



SECRETARY OF THE STATE
30 TRINITY STREET
HARTFORD, CT 06106

February 23, 2014

TO REGISTRARS OF VOTERS OF TOWNS HOLDING TOWN COMMITTEE PRIMARIES ON
MARCH 4, 2014:

Re: Primary Head Moderator's Returns

For the use of each party's Head Moderator (or Moderator in towns having only a single voting district) in complying with CGS §§9-440 and 9-314(b), we are enclosing the prescribed Head Moderator's Return form for Town Committee primaries to be held March 4, 2014. We are sending these forms to you because you will provide the Moderators with their supplies for the primary. Please include the enclosed form AND A COPY OF THIS LETTER with such supplies for each party's Head Moderator.

TRANSMITTAL OF TOWN COMMITTEE RETURNS

ONE SET of return forms is enclosed. After all entries have been completed and proofread and any corrections made, **the complete set of returns should be photocopied** and *both sets signed in the original by the Head Moderator at each place indicated*. This is because CGS §9-314 requires the Head Moderator to make **DUPLICATE** lists of the returns; to complete, sign, seal and **deliver one set** of such returns either (1) by fax to the Secretary of the State by 12:00 midnight on Primary Day and then deliver such return to the **Secretary of the State, not later than the third day after the election (no later than Friday after a Tuesday primary)**, or (2) to the **Secretary of the State, not later than 6:00 p.m., Wednesday, March 5, 2014 of the day after the election** or to the **State Police not later than 4:00 p.m. March 5, 2014** (in which case the State Police shall deliver the same to this office by 6:00 p.m. that day); and to deliver the **other set to the Town Clerk** on or before March 5, 2014.

It is vitally important that each Head Moderator fax or deliver the returns to us or to the State Police (deliver only) as soon as possible after the close of the polls, and under no circumstances later than the statutory deadline. The Head Moderator will be given a receipt for the returns. Any late filing will make the Head Moderator liable for a late filing fee of \$50.00. (§9-314).

A *duplicate* set of the returns is to be submitted to the municipal clerk. Therefore, after all entries have been completed and proofread and any corrections made on the enclosed return form, it should be photocopied and *both sets signed in the original* by the Head Moderator: (one for transmittal to us and one for filing with the municipal clerk).

Only the enclosed prescribed return form (only one copy thereof) is to be filed with our office. Please do not submit to us any other "versions" of the results (such as polling-place "B" forms, absentee tally sheets, returns by voting district, etc.).

Head Moderators who prefer to hand-deliver (rather than mail) Town Committee returns directly to us may bring them to the Elections Services Division, 2nd Floor, 30 Trinity Street (corner of Trinity and Elm Streets), Hartford that night; *or* on Wednesday, March 5 or as soon as possible thereafter, between 8:30 a.m. and 4:30 p.m.

ACCURACY OF RETURNS

Accuracy of returns is vitally important. *The Head Moderator or Moderator, as the case may be, shall carefully review, confirm, and verify the returns so that any errors, omissions or discrepancies are corrected prior to filing.* Assistance in this regard by the Deputy Head Moderator (authorized under Conn. Gen. Stats. §9-436) or some other primary official not involved with the original counting would help ensure the correctness of the returns.

Some towns, due to a large number of Town Committee candidates, may need more space than the form provides. If so, please make as many photocopies of page 2 as needed, and re-number the pages.

In completing Part II (page 3) of the enclosed form, the Head Moderator should be aware that the category "Total Number of Names on Official Check List" (II A.) is to reflect the total eligible to vote in the party's primary on the active enrollment list and names restored to it on primary day. Likewise, the category "Total Number of Names Checked as Having Voted" (II B.) is to reflect the NAME-BY-NAME_COUNT of all names checked on the official check list(s) as having voted, **including all absentee voters**. This figure is *not to be calculated by any other method* (i.e., no "shortcuts").

The Head Moderator should remember to fill in the Town name on page 1 of the form, to sign and date the last page, and to fill in the telephone numbers at which he or she can be reached if necessary.

May we express our thanks to all Moderators, Municipal Clerks, and Registrars of Voters for their fine cooperation and assistance.

Best wishes for a successful Primary Day!

Sincerely,

Denise Merrill
Secretary of the State

BY:



Theodore E. Bromley
Staff Attorney

Enclosures: ED 606a Town Committee return form

State of Connecticut
Office of the Secretary of the State
Election Services Division

**PRESCRIBED FORM FOR RETURN OF VOTES CAST AT A MUNICIPAL OR
TOWN COMMITTEE PRIMARY**
(C.G.S. §9-440 and . §9-314(b))

Head moderator, or moderator in municipalities with only a single voting district, to complete, sign, and forthwith transmit one copy of this return, **BY FAX and MAIL** or by hand delivery, to **SECRETARY OF THE STATE**, Election Services Division, 30 Trinity Street, P.O. Box 150470, Hartford, CT 06115-0470. Use additional pages, if necessary. A duplicate return is to be filed with the municipal clerk.

City _____
Town of _____
Borough _____

Date of Primary: _____
Party: REPUBLICAN
 DEMOCRATIC

Part I - Candidates

Office or Position Designation
(from ballot,
including political
subdivision, if
applicable--e.g.,
Council District,
Ward, etc.)

Candidate
(from ballot)

Number of
Votes Received

Part I - Continued

Office or Position Designation
(from ballot,
including political
subdivision, if
applicable--e.g.,
Council District,
Ward, etc.)

Candidate
(from ballot)

Number of
Votes Received

