



June 14, 2021

TO MUNICIPAL CLERKS OF MUNICIPALITIES HOLDING ELECTIONS NOVEMBER 2, 2021:

Re: Four (4) Form Notices in Connection with the Selection of
Candidates for Municipal Office under the State Primary Law

The major parties must certify their party endorsements for municipal offices to the municipal clerk pursuant to Section 9-391. It has been our experience that the political parties often endorse fewer candidates than the full number to which they are entitled for some or all of the municipal offices to be filled in a municipal election year. A less common occurrence is a party's failure to certify some or all of its endorsements to the municipal clerk by the statutory deadline, which this year is July 28, 2021.

Section 9-395 requires the municipal clerk to forthwith publish, in a newspaper having a general circulation in the municipality, notice of the fact that certification of a party's endorsement(s) was timely received. Section 9-395 further requires the clerk to publish notice of the fact that the clerk has not received timely certification of a party's endorsement(s) with respect to any office to be filled, if such is the case. This latter requirement applies to instances when the party has (a) either failed to file a timely certification of endorsement for some or all of the offices to be filled, or (b) the party has underendorsed for some or all such offices.

Section 9-395 requires the Secretary of the State to prescribe the form of the notice required by Section 9-395. Accordingly, we are enclosing three different notices of certification of party endorsements, to be used by you depending upon the circumstances that exist in your municipality this year. Form ED-619b, entitled "Party-Endorsed Candidates for Municipal Offices," is to be used if a party timely certifies its endorsement of the full number of candidates for all offices to be filled. Form ED-619h, entitled "Party-Endorsed Candidates for Municipal Offices Including Notice of Underendorsement for Some Offices," is to be used if the party underendorses for some or all offices or if the party partially endorses for some offices and fails to endorse at all for other offices. Form ED-619c, entitled "Failure to Receive Certification of Party-Endorsed Candidates for Municipal Offices," is to be used if a party fails to certify any endorsements. A separate notice (either ED-619b, ED-619h or ED-619c) must be published for each of the two major parties.

In order to reduce the likelihood of inadvertent failures-to-endorse, you may wish to remind the party officials in your town that (a) all party endorsements may be made only between July 20 and July 27, 2021, and (b) endorsements must be certified to you by 4:00 p.m. of July 28, 2021. If an endorsement for a particular office is not made between these dates, this does not produce a "vacancy" which may be filled by a later endorsement under party rules. (The only vacancies in endorsement which may be so filled are those resulting from withdrawal or death of a candidate originally endorsed at the proper time.) Moreover, the failure to file a timely certification nullifies an otherwise timely endorsement.


You may also wish to remind the town chairmen that if caucus is the endorsing authority for municipal office, Section 9-390 of the General Statutes requires the town chairman or his designee to give newspaper notice of the date, time, location and purpose of the caucus at least five days prior to the caucus, unless party rules require earlier notice.

The fourth form of notice which we are also enclosing, Form ED-619e, is the "Notice of Primary" which the municipal clerk must publish under Section 9-435 when a primary for municipal office is to be held. Although we are not required to prescribe this form, we have prepared this suggested form for your convenience. This form also incorporates the notice which the registrar of voters must give to you under the same statute; therefore, a copy of this notice is being included with the information copies of this letter being sent to the registrars of voters.

Please let us know if you have any questions or if we can be of assistance in any way. We can be reached at (860) 509-6100.

Sincerely,

DENISE W. MERRILL
Secretary of the State

By: 
Theodore E. Bromley
Staff Attorney

Enclosures: ED-619b, ED-619c, ED-619e, ED-619h

cc: Registrars of Voters

Republican and Democratic State Central Committees

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

**LEGAL NOTICE OF RECEIPT OF CERTIFICATION OF
PARTY-ENDORSED CANDIDATES FOR MUNICIPAL OFFICES**

(Prescribed by the Secretary of the State and required
to be published by Municipal Clerk under
Conn. Gen. Stat. §9-395)

LEGAL NOTICE

A certified list of _____ party-endorsed candidates for the _____ City }
(Party) _____ Town } of
Borough }

_____ for election as _____¹
(Designated Offices)

is on file in my office at _____, Connecticut, and
(Address)

copies thereof are available for public distribution.

A Primary will be held September 14, 2021 if the required primary petition(s) for opposition candidate(s) is filed, pursuant to Sections 9-382 to 9-450 of the Connecticut General Statutes, not later than 4:00 p.m. on August 11, 2021. Petition forms, instructions and information concerning the procedure for filing of opposing candidacies, including schedules, may be obtained from:

_____, _____ Registrar of Voters,
(Name of Registrar) (Party)

(Address)

Municipal Clerk of

(Municipality)

¹Where elected from political subdivision, specify political subdivision throughout.

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

LEGAL NOTICE OF FAILURE TO RECEIVE CERTIFICATION OF
PARTY ENDORSED CANDIDATES FOR MUNICIPAL OFFICES
(Prescribed by the Secretary of the State and required
to be published by Municipal Clerk
under Conn. Gen. Stat. §9-395)

LEGAL NOTICE

I did not receive, within the time limited in Section 9-391 of the Connecticut General Statutes,
certification of the name of any person as a party-endorsed candidate of the _____
(Party)

Party for the following offices:

(Offices)¹

A Primary will be held September 14, 2021, if, for a particular office, the number of
candidates filing primary petitions pursuant to Sections 9-382 to 9-450 of the Connecticut
General Statutes exceeds the maximum number which the party is entitled to nominate for that
office. Petitions must be filed not later than 4:00 p.m. of August 11, 2021. Petition forms,
instructions and information concerning the procedure for filing of candidacies, including
schedules, may be obtained from _____, _____
(Name of Registrar) (Party)

Registrar of Voters, _____
(Address)

Municipal Clerk of

(Municipality)

¹Where elected from political subdivision, specify political subdivision throughout.

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

NOTICE OF PRIMARY (Municipal Offices)
(Suggested by Secretary of the State; Municipal Clerk must forthwith
publish a Notice of Primary, record the same and send one copy to
the Secretary of the State pursuant to Conn. Gen. Stat. §9-435)

NOTICE OF PRIMARY OF _____ PARTY

"To _____, the _____ Clerk of _____:
(name) City¹ Town¹ Borough¹

Notice is hereby given that a Primary of the _____ Party will be held in the
City¹
Town¹ of _____, on September 14, 2021, for nomination to the following
Borough¹

Municipal Offices to be filled at the _____ Election to be held on November 2, 2021:
City¹ Town¹ Borough¹
State¹

OFFICE (including district¹) TERM

Notice is also hereby given that the following are the party-endorsed candidates of the
_____ Party for nomination to said Municipal Offices, together with the street addresses of
said candidates:

NAME ADDRESS OFFICE (including district¹) TERM

Notice is also hereby given that the following enrolled members of the _____
Party have filed petition(s) in conformity with Sec. 9-406 of the General Statutes, as candidates for
nomination to said Municipal Offices:

NAME ADDRESS OFFICE (including district¹) TERM

Dated at _____, Connecticut, this _____ day of _____, 20__.

Registrar of Voters of the _____ Party."

The foregoing is a copy of the notice which I received from _____,
Registrar of Voters of the _____ Party, in accordance with Sec. 9-435 of the General
Statutes. As provided in said notice, a Primary of the _____ Party for nomination of
candidates to the offices therein specified will be held on September 14, 2021; the hours of voting at said
Primary will be from 6:00 a.m. to 8:00 p.m., and the location of the polls will be as follows:

VOTING DISTRICT LOCATION OF POLLING PLACE

Absentee Ballots will be counted at the following central location: _____.²

Dated at _____, Connecticut, this _____ day of _____, 20__.

Municipal Clerk _____
City¹
Town¹ of _____
Borough¹

¹Strike out term or terms which do not apply, and/or specify name or number of district or political
subdivision, if applicable.

²Include only when central counting has been designated under Conn. Gen. Stat. §9-147a.

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

**LEGAL NOTICE OF RECEIPT OF CERTIFICATION OF
PARTY-ENDORSED CANDIDATES FOR MUNICIPAL OFFICES
INCLUDING NOTICE OF "UNDERENDORSEMENT" FOR SOME OFFICES**

(Prescribed by the Secretary of the State and required
to be published by Municipal Clerk under
Conn. Gen. Stat. §9-395)

LEGAL NOTICE

A certified list of _____ party-endorsed candidates for the _____
(Party) City} Town} of Borough} _____¹
_____ for election as _____
(Designated Offices)

is on file in my office at _____, CT, and copies thereof are available
(Address)
for public distribution.

The certified list as received includes fewer names of party-endorsed candidates than the party is entitled to nominate for the following offices:

| <u>Office</u> ¹ | <u>Number of Names Certified</u> | <u>Number Entitled to be Nominated</u> |
|----------------------------|----------------------------------|--|
|----------------------------|----------------------------------|--|

A Primary will be held September 14, 2021, if, for a particular office, the number of party-endorsed candidates plus the number of candidates filing petitions pursuant to Sections 9-382 to 9-450 of the Connecticut General Statutes exceeds the maximum number which the party is entitled to nominate for that office. Petitions must be filed not later than 4:00 p.m. of August 11, 2021. Petition forms, instructions and information concerning the procedure for filing of opposing candidacies, including schedules, may be obtained from:

_____, _____ Registrar of Voters
(Name of Registrar) (Party)

(Address)

Municipal Clerk of

(Municipality)

¹Where elected from political subdivision, specify political subdivision throughout.