. Turn on tablet by pushing the small power button on the right-side front edge. Turn on the printer by pushing the power button on the upper left side of the printer.
2	In touch screen mode, not all the candidates’ names in each race are visible on the screen.	There is a touch “Slider” on the right side of the candidates’ names. Slide it up or down to see the remaining candidates.
3	The tablet will not shut off and asks for a code.	Type in the code “9630.” The same code is used for setup and closedown.
4	An elector using the AVS/IVS in audio mode is concerned about germs on the headphones	There is a supply of sanitary headphone covers in the IVS carrying case. Use a fresh pair of covers for each user. Elector may use their own ear buds or similar devices. These are permitted and should work if the connection to the tablet is compatible.
5	The elector wishes to change some of his votes before printing the ballot.	Touching the box next to the candidate’s name will select that candidate and touching it again will deselect the candidate. Write in votes may also be cast by touching the write-in box and then entering the candidate’s name using the tablet keyboard.
6	The AVS/IVS printed marks on the ballot are	Most likely the ballot was inserted into the IVS printer upside down or with the wrong end

	on the wrong side or did not fill in the ball ovals.	toward the printer. Spoil the ballot and try again.
--	--	---

3. Close of Polls

- **Assist Moderator with Canvass**

At the close of the polls, both Assistant Registrars shall assist the Moderator in checking seals, processing ballots in the Auxiliary Bin, hand-counting ballots which cannot be counted by the tabulator, hand-counting write-in votes, locking the tabulator, and printing the results report tape, which both shall sign. They shall assist the Moderator in completing the Moderator's Return and other necessary certificates and shall sign where indicated on the forms.

- Assistant Registrars must be present at the close of the polls and remain there until the canvass is completed and returns have been signed.
- Sign all tabulator results tapes.
- Sign the "Certificate of Closing of the Polls" on the Moderator's Return.
- Sign Official Checkers Certificate.
- Assistant Registrars, shall write and sign with ink, on the list or lists so used and checked, a certificate of the whole number of names registered on the list eligible to vote in the election or primary and the number checked as having voted in that election or primary, and deposit it in the office of the municipal clerk not later than forty-eight hours after the close of the polls.
- The Assistant Registrar(s) must record directly on the official checklist, the total number of names on the official checklist, the total number checked as having voted, and the number not checked. The official checklist must be delivered to the Municipal Clerk within 48 hours of close of polls. (If there is central counting of absentee ballots, the list is delivered to the Central Counting location after the close of the polls.) (§ 9-307)
- Assist Moderator in recording on the tally sheets the tabulator totals for each candidate and question in the row "Tabulator Total" as shown in the "Tabulator Tape." If absentee ballots are counted in the polling place, also record the tabulator totals for each candidate and question in the "Absentee," "Same Day Registration," and "Early Voting" columns as shown on the "Tabulator Tape."
- The voted ballots and the tabulator should return to the Registrar of Voters by the Assistant Registrars, or two Election Officials of different parties. Alternatively, they may be stored at the polls, in a locked and sealed transportation container for later transport to the long-term storage location designated by the Registrars Other Officials' Duties.

Other Officials

Challenger

An elector's right to vote can be challenged by any election official or elector lawfully within the polling place.

Central Counting Moderator

If absentee ballot counting is to be done at a central location, the Registrars must appoint an Absentee Ballot Moderator (or Central Counting Moderator) to supervise the counting of absentee ballots by the Absentee Ballot Clerks, and who must fill out the Certificate of Absentee Ballot Count on the Moderator's Return (§§ 9-140c, 9-147(c))

The procedures for counting absentee ballots at a central location or individual polling places and recording the absentee vote on the Moderator's Return are set forth in the Procedure Manual for Counting Absentee Ballots, available on the Secretary of the State's website.

Absentee Ballot Counters' Duties

Supplies

- Depository envelopes
- Tally sheets
- Worksheets for hand counting ballots
- Moderators Record of Hand count Absentees form
- Scissors or letter openers
- Pens, pencils, paper clips, ruler, note pad, calculator, etc.
- Non-re-usable tape for sealing envelopes
- Absentee ballot counting procedure manual
- Copy of official voter list (if central counting)
- List of Write-In candidates (if applicable)

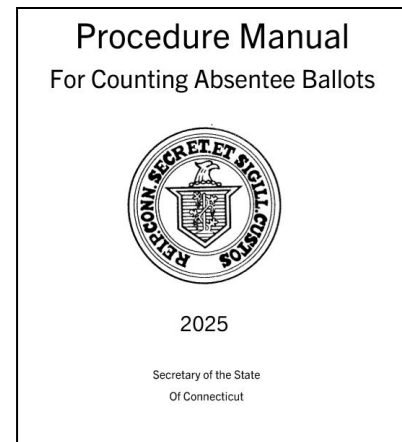
Absentee ballots may be counted at:

- Polls - stationed in view of everyone in polling place
 - Out of the mainstream of electors
 - No public observation allowed
- Central location
 - Public observation permitted
- Work in Teams of Two
- As Many Counters as Needed
- **The absentee ballot results must be preserved until all the absentee ballots have been delivered and counted, which cannot happen until after 8 p.m. No preliminary results may be disclosed.**

Ballot Types

- Regular Absentee Ballot
 - Looks like polling place ballots, usually different color
 - Emergency Absentee Ballot (sick within 6 days)
- Same Day Registration Ballot (SDR)
- Early Voting Ballot (EV)
- Overseas Ballot (Federal offices only) (ED-71)
 - Official Blank Absentee Ballot (ED-81a)
 - 90-Day Military Contingency - armed forces members, spouses, dependents living where stationed, state that request is "due to military contingencies"
 - 45-Day - Elector traveling or temporarily living outside U.S.A.
- Presidential Ballot (Pres. Only) (PF-Former Resident)
 - Use Official Blank Absentee Ballot
- Ballots not counted by absentee counters
 - Provisional Ballot (Fed. offices only)
 - Challenged Ballot (full regular ballot)
 - Polling Place Ballots

Absentee Ballot Counting Procedures



Rejection Reasons

- Elector's name is not on the Official Voter Check List. **Except** if overseas, SDR, or Presidential ballots.
- Outer envelope is not properly endorsed by clerk.
 - Date, time & clerk's signature required.
- Inner Envelope missing from outer envelope.
- No elector's signature on Inner envelope (or signature from person assisting elector).
- More than one inner envelope in the outer envelope.
 - Reject those that can't be matched with the name on the outer envelope.
- Ballot not in inner envelope.
 - Even if the ballot is just under the flap of the inner envelope.
- More than one ballot in the inner envelope.
- Unable to determine voter intent.

Reject If Not Received By 8pm:

- Ballots issued on faxed application waiting for original signature (ED-3, ED-70 or FPCA).
 - Reject if not received by 8 p.m. Election Day.
 - See Appendix A in the Absentee Ballot Manual for special instructions.

Federal Elections & Primary (Provisional Ballot or Count?)

- If asterisk * is next to name on official voter check list or note on outer envelope indicating proper ID is required before counting. Ignore this if the absentee ballot is from a convalescent or rehabilitation facility.
- Open the outer envelope, and inner envelope, if necessary, for ID.
- If proper I.D. is found:
 - Mark outer envelope "I.D. Provided"
 - Process like other absentee ballots
 - Give I.D. to Assistant Registrars or place in designated depository envelope if one is provided
- If no ID is provided:
 - Mark outer envelope "Rejected as an Absentee Ballot" "and place all materials back into the outer envelope
 - Process as a Provisional Ballot

The "Procedure Manual for Counting Absentee Ballots" deals with each ballot at every step.

Step By Step Counting Procedure Summary

- Keep notes as you go along.
- Keep track of ballots by district & precinct (central counting).

- Forms signed should be one for each district.
- Only **one** ballot may be **inside** one **signed** inner envelope, which must be **inside one outer envelope** that is **properly endorsed** and **numbered**.

Step 1 Count the number of absentee ballots received. (9-150a(c))

- Record number onto “Certificate of Absentee Ballot Count”.

Step 2 Verify name is on the checklist.

- Reject if not on list.
 - Write “Rejected” and reason for rejection on envelope, put into depository envelope.
- Mark or verify that “A” is marked by elector’s name on official voter check list. (§ 9-140c(i))

Step 3 Inspect outer envelopes for proper endorsements.

- Date, time & clerk’s signature required.
- Reject if not properly endorsed.
 - Write “Rejected” and reason for rejection right on envelope.

Step 4 Reject if the outer envelope is missing.

- Write “Rejected” and reason for rejection.
- Place into depository envelope labeled “Rejected Absentee Ballots”.

Step 5 One by one – Open Outer Envelope - Remove inner envelope.

- Inspect inner envelopes for elector’s signature.
- Inner envelope does not need to be sealed or dated.
- Reject** if:
 - Not signed--put back in outer envelope, write “Rejected” and reason for rejection.
 - No inner envelope, write “Rejected” and the reason for rejection
 - More than one inner envelope, **reject** the one that does not match outer envelope.
 - Ballot **MUST** be inside inner envelope, **reject** if not inside envelope.

Step 6 Make a pile of inner envelopes (signed) & a pile of empty outer envelopes.

- Count both piles.
- If equal, put outside envelopes into depository envelope.

Step 7 Open Inner Envelopes one by one - Remove ballot from inner envelope. (leaving ballot folded)

- Reject if there is more than one ballot in the inner envelope.

- Reject if there is more than one ballot in the inner envelope.
- Make a pile of inner envelopes and a pile of ballots.

Step 8 Count both piles. If equal put inner envelopes into depository envelope.

Note: If ballot is **rejected** due to HAVA I.D. requirements, place rejected ballot in the Provisional Ballot Depository Envelope for consideration by the Registrars after polls are closed.

Step 9 Shuffle folded ballots, then unfold them.

- Flatten the folds for insertion into tabulator.
- Put weight on them if possible.



Step 10 Look at each ballot.

- Make a pile of ballots with correctly filled in ovals to be processed in tabulator.
- Make a pile of ballots to be hand counted.
 - A Ballot with defects or marking errors may cause the tabulator to incorrectly read the ballot.
 - Official blank ballots and overseas ballots.
 - Ballots with the candidate's name circled.
 - Name written in the write-in line, but oval is not filled in
 - "Stickered Races"- only that office is hand-counted for processing in the tabulator.
 - Ballots issued to the wrong district must be hand-counted.



Step 11 Insert properly marked ballots into the tabulator & record number of tabulator counted onto the Certificate of Absentee Ballot Count form.

- Overvote - If rejected by tabulator as an overvote;
 - Determine whether it is a True/Genuine overvote. Look at the number of names selected, **not** the number of ovals. The tabulator counts oval markings, which may **falsely** cause an Overvote determination.
 - A. True overvote** is when the ballot clearly shows that voter attempted to cast votes for more Candidates than allowed. (No votes counted in True overvoted contest)
 - A True overvoted ballot may be hand-counted or tabulator processed by tapping "Cast." This overrides the overvoted contest and counts all the other races.
 - B. Not True overvoted** ballot is when elector votes for the allowable number of **candidates**, regardless of the number of ovals filled in. If multiple ovals are marked for a candidate **only one** vote is to be counted for that candidate. Voter intent is clear.
- Blank Voted Ballot** - If rejected by the tabulator as a Blank Voted Ballot
 - If there are no markings on the ballot, you may:
 - Feed ballot into tabulator and tap "Cast".

- This counts zero votes but will account for the additional ballot.
 - (Or) Hand count ballot.
 - If there are improper markings showing the voter’s intent:
 - Hand count
 - **Party designation is to be ignored**
 - Hand-count all other ballots rejected by the tabulator.

Step 12 Write-In Votes will be printed off by the tabulator (after polls close)

- Review Write-Ins
 - Examine each entry of the printout
 - Validate eligibility - only include votes for:
 - Registered write-in candidates, and
 - Candidates who also appear on the printed ballot for that contest.
- Tally Eligible Votes
 - On the Moderator’s Return (tally sheet), hand-count and record eligible write-in votes for:
 - Registered write-in candidates,
 - Ballot-listed candidates not already counted by the tabulator.
 - No more than one vote per candidate per contest.

**No Write-In Vote - Because Voter Intent is Not Clear
? Franklin Pierce or Benjamin Franklin ?**

	9	10	11	12
OFFICE →	Planning and Zoning Commission Vote for Any Four			
PARTY ↓				
REPUBLICAN	<input type="radio"/> 9A George Washington	<input checked="" type="radio"/> 10A Clara Barton	<input type="radio"/> 11A Arthur Ash	<input type="radio"/> 12A Franklin Pierce
DEMOCRATIC	<input type="radio"/> 9B Benjamin Franklin	<input type="radio"/> 10B	<input type="radio"/> 11B	<input type="radio"/> 12B
SAVE AMERICA NOW	<input type="radio"/> 9C Benjamin Franklin	<input type="radio"/> 10C	<input type="radio"/> 11C	<input type="radio"/> 12C
PETITIONING CANDIDATE	<input type="radio"/> 9D	<input type="radio"/> 10D	<input type="radio"/> 11D	<input type="radio"/> 12D
	<input type="radio"/> 9E	<input type="radio"/> 10E	<input type="radio"/> 11E	<input type="radio"/> 12E
WRITE-IN VOTES	<input checked="" type="radio"/> 9F Franklin	<input type="radio"/> 10F	<input type="radio"/> 11F	<input type="radio"/> 12F

Step 13 Hand Counting Absentee Ballots that were not run through the tabulator

- Mismarked ballots
- Presidential ballots
- Overseas ballots
- Official Blank Absentee ballots
- Mutilated ballots
- Only party, not candidate(s), is circled on ballot with no write-ins and no marking in ovals. This cannot be counted
 - Rule is: The Intent of the Voter Governs
 - When in doubt, the Moderator will decide, record the problem and decision on the back of the ballot, sign & date it, and return the ballot to the counters.

**Note: Cross-Endorsed Candidates can get only one vote per ballot.
When a candidate is endorsed by multiple parties.**

Step 14 Results

Tape-running procedures vary by town based on whether counting is central or at polling places. Registrars will decide.

- Store one tabulator tape in the depository envelope along with ballots

- The first results (which has the zero-tape attached) should be attached to Moderator’s Return.

Step 15 Tally Sheet Entry (“Absentee Ballots” Section)

- Votes counted by the tabulator
- Votes counted for Write-ins
- Hand-counted votes.

VOTER'S NAME OR OFFICE/QUESTION	BALLOT TYPE	POLLING PLACE BALLOTS		ABSENTEE BALLOTS	
		PREVIOUS	CURRENT	PREVIOUS	CURRENT
Jim Smith	PNC			3	3
Jim Smith	YLW			3	
Jim Smith	TRK			3	
Jane Jones	CRS			3	
Fred Gates	Write				3

Step 16 Securing Documents

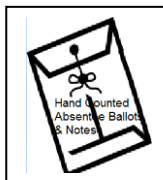
Place a copy of the tally sheet into the **Hand Counted AB envelope**, along with:

- Record of Hand Absentee Ballot Count (Completed and Signed)
- Counters notes and Worksheets

Attach original to Moderators Return

Step 17 Place ballots into appropriate depository envelopes

- Labeled with what’s in them: number of ballots, district, date, counter’s signature, etc.
 - “Write-In Absentee Ballots” or
 - “Tabulator Counted Absentee Ballots or
 - “Hand Counted Absentee Ballots”



Step 18 Certificate of Absentee Ballot Count

- Fill in the information needed on the certificate.
- Attach original to the Moderator’s Return.

Step 19 All absentee ballot materials are to be given to Moderator for secure handling/storing per instructions from Registrars of Voters.

Step 20 Ensure that all depository envelopes are labeled, signed, and sealed properly.

- Prior to sealing envelopes:
 - Ensure that appropriate materials are inserted.
 - Any interpretations and decisions on voter intent, made by the Moderator when reviewing a ballot, must be written on the ballot and signed by the Moderator.

TO BE COMPLETED BY THE MODERATOR	
A Absentee ballots received	19
B Overseas ballots received	0
C Presidential ballots received	0
D Election day registration ballots received	10
E Total ballots received (A+B+C+D)	29
F Ballots counted by tabulator (total or partial)	12
G Ballots counted completely by hand	16
H Total ballots counted (F + G)	28
I Total ballots rejected (I = H - E)	1

Hand Counted: 12 tab. count, 6 hand count, 1 rejected
 AB: 16 AB, 10 EDR

- Keep rejected ballots Separate from Other Ballots.

Special Handling Procedures

Some ballots require special handling. The Town Clerk will identify which ballots and which special handling process applies, such as “Faxed Application”.

These special procedures are outlined in Appendix B, C & D at the end of the Absentee Ballot Manual.

In Federal Elections, Overseas Ballot Returned in Serially-Numbered Envelope, ED-74.

In Federal Elections, Special Procedure for Counting Federal Write-in Absentee Ballot (FWAB).

Special Procedure for Handling Provisional Ballots and Procedure for Transmission of Electronic Ballots (Voter must return paper ballot before close of polls)

Closing the Polls and Declaring the Results

A. Closing the Polls

1. Announce the Polls Closed At 8:00 P.M.

The Moderator must declare the polls closed promptly at 8:00 p.m. Electors who are in line at 8:00 p.m. are permitted to vote after 8:00 p.m. The Moderator must station an election official or a police officer at the end of the line at 8:00 p.m. to prevent anyone else from entering the line. (§ 9-174)

After the polls are closed and the last person in line has voted, the public may enter and remain in the polling place, but the public should not be in the immediate area of the tabulator. (§ 9-308)

2. Election Officials and the Public Observe the Canvass

- a. The canvass of the vote must be conducted in full view of all polling place officials and the general public. (§ 9-309)
- b. If there were two or more shifts of election officials, only the last shift of Official Checkers, and-Ballot Clerks along with the Moderator and Assistant Registrars must participate in the canvass. (§ 9-258a)
- c. Once the canvass has begun, it may not be stopped for any reason—delaying the canvass is a criminal offense. (§ 9-308, § 9-351)

B. Begin the Canvass

Immediately after the last person in line has voted, the Moderator should direct the Tabulator Tender not to allow any more voting. The Moderator should then assemble the other election officials and begin the process of canvassing described in Closing of the Polls.

The Checkers shall count the number of electors who voted in person, and complete and sign the Checkers Certificate. The Ballot Clerks shall count packages of remaining unopened ballots, spoiled ballots, and abandoned ballots, securing all the ballots, as well as complete and sign the Ballot Log.

Electors Voting = Ballots Cast

The total number of electors marked as voting in person should closely match the total number of ballots cast in person at the polls. The total number of ballots cast in person is the number shown by the tabulator plus the number of ballots hand-counted in full, less any absentee ballots that have been counted by the tabulator at the polls.

Checkers sometimes fail to mark an elector, or mark adjoining names when only one of them checked in. However, they should match very closely. A discrepancy could indicate a tabulator malfunction or some other problem requiring an investigation and a recount. If there appears to be a discrepancy, have the Checkers switch books and then recount and recheck everything. If this does not resolve the discrepancy, the Moderator should contact the Registrars, note the matter in the Moderator's diary, and alert the Head Moderator.

1. Process Remaining Ballots with the Tabulator

Process the ballots (if any) remaining in the Auxiliary Bin by feeding them into the tabulator. If there are any ballots that the tabulator rejects, the Moderator and an election official from an opposing party or faction should examine the ballot to see if it contains a **true** overvote, is blank, or has any other issue, but is otherwise marked properly. If they agree that this is the case, the tabulator can read and count the votes in the other races, feed the ballot into the tabulator, and select the option to accept the ballot as is.

Record the number of ballots counted by the tabulator printed on the results tape at the beginning. This number is needed for the important cross-check described in the previous subsection.

Any ballots that contain votes which the tabulator cannot read must be hand-counted in full after the tabulator is closed.

All absentee ballots (if counted at the polls) are processed next. Some absentee ballots may also contain overvotes, or be blank, or require hand counting in the same manner as described above.

Print three tapes. The first tape, which should be continuous with the initial “Zero” tape, goes with the Moderator’s return, the second tape is posted on the wall of the polling place for the public to examine, and the third tape is placed with the ballots. All tapes must be signed by the Moderator and two Assistant Registrars.

2. Record The Totals from the Tabulator on to the Tally Sheets

After the polls close, the Moderator and Assistant Registrars shall record on the tally sheets the tabulator totals for each candidate and question in the row “Tabulator Total” as shown on the “Tabulator Tape.” If absentee ballots are counted in the polling place, they shall also record the tabulator totals for each candidate and question on the “Absentee” column as shown on the “Tabulator Tape.”

3. Meaning Of “Unk” On Tape

When a candidate is endorsed by two political parties, they appear on the ballot on two separate lines. Sometimes an elector fills in both ovals. The tabulator does not treat this as an overvote. Instead, one vote is recorded for that candidate, but this vote is attributed to “UNK” party, i.e. unknown party. See example. When reported in the Election Management System (EMS), the “UNK” votes will be attributed to the endorsed parties, on a percentage basis.

```

*****
* * ELECTION RESULTS REPC
* * RT
*****
REP IN
CONGRESS
RACE # 20

BLANKS                                58
DAFFYDUCK REP                            65
DAFFYDUCK IND                             0
DAFFYDUCK UNK                             45
DAFFYDUCK TOT                             5
DUGSIBUNNY DEM                            70
DUGSIBUNNY UNK                             0
DUGSIBUNNY TOT                             0
ELECTION #WRITE-INS                        55
ELECTION #WRITE-INS                        0
#WRITE-INS                                10
*****
    
```

C. The Hand Count

Hand Counted Ballots – Voter Intent Governs

When hand counting a ballot, voter intent controls and two election officials from opposing parties or factions must agree on the voter’s intent. If not, the moderator decides.

Example of tabulator tape with cross endorsements and Unk votes recorded

In a Hand-Count, Voter Intent Governs Two Election Officials Must Agree on Intent. If Not, The Moderator Decides. (§ 9-150a(k))

If they do not agree, the ballot should be submitted to the Moderator, and if the Moderator can determine the voter's intent, the ballot shall be counted in accordance with the Moderator's decision. (§ 9-150a(k))

If this intent cannot be determined for one race, the other races are still counted. As with the tabulator (see above) multiple votes for the same candidate in the same race are allowed but count as **one** vote.

Ballots Left in the Auxiliary Bin Compartment

All Valid Votes on the ballots remaining in the auxiliary compartment must be recorded on the Tally Sheets in the column labeled, "Auxiliary Bin/Hand Count." (Remember: these are ballots which the tabulator will not count properly; therefore, they will not show up on the "election results report" tape and must be separately accounted for.)

Those ballots should be sealed in a depository envelope marked "auxiliary compartment" or "hand-count" and placed in the ballot transfer case.

○ **Write In Votes:**

Write-in votes are only permitted in general elections, not in Primary Elections.

Write-In Votes will be printed off by the tabulator (after polls close) and must be hand-counted

- Review Write-Ins
 - Examine each entry of the printout
 - Validate eligibility - only include votes for:
 - registered write-in candidates, and
 - candidates who also appear on the printed ballot for that contest
- Tally Eligible Votes
 - Hand-count and record eligible write-in votes for:
 - Registered write-in candidates
 - Ballot-listed candidates not already counted by the tabulator
 - Make sure the candidate didn't already get a vote on that ballot.
 - No more than one vote per candidate per contest.
 - Record eligible votes on the tally sheet (Moderator's Return), in the Write-In column.

(Note: If no write-in list has been provided, call the Registrars to verify that there are no registered write-ins)

Absentee Ballot Counting (See Absentee Ballot Counters Duties for more information)

The Moderator, as chief polling place official, must supervise the process of absentee ballot counting.

Absentee ballot counting may be done at a central location or at individual polling places. A polling place Moderator in a municipality with central counting does not have to supervise absentee ballot counting or fill out the Certificate of Absentee Ballot Count on the Moderator's Return; in such cases, these are the duties of the Central Counting Moderator. (§ 9– 140c)

The procedures for counting absentee ballots at a central location or an individual polling place and recording the absentee vote on the Moderator's Return are set forth in the Procedure Manual for Counting Absentee Ballots, published by the Secretary of the State.

1. Complete Absentee Ballot Counting When Counted at the Polls

Complete counting of any uncounted absentee ballots. Be sure to record the number of absentee ballots received, rejected, and counted on the “Certificate of Absentee Ballot Count” form. Seal such absentee ballots in a depository envelope labeled “Absentee ballots”.

Remember, where absentee ballots are counted at the polling place, those absentee ballots may also contain write-in votes, which must be recorded on the tally sheets on the Moderator's Return.

In each row, add the Tabulator Total, the Auxiliary Compartment/Hand Count, the Write-in totals and the Absentee Totals for each candidate and question and record that amount in the Totals column.

2. If Central Absentee Ballot Counting

If absentee ballots are counted at a central place, **do not** write anything in the Absentee columns of the polling place tally sheet. The absentee columns (hand counted) and tabulator totals of absentee ballots will be completed on a separate tally sheet by the Central Counting Moderator.

Complete Forms and Certificates

1. Checkers' Certificate on Moderator's Return

Immediately after the close of the polls, the officials must compute the number of names checked as having voted. In state elections, the Official Checkers must include the list of persons who applied for overseas ballots (and presidential ballots, if applicable) in the whole number of names on the official checklist. Electors who voted by challenged ballot are not included in the whole number of names on the official checklist. If absentee ballots are counted at the polling place, the Official Checkers also must count the number of names checked off the list as having voted by absentee ballot. These figures will be recorded by them on the "Official Checkers' Certificate" on the Moderator's Return. The Official Checkers and Assistant Registrar(s) of Voters must sign the Certificate. The Official Checkers must also give these figures to the Assistant Registrar(s) at the polling place. (§ 9-307)

2. Assistant Registrars' Certificate

The Assistant Registrar(s) must record, directly on the official checklist, the total number of names on the official checklist, the total number checked as having voted, and the number not checked. The official checklist must be delivered to the Municipal Clerk on or before the following day. (If there is central counting of absentee ballots, the list is delivered to the Central Counting location after the close of the polls.) (§ 9-307)

3. Secure Unvoted Ballots

The Ballot Clerk shall place all spoiled ballots in a depository envelope marked "spoiled ballots," seal it with non-reusable tape, and deliver it to the Moderator for return to the Registrars. The Ballot Clerk shall secure all ballots that are not issued to electors and deliver them to the Moderator for return to the Registrars. All unused printed tabulator ballots shall be retained by the Registrars for retention in the manner and for the period prescribed by law.

4. Double Check the Totals

Election Officials should check all figures to ensure there are no mistakes.

5. Announce Results

- a) At the polling place, the Moderator shall read and announce to the public, in distinct tones, results as shown on the tabulator tape (preliminary results) and inform them that these are not the final results. The vote, so announced by the moderator, shall be taken down by each checker and recorded on the tally sheets. Each checker shall record the number of votes received for each candidate on the ballot and the number received by each person for whom write-in ballots were cast. (§ 9-309)
- b) The Head Moderator must announce the results of the vote publicly. Read from the official tally sheets the office title, the name of each candidate, and the vote recorded in the Tabulator Count column, the Auxiliary Bin / Hand-

- Count column, and the Write-in columns. If absentee ballots were counted at the polls, read the number of hand-counted absentee ballot votes for the candidate. Then, read the Total vote for each candidate. If there were questions on the ballot or write-in votes, announce their results in the same manner. While the Moderator is reading from the tally sheet, any person present may look at the posted copy of the "Voting Results Report" to verify the accuracy of the tally sheet. The public may also inspect the tally sheets. If any person finds any error, the election officials shall make the necessary corrections. (§§ 9-150b, 9-309, 9-440).
- c) The Central Counting Moderator publicly announces the absentee results, and the Head Moderator is responsible for publicly announcing the total vote (which includes the polling place and absentee ballot totals for each candidate and question).

6. Complete Certificate of the Closing of the Polls

When the vote has been recorded and publicly announced, the Moderators and Registrars (or Assistant Registrars) must immediately complete and sign the "Certificate of Closing of the Polls" on the Moderator's Return. The Moderator must check the return to be sure it is complete. (§§ 9-150b, 9-259, 9-309, 9-310)

The Moderator must collect the completed "Official Checkers Certificate and Ballot Log" Worksheet.

7. Packing of the Tabulator

After all Election Results Reports have been produced, the Moderator and Assistant Registrars shall turn off and pack the tabulator according to the manufacturer's instructions.

Place a copy of the signed totals tape in the ballot transfer case. The original tally sheet, with the original tape attached, and all other parts of the original signed Moderator's return should be transmitted by the Moderator to the Registrars who will file it with the Municipal Clerk within 48 hours (or Head Moderator, if the municipality has more than one voting district). (§ 9-266)

Same Day Registration (§ 9-19j)

Purpose

Connecticut's Same Day Registration (SDR) is designed to enhance voter participation by allowing eligible residents to register and vote on Election Day or during the early voting period. This policy aims to remove barriers to voting, particularly for individuals who may have missed the standard registration deadline.

Number To Be Appointed

- One or more election officials are to serve at the SDR location.
 - Recommended Ratio: One SDR official for every 100 applicants expected
- Currently on Election Day, there is no SDR moderator position requirement; some SDR requirements are included in the Absentee Ballot Moderator's duties.

Training: Officials must be trained in the use of the voter registration system and in admitting requirements similar to all the election officials.

Supplies:

- Pens
- Official Voter List
- Inactive Voter List
- Ballots by District
 - A municipality may use regular ballots as SDR ballots to be counted at a central location, as long as these ballots can be identified by district on the tabulator tape. An additional tape may be generated to store with the SDR ballots.
- All SDR Forms
- SDR Envelopes with required affidavit
- Computer or laptop with access to the Voter Registration System/Database
 - Accessible Voting System (AVS/IVS) ballot marking system is required at SDR locations.

SDR Hours

- **Standard Hours:** 10:00 a.m. to 6:00 p.m.
- **Extended Hours:** 8:00 a.m. to 8:00 p.m. on the last Tuesday and Thursday of Early Voting.

Overview - Same Day Registration (SDR)

- **Replaces:** Election Day Registration (EDR)
- **Allows:** Eligible individuals that register to vote through SDR must vote on the day they register.
- **Applies to:** General Elections only (November and/or May); does not apply to primaries, special elections, or referenda.

- **Eliminates:** Use of presidential ballots by current state residents, as they may vote under SDR provisions.
- **Reference:** Secretary of the State's SDR Manual.

Location Requirements

- **Shared Location:** SDR must be offered at all EV locations.
- **Election Day SDR Location:** May be in the same building as the polling place, but not within the polling place itself. Adequate physical separation from the polling place is required.
- **Access to Voter Registration System:** Must have hard-lined access to the Voter Registration System.
- **Parking:** Adequate parking must be available.
- **75-Foot Restricted Area Rules:** (§ 9-19j(c)(1))
 - No electioneering, campaigning, advertising, or loitering within 75 feet of the SDR location.
 - Similar to existing requirements for polling locations, prohibit anyone from soliciting, peddling, loitering, or offering certain (candidate) materials within 75 feet of the entrance(s) into the building and indoor path leading to the SDR location, or any room along the path.
 - **Public Access:** Members of the public may enter the building to conduct official duties or government business unless they are engaging in prohibited activities. (§ 9-19j(c)(1))

Assistance: Electors may receive voting assistance in the SDR locations as allowed in the polling place. (§ 9-264 amended by PA 21-3, § 110)

- No Curbside SDR

Eligibility Requirements (§ 9-19j)

- **In-Person Requirement:** Applicant must appear in person at the SDR location.
- **General Voting Requirements:**
 - US Citizen
 - Resident of the municipality
 - Has attained the age of 18
 - If convicted of a Title 9 felony, have completed parole or probation for such felony
- **Must Not Be** a registered voter in your municipality.
 - If already an elector in your municipality (active or inactive), direct voter to EV or the polls.
- **Voter Registration Application:** Complete a voter registration application.

- **Affirmation:** Declare under oath that they have not previously voted in the election.
- **Proof of Identity:** Provide proof of identity and bona fide residence in the municipality (may be done by attestation).

Identification Requirements / Acceptable Identification: (§ 9-20)

- CT driver's License showing applicant's bona fide address
- Birth certificate, Social Security card, College or University photo ID (will still need documentation or testimony which satisfies the proof of bona fide residence below)
- Testimony of another elector
- Proof satisfactory to the election official
- **Note: A drive-only license cannot be used as identification.**
- **Proof of Bona Fide Residence Requirements:**
 - CT Driver's License showing applicant's bona fide address
 - CT learner's permit, Lease, Paycheck, Library card with address
 - Utility bill with applicant's name and current address due date no later than 30 days of the election
 - College or university registration or fee statement which includes the applicant's name and current address
 - Testimony of another elector

Admitting Procedures

- **You Must Search the Voter Registration Database** for the potential applicant. Do not use a printed-out list that is static.
 - Use the applicant's first and last name and date of birth to search the statewide voter registration system.
 - If voter is in the database, the process ends now.
 - If already registered in your municipality, send them to EV or the polls.
 - May not vote SDR
- **Determine Eligibility:** Verify that the applicant has met all eligibility requirements
- **Admit the Applicant:** If eligible, immediately admit the applicant as an elector and enter the information from the voter registration card into CVRS (the voter history itself may be entered at a later time, but no later than 24 hours after).

- **Provide a Ballot:** Once the applicant is checked in and admitted, provide them with an SDR ballot and SDR envelope.
- **Affirmation:** The elector must complete an affirmation imprinted upon the back of the SDR envelope, declaring under oath that they have not previously voted in the election.
- **Casting Ballot:** Once the elector completes the ballot, the elector shall place the ballot in the ballot envelope provided and deposit the envelope in a secured depository receptacle.

How to Search the Centralized Voter Registration Database (CVRS)

- **Search Database:** Search the Voter Registration database for the applicant.

Note: The following instructions are for use of CVRS (not TotalVote).

- Go to “Activities,” enter applicant's Last name, first name and date of birth
- **If new voter:**
 - Select a new voter and the data page will show up. Fill in the driver's license # or social security digits, name, address, gender, and NVRA.
 - Hit accept.
- **If already a voter** in another CT municipality and a person wants to transfer their voter registration to your municipality:
 - Select the voter from the previous municipality.
 - If the voter's status is Active or Inactive in the previous municipality, you must contact the previous municipality.
 - If the voter is “Off” in the previous municipality, no notification to the previous municipality is required.
 - Input the voter's new address into CVRS.
 - provide them with an SDR ballot and envelope.

Note: Election officials should take extra care to avoid removing the wrong voter from their municipality's polling place list.

In cases where polling place officials from the previous municipality report that an SDR applicant has already voted in the previous municipality:

- The election officials of the previous municipality shall immediately notify the election officials of the municipality in which the elector seeks to register.
- The elector **shall not receive an SDR ballot** from the officials of the municipality in which they seek to register.
- If the elector has already received a ballot, the ballot must be held, uncounted, until a resolution is made.

Election Day - Extra Admitting Procedures Required:

- The process of checking with an elector's prior municipality is a requirement on Election Day only and is not required during EV.

- If the applicant is registered to vote in a different CT municipality (active or inactive), immediately notify the election officials in the previous municipality of the elector’s intent to register in your municipality.
 - If there is **no response** indicating that the applicant has already voted in their previous municipality, admit the applicant as an elector and allow them to vote.
 - **These SDR ballots are held separately until the end of Election Day.**
 - “Best Efforts” to communicate with the previous municipality: If phone lines to a previous municipality are busy, SDR officials should attempt two phone calls within 10 minutes. Track these calls in the SDR Ballot Log Worksheet.
 - Hold the SDR ballot until 8 pm and proceed to deliver the ballot with other SDR ballots for counting. No voter should be made to wait more than 10 minutes for a return phone call from a previous voting municipality.
 - There is no requirement for a previous municipality to return a phone call if the SDR applicant has not voted in their previous municipality. If there is no return call from a previous municipality by 8 pm, deliver the SDR ballot for counting.
 - 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.
 - If the previous municipality reports that the applicant has already voted in their municipality, such elector **shall not** receive an SDR ballot from your municipality.
 - The Registrars in the municipality in which such elector now seeks to register shall review the circumstances of the report.
 - If, after completion of such a review, a resolution of the matter cannot be made, the Registrars shall report the matter to the State Elections Enforcement Commission for an investigation.
 - The individual should be issued a provisional ballot if there are federal candidates on the ballot. No ballot is issued in a municipal-only election.
 - If the elector has already received a ballot, this ballot must be held, uncounted, until a resolution to the matter has been made.
 - For any such elector, the registration process shall cease in the municipality in which such elector now seeks to register:
 - The Registrars in the municipality in which such elector now seeks to register shall review the circumstances of the report.
- If the voter is “Off” in the previous municipality, no notification to the previous municipality is required.

SDR Procedures for Cases of Previous Voting

- For any such elector, the registration process shall cease in the municipality in which such elector now seeks to register. The Registrars in the municipality in which such elector now seeks to register shall review the circumstances of the report.
 - If a resolution of the matter cannot be made after this review, the Registrars shall report the matter to the State Elections Enforcement Commission for an investigation.
 - If the voter swears, they did not vote already, the elector may sign a statement under penalties of false statement “Affirmation that Elector’s Name Erroneously Marked as Voting on Checklist.”
 - They are to be given a challenge ballot.
- If the information regarding the previous vote is received after the elector has received a ballot:
 - This ballot must be held, uncounted, until a resolution to the matter has been made.

Ballot Handling & Counting

- The voter cannot take the ballot outside the SDR location. The ballot would be considered rejected.
- **Issuing Ballot:** If admitted, provide the elector with a SDR ballot and SDR envelope and make a record of such issuance.
- **Affirmation:** Elector shall complete an affirmation in the presence of the SDR officials. (§ 9-19j(g))
- **Record Issuance:** Make a record of the ballot issuance.
- **Ballot Submission:** Elector places completed ballot in the provided envelope and deposits it in a secured depository receptacle.
- **Transport:** At designated times, SDR officials transport ballots to the area where absentee ballots are counted.
- **Processing:** SDR ballots are processed in the same manner as absentee ballots.
- **Separation:** SDR ballots and vote tallies must be separated by district from absentee and EV ballots.
- **Spoiled Ballot:** Electors are allowed to have their ballot spoiled and receive a new one.
- After the reconciliation at the end of the EV night, the Town Clerk will take the ballots and secure them until election night. All SDR ballots are processed in the same manner at the end of election night. If under an alternate EV plan, the Registrars will take the SDR ballots and secure them until Election Day.

Closing the SDR on Election Night

- **End Time:** SDR process ends after the last person in line at 8:00 p.m. has completed the process. (§ 9-174 (b))
- **Transport:** At the time designated by the Registrars and noticed to election officials, SDR officials shall transport the ballots on Election Day in a receptacle to the area where absentee ballots are counted.
- **Custody and Control:** The provisions of the general statutes and regulations concerning the custody, control, and counting of absentee ballots shall apply as nearly as possible to the custody, control, and counting of Same Day registration ballots under this section. (§ 9-19j(h))
- **Secure Storage, Reporting, and Follow-Up.**
- **Preserve:** The SDR depository envelope and SDR ballots shall be preserved by the Town Clerk or Registrars, whomever was designated to keep custody and control under your municipalities early voting/SDR plan.

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

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

Early Voting

1. Overview

- The Secretary of the State (SOTS) issued the “Early In-Person Voting Handbook,” which essentially provides the regulatory framework for implementation.
- Under EV, Registrars must provide eligible voters with the opportunity to cast a ballot prior to election day. The table below, from the SOTS handbook, summarizes the requirements,

Overview of Early Voting Requirements

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

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

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

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

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

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

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

- Eligible voter proceeds to checkout, is checked out on CVRS, deposits their envelope in a secure bin, and exits.

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

2. Preparation for EV

• Location

The EV law requires the Registrar of Voters to designate one location for EV (CGS § 9-163(b)(1)). The law also gives the legislative body in municipalities with greater than 20,000 residents the option to designate additional locations (CGS § 9-163(b)(2)). Under the law, Municipalities with a college/university with a resident population of over 1,000 must designate an early voting location on the campus. (CGS § 9-163aa, as amended by PA 25-168 § 293).

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

The room size must be large enough to accommodate an area for check-in, check-out, privacy booths, an AVS/IVS setup, an SDR station and sufficient space around the room to accommodate a smooth flow of voters.

The location that is chosen will become a polling place, subject to the normal restrictions against campaigning and solicitation in the polling place and within 75 feet of the entrance [CGS § 9-163(h)(1) and (2)]. The section does allow for the conduct of official government business around a polling place.

• Staffing

Under the law, the only specific requirement is that each EV location have a “moderator and such other election or primary officials ...” (§ 9-163aa(b)(4)). There is no requirement that the moderator cannot serve in an additional capacity at the EV location. A Registrar may serve as moderator at EV as long as they send a written certification to SOTS indicating that both registrars agree to this appointment and that this duty will not interfere with other job requirements.

• Supplies

- Official check lists for EV for each district
- Ballots
- EV envelopes
- Secure ballot bags

- I Voted Today stickers
- Ballots

- **Equipment**

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

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

- **Training**

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

3. EV Process

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

• Location Setup

One to two days prior to the start of the EV period, registrars should make sure to:

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

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

- There should be signs from the building entrance to the EV location directing voters where to go. Also, there should be an American Flag in the room.
- The EV location should have all the normal signage expected at a polling place, including The Voter Bill of Rights, Sample Ballots, Provisional Ballot poster (if federal), and Voter ID requirements. It is also helpful to post the date since it is needed to fill out the EV envelopes.
- One or more AVS/IVS machines must be set up in a separate area to accommodate voters with disabilities.
- It is good practice to post instructions for filling out and sealing the EV envelopes in each privacy booth.
- It is also good practice to remind voters that **they must sign the outer envelope, even if you are using a label.**

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

• Opening the EV Location

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

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

• Voting Process

Check-in and Envelope issuance

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

- Turn on the laptop with the user id given to the moderator by the Registrars. Each election official will receive a password. Make sure the laptop is using the Internet Explorer browser.
- The Elector is to be entered into CVRS as having been issued an EV ballot. The process in CVRS is:
 - In the navigation menu, click Elections, click Early Voting.
 - Enter the last name and click Search.
 - Select the correct Elector by clicking the oval next to the name and then click Select.
 - Click Insert.
 - Hit Select when the elector comes up and the screen should populate. Click Update.
 - Make sure the elector gets the correct ballot by reviewing the ballot with the elector.

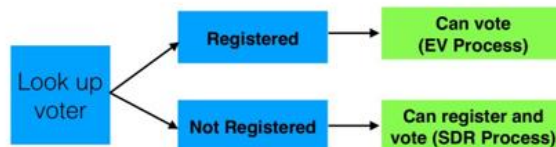
It is especially important to press **update** after filling in the information required by CVRS.

- The person’s name is to be crossed off the Official Voter List and marked in a manner to identify the date. Any system, including writing the date in is acceptable. At the end of the day, the checkers will need to count the number of voters checked off during that day.
- The EV envelope **must** be signed by the voter, verifying that the information on it is true and accurate. There are three methods in which the voter’s information can be put on the envelope:
 - (1) By using label maker and affixing label to the envelope,
 - (2) An EV official can fill out the name/address and district number, or,
 - (3) The voter can fill out the information. **When a label is not used then the district number must be hand-written on the envelope by the EV official.**

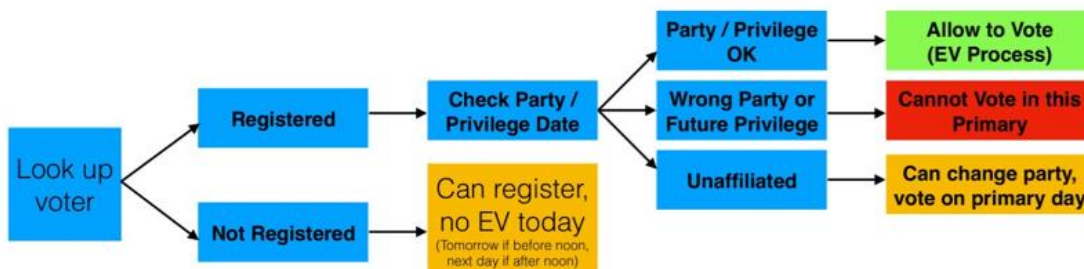
If the voter is listed as inactive in CVRS, they should be directed to fill out a voter registration application and allowed to vote. A log of voters activated in this way should be kept. In a general election, voters not listed in CVRS as either active or inactive should be directed to SDR. In a primary,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

Below are process flows for eligibility determination taken from the **EV Moderator Module**.

FOR GENERAL ELECTIONS



FOR PRIMARY ELECTIONS



Note: Some issues to consider with the label makers:

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

Ballot Issuance

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

- The ballot clerk should identify the district from the voter's envelope. If labels are being used, this information will be printed on the label. If labels are not being used, then it is recommended that the checkers write the district on the envelope at check-in.
- The ballot clerk should verbally confirm the district with the voters.
- The ballot clerk should then identify the correct ballot and double-check the district.
- Before handing the ballot to the voter, the ballot clerk should provide instructions on how to put the completed ballot in the envelope and seal it. It is important to stress the need to sign and date the envelope, since not signing the envelope will invalidate the ballot.
- If the voter returns and asks for another ballot, the ballot clerk should collect the current ballot, spoil it, and put it in a depository envelope for spoiled ballots before issuing a new ballot.

Voter Fills Out Ballot

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

Check-out

- At the checkout station the following steps should be followed:
 - The EV official at checkout should review the envelope to make sure the voter signed and dated it.
 - The voter should be checked out in CVRS either manually or by using a scanner on the UPC code on the envelope. Voters must be checked out before exiting. (Batch check out at the end of the day is not allowed.)

- Scanner Procedure - Click Elections, Click Scan Return Early Voting Ballot
 - Put the cursor over the ID box and scan the label. It should automatically populate the number.
 - Hit Update.
- After being checked out, the voter should be directed to place their envelope in the appropriate secure ballot bin.
 - The EV law and SOTS does not specify the exact nature of the appropriate bin so Registrars have some discretion.
 - After depositing their envelope, the voter should exit the polling place.

Notes:

- When using the scanner, the checkout EV official should make sure that the cursor is in the appropriate box and that CVRS has not timed out. If the worker has any doubt about whether the envelope was recorded, they should re-scan it. If it was already recorded, an error message will appear.
- When using a scanner, it is possible for envelopes not to get recorded (see previous bullet). It is recommended that the polling place moderator runs regular reports during the day of ballots issued but not received to detect any problems. At the close of the polls, any such ballot should be found among the returned ballots and properly checked out.
- If any issued ballots are missing at the end of the day, the individual should be contacted if possible. Should they show up subsequently to vote, contact SOTS for guidance.
- During the EV period, it is not necessary to call a voter's previous CT residence to determine if they have voted, since that information can be determined from CVRS. However, it is important to make a complete search of CVRS to determine if any voting record exists. Do not just rely on the voter's representation. Beware of potential name changes, particularly for newly married individuals and for juniors and seniors with the same name.
- It is important to print a new Official Voter List for election day, otherwise voters who have done SDR in other municipalities will still be on the Official Voter List, which you use on election day. The Official Voter List you print the day before the election will be prepopulated with an **E** for EV and an **S** for SDR.

• Closing the Polls

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

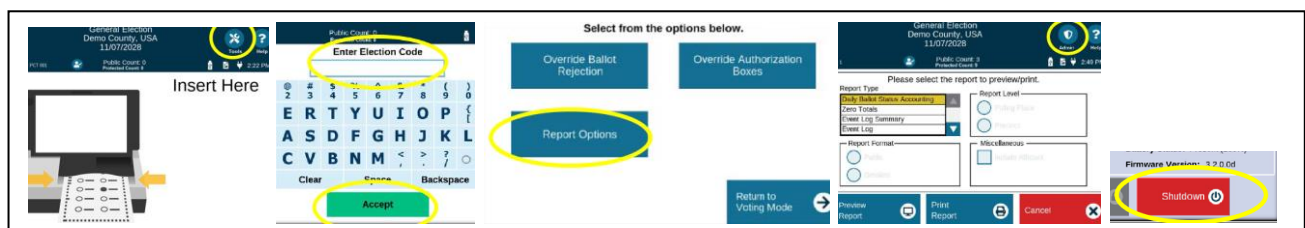
- In CVRS, check to make sure all issued ballots have been received. See **the Early Voting User Manual** for instructions on running these reports. Any ballots listed as issued but not checked out should be identified from the ballot box and checked out in CVRS. If the count of ballots is off, then the problem needs to be found.

- For each district, a report of all ballots received should be run. You will need three copies of the report for each district and three copies for SDR ballots. The ballots in the ballot box should be counted. This process can be conducted by the moderator and the check-out official. The Registrars may want to be present for this process.
 - If the results of the ballot box reconcile with the reports, then the ballots and a copy of the report are to be sealed in a tamper-proof envelope/container. Another copy of the report should be affixed to the outside of the envelope/container. The third copy is kept by the Registrars.
 - If the counts do not reconcile, then the source of the discrepancy should be identified.
- The ballot clerk should count all the remaining ballots and the spoiled ballots. These numbers should be entered into the ballot clerk’s report and signed off by the ballot clerk. A sample ballot clerk’s report is at the end of this chapter.
- The checker(s) should count the voters checked off during the day. These numbers should be entered into the checkers report and signed off by the checker(s). A sample checker report is included at the end of this chapter.
- The moderator should fill out the daily moderators’ return using the numbers developed in the preceding steps. Any discrepancies should be reconciled if possible. A sample daily moderator’s return is included at the end of this chapter.
- All the above steps should include SDR ballots, which need to be accounted for separately from regular EV ballots.

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

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

Shutting Down Tabulator for the Day Without Closing



1st Method:

- On the ballot insertion screen, touch the Tools icon in the top right corner.
- Then enter the election code and touch “Accept.”
- Tap “Report Options” on the screen above.
- Tap the “Admin” Icon in the top right corner on the next screen.
- Tap “Shutdown.”
 - Wait for tabulator to completely power down.
 - Close and lock the tabulator.

To Resume Voting (Reopening Polls), unlock tabulator, and open the screen.

- Make sure tabulator is plugged into AC power.
- The unit will automatically power on again and voting can resume.
- Lift the tabulator’s touchscreen to power it up.
- Wait for the configuration report to print, then enter the election code.
- Tap “**Don’t Close - Keep Voting.**”

At the end of the last day of early voting:

- At the end of early voting, you will follow the procedures for closing the polls as is done at the polls.
- More information: DS300 Operator’s Guide, p. 143

4. Ballot Counting

Under **§ 9-163bb** and the **Early Voting Handbook** (p.19 counting procedures) the counting of EV ballots should proceed in a fashion similar to the counting of Absentee Ballots. EV Ballots and SDR ballots should be delivered by the Town Clerk to the Registrars between 6 a.m. and 10 a.m. on the day of the election or primary. If the Registrars are storing the ballots under a waiver (see the prior section), then the Town Clerk should be present when the ballots are taken to the counting location (individual polling locations or central counting). A separate certification from the Absentee Ballot certification should be signed by the Registrars and the Town Clerk.

After delivery to the counting locations, each packet of ballots should be opened and counted by two people of different parties and matched to the reports with the ballots. A consolidated report with each day’s count and grand total can be helpful for the absentee ballot officials. After completing the count, each envelope should be examined for a signature, like the process in Absentee Ballot counting. Any

envelopes without signatures should be rejected. The only reason for the counters to reject an EV ballot is the lack of a signature on the envelope.

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

Forms

Signature of Elector Who Did Not Present Identification

Affirmation That Elector's Name Was Erroneously Marked as Voting on Checklist

Challenge forms:

- Application for a Challenged Ballot

- Moderator's Memorandum Re: Challenge

Provisional Ballot Forms:

- Provisional Ballot Inventory Form

- Provisional ballot application is printed on the Provisional Ballot Envelope.

- Provisional Ballot Receipt Form

- Delivery and Receipt for Provisional Ballot

Voter Registration Application

Signature of Elector Who DID Not Present Identification Firma del elector que no presenta identificación

TOWN/CIUDAD	POLLING PLACE/LUGAR DE VOTACIÓN	PARTY*/PARTIDO*	DATE/FECHA
<p style="text-align: center;">ELECTORS WHO APPEARED AT THE POLLS AND DID NOT PRESENT ANY OF THE FOLLOWING FORMS OF IDENTIFICATION:</p> <ol style="list-style-type: none"> 1. His/her Social Security card, or 2. Pre-printed form of ID which shows: <ol style="list-style-type: none"> (a) his/her name and address, or (b) his/her name and signature, or (c) his/her name and photograph. <p style="text-align: center; margin-top: 20px;">X _____</p> <p style="text-align: center;">I state under penalties of false statement that I am the person whose name appears on the official check list at the polling place indicated on the date specified:</p> <p style="text-align: center;">Signature of Applicant/Elector Making Statement</p>		<p style="text-align: center;">ELECTORES QUE SE PRESENTARON A VOTAR SIN NINGUNO DE LOS SIGUIENTES DOCUMENTOS DE IDENTIFICACIÓN:</p> <ol style="list-style-type: none"> 1. Su Targeta del Seguro Social, o 2. Una forma de identificación imprimida que contenga: <ol style="list-style-type: none"> (a) el nombre y la dirección del elector, o (b) el nombre y firma del elector, o (c) el nombre y fotografía del elector. <p style="text-align: center; margin-top: 20px;">X _____</p> <p style="text-align: center;">Yo confirmo bajo pena de falso testimonios que soy la persona cuyo nombre aparece en el registro oficial electoral en el lugar de votación y fecha anteriormente especificadas:</p> <p style="text-align: center;">Firma del Solicitante/Elector</p>	

*(applicable only in a primary/applicable solo en una primaria

Printed Name/Nombre del elector	Date of Birth/Fecha de Nacimiento
Address/ Dirección Residencial Actual	Date and Exact Time of Day/ Fecha y Hora Exactas del Da

WARNING: If you sign this statement even though you know it is untrue, You can be convicted and imprisoned up to one year and fined up to \$2,000.

AVISO: Si usted firma estas declaraciones, sabiendo que no son verdaderas, usted puede ser convicto y encarcelado por un máximo de un año, y multado hasta un máximo de \$2,000.

Affirmation That Elector's Name Was Erroneously Marked as Voting on Checklist

To the Moderator of _____ (of the _____):*

(Polling Place) (Party)

I, _____ of _____

(Name) (Street Address)

of the _____ of _____,

(City) (Town) (Borough)

do hereby state, under penalties of false statement, that (1) I am an elector in said municipality, (2) I am qualified to vote in the election or primary of said party being held in said municipality on this date, and (3) I have not prior to this time offered myself to vote or voted in person or by absentee ballot at said election or primary.

Dated at _____, Connecticut, this _____ day of _____, 20.

_____ (A.M.) (P.M.) (exact time of day)

(Signature)

(Address)

Received at _____ (A.M.) (P.M.) on this _____ day of _____,

20 _____, by _____, Moderator

of _____

(Signature) (Polling Place)

*(applicable only in a primary)

SUGGESTED FORM

Moderator’s Memorandum Re: Challenge

Moderator's Memorandum re. Challenge on _____
(Date)

Voting District No. _____

Challenges shall not be made indiscriminately and may only be made if the challenger knows, suspects or reasonably believes such a person not to be qualified and entitled to vote. Any challenge by an elector and the statement of the person challenged shall be under oath, administered by the Moderator. (§ 9-232(b))

1. Name of the challenged voter: _____
2. Address of challenged voter as shown on official check list:

3. Reason for the challenge (identity, disfranchisement, lack of bona fide residence in municipality): _____

4. Name and address of challenger:

5. Pertinent facts concerning the challenge:

6. Moderator's decision:

7. (To be filled out only if all of the following has occurred: a) voter's name appears on official check list, b) voter challenged, c) after challenged voter has opportunity to submit required testimony or other evidence, Moderator decides that challenged voter does not have the right to vote, and d) voter applies in affidavit form to Moderator for challenged ballot; "Application for a Challenged Ballot."
_____ Serial number of "Challenged Ballot"* Envelope:

(Signature of Challenged Voter)

(Signature of Moderator)

* Challenged ballots are placed in a sealed depository envelope for 180 days and are only counted if the election is contested in court and the court orders that they be counted.

Provisional Ballot Inventory Form

Note: Provisional ballots are issued *only* for elections and primaries for federal office and are required pursuant to HAVA.

DATE OF PRIMARY/ELECTION _____ TOWN _____

PARTY _____ POLLING PLACE/VOTING DISTRICT _____

NAME	ADDRESS	DATE OF BIRTH	PROVISIONAL BALLOT SERIAL NUMBER
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

I/we the undersigned Moderator(s) say that I/we have distributed _____ provisional ballots.

_____ Moderator (Print Name) _____ Moderator's Signature _____ Date

Delivery and Receipt for Provisional Ballot

The Moderator must execute this form at the time of delivery of provisional ballots to the Registrar(s) of Voters.

Town: _____ Date: _____

Polling Place/Voting District _____ Time: _____

I, the undersigned Moderator, say that I delivered to _____
(Registrars of Voters)

and _____, _____ Provisional ballots.
(Registrar of Voters) (number)

Moderator's Signature Print Name Date

To Be Filled Out and Signed By The Registrar of Voters When Provisional Ballots Are Received

I/We, the undersigned Registrar(s) of Voters, say that I/We have received
_____ provisional ballots.
(number)

(Registrar of Voters) Print Name Date

(Registrar of Voters) Print Name Date

Provisional Ballot Receipt Form

You have submitted a provisional ballot at the _____ election/primary.
Date

The Registrars of Voters will review your application and decide if your ballot can be counted.

To find out if your provisional ballot was counted, please call your local Registrars

at _____. Hours Available: _____
.....phone number

Please refer to serial number _____ when making your inquiry.
Provisional ballot serial number

Glossary

This section contains a list of terms commonly used in the election industry as well as in this manual.

Abandoned Ballot – A ballot where chain of custody has been lost.

Ballot – The official form containing races and candidates used by electors to mark their selections.

Blank Vote – A race or entire ballot that had been left blank. An elector has the right to cast a blank ballot or leave blank in any race they choose.

Ballot Box – A piece of equipment that acts both as a base for the Tabulator unit and also collects and securely stores ballots as they are cast.

Ballot Transfer Bag – A large bag that is used to secure and transport ballots.

Bona Fide Residence – The dwelling unit located within the geographic boundaries of the municipality and voting district which is the elector's true, fixed, and principal home to which the elector, when transiently relocated, has a genuine intent to return. (§ 9–12)

Canvass – The process of totaling the votes cast by tabulator, and those which must be counted by hand, at the close of voting on Election Day.

Cast a ballot – Placing a completed ballot into the tabulator or placing it in the auxiliary bin for later counting.

Same Day Registration (SDR) Initial elector registration on the day of an election or the specified days of early voting. Allowed in general election, at a single designated location in each municipality. (§ 9–19j)

Election Totals Report – A report listing the election results for all races and candidates.

Electioneering (or Campaigning) – Influencing an elector's vote for a candidate or a ballot question. Prohibited within a polling place and in the restricted area.

Elector – A person both qualified to vote under the Connecticut Constitution and duly registered to vote with the Registrars of Voters for the municipality where they reside.

EMS – Election Management System. The State of Connecticut computer system for entering election data and voting results for each municipality and voting district.

General Election (or Regular Election) – Any electors' meeting at which the electors choose public officials by use of voting tabulators or by paper ballots as provide in § 9–272.

HAVA – Help America Vote Act. A federal law containing ID rules for federal elections.

IVS – IVS, LLC is the name of the company that provides CT's accessible voting equipment (AVS). Both IVS and AVS are commonly used for a Ballot Marking system designed for use by electors with difficulty filling in the oval on a paper ballot or by vision-impaired electors. The elector can either mark the ballot or hear ballot being read

and make selections using keypad buttons. When the elector has made their selections, they are printed onto the ballot.

Keys – The plastic rimmed key is used for unlocking and locking the ballot box. The plain brass key is used for obtaining access to the Optical Scan unit.

Marked as voting – Name highlighted or otherwise marked on the official checklist in the manner specified by the Registrars so that the number of electors voting at the polls in person can be counted and each can be credited with the vote. However, marked, the name must remain legible.

Memory Stick– An electronic memory stick which holds all election information including results for a specific polling location.

Municipal Election – The regularly recurring election held in a municipality at which the electors of the municipality choose public officials of such municipality.

Override – The act of instructing the tabulator to read a ballot that has been rejected because it was blank; or contained an overvote.

Overvote – A race or candidate that has been marked with more selections than allowed by the instructions. the polls

Polling Place – The room containing the ballot box, tabulator, voting privacy booths, and stations or tables for the election officials, where electors (other than those registering on Election Day) present themselves to vote, receive ballots, mark them and cast them.

Polling Place building – The building containing the polling place.

Primary (Election) An election to nominate the candidate of a major party who will stand for office in a general or special election. See also Town Committee Primary.

Printer Cover – A metal cover that is locked in place by a key over the printer to protect it. **Printer Ribbon** – An inked ribbon used by the printer to produce reports.

Printer Tape – Paper tape role used by the tabulator to print reports and vote totals.

Privacy Sleeve – A folder or cover into which a ballot is placed to ensure elector privacy. A typical file folder may be used as a privacy sleeve.

Privacy Zone Around Tabulator – (See Zone of Privacy.)

Referendum – A question or proposal which is submitted to a vote of the electors or voters of a municipality at any regular or special state or municipal election, or at a meeting of such electors or voters, which meeting is not an election.

Restricted Area – The outside area of the polling place building within a radius of 75–feet from the entrance(s) to the building used by electors to reach the polling place room within, together with the corridor(s) leading from the entrance(s) to the polling place, and rooms opening on said corridor(s).

Sample Ballot – A copy of an official ballot, not used for voting, but rather for display purposes as well as instruction. This may not be used as a demonstration ballot.

Seals – The seals are numbered, can be tracked, and are used to secure the following items:

- the ballot transfer bag, or tote;
- the tabulator carrying case.

Special Election – Any election which is not a regular election, or primary election; Usually an election to fill the remainder of the term of an office normally filled at a general or regular election and which has been vacated by the death, resignation, or disqualification of the office holder.

Spoiled Ballots – Ballots that were marked in error or damaged and returned to the Election Officials in exchange for a replacement ballot.

Tabulator is used to optically scan ballots and print a record of the vote totals for each race and candidate.

Test Ballot – A ballot used by Elections Officials to test and confirm the accuracy of the tabulator before deployment for use in an election.

Test Deck – A set of test ballots pre-marked in a specific manner as to test and confirm the accuracy of the tabulators.

UPS (Uninterruptible Power Supply) – A battery unit that is capable of delivering power during a power failure.

Undervote – Any race in which the elector votes for less than the allowed number of candidates is referred to as an undervote.

Voter – A registered elector in Connecticut. In certain referenda, electors in the municipality plus qualified property owners affected by the budget or proposition being affected by the budget or proposition being voted upon.

Voter Intent – When a voter has improperly or unclearly marked a ballot, Election Officials must try to determine the meaning, or intent, of the voter in marking the ballot. State statutes provide rules for determining the intent of the voter when the voter has incorrectly cast his ballot. When officials are unsure of the intent of the voter, the Moderator must determine the intent, note the decision on the ballot, and return the ballot to the counters.

Voting District – A geographical portion of a municipality which has its own assigned polling place and distinct ballot.

Write-In – Electors may choose to vote for someone not listed on the ballot. They must fill in the designated oval and write in the person's name in the designated area.

Zone of Privacy – An area 3–4 feet around the tabulator and ballot box (marked visually in some municipalities) outside of which electors wait until the tabulator is available and the elector in front of them has completed casting their ballot.