



SECRETARY OF THE STATE
30 TRINITY STREET
HARTFORD, CT 06106

September 17, 2014

Absentee Ballots

TO ALL TOWN CLERKS:

This letter describes the procedures for preparing the absentee ballot for your upcoming election, once you have all the final nominees and questions. Absentee ballots must be available beginning October 3, 2014. **PLEASE NOTE THAT THERE IS A STATE CONSTITUTIONAL QUESTION FOR THE BALLOT THIS YEAR (2014).** For the several towns which have additional municipal offices on the ballot, your printers must add such office designations and may have to print a second page. Also, if there will be a great many local questions on the November 4th ballot in your town, you may have to have your printer also print a second page. Towns which have a ballot of two or more pages may print the instructions on the back of the last page of the ballot or on a separate page.

You need to print only as many party rows as indicated on the list of candidates which we will send you on September 15, 2014.

The following material must be inserted on the face of the enclosed absentee ballot before printing:

1. Fill in the name of your town, "State Election" designation and election date.
2. Specify the number of pages (e.g., "Sheet 1 of 1 Sheet").
3. You may include district numbers (e.g., Senatorial district, Assembly district, voting district) on the face of the ballot if desired -- but not in the actual office-designation boxes, since ballot office designations prescribed by law do not include such numbers. This step is unnecessary if all of the offices are elected town-wide.
4. Designate state and local questions, if any. The correct number of question boxes should be inserted and the text of each question printed in a box.

- a. Each question designation must be separated to its right from the next question designation, if any, by insertion of a black vertical line.
- b. Each question should be numbered. The State Constitutional Amendment question should appear first before any local questions.
- c. Below each such Question must be inserted two ovals with the word "YES" printed immediately to the right of the first oval and the word "NO" printed immediately to the right of the second oval.

EXAMPLE 1

Vote on the Questions 	1. Shall the Connecticut Constitution be Amended? <input type="radio"/> YES <input type="radio"/> NO	2 Shall there be dollar increase in taxes? <input type="radio"/> YES <input type="radio"/> NO
--	---	--

- 5. Fill in the designations of all parties entitled to a place on the ballot, including, if applicable, the designation "Petitioning Candidates." The names of parties on the ballot must appear in the same style and size of type. The order of parties on the List of Candidates, which this office is sending to you in a separate mailing on September 15th, reflects the correct order for the state and district candidates. However, if you have any questions concerning the order of parties on the ballot label, please do not hesitate to contact us.

EXAMPLE 2

OFFICE →	1 GOVERNOR AND LIEUTENANT GOVERNOR	2 REPRESENTATIVE IN CONGRESS
PARTY ↓	<input type="radio"/> 1A SMITH and JONES	<input type="radio"/> 2A PAUL ADAMS
REPUBLICAN	<input type="radio"/> 1B CLARK and DAVIS	<input type="radio"/> 2B RON KNOX
DEMOCRATIC		<input type="radio"/> 2C JACK SMITH
CONNECTICUT FOR INDEPENDENCE	1C	
GREEN		<input type="radio"/> 2D JOHN DOE
	1D	

LIBERTARIAN	○ 1E WASHINGTON and LEE	2E
WORKING FAMILIES	1F	○ 2F FRANK SMITH
INDEPENDENT	○ 1G RALPH and BOONE	2G
PETITIONING CANDIDATE	1H	○ 2H ABE LINCOLN

6. You must add the names of all candidates to the ballot. You should work with your printer to supply them with the names of your candidates as they appear on the List of Candidates for State and District Offices (which is mailed from this office to you on September 15th). All candidate names must be listed in the same style and size of type.
7. Please remember to eliminate the candidate oval in each box where no candidate has been nominated by the applicable party. See the foregoing example.
8. The order of offices on the ballot shall be as follows: Governor and Lieutenant Governor, Representative in Congress, State Senator, State Representative, Secretary of the State, Treasurer, Controller, Attorney General, Judge of Probate, Registrar of Voters.

It is not necessary to include the Spanish instructions on your printed absentee ballot, unless you are a town in which this has been required by law - presently only Bridgeport, East Hartford, Hartford, Meriden New Britain, New Haven, New London, Waterbury and Windham. However, you are encouraged to do so if you have a Spanish-speaking community of any size.

STATUTORY PROVISIONS RELATING TO SPELLING OF
CANDIDATES' NAMES ON BALLOT

The name of each candidate shall appear on the ballot as it appears on the list of candidates which this office mailed to you on September 15, 2014. If a minor party cross-nominates a major party candidate, the name of such candidate should appear on the ballot as the candidate authorized it to appear on the major party row.

AFFIDAVIT OF TOWN CLERK RE NUMBER OF ABSENTEE BALLOTS PRINTED

Under Conn. Gen. Stat. §9-135b(c), immediately upon receiving the printed absentee ballots, the municipal clerk must file with this office a printed absentee ballot for the municipality, or where there are different absentee ballots printed for different political subdivisions, an absentee ballot for each such political subdivision, and an affidavit as to the number of ballots printed. A copy of the affidavit (ED-629) is enclosed; you can make additional copies as necessary. If following such filing, any correction or other

alteration is made on an absentee ballot, §9-135b(c) requires you to file with this office the corrected or altered ballot as soon as available, together with an affidavit as to the number of corrected ballots printed.

Local questions, explanatory texts and/or summaries of arguments in favor of, and opposed to, local questions may be enclosed with each official Absentee Ballot only if the legislative body of your town has authorized these under Conn. Gen. Stat. §9-369b. We will provide you with copies of the explanatory text approved by the state legislature for the State Constitutional Amendment question which must be enclosed with each official Absentee Ballot.

Please remember to use the postage-free serial-numbered envelopes (ED-11) for both the military, their spouses and dependents, and for any civilian absentee ballot applicant who has asked that the ballot be sent outside of the country to a bona fide personal mailing address.

If you have any questions, please do not hesitate to contact us at (860) 509-6100.

Sincerely,

DENISE W. MERRILL
Secretary of the State

By: _____
Theodore E. Bromley
Staff Attorney

Enclosure: ED-629

cc: Registrars of Voters

(G:\massmail\2014\09-14\abs-bal.doc) -- (Absentee Ballot - State Election)

