

MODERATOR'S HANDBOOK FOR ELECTIONS AND PRIMARIES



Revision 2.1 — July, 2013

Thank You From the Secretary of the State of Connecticut’s Office

Our office works hard all year to ensure that elections run smoothly. But we can’t do it alone. Each election cycle, we count on you and over 15,000 other election officials to make sure that each election is conducted fairly and successfully, and that voters leave the polling location confident in the democratic process and eager to return on the next Election Day.

As an election moderator or poll worker in Connecticut, you will be performing an absolutely vital role in making our elections work for voters in our state. Although it isn’t a glamorous job, it is what ensures that the will of the voters is carried out on Election Day. Your service is really the backbone of our democratic system. Your job is not an easy one. There will always be problems that occur on Election Day, but with good planning, training and communication we can solve them effectively. Together we can make sure that Election Day is a positive experience for all of us.

In this handbook, you will learn information you need to prepare for Election Day, including:

- How to set up and operate the polling location.
- How to process voters.
- How to shut down the polling location and reconcile ballots after the polls close.
- How to ensure that all voters receive the high quality service that the State of Connecticut expects.
- How to communicate effectively and
- How to interact with voters with disabilities.

Good luck with your training, and thank you for your public service to your community and to the voters of Connecticut.

MODERATOR’S HANDBOOK

FOR ELECTIONS USING ACCU-VOTE TABULATORS

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OVERVIEW

Elections in Connecticut are conducted using paper ballots read by an optical scanner, called a tabulator. A registered voter (or “elector”, the term used in state law) marks his or her ballot by using a marking pen to fill in the ovals above the name of the chosen candidates, and then casts the ballot by feeding it into the tabulator. The tabulator records the votes and, at the end of the election, prints out a paper tape with the voting totals for each candidate.

Assistance is available for electors who have any difficulty using this process: 1) A visually impaired elector, or other elector may use a “vote by phone” device (called an “AVS” or “IVS” fax system) at the polling place to cast a vote; 2) electors with limited English proficiency or other difficulties may receive assistance from a family member, or other person of their choice, including two election officials with different political affiliations, and; 3) curbside voting is available for electors who are unable to gain access to the polling place on Election Day.

Absentee voting is allowed prior to Election Day for electors who meet certain criteria, and on Election Day for electors who cannot otherwise vote due to a medical emergency. There is no other provision for early voting in Connecticut. Election Day Registration is available at a single location in each municipality, usually Town Hall, where electronic access to the Connecticut Voter Registration System is available.

Connecticut municipalities have a Registrar of Voters from each of the two major parties, and each appoints half of the poll workers for that municipality. All election officials receive training prior to Election Day, and are sworn to act in a non-partisan manner to protect every elector’s right to vote by secret ballot and to assist the elector as needed. Copies of the Voter’s Bill of Rights are posted at each polling place, along with sample ballots and other required signage.

A. ELECTION OFFICIALS

Each polling place will have a number of poll workers assigned to it. It is critical that every poll worker know his or her duties. This ensures a smoothly run and well-organized election.

1. MODERATOR (THE CHIEF ELECTION OFFICIAL)

During the election, 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.

2. OFFICIAL CHECKER

When an elector arrives to vote in person, the Official Checker must ensure that the elector’s name is on the official voter list, and must “mark” the elector’s name “as voting.”

3. BALLOT CLERK

The Ballot Clerk is charged with handing out one ballot to each elector whose name has been “marked as voting” by the checker, and issuing replacement ballots for any that are spoiled during voting.

4. TABULATOR TENDER

The Tabulator Tender is stationed near the tabulator to make sure that electors are feeding their ballots into the machine properly, while protecting the elector’s right to a secret ballot. The Tabulator Tender will direct any elector who needs to spoil a ballot to the Ballot Clerk for a replacement and will report any ballot jams or other problems with the tabulator to the Moderator.

5. ASSISTANT REGISTRAR OF VOTERS

Assistant Registrars assist electors whose names are not on the official checklist, or who lack proper ID, or who have other voter registration problems or questions and assist the Moderator with other problems at the polling place, as needed.

6. DEMONSTRATOR

Demonstrators, if appointed, are available to answer questions from electors, show them an instructional video, explain how to mark a ballot, and direct them to the checker line for their street address.

7. REGISTRARS OF VOTERS

The Registrars of Voters are the municipal election officials responsible for elections and/or their party’s primary. The registrars are jointly responsible for proper voting machine preparation, polling place preparation, poll worker training and other duties as required by Connecticut election laws. Each Registrar has appointed a Deputy Registrar to assist in these duties and to substitute for the Registrar when required.

B. ELECTORS

An elector (or registered voter) is a U.S. citizen, who has, or will, attain the age of 18 on or before the day of the general election, is a bona fide resident of the municipality, has applied to register to vote, and has been accepted by the Registrars or Town Clerk.

C. ELECTIONS

General Elections for state and federal offices are held every November in even-numbered years. General elections for municipal office are held in November in odd-numbered years, except for a few towns where those elections occur in May. Sometimes **Special Elections** are required in order to fill vacancies in an office. They may occur at any time during the year, depending on the date when the vacancy occurred. A **Primary** is sometimes held

about two months prior to an election in order to determine the nominee(s) for one or both of the major political parties. See B-25

D. NORMAL VOTING PROCESS FOR ELECTORS

The polls open at 6:00 a.m. and close at 8:00 p.m.

1. ENTER THE POLLING PLACE

At the polls, electors will first see a “75-foot” sign outside the entrance to the building. This marks the line where candidates and their staff must stop soliciting for votes and where the elector’s right to vote in peace and privacy begins. Other signs are posted inside the polling place including: identification requirements, electors’ rights, sample ballots, and the text of any constitutional amendment or charter change.

2. FIND CHECKER TABLE FOR ELECTOR’S STREET

Upon entering the room where voting occurs, the elector should proceed to the checker table, or if there is more than one checker line, to the one covering the street of the elector’s residence.

Properly registered electors will announce their address and name, present ID, and pick up their ballot, either there or at the Ballot Clerk’s table. Electors not on the list, without ID, or needing assistance will be directed to the Assistant Registrars at the Moderator and Assistant Registrars’ table.

Electors who have come to the wrong polling place will be directed to the correct one. Generally, each polling place only has ballots for that specific precinct.

3. OBTAIN BALLOT, FILL IT OUT, CAST IT

- a. The Official Checker marks the name of the elector on the official checklist.
- b. The Ballot Clerk issues the elector a ballot and privacy sleeve.
- c. When a voting privacy booth is available, the elector should be directed to an available booth to mark his or her ballot.
- d. The elector will then cast his or her ballot by inserting it into the optical scan tabulator for counting.
- e. After the tabulator accepts the ballot, the elector exits the polling place.

4. OFFERING ASSISTANCE AT THE POLLS

If an elector asks for assistance in filling out their ballot, two election officials of opposite parties will listen to the elector’s question and decide on the appropriate answer.

5. SPOILED BALLOTS

An elector may request a new ballot from the Ballot Clerk, in exchange for a mismarked or damaged ballot. The Ballot Clerk marks “Spoiled” on the old ballot, without looking at the markings on it, and then issues a new ballot. An elector may do this as many times as necessary.

6. ABANDONED BALLOTS

Ballots left in a voting privacy booth or elsewhere in the polling place should be returned to the Ballot Clerk to be marked “Abandoned”. They are not inserted in the tabulator or counted, because they have not been “cast” by the elector. There is one exception: If the elector inserts the ballot into the tabulator but it is not accepted, and the elector has left the polls without noticing, the ballot is considered “cast” and will be counted.

7. MAINTAINING ELECTOR PRIVACY

Each Ballot Clerk offers every elector a privacy folder or sleeve into which the ballot can be inserted and fully shielded from view. However, no elector is required to accept a privacy sleeve. Access to the voting privacy area where electors fill-out and cast their ballots is limited, as only electors with ballots and persons legally allowed to accompany or assist them, are allowed in this area. The voting privacy booths, the ballot box with the tabulator, and the Tabulator Tender’s station are positioned and marked so as to prevent officials and other electors from seeing how an elector chooses to vote and to keep electors waiting in line from encroaching on an elector who is casting his or her ballot.

8. VOTING DOES NOT STOP

From time to time the ballot box becomes full and must be emptied, and occasionally the tabulator malfunctions or jams. Voting continues by using the auxiliary bin on the ballot box. When the ballot box has been emptied or the tabulator problem has been fixed, election officials may feed ballots from this bin into the tabulator for counting.

E. CLOSING THE POLLS

Voting continues until the last person in line at 8:00 p.m. has voted. The public is then admitted to observe the tally of the results. Any uncounted ballots remaining are run through the tabulator, then the Moderator processes absentee ballots if they are to be counted at the polls. When finished, the Moderator closes out the tabulator and prints three results tapes. One tape goes with the Moderator’s return, one is posted on the wall of the polling place for anyone present to check, and one is secured and stored with the ballots. All tapes are signed by the Moderator and Assistant Registrars. A few ballots may remain to be hand counted. While this is being done, the Ballot Clerks are recording the number of ballot packages used, and the Checkers are totaling up the number of electors who were marked as voting in person. This total, after all adjustments, should agree closely with the total number of ballots counted by the tabulator.

F. REPORTING THE RESULTS

When all votes are counted, the Moderator announces the results and completes the Moderator’s return and all other paperwork. The ballots and tabulator are secured for transport to storage, and the election equipment and supplies are packed and stored. In municipalities with more than one polling place, the Moderator will report to the Head Moderator, who will check the Moderators records, accept the results, combine them with the results from the municipality’s other polling places and report the results to the Secretary of the State.

ELECTION OFFICIALS

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A. MODERATORS

1. APPOINTED BY REGISTRARS

Moderators of regular and special state and municipal elections held within a municipality, and Alternate Moderators, if any, are appointed by both Registrars of Voters for that municipality. (§9-229) For a primary, the Registrar of Voters of the party holding the primary appoints the Moderator and other officials.

2. QUALIFICATIONS OF MODERATORS

CERTIFIED – Only electors currently certified by the Secretary of the State as qualified Moderators may serve as Moderators or Alternate Moderators at an election. All Moderators must be given written training materials and must take and pass an initial training course covering how to:

- (a) correctly set up the Accu-Vote system in the polling place,
- (b) admit electors to the system and enable an elector to cast a correct ballot,
- (c) close down the tabulator at the end of Election Day,
- (d) produce the election tally reports required by law,
- (e) comply with state election laws, and
- (f) supervise all other election officials in the performance of their duties.

Experienced Moderators must be re-certified every two years by taking and passing a refresher training course. (§9-229)

3. OTHER REQUIREMENTS

A Moderator must be an elector of the state, but does not have to be an elector of the municipality in which he or she will serve. No known candidate for any office may be appointed Moderator. Appointment must be at least twenty days before the election. (§§9-229(a), 9-436(c), Regs. 9-242-13)

B. HEAD MODERATOR FOR MUNICIPALITIES WITH DISTRICTS

For all municipalities divided into voting districts, the Registrars of Voters are required to designate one of the Moderators, or any other elector of the municipality, to be Head Moderator for the purpose of declaring the results of the election for the whole municipality, unless otherwise provided by law. The Registrars of Voters may also designate a Deputy Head Moderator to assist the Head Moderator, who, if designated, must be from a different political party from the Head Moderator (in an election) or represent an opposing candidacy (in a primary). (§9-169)

C. OTHER ELECTION OFFICIALS

The other election officials appointed by the Registrars of Voters, and the numbers at each polling place, are:(§9-258, Regs. 9-242a-6)

1. NUMBER TO BE APPOINTED

REGISTRARS/ASSISTANT REGISTRARS: Two of different parties. In a primary, one or two of opposing factions.

OFFICIAL CHECKERS: 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.

BALLOT CLERKS: At least one for the polling place. If the Registrars of Voters deem it necessary, one ballot clerk may be assigned to each line of electors.

TABULATOR TENDERS: At least one but not more than two per tabulator in use.

DEMONSTRATORS (Optional): Zero to two.

CHALLENGERS: Zero to two.

ABSENTEE BALLOT COUNTERS: As many as needed, working in teams of two. If absentee ballots are counted at the polls, the teams may include, or consist of, other polling place officials. If counted at a central location, teams of two plus a Central Counting Moderator.

The Registrars of Voters must provide the Moderator with a list of the names, addresses and titles of all officials for the polling place. However, the Moderator may assign different jobs to those election officials when necessary or expedient.

2. QUALIFICATIONS

Election officials must be electors in the state. Assistant Registrars must be residents of the municipality. Citizens 16 or 17 years old, who are residents of the municipality, may serve as a Translator, Checker, or Tabulator Tender with written permission of a parent or guardian and after attending election official training. No candidate on the ballot may serve as an election official. (§§9-258, 9-235d)

3. INSTRUCTION OF OFFICIALS PRIOR TO ELECTION

a. Before each election, all election officials must attend an instructional session, conducted by the Registrars of Voters and certified Head Moderator. The purpose of this meeting is to receive instruction on the use and duties associated with the voting tabulator, election procedures, voter's rights, emergency procedures, and ballot and tabulator security. This instruction is in addition to the instructions relating to the certification of Moderators. (§9-249)

b. The instructors are required to file a report without delay in the Municipal Clerk's and Secretary of State's office stating that they have instructed the election officials and given the officials' names and the time and place of instruction. (§9-249, Reg. 9-242a-7)

4. TWO SHIFTS OF ELECTION OFFICIALS

The Registrar of Voters may establish two shifts of election officials for each polling place, with the exception of the Moderator. In each polling place for which two shifts of election officials have been established, the Moderator must record the hours and time each official served. The last shift of checkers and Assistant Registrars must be present at the close of the polls and remain there until the canvass is completed and returns have been signed. (See Form 2, "Split Shift Time Sheet", in this Handbook). (§§9-258a, 9-436)

IMPORTANT: The Oath must also be administered to any second-shift election officials when they first arrive. See E-1

5. TEMPORARY ABSENCES

Election officials may be absent for up to 30 minutes at a time. Officials must ask permission of the Moderator first. The Moderator must appoint another official to act for the official during their absence. A Moderator may also be absent provided another election official is designated to act in their absence. (§9-235a)

6. REPLACEMENT OF AN ELECTION OFFICIAL

- a. If the Moderator believes any official is unable to perform the official's Election Day duties, the Moderator should contact the Registrars of Voters. The Registrars of Voters may remove this election official and appoint a competent replacement. (§9-267)
- b. The Secretary of the State may disqualify any Moderator if, after consultation with both Registrars of Voters, the Secretary determines such Moderator "has committed material misconduct, material neglect of duty, or material incompetence in the discharge of the Moderator's duties." (§9-228a)

7. ADDITIONAL ELECTION OFFICIALS

The Registrars of Voters may appoint additional Election Officials where required by law, or when, in their judgment, necessary for the proper conduct of the election.

ALTERNATE MODERATORS: See page B-5 for number and qualifications.

TRANSLATORS: Where necessary for municipalities or voting districts with sufficient numbers of electors with limited English proficiency. (§9-236b(a)(4))

ELECTION DAY REGISTRATION OFFICIALS: As needed to assist the Registrars of Voters in processing new electors and transfers from other municipalities. (§9-19j)

EQUIPMENT TECHNICIANS: For equipment set-up and repair.

SECURITY OFFICER: When school is in session, and part of the school will be used as the polling place, or when required by the municipality's Emergency Plan, or after consultation with local police officials.

POLLING PLACES

BOUNDARY AND LAYOUT

A. POLLING PLACES

POLLING PLACES	
Boundary and Layout	
Location	4
Accessibility	4
75-foot sign marks	
boundary	4
U.S. Flag	4
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Voting privacy area	5
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Diagrams	
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Multiple entrance & exit .	8
Single entrance & exit . .	8

1. LOCATION

Polling places are chosen by the Registrars of Voters in each municipality. In municipalities with two or more voting districts or precincts, they are generally located within the boundaries of the district they serve, but they may be outside that district if the Registrars determine that there is no suitable polling place within the district. Rooms in public buildings like schools, fire houses, and Town Hall are commonly chosen, but other venues may be used.

2. ACCESSIBILITY

Polling places must be “accessible” to electors with disabilities, with wide doors and hallways, and barrier-free pathways from the parking lot to the voting room. There must be handicapped parking spaces available marked with appropriate signage. Election officials should make sure that signs marking the accessible entrance route are in place, and that all doors along this route are unlocked and free of obstructions. Inside the voting room, seating should be available, if possible, for electors who may need it while waiting, and magnifying devices should be readily available in the voting privacy booths. (28 CFR §35.163)

3. 75-FOOT SIGN MARKS BOUNDARY OF RESTRICTED AREA

On the day of an election, primary, or referendum, the law prohibits solicitation or advertisement on behalf of, or in opposition to, any candidate or ballot question within a restricted area beginning 75-feet from any outside entrance used as an entry to the polling place. This is called “electioneering” or “campaigning.” The law states that no person shall loiter, peddle or offer any advertising matter, ballot, or circular to another person within a 75-foot radius from any such outside entrance, or in any corridor leading from the outside entrance to the polling place, or in any room opening upon any such corridor. (§9-236) Campaign materials may not be displayed within the polling place or the restricted area, and electors must be asked to remove such materials from sight. Persons may not bring automobiles displaying candidate signs within the 75-foot restricted area.

The boundary of the restricted area within and outside each building extends to this 75-foot radius line. This is the limit of the jurisdiction of the Moderator, except for conduct occurring outside this area, which interferes with voting, such as a sound truck or other means of broadcasting a political message into the 75-foot zone. (Attorney General Opinion, April 17, 1962) The 75-foot restricted area does not extend outside the exit from the polling place, if it is different from the entrance. Election signs positioned outside

the 75-foot zone, even if visible inside the polling place, are not within the jurisdiction of the election officials. Instead, they should block the elector’s view of any such signs by covering the windows to the polling place or placing the voting privacy booths where such signs are not visible.

4. U. S. FLAG

On Election Day a United States flag must be displayed in each polling place. (§9-237)

5. LAY-OUT OF POLLING PLACE

The entire polling place must be in plain view of all election officials and electors waiting to vote. (§9-257)

The polling place should be arranged to allow for the orderly processing of electors while ensuring elector privacy in filling out and casting their ballots. Create easy-to-understand traffic patterns for electors and provide election officials with adequate space for processing electors. Mark entrances, exits and all official’s tables with adequate and clearly visible signage. Position them so as to avoid delays and back-tracking by electors.

Set up a separate entrance and exit. If this is not possible, set up some type of chain, tape, or other divider to separate electors entering from those leaving.

6. VOTING PRIVACY AREA WITHIN THE POLLING PLACE

The portion of the polling place from the Ballot Clerks’ table to the Ballot Box and Tabulator Tenders’ table should be maintained as a voting privacy area, and separated from the rest of the polling place by crowd control devices where space permits. This is the area where electors receive, fill-out and cast their ballots, and, if possible, no one should be allowed into this area except election officials in the performance of their duties, electors whom the checkers have marked as voting in person, and other persons legally entitled to be within this area (e.g., children 15 or under, and persons assisting disabled electors). (§9-262, Regs. 9-242a-11, 9-242a-15) See A-10 below.

7. VOTING PRIVACY BOOTHS

The voting privacy booths and the ballot box containing the tabulator shall be placed, if possible, at least 3 feet from any wall or partition and at least 4 feet from the Ballot Clerks’ and Tabulator Tender’s table(s). The voting privacy booths shall be placed so that no person outside the booth can easily determine how an individual voted. Be sure adequate lighting is available.

One voting privacy booth is required per 250 registered voters, or fraction thereof. At least one voting privacy booth in each voting district must be accessible to persons with disabilities. (§9-261, Regs. 9-242a-11)

Under no circumstance should a red pen be used to mark the ballots, as the tabulator can not “see” red markings.

Each booth should be equipped with a felt tip marker. It is a good idea to secure these to the booth with a string. An ample supply of extra marking devices should be available. A magnifier, and a large card containing instructions for marking the ballot should be posted inside each booth (including one in Spanish in required municipalities). Election officials should periodically examine the voting privacy booths to re-supply marking de-

vices, remove campaign literature, look for abandoned ballots, and repair defaced or damaged booths.

8. STATIONING OFFICIALS

a. DEMONSTRATORS

The Demonstrators and sample ballot must be located before the Official Checkers table inside the room where polling is taking place, unless the size of the polling place requires they be located immediately outside that room. (§9-260) A DVD player, with a video demonstrating how to mark the ballot and insert it in the tabulator, will be available at the Demonstrators table. (Regs. 9-242a-13)

b. MODERATOR AND ASSISTANT REGISTRARS

If possible, position the Moderator's and Assistant Registrars' stations so that they are easily accessible by both officials and electors if necessary.

c. OFFICIAL CHECKERS, BALLOT CLERKS, CHALLENGERS AND UNOFFICIAL CHECKERS

The Official Checkers and ballot clerks should be seated at tables after the Demonstrators and near the entrance to the area where the voting privacy booths are located. Unofficial checkers and Challengers, if any, should be seated near the Official Checkers' tables (or at the end of the tables if space is limited). No ballot shall be issued until the elector's name has been marked as voting on the official checklist. (§9-257, Regs. 9-242a-14)

d. TABULATOR TENDERS

The Tabulator Tender shall be stationed at least four feet from the ballot box and tabulator. They shall control access to the tabulator and shall prevent anyone from tampering with the tabulator.

9. COMMUNICATION EQUIPMENT

The Registrars of Voters shall provide a telephone for each polling place solely for the use of the election officials. (§9-237a, SOTS Dec. 27, 1994) Additional communication equipment may also be provided.

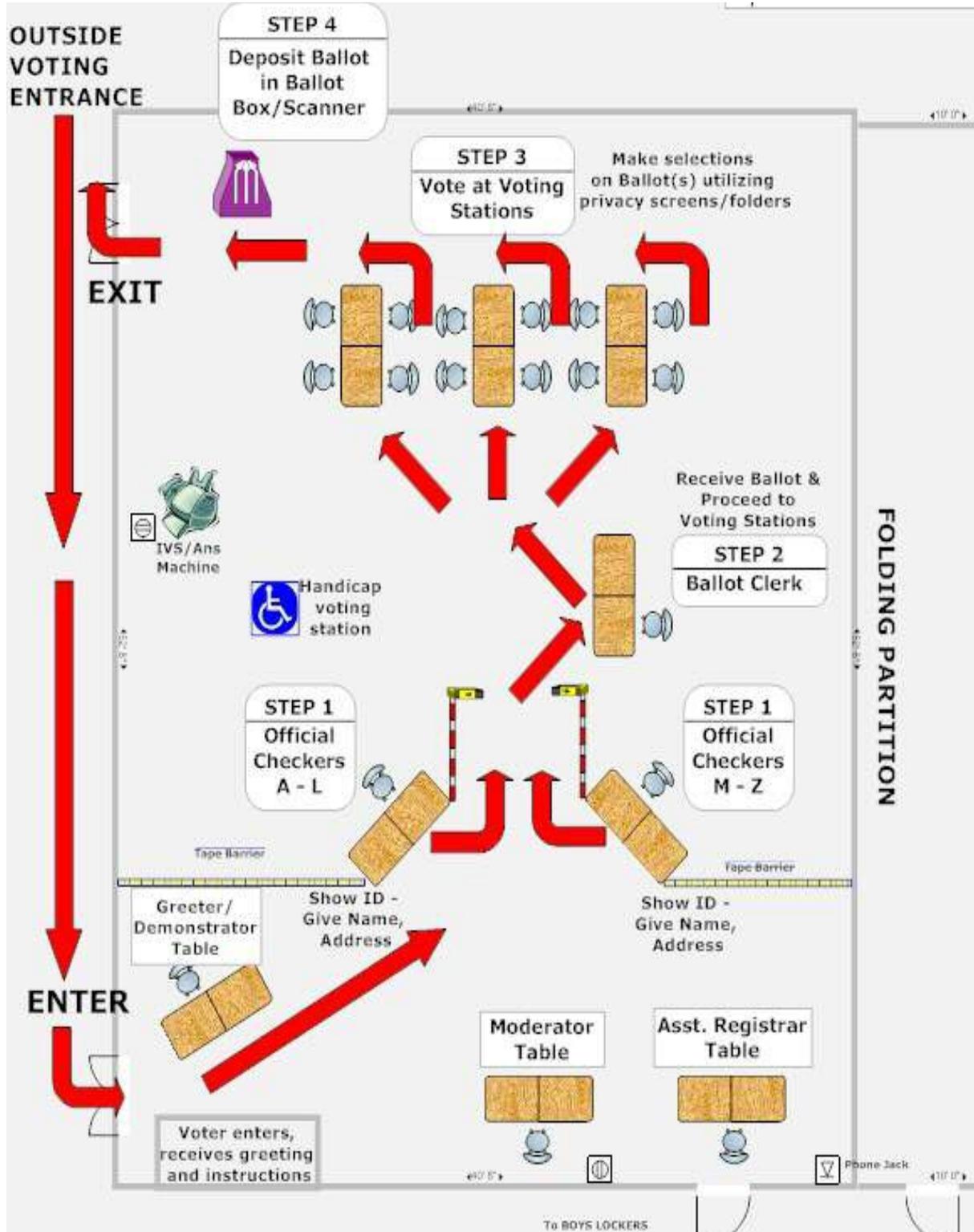
10. TWO POLLING PLACES IN ONE VOTING DISTRICT

The Registrars of Voters may designate two separate polling places in the same voting district when a suitable polling place cannot be found in one of the districts. The Registrars should inform the Moderators at each polling place of any such decision so that they can assist electors in finding the correct polling place. (§9-168b, P.A. 04-113)

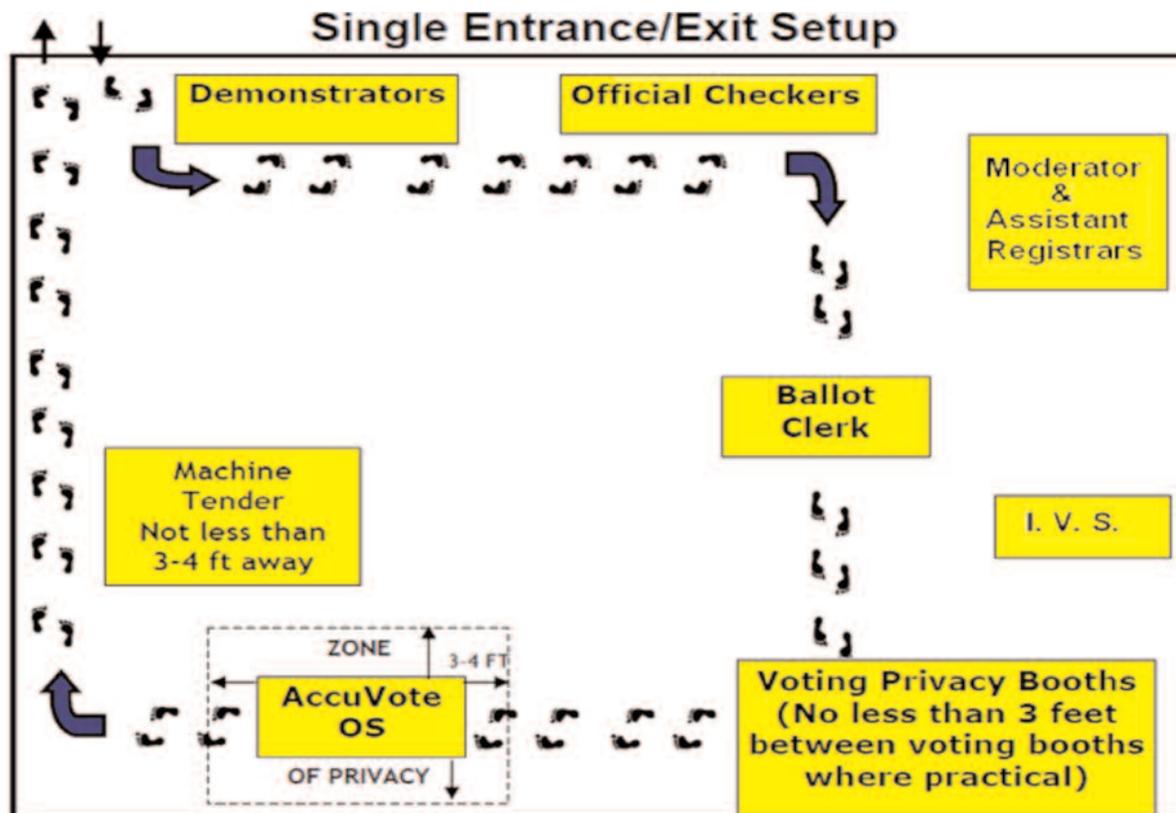
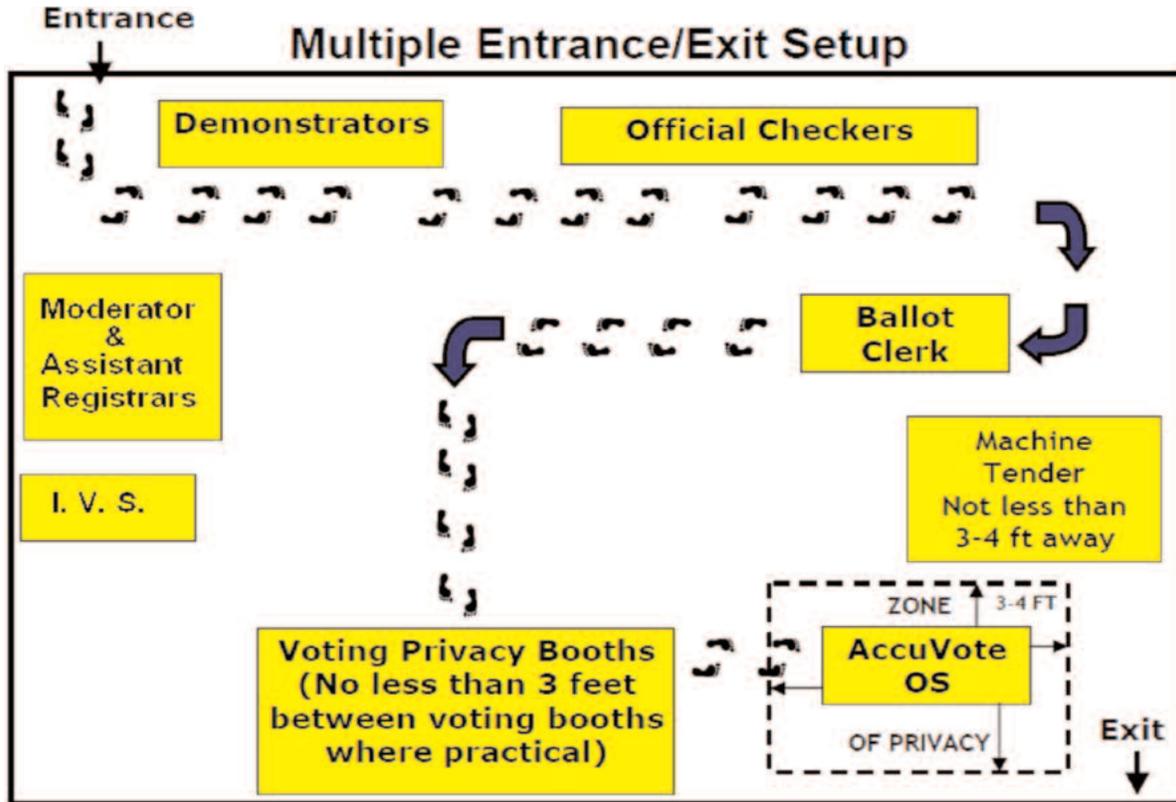
11. TWO VOTING DISTRICTS IN ONE POLLING PLACE

In some cases, the Registrars of Voters may decide to set up separate voting districts in one polling place. The Moderator must carefully supervise and instruct their subordinate officials so that the elector is directed to the correct district. Each district may use a separate voting tabulator, or the Secretary of the State may allow both districts to use the same tabulator pursuant to Regs. 9-242a-2. (§9-168a) Only one IVS machine is required as the separate districts can enter separate codes so that the elector using the IVS machine will be read the correct ballot.

POLLING PLACE LAYOUT DIAGRAM WITH SEPARATE ENTRANCE AND EXIT AND TWO CHECKER LINES



POLLING PLACE LAYOUT DIAGRAMS



WHO MAY BE IN THE POLLS

PERSONS WHO MAY BE PRESENT IN THE POLLS DURING VOTING HOURS

WHO MAY BE IN THE POLLS	
Electors and officials	9
Election officials	9
Electors (voters)	9
Others	9
Person's assisting	9
Children accompanying an elector	10
Designees of Secretary of the State.	10
Unofficial checkers	10
Runners	10
News media.	11
Student observers	11
PTO bake sales.	11
Non-partisan activities.	11
Police, Fire, EMS.	11
Person who may not be present	11
Candidates	11
Elector who has already voted	11
Persons with political clothing or signs.	12
Electors in wrong polling place	12
Anyone disrupting	12
Building entry through re- stricted area.	12

A. ELECTORS AND OFFICIALS

In general, only Election Officials in the performance of their duties, and electors entering the polling place to vote, may be allowed inside the polling place during voting hours. (§9-236(c)).

1. ELECTION OFFICIALS

The polling place Election Officials include the Moderator, Assistant Registrars (or Registrars, if serving personally), Official Checker(s), Ballot Clerk(s), Tabulator Tender(s), and may include an Alternate Moderator, Demonstrator(s), Challenger(s), or Translator(s) if appointed. The Registrars and their Deputies and other Election Officials may be present in the polls when performing their duties. However, Election Officials not assigned to a polling place have no special right to be there except to cast their own vote.

2. ELECTORS (VOTERS)

An elector (or registered voter) 1) is a U.S. citizen, 2) is (or will be) 18 years old on the day of the general election, 3) is a bona fide resident of the municipality, 4) has applied for admission as an elector, and 5) has been approved by the Registrars of Voters or Municipal Clerk. (§9-12)

B. OTHERS

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

1. PERSONS ASSISTING ELECTORS

Any elector who requests assistance to vote by reason of blindness, disability, or limited English proficiency may be given assistance.

ASSISTANCE MAY BE PROVIDED 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 into 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)

Disability, limited English proficiency, and literacy are not to be tested or questioned by any election official. They are established by the elector's request for assistance.

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. (See Subsection F below.)

2. 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)

3. 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)

4. 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)

5. 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)

6. NEWS MEDIA

Members of the news media may also enter and leave the polling place at any time throughout 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 his or her ballot, and any one who in any way interferes with the orderly process of voting shall be evicted by the Moderator.

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

7. STUDENT OBSERVERS

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

8. 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))

9. 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))

10. 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.

C. PERSONS WHO MAY NOT BE PRESENT IN THE POLLS

1. CANDIDATES

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

- a. To cast his or her own vote; or

- b. 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.

2. ELECTOR WHO HAS ALREADY VOTED

Any elector who has already cast his or her 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. (Regs. 9-242a-16, 9-242a-17)

3. 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.

4. 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 one, should exit, and proceed to Town Hall or wherever Election Day Registration is being held.

5. 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 he or she is willing to do so without disrupting the polls. (§§9-230, 9-236(a),(c))

D. ENTRY TO BUILDING THROUGH RESTRICTED AREA

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 violate the restrictions. (See pages A-4 & A-5).

ELECTION OFFICIALS' DUTIES



ELECTION OFFICIALS' DUTIES	
A. OVERVIEW	
Be non-partisan	1
View on-line training	1
Voter Bill of Rights	1
Attend training session	2
Arrive on time	2
Offer assistance	2
Emergency plan	2
Professionalism	2
Dress code, food	2
See also:	
Moderator's duties	3
Assistant Registrars' duties	6
Demonstrator's duties	12
Official Checkers duties	14
Ballot Clerks' duties	17
Tabulator Tenders' duties	20

A. OVERVIEW

ALL ELECTION OFFICIALS MUST:

1. BE NON-PARTISAN

Act in a non-partisan manner at all times, with dignity, and respect to co-workers and to the rights of all electors.

EVERY ELECTION OFFICIAL takes an oath to act completely impartial with respect to any candidate or any political party. All election officials are required to respect every elector's rights as described in the Voter's Bill of Rights. Posters with these rights are supplied by the Secretary of the State and are to be posted in every polling place (in both English, and Spanish, where required.)

2. VIEW ON-LINE TRAINING

View the on-line training sessions prepared by the Secretary of the State's office to learn how an election is conducted, the basic duties of each polling place job, and how to assist electors with special needs.

VOTER'S BILL OF RIGHTS

EVERY REGISTERED VOTER IN THIS STATE HAS A RIGHT TO:

- 1) *Inspect a sample ballot before voting;*
- 2) *Receive instructions concerning how to operate voting equipment, on sample voting equipment before voting;*
- 3) *Cast a ballot if the voter is in line when the polls are closing;*
- 4) *Ask for and receive assistance in voting, including assistance in languages other than English where required by federal or state law;*
- 5) *Vote free from coercion or intimidation by election officials or any other person;*
- 6) *Cast a Ballot using voting equipment that accurately counts all votes;*
- 7) *Vote by provisional ballot if the individual had registered to vote and the individual's name is not on the voter list;*
- 8) *be informed of the process for restoring the individual's right to vote if the individual was incarcerated for a felony conviction; and*
- 9) *Vote independently and in privacy at a polling place, regardless of physical disability. (§9-236b)*

3. ATTEND TRAINING SESSION(S)

Attend all scheduled training sessions for the municipality in which they will serve and learn to carry out their duties properly and competently.

4. ARRIVE ON TIME

Arrive at the assigned polling place at least 45 minutes before the polls open and remain until dismissed by the Moderator.

5. OFFER ASSISTANCE

All election officials are responsible for offering assistance to every elector who asks for it. Officials should use common sense and show them the same respect they would expect to receive. People first language is best, i.e. "Person who is blind (or disabled)" rather than "Blind person" or "Disabled person." If the elector has an assistant or interpreter, look at and speak to the elector, not the assistant.

In the case of elderly electors or electors with infirmities, election officials may, among other things, a) get them a chair, b) help with a wheel chair, and c) help them to reconnect with their driver after they have voted. (Office of Protection and Advocacy booklet)

6. EMERGENCY PLAN

Each municipality is required to have an emergency plan. All election official should know their duties under the plan. The Moderator is responsible for implementing any emergency measures which may become necessary at a polling place, in consultation with the Registrars of Voters and local safety personnel. (§9-174a, Regs. 9-174a-1 to 9-174a-34)

7. PROFESSIONALISM

While serving as an Election Official, do not conduct personal business, and do not wear political party or candidate clothing or jewelry. Park in the back of the lot, if possible, in order to leave the spaces in the front available for electors. You may not perform any services for a political party or candidate on Election Day, nor appear at a political headquarters until after the polls close.

8. DRESS CODE, FOOD & DRINK

The Registrars in your municipality may have a detailed dress code for Election Officials. If not, business casual attire and comfortable shoes are recommended for Moderators, and appropriate casual dress for all other Election Officials. Temperature is difficult to predict or control in a polling place and officials should use their own discretion in bringing a sweater or other warm clothing. You should pack your own lunch unless your Registrars have told you that food will be provided. The same is true for coffee and snacks.



MODERATOR’S DUTIES

B. MODERATOR’S DUTIES	
Chief polling place official . . .	3
Supervise election officials . . .	3
Keep order	4
Moderator’s diary	4
Moderator’s return	4
Challenges	4
Provisional ballots	4
Electors previously marked as voting	4
Alternate Moderator	5
See also:	
Election Officials’ duties . . .	1
Assistant Registrars’ duties	6
Demonstrator’s duties . . .	12
Official Checkers duties . . .	14
Ballot Clerks’ duties	17
Tabulator Tenders’ duties	20
Other Officials’ Duties . . .	24

- MODERATOR**

 - Maintain Certification & Read Handbook
 - Pick up keys and supplies before election
 - Be sworn in by Registrars and sign oath
 - Arrive at the polls no later than 5:00 a.m.
 - Swear in other election officials
 - Prepare tabulator for voting (See Set-Up – 5)
 - Know every official’s job in order to supervise
 - Enter significant events in Moderator’s Diary
 - Prevent electioneering in the polling place
 - Keep order in the polling place
 - Prevent interference with the smooth flow of voting
 - Decide Challenges
 - Fill out Moderator’s Return
 - Close the tabulator and print the results tape
 - Complete the canvass of votes cast
 - Announce results

MODERATOR’S SUPPLIES

 - Moderator’s return (to be filled out)
 - Report for Pre-election tabulator & memory card testing
 - Keys to ballot box, tabulator, and storage facility (if used)
 - Moderator’s Diary
 - Emergency Plan



B. MODERATOR’S DUTIES

1. CHIEF POLLING PLACE OFFICIAL

On Primary Day and Election Day, 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 may 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 poll worker'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 of Voters 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 and 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 should 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 persons 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 primary or election. A copy of this diary must be attached to the Moderator's return for later filing with the Municipal Clerk with the rest of the election materials after the close of the polls on Election Day.

5. MODERATOR'S RETURN

An example Moderator's Return is attached.

6. CHALLENGES

If any elector's right to vote is challenged, the Moderator must decide the validity of the challenge. The procedure for this, and for the casting of a challenge ballot (if the challenge is upheld) are covered in Appendix 7 and 8.

7. PROVISIONAL BALLOTS

If, during a federal election, a person appears at the polling place and insists that he or she is an elector in the municipality, or if, in a primary, a person insists that he or she is an enrolled party member, but the person's name is not on the official checklist and the Registrars of Voters determine that such name cannot be restored or added to the list, or if an elector has been successfully challenged, or is required under HAVA to present identification but does not do so, then the Moderator should offer to issue the person a provisional ballot. In many cases the person may be entitled to the alternative option of voting at a designated central location (often Town Hall) after filling out the form(s) for Election Day Registration. **See "Provisional Ballots" page E-6.**

8. ELECTORS PREVIOUSLY MARKED AS VOTING

If an elector's name is already "Marked as Voting" on the official checklist when the elector presents to vote, and if the elector claims not to have voted or offered to vote in person or by absentee ballot, but that their name has been marked in error, the elector may sign a statement to that effect under penalties of false statement and give it to the Moderator. The elector shall then be permitted to vote, if otherwise qualified. See Form 4 in this Handbook for a more detailed description. The statement should be attached to the official checklist, or kept by the Assistant Registrars and returned to the Registrars of Voters with such list, after the polls close. **See "Common Problems on Election Day" page E-4.** (§§9-232a, 9-439a)

9. 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.

ASSISTANT REGISTRARS’ DUTIES



C. ASSISTANT REGISTRARS’ DUTIES	
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Assist with tabulator installation	7
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Election Officials’ duties	1
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- ASSISTANT REGISTRARS**

 - Arrive at the polls no later than 5:15 a.m. (or 5:45 if delivering tabulator and ballots)
 - Be sworn in by Moderator and sign oath
 - Set up phones and communication equipment
 - Observe & assist Moderator in setting up tabulator
 - Administer Transfer, Registration and other Forms
 - Add names to supplemental lists (as necessary)
 - IVS and Curbside Voting
 - Assist electors when necessary

ASSISTANT REGISTRARS’ SUPPLIES

 - Inactive Voter List (for this precinct)
 - Phone(s) and/or computer(s) for official use
 - Street List & Voter Look-up list (towns with 2+ precincts)
 - Resource lists with names & phone numbers of other polling places (if used) and other election officials
 - Phones or other communications devices
 - Forms for Registration, Transfer, etc.

C. ASSISTANT REGISTRAR’S DUTIES

The Assistant Registrars are the polling place representatives of the Registrars of Voters when the Registrars are on duty in their offices on Election day. The Assistant Registrars are responsible for helping any elector who is not immediately able to go through the normal voting process because of missing paperwork, or who needs to be assisted in voting because of some disability, or who may be at the wrong polling place. In some municipalities with a single polling place the Registrars of Voters perform these duties.

All actions taken by the Assistant Registrars (or the Registrars if present) to restore and/or transfer electors to the official voting list for the polling place must be taken jointly in a general election. In a primary election, those actions are taken by the Registrar or Assistant Registrar for the major party holding the primary.

1. 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 Reg-

istrars. The various methods, and the Assistant Registrars roles, are covered in Section C of this handbook. (Regs. 9-242a-8)

2. ASSIST WITH TABULATOR INSTALLATION

Before the polls open, both Assistant Registrars shall witness the Moderator a) check the seals on the tabulator to make sure it has not been tampered with, b) open each compartment in the ballot box, and empty them if necessary, c) lock the ballot box compartments, and d) install the tabulator on the ballot box. Both shall examine and sign the zero report tapes printed by the tabulator and, with the Moderator, complete and sign the Certificate of the Opening the Polls (See page 4 of the Moderator’s Return.) (Regs. 9-242a-9)

3. RESOLVING VOTER REGISTRATION PROBLEMS

All persons who are not on the Active Official Checklist, or who lack sufficient ID, are sent to the Assistant Registrars for assistance.

a. COMPLETING REQUIRED PAPERWORK

Some electors paperwork is incomplete and they will need to fill out additional paperwork before they are allowed to vote. Helping electors fill out all such paperwork is the job of the Assistant Registrars. See below for instructions on various problems.

b. ASSISTING VOTERS WITH SPECIFIC NEEDS

Some electors may not be able to vote in the normal manner because of a temporary or permanent disability. Assisting these electors is also the job of the Assistant Registrars. See below for instructions on

c. ELECTION DAY TRANSFERS AND REGISTRATION

Some persons 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 Town Hall, or wherever Election Day Registration is being held. See also Provisional Ballots, Page E-6, which are currently used in Federal Elections only.

4. RESTORATION TO OFFICIAL CHECKLIST

a. FROM INACTIVE LIST FOR SAME VOTING DISTRICT

Each polling place must have an official checklist for that voting district and an “inactive” list of only that voting district consisting of names (and addresses) of persons who were formerly on the official list of that voting district.

If an elector's name is not on the official checklist, the Assistant Registrars should look at the “inactive” list for that voting district. If the name is on the “inactive” list for that voting district the elector may be restored to the official list. See paragraph 6 below. Documentary evidence of residence is not required to be presented before an elector's name may be restored to the official checklist.

If the Assistant Registrars approve the application for restoration, they should delete the elector’s name and address from the “inactive” list of that voting district, and add both name and current address to the supplemental section of the “active” checklist, and permit the elector to vote. There is no need to contact the Registrar's Office if the name is on the “inactive” list for the same polling place. (§9-42, Regs. 9-42-1(c)-(d)).



b. WHERE NAME IS NOT ON INACTIVE LIST

If the name is not on the official checklist and not on the “inactive” list for the voting district, 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 official checklist at the polling place on Election Day, provided 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, and provided 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. See paragraph 6 below.

ONLY THE REGISTRARS OF VOTERS (jointly in a general election, singly in a primary) MAY APPROVE AN APPLICATION FOR RESTORATION WHEN THE ELECTOR IS NOT ON THE INACTIVE LIST.

5. TRANSFER OF REGISTRATION FROM ANOTHER DISTRICT

In municipalities with more than one voting district, an elector's name may not be on the official checklist at the polling place where the elector comes to vote. This may be because the elector previously resided in another voting district in the same municipality, and moved within the municipality, but failed to request a transfer of their registration to the new residence. In such cases, the elector may apply for transfer of their registration at the new polling place. See paragraph 6 below. The application must be submitted to the Assistant Registrar(s) who should verify: (§9-35)

- a. that the elector's name appears on the official checklist at the former polling place, and
- b. that the elector has not been marked as voting at the former polling place.

Verification may be made either by contacting the Election Officials at the former polling place directly, or indirectly by contacting the Registrar(s) of Voters. The election officials at the elector's former polling place should remove the elector from their official checklist.

After verification the Assistant Registrar(s) must complete the transfer of registration by adding the elector's name and current address to the supplemental section of the official checklist and permit the elector to vote. (Regs. 9-35-2(a))

If the Assistant Registrar(s) find the name of the elector on the “inactive” list of another voting district, the elector's name may be both transferred and restored. They should notify that other polling place to note on their “inactive” list that such person voted in the new district.

6. APPLICATION FOR RESTORATION AND/OR TRANSFER

Applications for transfer and/or restoration to the official checklist may be submitted to the Assistant Registrars at the polling place on the “Voter Registration Application” (ED-671). Blank copies of the application should be available at the polling place. To be restored, the elector must complete and sign the application under penalties of false statement. The completed forms should be attached to the official checklist or kept by the Assistant Registrars and returned with the official checklist to the Registrars of Voters at the close of the polls. (Regs. 9-35-2(a))

If an application is approved, the elector's name must be added to the "active" checklist in use at the polling place, the application must be attached to the official checklist, or kept by the Assistant Registrars, and the elector must be permitted to vote.

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 of Voters with all other election day materials.

If the Registrar(s) authorize the restoration of a name left off by clerical error, such restoration should be carefully documented. (§9-42, Regs. 9-42-1(c)-(d))

7. ELECTORS WITHOUT ID AVAILABLE

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 on the Inactive checklist, but who does not present adequate identification, is allowed to sign a statement under penalty of false statement on Form ED-681 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. (§9-261) (See Form 3) However see HAVA ID requirements below.

8. HAVA IDENTIFICATION REQUIREMENTS

Certain first time voters in federal elections are subject to additional ID requirements under the Help America Vote Act (HAVA). See Appendix 16 and 17 for details. If the Registrars of Voters are able to verify the electors' 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.

INDIVIDUAL VOTERS SUBJECT TO THE ADDITIONAL HAVA IDENTIFICATION REQUIREMENTS WILL HAVE AN ASTERISK (*) NEXT TO THEIR NAME ON THE OFFICIAL VOTER LIST.

If the elector is required to present identification at the poll pursuant to HAVA, the applicant is NOT allowed to sign Form ED-681 entitled "Signatures of Electors Who Did Not Present ID." (§9-261) (See Form 3)

If the elector is required to present identification at the polls pursuant to HAVA, the acceptable forms of identification under HAVA are:

- (a.) A copy of a current and valid photo identification that shows the name and address of the elector;
- (b.) A copy of a current utility bill, bank statement, government check, paycheck or government document that shows the name and address of the elector;

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 a provisional ballot. See section entitled "Provisional Ballot" for information.

9. VOTER REGISTRATION RECEIPT

IMPORTANT: Elector's name not on list, but elector presents an official voter registration receipt. See an example at Form 10.

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 Motor Vehicles (DMV), 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:

- (1) Assistant Registrar at polls calls the Registrar,
- (2) Elector fills out and files new voter registration card at polls if Registrar cannot find the original application,
- (3) Assistant Registrar, on approval by Registrar, adds name to checklist,
- (4) 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,
- (5) Elector is allowed to vote if otherwise eligible. (Secs. 9-19h(b), 9-23g(b) and (d)(4), and 9-23n), as amended by P.A. 02-83, Secs. 3-6).

10. CURBSIDE VOTING

If an elector is present at the polling place but is unable to gain access due to a temporary physical incapacity, the elector may request that the ballot be brought to him or her. (§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 1) examine the elector's identification, if any, 2) assist the elector in filling out any necessary paperwork for Restoration, or Transfer, or missing ID, as described above, and upon completion, 3) cause the elector's name to be "Marked as Voting" on the official checklist, and 4) bring the elector's ballot to the elector, along with a marking pen and privacy folder. When the elector has marked the ballot and placed it in the privacy folder, the Assistant Registrars, without looking at the markings, will take it to the ballot box and cast it by inserting it into the tabulator, or placing it in the Auxiliary Bin. The Moderator will record such activity in the Moderator's Diary. (§9-261(b))

11. IVS — VOTE BY PHONE

An elector needing, or requesting, to vote using the IVS Voting System should be escorted the IVS voting



IVS Big Button Phone



IVS Fax Machine

equipment by an election official. The election official should a) make sure that the IVS machine has paper, b) log the call, but not the elector's name, c) dial the IVS big button telephone and, d) when prompted, enter the ID number and the Ballot Access number. In a primary, the official should also select the correct party. After determining whether the elector will need assistance getting the ballot to the ballot box, the official should leave the IVS voting area to allow the elector privacy.

After the elector has completed responding to the IVS prompts and is ready to print the ballot, the elector should press “##.” The IVS fax machine will print two pages: a Cover Sheet, and the Ballot. The elector, with assistance if necessary, casts the ballot by placing the printed pages in the Auxiliary Bin. These steps are included, with more detail, in Appendix 19 & 20.

12. 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 tabulator, hand-count write-in votes, lock the tabulator, and print 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 the same where indicated on the forms. (Regs. 9-242a-22; 9-242a-27)



DEMONSTRATOR’S DUTIES

D. DEMONSTRATOR’S DUTIES

Posting sample ballots and posters 12

Welcome electors 12

Example verbal instructions 13

See also:

Election Officials’ duties . 1

Moderator’s duties 3

Assistant Registrars’ duties 6

Official Checkers duties . 14

Ballot Clerks’ duties . . . 17

Tabulator Tenders’ duties 20

Other Officials’ Duties . . 24

- DEMONSTRATOR**
- Arrive at the polls no later than 5:15 a.m.
 - Be sworn in by Moderator and sign oath
 - Set up table, sample ballots and signage
 - Welcome electors
 - Spot electors needing assistance; alert official
 - Show instructional video on DVD player
 - Educate electors on correct way to cast a ballot
 - Fill in the oval completely; Do not use red pen
 - Regulate the flow of electors to the Checkers’ table
 - Show sample ballot without pointing to any name
 - Do Not mention a candidate’s name
 - Do Not mention a political party
 - Do Not discuss any question that is on the ballot
 - See example verbal instructions below
- DEMONSTRATOR’S TABLE SUPPLIES**
- Sample Ballot
 - Sample Ballot Instructions
 - DVD Player and How to Vote DVD.
 - Vote by Street sign

D. DEMONSTRATOR DUTIES

1. POSTING SAMPLE BALLOTS & POSTERS

Even if no Demonstrators have been hired, the Sample Ballots and required posters must be hung up. Also the DVD Player must be set up and available for elector instruction, but it is not required to be playing constantly.

2. WELCOME ELECTORS

The Demonstrator acts as the polling place’s greeter, but the duties are much more extensive than that. The Demonstrator must observe entering Electors needing assistance, and either give the necessary assistance, or alert the proper election official who can resolve with the problem. (Regs. 9-242a-13)

The Demonstrator may have to help the elector in one or more of the following ways:

- a) Direct the elector to the correct Checker’s table for the Elector’s street address;
- b) Help an Elector with mobility while inside the polls, and/or to reconnect with the elector’s driver;
- c) Get an elector a chair until the elector is able to complete the voting process;

- d) Alert the Assistant Registrars to an elector needing Curbside Voting;
- e) Explain the voting process to an elector, or direct the Elector to another election official who can help those with Limited English Proficiency;
- f) Stop any one from entering with political literature, or with candidate or party clothing or jewelry, and advise them to remove it or cover it up before proceeding, calling the Moderator if necessary;

3. EXAMPLE VERBAL INSTRUCTIONS:

While explaining how to fill out and cast a ballot, all election officials, including the Demonstrator, should refrain from any words or actions which might seem to recommend or point to any candidate or party.

The following are some examples of appropriate verbal instructions:

- “Read all directions on your ballot carefully.”
- “If the ballot allows you to cast ONE vote for a candidate or issue, fill in only up to one oval. (zero to one)”
- “If the ballot allows you to cast MULTIPLE votes for a particular race, you may fill in UP TO the maximum number of ovals allowed by the directions.”
(NOTE: Be careful not to mislead electors into thinking they must 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 the pen provided at the privacy booth. COMPLETELY fill in the oval of the candidate or issue of your choice. Make sure you completely fill in the ovals allowed by the directions.”

a. REVIEW YOUR BALLOT

- “If you have questions, ask an election official for assistance. If you make a mistake, the official will void the ballot and give you a new one.”
- “When you have completed marking your choices, you may place the ballot into a privacy folder. Then carry it to the tabulator.”

b. FEED BALLOT INTO TABULATOR

- “Carefully feed ballot into the tabulator. This will cast your vote.”

c. WRITE IN CANDIDATE, HOW TO

- “To write-in a candidate find the line provided for write-in votes.”
- “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, do not write on the dashes on the edge of your ballot.”



OFFICIAL CHECKERS' DUTIES

E. OFFICIAL CHECKERS' DUTIES

Official checklist 14

Additional names, removal of names 15

Voter ID 15

Voter registration receipt . . 16

Address confidentiality . . . 16

Crowd control 16

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Assistant Registrars' duties 6

Demonstrator's duties . . 12

Ballot Clerks' duties . . . 17

Tabulator Tenders' duties 20

Other Officials' Duties . . 24

- OFFICIAL CHECKERS**
- Arrive at the polls no later than 5:15 a.m.
 - Be sworn in by Moderator and sign oath
 - Set up table and signage
- OFFICIAL CHECKERS' SUPPLIES**
- Official Checklist
 - Pens, pencils, & Hi-Liters
 - Ballot Chits (if used)
 - Signage indicating streets

E. OFFICIAL CHECKERS DUTIES

1. OFFICIAL CHECKLIST

The Registrars of Voters will prepare an official checklist of registered voters for the precinct. This list is organized alphabetically by 1) street name, 2) house number, and 3) Elector's name. It may be broken down alphabetically into two or more components, for use in separate checker lines, depending on the size of the polling place and the expected voter turn-out. (§9-35(d))

Each elector who comes to vote in person must be "marked as voting" on the official checklist before receiving a ballot or voting. "Marked as voting" has three purposes:

- a. It prevents the elector from voting twice as the checker can see that the elector has already voted;
- b. The number of electors voting in person can be counted when the polls close. This number will be compared to the number of ballots cast using the tabulator; and
- c. The elector can later be credited with voting on the Connecticut Voter Registration System (CVRS).

The elector's name is to be "marked as voting" in the manner specified by the local Registrars. There are several methods, including using a hi-liter, or similar device. However, whatever the method, the elector's name must remain legible.

Electors who have already voted by Absentee Ballot will already have an "A" 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 and voted there by EDR ballot, 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.

Any elector who is not on the official checklist must be directed to the Assistant Registrars for assistance. Anyone whose name has already been “marked as voting” must be directed to the Moderator. Anyone who does not present a proper ID must be directed to the Assistant Registrars. It is not the duty of the Checkers to solve any of these problems, as this would take time and delay other electors. (§§9-232, 9-232a)

2. ADDITIONAL NAMES, REMOVAL OF NAMES

During the day, names of restored or transferred electors will be added to the official list as directed by the Moderator or Assistant Registrars. These names (and addresses) are to be added to the back of the list by an election official (not the elector) and then “marked as voting” in the usual manner before the elector is given a ballot. Please write neatly as those persons must later be credited with voting in the State of Connecticut Voter Registration System. During the day, names will be subtracted from the official checklist for voters who have transferred out of the district. Also, notations will be made for voters who fill out provisional ballots or challenge ballots.

For security reasons, only election officials may handle the official list. Any elector so added must be “marked as voting” before being given a ballot or voting.

During Election Day, 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 (See page 5 of the Moderator’s Return).

3. VOTER ID

a. Each elector must present one of the following forms of identification to the checkers:

- Their social security card, or
- any pre-printed form of identification which shows their name and address, or
- any pre-printed form of identification which shows their name and signature, or
- any pre-printed form of identification which shows their name and photograph, OR
- They may sign a statement under penalty of false statement on Form ED-681 entitled, “Signatures of Electors Who Did Not Present ID,” that the Elector whose name appears on the official checklist is the Elector signing the form. (§9-261) (see Form 3 in this Handbook) However, this form may be filled out at the Moderator’s table, so as not to delay other Electors in line at the Checker’s table.

The purpose of this identification is to prove the Elector’s name, i.e. identity. It is not needed or used to prove residence. Consequently, a student ID, employee ID, or any other form of identification that includes any ONE of the requirements listed above is acceptable.

b. 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 in the official checklist.

If the elector is required to present identification at the polls pursuant to HAVA, the acceptable forms of identification are:

- a.) A copy of a current and valid photo identification that shows the name and address of the elector;
- b.) A copy of a current utility bill, bank statement, government check, paycheck or government document that shows the name and address of the elector;

Checkers should not turn an elector away for lack of identification. The elector should be referred to the Assistant Registrars for assistance.

4. VOTER REGISTRATION RECEIPT

If a person's name is not on the official checklist, but the person presents an official voter registration receipt, the person should be referred to the Assistant Registrars.

5. ADDRESS CONFIDENTIALITY

The Secretary of the State has adopted an address confidentiality program. Individuals who are registered under this program will provide identification cards at the polls indicating their enrollment in the program (See Form 10, Sample Address Confidentiality Card). Their names will appear at the end of the official voter list without an address. These individuals are entitled to full voting privileges. The identification card issued by the Secretary of the State in accordance with this program is sufficient identification for the purposes of HAVA.

UNDER NO CIRCUMSTANCES SHOULD ANY INDIVIDUAL DISPLAYING THIS IDENTIFICATION CARD BE ASKED TO PROVIDE A RESIDENCE ADDRESS NOR SHOULD A RESIDENCE ADDRESS BE RECORDED.

6. CROWD CONTROL

Long lines at the Ballot Clerk's table are unlikely, unless one Ballot Clerk serves electors from several Checker lines. However, a large group of electors all wanting their ballots at the same time could create a ballot security problem. Checkers should not allow long lines of electors to form at the Ballot Clerk's table, and should hold electors at their table(s) when necessary.

BALLOT CLERKS' DUTIES



F. BALLOT CLERKS' DUTIES

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Open one package at a time 17

Keep track of ballot packages 17

Check ballots for defects . . 18

Issuing a ballot and privacy folder 18

Spoiled ballots 18

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Accounting for ballots when the polls close 19

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Election Officials' duties . 1

Moderator's duties 3

Assistant Registrars' duties 6

Demonstrator's duties . . 12

Official Checkers duties . 14

Tabulator Tenders' duties 20

Other Officials' Duties . . 24

- BALLOT CLERKS**
- Arrive at the polls no later than 5:15 a.m.
 - Be sworn in by Moderator and sign oath
 - Set up table and signage
 - Open one package at a time
 - Fill out Ballot Log Worksheet
 - Check for printing defects
 - Alert Moderator if possibility of running short
 - Issue replacement ballots
 - Spoiled and Abandoned ballots
 - Sign payroll and all forms
- BALLOT CLERKS' SUPPLIES**
- Ballots
 - Privacy Folders
 - Voting Instructions
 - Ballot Chit dish (if used)
 - Spoiled & Abandoned Ballot Envelope(s)

F. BALLOT CLERK'S DUTIES

1. ACCOUNTING FOR BALLOTS BEFORE THE POLLS OPEN

Prior to the opening of the polls, immediately upon receiving the ballot packages from the Moderator, the Ballot Clerk shall note the number of ballot packages received on the BALLOT LOG WORKSHEET (See Moderator's Return). 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. (Regs. 9-242a-10)

2. OPEN ONE PACKAGE AT A TIME

Prior to the opening of the polls, and during Election Day, the Ballot Clerk shall only open one package of ballots at a time. At the end of voting the Ballot Clerk(s) are required to count all unused ballots from all opened packs. Ballots in unopened packs do not need to be hand-counted individually.

3. KEEP TRACK OF BALLOT PACKAGES

After the polls open, throughout the day, the Ballot Clerk shall keep track of the number of ballot packages opened and shall record the number of ballot packages opened on the Ballot Log Worksheet at the close of voting. The Ballot Clerk should alert the Moderator if there is a chance of running short.

4. CHECK BALLOTS FOR DEFECTS

As ballots are being handled, the Ballot Clerk should check the ballots for any serious printing problems, such as extremely light print, misaligned text or coding marks on the edges, or stray marks or blotches. If such printing problems are seen, the Moderator should be informed, and the defective ballot should be marked "Spoiled," placed in the Spoiled Ballot Envelope and accounted for as a "Spoiled Ballot" on the Ballot Log Worksheet at the end of the day.

If additional packages of ballots are delivered to the polling place during voting hours, the Ballot Clerk(s) shall ensure that the ballots are the correct ones for their polling place, to the extent that they can do so without opening any ballot package.

5. ISSUING A BALLOT AND PRIVACY SLEEVE

NO BALLOT SHALL BE ISSUED UNLESS THE ELECTOR'S NAME HAS BEEN MARKED AS VOTING ON THE OFFICIAL CHECKLIST.

Each elector shall be offered a privacy folder or sleeve with his ballot. However the elector is not required to accept it.

6. SPOILED BALLOTS

No replacement shall be issued unless the old ballot is returned. All spoiled ballots must be marked "spoiled" and a line must be drawn through the "timing marks" on the edge of the ballot. The ballot must be placed in the SPOILED BALLOT envelope. The total number of spoiled ballots shall be recorded on the Ballot Log Worksheet and the Spoiled Ballot Envelope at the end of the day.

- a. Any elector may request a new ballot at any time prior to the acceptance of their ballot by the Optical Scan. No reason need be given.
- b. To obtain a replacement ballot, the elector should contact an election official and return with the ballot to the Ballot Clerk. Whenever practical, an elector seeking a replacement ballot shall be escorted back to the Ballot Clerk by an available election official. The elector need NOT go to the end of the line.
- c. The elector should return their old ballot to the Ballot Clerk, holding it in such a way that the markings are not visible. Electors MUST surrender their original ballot BEFORE being given a new ballot.

ABSOLUTELY NO REPLACEMENT BALLOT SHALL BE ISSUED WITHOUT RETURN OF THE OLD BALLOT!

- d. Without looking at the markings, the Ballot Clerk shall mark the word "SPOILED" on the old ballot, draw a line through the timing marks on the edge of the ballot and place the ballot in a depository envelope, or other suitable container reserved for spoiled ballots.
- e. After the Ballot Clerk has placed the spoiled ballot in the envelope, the Ballot Clerk shall issue a new ballot and privacy sleeve to the elector.
- f. An election official shall direct the elector to an available voting privacy booth to mark his new ballot. (Regs. 9-242a-20)

7. ABANDONED BALLOTS

Any ballot found in a voting privacy booth shall be marked "Abandoned Ballot in voting privacy booth" and placed in the "SPOILED BALLOT ENVELOPE" after the Moderator makes a notation in the Moderator's Diary.

8. ACCOUNTING FOR BALLOTS WHEN THE POLLS CLOSE

When the polls close, the Ballot Clerk shall record all necessary information on the "BALLOT LOG WORKSHEET" section of the Moderator's Return. (Regs. 9-242a-10, 9-242a-14).



Instructions for Marking Ballot

To Vote, fill  the Oval in  completely  

Use only the **Black** pen provided.

Completely darken the oval beside your choice(s) with the **Black** marker provided.



If you make an error, please **return the ballot** to the election official and **request a new ballot**.

Do not make stray marks on the ballot.

For *write-in* votes fill in the oval then *write* the name of the person for whom you are voting.



TABULATOR TENDERS’ DUTIES

G. TABULATOR TENDERS’ DUTIES	
Monitor tabulator as ballots are cast	20
Position four feet away	20
Collect privacy folders.	20
“I voted today” stickers	21
Tabulator error messages.	21
Overvote	21
Blank ballot	22
Ballot jam.	23
LCD messages	23
See also:	
Election Officials’ duties	1
Moderator’s duties	3
Assistant Registrars’ duties	6
Demonstrator’s duties	12
Official Checkers duties.	14
Ballot Clerks’ duties	17
Other Officials’ Duties	24

- | TABULATOR TENDERS |
|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Arrive at the polls no later than 5:15 a.m. <input type="checkbox"/> Be sworn in by Moderator and sign oath <input type="checkbox"/> Set up table and signage <input type="checkbox"/> Mark a zone of privacy around the ballot box. <input type="checkbox"/> Have a privacy folder available to cover ballot. <input type="checkbox"/> Assist elector if tabulator rejects ballot <input type="checkbox"/> Explain how to get a new ballot, or <input type="checkbox"/> That Auxiliary Bin ballots are counted later <input type="checkbox"/> Call Moderator if tabulator is jammed <input type="checkbox"/> Check voting privacy booths and cap the pens <input type="checkbox"/> Sign payroll sheet and all forms <p>TABULATOR TENDER’S SUPPLIES</p> <ul style="list-style-type: none"> At least one privacy folder at all times “I Voted Today” stickers Other privacy folders as electors drop them off |

G. TABULATOR TENDERS DUTIES	
1. MONITOR TABULATOR AS BALLOTS ARE CAST	

tor and to advise the elector on how to review and correct his or her ballot. See below for how to handle these situations.

2. POSITION FOUR FEET AWAY

The Tabulator Tender should be stationed three to four feet from the ballot box in order to control access to the tabulator to prevent anyone from tampering with the tabulator. They shall instruct electors in the proper method for inserting the ballot. They must ascertain that the ballot has been accepted by the tabulator before an elector leaves the polling place. (Regs. 9-242a-16)

3. COLLECT PRIVACY FOLDERS

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

4. I VOTED TODAY STICKERS

If "I Voted Today" stickers are provided by the municipality, do not place them on electors. Electors may not wish to be touched and some fabrics might be damaged by the adhesive.

5. TABULATOR ERROR MESSAGES

The Tabulator Tender shall advise the elector of any error message displayed by the tabulator. If a ballot is rejected by the tabulator, they shall advise the elector on how to correct the problem.

THEY SHALL NOT LOOK AT THE MARKINGS ON AN ELECTOR'S BALLOT; AN ELECTOR'S RIGHT TO A SECRET BALLOT MUST BE PRESERVED.

- (1) If an elector needs assistance with a rejected ballot, the Tabulator Tender should use a privacy folder to cover the ballot while explaining the problem or solution.
- (2) If a new ballot is needed, the Tabulator Tender shall instruct the elector to return to the Ballot Clerk.
- (3) If the tabulator jams or malfunctions, the Tabulator Tender shall summon the Moderator before any corrective action is taken. The Tabulator Tender and Moderator shall clear any jammed ballots in accordance with instructions provided for the tabulator and shall avoid looking at the markings on the ballot.
- (4) The tabulator shall not be opened unless the Moderator is present. The Moderator shall make a record of such event in the Moderator's Diary as to whether the tabulator indicates that it has counted the ballot.
- (5) No one shall be permitted to leave the polling place with a ballot, either marked or unmarked.
- (6) Once an elector's ballot has been accepted by the tabulator, the elector shall be directed to immediately leave the polls. (Regs. 9-242a-16) (See below for additional information)

If the tabulator rejects a ballot

When the tabulator rejects a ballot, it displays a message indicating the reason for the return of the ballot. The Tabulator Tender shall advise the elector of these messages

**BALLOT NOT READ -
PLEASE REINSERT**

without looking at the markings on the ballot. In many cases simply inserting the ballot in a different orientation ('bottom-first' vs. 'top-first'; 'upside-down' instead of 'right-side-up') may solve the problem; however the two special cases discussed below require special procedures.

a. OVERVOTE

An overvote occurs when an elector votes for more candidates for an office than they are entitled to. Sometimes, stray marks on the card can be read by the tabulator as an

OVERVOTE

extra vote. When an overvote message appears on the voting tabulator, the voting Tabulator Tender shall instruct the elector to recheck the ballot to be sure that the elector did not overvote for an office and that there are no stray marks on the ballot. The Tabulator Tender shall instruct the elector to obtain and remark a new ballot. See: "OBTAINING A NEW BALLOT (SPOILED BALLOT)", above.

The following is a 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, WE WILL BE HAPPY TO SUPPLY YOU WITH A REPLACEMENT BALLOT.”

“IF YOU DO NOT WISH TO CORRECT THE VOTING ERROR, WE CAN ACCEPT YOUR BALLOT AS PRESENTED. 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 the elector insists that the ballot be processed as is, the Tabulator Tender shall instruct the elector that the tabulator will not count the vote for the overvoted office but will count the other votes. The elector shall then be instructed to deposit the ballot in the auxiliary bin. (Regs. 9-242a-18)

b. UNREADABLE (BLANK) BALLOT

A blank or unreadable 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).

BLANK VOTED BALLOT

THE TABULATOR DOES NOT “SEE” THE COLOR RED. IF THE ELECTOR USES A RED PEN, THE BALLOT WILL APPEAR BLANK

If this occurs, the Tabulator Tender shall review with the elector the instructions and direct the elector to obtain a new ballot. See: “OBTAINING A NEW BALLOT (SPOILED BALLOT)”, above.

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

“THE TABULATOR HAS REJECTED YOUR BALLOT BECAUSE IT DOES NOT READ ANY VOTES ON THE BALLOT.”

“IF YOU WISH TO CAST VOTES ON THE BALLOT, YOU MAY RETURN TO THE VOTING BOOTH. INSTRUCTIONS ON THE VOTING PROCESS ARE AVAILABLE 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 THAT YOU HAVE LEFT BLANK. ARE YOU CERTAIN THAT YOU DO NOT WISH TO RETURN TO THE VOTING STATION?”

If the elector requests that the ballot be processed as is, the elector shall then be instructed to deposit the ballot in the auxiliary bin. The voting Tabulator Tender should instruct the elector that the ballot will be counted by hand after the polls close. If the

election officials are unable to determine the intent of the elector, some or all of their votes may not be counted.

c. BALLOT JAM OR BALLOT BOX FULL

If a ballot jams in the tabulator, the Tabulator Tender shall immediately summon the Moderator before any corrective action is taken. The Moderator will make record of such problem in the Moderator’s diary.

**RETURNED BALLOT -
JAMMED IN READER**



EVEN IF THE TABULATOR IS OUT OF SERVICE, BALLOTS SHALL CONTINUE TO BE ISSUED, VOTED, AND PLACED IN THE AUXILIARY BIN.

If the ballot box becomes full, officials of opposing political parties shall replace the ballot box in the manner prescribed by the Secretary of the State or empty the ballot box as long as the ballots removed are placed in a secure container. (Regs. 9-242a-16) See pages E-8 and E-9 for information and procedures for clearing ballot jams and emptying the ballot box

**COUNTED BALLOT -
JAMMED IN READER**

d. LCD MESSAGES – CALL MODERATOR

Two LCD messages need immediate attention, but there may be a remedy available.

1) “INVALID BALLOT - SEE OFFICIAL RACE” means that the tabulator thinks the wrong ballot has been inserted, most likely one from another precinct. Reinsert the ballot and if the problem persists, call the Moderator. Check the ballot’s precinct designation. Either the tabulator is in the wrong precinct, or the tabulator has the wrong memory card, or the ballots are in the wrong precinct, or possibly more than one of these errors has occurred. If the problem is with the tabulator or memory card the error should occur immediately with the first vote cast. If this problem occurs later in the day, the most likely reason is that the most recently opened ballot package is for a different precinct or is defective.

**INVALID BALLOT -
SEE OFFICIAL RACE**

2) “POWER FAIL” indicates that your electrical hook-up is incorrect or your back-up battery is not turned on or you need to use as different wall plug that has functioning electrical power.

POWER FAIL

e. LCD MESSAGES – CALL REGISTRAR

If the LCD screen reads “OK TO FORMAT THIS MEM CARD” or “MEMORY CARD BAD - PLEASE REMOVE” or “TEST BALLOTS?” the Tabulator Tender must contact the Moderator immediately. The Moderator should immediately contact the Registrar of Voters as well and start unpacking the back-up tabulator, because in the first two cases the tabulator’s memory card is defective and cannot be used, and in the third case the memory card was not set in “election mode.”

**OK TO FORMAT
THIS MEM CARD**

**MEMORY CARD BAD
- PLEASE REMOVE**

TEST BALLOTS?

OTHER OFFICIALS' DUTIES

H. CHALLENGER

An elector's right to vote can be challenged by any election official or elector lawfully within the polling place. Consequently, there are no specific duties associated with being appointed a Challenger. See Appendix 7 and 8 for the rules for making a challenge.

I. CENTRAL COUNTING MODERATOR

If absentee ballot counting is to be done at a central location, the Registrars of Voters 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 (See page 7 of the Moderator's Return and Appendix 1 to 6 in this Handbook). (§§9-140c, 9-147(c), Regs. 9-242a 25)

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, published by the Secretary of the State.

J. ABSENTEE BALLOT COUNTER

Absentee Ballot Counters (or Clerks) shall also be appointed. They shall work in teams of two, each from an opposing party or faction.

K. ELECTION DAY REGISTRATION OFFICIAL

Election Day Registration officials will work at a central location in the municipality to register new electors, and transfer the registration of electors who have moved into the municipality from a different municipality, and to issue and count their ballots pursuant to the procedures published by the Secretary of the State.

L. HEAD MODERATOR

In municipalities divided into voting districts (i.e., municipalities with more than one polling place), the Head Moderator is responsible for determining and declaring the town-wide results of the voting for each office at an election. (The Head Moderator may, or may not, be one of the polling-place Moderators.) The Head Moderator may be assisted by the Deputy Head Moderator, if one was designated. (§§9-169, 9-312, 9-440, 9-444)

The Head Moderator in municipalities divided into voting districts, is responsible for filing the municipality's official returns with the Secretary of the State and with the Registrar of Voters who will file it with the Municipal Clerk on or before the following day.

OFFICIALS' DUTIES FOR PRIMARIES & REFERENDA



M. PRIMARY DAY DUTIES ARE SLIGHTLY DIFFERENT

A **primary** is sometimes necessary to determine the nominee(s) for one or both of the two major political parties. When required, primaries are held a couple of months prior to the general or special election at which a person is elected to office. In a primary, the opponents are from the same political party and only enrolled members of that party are allowed to vote (unless party rules provide differently).

The duties of Election Officials are somewhat different in a primary.

1. In a primary, the Registrar of Voters from the party holding the primary appoints all the election officials. Only one Assistant Registrar is required to be appointed.
2. In a primary, when two election officials must act jointly, they should be from opposing factions or candidates.
3. Provisional Ballots (if a federal election) may also be issued for an Elector who claims to be enrolled in a party, but is not included on the official checklist for that party.
4. When used, the IVS machine requires a party code to be entered as well as the precinct code.
5. When both parties are holding their primaries in the same polling place, electors must be directed to the correct checker line for each party. The ballots should be a different color so that an elector needing a replacement ballot does not receive the wrong one. Each party will have its own election officials, and its own forms to fill out. (§9-476) The Registrars of Voters may appoint separate Moderators or a single Moderator for both primaries. (§9-436(c))

N. REFERENDA DUTIES

The basic requirements, procedures, and hours of voting in a referenda are generally specified in the municipal charter.

1. In some municipalities both certain property owners and electors may vote in a referendum. These additional voters will be listed on a supplemental list to the normal checklist of electors. The cut-off date for registration prior to a referendum is the day before the referendum (§9-172b(b)).
2. A municipality may chose to use fewer polling places than normal. In some cases the municipality may choose to count all ballots by hand. If tabulators are used, each polling place should have one primary tabulator plus a backup. An IVS machine is encouraged but not required.

If a tabulator is to be used, the procedures in this handbook for tabulator set-up, poll closing and vote canvass would apply. Most of the other procedures and official duties in this handbook should also be followed, unless specifically superceded by municipal charter.

PICKUP AND DELIVERY OF ELECTION EQUIPMENT AND SUPPLIES



PICKUP & DELIVERY OF ELECTION EQUIPMENT AND SUPPLIES	
Picking up materials (other than ballots and tabulators)	1
Delivery of Ballots & Tabu- lators	
Delivery by officials on election day morning	2
Delivery by officials prior to election day	2
Oath, forms, delivery . . .	2
Delivery in security cabinet	3
After delivery of ballots and tabulators	3

A. 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 nonreusable 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. (Regs. 9-242a-5, 9-242a-8)

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)

B. DELIVERY OF BALLOTS AND TABULATORS

1. 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 a.m. 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 voting tabulator and ballots for their polling place

2. 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 voting tabulator and ballots for their polling place.

3. OATH, FORMS, AND DELIVERY

In either case, the officials shall proceed as follows:

- a. 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.
- b. 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 insure the seal is intact;
 - Record the seal number on the "Election Officials' Receipt for Ballots and Tabulator" (See the Moderator's Return)
- c. Without opening any ballot package the election official shall also ensure that the ballots are the correct ones for their polling place.
- d. 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 the 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.

e. 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.

f. 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).

4. 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:

a. 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.

b. The Moderator shall then break the seal and open the locked cabinet using the keys provided by the Registrars.

c. 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.

d. Without opening any ballot package the election official shall also ensure that the ballots are the correct ones for their polling place.

5. 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:

a. 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.)

b. 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.) (Regs. 9-242a-8, 9-242a-9, 9-242a-10)

BEFORE THE POLLS OPEN ON ELECTION DAY

ELECTION DAY BEFORE THE POLLS OPEN

BEFORE THE POLLS OPEN ON ELECTION DAY	
Prior to opening the polls	1
Election officials must arrive by 5:15 a.m. . . .	1
Oath of office for election officials	1
Review emergency plan	2
Check lay-out of room. . .	2
Posting sample ballots and signage	3
Set-up IVS equipment. . .	4
Preparing the tabulator for voting	4

A. PRIOR TO OPENING THE POLLS

1. ELECTION OFFICIALS MUST ARRIVE BY 5:15 A.M.

On the morning of the primary or election, election officials must meet at the polling place at least 45 minutes before the time the polls are to open. There are a number of tasks that must be completed during this time. These tasks are listed below. (§§9-259, 9-439)

This is a good time to give the oath to the other officials, if they have not already been sworn.

2. OATH OF OFFICE FOR ELECTION OFFICIALS

The Moderator, and all other Primary and election officials (but not the unofficial checkers or runners) must take an oath as to the faithful performance of their duties. The law permits Registrars of Voters, Deputy Registrars of Voters, Assistant Registrars of Voters and Moderators to administer such oaths. The Registrar of Voters may administer the

oath to all officials, or may administer the oath to the Moderator only, who in turn must administer the oath to all other the election officials of the polling place before they may begin their duties. If picking up supplies on election morning, the oath should be administered to the Assistant Registrars of Voters by the proper official when they arrive to pick up the polling place ballots and tabulator, if they have not previously been sworn in. 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 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).

In administering an oath, the persons to whom the oath is administered should hold up their right hands. If a person, by reason of scruples of conscience, objects to such ceremony, any other appropriate ceremony may be used (§1-22). If, through scruples of conscience, a person declines to take the usual form of an oath, a solemn affirmation may be administered to them 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 (§1-23). The person to whom an oath is administered should answer, “I do.”

A record of the time when and the place where the oath was administered to each official should be made by the official administering the oath, at the time that the oath is taken, and filed with the Municipal Clerk after the polls close. (See Form 1 “Certification for Administration of Oath”) (§§1-24, 9-231, 9-439)

3. REVIEW EMERGENCY PLAN

The Moderator should review the municipality’s emergency elections plan with the other polling place officials to assure that each official is prepared to respond to any emergencies at the polls. Such review should cover strategies to implement in the event of:

- a. ballot shortages,
- b. a shortage of election officials,
- c. voting equipment malfunction,
- b. a loss of electrical power, phone, or internet service,
- c. a fire, or the sounding of an alarm within a polling place,
- d. a weather or other natural disaster,
- e. the need to remove or replace a election official,
- f. disorder in and around the polling place,
- g. any other contingency contained in the municipality’s plan.

4. CHECK LAY-OUT OF ROOM

The entire polling area must be in plain view of all election officials and electors waiting to vote. (§9-257) It should be arranged to allow for the orderly processing of electors while ensuring elector privacy in filling out and casting their ballots. Mark entrances, exits and all official’s tables with adequate and clearly visible signage. Use tape, chain, or other crowd control equipment, to mark elector pathways, the voting privacy area (where electors receive, fill-out, and cast their ballots), and a privacy area around the ballot box.

Be sure the voting room is as accessible as possible to electors with disabilities. Clear away any obstructions from the accessible entrance to the voting room. The IVS voting station should be easily accessible, with sufficient privacy, but near enough to the election officials so that, when it is use, they may respond to any requests for assistance without undue delay.

The voting privacy booths should be placed so that an elector can gain access to any one that is available, without encroaching on the privacy of an elector using another. Be sure adequate lighting is available. Officials should periodically examine the voting privacy booths to re-supply marking devices, remove campaign literature, look for abandoned ballots, and repair defaced or damaged booths. (Regs. 9-242a-15)

Position the Moderator’s and Assistant Registrars’ stations so that persons who are allowed to enter the polling place may reach those stations without crossing through the voting privacy area, if possible. Only electors with ballots, and persons legally entitled to accompany them (e.g., children 15 or under, and persons assisting disabled electors) shall be allowed into this area.

The Tabulator Tender’s table should be stationed three to four feet from the ballot box, between the ballot box and the exit door.

5. POSTING SAMPLE BALLOTS AND SIGNAGE

a. POSTING SAMPLE BALLOTS & INFORMATIONAL POSTERS

Two sample ballots must be posted in the polling place. One sample ballot must be posted so as to be visible to an elector being instructed by the Demonstrators. (Note: The Demonstrators and one sample ballot must be located in the room where polling is being held. If possible, one of the other sample ballots should be posted in the area where electors stand in line waiting to be checked off to vote.) In addition, one large-print voting tabulator instruction must be posted on top of the upper half of one of the two regular sample ballots posted in the polling place. (§§9-236b(b) & (c), 9-255, 9-437, 42 U.S.C. 1973ee, 42 U.S.C. 12132, 28 CFR §35.161 of DOJ Regs. 7/91)

If there are constitutional questions on the ballot, posters with constitutional explanatory text must be posted in the polling place in the same manner as the sample ballots. If there are local questions to be voted upon, the Moderator must also post either an optional local question explanatory text poster or a copy of each local question printed in at least 14-point type provided by the Municipal Clerk to the Registrars of Voters; this is posted with the large-print sample ballot instructions. (42 U.S.C. 1973 ee)

b. 75-FOOT SIGNS

At least 20 minutes before the polls open, the Moderator must post signs defining the 75-foot area or confirm that previously posted signs are correctly placed. The Registrar(s) of Voters will supply the signs. The 75-feet must be measured and marked from all outside building entrances which are being used as entrances to the polling place. This includes the “accessible entrance” if different from the main entrance. Signs do not have to be posted at other outside entrances to the building that are not being used as polling place entrances. (§9-236(b))

c. ACCESSIBILITY SIGNS

If the main entrance to a facility is not accessible to persons with disabilities, then there should be appropriate signage there directing electors to the accessible entrance. The international symbol for accessibility should be used at the accessible entrance, if different from the main entrance. Inform the Registrars of Voters of non-compliance. (28 CFR §35.163)

d. OTHER REQUIRED SIGNS

Also, the Voter’s Bill of Rights poster and any other posters required pursuant to the Help America Vote Act must be placed conspicuously at each polling place. (§9-236b, P.A. 03-6)

6. SET UP IVS EQUIPMENT

The IVS equipment must be set up and ready for use when the polls open at 6:00 a.m. It contains a fax machine, big button phone, head phones and connectors. The fax machine requires electric power, and an active phone line to be attached to it. It has a telephone hand set on the left side, but this is not used. Instead, a second phone line connects the fax machine to the big button phone, which is used by the elector. The big button phone also has an electrical power connection, but does not actually need it as long as batteries are installed. The headphones are attached to the big button phone to insure that the user can hear the candidates names and voting instructions easily in a noisy polling place. Detailed instruction on set-up of this equipment is contained in Appendix 11 and 12 and in the separately printed Equipment Set-Up Guides.

7. PREPARING THE TABULATOR FOR VOTING

a. UPON RECEIPT OF THE TABULATOR

Upon receiving the tabulator the Moderator must check that its label identifies the municipality and voting district. If it does not, the Moderator must contact the Registrars of Voters immediately. The Moderator must complete the form entitled "Moderator's Receipt for Ballots and Tabulator" in duplicate, giving one copy to the Assistant Registrars and retaining one copy for the Moderator's records.

b. BREAKING THE SEAL

In the presence of both Assistant Registrars of Voters, the Moderator breaks the seal on the transfer bag containing the tabulator and removes the tabulator. Without breaking the seal on the tabulator memory card, they must

- 1) check the seal on the front of the tabulator to ensure that it has not been tampered with
- 2) compare the number on that seal with the seal number recorded by the Registrars of Voters on the form they completed after pre-election testing, and
- 3) record the number of the seal on the form, "Certificate for Opening of the Polls" Fill in all blanks on the form; if any statement on the form is not true, the Registrars of Voters should be contacted immediately.

c. PREPARE THE TABULATOR

In the presence of both Assistant Registrars of Voters, the Moderator shall prepare the tabulator for voting as described in the Opening Checklist in this manual (Appendix 10 & 11).

d. TABULATOR NOW READY

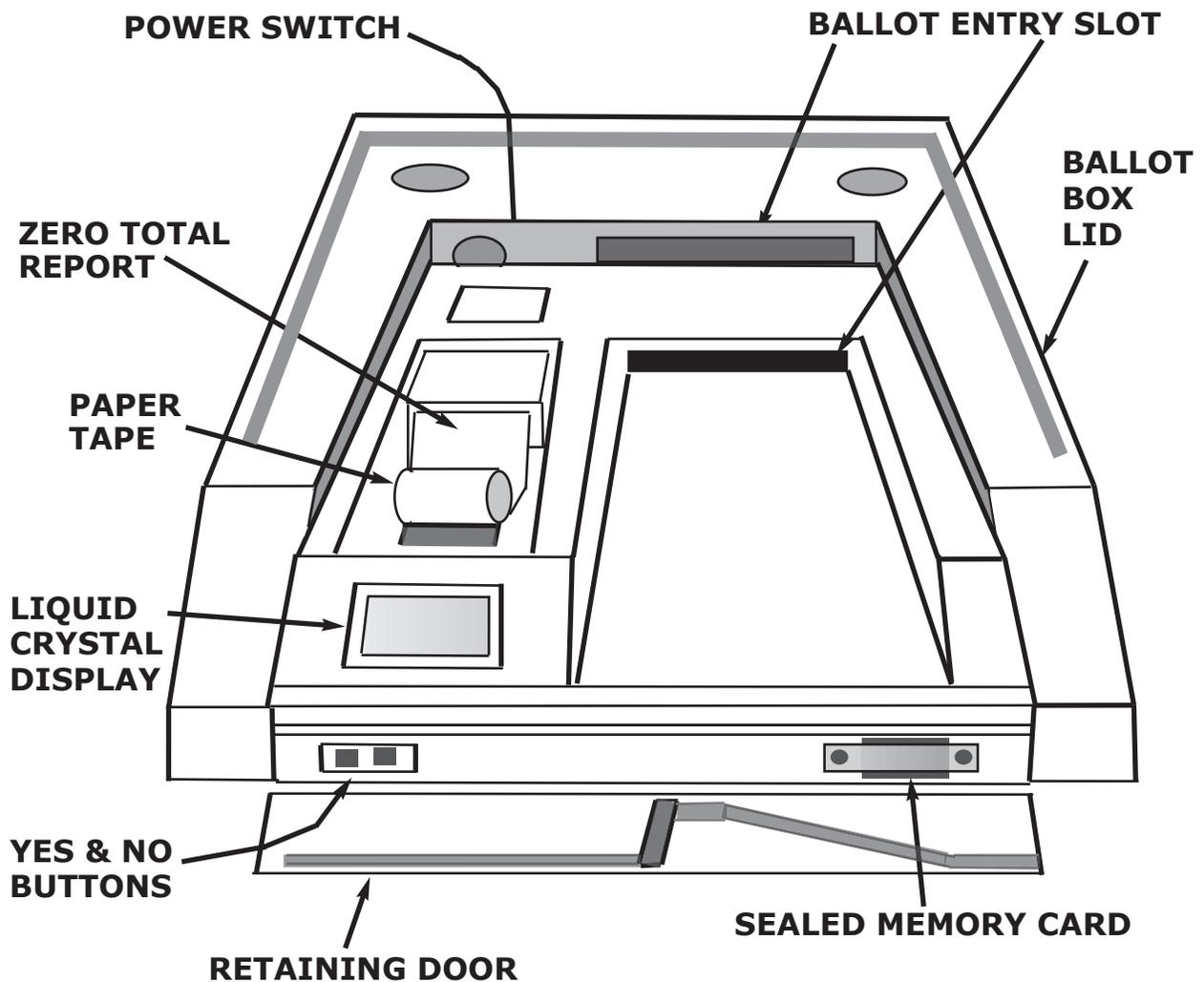
The tabulator is now ready to accept ballots. The Tabulator Tender(s) must be stationed at the tabulator. No one else may be allowed access to the tabulator until the polls are opened at 6 AM.

e. SIGN CERTIFICATE

The Moderator and the Assistant Registrars of Voters must complete and sign the "Certificate for Opening of the Polls." (See page 4 of the Moderator's Return) (9-242a-9)

f. IMPORTANT NOTE:

The tabulator must be delivered to the polling place with seals intact and ready for the election. The Moderator does not receive any additional “spare” memory cards at the polling place. If a problem with a tabulator is discovered, the Moderator should contact the Registrar of Voters and prepare the back-up tabulator for use.



TABULATOR AND BALLOT BOX LID

AFTER POLLS ARE OPEN ON ELECTION DAY

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A. OPENING THE POLLS

1. OPEN THE POLLS

Immediately prior to 6:00 a.m., the Moderator should recheck the public counter on the front of the tabulator and ensure that it still reads zero. At 6:00 a.m. the Moderator shall declare the polls open.

THE OPENING OF THE POLLS SHOULD NOT BE DELAYED FOR ANY REASON.

If the tabulator malfunctions the Registrars of Voters must be notified immediately, and no ballots should be fed into the tabulator. NEVERTHELESS, ballots should be issued and, when marked, deposited in the Auxiliary Bin. When the tabulator is 1) repaired 2) replaced or 3) after the polls have closed, the Moderator, in the presence of two election officials of different parties, shall open the auxiliary bin and feed the ballots found inside into the repaired or replacement tabulator. (Regs. 9-242a-12)

2. MODERATOR'S DUTIES DURING POLLING HOURS

The Moderator is the chief official at the polling place, and as such has the responsibility of:

- a. Keeping order;
- b. Supervising the other officials in their duties;
- c. Clearing tabulator jams and emptying the ballot box;
- d. Implementing emergency measures;
- e. Keeping a diary of any unusual events; and
- f. Deciding challenges.

See pages B-3 to B-5 and page for details.

B. DURING ELECTION DAY

1. CONTROL ACCESS TO VOTING PRIVACY AREA

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. (Regs 242a-15)



2. 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 his or her 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.

3. PREVENT ELECTIONEERING IN POLLS

Electors and other persons entering the polls (such as unofficial checkers and runners) with political candidate clothing, buttons, or other paraphernalia should be instructed to cover it up, remove it, turn it inside out, or otherwise not display it. 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 them in the voting booths.

4. INSTRUCTIONS ON HOW TO VOTE — INSTRUCTION AFTER THE ELECTOR RECEIVES A BALLOT

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))

5. THE NORMAL VOTING PROCESS

a. When the elector enters the polling place, and approaches the checker table for the street of his residence, the 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)

b. Each elector must present a pre-printed form of identification to establish his or her identity (but not necessarily to establish the elector’s residence). If the elector is not on the official checklist or does not have sufficient identification, the elector is directed to the Assistant Registrars for assistance. The Assistant Registrars may be able to restore the elector to the official check list from the in-active list, or to transfer the elector’s registration from another precinct, or to assist the elector with other paperwork that will satisfy the identification requirements, or allow the elector’s name to be added to the checklist so that he or she may vote. See the Assistant Registrars duties in Section B for more details.

c. To receive a ballot, 1) the elector’s name must be on the official checklist (either originally, or added by the Moderator or Assistant Registrars), 2) the elector must have been identified (either by ID or acceptable substitute), and 3) the elector must be marked as voting in person on the official checklist. before the person may be issued a ballot by the Ballot Clerk. The Ballot Clerk shall then hand the elector a ballot, and offer the elector a “privacy sleeve,” which the elector is not required to take. (§9-261b)

When the Ballot Clerk issues a ballot he or she may advise the elector to “Fill in the entire oval.” or that the ballot is double-sided, if that is the case. (See page B-19)



d. When a booth is available, the elector enters the booth and marks his or her ballot, and may place it in the privacy sleeve.

e. After marking the ballot, the elector proceeds to the tabulator to cast the ballot by inserting it for counting. If the tabulator is not in service at that moment, the elector may wait until service has been restored, or cast the ballot by placing it in the Auxiliary Bin on the side of the ballot box. The elector should then immediately exit the poll. (Regs. 9-242a-15, 9-242a-16, 9-242a-17)

6. ELECTORS NEEDING ASSISTANCE TO VOTE

There are several additional ways that an elector may vote in person on Election Day. There should NOT be any indication of which electors voted by optical scan ballot, or by the IVS phone system, or by any other means, on the official checklist.

a. IVS (VOTE BY PHONE)

Any elector may choose to vote using the IVS phone system. Likewise, any elector may elect to vote by using another system available in that particular municipality, and no elector should feel pressured to use either system. However, an effort should be made to alert an elector with known disabilities of the option to use the IVS vote-by-phone system.

There is a separate manual covering the set up and use of the IVS system. Once the elector has made their final selections using the IVS system, a fax of their marked ballot will be sent to the fax machine in the polling place. The elector should be directed to deposit that ballot in the Auxiliary Bin of the ballot box. An election official should give any assistance necessary to deposit the ballot in the Auxiliary Bin, without looking at the markings on the ballot. The IVS ballot should NOT be fed into the tabulator.

AN IVS BALLOT CAN NOT BE SCANNED BY TABULATOR. IT MUST BE HAND COUNTED AT THE CLOSE OF THE POLLS.

In the event that the IVS phone system becomes inoperable, electors who may have sought to vote on such system will be given optical scan ballots and any assistance necessary to both complete and scan those ballots.

b. PERSONAL ASSISTANCE

Although the IVS system is designed to enable an elector to vote independently, any elector who believes that they require assistance to vote because of blindness, disability or inability to read the ballot, may be given assistance at the voting privacy booth, or with the phone system, by a person of the elector's choice, other than 1) the elector's employer or agent of that employer, 2) agent of the elector's union, or 3) a candidate (unless the person being assisted is a member of that candidate's immediate family). (§9-264)

c. ASSISTANCE BY ELECTION OFFICIALS

Any elector who requests assistance must be provided with someone qualified to read and to help in the completion and/or scanning of the ballot (if he or she does not request the assistance of another under "b" above). Such assistance must be provided jointly by two election officials of opposing parties or factions. (28 CFR §35.164)

d. CURBSIDE VOTING

Both Assistant Registrars (or two election officials of opposing parties or factions) are to assist an elector requesting curbside voting. See Section 10 under Duties of the Assistant Registrars on page B-11.

C. COMMON PROBLEMS DURING ELECTION DAY

1. NO ID OR INSUFFICIENT ID

See Sections 7 & 8 under Duties of the Assistant Registrars on page B-10

2. WRONG POLLING PLACE

See Section 2 under Duties of the Assistant Registrars, page B-7

3. NAME ALREADY MARKED ON OFFICIAL LIST

a. ELECTOR PREVIOUSLY MARKED AS VOTING

If an elector's name is already "Marked as Voting" on the list when the elector presents to vote, and if the elector claims not to have voted or offered to vote in person or by absentee ballot, but that their name has been checked off in error, the elector must be advised that the elector may sign a statement under penalties of false statement and give it to the Moderator. Upon receipt of such a statement, the Moderator must permit the elector to vote, if the person is otherwise qualified, and the statement should be attached to the official checklist, or kept by the Assistant Registrars, and returned to the Registrars of Voters with such list, after the polls close. (See Form 4 in this Handbook entitled "Affirmation that Elector's Name Erroneously Marked as Voting on Checklist." (§§9-232a, 9-439a)

b. ELECTOR MARKED AS VOTING BY ABSENTEE BALLOT – WITHDRAWING BALLOT

If an elector, appearing at a polling place to vote by tabulator, has their name checked off the list as voting by absentee ballot, he or she must be directed to the Municipal Clerk's office before 10:00 a.m. to request that their absentee ballot be withdrawn. The Municipal Clerk will mark the elector's ballot "Rejected" and note the reasons for the rejection (for example, ballot withdrawn).

The Municipal Clerk will give the elector a 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 should have the absentee indication "A" next to the elector's name stricken from the list; and the elector may thereupon have their name checked and vote in person. The statement should be attached to the official checklist or kept by the Assistant Registrars, and returned to the Registrar of Voters, with such list, after the close of the polls. (§9-159o)

c. ELECTOR CROSSED-OFF AS TRANSFERRING WITHIN SAME MUNICIPALITY OR OUT OF MUNICIPALITY

See Section ___ under Duties of the Assistant Registrars



4. CHALLENGES

Challenges may be made by Challengers and by any other election official or elector lawfully within the polling place. The challenge procedure is to be used ONLY for persons 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 he/she claims 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 who's 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" (Form 6 in this Handbook) (§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." (Regs. 9-242a-21)

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 5 in this Handbook 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)

5. PROVISIONAL BALLOTS – WHEN ISSUED

Provisional ballots are ballots that are kept separate from the regular ballots. 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.

Provisional ballots are issued ONLY for elections and primaries for federal office and are required pursuant to HAVA.

A PROVISIONAL BALLOT IS ISSUED IN THREE DIFFERENT SITUATIONS AND ONLY WHEN THERE IS A FEDERAL OFFICE ON THE BALLOT:

a. PERSON NOT ON OFFICIAL CHECK LIST

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

- (1) the individual appears at the polling place and declares that such individual is an elector in the municipality in which the individual desires to vote and that the individual is 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 check-list for such polling place, and
- (2) 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 WHO 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 he or she is qualified to vote in the election for federal office and has not otherwise voted in person 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. (P.A. 03-6) See section B-9



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

6. PROVISIONAL BALLOTS – PROCEDURE TO ISSUE

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" (see Form 7 in this Handbook)

- a. 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.
- b. When the name is on the official checklist, the checkers should mark "PB" in front of the challenged 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") (see Form 7 in this Handbook)

The applicant shall forthwith 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 then 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 such documentation to the elector so the elector may later verify whether the elector's provisional ballot was counted (See Form 9 in this Handbook). 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 of Voters of the municipality with a Delivery and Receipt of Provisional Ballot Form. (see Form 8 in this Handbook)

(The Registrars of Voters shall forthwith verify the information contained with each provisional ballot. If the Registrars of Voters 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 of Voters 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 sections 9-311 to 9-311b, inclusive, of the Connecticut General Statutes, 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 of Voters.

7. BALLOT JAMS

If a ballot jams in the tabulator, the Tabulator Tender shall immediately summon the Moderator before any corrective action is taken. The Moderator shall make record of such problem in the Moderator’s diary as to whether the tabulator indicates that it has counted the ballot. An election official shall clear any jammed ballots in accordance with instructions provided for the tabulator and shall avoid looking at the markings on the ballots. The tabulator shall not be opened unless two election officials are present.

CLEARING JAMS FROM THE TABULATOR

If a ballot jam occurs and does not feed through, the following steps must be taken by the Moderator:

- A. Take the ballot box key and unlock the front panel access door that holds the Accu-Vote tabulator in place.
- B. Slide the Accu-vote forward approximately 5 inches.
- C. Read the LCD message before proceeding further to clear the jam.
- D. If the LCD window displays: “Counted ballot jammed in reader,” it means the ballot has been read. Remove the ballot and manually deposit it into the ballot box through the slot at the back of the Accu-vote (where the tabulator would have); or
- E. If the LCD window displays: “Returned ballot jammed in reader,” remove the ballot and slide the Accu-vote back into place, lock the front panel access door and then have the elector re-insert the ballot into the tabulator.

**COUNTED BALLOT -
JAMMED IN READER**

**RETURNED BALLOT -
JAMMED IN READER**

If the jam cannot be cleared or the tabulator malfunction cannot be resolved by election officials, the Moderator shall call the Registrars of Voters and substitute a properly functioning tabulator for the malfunctioning tabulator.

EVEN IF THE TABULATOR IS OUT OF SERVICE, BALLOTS SHALL CONTINUE TO BE ISSUED, VOTED, AND PLACED IN THE AUXILIARY BIN.

When the tabulator is repaired or replaced, the election officials shall:

- (1) process the ballots from the auxiliary bin through the tabulator,
- (2) return overvote ballots to the auxiliary bin to be processed and overridden at the end of the day, and
- (3) return ballots rejected as blank ballots to the auxiliary bin to be hand counted or processed and overridden at the end of the day.

The Moderator shall make a memorandum of such incidents. (Regs. 9-242a-16)



8. EMPTY THE BALLOT BOX WHEN FULL

If the ballot box becomes full, two election officials shall replace the ballot box in the manner prescribed by the Secretary of the State or empty the ballot box as long as the ballots removed are placed in a secure, sealed container. (Regs. 9-242a-16)

9. IF THE TABULATOR REJECTS A BALLOT

When the tabulator rejects a ballot, it displays a message indicating the reason for the return of the ballot. The Tabulator Tender should cover the ballot with a privacy folder and advise the elector of these messages without looking at the markings on the ballot. AN ELECTOR'S RIGHT TO A SECRET BALLOT MUST BE PRESERVED. In many cases simply reinserting the ballot in a different orientation may solve the problem. If the tabulator detects an "Overvote" or a "blank ballot" the elector should be instructed to re-check the ballot and replace it and or re-mark it as necessary. See B-21 to B-23 for details. If the elector insists that the ballot be processed as is, the elector should be instructed to deposit the ballot in the auxiliary bin. (Regs. 9-242a-16, 9-242a-18, 9-242a-19)

10. 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 need be given. See B-18 for procedure.

The Ballot Clerk shall record the total number of spoiled ballots issued on the BALLOT LOG WORKSHEET at the end of the day. After the Ballot Clerk has placed the spoiled ballot in the envelope, the Ballot Clerk shall issue a new ballot to the elector. The Ballot Clerk shall then direct the elector to an available voting privacy booth to mark their new ballot. (Regs. 9-242a-20)

11. ABANDONED BALLOT

A ballot found in a voting booth, or elsewhere in the polling place is considered abandoned and should be noted in the Moderator's Diary and given to the Ballot Clerk, who will mark it as "Abandoned" and put it in the Spoiled Ballot Envelope. The process is described under Section 6 of Ballot Clerk's Duties on page B-20. The only exception is a ballot inserted in the tabulator, but not accepted, which is deemed to have been cast and should be placed in the auxiliary bin for later counting.

12. VOTING 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. (Regs. 9-242-12)

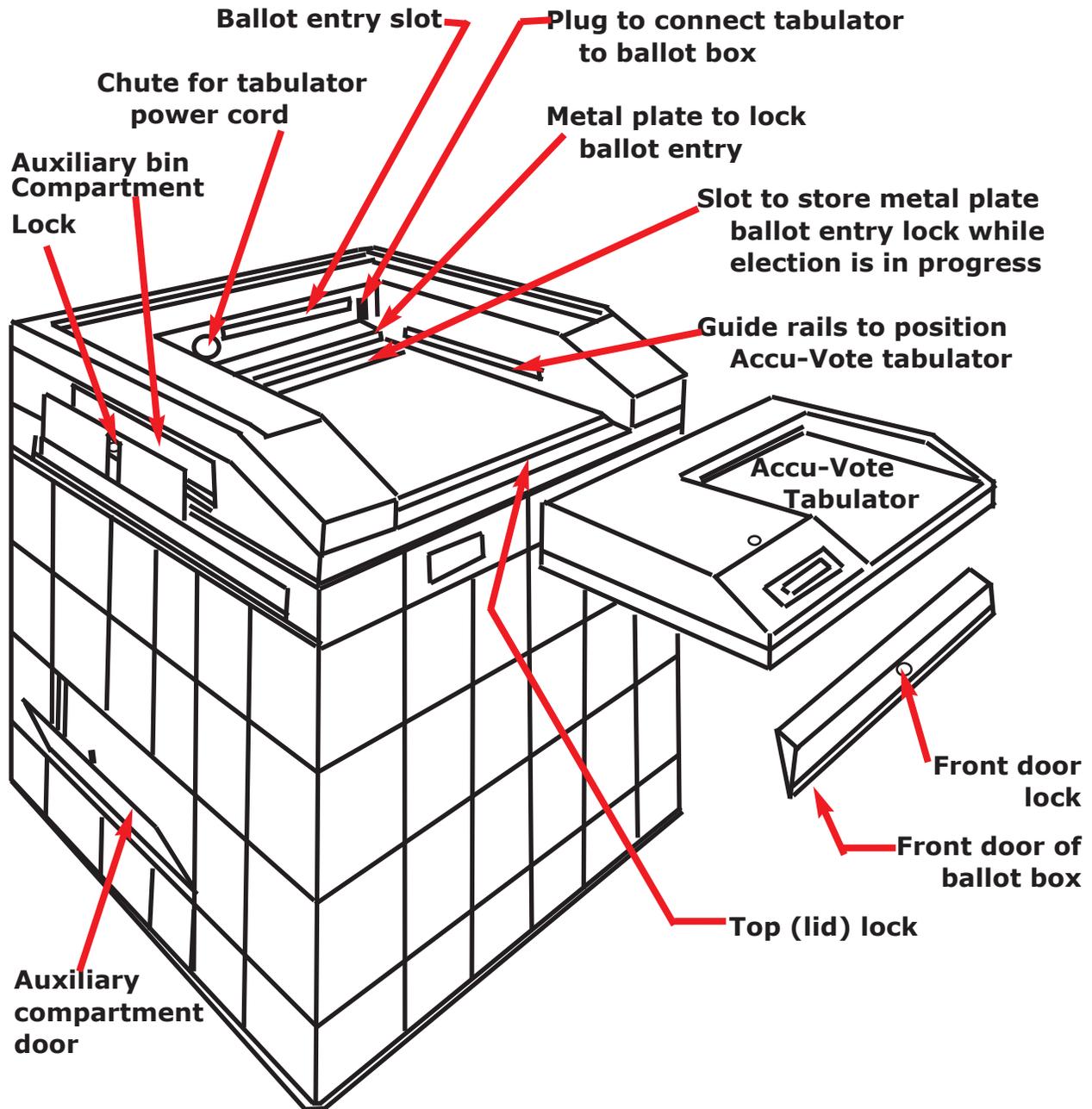
Should a tabulator become inoperable, the ballots should continue to be issued (voting does not stop). Marked ballots should be deposited in the auxiliary compartment of the ballot box. Those ballots will be run through the tabulator when it is repaired or replaced.

13. ELECTION DAY REGISTRATION

Election day registration is conducted at a central location such as Town Hall, not at a polling place. However, some of the persons registering on election day will be electors on the official checklist at the municipality of their former residence. The Registrar of



Voters office from the elector's new town will contact the Registrars from the elector's former town, to check whether the elector has voted in his former town. That registrar will call the elector's former polling place to ascertain the facts. If the elector HAS already voted at his former polling place, your Registrar must be informed immediately so that this information can be passed on to the new municipality. (§9-19j)



Ballot Box and Accu-Vote Tabulator

CLOSING THE POLLS & DECLARING THE RESULTS

CLOSING THE POLLS & DECLARING THE RESULTS	
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A. CLOSING THE POLLS

1. ANNOUNCE THE POLLS CLOSE 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 official or a police officer at the end of the line at 8:00 p.m. to prevent any one else from entering the line. (Review Appendix 13 and 14 for a list of closing procedures) (§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, Assistant Registrars and Ballot Clerks must participate in the canvass. (§9-258a)
- c. Once the canvass has begun, it may not be stopped for any reason — delaying the canvas is criminal. (§§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 Appendix 13 and 14.

The Checkers shall begin counting the number of electors who voted in person, and complete and sign the Checkers Certificate. The Ballot Clerks shall begin counting packages of remaining unopened ballots, counting

spoiled ballots and abandoned ballots, securing all ballots and 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 handcounted, such as IVS ballots, less any absentee ballots that have been counted by the tabulator. In theory, the match should be exact, but an abandoned ballot might not be found, and checkers sometimes fail to mark an elector, or mark adjoining names when only one of them checked in. However they should match very closely, as 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. The Moderator should contact the Registrar if the discrepancy cannot be resolved, and the matter should be noted in the Moderator's diary.

An Important Note

The net number of ballots issued should not be compared to the number of ballots cast because the Ballot Clerk counts packets of ballots, rather than individual ballots. Ballot packages may contain as many as 103 ballots instead of 100, so any such comparison would be unreliable.

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 continually rejects, the Moderator and an election official from an opposing party or faction should examine the ballot to see if it contains an overvote, but is otherwise marked properly. If they agree that this is the case, the tabulator can read the votes in the other races. They may feed the ballot into the tabulator while pressing and holding down the YES button on the front of the tabulator, provided that the Registrars of Voters have approved this method. Otherwise these ballots must be hand-counted. Blank ballots should be handled in the same manner. Although they contain no votes, they must nevertheless be processed, so that the number of ballots cast can match the number of persons marked as voting.

Record the number of ballots counted by the tabulator which is shown in the tabulator's LCD window. This number is needed for the important cross-check described in the previous subsection.

IVS ballots and any other ballots that contain votes which the tabulator cannot read must be hand-counted after the tabulator is closed.

All Absentee Ballots (if counted at the polls) are processed next. Some Absentee Ballots may also contain over-votes, or be blank, or require hand counting in the same manner as described above.

2. USE THE ENDER CARD TO CLOSE AND LOCK THE TABULATOR

Locate the Ender Card from the inside pocket of the black carrying case. If it is missing, look in the case for the back-up tabulator. Use the Ender Card to lock the tabulator against further voting and print the 'Totals' tapes.

Remove the printer cover from the tabulator using the bare metal key. While holding down the "Yes" and "No" buttons at the same time, insert the Ender Card into the scanner. This locks the tabulator from further voting and automatically begins the printing of the results tape.

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.

3. RECORD THE TOTALS FROM THE "TABULATOR TAPE" ONTO THE TALLY SHEETS

After the polls close, the Moderator and Assistant Registrars of Voters shall record 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, they shall also record the tabulator totals for each candidate and question in the "Absentee" column as shown in the "Tabulator Tape."

```

*****
ELECTION RESULTS REPORT
*****
BALLOTS CAST 1537
*****
REP. IN CONGRESS
RACE # 20

BLANKS 58
DONALD DUCK REP 650
DONALD DUCK IND 45
DONALD DUCK UNK 5
DONALD DUCK TOT 700
BUGS BUNNY DEM 550
BUGS BUNNY WKF 100
BUGS BUNNY UNK 50
BUGS BUNNY TOT 700
FOGHORN LEGHORN 53
TWEETY BIRD 25
#WRITE-INS 1
*****
    
```

4. MEANING OF "UNK" ON TAPE

When a candidate is endorsed by two political parties, he or she appears on the ballot on two separate lines. Sometimes an elector fills in the 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. One the election The Moderator or Head Moderator must attribute the "UNK" party votes to other parties on a percentage basis according to then current state formula.

Example of Tabulator Tape with cross endorsements and UNK votes recorded

C. THE HAND COUNT

1. HAND COUNTED BALLOTS – VOTER INTENT CONTROLS

When hand counting a ballot, voter intent controls and two election officials from opposing parties or factions must agree on the voter's intent.

IN A HAND-COUNT, VOTER INTENT CONTROLS. TWO ELECTION OFFICIALS MUST AGREE ON INTENT. IF NOT, THE MODERATOR DECIDES.

If they can 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 is allowed, but counts as ONE vote.

2. BALLOTS LEFT IN THE "AUXILIARY BIN": COUNT ALL RACES

The auxiliary bin should again be unlocked and all ballots remaining therein, both regular ballots and IVS ballots, if any, removed and hand counted by the polling place officials.

ALL VALID VOTES on the ballots remaining in the auxiliary bin must be recorded on the TALLY SHEETS in the column, "Auxiliary Bin/Hand Count." (Remember: these are ballots which the tabulator will not count; therefore they will not show up on the "election results report," and must be separately accounted for.)

COUNT ALL VOTES ON BALLOTS FROM THE AUXILIARY BIN. THESE BALLOT WERE NOT COUNTED BY THE TABULATOR.

Those ballots should be sealed in a depository envelope marked "auxiliary bin" and placed in the ballot transfer case. (Regs. 9-242a-23)

3. BALLOTS IN THE WRITE-IN BIN: COUNT WRITE-IN RACES ONLY

Write-in votes are permitted in general elections only. The tabulator will recognize only those write-ins where the write-in oval is marked. If the write-in oval is marked, the tabulator will count the votes for all other offices and divert the ballot into the write-in bin for hand-counting of only the office where a write-in oval has been marked.

ONLY THE WRITE-IN VOTE ON THE BALLOT IS HAND-COUNTED. THE OTHER VOTES WERE PREVIOUSLY COUNTED BY THE TABULATOR.

Votes on those ballots, cast for REGISTERED WRITE-IN CANDIDATES, should be counted and recorded on the separate form titled "Write-in Ballots for Registered Write-in Candidates" on the Moderator's Return. A list of registered write-in candidates, if any, is distributed to the Moderators with their election supplies.

WRITE-IN VOTES ARE ONLY COUNTED FOR CANDIDATES WHO REGISTER AS SUCH. WRITE-IN VOTES FOR CANDIDATES WHO DID NOT REGISTER AS SUCH ARE NOT COUNTED OR RECORDED ON THE TALLY SHEET.

In addition, a write-in vote for a candidate whose name appears on the ballot must be recorded in the "Write-in" column of the tally sheet. The "Write-in" column on this tally sheet should only be used in the rare case that an elector writes-in the name of a candidate whose name is already printed on the ballot instead of marking the oval next to the candidate's printed name.

All ballots from the Write-in bin must be sealed in a depository envelope marked "write-in bin" and placed in the ballot transfer case. (Regs. 9-242a-23)

D. ABSENTEE BALLOT COUNTING

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 individual polling places 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.

a. COMPLETE ABSENTEE BALLOT COUNTING WHEN COUNTED AT 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. Seal such absentee ballots in a depository envelope labeled "Absentee ballots hand counted 8:00 p.m."

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 Bin/Hand Count, the Write-in totals and the Absentee Totals for each candidate and question and record that amount in the TOTALS column.

b. 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.

E. 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 that Certificate. The Official Checkers must also give these figures to the Assistant Registrars(s) at the polling place. (Sec. 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.)(Sec. 9-307)

3. SECURE UNVOTED BALLOTS

The Ballot Clerk shall place all spoiled ballots in a depository envelope marked “spoiled ballots,” seal it with nonreusable tape and deliver it to the Moderator for return to the Registrar of Voters. The Ballot Clerk shall secure all ballots which are not issued to electors and deliver them to the Moderator for return to the Registrar of Voters. All unused printed Accu-Vote ballots shall be retained by the Registrar of Voters for retention in the manner and for the period prescribed by law. (Regs. 9-242a-26)

4. DOUBLE-CHECK THE TOTALS

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

F. ANNOUNCE THE FINAL RESULTS

1. MODERATOR MUST ANNOUNCE RESULTS

The Moderator must publicly announce the results of the vote. 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 “ELECTION 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).

In the case of central counting of absentee ballots, the Central Counting Moderator publicly announces the absentee vote 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).

2. COMPLETE CERTIFICATE OF THE CLOSING OF THE POLLS

When the vote has been recorded and publicly announced, the Moderators, and Registrars (or Assistant Registrars) of Voters, must immediately complete and sign the “Certificate of Closing of the Polls” on the Moderator's Return. (See form entitled “Certificate for the Closing of the Polls” on page 8 of 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.

3. CLOSING THE TABULATORS

After all Election Results Reports have been produced, the Moderator and Assistant Registrars of Voters shall close down the tabulator according to the manufacturer's instructions. They shall not break the seal on the front of the tabulator memory card and they shall place the tabulator in its carrying case.

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 Registrar of Voters who will file it with the Municipal Clerk on or before the following day (or Head Moderator, if the municipality has more than one voting district). Keys must be properly labeled with the tabulator number and voting district number it was used in. (§9-266, Regs. 9-242a-27)

4. RETURN IMPORTANT ITEMS TO CUSTODY OF REGISTRARS

All tapes, Official Checkers Certificate(s), Ballot Log Worksheet, and Moderator's Return are to be signed. Return to the Registrar of Voters all completed forms, registration forms, provisional ballots, keys, and any other materials or equipment your Registrar has requested.

G. ELECTION RESULTS OF THE WHOLE MUNICIPALITY

1. HEAD MODERATOR

In municipalities divided into voting districts (i.e., towns with more than one polling place), the Head Moderator is responsible for determining and declaring the townwide results of the voting for each office at an election. (The Head Moderator may, or may not, be one of the polling-place Moderators.) The Head Moderator may be assisted by the Deputy Head Moderator, if one was designated. (§§9-169, 9-312, 9-440, 9-444)

2. FILE RETURN

The Moderator, or Head Moderator in municipalities divided into voting districts, is responsible for filing the municipality's official returns with the Secretary of the State and with the Registrar of Voters who will file it with the Municipal Clerk on or before the following day. Returns for both municipal and state elections may be delivered electronically to the Secretary of the State by midnight on Election Day. If delivered by midnight on Election Day, one such completed copy must also be delivered to the Secretary of the State by the third day after the election (no later than Friday after a Tuesday election). If such Moderator's Return is not delivered to the Secretary of the State by midnight on Election Day, the Moderator must either seal and deliver a copy of such return by hand to the Secretary of the State not later than 6:00 p.m. of the day after the election or to the State Police not later than 4:00 p.m. of the day after the election. Returns for presidential preference primaries may be delivered electronically to the Secretary of the State by midnight on primary day provided they are also mailed or hand-delivered to either the Secretary of the State or State Police by 2:00 p.m. of the day after the primary. Any Moderator (or Head Moderator) who fails to deliver the official returns for state or municipal elections and primaries and presidential preference primaries by the deadline must pay a late filing fee of \$50.00. Forms and instructions for filing the returns are provided prior to each primary or election. (§§9-314, 9-440, 9-476)

3. DOUBLE-CHECK THE TOTALS

Accuracy of records is vitally important. The Moderator or Head Moderator, shall carefully review, confirm, and verify the returns so that any errors, omissions or discrepancies are corrected prior to filing. Assistance in this regard by the Deputy Head Moderator (Conn. Gen. Stat. §9-169) or some other election official not involved with the original counting would help ensure the correctness of the returns.

In order to ensure accuracy, the Head Moderator will be required to reconcile the total votes cast for the top office on the ballot with the number of names marked as having voted in person.

4. HEAD MODERATOR, REGISTRARS AND TOWN CLERK MEET TO REVISE RETURN IF NECESSARY

In each municipality divided into voting districts, the Head Moderator, Registrars of Voters, and Town Clerk shall meet, not later than seven days following a regular state election, in order to identify any errors in the returns. Any such errors shall be corrected in an amended return filed not later than 14 days after the regular state election. (§9-322a(a), P.A. 13-296)

5. RE-CANVASS

The Moderator, or Head Moderator in municipalities divided into voting districts, is responsible for directing any “close vote” recanvass ordered (a) by the Secretary of the State in the case of a state or district (multi-town) office, or (b) by the Municipal Clerk in the case of a municipal (single-town) office. Only the Moderator, or Head Moderator, in municipalities divided into voting districts, may order a “discrepancy” recanvass on their own authority. A detailed explanation of recanvass procedures is set forth in the “Recanvass Procedures Manual” published by the Secretary of the State. (§§9-311, 9-311a, 9-311b, 9-445, Regs. 9-242a-28)

Note: If there is a recanvass the Head Moderator shall submit any results of the provisional ballots with the recanvass results when such recanvass is complete. If your municipality does not have a recanvass, the Registrar of Voters must count provisional ballots pursuant to HAVA and the Head Moderator must report to the Secretary of the State no later than the six (6) days after the election. (P.A. 03-6)

SECURITY OF TABULATORS, BALLOTS, FORMS, AND REPORTS

SECURITY OF TABULATORS, BALLOTS FORMS & REPORTS	
Checker books & moderator return	1
Secure voted ballots for transport	1
Auxiliary bin and write-in bin ballots	1
Absentee Ballots	1
Regular bin ballots	1
Spoiled and abandoned ballots	2
Record seal numbers	2
Tabulator	2
Transportation and Storage	
Return of ballots and tabulators	2
Store in locked location	2
Storage location security	2

A. CHECKER BOOK(S) & MODERATOR’S RETURN

These items must be returned to the Registrars of Voters at the end of the election.

- a. **MODERATOR’S DIARY**
- b. **CHECKER BOOKS**
- c. **MODERATOR’S RETURN**
- d. **PROVISIONAL BALLOTS, if any**
- e. **CHALLENGE BALLOTS, if any**
- f. **ANY OTHER ITEMS DESIGNATED BY THE REGISTRARS OF VOTERS**
- f. BALLOTS AND TABULATORS (UNLESS LOCKED UP AND SEALED IN STORAGE CONTAINER)**

B. SECURE VOTED BALLOTS FOR TRANSPORT

1. AUXILIARY BIN & WRITE-IN BIN BALLOTS

- a. The Moderator and Assistant Registrars shall place all ballots from the Auxiliary Bin in a depository envelope marked "Auxiliary Bin."
- b. They shall place all ballots from the Write-in Bin in a depository envelope marked "Write-in Bin."

- c. Seal all depository envelopes with non-reusable tape.
- d. Place the "Auxiliary Bin" depository envelope and "Write-in Bin" depository envelopes in the ballot transfer case.

2. ABSENTEE BALLOTS (If counted at the polls)

If absentee ballots were counted at the polls, the labeled depository envelopes for hand counted absentee ballots for each count should also be placed in the ballot transfer case.

3. REGULAR BIN BALLOTS

Ballots from the "Regular Bin" are usually too numerous to fit in a depository envelope and sealed. They may be placed into the Ballot Transfer Case loose. If the ballot box is to be returned in the locked and sealed storage unit, regular bin ballots may be left in the locked ballot box.



4. SPOILED & ABANDONED BALLOTS

Seal all Spoiled ballots in a depository envelope marked "Spoiled ballots." The depository envelopes containing (1) the spoiled ballots, (2) the empty absentee ballot envelopes and rejected absentee ballots, and (3) the challenged ballots, do not need to be placed in the ballot transfer case. (Regs. 9-242a-23, 9-242a-27)

5. RECORD SEAL NUMBERS

Note the serial number of the seal(s) that will be used to secure the ballot transfer case and/or the storage unit on the Moderator's Return. Place the duplicate tabulator tape in the ballot transfer case. Lock the case and seal it with the seal, whose number you just recorded. Return it to the Registrar of Voters with the other election materials.

6. TABULATOR

Finally, the tabulator should be sealed in the tabulator carrying case with memory card intact and sealed. The seal number of the carrying case should be recorded on the Moderator's Return.

C. TRANSPORTATION AND STORAGE

1. RETURN OF BALLOTS AND TABULATOR

The voted ballots and the tabulator, with the memory card still in place and the seal still intact, should be returned 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 of Voters. Upon arrival, the Registrar of Voters should ensure the seal on the tabulator and the seal on the ballot transfer case are intact. Any discrepancy should be noted and explained in writing.

2. STORE IN LOCKED LOCATION

- a. The sealed ballot transfer case and the tabulator with the memory card still sealed in place should be stored under lock and key in a storage location not generally accessible. A log should be maintained of all persons having access to that storage location. The log should show the names dates times and purposes for all persons having access to that storage location.
- b. Absentee ballots can be given to the Municipal Clerk 14 days following the election for storage in accordance with law.

3. STORAGE LOCATION SECURITY

The secure long-term or short-term storage location in which to store the Accu-Vote tabulators and memory cards shall have the following characteristics: (1) The location shall remain locked at all times; (2) Access to such location shall be exclusively controlled by the Registrars of Voters; (3) Access shall only be granted to such location for the purpose of tabulator programming, maintenance, testing or set-up; and (4) the secure short term storage location may only be used for storage after adjustment and programming of the tabulators has taken place pursuant to Regs. 9-242a-4 and until the close of the polls on Election Day (Regs. 9-242a-5, 9-242a-8).

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Officials names, addresses, titles, phone numbers & other important information. Officials-1

FORM 2 SPLIT-SHIFT TIME SHEET

Town, City, Borough

Voting District/Polling Place

	Name	Position	Time Worked
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

MODERATOR

Signature

Date

FORM 3

SIGNATURE OF ELECTOR WHO DID NOT PRESENT IDENTIFICATION FIRMA DEL ELECTOR QUE NO PRESENTA IDENTIFICACION

TOWN/CIUDAD	POLLING PLACE/LUGAR DE VOTACION	PARTY*/PARTIDO*	DATE/FECHA
<p>ELECTORS WHO APPEARED AT THE POLLS AND DID NOT PRESENT ANY OF THE FOLLOWING-FORMS OF IDENTIFICATION:</p> <p>1. His/her Social Security card, or 2. Pre-printed form of ID which shows: (a) his/her name and address, or (b) his/her name and signature, or (c) his/her name and photograph.</p> <p>X _____</p> <p>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>Signature of Applicant/Elector Making Statement</p>		<p>ELECTORES QUE SE PRESENTARON A VOTAR SIN NINGUNO DE LOS SIGUIENTES DOCUMENTOS DE IDENTIFICACION:</p> <p>1. Su Targeta del Seguro Social, o 2. Una forma de identificación imprimida que contenga: (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> <p>X _____</p> <p>Yo confirmo bajo pena de falso testimonios que soy la persona cuyo nombre aparece en el registro oficial electoral en la localidad de votación y fecha anteriormente especificadas:</p> <p>Firma</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/ Nombre Bajo el Cual Estaba Inscrito (si diferente del de arriba)

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.

FORM 4

AFFIRMATION THAT ELECTOR'S NAME WAS ERRONEOUSLY MARKED AS VOTING ON CHECKLIST

To the Moderator of _____ (Polling Place) (of the _____ (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)

FORM 5
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. (Sec. 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; see Form VIII, "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.

FORM 6
 SUGGESTED FORM
APPLICATION FOR A CHALLENGED BALLOT
 Section 9-232d

STATE OF CONNECTICUT} } ss: at _____, this _____ day of _____, 20____
 COUNTY OF } } Voting Dist. No. _____

I, _____ of _____
 (print name) (street address)
 City
 of Town of _____, being duly sworn, depose and say that:
 Borough

I am the person on whose name I offer to vote, I am a bona fide resident of such municipality at the above address, my electoral rights are not forfeited, I possess all the qualifications for voting and I am entitled to vote in the above municipality at the election/primary today. My name appears on the official check list. I have been challenged on the basis of:

- (a) identity;
- (b) disfranchisement; or
- (c) lack of bona fide residence in municipality and political subdivision holding the election or primary.

I have been given an opportunity to submit the required testimony or other evidence and the Moderator has decided that I do not have the right to vote. I therefore apply for a challenged ballot.

I understand that challenged ballots are placed in a depository envelope for 180 days and are only counted if the election is contested in court and the court orders that it be counted.

(Signature of Challenged Elector)

Subscribed and sworn to before me this _____ day of _____, 20 _____

(Signature of Moderator)

Sec. 9-232e. "Any person requesting a challenged ballot and entitled thereto shall announce his or her name to the official checkers. The registrars of voters or the assistant registrar of voters, as the case may be, shall write, in red ink, before the elector's name on the registry list the initials "CB". The challenged ballot shall be a regular ballot. After the voter has so announced his or her name, the moderator shall deliver to such voter a regular ballot together with a serially-numbered envelope marked "Challenged Ballot". The challenged voter shall forthwith mark the ballot in the presence of the moderator in such manner that the moderator shall not know how the ballot is marked. The challenged voter shall then fold the ballot in the presence of the moderator so as to conceal the markings and deposit and seal it in the serially-numbered envelope. The challenged voter shall then deliver such envelope to the moderator. The moderator shall retain all such envelopes in an envelope provided by the registrars of voters that shall be sealed immediately following the close of the polls. Such envelope shall be delivered to the head moderator who shall file the envelope with the municipal clerk. The municipal clerk shall retain such envelope until the time when such envelope may be destroyed."

FORM 7

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 _____

Forms

FORM 8

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

FORM 9

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

FORM 10

SAMPLE ADDRESS CONFIDENTIALITY CARD

<p style="text-align: center;">State of Connecticut Office of the Secretary of the State - Address Confidentiality Program</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <p>Certification No. 00</p> </div> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p>Expires 3/10/2009</p> </div> </div> <p>Is authorized to participate in the CT Address Confidentiality Program (PA 03-200) to use the following address:</p> <p style="text-align: center;">P.O. Box 150469 30 Trinity Street Hartford, CT 06115-0469</p>	<hr/> <p>Signature of participant or parent/guardian</p> <p>Certification code, name, address and zip code shall be used on all correspondence to this participant</p> <p>If you have any questions regarding the Address Confidentiality Program, or the valid use of this certification card please call 860-509-6006.</p> <p>Administrator _____</p>
---	---

Sample DMV Registration Receipt

NAME	DATE OF BIRTH
ADDRESS WHERE YOU LIVE <i>(Number & Street, Apt. No.)</i>	
<i>(City or Town, State, Zip Code)</i>	

(CGS 9-19h) DMV STAMP ABOVE	VOTER APPLICATION RECEIPT WHEN STAMPED BY DMV <i>You are NOT a voter until Registrar approves</i>	BACK OF STUB TO BE COMPLETED IN FULL
-----------------------------------	--	---

Sample CT Driver's License



Sample US Passport Card



Forms

FORM 11 – VOTER REGISTRATION APPLICATIONS

FOLD ----- PLEASE USE PEN - PRINT CLEARLY ----- FOLD

1a Check Boxes that Apply: New Voter Registration (includes move to a new town) Address Change (within the same town) Name Change Party Enrollment Change

1b Are you a U.S. citizen? YES NO Will you be 18 on or before election day? YES NO If you checked "NO" to either of these questions, do not complete this form.

2 Name of Applicant Last Name First Name Middle Name or Initial Jr. Sr. II III IV
Mr. Mrs. Miss Ms.

3 Date of Birth (Month Day Year) **4** CT Driver's License Number (if none, last 4 digits of Soc. Sec. No.) **5** Address Where You Live No., Street, Apt. # Town Zip State Connecticut

6 If Different, Address Where You Get Your Mail (P.O. Box, etc.) **7** Telephone Number (optional) () **8** Gender Male Female

9 Do you wish to enroll in a political party?
 YES. Name of party: __Republican __Democratic Other: _____
 NO. I do not wish to enroll in a party at this time.

10 NAME OR ADDRESS CHANGE. Previous Voting Address (if none, write "NONE")
No, Street, Apt # Town County State
Name Under Which Registered (if different from above)

11 I swear or affirm that:
• I am a U.S. Citizen
• I live at the address shown in box 5 above
• I am at least 17 years old
• I have not been convicted of a disfranchising felony, or if so, I have been released from confinement and, if applicable, parole
• The information provided here is true
Signature _____ Today's Date: ____/____/____

12 Would you like to work at the Polls on Election Day?
 YES
 NO

NOTE: The particular social service office at which you register to vote, or whether you decline to register, remains confidential and will be used only for voter registration purposes. **S** WARNING: If you sign this statement even though you know it is untrue, you can be convicted and imprisoned for up to five years and fined up to \$5,000.

THIS SECTION COMPLETED ONLY BY AGENCY (OR SPECIAL ASSISTANT REGISTRAR OR TOWN CLERK) (Date Received by Agency)

THIS SECTION COMPLETED ONLY BY REGISTRAR OF VOTERS

DATE RECEIVED BY REGISTRAR REGISTRAR INITIAL APPLICATION IS HERE BY: ACCEPTED REJECTED NOTICE RETURNED UNDELIVERABLE DATE NOTICE MAILED

DATE ENROLLMENT EFFECTIVE IF CHANGING PARTY REASON FOR REJECTION

DOBLE AQUÍ ----- POR FAVOR USE UN PLUMA - ESCRIBA EN LETRA DE IMPRINTA CLARAMENTE ----- DOBLE AQUÍ

1a Marque los Encasillados Que Apliquen: Inscripción de un Nuevo Votante (incluye la mudanza a un nuevo pueblo o ciudad) Cambio de Dirección (dentro del mismo pueblo o ciudad) Cambio de Nombre Cambio de Inscripción en un Partido

1b ¿Es Usted Ciudadano de los E.E.U.U.? SI NO ¿Tendrá usted 18 años el día de la elección o antes? SI NO Si usted marcó "NO" en alguna de estas dos preguntas, no complete este formulario.

2 Nombre de Solicitante Apellido Primer Nombre Segundo Nombre o Inicial Jr. Sr. II III IV
Sr. Sra. Sta. Sra./Sta.

3 Fecha de Nacimiento **4** Número de Licencia de Conductor de CT (si no tiene uno, los últimos 4 dígitos del N° de seg. soc.) **5** Dirección Donde Vive No., Calle, Apt. Pueblo Zona Postal Estado Connecticut

6 Si Diferente, Dirección Donde Recibe la Correspondencia (P.O. Box, etc.) **7** Teléfono (opcional) () **8** Sexo Masculino Femenino

9 ¿Desea inscribirse en un partido político?
 SI. Nombre del Partido: __Republicano __Democrático Otro: _____
 NO. No deseo inscribirme en un partido en este momento.

10 CAMBIO DE NOMBRE O DIRECCION. Dirección Donde Votaba Anteriormente (Si ninguna, escriba "NINGUNA")
No, Calle, Apt Pueblo Condado Estado
Nombre Bajo el Cual Estaba Inscrito (el diferente del de arriba)

11 Yo, juro o afirmo que:
• Soy ciudadano de E.E.U.U.
• Vivo en la dirección indicada arriba en el encasillado 5
• Tengo por lo menos 17 años
• No he sido condenado por un crimen que me prive del derecho de votar o, si ha ocurrido, se me han restituido mis derechos de votación
• La información provista aquí es verídica
Firma _____ Fecha de Hoy: ____/____/____

12 ¿Le gustaría trabajar en la mesa de votación el día de las Elecciones?
 SI NO

NOTA: La oficina particular en la cual usted se inscribe para votar, o si usted declina inscribirse, permanece confidencial y se usará solamente con el propósito de la inscripción electoral. ADVERTENCIA: Si usted firma esta declaración aún sabiendo que no es cierta, puede ser convicto e ir a prisión por un máximo de cinco años y recibir una multa de hasta \$5,000.

ESTA SECCIÓN SERÁ LLENADA SOLAMENTE POR LA AGENCIA (O UN SECRETARIO ESPECIAL DEL REGISTRO DE VOTANTES O FUNCIONARIO DE LA MUNICIPALIDAD) (Fecha de Recepción en la Agencia)

ESTA SECCIÓN SERÁ LLENADA SOLAMENTE POR EL FUNCIONARIO DEL REGISTRO DE VOTANTES

DATE RECEIVED BY REGISTRAR REGISTRAR INITIAL APPLICATION IS HERE BY: ACCEPTED REJECTED NOTICE RETURNED UNDELIVERABLE DATE NOTICE MAILED

DATE ENROLLMENT EFFECTIVE IF CHANGING PARTY REASON FOR REJECTION

Forms

ABSENTEE BALLOT COUNTING OUTLINE

Absentee ballot counting may be done at a central location or at individual polling places. In either case, the procedures for counting absentee ballots 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. (Regs. 9-242a-24, 9-242a-25)

If absentee ballots are counted at the polls, this function may be performed by polling place officials, counting in teams of two. The Moderator, as chief polling place official, must supervise the process of absentee ballot counting.

If absentee ballots are counted at a central location, counting is performed by teams of two Absentee Ballot Counters, supervised by a Central Counting Moderator. In such cases the Central Counting Moderator completes the absentee ballot certificate on the Moderator's Return. (§§9-140c, 9-147c)

Please remember that, because absentee voters are not present to correct ballot errors or to insert their ballots into the optical scanner, determining voter intent and protecting voter privacy are important considerations in the process of counting their ballots.

1. Read and Follow Instructions Exactly

Connecticut's election laws describe in detail the manner and method by which absentee ballots are to be received, handled, counted, and preserved. Absentee ballot officials should refer to the manual at each step in the process.

- All absentee ballot officials must take the Oath before beginning their duties.
- Read and follow exactly the procedures described in the "PROCEDURE MANUAL."
- Results may NOT be revealed to anyone until after the close of the polls.
- All documents pertaining to absentee ballot counting are to be given to the Registrar at the end of the election.

2. Absentee Ballot Counting Locations

Either at one central counting location or at each polling place.

3. Who May Observe Absentee Ballot Counting

- Central counting – Absentee ballot counting may be observed by the public from a distance.
- Polling place counting –Observation by the public is not allowed, except after the polls are closed, during the canvass.

4. Types of Absentee Ballots

a) **Regular Absentee Ballots** – For all elections and offices – For those unable to appear at the polls due to, illness, disabilities, military service, out of town, religion or working as an election official out of their polling place. (§9-135)

b) **Official Blank Absentee Ballots** – For all elections and offices, for registered military & family (§9-153e (ED-81a)) Counted in the same way as regular absentee ballots.

c) **Official Overseas Ballots** – Federal offices only – Used for U.S.citizens, 18 years or older, residing outside the U.S., whose last United States residence was in your Connecticut municipality and is **not** registered to vote. Outside envelope will say "Overseas Ballot" (§9-158b (ED-71)) Counted in the same way as regular absentee ballots.

d) **Electronically Issued Military and Overseas Ballots** – An Official Blank Absentee Ballot sent to elector by electronic mail and returned via mail service. Counted in the same way as regular absentee ballots.

e) **Emergency Absentee Ballot** – All elections and offices – Issued only on Election (or Primary) Day. Used by those with unforeseen illnesses or physical disabilities occurring within six days prior to election. (§9-150c) Counted in the same way as regular absentee ballots.

f) **Provisional Ballot** – Applicable ONLY in federal elections and ONLY for federal offices. In absentee counting, these ballots are regular absentee ballots submitted by voters without a copy of the required HAVA identification requirements inside their ballot's outer envelope. These will NOT be counted by the absentee counting officials, but should be delivered to the registrars for research and possible counting. (9-§2321(a))

g) **Challenged Ballot** – The right of a voter to cast an absentee ballot may be challenged—for identity, residence, or eligibility—by anyone present at the absentee voting location. Materials that support a challenge to an absentee voter must be submitted to the registrars of voters who make the decision to count or reject the ballot.

5. Withdrawal of Absentee Ballot

An elector who wishes to withdraw his or her absentee ballot and vote in person at the polls on Election Day, must appear at the office of the municipal clerk by 10 am on Election Day, receive a statement signed by the municipal clerk with the date and time on it, and deliver this statement to the polling place. (The absentee ballot will be REJECTED and retained by the municipal clerk.)

6. Time for Counting And Delivery of Absentee Ballots

Absentee ballots may be counted at any time during Election Day as designated by the Registrars. Ballots shall be delivered to counting locations between 10 a.m. and 12 noon, and at 8 p.m. (§9-140c(e))

7. Receipt of Ballots by Clerk (Endorsement)

The municipal clerk must endorse outer envelopes with date, time of receipt, and signature. Also, the municipal clerk must execute and give to the Registrars of Voters an affidavit attesting to the number of ballots delivered. The Registrars must sign and note time of receipt of the affidavit.

8. Presorting, Prechecking and Marking of Absentee Ballots

The municipal clerk will sort absentee ballots into voting districts, starting no later than the week before Election Day. For ballots received by the municipal clerk by 11 a.m. on the day prior to Election Day, the Registrars or absentee ballot officials will check envelope endorsements, and mark an "A" by the absentee ballot applicants names on the official checklist prior to delivery of the checklist to the Moderator(s). (§9-140c(b))

Ballots received by municipal clerk after 11 a.m. on the day prior to Election Day will be delivered to the Registrars on Election Day. Prior to counting, if ballots are to be counted centrally, the Absentee Ballot Counters will phone the polling place(s) to verify that the names of the applicants returning ballots have not been marked as voting in person, and so that they may be marked with an "A" on the official checklist at the polls. (§9-140c (i))

9. Procedure for Counting Absentee Ballots (140c (i))

Step 1. Count the Number of Ballots Received – The Absentee Ballot Counters report to the Moderator the total number of ballots received for counting. The Moderator will record the totals on the "Certificate of Absentee Ballot Count" in the Moderator's Return.

Step 2. Check for Endorsements - The Absentee Ballot Counters check each outer envelope to be sure it has been endorsed by the municipal clerk. The endorsement must show the date, the precise time the municipal clerk received the ballot, and the municipal clerk's signature. If an outer envelope does not substantially comply with this requirement, the ballot cannot be counted and must be rejected. Note the reason for rejection on the envelope.

Step 3. Check to make sure that voter's name appears on the voter list and that correct polling place is designated on the outer envelope. Ballot must be sent to proper polling place, if counting is done at each polling place. If ballot has not been pre-sorted and pre-checked, mark an "A" on the voter list next to voter's name. REJECT ballot if voter is not on official voter list and is not a former resident. REJECT ballot if voter has already been marked as voting in person in the polling place.

Step 4. REJECT if outer envelope is missing (Note reason for decision)

Step 5. Open each outer envelope, except those marked "Rejected", and examine each inner envelope for the elector's signature. Make a pile of inner envelopes and a pile of outer envelopes. REJECT if there is no in inner envelope, or if missing signature, or if more than one inner envelope REJECT the extra one which does not match the outer envelope. (Note reason for decision.)

Step 6. Place the outer envelopes in a depository envelope, with the outer envelopes marked "Rejected" (containing inner envelopes and unopened ballots). 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 inner envelopes and remove the ballots, leaving them folded. Make a pile of ballots and a pile of inner envelopes. Make sure all ballots have been removed.

Step 8. Place the opened inner envelopes into the depository envelope. Seal the depository envelope with nonreusable tape. On the depository envelope write the time of the count, the voting district, contents description and Absentee Ballot Counter's signatures. Note: If REJECTED due to HAVA I.D. requirements place the "rejected" absentee ballot in the Provisional Ballot Depository Envelope for consideration as a Provisional Ballot by the Registrars of Voters after the close of the polls.

Step 9. Shuffle the folded ballots, unfold them and flatten them out.

Step 10. Inspect each ballot to ensure that they have been marked properly for the tabulator. Set aside ballots to be handcounted.

- a) Official blank absentee ballots and overseas ballots must be completely handcounted.
- b) Ballots with obvious marking errors are to be handcounted – Any ballots that are mutilated, completed in red ink, races marked with a "√" or an "X"; candidate name circled; name written in on the write-in line but the oval is not filled in.

c) Offices elected from part of a municipality. If a wrong district ballot was issued to an elector such ballots should be completely handcounted and only those races that the elector is entitled to vote for should be counted.

d) "Stickered Races". Consult Procedure Manual in "stickered races." You must handcount all absentee ballots for that office only before you feed the ballot into the tabulator.

Step 11. Feed machine-readable ballots into the tabulator for processing. If the ballot is rejected by the tabulator, follow the instructions on the display. Check the Procedure Manual for detailed directions.

a) Overvote. The ballot should be put aside to hand count all offices unless it is clear that elector attempted to cast more than one vote for an office. If the ballot contains a true overvote, reinsert the ballot and press and hold the "yes" key at the same time to perform an override.

b) Blank ballot or tabulator-unreadable ballot. Set aside to hand count all offices.

Step 12. Give the number of tabulator counted (wholly or in part) absentee ballots to the Moderator to enter on the Moderator's Return.

Step 13. Depository Envelopes

a) Hand-counted absentee ballots are to be placed into depository envelopes along with all notes, worksheets and other written materials used in the counting procedures, including the Moderator's Record of Absentee Ballot Count for Candidates. Seal, tape and mark this envelope.

b) Empty Envelopes – In the same manner, the Absentee Ballot Counters should prepare depository envelopes containing discarded outer envelopes, discarded inner envelopes and envelopes marked "rejected".

c) Delivery of Depository Envelopes to Moderator – All depository envelopes are given to the Moderator.

d) Tabulator-counted absentee ballots mixed with "in person" ballots at the polls – Absentee ballots at should be separated from in-person ballots at the end of the night and stored separately.

Step 14. The intent of the voter governs. Voter intent is clear when a ballot is marked properly. Many ballots are not properly marked. Statutes provide rules for determining the intent of the voter. Review the rules and examples on how to count correctly and incorrectly marked ballots in the PROCEDURE MANUAL. If none of the examples are the same as the ballot to be counted, submit the ballot to the Moderator for the Moderator's decision. The Moderator must record the question and his decision in writing on the back of the ballot, and return the ballot to the counters.

Step 15. Forms to be filled out.by Moderator: Certificate of AB Count, Tally Sheets, Certificate of Write-in Votes for Registered Write-in Candidates & Moderators Record of Hand-counted AB Count for Candidates (this separate record & notes sealed in with handcounted absentee ballots.)

CHALLENGES

Challenges may be made by Challengers and by any other election official or elector lawfully within the polling place. The challenge procedure is to be used ONLY for persons 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 he says he is);
- disfranchisement for conviction of a felony; or
- lack of bona fide residence in the municipality and district holding the election.

A person is a bona fide resident if such person's dwelling unit is located within the geographic boundaries of the municipality and voting district. (§9-12) The dwelling unit is the person's true, fixed, and principal home to which the person, when transiently relocated, has a genuine intent to return.

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. The burden of proof is on the challenger. (§§9-170, 9-171, 9-172, 9-232, 9-431)

1. CHALLENGE PROCEDURE

The challenger must state the grounds for the challenge under oath:

Sample Oath: "You solemnly swear (or solemnly and sincerely affirm) that the evidence you shall give concerning this matter shall be the truth, the whole truth and nothing but the truth; so help you God (or under penalty of perjury)."

The Moderator administers the oath. The person to whom the oath is administered should hold up his right hand. If a person, by reason of scruples of conscience, objects to such ceremony, the Moderator may permit any other ceremony to be used (§1-22). If, through scruples of conscience, a person declines to take the usual form of an oath, a solemn affirmation may be administered to them using the alternative words in the form of the oath prescribed above. The person to whom an oath is administered should answer "I do."

An elector who's 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. If the challenged elector does not offer the testimony, under oath, of at least one other elector, 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.

2. 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 to the Moderator. Such application must include an affidavit that the elector possesses all the qualifications for voting and is entitled to vote at the election. (See Form 7 entitled "Application for a Challenged Ballot" in this Handbook) (§9-232d)

A person requesting a challenged ballot shall announce their name to the checkers who shall mark in red "CB" in front of the name on the official checklist (marking it differently

so that the checkers and assistant Registrars will know, after the close of the polls, not to include it among the total number of electors checked as having voted).

The Moderator must obtain from the Ballot Clerk and deliver to the elector a challenged ballot, together with a serially-numbered envelope marked "Challenged Ballot." The challenged ballot is a regular ballot.

The challenged elector must mark the ballot in the presence of the Moderator, but in a manner which preserves the secrecy of their vote. The elector shall then fold the ballot in the presence of the Moderator so as to conceal the markings and deposit and seal the ballot in the serially-numbered envelope. The Moderator must then deposit the challenged ballot envelope in the large depository envelope marked "CHALLENGED BALLOTS," retain such depository envelope and seal it immediately following the close of the polls. (§9-232e)

3. MODERATOR'S MEMORANDUM

The Moderator must keep an accurate memorandum of all challenges, no matter how they are resolved. The memorandum must include:

- (1) the name of the challenged elector
- (2) the address as listed on the official checklist
- (3) the grounds for the challenge
- (4) the name and address of the challenger
- (5) pertinent facts concerning the challenge
- (6) the result of the Moderator's decision
- (7) Moderator's signature and the challenged elector's signature
- (8) the number of the challenged ballot envelope if a challenged ballot is issued.

A suggested form of memorandum is attached. (See Form 8 in this Handbook entitled "Moderator's Memorandum re Challenge.").

4. PRESERVATION OF CHALLENGED BALLOTS

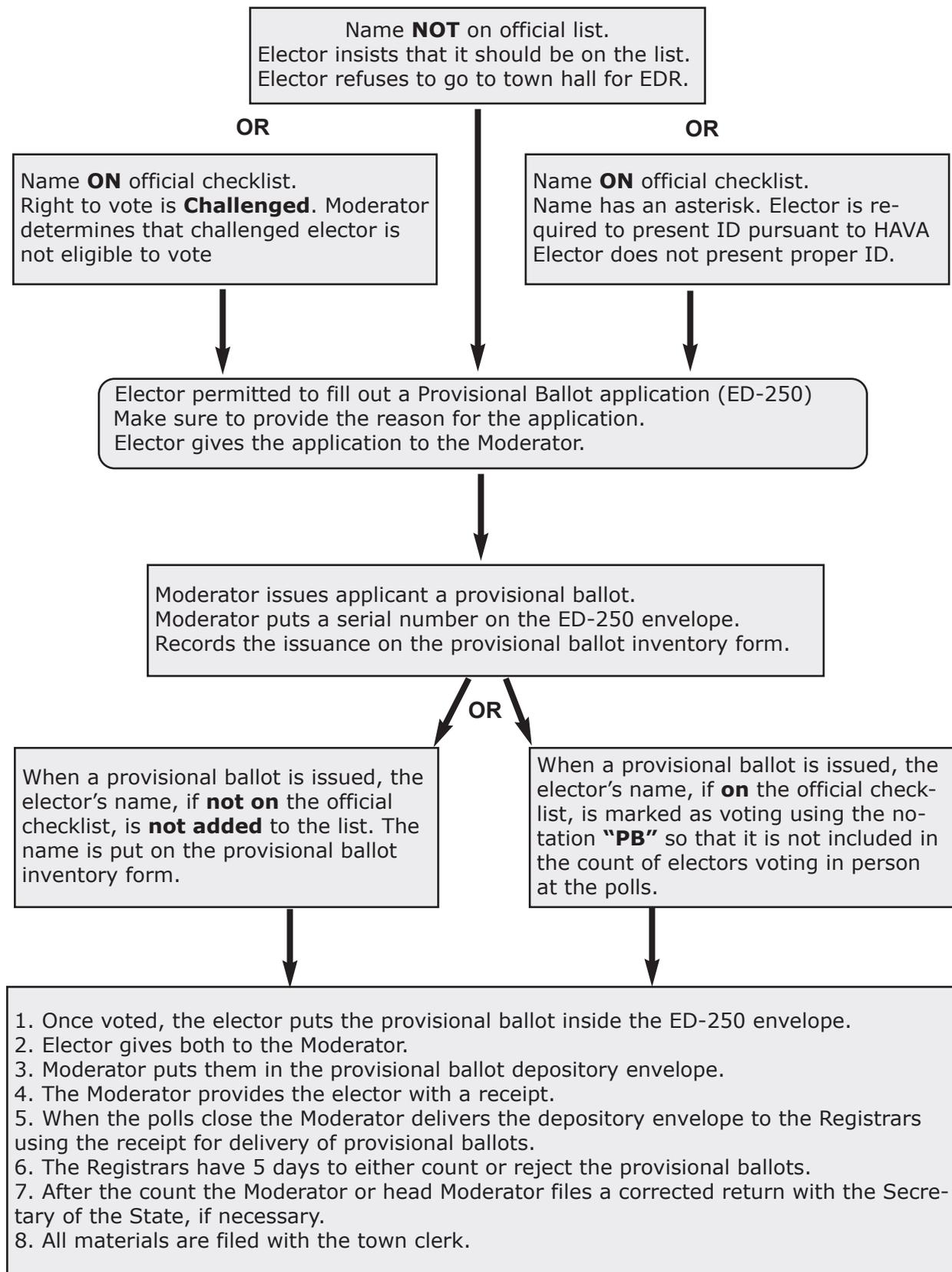
The Registrar of Voters must preserve challenged ballots in the sealed depository envelope. If the results of an election are contested in court, the court may order the Registrar of Voters to deliver the challenged ballots, together with the Moderator's memorandum and other notes which were attached to the election returns, to the Board for Admission of Electors to open each challenged ballot and rule which ballots to count. The results of the Board of Admission's count would be added to the vote totals. (§9-232f)

5. PERSON WHO WAS SUCCESSFULLY CHALLENGED

If the Moderator decides that an elector is not eligible to vote in the primary or election for federal office, such elector may apply for and cast a provisional ballot upon the execution of a written affirmation that the elector is qualified to vote in the election for federal office in the polling place and has neither offered himself to vote nor voted in person or by absentee ballot at said election for federal office at the polling place.

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.

PROVISIONAL BALLOT PROCEDURES



MODERATOR’S CHECKLIST

ELECTION DAY – PRIOR TO OPENING THE POLLS

- Arrive at polls no later than 5:15 a.m.
- Check the physical set-up of the room.
- Give the oath to officials, if they haven’t already been sworn in. (See
- Complete Certificate of Administration Oath to Polling Place Officials & submit to Town Clerk after election.
- Complete Moderator’s Statement of Receipt.
- Review emergency plan with election officials.
- Ensure that sample ballots & Information posters are posted.
- Ensure that 75-foot signs are posted by 5:40 a.m.
- Ensure that accessibility signs are posted if needed.
- Ensure that a U.S. flag is displayed.
- Ensure that Assistant Registrars have working phone(s) and communication equipment.
- Ensure proper chain of custody for tabulator and ballots.
- Prepare Tabulator for Voting.
- Ensure IVS is set up and operational (if applicable).
- Give ballots to Ballot Clerk.
- Delegate work assignments.

OPENING PROCEDURE

- Open the top of the ballot box and insure that no ballots are in the box. Then close and lock the compartments.
- Ensure that all other ballot box compartments are locked and secure.
- Check the seal on the bag and record the number in the Moderator’s Report. Must match number on Pre-Election Report.
- Remove the seal on the bag and inspect the tabulator delivered to the polling place and record the Voting District and Town information located on the tabulator label in the Moderator’s Report. If the information is not correct for the polling place in question, contact the Registrars of Voters immediately.
- Check the seal on the front of the tabulator to insure it is not broken and record the number in the Moderator’s Report. Must match number on Pre-Election Report.

- Using the plastic cap key, unlock and open the retainer door (front panel access door) where the Optical Scan is to be placed on the ballot box.
- Remove the security plate from the back of the ballot box. Be sure to leave lock in open position.
- Slide the tabulator half-way onto the ballot box.
- Feed the power cord through the tube from the back of the ballot box.
- Insert one end of the cord into the tabulator and the other end into the Uninterruptible Power Supply (UPS) then plug the UPS into an extension cord or wall outlet.
- Make sure the UPS is "On" by pressing and holding the power button until the unit is on.
- Remove (with the bare key) the printer cover to the ACCU-VOTE.
- Turn the ACCU-VOTE on with the red switch located in the rear of the tabulator.
- The tabulator will automatically print a zero report. The Moderator and both Assistant Registrars will sign the bottom of this printout. Place this tape in the transfer case with the ballots at the end of the night. Check to ensure that the Town, State, Date and Voting District are correct.
- Inspect the zero report to ensure that all Offices, Candidate's Names, Questions, Write-In Lines are correct.
- 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.
- 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.
- When the ACCU-VOTE asks for another printout, press the NO button on the front of the tabulator and lock the front panel access door. 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.
- Carefully slide the tabulator back until it stops in place.
- Close and lock the front panel access door.
- Open the top slot of the Auxiliary compartment located on the upper left side of the ballot box and leave it open for the day. The ACCU-VOTE is now ready to accept ballots.

IVS VOTE BY PHONE SYSTEM

- Unpack all hardware and cords. Ensure that the telephone is set to "Dial" and the Fax handset is on the hook.
- Connect the power cords to the Fax (Black Cord) and Telephone (White Cord).

- Connect the telephone line from the wall to the "LINE" slot on the back of the Fax.
- Connect the cord from the "EXT" slot on the Fax to the LINE slot on the back of the phone.
- Ensure there is paper loaded in the Fax Machine.
- Using the system, vote a "Test" ballot between the hours of 6 a.m. and 8 a.m. This ballot should be marked "VOID" and filed with your Moderator's Paperwork at the end of the night.

CLOSING PROCEDURES

- Unlock the front panel access door (upper front lock on the ballot box) with the plastic covered key. This will make available the control panel with the YES and NO buttons.
- Check the seal on the front of the tabulator and insure that it is not broken. Record the seal number in the Moderator's Return.
- Process the ballots (if any) from the Auxiliary compartment by feeding them into the tabulator. 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.
- If there are any ballots that continually reject, and the ballot is mis-marked, hand count these ballots in accordance with the Moderator's Handbook.
- If the Absentee ballots are to be counted at the polling place, they may be processed at this time. The number of Absentee ballots that were processed at this time is entered in the Moderator's Return. All absentee ballots, worksheets and Record of Vote were sealed in depository envelopes and labeled by voting district.
- The Moderator and Assistant Registrars of Voters record the number on the public counter (number of tabulator counted ballots) in the Moderator's Return.
- From the tabulator, unlock and remove the printer door with the bare key.
- 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.
- 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 Tabulator Total on the Tally Sheets.
- Record the number of Total ballots from the bottom of the report in the Moderator's Return. It then must be attached to the Tally Sheet that is filed with the Municipal Clerk.
- When the tabulator asks for another printout, press YES. Detach this printout and place it in the ballot transfer case.

- When the tabulator asks for another printout, press YES. This printout is signed by the Moderator and Assistant Registrars and posted in the polling place for public inspection.
- When the tabulator asks for another printout, press NO.
- Turn the Accu-Vote off with the red switch located in the rear of the tabulator. Replace and lock the printer cover back on. Place the tabulator along with the power cord into the black carrying case for transport to the secure location.
- Unlock the Write-In bin and record the number of ballots in the bin in the Moderator’s Return. The Moderator and Assistant Registrars shall count by hand the write-in votes cast for the 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.
- 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.
- All ballots from the regular bin must be placed in the Ballot Transfer Case.
- The ballot transfer case and tabulator bag are sealed with seals whose numbers are to be written in the Moderator’s Return.

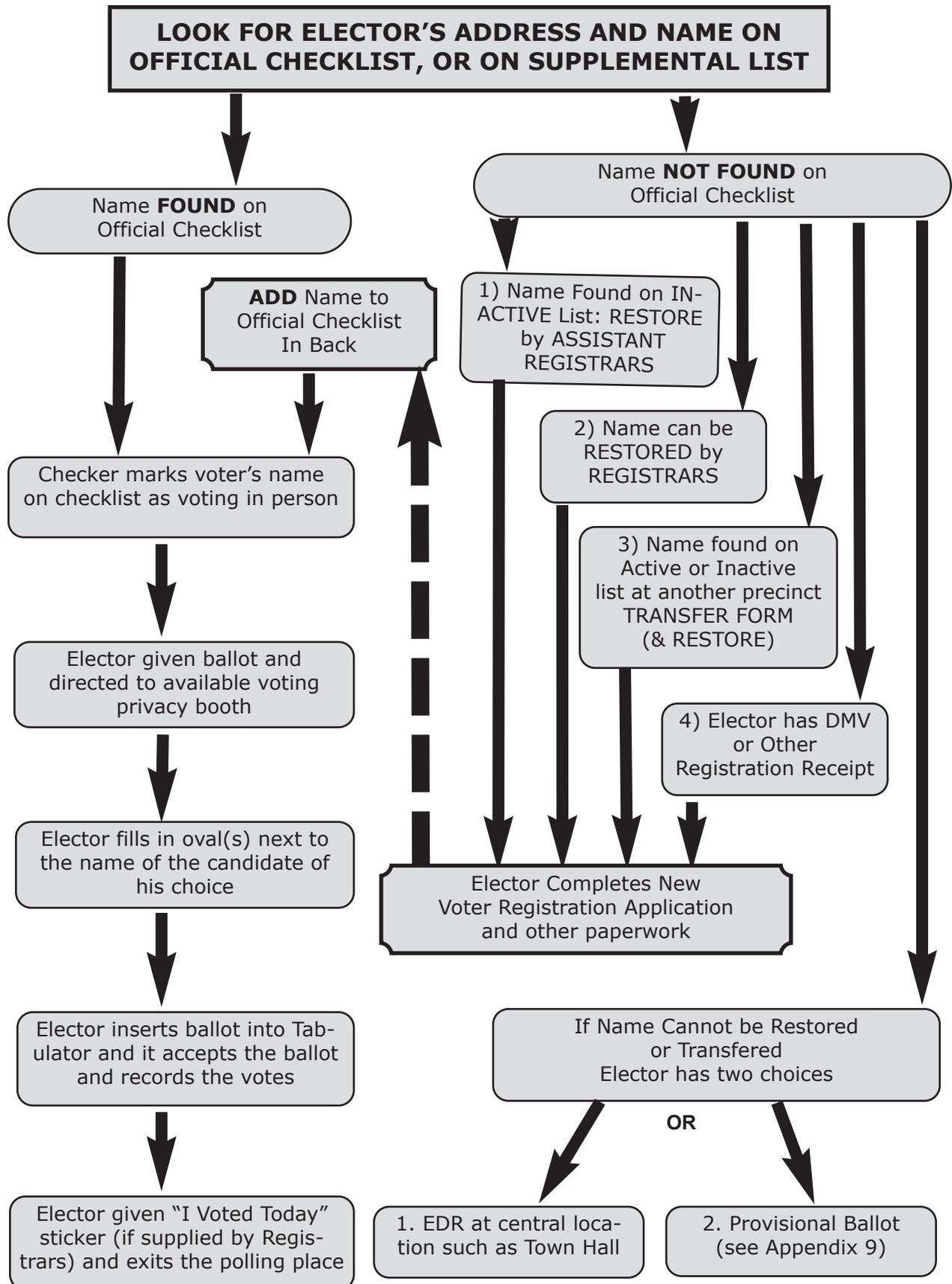
IVS VOTE BY PHONE SYSTEM

- Unplug the Fax machine and telephone from the wall outlets to prevent additional votes from being recorded.
- All IVS ballots, cover sheets and ending pages should be given to the Election Officials designated by the Registrars of Voters for counting.
- The designated officials shall ensure that the total amount of ballots recorded on the IVS log equals the total number of ballots contained in the ballot box.
- The designated officials shall count the total votes cast -on the ballots and report these totals on the Moderator’s Return in the “Hand-Count” column for each candidate.
- The Moderator shall continue to close the polls and produce the moderator’s returns as normally required.
- The ballots produced by the IVS system are not absentee ballots, however, they may be counted centrally or at the polling place as determined by the registrars of voters.

CLOSING THE POLLING PLACE

- 8:00 p.m. announce that the polls are closed.
- Station an official or a police officer at the end of the line at 8:00 p.m. to make sure no one else enters the line.
- After the last vote has been cast the public may enter the polls to observe the canvass.

- Start canvass of the vote. It may not be stopped for any reason—delay is criminal.
- Record Results.
- Double-Check the Totals.
- Check Moderator’s Return to be sure all boxes are completed.
- Complete and sign the Certificate of Closing of the Polls.
- Secure voted ballots with copy of tabulator tape for transport.
- Ensure proper chain of custody for tabulator and ballots.
- Get out ballot bags both unused and empty bag for voted ballots.
- Secure all ballots and give to Registrar of Voters.
- Deliver and secure materials as directed by Registrars – Ballots, Moderator’s Return, depository envelopes, equipment, supplies, etc.
- Check privacy booths that all pens are closed.
- Give Ballot Clerks unused ballot bag and have them count the unopened packages.
- Ballot Clerks should gather all unused ballots and count all loose ballots.
- Ballot Clerks shall give the spoiled ballots envelope to the Moderator to be returned to the Registrars.
- Have Ballot Clerks sign Moderator’s Return.
- Have Checkers count the highlighted electors – marked as having voted. Switch books with other checkers or Ballot Clerks to double check number. Assign one checker to record the number and tally the totals from each book. (e.g., Book A-M xxx, Book N-Z yyy, Total $xxx+yyy= zzz$) Note: This number may not be the same as tabulator—because of IVS ballots, abandoned ballots, or handcounted ballots.
- Checkers sign their books and Moderator’s Return.
- Pack up IVS machine and place in secure storage.
- Remove all signs (Exit, Bill of Rights, Ballot Instructions, street signs). Place in storage container.
- Gather supplies and store as directed. Check list of items to be returned to town hall.
- Dismiss official election officials when their duties have been completed.



Appendix

VOTER I.D. REQUIREMENTS

1. ELECTOR'S NAME ON OFFICIAL CHECK LIST – WITHOUT ASTERISK *

Each elector must present one of the following forms of identification to the checkers:

- a) Elector's **Social Security card, OR**
- b) Any **pre-printed form of identification** which shows elector's
 - (i) **name and address, OR**
 - (ii) **name and signature, OR**
 - (iii) **name and photograph, OR**
- c) **Sign a statement** under penalty of false statement on Form ED-681 entitled, "Signatures of Electors Who Did Not Present ID," provided by the Secretary of the State (see Form 3 in this Handbook) that the elector whose name appears on the official checklist is the elector signing the form. (§9-261)

2. ELECTORS WITH ASTERISK * NEXT TO NAME

Certain electors are required to fulfill a federal Help America Vote Act (HAVA) ID requirement. These electors will have an asterisk * next to their name on the official check list.

The acceptable forms of identification under HAVA for these electors are:

- a) A copy of a current and valid photo identification that shows the name and address of the elector; **OR**
- b) A copy of a current utility bill, bank statement, government check, paycheck or government document that shows the name and address of the elector;

If the elector is required to provide identification at the polls pursuant to HAVA and does NOT provide identification, the elector will only be entitled to a provisional ballot. See section entitled "Provisional Ballot" for information.

3. ELECTOR'S NAME NOT ON LIST – ELECTOR HAS 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 from the Department of Motor Vehicles (DMV), 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 received through the mail from the Registrar of Voters, and the receipt shows timely submission of a voter registration application, then:

- a) Assistant Registrar at polls calls the Registrar,
- b) Elector fills out and files new voter registration card at polls if the Registrar cannot find the original application,
- c) Assistant Registrar, on approval by Registrar, adds name to checklist,
- d) Elector presents to the checkers elector's social security number, or any other preprinted form of identification which shows the elector's name and either the elector's address, signature or photograph — the option to sign a statement on Form ED-681 is not allowed in this situation,
- e) Elector is allowed to vote if otherwise eligible. (Secs. 9-19h(b), 9-23g(b) and (d)(4), and 9-23n), as amended by P.A. 02-83, Secs. 3-6).

ELECTOR’S NAME IS ON THE OFFICIAL CHECKLIST: ACCEPTABLE IDENTIFICATION AT THE POLLS

IF “*” BY NAME	IF NO “*” BY NAME
(Only occurs in Federal election/primary)	(All other elections)
1. current and valid photo I.D. that shows elector’s name and address, or 2. a copy of a current utility bill, bank statement , government check, paycheck or other government document that shows elector’s name & address. §9-261	1. Social Security card, or 2. any other preprinted form of I.D. which shows: name and address, or name and signature, or name and photo,
If an asterisk by name, and NO acceptable ID, elector may NOT sign form ED-681. Refer elector to the Moderator.	OR 3. a signed and completed form ED-681 “Signature of Elector Who Did Not Present Identification”. (§9-261) (See Form 3 in appendix) Refer elector to Assistant Registrars for form completion and processing.

Acceptable Identification Summary Table

NOTE CONCERNING HAVA REQUIREMENTS

Certain electors registering for the first time are subject to HAVA requirements. However, if the elector provides:

- (1) A valid Connecticut motor vehicle operator's license number; **or**
 - (2) The last four digits of the individual's Social Security number.
- AND
- (3) The Registrars of Voters are able to verify that information prior to the election, THEN the elector will have satisfied the HAVA requirements and the remaining HAVA identification provisions will not apply to the elector.
- However, normal Connecticut identification procedures will still apply.

NOTE: Members of the armed forces and persons entitled to use the federal post card application under section 9-153a of the general statutes, as amended by this act, are not required to provide identification when registering by mail.

If the elector is required to present identification at the poll pursuant to HAVA, the applicant is NOT allowed to sign a statement under penalty of false statement on Form ED-681 entitled “Signatures of Electors Who Did Not Present ID,” prescribed by the Secretary of the State that the elector whose name appears on the official checklist is the elector signing. (§9-261) (See Form 3)

TABULATOR LCD MESSAGES

BALLOT NOT READ - PLEASE REINSERT	Moderator opens ballot box	Ballot pulled out through back – Reinsert in tabulator
OVERVOTE	Elector should review ballot Ballot read as too many votes in same race	Elector gets new ballot, or puts ballot in auxiliary bin
BLANK VOTED BALLOT	Elector should review ballot Ballot read as No votes	Elector fills out ballot, or puts ballot in auxiliary bin
COUNTED BALLOT - JAMMED IN READER	Moderator opens ballot box	Ballot pulled out through back – dropped in box
RETURNED BALLOT - JAMMED IN READER	Moderator opens ballot box	Ballot pulled out through back – Returned to elector or hand-counted later
INVALID BALLOT - SEE OFFICIAL RACE	Wrong ballots for this tabulator	Check ballots
POWER FAIL	Check power cord and wall outlet	
TEST BALLOTS?	Call Registrar of Voters	Unpack other Tabulator
OK TO FORMAT THIS MEM CARD	Call Registrar of Voters	Unpack other Tabulator
MEMORY CARD BAD - PLEASE REMOVE	Call Registrar of Voters	Unpack other Tabulator

TESTING THE IVS VOTE BY PHONE SYSTEM

- a. On Election morning a test fax will be sent from the server to the polls to verify that your equipment is set up properly and working.
- b. Using the system, vote a “Test” ballot between the hours of 6:00 a.m. and 8 a.m. This ballot should be marked “VOID” and filed with your Moderator’s Paperwork at the end of the night.

OPERATING THE IVS VOTE BY PHONE SYSTEM

1. ELECTOR:

- a. CHECKS-IN to vote and is marked as voting in-person.
- b. notifies election official of intent to use Accessible Voting System.

2. ELECTION OFFICIAL:

- a. Escorts elector to IVS location.
(Optional: Ballot Clerk gives elector an IVS pass & directs them to the IVS machine.)
- b. Mark “Log Sheet” to keep track of the # of electors using IVS system.
- c. Dial IVS telephone line @ 1-800-866-486-3841.
- d. Enter election official ID# when prompted by IVS. (ID# different for each precinct)
- e. Enter Ballot Access ID# when prompted by IVS.
(**If you receive a message asking whether the previous ballot should be spoiled answer YES. This means that the previous ballot was not completed correctly.)
- f. *For Primaries ONLY-select appropriate ballot (Democrat or Republican).
- g. Hand phone to elector, when prompted by IVS (offer headphone option).
- h. Instruct/Inform elector:
 - i. to press any key to begin the voting process.
 - ii. that verbal instructions are given during the vote by phone process.
 - iii. to put completed ballot into auxiliary bin.
- i. Leave voting area to allow for elector privacy.
- j. From a distance watch to see if assistance is needed.

3. ELECTOR:

- a. Presses any key to begin the voting process.
- b. Navigates the audio ballot by pressing the 2-4-5-6-8-0-#keys on the telephone as instructed by IVS.
 - i. Press 4 & 6 to go back & forth one Candidate at a time.
 - ii. Press 2 & 8 to go back & forth one Contest at a time.
 - iii. Press 5 to select/deselect a Candidate.
 - iv. Press 0 for Help.
 - v. Press ## to end the ballot ----the call.
- c. Fax machine will print out the cover sheet & ballot.
 - i. Elector should call election official if additional assistance is needed.

- d. Verify the accuracy of the printed ballot (if able).
- e. Place cover sheet & ballot into the auxiliary bin of the ballot box.

4. ELECTION OFFICIAL:

- a. make sure elector inserts ballot into auxiliary bin or SPOILS ballot. (If ballot is SPOILED elector has the option of voting by IVS again or by paper ballot.)

No	Issue	Action
1.	When I enter my ballot access ID the system is telling me it's an invalid number.	a. Check to make sure that you are entering the correct ballot access ID provided to you by the SOTS.
2.	The telephone doesn't seem to be recognizing the buttons as I push them. "I hear a clicking noise as I dial".	a. Check on the side of the Ameriphone to see if the Dial switch is set to T (for tone) and not P (for pulse).
3.	How do I know if the fax machine is on auto answer?	a. On the front of the fax machine, there is a RED light that says "Auto Answer". If the RED light is lit, auto answer is all ready on.
4.	I do not have a dial tone.	a. Check to make sure that the inbound phone line is plugged properly into the jack. Pick up the receiver on the fax machine... see if it has a dial tone. Unplug the wire from the wall to the fax, and plug it directly into the phone
5.	The telephone keeps ringing and says it's connecting but my fax isn't coming through.	a. Check to make sure that the Ameriphone cord is connected to the EXT port on the back of the fax machine and the inbound telephone line (the one connected to the wall) is connected to the LINE port on the fax machine. b. Check to make sure there is paper in the fax machine. c. Make sure the fax machine is set to Auto Answer.
6.	My fax doesn't work. I took another fax machine that we use all the time and plugged it in and it doesn't work either?	a. Plug the fax machine directly into the inbound phone line to see if you have a dial tone. If you have no dial tone, you have a bad line. b. Make sure your wiring is connected correctly to the LINE and the EXT. (see instruction in #5)
7.	I have paper in the paper tray but it's not feeding?	a. Take out all the paper, fan it and then replace. The feeders should grab it once you put the paper back in. Make sure the paper isn't too thick for the rollers to grab it. You should use standard weight paper.

GLOSSARY

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

A

Accu-Vote Optical Scan (Tabulator) – An electronic scanning device used to record and tally paper ballots.

Auxiliary Bin or Compartment – The compartment located on the lower left side of the ballot box. This compartment securely stores ballots to be scanned or hand-counted at the end of the night.

B

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 any race they choose.

Ballot Box – A piece of equipment that acts both as a base for the Optical Scan Tabulator unit and collects, sorts 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)

C

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 in the ballot box either by submitting it to the tabulator for scanning or placing it in the auxiliary bin for later counting.

D

E

Election Day Registration – Initial elector registration on the day of an election. Allowed in general elections, at a single designated location in each municipality, beginning in 2013. (§9-19j)

Election Totals Report – A report listing the election results for all race 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.

Ender Card – A specially coded form used to close the election and electronically lock the Optical Scan unit.

F

G

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.

H

I

IVS – A Vote-by-phone system designed for use by vision-impaired electors where the elector can hear the ballot being read, make selections using the phone buttons, and receive a completed ballot printed by fax machine.

J

K

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.

L

LCD (Liquid Crystal Display) – The message display on the Accu-Vote Optical Scan.

Lock Bar – A metal bar that can be locked in place to secure the memory card in it’s place.

M

Marked as voting (in person) – Name hi-lited or otherwise marked on the official checklist in the manner specified by the Registrars so that 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 Card – An electronic memory card 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;

N

O

Optical Scan – The common name for the Accu-Vote OS Ballot System or tabulator.

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.

P

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 produced 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.)

Q

R

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).

S

Sample Ballot – A copy of a ballot, not used for voting, but rather for display purposes as well as instruction.,

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

- the memory card in the tabulator
- the ballot transfer bag
- the tabulator in its carrying case.

Security Plate – The metal bar that protects the slot through which the tabulator feeds the ballots into the ballot box.

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.

T

Tabulator – Accu-Vote OS tabulator 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.

U

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.

Unscanned Ballot – Any ballot unable to be read, or rejected by the Optical Scan unit. These ballots will be required to be counted by hand at the end of the night.

V

Voter – In certain referenda, electors in the municipality plus qualified property owners 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.

W

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.

XYZ

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

WHAT IF??

No	Issue	Action
1	The keys to the OS unit are not in the case or with the Moderator.	Contact the Registrar of Voters
2	The report printing is too light.	1) Ensure that the printer paper is hanging freely 2) Do not pull on the paper while the paper is printing 3) Check the ribbon to make sure that it is seated properly.
3	The LCD screen is blank.	Check the following: • Be sure the OS unit is turned on. • Verify that the power cord is plugged into the UPS, wall outlet, and the OS unit. If the problem persists, contact the Registrar of Voters.
4	The LCD screen displays the message POWER FAIL.	Do one or all of the following: • Verify that the power cords are firmly plugged into the OS unit, UPS, and into the wall or an extension cord. • Plug the OS unit into a different wall outlet. (If the alternate wall outlet is far away, then use an extension cord.) NOTE The OS unit may be used for up to two hours on battery power and up to 16 hours with the UPS backup system. If the problem persists, contact the Registrar of Voters.
5	The zero total report does not print.	Determine if the following conditions exist: • The printer cover is unlocked. • The printer paper position is incorrect. • The printer ribbon is secure. • The printer paper jammed. • Turn the OS unit off and then on; and then try to reprint the report. If the report does not print, call the Registrar of Voters
6	The printer paper jams while printing.	Contact the Registrar of Voters.
7	The LCD screen displays the message TEST BALLOTS?	Contact the Registrar of Voters.
8	The LCD screen displays the message OK TO FORMAT THIS MEM CARD.	Contact the Registrar of Voters Immediately.
9	The LCD screen displays the message MEMORY CARD BAD – PLEASE REMOVE.	Contact the Registrar of Voters Immediately.
10	The LCD screen displays the message. BALLOT NOT READ –PLEASE REINSERT.	The elector must reinsert the ballot.

No	Issue	Action
11	The LCD screen displays the message. OVERVOTE	Complete the following steps: Allow the elector to inspect the ballot. If the elector decides not to revote, elector places ballot into the Auxiliary Slot to be counted later at the poll
12	The LCD screen displays the message INVALID BALLOT – SEE OFFICIAL RACE.	<ul style="list-style-type: none"> • Reinsert the ballot. • If the problem persists, contact the Registrar of Voters immediately.
13	13 The LCD screen displays the message COUNTED BALLOT – JAMMED IN READER.	Check to see if the ballot box slot is jammed with ballots. Then, drop the counted ballot down the chute.
14	The LCD displays the message BALLOT NOT READ – PLEASE REINSERT.	Turn the ballot over and then reinsert the ballot into the ballot box. If the problem persists, contact the Registrar of Voters immediately.
15	The LCD screen displays BLANK VOTED BALLOT.	Allow the elector to inspect ballot. If the elector decides to revote, then have the Ballot Clerk spoil the ballot and then issue a new ballot.
16	An elector leaves the polling location without scanning their ballot.	Spoil the ballot – Ballot Clerk should mark it “Abandoned” However, if the elector inserted the ballot into the tabulator and fled before noticing it was rejected – ballot was “cast” and must be put in the Auxiliary Bin for later counting.
17	You do not have the Ender Card.	Look in the bag for the back-up tabulator. If still missing, contact the Registrars of Voters immediately.
18	When the Ender card is inserted into the OS unit the LCD screen displays the message INVALID BALLOT – SEE OFFICIAL.	NOTE You must perform step 1 and step 2 at the same time. 1. Press the YES and the NO buttons 2. Insert the Ender card into the tabulator.
19	The LCD screen displays the message GENERATING REPORT and then the zero totals report does not print.	<ol style="list-style-type: none"> 1. Verify that the printer ribbon is properly fitted in the printer compartment. 2. Press the YES button on the OS unit. If the problem persists, contact the Registrars of Voters immediately

I HAVE A QUESTION

No	Question	Answer/Explanation
1	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 machine is set to reject overvotes. You may see an election official for another ballot or deposit it to be hand-counted later in the day.
2	What happens if I leave a race or multiple races blank?	You are not required to vote for every race. The Optical Scan unit will count only the races you vote for.
3	What happens if I make a mistake? Can I get another ballot?	If you make a mistake see an election official who will void your ballot and provide you with a new one.
4	How do I know that my ballot is counted?	The unit's LCD display shows how many ballots have been cast on it. Notice the number before you cast your ballot. After you cast your ballot you will see that the number on the counter has gone up by one
5	If I have more than one ballot card, do I have to wait after inserting the first one before I can insert the second?	Yes. It is a good idea for the Election Official scanning ballots from the auxiliary bin to pause between ballots to prevent a paper jam. After inserting the first ballot card, wait until it has been fully scanned before inserting the second card.
6	If I lose electricity, how long will the battery last?	With a fully charged battery, you should expect to get at least 2 hours of battery life. You are being provided a UPS (uninterruptible power supply) with every Optical Scan unit. 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.
7	Does it matter how I put the unit in the bag?	We ask that you put the ON/OFF buttons facing toward the handles so the switch does not get bumped into the ON position.
8	What is the Ender Card?	The Ender Card is a specially coded form used to close the election and electronically lock the Optical Scan unit. The Ender Card should be keep out of sight at all times, and only brought out after the polls have been declared closed.
9	Why do I have two keys?	The key with a colored plastic ring around it is used to lock/unlock all locks on the ballot box. The bare key is for the printer cover on the Optical Scan unit.
10	I hear something that sounds like a motor inside the ballot box. What is that?	The noise is coming from the ballot deflector. The deflector turns to sort the write-in ballots from the rest of the ballots. This way, the election officials do not need to sort manually at the end of the night, saving you valuable time in closing your polling location.

Problem	Action	Paperwork
Name on Official Checklist but No ID	Direct Elector to Assistant Registrar(s)	Form 3
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	Elector directed to correct Polling Place
	Or, 2. Elector has moved into precinct	1. Fills out Voter Registration Application to be transferred; 2. Elector Added to List
Name Not on City-Wide List	Elector directed to Town Hall to vote by EDR	
Name on List, but already marked as voting	Direct Elector to Assistant Registrar(s)	Form 6
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 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
Ballot Jam - Not Counted Yet	Moderator clears jam Elector reinserts ballot	Moderator notes in diary
Ballot Jam - Counted	Moderator clears jam Ballot placed in main bin	Moderator notes in diary
Abandoned Ballot found in Polling Place	Ballot Clerk marks "Abandoned" on it - kept in envelope, not counted	Moderator notes in diary
Abandoned Ballot found in Tabulator	Vote is Considered Cast	Placed in Auxiliary Bin and processed at end of day

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LIST OF POLLING PLACE OFFICIALS

*(This page to be completed by the Registrars of Voters,
for the Moderator’s contact and election official information.)*

Polling Place _____ (Ward
(District
(Precinct

TELEPHONE NUMBERS:

REGISTRARS OF VOTERS: _____

MUNICIPAL CLERK _____

ELECTION SERVICES DIVISION 860-509-6100 and
(Secretary of the State) 1-800-540-3764

The Elections Services Division is on duty from 5:30 a.m. to 9:00 p.m.
for regular elections

POLLING PLACE OFFICIALS

(Note: Also include a list of the names of the unofficial checkers)

(Name) (Address) (Title)