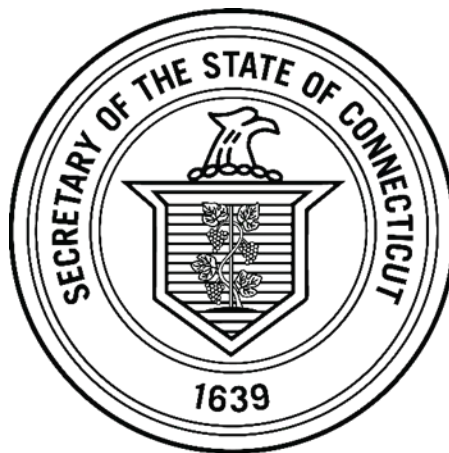


Election Moderator's Handbook Supplement



July 2026

Secretary of the State of Connecticut

Table of Contents

Introduction to the Supplement	3
Moderator Appointment	3
Moderator Responsibilities	3
Reports and Notices	5
1. Moderator's Diary	5
2. Moderator Return	5
3. Amended Return.....	5, 13
4. Absentee Ballot Rejection Log.....	5, 12
5. Electronic Poll Book Use.....	5
Early Voting	6
Before Polls Open	6
During Early Voting	6
Close of Polls on Election Day	7
Election Day	7
Restricted Areas	7
Absentee Ballot Considerations	10
Absentee Ballot Counter Duties	11
Same Day Election Registration	13
After the Polls Close	13
Additional Procedural Information	14
Tabulators	14
Tabulator Procedures	16
Absentee Ballot Rejection Log	33

Introduction

This supplement is intended to keep Moderators apprised of recent developments in law, under Public Acts 26-1 and 26-42, which will impact their responsibilities during elections. Moderators should still rely on the Moderator's Manual and their training as this supplement only provides 2026 specific modifications to these materials. The changes to early voting and absentee ballot procedures are detailed further in the Early Voting Handbook and the Absentee Ballot Counters Procedure Manual.

Moderators must confidently and impartially resolve problems as they arise. As a Moderator, you are in charge of the election site. Completion of training and thorough review of all materials will facilitate your success in the role of Moderator. Your efforts are not only appreciated, but necessary for the administration of elections. If you are ever unable to resolve an issue, contact your Registrar of Voters or call the office of the Secretary of the State.

Moderator Appointment

The credibility of the Moderator directly ties to the integrity of the election. Moderators are entrusted by the public to provide accurate election results through a reliable and transparent process. To be eligible for the position of Moderator, Head Moderator, or Alternate Moderator, an appointee must not have any felony convictions for fraud, forgery, bribery, larceny, or embezzlement, or any conviction of any criminal offense under Title 9. Upon appointment or before the opening of the polls, moderators must sign an attestation affirming they have never been convicted of any of the referenced crimes.

The Registrars of Voters must submit a written report to the Secretary of State regarding the appointment of each Moderator. Moderators are appointed to each polling location including Same Day Registration, Election, Primary, and Early Voting locations. Moderators must provide their name, address, and mobile phone number, if available, to the Registrars of Voters. Registrars create a report of the information provided and must submit said report to the Secretary's office no later than 14 days before the early voting period begins.

Moderator Responsibilities

Moderators delegate work to other polling place officials, but they are responsible for everything and everyone at the polling place.

Supervise Election Officials

One of the moderators' most important jobs is to supervise. The Moderator should supervise the other officials in the polling place, and any questions should be referred to

the Moderator for a ruling. This Supplement will draw attention to new and pre-existing issues regarding the oversight of election workers.

Harassment of Election Workers

No person is allowed to harass, alarm, terrorize, bribe, threaten, or improperly influence any election worker. This includes publicly disclosing personally identifying information of an election worker. Instruct election workers to report any incidents occurring at or away from election sites.

1. If an election worker is being harassed, coerced, or otherwise improperly influenced by an individual at an election site, the moderator has the authority and responsibility to intervene. If the individual will not submit to the authority of the moderator, the moderator may have law enforcement arrest and remove the individual. Include any such incident in the Moderator's Diary.
2. If an election worker indicates that they have been harassed by an individual outside of the election site, explain to the election worker that a report of the incident should be made to law enforcement. Encourage the election worker to provide notification in the event the individual appears at the election site. Include any such report in the Moderator's Diary.

Avoiding the Perception of Bias

A moderator outside of their role as an election official can support any party or candidate. Moderators, as election officials, must avoid any appearance of favoritism toward a candidate or party. As Moderator, you have a responsibility to avoid the perception of bias in decision-making and task delegation.

Moderators must refrain from performing services for any party or candidate or appearing at political party headquarters on a day on which they are appointed to serve until close of their appointed election location. This includes any day during early voting in which an election or primary official is to serve at an election site.¹

General Election - Assistant registrars and absentee ballot counters must be of opposite political parties. Positions such as checkers, ballot clerks, demonstrators and tabulator tenders require only that appointees be electors of the municipality. Registrars of Voters consider party balance when making these appointments. However, they are not required to allocate proportional party representation among these positions. As an example, a Democrat Registrar would be able to appoint an unaffiliated individual to fill in for a

¹ See CGS Secs. 9-19j(k) amended by PA 26-1, Sec. 71, 9-163aa(j) amended by PA 26-1, Sec. 69, and 9-258 amended by PA 26-42, Sec. 31.

Democrat election official position/slot. As Moderator, consider the fairness of party representation when delegating responsibilities and assigning tasks.

Primary - In a political primary, the Registrar will appoint enrolled party members as election officials. If no suitable appointee can be found within the political party, file a waiver providing notice of the appointment of an unaffiliated or opposite party election official with the Secretary of the State. CGS Sec. 9-436(c). Waiver notice can be as simple as providing an email to the Office of the Secretary of the State.

Reports and Notices

Moderators are involved in several elections-based reporting requirements. The level of moderator involvement varies by report. In some matters, Moderators must be aware of reporting requirements due to their position as supervisor. In other matters, Moderators are directly responsible for completing and submitting reports.

1. Moderator's Diary

Moderators must keep a diary and record in it any unusual situations or problems that occur.

2. Moderator's Return

Forms provided by the registrars for the Moderator to complete.

3. Amended Return

The amended return is prepared and submitted by the Head Moderator. Detailed in the section "After the Polls Close."

4. Absentee Ballot Rejection Log

The absentee ballot rejection log is prepared and submitted by the Moderator. A sample log is located at the end of the manual. Details can be found in the section "Absentee Ballot Counter Duties."

5. Electronic Poll Book Use

A paper "Official Voter Checklist" is required as the primary checklist by law. If the registrars plan to use an electronic list to check in voters, verify that notice of intent to use an electronic list was posted on the municipal website as well as in the municipal building or town hall.

The postings are due fourteen days before the early voting period begins at a primary or election, or fourteen days before a referendum. The failure to provide notice as required will prevent the use of the electronic poll book.²

Early Voting

The Early Voting Tabulator Procedures provide an updated and detailed explanation of the tabulator procedures. The Early Voting Handbook provides detailed guidance for the early voting process. This supplement will provide a broad overview of the Moderator's role only. Please review the Early Voting Handbook and Early Voting Tabulator Procedures if appointed to an early voting location.

Before Polls Open

Before opening on the first day of early voting, the Moderator unlocks the tabulator to confirm that the counter is set to zero.

During Early Voting

Each day of the early voting period, before voting begins, the Moderator confirms that the ballot count before opening matches the recorded ballot count after closing the night before. The Moderator unlocks the tabulator for use each day and prints three start count reports/tapes. The 1st is placed with the Moderator's Return. The 2nd report is posted for public viewing. The 3rd is stored with that day's ballots.

The early voting envelope system has been replaced. Now, voters check in at their polling place and are required to sign the Early Voting Affirmation logbook. Voters insert their early voting ballots directly into the tabulator. Do not allow any election official to accept envelopes or ballots from the voters (unless to spoil the ballot).

Same-day registration ballots are placed in envelopes containing the relevant affirmation. These ballots are not inserted into the tabulator until Election Day by the Absentee Ballot Counters.

In the event the tabulator goes down, voting does not stop. Voters are to be directed to cast their early voting ballots in the auxiliary bin. Those ballots should be run through the backup tabulator or the restored tabulator by the Moderator and officials of both parties. Any ballots that are rejected with an error message by the tabulator should be placed in a sealed envelope to be counted with the other ballots on Election Day.

² PA 26-42, Sec. 69.

Each day of early voting, the tabulator is shut down for the evening, and the election is suspended. **Do not produce results or close the election until all voting has ended and the polls have closed on election night.**

When the polls close each day during the early voting period, the moderator makes a record of the number of ballots inserted into the tabulator that day and how many ballots were in the auxiliary compartment. The Moderator will remove any ballots from the auxiliary compartment. Any ballots which can be processed by the tabulator should be fed to tabulator. Make record of the number of ballots which cannot be processed through tabulator. Then, seal them in a clearly labeled security envelope or container. The unprocessed ballots in the auxiliary bin will be counted on election day by the Absentee Ballot Counters.

The Moderator will remove the ballots from the ballot box compartment and seal them in a clearly labeled security envelope or container. Any early voting ballots found in the SDR receptacle shall be placed in a sealed envelope and counted on Election Day with the absentee ballots and the unprocessed ballots found in the auxiliary bin. The Moderator locks the tabulator against voting. Then, store the tabulator and voted ballots as required and directed in the early voting tabulator procedures.

Close of Polls on Election Day

The Moderator produces the total votes for all candidates and questions accrued during the early voting period.

Election Day

Restricted Areas

There are three boundaries described below to consider when preparing a polling place. The 75-foot and 20-foot boundaries must be marked off. The 250-foot area does not need to be marked.

- 20-foot radius around the Curbside Voting area³
 - This can be marked off with paint, cones, or signs, as works best for your election site.
 - While the elector is voting, only the driver and the voter should be in the vehicle.
- 75-foot radius from any outside entrance used as an entry to the polling place⁴

³ See CGS Sec. 9-236 of the 2026 Supplement to the general statutes

⁴ See CGS Sec. 9-236

- This must include signs.
- 250-foot radius around any election site⁵
 - This may include signs.

The first two boundaries are covered in detail in the existing moderator's manual, in the section "Polling Places – Restricted Areas," which you are required to review.

250-Foot Perimeter (Signage Recommended but Not Mandatory)

Please keep in mind that the 250-foot restricted area is not intended to interfere with normal activities within the zone. For example, election sites can be adjacent to coffee shops and police stations without concern.

The 250-foot perimeter applies to any election site and should be measured out in the same manner as the 75-foot and 20-foot areas.

"Election site" is defined as any:

- (A) polling place on the day of an election, primary, or referendum
- (B) location designated for the conduct of early voting during the period of early voting at an election or primary,
- (C) location designated for same-day election registration during the period of early voting at a regular election or on the day of a regular election,
- (D) central location designated for the counting of absentee ballots, early voting ballots, or same-day election registration ballots at an election, primary, or referendum, as applicable,
- (E) place where a recanvass is being conducted, or
- (F) drop box designated for the deposit of absentee ballots during the period beginning on the first day of issuance of absentee voting sets and ending at the close of the polls at an election, primary, or referendum

250-Foot Perimeter applies to:

Any officer or agent of any organization or entity authorized by the federal government or by any state to use force against, search, detain or arrest individuals, and no person authorized by the federal government or by any state to order, bring, keep or have under such person's authority or control any such officer or agent.

Such Persons Cannot Knowingly Be Within 250-Foot Perimeter Unless:

- (i) the Governor deems such force necessary to repel armed enemies of the United States or of the state,

⁵ See Public Act 26-42 Sec. 57

(ii) in the case of any such search, detention or arrest, such officer, agent or person

(I) is acting in an official capacity,

(II) has given notice to the Secretary of the State and the Attorney General not less than twenty-four hours prior to such search, detention or arrest, and

(III) is authorized by a judicial warrant or judicial order of a court of competent jurisdiction to specifically conduct such search, detention, or arrest within two hundred fifty feet of such elections site, and at the specific location at which such search, detention or arrest is to be conducted, provided such officer, agent or person is within such two hundred fifty feet only for as long as reasonably necessary to conduct such search, detention or arrest,

(iii) exigent circumstances reasonably require the presence of any such officer, agent or person to protect against a serious threat to life or property, provided such officer, agent or person is within such two hundred fifty feet only for as long as reasonably necessary to protect against such threat, or

(iv) the Secretary of the State or moderator

(I) requests such force to suppress disorder, or

(II) has given permission for such an officer, agent or person to be present and such permission has not been withdrawn.

Prohibited Acts:

1. Attempting to Examine Voter Identification or Qualifications

Outside of election officials performing their duties, no person may request that a voter present identification.

2. Use of Force

Using force, searching, detaining, and arresting people at an election site, outside of the exceptions provided below.

3. Loitering

Prohibited from remaining within the restricted area without a valid purpose.

4. Stationed at the Polls

Must not be stationed at any election site. 18 U.S.C. §592.

5. Interfering in the Election

No person, including government agents or members of the military, is allowed to interfere in the administration of the election. 18 U.S.C. §§595, 593.

6. Face Coverings

No person is allowed to wear a face concealing mask or covering. **There are exceptions for religious, weather, or medical reasons.** If the face covering is in use due to weather conditions, the Moderator can request it be removed.

Allowed within 250-Feet of Any Election Site:

1. Unofficial Actions

The prohibitions do not include:

- a. Voting
- b. Engaging in the Political Process
- c. Passing through the zone
- d. Residing within the zone

Absentee Ballot Considerations

1. Curing an Absentee Ballot

Electors may cure their absentee ballot if they returned it to their municipal clerk without signing the return envelope. If an elector attempts to cure their absentee ballot at the polling place, direct them to the municipal clerk's office. Absentee ballots received without a signed voter certification can be cured with the voter's signature in the presence of the municipal clerk until polls close on election day. Municipal clerks must be in the office until 8 p.m., the close of polls on election night, to issue emergency absentee ballots and to be present for individuals seeking to cure their absentee ballots.

2. Cure Eligible Notifications

An elector may attempt to vote in person on election day after receiving notification that their ballot requires curing. Explain to the elector that their absentee ballot can be cured at their municipal clerk's office before 8 p.m., the close of polls on election night. The elector may choose to vote in person, and their cure-eligible ballot will be rejected. If the elector chooses to vote in person, the polling place official must contact the municipal clerk to inform them so the AB can be rejected.

3. Official Voter List

The Official Voter List will include “CE” for absentee ballots eligible to be cured. If an elector participates in voting in person on election day, the CE must be marked off. The appropriate Municipal Clerk must be notified of the vote to allow rejection of the cure-eligible absentee ballot. The Moderator will note any such interactions and procedures in the Moderator’s Diary.

4. Absentee Ballot Withdrawal

Electors are not allowed to withdraw any ballot, including an absentee ballot. If an elector attempts to withdraw their absentee ballot, explain to the elector that their ballot has been cast.

5. Timing

Absentee ballots can be cured until polls close on election day, after which time all uncured ballots will be rejected. If an elector seeking to cure their ballot appears at the polling place without sufficient time to report to the municipal clerk, instruct the elector that they may participate in voting in person. Then, notify the municipal clerk to reject the cure-eligible absentee ballot. The Moderator will record the event in the Moderator’s Diary.

Absentee Ballot Counter Duties

The Moderator, as chief polling place official, must supervise the process of absentee ballot counting.

Absentee ballot counters must go to the central counting location or polling place at least fifteen minutes before the deadline for counting to take place.⁶

Absentee Ballot Considerations

- Absentee ballot counters must reject any absentee ballot in which the voter certificate statement on the return envelope is unsigned.
- In cases of supervised absentee balloting, when a voter is unable to sign the return envelope, the two election officials assisting the voter may sign the envelope on the voter’s behalf and include a brief explanation (e.g., “Voter unable to sign”).
- If an absentee ballot counter expresses any confusion over the absentee ballot envelopes, provide them with the following explanation:
 - Absentee ballot materials have changed in format during the 2026 election year. Absentee ballots issued before the format change will have two envelopes. Absentee ballots issued after will have one envelope.

⁶ See PA 26-42, Sec. 10.

- Updated absentee ballot sets do not have an inner envelope. Absentee ballot counters should look for the voter's signature on the return envelope along with the clerk's stamp of receipt, date, and time of receipt.
- Absentee ballot sets that utilized the earlier two-envelope system may still be in circulation. Instruct absentee ballot counters to look for the voter's signature on the inner envelope.
- If any questions arise about absentee ballot curing or the envelope format, do not guess the answer. You can always contact the Registrars of Voters or the Office of the Secretary of the State with any issues or concerns.
- Seventeen-year-old voters who turn eighteen on or before election day are allowed to cast an absentee ballot and participate in early voting. Neither an absentee ballot nor an early voting ballot should be rejected on this issue.

Special Handling

If an individual applies for an absentee ballot, and pursuant to the Help America Vote Act (HAVA), the voter is required to submit identification with their absentee ballot, there will be an asterisk (*) next to the elector's name on the official registry list. The identification should be in a separate envelope provided by the municipal clerk.

- If an absentee ballot counter finds voter identification in a separate envelope, they should check the identification against the official voter list without opening the ballot envelope. If the identification matches, open the ballot envelope, and the ballot should be counted.
- If an absentee ballot counter finds identification in the return envelope with the ballot, the counter should check the identification against the official voter list without viewing the ballot. If the identification matches, the ballot should be counted.

Absentee Ballot Rejection Log

As noted above in Reports and Notices, Moderators must prepare and submit an absentee ballot rejection log. The log will include absentee ballots rejected due to the voter not signing the statement found on the return envelope and asterisk voters who did not provide HAVA required identification. Moderators record the name of the applicant whose absentee ballot was rejected and the reason for the ballot's rejection. A sample of the rejection log is included at the end of this supplement.

When completed, the rejection log is transmitted to the Secretary of the State. Submit the rejection log in the same manner and at the same time as the duplicate list required by C.G.S. § 9-314. For clarification, the duplicate list is the head moderator's return that must first be transmitted to the Secretary of the State by midnight; then, finalized and

transmitted within 48 hours to the Secretary of the State, with a duplicate filed with the municipal clerk.

Same-Day Election Registration

Moderators are appointed to each location where same-day voter registrations (SDR) are processed. The Moderator at each SDR location will have the authority and responsibilities to oversee the election site.

SDR locations do not have tabulators for SDR ballots. Same-day registration ballots received during early voting and on election day will be processed at the polling location or at central counting, in accordance with the SDR portion of the Early Voting Plan submitted to the Secretary. Please note that SDR is only available during general elections.

After Polls Close

Amended Return

In **all** towns, the Head Moderator must meet with the Municipal Clerk and the Registrars of Voters **within three days of the election**. The meeting must be held by 9:00 a.m. on the third day after each regular election. At this meeting, the participants review the election return for any discrepancies. If any errors are discovered, the errors are identified and corrected in an amended return.

The Head Moderator submits the amended return to the Secretary of the State. The Municipal Clerk and the Registrars also receive a copy. **The amended return, if required, must be filed by 1:00 p.m. on the third day following the election.**

Recanvass

The recanvass procedures have been modified this year. For in-depth guidance on the recanvass process, thoroughly review the Recanvass Manual. This supplement will only address moderator-specific changes in the process.

If there are discrepancies in the election returns, the Moderator initiates a recanvass. **The entire municipality is subject to the recanvass, not simply the voting district.** The Moderator oversees the process to recanvass the returns of all tabulators, absentee ballots, polling place ballots, early voting ballots, SDR ballots, and write-in ballots used in the municipality.

The Moderator may request the use of a high-speed tabulator or simply a different tabulator than the ones used during the election for the recanvass. If interested, contact the Office of the Secretary of the State to borrow such a tabulator.

The Moderator may also request to hold the recanvass in the Office of the Secretary of the State. If there is a concern regarding the administration of the recanvass, changing venues may help address the problem.

The Moderator must maintain order during the recanvass. Individuals may attempt to interfere with the recanvass by communicating or attempting to communicate with recanvass officials, including the Moderator. The Moderator has the authority and duty to stop this interference. If such an individual does not comply with the Moderator's direction to refrain from interfering, the Moderator may order the removal of the individual. The disrupting individual can remain banned until they can comply with the Moderator's directions, or until the recanvass is complete.

Political parties may select one representative to speak directly with the Moderator during the recanvass. If the recanvass involves more than one candidate from the same political party, each candidate may appoint one representative to speak with the Moderator.

Additional Procedural Information

Please review the procedural update, not only for awareness of your duties, but to provide guidance to other election workers and voters as needed.

Asterisk Voters

There is a discrepancy between the photo identification requirements under C.G.S. § 9-23r and C.G.S. § 9-261. **When an Asterisk voter appears at the polls to vote in person for the first time, follow the requirements listed under C.G.S. § 9-23r.**

An Asterisk voter must present either (1) a current and valid photo ID with their name, or (2) a (digital or hard) copy of a current utility bill, bank statement, government check, paycheck or government document that shows the name and address of the voter, (3) a valid Connecticut motor vehicle operator's license number, or (4) the last four digits of the individual's Social Security number. The Asterisk voter **cannot be required** to show a photo ID with their name **and** address as indicated in C.G.S. § 9-261.

Tabulators

Tabulators are restricted in access. The Moderator must not provide or share a tabulator, or any part of a tabulator, with any unauthorized person.

Same-Day Registration locations do not require a tabulator. These ballots will be placed in envelopes and tabulated with the absentee ballots at the central counting location. The central counting location requires a tabulator.

Early Voting locations require a tabulator. Early voting ballots are placed directly into the tabulator. SDR ballots received at early voting locations are placed in envelopes to be counted at the central counting location.

Pursuant to C.G.S 9-238(a), Registrars of Voters are required to provide one tabulator per voting district at any election.

For primary planning, a polling place holding two primaries may use two tabulators each marked with the party name. Alternatively, the polling place holding two primaries may rely on one tabulator for both primaries. The tabulators are capable of processing multiple parties.

If you have any issues or questions, do not guess. Reach out to the Registrars of Voters or contact the Office of the Secretary of the State.

Amended Opening Procedures for Tabulator

***For EV procedures for the tabulator review EV Tabulator Procedures.**

Setting Up Tabulator for Election

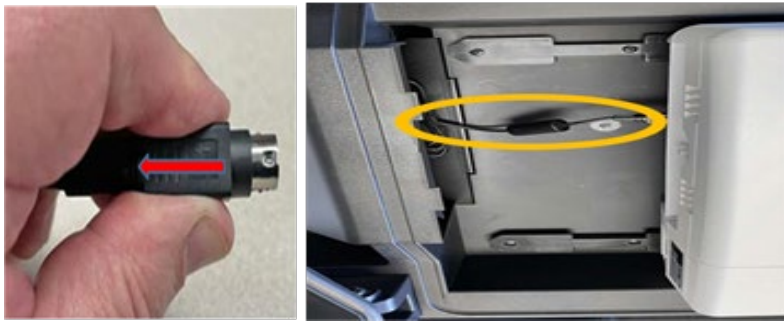


Tabulator Seals

1. The Registrars of Voters place seals on the tabulator after completion of the Logic and Accuracy Testing process as well as on the tabulator's container.
2. Any seal which is broken or placed in the course of election duties must be recorded in the Moderator's Return. Any missing or tampered with seal must be noted in Moderator's Diary and reported to the Registrars.
3. If the tabulator is contained in a transfer case, there will be one seal holding the case shut.
4. If the tabulator is contained in the box, each access point of the box should have a seal.
 - a. The top seal is on the clamshell which contains the tabulator.
 - b. The second is on the auxiliary bin above the main ballot bin.
 - c. The third is on the ballot access door.
 - d. These three seals will be broken when preparing the tabulator. Place the broken seals in a secure container.

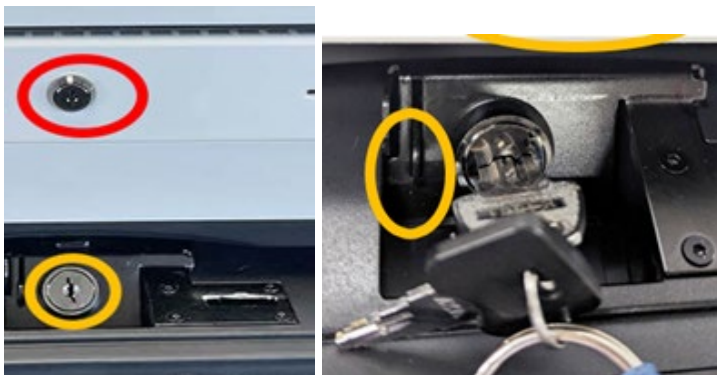
5. There should be one visible seal inside the tabulator. This is located on the inside left of the tabulator on the compartment holding the memory stick. This should remain sealed through election day.
6. After preparing the tabulator, seals should be applied to the front access door, rear access door, and the ballot box tabulator release lock.
 - a. These seals may need to be broken during the day to clear a ballot jam or replace the tape. Replace these seals after fixing the issue. Keep a record of these seals and store the broken seals.

If Tabulator Received in Sealed Transfer Case Start Here:
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1. Remove Tabulator from its bag.
 - a. Verify seals.
2. Slide onto ballot box rails, 2/3 of the way in.
3. Connect power to tabulator.
 - a. Push plug into rear of tabulator.
 - b. Hold power cord with plug flat-side up and connect it into back of tabulator. It should click.
 - c. Plug power cable into AC power.
4. Slide tabulator fully into place.
5. Lock in place. Seal, if directed.

(Move on to Preparing the Tabulator.)



If Tabulator Received Already in Ballot Box Start Here:



1. Unwind power cable behind the ballot box.
2. Plug into AC Power.
3. Open ballot box lid.
 - a. First unlock the lid, then open the latches.(Move on to Preparing the Tabulator.)



Preparing the Tabulator

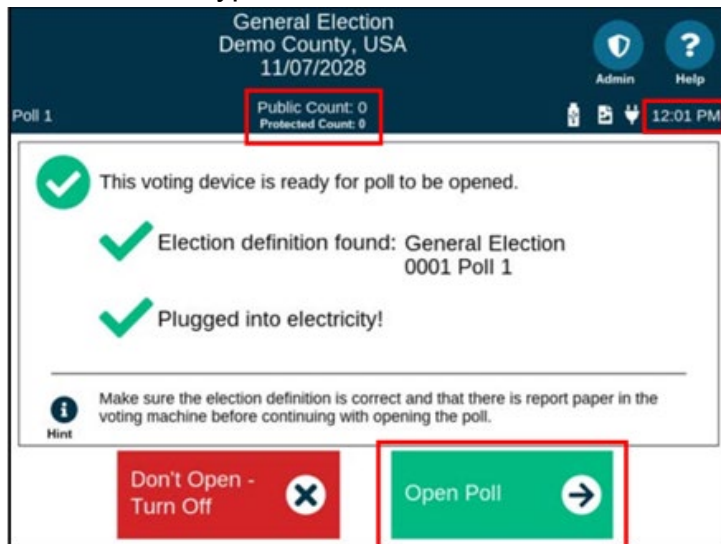
1. Gently lift the tabulator screen to start the DS300.
2. The tabulator should power up automatically.
 - a. If the DS300 does not power up automatically, close the touchscreen and confirm the power connection. Then, reopen the lid.
 - b. If the DS300 still will not power up, use the plastic covered key to open the front access compartment and press "Power" button.
 - c. For more information: DS300 Operator's Guide pages 37 to 41.

Opening the Polls for Voting



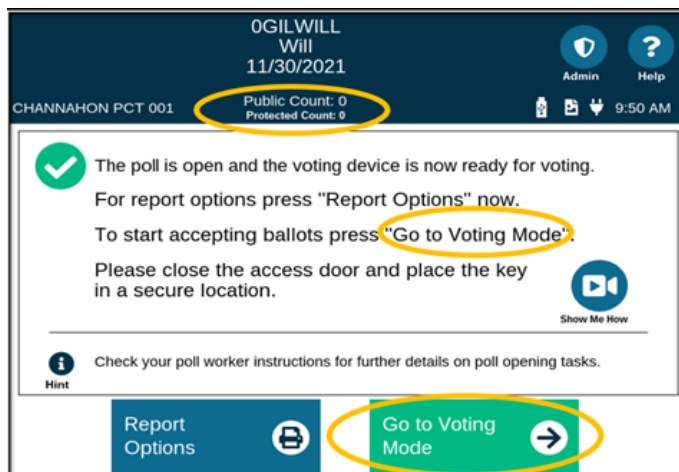
1. Enter Election Code
 - a. The request for the code should generate automatically.
 - b. The code is case sensitive.

2. Touch “Accept” on the touchscreen
3. This same screen appears when a code is needed.
 - a. The oval circled area will specify “Election Code” or “Override Code” or “Administration Code.”
 - b. Your municipality may program the tabulator to bypass this screen.



4. Green check marks on the screen confirm the Election definition is found.
 - a. The banner at the top confirms power connection, time, date, poll name, and public count number.
 - b. Confirm the banner information is correct.
 - c. This information should have been checked during testing as well. If there are any errors, make note in the Moderator’s Diary and contact the Registrar of Voters immediately.
 - d. The date and time can be changed manually if needed by selecting Admin. Then entering the system settings and selecting date and time options.
5. On the touch screen tap “Open Poll.”
6. The election configuration report should print.
 - a. Store this report with the Moderator’s Return.
7. During the early voting period, three tapes are printed each morning before polls open and in the evening after voting ends each night.

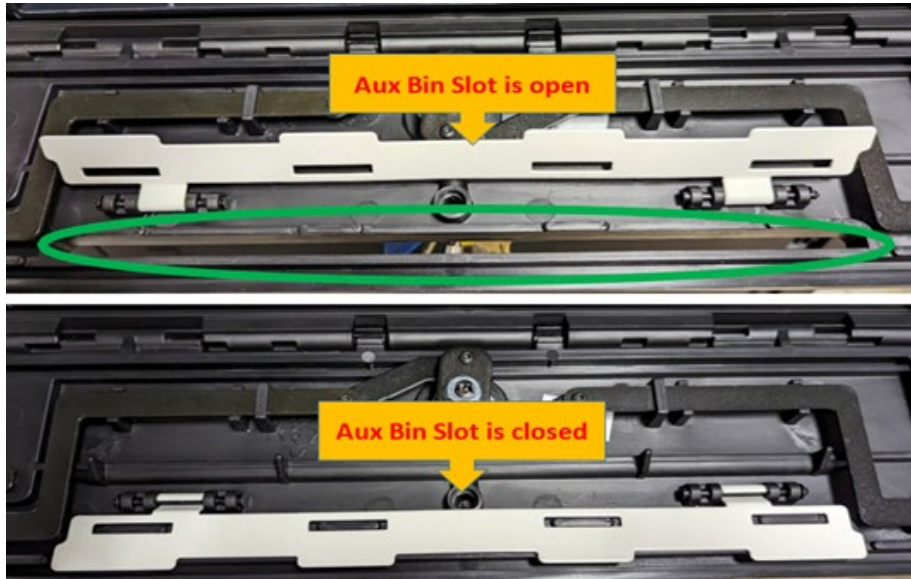
- a. During early voting, the printed reports are “**Daily Ballot Status Accounting.**”
 - i. This is to prevent candidate and result information from being released prior to the close of polls on election day.
 - ii. This contains only ballot count information.
 - b. During early voting, printing “Voting Results” is required to produce the zero tapes and at the end of the election after the close of polls. Do not print any results after early voting begins until after the polls have closed the for the final time.
8. Zero results tapes. The zero results report or opening report should be generated automatically by pressing “Open Polls.” If not, print three copies of the voting report.
 - a. If the reports do not open automatically or you need to access them again, tap “Report Options.”
 - b. Verify the format is set to “Public.”
 - c. Select “Precinct,” “Affidavit,” and “Voting Report.”
 - d. Tap “Print Reports.”
 - e. Print.
9. Review the three copies of the voting reports.
 - a. Verify that all offices, candidate names, and questions are correct on the tapes.
 - b. Verify the ballot count is zero.
 - c. **Sign each tape.** Each tape must be signed by the Moderator and two Assistant Registrars.
10. Place each tape in the proper location.
 - a. The 1st tape is kept in the Moderator’s Return.
 - i. Attach this tape to the page “Tabulator Tapes.”
 - b. The 2nd tape is posted for public viewing.
 - c. The 3rd tape is stored with that day’s ballots.



Enter Voting Mode

11. Tap "Go to Voting Mode" on the touchscreen.
12. Open the main ballot compartment door.
 - a. Confirm the compartment is empty.
 - b. Close and lock the door.
13. Open the auxiliary compartment door.
 - a. Confirm the compartment is empty.
 - b. Close and lock the door with slot open.
 - i. The slot must remain open during voting.





Icon	What it means
	Tabulator is receiving electric power
	Tabulator is running only on its battery
	Ballot Images being saved
	ALERT: Ballot Images not being saved.
	Election Definition is inserted
	Election Definition is not found
	A modem is installed. Should not happen
	No modem is installed. OKAY

Symbol	Meaning
	Touch to exit back to previous screen
	Shows a picture or animation
	These symbols mean "yes" or "approved"
	This symbol means "no" or "do not"
	This symbol means "Stop"

Icons	What they mean	Actual Symbol
	Admin - Grants election workers access to the Administration menu. This icon is available only when the poll is not open.	
	Help - Grants election workers access to help messages specific to the current screen.	
	Language - Grants election workers and voters access to multiple language options. This icon is available only if your election definition includes multiple languages.	
	Tools - Grants election workers access to the Tools menu and a limited set of administration functions while the poll is open.	
	Write-Ins - Grants election workers access to on-screen review of write-in votes. This icon is available only after the poll is closed and if supported by the version of the election system.	

Early Voting

1. Early voting
 - a. **During early voting, the polls are not closed until the close of polls on the primary or election day.**
 - i. Instead, select “tools.” Enter the election code.
 - ii. Print three **daily ballot status reports** each evening of early voting. Following the previous step for three tapes.
 - iii. Shut down the tabulator for the evening.
 1. **Do not press close polls.**
 2. Select Admin. Then, press “Shutdown.”
 - b. The tabulator is stored in a secure location which is locked and limited in access. Follow the guidance of the registrars for storing the tabulator during early voting.

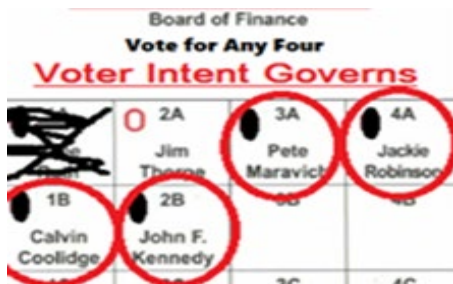
Tabulator: Closing The Polls

1. Open the auxiliary compartment door.
2. Remove any ballots.
3. Feed the ballots into tabulator. Overvoted and blank ballots can be sent through the tabulator.
 - a. If ballot rejected by tabulator as Overvoted: Determine if it's a True/Genuine overvote which means the elector truly attempted to vote for more **candidates** than allowed.
 - If **yes**, tap “Cast.”
 - The tabulator overrides the overvoted contest(s) and counts all the other contests.
 - If **no**, the two assistant registrars review the ballots. If there is a disagreement regarding voter intent, the moderator breaks the tie.

- **Voter Intent Governs.**

- Any ballots to be hand counted are placed in a marked envelope labeled “auxiliary bin.” The envelope is placed in the ballot transfer case.

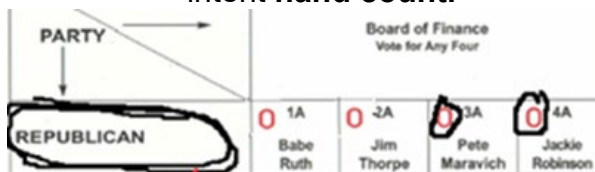
Important - Remember to count the number of candidates selected, not the number of ovals marked in the contest. Do your best to determine voter intent.



Not an Overvote: Voter intent is clear

b. If ballot rejected by tabulator as Blank Voted Ballot:

- If **no markings** on the ballot,
 - Feed ballot into tabulator and tap “Cast;”
- If there are improper markings showing voter’s intent **hand count**.



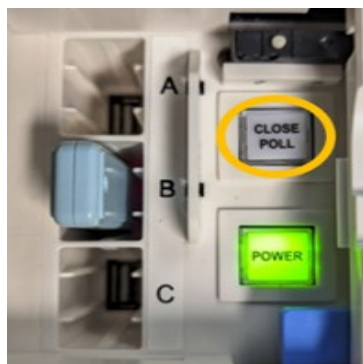
c. Ignore Party designation unless military/overseas.

Connecticut does not permit straight-ticket voting. Voters must cast a vote for each office individually. While a voter may choose candidates from the same political party for every office, there is no option to vote for an entire party’s slate with a single mark.

Exception: Military voters using a federal write-in absentee ballot may vote a straight ticket by writing the name of the political party of their choice on the ballot. This exception recognizes that these voters may be voting before all candidates have been certified and listed on the ballot.

Closing the Tabulator

4. Open the Front Access Compartment on tabulator.
5. Press and release the "Close Poll" button.
6. Tap "Close Poll" on the screen, to end voting.
7. You will see "Closing poll. Please wait..." on the screen.



You have chosen to close the poll for this voting device.

To return to voting mode now, press "Don't Close - Keep Voting".

To continue closing the poll, press "Close Poll".



Hint

Check that there is report paper in the voting machine before continuing with closing the poll.

Don't Close -
Keep Voting



Close Poll



Closing poll. Please wait ...



This voting device has been successfully closed.

To re-open poll (if enabled) for this voting device now, press "Re-open Poll".

For report options, press "Report Options" now.



Hint

Check your poll worker instructions for further details on poll closing tasks.

Re-open Poll



Report
Options



Finished -
Turn Off



Please select the report to preview/print.

Report Type	Report Level
Ballot Status Accounting Zero Totals Voting Results Write-in Review	☒ Polling Place ☐ ED
Report Format	Miscellaneous
☒ Public ☐ Detailed	☒ Include Affidavit

Preview Report 

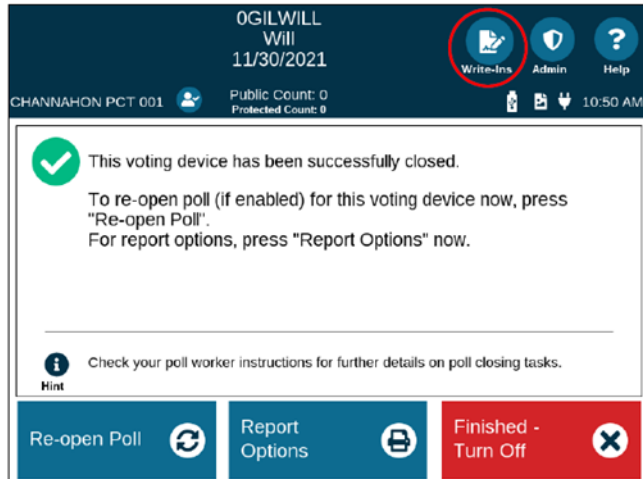
Print Report 

Cancel 

8. One long tape will print with a minimum of three continuous result reports (aka result tape). This varies from the earlier sets of three tapes as these are the results tapes:
 - a. Sign all result tapes (Moderator and 2 Asst. Registrars).
 - b. The 1st tape is attached to the "Tabulator Tapes" page of the Moderator's Return found on EMS. Place this tape with the zero results report tape.
 - c. The 2nd is posted for public viewing
 - d. The 3rd is stored with the ballots.

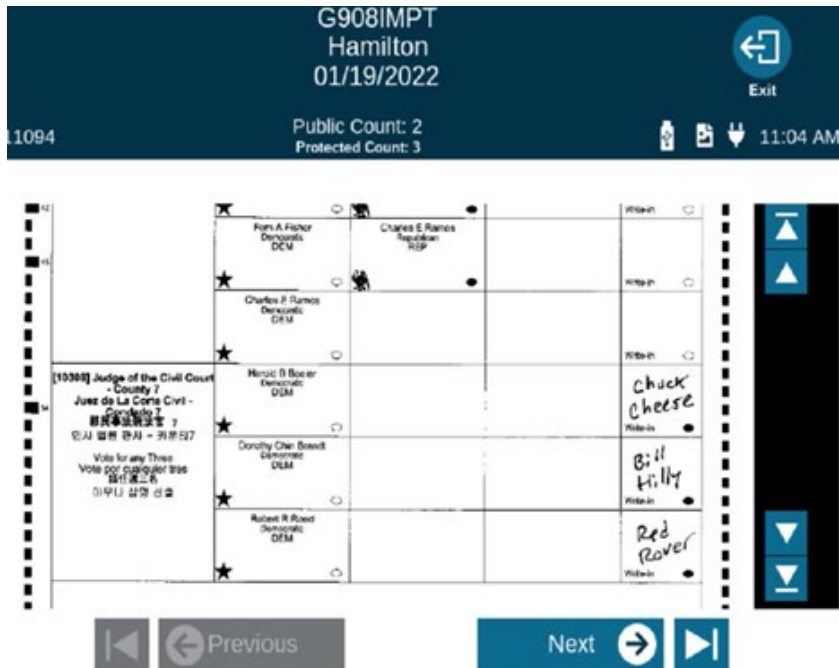
Write-In Review Report (Elections Only)

9. After the final results tape prints, a "Write-In Review Report" will automatically generate. Detach from the last results/report tape.
10. Review the list of Write-ins.
 - a. If a write-in vote has been marked for a candidate, **preprinted on the ballot** in a contest that allows only one vote, count a vote for this write-in.
 - b. If a write-in vote has been marked for a candidate, **preprinted on the ballot** in a contest that allows two or more votes, the ballot needs to be reviewed to ensure the tabulator didn't already count a vote for the candidate.



To review write-in votes after closing polls, take the following steps: (Then move on to step 11.)

1. When the DS300 has finished printing reports, and the following screen confirms the poll has been closed, touch Write-Ins. Wait while the DS300 retrieves write-in images from memory. This may take up to 60 seconds. (If the number of ballot images exceeds the documented capacity of the internal CompactFlash card, the DS300 will be unable to compile the list of ballot images with write-in votes. Refer to ES&S manual 11.6 Write-in Votes Exceed Memory Capacity for more information.)
2. The write-in review screen appears and displays the top portion of the first ballot image that contains a write-in vote. The screen also displays a header to inform you which ballot image you are viewing out of the total number of ballot images with write-in votes. The header includes the Vote Session Number associated with the displayed ballot image.
3. Use the arrow buttons at the right side of the image to page through an individual ballot image.
 - Touch the ▼ arrow to view the next portion of the current ballot image.
 - Touch the ▲ arrow to view the previous portion of the current ballot image.
 - Touch the ▲ and ▼ arrows to jump to the top or bottom of the current ballot image. Depending on your ballot design, each image may contain more than one write-in vote. To ensure you have viewed all possible write-in votes on each image, page through the entire image.



4. Use the arrow buttons below the ballot image to page through the set of ballot images. Touch Next to view the next ballot image. Touch Previous to return to the previous ballot image. To jump to the last ballot image in the list, touch the arrow. To jump to the first ballot image in the list, touch the arrow.
5. When you have finished viewing the write-in votes, touch Exit to return to the screen from which you accessed the write-in votes file.
6. Touch Finished - Turn Off.
7. This report tape is to be delivered to the Head Moderator for verification-
 - a. This report tape includes images of write-in votes and must be stored securely, in the same manner as voted ballots. These images are **not** for public viewing, as the voter's handwriting may be identifiable and could compromise ballot privacy. (Move on to Step 11.)

Continuing the Closing

11. For additional reports, tap **Report Options** and print the reports. Then tap "Cancel" to return to earlier screen.
 - a. If you do, you may need to tap "Cancel" to get back to this screen.
12. Read aloud results from the tabulator tape to the public and election officials.

MODERATOR'S RETURN - SUFFIELD DISTRICT 001 - 11/4/2025 ELECTION															
Tally Sheets															

	Office / Candidate	Ballot Position	Polls Tabulator	Polls Hand Count	Polls Write In	AB Tabulator	AB Hand Count	AB Write In	EV Tabulator	EV Hand Count	EV Write In	SDR Tabulator	SDR Hand Count	SDR Write In	Total
(-) (+)															

Count Write-In Candidate Votes

13. Record qualified votes onto Moderator's Return (tally sheet).

- Hand count **write-in** votes cast for: Registered write-in candidates and;
- Candidates pre-printed on the ballot for that office. If not already selected & counted by tabulator.
- No more than one vote per candidate per contest.

FROM WRITE-IN BIN
WHAT VOTES ARE TO BE HAND COUNTED?
 Clara Barton & Ben Franklin each get a hand counted vote.
 No hand counted vote for Arthur - tabulator already counted a vote

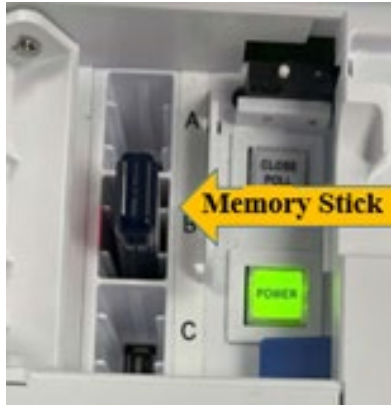
OFFICE	9	10	11	12
Planning and Zoning Commission Vote for Any Four				
Tabulator already counted one vote for Arthur				
REPUBLICAN	9A George Washington	10A Clara Barton	11A Arthur Ash	12A Franklin Pierce
DEMOCRATIC	9B Benjamin Franklin	10B	11B	12B
SAVE AMERICA NOW	9C Benjamin Franklin	10C	11C	12C
PETITIONING CANDIDATE	9D	10D	11D	12D
	9E	10E	11E	12E
WRITE-IN VOTES	9F Clara	10F Arthur	11F Ben	12F

COUNT
COUNT

Time to Pack Up

- Tap **"Finished - Turn Off"** when ready to power down the DS300.
- Wait for the screen to go black and for the Power button light to go off.
- Remove the Memory Stick from the front tabulator compartment
 - It contains the election results.

17. Seal Memory Stick in a security bag.
 - a. Follow Registrars instructions on handling and delivering.



18. Close touchscreen and lock it.
19. Pack and seal tabulator either in the ballot box or a secure tabulator carrying case.
20. If leaving tabulator installed on the Ballot Box.
 - a. Close, Lock, and Seal the ballot box cover.
21. If packing tabulator in its secure carrying case:
 - a. Unlock tabulator release lock on ballot box
 - b. Slide tabulator part way out.
 - c. Unplug power cord from rear of tabulator.
 - d. **Important: To release the connection the sleeve covering on the cord's end must slide back (against its internal spring).**
 - e. Detach the power cord.
 - f. Pull tabulator all the way out.
 - g. Lock and seal carrying case.

22. Follow Registrars instructions on handling and delivering.
23. Complete the "Certificate for the Closing of the Polls."

Absentee Ballot Rejection Log

Town Name:			Election Date:	
Voter's Name	Address	Voting District	Party (Primary)	Rejection Reason

Moderator Signature

Date

Registrar of Voters Signature

Date

Registrar of Voters Signature

Date