

BALLOT CLERKS' DUTIES



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- BALLOT CLERKS**
- Arrive at the polls no later than 5:15 a.m.
 - Be sworn in by Moderator and sign oath
 - Set up table and signage
 - Open one package at a time
 - Fill out Ballot Log Worksheet
 - Check for printing defects
 - Alert Moderator if possibility of running short
 - Issue replacement ballots
 - Spoiled and Abandoned ballots
 - Sign payroll and all forms
- BALLOT CLERKS' SUPPLIES**
- Ballots
 - Privacy Folders
 - Voting Instructions
 - Ballot Chit dish (if used)
 - Spoiled & Abandoned Ballot Envelope(s)

A. BALLOT CLERK'S DUTIES

1. ACCOUNTING FOR BALLOTS BEFORE THE POLLS OPEN

Prior to the opening of the polls, immediately upon receiving the ballot packages from the Moderator, the Ballot Clerk shall note the number of ballot packages received on the BALLOT LOG WORKSHEET (See Moderator's Return). If there is to be more than one Ballot Clerk, the Ballot Clerks shall allocate the unopened ballot packages among themselves, and work together to maintain the Ballot Log Worksheet. (Regs. 9-242a-10)

2. OPEN ONE PACKAGE AT A TIME

Prior to the opening of the polls, and during Election Day, the Ballot Clerk shall only open one package of ballots at a time. At the end of voting the Ballot Clerk(s) are required to count all unused ballots from all opened packs. Ballots in unopened packs do not need to be hand-counted individually.

3. KEEP TRACK OF BALLOT PACKAGES

After the polls open, throughout the day, the Ballot Clerk shall keep track of the number of ballot packages opened and shall record the number of ballot packages opened on the Ballot Log Worksheet at the close of voting. The Ballot Clerk should alert the Moderator if there is a chance of running short.



4. CHECK BALLOTS FOR DEFECTS

As ballots are being handled, the Ballot Clerk should check the ballots for any serious printing problems, such as extremely light print, misaligned text or coding marks on the edges, or stray marks or blotches. If such printing problems are seen, the Moderator should be informed, and the defective ballot should be marked "Spoiled," placed in the Spoiled Ballot Envelope and accounted for as a "Spoiled Ballot" on the Ballot Log Worksheet at the end of the day.

If additional packages of ballots are delivered to the polling place during voting hours, the Ballot Clerk(s) shall ensure that the ballots are the correct ones for their polling place, to the extent that they can do so without opening any ballot package.

5. ISSUING A BALLOT AND PRIVACY SLEEVE

NO BALLOT SHALL BE ISSUED UNLESS THE ELECTOR'S NAME HAS BEEN MARKED AS VOTING ON THE OFFICIAL CHECKLIST.

Each elector shall be offered a privacy folder or sleeve with his ballot. However the elector is not required to accept it.

6. SPOILED BALLOTS

No replacement shall be issued unless the old ballot is returned. All spoiled ballots must be marked "spoiled" and a line must be drawn through the "timing marks" on the edge of the ballot. The ballot must be placed in the SPOILED BALLOT envelope. The total number of spoiled ballots shall be recorded on the Ballot Log Worksheet and the Spoiled Ballot Envelope at the end of the day.

a. Any elector may request a new ballot at any time prior to the acceptance of their ballot by the Optical Scan. No reason need be given.

b. To obtain a replacement ballot, the elector should contact an election official and return with the ballot to the Ballot Clerk. Whenever practical, an elector seeking a replacement ballot shall be escorted back to the Ballot Clerk by an available election official. The elector need NOT go to the end of the line.

c. The elector should return their old ballot to the Ballot Clerk, holding it in such a way that the markings are not visible. Electors MUST surrender their original ballot BEFORE being given a new ballot.

ABSOLUTELY NO REPLACEMENT BALLOT SHALL BE ISSUED WITHOUT RETURN OF THE OLD BALLOT!

d. Without looking at the markings, the Ballot Clerk shall mark the word "SPOILED" on the old ballot, draw a line through the timing marks on the edge of the ballot and place the ballot in a depository envelope, or other suitable container reserved for spoiled ballots.

e. After the Ballot Clerk has placed the spoiled ballot in the envelope, the Ballot Clerk shall issue a new ballot and privacy sleeve to the elector.

f. An election official shall direct the elector to an available voting privacy booth to mark his new ballot. (Regs. 9-242a-20)



7. ABANDONED BALLOTS





Any ballot found in a voting privacy booth shall be marked "Abandoned Ballot in voting privacy booth" and placed in the "SPOILED BALLOT ENVELOPE" after the Moderator makes a notation in the Moderator's Diary.

8. ACCOUNTING FOR BALLOTS WHEN THE POLLS CLOSE

When the polls close, the Ballot Clerk shall record all necessary information on the "BALLOT LOG WORKSHEET" section of the Moderator's Return. (Regs. 9-242a-10, 9-242a- 14).

MODERATOR'S RETURN - 11/04/2014 ELECTION - YOUR TOWN, CT DISTRICT 1	
BALLOT LOG WORKSHEET	
TO BE COMPLETED BY THE BALLOT CLERKS	
Total number of ballot packages received at the opening of the polls	<input type="text" value="2"/>
Total number of ballot packages received <i>after</i> the opening of the polls	<input type="text" value="2"/>
Total number of ballot packages opened during the election	<input type="text" value="3"/>
Total number of ballot packages unopened at the close of the polls	<input type="text" value="1"/>
Total number of loose ballots remaining at the close of the polls	<input type="text" value="1"/>
Total number of spoiled ballots	<input type="text" value="4"/>
Total number of abandoned ballots	<input type="text" value="1"/>
BALLOT CLERKS	
<i>Ballot Clerk's Signature</i>	<i>Ballot Clerk's Signature</i>
<small>SIGNATURE</small>	<small>SIGNATURE</small>
<input type="text" value="6"/>	

Instructions for Marking Ballot

To Vote, fill  the Oval in  completely  

Use only the **Black** pen provided.

Completely darken the oval beside your choice(s) with the **Black** marker provided.



If you make an error, please **return the ballot** to the election official and **request a new ballot**.

Do not make stray marks on the ballot.

For *write-in* votes fill in the oval then *write* the name of the person for whom you are voting.