October 20, 2017

TO REGISTRARS OF VOTERS IN MUNICIPALITIES HOLDING ELECTIONS NOVEMBER 7, 2017:

I. Voting Districts

The boundaries of voting districts (if any) are determined by the legislative body of each municipality, except for "split" voting districts "automatically" created by the 2011 Plan of Districting (Conn. Gen. Stat. §9-l69 and §9-l69a). No changes in the boundaries of voting districts may be made within ninety days prior to the election. Therefore, voting districts may not now be "combined" or subjected to any change of boundaries with respect to the November 7, 2017 election unless the provisions of Conn. Gen. Stat. §9-l68a(c) are followed (as explained under "II. Polling Places").

II. Polling Places

Except as provided in Conn. Gen. Stat. §9-l68a and §9-l68b, each established voting district must have its own, separate polling place. Pursuant to Conn. Gen. Stat. §9-168 and §9-169, polling places are designated by the registrars and may not be changed within the period of thirty-one days before an election. The only exception to this rule is the case in which a polling place has for some reason (a fire, for example) become unusable, in which case the town clerk and the registrars, acting unanimously, must designate a new polling place.

Two polling places in one building: If, in accordance with Conn. Gen. Stat. §9-168a or §9-168b, your town has validly provided for two polling places in one building, and if, at the election, the ballot labels for the two polling places in that one building are exactly the same, then Conn. Gen. Stat. §9-168a(c) allows the registrars to combine those two polling places into one polling place and requires them to notify the town clerk before the election. Please study carefully Conn. Gen. Stat. §9-168a(c).

III. Number of Voting Machines and Voting Privacy Booths

Each municipality received two optical scan voting machines per voting district. We suggest that each municipality use one optical scan machine per voting district and use the second machine as a back-up. However, if you have a polling place where you anticipate a very high voter turnout, you may prepare and use both machines in the polling location.

The formula for voting privacy booths is one booth for each two-hundred fifty, or fraction of two-hundred fifty, electors whose names are on the last-completed registry list for each voting district within the municipality or, for municipalities not divided into voting districts, one booth for each two-hundred fifty, or fraction of two-hundred fifty, electors whose names are on the last-completed registry list for the entire municipality.

Spare Machines: Each municipality received two optical scan voting machines per voting district and one additional machine to be used as a spare or for use with central counting of absentee ballots. We suggest that each