TO:  REGISTRARS OF VOTERS AND MUNICIPAL CLERKS OF TOWNS HOLDING REGULAR MUNICIPAL ELECTIONS May 1, 2017:

**OFFICIAL HEAD MODERATOR'S RETURNS**

For the use of the Head Moderator (or Moderator in towns with only a single voting district) in complying with Conn. Gen. Stats. §9-314(b), we are enclosing the prescribed Head Moderator's Return (ED-606) form for the municipal election to be held May 1, 2017.  We send these forms to the Registrars of Voters because you provide the Moderators with their supplies for the election.  Please include the enclosed form *and a copy of this letter* with such supplies for the Head Moderator.

WRITE-IN VOTES

For detailed explanation concerning valid (and invalid) write-in votes, please see our recent letter to Municipal Clerks on this subject; also Moderator's Handbook for Elections and Primaries and Procedure Manual for Counting Absentee Ballots.

Please note that write-in votes are to be separately reported only if cast for registered write-in candidates (if any), whose names must be listed on Part II of the form enclosed.  Names of registered write-in candidates, ifany, in your town are included with our letter re: write-in votes.  Any **valid** write-in votes for candidates listed on the ballot must be INCLUDED IN SUCH NOMINEES' VOTE TOTALS as reported on the return form.

TRANSMITTAL OF OFFICIAL MUNICIPAL RETURNS

The moderator shall make a preliminary list of the votes given for each municipal office elected at such municipal election, as reported solely by the tabulator in the moderator's town and shall immediately transmit such preliminary list to the Secretary of the State not later than midnight on election day. Once the preliminary list has been transmitted to the Secretary of the State, the moderator shall make a duplicate list of the votes given in the moderator's town for each municipal office elected at such municipal election. Such duplicate list shall indicate the total number of names on the official check list of such town and the total number of names checked as having voted and shall be on a form prescribed by the Secretary of the State. The moderator shall transmit such duplicate list to the Secretary of the State by electronic means as prescribed by the Secretary of the State not later than forty-eight hours after the close of the polls on election day. The moderator shall also seal and deliver one of such duplicate lists to the Secretary of the State not later than the third day after the election. Any such moderator who fails to so transmit or deliver such duplicate list to the Secretary of the State by the time required shall pay a late filing fee of fifty dollars. The moderator shall also deliver one of such duplicate lists to the clerk of such town.

A *duplicate* set of the returns is to be submitted to the municipal clerk.  Therefore, after all entries have been completed and proofread and any corrections made on the enclosed return form, itshould be photocopied and *both sets signed in the original* by the Head Moderator:  one for transmittal to us and one for filing with the municipal clerk.

Only the enclosed prescribed return form (only one copy thereof) is to be filed with our office. Please do not submit to us any other "versions" of the results (such as polling-place moderator’s return forms, absentee tally sheets, returns by voting district, etc.).

ACCURACY OF RETURNS

Accuracy of returns is vitally important. *The Head Moderator or Moderator, as the case may be, 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 (authorized under Conn. Gen. Stats. §9-169) or some other election official not involved with the original counting would help ensure the correctness of the returns.

In completing Part IV of the enclosed form, the Head Moderator should be aware that the category "Total Number of Names on Official Check List" (IV A.) is to reflect the total eligible to vote in the election on the active registry list including the names restored to it on Election Day.  Likewise, the category "Total Number of Names Checked as Having Voted" (IV B.) is to reflect the NAME-BY-NAME COUNT of all names checked on the official check list(s) as having voted, by machine **AND** by absentee ballot (including names checked at the absentee central-counting location, if applicable).  This figure is *not to be calculated by any other method* (i.e., no "shortcuts").  This total of names checked must be not less than---and normally will somewhat exceed---the total of votes cast for all candidates for any particular *single-opening* office, either at-large or in the particular subdivision involved.

These Part IV figures (A. and B.) are to be filled in (1) for the entire municipality in all cases; and (2) for each smaller political subdivision from which municipal officials are elected (for example, council districts).

The Head Moderator should remember to insert the Town name on the first page of the return form, to sign and date the last page, and to fill in the telephone numbers at which he or she can be reached if necessary.

May we express our thanks to all Moderators, Municipal Clerks, and Registrars of Voters for their fine cooperation and assistance. Please don't hesitate to call upon us if you have any questions with regard to the above or whenever we may be of service to you.

FAX NUMBER: (866) 392-4023

Sincerely,

DENISE MERRILL

Secretary of the State

BY:

Theodore E. Bromley

Staff Attorney