Municipal Election 2021

Creating List of Candidates in EMS and Party Endorsements

Part 1: Pre-Endorsement Period aka Preparing for Chaos

Provide your party chair with the list of offices (should have been sent to them within 10 days of receiving acknowledgement of filing from SOTS CGS 9-254). Highlight the number that they may endorse and be prepared to explain why the number to be elected is greater than number they may endorse (restricted voting). You may also want to refer them to minority representation and the maximum number that a party can have on a board.

For ==towns that fill vacancies in office until next election==. You can continue to add vacancies to the list until September 1st. Any offices that you add after the endorsement period of July 20th-27th, the parties will be able to nominate a candidate to run for the vacancy. Offices added after the endorsement period are not subject to primary.

Party endorsements are to take place between July 20th – 27th. Endorsements to be filed with the Town Clerk by July 28th at 4 pm. The endorsement form must contain the following:

Name of Party: self-explanatory

Name of Office: Complete name of office: First Selectman, Board of Education Full Term, Board of Education to Fill Vacancy for Two Years.

Name of Candidate: Print name as it will appear on ballot. They can have nicknames, Joe, Bubba, etc. ==*They can not have titles, Dr., Esq. Attorney. Titles are perceived to give candidate unfair advantage. If a title appears on the ballot, you will have to reprint.*==

Candidate's address: self-explanatory – maybe not. You need complete address with zip code

Signature of Candidate accepting endorsement: self-explanatory

Signature of chairman, presiding officer or secretary: self-explanatory

You may want to give the chairs a sample template of the information you need to collect. You are not required to provide the template. If you wish to provide an sample template, please see the attached sample. Modify as needed for your town. This is not an official SOTS document, it is just something I did in Excel.

Part 2: Endorsement Period Deadline July 28th at 4pm. Let the Games Begin

Ideally the town chairs have filed the endorsement forms correctly with you. Extremely unlikely so now here is what you can and cannot do to fix mistakes.

Most Common Mistakes and what to do:

1. **Endorsement form is filed after July 28th at 4pm.** * ==REMEMBER THIS: Only way to fix a failure to endorsement is to obtain primary petition from ROVS and collect signatures. After they collect signatures, and assuming no one else has petitioned for a primary, they become endorsed candidate without a primary.==

2. **Candidate or chairs signature missing from form**. If before July 28th at 4 pm deadline, call them to sign the form. If after July 28th at 4 pm, it is a failure to endorse. Only way to fix a failure to endorse is to obtain primary petition from ROVs and collect signatures. After they collect signatures, and assuming no one else has petitioned for a primary, they become endorsed candidate without a primary.

3. **Party endorsed more candidates than allowed. Restricted voting issue (endorse one elect two and they endorsed two).** Before July 28th at 4pm, contact chair and have the chair provide a resignation for the extra candidate. If after July 28th at 4pm, it is considered an over-endorsement, which equals no endorsement for that office. Only way to fix a failure to endorse is to obtain primary petition from ROVs and collect signatures. After they collect signatures, and assuming no one else has petitioned for a primary, they become endorsed candidate without a primary.

4. **Party has endorsed candidates for full and vacancy terms but did not clearly identify the office, so it appears they over-endorsed**. Before July 28th at 4 pm, get an email from the chair clarifying who is running for what office. After July 28th at 4 pm, it would be an over-endorsement as in example #3 and only way to fix a failure to endorse is to obtain primary petition from ROVS and collect signatures. After they collect signatures, and assuming no one else has petitioned for a primary, they become endorsed candidate without a primary.

5. **Can a person run for more than one office?** Unless charter states otherwise not an issue. May not be able to win both, but can run and if wins both, the person will have to pick an office. Additionally, person maybe a place holder, more about placeholder below.

Part 3: Important dates and deadlines

1. After September 1st (or after September 15th, if municipality has a primary) order of Candidates Multiple Opening Office (Board of Education Vote for **Three**). ROVS to hold public lottery to determine order of names. Must give at least 5 days' public notice. **This is very important for you and the entering of the candidates into EMS.**
    a. **If you are having a primary, the ROVS can delay this until after primary. If no primary, the sooner the better.**
2. September 1st, minor party nominations to be filed with Town Clerk. If you have an active minor party in your town with status (received at least 1% of the vote for the office in the last election). Endorsements are due September 1st by 4 pm. Same rules apply to minor parties as major.
3. September 2nd, last day for towns to approve a question to appear on the ballot.
4. September 17th, last day to submit question to SOTS for approval.
5. September 21st, deadline to file List of Candidates with SOTS. **After you file your list, if a candidate withdraws, email a copy of the withdrawal and an amended list to me.**
6. October 1st, absentee ballots become available. This is important because of items listed in 7 & 8. Placeholders have until 24 days before the election to withdraw and the party has until 21 days before the election to replace. Have a conversation with the town chairs. Explain when abs will be going out, that they will potentially lose votes and the cost to have ballots reprinted. It is in their best interest to not wait.
7. October 9th, last day for placeholders to withdraw. **Bad news – you need to reprint ballots. Good news you do not have to reissue ballots you have already sent to voters. Also keep issuing until you receive new ballots. Black out candidate's name. If you have a two-sided ballot be VERY careful it does not bleed through. DO NOT USE STICKERS unless you speak to ROVS and they are willing to hand count. Stickers will get stuck in the machine**
8. October 12th, last day for the party to replace a placeholder. **Bad news – you need to reprint ballots. Good news you do not have to reissue ballots you have already sent to voters. Also keep issuing until you receive new ballots. Black out candidate's name. If you have a two-sided ballot be VERY careful it does not bleed through. DO NOT USE STICKERS unless you speak to ROVS and they are willing to hand count. Stickers get stuck in the machine**
9. After the ROVS have conducted the lottery to determine placement on the ballot. That placement is set. If a candidate withdraws, the spot remains blank. If the party replaces candidate, they go in the original candidate's spot.
10. Cross-endorsement – major party determines placement on the ballot. If candidate is placed in slot 2 on the Republican Party line and cross endorsed by Independent Party. The candidate will be in slot 2 on Independent Party Line, even if the Independent Party only has one candidate running.

Part 4: Making this all work in EMS

1. Your endorsement forms are complete and ready to go!!!   You have reviewed the key dates above and the ROVS have picked order of candidates for multiple opening offices. Sign into EMS – from the dashboard go to CANDIDATES – ADD CANDIDATES
2. Most towns will have the same people running every election. The system allows you to copy candidate's information from one election to the next election. Example: First Selectman ran in 2019 and is running in 2021. Select the 2019 election from the drop-down menu and click search. You will see the First Selectman Office and Candidates names. Click the PERSON icon to copy the information.

    Editing information: Select election (November 2, 2021), select party, & select office **other information that may need to be update: Name on Ballot (does candidate want to be Chip instead of Charles) and address.** Click MOVE CANDIDATE.

3. Check your work and see if candidate appears on the 2021 election.
4. If candidate has not run before, click ADD CANDIDATE and use information from the endorsement form.
5. For multiple opening office that ROVS determined position in lottery you have to use the ballot order number drop-down menu on the ADD CANDIDATE screen (bottom left corner). Numbering is done for each multiple opening office only and the sequence restarts. Example: Board of Ed Vote for any Three: Dem = Bob #1, Rob #2, Chris #3 Rep Ryan #4, Jim #5, Mike #6. Board of Finance Dem – Ted #1 Lew #2 Rep – Bernie #3
6. CROSS ENDORSEMENT can be added at any time.   It can be added when you originally enter the candidates, or you can edit the candidate same process.
    a. From the Dashboard go to CANDIDATES – search for your candidate in the current election if they have been added already. Click the pencil to edit, go to the bottom of the screen click cross endorsement, pick your party and click SAVE CROSS ENDORSEMENT FOR CANDIDATE.

Part 5: EMS WORK AROUNDS = Job Security for ME

No one running for an office: If you do not have a candidate running for an office. No candidate for any party. You need to add a "dummy candidate". From the dashboard go to Candidates – Add Candidate. For the Name on ballot and everything else enter **.

Candidate Cross Endorsed for multiple opening office but not full number running: If the independent party has endorsed only one candidate for Board of Ed instead of three and they cross-endorsed a republican candidate who is seated in slot 2 by ROVS lottery. You must enter "dummy candidates" as above for slot #1.

If you have to do the above, send an email to me and the printer as you will need to be flagged in the system. Reason for adding dummy candidate for no one running - the office needs to

appear on the list of candidates for the printer. Reason for the cross-endorsement dummy - to have all of the candidates line up properly on the spreadsheet downloaded to the printer.

We may not need to do this if the system is upgraded, but this is how the system was fixed in 2019.

Remember every time you have a withdrawal, replacement or change (like adding another vacancy term) email me a copy of withdrawal or replacement.

Good luck email Moriah or I if you need assistance.

Heather