MODERATOR AND ASSISTANT REGISTRAR PROCEDURES

1. Moderator & Assistant Registrars arrive at 5:00 AM at their designated polling location. Special Assistant Registrars will be on the premise at 5:00 AM to assist Moderator with removing the district ballot box, tabulators, ballots, telephone, and other related material from the Blue Carrier (Election in a Box). Please sign the appropriate form on the Moderator’s Return Certificates for accepting the tabulators the Registrars tested for the polling location.

2. Moderator & Assistant Registrars are to verify seal with the DISTRICT TABULATOR ROSTER and cut the seals on and in the Blue Carrier (Election in a Box). Once the Blue Carrier is open, verify the tabulator’s red seal tag is the same on the PRE-ELECTION REPORT (form in binder). Do not cut red tag seal.

Assistant Registrar, please review the polling location design making sure an American Flag is located and displayed at the polling location. Ask custodian for the flag if it is not already displayed. Place the 75’ signs outside the polling location.

3. Moderator, Assistant Registrars and Special Assistant Registrar are to plug in the tabulator and follow the procedures producing three copies of the paper Zero Test Report. Follow the Poll Worker Guide to open the polls.

If you are unable to start the tabulator, you still must provide the Voter with the ballot. Upon Voter’s completion of ballot, be sure Voter has placed the ballot in the privacy sleeve and have Voter drop the ballot into the auxiliary bin. Inform Voter their ballot will be processed when the tabulator is repaired. Do not hold up the line or prevent Voter from casting their ballot. Polls MUST open at 6:00 AM.

4. The OFFICIAL Checker book cover is GREEN. The INACTIVE Checker book cover is YELLOW. The Moderator Checker book cover is WHITE.

5. One package of ballots (total number of ballots per package is approximately 100) will be kept with the Ballot Clerk along with tally sheet, privacy sleeves (legal file folder) and an envelope for spoiled ballots and spoiled tally sheet. The remaining packages of ballots are left in the black ballot bag and locked in the compartment in the Blue Carrier (Election in a Box). Please leave remaining ballots in the Blue Carrier, removing when necessary.

6. IVS handicap equipment is located in the blue plastic “bin” in the Blue Carrier (Election in a Box). Special Assistant Registrar will plug in fax and telephone lines.

7. Display the sample ballot and seven large posters which can be found in the Blue Carrier (Election in a Box) on the wall near the entrance.
8. Swear-in election officials, having each official read and complete in its entirety the payroll swear-in sheet. Distribute election badges to the election officials. Afternoon shift will arrive at 12:45 PM. Please be sure officials are sworn in and payroll sheet is completed.

9. **MODERATOR AND ASSISTANT REGISTRARS SIGN THE MODERATOR RETURN FORM IN THE APPROPRIATE SPACES. ALSO, REMEMBER TO SIGN OFFICIAL CHECKER BOOK.**

10. When all is secure you may dismiss the Special Assistant Registrar for the morning.

   **6:00 AM Moderator Declares Polls Open**

**ASSISTANT REGISTRAR DUTIES:** With the enactment of the Help America Vote Act all NEW Voters beginning on January 2003 must provide an ID photo. The Official Checker book reflects those Voters that have not qualified and are noted with ASTERISK (*). The Official Checker will ask those Voters to step over to the Moderator’s table. ASSISTANT REGISTRAR will note in the Moderator’s diary driver’s license number or if other ID please write down identifying information or make a copy on the fax machine.

**Procedure For Voters Not On The Official Voter List**

1. **Before telephoning the registrar’s office, verify Voter is NOT on the Inactive List or the Supplemental List** and check the street code directory to confirm Voter is at the proper polling location.

2. Assistant Registrar, after telephoning the registrars office will confirm to the Voter that they are not on the Official Registry List. If the Voter insists they are on the list, at this time you are to offer the Voter a Provisional Ballot (Federal Offices only) located in the Moderator’s brief case marked Provisional Ballots OR they can go to town hall and vote by EDR (Election Day Registration). Please follow the instructions in the Moderator’s Manual. Once Voter is done the ballot is put into a white envelope and then placed in the End of Election Folder. Instruct Official Checker NOT to strikethrough the name, but to put a “PB” in front of name. Provide Voter with a receipt.

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**Confidentiality Card:** Voter presents to the Official Checker the State of Connecticut Confidentiality Card as approved identification. Official Checker verifies the Voter’s (name only) is on the last page of the Official Checker book. **Under no circumstance is anyone to ask the Voter for their street address. Official Checker and polling officials are to be discreet.**
FORMS
(Forms Are In The Assistant Registrar’s Binder)

<table>
<thead>
<tr>
<th>Form #1</th>
<th>Oath</th>
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<tbody>
<tr>
<td>Form #2</td>
<td>Split Shift Time Sheet (Greenwich does not use.)</td>
</tr>
<tr>
<td>Form #3</td>
<td>No Identification</td>
</tr>
<tr>
<td>Form #4</td>
<td>Name Checked Off In Error</td>
</tr>
<tr>
<td>Form #5</td>
<td>Challenged Ballot Memo</td>
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<tr>
<td>Form #6</td>
<td>Challenged Ballot Application</td>
</tr>
<tr>
<td>Form #7</td>
<td>Provisional Ballot Inventory</td>
</tr>
<tr>
<td>Form #8</td>
<td>Provisional Ballot Delivery Receipt</td>
</tr>
<tr>
<td>Form #9</td>
<td>Provisional Ballot Receipt</td>
</tr>
<tr>
<td>Form #10</td>
<td>Samples Of Confidentiality Card, DMV Registration Receipt etc.</td>
</tr>
<tr>
<td>Form #11</td>
<td>Restore A Voter – (Voter Card) Transfer Of Registration (Voter Card)</td>
</tr>
<tr>
<td>Form #12</td>
<td>Clerical Error</td>
</tr>
<tr>
<td>Form #13</td>
<td>Machine Malfunction Report</td>
</tr>
</tbody>
</table>

Absentee Ballot Procedures

Moderator handles all telephone calls from Absentee Ballot Central Counting. Moderator instructs the Official Checker to place a blue letter (A) to the left of the Voter’s name in the Official Checker book.

**Hourly Count Procedure (Form Is In Official Checker Book)**

Every hour the Moderator acquires the hourly count off of the tabulator window. Determine the total number voted for the district Tabulator. Total the Official Checker tally sheet, ID Clerk tally sheet and Ballot Clerk tally sheet and compare total with the Tabulator of those aisles. Upon completion the moderator completes the Hourly Count Sheet.

Tabulator Failure

**Each Polling Location Has Two Tabulators (one for back-up)**

Assistant Registrar telephones the Registrar of Voters office immediately and Moderator enters all information on the Tabulator Malfunction Report form and Moderator’s diary. Provide Voter with a ballot and privacy sleeve. Have Voter deposit ballot in the auxiliary bin until the tabulator is repaired. You are to assure the Voter the ballot will be scanned as soon as the tabulator is repaired. Malfunction Report is in the Assistant Registrar’s binder.
What is written in the Moderator’s Diary?

Remember to note in the Moderator’s diary any unusual occurrence, no matter how small. You will also want to note a disruptive Voter, Voter needing assistance, abandoned ballot or ballot jam.

Breaks For Election Officials – (lunch & dinner)

Please ask the custodian, which room has been assigned for the poll workers break, lunch and dinner. It is a very long day so please be sure all day Election poll workers receive a ½ hour for lunch and a ½ hour for dinner, with a 15 minute break in the morning and afternoon.

Afternoon Shift

12:45 – 1:00 PM – afternoon shift arrives. Poll workers are to be sworn-in and sign the swear-in payroll sheet for half-day workers. If a poll worker does not arrive, telephone the registrar’s office and note on the sign-in payroll sheet. Half day poll workers receive a 15 minute break.

Close polls promptly at 8:00 PM

Moderator announces the polls are closed. Post the Assistant Registrar at the end of voter’s line. All Voters in front of the Assistant Registrar posted may vote. Those entering the line after 8:00 PM may not. After the last Voter in line has voted, the Assistant Registrar is to bring in the 75-foot sign.

Closing Procedures

STEP #1:

Special Assistant Registrar will arrive to assist with the closing process. Moderator is to follow the procedure for closing the polls outlined in the Poll Worker Guide.

STEP #2:

Remember to check the Auxiliary and Write-In bins before you close and lock the tabulator. Moderator and Assistant Registrars print THREE Tabulator Tapes. The first printed tape is returned to the ROV office with the completed Moderator’s Return. One tape is placed on wall and one goes in the ballot bag. Moderator announces the results in a clear voice. Moderator, Assistant Registrars and Official Checker sign both copies of Moderator Return Certificates.
### Difference Between A Provisional Ballot And A Challenged Ballot

<table>
<thead>
<tr>
<th>Provisional Ballot</th>
<th>Challenged Ballot</th>
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</thead>
<tbody>
<tr>
<td>Only has federal offices listed.</td>
<td>All offices are listed.</td>
</tr>
<tr>
<td>Ballot is counted by a Registrar</td>
<td>Ballot is counted only if ordered by a judge.</td>
</tr>
</tbody>
</table>

Individual does not appear in the Official Checker book but is a resident of the Town of Greenwich:
- Individual can vote via Provisional Ballot (Federal election) or EDR.

Individual is in the Official Checker book but is Challenged:
- Individual can vote by both Provisional Ballot and Challenged Ballot.

Individual is required to present ID – has asterisk by name
- If individual does not produce ID – Voter votes by Provisional Ballot.
- They cannot sign the affidavit form in lieu of ID in this case.
- Exception – Members of the Armed Forces.

### Closing the polling location

Moderator and Assistant Registrar are to please repack the brief case, goodies supply tote and assist the Special Assistant Registrar with packing the Blue Carrier.

Please bring a flashlight & cell phone. Remember to tell your poll workers that the use of cellphones, food and drinks are not allowed except on their Break. Many Thanks!

**REMEMBER - ONCE THE CANVASS (END OF NIGHT TALLY PROCEDURE) HAS STARTED, IT MAY NOT BE STOPPED FOR ANY REASON – DELAY IS A CRIMINAL OFFENSE.**

(9-308)