

ASSISTANT REGISTRARS' DUTIES



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- ASSISTANT REGISTRARS**
- Arrive at the polls no later than 5:15 a.m. (or 5:45 if delivering tabulator and ballots)
 - Be sworn in by Moderator and sign oath
 - Set up phones and communication equipment
 - Observe & assist Moderator in setting up tabulator
 - Administer Transfer, Registration and other Forms
 - Add names to supplemental lists (as necessary)
 - IVS and Curbside Voting
 - Assist electors when necessary
- ASSISTANT REGISTRARS' SUPPLIES**
- Inactive Voter List (for this precinct)
 - Phone(s) and/or computer(s) for official use
 - Street List & Voter Look-up list (towns with 2+ precincts)
 - Resource lists with names & phone numbers of other polling places (if used) and other election officials
 - Phones or other communications devices
 - Forms for Registration, Transfer, etc.

A. ASSISTANT REGISTRAR'S DUTIES

The Assistant Registrars are the polling place representatives of the Registrars of Voters when the Registrars are on duty in their offices on Election day. The Assistant Registrars are responsible for helping any elector who is not immediately able to go through the normal voting process because of missing paperwork, or who needs to be assisted in voting because of some disability, or who may be at the wrong polling place. In some municipalities with a single polling place the Registrars of Voters perform these duties.

All actions taken by the Assistant Registrars (or the Registrars if present) to restore and/or transfer electors to the official voting list for the polling place must be taken jointly in a general election. In a primary election, those actions are taken by the Registrar or Assistant Registrar for the major party holding the primary.

1. DELIVERY OF TABULATOR AND BALLOTS

The Assistant Registrars often have an essential role in the delivery of the tabulator and ballots to the polling place. This depends on the method of delivery chosen by the Reg-

istrars. The various methods, and the Assistant Registrars roles, are covered in Section C of this handbook. (Regs. 9-242a-8)

2. ASSIST WITH TABULATOR INSTALLATION

Before the polls open, both Assistant Registrars shall witness the Moderator a) check the seals on the tabulator to make sure it has not been tampered with, b) open each compartment in the ballot box, and empty them if necessary, c) lock the ballot box compartments, and d) install the tabulator on the ballot box. Both shall examine and sign the zero report tapes printed by the tabulator and, with the Moderator, complete and sign the Certificate of the Opening the Polls (See page 4 of the Moderator's Return.) (Regs. 9-242a-9)

3. RESOLVING VOTER REGISTRATION PROBLEMS

All persons who are not on the Active Official Checklist, or who lack sufficient ID, are sent to the Assistant Registrars for assistance.

a. COMPLETING REQUIRED PAPERWORK

Some electors paperwork is incomplete and they will need to fill out additional paperwork before they are allowed to vote. Helping electors fill out all such paperwork is the job of the Assistant Registrars. See below for instructions on various problems.

b. ASSISTING VOTERS WITH SPECIFIC NEEDS

Some electors may not be able to vote in the normal manner because of a temporary or permanent disability. Assisting these electors is also the job of the Assistant Registrars. See below for instructions on

c. ELECTION DAY TRANSFERS AND REGISTRATION

Some persons may be in the wrong polling place, or may not be registered to vote in the municipality. It is the Assistant Registrars job to direct them to the correct polling place, or to Town Hall, or wherever Election Day Registration is being held. See also Provisional Ballots, Page E-6, which are currently used in Federal Elections only.

4. RESTORATION TO OFFICIAL CHECKLIST

a. FROM INACTIVE LIST FOR SAME VOTING DISTRICT

Each polling place must have an official checklist for that voting district and an "inactive" list of only that voting district consisting of names (and addresses) of persons who were formerly on the official list of that voting district.

If an elector's name is not on the official checklist, the Assistant Registrars should look at the "inactive" list for that voting district. If the name is on the "inactive" list for that voting district the elector may be restored to the official list. See paragraph 6 below. Documentary evidence of residence is not required to be presented before an elector's name may be restored to the official checklist.

If the Assistant Registrars approve the application for restoration, they should delete the elector's name and address from the "inactive" list of that voting district, and add both name and current address to the supplemental section of the "active" checklist, and permit the elector to vote. There is no need to contact the Registrar's Office if the name is on the "inactive" list for the same polling place. (§9-42, Regs. 9-42-1(c)-(d)).





b. WHERE NAME IS NOT ON INACTIVE LIST

If the name is not on the official checklist and not on the “inactive” list for the voting district, the Assistant Registrars must contact the Registrars of Voters. An elector whose name has been omitted from the official checklist may be added to the official checklist at the polling place on Election Day, provided the elector's name was on the active registry list for at least one of the four previous years, or on a previous list in the current year, and provided the elector is and has been a bona fide resident of the municipality from the time their name last appeared on the active registry list to the date of the election. See paragraph 6 below.

ONLY THE REGISTRARS OF VOTERS (jointly in a general election, singly in a primary) MAY APPROVE AN APPLICATION FOR RESTORATION WHEN THE ELECTOR IS NOT ON THE INACTIVE LIST.

5. TRANSFER OF REGISTRATION FROM ANOTHER DISTRICT

In municipalities with more than one voting district, an elector's name may not be on the official checklist at the polling place where the elector comes to vote. This may be because the elector previously resided in another voting district in the same municipality, and moved within the municipality, but failed to request a transfer of their registration to the new residence. In such cases, the elector may apply for transfer of their registration at the new polling place. See paragraph 6 below. The application must be submitted to the Assistant Registrar(s) who should verify: (§9-35)

- a. that the elector's name appears on the official checklist at the former polling place, and
- b. that the elector has not been marked as voting at the former polling place.

Verification may be made either by contacting the Election Officials at the former polling place directly, or indirectly by contacting the Registrar(s) of Voters. The election officials at the elector’s former polling place should remove the elector from their official checklist.

After verification the Assistant Registrar(s) must complete the transfer of registration by adding the elector's name and current address to the supplemental section of the official checklist and permit the elector to vote. (Regs. 9-35-2(a))

If the Assistant Registrar(s) find the name of the elector on the “inactive” list of another voting district, the elector’s name may be both transferred and restored. They should notify that other polling place to note on their “inactive” list that such person voted in the new district.

6. APPLICATION FOR RESTORATION AND/OR TRANSFER

Applications for transfer and/or restoration to the official checklist may be submitted to the Assistant Registrars at the polling place on the “Voter Registration Application” (ED-671). Blank copies of the application should be available at the polling place. To be restored, the elector must complete and sign the application under penalties of false statement. The completed forms should be attached to the official checklist or kept by the Assistant Registrars and returned with the official checklist to the Registrars of Voters at the close of the polls. (Regs. 9-35-2(a))



If an application is approved, the elector's name must be added to the "active" checklist in use at the polling place, the application must be attached to the official checklist, or kept by the Assistant Registrars, and the elector must be permitted to vote.

If an application for restoration is disapproved, the reasons for the disapproval must be noted, and the completed application should be returned to the Registrars of Voters with all other election day materials.

If the Registrar(s) authorize the restoration of a name left off by clerical error, such restoration should be carefully documented. (§9-42, Regs. 9-42-1(c)-(d))

7. ELECTORS WITHOUT ID AVAILABLE

Any elector who does not present sufficient ID will be directed to the Assistant Registrars for assistance. Normally, an elector whose name is on the official checklist or on the In-active checklist, but who does not present adequate identification, is allowed to sign a statement under penalty of false statement on Form ED-681 entitled "Signatures of Electors Who Did Not Present ID," prescribed by the Secretary of the State swearing or affirming that the elector whose name appears on the official checklist is the elector signing. (§9-261) (See Form 3) However see HAVA ID requirements below.

8. HAVA IDENTIFICATION REQUIREMENTS

Certain first time voters in federal elections are subject to additional ID requirements under the Help America Vote Act (HAVA). See Appendix 16 and 17 for details. If the Registrars of Voters are able to verify the electors' ID information prior to the election, the additional HAVA ID provisions will not apply to the elector. However, normal Connecticut identification procedures will still apply.

INDIVIDUAL VOTERS SUBJECT TO THE ADDITIONAL HAVA IDENTIFICATION REQUIREMENTS WILL HAVE AN ASTERISK (*) NEXT TO THEIR NAME ON THE OFFICIAL VOTER LIST.

If the elector is required to present identification at the poll pursuant to HAVA, the applicant is NOT allowed to sign Form ED-681 entitled "Signatures of Electors Who Did Not Present ID." (§9-261) (See Form 3)

If the elector is required to present identification at the polls pursuant to HAVA, the acceptable forms of identification under HAVA are:

- (a.) A copy of a current and valid photo identification that shows the name and address of the elector;
- (b.) A copy of a current utility bill, bank statement, government check, paycheck or government document that shows the name and address of the elector;

If an elector is required to provide identification at the poll pursuant to HAVA and does NOT do so, the elector will not be allowed to vote using a regular ballot, but will still be entitled to a provisional ballot. See section entitled "Provisional Ballot" for information.

9. VOTER REGISTRATION RECEIPT

IMPORTANT: Elector's name not on list, but elector presents an official voter registration receipt. See an example at Form 10.

If the person's name does not appear on the official checklist, but the person presents an official voter registration receipt stamped with an official stamp bearing the name of the Department of Motor Vehicles (DMV), Department of Social Services (DSS), public library or agency providing services to persons with disabilities, or presents a receipt from a cross-town admitting official under Sec. 9-19e or a notice of acceptance from the Registrar of Voters received through the mail, and the receipt shows timely submission of a voter registration application, then:

- (1) Assistant Registrar at polls calls the Registrar,
- (2) Elector fills out and files new voter registration card at polls if Registrar cannot find the original application,
- (3) Assistant Registrar, on approval by Registrar, adds name to checklist,
- (4) Elector presents to checkers their social security card, or any other preprinted form of identification which shows their name and either their address, signature or photograph (because the option of signing Form ED-681 - Signatures of Electors Who Did Not Present ID is not allowed in this situation) and,
- (5) Elector is allowed to vote if otherwise eligible. (Secs. 9-19h(b), 9-23g(b) and (d)(4), and 9-23n), as amended by P.A. 02-83, Secs. 3-6).

10. CURBSIDE VOTING

If an elector is present at the polling place but is unable to gain access due to a temporary physical incapacity, the elector may request that the ballot be brought to him or her. (§9-261(b)) However, no proof of any such incapacity need be shown.

If curbside voting is requested, both Assistant Registrars together, (or two election officials of opposing parties or factions) will 1) examine the elector's identification, if any, 2) assist the elector in filling out any necessary paperwork for Restoration, or Transfer, or missing ID, as described above, and upon completion, 3) cause the elector's name to be "Marked as Voting" on the official checklist, and bring the elector's ballot to the elector, along with a marking pen and privacy folder. When the elector has marked the ballot and placed it in the privacy folder, the Assistant Registrars, without looking at the markings, will take it to the ballot box and cast it by inserting it into the tabulator, or placing it in the Auxiliary Bin. The Moderator will record such activity in the Moderator's Diary. (§9-261(b))