



SECRETARY OF THE STATE
30 TRINITY STREET
HARTFORD, CT 06106

TO: ALL REGISTRARS OF VOTERS

October 23, 2014

Re: HEAD MODERATOR'S RETURNS

THESE ARE THE ONLY FORMS THAT YOU WILL RETURN TO THE SECRETARY OF THE STATE. No other return forms are to be filed. (In particular, polling-place "Moderator's Returns, Certificates and Receipts" forms are NOT to be filed with the Secretary of the State.)

For the use of the Head Moderator (or Moderator in towns having only a single voting district) in complying with CGS §9-314, we are enclosing ONE SET of the prescribed Head Moderator's Return forms for the election to be held November 4, 2014. (*See below re duplicating the returns before filing.*) We are sending these forms to the Registrars of Voters because you will provide the moderators with their supplies for the election. Please include the enclosed forms and return envelope **AND A COPY OF THIS LETTER** with such supplies for the Head Moderator.

We have attempted to provide forms showing correct and complete district and candidate information for your town. **PLEASE EXAMINE THE ENCLOSED FORMS NOW AND NOTIFY US IMMEDIATELY BY TELEPHONE IF THEY ARE INCORRECT OR INCOMPLETE IN ANY WAY.** The Return forms are:

- Head Moderator's Return - Candidates on the Ballot and Registered Write-in Candidates:** including all candidates appearing on the ballot in your town for Governor and Lieutenant Governor; Representative in Congress; State Senator; State Representative; Secretary of the State; Treasurer; Comptroller; Attorney General; Registrar of Voters, if your town is electing Registrars this year, as well as registered write-in candidates.
- Head Moderator's Return - Statistics:** including Report of Absentee Ballots; Official Check List Report;
- Head Moderator's Return – Supplement:** Judge of Probate, Municipal Offices for 3 towns only – Berlin, (Bd of Ed) Darien (RTM and Bd of Ed) and Stratford (Bd of Ed), returns for State Constitutional and Local Questions on Ballot and EDR ballot information. (Be sure to list your town's name on this form.)

FILLING OUT THE RETURN FORMS

- ◆ On the "Candidates on Ballot" Return and the "Registered Write-in Candidates" Return, enter vote totals in the boxes directly below each candidate's name. (If a candidate received no votes, enter 0.)
- ◆ DO NOT enter any votes in boxes which do not have a candidate's name above them.
- ◆ Make a second set of all return forms (Xerox is OK)
- ◆ Sign where indicated on **both copies** of ALL Return forms.
- ◆ One signed copy to Secretary of the State; the other signed copy to Town Clerk. (*See below.*)

CANDIDATES NOMINATED TWICE

The votes for candidates who *appear on two party rows* for the same office should **NOT** be added together by the Head Moderator on the enclosed return forms, since they will be added together later by the office of the Secretary of the State for purposes of the official state Canvass of Votes. **Unknown votes MUST be properly attributed by the Head Moderator on this form. Do not create or add additional boxes to the return.** We have provided you with a link to the Unknown Vote Calculator to assist you with this calculation.

WRITE-IN VOTES

For detailed explanation concerning *valid (and invalid) write-in votes*, please see (1) our letter to you on this subject; also (2) Moderator's Handbook for Elections and Primaries, and (3) Procedure Manual for Counting Absentee Ballots. The enclosed return is to be used only to report write-in votes cast for registered write-in candidates, whose names are listed on the form. Any valid write-in votes for candidates appearing on the ballot must be **INCLUDED IN SUCH CANDIDATES' VOTE TOTALS** as reported on the appropriate return form enclosed. (Any write-in vote for a candidate *nominated by two parties* may be added to the total for *either* party row.)

SUBMITTING THE RETURNS

I. OFFICIAL FILING OF HEAD MODERATOR'S RETURNS

Connecticut General Statutes allows Head Moderator *or* Registrar of Voters, to **FAX** to us the Head Moderator's Return forms by midnight on election day.

FAX to: (866) 392-4023

ONE SET of return forms is enclosed. After all entries have been completed and proofread and any corrections made, the **complete set of returns should be photocopied** and *both sets signed in the original by the Head Moderator at each place indicated*. This is because CGS §9-314 requires the Head Moderator to make **DUPLICATE** lists of the returns:

1) One set of the returns can be either a) faxed to the Secretary of the State by 12:00 midnight on election day and then sent to the Secretary of the State not later than three days later (Friday, November 7, 2014) or b) completed, signed, sealed and delivered by hand to the Secretary of the State, not later than 6:00 p.m. Wednesday, November 5, 2014 or to the State Police not later than 4:00 p.m. November 5, 2014 (in which case the State Police shall deliver the same to this office by 6:00 p.m. that day); and

2) One set *must be delivered to the Town Clerk* on or before November 5, 2014.

It is vitally important that each Head Moderator deliver the returns to us or to the State Police as soon as possible after the close of the polls, and under no circumstances later than the statutory deadline. The Head Moderator will be given a receipt for the returns. Any late filing will make the Head Moderator liable for a late filing fee of \$50.00. (§9-314).

Head Moderators who personally deliver the returns to the office of the Secretary of the State *during the day on Wednesday, November 5* should bring them to the Elections Services Division, 2nd Floor, 30 Trinity Street, Hartford between 8:30 a.m. and the 6:00 p.m. deadline that day.

The returns may be mailed if they were originally faxed. However, if such returns were not faxed, the returns are not to be mailed, but personally delivered. Only the enclosed forms (and only one set thereof) are to be filed with this office. **NO OTHER RETURN FORMS ARE TO BE FILED HERE.** (In particular, polling-place "Moderator's Returns, Certificates and Receipts" forms are **NOT** to be filed here.)

ACCURACY OF RETURNS

Accuracy of returns is vitally important. The Head Moderator or Moderator, as the case may be, shall carefully review, confirm and verify the returns so that any errors, omissions or discrepancies are corrected prior to filing. Assistance in this regard by the Deputy Head Moderator (authorized under CGS §9-169) or some other election official not involved with the original counting would help ensure the correctness of the returns.

The category "Total Number of Names on Official Check List" is to reflect the *total eligible to vote in the election on the active registry list* and names restored to it on election day, as well as overseas ballot applicants. The category "Total Number of Names Checked As Having Voted" is to reflect the **NAME-BY-NAME COUNT** of all names checked on the official check list as having voted, by machine, by absentee ballot, and by overseas ballot (*including names checked at the absentee ballot central counting location, if applicable.*)

This figure is not to be calculated by any other method (i.e., no "shortcuts"). **This townwide total of Names Checked as Having Voted must be Larger than or Equal to the townwide total of Votes Cast for all candidates for Governor.** Therefore, the Official Check List Report also calls for the Head Moderator to calculate the total vote cast for all candidates for Governor and Lieutenant Governor, so that this total may be compared to the Total Number of Names Checked As Having Voted and any discrepancies corrected prior to filing. (The same calculation and comparison may be made for other 'single-column' offices also).

The Head Moderator must sign each form in the space indicated; and should fill in the telephone numbers at which he or she can be reached if necessary.

RECANVASS REMINDER

Please recall that under CGS §9-311a, a close-vote recanvass for any *statewide or multi-town district office* is called by the *Secretary of the State*, notifying the appropriate Town Clerks. However, in the case of a *municipal office* -- including State Representative from an Assembly district composed of *a single town or part of a single town* -- it is the **TOWN CLERK** who shall determine whether a close-vote recanvass must be held. Please note that the Secretary of the State will be unable to determine the need for a statewide or multi-town district recount until we receive ALL Head Moderator returns from ALL towns.

May we express our thanks to all Moderators, Town Clerks, Registrars of Voters and the State Police for their fine cooperation and assistance. Please don't hesitate to call upon us if you have any questions with regard to the above or whenever we may be of service to you. **Best wishes for a successful Election Day!**

Sincerely,

DENISE W MERILL

Secretary of the State

By:



Theodore E. Bromley
Staff Attorney

cc: Town Clerks (letter only)

Enclosures: Return forms