REGISTRAR OF VOTERS’ ELECTION RESOURCES

HOW TO USE YOUR RESOURCES TO FIND THE INFORMATION YOU NEED!

COURSE OUTLINE

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USING THE SECRETARY OF STATE’S (SOTS) WEBSITE

- WWW.CT.GOV/SOTS
- WALK THROUGH WEBSITE
  - ELECTIONS DIVISION
    - VOTER INFORMATION*
    - ELECTION INFORMATION*
    - ELECTION OFFICIAL INFORMATION*
    - ELECTION RESOURCES – LAWS & REGS
    - LEAD COMMUNICATIONS*
    - CANDIDATE INFORMATION
    - PARTY INFORMATION
- CONTACT INFORMATION
  - GENERAL & LEAD DIVISION

QUICK REVIEW

- CAN YOU FIND IT?
  - STUDENTS WILL BE GIVEN TIME TO EXPLORE THE WEBSITE ON THEIR OWN AND FIND SEVERAL ITEMS SUGGESTED BY THE INSTRUCTOR (Ex., election calendar, forms, contact information, LEAD communications, fact sheets, handbooks, etc.)
QUESTIONS

STUDENTS WILL HAVE AN OPPORTUNITY TO ASK QUESTIONS ABOUT THE MATERIAL COVERED.

STUDENTS ARE ALSO ENCOURAGED TO BRING IN ANY SPECIFIC QUESTIONS THAT THEY ARE INTERESTED IN RESEARCHING.

USING THE STATE ELECTION ENFORCEMENT COMMISSION (SEEC) WEBSITE

- WWW.CT.GOV/SEEC
- WALK THROUGH WEBSITE
  - COMMISSION DECISIONS
  - HOW TO FIND THEM
  - SEARCH TIPS & TECHNIQUES
  - COMMISSION REGULATIONS
    - HAVA
  - HOW TO FILE A COMPLAINT
  - CONTACT INFORMATION
    - GENERAL & ENFORCEMENT UNIT
QUICK REVIEW

- CAN YOU FIND IT?
  - STUDENTS WILL BE GIVEN TIME TO EXPLORE THE WEBSITE ON THEIR OWN AND FIND SEVERAL ITEMS SUGGESTED BY THE INSTRUCTOR (Ex., Specific cases, Commission regulations, complaint form and procedures, contact information, etc.).

QUESTIONS

- STUDENTS WILL HAVE AN OPPORTUNITY TO ASK QUESTIONS ABOUT THE MATERIAL COVERED.

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USING THE FREEDOM OF INFORMATION COMMISSION (FOIA) WEBSITE

- WWW.CT.GOV/FOI
- WALK THROUGH WEBSITE
  - LOCATE PUBLICATIONS – FOIA 101 POWERPOINT
  - FREEDOM OF INFORMATION ACT & REGULATIONS
  - CONTACT INFORMATION
    - GENERAL & TOM HENNICK

USING THE ROVAC WEBSITE

- WWW.ROVAC.ORG
- WALK THROUGH WEBSITE
  - ELECTION ADMINISTRATION INFORMATION
    - EMERGENCY PLANS
    - LEGISLATIVE TERMINOLOGY
    - POLL WORKER TRAINING
    - HANDBOOK
  - ABOUT US
    - CODE OF ETHICS
    - COMMITTEES
  - HOW TO SEARCH THE HANDBOOK
USING THE STATE LIBRARY WEBSITE

- **WWW.CTSTATELIBRARY.ORG**
- **HOW TO FIND THE RECORD RETENTION SCHEDULE**
  - DEPARTMENTS – PUBLIC RECORD ADMINISTRATION
  - MUNICIPAL RECORDS
  - SCHEDULE M-6
- **CONTACT INFORMATION IF YOU NEED HELP**

USING THE STATE JUDICIAL BRANCH WEBSITE

- **WWW.JUD.CT.GOV/lawlib/**
- **WALK THROUGH WEBSITE TO IDENTIFY HELPFUL ELECTION ADMINISTRATION INFORMATION**
  - RECENT LAW CHANGES
  - ELECTION LAW LINKS
  - HOW TO SEARCH & BROWSE STATUTES VIDEOS
  - LEGISLATIVE HISTORY SEARCH INFORMATION
  - HOW TO SEARCH FOR A CASE
QUICK REVIEW

- CAN YOU FIND IT?
  - STUDENTS WILL BE GIVEN TIME TO EXPLORE THE WEBSITE ON THEIR OWN AND FIND SEVERAL ITEMS SUGGESTED BY THE INSTRUCTOR (ex. FOIA 101 Powerpoint, Tom Hennick Contact Information, ROVAC Handbook (and items therein), Schedule M-6 (and items therein), etc.).

QUESTIONS

- STUDENTS WILL HAVE AN OPPORTUNITY TO ASK QUESTIONS ABOUT THE MATERIAL COVERED.

STUDENTS ARE ALSO ENCOURAGED TO BRING IN ANY SPECIFIC QUESTIONS THAT THEY ARE INTERESTED IN RESEARCHING.
USING THE CONNECTICUT GENERAL ASSEMBLY WEBSITE

- WWW.CGA.CT.GOV
- WALK THROUGH WEBSITE
  - BILLS
    - WHAT ARE THEY? A REVIEW
    - SEARCHING BY SUBJECT
    - UNDERSTANDING SEARCH RESULTS
    - OLR & BILL ANALYSIS
    - BILL TRACKING
  - PUBLIC ACTS
    - WHAT ARE THEY? A REVIEW
    - UNDERSTANDING SEARCH RESULTS
    - EFFECTIVE DATES & CONVERSION TO STATUTE #
    - OLR & PUBLIC ACT SUMMARIES
  - STATUTES
    - WHAT ARE THEY? A REVIEW
    - WHERE/HOW DO I FIND THEM?

HOW TO SEARCH A STATUTE

- WWW.CGA.CT.GOV
- WALK THROUGH SEARCHING A STATUTE IN REAL TIME
  - SEARCH FOR PRE-DETERMINED INFORMATION USING THE SEARCH PAGE
  - SEARCH FOR PRE-DETERMINED INFORMATION USING THE BROWSE PAGE
  - STUDENTS MAY SUGGEST CERTAIN TERMS OR QUESTIONS TO SEARCH
  - SEARCH PAGE EXPLANATION
  - SEARCH RESULTS EXPLANATION
QUICK REVIEW

• CAN YOU FIND IT?
  • STUDENTS WILL BE GIVEN TIME TO EXPLORE THE WEBSITE ON THEIR OWN AND FIND SEVERAL ITEMS SUGGESTED BY THE INSTRUCTOR (Ex., statutes, bills, reports, bill analysis, testimony, etc.)

QUESTIONS

• STUDENTS WILL HAVE AN OPPORTUNITY TO ASK QUESTIONS ABOUT THE MATERIAL COVERED.

STUDENTS ARE ALSO ENCOURAGED TO BRING IN ANY SPECIFIC QUESTIONS THAT THEY ARE INTERESTED IN RESEARCHING.