

Getting Ready for an Election



ROVAC FALL CONFERENCE

CONNECTICUT SECRETARY OF THE STATE

SEPTEMBER 5, 2014

Voting Districts and Polling Places



- Boundaries of voting districts are set by the town's legislative body.
- No changes may be made within 90 days of the election.
- Polling places are designated by the registrars and may not be changed within 31 days of the election.
- Exception: polling place has become unusable. Town clerk and both registrars must agree on a new polling place. Must give adequate notice to the voters.

Voting Machines and Privacy Booths



- Each town should set up one optical scan and a backup for each polling place.
- You will need one privacy booth for every 250 or fraction of 250 electors. Thus if you have 5000 voters in your district, you will need to set up 20 privacy booths.
- Be sure to have the privacy booth set up for voters with disabilities (lower tray to accommodate a wheelchair).

Testing and Sealing of Machines



- At least ten days before the election or primary, the registrars shall conduct ballot card testing of every programmed memory card to ensure that: ballots are printed properly, timing diagnostic and card identification marks are correctly located on the ballot, memory cards are programmed with accurate information; voting machines tally ballots correctly.
- Give written notice of the day and the place of the test-voting and sealing of the machines to the town chairmen of all political parties.

Testing and Sealing of Machines



- We recommend that notice also be given to minor party candidates, nominating petition candidates, and registered write-in candidates.
- When creating a test deck, must be sure that the tabulator correctly reports vote totals for each candidate, including write-ins, consistent with pre-determined results. If an elector may vote for two or more in a group, the elector must be able to vote for any combination of two or more. If a candidate is cross-endorsed and appears on two or more lines, the registrars must ensure that the machine counts only one vote.

Election Officials



- One Moderator
- At least one but not more than two Checkers per line
- Two Assistant Registrars
- At least one but not more than two Tabulator Tenders
- At least one but not more than two Ballot Clerks
- Demonstrators are optional – zero to two may be appointed
- Head Moderator, who may be one of the polling place moderators

Election Officials



- May also appoint one or two challengers.
- May appoint Deputy Head Moderator to assist the Head Moderator.
- Two shifts of the above officials, except the moderator, may be established by the registrars.
- Each registrar is responsible for hiring $\frac{1}{2}$ of the election officials; the registrars jointly appoint the moderator. No party or candidate may demand the appointment of a member of such party or supporter of such candidate.

Election Officials



- 16 or 17 year-old US citizen and resident of the town may be a checker or tabulator tender but not a ballot clerk.
- No candidate, spouse or child of a candidate, or any dependent relative who resides in the candidate's home may transport, prepare, repair, or maintain a tabulator.
- All polling place officials must be electors in the state.
- Assistant Registrars of Voters must be electors of the town.

Election Officials



- No known candidate may serve as an election official or serve at the polls in any capacity.
- No election official shall perform services for any candidate or party on election day.
- Election officials should be appointed at least twenty days before an election and the registrars and head moderators must instruct the officials before every election and primary.

Absentee Ballot Counters



- **Central Counting:** registrars must appoint two or more absentee ballot counters and a moderator.
- **District Counting:** other officials at the polls may perform the absentee ballot counting functions but registrars may appoint two or more absentee ballot counters for each voting district.
- **No candidate, spouse of a candidate, parent, grandparent, child or sibling of a candidate may count absentee ballots on which the name of the candidate appears.**

Supervised Absentee Voting



- A registrar is prohibited from supervising absentee voting for an election if her spouse, or her child, or any dependent relative residing in the registrar's household is a candidate in the election. Must designate deputy or assistant registrar to supervise for her.
- All supervised voting must take place not later than the last business day before the election.
- Any elector, including a resident of a facility is entitled to vote or register to vote unless determined incompetent by a probate court.

Unofficial checkers



- Town chairman submits names of the unofficial checkers to the registrar of his party at least 48 hours before the election, or the registrar may appoint if the chairman fails to do so.
- Unofficial checkers must be enrolled in the party in which the registrar is enrolled, except that 16 and 17-year-old US citizen residents of the town may serve as unofficial checkers.

Active and Inactive Lists



- Registrars must print active and inactive lists for use at the polls.
- Inactive voters consist of those voters whose notice acceptance letter was returned undeliverable and did not respond to a Confirmation of Voting Residence and any person who was sent a Confirmation of Voting Residence during the canvass and did not respond within thirty days.
- The inactive list for a particular voting district is sent to the polls for that district.

Active and Inactive Lists



- An elector may be restored and may be allowed to vote if both registrars or both assistant registrars consent. There is no need to telephone the registrars' office when the elector's name is on the inactive list for that district.
- If name is not on the Active nor the Inactive List, the person may not be restored unless the registrars are contacted and consent to the restoration and only if the name was on the Active List for at least one of the four previous years.

Closing of Polls



- Any elector in line by 8 pm must be allowed to vote. Elector does not need to be in the polling place if the line extends outside the polling place, but an election official or police officer should be stationed at the end of the line.
- The election officials shall proceed to canvass the results and shall not stop until canvass is completed.
- Designees of third party candidates, nominating petition candidates, and registered write-in candidates should be given the opportunity to verify the results.