

MODERATOR AND ASSISTANT REGISTRAR PROCEDURES

ARRIVAL

Moderator & Assistant Registrars arrive at 5:00 AM at their designated polling locations. Special Assistant Registrars will be on the premises at 5:00 AM to assist Moderator to remove the district ballot box, tabulators, ballots, telephone, and other related material from the Blue Carrier (Election in a Box/EIB).

SEALS

Moderator & Assistant Registrars are to verify seals 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.** Please sign the appropriate form on the Moderator's Return Certificates for accepting the tabulators the Registrars tested for the polling location.

POLLING PLACE SET UP

Assistant Registrars 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 measuring an arc from the exterior doors.

TABULATOR SET UP

Moderator, Assistant Registrars and Special Assistant Registrar plug in the tabulator and follow the startup procedures producing three copies of the paper Zero Test Report. BOTH tabulators should be tested and have zero reports printed. The backup tabulator should then be covered and only used in the case of emergencies. Follow the **Poll Worker Guide** to open the polls.

If you are unable to start the tabulator, polls still must open at 6AM. Voters will drop the ballots into the auxiliary bin. Inform voters their ballot will be processed when the tabulator is available. Do not hold up the line or prevent voters from casting their ballots.

Polls MUST open at 6:00 AM.

DISTRIBUTION OF POLL WORKER MATERIALS

Give the OFFICIAL Checker books (covers are GREEN) to the Official Checkers. The Moderator keeps the INACTIVE LIST (pages are YELLOW).

Give one package of ballots (total number of ballots per package is approximately 100) to the Ballot Clerk along with a tally sheet, privacy sleeves (legal file folder), an envelope for spoiled ballots, an envelope for abandoned ballots and spoiled and abandoned ballot tally sheets. The remaining packages of ballots are left in the black ballot bag and locked in the compartment in the EIB Blue Carrier. Supply Ballot Clerk with additional ballot packages only when necessary.

IVS

IVS handicap equipment is located in the EIB Blue Carrier. Special Assistant Registrar will set up the system and print out the "Accessible Voting System Start Up Report". Please make sure that report is signed by the SAR and Moderator and/or Assistant Registrar. Position IVS to ensure voter privacy.

POSTERS and SAMPLE BALLOT

Display the sample ballot and six large posters which can be found in the EIB Blue Carrier on the wall near the entrance where they are visible to arriving voters. The Provisional Ballot poster is displayed only when federal positions are on the ballot.

SWEAR-IN and PAPER WORK

Swear-in election officials, having each official read and complete in its entirety the payroll sheet. Distribute election badges to the election officials. Afternoon shift, if any, will arrive at 12:45 PM. Please be sure afternoon election officials are sworn in and payroll sheet is completed.

MODERATOR AND ASSISTANT REGISTRARS MUST SIGN THE MODERATOR RETURN FORM IN THE APPROPRIATE SPACES. ALSO, REMEMBER TO SIGN OFFICIAL CHECKER BOOKS.

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

AT 6:00 AM MODERATOR DECLARES THE POLLS ARE OPEN.

ASTERISK* VOTERS

In an election event with federal offices on the ballot (usually even-numbered years), a voter who has an asterisk next to their name must meet the ID requirements on the ID Requirements card. If they show appropriate ID, simply check them off and let them proceed. If they do not have appropriate ID, please refer them to the Moderator or Assistant Registrar.

VOTERS NOT ON LIST

Before telephoning the Registrars, verify the voter is NOT on the Inactive List, Supplemental List or Privacy List. Also check with the electronic checker and the street code directory to confirm voter is at the proper polling location.

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 should be on the list, offer the Voter a Provisional Ballot (advise voter this is for Federal Offices only, and is only available in even-numbered years (2024, 2026, etc.) located in the Moderator's brief case marked Provisional Ballots OR direct them to Town Hall where they can vote at EDR (Election Day Registration).

STATE PRIVACY PROGRAMS

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.**

Voter Registry Privacy Program: Voter presents to the Official Checker some form of approved identification. Official Checker verifies the voter's name is on the last page of the Official Checker book.

PROVISIONAL BALLOTS

Follow the instructions in the Moderator's Manual. Once voter has completed the Provisional Ballot, the Provisional Ballot is put into a white pre-labeled envelope or if provided, in a pre-labeled clear ballot security bag 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.

CHALLENGE BALLOTS

A voter in the Official Checker book is challenged by someone in the polling place or at the request of the Registrars as being an ineligible voter. The Challenge is brought to the Moderator who after hearing from the voter decides if the voter is eligible to vote by regular ballot or by Challenge Ballot. If the decision is to have the voter vote by Challenge Ballot, the voter is provided with a Challenge Ballot. Once the voter has completed the Challenge Ballot, the Challenge Ballot is put into a white pre-labeled envelope or if provided, in a pre-labeled clear ballot security bag then placed in the End of Election Folder. Instruct Official Checker **NOT** to strikethrough the name, but to put a “CB” in front of name. Provide voter with a receipt.

FORMS

(Forms are in the Assistant Registrar’s Binder)

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

ABSENTEE BALLOT PROCEDURES

Moderator handles all telephone calls from Absentee Ballot Central Counting and the Registrars of Voters related to Absentee Ballot Updates. Periodically the Moderator may instruct the Official Checker to place a blue letter (A) to the left of voters’ names in the Official Checker book. Review separate instructions on Addendum #1 – Absentee Ballot Updates.

HOURLY COUNT PROCEDURE

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 sheets, ID Clerk tally sheets and Ballot Clerk tally sheets and compare total with the Tabulator total. Upon completion of the hourly count, the Moderator fills out the Hourly Count Sheet.

TABULATOR FAILURE

Each Polling Location Has Two Tabulators, one is a back-up.

If the tabulator is not working and a quick inspection cannot identify the problem, the Moderator should place the backup tabulator in service. Assistant Registrar telephones the Registrar of Voters office immediately and Moderator enters all information on the Tabulator Malfunction Report form and in the Moderator’s diary. Continue to check-in voters as normal. Have voters deposit ballots in the auxiliary bin until the tabulator is available. Assure voters their ballots will be put through the tabulator once it is available. The Malfunction Report is in the Assistant Registrar’s binder. The Registrars will send out an additional tabulator so there is always a functioning backup at the location. At some point during the day, with appropriate witnesses, the Moderator must take the ballots from the broken tabulator and feed them through the replacement tabulator.

MODERATOR'S DIARY

Remember to note in the Moderator's diary any unusual occurrence, no matter how small. Examples of events to record are: disruptive voters, voters needing assistance, abandoned ballot, tabulator jams, transferred voters, challenge ballots – anything that will help the Registrars address issues and improve procedures in future elections. Please write legibly.

BREAKS

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.

SPLIT 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 an 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 brings in the 75-foot signs.

CLOSING PROCEDURES

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**.

Do not put Ender Card through the tabulator until the Auxiliary bin is checked and emptied and the procedures outlined in Addendum 2 – Hand Counts are followed.

Once Auxiliary bin ballots are addressed, the Ender Card is inserted and 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.

Moderator and Assistant Registrar repack the brief case, goodie supply tote and assist the Special Assistant Registrar with packing the Blue Carrier.

Please bring a flashlight & cell phone.

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).

10/2/2023 8:46:00 AM