



Office of the Secretary of the State  
State of Connecticut  
30 Trinity Street  
P.O. Box 150470, Hartford, CT 06115-0470

**DENISE W. MERRILL**  
Secretary of the State  
**SCOTT D. BATES**  
Deputy Secretary of the State

December 2, 2019

TO THE TOWN CLERK OF Colchester, Lebanon, Windham, Mansfield (48<sup>th</sup> Assembly) and Fairfield (132<sup>nd</sup>):

Today we received from the Honorable Ned Lamont, a copy of a writ of election dated November 29, 2019, ordering a Special Election to be held for the office of State Representative for the 48<sup>th</sup> and 132<sup>nd</sup> Assembly Districts on Tuesday, January 14, 2020, to fill vacancies that occurred in those districts.

The Special Election is ordered for the purpose of electing a State Representative for the 48<sup>th</sup> and 132<sup>nd</sup> Assembly Districts to serve for the remainder of the official term commencing on January 9, 2019 and ending January 6, 2021.

Enclosed are copies of Conn. Gen. Stat. §§9-215, 9-216 and 9-217 that prescribe the procedure to be followed in connection with the Special Election. Please note that §9-215 provides that (1) on receiving such writs, you are to warn the election in the same manner as state elections are warned; (2) nominations by political parties are to be made at any time after the resignation and not later than **December 9, 2019** and (3) such nominations by political parties must be made as the rules of such parties provide, in accordance with §§9-388 and 9-391, and certified to the secretary by such date by the presiding officer or secretary of the town committee. The nominated candidate must sign and file with the secretary a certificate stating his name as he authorizes it to appear on the ballot, which certificate may be a part of the foregoing.

As also provided in §9-215, the party-endorsed choices are not subject to a primary, and the candidate selected by each political party becomes the nominee of such party. May we urge that you notify each of your town chairmen of the provisions of said section with respect to the time for nominating candidates. We are enclosing for your guidance a nomination and election calendar which would apply under §§9-215, 9-216, 9-217 and other relevant sections of the General Statutes. A form for the certifying of the nominations to the secretary is also enclosed.

Under the provisions of §9-174, the polls at the Special Election will be open from 6:00 a.m. to 8:00 p.m. Enclosed for the town clerk is a suggested form of Warning of the Special Election for your Special Election. The office of "State Representative to Fill Vacancy" will appear on the ballot. May we also point out that the heading on your ballot will be "Special State Election".

In accordance with Conn. Gen. Stat. §9-249a, the names of the major parties, if they both nominate candidates, shall be arranged on the ballot in the following order:

Democratic Party  
Republican Party


Generally speaking, the provisions of our statutes (such as the absentee voting law, etc.) applicable to state elections will apply to the coming Special Election. The registrars of voters do not hold sessions to admit electors under §9-17 nor do they hold sessions to revise the registry list under §9-35, but they do prepare a supplementary registry list under §§9-172a and 9-172b before the Special Election.

May we also emphasize that under §§9-216 and 9-453a anyone desiring a nominating petition in connection with the coming election must make application to the Secretary of the State as required in §9-453b, and any such petition, in accordance with the requirements of §9-453d, must contain a number of signatures of qualified electors equal to 1% of the votes cast for the same office at the last-preceding election (being 110 signatures for State Representative to Fill Vacancy in the 48<sup>th</sup> Assembly District and 120 signatures for State Representative to Fill Vacancy in the 132<sup>nd</sup> Assembly District). The completed nominating petition must be filed by **December 9, 2019**, under §9-216.

If you have any questions in connection with the above, or if this office can be of service in any way, please do not hesitate to get in touch with us at (860) 509-6100.

Sincerely,

Denise W. Merrill  
Secretary of the State

By:   
Theodore E. Bromley  
Director of Elections

Information copies to:

Honorable Ned Lamont, Governor  
Republican State Central Committee  
Democratic State Central Committee  
Republican & Democratic Registrars of Voters

Nomination and Election Calendar for Special Election to be held on **Tuesday, January 14, 2020** under §§9-215, 9-216 and other relevant sections of the General Statutes.

<u>FRIDAY, NOVEMBER 29</u>	Date required by §9-215 for issuance of writ of election by Governor; warning of election to be published by Town Clerk upon receipt of writ.
<u>MONDAY, DECEMBER 9</u>	Final date for submission to Town Clerk by circulator of nominating petitions (for nominating petition candidates). The Town Clerk or assistant town clerk in each town in which the election is to be held must be in his office between 1:00 p.m. and 4:00p.m. on this deadline day to accept petition pages.(§9-453i(d),9-2)
<u>MONDAY, DECEMBER 9</u>	Final date for nomination by political parties. Nominations to be made in accordance with §9-215 and applicable party rules and <u>certified to Secretary of the State</u> by either the chairman or presiding officer or secretary of convention <u>by this date</u> . The nominated candidate of a major party must sign and file with the Secretary of the State a certificate stating his name as he authorizes it to appear on the ballot, which certificate may be a part of the foregoing certificate.
<u>WEDNESDAY, DECEMBER 11</u>	Final date for Town Clerk to file nominating petition pages with office of the Secretary of the State so that they are received no later than this date.
<u>FRIDAY, DECEMBER 13</u>	Absentee ballots become available. Copy to be filed with Secretary of the State. (§§9-135b(c) and 9-140(f))
<u>TUESDAY, DECEMBER 31</u>	Deadline to register as write-in candidate with Secretary of the State. (§9-224b)
<u>FRIDAY, JANUARY 3</u>	Final date for filing by Town Clerks of sample voting machine ballot labels with Secretary of the State. (§9-256)
<u>TUESDAY, JANUARY 7</u>	<i>Registration by mail deadline.</i> <u>Hand-delivered</u> mail-in registration applications must be <u>received</u> by this date by Registrars in applicant's town of residence (or by Department of Motor Vehicles (DMV) or a voter registration agency), and <u>mailed</u> mail-in registration applications must be <u>postmarked</u> by this date, for the applicant to be entitled to vote in the election. Electoral privileges of applicants meeting this deadline attach immediately upon approval by the Registrar. (§9-23g(d)(2)).
<u>MONDAY, JANUARY 13</u>	<i>In Person Voter Registration Deadline.</i> In person voter registration cut-off. Last regular voter registration session for this special election. Applicants must appear in person. (9-172b(b))
<u>TUESDAY, JANUARY 14</u>	<u>Election Day.</u> Hours of voting 6:00 a.m. to 8:00 p.m. (§9-174)  Absentee ballots may not be issued on election day, except to electors who suddenly become ill within six days immediately preceding close of the polls at the election or who are patients in a hospital within such six-day period, may be issued an absentee ballot up to the close of the polls. (§§9-140(h) and 9-150c)  In order to be cast at an election, the absentee ballot must be received by Municipal Clerk before the close of the polls. (§9-140b(a))

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

SUGGESTED FORM OF WARNING  
FOR SPECIAL ELECTION

The electors of the \_\_\_\_ Assembly/Senatorial\*\* District in the Town of \_\_\_\_\_, are hereby warned to meet at their respective polling places in said town on Tuesday, January 14, 2020, for the purpose of casting their votes for State Representative/Senator\*\* to Fill Vacancy for the \_\_\_\_ Assembly/Senatorial\*\* District.

Notice is hereby given that the location of the polling places is as follows:

Voting District

Location of Polling Place

Absentee Ballots will be counted at the following location: \_\_\_\_\_\*

Voting machines will be used. The polls will be opened at 6:00 a.m. and will remain open until 8:00 p.m.

Dated at \_\_\_\_\_, Connecticut, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Town Clerk/Assistant Town Clerk

\*Indicate whether absentee ballots will be counted centrally or at polls under Conn. Gen. Stat. §9-147a  
\*\*Choose appropriate language and include proper district number.

To be filed with the SECRETARY OF THE STATE immediately following nomination and not later than December 9, 2019 in accordance with Conn. Gen. Stat. §9-215.

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CERTIFICATE OF PARTY ENDORSEMENT AND NOMINATION

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At the (check one) \_\_\_\_\_ town committee meeting  
\_\_\_\_\_ caucus of the \_\_\_\_\_ Party for the  
\_\_\_\_\_ convention (party name)

\_\_\_\_\_ Assembly District held at \_\_\_\_\_ on the \_\_\_\_\_ day  
(Dist. #) (location of meeting)  
of \_\_\_\_\_, 2019, I was endorsed and nominated as candidate for the office of State

Representative for said district, for the Special Election to be held on January 14, 2020, and I authorize my name to appear on the ballot as printed or typed below:

_____ (Print or Type Name as you authorize it to appear on ballot)	_____ (Full Residence Address --Street)	_____ (Town/Zip)
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Dated at \_\_\_\_\_, Connecticut, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Signature of Candidate

ATTESTED BY:

\_\_\_\_\_  
Signature of Presiding Officer of Convention

OR

\_\_\_\_\_  
Signature of Secretary of Convention

**IMPORTANT:** "Nominations by political parties...may be made and certified at any time after the resignation or death of the member...of the General Assembly and not later than the thirty-sixth day before the day of the election. No such nomination shall be effective...until the presiding officer or secretary of any district convention have certified the nomination to the Secretary of the State" (Conn. Gen. Stat. §9-215(d)(2))

To be filed with the SECRETARY OF THE STATE immediately following convention or meeting and not later than December 9, 2019 in accordance with Conn. Gen. Stat. §9-215.

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CERTIFICATE OF MINOR PARTY NOMINATION

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At a convention of the delegates or meeting of the \_\_\_\_\_ Party for  
(minor party name)  
the \_\_\_\_\_ Assembly District held at \_\_\_\_\_ on the \_\_\_\_\_ day of  
(Dist. #) (location of convention)  
2019, the following person was nominated as candidate for the office of State Representative for said  
district, for the Special Election to be held on January 14, 2020:

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(Print or Type Name )	(Full Residence Address --Street)	(Town/Zip)
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Dated at \_\_\_\_\_, Connecticut, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

CERTIFIED BY:

\_\_\_\_\_  
Signature of Presiding Officer of Convention or meeting

OR

\_\_\_\_\_  
Signature of Secretary of Convention or meeting

**IMPORTANT:** "No such nomination shall be effective until the presiding officer or secretary of any district convention have certified the nomination to the Secretary of the State..." (Conn. Gen. Stat. §9-215)

**Sec.9-215. Member or member-elect of the General Assembly.** (a) When any member or member-elect of the General Assembly resigns, the member or member-elect shall resign by notifying the Secretary of the State of the member's or member-elect's decision, and if any member or member-elect of the General Assembly dies, the town clerk from the town in which the member or member-elect resides shall notify the Secretary of the State of such death.

(b) When any such vacancy occurs, except as provided in this section, the Governor shall, within ten days after its occurrence, issue writs of election, directed to the town clerks or assistant town clerks in the several towns in the district in which the vacancy exists, ordering an election to be held therein on the forty-sixth day after the issue of such writs to fill such vacancy, and cause them to be conveyed to such town clerks or assistant town clerks. No such election shall be held on a Saturday or Sunday. If such a vacancy occurs between the one hundred twenty-fifth day and the forty-ninth day before the day of a regular state or municipal election in November of any year, the Governor shall so issue such writs on the forty-sixth day before the day of such regular election, ordering an election to be held on the day of such regular election. If such a vacancy occurs after the forty-ninth day before the day of a regular state election but before the Wednesday following the first Monday of January of the next-succeeding year, the Governor shall not issue such writs and no election shall be held under this section, unless the position vacated is that of member-elect, in which case the Governor shall issue such writs and an election shall be held as provided in this section.

(c) Such clerks or assistant clerks, on receiving such writs, but not earlier than the date of issuance of such writs, shall warn elections to be held on the day appointed therein, in the same manner as state elections are warned, which elections shall be organized and conducted in the same manner as a state election. The vote shall be declared, certified, directed, deposited, returned and transmitted in the same manner as at a state election. The registry lists used at such elections shall be the last-completed lists, as provided in sections 9-172a and 9-172b.

(d)(1) If such vacancy resulting from the resignation or death of a member or member-elect of the General Assembly exists in a senatorial or assembly district composed of a single town or part of a single town, such nominations by political parties shall be made as the rules of such parties provide, in accordance with section 9-390, and filed with the Secretary of the State; except that (A) if such rules provide for selection by delegates and the vacancy exists in a senatorial or assembly district composed of a single town, the delegates to the convention held for the nomination of a candidate for the office of state senator or state representative in such town at the last state election shall be the delegates for the purpose of selecting a candidate to fill such vacancy; (B) if such rules provide for the selection by delegates and the vacancy exists in a senatorial or assembly district composed of part of a single town, the delegates to the convention held for the nomination of a candidate for the office of state senator or state representative in such district at the last state election shall be the delegates for the purpose of selecting a candidate to fill such vacancy; and (C) if such rules provide for direct primaries under section 9-390, the nomination shall be made by the town committee of such party in the case of a vacancy in a senatorial or assembly district composed of a single town and, in a senatorial or assembly district composed of part of a single town, by the members of the town committee from such political subdivision or senatorial or assembly district. (2) If such vacancy resulting from the resignation or death of a member or member-elect of the General Assembly exists in a district office, as defined in section 9-372, the delegates to the senatorial or assembly convention for the last state election shall be the delegates for the purpose of selecting a candidate to fill such vacancy. (3) If a vacancy occurs in the delegation from any town, political subdivision or district, such vacancy may be filled by the town committee of the town in which the delegate resided. (4) Nominations by political parties pursuant to this section may be made and certified at any time after the resignation or death of the member or member-elect of the General Assembly and not later than the thirty-sixth day before the day of the election. No such nomination shall be effective until the presiding officer or secretary of any district convention has certified the nomination to the Secretary of the State or, in the case of a vacancy in a senatorial or assembly district composed of a single town or part thereof, until the presiding officer or secretary of the town committee or single town convention has certified the nomination to the Secretary of the State. If a certificate of a party's nomination to fill a vacancy resulting from the resignation or death of a member or member-elect of the General Assembly is not received by the Secretary of the State on or before the thirty-sixth day prior to the day of the election, such certificate shall be invalid and, for purposes of section 9-224a, shall be deemed to have made no valid certification of nomination by a political party for such senatorial or assembly office.

(e) No primary shall be held for the nomination of any political party to fill any vacancy in the office of state senator or state representative and the party-endorsed candidate so selected shall be deemed, for the purposes of chapter 153, the person certified by the Secretary of the State under section 9-444 as the nominee of such party.

(f) When the vacancy is filled, the successor to the office shall appear before the Secretary of the State and be sworn to the faithful performance of duties in accordance with section 1-25.

**Sec.9-216. Nomination by petition.** Nominations may also be made by petition in vacancy elections for the offices of state senator and state representative in the manner provided in sections 9-379 and 9-453a to 9-453p, inclusive, which petitions shall be submitted to the town clerk of the town in which the signers reside not later than eight days after the issue of such writs as provided in section 9-215 and filed in the office of the Secretary of the State not later than two days thereafter.

**Sec.9-217. List of candidates.** The Secretary of the State shall provide to the clerk of the municipality in which such election is to be held a list of the candidates of each party for such office by the thirty-fourth day before such special election.



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**DENISE W. MERRILL**  
Secretary of the State  
**SCOTT D. BATES**  
Deputy Secretary of the State

December 2, 2019

TO THE TOWN CLERK:

We are enclosing in this single letter, the prescribed forms needed to conduct your town's January 14, 2020 special election. We are listing these forms in the order that they are due.


- First:            ED-641b.      Absentee Order for Special Election.
- Second:        ED-629.        Affidavit of Town Clerk Re Absentee Ballot Form.
- Third:          ED-628e        Certificate to the Secretary of the State Concerning Receipt and Disposition of Absentee Voting Forms.

The Head Moderator's Return will be in the Election Management System as soon as we have all the names of the nominated candidates.

Please feel free to contact us if you have any questions with respect to these forms. We may be reached at (860) 509-6100.

Sincerely,

Denise W. Merrill  
Secretary of the State

By   
Theodore E. Bromley  
Director of Elections

Enclosures



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

ABSENTEE ORDER FOR SPECIAL ELECTION  
TO BE HELD ON  
January 14, 2020

ED-3	Application	_____
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ED-8	Return Envelope Serially-Numbered (Civilian)	_____
ED-11	Return Envelope Serially-Numbered (Military)	_____
ED-9	Inner False Statement Envelope	_____
ED-13	Outer Envelope (clerk to voter) (Civilian)	_____
ED-14	Outer Envelope (clerk to voter) (Military)	_____
ED-15	Instructions	_____
ED-81a	Official Blank Ballot (Election)	_____
ED-81Pr	Official Blank Ballot (Primary for Office)*	_____
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	Serially-Numbered Envelopes for Challenged Ballot	_____
	Moderators Handbook	_____
	Procedure Manual for Counting Absentee Ballots	_____
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\*Not applicable for Special Elections for State Representative or State Senator or New Haven Alderman

\_\_\_\_\_  
Town Clerk of \_\_\_\_\_

Dated: \_\_\_\_\_



CERTIFICATE TO THE SECRETARY OF THE STATE CONCERNING RECEIPT AND DISPOSITION OF ABSENTEE VOTING FORMS  
(To be filed within 10 days after election or primary -- Sec. 9-139c of the General Statutes)

DATE OF ELECTION/PRIMARY\* \_\_\_\_\_ PARTY HOLDING PRIMARY (if applicable)\*\* \_\_\_\_\_ CITY/TOWN/BOROUGH OF\* \_\_\_\_\_  
I hereby certify that the following is an accounting of the absentee voting forms which I received from the Secretary of the State in connection with the election or primary indicated and of their disposition:

ED-8	ED-9	ED-11 ED-8 postage-free)	Serial numbers (specify)	From	To	Blank Ballots (Key ED-8 ED-81P** ED-81PDe*)
			(specify)			

- Number of usable forms on hand \_\_\_\_\_
  - Number received from Secretary of the State for this election or primary \_\_\_\_\_
  - Total number available for this election or primary \_\_\_\_\_
- Number of forms issued against personally signed applications, directions by registrars or municipal clerks, or federal postal card applications \_\_\_\_\_
- Number of unused forms remaining in this office \_\_\_\_\_
- Total of Lines 2 and 3 \_\_\_\_\_
- Explanation of discrepancies. (Fill out this space only if figure in line 4 differs from figure in Line 1(c). Use back of this sheet if necessary.) \_\_\_\_\_

6. Disposition of Challenged Ballot Serially numbered Envelopes (Accounting of serially-numbered envelopes used by challenged voter under Sec. 9-232e).

_____	no. received	_____	no. used by challenged voter
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7. (Fill in for regular elections only)  
Number of Official Blank Absentee Ballots (ED-81a) issued (a) to those with military contingencies 90 days before election under 9-153e \_\_\_\_\_  
(b) to electors temporarily residing overseas and to servicemen, spouses and dependents approximately 45 days before election under 9-153f \_\_\_\_\_.

Dated at \_\_\_\_\_, Connecticut, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
Municipal Clerk \_\_\_\_\_ (Signature)

\*cross out inapplicable terms  
\*\*use separate form if 2 primaries