

ABSENTEE BALLOTS

Procedures plus

AB roles

- Moderator Harry Fisher
- Assistant Registrars Gina Gladstein
 Laura Manganiello
- 10 AB Processors
 - Verifying count of ABs delivered from Town Clerk
 - Processing of AB packets
 - Feeding ballots into tabulator
 - Hand counting ballots rejected by tabulator
 - Processing of military and overseas ballots

Election Day Openers

- Nov. 2 - Arrive at the Cone Room (2nd floor) Town Hall at 10 AM
- Sign in
- Always work in pairs - one person hired by Fred and one hired by Mary

Why? To ensure fairness of the process

To give voters confidence in the process

- Masks on – if you need a break, please ask for one
Your fellow AB poll workers are relying on you.
It is the rule in Town Hall.
- Bring your own food and drink. Everyone will receive an extra \$15.

Room Arrangement

- Tables for pairs of AB processors

Pick a seat. Please be sure you and the person sitting opposite you were not hired by the same Registrar.

- Moderator and Assistant area – any questions, issues, need a break speak to the Moderator or one of the Assistants
- Printer table - used to keep track of rejected ballots and why
- Tabulator - used to count votes – **No vote tallies will be known until after polls close when tabulator tapes are printed**
- Observer area – Per CT law, the public is allowed to watch the AB process from a distance

Processing Outer Envelope

- **Everything you do is cross checked by your partner**
- If you come across anything out of the ordinary, call on the Moderator or one of the Assistants
- Moderator distributes one packet (25 ballot sets) to each pair of Counters along with a Verification Sheet
- Step 1 – The Count
 - Confirm count of packet.
 - Check for Town Clerk's stamp – if missing, alert Moderator
 - Pass to partner to confirm count and presence of Town Clerk's stamp
 - Confirm count on verification sheet

Processing Outer Envelope cont.

- Step 2 – Opening outer envelope
 - Slit open outer envelope but **do not take out inner envelope.**
 - Pass slit envelopes to partner one by one as you slit
 - Partner peers into outer envelope to confirm
 - Ballot is "inside" the inner envelope – Under the envelope flap is inside
 - No more than one inner envelope inside the outer envelope
 - There is a signature - **any** mark will do – CT is not a signature verification state
 - Any issues, alert Moderator who will update Rejected Ballot Count on the Verification Sheet and take the Rejected Ballot

Processing Inner Envelope

- Check in with Moderator before proceeding to process inner envelopes
- Slit open inner envelopes and remove ballots. **Keep ballots folded.**
- Pass inner envelopes to partner who bands the batch of inner envelopes.
- Shuffle folded ballots. Why? Ballot is now separated from identifying information included on outer (printed name) and inner (signature) envelopes. Privacy of vote is maintained.
- Unfold ballots.
- Pass ballots to partner for recount.
- Call for collection of outer envelopes, inner envelopes, verification sheet and ballots.

Feeding the Tabulator

- Ballots can be fed into tabulator any which way.
- Before feeding, glance at ballots to look for obvious errors
e.g. mutilated, red ink, some races marked with X, candidate name circled
Set these ballots aside for hand counting.
- Ballots rejected by tabulator even after trying re-feeding upside down
Set these ballots aside for hand counting.
- Tabulator may reject ballots as “blank” ballots. They are unreadable by the tabulator and must be set aside for hand counting.

Hand Counting Ballots – What ballots?

Any ballots not read by the tabulator are hand counted

- Write-ins

Only votes for registered write-in candidates are counted, along with any write-in votes cast for a candidate whose name is already on the ballot for that office.

- Overvotes

An overvote occurs when voter votes for more than the maximum number of selections allowed in a contest.

If ballot is rejected by tabulator as overvote, Moderator will examine ballot to determine if it is a true overvote. If so, it will be set aside for hand counting. Or Moderator will override the tabulator and process the ballot.

- Unreadable ballots such that tabulator cannot record vote

Hand Counted Ballots

- Work as a pair (one Fred hiree and one Mary hiree) hand count
- If the counters do not agree, the Moderator decides
- **Voter intent controls**
- If intent can't be determined for one race, the other races are still counted
- For write-in ballots coming from a special write-in compartment in the tabulator, only count the write-in races. The other races have already been counted by the tabulator.
- Only votes for Registered write-in candidates are counted, unless the name written in appears on ballot
- Multiple votes for same candidate in same race is okay, but count as just one vote

Hand Counting Ballots at 8 PM

- **Moderator, Before putting the Ender Card through the tabulator**
 - Check tabulator bins for ballots that may need hand counting.
 - Any ballots which do not require hand counting should be fed through the tabulator.
 - Ballots which require hand counting have marks of intent which cannot be recognized by the tabulator.
 - Assistants working as a pair will process ballots to be hand counted.