



March 2, 2020

Dear Registrars of Voters and Town Clerks:

Recent events at home and abroad have demonstrated to all of us as election officials the need to have contingency plans in place in advance of election day. Our fellow citizens are counting on us to ensure an election process they can count on. On April 28, the eyes of the nation will be on us as Connecticut goes to the polls to choose candidates for President of the United States. Important elections will be held in the months thereafter. There are several steps necessary for us to be prepared.

Emergency Response Plan

Connecticut law (Section 9-17a) requires that every municipality must have an emergency contingency plan for conducting elections. This is to develop strategies to ensure continued operation in times of disruption from natural disaster or unforeseen circumstances. The plans are developed by the Registrars in consultation with the Clerk. See the statute for details. We ask that you submit your plan to our office by April 1, 2020 so that we can ensure your compliance with statute. If you do not have a plan in place, our office can provide assistance in its development.

Deputy Registrars

Connecticut law (Section 9-192) requires that each Registrar of Voters appoint a Deputy immediately after their election. The same requirement applies for Town Clerks (Section 7-19). These appointments are essential to ensuring continuity of operations if an election official becomes ill or unable to perform their duties during key phases of the election cycle. We ask that you share with our office the name and contact information of your Deputy by April 1, 2020.

Taking action on these two steps, both of which are required by law, will go a long way to build resilience into our election system. Our staff stands ready to work with you meet these responsibilities. Connecticut's Director of Elections, Ted Bromley, and our team in LEAD will be following up with you in the days ahead. Feel free to contact us at any time.

Sincerely,

Scott Bates
Deputy Secretary of the State