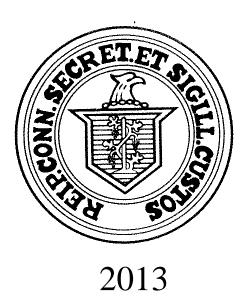# PROCEDURE MANUAL
FOR COUNTING ABSENTEE BALLOTS
(Optical Scan Voting Tabulators)

2013

SECRETARY OF THE STATE
OF CONNECTICUT

(Rev. 07/13)

I. <u>Introduction</u>

This Manual describes the steps to be followed in receiving, handling, counting and preserving absentee ballots at elections, primaries and referenda. The law prescribes that the procedures for voting and counting absentee ballots at elections shall apply, as nearly as may be, to primaries and referenda. The Manual specifically states wherever there are differences in procedure for primaries or referenda. Absentee ballots are available at all elections and primaries, and for referenda where permitted or required by law. (Secs. 9-133f, 9-135, 9-369c)

II. <u>Absentee Ballot Counting Officials</u>

The moderator, as chief polling place official, must supervise the process of absentee ballot counting. Absentee ballot counting may be conducted at one central location or at each polling place. If absentee ballots are counted at a central location, polling place moderators do not supervise absentee ballot counting; instead, a central counting place moderator supervises counting of the absentee ballots at the central location. (Sec. 9-150a(g))

Absentee ballot counters are election officials. The law requires all absentee ballot counters to attend a training session conducted by the registrar(s) of voters and the moderators. The text for the training session will be this Manual. In towns with central counting of absentee ballots, only the central counting moderator must participate with the registrar(s) and absentee ballot counters. In towns where absentee ballots are counted at the polling places, all moderators who will serve at the polls at the election or primary must attend the training session. (Secs. 9-147c, 9-148)

Absentee ballot counters must be sworn to the faithful performance of their duties. The law permits registrars and moderators to administer such oaths. The form of the oath is as follows:

> *You solemnly swear (or affirm, as the case may be) that you will faithfully discharge, according to law, your duties as absentee ballot counter, 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.*

In administering an oath, the person to whom the oath is administered should hold up his/her right hand. If a person, by reason of scruples of conscience, objects to such ceremony, or the person administering the oath has a reason to believe that any other ceremony will be more binding upon the conscience of the person taking the oath, he/she may permit or require any other ceremony to be used. If, through scruples of conscience, a person declines to take the usual form of an oath, a solemn affirmation may be administered to him/her in the form of the oath prescribed, except that instead of the word "swear" the words "solemnly and sincerely affirm" shall be used and instead of the words "so help you God" the words "upon penalty of perjury" shall be used. The person to whom an oath is administered should answer, "I do". (Secs. 1-22, 1-23).

A record of the time when and the place where the oath was administered to each absentee ballot counter should be made by the official administering the oath, at the time that the oath is taken, and returned to the registrar of voters after the polls close which is to be subsequently filed with the municipal clerk. (See form entitled "Certification of Administration of Oath" in this Manual.) (Secs. 9-148, 9-231)

III. Who May Observe Absentee Ballot Counting

A. Absentee Ballot Counting at Individual Polling Places

Absentee ballot counting done at individual polling places must take place in plain view of all election officials and electors present in the polling room. The general public is NOT allowed to observe the count during polling hours because Conn. Gen. Stats. Sec. 9-236 and Sec. 9-261 limit access to the polling room during polling hours to electors, election officials, unofficial checkers, the news media, groups of students in grades four through twelve, certain children and other students and runners. (Secs. 9-147a, 9-236, 9-236a and 9-261)

Whether the count is conducted at individual polling places or one central location, no one may reveal the result of the absentee ballot count that may be conducted during election day until after the close of the polls when the results of the vote are officially announced. (Sec. 9-147c)

B. Absentee Ballot Counting at a Central Location

Members of the public may observe absentee ballot counting conducted at a central location but they may not be so close that they can see the actual vote. (Secs. 9-147a, 9-147c)

IV. Types of Absentee Ballots

A. Regular Absentee Ballots

Any elector who is unable to appear at his polling place during the hours of voting of any election, primary, or referendum because of 1) absence from town, 2) illness, 3) physical disability, 4) tenets of religion prohibiting secular activity, 5) service as an election official at a polling place other than his own, or 6) active service in the armed forces of the U.S., may vote using the regular absentee ballot. (Sec. 9-135). All candidates and questions to be voted upon are printed on the regular absentee ballot.

B. Official Blank Absentee Ballots

In regular elections only, special early official blank absentee ballots (ED-81a) are available 90 days before the regular election to all members of the armed forces, and their spouses and dependents living where they are stationed, who due to military contingencies cannot follow the regular thirty-one day absentee ballot procedure. Because candidates are not known 90 days before an election, a list of candidates is not

included with the blank ballot. (Sec. 9-153e)

Official blank absentee ballots are also available as soon as lists of candidates and questions to be voted upon are available (which is approximately 45 days before an election or primary) to electors residing (or expecting to be traveling) outside the United States and to servicemen and their spouses and dependents living within or outside the United States. A list of candidates and questions is included with the blank ballot sent to these electors. (Sec. 9-153f)

Electors using the official blank absentee ballot cast their vote by writing in the names of the candidates and offices for which they are voting. Electors in an Election may also vote on the questions as prescribed on the ballot.

C. Official Overseas Ballots

Qualified United States citizens residing outside the United States may vote in federal elections for candidates for the offices of Presidential Electors, United States Senator and Representative in Congress by using the Official Overseas Ballot (ED-71). Such persons may also vote in federal primaries for candidates for the offices of United States Senator and Representative in Congress using the Official Primary Overseas Ballot (ED-71Pr). Such persons may also vote in Presidential Preference Primaries using special envelopes and the Official Presidential Preference Primary Absentee Ballot (ED-2PrP). (Sec. 9-158a et. seq.)

D. Presidential Ballots

Qualified former residents may vote in presidential elections only, and only for the office of presidential electors using the Official Presidential Ballot (ED-31). (Secs. 9-158a et seq.)

The official blank absentee ballots, overseas ballots and presidential ballots should be counted in the same manner as regular absentee ballots.

E. Electronically Issued Military and Overseas Ballots

Pursuant to recent changes in federal law, the State of Connecticut developed procedures for transmitting blank ballots to UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) voters by mail and electronically dependent on the specific request of the voter.

These ballots can be legally sent to a voter by electronic mail. As such, the voter will not have an envelope in which to return their ballot. In order to cast the ballot the voter will print the ballot, list of candidates and a certification page. The actual ballot is a Blank Ballot as described in B above. After filling out their ballot, they will fold it and INSERT the ballot and the certification page in an envelope and return them to the municipal clerk of the municipality where they are registered to vote. **EXCEPTION:** Please note that our instructions regarding counting of absentee ballots below refer to the rejection of a ballot if it is not returned in the proper envelopes. Because we are now

required to issue this ballot electronically and by doing so the voter will not receive return envelopes, the certification statement included with their ballot is intended to be used in lieu of envelope "B" and must be completed and returned in order for the ballot to be counted.

V. Time for Counting Absentee Ballots

If a town is conducting central counting, ballots can be counted at any time during the day as designated by the registrars of voters. Ballots shall be checked and delivered by the registrars of voters to the counting locations between 10:00 a.m. and 12:00 noon, and at 8:00 p.m. They may also, at the option of the registrar(s), be delivered at 6:00 p.m. Even if the ballots are delivered at various times during the day to the counting locations, the actual counting of the ballots can be performed at any time as designated by the registrars of voters. (Sec. 9-140c)

If a town is counting absentee ballots at the polling place, ballots shall be delivered by the town clerk to the registrars of voters between 10:00 a.m. and 12:00 noon, and at 8:00 p.m. or at other times that are mutually agreed upon by the town clerk and registrars of voters. They may also, at the option of the registrar(s), be delivered at 6:00 p.m. If the optional 6:00 p.m. delivery is used, and there are no ballots left to be delivered at 8:00 p.m., then of course the 8:00 p.m. delivery need not be conducted. Even if the ballots are delivered at various times during the day to the counting locations, the actual counting of the ballots can be performed at any time as designated by the registrars of voters.

VI. Receipt of Ballots (Endorsement)
As absentee ballots are received by the town clerk, the clerk must endorse each outer envelope with the date, the precise time of receipt, and his signature. The town clerk must also execute an affidavit attesting to the accuracy of each endorsement and give the affidavit to the Head Moderator before the close of the polls. The Head Moderator, at the time of his receipt of this affidavit, must sign the affidavit, noting the time he received the affidavit. The affidavit must be returned to the registrar of voters after the close of the polls, and subsequently filed with the municipal clerk the day after the election. A suggested form for the affidavit may be found in this Manual. (Sec. 9-140c(a))

VII. Presorting and Prechecking of Absentee Ballots and Delivery of Absentee Ballots on Election, Primary or Referendum Day

During the week before the election, primary or referendum, the town clerk may sort the absentee ballots received into voting districts, provided such ballots shall be sorted into voting districts not later than the last day before the election, primary, or referendum which is not a Sunday or legal holiday. The registrar(s) may check, daily during this same period, the names of the absentee electors on the official check list, marking "A" next to the elector's name; however, such names must be prechecked in this manner not later than the last weekday before the election or primary (except for ballots described in Secs. VIII and IX below). All ballots received by 11:00 a.m. the last weekday before the election or primary must be prechecked and presorted in this manner. After such prechecking and presorting is completed, the town clerk must seal the unopened ballots in a package and keep them in a safe place until they are delivered to the registrars between 10:00 a.m. and

12:00 noon on the day of the election, primary or referendum or at other times that are mutually agreed upon by the town clerk and registrars of voters.

Absentee ballots received by the clerk after 11:00 a.m. of the last weekday before the election, primary, or referendum and before 6:00 p.m. of election, primary, or referendum day shall be presorted by the clerk in the same manner outlined above and, at the request of the registrars, delivered to the registrars at 6:00 p.m. for checking by the absentee ballot counters or at other times that are mutually agreed upon by the town clerk and registrars of voters. Any absentee ballots received after 6:00 p.m., or in the event that there was no optional 6:00 p.m. count, any absentee ballots received by the clerk after 11:00 a.m. of the day before the election, primary, or referendum shall be sorted into voting districts by the clerk and delivered to the registrars by 8:00 p.m. for checking by the absentee ballot counters. (Sec. 9-140c)

The clerk and the registrar(s) must execute an affidavit of delivery and receipt of the absentee ballots, stating the number of ballots delivered. This affidavit of delivery and receipt must be executed between 10:00 a.m. and 12:00 noon, at 6:00 p.m. if there is a delivery at that time, and again at 8:00 p.m. if an 8:00 p.m. count is required. (See this Manual for a suggested form of affidavit of delivery and receipt of absentee ballots. (Sec. 9-140c(j))

VIII. Special Procedure for Checking Absentee Ballots Issued on Basis of Faxed Applications

A. Regular Ballots Returned in Serially-Numbered Envelopes, ED-8

The town clerk must keep a list of names and addresses of all persons to whom ballots were issued on the basis of a faxed ED-3 application. When the ED-3 with the original signature comes in, the town clerk crosses the name off such list. On the day before the election, if the ED-3 with the original signature has not been received, the registrars of voters must not pre-check the name of such person on the registry list. The town clerk must hold these ballots and must note on each such serially-numbered envelope, information similar to the following: "Not pre-checked because faxed ED-3 with the original signature was not received, so hold this until 8:00 p.m. on Election Night, to be checked off the list and counted or rejected."

At 8:00 p.m. on Election Night, the counters will receive these ballots and a list prepared by the town clerk indicating those electors who have not returned an application with the original signature by 8:00 p.m. The counters will check off the names of the electors on the registry list (if the elector has not already voted in person). The counters will check with the town clerk (or the town clerk's list) to see if the application with the original signature was received by 8:00 p.m. If the application with the original signature was received, the counters shall note this on the serially-numbered envelope and count the ballot in the usual way. If the application with the original signature has not been received by 8:00 p.m., the counters shall open the serially-numbered envelope (and the inner envelope, if necessary) to see if the application with the original signature is inside. If so, the counters shall remove the application with the original signature, without opening the ballot, and examine the application with the original signature. If the

application with the original signature has been completed properly, the counters shall note on the serially-numbered envelope that the application with the original signature was received inside, shall count the ballot in accordance with Section XI below, and shall forward the original application to the town clerk. (Sec. 9-140(a))

If the application with the original signature is <u>not</u> inside the envelope or has not been properly completed, the counters shall put everything from that elector back into the serially-numbered envelope and mark the serially-numbered envelope "Rejected-- Faxed ED-3 application with the original signature not received and properly completed by 8:00 p.m. Election Night."

NOTE TO TOWN CLERKS: *If a faxed ED-3 or FPCA is received from an elector or applicant for admission as an elector who is temporarily living outside the U.S., or who is a member of the armed forces or a spouse or dependent of a member of the armed forces living where the member is stationed, town clerks should fill out the ED-12 "Direction by Registrar" when issuing the full ballot, so that the original ED-3 or FPCA application for an absentee ballot need not be received back. Then the ballot returned in serially-numbered envelope ED-11 can be checked off and counted in the usual way so long as the person is a registered elector by the deadline on the day before election. (Sec. 9-153d(a))*

B. <u>In Federal Elections, Overseas Ballot Returned in Serially-Numbered Envelope, ED-74</u>

1. <u>Faxed Federal Post Card Application (FPCA) or Faxed ED-70 Application Received by Town Clerk</u>

The town clerk must keep a list of the names and addresses of all persons to whom "Official Overseas Ballots" were issued on the basis of a faxed FPCA or faxed ED-70 application. When the FPCA or ED-70 with the original signature comes in, the town clerk crosses the name off such list. On the day before the election, if the FPCA or ED-70 with the original signature has not been received, the registrars of voters must not pre-check the name of such person on the registry list. The town clerk must hold these ballots and must note on each such serially-numbered envelope, information similar to the following: "Not pre-checked because faxed FPCA [or ED-70] with the original signature was not received, so hold this until 8:00 p.m. on Election Night, to be checked off the list and counted or rejected".

At 8:00 p.m. on Election Night, the counters will receive these ballots and a list prepared by the town clerk indicating those overseas voters who have not returned an original application by 8:00 p.m. The counters will check off the names of the overseas voters on the registry list. The counters will check with the town clerk to see if the FPCA or ED-70 with the original signature was received by 8:00 p.m. If the application with the original signature was received, the counters shall note this on the serially-numbered envelope, ED-74, and count the ballot in the usual way. If the FPCA or ED-70 with the original signature has not been received by 8:00 p.m., the counters shall open the serially-numbered envelope (and the inner envelope, if necessary) to see if the application with the original signature is inside. If so, the counters shall remove the original FPCA or ED-70 without opening the ballot and examine the original application. If the application has been properly completed,

forward it to the town clerk, note these facts on the ED-74 envelope and count the ballot in accordance with Section XI below. (Sec. 9-l40(a))

2. If No Faxed Federal Post Card Application or Faxed ED-70 Was Received By the Town Clerk

If there is no faxed FPCA and no faxed ED-70 received by the town clerk, and an "Official Overseas Ballot" was issued on the basis of a "Direction by Registrar of Voters" (ED-12), then the original FPCA or ED-70 must be received prior to the day of the election. Consequently, the town clerk must hold such overseas ballots, to be counted at the 6:00 p.m. or 8:00 p.m. count. If the town clerk does not receive the original FPCA or ED-70 by the day before the election, the town clerk must mark each such ED-74 envelope with the words "Rejected--Original Application Not Received on Time". The counters at the 6:00 p.m. or 8:00 p.m. count must check off the name of the voter on the voting list and follow the procedure for counting the ballot described in Section XI below, unless the town clerk has rejected the ballot. (Sec. 9-153d(b))

IX. In Federal Elections, Special Procedure for Counting Federal Write-in Absentee Ballot (FWAB) which are received from anywhere outside the United States (an APO/FPO address is considered outside the United States).

a. If the individual who returned a FWAB lists a residence in town and is not a registered elector by 5:00 p.m. of the day before the federal election, the town clerk shall at that time give the name and address of such individual to the registrars to add to the list of Overseas Voters to be attached to the check list for the proper voting district (9-158j).

b. The town clerk shall hold all FWAB's for the 8:00 p.m. count.

c. If a full Connecticut absentee ballot is returned by 8:00 p.m. election day by an individual who voted a FWAB and who is an elector by 5:00 p.m. of the day before the federal election, the town clerk shall write on the envelope for the FWAB received from such individual "Rejected by town clerk because full ballot returned on time". (9-153b, 9-153d, 42 USC 1973ff) At 8:00 p.m. election day, the counters shall not open such FWAB envelope (because the full Connecticut ballot shall be checked off on the check list and the counters shall count all offices voted on the full absentee ballot).

d. At 8:00 p.m. election night, the town clerk shall deliver all FWAB's (sorted by voting district) to the registrars to deliver them to the counters. The counters shall treat all FWAB's as Overseas Ballots and list them on the Moderator's Return as Overseas Ballots. If by 8:00 p.m. election day the town clerk does not receive a full absentee ballot from such an individual who returned an FWAB, and if the FWAB has not been rejected, the counters shall check off the FWAB on the check list and count (for federal offices only) the ballot in the FWAB envelope. The counters shall not open any FWAB's which have been rejected by the town clerk (for example: "Rejected by town clerk because submitted from within the U.S.) and shall report them on the Tally Sheet on the Moderator's Return in the "Total Ballots Rejected" column.

X. Special Procedure for Handling Provisional Ballots

A. If an individual applies for an absentee ballot and pursuant to HAVA they are required to submit identification with their absentee ballot there will be an "asterisk" next to the voter's name on the official registry list.

B. The individual will be required to submit their identification with their absentee ballot in the "outer envelope" so that the identification can be viewed without opening the "inner" envelope of the absentee set.

C. On Election Day, the counters will receive absentee ballots in the same manner as they currently receive absentee ballots. The counters will check off the names of the electors on the registry list (if the elector has not already voted in person).

D. If there is an "asterisk" next to the name of a voter who has submitted an absentee ballot, the counters will open the serially-numbered envelope (and the inner envelope, if necessary) to see if the copy of the identification is inside. If so, the counters shall remove the identification, without opening the ballot, and examine the identification to see if the information matches the information contained on the "outer" serially-numbered envelope/application. If the identification is sufficient, the counters shall note on the serially-numbered envelope that the identification was sufficient, shall count the ballot in accordance with Section XI below, and shall forward the copy of the identification to the registrar of voters.

E. If the required identification is not inside the envelope, the counters shall put everything from that elector back into the serially-numbered envelope and mark the serially-numbered envelope "Rejected As An Absentee Ballot" (Sec. 9-150a).

F. The counters shall then record the electors name, address, date of birth and serial number of the absentee ballot on the "Provisional Ballot Inventory Form" which may be found in this manual and place the absentee ballot in the "Provisional Ballot Depository Envelope".

G. At the close of polls, the counters shall place all absentee ballots (that will be considered as Provisional Ballots) in the Provisional Ballot Depository Envelope and forward such materials to the moderator of the polling place.

H. The moderator shall then seal the Provisional Ballot Depository Envelope, execute the "Affidavit of Delivery and Receipt of Provisional Ballots" found in this handbook and deliver such materials to the registrar of voters.

I. Once rejected as an absentee ballot, the ballot will be considered a provisional ballot for "FEDERAL OFFICE ONLY".

J. Note: If an absentee ballot is rejected for a reason other than lack of identification as required by HAVA (i.e. no inner envelope), the absentee ballot is rejected outright and will not be treated as a provisional ballot.

XI. Procedure for Counting Absentee Ballots

Absentee ballots shall be delivered to the counting location at a time prescribed by the registrars of voters on election, primary, or referendum day. Prior to counting the ballots, the absentee ballot counters must report to the polling place or central counting location to review ballots. The following procedure for counting absentee ballots must be strictly adhered to. The election laws describe in detail the manner and method by which absentee

ballots are to be received, handled, counted and preserved. This Manual describes the steps to follow. Absentee ballot counters should refer to the Manual during the process.

Step 1. The counters report to the moderator the total number of absentee ballots received (which includes official blank absentee ballots). If applicable, they also report the total number of overseas ballots and presidential ballots received. The moderator will record the totals on the Certificate of Absentee Ballot Count Moderator's Return. See Appendix A of this Manual. (Sec. 9-150a(c)).

Step 2. The counters check each outer envelope to be sure it has been endorsed by the municipal clerk. The endorsement must show the <u>date</u>, the precise <u>time</u> the clerk received the ballot, and the clerk's signature. If an outer envelope does not substantially comply with this requirement, the ballot <u>cannot</u> be counted. For example, if the envelope is stamped with only a generic date stamp and contains no indication, whether by hand signature, stamp facsimile or printed name and title, that it was received by the town clerk, the ballot cannot be counted. Mark the envelope "Rejected", followed by a statement of the reasons for the rejection (for example, "Rejected--Clerk's Endorsement Incomplete"). Place the rejected ballots in a depository envelope. (Sec. 9-150a(c); 9-140c(a); *Dombkowski v. Messier*, 164 Conn. 204 (1972); *In Re Election of U. S. Representative for the Second Congressional District*, 231 Conn. 602, 651 (1994))

Step 3. Except for ballots that have already been prechecked by the registrars, the absentee ballot counters must check the absentee elector's name and address as it appears on the outer envelope against the elector's name as it appears on the official check list and mark an "A" next to the elector's name on such list. If the elector's name has already been checked off the check list as voting in person, mark the envelope "Rejected--Elector Voted in Person". (Sec. 9-140c(i))

In municipalities with more than one polling place, where absentee ballots are counted at individual polling places, if an elector's name is not on the official check list, the moderator must contact the registrar(s) to find out if the elector's name is on the official check list at another polling place in town. If so, the ballot must be counted at the other polling place. Arrangements must be made with the registrar(s) to deliver the ballot to the correct polling place. (Sec. 9-140c(b),(c), and (i))

If an elector's name is not on the official check list in any polling place in town, the ballot <u>cannot</u> be counted. Mark the outer envelope "Rejected", followed by a statement of the reasons for the rejection (for example, "Rejected--Elector's Name not on Official Check List"). Place the rejected ballot in the depository envelope containing other rejected ballots. (Sec. 9-140c(c))

Step 4. If the outer serially-numbered envelope issued to the elector is not returned with the elector's ballot, mark the envelope "Rejected--Elector's Outer Serially-Numbered Envelope Not Returned with His Ballot". (Sec. 9-140a)

See Section IX above for special procedure for counting Federal Write-in

Absentee Ballots (FWAB).

Step 5. Open each outer envelope, other than those marked "Rejected", and remove the inner envelope. Examine each inner envelope.

Printed on each inner envelope is a statement which must be signed by the elector. If the statement is not signed, the ballot cannot be counted. The inner envelope must be put back in the outer envelope, which should be marked "Rejected", followed by a statement of the reasons for the rejection (for example, "Rejected--Elector's Voted Statement Not Signed"). (Sec. 9-150a(d)). (Please note that Sec. 9-140a allows a voter who is unable to write to cause his name to be signed by an authorized agent who writes the name of the voter, followed by the word "by" and his own signature.)

If there are two inner envelopes in the outer serially-numbered envelope, reject the inner envelope on which the signature does not match the name on the outer serially-numbered envelope and replace the rejected inner envelope in the serially-numbered envelope. For example, if a husband and wife return both their inner envelopes in the husband's serially-numbered envelope (as ascertained by the municipal clerk's records), mark the wife's inner envelope "Rejected--Elector's Outer Serially-Numbered Envelope Not Returned with Her Ballot", and count the husband's ballot. Likewise, if both a husband and wife return their ballots in their spouse's serially-numbered envelope, both ballots are rejected. (*In Re Election of U. S. Representative for the Second Congressional District*, 231 Conn. 602, 660 (1994))

Note: The election laws do not prohibit counting an absentee ballot which is received in an unsealed inner envelope. Therefore, a ballot received in an inner envelope which is not sealed must be counted. Also, the failure of the applicant or authorized agent to date the inner envelope shall not invalidate the ballot. (Sec. 9-140a)

If an absentee ballot was not inserted in the inner envelope, the ballot may not be counted. The ballot and inner envelope must be put back in the outer envelope, which should be marked "Rejected", followed by a statement of the reasons for the rejection (for example, "Rejected--Ballot Not Inserted in Inner Envelope"). (Sec. 9-140a)

Step 6. Place the removed outer envelopes in the depository envelope, and also place in the same depository envelope the outer envelopes marked "Rejected" (containing inner envelopes and unopened ballots). (Sec. 9-150a(f))

Report to the moderator the number of envelopes marked "Rejected" for use in completing the "Certificate of Absentee Ballot Count" on the Moderator's Return.

Step 7. Open the remaining inner envelopes and remove the ballots, leaving them folded so that the markings cannot be seen. This is required to preserve the secrecy of the vote.

Step 8. Place the opened inner envelopes in the same depository envelope as the opened outer envelopes and the outer envelopes marked "Rejected". Seal the depository envelope. The envelope must be sealed with nonreusable tape lengthwise and sideways; the tape must cover the envelope flap. The depository envelope should state the time of the count and the voting district, in towns divided into voting districts. In addition, the absentee ballot counters should endorse their names and the depository envelope's contents on the depository envelope. (Sec. 9-150a(f))

Note: If an absentee ballot was rejected because of the failure of the voter to return a copy of the identification required by HAVA, the "rejected" absentee ballot will be placed in the Provisional Ballot Depository Envelope for consideration as a Provisional Ballot by the registrars of voters after the close of the polls. See section X "Special Procedure for Handling Provisional Ballots" in this manual.

Step 9. Shuffle the folded ballots and then unfold them.

Step 10. Set aside ballots to be handcounted.

A. **Ballots which must be handcounted.**

The following ballots <u>must be completely handcounted</u>: official blank absentee ballots (ED-81a, ED-8Pr), overseas ballots (ED-71, ED-71Pr in federal elections and primaries only) and presidential ballots (ED-31). Put them aside for handcounting.

B. **Ballots with obvious marking errors.**

<u>Before feeding the ballots into the tabulator, take a quick look at them. Any ballots which obviously cannot be processed by the tabulator</u> (e.g., mutilated, completed in red ink, non-No. 2 pencil, etc<u>.) should be set aside for hand counting. **Also** set aside any ballots which contain markings that will obviously result in lost votes</u> (e.g., some races marked with a check or an "X"; candidate name circled; name written in on the write-in line but the oval is not filled in). <u>The point of this quick look is to spot obvious errors, not to substitute a hand count for tabulator processing. **Remember:** *all* offices and questions will have to be hand counted on these set aside ballots.</u>

C. **Offices elected from part of a town.**

If a wrong district ballot was issued to a voter (in the towns where there are different candidates for the same office in different parts of town), such ballots should be <u>completely handcounted</u> and only those races that the voter is entitled to vote for should be counted.

D. "**Stickered Races".**

If the municipal clerk has notified you that a candidate's name has changed since the first absentee ballot was issued, and that the voting tabulator has been programmed not to count that office on the absentee ballots, you must handcount for that office only, on all absentee ballots, before you feed the absentee ballot into the tabulator. These situations of absentee ballots are sometimes called "Stickered Races" even when stickers are not used. (See Sec. H).

Step 11. Count the number of absentee ballots to be tabulator counted wholly or in part and give the number to the moderator to enter on the moderators return. Feed these ballots into the tabulator for processing. If the ballot is rejected by the tabulator, follow the instructions on display, as modified by the following instructions:

A. **Overvote.**

If the tabulator indicates that a ballot contains an **overvote,** check the ballot to be sure it is a true overvote (see: EXAMPLE 3) and not a stray mark through one of the ovals. Unless the ballot clearly shows an attempt by the voter to cast more than one vote for an office, the ballot should be put aside to hand count all offices. Subtract from the number of Absentee ballots machine counted. If the ballot does contain a true overvote, reinsert the ballot and press and hold the **"yes"** key at the same time to perform an *override.* When the tabulator performs an *override,* it does not count any votes for the office in which an overvote occurs, but *does* count all other properly marked votes.

B. **Blank ballot.**

If the tabulator displays a message saying that a ballot is a "blank ballot", it usually means the entire ballot is marked in such a way that the tabulator can read no votes whatsoever (e.g., marked with red ink or using such marks as circles, checks or "X"'s near the candidate's name instead of filling in the oval). **Subtract from the number of absentee ballots tabulator counted. Such ballots should be set aside to hand count all offices**. (Note: This kind of "blank" or unreadable ballot is different from Official Blank Ballots discussed later, which are special absentee ballots issued before full lists of candidates are available and for which special marking and counting rules apply.)

Step 12. Some ballots will have to be hand counted. The **rule for counting ballots** is that **the intent of the voter governs**. If the ballot is properly marked, the voter's intent is clear. Many ballots are not properly marked. The statutes provide rules for determining the intent of the voter when the voter has

incorrectly cast his ballot. The following are the rules and examples of the rules for counting correctly and incorrectly cast absentee ballots. If the ballot to be counted resembles one of the following facsimile ballots, the absentee ballot counters must count the ballot according to the rule illustrated by the facsimile. If none of the ballot facsimiles are the same as the ballot to be counted, the absentee ballot counters must submit the ballot to the moderator for the moderator's decision. If, in the opinion of the moderator, the ballot is marked for the purpose of providing a means of identifying the voter who cast it, the ballot may be rejected. (The Connecticut Supreme Court Justices upheld a moderator who counted an absentee ballot for the office of Representative in Congress where a voter made a correction on his vote for Governor, noted "Please register my vote for Scott instead of Rowland" and signed his name. (*In Re Election of U. S. Representative for the Second Congressional District*, 231 Conn. 602, 657 (1994)). The moderator must record the question and his decision in writing on the back of the ballot, and return the ballot to the counters. (Secs. 9-150a(k), 9-150a(l))

A. Properly marked Absentee Ballot

To cast a regular absentee ballot in a primary or election, the elector must fill in the oval corresponding to the name of each candidate for whom he wishes to vote. In Example 1, a vote is counted for George Washington and Dwight Eisenhower.

EXAMPLE 1

REGULAR ABSENTEE BALLOT

OFFICE → PARTY ↓	1 FIRST SELECTMAN	2 SELECTMAN
REPUBLICAN	ABRAHAM LINCOLN ◯ 1A	DWIGHT EISENHOWER ⬭ 2A
DEMOCRATIC	GEORGE WASHINGTON ⬭ 1B	U. S. GRANT ◯ 2B
GOOD NEIGHBOR	THOMAS JEFFERSON ◯ 1C	JOHN F. KENNEDY ◯ 2C

In the case of an office for which the elector may vote for two or more candidates, an elector may vote for any combination of candidates, up to the maximum for which the elector may vote, even if the candidates are opposite each other in the same column. The elector may vote for the full number of candidates he is entitled to vote for, or less than the full number, but he may not exceed that number. In Example 2, a vote is counted for Lillian Hellman, Graham Greene, and Nathaniel Hawthorne.

EXAMPLE 2

REGULAR ABSENTEE BALLOT
MULTIPLE-OPENING OFFICE

OFFICE → PARTY ↓	1	2 BOARD OF EDUCATION VOTE FOR ANY THREE	3
REPUBLICAN	MARK TWAIN ◯ 1A	GRAHAM GREENE ⬭ 2A	AGATHA CHRISTIE ◯ 3A
DEMOCRATIC	CHARLES DICKENS ◯ 1B	NATHANIEL HAWTHORNE ⬭ 2B	HARRIET BEECHER STOWE ◯ 3B
GOOD NEIGHBOR	LILLIAN HELLMAN ⬭ 1C	WILLIAM SHAKESPEARE ◯ 2C	WILLIAM YEATS ◯ 3C

B. __Overvote__

When an elector casts votes for more candidates for a particular office than the number for which he is entitled to vote for that office, the vote is void for that office. In Example 3, following, the elector cast two votes for the office of First Selectman, and four votes for the office of Board of Education. His vote is void for both offices. A vote is counted for Seneca.

__EXAMPLE 3__

OVERVOTES

OFFICE → PARTY ↓	1 FIRST SELECTMAN	2 SELECTMAN	3 BOARD OF EDUCATION VOTE FOR ANY THREE	4	5
REPUBLICAN	SOPHOCLES ⬭ 1A	SENECA ⬭ 2A	AESCHYLUS ◯ 3A	OVID ⬭ 4A	PHIDIAS ⬭ 5A
DEMOCRATIC	AESOP ⬭ 1B	PYTHAGORAS ◯ 2B	SOCRATES ⬭ 3B	VIRGIL ◯ 4B	ZENO ⬭ 5B

The voting tabulator is programmed to reject any such ballot and to display a message indicating that there has been an overvote on that ballot.

Sometimes the tabulators can interpret stray marks, attempted erasures, stains or foreign material in the oval as an overvote. If the elector were voting in person at the polls, he would then have an opportunity to remark his ballot to correct the problem. In the case of absentee ballots, however, the elector is not present to correct the problem. To avoid unnecessary lost votes and to give effect to the intent of the voter, WHENEVER an **"overvote"** message is displayed while processing **absentee ballots**, the official processing the absentee ballot should inspect it to be sure that it is a genuine overvote--an attempt by the voter to vote for more candidates than allowed for an office. If it is a genuine overvote, such as the one shown in Example 3, the *override* procedure described in 11a above should be used. Unless you are sure that it is a genuine overvote, the ballot should be put aside for hand counting.

EXCEPTION – Cross Endorsement

When a candidate has been crossed endorsed and appears twice on the ballot (on two different party lines) for the same office, he is cross endorsed. If a voter votes for that same candidate twice (for the same office), although technically an overvote, the voting tabulator is programed to accept this ballot and record only a single vote for the candidate. This ballot can be processed normally by the voting tabulator. In example 3-A only a single vote will be recorded for SOPHOCLES and SENECA and no votes will be recorded for the Board of Education.

EXAMPLE 3-A

CROSS ENDORSEMENT

OFFICE → PARTY ↓	1 FIRST SELECTMAN	2 SELECTMAN	3 	4 BOARD OF EDUCATION VOTE FOR ANY THREE	5
REPUBLICAN	SOPHOCLES ⬭ 1A	SENECA ⬭ 2A	AESCHYLUS ◯ 3A	OVID ⬭ 4A	PHIDIAS ⬭ 5A
DEMOCRATIC	SOPHOCLES ⬭ 1B	PYTHAGORAS ◯ 2B	SOCRATES ⬭ 3B	VIRGIL ◯ 4B	ZENO ⬭ 5B

C. **Write-in Votes**

(1) Registered Write-in Candidates.

Write-in votes for candidates registered as such with the office of the Secretary of the State (or with the town clerk in the case of certain Representative Town Meeting members) must also be counted and recorded on the return form entitled "Write-in Ballots for Registered Write-in Candidates." The registrar of voters will supply the moderator with a list of registered write-in candidates, which the moderator will give to the absentee ballot counters. Write-in votes are permitted in elections only.

(2) <u>Write-in votes: What the Tabulator **WILL** Recognize.</u>

For a vote for a registered write-in candidate on a regular absentee ballot to be recognized by the tabulator, the elector must **BOTH** mark the oval in the write-in box for the office **AND** write in the candidate's name in the appropriate write-in box. If an oval is marked in the write-in row for an office, the tabulator will first count all properly marked votes on the ballot for all other offices and then divert the ballot into the special bin in the ballot box reserved for write-in ballots. At the close of the polls (earlier if there is Central Counting of absentee ballots) all write-in ballots will be identified and only the office in which the write-in oval is marked is hand counted. In EXAMPLE 4, the ballot containing the write-in vote for Alexander Bell would be hand counted for the office of first selectman.

EXAMPLE 4

WRITE-IN VOTE

OFFICE → PARTY ↓	1 FIRST SELECTMAN	2 SELECTMAN
REPUBLICAN	GREGOR MENDEL ◯ 1A	ALBERT EINSTEIN ◯ 2A
DEMOCRATIC	CHARLES DARWIN ◯ 1B	ROBERT FULTON ⬤ 2B
WRITE-IN	Alexander Bell ⬤ 1C	◯ 2C

(3) <u>Write-in votes: What the Tabulator Will **NOT** Recognize</u>

If, in EXAMPLE 4 the oval was NOT marked for write-in for first selectman, the tabulator has no way of telling that someone's name has been written in and will not record any vote for the office of first selectman. Furthermore, this ballot cannot be identified as a write-in vote by the tabulator and will NOT be hand counted after the polls close. Thus the vote for Alexander Bell would be lost, even if he were a registered write-in candidate.

(4) <u>Write-in Votes for Candidates on the Ballot.</u>

Write-in votes on absentee ballots for candidates whose names appear on the ballot must

also be counted. The Connecticut Supreme Court has ruled that a write-in of the number and letter of a candidate's vote indicator (oval) on the voting tabulator must be counted (if the ballot is handcounted). (*In Re Election of U. S. Representative for the Second Congressional District*, 231 Conn. 602, 667 (1994)). However, remember that an elector may never vote more than once for one candidate for the same office. If the elector FILLS IN THE OVAL TO VOTE FOR William Johnson who is on the ballot and also writes him in for the same office and fills in the oval in the write-in row, only one vote should be counted for this candidate.   Do not treat this particular situation as a normal overvote. If this absentee ballot had been fed into the tabulator without its being looked at, and the tabulator rejected it as an overvote, do not reinsert the ballot and override. Put this ballot aside for handcounting of all races. (Since the ballot was rejected by the tabulator, the tabulator counted no votes on it.) The intent of the voter is obviously to vote for William Johnson, and that intent should be given effect. In Example 5, one vote each is counted for Thomas Hooker, John Winthrop, Silas Deane, Tapping Reeve, Jonathan Trumbull, and William Johnson.

EXAMPLE 5
WRITE-IN VOTES FOR CANDIDATES ON THE BALLOT

OFFICE → PARTY ↓	1 FIRST SELECTMAN	2 SELECTMAN	3 TOWN CLERK	4	5 BOARD OF EDUCATION VOTE FOR ANY THREE	6
REPUBLICAN	THOMAS HOOKER ● 1A	ROGER LUDLOW ○ 2A	SILAS DEANE ● 3A	TAPPING REEVE ● 4A	OLIVER WOLCOTT ○ 5A	OLIVER ELLSWORTH ○ 6A
DEMOCRATIC	JOHN HAYNEY ○ 1B	JOHN WINTHROP ● 2B	ROGER SHERMAN ○ 3B	ELIPHALET DYER ○ 4B	JONATHAN TRUMBULL ● 5B	WILLIAM JOHNSON ● 6B
WRITE-IN VOTES	○ 1C	○ 2C	○ 3C	○ 4C	○ 5C	`William Johnson` ● 6C

(5) Votes for candidates who are not on the ballot and are not registered write-in candidates are not counted.

D. Marking of Party Designation

In an election, any marking of a party designation printed on an absentee ballot must be disregarded in determining the voter's intent and in counting the votes. The tabulator simply will not recognize any markings outside the voting ovals. But in handcounted absentee ballots, marking of a party designation must be simply ignored and the ballot treated by the moderator as though it contained no such improper marking. On a regular absentee ballot, if the elector circles the party designation, checks, underscores or similarly marks in any manner or writes in the party designation, no vote shall be deemed cast or cancelled for any

candidate by virtue of such marking or writing. In Example 6, following, the circle around Republican is ignored and a vote is counted for Sophocles, Pythagoras and Socrates.

EXAMPLE 6

MARKING OF PARTY DESIGNATION

OFFICE → PARTY ↓	1 **FIRST SELECTMAN**	2 **SELECTMAN**	3 4 5 **BOARD OF EDUCATION** **VOTE FOR ANY THREE**		
(REPUBLICAN)	**SOPHOCLES** ◖ 1A	**SENECA** ◯ 2A	**AESCHYLUS** ◯ 3A	**OVID** ◯ 4A	**PHIDIAS** ◯ 5A
DEMOCRATIC	**AESOP** ◯ 1B	**PYTHAGORAS** ◖ 2B	**SOCRATES** ◖ 3B	**VIRGIL** ◯ 4B	**ZENO** ◯ 5B

E. **Vote on the Questions**

To vote on the <u>questions</u> in an election, the elector must mark the Yes or No oval corresponding to each question on which he wishes to vote. There are no questions on the ballot in a primary.

EXAMPLE 7

VOTE ON QUESTIONS

VOTE ON THE QUESTIONS	◖ YES ◯ NO *1. SHALL THE PROPOSED. . .*	◯ YES. . . *2. SHALL. . .*

F. **Marking errors: Determining Voter Intent**

Absentee voters will not have had the opportunity for personal instruction available to voters at the polls. Absentee voters also will not be present to correct their errors if the tabulator rejects their ballot. Consequently, as discussed above, absentee ballot counters, both at the polls and at central counting locations, should give absentee ballots a quick look before they are fed into the tabulator in an attempt to catch marking errors which clearly indicate voter intent, but which may not be read by the tabulator. Absentee ballots with such errors should be set aside for hand counting.   Marking candidates' names with a check or "X" or circling the candidate's name are a few examples of such marking errors. Marks made with red ink, non-#2 pencils; light or misplaced marks; stray marks or stains can all result in misread ballots. If you have any doubt about whether an absentee ballot will be properly read by the tabulator, put the ballot aside for hand counting.

G. Official Blank Absentee Ballots

Electors who use the Official <u>Blank</u> Absentee Ballot cast their vote by writing in the names of specific candidates and offices for which they are voting. The elector may write in the name of a candidate whose name will appear on the ballot, or, in an election, the name of a registered write-in candidate. These ballots must be handcounted with handcounted regular absentee ballots. In Example 8, a vote is counted for Oliver Twist, Mark Twain, Rhett Butler, Miss Marple, and Will Rogers.

<div align="center">EXAMPLE 8</div>

<div align="center">OFFICIAL BLANK ABSENTEE BALLOT</div>

I hereby vote for <u>OLIVER TWIST</u>   for the office of <u>FIRST SELECTMAN</u>
and for <u>MARK TWAIN</u>   for the office of <u>SELECTMAN</u>
and for <u>RHETT BUTLER</u>   for the office of <u>BOARD OF EDUCATION</u>
and for <u>MISS MARPLE</u>   for the office of <u>BOARD OF EDUCATION</u>
and for <u>WILL ROGERS</u>   for the office of <u>BOARD OF EDUCATION</u>

In an election, electors who use the Official <u>Blank</u> Absentee Ballot (or Federal write-in Absentee Ballot) and, in casting their vote, write in the name of the political party rather than the name of the specific candidate and write in the specific office shall have their ballots counted because the intent of the voter governs. In Example 9 a vote is counted for the Democratic candidate for each office.

<div align="center">EXAMPLE 9</div>

<div align="center">OFFICIAL BLANK ABSENTEE BALLOT</div>

I hereby vote for <u>Democratic</u>   for the office of <u>FIRST SELECTMAN</u>
and for <u>Democratic</u>   for the office of <u>SELECTMAN</u>
and for <u>Democratic</u>   for the office of <u>BOARD OF EDUCATION</u>
and for <u>Democratic</u>   for the office of <u>BOARD OF EDUCATION</u>
and for <u>Democratic</u>   for the office of <u>BOARD OF EDUCATION</u>

In Example 10, a vote is counted <u>only</u> for the Republican candidate for First Selectman and <u>not</u> for the other offices.

<div align="center">EXAMPLE 10</div>

<div align="center">OFFICIAL BLANK ABSENTEE BALLOT</div>

I hereby vote for <u>Republican</u>   for the office of <u>FIRST SELECTMAN</u>
and for _____   for the office of <u>SELECTMAN</u>
and for _____   for the office of <u>BOARD OF EDUCATION</u>
and for _____   for the office of <u>BOARD OF EDUCATION</u>
and for _____   for the office of <u>BOARD OF EDUCATION</u>

In Example 11, the intent of the voter governs and a vote is counted for the Democratic candidate for each of the offices to be elected at the election.

<div align="center">EXAMPLE 11</div>

<div align="center">OFFICIAL BLANK ABSENTEE BALLOT</div>

I hereby vote for <u>Democratic Party</u>   for the office of _____
and for _____<u>for all offices</u>_____   for the office of _____
and for _____   for the office of _____
and for _____   for the office of _____
and for _____   for the office of _____

If on the Official <u>Blank</u> Absentee Ballot (or Federal Write-in Absentee Ballot) an elector writes in only the name of a candidate for President of the United States, a vote is counted for the Electors of President and Vice President representing said candidate and his Vice Presidential running mate, and consequently in Example 12 a vote is counted for each of the Presidential and Vice Presidential Electors representing John Doe and his running mate.

<div align="center">EXAMPLE 12</div>
<div align="center">OFFICIAL BLANK ABSENTEE BALLOT</div>

I hereby vote for <u> John Doe </u> for the office of <u> President</u>

H. Counting Absentee Votes When a Vacancy has Occurred. "Stickered Races."
Special rules apply for counting absentee votes cast when a candidate has withdrawn or dies. (Secs. 9-428, 9-460)

If a candidate dies within 24 hours of the opening of the polls on election day, the candidate's name is not withdrawn and votes for that candidate are counted.

If a candidate in an election or party-endorsed candidate in a primary dies more than 24 hours before the opening of the polls, or if a candidate withdraws his candidacy, he may be replaced by a new candidate. The absentee ballot may show the replacement candidate's name or it may show the former candidate's name, depending on the date of the withdrawal. (Of course, the polling place ballots will all show the new name and can be tabulator processed.) (see step 10D on p.11)

These situations of absentee ballots are sometimes called "Stickered Races" even when stickers are not used. If the registrar of voters has notified you that a candidate's name has changed since the first absentee ballot was issued, and that the voting tabulator has been programmed <u>not</u> to <u>count</u> that <u>office</u> on the <u>absentee ballots</u>, you must <u>handcount that office</u> only, on all absentee ballots before you feed the absentee ballots into the tabulator. (see Step 10D on p.11) If the ballot shows the former candidate's name, a vote cast for the former candidate is not counted as a vote cast for the replacement candidate. However, if the ballot shows the name of the new candidate, a vote cast for the new candidate is counted. In addition, if an elector writes in the name of the new candidate, the write-in vote is counted.

Step 13. **Filling out the Forms.**

    A. **Certificate of Absentee Ballot Count.**

        When the count is complete, the moderator must record on the "Certificate of Absentee Ballot Count" the total ballots counted and rejected for each count and sign the form.

    B. **Tally Sheets**.

        When absentee ballots are counted in the polls, the Moderator must fill out all entries on the Tally Sheet relating to hand-counted absentee ballots. The Moderator must also fill out the Checker's Certificate.

    C. **Moderators Record of Handcounted Absentee Ballot Count for Candidates (this separate record & notes sealed in with handcounted absentee ballots.)**

        The moderator must also complete a separate record of the number of votes cast by absentee ballot for each candidate. The moderator may use the form in this Manual, or the moderator may use a Manual tabulation sheet (tally sheet) which clearly shows the name of each candidate and the votes cast by absentee ballot for each candidate. A separate form must be completed for each voting district (for each time of count if central counting). The absentee ballot counters must write the date, the time of the count (if central counting), and sign their names on all notes, worksheets and other written materials used in the absentee counting procedure. (Sec. 9-150a(m)) These all must be sealed in the depository envelope with the handcounted absentee ballots.

    D. **Certificate of Write-in Ballots for Registered Write-in Candidates**

        Write-in votes cast by absentee ballot for registered write-in candidates must be recorded on the Certificate of Write-In Votes for Registered Write-in Candidates.

Step 14. **Depository Envelopes**

    A. Hand Counted Absentee Ballots

        The absentee ballot counters must place in depository envelopes the absentee ballots counted by hand; all notes, worksheets and other written materials used in the counting procedures; and the Moderator's Record of Absentee Ballot Count for Candidates. The depository envelope must be sealed sideways and lengthwise with nonreusable tape; the tape must cover the envelope flap. Each depository envelope should be marked with the time of the count (if central counting) and the voting district, in towns divided into voting districts. In addition, the absentee ballot counters should endorse their names and the contents of the depository envelope on the depository envelope. (Secs. 9-150a(f), 9-150a(m))

B. Empty Envelopes

In the same manner the absentee ballot counters prepare depository envelopes containing discarded outer envelopes, discarded inner envelopes and envelopes marked "rejected".

C. Delivery of Depository Envelopes to Moderator

The absentee ballot counters must give both depository envelopes to the moderator, who will deliver all such depository envelopes to the registrar of voters who will file all absentee ballot materials with the town clerk after the 14 day lockdown period. (Secs. 9-150a(f), 9-150a(m))

In addition, the moderator will deliver to the registrar of voters the Depository Envelope containing absentee ballots "Rejected As An Absentee Ballot" that will be considered Provisional Ballots. The moderator shall complete the "Affidavit of Delivery and Receipt of Provisional Ballots" in this manual.

D. Tabulator-counted absentee ballots mixed with "in person" ballots

At the close of the polls when absentee ballots are counted in each polling place and when voters in the polls vote on the same tabulator, the tabulator counted absentee ballots end up mixed together with the tabulator counted "in-person" ballots cast in that polling place. In this case, the absentee ballots should be separated at the end of the night and stored separately from "in-person" ballots.

XII. Central Counting Procedures

A. Delivering Tabulator and Absentee Ballots to Central Counting Place

The registrars may choose to count absentee ballots by approved marksense voting tabulator at one central location. If so, election officials shall appear before the registrars of voters to receive the voting machine tabulator and the absentee ballots for the central counting place, examine the label on the tabulator, sign a receipt and deliver them to the central counting moderator at the central counting place at times prescribed by the registrar of voters. The central counting moderator shall sign two copies of the form "Central Counting Moderator's Receipt for Tabulator." He shall give the election officials one receipt and keep one. The officials and central counting moderator shall record the number on the seal on the form "Certificate of Preparation of Machine for Counting" and prepare the voting tabulator in accordance with this certificate and Appendix B of this Handbook (Regs. 9-242a-9).

B. Central Count

(1) Tabulator counted Absentee Ballots

The procedure for counting absentee ballots at the polls applies as nearly as practicable to the central counting of absentee ballots. The absentee ballots arrive from the registrars of voters separated by voting district. The envelopes are checked and opened, and ballots to be handcounted are set aside. The tabulator counted absentee ballots are fed into the voting tabulator by districts. Because

absentee ballots can be counted at a time prescribed by the registrar of voters, the votes on the tabulator-counted absentee ballots are not known until after 8 p.m. The empty envelopes and rejected absentee ballots are kept and sealed separately by voting district, in depository envelopes labeled "tabulator count—empty envelopes—voting district #___."

Immediately after the tabulator count, all write-in ballots, separated by voting district, are counted only for the offices in which a write-in oval is marked, recorded on the moderators return for the voting district, sealed in a depository envelope labeled "write-in bin absentee ballot count".

(2) Handcounted absentee ballots
The handcounted absentee ballots are recorded on the tally sheets and are sealed by voting districts in a depository envelope labeled "handcounted absentee ballots district #__," together with the separate "Moderator's Record of (Handcounted) Absentee Ballot Count for Candidates."

(3) Security of Tabulator & depository envelopes if central counting If absentee ballots will be counted throughout the day, the central counting moderator shall certify on the Central Counting Moderator's Receipt for Tabulator, the public counter number and the seal number on the tabulator, the date and time after each count.   The central counting moderator and registrars shall sign such certification. The central counting moderator shall retain this certificate until the close of the polls. The registrars shall ensure that the tabulator and all sealed and labeled depository envelopes of absentee ballots remain under direct supervision of election officials for the entire day. The registrars of voters may also prescribe that absentee ballot be counted only once during the day and at a time designated. (9-242a-25)

C. **Checking of Absentee Electors**
Ballots may be counted only after the names of absentee electors have been checked off the official check list in use at the polling places. (This shall be accomplished by a telephone call between the central counting moderator and the checkers at each polling place.) The counting then proceeds as outlined in Section XI above. (Sec. 9-140c(i))

After all ballots are counted, ballot totals are printed out in accordance with the procedures on the Certificate of Ending Central Absentee Ballot Counting, transferred to the tally sheet for the proper voting district and the tabulator printout is signed and attached to the Tally sheet. Two additional duplicate Election Results Reports are printed out, added to the handcounted absentee ballot results, announced and returns filed as prescribed on the Certificate of Ending Central Absentee Ballot Counting.

D. **In Central Counting, Tabulator-counted Absentee Ballots from all Voting Districts mixed together**
When absentee ballots are counted at a central place, tabulator counted absentee ballots from all voting districts end up in the ballot transfer case (for each count) all mixed together.

E. Completion of Moderator's Return
The central counting moderator must be furnished with a Moderator's Return for each voting district within the town. The Central Counting Moderator must complete the following items on each return:
1. Central Counting Moderator's Statement of Receipt
2. Central Counting Moderator's Receipt for Tabulator
3. Certificate of Preparation of Machine for Central Absentee Ballot Counting
4. The Certificate of Absentee Ballot Count (for each Voting District)
5. Absentee Ballot Tally Sheets (for each Voting District)
6. Write-In Votes for Registered Write-in Candidates (Absentee Ballot Vote)(for each Voting District)
7. Certificate of Ending Central Absentee Ballot Counting
8. Certificate of Number Checked as Voting by Absentee Ballot (for each voting District)

The Central Counting Moderator adds only those votes cast on absentee ballots and completes such absentee ballot returns for each voting district. It is the Head Moderator who adds the absentee ballot returns to the returns for persons voting in person.

The central counting moderator <u>alone</u> is required to sign # 1, 4 and 6 above.

The central counting moderator must deliver the Central Returns for each voting district to the Head Moderator, who will attach the polling place Moderator's Return to the central return for the applicable voting district.

Remember that, in addition, the central counting moderator has earlier, in Step 13C, completed a separate record of the number of hand-counted votes cast by absentee ballot for each candidate, using either the suggested form in this Manual, or a tally sheet which clearly shows the name of each candidate and the votes cast by absentee ballot for each candidate, and has sealed it in the depository envelope with the handcounted absentee ballots for each voting district and each count.

F. Head Moderator's Total of Central Returns and Polling Place Returns
The Head Moderator is required to add the tabulator total recorded on each of the Polling Place returns, to the absentee ballot count recorded on the Central Returns, district-by-district. The procedure to be used is:
a) on a recapitulation sheet, enter the cumulative "in-person" total for each candidate and question contained on each polling place return,
b) enter the absentee totals for each candidate as recorded on the Tally Sheet of the central counting return, for each voting district; and
c) Add a and b and enter the total for each candidate and question on a townwide "recapitulation sheet" or other document.
The absentee ballot totals, district-by-district, should <u>never</u> be recorded on the polling place Moderator's Return. (Secs. 9-307, 9-312, 9-440)

XIII. Absentee Ballot Challenges

Any elector may challenge an absentee ballot. Challenges to absentee ballots must be made in writing, under oath, and may only be made on the ground of (1) want of identity; (2) disfranchisement for conviction of a felony; or (3) lack of bona fide residence in the town and political subdivision holding the election or primary. Absentee ballot challenges made after the ballots have been distributed for counting to the polling places or to the central counting location must be made in writing to the moderator where the ballot is to be counted. The moderator must deliver (or designate another polling place official to deliver) to the registrars the challenge; the ballot contained inside the unopened outer and inner envelopes; together with any other evidence relevant to the challenge. The registrar(s) must sign a receipt for these materials. The registrar(s) will then decide the challenge and return the ballot to the moderator, notifying the moderator in writing of their decision. If the challenge has been denied, the ballot must be counted. If the challenge has been upheld, the ballot should be marked "Rejected", followed by a statement of the reasons for the rejection and sealed in the depository envelope with any other rejected absentee ballots. (Sec. 9-159p)

XIV. Canvass of Absentee Ballots at Closing of Polls

All absentee ballots received before the close of the polls must be counted. When the absentee ballot count and canvass of the tabulators have been completed, the moderator must complete the appropriate Moderator's Returns.

XV. Retention of Absentee Ballots and Materials

The municipal clerk must retain the sealed depository envelopes containing inner and outer envelopes and rejected absentee ballots for sixty days after the election; if no contest is pending, the clerk destroys the depository envelopes and their contents. The depository envelopes containing the ballots, the absentee ballot counters' notes and worksheets, and the Moderator's Record of Absentee Ballot Count must be retained by the municipal clerk for 180 days after the date of the election, and then destroyed if no contest is pending. (In the case of primaries or elections for federal offices, all these materials are retained for 22 months.)

(ED-665 Counters Oath - Rev. 8/01)

SUGGESTED FORM

<u>CERTIFICATION OF ADMINISTRATION OF OATH TO ABSENTEE BALLOT COUNTERS</u>

I, _____MODERATOR, ADMINISTERED THE OATH TO

THE FOLLOWING ABSENTEE BALLOT COUNTERS AT _____A.M., ON _____, 20____

AT _____, IN _____,
                        (place)   **(town)**

CONNECTICUT.

NAME   **ADDRESS**   **PHONE**

_____

_____

_____

_____

_____

_____

_____

_____

_____

                                           _____

                                                MODERATOR

RECEIVED_____

TOWN CLERK_____

(ED-662, Town Clerk Affidavit, Endorsement Absentee Ballot [06/00])

SUGGESTED FORM

<u>AFFIDAVIT OF ENDORSEMENT OF ABSENTEE BALLOT ENVELOPES</u>

I, _____, Town Clerk of _____,

being duly sworn, depose and say that I received _____ absentee

ballots; that all said ballot envelopes were endorsed above my signature

with the date and precise time of receipt. My endorsements of date and

time of receipt are true and accurate to the best of my knowledge and belief.

_____
                                                     Town Clerk

Subscribed and sworn to before me at _____, Connecticut

this _____ day of _____, 20___.

_____
                                           Title and Signature of Person
                                                Administering Oath

****

This Certificate received at: _____,_____
                                                     (time)   (day of week)
_____.
                     (date)

_____
                                                 Head Moderator

(ED-661, Affidavit of Delivery & Receipt of Absentee Ballot [06/00])

SUGGESTED FORM
<u>AFFIDAVIT OF DELIVERY AND RECEIPT OF ABSENTEE BALLOT</u>

   The Town Clerk and the Registrar(s) of Voters must execute this affidavit <u>at the time of</u> each delivery of absentee ballots to the Registrar(s) of Voters by the Town Clerk.   In an election at least two registrars from opposing parties must execute this affidavit; in a primary one registrar must execute this affidavit.   Any person who is authorized by statute to take oaths may administer the oath.   The executed affidavit should be sealed in the depository envelope containing the absentee ballot counters' notes and the counted absentee ballots.

Town: _____   Date:_____

                                          Time:_____

   I, the undersigned Town Clerk, being duly sworn, depose and say that I

counted and delivered to _____ /_____,

Registrar(s) of Voters, _____ absentee ballots.
                            (number)

                              _____
                                         (Town Clerk)

   Subscribed and sworn to before me at _____, Connecticut,

this _____ day of _____, 20___.

                              _____
                               Title and Signature of Person
                                    Administering Oath

   I/We, the undersigned Registrar(s) of Voters, being duly sworn, depose and

say that I/We received from the foregoing Town Clerk, and counted,_____
                                                                    (number)
absentee ballots.

                              _____
                                  (Registrar of Voters)
                              _____
                                  (Registrar of Voters)

Subscribed and sworn to before me at _____, Connecticut,

this _____ day of _____, 20___.

                              _____
                               Title and Signature of Person
                                    Administering Oath

(ED-659H, Rev. 8/01)

SUGGESTED FORM

MODERATOR'S RECORD OF HANDCOUNTED ABSENTEE BALLOT COUNT FOR CANDIDATES

To be completed and signed by Moderator after all absentee ballot counting, and sealed in depository envelope with absentee ballot counters' notes and worksheets.

==

Date:_____**Time of Count:**_____

I hereby certify that the number of votes cast by absentee ballot for each candidate as shown on the Moderator's Return is as follows:

Candidate's Name	Absentee Votes	Candidate's Name	Absentee Votes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attest:_____
                Moderator

(ED-661PB, Affidavit of Delivery & Receipt of Provisional Ballots [06/04])

SUGGESTED FORM
AFFIDAVIT OF DELIVERY AND RECEIPT OF PROVISIONAL BALLOT

    The moderator and the Registrar(s) of Voters must execute this affidavit <u>at the time of</u> delivery of provisional ballots to the Registrar(s) of Voters by the moderator. In an election at least two registrars from opposing parties must execute this affidavit; in a primary one registrar must execute this affidavit.

Town:_____   **Date:**_____

Polling Place:_____   **Time:**_____

I, the undersigned moderator say that I delivered to
_____ / _____, Registrar(s) of

Voters, _____ provisional ballots.
        (number)

                                _____
                                          (Moderator)

****
TO BE COMPLETED AND SIGNED BY THE REGISTRAR OF VOTERS WHEN THE PROVISIONAL BALLOTS ARE OPENED TO BE COUNTED

   I/We, the undersigned Registrar(s) of Voters say that I/We received from

the foregoing Moderator,_____ provisional ballots.
                        (number)

                                  _____
                                      (Registrar of Voters)
                                  _____
                                      (Registrar of Voters)

Sheet ___of___

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_____
Polling Place_____   Party_____

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
for the polling place/voting district_____.

_____   _____   _____
Moderator (Print Name)   Moderator Signature   Date

APPENDIX A -- CENTRAL COUNTING MODERATOR'S RETURN

This Appendix A contains the forms that constitute the Central Counting Moderator's Return. They are:

☐ **CENTRAL COUNTING MODERATOR'S STATEMENT OF RECEIPT**
☐ **CENTRAL COUNTING MODERATOR'S RECEIPT for TABULATOR**
☐ **CERTIFICATE OF PREPARATION OF MACHINE FOR CENTRAL ABSENTEE BALLOT COUNTING**
☐ **CERTIFICATE OF ABSENTEE BALLOT COUNT**
☐ **TALLY SHEET options (5 pages)**
☐ **WRITE-IN VOTES FOR REGISTERED WRITE-IN CANDIDATES**
☐ **CERTIFICATE of ENDING CENTRAL ABSENTEE BALLOT COUNTING**
☐ **CERTIFICATE OF NUMBER CHECKED AS VOTING BY ABSENTEE BALLOT**
☐ **SIGNATURES**

<u>A - Moderator's Return</u>

Municipality_____   Date of Election_____

CENTRAL COUNTING MODERATOR'S STATEMENT OF RECEIPT

_____

**TO BE COMPLETED AND SIGNED BY THE CENTRAL COUNTING MODERATOR
PRIOR TO SUBMITTING HIS RETURN TO THE HEAD MODERATOR**

_____

I hereby certify that I appeared at the office of the Registrar of Voters not later than eight o'clock p. m. of the day before the election or primary and there received from the Registrar of Voters a copy of the report of pre-election testing prepared by the Registrars showing the serial number of the Tabulator, the number of the seal over the memory card slot on the tabulator and the number of the seal on the tabulator carrying case assigned to the Moderator's polling place and all check lists and other supplies necessary to conduct the election or primary, that have not previously been delivered.

....
Central Counting Moderator

A - Moderator's Return

CENTRAL COUNTING MODERATOR'S RECEIPT for TABULATOR

MUNICIPALITY_____Date of Election_____

1. I, the Central absentee ballot counting Moderator for this election in the above-named town do hereby acknowledge receipt from the appropriate election officials of:

one voting machine tabulator whose label shows that it is for the central counting of all absentee ballots of the above named municipality.

The seal on the bag containing the tabulator is intact and bears the number : _____

Date:_____   Time:_____ Signed:_____
                                                        Central Counting Moderator

NOTE: To be completed by Central Counting Moderator in duplicate upon receipt of tabulator from the appropriate election officials prior to the counting of absentee ballots on election day. One copy given to the election officials, second copy provided to the Central Counting Moderator to keep as part of their election records.

2. Central Counting Tabulator was kept in central counting location under direct supervision of election officials. This is to certify that after all absentee ballot counting is compete the tabulator has:

Seal number:_____

Number on Public Counter:_____

Date:_____   Time:_____   Signed:_____
                                                                        Central Counting Moderator

A - Moderator's Return

Certificate of Preparation of Machine for Central Absentee Ballot Counting

Date of Election or Primary_____

Town of_____**Central Absentee Ballot Counting Location**_____

We, the undersigned Moderator and Absentee Ballot Counters certify that the tabulator delivered to the central counting location bore a label for the town referenced above; and that we prepared the tabulator for voting in accordance with the opening procedures in Appendix B.

We further certify that we inspected the seal located on the front of the tabulator and found it to be unbroken and also found that said seal bore the number _____.

We further certify, that before central counting began, the tabulating tabulator was turned on and produced a tape correctly stating the TOWN, STATE DATE, and CENTRAL COUNTING DISTRICT; setting forth "BALLOTS CAST" total of "0000"; accurately setting forth all offices, accurately setting forth the name of each candidate; identifying each Question to appear on the ballot; accurately setting for a "WRITE-IN" line for each office group; accurately setting forth vote totals of "0000".

We further certify that the display on the front of the tabulator showed a count of "0".

_____   _____   _____
Moderator   Absentee Ballot Counter   Absentee Ballot Counter

A - Moderator's Return

**NOT APPLICABLE TO POLLING PLACE
OFFICIALS IF CENTRAL COUNTING DESIGNATED**

Date of Election_____Town_____Voting District_____

CERTIFICATE OF
ABSENTEE BALLOT COUNT

==
TO BE COMPLETED AND SIGNED BY MODERATOR AFTER 8 P.M. COUNTING
==

I hereby certify that the absentee ballot vote, including "overseas ballots"* set forth in this Return for each candidate and for and against each question** is correct and that the following numbers are true and accurate according to the worksheets signed by the absentee ballot counters.

ABSENTEE BALLOTS

a. **Absentee Ballots
   Received**   ....

b. **"Overseas" Ballots*
   Received (if applicable)**   ....

c. **"Presidential" Ballots**
   Received (if applicable)**   ....

c. **Total ballots received (a+b+c)**   ....

d. **Absentee Ballots counted by
   Machine (wholly or partially)** ....

e. **Absentee Ballots counted by
   hand (completely)**   ....

f. **Total Ballots Counted (d+e)**   ....

g. **Total Ballots Rejected**   ....

Attest: ....
                                   Moderator

***To be used only at elections or primaries at which U.S. Senators and/or Representatives in Congress are elected or nominated.**
**Not applicable in a primary.

A - Moderator's Return

QUESTION*	1		2		3		4		5		6		7	
TALLY SHEET														
Machine No.	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
Machine Total														
Hand Count														
TOTAL														

OFFICES ⇨	1	2	3	4	5	6	7	8	9	10	11	12	13	14
A														
Machine No.	1A	2A	3A	4A	5A	6A	7A	8A	9A	10A	11A	12A	13A	14A
Machine Total														
Hand Count														
Write-In														
TOTAL														
B														
Machine No.	1B	2B	3B	4B	5B	6B	7B	8B	9B	10B	11B	12B	13B	14B
Machine Total														
Hand Count														
Write-In														
TOTAL														

* Not applicable in primary
† Begins between 10:00 a.m. and 12:00 noon
 # Applicable to Central Counting Locations Only

A- MODERATOR'S RETURN

TALLY SHEET

Office	Machine	Hand Count	Write in	Totals	Office	Machine	Hand Count	Write in	Totals

Office	Machine	Hand Count	Write in	Totals	Office	Machine	Hand Count	Write in	Totals

Office	Machine	Hand Count	Write in	Totals	Office	Machine	Hand Count	Write in	Totals

QUESTIONS					
	YES	NO		YES	NO
1			4		
2			5		
3			6		

A - Moderator's Return

Write-in Votes for Registered Write-in Candidates*
Town of_____

Date of Election_____   **Voting District**_____

IF MORE SPACE NEEDED, ATTACH & SIGN ADDITIONAL SHEETS LIKE THIS FORM

CANDIDATE NAME	OFFICE	MACHINE VOTE (includes absentee ballots if no central counting)	ABSENTEE BALLOT VOTE (if central counting)	TOTAL

*Not applicable in a primary

_____
Moderator

A - Moderator's Return

CERTIFICATE of ENDING CENTRAL ABSENTEE BALLOT COUNTING

Town of _____**Election Date**_____

CERTIFICATE for CLOSING of the POLLS

We, the undersigned Election Officials certify that after the polls were closed, the voting tabulator was closed and secured against further voting in accordance with the closing procedures in Appendix B.

We further certify that seal number _____ on the front of the tabulator had not been broken.

We further certify that the Moderator fed all remaining ballots that were eligible to be counted into the tabulator for processing. The number of absentee ballots which could be and were tabulator processed in whole or in part was_____.

We further certify that after all ballots that could be fed into the tabulator were processed, the number on the public counter (on the front of the tabulator) was _____.

We further certify that the tabulator thereupon produced an **"ELECTION RESULTS REPORT"** setting forth: the town, election date and vote totals for each candidate and question on the ballot.

We further certify that any ballots which could not be processed by the tabulator and any ballots containing write-in votes were hand counted by two election official from different parties.

Once all votes for each candidate and question have been counted either by tabulator or by hand all vote totals were recorded on the tally sheet and all final vote totals for each candidate and question were announced by the Moderator to all those present.

The ballot transfer case is sealed with a seal bearing the number_____.
The tabulator carrying case is sealed with a seal bearing the number_____.

_____   _____   _____
            Moderator   Absentee Ballot Counters   Absentee Ballot Counters

A - Moderator's Return

Certificate of Number Checked as Voting by Absentee Ballot

District_____

CHECKERS' CERTIFICATE
We the undersigned hereby certify the following numbers:

1. Total number of names on the official check list including
total number of names on the supplemental list of overseas ballot applicants   _____

2. Total number of names checked on the official checklist as
having voted by absentee ballot*   _____

3. Total number of names checked on the supplemental list of
overseas ballot applicants as having voted by overseas ballot*   _____

4. Total number of names checked on the official check list as
having voted in person [This will NOT be the same as public counter]   _____

5. Total number of names checked on the official check list as
having voted (2+3+4)   _____

ATTEST:

_____   _____   _____
      Central Counting Moderator   Counter   Counter

* (a)**NOT** **applicable to polling place officials if central counting designated -- polling place**
      officials record "O".

   (b) Central counting officials fill out only #2, and #3.

(42)

Appendix B -- OPENING AND CLOSING PROCEDURES

OPENING PROCEDURES

1. Open the ballot container and insure that no ballots are in the box, if applicable. Close and lock the container.
2. Check the seal on the bag and record the number (#_____).
3. Remove the seal on the bag and inspect the tabulator delivered and record the Voting District _____ and Town_____information located on the tabulator label. If the information is not correct for the polling place in question, contact the Registrars of Voters immediately.
4. Check the seal on the front of the tabulator to insure that it has not been tampered with and record the number (#_____).
5. Place the tabulator on a flat, stable surface. Insert one end of the cord into the ACCU-VOTE and the other end into the Uninterruptible Power Supply (UPS) then plug the UPS into an extension cord or wall outlet. Be sure to turn the UPS unit 'On'.
6. Remove (with the bare key) the printer cover to the ACCU-VOTE.
7. Turn the ACCU-VOTE on with the red switch located in the rear of the tabulator.
8. The tabulator will automatically print a zero report. The Moderator and both Absentee Ballot Counters will sign the bottom of this printout and store it with the used absentee ballots at the end of the election. Check to ensure that the Town, State, Date and Voting District are correct.
9. Inspect the zero report to ensure that all Offices, Candidate's Names, Questions, Write-In Lines are correct.
10. When the ACCU-VOTE asks for another printout, press the YES button on the front of the tabulator. Detach this printout and tape it to the wall at the polling place.
11. When the ACCU-VOTE asks for another printout, press the YES button on the front of the tabulator. Sign this printout and leave it attached to the tabulator. Fold it so it will fit under the printer cover and lock it with the bare key.
12. When the ACCU-VOTE asks for another printout, press the NO button on the front of the tabulator. The tabulator should now display the voting district number and show a vote count of zero. If the tabulator does not display this information, contact the Registrars of Voters immediately.

CLOSING PROCEDURES

1. Check the seal on the front of the Accu-vote and insure that it is not broken. Record the seal number (#_____).
2. Process any remaining ballots that were set aside during the day. If there are any ballots that continually reject, and the ballot is marked correctly, but contains an over-vote, over-ride the ballot in the tabulator by pressing and holding the YES button while feeding the ballot through the tabulator.
3. If there are any ballots that continually reject, and the ballot is mis-marked, hand count these ballots in accordance with the this Handbook.
4. The Moderator and Assistant Registrars of Voters record the number on the public counter (number of tabulator counted ballots) (_____).
5. From the tabulator, unlock and remove the printer door with the bare key.
6. Obtain the ENDER card from the inside pocket of the black carrying case and insert it into the tabulator WHILE pressing BOTH the YES and NO buttons at the same time, this will automatically print the Election results report.
7. Remove and sign the Elections Results Report from the tabulator. The Moderator shall read the tabulator results for each Candidate and Question as shown on the Elections Results Report. Suggestion: Each Assistant Registrar of Voters should enter the total in the column Machine Total on the Tally Sheets.
8. Record the number of Total ballots from the bottom of the report (_____). It then must be attached to the Tally Sheet that is filed with the Registrar of Voters. *Note: If the number of total ballots on the report is not the same as the public counter, Moderator should contact the Registrars of Voters and attach a memo explaining the discrepancy.*
9. When the tabulator asks for another printout, press YES. Detach this printout and store it with the used absentee ballots
10. When the tabulator asks for another printout, press YES. (This printout is signed by the Moderator and Assistant Registrars of Voters and post in the polling place for public inspection.)
11. When the tabulator asks for another printout, press NO.
12. Turn the Accu-Vote off with the red switch located in the rear of the tabulator - lock the printer cover back on. Place the tabulator along with the power cord into the black carrying case for transport to the Town Hall.
13. Identify all ballots with Write-In votes. The number of ballots was (_____). The Moderator and Assistant Registrars shall count by hand the votes cast for the entire office in which the elector indicated a write-in vote and shall record them on the tally sheet. All ballots containing write-in votes are sealed in a separate depository envelope marked write-in bin and placed in the ballot transfer case.
14. The Moderator shall total all tabulator and hand counted votes and publicly declared the total votes cast for each candidate and question, and the officials shall then sign the Moderator's Return.
15. All regular ballots must be placed in the Ballot Transfer Case.
16. The ballot transfer case and tabulator bag are sealed with seals bearing the numbers (_____ & _____).