The Ct. Legislature has made changes to election laws since 2007. The Federal Government passed the ***HAVA Bill** & the ***HIPA Bill** which increased the workload. Office duties have increased immensely due to changes in the laws regarding the voting process.

1. Voter registration:
    - Increases in voter population
    - Increases in State & Federal legislation regarding voter registration
    - CVRS state system which continually fails
    - New voter documents
    - Increase of mail in voter registration/Cut & paste /Online
    - Implementation: IT developments
    - Complete process of Superior Court mandates regarding voters
    - Deletion of deceased voters
2. **Implementation: Federal HAVA Bill**
3. **Misc duties**:
    - Increase of correspondence to state
    - Increase of proposed new legislation & contact with legislators
    - Increase: of ordering supplies & equipment
    - Increase of: state and federal forms
    - Increase of correspondence of various election day activities
    - Maintain office documents - filing system/records
    - Media notices/ Posting of news releases
    - Correlate all incoming and outgoing mail
4. **Maintenance of voter files:**
    - Active/Inactive/Deleted
    - Maintain security /accuracy
    - Correspondence Ct. State Library/Shredding hundreds cards
    - Inspection & review of over thousands of voter registration cards
    - Monthly & yearly reports
    - Weekly DMV reports/changes/ system

- Correspondence to each voter moving Ct./confirmation notices
- Purging of deleted voter registration cards
- Notification to previous voting state
- Purging of inactive voter registration cards

5. **Financial/Budget activities:**
    - Maintain all office financial records & duties
    - Maintain all part-time election officials payroll
    - Preparation of yearly budget
6. **Public activities: Coordinate mandated voter registration in high schools**
    - Coordinate mandated supervised balloting at nursing homes
    - Coordinate all special voting sessions
    - Coordinate voter out reach sessions
    - Coordinate voting system informational sessions
7. **Mandated yearly canvass – verification of eligible voters:**
    - Mailing to thousands of in town and out of state voters
    - Deletions, changes/local/state/country
    - Implementation of NCOA & IT programs
8. **Training of procedures:**
    - Implementation of laws
    - Training all assistant registrars & part-time employees
    - Training of all poll workers
    - Training of moderators
    - Mandated training hours for registrars, asst. registrars or deputies
    - Two conventions per year for training by SOTS & ROVAC
9. **Election Day Activities:**
    - Polling site set up
    - polling site equipment
    - Security and privacy issues
    -

10. Extra Duties: Performed by Karen Doyle Lyons - Norwalk

- Former Chairperson, Registrar of Voters Association of Connecticut (ROVAC)
- Former Board Member of ROVAC
- Formerly ROVAC Executive Board meetings – monthly
- ROVAC & SOTS Convention – staffing & teaching
- Moderator training for the Secretary of the State
- Poll worker training
- Former polling site setup coordination for Fairfield County EDR
- Press conferences
- Election lessons for local schools – Mock elections
- Mock elections for the boy & girl scouts
- Election informational sessions to local clubs & organizations (Kiwanis, Chamber of Commerce, etc.)

11. Daily:

- Sort mailings
- Cut & paste voter registrations
- Data entry of new voters & voter changes – State CVRS system
- File registration cards in temporary monthly file
- Mail voter confirmation letters
- Mail voter cancellations to previous voter enrollment locations
- Retrieve and mark voter registration cards with changes (address, party changes, and deletions)
- Check & answer all e-mails
- Answer/return all voice messages
- Answer all incoming calls
- Review and cut obits and Town Clerk information
- Data changes, card changes to deceased persons
- Handle in office public registrations, questions and requests

12. Periodic:

- Voter cancellations from state system
- DMV weekly reports:

    - Search records
    - Change and remove voters information –
    - Mail non-voters registration cards
- Voter cancellations from previous voting residences through out United States
- Duplicate voter changes within Connecticut from state CVRS system
- Media releases
- High School voter registration admission programs (both high schools)
- Purge voter file with comparison lists
- Mailings to new residents of registration cards
- Prepare voter lists for various requests
- Prepare voter information for various sources
- Prepare reports, monthly & yearly

January:

- Purge "Deleted" voter registration cards
- Purge "Inactive" voter registration cards
- Request forms to Mayor & Connecticut State Library records retention
- Preservation or destruction of registration cards
- Yearly mandated canvass of thousands of voters (January 1 – May 1)
    - NCOA report filed
    - Canvass letters printed, folded and mailed
    - Canvass letters returned, data changes to voters records (two systems)
    - Preserve data two years and then request to destroy

January:

- Notice of Primary/ Presidential
- Schedule necessary rooms for election
- Prepare per foma for primary budget
- Schedule police
- Order telephone lines installation
    - Test local lines
    - Test and certify IVS system lines

- Complete polling site information, table breaks etc.
- Excel data equipment & polling site information
- Letters of intent to facilities used as polling sites
- Letters of equipment requests to facilities
- Hire poll workers
    - Assign workers to polling sites
    - Mail confirmation letters of assignments
    - Set up training dates
    - Prepare agenda for training
    - Two hour training – one in morning, one in afternoon and one in evening
    - Complete and submit from ED-642 certification of Training to SOTS
    - Hire students, permission slips, etc.
    - Certify moderators
- Complete personnel information for payroll
    - Mail forms
    - Copy information
- Certify moderators and alternate moderators
- Hire temporary office staff
- Petition forms
- Set polling sites
    - Check accessibility
- Arrange for signage - DPW
- Media notice/14th day
- Mailing to voters regarding polling sites
- Central counting designation, notice to Town Clerk
- Enrollment sessions
- Enrollment list available
- Ordering of ballots
    - Review of ballots – absentee, tabulator and IVS
    - Sorting and securing

    - Provisional ballots in State & Federal Elections & primaries
    - Review and verify IVS audio ballot – each race, each candidate
- Supervised balloting
    - Information and forms mailed
    - Hire persons to provide supervised voting (one from each party)
    - Train persons in procedures
    - Inform Town Clerk of persons
    - Prepare for dates and equipment to nursing homes
- Media notice/dates of mail in, walk in/online registration/EDR
- Public outreach and educational sessions
- Set up and purchase supplies
- Check all privacy booths
    - Prepare privacy booths for transport
- Charge batteries (UPS)
- Charge and service tabulators
- Complete moderator's books and supplies
- Complete assistant registrar information, copy description of duties and supplies
- Complete checkers information, copy description of duties
- Complete tabulator tenders information, copy description of duties and supplies
- Complete ballot clerks information, copy description of duties and supplies
- Complete challengers information, copy description of duties and supplies
- Complete absentee ballot information and procedures and supplies
- Review and complete street indexes
- Order memory cards for tabulators
- Develop and complete test decks
- Develop and complete moderators returns
- Print "Official voter lists" – one for polling sites and one for absentee
- Print supplemental list of voters
- Print "Inactive" list for polling sites

- Setup online voter lookup
- Prepare maps of polling sites and to City Hall
- Prepare polling site setup maps
- Notify Town Chairs of testing dates of tabulators
- Test vote of tabulators
- Seal tabulators and secure
- Training session for moderators and alternate moderators
    - Prepare agenda of training session
    - Review election procedures
- Distribution of supplies; keys, official checklists, etc.
- Complete and review polling site equipment
- Pack storage/transport cabinets and seal
- Arrange transportation of equipment to polling sites
    - Accompany equipment
- Swear in, train, and start absentee ballot counting process
- Marking of list on Wednesday, Thursday, Friday and Monday
- Opening and counting of ballots on Tuesday, Election Day
- Prepare reports

February:

- Yearly canvass continues
    - Canvass letters returned, data changes to voters records
- Election Day activities
    - 4:30 am check polling sites for set up
    - 5:00 am office open
    - Answer all telephone calls from public and polling sites
    - Search data for voter information
    - Answer all questions regarding voters from polling sites
    - Absentee ballot process review
    - Distribution of absentee counting equipment
    - Accept and review election supply returns

    - Work with Head Moderator
    - Fax election results to SOTS
    - Fax election results to AP press
- Election wrap up
    - Complete payroll of poll workers
    - Review and retain moderator diary
    - Review and count Provisional Ballots
    - Submit amended results
    - Mark office copy of who voted
    - Data entry of who voted
    - Secure ballots for 18/22 months
    - Destroy unused ballots
    - Secure moderators returns, test ballots, tabulator tapes, moderators diaries, etc. for 22 months
    - Empty storage cabinets
    - Sort supplies
    - Complete election day forms, ED 90, ED 513, Etc.
    - Data entry on CVRS system of (held) voter registration cards
    - File (held) months voter registration cards
- Re-canvass of Election
    - Hire poll workers
    - Set time and date
    - Notify parties and candidates
    - Prepare report to SOTS
    - Fax report to SOTS
- Audit
    - Hire audit counters
    - Prepare equipment and documentation for SOTS
    - Prepare hand count tally sheets
    - Acquire room
    - Swear in counters
    - Fax audit report to SOTS

- Notice of Primary/ Town Committee
- Schedule rooms for election
- Schedule police
- Order telephone lines installation
    - Test local lines
    - Test and certify IVS system lines
- Complete polling site information, table breaks etc.
- Excel data equipment & polling site information
- Letters of intent to facilities to be used as polling sites
- Letters of equipment requests to facilities
- Hire poll workers
    - Assign workers to polling sites
    - Mail confirmation letters of assignments
    - Set up training dates
    - Prepare agenda for training
    - Two hour training each session– one in morning, one in afternoon & one evening
    - Complete and submit from ED-642 certification of Training to SOTS
    - Hire students, permission slips, etc.
    - Certify moderators
- Complete personnel information for payroll
    - Mail forms
    - Copy information
- Certify moderators and alternate moderators
- Hire temporary office staff
- Petition forms
- Set polling sites
    - Check accessibility
- Arrange for signage - DPW
- Media notice/14th day
- Voter mailing of voters polling site

- Central counting designation, notice to Town Clerk
- Enrollment session
- Enrollment list available
- Ordering of ballots
    - Review of ballots – absentee, tabulator and IVS
    - Sorting and securing
    - Provisional ballots in State & Federal Elections & primaries
    - Review and verify IVS audio ballot – each race, each candidate
- Supervised balloting
    - Information and forms mailed
    - Hire persons to provide supervised voting (one from each party)
    - Train persons in procedures
    - Inform Town Clerk of persons and dates
    - Prepare for dates and equipment to nursing homes
- Media notice/dates of mail in/and walk in/online/EDR registration
- Public outreach and educational sessions
- Set up and purchase supplies
    - Check all privacy booths
    - Prepare privacy booths for transport
- Charge batteries (UPS)
- Charge and service tabulators
- Complete moderator's books and supplies
- Complete assistant registrar information, copy description of duties and supplies
- Complete checkers information, copy description of duties
- Complete tabulator tenders information, copy description of duties and supplies
- Complete ballot clerks information, copy description of duties and supplies
- Complete challengers information, copy description of duties and supplies
- Complete absentee ballot information and procedures and supplies
- Review and complete street indexes
- Order memory cards for tabulators

- Develop and complete test decks
- Develop and complete moderators returns
- Prepare online voter list
- Print "Official voter lists" – one for polling sites and one for absentee
- Print supplemental list of voters
- Print "Inactive" list for polling sites
- Prepare maps of polling sites and to City Hall
- Prepare polling site setup maps
- Notify Town Chairs of testing dates of tabulators
- Test vote tabulators
    - Seal tabulators and secure
- Training session for moderators and alternate moderators
    - Prepare agenda of training session
    - Review election procedures
    - Distribution of supplies; keys, official checklists, etc.
- Complete and review polling site equipment
    - Pack storage/transport cabinets and seal
- Arrange transportation of equipment to polling sites
    - Accompany equipment
- Swear in, train, and start absentee ballot counting process
    - Marking of list on Wednesday, Thursday, Friday and Monday
    - Opening and counting of ballots on Tuesday, Election Day
- Prepare reports

March:

- Budget public hearing
- Election Day activities
    - 4:30 am check polling sites for set up
    - 5:00 am office open
    - Answer all telephone calls from public and polling sites
    - Search data for voter information

    - Answer all questions regarding voters from polling sites
    - Absentee ballot process review
    - Distribution of absentee counting equipment
    - Accept and review election supply returns
    - Work with Head Moderator
    - Fax election results to SOTS
    - Fax election results to AP press
- Election wrap up
    - Complete payroll of poll workers
    - Review and retain moderator diary
    - Review and count Provisional Ballots
    - Submit amended results
    - Mark office copy of who voted
    - Data entry of who voted on CVRS
    - Secure ballots for 18/22 months
    - Destroy unused ballots
    - Secure moderators returns, test ballots, tabulator tapes, moderators diaries, etc. for 22 months
    - Empty storage cabinets
    - Sort supplies
    - Complete election day forms, ED 90, ED 513, Etc.
    - Data entry on CVRS of held voter registration cards
    - File held months voter registration cards
- Re-canvass of Election
    - Hire poll workers
    - Set time and date
    - Notify parties and candidates
    - Prepare report to SOTS
    - Fax report to SOTS
- Audit
    - Hire audit counters
    - Prepare equipment and documentation for SOTS

    - Prepare hand count tally sheets
    - Acquire room
    - Swear in counters
    - Fax audit report to SOTS
- Yearly canvass continues
    - Canvass letters returned, data changes to voters records
- Voter cancellations from state CVRS system
- DMV weekly reports:
    - Search records
    - Change and remove voters information
    - Mail non-voters registration cards
- Voter cancellations from previous voting residences through out United States
- Duplicate voter changes within Connecticut from state CVRS system

April:

- Yearly canvass continues
    - Canvass letters returned, data changes to voters records
- Voter cancellations from state CVRS system
- DMV weekly reports:
    - Search records
    - Change and remove voters information
    - Mail non-voters registration cards
- Voter cancellations from previous voting residences through out United States
- Duplicate voter changes within Connecticut from state CVRS system
- SOTS & ROVAC convention
- Prepare reports

May:

- Yearly canvass completed
    - Data maintained for two years
- Voter cancellations from state CVRS system
- DMV weekly reports:

    - Search records
    - Change and remove voters information
    - Mail non-voters registration cards
- Voter cancellations from previous voting residences through out United States
- Duplicate voter changes within Connecticut from state CVRS system
- High School voter registration sessions
- Primary petitions
- Prepare reports

June:

- Voter cancellations from state system
- DMV weekly reports:
    - Search records
    - Change and remove voters information
    - Mail non-voters registration cards
- Voter cancellations from previous voting residences through out United States
- Duplicate voter changes within Connecticut from state CVRS system
- Primary petitions
- Prepare reports

July:

- Voter cancellations from state CVRS system
- DMV weekly reports:
    - Search records
    - Change and remove voters information
    - Mail non-voters registration cards
- Voter cancellations from previous voting residences through out United States
- Duplicate voter changes within Connecticut from state CVRS system
- Notice of Primary
- Schedule rooms for election/primary
- Schedule police
- Order telephone lines installation

    - Test local lines
    - Test and certify IVS system lines
- Complete polling site information, table breaks etc.
- Excel data equipment & polling site information
- Letters of intent to facilities to be used as polling sites
- Letters of equipment requests to, facilities
- Hire poll workers
    - Assign workers to polling sites
    - Mail confirmation letters of assignments
    - Set up training dates
    - Prepare agenda for training
    - Two hour training – one in morning, one in afternoon and one evening
    - Complete and submit from ED-642 certification of Training to SOTS
    - Hire students, permission slips, etc.
    - Certify moderators
- Complete personnel information for payroll
    - Mail forms
    - Copy information
- Certify moderators and alternate moderators
- Hire temporary office staff
- Petition forms
- Set polling sites
    - Check accessibility
- Arrange for signage - DPW
- Media notice/14th day
- Voter mailing of voters polling site
- Central counting designation, notice to Town Clerk
- Enrollment sessions
- Enrollment list available
- Ordering of ballots

    - Review of ballots – absentee, tabulator and IVS
    - Sorting and securing
    - Provisional ballots in State & Federal Elections & primaries
    - Review and verify IVS audio ballot – each race, each candidate
- Supervised balloting
    - Information and forms mailed
    - Hire persons to provide supervised voting (one from each party)
    - Train persons in procedures
    - Inform Town Clerk of persons and dates
    - Prepare for dates and equipment to nursing homes
- Media notice/dates of mail in, walk in, online and election day registration
- Public outreach and educational sessions
- Set up and purchase supplies
    - Check all privacy booths
    - Prepare privacy booths for transport
- Charge batteries (UPS)
- Charge and service tabulators
- Complete moderator's books and supplies
- Complete assistant registrar information, copy description of duties and supplies
- Complete checkers information, copy description of duties
- Complete tabulator tenders information, copy description of duties and supplies
- Complete ballot clerks information, copy description of duties and supplies
- Complete challengers information, copy description of duties and supplies
- Complete absentee ballot information and procedures and supplies
- Review and complete street indexes
- Order memory cards for tabulators
- Develop and complete test decks
- Develop and complete moderators returns
- Print "Official voter lists" – one for polling sites and one for absentee
- Print supplemental list of voters

- Print "Inactive" list for polling sites
- Prepare maps of polling sites and to City Hall
- Prepare polling site setup maps
- Notify Town Chairs of testing dates of tabulators
- Test vote tabulators
    - Seal tabulators and secure
- Training session for moderators and alternate moderators
    - Prepare agenda of training sessions
    - Review election procedures
    - Distribution of supplies; keys, official checklists, etc.
- Complete and review polling site equipment
    - Pack storage/transport cabinets and seal
- Arrange transportation of equipment to polling sites
    - Accompany equipment
- Swear in, train, and start absentee ballot counting process
    - Marking of list on Wednesday, Thursday, Friday and Monday
    - Opening and counting of ballots on Tuesday, Election Day
- Prepare reports

August:

- Election Day activities
    - 4:30 am check polling sites for set up
    - 5:00 am office open
    - Answer all telephone calls from public and polling sites
    - Search data for voter information
    - Answer all questions regarding voters from polling sites
    - Absentee ballot process review
    - Distribution of absentee counting equipment
    - Accept and review election supply returns
    - Work with Head Moderator
    - Fax election results to SOTS

    - Fax election results to AP press
- Election wrap up
    - Complete payroll of poll workers
    - Review and retain moderator diary
    - Review and count Provisional Ballots
    - Submit amended results
    - Mark office copy of who voted
    - Data entry of who voted
    - Secure ballots for 18/22 months
    - Destroy unused ballots
    - Secure moderators returns, test ballots, tabulator tapes, moderators diaries, etc. for 22 months
    - Empty storage cabinets
    - Sort supplies
    - Complete election day forms, ED 90, ED 513, Etc
    - Data entry of held voter registration cards
    - File held months voter registration cards
- Re-canvass of Election
    - Hire poll workers
    - Set time, facility and date
    - Notify parties and candidates
    - Prepare report to SOTS
    - Fax report to SOTS
- Audit
    - Hire audit counters
    - Prepare equipment and documentation for SOTS
    - Prepare hand count tally sheets
    - Acquire necessary room
    - Swear in counters
    - Fax audit report to SOTS
- Voter cancellations from state system

- DMV weekly reports:
    - Search records
    - Change and remove voters information
    - Mail non-voters registration cards
- Voter cancellations from previous voting residences through out United States
- Duplicate voter changes within Connecticut from state CVRS system
- Prepare reports

September:

- SOTS & ROVAC convention
- Prepare reports
-

September & October:

- Notice of General Election
- Schedule training rooms for election
- Schedule police
- Order telephone lines installation
    - Test local lines
    - Test and certify IVS system lines
- Complete polling site information, table breaks etc.
- Excel data equipment & polling site information
- Letters of intent to Board of Education, facilities
- Letters of equipment requests to Board of Education, St. Mary Church and NEON
- Hire poll workers
    - Assign workers to polling sites
    - Mail confirmation letters of assignments
    - Set up training dates
    - Prepare agenda for training
    - Two hour training – one in morning & one in afternoon
    - Complete and submit from ED-642 certification of Training to SOTS
    - Hire students, permission slips, etc.

    - Certify moderators
- Complete personnel information for payroll
    - Mail forms
    - Copy information
- Certify moderators and alternate moderators
- Hire temporary office staff
- Petition forms
- Set polling sites
    - Check accessibility
- Arrange for signage - DPW
- Media notice/14th day
- Voter mailing of voters polling site
- Central counting designation, notice to Town Clerk
- Enrollment session
- Enrollment list available
- Ordering of ballots
    - Review of ballots – absentee, tabulator and IVS
    - Sorting and securing
    - Provisional ballots in State & Federal Elections & primaries
    - Review and verify IVS audio ballot – each race, each candidate
- Supervised balloting
    - Information and forms mailed
    - Hire persons to provide supervised voting (one from each party)
    - Train persons in procedures
    - Inform Town Clerk of persons
    - Prepare for dates and equipment to nursing homes
- Media notice/dates of mail in and walk in registration
- Public outreach and educational sessions
- Set up and purchase supplies
    - Check all privacy booths

    - Stack privacy booths on dollies for transport
- Charge batteries (UPS)
- Charge and service tabulators
- Complete moderator's books and supplies
- Complete assistant registrar books, copy description of duties and supplies
- Complete checkers information, copy description of duties
- Complete tabulator tenders information, copy description of duties and supplies
- Complete ballot clerks information, copy description of duties and supplies
- Complete challengers information, copy description of duties and supplies
- Complete absentee ballot information and procedures and supplies
- Review and complete street indexes
- Order memory cards for tabulators
- Develop and complete test decks
- Develop and complete moderators returns
- Print "Official voter lists" – one for polling sites and one for absentee
- Print supplemental list of voters
- Print "Inactive" list for polling sites
- Order green bar citywide voter lists for polling sites
- Prepare maps of polling sites and to City Hall
- Prepare polling site setup maps
- Notify Town Chairs of testing dates of tabulators
- Test vote 30 tabulators
    - Seal tabulators and secure
- Training session for moderators and Alternate moderators
    - Prepare agenda of training session
    - Review election procedures
    - Distribution of supplies; keys, official checklists, etc.
- Complete and review polling site equipment
    - Pack storage/transport cabinets and seal

- Arrange transportation of equipment to polling sites
    - Accompany equipment
- Swear in, train, and start absentee ballot counting process
    - Marking of list on Wednesday, Thursday, Friday and Monday
    - Opening and counting of ballots on Tuesday, Election Day
- Saturday voter registration session
- Voter cancellations from state system
- DMV weekly reports:
    - Search records
    - Change and remove voters information
    - Mail non-voters registration cards
- Voter cancellations from previous voting residences through out United States
- Duplicate voter changes within Connecticut from state CVRS system
- Prepare NVRA report

November:

- Election Day activities
    - 4:30 am check two polling sites for set up
    - 5:00 am office open
    - Answer all telephone calls from public and polling sites
    - Search data for voter information
    - Answer all questions regarding voters from polling sites
    - Absentee ballot process review
    - Distribution of absentee counting equipment
    - Accept and review election supply returns
    - Work with Head Moderator
    - Fax election results to SOTS
    - Fax election results to AP press
- Election wrap up
    - Complete payroll of poll workers
    - Review and retain moderator diary

    - Review and count Provisional Ballots
    - Submit amended results
    - Mark office copy of who voted
    - Data entry dual systems of who voted
    - Secure ballots for 18/22 months
    - Destroy unused ballots
    - Secure moderators returns, test ballots, tabulator tapes, moderators diaries, etc. for 22 months
    - Empty storage cabinets
    - Sort supplies
    - Complete election day forms, ED 90, ED 513, Etc. on dual systems
    - Data entry on dual systems of held voter registration cards
    - File held months voter registration cards
- Re-canvass of Election
    - Hire poll workers
    - Set time and date
    - Notify parties and candidates
    - Prepare report to SOTS
    - Fax report to SOTS
- Audit
    - Hire audit counters
    - Prepare equipment and documentation for SOTS
    - Prepare hand count tally sheets
    - Acquire room
    - Swear in counters
    - Fax audit report to SOTS
- Voter cancellations from state system
- DMV weekly reports:
    - Search records
    - Change and remove voters information – dual systems
    - Mail non-voters registration cards

- Voter cancellations from previous voting residences through out United States
- Duplicate voter changes within Connecticut from state system
- Prepare NVRA report

December:

- Prepare budget
  - Review accounts
  - Review budget with staff
  - Munis data report
  - Meet with Finance Department
- BET request (if needed)
  - Prepare data
  - Attend BET meeting
  - Explain request and document need for funds
- Voter cancellations from state system
- DMV weekly reports:
  - Search records
  - Change and remove voters information Mail non-voters registration cards
- Voter cancellations from previous voting residences through out United States
- Duplicate voter changes within Connecticut from state CVRS system
- Prepare report