

SECRETARY OF THE STATE
30 TRINITY STREET
HARTFORD, CT 06106

Office of the Secretary of the State: **Information Bulletin**
Issue 66, September 25, 2012

From Denise Merrill Secretary of the State

Dear Colleagues:

This is the first in a series of newsletters that we hope will help of all of you with election preparation and beyond. You will also receive other communications with more detail, but this is designed as a handy guide with reminders about the basics.

In addition, we have planned a series of conference calls so you will have an opportunity to ask questions and get direct answers from our legal staff. A growing "FAQ" section on our website will allow easier access to basic information about voting for the public.

I have had the opportunity to visit over 25 town halls over the last few weeks, and will continue my tour. It has been very informative, but most importantly, it has given me a chance to talk individually to you, and to gain an appreciation for the dedication of the registrars and clerks in the state. I am more aware than ever that we are in this together, and I will do everything I can to make this November 6th a great Election Day.

All the best,
Denise

REMINDER: PLEASE RETURN MEMORY CARDS TO LHS

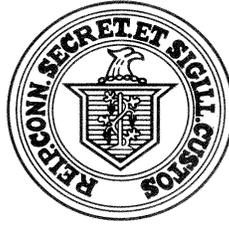
If you have not done so, you are free to unseal your memory cards that were used in the August 14, 2012 primary and send them back to LHS for future programming.

If you are subject to a post primary audit, please submit the memory card of the machine subject to audit to the University of Connecticut for post-primary testing. The memory card(s) should be sent to:

Dr. Alexander Shvartsman
Voting Technology Research Center
371 Fairfield Way, Unit 4155
University of Connecticut
Storrs, CT 06268
860-486-3719

Which candidates will be notified by SOTS of their right to suggest poll workers? Our office will notify the Statewide and Congressional District candidates of their rights. You are responsible for notifying state representative, state senate and other candidates of their rights regarding poll workers. Their addresses are available on our website.

REMINDER: Our office does not allow the duplication of memory cards locally.



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Can we email returns? What fax numbers will be available for returns on Election night? We strongly encourage you to email the returns to us in lieu of faxing. We are finalizing the head moderator's return. In that mailing, we will list several different fax numbers for your use on Election Night. However, our forms are now word documents that you may complete online and e-mail back to us, or you may also scan and e-mail your return to our office if it is handwritten. If you wish to e-mail your return you can send it to ted.bromley@ct.gov.

WRITE-IN CANDIDATES: The deadline for registering as a write-in candidate with our office is October 23, 2012. At that time, we will prepare a list of registered write-in candidates that we will send to each town. Please be on the look-out for the lists in the mail.

Where are the election results filed on election night?

The moderator's returns, head moderator's return, check list and all other materials will be returned to the registrar of voters on Election Night instead of the town clerk.

If the town clerk elects to stay on Election Night, once the returns are in and processed

by the head moderator, the registrar of voters can forward the returns and other materials to the town clerk on election night.

If the town clerk elects not to stay after the close of the polls on Election Night, the returns and other materials can be transmitted to the town clerk on the day after the election by the registrars of voters.

The registrar of voters is responsible for storage of all voted ballots after the election and up until the 14 day lock-down period has expired and for an additional time period if the municipality is selected for an audit.

Once the 14 day time frame has expired or the audit is complete, the registrar of voters must (1) transmit the absentee ballots to town clerk for long-term storage and (2) keep all voted ballots used at the polls for long term storage.

What is a "purged" voter on CVRS?

A purge on CVRS can happen in two ways:

(1) Individuals who you list as inactive through the canvass or by a letter of acceptance being returned as undeliverable will remain inactive for four years. The system will automatically move the individual to off status after the expiration of that four year period. The individual will remain in off status for one additional year.



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At the expiration of that fifth year, the system will purge (or completely remove) the individual from the system.

Many registrars contact us stating that the individual purged is active according to their card file. In all cases that we have discussed, the individual purged was a duplicate record and if CVRS is searched the active record remains on the system. The record purged was the duplicate record that was most likely made inactive by a canvass several years earlier.

(2) An individual is moved directly to off status because of death, move out of town, voter request, etc. In these cases, the voter may be “purged” in less than five years time. However, the actual registration card must be kept for the period prescribed by the public records administrator which is for a period of 5 years after they have been removed from the registry list.

Do voters get placed on the inactive list if they have not voted in 2 consecutive federal elections, even if they have voted in other elections?

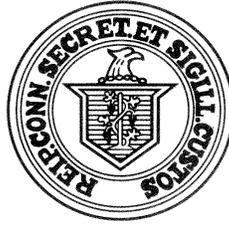
No. If a voter has voted at any election, primary or referendum during the timeframe between two consecutive federal elections, the voter should not be placed on the inactive list simply because they have not participated in the federal elections.

Do registrars of voters need to keep a permanent record of all destroyed voter registration applications?

No. Once an individual has been removed from the registry list for a period of five years or more, the application may be destroyed (after receiving approval from the public records administrator). No additional record is needed. If an individual wants to be placed back on the registry list after obtaining a status of “off” they must submit a new application for voter registration.

If an individual arrives at the polling place to vote and is told that he is not on the official checklist and is given a provisional ballot, may the individual also go to the town clerk’s office to vote for president and vice president on the presidential ballot?

If an individual is not on the registry but swears he registered to vote and is given a provisional ballot, he should not apply to vote by presidential ballot because in that application he is swearing that he is not registered to vote in the town in which he resides. If however, someone comes to the polls and realizes he never registered, he can be advised to go to town hall to apply for a presidential ballot. We realize that it is a fine distinction, but we do not want to encourage anyone to submit a false statement.



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Can parents sign their children's application for an absentee ballot?

We have received phone calls from a few town clerks and registrars who believe that parents are filling out and signing the absentee ballot applications for their children who are away at college. We advise you to remind them that the State Elections Enforcement Commission will investigate any such allegations and that making a false written statement is subject to a class D felony.

How can a voter find the Secretary of State's Voter-Lookup?

We have a new link on the front page of our web site: **Registered to Vote? Check now!** We think this will help reduce the numbers of people who show up at the wrong polling place or are not registered to vote in your town.

What sort of clothing would be prohibited in the polling place under C.G.S. Sec. 9-236?

Any clothing bearing the name or likeness of a candidate or the name of a political party is prohibited in the polling place on Election Day. If someone comes in wearing such attire, please ask him/her to remove the clothing or cover it in such a way that it is not visible. You should not ask the individual

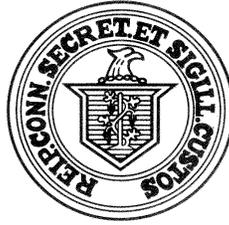
voter or poll worker to leave the polling place until you have first given them the opportunity to correct the violation.

May the news media be allowed into the polls on the day of an election or primary?

Yes, the news media may be allowed to enter or leave the polling place on the day of an election or primary. In addition, the media is allowed to take pictures inside the polling place. However, they may be cautioned to avoid taking any picture that may display the votes cast on an elector's ballot. Finally, anyone causing a disturbance in the polling place, including a member of the media, may be asked to leave by the moderator.

What should I tell my poll workers about dealing with an individual who is upset about something that happened inside the polling place?

Poll workers should refer any such individual to the moderator to discuss their concerns. If the moderator is unable to successfully resolve the situation, then they should inform the voter of his/her right to file a complaint with the State Elections Enforcement Commission. They should give the individual the toll free phone number for the SEEC (1-866-733-2463).



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REMINDERS

Public Act 11-46, An Act Concerning the Integrity of the Elections, requires registrars of voters and town clerks to jointly certify to our office the number of ballots they ordered for each polling place, no later than 31 days before an election or 21 days before a primary. You should include, among other things, historical turnout for each polling place over the past four elections.

Public Act 11-46 also authorizes the Secretary of the State to appoint designees to enter any polling place for compliance with state and federal law. In preparing for this year's presidential election, we have formed a partnership with the Connecticut Bar Association called the "Secretary's Legal Assistance Project." A group of trained volunteer attorneys will be appointed as designees and available "on call" to visit a polling place if conditions so require and to communicate the neutral facts of a situation to the Secretary of the State's office. We hope this will assist all of you in effectively carrying out your duties.

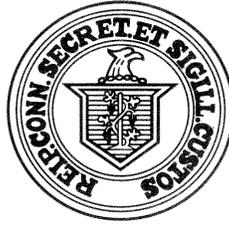
NEWS AND ANNOUNCEMENTS

Dr. Alex Shvartsman, Professor of Computer Science and Engineering at the University of Connecticut, will be spending two or three days a week with us in LEAD while on sabbatical for the fall semester.

As you may know, we have a unique collaboration with the University of Connecticut Center for Voting Technology (VoTeR Center). The mission of the VoTeR Center is to "advise state agencies in the use of voting technologies and to investigate voting solutions and voting equipment to develop and recommend safe use procedures for their usage in elections." The Center performs pre-election and post-election audits of the memory cards for the Accu-Vote Optical Scan (AV-OS) tabulators that are used in each and every primary and election. We thought it would be helpful for Professor Shvartsman to see how we prepare for an election and we know that it will be very valuable for us to have someone with his knowledge and expertise at 30 Trinity Street.

Professor Shvartsman, Ted Bromley, and Peggy Reeves are the authors of an academic paper presented at the State Certification Testing of Voting Systems National Conference, held on June 14 and 15 at Ball State University, Indianapolis, Indiana.

Entitled *Elections, Technology and the Pursuit of Integrity: The Connecticut Landscape*, the paper reported on the overall electoral process in Connecticut, including new procedures that ensure strict chain-of-custody control of the electronic voting machines, safe-use of the memory cards used



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to program the machines for each specific district and election, and the audits performed in 10% of randomly-selected districts in conjunction with each state-wide election and primary.

The Connecticut Election Project is an exciting new initiative by the Secretary of the State's office. This project has been created in collaboration with teachers, partner organizations, and other individuals with the mission of bringing the 2012 election alive to Connecticut's students in elementary through high school. The Connecticut Election Project provides tools and resources for teachers to raise their students' interest in the election process, from the national presidential race to the statewide senate race to local Connecticut General Assembly races. The Connecticut Election Project's webpage can be accessed through our main website and features teacher resources, lesson plans, expert videos and webinars in three different content areas. Instructions for mock elections are included. We hope that you will find this project of interest and will share it with teachers as you work with schools in your area. Perhaps you would even like to collaborate with your local schools in some of these activities.

For a detailed project description and information regarding the webinars go to our main site and click on the Connecticut Election Project logo. The logo can be found

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in the right-hand column of the home page. If you have any questions regarding the project, please do not hesitate to contact us at 860.509.6212 or email us at CTelectionproject@ct.gov.

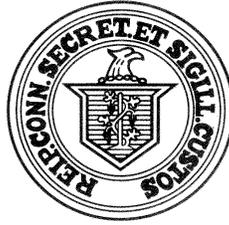
IMPORTANT – PLEASE READ CAREFULLY!

Pre-Election and Post-Election Review of Memory Cards

As you are aware, our continued partnership with the University of Connecticut helps ensure that our use of the optical scan voting equipment is safe and secure. In an ongoing effort to protect the integrity of the ballot information that is programmed on each memory card that you receive, the University of Connecticut is prepared to analyze memory cards from *each* of our municipalities.

In order to facilitate this process please follow the instructions contained in this memorandum carefully. This procedure applies only to precinct based tabulators and does NOT include central counting absentee ballot tabulators.

PART I **Process for Pre-Election Review of Memory Cards**



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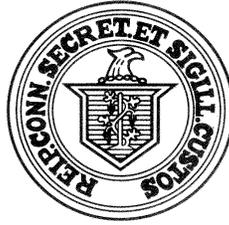
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1. You may have already or will in the future receive TWO (2) memory cards per optical scan voting machine in your town (for a total of four (4) per polling place);
2. Once you receive these cards, prior to performing pre-election testing, randomly select ONE (1) of the four cards from each polling place. Identify this card by noting its serial number. Record this number for future reference. (Upon completion of the pre-election testing this card will be sent to the University of Connecticut.)
3. The next step is to perform pre-election test voting using your optical scan voting machines and *all* memory cards;
4. As you test each memory card with your optical scan tabulators, note any irregularities and bring these to the attention of the SOTS Office as necessary;
5. Upon successful completion of test voting, place each of these cards in “election mode” and remove them from the optical scan tabulator;
6. Set aside the ONE card that you have randomly selected in Step 2 above. It does not matter whether

- this particular card passed the test vote or not – set it aside regardless of the test outcome.
7. Insert two of the remaining three memory cards (that passed the vote test) into the optical scan tabulators (one per tabulator). If you do not have two cards that passed the test, please contact the SOTS Office;
 8. The optical scan machine should now be sealed and stored in a secure location;
 9. Next, place the randomly selected memory card(s) in an envelope for shipment to the University of Connecticut. Please send this memory card(s) to:

Dr. Alexander Shvartsman
Voting Technology Research
Center
371 Fairfield Way, Unit 4155
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Note: You are also encouraged to send any cards that did not pass the test vote or that failed in any way to the University of Connecticut. If there are such cards, please identify them clearly and *separate* them from the cards that were randomly selected. Once received, the University of Connecticut will review the memory card(s) to ensure that



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all of the data on the card is secure. After the election event, the University of Connecticut will return your memory card to LHS Associates for use in a future election.

PART II

Process for Post-Election Review of Memory Cards

Important: The post election review procedure has changed. Previously, we asked that you only send the card of the machine subject to post election audit to the University of Connecticut. However, we are now requesting that you send all of the cards from all of the machines used in the election to the University of Connecticut unless you are involved in a recanvass or litigation.

1. The post-election audit of the memory cards starts after the election and upon the expiration of the mandated lock-down period.
2. Remove the memory card from each tabulator that was ***used*** to count ballots during the election;
3. Record the cards' serial numbers. You may label these cards by placing a removable sticker on each such card;
4. Next, place these memory card(s) in an envelope for shipment to the University of Connecticut. Please send this memory card(s) to:

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Note: You are also encouraged to send to the University of Connecticut any cards that failed in any way during the election. If there are such cards, please identify them clearly and *separate* them from the cards that were successfully used in the election.

Once received, the University of Connecticut will review the memory card(s) to ensure that all of the data on the card is secure. After the election event, the University of Connecticut will return your memory card to LHS Associates for use in a future election.

If you have additional questions, please contact our office at (860) 509-6100.

Unknown Vote Widget

We have developed an unknown vote widget to assist you in assigning unknown votes to the appropriate candidate after the election.

The widget can be found at:

<http://107.0.121.214/ctvoter/>