



SECRETARY OF THE STATE
30 TRINITY STREET
HARTFORD, CT 06106

July 23, 2017

TO ALL TOWN CLERKS:

Re: Primary Absentee Ballot

We are enclosing for your use in the September 12, 2017 primaries, if any, instructions regarding absentee ballot preparation. In the event of one or more primaries, you must prepare a printed absentee ballot and make the same available for distribution to absentee ballot applicants beginning August 22, 2017. A separate absentee ballot must be prepared for each party's primary, if more than one party is holding a primary in your town. Even within a single party primary, separate ballots may be required if the jurisdiction of some of the offices contested at the primary are from political subdivisions, that is, are not at-large offices.

In order to have sufficient time to prepare your printed absentee ballot(s), we suggest that you ask your registrars, before the August 9, 2017 primary petition-filing deadline, whether petitions have been issued by them. A formal notice of primary(ies) will be filed with you by the registrars, in the event of a primary, shortly following the August 9, 2017 deadline.

Absentee ballots must contain: (1) the name of your town, (2) the name of the party holding the primary, and (3) the date of the primary - September 12, 2017. This information must be placed immediately above the first horizontal row of boxes - Boxes 1, 2, 3, etc. - in the appropriate space adjacent to the words "CONNECTICUT", "PRIMARY (PRIMARIA)", and "DATE (FECHA)". Office designations in the appropriate numbered boxes at the top of the office columns and names of candidates in the appropriate ballot positions must also be provided. (See below regarding order of offices and candidates.)

You may include district numbers 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. Any required supplementary language, such as "To Fill Vacancy for Two Years" or "Vote for any Two" must also be placed within the boxes below the title of the office so placed. If the numbered box containing the title of the office includes the supplementary language "Vote for any Two", then two vertical columns must be allocated to such office. This is done by eliminating one vertical line in the office title row. Thus, you must allocate to a multi-opening office a number of columns equal to the number of candidates for whom an elector may vote.

All candidates' names must appear in exactly the same size and style of type. You may eliminate columns and rows on the absentee ballot in your town which are not needed and enlarge those being used, if desired; your printer can help you determine the best format in this respect.

It is not necessary to include Spanish instructions 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, we encourage you to do so if you have a Spanish-speaking community of any size.

Example 1

1 Mayor	2 Board of Education	3 Vote for any Two	4 Town Clerk
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Example 2

2	3 Board of Education	4
Vote for any Three		
<input type="radio"/> 2A Candidate*	<input type="radio"/> 3A Candidate*	<input type="radio"/> 4A Candidate*
<input type="radio"/> 2B Candidate	<input type="radio"/> 3B Candidate	<input type="radio"/> 4B Candidate

ORDER OF OFFICES. In accordance with Conn. Gen. Stat. §9-437(g), the Secretary of the State prescribes that the order of offices on the ballot is the same as set forth in the "List of Offices to be Filled," which you have previously filed with this office. Of course, the titles of offices not involved in a party's primary are not to be listed on the primary ballot. Thus, in designating the office columns, in the order and manner specified above, no column is to be "skipped" or left blank. For example, if a party holds a primary for First Selectman, Town Clerk and Town Treasurer, such office titles will appear in Boxes 1, 2 and 3, in whatever order they are listed in the "List of Offices to be Filled".

ORDER OF CANDIDATES. You must also place the candidates' names, who are contestants in a primary for any office, under the applicable office title. The order of candidates under Conn. Gen. Stat. §9-437(a), (d) and (f) is as follows:

A. Party-endorsed Candidates. The name of the party-endorsed candidate(s), if any, for a particular office must appear on the first horizontal row - 1A, 2A, 3A, etc. - under the appropriate office title, with such name designated by an asterisk (*). You should place such names below the candidate oval and numeral adjacent to each such box. See Example 3 below. The size of the asterisk must be commensurate with the size of the type used for all candidates' names.

If there is no party-endorsed candidate(s) for an office for which a primary is being held, the words "No Party Endorsement" must be inserted within the numbered box containing the title of such office, below the office title; and the box or boxes reserved for the party-endorsed candidate(s) must be left blank.

Example 3

1 Mayor	2 Town Clerk No Party Endorsement
<input type="radio"/> 1A John Jones*	2A

PLEASE REMEMBER TO ELIMINATE THE CANDIDATE OVAL, IN THE FIRST HORIZONTAL ROW UNDER THE APPLICABLE OFFICE TITLE, IF THERE IS NO PARTY-ENDORSED CANDIDATE FOR SUCH OFFICE. See the foregoing example.

The order of party-endorsed candidates' names for a multiple-opening office is determined alphabetically from left to right.

Example 4

2	3
Board of Education Vote for any Two	
<input type="radio"/> 2A Johnny Carson*	<input type="radio"/> 3A Jay Leno*

B. Candidates other than party endorsed candidates. Challenge candidates' names must appear on the second row (Row B) and succeeding horizontal rows, under the appropriate office title, depending on the number of such challenge candidacies. The ballot positions of challenge candidates for at-large offices must be determined separately and independently from the ballot positions of challenge candidates for offices from political subdivisions. (Most municipal offices are at-large, so you may only have to concern yourself with at-large offices.)

1. At-Large Municipal Offices. Challenge candidates for at-large offices are entitled to a separate row, priority of row determined on the basis of the time in which the primary petition was filed, only if (a) there are at least two or more such candidacies contained on a single petition and (b) the primary petition filed contains the full number of candidates for all the at-large offices to be contested at the primary. If two or more such "full slate" petitions for at-large offices are filed, priority of row (beginning with Row B) between such petitions is determined on the basis of the first petition filed with the Registrars' office.

If petitions are filed each of which contains less than a "full slate," or contains only a single candidate's name, preference as to row is determined between any and all such candidates alphabetically in the horizontal rows below the rows allocable to "full slate" rows if any, or beginning on Row B if none. (Alphabetical order applies even if the primary petitions, each containing a single candidate's name, are for the only "single-opening", "at-large" office to be contested at the primary.)

As in the case of party-endorsed candidates for multiple-opening offices, challenge candidates for multiple-opening offices are listed alphabetically from left to right under the appropriate office title. This applies to both "full slate" and other candidates.

2. Municipal Offices from Political Subdivisions. The above rules used for at-large office petitions apply separately to challenge candidacies for offices from political subdivisions. Begin on the second row (Row B) and continue on the succeeding horizontal rows, under the applicable political subdivision office title - the number of rows which will be used being dependent on the number of such challenge candidacies. Allocate rows to subdivision "full slates" by time of filing - but remember that a petition naming only one candidate never qualifies as a "full slate" (see above). Below the subdivision "full slates" if any - or beginning on Row B if none - place all other subdivision petitioners in alphabetical order as indicated above.

Remember, when a primary petition is filed by one or more candidates for a multiple-opening office, and a primary is to be held for that office, all of the party-endorsed candidates for the office must be listed on the ballot.

Example 5

2	3
Board of Education Vote for any Two	
<input type="radio"/> 2A John Jones*	<input type="radio"/> 3A John J. Jones*
<input type="radio"/> 2B James Adams	3B

GENERAL INFORMATION

IMPORTANT PRINTING SPECIFICATIONS FOR ALL ABSENTEE BALLOTS: In accordance with Conn. Gen. Stat. §9-135a the Secretary of the State prescribes that the state seal (one inch high) shall be printed on each absentee ballot.

Please remember to use the postage-free serially-numbered envelopes 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.

Conn. Gen. Stat. §9-135b(c) requires you to file with this office, as soon as received, copies of the absentee ballot(s) that you have printed for the primary, together with an affidavit as to the quantity of each such ballot(s) printed. A copy of the form of affidavit (ED-629) is enclosed. If any correction or other alteration is subsequently made on an absentee ballot, you must immediately file with this office a corrected or altered ballot, together with an affidavit as to the number of corrected ballots printed.

Order of offices and candidates on the ballot at a polling place is, of course, the same as on the absentee ballot.

Active and Inactive Enrollment List:

If you receive an application for an absentee ballot from an elector on the inactive enrollment list (and such person is not an elector residing outside the United States, or a serviceman, spouse or dependent), we advise that you send the applicant the enclosed Notice to Absentee Ballot Applicant (ED-660) prescribed by this office under Conn. Gen. Stat. §9-140(c), and an Application for Voter Registration for restoration purposes. (If such person is an elector residing outside the United States, or a serviceman, spouse or dependent, please refer to our letter regarding blank ballots.)

* * *

We hope that the foregoing instructions and examples will be of assistance to you; please do not hesitate to call this office at (860) 509-6100 if you have any questions.

Sincerely,

Denise Merrill
Secretary of the State

By: 

Theodore E. Bromley
Staff Attorney

Enclosures (ED-629, ED-660)

cc: Printers of Record

Registrars of Voters (letter only)

Republican and Democratic State Central Committees (letter only)

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FROM THE OFFICE OF THE SECRETARY OF THE STATE
30 Trinity Street, Hartford CT 06106

AFFIDAVIT OF MUNICIPAL CLERK RE ABSENTEE BALLOT FORM

STATE OF CONNECTICUT }
 } ss: at _____ this ____ day of _____, 20____
COUNTY OF }

I, _____, Municipal Clerk of (Town), (City), (Borough)*
of _____, being duly sworn, depose and say that:

I am the Municipal Clerk of _____. There is to be
held in such municipality, on the _____ day of _____, 20____,
an (election), (special election), (primary)*, and I do certify that I caused
to be printed on behalf of such (election), (special election), (primary)* the
following number of absentee ballots in accordance with Conn. Gen. Stat.
§9-135b(c):

- Regular Absentee Ballots for regular election (ED-1) _____
- Absentee Ballots for Special Election (ED-18) _____
- Absentee Ballots for Primary for _____ Party (ED-2Pr) _____
- Absentee Ballots for Delegate Primary for _____ Party
(ED-2PrDel) _____
- Absentee Ballots for Town Committee Primary for _____ Party
(ED-2PrTC) _____

(Signature of Municipal Clerk)

Subscribed and sworn to before me this _____ day of _____, 20____

Immediately upon receiving the printed absentee ballots, the municipal clerk shall
file one with the Secretary of the State or, if there are different ballots for
different political subdivisions, one ballot for each subdivision. The clerk shall
also file his affidavit with the Secretary, stating the number of ballots printed.
The form of affidavit shall be prescribed by the Secretary. If any correction or
alteration is subsequently made on any absentee ballot, the clerk shall immediately
file a corrected or altered ballot and, using the prescribed form, his affidavit
stating the number of such ballots printed, with the Secretary.

*Cross out inapplicable terms

NOTICE TO ABSENTEE BALLOT APPLICANT

Date: _____

Name: _____

Voting Address: _____
(No., Street and Town)

Mailing Address: _____

IMPORTANT! THIS CONCERNS YOUR RIGHT TO VOTE BY ABSENTEE BALLOT

The municipal clerk has received your application for an absentee ballot. Your name does not appear on the municipality's list of qualified electors and an absentee ballot cannot be issued to you until you are admitted or restored to such list.

Your application for an absentee ballot will be kept on file, and an absentee ballot will be mailed to you immediately after your name is added or restored to the list of qualified electors. Please feel free to contact this office or the office of the registrars of voters if you are in any doubt as to the cut-off dates for registration or restoration to the list of qualified electors.

By: _____
Municipal Clerk (or Designee)