

## FAQs for Municipal List of Candidates and Endorsements

1. Candidate withdraws after I filed List of Nominees with SOTS?
  - a. Email a copy of the withdrawal and an amended list to Heather
2. Candidate withdraws before I file list with SOTS?
  - a. I do not care, note on list vacancy in endorsement so we know party may replace candidate.
3. Candidate is replaced by party?
  - a. Add to them into EMS (Candidates- add/search candidates) in same position as original candidate and email an amended list to Heather
4. The ROVS have conducted lottery to determine placement for multiple opening offices and a candidate withdraws?
  - a. Everyone remains in the same position; they do not move up a spot. If the party replaces the candidate, they will go into that vacant spot.
5. Candidate wants nickname on ballot but put full name on endorsement?
  - a. Candidate must withdraw and the party can nominate him to fill the vacancy. On the new form titled “meeting of the vacancy committee” the candidate can print their nickname.
6. Party over-endorsed for an office?
  - a. If it is before the deadline (July 28<sup>th</sup>), the party can fix it by having the candidate withdraw. If, after the deadline, it is an over-endorsement which means no endorsement for that office (CGS 9-250). Only option left is to obtain primary petition from ROV for that office and collect signatures. The candidate will become the endorsed candidate because of no challengers.
7. Party under-endorsed and found a candidate after the party filed endorsement form.
  - a. Have candidate contact ROV and obtain a primary petition. The candidate will become the endorsed candidate because of no challengers.
8. Candidate or chair did not sign the endorsement form?
  - a. If before deadline of July 28<sup>th</sup>, the candidate or chair can fix it. After deadline—no endorsement. Contact ROV for primary petition.

9. What happens when someone resigns from BOE creating a two-year vacancy after endorsement period has ended?
  - a. The vacancy can be added to EMS on the list of offices (ED-102) until September 1<sup>st</sup> (minor party nomination period). Amend your list of offices and email to Heather.Augeri@ct.gov. REMEMBER to unassign the office from EMS before you edit to add the full-term wording.
  - b. Contact the parties and inform them that the party can nominate a candidate for the vacancy term. This office is not eligible for primary.
10. The office is not clearly defined, party listed BOE not BOE vacancy term and BOE full term, and the party did not specify who is running for which office?
  - a. If it is before due date of July 28<sup>th</sup> at 4 pm, the party can fix it. After the deadline, the candidate would need to obtain primary petitions. In this case, ask your town attorney. The official answer is “no endorsement” but town attorney may be able to help. Also, call Heather at 860-509-6280 or email.
11. When is the last day for a candidate/placeholder to withdraw?
  - a. 24 days before the election (October 9<sup>th</sup>)
12. When is the last day for the party to replace a candidate who has withdrawn?
  - a. 21 days before the election (October 12<sup>th</sup>)
13. What do I need from the candidate to withdraw?
  - a. Wet signature on a written statement stating they are withdrawing from the November 2<sup>nd</sup> election indicating the name of office.
14. What do I need from the party to replace a candidate?
  - a. Same requirements as endorsement form (name of office, name of candidate as they want it on the ballot, candidate’s address, candidate’s signature, and signature of presiding individual). Title of form should be “meeting of the vacancy committee.”
15. My ballot has been printed and candidate withdrew, or party replaced?
  - a. Absentee Ballots are available October 1<sup>st</sup> and must go out and keep going out. Black out candidate’s name who withdrew. If you have a 2-sided ballot, make sure it does not bleed through. ROVS will have to hand count these ballots and the ballots already issued.

- b. You must reprint, contact printer, and email Heather. Keep issuing ballots until new ballots arrive. **YOU DO NOT HAVE TO REISSUE BALLOTS** unless a voter requests a new ballot.
16. What do I need to mail to SOTS and to what address?
- a. Absentee ballot affidavit which can be created on EMS under “Maintenance” and printed under “Reports”. Your signature must be witnessed by a notary or an assistant town clerk. Include one original absentee ballot per district (also applies to reprinted ballots).
  - b. Send to SOTS Attn: Heather 165 Capitol Ave., Hartford CT. 06106
  - c. Head Moderator Returns, Amended Head Moderator Returns, Recanvass or Recounts
17. What do I email to SOTS and to whom?
- a. List of Offices, List of candidates, withdrawal, nominations to fill vacancy on the ballot, and vacancy or appointment in elected office ED-638 [Microsoft Word - ED-638.DOC \(ct.gov\)](#) email [heather.augeri@ct.gov](mailto:heather.augeri@ct.gov)
  - b. Everything else, please email [lori.magora@ct.gov](mailto:lori.magora@ct.gov)

I hope this is helpful. Big thank you to Lisa Arpin, Branford Town Clerk, as my editor.

Heather