

MUNICIPAL CLERKS'
GUIDE FOR
MUNICIPAL ELECTIONS

MAY 2019



SECRETARY OF THE STATE

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STATUTORY CALENDAR OF FILING DEADLINES FOR ELECTION

List of Offices, Absentee Ballot, List of Nominees,
Sample Ballot, Election Returns for Municipal Officers

Not later than 180 days prior to the day of any regular election **List Of Offices.** Filing With Secretary Of The State. On or before this date, municipal clerk shall file with Secretary of the State list of offices to be filled, terms thereof and number of candidates for which each elector may vote. Secretary of the State, within 70 days after receipt, to return copy, and clerk, within 10 days after receiving same, to mail a copy to each town chairman. (Sec. 9-254)

Beginning approximately 55 days prior to municipal election **Absentee Ballots - Filing.** Immediately after the deadline for the certification of all candidates whose names are to appear on the ballot label, the municipal clerk must begin making arrangements to have the absentee ballots for the election printed. A layout model of each different absentee ballot shall be available for public inspection at the municipal clerk's office prior to printing. Immediately upon receiving the printed absentee ballots, the municipal clerk must file a printed absentee ballot for the town or for each different political subdivision, as the case may be, with the Secretary of the State, and file an affidavit as to number of such ballots printed. (Sec. 9-135b)

Not later than the 7th day following the date set for the primary **List Of Candidates - Filing.** Final date for municipal clerk to file with Secretary of the State on form provided by said Secretary of the State a list of names and addresses of candidates, party, office, term, number of candidates for whom each elector may vote for each office and term, and **certification that candidates' name appear as they have authorize it to appear on the ballot.** Clerk shall also notify Secretary of any change in such list. (Sec. 9-461)

Not less than 10 days prior to election **Filing Of Sample Official Ballot.** Final date for municipal clerk to a file with Secretary of the State a sample ballot identical with those to be provided for each polling place. (Sec. 9-256)

*Within 10 days after the
municipal election*

List Of Elected Officials. Municipal clerk to file with Secretary of the State by this date a statement of the name, post office address, and term of each person elected to office. If an elected town clerk is registrar of vital statistics, ex officio, such return shall so indicate. (Sec. 9-320)

Absentee Ballots Report. Last day for municipal clerk to file with Secretary of the State statement accounting for number of absentee ballot forms received from said Secretary. (Secs. 9-139c and 9-232e)

INTRODUCTION

The election process is actually initiated by the filing of a List of Offices to be Filled at the election by the municipal clerk *not later than one hundred eighty days prior* to the day of the election. Besides listing the *offices* to be filled, this list specifies the *terms* of such offices, the *number to be elected* and the *number for which each elector may vote*. This also controls the number each party may nominate for each office.

Approximately seven months before the election the Secretary of the State will provide the municipal clerk with a blank copy of the List Of Offices Top Be Filled (ED-102). It is the clerk's responsibility to review all relevant information and to prepare the list before signing the document and filing it by the deadline.

The "List of Nominations" must be filed by the municipal clerk with the Secretary of the State not later than *the seventh day following* the date set for the primary before a municipal election. This List specifies *names of candidates* who were nominated for the offices to be contested at the election. *This form is based on the information found on the List of Offices form previously filed.* The clerk must also verify the spelling of each candidate's name as they have authorized it to appear on the ballot. **This is vital because the name of a candidate appears on the absentee, official and sample ballots in the same manner as they have authorized on the endorsement form.** Immediately after the deadline for certification of all candidates and upon receiving the printed absentee ballot for an election, the town clerk must file a printed absentee ballot (one for each voting district) with the Secretary of the State, together with an affidavit as to the number of such ballots printed.

Sample Ballots must be filed by the clerk *not less than 10 days prior* to the election. *The sample ballot is based on the List of Nominees.* Absolute accuracy is essential not only concerning the designation of the offices and candidate's names but as to the size and style of the type used. Three sample ballots must be posted inside each polling place on election day.

Check lists regarding the preparation of the above are set forth hereafter and are intended to serve as practical guides.

LIST OF OFFICES TO BE FILLED

(To be filed with Secretary of State not later than one hundred eightieth day before election)

Town
 City of _____, State of Connecticut
 Borough

At the election of Town officers to be held in said municipality on the 6th day of May, 2019, the following offices will be filled for the terms noted below. The number of candidates for whom each elector may vote at said election is also noted below.

Number For Which Each Elector May Vote (Note: This is also the maximum number that a party may nominate.)	No. to be Elected	Order and Title Of Office To Be Filled (including supplementary language, if any)	From	Term To
1	1	First Selectman		
3*4*	1	Selectman		
1	1	Town Clerk		
14*	2	Board of Education (Full Term)		
	2	Board of Education (To Fill Vacancies for Two Years)		
3*11*	1	Board of Assessment Appeals (Full Term)		
	1	Board of Assessment Appeals (To Fill Vacancy for Two Years)		
8*	1	Planning Commission (six-year term)		
	1	Planning Commission (four-year term)		
9*	1	Zoning Commission Five Year Term Begins 2019		
	1	Zoning Commission Five Year Term Begins 2020		
12*	1	Zoning Board of Appeals Full Four Year Term Begins 2019		
	1	Zoning Board of Appeals Full Four Year Term begins 2020		
	1	Zoning Board of Appeals To Fill Vacancy for Two Years		
4	7	Constables		

Received and filed:

 Town Clerk

 (date)

Secretary of the State

By: _____

* See following notes

CHECK LIST RE: PREPARATION OF LIST OF OFFICES TO BE FILLED

- Be sure new charter amendments or ordinances affecting the election have been sent to the Secretary of the State.
 - Be sure all vacancy notices have been filed with the Secretary of the State.
 - Review lists filed for at least two previous elections if maximum term of any office is four years or for at least three previous elections if maximum is six years.
 - Check number to be elected, especially boards with rotating memberships; the number to be elected may differ every two years.
-

DRAFT WORK SHEET FOR LIST OF OFFICES

- 1 - Be sure of the date of the election
- 2 - Be sure order of offices listed coincides with order specified in Ballot Label Guide of Secretary of the State. If it conflicts with the order prescribed by the Secretary, check order on previous lists filed.

Section 9-251 of the General Statutes, relating to the order of offices on the official ballots, provides in part:

“In the preparation of ballot labels for use at a municipal election, unless otherwise provided by law, the order of the offices shall be as prescribed by the Secretary of the State, which order, so far as practicable, shall be uniform throughout the state.”

Since this office is required to prescribe an order which “shall be uniform throughout the state”, “unless otherwise provided by law”, may we ask that if the order of offices for your municipality deviates from the order set forth in our Voting Machine Ballot Label Guide, you request the opinion of your municipal attorney with regard thereto, and file a copy with this office if you have not already done so.

Note the title of the office in the Ballot Label guide; if title is different, check title on list filed for previous elections.

- 8 - Check sequence of terms for the same office. The longer term is listed first.

Example:

Board of Assessment Appeals
Six Year Term
Board of Assessment Appeals
Four Year Term

- 9 - Check listing of deferred terms; a term beginning later is listed after a term beginning earlier.

Example:

Board of Assessment Appeals
Four Year Term Begins 2019
Board of Assessment Appeals
Four Year Term Begins 2020

- 10 - Check to be sure any vacancies required to be filled at the election are listed. Vacancy terms are always listed after Full terms.

- 11 - Check sequence of vacancy terms. The longer term should be listed first.

Example:

Board of Assessment Appeals
Full Term
Board of Assessment Appeals
To Fill Vacancy for Four Years
Board of Assessment Appeals
To Fill Vacancy for Two Years

- 12 - Check listing of vacancy terms in the case of deferred full terms. List the office as follows:

Board of Assessment Appeals
Full Four Year Term Begins 2019
Board of Assessment Appeals
Full Four Year Term Begins 2020
Board of Assessment Appeals
To Fill Vacancy for Two Years

- 13 - Vacancy terms generally begin on election day. If a vacancy term does not begin on election day, then be sure the charter or a special act provides for different beginning date.

- 14 - Generally, if there is more than one vacancy for the same term and if there is restrictive voting for the office as in the case of board of education, the restrictive voting will also apply to the vacancy terms. (However, if in doubt, request the opinion of your Town Attorney.)

 - 15 - When your review is complete, sign the form and send to the Secretary of the State.
-

IF YOU HAVE ANY QUESTIONS REGARDING THE PREPARATION OF YOUR LIST, MAY WE SUGGEST THAT YOU CALL THE OFFICE OF THE SECRETARY OF THE STATE PRIOR TO FILING.

Amended Lists

If the original list filed requires correction or amendment (perhaps the addition of a vacancy), mark the second list "Amended" and include the following statement

This list, as corrected, xeroxed, and signed by me, is being filed under Sec. 9-254 of C.G.S. and replaces list originally filed.

Clerk

City _____
Town of _____
Borough _____

Be sure to sign before filing amended list with the Secretary of the State.

List of Nominees for Municipal Office – May 6, 2019

- Under §9-461 of the General Statutes, this list is to be filed with the Secretary of the State **not later than March 18, 2019**, but not until after the final date for filing primary petitions, or until after the primary, as the case may be.
- Please check all entries on this list carefully, type the information required, and date and sign the certification. Where two or more candidates are to be elected to the same office for the same term, names should be listed in the order as determined by the Registrars of Voters by lot in a public ceremony pursuant to Connecticut General Statutes §9-253.
- If any minor party, entitled to nominate candidates for municipal office has done so, please so indicate on the reverse side of this form.

Number For Which Each Elector May Vote	No. to be Elected	Order and Title of Office to Be Filled (including supplementary language, if any)	Term		Republican Nominee	Address + Zip	Democratic Nominee	Address + Zip
			From	To				

I hereby certify that each candidate's name is according to the way the candidate has authorized it to appear.

Dated at _____, Connecticut, this _____ day of _____, 2019.

Signature of Town Clerk

(Please Note: After filing of above list, Municipal Clerk must notify the Secretary of the State forthwith in writing of any errors or any changes in the above list.

CHECK LIST RE: LIST OF NOMINEES

(List to be filed at least 49 days prior to municipal election)

- 1 - On the left side of the form, copy the information from the List of Offices filed with the Secretary of the State.
- 2 - Note the number each elector may vote for; this is the number that each party may nominate.
- 3 - Check the number nominated by each party; it cannot exceed the number for which each elector may vote. (If a party has over-nominated, the name of no candidate will appear on the election ballot under that party designation for the office in question unless there is a withdrawal or withdrawals.) (Secs. 9-250 and 9-460)
- 4 - Be sure all major party, minor party and petitioning candidates for multiple-opening offices are listed in the order as determined by the lottery held by the registrars of voters in a public ceremony.
- 5 - Be sure that the spelling of each candidate's name according to the way the candidate has authorized it to appear.
- 6 - Be sure that the address listed is the voting address.
- 7 - Sign and file with the secretary of the state.
- 8 - Provide one copy to your printer when ordering absentee, official and sample ballots.

SAMPLE BALLOT AND INSTRUCTIONS FOR VOTING AT AN ELECTION

(Enclose the following in a box under the Town, Election and Date boxes on the front of the ballot.)

Be sure to read the instructions on the reverse side of this ballot.
They will help you in voting.

INSTRUCTIONS FOR VOTING (Frequently on the rear of the ballot.)

State of Connecticut

Official Ballot

HOW TO USE THIS BALLOT

CAUTION: This ballot may consist of more than one sheet.

I. TO MARK THIS BALLOT.

Completely fill in each appropriate oval as shown.

Use a black or blue pen

Vote for candidates individually. Do not mark the party names in any way.

II. TO VOTE FOR CANDIDATES.

In most cases, only one mark or write-in vote is allowable in each column (that is, for each office).

A. TO VOTE FOR CANDIDATES ON THE BALLOT.

Completely fill in the oval above the name of each candidate for whom you wish to vote.

	OFFICE	1	2
PARTY →	TITLE OF OFFICE	TITLE OF OFFICE	TITLE OF OFFICE
NAME OF PARTY	<input checked="" type="radio"/> 1A Name of Candidate	<input type="radio"/> 2A Name of Candidate	
NAME OF PARTY	<input type="radio"/> 1B Name of Candidate	<input checked="" type="radio"/> 2B Name of Candidate	

In the case of an office for which you may vote for two or more candidates, you may mark your ballot for the proper number of candidates anywhere in that group even though one may be directly below the other.

	OFFICE	1	2
PARTY →	TITLE of OFFICE	Vote for any Two	
NAME OF PARTY	<input type="radio"/> 1A NAME of CANDIDATE	<input checked="" type="radio"/> 2A NAME of CANDIDATE	
NAME OF PARTY	<input checked="" type="radio"/> 1B NAME of CANDIDATE	<input type="radio"/> 2B NAME of CANDIDATE	

B. TO WRITE IN A VOTE for a registered write-in candidate for a particular office, use the write-in row spaces provided for this purpose. The space you use for writing in a person's name as a candidate must be directly below the column headed with the title of the office to which you wish this person elected. It will have the same number as shown in the column-heading for that office. See example in III below.

III. TO VOTE ON THE QUESTIONS.

Mark the YES or NO oval left of your choice for each question on which you wish to vote.

	VOTE ON THE QUESTIONS	1	2
PARTY →	1. Shall the proposed	1. Shall the proposed	1. Shall the proposed
NAME OF PARTY	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
NAME OF PARTY	<input type="radio"/> 1A NAME of CANDIDATE	<input checked="" type="radio"/> 2A NAME of CANDIDATE	
WRITE-IN VOTES →	<input checked="" type="radio"/> 1B JOHN A. DOE	<input type="radio"/> 2B	

ABSENTEE VOTING INSTRUCTIONS ONLY

NOTE: After filling out this ballot (A), fold it and INSERT THE BALLOT IN THE INNER ENVELOPE (B). SEAL THE ENVELOPE. This envelope carries a statement which you must sign and which is subject to the penalties of false statement in absentee balloting provided by state law.

See further instructions on Inner Envelope (B) and in the enclosed "Instructions for Absentee Voting."

ABSENTEE, OFFICIAL AND SAMPLE BALLOTS

All Absentee, Official and Sample ballots should be ordered as soon as the candidates are known. When the time arrives for the municipal clerk to order ballots for the election, the Tabulator Ballot Guide should be reviewed. **A COPY OF THIS GUIDE IS INCLUDED IN THIS HANDBOOK.**

The basic sections regarding ballots are Sections 9-249a, 9-250, 9-251 and 9-453r of the General Statutes which relate to the **form** of the ballot, the type, ink and paper to be used, the **order** of the political **parties**, the manner of listing vacancies, the action to be taken if a party nominates more than the legal number for a particular office, etc.

Of particular importance is the requirement relating to the identical size and style of type used to print the names of the parties, and the names of the candidates, respectively. Also of particular importance is the requirement that the name of the party whose candidate for Governor polled the highest number of votes at the last state election appears in the first party row, and so on in descending order. The names of political parties must be arranged on the ballots in the order provided for in Section 9-249a.

Section 9-251 prescribes the **order of the offices** and Section 9-253 prescribes the **order of the candidates** on the ballots. Section 9-250a requires that when a party has failed to nominate a candidate, the space in which its candidate's name would appear shall be left blank.

The statutes relating to ballots are to be found in Chapter 147 of the General Statutes. The ballots must be laid out with a row designated for write-in votes, as provided for in Section 9-265. Moreover, when an elector may vote for more than one candidate for an office, the tabulator must be programmed so that the elector may vote for the proper number of candidates anywhere in that group even though one be directly below the other.

Instructions for completing an optical scan ballot to address these concerns are included in the instructions printed on the reverse side of the ballots.

LAYOUT OF DEMONSTRATOR BALLOTS

Don't forget the demonstrator ballots for use and/or posting on election day. These ballots may not contain the names of actual candidates or parties. Section 9-260 prescribes the exact language to be used on these ballots.

SAMPLE BALLOTS

Sample ballots must be filed with the Secretary of the State not less than ten days prior to the election.

Section 9-255 sets forth the requirements for sample ballots. The law requires that such sample ballots shall be identical to the official ballots that are prepared for voting on election day and that they **contain the offices, party designations, names of candidates, write-in row and questions to be voted upon.**

Section 9-255 also provides that with each of the two sample ballot posted in each polling place, an approved set of instructions for completing the ballot shall also be posted. The instructions shall be approved by the Secretary of the State. A copy of the instructions for use at elections is included on page 13 in this handbook.

The layout of the official ballots, including the location of the write-in boxes, instruction for filling out the ballot etc. have been standardized by this office with the printers.

From the Office of the Secretary of the State
30 Trinity Street, Hartford, Connecticut 06115

***ELECTION BALLOT GUIDE**

(To be followed in the absence of a special act to the contrary.)

I. ORDER OF OFFICES ON ABSENTEE, OFFICIAL AND SAMPLE BALLOTS
(Sec. 9-251)

(a) Particular Elections

- 1) State Elections
(Order of offices will be as set forth in List of Offices to be Filled
(ED-101) distributed by Secretary of the State)

- 2)** Town Elections *

First Selectman	(Sec. 9-188)
(or chief executive officer)	
Selectman (or legislative body)	(Sec. 9-188)
Town Clerk	(Secs. 9-189 and 9-189a)
Town Treasurer	(Sec. 9-189)
Tax Collector	(Sec. 9-189)
Board of Finance	(Sec. 9-202)
Board of Finance, Alternates	(Sec. 7-340a)
Board of Education	(Secs. 9-203 through 9-206a)
Board of Assessment Appeals	(Sec. 9-199)
Planning Commission	(Sec. 8-19)
Planning Commission, Alternates	(Sec. 8-19a)
Zoning Commission	(Sec. 8-1)
Zoning Commission, Alternates	(Sec. 8-1b)
Planning and Zoning Commission	(Sec. 8-4a)
Planning and Zoning Commission, Alts.	(Sec. 8-1b)
Zoning Board of Appeals	(Sec. 8-5)
Zoning Board of Appeals, Alternates	(Sec. 8-5)
Police Commissioners	(Sec. 9-201)
Fire Commissioners	(Sec. 7-301)
Constables	(Sec. 9-200)
Library Directors	(Sec. 9-207)

- 3) City and Borough Elections
Consult with the city attorney, or the borough attorney, as the case may
be, if there is any question as to the order of the offices.

* As used in this Guide, the abbreviation "Sec." followed by a number refers to a section of the General Statutes of Connecticut.

** In some towns, some of these offices are appointive and in some towns they are elected under Special Act, charter or ordinances.

(b) **Full Terms and Vacancies** (Sec. 9-250.)

When, at any election, both a regular term and an unexpired term are to be filled in a particular office, the full term is to appear first and be designated, “Full Term” and the vacancy is to follow, designated, “**To fill vacancy for __ years**”, with the duration of the unexpired term specified. Please note the following example for the order in which the vacant term appears and for the specific language to be used:

	Assessor Full term	Assessor To Fill vacancy for Two Years
Democratic	A	C
Republican	B	D

(Vacancy title must be separated from full term title by clearly defined black line.)
 When there are two vacancies for different terms in the same office, the vacancy which is longest in duration will appear first. Thus, a vacancy for four years would appear before a vacancy for two years in the same office.

(c) **Same Office - different terms** (Sec. 9-250.)

When, at any election, two or more officers are to be elected to the same office for different terms, the term for which each is nominated shall be printed on the ballot as part of the title of the office, as in the following example:

Zoning Board of Appeals Five year term Begins 2019	Zoning Board of Appeals Five year term Begins 2020
---	---

II. ORDER OF PARTIES ON BALLOTS

Section 9-249a of the General Statutes provides:

(a) The names of the parties shall be arranged on the machines in the following order:

- (1) The party whose candidate for governor polled the highest number of votes in the last-preceding election;
- (2) Other parties who had candidates for governor in the last-preceding election, in descending order, according to the number of votes polled for each such candidate;
- (3) Minor parties who had no candidate for governor in the last-preceding election;
- (4) Petitioning candidates with party designation whose names are contained in petitions approved pursuant to section 9-453o of the general statutes, and
- (5) Petitioning candidates with no party designation whose names are contained in petitions approved pursuant to section 9-453o of the general statutes.

II. ORDER OF PARTIES ON BALLOTS

Section 9-249a of the General Statutes provides: (cont.)

- (b) Within subdivisions (3) and (4) of subsection (a) of this section the following rules shall apply in the following order:
 - (1) Precedence shall be given to the party any of whose candidates seeks an office representing more people than are represented by any office sought by any candidate of any other party;
 - (2) A party having prior sequence of office as set forth in section 9-251 of the general statutes shall be given precedence, and
 - (3) Parties shall be listed in alphabetical order.

- (c) Within subdivision (5) of subsection (a) of this section, candidates shall be listed according to the provisions of section 9-453r.

Thus, after rows are allocated to the parties which ran candidates for governor in accordance with Sections (1) and (2) of subdivision (a), minor parties that did not have candidates for governor are arranged according to the guidelines in subdivision (b). If the first rule does not apply, then rule (2) would be applied and so forth. For example, your town has two minor parties "B" party has a candidate for U.S. Senate and "A" party has a candidate for Representative in Congress. "B" party would be entitled to the row above "A" party because its candidate for the U.S. Senate seeks an office which represents more people than are represented by the office sought by "A" party's Representative in Congress candidate.

A different set of facts would illustrate rule (2). "B" party has a candidate for United States Senator and "A" party has a candidate for Secretary of the State. Both offices represent the same number of people the entire state. Therefore, in this instance examine rule (2) which gives precedence to the party having prior sequence of office in Section 9-251. So here, because "B" party has a candidate for United States Senator which appears prior to Secretary of the State in the listing of offices in Section 9-251, the "B" party receives the row above the "A" party.

A third example would illustrate rule (3). "B" party has a candidate for selectman and "A" party has a candidate for Board of Education. Both offices represent the whole town, and neither are listed in Section 9-251, therefore applying rule (3), the "A" party receives the row above the "B" party. The rules of subdivision (b) apply to all the parties of sections (3) and (4) of subsection (a).

PETITIONING CANDIDATES - Single Opening Office with no party designation

The position of petitioning candidates with no party designation is governed by Section 9-453r. If there is more than one such candidate for a single opening office, precedence as to row is given to the candidates **in the order in which they applied for petitions**. There is no limit to the number of people who may be petitioning candidates with no party designation for a particular office. For example, A applied for petitions January 3, C applied January 17, and B on January 21. Their order would be:

		Town Clerk	
Petitioning Candidate		A	
Petitioning Candidate		C	
Petitioning Candidate		B	

PETITIONING CANDIDATE - Multiple Opening Office with no party designation

In the case of more than one petitioning candidate with no party designation for a multiple- opening office, the first row of such candidates should be filled prior to going to a second row. On a single row, the candidates shall first be determined based on time of application. Once assigned a row, their position in that row is determined by a lottery held by the registrars of voters in a public ceremony.

For example; A applied January 21, C applied January 5, B applied January 20, E applied January 3 and D applied January 12. For an office for which 3 candidates would be voted for, the petitioning candidates should be placed in groups of three, first in order of time and then as determined by lottery within that row. Thus, A, C, and B applied before E and D, so A, C, and B get the first petitioning candidate row with E and D on the second. But the rows themselves are then arranged as determined by lot, thus:

Step 1. (position on row based on **time of application**)

	Selectmen Vote for Any Three		
Petitioning Candidate	E	C	D
Petitioning Candidate	B	A	

Step 2. (position within each row based on **lottery**)

	Selectmen Vote for Any Three		
Petitioning Candidate	C	E	D
Petitioning Candidate	A	B	

III. ORDER OF NOMINEES ON VOTING MACHINE BALLOT (Sec. 9-253.)

(a) General Rule - where multiple openings exist for same office

- (1) Where a major or minor party may nominate, and has nominated, two or more candidates for a particular office, the order of the names of its candidates for such office is determined by the registrars of voters by lot in a public ceremony.
- (2) The ballot order of nominating petition candidates for multiple-opening offices must be as prescribed in Section 9-453r.

(b) Failure to Nominate Candidate (Sec. 9-250a)

When a political party has failed to nominate a candidate for any office for which it is entitled to make such nomination, the space on the ballot label in which the name of the party's candidate would appear shall be left blank. Please note the following example:

	Board of Finance Vote for Any Two	
Democratic	A	
Republican	B	D

IV. NUMBER FOR WHICH EACH ELECTOR MAY VOTE (Sec. 9-250.)

- (a) The head of the office column should indicate the number for which each elector may vote. Example 1: If we assume that the Town Clerk is to be elected, the candidates would appear on the ballot thusly. (The number that a person can vote for must equal the number of columns for that office on the ballot.)

Town Clerk Vote for One	
A	
B	

Example 2: If we assume that 3 members of the Board of Education are to be elected and that each elector may vote for any two under Section 9-204, the candidates would appear on the ballot thusly.

Board of Education Vote for Any Two	
A	C
B	D

(Of course, in this case the tabulator must be programmed to permit an elector to vote for any two candidates, whether their names appear in different columns or in the same column).

- (b) Where an elector may vote for three candidates for a multiple opening office (and thus the parties may nominate three) and all parties fail to nominate the full number, three office columns must still be used for that office. For example:

Selectmen Vote for Any Three		
A	C	
B	D	

- (c) Special attention must be given in those towns which have adopted Section 9-204a. If a town adopts 9-204a, there is full voting for Board of Education. However, although there is full voting, only a bare majority may be elected and this must be indicated in the office designation. For example, where three members are to be elected the ballot label would read:

Board of Education
Vote for any three
Three to be elected - not more than two from one party

CHECK LIST RE: PROOF-READING AND PREPARING SAMPLE BALLOTS

- 1 - Be sure instructions printed conform to latest instructions prescribed by Secretary of the State.
- 2 - Study carefully all the provisions of the tabulator ballot guide and ascertain that the sample ballot as printed conforms to same.
- 3 - Be sure that local questions or constitutional amendments, if any, are set forth on the sample ballot label.
- 4 - Read the official and sample ballots against the list of nominations. Candidates' names must appear exactly as they have authorized.
- 5 - Make certain that Sections 9-249a and 9-250 relating to ballot order and typeface are complied with.
- 6 - With regard to those offices for which an elector may vote for more than one candidate, be sure that the names of candidates of a major or minor party are listed in the order drawn by the Registrars of Voters by lot.
Be sure that petitioning candidates are listed correctly. See page 19.
- 7 - Examine each of the office designations to ensure that it is in proper sequence, in accordance with the sequence of the offices on the list of nominations which should be correct. Examine each office designation to ensure that if an elector may vote for more than one, the office designation specifies the exact number for which an elector may vote, such number to coincide with the number for which an elector may vote for said office on the list of nominations and on the list of offices to be filled.
- 8 - Where certain officials are elected from districts (political subdivisions), be sure that the ballot labels are appropriately marked to identify the district.
- 9 - Be sure write-in slots are numbered correctly.
- 10 - Be sure that where a party has failed to nominate, the space is left blank. Moreover, if the parties are entitled to nominate three candidates, for example, and all parties nominate only two, three office columns on the ballots must still be used for that office.

CHECK LIST RE: LIST OF ELECTED MUNICIPAL OFFICERS

To be filed with the Secretary of the State within Ten days after the election (Sec. 9-320)

This list is part of a special file maintained by the Secretary of the State and is often the source of answers to questions posed to the office of the Secretary of the State regarding elected municipal officers. Therefore, it must be accurate and must correspond as to office and term and name with the list of nominations previously filed.

- 1 - Be sure the name of the municipality and the date of the election is filled out together with the designation as to whether your municipality is a town and/or city or borough.
- 2 - Be sure to sign and date before filing with Secretary of the State.
- 3 - Be sure the offices are listed in the way they appear on the list of offices, list of nominations and ballots.
- 4 - Be sure post office address and not voting address, if different, is specified.
- 5 - Be sure that the term is the same as that specified on the list of offices and list of nominations.